



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, Acting City Manager  
Subject: Weekly Courtesy Report  
Date: October 11, 2013

**CITY MANAGER'S OFFICE** thru 10/11/2013

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

- Facebook & Twitter postings: Information about the upcoming newsletter release, various road closings, various library events, information for artists wishing to become a vendor at the Deltona Arts & Crafts festival, Spooktacular, a reminder about FLOWMobile, the agenda link for the Commission meeting, a reminder about the Fire Department Open House, the new no-texting law and the Veterans Community Education Partnership (VCEP) Navy Birthday Celebration.
- E-blasts: Fire Department Annual Open House, VCEP's Navy Birthday Celebration, Then2Now Concert, Spooktacular, FLOWMobile's Oct. 14<sup>th</sup> visit.
- Event Calendar submissions: Then2Now Concert, VCEP's Navy Birthday Celebration, Eastern Water Reclamation Facility Public Forum.
- Met with the Parks & Recreation Director regarding event signage for Spooktacular.
- Completed the flyer/poster for the Deltona Arts & Crafts Festival, and submitted information on it to Z-Radio and News Channel 13 for their event calendars.
- Created a DeltonaTV Community Calendar slide about the VCEP Navy Birthday Celebration and the new no-texting law.
- With the Office of Economic Development (OED), coordinated a ribbon cutting ceremony for the new Dunkin' Donuts/Baskin Robbins on Howland Blvd.
- Planning for next video production session, "Code Enforcement Notebook."
- Updated DeltonaTV schedules and programming—TPC: Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing; UCF: Global Perspective, On the Issues, MetroCenter Outlook, Arts Performances, Acoustic Spotlight; Other: White House Chronicle, American Veteran; Nature & Environmental programming—for the week of October 13<sup>th</sup>.
- Produced "City Hall Video Tour" DVD for use with school tours of City Hall.
- Pre-production for Economic Development Report, Code Enforcement Notebook, Parks & Recreation Update, Deltona Fire Bulletin, and Deltona Audubon Report, for episodes to air in November and December.
- Pre-planning for Economic Development sales presentation DVD.
- Finished & distributed the October issue of The Pride.
- Followed up with media instructors at Deltona high schools, regarding the Think Before You Throw PSAs.
- Working with OED on local Burger King Education initiative.
- Attended the Florida Planning & Zoning Association's River Tour of the St. Johns River.
- Working with the Parks Department to coordinate staffing efforts for the Spooktacular event, for photos and videotaping.
- Working with Planning & Development Department to update NSP slides for DeltonaTV.
- Created DeltonaTV Slide for Health Insurance Marketplace Navigator Services group, who will be using the Business Assistance Center to help residents enroll in the new health care initiative.
- Working on a PSA and a TV Slide for Spooktacular.
- Live broadcast of the October 6<sup>th</sup> City Commission meeting, and recorded it for later broadcast.

**Press Release/s:**

- Access West Volusia

**Media Relations:**

- Responded to an inquiry about the owner of Dare Wear, by Mark Harper of the *Daytona Beach News-Journal*.
- Provided information regarding the proposed soccer field improvements at Dewey Boster Park, to *Al Everson/West Volusia Beacon*.

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

- As staff liaison, attended the quarterly meeting of the Deltona Economic Development Advisory Board (DEDAB) to review Sub-committee reports to be presented to the Commission by the DEDAB Chairperson on November 4<sup>th</sup>.
- Met with Volusia County School District staff, Mr. Larry Kent (local business owner), Giuli Schacht (CEO Rational Developments, Inc.), plus City IT and PIO staff to discuss the "Larry Kent Digital Project", a Public-Private Partnership (PPP) between the Volusia County School System and Mr. Kent, which will focus on enhancing the digital film production output of the local Volusia County High School Academies.
- Met with staff to plan the proposed Deltona Business Forum.
- As City Liaison, prepared the agenda packages for the regular monthly meetings of the DEDAB Educational Campus and Medical Facilities Research Sub-committee and the DEDAB Commerce Park Research Sub-committee. Meetings are held on the second Friday of each month and the public is welcome to attend.
- Working with Keith Norden, Denise Mott and John Wannamaker of Team Volusia, to prepare a presentation to update the Commission on Project DIAL at the October 28<sup>th</sup> Workshop.
- Worked with PIO staff to coordinate the Dunkin' Donuts Ribbon Cutting ceremony held on October 3<sup>rd</sup>.
- Working with property developers and business owners regarding expansions to additional sites within Deltona.
- Met with Chris Bowley, Planning & Development Services Director, to discuss various projects.
- Attended the Florida Statewide Greenways and Trails Council meeting.
- Met with staff to identify ten businesses that can display the "Think Before You Throw" posters.
- Met with the eco-tourism project team and the events team to plan and coordinate several events and projects.
- Attended the Florida Planning and Zoning Association's eco-tour on the St. Johns River. The tour was presented by Doug and Jean Little, owners of 'St. Johns River Eco Tours', based out of the Highbanks Marina in DeBary. Further discussions are planned regarding expanding his tour locations to include a tour out of Deltona's marina at the Lakeshore Drive Community Center.
- Met with John Wanamaker and Chuck Rudis of Coldwell Banker AI Commercial Realty to prepare for Mr. Wanamaker's October 10<sup>th</sup> interview for DeltonaTV discussing economic development in Deltona and the region over the last three years, plus current and planned projects.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 10/04/2013

