

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: January 28, 2011

Team Volusia EDC Board of Directors Meeting: The Team Volusia EDC Board of Directors Meeting was held Wednesday, January 26, 2011 at the Bill France Meeting Room IMC building, Daytona Beach from 9:00 a.m. to 10:30 a.m. This was the first Board meeting to include the new President, Helen Cauthen. Topics of discussion centered around continuing efforts for establishment of their office space, fundraising strategy, and Mrs. Cauthen's 90-Day Plan and Listen & Learn Tour.

New Business Development Administrator: Our new Business Development Administrator, Jerry Mayes, has hit the ground running and he is working hard at contacting potential business developers and meeting with current Deltona business owners, and attending outside and internal meetings to learn all he can about our operations and economic development efforts. Jerry is also developing an agenda package for the February 15th Commission workshop meeting for discussion with the City Commission on potential economic incentives, strategies to bring more commercial development forward, any limitations facing the City, and to discuss any suggestions/opportunities that the Commission wants to address. If you have not met Jerry yet, please let me know and we will be sure to introduce you to him the next time you are in City Hall.

Commission Follow-Up Letters:

For your information, attached as Exhibit A are copies of letters sent out this week as follow-up to actions taken by the City Commission in the past couple of Commission meetings.

Tree City USA 2010:

Attached as Exhibit B is a letter from the Florida Department of Agriculture and Consumer Services indicating that we have qualified again to be certified as a Tree City USA. The program works one year behind so the designation is for 2010.

Public Safety Center signage:

Attached as Exhibit C is a staff proposed design of a sign for the Public Safety Center on Providence Blvd. for when the Sheriff's Office moves into the Providence site. We are proposing to have a sign made through our City sign shop to be used for the remainder of this fiscal year and then to budget for the Commission's consideration a new 2-sided sign in accordance with our

CITY MANAGER'S OFFICE

2345 Providence Boulevard, Deltona, Florida 32725

(386) 878-8100 Fax (386) 878-8851

Webpage: www.Deltonafl.gov

design standards that faces the proper direction between the two buildings. If you should have any concerns regarding this sign, please let me know. Thank you.

Out of the Office:

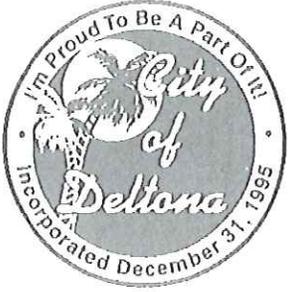
I will be out of the office for a vacation day on Monday, January 31, 2011. I will be in the area and available by cell phone if needed.

I will be out of the office attending the FCCMA Annual Conference, beginning approximately 2:00 p.m. on Wednesday, February 2nd until early Friday afternoon, February 4th. The Conference is in Lake Mary this year. Dave Denny will serve as Acting City Manager during this time period, and as always, should an issue arise that needs my immediate attention, please feel free to contact me on my cell phone or through my office staff.

Ongoing/Upcoming Events:

- **Commission Workshop Meeting** – Tuesday, February 1st, 4:30 p.m., 2nd flr. Conference Room
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 8:00 a.m – Noon
- **Flu Shots** – Available at Fire Station 61, Monday thru Friday, 9:00 a.m. – 4:00 p.m., and Saturdays from 9:00 a.m. – Noon. Cost is \$25/person. Cash, check, Visa and MasterCard are accepted; the only insurance accepted is Medicare part B.


Faith G. Miller
City Manager



City of Deltona

January 27, 2011

Mrs. Lucille Wheatley
2409 Laredo Drive
Deltona, FL 32738

Dear Mrs. Wheatley:

In response to your recent request for funding from the City to assist in the cost of the fundraising efforts of the *Lucille Wheatley Scholarship Award Association*, the City Commission discussed your request at a Commission workshop meeting held on Tuesday, January 25th. With all due respect, I am writing to let you know that there are no current provisions within City policies that would allow for this type of donation. Therefore, at this time I must respectfully decline your request for City funding.

