

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: February 11, 2011

HUD Annual Community Assessment:

Attached for the Commission's information as Exhibit A is a letter from the U.S. Department of Housing and Urban Development, which indicates that the City "continues to demonstrate sound leadership and administrative oversight of its HUD funded programs." HUD recently completed the Annual Community Assessment for the Program Year 2008 – October 1, 2008 to September 30, 2009, and determined that the overall progress is satisfactory.

Business Development Roundtable:

City staff, including myself, Deputy City Manager, our Business Development Administrator, our Planning & Development Services Director & Planning Manager and our Building Official conducted a Business Development Roundtable on February 9th. Attendees included: John Wannamaker, Troy Baumgartner, Frank DeMarsch, and Mark Watts. This was a good session which met the intent to obtain feedback/recommendations from these individuals on their experiences taking projects through the City and to get a current real estate market snapshot. Results of this discussion will be shared with the City Commission at our February 15th Commission workshop. We also plan to schedule such a roundtable meeting with area general contractors to solicit their input as well.

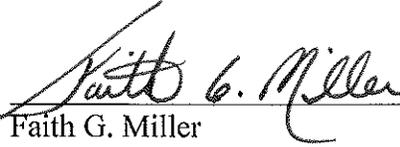
Joint Meeting with Firefighters' Pension Plan, Board of Trustees:

At the last Commission meeting, Lisa Spriggs advised that the FF Pension Plan, Board of Trustees were requesting to have a joint meeting with the City Commission. The Board has asked that the Commission consider **Tuesday, April 19th at 4:30 p.m.** for this joint meeting. Unless staff here's differently this joint meeting will be scheduled for April 19th.

Ongoing/Upcoming Events:

- **Grand Opening/Ribbon Cutting – Thornby Park including Inspiration Playground –** Saturday, February 12th, 10:00 a.m.
- **City Commission Workshop Meeting –** Tuesday, February 15th, 4:30 p.m., 2nd flr. Conference Room
- **4th Annual Ability Fair –** Saturday, March 12th, 10:00 a.m. to 2:00 p.m., City Hall, Commission Chambers & courtyard

- **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



U. S. Department of Housing and Urban Development
Jacksonville Field Office
Charles Bennett Federal Building
400 West Bay Street
Suite 1015
Jacksonville, Florida 32202-4410

Exhibit A

February 1, 2011

Honorable John Masiarczyk
Mayor
2345 Providence Blvd
Deltona, FL 32725

Dear Mayor Masiarczyk:

SUBJECT: Annual Community Assessment
Consolidated Plan Programs
Program Year 2008 - October 1, 2008 to September 30, 2009
Deltona, Florida

This Office is required to make an annual determination that the City of Deltona is in compliance with the statutes and has the continuing capacity to implement and administer programs for which assistance is received under its HUD approved Consolidated Plan. This Annual Community Assessment is an evaluation of the City's progress in meeting the statutory goals of providing decent housing in a suitable living environment and expanding economic opportunity, which are identified as objectives in the City's Consolidated Plan.

We continue to pursue strengthening partnerships with local governments. The focus has been to work with communities to ensure that joint efforts result in housing and community development programs and policies that benefit and serve low and moderate-income persons. These efforts occur within the framework of the statutes, regulations and emerging policies that are designed to improve program performance.

This Assessment provides a basis for collaboratively achieving housing and community development goals. The result of this collaboration should be the development of a more comprehensive, effective, and useful Consolidated Plan and improved performance in achieving specific goals that correspond to the activities outlined in your current Action Plan.

Our Office of Fair Housing and Equal Opportunity reviewed the CAPER and those issues will be addressed separately.

It appears that the City continues to demonstrate sound leadership and administrative oversight of its HUD funded programs. We recently completed the Annual Community Assessment and have determined that the overall progress is satisfactory. This determination is based upon the information available to our Office

HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination.

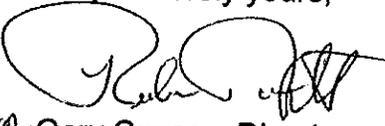
CC: FATH

and does not reflect a comprehensive evaluation of specific activities being carried out by the City.