**Building Services Division:**

Building Permits issued for the week.....54  
Valuation of work permitted for the week.....\$199,086



Public Records Requests Received .....	3
Public Record Request Amount Received .....	33¢
Documents imaged, pages .....	5,514
Large scale drawings imaged, pages .....	0

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 10/11/2013

- Prepared agenda memos for new playground at Manny Rodriguez Park, Reelmaster Mower from Wesco Turf, Inc., and a technical service support agreement with Physio-Control for the LifePak Cardiac Monitors.
- Received nine responses for a Consultant for State Government Relations and Lobbying. Prepared score sheets for Selection Committee. Meeting with Committee on Thursday, October 10<sup>th</sup> to review scoring and determine which firms will be interviewed by the Commission; prepared agenda memo for the October 15<sup>th</sup> Commission workshop.
- Bids due for landfill/dumping on October 9<sup>th</sup>.
- Proposals due for General Contractors for NSP on October 10<sup>th</sup>.
- Bids due for Real Estate Brokers for NSP on October 10<sup>th</sup>.
- Participated in US Commodities webinar.
- Responded to a request for final closeout documentation from the US Department of Energy for the closeout of the Energy Efficiency Conservation Block Grant (EECBG).
- Reviewed the first certified payroll received from Hazen Construction on the Mapleshade Drainage project per the HUD/Community Development Block Grant (CDBG) requirements.
- Working on final figures of grant funded projects to start compiling the Schedule of Expenditures of Federal Funds (SEFA) schedule for the 2013 audit.

**FIRE/RESCUE DEPARTMENT** (Fire Chief Robert Staples) thru 10/09/2013

**Fire Chief Staples:**

- Planned and coordinated the Fire Department's Annual Open House event at Station 65, which was attended by approximately 600 people.

**Deputy Chief Rogers:**

Alarm summary 10/1/2013 to 10/7/2013	
Structure fire	1
Vehicle Fire	0
Wild land, grass, trash	0
Miscellaneous Fire	10
ALS Medicals	58
BLS & Misc. Medicals	74
Hazardous Condition	4
Service Calls	6
Good Intent	13
False Alarms	8
TOTAL	174

**Deputy Chief Rafferty:**

- Attended Volusia County Fire Chiefs meeting in Edgewater.
- Completed LifeScan Physical.
- Picked up and returned Port Orange Fire Safety trailer.
- Attended Fire Department Open House at Station 65.
- Completed Target Safety classes.
- Attended Trauma Stat Conference in Daytona Beach.
- Met with Port Orange Fire regarding American Heart Association.
- Administered Flu Shots to twenty-two City employees.
- Set up Web-ePCR (Electronic Patient Care Report) Station located at the Volusia County Sheriffs Office.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 10/09/2013

