



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, Acting City Manager  
Subject: Weekly Courtesy Report  
Date: October 4, 2013

**CITY MANAGER'S OFFICE** thru 10/04/2013

**Open House at Fire Station 65:**

The Fire Department's 29th Annual Open House will be held at Fire Station 65 – 2983 Howland Blvd on Sunday, October 6<sup>th</sup>, from 11:00 AM – 3:00 PM. The department will have apparatus on display, and will provide a vehicle extrication, CPR and Fire Extinguisher demonstrations. There will be informational tables on Fire Safety, Juvenile Fire Setter Program, Water Safety (provided by the YMCA), Blood Pressure Screenings (Provided by VITAS and the Deltona High School Health Services Academy), a clown and face painter (provided by VITAS), and WastePro will be cooking and serving hotdogs and drinks.

There will also be a Fire Safety House borrowed from the City of Port Orange, and the Deltona Firefighters Foundation will be providing popcorn, selling Pink Heals Tour T-shirts and collecting for the Muscular Dystrophy Foundation.

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

- Posted information about Spooktacular, various road closings and Access West Volusia on Facebook and Twitter.
- E-mailed Deltona businesses a "Save-the-Date" for the upcoming Business Forum.
- Completed bus shelter posters, display posters and flyers for Spooktacular.
- Submitted the Annual Fire Department Open House to the City Clerk's Office and E-blasted it.
- Updated DeltonaTV schedule and programming—(local-October episodes) Economic Development Report, Code Enforcement Notebook, Parks & Recreation Update, Deltona Fire Bulletin, Deltona Audubon Report; (TPC) Grill Sergeants, Fit for Duty, Armed Forces Boxing, Battleground, UCF Global Perspectives, On the Issues, MetroCenter Outlook; (Other) White House Chronicle, the American Veteran, nature and environmental programming, music entertainment programming—for the week of October 6<sup>th</sup>.
- Post production for October episodes of local programs: Economic Development Report, Code Enforcement Notebook, Parks & Recreation Update, Deltona Fire Bulletin, Deltona Audubon Report.
- Attended the Saturday sessions of the Florida Outdoor Recreation Coalition Summit.
- Prepped Chambers for Special Magistrate Session.
- Met with Jerry Mayes to prepare for upcoming Dunkin' Donuts Ribbon-Cutting.
- Reviewed final revisions of TV Room wiring diagrams.
- Finished October issue of The Pride.

**Press Release/s:**

- Spooktacular
- Then2Now Concert
- DeltonaTV Local October Programs
- Dunkin' Donuts Ribbon Cutting

**Media Relations:**

- Assisted Joe Crews of the DeLand-Deltona Beacon with information about the millage and budget vote counts.

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

- Attended, as City of Deltona Economic Developer and representing the City of Deltona as the co-team leader on the Eco-tourism Project, the Florida Outdoor Recreation Coalition’s symposium on September 28-29. This symposium was a gathering of multiple outdoor recreational organizations and companies.
- Attended staff “event team” planning meetings for the proposed Business Forum, currently planned for the morning of October 23<sup>rd</sup>.
- Prepared the Deltona Economic Development Advisory Board’s (DEDAB) third quarter report to the Commission, to be presented on November 4<sup>th</sup>. Report has been submitted to the two DEDAB Subcommittee chairpersons and the DEDAB chairperson for approval.
- Worked with property developers and business owners regarding expansions to additional sites within Deltona.
- Met with Planning Manager Tom Pauls and the potential owners of a Deltona Boulevard building, to discuss a ‘pre-application’ and how best to approach various City departments about changes they plan to make once they have acquired the property.
- Attended the Florida Statewide Greenways and Trails Council meeting.
- Attended planning session with staff regarding recreational facilities, per the Commission directive at the September 23<sup>rd</sup> workshop.
- Met with staff to determine ten businesses that can display the "Think Before You Throw" posters.
- Met with Planning & Development Services staff for updates on various projects within the City.
- Hosted a meeting of Team Volusia’s Economic Development Practitioners Council in the Commission Chambers.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 09/27/2013

