

# CITY OF DELTONA

CITY MANAGER'S OFFICE

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To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: March 16, 2012

## **Deltona's Regional Job Fair Status Update:**

We had a total of 1,186 job seekers go through the Job Fair today; of that total 365 pre-registered through the Center for Business Excellence (CBE) website and 821 individuals registered on site. CBE will track the job seekers and report back to us the results of how many of the Job Fair attendees were hired by the companies present at today's Job Fair. Job seekers and employers were appreciative of the event and felt it was very well organized. It takes significant cooperation and efforts of many employees to make an event a success, especially a first-time event, and I want to especially thank our City Team - Tom Acquaro, Jerry Mayes, and Dave Denny for the overall coordination of the event and for all the staff members from the City Manager's Office, HR Department, City Clerk's Office, Parks & Recreation, Deltona Water, Public Works, and the Sheriff's Office/Fire Department, as well as administrative staff members from other City Hall departments that worked on this event! We couldn't have done it without all of your hard work – it takes a great team to provide a successful event for our community and our residents!

Commissioner Denizac had the first idea for the Job Fair for Deltona back in January and obtained the support of the City Commission for this event to assist our residents and their families during these difficult economic times. We had a total of 31 employers at the Job Fair who had a total of 465+ jobs to fill. Thank you again to everyone involved and you should all be proud of your efforts to help our community! Thank you also to our partners, the Center for Business Excellence and Workforce Central Florida!

## **William S. Harvey Scholarship Fund Update:**

The deadline for submittal of scholarship applications for this year was February 27th, and the Board members have begun the review and ranking process. 56 applications were received this year; of those applicants, 6 may not be considered due to incomplete applications, and one applicant was not a resident. Recommendations will be presented to the Commission on April 2<sup>nd</sup>, 2012.

### **City of Sanford Wellness Center Update:**

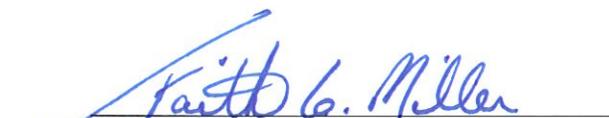
As you may recall, I asked our HR Director to meet with his counterpart in the City of Sanford to discuss possibilities regarding their soon-to-be-opened Wellness Center for Sanford employees. Attached (as Exhibit A) is a summary of their meeting with Sanford and issues involving whether or not the City of Deltona could benefit from reduced health insurance costs by participating in such a program. At this time given the upcoming health care changes through the Obama administration and the fact that Deltona is not self-insured, it does not appear that the City would realize any savings in health insurance costs by participating as a partner in Sanford's Wellness Center. Staff will continue to monitor this issue and be on the lookout for any future potential for cost savings related to employee benefits.

### **Volusia League of Cities dinner:**

As of Thursday afternoon, 123 attendees have confirmed their attendance at the next Volusia League of Cities' meeting hosted by the City of Deltona in our Commission Chambers. A preliminary agenda for the meeting is attached as Exhibit B.

### **Ongoing/Upcoming Events:**

- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.
- **Wags & Whiskers Pet Festival** – Saturday, March 17<sup>th</sup>, 9:00 a.m. – Noon, Keysville Dog Park
- **Regular City Commission Meeting** – Monday, March 19<sup>th</sup>, 6:30 p.m., Commission Chambers
- **Volusia League of Cities Dinner Meeting**, hosted by the City of Deltona – Thursday, March 22<sup>nd</sup>, 6:30 p.m., Commission Chambers
- **Spruce Up Deltona** – Friday and Saturday, March 30<sup>th</sup> & 31<sup>st</sup>, 8:00 a.m. – 4:00 p.m., and Sunday, April 1<sup>st</sup> from 8:00 a.m. to 2:00 p.m., Day Road Facility, 2391 Day Road
- **Shred-It Deltona** – Saturday, March 31<sup>st</sup>, 10:00 a.m. – 1:00 p.m., Day Road Facility, 2391 Day Road
- **Eggstravaganza** – Saturday, March 31<sup>st</sup>, 10:00 a.m. – Noon, Dewey Boster Sports Complex



Faith G. Miller, MMC, MPA  
City Manager

## Sanford Wellness Center Visit (3/1/12)

### City of Sanford Wellness Center Info:

On March 1, 2012, Tom Acquaro met with the Sanford Human Resources Director, Fred Fosson, along with Cara Burgess, HR Manager, and Gene Gizzi, Insurance Broker of Record for the City. The purpose of this visit was to acquire information regarding the City of Sanford's new prospective Wellness Center.

