

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



October 31, 2014

#### City Calendar

##### 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  
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

The Public Information Office was busy with preparations and signage for the 13<sup>th</sup> Annual Spooktacular. We assisted Deltona Parks & Recreation by working with staff from Planning & Development Services to print many large scale posters, banners and other print items. PIO staff also photographed and shot video of the event. The PIO staff worked with the Office of Economic Development to bring another seminar to the Get Fit for '15 teams. This time, Goddess Rising Fitness, a Deltona business, provided a great Zumba presentation in the Commission Chambers. PIO staff members are currently making plans to provide photo and video support to the Fire Department's Open House and other surrounding events. We continue to meet with Planning & Development Services staff to plan this year's Christmas parade.

#### DeltonaTV

PIO staff participated in virtual training with an instructor for Compix, the software the City uses for on-air graphics during live broadcasts. We are also researching set designs for broadcast studio setups to be used in DeltonaTV programming.

#### Media Relations

Provided information to Al Everson of the *DeLand-Deltona Beacon* regarding feral cats and the proposed new program. Provided Erika Webb of the *Hometown News* information on Charter Amendment changes that are on the ballot as referendums.

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

(Jerry Mayes, Economic Development Manager)

- ◆ Solicitation packages are being sent to leads collected at the International Council of Shopping Center conference, which was a large conference attended by commercial brokers, commercial developers, design firms, and retailers (restaurants, service companies, and retail stores). Leads are in retail, service, and restaurant fields.
- ◆ Made a presentation to the Digital Academy at University High School on the job of an Economic Development Manager and how digital production can be utilized in the performance of that job.
- ◆ Mr. Joe Valenti, the franchisor for Boston Coffee House, is very interested in Deltona and in fact has already been in contact with the owner/builders of the Saxon/Sterling property. He has negotiated an agreement for a location at the Saxon/Sterling retail site, and is seeking franchisees for this location.
- ◆ Met with the City Events Team to discuss logistics for the November 6<sup>th</sup> Tractor Supply groundbreaking ceremony.
- ◆ As a member of the Florida Brownfields Association Legislative and Policy Commission, I attended and participated in a teleconference with the commission membership.

**BUILDING & ENFORCEMENT SERVICES** ..... **DALE BAKER, DIRECTOR**

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

Building Permits issued for the week .....	76
Valuation of work permitted for the week .....	\$267,528
Building Inspections completed for the week .....	202
Fire plan review completed for the week .....	10
Fire Inspections completed for the week .....	46

**Enforcement Services Division:**

Requests for services this week .....	289	
Animals impounded at the humane societies .....	29	
Properties requiring grass to be cut by contractors .....	16	at a cost of \$640
Money collected for animal tags, liens and return to owners .....	\$2,881	
Foreclosures for this week: Deltona – 29, County – 97, Total –126.		

**CITY CLERKS OFFICE** ..... **JOYCE RAFTERY, CITY CLERK**

2nd Floor HR/CC Walk-In Customers .....	8	
2nd Floor calls Answered .....	14	
Packages Received .....	36	
Packages Picked Up .....	0	
A/P Invoices Opened .....	97	
Newspapers .....	15	(7.5 hours)
Public Records Requests Received .....	1	
Public Record Request Amount Received .....	0	
Documents imaged or modified pages .....	4679*	

*\*Please note: In addition to the scanning, completed updating files in DEDAB Minutes and Agendas, and updated and rearranged records storage room in City Clerk's Office.*

**FINANCE DEPARTMENT** ..... **BOB CLINGER, FINANCE DIRECTOR**

- ◆ The local chapter of FGFOA (FL Government Finance Officers Association), at their quarterly meeting, presented an model for reducing Health Care costs.
- ◆ Attended a webinar for submitting a successful Brownfield Grant application, and attended a project leadership class offered by the Florida League of Cities.

**FIRE/RESCUE DEPARTMENT** ..... **MARK RHAME, FIRE CHIEF**

Alarm summary 10/21/2014 to 10/27/2014

Structure fire	2
Wild land, grass, trash	1
Misc. Fire	5
ALS Medicals	44
BLS & Misc. Medicals	80
Hazardous Condition	5
Service Calls	8
Good Intent	16
False Alarms	9
<b>TOTAL CALLS</b>	<b>170</b>



- ◆ Please join us in welcoming our new chaplain, Pastor Hector Maldonado, to our Deltona team (shown above).
- ◆ Events: working with Our Lady of the Lakes Church for their annual fair; Fire Station 65 Open House and Pink Heals 5K on November 2<sup>nd</sup>.