If you should wish to modify your request or request use of a City facility for a function for your Association, we would certainly consider such request at that time and be happy to work with you to see how the City can assist you in your efforts.

I applaud your diligence and hard work to provide scholarships for our young students and wish you continued success in these efforts. If we can be of any further assistance, please feel free to contact me at any time at (386) 878-8850.

Sincerely,

A handwritten signature in cursive script that reads "Faith G. Miller".

Faith G. Miller, MMC, MPA
City Manager

OFFICE OF THE CITY MANAGER

Deltona Municipal Complex 2345 Providence Boulevard, Deltona, Florida 32725

(386) 878-8100 • Fax (386) 878-8501

Webpage: www.deltonafl.gov • Email: fmiller@deltonafl.gov



City of Deltona

January 27, 2011

Mr. Mike Williams, Chairman,
Deltona Dr. Martin Luther King Celebration Committee
c/o African-American Association of Deltona
P. O. Box 391351
Deltona, FL 32739

Dear Mr. Williams:

On Tuesday, January 25th, the Deltona City Commission in a workshop session discussed your recent request for the City to take over the planning and coordination efforts for the 2012 Dr. Martin Luther King, Jr. celebration weekend in order to take it to a higher level. The Mayor and City Commission expressed their feelings that the Celebration events encompassing three (3) days each January are very well organized and of great benefit to our community and our residents. Given the success of the current events, the City Commission indicated that the City is certainly willing to continue to assist in any way possible in your planning efforts, but at this time we must respectfully decline your request for the City to take over full responsibility for the events.

The City of Deltona currently does not have the staff nor the resources necessary to take on additional special events, but we are certainly willing to partner with the Dream Keepers in your planning efforts for future events and the Commission is not opposed to continuing to provide assistance through in-kind services for use of City facilities and/or equipment.

On behalf of the Mayor and City Commission, please accept our sincere appreciation to you and all members of the Deltona Dream Keepers for the past very successful MLK events and we look forward to working with you in your planning efforts for the future.

If you should have any additional questions or need further information, please feel free to contact me at (386) 878-8850.

Sincerely,

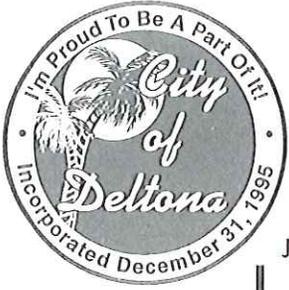
Faith G. Miller, MMC, MPA
City Manager

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City of Deltona

January 27, 2011

Mayor
John Masiarczyk

Vice Mayor
Paul Treusch
District 4

Commissioners:

Zenaida Denizac
District 1

Herb Zischkau
District 2

Heidi Herzberg
District 3

Fred Lowry
District 5

Michael Carmolingo
District 6

City Manager
Faith G. Miller

Mr. Frank T. Bruno, Jr., Chair
County of Volusia
123 West Indiana Avenue, Room 301
Deland, FL 32720-4612

Dear Chairman Bruno:

Re: City of Deltona COPCN application

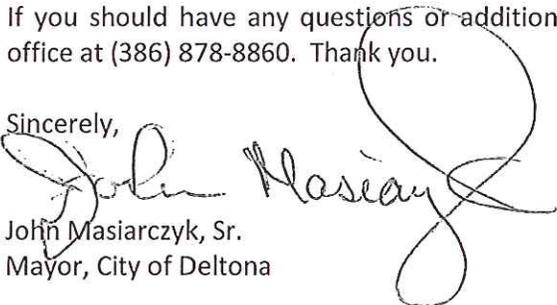
In response to your letter of January 11, 2011, the Deltona City Commission met in a Special Commission meeting on January 24th to discuss the issue of the City's application for a Certificate of Public Conveyance and Necessity (COPCN), advanced life support transport. After substantial discussion, the Deltona City Commission determined that it was necessary to request a six (6) month delay in this process in order to allow our staff and the Commission to more fully explore and understand all of the specifics of full advanced life support transport. Our City Manager will be forwarding within the next week a letter to the County Manager to request assistance from the County in obtaining information needed to help our Commission reach a decision on this matter.

