

The City Manager's Monthly Report provides an update of staff action related to projects, programs and services.



Upcoming Meetings & Events
December 2015

- 02 10am-2pm
FLOWMobile
- 6:30pm Fire Dept. Pinning
- 03 9am DRC Meeting
- 6pm Ordinance Review Committee
- 08 6:30pm Light Up City Hall
- 05 6pm Christmas Parade
- 09 10am Eastern Water Reclamation Facility Ribbon Cutting
- 6pm District 1 Town Hall Meeting
- 11 3:30pm DEDAB Meeting
- 14 5:30pm Agenda Review
- 6:30pm Commission Meeting
- 15 5pm 20th Anniversary Celebration
- 16 7pm Planning & Zoning
- 17 9am DRC Meeting
- 24-25 Administrative
Offices closed for Christmas holiday



City Manager's Monthly Report

City Manager's Office

- The transformation of City Hall into a holiday winter wonderland is well underway. The multifaceted project included electrical upgrades, holiday lighting, giant reindeer and sleigh and new landscaping. The project brought several departments together. Planning & Development Services designed the concepts. The Parks & Recreation Department was responsible for landscaping and electrical and the Fire Department built the reindeer and sleigh and installed the holiday lighting.
- On Nov. 23, City Commission directed staff to proceed with obtaining bond financing to refund the existing transportation bonds and to obtain new money for additional road projects. Furthermore, staff was also directed to borrow enough money to provide additional funds to pay for a new Senior/Community Center.
- During the month of November, staff collected 28 customer service survey forms. All were marked excellent and there were no negative comments or recommendations.



Office of Economic Development

- Staff initiated the mapping and identification of commercial land available for development on Howland Boulevard from Forest Edge Drive to Providence Boulevard. This project will be utilized to update existing data for future development.
- Staff participated in a panel discussion at Bethune-Cookman University's Entrepreneurship and Economic Development Program's launch.
- Staff gathered information and contacts at the Medical Device & Manufacturing Conference in Orlando. The information will be useful in planning for a proposed "medical village" at Halifax Crossings.

Office of Public Information

- Staff published the November/December edition of The Pride and the January, February, March edition of the City newsletter.
- Designed Christmas Parade signage.
- Staff worked to promote and market the following in November: the Veteran's Day recognition ceremony, the Veterans Hiring Fair (Career Source), a meeting about the Volusia Transit Connector Study, the Veterans Community Education Partnership for West Volusia yard sale, the Annual Arts &

Crafts Festival, the Christmas Parade, District 1’s Town Hall Meeting, the ONE CAN food drive, a FLOWMobile visit, the grand opening of the Eastern Water Reclamation Facility, Waste Pro’s Thanksgiving schedule and Santa’s North Pole.

Building & Enforcement Services

- Construction Services issued five permits for new homes in November.

Fire Department

- This month (November), staff conducted six contingency transports.
- Year-to-date, staff has conducted 54 contingency transports.
- We have not collected any revenue for contingency transports in November. Year-to-date, we have collected \$9,407 in revenue for contingency transport.
- Since March, firefighters have installed 86 smoke detectors in the homes of our residents. Since January, 52 car safety seats were properly installed in our residents’ vehicles.
- This month, 14 students completed the American Health & Safety Institute’s CPR and Automated External Defibrillator (AED) classes. Seven students completed the American Heart Association Heart Saver AED class and four students completed American Heart Association CPR.

Structure Fires	3
Vehicle Fires	1
Wild Land, Grass, Trash	4
Miscellaneous Fire Calls	39
ALS Medicals / MVA	226
BLS Medicals / MVA	381
Hazardous Conditions	15
Service Calls	31
Good Intent	79
False Calls	18
<i>Total Calls for Service</i>	<i>797</i>

Human Resources

- Staff coordinated six compensation study questionnaire sessions with employees and continues to work with the Management Advisory Group on a salary and compensation study.
- The Risk Manager conducted safety training for field employees this month. The training was related to how to keep your back healthy.
- Twenty-eight vendors and over 125 employees attended the Annual Employee Health Fair facilitated by Human Resources and the Employee Wellness Committee.
- The City welcomed two new employees this month: John Skerrett, Video Communications Producer and Renee Cairney, Enforcement Services Customer Service Representative. Renee is a re-hire for the City.

Law Enforcement

- In November, VCSO officers arrested two groups of serial burglars. One of the groups was tied to over 14 conveyance burglaries.
- On Nov. 15, a vehicle traveling southbound on Providence Boulevard near Gold Terrace, lost control for an unknown reason, struck the curb in the center median. The vehicle made a side impact with a tree. Both of the front seat occupants, juveniles, were killed. The rear passenger was ejected from the vehicle, but survived. This investigation is ongoing.
- On Nov. 18, VCSO investigators were notified about a threat of a school shooting at University High School in Orange City, involving a juvenile from Deltona. The investigation revealed a dispute between several students but nothing to indicate a shooting at the school would occur. The investigation revealed a fake Instagram account was setup and rumors of the shooting stemmed from a post on the account.
- Between Nov. 2-21, there were ongoing complaints by residents regarding a prowler. This investigation is going, but there has not been any evidence to support or disprove a habitual prowler. A possible suspect was identified, located and interviewed but the suspect does not appear to be involved.

