



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: May 9, 2014

CITY MANAGER'S OFFICE thru 05/09/2014

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

- Update DeltonaTV schedules for the week of May 11.
- Update DeltonaTV programming—(TPC) Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing, (UCF) Arts Performances, Acoustic Spotlight, (other) White House Chronicle, American Veteran, nature & environmental programming—for the week of May 11.
- Attended the 2014 Florida's Birding & Photo Fest, with Jerry Mayes, in St. Augustine... for research for proposed City nature fest in 2015.
- Video post-production for 2014 Volunteer Lunch TV program.
- Video post-production for Parks Update: City Volunteers and Parks Update: Simulcast Concert Preview.
- Working on the May issue of The Pride.
- Live broadcast of the May 5 City Commission Meeting and recorded for later broadcast.
- Working with ITSD to schedule on-site meeting with broadcast vendor to review TV Room RFP.
- Worked with the following departments, creating questions & answers, for pre-production for these DeltonaTV programs: Parks Update: July 4th Preview & Fireworks Safety—Parks Dept, Clerk's Office, Fire Dept.; Economic Development Report: Volusia County Health Rankings(2 episodes)—Economic Development Dept, Volusia County Health Dept.; Code Enforcement Notebook: Permitting(3 episodes)—Construction & Permitting Dept, Public Info Office.; Fire & Safety Bulletin: SAFEKIDS—Economic Development Dept, Volusia County Health Dept.; Fire & Safety Bulletin: The Issue of Bullying—Economic Development Dept, Stetson University, Volusia County Schools, VCSO.
- Training session for message boards with Stewart Signs technician.
- Worked with Jerry Mayes, facilitating the Eco-tourism meeting with FWC, for the proposed City nature festival in 2015.
- Met with VCSO to review National Night Out 2014 plans.
- Training session for message boards with Stewart Signs technician.
- Working with ITSD to resolve printing errors with DVD Duplicator.
- Met with City Manager Dave Denny to review previous Charter Amendment campaigns and requests from the VCSO for National Night Out.
- Working with the Office of Economic Development to create a Personnel Requisition for the next budget.

Press Release/s:

- New Fire Chief Mark Rhame

Media Relations:

- Provided information regarding State funds and the City’s brackish water well, to Mark Harper/Daytona News Journal.
- Provided information regarding the commercial development rezoning at Saxon & Sterling Silver, to Assignment Desk/WKMG-TV Ch. 6.
- Provided information regarding the proposed City Charter amendments, to Al Everson/West Volusia Beacon.
- Provided information regarding the Captain Drive hoarding/cruelty case, to the following media: WOFL-TV Ch. 35, Daytona News Journal, Central Florida News 13.

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

- Joined Eco-Tourism project team member Lee Lopez and our Audubon Society liaison to attend the 2014 Florida's Birding and Photo Festival in St. Augustine in preparation for a potential nature festival here in Deltona next spring.
- Met with Commissioners regarding the utilization of a Memo of Understanding (MOU) with the West Volusia Audubon Society. The Audubon Society, a 501(c)(3) registered organization would partner with the City for ‘Community/Foundation Grants’ for use in the Eco-Tourism Project.
- Attended a meeting of Team Volusia Economic Development Practitioners Council in Daytona.
- Met with Lee Lopez and Ann Glick, Florida Wildlife Commission (FWC), to discuss a potential nature festival as a means to promote the City.
- Attended the Volusia County Department of Economic Development’s quarterly report meeting.
- Met with John Wanamaker to discuss his ideas on solicitation of large box retail stores to Deltona.
- Attended the May 5th Commission meeting for the Deltona Economic Development Advisory Board (DEDAB) 1st Quarter report to the Commission.
- Prepared both of the DEDAB Sub-committee agendas and the Q1 meeting report to be presented by Rick Demeter, DEDAB Chairperson.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 05/02/2014

Building Services Division:

Building Permits issued for the week.....	104
Valuation of work permitted for the week	\$1,915,292
Inspections completed for the week	233
Total Permits issued for Fiscal Year 13/14	2,075
Valuation of work permitted for the year 13/14.....	\$48,073,630
Permits Issued:	
A/C Change Out	19
Building res	4
Concrete flat work	1
Electrical Repairs	1
Fence	18
Garage Door Replacement	5
Gas Installation	1
Monument sign	1
Other	1
Patio Cover	1

Plumbing Repipe	4
Pool in Ground	2
Reroof	21
Right of Way	1
Screen Enclosure	2
Shed I	4
Siding	1
Sign	1
Temp Sign	1
Water Heater Replacement	7
<u>Window Replacement</u>	<u>6</u>
Total	104

Enforcement Services Division:

Requests for services this week	324	
Animals impounded at the humane societies	20	
Citation warnings issued	25	
Courtesy notices	185	
Abatement notices	47	
Citations issued	5	
Code Enforcement telephone calls	98	
Animal Control calls	99	
Solid Waste calls	107	
Citizen walk in requests for Code Enforcement assistance	6	
Citizen walk in requests for Animal Control assistance	7	
Citizen walk in requests for Solid Waste assistance	4	
Properties requiring grass to be cut by contractors	15	(at a cost of \$600)
Certified mailings sent out	57	(at a cost of \$369)
Money collected for Animal tags, liens and return to owners	\$1,449	
Foreclosures for this week: Deltona	26	
County	<u>70</u>	
Total	96	

CITY CLERK'S OFFICE (Joyce Raftery, City Clerk) thru 05/02/2014

2nd Floor HR/CC Walk-In Customers	40	
2nd Floor calls Answered	36	
Packages Received	48	
Packages Picked Up	1	
A/P Invoices Opened	139	
Newspapers	16	(6.0 hours)
Public Records Requests Received	2	
Public Record Request Amount Received	0	
Documents imaged, pages	1,059	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 05/09/2014

- Met with Parks and Recreation to discuss procedure for acceptance of credit card payments.
- Met with Grants Coordinator to discuss on-going Davis Bacon monitoring.
- Coordinating meetings between ITSD and individual departments to discuss IT allocation for budget.
- Met with staff discuss department budget.
- Attended seminar on Government Accounting and Audit Update.
- Assisting all departments with budget development and data entry training.
- Assisted Parks with grant budgeting forms for 2015.
- Started a flowchart of required steps to achieve and maintain LAP (Local Agency Program) certification with FDOT, so we can stay eligible for trails and roadway funding.
- Attended a HUD webinar about the ongoing monitoring requirements of NSP after grant closeout.
- Agreements for Transportation Engineering and Planning sent to firms.
- Prepared Request for Proposal (RFP) for Investment Advisor.
- Proposals for General Contractors for Housing Programs due May 8th.
- Proposals for Auditing Services due May 15th.
- Worked with Verizon on phone upgrades.
- Working on annual Citywide inventory.
- Staff attended advanced Excel training.

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

Acting Fire Chief Rogers:

Alarm summary 4/29/2014 to 5/5/2014

Structure fire	0
Vehicle Fire	0
Wild land, grass, trash	2
Miscellaneous Fire	12
ALS Medicals	55
BLS & Misc. Medicals	85
Hazardous Condition	7
Service Calls	6
Good Intent	16
<u>False Alarms</u>	<u>10</u>
TOTAL	193

Deputy Chief Rafferty:

- Met with Chief Rogers regarding Budget.
- Met with City Manager and Human Resources Director regarding a personnel issue.
- Toured Fire Station with new Fire Chief.
- Met with Chief Debose regarding New Hire Process.
- Met with Sue Houle regarding EMS Vending Machines.
- Met with Josie Caine regarding EMS Week program.
- Taught American Heart Association Pediatric Instructor Training Class.
- Completed Purchase Order paperwork for EMS Vending Machine.

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 05/07/2014

- Performance Evaluations processed: 5
- 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:
 - (08) Firefighter/EMT
 - (06) Logistics Clerk
 - (12) Parks Maintenance Tech
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Processed court ordered requests for Child Support and Medical Support.
- Scheduling interviews for 11 applicants for Enforcement Services Officer position.
- Finalizing implementation of E-Verify program.
- Assisted an employee with a Vision coverage issue.
- Sent 24 firefighter applications to the Acting Fire Chief for review.
- Processed (2) FMLA requests.
- Preparing FY 2014/15 budget cost impact estimates regarding merit increases and pay scale adjustment.
- Participated in 3 interviews for heavy Equipment Operator.
- Working with Halifax Health to coordinate start of Employee Wellness Program.
- Coordinating Budget Reclass/Requisition review meetings with Department Directors and the review committee (City Manager, Deputy City Manager, Human Resources Director).
- Coordinated meetings with assigned City EEOC attorney and key employees regarding an employment discrimination claim by a former employee.

Risk Management/Safety:

- Processed 1 Worker's Compensation claim.
- Working on Vaccination authorizations for Water Department employees.
- Processed vehicle accident involving City employee.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 05/07/2014

Administration:

- Met with three (3) air conditioning duct cleaning companies to evaluate a cost for cleaning the A/C ducts at Wes Crile Park.
- Prepared for the Youth Advisory Game Day at Harris Saxon Community Center – event rained out.
- Met with hood cleaning company for annual fire inspection.
- Conducted video-taping session with PIO on the topic, 4th of July.
- Met with Early Learning Coalition of Flagler & Volusia Counties to discuss the opening of the Born Learning Trail at Harris Saxon Community Center.
- Met with Mac Wilder & Associates to discuss turf construction of a football field at Dwight Hawkins.
- Staff attended Diversity Training class at the Water Department.
- Staff attended Risk Management training class.
- Started the credit card payment process on 5/2/14; accepted 5 credit card payments.
- Processed 13 permits for pavilion and field rentals.