Pursuant to 24 CFR § 91.525 if you disagree with the enclosed Annual Community Assessment you may submit comments and or justification of your contrasting views within 30 days of receipt of this letter. If we do not receive comments within the 30 day time frame this report will be considered final and should be made available to the public.

We congratulate you on the accomplishments made during the past year and express our appreciation for the cooperation given us by your staff. If there are any questions, please do not hesitate to contact me or your Community Planning and Development Representative, Lugia Milanese, at (904) 208.6080, or e:mail lugia.c.milanese@hud.gov.

Very sincerely yours,

A handwritten signature in black ink, appearing to read "Gary Causey", written over a large, stylized circular scribble.

For Gary Causey, Director
Community Planning and Development
Division, 4HD

Enclosure

cc: Mr. Chris Bowley
CD Services Director

2009 ANNUAL PERFORMANCE ASSESSMENT SUMMARY DELTONA, FLORIDA

Consolidated Plan/Action Plan Year Start Date: October 1, 2009
Program Year End Date: September 30, 2010

Summary of Consolidated Plan/Action Plan Review and Assessment

The 2009 Annual Performance report provided measurable results on the activities and funds that were allocated to benefit low and moderate-income persons citywide. In combination with CDBG, SHIP, and NSP funds, the City has assisted very low and low-income households with down payment and closing costs assistance, owner-occupied rehabilitation and emergency repairs.

The City utilizes a variety of venues including private sector partnerships, and SHIP to leverage and maximize the use of CDBG funds. Program participants, Subrecipients, and affordable housing developments are monitored annually according to their agreement with the City. Monitoring is utilized to ensure that the progress and performance of activities are in compliance with federal regulations and meets the goals and objectives in the consolidated plan.

The City is required to report annually on their progress in meeting the statutory goals of providing decent housing in a suitable living environment and expanding economic opportunity, which are identified as objectives in the City's Consolidated Plan. **These Narratives and Reports are an essential and integral part of our HUD funding, and provide a snapshot to Congress of the City's accomplishments and the importance of utilizing CDBG funds in the community. It is crucial that submitted annual performance reports are accurate and complete.**

During our financial review of the 2009 CAPER, it appears that the **City exceeded their 15% Public Service Cap by \$31,678.00.** This has resulted in a finding.

Under the Public Service category, CDBG funds may be used to provide public services provided that each of the following criteria is met;

- 1) the public service must be either a new service or a quantifiable increase in the level of a service above that which has been provided by or on behalf of the unit of general local government; and,
- 2) the total CDBG funds which are obligated **within a program year** to support public service activities **must not exceed 15% of the total amount of funds** awarded.

Based on this information, **the City will be required to under-obligate their FY 2010 public service expenditures by this amount \$31,678 and to implement a management system to insure compliance with the cap in the future.** Please remember, public service activities **must be expended in the year that they were awarded** and cannot be carried over from one year to next. Repeated violations can result in a conditioning of the City's grant.

The City has met its goals and objectives in carrying out activities as identified in the Consolidated/Action Plan and has accomplished all specified objectives in their one-year plan. The City's commitment to provide decent and affordable housing is reflected in the staff's administration of HUD's programs. We appreciate their dedication and cooperation in serving the individuals and families living in the City of Deltona.

Community Development Block Grant (CDBG)

The CDBG Program is administered by the City's Housing and Community Development Department, which received funding in the amount of **\$505,040**, for PY 2009. The City's Consolidated Annual Performance

Evaluation Report (CAPER) indicated that **100 percent** of the CDBG funds were used to benefit low and moderate-income persons.

During this program year CDBG funds were used for public facilities, public services, infrastructure and single family home rehabilitation. During this program year five households were assisted with rehabilitation.

CDBG 1.5 Timeliness Standard [24 CFR 570.902]

The regulation standards found at 24 CFR 570.902 determines if grantees are carrying out activities in a timely manner. This regulation states that as of sixty days prior to the end of the grantee's current program year (August 1), the amount of un-disbursed entitlement grant funds available to the recipient should be no more than 1.5 times the entitlement grant amount for its current program year.

