

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



October 17, 2014

#### City Calendar

##### October:

20 6:30pm Commission meeting  
21 3:00pm Firefighters Pension Bd  
22 5:30pm Special Magistrate  
24-25 **Spooktacular**  
27 5:30pm Commission workshop  
28 6:00pm Senior Advisory Subcommittee  
29 10am-2pm FLOWmobile

##### November:

02 7:30am Pink Heals 5K  
02 11:00am Fire Station 65 Open House  
03 6:30pm Commission meeting  
04 Election Day  
08 10am-2pm Arts & Crafts Festival  
10 5:30pm Commission workshop  
11 Veterans Day Holiday

##### Spooktacular

Deltona's 13th Annual Spooktacular will be held on October 24th and 25th at Dewey O. Boster Sports Complex, 1200 Saxon Blvd. The first night is designed for older children and adults, from 7 to 10pm. The second night is geared towards children with tons of games, candy, prizes, costume contests, inflatables, and much more, from 6 to 10pm. The Haunted Trail through the woods and the Haunted Pirate Ship will be open both nights.



# 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

Prepared for the Get Fit: Audubon Hiking Seminar—Facebook posts, Press Release, Seminar posters (3), Seminar handouts (3). Purchased binoculars for Audubon raffle item. Preparing for the Oct. 22<sup>nd</sup> Fitness Seminar on “Cardio & Physical Fitness.”

#### DeltonaTV

Post-production/finished Code Enforcement Notebook: Pets & Halloween; Parks & Recreation Update: Spooktacular Preview; Parks & Recreation Update: ADA Issues; Pre-production for Fire & Safety Bulletin: Hot Cars; John Skerret completed the Deltona Audubon Report: Fall Migration Planning Created WMV version of Parks & Recreation Update: ADA Issues, for screening at the next Accessibility Committee meeting. Met with Michael Smith/Command Corp to finalize review of the TV Room RFP work.

#### Media Relations

Provided information regarding Faith Miller's resignation to Henry Fredrick/Headline Surfer; provided information regarding the Get Fit Audubon Seminar to Mark Harper and Jim Haug/Daytona News Journal; provided information regarding City policies regarding social media to Blaine Tolison/WFTV-TV.

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

- ◆ Hosted a Wednesday seminar on Nature Trails & Hiking for the Mayor's Fitness Challenge series. Eli Schaperow volunteered to assist the City by giving a “Walk with Nature” walking tour of one of the City's premiere birding locations at Audubon Park. This walking tour will begin at 9:00am on October 18<sup>th</sup>. Also, Lee Lopez and I visited the Deltona Walmart store manager, Victor Santos, to thank him for Walmart's donation of \$250 to the fitness program. Prizes were purchased which will be raffled off and awarded during the Challenge events.
- ◆ Recorded an interview with Van Canada, District Manager for the Small Business Administration's 'Florida Small Business Development Center,' for broadcast on DeltonaTV's Economic Development segment.
- ◆ The Cultural Resource Surveys for The Thornby Oaks Property and the Debary Avenue Bypass at Thornby are being reviewed for a potential 'Historical Tourism' project to bring sustainable tourism to Deltona and Southwest Volusia County. Information is being shared with the FL Public Archaeology Network and the State.



**BUILDING & ENFORCEMENT SERVICES**

DALE BAKER, DIRECTOR

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

Building Permits issued for the week .....	68
Valuation of work permitted for the week .....	\$470,037
Building Inspections completed for the week .....	212
Fire plan review completed for the week .....	11
Fire inspections completed for the week .....	50

**Enforcement Services Division:**

Requests for services this week .....	385
Animals impounded at the humane societies .....	30
Properties requiring grass to be cut by contractors .....	22 at a cost of \$880
Money collected for animal tags, liens and return to owners .....	\$8,255
Foreclosures for this week: Deltona – 34, County – 58, Total – 92.	

**CITY CLERKS OFFICE**

JOYCE RAFTERY, CITY CLERK

Human Resources /City Clerk walk-in customers .....	14	
Packages received .....	52	
Packages picked up .....	1	
A/P Invoices opened .....	117	
Newspapers .....	15	(9 hours)
Public Records Requests received .....	3	
Documents imaged or modified pages .....	572*	

*\*Please note: In addition to scanning F – C, files in Enforcement Services and Legal were updated, 85 new documents were created, 29 files were modified and 76 boxes were processed for destruction.*

**FINANCE DEPARTMENT**

BOB CLINGER, FINANCE DIRECTOR

- ◆ FEMA Public Assistance requirements are being reviewed with the City’s Risk Manager.
- ◆ The FY 14/15 Budget document has been finalized and sent to print.
- ◆ FY 12/13 year end closeout is underway in new CAFR Builder software system.
- ◆ Prepared agreement for Executive Search Firm for City Manager position.
- ◆ Met with Avcon, Inc. regarding the Lakeshore Trail Project and to issue the Notice to Proceed.
- ◆ Staff attended a training seminar on the new rules pertaining to Veterans Preferences in hiring practices.