- Performance Evaluations processed: 6
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (05) added
  - Total # of Deltona JOBS Program folders taken – (05 this week; 1,575 to date)
- Applications received:
  - (05) – Network Analyst
- Background and reference checks on new Public Works Tech candidate.
- Continuing to coordinate with Halifax Health regarding the City's FY13/14 Wellness Program.
- Mailing Creditable Prescription Drug Coverage notices to Medicare eligible employees.
- Separation processed including exit interview: K. Judd, Intermittent Parks Attendant, (resignation).
- Reviewed/discussed Davis-Bacon Act requirements with Acting City Manager, Public Works Director and Finance Director.
- Facilitated/participated in Job Reclassification Review Committee for Community Development Supervisor position.
- Employee of the Quarter formal recommendations provided to the Acting City Manager for the third and fourth quarters.
- Acting Deputy City Manager randomly selected four Nice Job Certificate recipient winners in the quarterly gift certificate raffle: Dean Debose/Fire Department; Mark Manning/Parks & Recreation Department; Cara Burgess/Human Resources Department; Steve Roland, Building & Enforcement Services Department.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 10/05/2013

**Administration:**

- Met with President of Adult Soccer to discuss field usage availability.
- Spoke to Deltona Lakes Elementary School about City of Deltona programs.
- Completed purchase orders for Parks & Recreation, City Hall & VSCO FY13/14.
- Hosted the Youth Advisory Sub Committee meeting.
- Met with Dade Paper Company to discuss utilizing paper towel dispensers at several City facilities.
- Prepared materials for the upcoming Arts & Crafts Festival on November 9<sup>th</sup> at City Hall.
- Processed 9 permits for pavilion and field rentals.

**Facility Use Permits (09/29/13—10/05/13):**

- |                                    |                   |                           |
|------------------------------------|-------------------|---------------------------|
| • Deltona Community Center         | 4 permits issued  | Weekly attendance – 565   |
| • Harris M. Saxon Community Center | no permits issued | Weekly attendance – 187   |
| • Wes Crile Park                   | 1 permit issued   | Weekly attendance – 2,027 |
| • Skate Park                       | 3 new passes      | Weekly attendance – 396   |

**Special Events/Programs:**

Amphitheater:

- Then2Now Concert - Saturday, October 12<sup>th</sup>, 7:00-10:00 p.m.

City Hall:

- Arts & Crafts Festival - Saturday, November 9<sup>th</sup> 10:00 a.m. to 2:00 p.m.

Dewey Boster Sports Complex:

- Halloween Spooktacular Event, Friday and Saturday, October 25<sup>th</sup> & 26<sup>th</sup>.

Harris Saxon Community Center:

- Boys and Girls Club After-School Program continues.
- Teen “Fall Dance” November 16<sup>th</sup> from 6:00-10:00 p.m.

Partner Leagues Currently Underway:

- Florida Basketball & Volleyball Association (FBVA) fall program has started.
- Pop Warner football and cheerleading fall season continues.
- Deltona Youth Soccer fall season continues.
- Men’s Senior Softball fall season at Dupont continues.
- Men’s Fall League Softball 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 and weed-whacked: Deltona Community Center, Dewey Boster, Dwight Hawkins, Harris Saxon, Sheriff’s Office, Thornby and Veterans Memorial.
- Delivered and retrieved tables and chairs to Fire Station 65 for weekend event.
- Picked up netting from Ball Fabrics for Dewey Baseball.
- Dewey Boster – Began work on Halloween Spooktacular event; replaced rusted columns on 3<sup>rd</sup> base shade stands on t-ball field; installed moon ring spinner on playground at front of park.
- Dupont Lakes – Replaced lights on outside of restroom.
- Dwight Hawkins – Painted over graffiti on restroom due to vandalism.
- Festival Park – Box bladed entrance road to park.
- Lake Gleason – Replaced baby swing in playground; replaced paper towel dispenser.
- Manny Rodriguez – Replaced net on basketball court.
- Vann Park – Box bladed parking lot.

**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.*

**Sports Turf Maintenance:**

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes, Wes Crile Park.
  - Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
  - Raked and lined Dupont Lakes.
  - Sprayed Keysville and Vann Park for insects.
- Sports Complex:
  - Mowed all fields and outer perimeter, weed-whacked and edged.
  - Mowed and weed-whacked Pony League.
  - Pony League: Edged infield clay; tightened netting; replaced valve and repaired infield lip.
  - Fertilized new field at Pony League with Milorganite and Humic Acid.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 10/09/2013

**Executive Summary:**

The Planning and Development Services Department brought the Meadowlark Drive Right-of-Way dedication package to the City Commission this week. The Commission approved of the special warranty deed being dedicated to the City to gain roughly 500 feet of additional public Right-of-Way to the north. The purpose of the dedication was based on the fact that Meadowlark Drive is designed for multiple accesses and provides access to Spirit Elementary School, Lake Baton Estates, and potentially a future residential project to the north.