On November 21, 2001, HUD issued a new policy that would reduce **future** grants when a grantee fails to meet the timely expenditure requirements of the program. In addition, untimely grantees cause the balance of unspent CDBG funds to be larger than it should, which could lead to reduced appropriations of funds by Congress for this program.

The timely expenditure of CDBG funds continues to be a very high priority of HUD. You should continue to closely monitor expenditures to ensure that the City's timeliness ratio is below the 1.5 standard by July 27, 2011.

The City's CDBG drawdown ratio as of January 7, 2011 is **1.72%**:

Minimum disbursement to meet ratio by July 27, 2011: \$121,932

Latest grant amount (FY 2010): **\$543,184**

Balance in LOCC's to date: \$936,708

The City met the timeliness standards in 2010 as required under 24 CFR 570.902.

Neighborhood Stabilization Program [NSP]

The City received \$6.6 million in NSP1 funds. These funds have enabled the city to purchase, rehabilitate and resell foreclosed properties to eligible households to purchase affordable housing.

- 53 properties were purchased for development into affordable housing
- 41 individuals were assisted under the homebuyer education and counseling programs

Continuum of Care

The Volusia/Flagler County Coalition for the Homeless is the lead agency charged with initiating and implementing homeless strategies. The Coalition is an independent community based not-for-profit association. The Coalition acts as an umbrella organization which partners with eighteen different agencies to provide program support, planning and assessment activities, technical assistance to the homeless service community, and public awareness regarding the homeless population. The Coalition is the only agency in either of the two counties which can apply for homeless funds and therefore is responsible for the management of the Homeless Management Information System (HMIS), a database system designed to track homeless clients for essential services as they move from one shelter to another. Regarding homelessness, the City of Deltona continues to support the efforts of the Coalition.

HOPWA

The City received **\$312,215** under the HOPWA program. These funds were assigned to the State of Florida Department of Health for administration on behalf of the citizens of the City. The grant provides for social

services, housing and counseling for persons with HIV/AIDS and their families. All accomplishments are reported by the Department of Health. 3

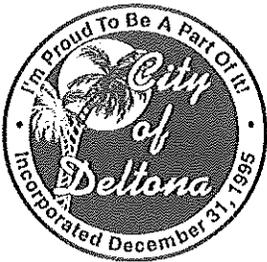
State Housing Initiatives Partnership (SHIP) Program

The City also received State Housing Initiatives Partnership (SHIP) funds from the State of Florida. The City uses SHIP and private matching funds to leverage programs funded with CDBG dollars, to assist households citywide.

HUD Evaluation and Conclusion

The City has met its goals and objectives in carrying out activities as identified in the Consolidated/Action Plan and has successfully accomplished all specified objectives in their one-year plan. The Consolidated Annual Performance & Evaluation Report [CAPER] submission is consistent with the Consolidated Plan and complies with the requirements of the Housing and Community Development Act of 1974, the Cranston-Gonzalez National Affordable Housing Act, and other applicable laws and regulations.

It is the determination of the Jacksonville Field Office that the City of Deltona has satisfactorily carried out its CDBG program as described in the Consolidated/Action Plan, complied with the requirements of the Housing and Community Development Act, and other applicable laws and regulations. The City has the continuing capacity to carry out the approved programs in a timely manner.



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
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Date: February 11, 2011

CITY MANAGER'S OFFICE:

COMMUNICATION: 02/08/11

- Met with marketing representative from the Major League Soccer team the Philadelphia Union to see how we can work together to promote the Dewey O. Boster Sports Complex.
- Photographed City Hall employees wearing red for Women's Heart Health. The photo was used to promote the day on the City's Facebook page.
- Broadcast the Feb. 7 meeting of the Deltona City Commission.
- Working with the City Manager on ideas for an Annual Report or similar marketing tool.
- Promoted the City-sponsored blood drive via social networking sites, the entryway signs, etc.
- Monitoring the City Web site which is currently down as out of date information is posted on there.
- Working to promote the Thornby dedication ceremony planned for Saturday.
- Updated listings for Deltona Jobs Program.
- Updated the DeltonaTV program line up for the week of Feb. 13th.
- Created new programming for DeltonaTV from UF submissions.
- Will videotape the Thornby Park Dedication.
- Production for "MLK Street Dedication" PSA.