Therefore, we are formally asking that the City of Deltona's COPCN application process for full transport be delayed until at least August 1, 2011.

We continue to be very interested in pursuing the ability to provide contingency transport for our residents as needed and look forward to entering into an MOU or interlocal agreement with the County of Volusia and/or EVAC with that goal in mind in the very near future.

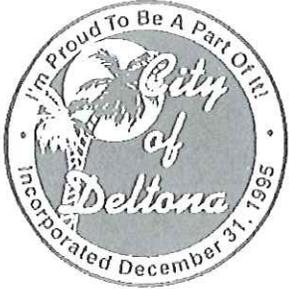
If you should have any questions or additional concerns, please feel free to contact my office at (386) 878-8860. Thank you.

Sincerely,


John Masiarczyk, Sr.
Mayor, City of Deltona

cc: Deltona City Commission
Faith G. Miller, City Manager
Gary Cooney, City Attorney
James T. Dinneen, County Manager

Deltona Municipal Complex 2345 Providence Blvd. Deltona, FL 32725
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City Webpage: www.deltonafl.gov



City of Deltona

January 28, 2011

Mr. Jim Dinneen, County Manager
County of Volusia
123 West Indiana Avenue
Deland, FL 32720-4612

Dear Mr. Dinneen:

Re: City of Deltona COPCN application

As you are aware and as we briefly discussed at this week's Manager's meeting, the Deltona City Commission met in a Special Commission meeting on January 24th to discuss the issue of the City's application for a Certificate of Public Conveyance and Necessity (COPCN), advanced life support transport. After substantial discussion, the Deltona City Commission determined that it was necessary to request a six (6) month delay in this process in order to allow staff and the Commission to more fully explore and understand all of the specifics of full advanced life support transport.

My staff has developed a list of questions and information that we would need from EVAC to help our Commission reach an ultimate decision on this matter. The information requested is listed as follows:

- Response times for all Emergency and Non-Emergency responses by EVAC within Deltona's jurisdictional boundaries for 2009 and 2010.
- Billing breakdown (summary) of bills for BLS 1, BLS 2, ALS 1 and ALS 2 responses and all associated charges (i.e., oxygen, mileage, etc.) by type for 2009 and 2010 within the City of Deltona.
- Collection Rate (percentage) by year for 2009 and 2010.
- Number of units stationed and deployed in the corporate limits of Deltona for 2009 and 2010. Number of units deployed in Deltona since implementation of the new deployment model in January 2011.
- Administrative costs to provide billing (percentage based upon Deltona's demand) services and other oversight in providing EMS transport services (i.e., supervision).
- Data regarding hospital bed delays – average wait time at Florida Hospital/Fish Memorial that EVAC units must stay on scene until Deltona patient is released to hospital care.

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Mr. Jim Dinneen
January 28, 2011
Page 2 of 2

We also questioned the status of contingency transport for the City of Deltona, but I understand that our Fire Chief, Robert Staples, received a letter and application form to be completed by the City for contingency emergency medical transport from Mark Wolcott yesterday.

If you should have any questions or additional concerns regarding this information request, please feel free to contact my office at (386) 878-8860 or fmiller@deltonafl.gov, or our Fire Chief, Robert Staples, at (386) 575-6902 or rstaples@deltonafl.gov. Thank you for your assistance with our request.

Sincerely,

A handwritten signature in cursive script that reads "Faith G. Miller". The signature is written in black ink and is positioned above the printed name.