Facility Use Permits (04/27/14—05/03/14):

• Deltona Community Center	1 permit issued	Weekly attendance – 776
• Harris M. Saxon Community Center	3 permits issued	Weekly attendance – 561
• Wes Crile Park	1 permit issued	Weekly attendance – 1,134
• Skate Park	3 new passes	Weekly attendance – 123

Special Events/Programs:

Amphitheater: Jazz Concert on May 10th at 7:00 pm.

Harris Saxon Community Center: Boys and Girls Club After-School Program continues.

Partner Leagues Currently Underway:

- Men's Softball Spring 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.

- Set out message boards for Concert in the Amphitheater.
- Delivered tents and coolers to Harris Saxon for Youth Game Day.
- Campbell Park – Pressure washed pavilions and restroom; mulched bed with new plants; sprayed grounds and pulled weeds; cleaned up drain and graded around it.
- Deltona Community Center – Repaired toilets in men's and women's restrooms.
- Dewey Boster – Trimmed trees at front entrance.
- Lake Gleason – Removed graffiti from inside walls of pavilion.
- Timber Ridge – Trimmed trees/hedges as needed.

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.

- Unloaded shipments from Safety Products and Dade Paper.

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.
 - Raked, edged, weed-whacked and set Dupont Lakes.
 - Sprayed Campbell and Wes Crile with Multipath and TB3000.
- 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 field numbers on light poles.
- Painted fields 6 and 8 for Soccer Club.
- Sprayed complex with TB3000 and Medinahcal.
- Lined field 9 for weekend tournament.
- Fixed lines on fields 4, 5 and 7 for weekend tournament.
- Get flags and sand bags prepped.
- Set in soccer nets for following tournament.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 05/07/2014

Executive Summary:

The Planning and Development Services Department presented the Ordinance No. 02-2014 to the Commission for second and final reading this week. The ordinance was for the rezoning from MPUD to BPUD for the Saxon Sterling Silver project. The Commission adopted the Ordinance, which allows for office development on Lot 1 and commercial and/or office development on Lots 2 and 4.

Planning:

The Planning Section received six copies of the Development Review Committee (DRC) approved Final Site Plan for the Trinity Church VPK building. These plan sets were signed and a Development Order created. Staff completed a zoning interpretation memorandum for a clarification pertaining to Section 75-4 that exempts single family homes on residentially zoned land from having to receive Final Site Plan approval. However, single family homes on residentially zoned land within master planned communities have additional areas within the community and not on the residential lot that typically would be need to be addressed in design (e.g., common areas, amenity centers, stormwater management areas, etc.) to meet Code requirements. The details for those areas can be included on Construction Plans in keeping with Section 106-30 to ensure that they meet Code. This streamlines the process and saves costs for an applicant from not having to create a separate Final Site Plan submittal. Finally, staff reviewed the City's Grants Management Policy to ensure understanding of the process to identify grants, have them routed properly through the City, and who is responsible for grant management.

Housing & Community Development Section:

The Housing and Community Development Section brought the HOPWA agreement to the Commission this week and the agreement was approved. The agreement has been sent to HUD for their signature. Staff will study the Deltona Metropolitan Statistical Area (MSA) for the existing need for those funds and programs in place to manage those funds. The information will be needed if the City is allocated HOPWA funds in the future. Also, staff is completing the Community Development Block Grant (CDBG), SHIP, and NSP draft budgets for next fiscal year, to be entered into the Munis system.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 05/02/2014

Traffic Operations:

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

- **Signs:**
 - Completed 9 sign repair work tickets throughout the City.
 - Fabricated and installed 7 street name signs.