Media Relations ~

- Provided Mark Harper, *Daytona Beach News-Journal* with the Feb. 8 workshop agenda.
- Provided Mark Harper, *Daytona Beach News-Journal* with information regarding proposed background checks for City facility users.
- Provided Mark Harper, *Daytona Beach News-Journal* with information regarding water and utility rates, as presented during the Feb. 8th workshop.
- Provided Eloisa Gonzalez, *Orlando Sentinel* with information regarding the Thornby Park/Inspiration Playground all inclusive features.
- Provided Anna Prior, *SmartMoney Magazine* with information regarding the City's utility bond status—amount of bond, amount due, rate increases.
- Provided Clayton Park, *Daytona Beach News-Journal* with information for his interview with Jerry Mayes.
- Provided Jason Allen, *WFTV-TV* with information regarding the proposed City ordinance regarding "Pill Mills".
- Provided Jason Allen, *WFTV-TV* with information regarding the proposed City resolution for background checks for City facility users.
- Provided Jason Allen, *WFTV-TV* with information regarding comments said during the "Commission Comments" segment of the Feb. 7th meeting, concerning Howland Crossings.

Press Release ~

- Thornby Park dedication.
- Major League Soccer in Deltona.

Economic Development ~ 02/07/2011 thru 02/11/2011

- Met with Helen Cauthen, President & CEO of Team Volusia, Faith Miller and Dave Denny,. Discussed Team Volusia set-up and how they can be utilized to benefit business development in Deltona.
- Continued contacting real estate/site selection representatives of both commercial franchise and non-franchise companies with emphasis on coming to Deltona.
- Met with Dr. Lester Carrero to discuss the issues he’s had with the City in regards to retrofitting his property at Saxon Boulevard into a medical office.
- Interviewed by Clayton Park, Assistant Business Editor for the Daytona Beach News-Journal.
- City hosted a Business Roundtable with local area commercial developers and realtors. This was a “brutally honest” discussion where they advised Deltona on what we have done right and the issues Deltona still needs to overcome in business development area. Excellent meeting.
- Worked with Scott McGrath on development of (1) inventory of City’s vacant commercial properties and (2) City’s available commercial land parcels.
- Met with Curtis Kaslewicz, member of the West Volusia Regional Chamber of Commerce. Kaslewicz is (self) developing a “business directory” of the City.
- Met with Peter Hen, biologist with St. Johns River Water management District. Discussed the borders of Lake Monroe Conservation Area and the trails in that area, with emphasis on the eco-impact of the “Florida Trails Project”.
- Met with Project Bravo-Echo Team to review current progress.

BUILDING & ZONING SERVICES: 01/28/11 thru 02/04/11:

• Building Permits issued for the week	58
• Valuation of work permitted for the week	\$338,934.44
• Inspections completed for the week	125
• Total Permits issued for Fiscal Year 10/11	953
• Valuation of work permitted for the year 10/11	\$10,940,270.29
• Solar Rebates Processed this week:	0
• Total Solar Rebates processed since 2/1/10:	79

Permits Issued 01/28/11 – 02/04/11:

AC Change Out	5
Addition	2
Building Comm	1
Driveway	2
Electrical	5
Fence	6
Fire Sprinkler	1
Interior Repair	1
Other	1
Patio Cover	1
Plumbing	1
Pool Above Ground	1
Pool Enclosure	1
Pool In Ground	2
Reroof	6

Right Of Way	2
Shed 1	5
Siding	1
Water Heater Replacement	10
Window Replacement	4
Total	58

CITY CLERK'S OFFICE: 01/31/11 thru 02/05/11

Department Staff:

- 2nd Floor HR/CC Walk-In Customers: 110.
- 2nd Floor calls Answered: 25.
- Packages Picked Up: 0.
- Packages Received: 36.
- A/P Invoices Opened: 136.
- Newspapers: 16 (7 hours).
- Public Records Requests Received: 7.
- Public Record Request Amount Rec'd: \$1.96.
- Documents imaged, pages: 5,124.
- Large scale drawings imaged, pages: 61.