Faith G. Miller, MMC, MPA
City Manager, City of Deltona

cc: Deltona City Commission
Gary Cooney, City Attorney
Dave Denny, Deputy City Manager
Robert Staples, Fire Chief



Florida Department of Agriculture and Consumer Services
CHARLES H. BRONSON, Commissioner
The Capitol • Tallahassee, FL 32399-0800
www.doacs.state.fl.us

FM
CFA
Tree City

Please Respond to:
Division of Forestry
Forest Management Bureau
3125 Conner Blvd. C25
Tallahassee, FL 32399-1650

December 30, 2010

Mr. John Rosenow
Executive Director
National Arbor Day Foundation
211 North 12th Street
Lincoln, Nebraska 68508

Dear Mr. Rosenow:

The city of Deltona, Florida has filed the attached application for recertification as a Tree City USA. The application and supporting documentation has been examined by my staff and we feel that all standards for recertification have been met. Accordingly, I recommend that the city of Deltona, FL be recertified as a Tree City USA 2010.

Sincerely,

CHARLES H. BRONSON
COMMISSIONER OF AGRICULTURE

James R. Karels, Director
Division of Forestry

JRK/saf

Attachment

cc: Mark Manning, Recreation Manager, Deltona, FL
Kraig Jones, Volusia County Forester, DeLeon Forestry Station
Mike Kuypers, District Manager, Bunnell District



PUBLIC SAFETY CENTER



DELTONA FIRE DEPARTMENT
VOLUSIA COUNTY SHERIFF'S OFFICE





CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: January 28, 2011

CITY MANAGER'S OFFICE:

COMMUNICATION: Through 01/26/11.

- Broadcast the January 24, 2011 Special Commission Meeting.
- Working to promote City-sponsored blood drive.
- Working to promote next Housing Workshop.
- Added 4 new SJRWMD PSAs to DeltonaTV
- Updated Jobs Program listings on DeltonaTV
- Added Mayor Masiarczyk Profile to DeltonaTV
- Added Commissioner F. Lowry Profile to DeltonaTV
- Working on February issue of employee newsletter Pride
- Created air schedule for DeltonaTV for week of 1/30
- Updated 7 programs for DeltonaTV Schedule

Media Relations ~

- Worked with Jason Allen/WFTV regarding questions about proposed new Fire Truck purchase.
- Spoke with Elizabeth Alvarez/WOFL regarding Tuesday, January 25, 2011 Workshop agenda.
- Spoke with Saul Saenz/CFN13 regarding the City's preparations for impending bad weather.
- Provided information to Mark Harper/News Journal regarding information on pending demolition of three houses.
- Provided Mark Harper/News Journal with a graphics request for Commissioner Zischkau's Commission Meeting agenda items 10a and 1b.

Press Releases ~ City sponsored blood drive.

Economic Development ~ Week ending 01/28/2011.

Activities Undertaken by Business Development Administrator:

- Continued gathering City and County information for upcoming workshop on "incentives".
- Initiated contact with Mimi Vaughn, Real Estate Department, Southland Corporation (7/11 Stores) regarding placement of another 7/11 Store in Deltona.
- Received and reviewed the restrictions for the Hollywood Video and it appears a restaurant, other than a McDonalds or a Burger King, could be located there.
- Met with Lloyd Marcus regarding his plans for a new Deltona Arts Center. Plans are very aggressive. Discussed issues with location (NW side of Trout Lake).
- Meeting with Lowell and Ty Lohman (attended by Faith Miller, City Manager and Tom Pauls, Planning Department). Lohman family potentially looking at 1681 Providence Blvd. as a funeral home (no crematory) site. This will provide 8 to 9 full time new employees.
- Attended Team Volusia Director's Meeting in Daytona. Met with Helen Cauthen (Team Volusia), Samuel Goodwin (Team Volusia), Bob Williams (DSC), etc.

- Met with Steve Burley, Economic Development DSC and Ned Harper, Director of SBDC-DSC. Discussed economic development in West Volusia and Deltona in particular. Discussed how best to initiate an incubator for Deltona. Discussed utilization of SBDC Counselors for business plan preparation, funding sources, etc.
- Met with Ernie Peterson regarding information on tax rolls for commercial properties, best practices on use of County Tax Appraiser's website, value comparison of non-developed (raw) commercial property versus developed (improved) commercial property. This information will be used in the upcoming incentive workshop.
- Met with John Kiser of DOED to review recruitment, retention and export support for Deltona.