**Building Services Division:**

Building Permits issued for the week.....	66
Valuation of work permitted for the week.....	\$932,815
Inspections completed for the week .....	167
Total Permits issued for Fiscal Year 12/13 .....	3,161
Valuation of work permitted for the year 12/13 .....	\$39,839,423
Permits Issued:	
A/C Change Out .....	12
Addition .....	1
Building Residential.....	1
Door Replacement .....	3
Electrical .....	5
Fence.....	10
Foundation Grout.....	1
Interior Repair.....	2
Reroof .....	12
Right of Way.....	2
Screen Enclosure.....	1
Shed .....	4
Sign.....	1

Solar Panel .....	2
Water Heater Replacement .....	4
Window Replacement .....	5
<u>Total</u>	<u>66</u>

**Enforcement Services Division:**

Requests for services this week .....	329	
Animals impounded at the humane societies .....	32	
Citation warnings issued .....	28	
Courtesy notices .....	122	
Abatement notices .....	46	
Citations issued .....	4	
Code Enforcement telephone calls .....	127	
Animal Control calls .....	119	
Solid Waste calls .....	74	
Citizen walk in requests for Code Enforcement assistance .....	9	
Citizen walk in requests for Animal Control assistance .....	22	
Citizen walk in requests for Solid Waste assistance .....	3	
Properties requiring grass to be cut by contractors .....	42	(at a cost of \$1,690)
Certified mailings sent out .....	92	(at a cost of \$563)
Money collected for Animal tags, liens and return to owners .....	\$988	
Foreclosures for this week: Deltona	33	
County	<u>49</u>	
Total	<u>82</u>	

**CITY CLERK'S OFFICE** (Joyce Kent, City Clerk) thru 09/27/2013

2nd Floor HR/CC Walk-In Customers .....	22	
2nd Floor calls Answered .....	31	
Packages Received .....	75	
Packages Picked Up .....	0	
A/P Invoices Opened .....	122	
Newspapers .....	14	(5.5 hours)
Public Records Requests Received .....	1	
Public Record Request Amount Received .....	0	
Documents imaged, pages .....	3,736	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 10/04/2013

- Posted Request For Proposal (RFP) for Lobbying Services.
- Bids for dumping/landfill services due October 9<sup>th</sup>.
- Preparing agenda memo for purchase of playground equipment.
- Davis Bacon Requirements meeting with Public Works staff and the contractor for the Eastern Water Reclamation Facility.
- Site visit to the Mapleshade Drainage Project job to conduct site monitoring as required by the grant.

- Prepared final disbursement request for the Volusia County Community Development Block Grant (CDBG) drainage grant on the Tivoli Wheeling Pump Station project.
- Attended conference call on the new Brownfield Grant cycle opening up in November.

<b>Accounts Payable Section</b>		
<b>Check Run Date:</b>	<b>9/13/2013</b>	
Checks Processed	359	\$ 1,667,179.84
Invoices Processed:		
Carol	282	808,810.77
Julia/Jacque	235	845,987.48
UB Refunds	233	12,381.59
	<b>750</b>	<b>\$ 1,667,179.84</b>
<b>Check Run Date:</b>	<b>9/27/2013</b>	
Checks Processed	348	989,117.46
Invoices Processed:		
Carol	301	443,146.93
Julia/Jacque	272	535,080.84
UB Refunds	203	10,889.69
	<b>776</b>	<b>\$ 989,117.46</b>
<b>Payroll Section</b>		
<b>Check Run Date:</b>	<b>9/12/2013</b>	
Total Employees	311	
Time Sheets Processed	622	
Checks Processed	24	
Direct Deposits Processed	298	
Total Payroll including benefits	\$ 713,691.88	
<b>Miscellaneous:</b>		
Flexible Spending Reimbursements	25	
<b>Check Run Date:</b>	<b>9/26/2013</b>	
Total Employees	311	
Time Sheets Processed	622	
Checks Processed	19	
Direct Deposits Processed	303	
Total Payroll including benefits	\$ 894,428.50	
<b>Miscellaneous:</b>		
Flexible Spending Reimbursements	22	

**FIRE/RESCUE DEPARTMENT** (Fire Chief Robert Staples) thru 10/02/2013

**Fire Chief Staples:**

- Participated as an assessor in an Assessment Center for the Gainesville Fire Department which is looking to hire a Deputy Chief. This is part of the assessor exchange program that we utilize with the JTS Association which reduces our cost in holding promotional exams for the ranks of Engineer, Lieutenant and Division Chief.
- Finalized planning for the department's upcoming 29<sup>th</sup> Annual Open House that will be held at Fire Station 65 on October 6th from 11:00 AM – 3:00 PM.