ENFORCEMENT SERVICES DEPARTMENT:

- Responded to 268 requests for services this week.
- Animals impounded at the humane societies: 55.
- Citation warnings issued: 13.
- Courtesy notices: 78.
- Abatement notices: 11.
- Citations issued: 6
- Code Enforcement telephone calls: 106.
- Solid Waste calls: 66.
- Citizen walk in requests for Code Enforcement assistance: 17.
- 22 certified mailings were sent out at a cost of \$121.88.
- Money collected for Animal tags, liens and return to owners: \$605.00.
- Foreclosures last week:

Deltona	10
Volusia County	<u>38</u>
Total	48

FINANCE DEPARTMENT:

- Completed processing January credit cards.
- Working on Parks Fixed Assets.
- Bid opening for Demolition Projects February 9, 2011.
- Requested quotes for sign for Sheriff's Offices.
- Proposal for Prime Rate Interface due February 16, 2011.
- Working with auditors on-site for year-end audit.

- Conference call with Bond Counsel & auditors regarding debt bond issue questions. Discussion was necessary to facilitate year end calculation of debt service reserve fund, debt service coverage ratio, and swaption activity for the FY 09/10 financial statements.
- Working on FY 09/10 year-end financial statements.

FIRE DEPARTMENT:

Fire Chief:

- Met with Volusia County Sherriff's Office IT personnel to discuss the status and process of moving forward to partner with VCSO in utilizing their Tiburon Computer-Aided Dispatch (CAD) system. Partnering with VCSO in this venture will create a seamless transfer of information between VCSO Central/the Sherriff's Office Fire Emergency Communications Center (SOFECC) and Deltona; decrease the cost to the City of providing and maintaining a CAD system and provide a greater inter-operability between Volusia County Fire Services, Deltona, Orange City and DeBary fire units streamlining the Closest Unit Response (CUR) process for fire and EMS alarms.
- Met with the HR Director, CM and Deputy CM on the status of negotiations and possibilities of successfully negotiating a contract with the Union. A meeting with the new Union President and their negotiating team is slated for Friday, February 11th.
- Conducted an Operations meeting to discuss possible changes in some of our multi-unit response incidents. These include Automatic and Mechanical Fire Alarms (MFA) that required multiple units to respond to meet NFPA and ISO requirements. As the ISO and NFPA have changed the categorization of these alarms to no longer be Structure Alarm assignments, we may be able to reduce the initial responding units to reduce wear and tear and increase availability of units for other alarms. Residential alarms responses would change from 2 Engines and a Battalion to a single engine and Commercial alarms would change from 3 Engines, 2 Aerials and 2 Battalions to 2 Engines and a Battalion until the first unit makes a determination of need of additional resources.
- Met with Orange City's Interim Fire Chief to discuss changes to responses (as noted above), renewal of our agreement to provide 9-1-1 communication services to Orange City and DeBary and review of Mutual Aid and Automatic Aid / Closest Unit Response agreements with both municipalities. Discussion also included a more regional approach to deliver fire services to southwest Volusia and specifically the three municipalities served by our departments.

Safety & Training:

- Working on Orientation schedule for new hires.
- Working with Seminole County Chief Todd Gaddy on training initiative between the Deltona Fire Dept. and Seminole County Fire Dept.

Information, Communications & Education:

- Deltona CERT Training – Business Meeting & Triage Training (Faer & Nadeau).
 - Computerized Dispatch meeting reference circuits, servers, Mobile data computers and automatic vehicle locators.
 - Bi-weekly meetings will start February 18th with all members; AT&T, City of Deltona FD & ITSD, and Volusia County VCSO & ITSD.

EMS:

- Completed ACLS/CPR training for employees.
- Developed IITLS (International Trauma Life Support) recertification course schedule.