BUILDING & ZONING SERVICES: Week of 01/14/11 thru 01/21/11:

• Building Permits issued for the week	55
• Valuation of work permitted for the week	\$233,633.00
• Inspections completed for the week	100
• Total Permits issued for Fiscal Year 10/11	855
• Valuation of work permitted for the year 10/11	\$10,472,474.29
• Solar Rebates Processed this week:	None
• Total Solar Rebates processed since 2/1/10:	79

Permits Issued 01/14/11 – 01/21/11:

AC Change Out	6
Concrete Flat Work	1
Electrical	6
Fence	7
Foundation Grout	1
Garage Door Replace	1
Gas Installation	1
Mechanical	1
Patio Cover	2
Reroof	6
Residential	1
Right Of Way	2
Shed 1	6
Siding	2
Sign	1
Solar Panel Install	1
Water Heater Replacement	6
Window Replacement	4
<u>Total</u>	<u>55</u>

CITY CLERK'S OFFICE – Week of 1/16/11 – 1/22/11

Department Staff:

- 2nd Floor HR/CC Walk-In Customers: 93.
- 2nd Floor calls Answered: 40.
- Packages Picked Up: 2.
- Packages Received: 28.

- A/P Invoices Opened: 102.
- Newspapers: 16 (7 hours).
- Public Records Requests Received: 2.
- Public Record Request Amount Rec'd: \$1.35.
- Documents imaged, pages: 3,188.
- Large scale drawings imaged, pages: 82.

ENFORCEMENT SERVICES DEPARTMENT:

- Responded to 216 requests for services this week.
- Animals impounded at the humane societies: 50.
- Citation warnings issued: 26.
- Courtesy notices: 69.
- Abatement notices: 10.
- Citations issued: 2
- Code Enforcement telephone calls: 79.
- Solid Waste calls: 61.
- Citizen walk in requests for Code Enforcement assistance: 22.
- Citizen walk in requests for Solid Waste assistance: 1.
- Properties requiring grass to be cut by contractors: 0 at a cost of \$0.00.
- 16 certified mailings were sent out at a cost of \$88.64.
- Money collected for Animal tags, liens and return to owners: \$100.00.
- We have 24 cases and 2 dangerous dog cases scheduled to go before the Special Magistrate this week
- Foreclosures last week:

Deltona	11
Volusia County	<u>62</u>
Total	73

FINANCE DEPARTMENT:

- Extended proposal due date for the demolition bid to February 9th in order to address asbestos issues.
- Posted bid for Primary Rate Interface. Proposals are due February 16, 2011.
- Met with IT regarding Fixed Assets.
- Working in test environment in Munis 8.2 upgrade. Working to go paperless and find new ways to streamline processes in Munis for when we begin using Tyler Content Manager (Examples: online receiving, change orders, three way match, etc.).
- Met with new Grants Coordinator and Deputy City Manager to define each department's role regarding grants.
- Working with SHIP to finalize year end reconciliation.
- Met with representative from Arbitrage Compliance Specialists to ensure on-going arbitrage compliance of bonds.
- Met with IT to discuss computer/wireless needs for auditors arriving for on-site work next week.

FIRE DEPARTMENT:

Fire Chief: No Report.

EMS:

- Participated in judging the ALS competition at Fire Rescue East in Daytona Beach.
- Renewing all personnel's certification in CPR and Advanced Cardiac Life Support (ACLS) for Medics.

Training & Safety:

- Continued with initial attack training at 591 N. Firwood Drive.
- Completed didactic portion of ACLS training.
- Participated in Literacy week at Forest Lake Elementary School which involved reading Willy Wonka and the Chocolate Factory to the children.
- Went to a Salute to Veterans luncheon at Sterling Park to gather information on the Veteran celebration that will be held at Sterling Park on May 21st.

