

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



October 10, 2014

City Calendar

October:

11 7:00pm	Concert at Amphitheater
12 7:30am	Pink Feet 5K/10K
13 5:30pm	Commission workshop
14 6:30pm	DEDAB Advisory
15 10am-2pm	FLOWmobile
16 5:30pm	Citizen Accessibility Subcommittee
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

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

Get Fit October 8th Seminar: Walking & Footraces—prepared posters, handouts, seminar agenda, delegated tasks to Deltona Health Academy students, coordinated video production of the Seminar for DeltonaTV, took photos and posted them to Facebook. Created poster for the Get Fit Seminar: Hiking in Audubon Park.

DeltonaTV

Updated the schedules and programming for DeltonaTV for the week of October 12th; programmed "Simulcast Concert" for broadcast; live broadcast of the October 6th City Commission meeting and recorded meeting for later broadcast; post-production for Parks & Rec: Spooktacular Preview and Parks & Rec: ADA Parking Issues; recorded the "Get Fit October 8th Seminar: Walking & Footraces" for broadcast on DeltonaTV; working with John Skerret on the post-production for "Audubon Report: Migrations Pt. 1"; working with Jerry Mayes and Ryan Rinaldo on pre-production for the Economic Development "Business Video" project; 8 hour training session for the new Tight Rope Playback software, with TRMS trainer.

Miscellaneous

Working with the IT Dept. to establish DeltonaTV broadcast service with ATT U-verse and internet streaming with Earth Channel. Created signage and social media promotion for upcoming Fire Department "Pink Heals" events. Met with Jerry Mayes/Economic Development to review ideas to revamp internal and external communications, new business solicitation/invitation letter, publicity for manufacturing at Pine Ridge High School. Attended "Pink Feet 5K/10K" planning meeting.

Media Relations

Press releases for "Fire Prevention Week"; "Get Fit October 8th Seminar: Walking & Footraces"; Deltona Fire Dept. Pink Fire Truck; provided information and photos of the "Pink Fire Truck" to WESH-TV and the West Volusia Beacon; provided information regarding the Emergency Operations Chief to Dinah Pulver/ Daytona News Journal; provided information regarding the "Get Fit Seminar: Walking & Footraces" to Jim Haug/ Daytona News Journal; provided information regarding emails from the HR Director to Mark Harper/Daytona News Journal.

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

- ◆ Providing solicitation packages to leads collected at the International Council of Shopping Center conference (ICSC). This is a large conference attended by commercial brokers, commercial developers, design firms, and retailers (restaurants, service companies, and retail stores). Leads are retail, service, and restaurants.

- ◆ Met with Chris Bowley (Planning & Development Services Director) to review current commercial transactions that are working through P&DS processes, as well as new subdivisions that are upcoming and City growth.
- ◆ Worked on the Mayor's "Get Fit by '15" Fitness Challenge seminar on the topic: "Preparing for Walking and Footraces".
- ◆ Attended the 8th Annual Volusia Manufacturer's Association Showcase held at Embry-Riddle.
- ◆ Attended a special event applications meeting regarding the Pink Feet 10K/5K, the Fire Department's Open House, and Pink Heals 5K.
- ◆ Prepared the DEDAB Q3 Sub-committee reports, which are now pending Chairperson approvals.
- ◆ Attended a meeting of regional economic developers in Deland.
- ◆ Attended a symposium on "Seminole War Sites: An Archaeological Perspective", presented by the Florida Public Archaeology.
- ◆ Attended the "There's More to Florida" presentation held at the Athens Theatre in Deland.

BUILDING & ENFORCEMENT SERVICES

DALE BAKER, DIRECTOR

Building Services Division (Steve Roland, Assistant Director)

Building Permits issued for the week.....	83
Valuation of work permitted for the week	\$360,904
Building Inspections completed for the week	184
Fire plan review completed for the week.....	10
Fire Inspections completed for the week	73

Enforcement Services Division:

Requests for services this week	249
Animals impounded at the humane societies	35
Properties requiring grass to be cut by contractors	30 (at a cost of \$1,200)
Money collected for Animal tags, liens and return to owners	\$3,428
Foreclosures for this week: Deltona – 4, County – 38, Total – 42.	

