

The City Manager's Weekly Report provides updates on the status of City projects, programs and services.



November 7, 2014

#### City Calendar

##### November:

08	10am-2pm	Arts & Crafts Festival
10	5:30pm	Commission workshop
11		Veterans Day Holiday
12	10am-2pm	FLOWmobile
14	3:30pm	DEDAB Subcommittee
17	6:30pm	Commission meeting
24	5:30pm	Commission workshop
25	5:30pm	Special Magistrate
26	10am-2pm	FLOWmobile
27, 28		Thanksgiving Holiday



# Deltona City Manager's Weekly Report

CITY MANAGER'S OFFICE

DALE BAKER, ACTING CITY MANAGER

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

#### Events

This week, PIO staff provided video coverage of the Fire Department's Annual Open House, assisted with Annual Employee Health Fair, facilitated the "Get Fit for '15" Fitness Challenge: All About Hiking seminar in the Deltona Amphitheater, and provided setup assistance and photography at the Tractor Supply groundbreaking. We are also working with the Volusia County Sheriff's Office to promote "Coffee with a Cop" day.

#### DeltonaTV

This week we performed the usual live-broadcast of the Nov. 3 City Commission meeting and finished post-production work for Code Enforcement Notebook: Pets & Holidays and Fire and Safety Bulletin: Kids in Hot Cars. Staff is also working with Command Corp on the preliminary design of a portable TV production unit.

#### Media Relations

Responded to numerous questions from Mark Harper of the Daytona Beach News-Journal and Al Everson of The Beacon regarding the City Commission's mandate to terminate the Human Resources Director.

#### Other

We are working on promotions for the ONE CAN Make a Difference annual food drive, Veteran's Day, and Click It or Ticket and worked on Halloween safety promotions.

#### ◆ Office of Economic Development (OED):

(Jerry Mayes, Economic Development Manager)

- ◆ Met with the Deltona Business Association (DBA), which is a newly-formed organization of business owners, managers, and/or representatives of businesses which are located within the city limits of Deltona. The DBA hopes to have a unified voice to City and County agencies that deal with business issues, and will serve to be a single point of contact for the various governmental entities.
- ◆ Attended the Team Volusia Economic Development Corporation's "Economic Development Practitioners Council" meeting in Daytona Beach. This meeting allows economic developers from the cities, the County, and institutions of higher learning to gather and exchange information on local, County, and State happenings, as well as exchange best practices.
- ◆ Attended the South East Regional Brownfields Conference. This was an opportunity for team building and learning new ways to handle Brownfields based economic development issues which will have positive future repercussions for the City.
- ◆ Co-hosted the "Get Fit by '15" Mayor's fitness challenge on Wednesday, November 5<sup>th</sup>. The program was presented by Stephen Kintner, West Volusia Audubon and Friends of Lyonia, and dealt with using the City and County parks and trails as a resource for fitness and rejuvenation through experiences with nature. The presentation was preparatory for the Fitness and Nature Encounter Walk that will be held at the Lyonia Conservation Area on Saturday, November 8<sup>th</sup>.

- ◆ Joined the City Events Team for final logistics planning for the November 6<sup>th</sup> Tractor Supply Co. groundbreaking ceremony.



Tractor Supply groundbreaking on November 6th — pictured above, left to right: Denise White of Allstate Insurance and DBA member; Saadia Soso, Branch Manager of Fairwinds Credit Union; Rick Demeter, TD Back store manager and DBA member; Barry Cottona, Congressional Aide to Congressman Mica; Dale Baker, Acting City Manager; John Masiarczyk, Mayor; Nancy Schleicher, Commissioner; Fred Lowry, County Councilman elect; Frank Alexander, Primax Properties, store developer; Steve Halliday, District Manager, Tractor Supply Co.; Amy Brooks Dykes, store manager for the Deltona Tractor Supply.