- Prepared documents and information to answer a Public Records request from the Marion County Professional Firefighters seeking information on stations, staffing, compensation, budget and several other items.

**Deputy Chief Rogers:**

- Alarm summary 9/17/2013 to 9/23/2013

Structure fire	1
Vehicle Fire	2
Wild land, grass, trash	1
Misc. Fire	2
ALS Medicals	49
BLS & Misc. Medicals	77
Hazardous Condition	3
Service Calls	4
Good Intent	11
False Alarms	7
TOTAL	157
- We have completed the update to all of the COOP plans and the CEMP. We will be conducting a training session/Table Top Drill later this month to educate everyone on the changes.

**Deputy Chief Rafferty:**

- Meeting with Chief Rogers & Chief Staples (Admin Policies/Open House event).
- Attended Volusia County Fire Chief's Meeting (Edgewater).
- Completed LifeScan Physical.
- Completed Target Safety.
- EMS Committee Meeting.
- Meeting with Port Orange Fire Rescue (Fire Safety Trailer).
- Conference call with American Heart Association.

**Assistant Chief Debose:**

- Coordinated Annual physicals.
- Was an assessor for promotional assessment for the Gainesville Fire Department.
- Worked on PowerPoint presentation for upcoming CAFS class.
- Coordinated the completion of the Fire in the Field program.
- Conducted the monthly Joint Occupational Safety & Health committee meeting.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 10/02/2013

- Performance Evaluations processed: 18
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (05) added
  - Total # of Deltona JOBS Program folders taken – (5 this week; 1,570 to date)
- Applications received:
  - (04) -Waste Water Operator
  - (19) - Parks Maintenance Tech I
  - (01) – Network Analyst
- Coordinated with several Department Directors regarding personnel actions.
- Background & reference checks on new Public Works Tech (SW Div).

- Continuing to coordinate with Halifax Health regarding the City's FY 2013/14 Wellness Program.
- Processing Open Enrollment insurance and AFLAC changes.
- Separations processed including exit interview: N. Brown, Public Works tech (resignation).
- Preparing status change forms for general employee FY 2013/14 merit increases (0 to 3% merit).
- Processed 1 FMLA application.
- Prepared and sent out memos to 64 employees who qualified for 2013 Wellness Program incentive.

## **PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 09/28/2013

### **Administration:**

- Met with the City Manager and Jerry Mayes to discuss additional recreational facilities.
- Met with Air Currents to change out a breaker for the concession stand at Vann Park.
- Met with Cypress Supply to discuss delivery of janitorial products.
- Met with West Volusia Pony League Baseball to discuss improvements to the large baseball field at Dewey Boster.
- Met with Deltona Youth Soccer Association representatives to discuss scheduling.
- Met with Purchasing and new janitorial supply company, Dade Paper Company.
- Processed 10 permits for pavilion and field rentals.

### **Facility Use Permits (09/22/13—09/28/13):**

• Deltona Community Center	no permits issued	Weekly attendance – 610
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 260
• Wes Crile Park	3 permits issued	Weekly attendance – 1,952
• Skate Park	3 new passes	Weekly attendance – 294

### **Special Events/Programs:**

#### 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.

#### Partner Leagues Currently Underway:

- Florida Basketball & Volleyball Association (FBVA) fall program begins on October 5<sup>th</sup>.
- 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: City Hall, Dupont Lakes, Festival Park, Keysville Dog Park, Manny Rodriguez, Tom Hoffman, Vann Park and Wes Crile.
- Picked up message boards from Howland and Saxon Boulevards and returned to the Depot.
- Cleaned up the Depot and sharpen mower blades (inclement weather).
- Delivered tables and chairs to Fire Station 65 for weekend event.
- Audubon Park – Cleaned and trimmed walking trail after storm.
- Skate Park – Removed damaged picnic tables from pavilions and took to Depot for repair; replaced damaged wood on benches by basketball court; repaired back corner of fence on skate surface.
- Vann Park – Checked out roof at storage room at shuffleboard court to see what repair is needed.
- Veterans Memorial – Replaced picnic tables under pavilion.