Mr. Fosson established up front that the reason a Wellness Center makes sense for their City is because they are fully self-insured and ultimately they hope to have an impact on their health insurance costs by offering an alternative to their current self-funded insurance plan (which is a standard PPO plan with a high deductible and a \$25 office co-pay and is administered by *Blue Cross/Blue Shield*) that they will be able to incent employees to migrate to the Wellness Center which does not charge an office visit co-pay. Their goal is to have a majority of their employees use the Wellness Center as their "primary care" physician which they predict will ultimately lower their health insurance costs.

Sanford currently has 424 subscribers and 697 members of their self-insured HMO plan (this number includes many retirees who several years ago were able to have their health insurance fully funded by the City of Sanford upon retirement; the City has slowly shifted to the State required standard protocol for public employer retirees which is simply offering their new retirees only access to the health insurance, which is how the City of Deltona is currently set up). It is important to note that Sanford must also procure a stop loss policy which they have with *Symetra* for \$2m. (Covered Below)

The new Wellness Center is located in rented medical offices in a building that is close to their City Hall (within 5 minute drive) and across from the Central Florida Hospital. This will provide the City with the opportunity to contract with the hospital for various services that the Wellness Center either currently will not provide or ultimately will not provide such as x-rays and CTIs. The Center will be staffed by a primary care physician and registered nurse through the *Care Here* company ("rent-a-doc") which the City will have input regarding which doctor and nurse are assigned to their Center. The Center will initially be open 16 to 20 hours a week. The City is reviewing whether lab work will be done at the Center or they will contract with a provider.

Eventually the City of Sanford will consider partnering with other area cities that also have wellness centers or clinics. They will consider cities such as DeLand, Apopka, Oviedo, etc., who also use the same rent-a-doc company. Their Wellness Center service provider, Care Here, is trying to contract and coordinate with other cities who have set up clinics and contract with them. This will provide for inter-usage by members and will provide multiple locations and additional hours of operation for employees.

Mr. Fosson cautioned that this model only makes sense if an organization is fully self-insured as they are (which the City of Deltona is not). He indicated that there are several costs that have to be considered in a model such as theirs (self-insured with a wellness/health clinic) when budgeting: (1) the cost of claims (actuarial); (2) third party administrator (TPA) cost which is negotiated and fixed; and (3) insurance excess risk cost which is negotiated with a self-insurance carrier by purchase of Stop Loss coverage for amounts exceeding \$125,000 per employee and aggregate limits for the entire plan (purchased from *Symetra*); (4) City reimbursement up to \$500 of each member's deductible via Health Reimbursement Account (HRA). He further explained that the operating cost for their Wellness Center will come out of the TPA budget amount; he said their self-insured HMO plan (administered by BC/BS) will be in competition with the Wellness Center for the same bucket of money.

They anticipate opening the Center in the near future and we will be invited to attend the grand opening.

**Concerns:**

The biggest issue for the City of Deltona as it relates to the “Sanford Model” is that Deltona is not self-insured, the City is fully insured. **When a City is fully insured, investing assets in such a facility would be a duplication of what the carrier provides. The group insurance carrier would receive the immediate benefit,** leaving the City in a position to negotiate some portion of the return on investment.

In a self-insured situation, such as in Sanford, the City is responsible for (in this example) the first \$125,000 of claims on each employee and dependent. After the \$125,000 is reached during that calendar year the rest of that member’s individual claims are paid by Stop-Loss Insurance coverage. (As Mr. Fosson explained it, the City has a \$125,000 deductible on each member.) There is additional insurance to cover a maximum liability as an aggregate, and an Administrative Services Only (ASO) contract with the insurance carrier to reconcile claims etc.

In Sanford’s case they are investing assets that will directly reduce expenditure that the City would have otherwise incurred in the self-insured model. The self-insured model comes with proportionate risk, which Sanford has largely been successful over the last several years.

Pending national health care reform legislation requires insurers to issue rebates to large groups (such as the City of Deltona) where claims paid are less than 85% of paid premium. If the Medical Loss Ratio (MLR) provision of PPACA withstands challenges, the question of entering a self-insurance model may become less desirable due to unnecessary assumption of risk.