**Planning Section:**

The Planning Section completed the Commission Workshop package for the Land Development Code Phase II-B Amendments. It is scheduled for the October 28<sup>th</sup> Workshop, and this round of amendments focuses on streamlining the approval process. The dates presented for time savings to the applicant are significant, if the amendment package is ultimately approved by the Commission. The Planning Section also reviewed the Final Site Plan for the Trinity Assembly of God Pre-Kindergarten building that is a replacement structure to the facility previously destroyed by a fire.

**Housing & Community Development Section:**

The Housing and Community Development Section met to determine a snapshot of the NSP 1 and 3 programs' spending strategies. The NSP 1 spending deadline of original funds was met on time per the grant and the NSP 3 spending deadline is on March 10, 2014. Staff is currently on track to complete that deadline with the purchase and repair of the homes already in inventory. The important Very Low Income 25% set-aside deadline is not tied to the March 10, 2014 date, and the City anticipates the need to sell up to 10 homes in both the NSP 1 and 3 programs to achieve that goal.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 10/04/2013

**Traffic Operations:**

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

- **Signs:**
  - Completed 2 sign repair work tickets in the City.
  - Fabricated and installed 18 new street name signs.
  - Fabricated and installed (1) 24"x30" water reclamation facility sign for Deltona Water.
  - Fabricated truck numbers for Deltona Water.
  - Fabricated (2) 18"x24" "Caution Slide Surface Hot" signs for Parks & Recreation Department.
  - Fabricated and installed (1) 48"x24" W1-6R right arrow sign at 1144 S. Seagate.
- **Asphalt:**
  - Completed 2 asphalt repair work tickets – 4.5 tons.
- **Message Boards:** Installed message boards to alert drivers of new text messaging law, at Doyle & Deltona Blvd, at Howland & Graves, and at Saxon & Normandy Blvds.
- **Thermoplastic Striping:**
  - 24" white stop bar – 15', 18', 16'
  - 12" crosswalk – 97', 99', 106', 108', 104'
- **Miscellaneous:**
  - **Fire Station 65:** dropped off and retrieved 20 cones, 6 barricades, 6 handicapped parking signs and detour signs.

**Field Operations:**

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

- **Beautification:**
  - Medians: Providence Blvd – routine maintenance; trimmed palm trees and schillings.
  - Ft Smith & Norbert.
- **Concrete:** Sidewalks – 1307 E Normandy, 10'x5'; 2091 Jessamine, 4'x4' & 18'x4'; 709 Hager, 12'x4'
- **Clam Truck:**
  - Debris – 10
  - Trimming – 10
- **Drop Offs & Sod:** 625 Hager – installed sod at sidewalk repair (1/8 plt); 632 Hager – installed sod at sidewalk repair (1/8 plt); 701 Hager – installed sod at sidewalk repair (1/8 plt); 1037 Frost – installed sod at sidewalk repair (1/16 plt); Cobblestone & Hager – installed sod at sidewalk repair (1/8 plt); 682 Vardon – installed sod at sidewalk repair (1/8 plt); 589 Hartley – installed sod at sidewalk repair (1/8 plt); Piedmont & N. Wellington – installed sod at sidewalk repair (1/8 plt); 755 Hartley – installed sod at sidewalk repair (1/8 plt); 3248 Box Elder – installed sod at sidewalk repair (1/8 plt).
- **Miscellaneous:**
  - Fire Station 65 – mowed, weedwhacked and picked up litter in vacant lot behind Station.
  - City Wide – emptied trash containers.
  - Public Works Depot – planted 8 podocarpus shrubs and installed sod at fuel tank; installed (4) concrete ballards at fuel tank.
  - Seagate between Eustace & Catalina – edge road edge.
  - Alley 171 and Vicksburg – removed dirt from roadway.