**FIRE/RESCUE DEPARTMENT**

MARK RHAME, FIRE CHIEF

Alarm summary 9/30/2014 to 10/6/2014

Structure fire	4
Vehicle Fire	0
Wild land, grass, trash	1
Misc. Fire	2
ALS Medicals	46
BLS & Misc. Medicals	81
Hazardous Condition	3
Service Calls	10
Good Intent	17
False Alarms	9
<b>TOTAL CALLS</b>	<b>173</b>



- ◆ The Pink Truck has been doing its rounds throughout the City of Deltona, participating and visiting various places and events. On Oct. 8<sup>th</sup>, the Pink Truck joined students and parents in the National Walk to School Day.

- ◆ Held special event meetings for the Fire Station 65 Open House event and the upcoming City Christmas parade.
- ◆ Conducted a Post Incident Analysis on the recent bomb scare at Pine Crest High School.

## HUMAN RESOURCES DEPARTMENT

TOM ACQUARO, DIRECTOR

- ◆ Processed eight Performance Evaluations in this period; received twenty-two applications for three posted vacancies; coordinated and participated in seven interviews for two positions; processed three FMLA requests in this period.
- ◆ Coordinated with CVS to provide flu shots for City Employees at several locations on four different dates.
- ◆ Coordinating the City's annual Employee Health Fair to be held on Nov. 5<sup>th</sup>.
- ◆ Staff attended a training seminar held at Volusia County presented by the Florida Department of Veterans Affairs regarding the new Veterans Preference rules that went into effect on July 1<sup>st</sup>.



## PARKS & RECREATION DEPARTMENT

STEVE MOORE, DIRECTOR

- ◆ Hosted the final Concert in the Amphitheater.
- ◆ Met with Kompan playground representatives to discuss a new playground at Lake Gleason Park.
- ◆ Repaired sidewalk at Thornby Park.
- ◆ Partner Leagues continue: Tackle Football & Cheerleading—Pop Warner Panthers; Deltona Youth Soccer; Men's Softball League; Men's Senior League.

## PLANNING & DEVELOPMENT SERVICES

CHRISTOPHER BOWLEY, DIRECTOR

- ◆ Coordinated with traffic engineering consultants to produce the *Intersection Operational Analysis*. The intent is to have recommended improvements for constrained intersections prior to development applications, so that practical solutions for intersection functionality can be applied during site plan review. The intersections of Howland with Elkcam and with Catalina were studied, in addition to Saxon with Normandy and with Finland, and Providence with Elkcam.
- ◆ Issued the Saxon Sterling Silver BPUD Final Site Plan Development Order, DRC rendition letter, and signed the approved plan sets. Completed the Saxon Sterling Silver BPUD Final Plat City Commission Agenda Memo package for the Nov. 3<sup>rd</sup> public hearing.
- ◆ Updated the template for Development Orders. The language includes specific actions for soil and erosion control/NPDES permits and a provision to include fire safety access, where possible.
- ◆ Completed preparing the presentation to be made at the Southeast Regional Brownfields Conference, which includes *Creating a Rural Brownfields Resource Network* and a session on *When Cities Collaborate*.
- ◆ Reviewed the Final Site Plan for the Critters Pub to add paved parking spaces, landscaping, and stormwater management to the site.
- ◆ Consulted with the applicant for the Deltona Village mass grading project to be located at the northwest corner of the site. The City issued the Use Permit to allow for a construction access from N. Normandy Blvd. and allows the hill along Graves Avenue to be cut and filled in natural low areas on-site for future building pads and areas.



*Intersection studies for key locations in Deltona.*

- ◆ Provided comments on Lake Gleason Reserve Preliminary Plat and Final Engineering Plans and coordinated with a peer review consultant for Preliminary Plat review.
- ◆ Received a contract offer for the NSP home located at 980 Trellis.

I4 & 436



*I-4 Mobility Partners, a public-private partnership, was chosen by FDOT for the I-4 Ultimate Project, which includes reconstructing 15 major interchanges, constructing 145+ bridges, adding four variable priced toll lanes in the median, and rebuilding general use lanes along the entire I4 corridor.*

**PUBLIC WORKS**

GERALD CHANCELLOR, DIRECTOR/CITY ENGINEER

- ◆ Fabricated and installed 20 new street name signs; completed 23 sign repairs; fabricated 2 surveillance signs for the fence at Public Works; fabricated 10 stop signs for stock and installed two.
- ◆ Drop off repaired at Anderson Dr.
- ◆ Main roads mowed – 5; sectors mowed – 5; alleys mowed – 3; Drainage Area Rights of Way: Aebi Mowing mowed 89 properties and 10 ponds.
- ◆ All electric pump stations were checked, mowed and trimmed as needed, lake levels recorded, CDGB projects and NPDES Inspection program monitored. Main road trash picked up; medians and City land mowed.

**UTILITIES**

GERALD CHANCELLOR, DIRECTOR/CITY ENGINEER

Customer Service

DW – Lockbox .....	1939
Ebox .....	1599
Call Center calls .....	1058
Walk-ins/Drop Box .....	1270
On-line payments .....	1565
IVR .....	747
Total on Disconnect List .....	67