CITY CLERKS OFFICE

JOYCE RAFTERY, CITY CLERK

2nd Floor HR/CC walk-In customers	32	
2nd Floor calls answered	15	
Packages received	44	
Packages picked up	2	
A/P invoices opened	99	
Newspapers	15	(7.5 hours)
Public Records Requests received	6	
Public Record Request amount received	\$1.76	
Documents imaged or modified pages	1834*	
*Please note: In addition to the scanning, M - G files in Enforcement Services and Legal were updated and 46 boxes were pulled from storage and are being processed for destruction.		
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT

BOB CLINGER, FINANCE DIRECTOR

- ◆ With the passage of the new Residential Regulatory Licensing Ordinance by the Commission, over 3600 Residential Rental Business Tax Receipt bills in the Munis system were voided, new invoices were generated and are being mailed to customers. The IT Department has been consulted regarding logistics for phone coverage in case of anticipated heavy call volume with questions from customers.
- ◆ Met with Deputy Fire Chief to discuss FEMA public assistance grants process, also looking into grant availability for FD capital projects.
- ◆ Staff participated in training to implement the CAFR (Comprehensive Annual Financial Report) module in Munis; attended a webinar on a Notice of Funding Availability for a pilot program for Transit-Oriented Development Planning, attended an online class on Public Sector Contract Administration.
- ◆ Cell tower contracts/rate increases are being reviewed with Contracts Administrator; a quote was posted for vehicle for Economic Development Manager; working on Request For Quote (RFQ) for a Comprehensive Impact Fee Study for Transportation, Parks, Law Enforcement and Fire.

FIRE/RESCUE DEPARTMENT

MARK RHAME, FIRE CHIEF

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

Structure fire	0
Vehicle fire	1
Wild land, grass, trash	3
Miscellaneous fire	8
ALS Medicals	46
BLS & misc. medicals	88
Hazardous condition	6
Service calls	8
Good intent	23
False alarms	8
TOTAL	191



This week we kicked off Fire Prevention Week and the Deltona Fire Fighters are spending this week at schools throughout Deltona giving presentations on fire safety. Pictured here are Deltona Lakes Elementary students standing proudly with their fire helmets in front of Engine 61.

- ◆ Attended seminar on Firefighter Death and Injury Survival Program. Presentation and lecture on preventing injuries and deaths to Firefighters. Review events, lessons learned and prevent history from repeating itself.
- ◆ Attended Train the Training course on alternative fuel vehicles (hybrid and electric cars), including natural gas, propane and electric. Discussed history, characteristics and configurations of Hybrid electric vehicles (HEVs), plug-in (PHEVs), battery electric vehicles (BEVs), fuel cell electric vehicles (FCEVs).
- ◆ Participated in joint training with other agencies within Volusia County at the burn building at Tiger Bay as Live Fire Instructor. This training was conducted over 2 days.

HUMAN RESOURCES DEPARTMENT

TOM ACQUARO, DIRECTOR

- ◆ HRD processed seven Performance Evaluations in this period and received 99 applications for nine posted vacancies.
- ◆ HRD coordinated and participated in seven interviews for two positions.
- ◆ HRD has coordinated with CVS to provide flu shots for City Employees at several locations on four different dates.

HRD is in the process of coordinating the City's annual Employee Health Fair to be held on November 5th, from 9am to 11am in the Commission Chambers.



PARKS & RECREATION DEPARTMENT

STEVE MOORE, DIRECTOR

- ◆ Met with Landscape Structures to discuss pavilions for the CDBG project at Campbell Park.
- ◆ Met with Healthy Start representatives to discuss relocating to City Hall, and completed a match letter for Healthy Start to be compliant with the State's Healthy Family Contract.
- ◆ Conducted Special Events Application meeting with City staff to review upcoming events.
- ◆ Prepared and conducted the Youth Advisory Sub Committee meeting.
- ◆ The Latin Arts & Music Festival, held on Saturday at the Dewey O. Boster Sports Complex, was well attended by thousands of people, including State Representative Sanitago, and featured live music, dancing and food vendors. Park cleanup is now underway.