**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.*

- Escorted Wiginton.
- Escorted Electrical Solutions.
- Escorted Air Current to HVAC room for repair.
- Escorted Signal 21 regarding trouble alarm on fire system over the weekend.

**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 infield clay area at Vann Park.
- Sports Complex:
  - Mowed all fields and outer perimeter, weed-whacked and edged.
  - Mowed and weed-whacked Pony League.
  - Replaced 4" main line under asphalt at Pony League.
  - Repaired baseball batting cage fence.
  - Replaced netting at Pony League.
  - Top dressed complex.
  - Removed bushes for soccer wall at complex.
  - Added sod in front of soccer wall.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 10/02/2013

**Executive Summary:**

The Planning and Development Services Department began an ordinance draft to address outdated language within the Land Development Code concerning the provision of public versus private streets. The update of text is necessary especially for master planned communities and projects where development agreements address homeowners/property owners associations. The revised text will clearly define when private streets should be provided as well as the ownership and maintenance of those facilities. The proposed amendment within the Code would be to *Section 96-28, Streets*.

**Planning Section:**

The Planning Section met with the applicant for the vacation of the antiquated subdivision of the Carnell plat. The rights-of-way were vacated in 2006 and approximately 9.6 acres of land were received by the applicant. However, the vacation of the adjacent lands should also have occurred at that time. This application resolves that outstanding action and allows for the site to be subdivided with clear title in the future. Staff also approved the Wendy's Final Site Plan Development Order for the restaurant located at 2110 Saxon Boulevard. The applicant is proposing a remodel of the existing facility to modernize and upgrade both the interior and the building façade. Finally, the City received an application for the Trinity Assembly of God Final Site Plan to address a damaged building on-site.

**Housing & Community Development Section:**

The Housing and Community Development Section completed a report due to HUD for the Community Development Block Grant (CDBG) program and sent the CDBG annual allocation contract to HUD for budget appropriation. Staff is updating its totals for the NSP program to determine the following:

1. How much remains to be spent of Program Funds for the NSP 3 program;
2. How much remains to be sold to very low income (VLI) applicants for both the NSP 1 and NSP 3 programs; and
3. The potential to partnership with non-profit agencies, as an alternative, to complete the VLI process where qualified buyers cannot be found. Staff does not want to solely wait for VLI applicants, and would rather find a solution to help potential applicants qualify through credit repair, agency assistance, etc.

**PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 09/27/2013

**Traffic Operations:**

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

- **Signs:**
  - Completed 12 sign repair work tickets in the City.
  - Fabricated 35 new street name signs, and installed 27.
- **Asphalt:** Completed 8 asphalt repair work tickets – 2 tons.

**Field Operations:**

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

- **Beautification:**
  - Medians: Elkcam, Normandy, Howland Blvds – routine maintenance.
  - City Signs - Howland Welcome Sign.

• **Concrete:**

- Sidewalks – 623 Hager – 8’x 4’; 687 Hager - 6’x 4’; 624 Hager - 5’x 4’; 682 Vardon – 10’x 4’; 1037 Frost – 4’x 4’; 701 Hager – 7’x 4’; Cobblestone & Hager - 8’x 4’.
- Grinding – 1144 Gerona – 4 locations; 691 Wing – 1 location; 663 Hager – 2 locations; 630 Hager – 2 locations; 1023 Whitewood – 2 locations; Cobblestone – 3 locations; Gerna – 1 location; 688 Wing – 1 location.

• **Clam Truck:**

- Debris – 26
- Trimming – 6

- **Slope Mowing:** 83 Rayston - 80’; 560 Baldwin – 80’; 616 Everett – 80’; Baltimore – 160’; 204 Dunbar – 80’; 2048 Apricot – 80’; 581 Dustin – 80’; 2094 Apricot – 60’; 728 Elwood – 80’; 670 Gainsboro – 80’; Finland between Everett & Gainesboro – 240’; Gainesboro – 160’; 2085 Parkton – 80’; W Parkton – 80’; 1829 Plumtree – 80’; 1877 Plumtree – 80’; 426 Rockford – 120’; Sunbird & E Parkton – 320’; 2136 E Parkton – 60’; Everett – 120’; Goodrich – 60’; 693 Goodrich – 60’; 682 Goodrich – 80’; Hawks Landing – 60’; 1861 E Glancy – 80’; 610 Goodrich – 320’; 664 Goodrich – 60’; 165 Pendleton – 80’; 1578 O’Hara – 160’; 1640 Oxford – 560’; 1437 Dandelion – 80’; Goldcoast & Dandelion – 120’; 1480 Dandelion – 200’; 165 Pendleton – 60’; 1545 Farrington – 320’; 1282 Blythe – 60’; 869 Goldcoast – 60’ 853 Goldcoast – 60’ 831 Goldcoast – 60’; Dandelion & Goldcoast – 160’; 1339 Dandelion – 160’; 1381 Dandelion – 160’.