**BUILDING & ENFORCEMENT SERVICES**

**DALE BAKER, DIRECTOR**

**Building Services Division** (Steve Roland, Assistant Director)

Building Permits issued for the week .....	71
Valuation of work permitted for the week .....	\$363,540
Building Inspections completed for the week .....	208
Fire plan review completed for the week .....	06
Fire Inspections completed for the week .....	57

**Enforcement Services Division:**

Requests for services this week .....	385
Animals impounded at the humane societies .....	16
Properties requiring grass to be cut by contractors .....	13
Money collected for animal tags, liens and return to owners .....	\$3,421
Foreclosures for this week: Deltona – 35, County – 42, Total –77.	

at a cost of \$520

**CITY CLERKS OFFICE**

**JOYCE RAFTERY, CITY CLERK**

2nd Floor HR/CC Walk-In Customers .....	22	
2nd Floor calls Answered .....	20	
Packages Received .....	33	
Packages Picked Up .....	1	
A/P Invoices Opened .....	96	
Newspapers .....	15	(7.5 hours)
Public Records Requests Received .....	1	
Public Record Request Amount Received .....	\$4.29	
Documents imaged or modified pages .....	1326*	

**FINANCE DEPARTMENT**

**BOB CLINGER, FINANCE DIRECTOR**

- ◆ The Community Rating System (CRS) program is a FEMA program that provides UP TO 40% discounts on flood insurance premiums to Deltona homeowners in the “flood zone”. Currently, Deltona residents do not get a discount, however, they will be eligible for a 5% discount on their flood insurance starting October 1st, 2015, and as the City undertakes more activities in the program, the discounts will increase. The FEMA State Coordinator held a

teleconference on Floodplain Management Planning, which is an activity that will help maximize our points to achieve the best discount rate for Deltona homeowners.

- ◆ Public Service contracts for FY2014-15 are being reviewed for the use of Community Development Block Grant (CDBG) funding in the current year.
- ◆ Posted Request for Proposal (RFP) for an Executive Search firm. Proposals are due November 25<sup>th</sup>.
- ◆ Attended pre-bid meeting for re-roofing the Community Center. Bids due November 13<sup>th</sup>.
- ◆ Qualifications packets due for Comprehensive Impact Fee Study for Transportation, Parks, Law Enforcement and Fire/Rescue on November 19<sup>th</sup>.
- ◆ Attended the ECHO Advisory Committee meeting – minutes are available on the County website.

**FIRE/RESCUE DEPARTMENT**

**MARK RHAME, FIRE CHIEF**

Alarm summary 10/28/2014 to 11/04/2014

Structure fire	6
Vehicle fire	1
Wild land, grass, trash	9
Misc. Fire	7
ALS Medicals	39
BLS & Misc. Medicals	84
Hazardous Condition	1
Service Calls	11
Good Intent	24
False Alarms	14
<b>TOTAL CALLS</b>	<b>196</b>



Open House and Pink Heals Tour 2014 was a huge success. Attendance at this year’s event was the largest in recent history. Residents came out to learn about fire safety, understand the different services and see the equipment used. This year, we partnered with Pink Heals Tour, an all-volunteer national organization dedicated to serving our community. We raised local money and awareness to families who really need it. Thank you to all of our employees, businesses and residents that volunteered and for the sponsors who made this event such a huge success. It was a great day for the community and we are looking forward to a bigger and better event next year!



**HUMAN RESOURCES DEPARTMENT**

**TOM ACQUARO, DIRECTOR**

- ◆ Processed 4 Performance Evaluations in this period; received 7 applications for one posted vacancy; coordinated and participated in seven interviews for two positions; processed two FMLA requests.
- ◆ Coordinated the City’s annual Employee Health Fair on November 5<sup>th</sup>, with 24 vendors and attended by 115 employees.

**PARKS & RECREATION DEPARTMENT**

**STEVE MOORE, DIRECTOR**

Conducted pre-bid meeting for the roof at the Deltona Community Center. Met with a citizen concerning security at Manny Rodriguez Park. Met at Thornby Park to arrange relocation of a bench top to Enterprise Cultural Center.

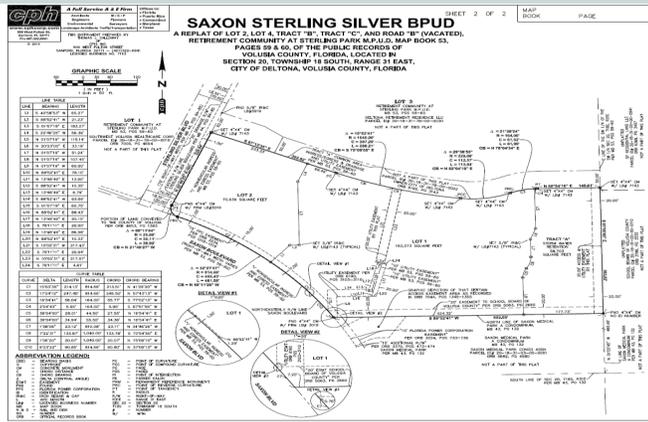
**Events:**

- ◆ Boys & Girls Club After School Care at Harris Saxon Community Center.
- ◆ Partner Leagues: Tackle Football & Cheerleading – Pop Warner Panthers; Deltona Youth Soccer; Men’s Softball; Men’s Senior League.
- ◆ Assisted with the set-up for the City Employees Health Fair, and the Arts & Crafts Festival at City Hall.