Communications/Public Education/Information:

- Started Citizen Emergency Response Team (CERT) course. Faer & Nadeau will attend seven consecutive Mondays starting January 17th with a projected end date of February 28th.

Fire Loss: No report.

HUMAN RESOURCES:

- Performance Evaluations processed: 4.
- Deltona JOBS Program Folders: 1st Floor lobby- (5) added, 2nd FL Lobby (10) added; (To date 1/26/11) total # of Deltona JOBS Program folders taken – (881).
- Applications Received: (42) Firefighter, (9) Utility Systems Tech, (4) Water Operator.
- Prepared interview questionnaires for SW Tech.
- Planning Nationwide and ICMA-RC quarterly visits.
- Reviewing and exploring Munis enhancements in the test environment for Version 8.2 upgrade.
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- Separations processed including exit interview: F. Rodriguez (Public Works) resignation.
- Participated in 8 interviews at Public Works for Storm Water Tech.
- Met with representative from TD Bank about setting up table in lunch room for employees to join.
- Met with representative from Rethink about providing information to employees regarding cost saving measures for transportation.
- Prepared materials for and presented first training class in the Supervisor Development Program-Part I.
- Coordinated with City Atty regarding ordinance for Employment and Level II Background Screening.
- Met with VCSO reps (Capt. Brannon & Larry Lewis, Tech Svcs Sect. Opns Mgr) regarding fingerprinting and Level II Background Screening.

Risk Management ~

- Received two (2) restitution orders for utilities theft by 7th Circuit Court and insurance check for \$1,800.00 for damage to City property.
- Preparing and scheduling of Defensive Driving Course for all City employees.
- Conducted soil subsidence and damage eval. at craft building, with consultant hired by insurance carrier.
- Met with insurance investigator and adjuster regarding Fire Station 64 generator damage.

PARKS AND RECREATION DEPARTMENT: Week ending 1/21/11

Administration:

- Farmers Market: 3 vendors, 60 cars.
- Met with Play Space representatives to discuss the Thornby Park playground installation.
- Met with DRMP to discuss Campbell Park mitigation monitoring.
- Met with Southern Building Services to discuss several items at Thornby Park.
- Prepared materials for and conducted the Senior Advisory Sub Committee meeting.
- Contacted UCP to enquire about providing commercial sponsorship for the upcoming Ability Fair.

Facility Use Permits include:

- Deltona Community Center – 9 permits issued. Weekly attendance – 1,379.
- Harris M. Saxon Community Center – 1 permit issued. Weekly attendance – 487.
- Wes Crile Park – 14 permits issued. Weekly attendance – 1,647.
- Skate Park – 11 new passes. Weekly attendance – 861.

Special Events/Programs:

- City Hall: Ability Fair on Saturday, March 12th from 9:00am-2:00pm.
- Dewey Boster Sports Complex:
 - Deltona Youth Soccer winter tournament is scheduled for January 29th & 30th.
 - Little Linksters Golf session will start in February.
- Harris M. Saxon Community Center:
 - Zumba dance classes have resumed.
 - Boys and Girls Club After-School program has resumed.
- Keysville Dog Park: Wags-n-Whiskers Pet Fest on Saturday, March 5th from 9:00am-12 noon.
- Lake Butler Skate Park: Skate competition is tentatively scheduled for the last weekend in March.
- Wes Crile Park:
 - Adult Valentine Dance on Saturday, February 12th from 4:30-7:30pm.
 - Youth Flag Football will return in March.

City Leagues Currently Underway: Polar Bear league continues.

Partner Leagues Currently Underway:

- FBVA Winter season continues.
- Adult 6V6 soccer continues.
- West Volusia Youth Baseball, Deltona Little League and Deltona Youth Soccer spring registration drives continue.