Parks and Recreation is making improvements at the Keysville Dog Park with a new doggie bridge under construction. Stay tuned.



PLANNING & DEVELOPMENT SERVICES

CHRISTOPHER BOWLEY, DIRECTOR

- ◆ Brought an amendment to alter the maximum shed height from 10.5 to 15 feet and remove the condition that the shed had to match the principal structure. Many prefabricated sheds have varying heights and come in a variety of materials. The ordinance will be heard at the October 20th City Commission hearing for second and final reading.
- ◆ Brought a Conditional Use application to the City Commission to allow the East Coast Dragon Tattoo parlor to open within the Deltona Square Plaza. The City Commission approved of the Conditional Use application.
- ◆ The Affordable Housing Advisory Committee (AHAC) was approved by the City Commission, and will be established in the coming weeks.
- ◆ Assisted the City Attorney in bringing ordinances for the Residential Prison Diversion Program and Medical Marijuana licensure to the City Commission. Both ordinances were approved and will be brought to the City Commission for second and final reading at the October 20th City Commission hearing.
- ◆ Met to discuss the potential for a gateway zoning overlay district along Saxon Boulevard between I-4 and N. Normandy Boulevard. The legal land use regulations need to be addressed that allow property owners to use

their property per the underlying zoning designation. Other methods are being addressed, such as amending the Office Residential zoning district. The study area is hampered by only having a zoning action to allow for non-residential use, but not having non-residential sanitary sewer to facilitate businesses.

- ◆ Drafted the Planning and Zoning Board Quarterly Report.
- ◆ Within the Deltona Village project, had a sign removed that was a pedestrian safety hazard for Deltona High School students walking between the high school and the new RaceTrac facility, and worked with the Engineer of Record for mass-grading of the portion of the site.
- ◆ Received a revised Final Construction Plan and Preliminary Plat for the Lake Gleason Reserve subdivision.
- ◆ Conducted a DRC meeting for the Saxon Sterling Silver BPUD Final Site Plan and Final Plat.
- ◆ Completed the Vacant Land Analysis and staff report for the Fernanda Place Comprehensive Plan Amendment and RPUD zoning amendment.
- ◆ Worked with the site developer to replace dying landscaping behind the Leslie Pool site.
- ◆ Conducted a DRC meeting and completed the Children First Daycare Development Order for the opening of that business.
- ◆ Worked with the Public Works Department on the RIB site and water storage tank.
- ◆ Addressed mass-grading questions from the applicant for the Lake Baton Estates Phase II.
- ◆ Prepared a presentation for a regional brownfields conference in Orlando.
- ◆ Inspected the Tractor Supply Company site.



PUBLIC WORKS

GERALD CHANCELLOR, DIRECTOR/CITY ENGINEER

- ◆ Fabricated and installed 11 new street name signs; completed 19 sign repairs; fabricated numbers for Fleet Maintenance; fabricated and installed 5 traffic speed signs.
- ◆ Completed twelve asphalt repair work tickets–9 tons.
- ◆ Sidewalks were installed at 1311 Deltona Blvd, and Olde Kendington Rd at Ft Smith Blvd.
- ◆ Erosion control work: Reshaped swales, installed sod to stop erosion at 1885 Maderia Ave and 1797 Acadian Dr; drop offs were repaired with fill dirt on Section Line Tail, Clayton Dr, Davenport Dr and Freeport Dr.
- ◆ Drainage Area Rights of Way: Aebi Mowing mowed 36 properties and 8 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	1974
Ebox	1489
Call Center calls	1841
Walk-ins/Drop Box	1249
On-line payments	1539
IVR	658
Total on Disconnect List	231