Planning & Development Services

- Staff facilitated the City Commission Community Visioning & Strategic Planning Workshop on Nov. 7. The session was conducted by Marilyn Crotty from the Florida Institute of Government. The attendees included the City Commission, a member from each department and citizens. The event successfully achieved its mission of developing strategic issues, objectives, and goal topics to be able to write a Strategic Plan.
- Worked with RaceTrac Petroleum Inc., on both the Welcome Center Drive location and the Saxon Boulevard/Finland Drive location. As part of the commercial sanitary sewer effort, a 15-foot utility easement was recorded along the north side of the RaceTrac site to ultimately provide for a connection between Finland Drive and Apache Circle. This needed connection will facilitate sewer service to commercial property along the north side of Saxon Boulevard in the future.
- Phase I commercial sewer construction plans have been completed and permitted and are awaiting future funding action to move forward.
- Received the draft Florida Department of Transportation landscape agreement that will be used both for the criteria of the Bold Initiative Grant received for 2016 and for future coordination of landscaping projects between FDOT and the City. Also received the FDOT agreement for the construction of a stormwater management vault to be located at the northwest corner of Finland Drive and Saxon Boulevard.
- Coordinated with applicants for master planned residential projects within the City. Arbor Ridge Phase 5 and the Vineland Reserve Residential Planned Unit Development projects are coming forward.
- Received comments from the Deltona Business Alliance towards a new sign code. Began an entire rewrite of the sign code to provide for a more simplified and current version (for example, in line with Reed v. Gilbert, Ariz.) for signage content.
- Short-listed three firms for architectural services to design the new Senior Community Center. A selection committee reviewed 18 responses to the Request For Quotation for design of both the community center building and accompanying gymnasium. The shortlist of firms will be brought to the City Commission via public hearing at the Dec. 14 City Commission Meeting .
- Began the process for selection of a parks master planning firm that will review the existing properties owned by the City, determine their highest and best use and to focus on the niche that Deltona can provide the community and region for sports facilities. Also, started the process of market analysis of properties within the City to determine highest and best use of land, using Geographic Information Systems and Team Volusia data.
- Reviewed proposals from qualified grant writing firms that responded to a Request for Quotation for those services. The proposed grant writer will assist all departments in the City on identifying an achievable and focused approach to finding applicable grants for the City. It is anticipated that many of the grants will be transportation, utility, parks and public safety oriented.
- Continued to assist in the City beautification efforts and the Christmas Parade coordination.

Public Works & Utilities

- WPC the contractor for the Eastern Water Reclamation Facility is putting the final touches on the facility. The interiors of the maintenance building and operations buildings are complete and furniture was delivered this month. Staff is preparing and analyzing systems for the facility to become fully operational. Staff will celebrate the ceremonial grand opening with the City Commission and community at 10 a.m., Dec. 9.
- Halifax Paving began resurfacing Antelope Drive on Nov. 30. The resurfacing project of Cloverleaf Boulevard from Deltona Boulevard to Anderson Drive is underway until about Dec. 10. Courtland Boulevard from Howland Boulevard to Wavecrest Drive is next on the list. Residents that live in the impacted areas will receive door hangers about the projects. Critical roadways will be next until the budgeted \$500,000 is expended.
- Section 4B of the Fort Smith Boulevard improvement project continues. MASCI Construction, the contractor for the project, expects to finish this section by Feb. 20, 2016. The project includes the reconstruction of a two-lane



roadway to a three-lane urban roadway with bike lanes. The project includes construction of at least one retention pond, the installation of over 8,500 linear feet of piping, striping, signage and pavement markings. The project coincides with Volusia County's Phase II of the Howland Boulevard improvement project. The project remains on schedule and within budget.

- Phase III of the Howland Boulevard improvement project is a joint project with Volusia County as Howland is a County-controlled road with City utilities in the right-of-way. The project agreement allows the County to oversee construction improvements to the water, wastewater and reclaimed water infrastructure between Fort Smith and Courtland Boulevards. The improvements include the installation of 10 or more new fire hydrants along the corridor.
- Villages Construction has begun surveying for the Leland Drive flood control improvement project. The contractor has also begun laying out the route for pipe installation as well as clearing along the drainage and utility easement. The scope of the project includes the installation of two new submersible pumps, piping, valves and above grade discharge piping or order to convey stormwater and reduce localized flooding in the neighborhood. Three mature cypress trees were identified and plans were altered to save the trees. The project remains on schedule and within budget.
- Danus Construction is the contractor working on the Whitewood/Wellington rehabilitation project to replace failing sanitary sewers and lining the existing wet well there. This intersection was shut down to accommodate the project which should be completed by Dec. 8.
- J&H Waterstop is the contractor working on the Eastern Water Reclamation Facility lift station and force main improvements. This project includes work in various locations along Howland Boulevard towards State Road 415. The project includes upgrading a current lift station, installation of a forcemain for re-routing flow from other lift stations along with replacement of existing package stations throughout the corridor. The project should be completed on time and within budget by mid-December.