- Participated in the Firefighter's interview process.
- Compiled a set of requested personnel information and certification copies as part of the Volusia County Contingency Transport Agreement.

HUMAN RESOURCES DEPARTMENT:

- Performance Evaluations processed: 4.
- Deltona JOBS Program Folders: 1st Floor lobby- (5) added, 2nd FL Lobby (5) added; (To date 2/9/11) total # of Deltona JOBS Program folders taken – (891).
- Applications Received: (15) Utility Systems Tech, (4) Water Operator.
- Prepared interview questionnaires for Firefighter, Water Operator & Utility Systems Tech.
- Planning Nationwide and ICMA-RC quarterly visits.
- Participated in 4 interviews for Waste Water Operator with Water Department.
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- Discussed/reviewed several personnel issues with department managers and support staff.
- Separations processed including exit interview: C. Hernandez (Fire/ Comm.) – termination.
- HRD and HR Manager attended informational session sponsored by Volusia County on NeoGov Software in Daytona Beach.

Risk Management

- Investigation of two resident incidents.
- Coordinated upcoming safety training classes – CPR/FA, DDC, Venomous Snakes for Field Personnel.

PARKS AND RECREATION DEPARTMENT: Week ending 02/04/11

Administration:

- Farmers Market: 4 vendors, 90 cars.
- Met with Southern Building Services at Thornby Park.
- Met with Play Space Services, Inc. at Thornby Park.
- Met with Deltona Golf Club to discuss future planning and requested the use of a golf cart for the Thornby Park Grand Opening.
- Met with Edgewater Condominium Association to invite them to the Thornby Park Grand Opening.
- Met with Solar Lighting contractor to discuss installation of lighting at our parks.
- Met with B&L Sealing and Paint Company to discuss completing the painting of City Hall.
- Met with Infinity AV & Security to discuss the installation of security cameras at Thornby Park.
- Prepared grand opening/ribbon cutting ceremony agenda.

Facility Use Permits include:

- Deltona Community Center – 1 permit issued. Weekly attendance – 2,299.
- Harris M. Saxon Community Center – 1 permit issued. Weekly attendance – 398.
- Wes Crile Park – 3 permits issued. Weekly attendance – 1,435.
- Skate Park – 9 new passes. Weekly attendance – 624.

Special Events/Programs:

- City Hall: Ability Fair on Saturday, March 12th from 9:00am-2:00pm.
- Dewey Boster Sports Complex:
 - Little Linksters Golf session.

- MLK celebration is scheduled for Sunday, February 27th from 1:00-5:00pm.
- The Philadelphia Union (MLS) continue pre-season training.
- 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.
- West Volusia Youth Baseball Opening Day Parade – Saturday, February 26th from 8:00-9:00am.
- Deltona Little League Opening Day Parade – Saturday, March 5th from 8:00-9:00am.

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 practices have begun.
- Deltona Youth Soccer practice will begin in a few weeks.

Parks Maintenance:

- Campbell Park – Cleaned park.
- Dewey Boster – Sealed and painted benches; restroom repairs.
- Dupont Lakes Park – Repaired water fountain.
- Dwight Hawkins Park – Secured tables; repaired water fountain.
- Firefighters' Memorial Park – Repaired men's restroom.
- Harris Saxon Community Center - Repaired water fountain.
- Keysville Dog park – Secured tables.
- Lake Butler Skate Park – Repairs due to vandalism.
- Thornby Park – Buried temporary irrigation lines for the grand opening; repaired gate and will in washout areas.
- Vann Park- Repaired water fountain.
- Wes Crile Park – Electrical Solutions replaced gym lighting.

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.

- Picked up supplies at Ace Hardware.

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.

- Replaced lobby lights and courtyard lights.
- Repaired broken chairs in the chambers.
- Installed drop box in cashier's office door.
- Responded to alarm signal at Social Services Building.
- Consolidated equipment in closet.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Replaced valve box at Vann Park.
 - Set up Dupont Lakes for Trinity Girls Soccer.
 - Put clay on tee ball field at Pony League.
- Sports Complex:
 - Pressured washed restroom and painted.
 - Set up fields daily for Philadelphia Union Soccer.