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| • Vehicles                   | PM – 5 | Repairs – 10 |
| • Equipment                  | PM – 2 | Repairs – 19 |
| • Fire Dept Station Checks   | 4      |              |
| • Road Calls                 | 3      |              |
| • Parts Run/Vehicle Delivery | 5      |              |
| • 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:**
  - 1782 Autumn St – Prepped area for drainage project and installed 20’ of 24” HDPE PIPE and started building drainage boxes.
  - 76 Courtland Blvd – Reshaped the swale from the driveway to the box, filled in the washout, cut a slot in the box so the water can flow into it and built a berm at the headwall to keep the water in the swale.
  - 525 Ft. Smith/Shallowford/1105 Ft. Smith – Filled in the washouts in front of the U walls in the ponds and installed rip rap bags in front of the U walls to stop the erosion.
  - 871 Courtland Blvd and 622 Blackstone – Used the aquatech to suck down and repair the damaged pipe at both locations.
- **Drainage Right of Ways Mowed:** 3110 Dow Ct; 2801 Belkton Ct; 3180,3271,3280 Utah Dr; 2860 Flynn St; 2579 Beckwuth St; 2288 Rabenton Rd; 3061 Malcolm Dr; 2415 Haulover Blvd; 2871 Blackburn Ave; 2520 Crowley Ter; 2449, 2481, 2445 Derby Dr; 2664 Collingswood Dr; 2693 Windsor Heights; 2319 Whitehorse; 2280 Bahama St; 3308 Vancouver Ave; 2250 St. Augustine; 3300 Buttonwood; 3351 St. James; 3245, 3208, 3066, 3005, 2970 Parma; 3101 Yorkshire; 3372 Quail; 2072 Blanton; 3254 Agar Ter; 1562 Joyner; 2712 Ivydale; 2635 Groveland Ave; 2962 Allegro Ct; 1751 Catalina Blvd; 1185 Winterville St; 2727 Sedgefield Ave; 2521 Tansboro; 2462 Vaughn Ave; 2470 Unionville Dr; 2507 Walkertown Ave; 1235 Seybold Ter; 1489 Elkcam Blvd; 1383 Rural St; 1724, 1740 Whipple; 1211 N. Old Mill; 911 Lush Ln; 1003 De Carlo; 2250, 2252 Enterprise/Osteen Rd; 1570 Zinnia Dr; 625 Leland Dr.
- **Ponds Mowed:** 3081 Courtland Blvd; 3148 Loblolly; 2876 Slater Dr; 655 Malaga Ave; 1049 Sylvia; 926 Whitewood Dr; 3205 Shallowford Dr; 1641 Houston Dr; 1902 Worthington Dr; 2150 Deck Ct; 1581 Akron Dr; 1902 Palomar Dr; 1911 Marlow; Ft. Smith/Normandy; 1074 Rosetta Dr; Beechdale; Drysdale; Morven Ct; Clyburn; Collingswood; Founder Ct; Whitewood; Montegio; Cloudcroft; Pond 10.
- **Right of Way Mowing Crew:**
  - Main roads mowed: Normandy Blvd, Montecito Ave, Elkcam Blvd.
  - Sectors mowed: 21, 22, 23, 24
- **Right of Way Litter Crew:** Courtland, India and Humphrey Blvds.
- **Miscellaneous:**
  - 9/30/13 – Normandy Blvd – Sprayed weeds in the curb and sidewalk from Saxon to Firwood.
  - 10/1/13 – Eustace/Deltona Blvd – Sprayed weeds in the curb and sidewalk.
  - 10/1/13 – 1081 Todd Ct – Extended the drain pipe down to the ditch and seeded the ditch.
  - 10/4/13 – 788 Chippendale St – Mowed the Right of Way and picked up trash.
  - 10/4/13 – Ledford – Mowed the road from the gate to the property.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 10/03/2013

**Customer Service**

<b>September/October 2013</b>	<b>Total week ending 10/06/2013</b>
DW – Lockbox	2367
Ebox	1499
Call Center Calls	1837
Walk-ins/Drop Box	1508
On-line Payments	1419
IVR	751

**Customers Disconnected for Non-Pay**

<b>September/October 2013</b>	<b>Total week ending 10/06/2013</b>
Total on Disconnect List	176
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

<b>September/October 2013</b>	<b>Total week ending 10/06/2013</b>
Water Service	0
Meter Sets	2
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	20
Locates Received	107
Locates Completed	101
Main Leaks	3
Service Leaks	8
Sewer Repairs	3
Sewer Blockage	10
KV2 Valves	9
Service Replacements	4
Meter Change Outs	13
Service Orders	629
Disconnects	176
Drainfield Leaks	0
Meter Retirements	73