*Deltona's Pink Fire Truck made a visit to City Hall this week. The truck is a mobile memorial where employees were able to write their loving messages to or about those loved ones who have fought, are fighting and are survivors of breast cancer.*



**HUMAN RESOURCES DEPARTMENT**

**TOM ACQUARO, DIRECTOR**

- ◆ Processed 11 Performance Evaluations in this period and received 30 applications for two posted vacancies; participated in 6 interviews for Administrative Assistant and 3 for Utility System Tech for Public Works; processed two FMLA requests in this period.
- ◆ Staff attended a Volusia County HR Directors meeting which included a presentation by Brown & Brown regarding the Florida Local Government Health Insurance Consortium program.
- ◆ Developing a procedures guideline for hiring directors/managers – “How to Determine Veterans’ Preference in Hiring”; also revised the Veterans’ Preference application form in accordance with the new Veterans’ Preference rules.

**PARKS & RECREATION DEPARTMENT**

**STEVE MOORE, DIRECTOR**

- ◆ Conducted the Halloween Spooktacular event at Dewey Boster Friday and Saturday. VCSO estimates crowd attendance at 7,500-10,000 on Friday, and 20,000 on Saturday night, making it the largest Spooktacular event ever. The event was a resounding success—and now the massive cleanup of the park and trails is underway.



*Above: This little mechanic, Russian doll and “hydrangea in a pot” were the winners of the 4-7-year-old costume contest. They are pictured here with judges Diane Smith (Volusia County School Board chair); County Councilwoman, Patricia Northey, and Vice Mayor Heidi Herzberg. Right: The pie-eating contest is underway before the large cheering crowd.*



- ◆ Met with City staff on a number of projects, including a discussion on grants, a special event for Deltona Christian Church, and the Lakeshore Loop project.
- ◆ Harris Saxon Community Center: Boys and Girls Club After School Care.
- ◆ Partner Leagues: Tackle Football and Cheerleading – Pop Warner Panthers continues; Deltona Youth Soccer, Men’s Softball League and Men’s Senior League continue.

**PLANNING & DEVELOPMENT SERVICES**

**CHRISTOPHER BOWLEY, DIRECTOR**

- ◆ Planning is taking the lead on the overall scheduling and coordination of various departmental staff for the upcoming Christmas Parade, with logistics assistance coming from the Parks and Public Works Department as the parade date draws closer.
- ◆ Presented at the Southeast Regional Brownfields Conference.
- ◆ Staff received and updated and current Saxon Sterling Silver BPUD Final Plat, due to a real estate closing on the property. The recorded cross-access easement and updated title report is included for the November 3<sup>rd</sup> City Commission public hearing.
- ◆ The recorded Development Order for the Saxon WalMart Final Site Plan has been received and has been forwarded to the applicant.
- ◆ Staff received the recorded Development Order for the Children’s First Daycare Facility located within the Saxon Plaza. This allows the applicant to open a daycare facility for special needs children.
- ◆ Work has commenced on mass-grading within the Deltona Village BPUD. The applicant responded that the effort was to cut the existing hill at the northwest corner of the site and distribute the dirt on-site. There is no mention of a particular development associated with the effort.
- ◆ Staff worked on updates to the Land Development Code; particularly Chapter 102, the Sign Code. There have been two separate amendments, one for changeable copy signs and the other was to allow LED signs for houses of worship. This next round of amendments to the Sign Code will address additional comments not taken in an incremental approach.
- ◆ Staff worked on the Local Housing Assistance Plan (LHAP), Owner Occupied Home Repair section which addresses a majority of housing efforts, in preparation for the first meeting of the Affordable Housing Advisory Committee (AHAC) scheduled for November 18<sup>th</sup>. Once the home repair section is updated, the AHAC will focus on the remainder of the document.
- ◆ Staff met on the need to design for commercial sanitary sewer at the Saxon Boulevard gateway. The design will assist in advancing a shovel ready project to attract grant money or to provide for a cost sharing agreement with developers as they come forward.

**PUBLIC WORKS**

**GERALD CHANCELLOR, DIRECTOR/CITY ENGINEER**

- ◆ The sign shop fabricated and installed 5 new street name signs, 4 Dead End signs at various locations, 1 directional sign, and repaired 6 signs.
- ◆ Sidewalks were installed on Fergason Ave, Humphrey Blvd and Illinois Ave.
- ◆ Main roads mowed – 4; sectors mowed – 6; alleys mowed – 4; Aebi Mowing mowed 69 drainage Right of Way locations and 16 ponds; trash picked up on main roads – 15.

**UTILITIES**

**GERALD CHANCELLOR, DIRECTOR/CITY ENGINEER**

<u>Customer Service</u>	
DW – Lockbox .....	1323
Ebox .....	1009
Call Center calls .....	1490
Walk-ins/Drop Box .....	1101
On-line payments .....	1599
IVR .....	771
Total on Disconnect List .....	132