PLANNING & DEVELOPMENT SERVICES DEPARTMENT:

Executive Summary ~ The Planning and Development Services Department has capped off an eventful week with the review and approval of the Final Site Plan for Family Dollar along Doyle Road. Staff is making strides in the completion of the SHIP, and continuation of the CDBG and NSP programs, and is venturing into establishment of the Mixed Use future land use category. Finally, staff serves in support of the economic development efforts that are underway that will be supported by an efficient Land Development Code.

Planning~ The Planning Section worked very hard with the applicant and the City Attorney for the Family Dollar at Doyle Road to ensure that the Final Site Plan that was approved by the City Commission on Monday night was technically sound. The applicant provided additional measures to off-set adjacency issues for land use compatibility and, per the adjacent resident's request, in the form of closing off access to Braddock Rd., adding a berm and landscaping along the east side to hide service areas and parking, leaving a natural buffer along the north side of the site for aesthetics, add a sidewalk along Braddock Rd., and provide façade treatments that maintain higher property values. Staff worked through a difficult application and appreciates the City Commission's support on our technical review. Staff is bringing forward the Mixed Use land use category to the City Commission at this week's Commission Workshop to receive direction to move forward with the concept.

Housing & Community Development ~ The Housing & Community Development Section has received correspondence from the U.S. Department of Housing and Urban Development (HUD) in three separate documents. The first is a letter from HUD affirming that their programs are being conducted in an orderly and compliant manner to continue with entitlement funding. The second addressed our CDBG fund and the need to allocate monies within Program Year 2010/11 to cover expenditures within previous program years. This is being complied with. The third is a letter to state that the monitoring session on September 2nd and 3rd of 2010 that resulted in findings as in other NSP programs has been absolved. With the above correspondence, we are encouraged that the program is headed in the right direction and that tasks are getting completed in a timely manner.

PUBLIC WORKS: 1/31/2011 thru 2/4/2011

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.
 - Fabricated & installed (1) advanced street name sign for Ft Smith Blvd at 1409 Elkcam Blvd and (1) at 1466 Elkcam Blvd.
 - Fabricated & installed (1) right curve advisory at 1162 E Normandy Blvd; 1808 Montecito Dr.
 - Fabricated & installed (1) left curve advisory at 1870 Montecito Dr; Courtland Blvd & Desmond; 60 Courtland Blvd;
 - Fabricated & installed (1) right turn with 15 mph advisory sign at 2090 Montecito Dr.
 - Fabricated & installed (1) left and right curve with 20 mph advisory sign at 1570 Humphrey Blvd.
 - Fabricated & installed (1) right turn with 20 mph advisory sign at Eleanor & Cloverleaf Blvd.
 - Fabricated & installed (1) left and right curve advisory sign at 683 Anderson Dr.
 - Fabricated & installed (1) 25 mph speed limit sign at 3268 Sardinia Ter; 3181 Sardinia Ter.
 - Fabricated & installed 1 set of new street name signs at W Viscaya Cir & Snook.
 - Replaced from stock & installed (1) stop sign at McFarlane Ave & Gatewood; Courtland Blvd & Sky St; Brewton Cir & Newmark Dr; Northcliff Ave & Ft Smith Blvd; Van Dale & Colchester.
- **Asphalt:** Completed 16 asphalt repair work tickets throughout the city – 4 tons.
- **Speed Trailer:**
 - Removed speed trailers from 1643 Howland Blvd & 1540 Howland Blvd.
 - Installed speed trailer on Salters Ct.