- Fabricated 5 city website decals for fleet.
- Fabricated five 24"x 30" R2-1 25 mph signs for stock.
- **Asphalt:**
 - Repaired 1 asphalt work ticket – 1 ½ ton.
 - Tansboro – repaired 3 cross cuts for stormwater – 5 ½ tons.
 - Perimeter – repaired 7'x 12' section of road for Deltona water – 1 ton.
- **Miscellaneous:** Ft Smith & Gulliver , Ft Smith & Courtland – set up detour for clam truck crew.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:** Medians:
 - Providence, Normand, Howland Blvds – routine maintenance, repairs.
 - Elkcam Blvd – sprayed mulched areas for weeds.
- **Concrete:**
 - Sidewalks: 1545 Humphrey – 40'x 5'; 1145 Normandy Blvd – 25'x 5'.
 - Grindings: 1476 Steeplechase – 1 hazardous location.
- **Clam Truck:**
 - Debris – 8
 - Trimming – 11
- **Slope Mowing:**
1128 Melagano – 120'; Abeline & Norwood – 500'; 1048 Lamplighter – 80'; 1232 Lamplighter - 80';
1232 Section Line Trail – 60'; 1420 Felton – 240'; 1520 Agatha – 80'; 2163 Newmark – 160'.
- **Drop Offs & Sod:**
 - 629 Spreading Oaks – repaired ruts near mailbox.
 - 2021 Montecito – ground stump.
- **Miscellaneous:**
 - Normandy – weed-whacked weeds from retaining walls.
 - Clayton & Addison – mowed the Right of Way.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| ● Vehicles | PM – 2 | Repairs – 6 |
| ● Equipment | PM – 6 | Repairs – 23 |
| ● Fire Dept Station Checks | 5 | |
| ● Road Calls | 8 | |
| ● 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 – installed 160' of 15" HDPE pipe; three nyloplast basins and started to reshape the swales.
 - Mobley – used backhoe to dig gopher tortoises for the new stormwater ponds.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Way mowed:
2885, 2107, 2163 Newmark; 2633 Salters; 1509, 1481 Humphrey; 2726 Ancho Ct; 1581, 1393,
1369, 2401, 2321 Timbercrest; 2097 Wallingford; 1521 Ortega; 1952 Merrick; 1965, 2023, 2081
Alameda; 2016 Dumas; 1648 Gregory; 1872 Akron; 1529 Ferendina; 1599 Providence; 1299

Briarwood; 1450, 1408 Ft Smith; 1921 Shaw; 753 Arlene; 2349 Fitzpatrick; ; 2017 Appian Ct; 640 Sullivan; 2140, 2032 Parkton; 1868 Plumtree; 1731, 1590 Finland; 1293 Buccaneer; 230 Embassy; 761 Red Coach; 898 Fairbairn; 819, 992 Gaucho; 1096 Eleanor; 989, 780, 732 9th; 751, 722 Whitewood; 524 Gasper; 444 Alexander; 1860 Tanner; 1910, 825 Lehigh; Brady; Hasting/Zinnia; 2147 Howland; 11th St; 1090 Courtland.

- Ponds Mowed:
2025 Watersedge; 840 Deltona Blvd; Shafton; 632 Armadillo; 1649 Akron; 1541 Laramore; 1911 Palomar; 1912 Worthington.
- **Right of Way Mowing Crew:**
 - Main roads mowed: Deltona Blvd; Catalina Blvd; Tivoli Dr; Cloverleaf Blvd; Anderson Dr; Alexander Dr; Part of Normandy Blvd.
 - Sector/s mowed: Sector 22.
- **Right of Way Litter Crew:** Main road trash pickup – Normandy Blvd; Alexander Dr; Courtland Blvd; Tivoli Dr; Deltona Blvd; Cloverleaf Blvd; Anderson Dr.
- **Miscellaneous:**
 - 2972 Beckwith – weed-whacked around the headwall.
 - 1190 Saxon – cleared the weeds around the staff gauge at Clear Lake.
 - City Wide – Stormwater lids and headwalls are being painted yellow so they can be found in high grass.
 - 1615 Falmouth, 788 Chippendale; 11th Ave – mowed the Right of Way and picked up trash.
 - 2718 Beckwith – installed a new lid on the drainage box.
 - 2090 Montecito – retrofitted the drainage box with a ring & grate.
 - 1851 Gatewood – checked the drainage ditch for any blockage.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 05/04/2014

Customer Service

April/May 2014	Total week ending 05/04/2014
DW – Lockbox	1592
Ebox	1264
Call Center Calls	1099
Walk-ins/Drop Box	1113
On-line Payments	1647
IVR	814

Customers Disconnected for Non-Pay

April/May 2014	Total week ending 05/04/2014
Total on Disconnect List	107
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

April/May 2014	Total week ending 05/04/2014
Water Service	0
Meter Sets	2
Reclaim Meters	0
Fire Hydrant Installs	4
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	34
Locates Received	112
Locates Completed	146
Main Leaks	0
Service Leaks	5
Sewer Repairs	1
Sewer Blockage	10
KV2 Valves	12
Service Replacements	4
Meter Change Outs	9
Service Orders	528
Disconnects	107
Drainfield Leaks	0
Meter Retirements	60