Parks Maintenance:

- Dewey Boster – Restroom repairs due to vandalism.
- Dupont Lakes Park – Box-bladed parking lot.
- Dwight Hawkins Park – Box-bladed parking lot.
- Lake Gleason Park – Box-bladed parking lot.
- Tom Hoffman Park – Repaired drain cover.

Parks Maintenance – Miscellaneous:

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks.

- Renovated trailer restroom and store room.
- Picked up flooring from storage.

City Hall, Fire Station, Sheriff's Department and Social Services Building Maintenance:

Weekly tasks include cleaning the Fire Station; inspecting Social Services building; vacuuming; emptying trash from DSC classrooms; emptying trash for different departments; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrub; walking the grounds and picking up trash; sweeping sidewalk; setting up commission chambers for various meetings and resetting afterwards, vacuuming the chambers, replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Escorted vendors around City Hall.
- Dropped off flooring at Social Services Building.
- Mowed City Hall courtyard.
- Made repairs to exercise equipment.
- Made repairs to 2nd floor men's restroom.
- Moved office furniture for various people.
- Repaired file cabinet for Deputy City Manager

Sports Turf Maintenance:

- Normal Routine Maintenance:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Troubleshoot City Hall irrigation.
 - Fertilized City Hall.
- Sports Complex:
 - Painted Concession Stand wall due to vandalism.
 - Repaired irrigation head and pipe.
 - Pressure washed pavilion and restroom.

PLANNING & DEVELOPMENT SERVICES DEPARTMENT:

Executive Summary ~

The Planning and Development Services Department is focused on the sale of NSP 1 homes to begin that process to provide affordable housing to the community. The first phase of the program is completed (home acquisition), the second phase is underway (home rehabilitation), and the third phase is beginning (home sale). We are rapidly completing construction on the rehabilitated homes and will have roughly half of the units available for sale (i.e. 25 of the 53 homes) by the end of January, since rehabilitation started in November of last year. The process for NSP 1 home sales is established and we are working to close the first home. With a large inventory of homes available, we are starting an aggressive marketing campaign to get the units back into the community.

Planning~

The Planning Section has done a good job in establishing an administrative process to take in applications for development review that is in keeping with the streamlined development review methodology brought to the City Commission at the end of last year. There are Land Development Code amendments that need to occur to memorialize the process and staff will be working with the City Attorney and respective departments to determine the most efficient way to achieve the directive of the Commission.

At the December 4th Commission Workshop the City Commission requested a current list of projects be provided periodically. The most efficient method discussed was to include that list in the City Manager's Weekly Report. So as not to duplicate efforts, staff will work closely with the Business Development Administrator to keep the list current and provide any information requested for the list to be included under the Economic Development section of the City Manager's report.

Housing & Community Development ~

The Housing & Community Development Section attended an NSP Workshop in Orlando that was hosted by HUD to summarize the progress of the NSP 1 program nationally to-date, advice on strategies that are working in other communities, to share and discuss issues with other communities, and to begin the NSP 3 process. The session was extremely informative and represented that Deltona has performed well compared to others. However, the City will perform NSP 3 with more efficiency. Commencement of NSP 3 begins following HUD's approval of the City's "Management Plan" in the early part of 2011.

PUBLIC WORKS: Covering 1/17/2011 to 1/21/2011

Traffic Operations ~ Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

• Signs:

- Removed garage/yard sale signs throughout the City.
- Completed 3 sign repair work tickets throughout the City.
- Replaced from stock (1) stop sign at Fifer & Beckwith.
- Fabricated & installed (1) "Stop Sign Ahead" sign at 2253 Austin Ave; Austin Ave & Glade Ln.
- Fabricated & installed (1) street name sign at Curtis St & Sagamore.
- Fabricated & installed (1) "No Trucks" sign and (1) "over 1 ton" sign at Howland Blvd & Austin Ave; Austin Ave & Lake Helen/Osteen Rd.