• **Miscellaneous:**

- S Seagate between Eustace & Catalina – edged road edge.
- Alley 171, and Vicksburg – removed dirt from roadway.

**Fleet Maintenance Division:**

- |                              |        |               |
|------------------------------|--------|---------------|
| • Vehicles                   | PM – 7 | Repairs – 189 |
| • Equipment                  | PM – 3 | Repairs – 44  |
| • Fire Dept Station Checks   | 3      |               |
| • Road Calls                 | 3      |               |
| • Parts Run/Vehicle Delivery | 5      |               |

**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:**

- 1541 Laramore St – installed 120’ of 15” HDPE pipe; two nyloplast basins; reshaped the swales; placed Bahia sod.
- 1070 Todd Ct – reshaped the ditch.
- 1699 Oxford Dr – filled in the washout from the drainage box to the ditch; compacted and placed Bahia sod.
- Brady ditch – filled in the holes next to the headwall with dirt.

• **Drainage Area Maintenance (Aebi Mowing):**

- Drainage Right of Way mowed – 756 Red Coach Dr; 783 Hancock Dr; 1068 Mayflower Ave; 738 Leeward Dr; 1468 Roseboro Dr; 1510 Page Dr; 1640 Bloomfield Ave; 2472 Lackland Dr; 1782 Autumn St; 3281 Lackland Dr; 3202 Tulsa Dr; 2664 Hoover; 3089 Riverhead Dr; 2657, 2617 Courtland Blvd; 2972 Windsor Heights; 2848 Jewel Ave; 2800 Elston Dr; 2765m 2897 Huron Dr; 1770, 1885 Montecito Ave; 1750 Johnson Ct; 1561, 2370 Alton Rd; 1817 Ulster Ave; 1947 Quintillis Ct; 2491 Candlewick St; 221 Kent Rd; 2553 Delaware Rd; 2241 Florida Dr; 1307 Wellington.

- Ponds mowed – Dewey Boster; Tipton Dr; 2056 Courtland; 2808 Huron; 201 Howland; 2313 Greenwood Dr; 679 Goodrich..
- **Right of Way Mowing Crew:**
  - Main roads mowed – Cloverleaf Blvd; Anderson Dr; Alexander Dr; Deltona Blvd; Ft Smith Blvd; Tivoli Dr.
  - Sectors mowed – 17; 18; 19; 20.
  - Alleys mowed – 171; 172; 498; 570; 1159.
- **Right of Way Litter Crew:** Main road trash pickup – Humphrey Blvd; Tivoli Dr; Newmark Dr.
- **Miscellaneous:**
  - 1615 Falmouth Ave – mowed the Right of Way.
  - 1104 Norwood Dr; 1638 Bloomfield Ave; 1250 Wheeling Ave; 2100 Riverhead Dr – mowed and trimmed around the pump station.
  - Alley 740 – mowed the alley and picked up trash.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 09/29/2013

**Customer Service**

September 2013	Total week ending 09/29/2013
DW – Lockbox	1537
Ebox	1090
Call Center Calls	1285
Walk-ins/Drop Box	859
On-line Payments	1239
IVR	650

**Customers Disconnected for Non-Pay**

September 2013	Total week ending 09/29/2013
Total on Disconnect List	55
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

September 2013	Total week ending 09/29/2013
Water Service	0
Meter Sets	0
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	16
Locates Received	69
Locates Completed	68
Main Leaks	5

Service Leaks	2
Sewer Repairs	1
Sewer Blockage	2
KV2 Valves	5
Service Replacements	2
Meter Change Outs	10
Service Orders	529
Disconnects	55
Drainfield Leaks	0
Meter Retirements	72