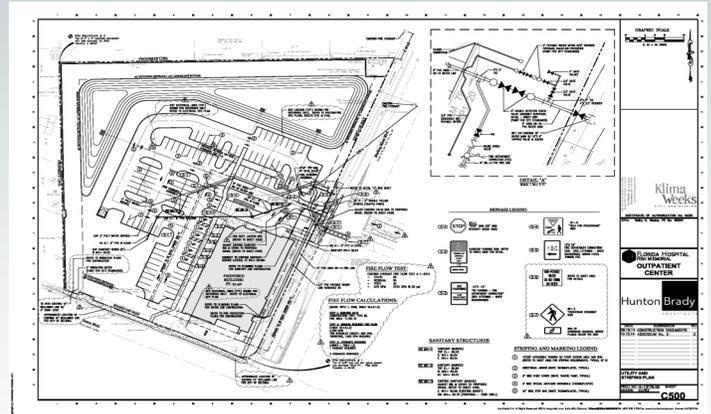
**PLANNING & DEVELOPMENT SERVICES****CHRISTOPHER BOWLEY, DIRECTOR**

- ◆ The Community Rating System (CRS) was met with approval at the State level. FEMA is reviewing the package and, if acceptable, the City would receive a CRS ranking which will ultimately have a positive effect for homeowners that carry flood insurance within the City. Discounts on flood insurance policies for homeowners, with additional savings, will increase as the City’s rank increases over time.
- ◆ The Affordable Housing Advisory Council (AHAC) members will meet for the first time on November 18<sup>th</sup> and their first assignment is to assist in updating the owner-occupied home repair process. Owner-occupied home repair is an essential component to our Community Development Program and the AHAC will have guiding policies to ensure that the program assists residents to the greatest degree possible.
- ◆ The annual Community Development Block Grant (CDBG) program year report is being finalized. The focused approach to operating CDBG has led to more efficient monitoring and accounting to keep the program in compliance with HUD regulations.
- ◆ Processed contract offers from two Very Low Income applicants for three NSP homes. The sale of these two will achieve the 25% set-aside within the NSP 1 program. The home at 980 Trellis is scheduled to close this week.
- ◆ The Development Review Committee (DRC) approved the Florida Hospital Fish Memorial Outpatient Center and issued the approval rendition letter to the applicant.
- ◆ With the completion of an Intersection Operation Analysis, staff will track the source and type of improvement to intersections which are considered in need of improvement due to constraints, for an ultimate build-out for public safety.
- ◆ Coordinated with DR Horton for City right-of-way improvements within Meadowlark Drive. As model homes are being constructed within Phase II, the main entrance for Lake Baton Estates will be shifted to the Meadowlark Drive access and landscaping added for beautification.

- ◆ Presented the Saxon Sterling Silver BPUD Final Plat to the City Commission; which was approved. The subdivision creates two new lots for the WalMart Neighborhood Market and for the retail commercial building. The plat Mylar was signed and is ready for the applicant to have recorded. Issued the approval rendition letter to the applicant.



The Saxon Sterling Silver BPUD Final Plat was approved.



The Florida Hospital Fish Memorial Final Site Plan was approved.

**PUBLIC WORKS**

**GERALD CHANCELLOR, DIRECTOR/CITY ENGINEER**

**Field Operations:**

- ◆ Purchase orders are being established for installation of additional sidewalks throughout the City.

**Stormwater Division:**

- ◆ Stormwater is gearing up to start the new in-house Stormwater improvements projects at 2116 Everest Street. All residents in the affected area have been notified of the upcoming work. In addition, we will have message boards in the area with instructions.

**UTILITIES**

**GERALD CHANCELLOR, DIRECTOR/CITY ENGINEER**

**Customer Service**

DW – Lockbox .....	1352
Ebox .....	950
Call Center calls .....	1428
Walk-ins/Drop Box .....	892
On-line payments .....	1654
IVR .....	734
Total on Disconnect List .....	142