- **Asphalt:**
 - Completed 9 asphalt repair work orders throughout the city – 2 tons.
 - Repaired 22'x 6' section of road at 635 E Gloria for Stormwater Dept – 2 tons.
- **Thermoplastic Stripping:** Installed 2 sets of rumble strips on each side of Howland Blvd & Austin Ave for a total of 4 sets – 252'.
- **Speed Trailer:** Installed speed trailers at 2222 Austin Ave & 1764 Morven Ct.
- **Misc:**
 - Change light bulb in street light on Deltona Blvd.
 - Set up MOT to install light bulb.
 - Set up MOT on Doyle Rd for tree crew.

Field Operations ~ Weekly tasks include evaluating work orders called in by residents.

- **Concrete:**
 - Sidewalks – 569 Cloudcroft – 8'x 4'; 2535 Delaware - 4'x 4'; Courtland & Haulover – 25'x 5'; 1089 E Page – 5'x 4' & 5'x 4'.
 - Grinding – Hampshire – 10 sections; 1927 Lehigh – 1 section; 1952 Lehigh – 1 section.
- **Clam Truck:**
 - Debris – 9.
 - Trimming – 6.
- **Slope Mowing:** 3084 Mandeville – 80'; 3125 Wainwright – 83'; 2853 Monarch – 60'; 2900 Monarch – 300' 3101 Wainwright – 80'; 2933 Jewell – 90'; 2909 Jewell – 80'; 2877 Jewell – 131'; Hoover & Cranston – 250'; Hoover & Amber – 160'; 2608 Hoover – 275'; 3188 Riverhead – 140'; 2796 Jewell – 182'; 3208 Mandeville – 80'.
- **Misc:** Grind tree stumps – 2146 Doyle; 3192 Sardinia; 3244 Sardinia.

Fleet Maintenance Division ~

- **Vehicles:** PM – 4; Repairs – 11.
- **Equipment:** PM – 3; Repairs – 8.
- **Road Calls:** 1.
- **Parts Run/Vehicles Delivery:** 2.

Stormwater Division ~ Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 635 Malaga – formed 3 driveways and a sidewalk and poured 2 driveways and reshaped swales and added sod.
 - Drysdale/Elkcam Blvd – replaced road crossing with 15" concrete pipe and took out 2 headwalls; poured back miter ends; reshaped area; added sod.
- **Drainage Rehabilitation Crew:** next to 675 Malaga – mowed area and dug out bigger pond.
- **System Cleaning (Vac Truck):**
 - 250' of Stormwater system cleaned.
 - 5 yards of debris removed.
- **Right of Way Mowing Crew:** Gloria pond – installed miter end and rebuilt box; filled in area; reshaped swales.
- **Right of Way Litter Crew:** 495 Gallons of litter removed.
- **Misc:** Checked boxes for retrofitting and pipes that need jetting city wide.

UTILITIES: Customer Service

January 2011	17	18	19	20	21	22	23	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	X	940	722	260	443	X	X	2365
Ebox	X	249	433	135	230	X	X	1047
Call Center Calls	X	559	444	284	330	X	X	1617
Walk-ins/Drop Box	X	473	269	225	190	X	X	1157
On-line Payments	148	117	134	129	178	93	92	891

Customers Disconnected for Non-Pay

January 2011	19	20	Total
	Wed	Thurs	
Cycle	4	5	
Total on Disconnect List	117	75	192
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

January 2011	17	18	19	20	21	22	23	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets		1						1
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement				1				1
Fire Hydrant Repair		8		5				13
Replace Meter Box		3	1	5	5			14
Locates Received		9	27	8	5			49
Locates Completed		16	29	5	8			58
Main Leaks		1						1
Service Leaks			3	2	2	1		8
Sewer Repairs			1					1
Sewer Blockage		2	1					3
KV2 Valves					5			5
Service Replacements		1			5			6
Meter Change Outs		5	2	4	15			26
Service Orders		52	116	88	100			356
Disconnects			117	75				192
Drainfield Leaks								
Meter Retirements							1	1