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

- **Beautification: Medians** –
 - Howland Blvd – checked irrigation system, controller, and repaired as needed.
 - Providence Blvd – checked irrigation system, controller, and repaired as needed.
 - Elkcam Blvd – checked irrigation system, controller, and repaired as needed.
- **Concrete:**
 - Sidewalks – 2062 W Canal – 9’x 4’; 2002 W Canal – 3’x 4’; 2021 W Canal – 4’x 4’; 2081 W Canal – 5’x 4’; 2012 W Canal – 3’x 4’ & 6’x 4’; 1922 English – 12’x 4’; 1942 English – 4’x 4’.
 - Grinding:
 - 2802 Duncan – trip hazard.
 - W Canal – (4) trip hazards.
 - English – (2) trip hazards.
- **Clam Truck:**

- Debris – 23.
- Trimming – 6.
- **Drop Offs:**
 - 2837 Benrock – repaired washout and resod with Bahia (1 ½ pallets).
 - Beckwith & Courtland Blvd – repaired washout and resod with Bahia (2 ½ pallets).
 - 1509 Enfield – repaired drop off and resod with Bahia (3/4 pallet).
 - Courtland Blvd between Skate Park & Larchmont; 2469 Albury – repaired washout and resod with Bahia (1 pallet).
 - 1563 April – repaired washout and resod with Bahia (1/4 pallet).
- **Slope Mowing:** Darlington & Cara 0 227' 1430 Quintara - 117'; Beaver & Folger – 395'; 1830 Bonkirk – 130'; 1855 Bonkirk – 153'; 1088 W Seagate – 95'; Union & Vicksburg – 220'; Higate & Bonkirk – 200'; Bonkirk – 30'; 1365 Indian Rock – 120'; Firwood & Vicksburg – 220'; Indian Rock & Shadow Ridge – 176'; 2279 Firwood – 80'; Coronado & Shadow Ridge – 190'; Firwood & Elkcam Blvd – 170'.
- **Misc:**
 - 1616 E Normandy – removed 1 yard of fill dirt and raked out from a water main break; reinstalled concrete curbing that was removed due to water main break..
 - Assisted Fire Department with a brush truck that was stuck.
 - Delivered a load of tires to the Tomoka landfill.

Fleet Maintenance Division ~

- **Vehicles:** PM – 3; Repairs – 6.
- **Equipment:** PM – 4; Repairs – 7.
- **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:**
 - Lake Baton estates – began digging for retention pond.
 - 1479 Wiltshire – installed 240' of 15" pipe; mudded boxes; reshaped swales; resod; poured collars around boxes.
- **Repair Crew:** 1 structure repaired.
- **Drainage Rehabilitation Crew:** 1000' of ditch mowed in area of Zinnia & Brady..
- **System Cleaning (Vac Truck):** watered newly laid sod city wide.
- **Right of Way Mowing Crew:**
 - Gloria pond – built berm on back side of pond.
 - Malaga pond – built berm on back side of pond; cut out area for spillway; started fence.
- **Right of Way Litter Crew:** 470.25 gallons of litter removed.
- **Misc:**
 - 2772 Beckwith – locate property pins at the front and rear of property.
 - 939 Primrose – cleaned area along fence.
 - 1870 Snook – fill in hole next to pipe with rock.

UTILITIES: Customer Service

January - February 2011	31	1	2	3	4	5	6	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	856	630	524	481	575	X	X	3066
Ebox	241	390	252	184	304	X	X	1371
Call Center Calls	583	447	391	316	433	X	X	2170
Walk-ins/Drop Box	417	361	342	297	315	X	X	1732
On-line Payments	183	227	171	208	200	129	110	1228

Customers Disconnected for Non-Pay

February 2011 Cycle	1	2	Total
	Tues	Wed	
	7	8	
Total on Disconnect List	103	91	194
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

January - February 2011	31	1	2	3	4	5	6	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets								
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement								
Fire Hydrant Repair								
Replace Meter Box	2	4	1	5	2			14
Locates Received	4	17	12	49	11			93
Locates Completed	4	7	18	47	13			89
Main Leaks	1		1	2			1	5
Service Leaks	1			1		1		3
Sewer Repairs								
Sewer Blockage			1		1			2
KV2 Valves	3		2	2	2			9
Service Replacements	2		1	2				5
Meter Change Outs	10	8	3	10	6			37
Service Orders	102	151	109	89	107			558
Disconnects		103	91					194
Drainfield Leaks	2							2
Meter Retirements								