**City of Sanford Group Health Plan Summary**

Deductible:                    \$1,000 Individual                    \$2,000 Family

Health Reimbursement Account  
(Contributed by City):    \$500 per Deductible\*

Max Out of Pocket:        \$2,000 Individual                    \$4,000 Family

Rx:        \$20 / \$40 / \$50

PCP Copayment:            \$25

Specialist Copayment:    \$65

Urgent Care Co-pay:     \$30

*\*Insured must have Wellness Exam to qualify for \$500 HRA*



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386-226-0422 x 26 – FAX 386-226-0428

Commissioner James Hathaway, President \* Commissioner Michael Carmolingo, Vice President \* Vice Mayor Tami Lewis, Secretary/Treasurer  
Mary J. Swiderski, Executive Director

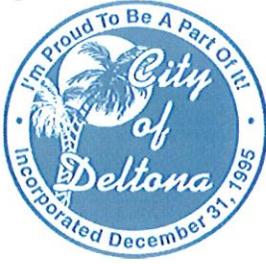
**VOLUSIA LEAGUE OF CITIES DINNER MEETING**  
**Thursday, March 22, 2012**

**Hosted by the City of Deltona**

**Deltona City Hall**  
**2345 Providence Blvd.,**  
**Deltona, FL 32724**

*Social Time: 6:00 – 6:30 PM*

1. **Call to Order & Welcome** - Commissioner Jim Hathaway, President
2. **Invocation and Pledge of Allegiance** – Commissioner Fred Lowry
3. **Roll Call/Minutes/Financial Statement** –Vice Mayor Tami Lewis
  - a. Roll Call of General Membership
  - b. Approval of Financial Statement – As of February 29, 2012
  - c. Approval of Minutes – Meeting of January 26, 2012
4. **Presentation of Plaques to new Bronze Star Associate Members:**
  - a. Recycled Media
  - b. Florida Power and Light
5. **Host** - Mayor John Masiarczyk
6. **Dinner is served**
7. **Guest Speaker** - House Representative Fred Costello, District 26
8. **Presentation of the FLC Home Rule Award** -Scott Dudley, Senior Legislative Advocate, Florida League of Cities
9. **Award of traveling trophy winner for March** - Commissioner Jim Hathaway, President
10. **Announcements** Commissioner Jim Hathaway, President
11. **Adjournment** - Commissioner Jim Hathaway, President



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: March 16, 2012

**CITY MANAGER'S OFFICE** thru 03/16/2012

**Communication:**

- Researching materials for public service announcement regarding cell phone use while driving.
- Photographed a Volusia County Sheriff's Office awards ceremony.
- Posted Wags & Whiskers Pet Festival promo on home page and sent a bulk e-mail about the event.
- Posted Eggstravaganza promo on DeltonaTV, Facebook and Twitter.
- Posted the Annual Lake Cleanup promo on Facebook, Twitter and the City's home page.
- Attended the City Commission Workshop on March 12<sup>th</sup>.
- Printed copies of the Annual Report for Commissioners, Directors and the lobby areas, and working to post it online as well.
- Submitted the April/May/June edition of the City newsletter to the City Manager's Office for approval.
- Updated DeltonaTV Schedule for the Week of March 18<sup>th</sup>.
- Updated programming—UCF (MetroCenter, Global Perspectives), White House Chronicle, VA Weekly News—for the Week of March 18<sup>th</sup>.
- Produced Advance PSA for Wags N Whiskers Pet Festival.
- Produced DeltonaTV slides for: Spruce Up, Amnesty Day, Lake Clean Up, Daylight Savings Time Starts, and Wags N Whiskers Pet Festival.
- Videotaped Ability Fair on Saturday, March 10<sup>th</sup>.
- Assisted Economic Development Department with Dollar Tree Ribbon Cutting.
- Oversaw Energy Seminar 5: Water Conservation at the Deltona Regional Library.
- Videotaped the Volusia County Sheriff's Office Awards Ceremony on Tuesday, March 13<sup>th</sup>.
- Creating Slide Show presentation for the Volusia League of Cities Dinner.
- Finished and distributed the March issue of the Pride.
- Created "Floor Map" of the Chambers for the Regional Job Fair.

**Media Relations:**

- Provided information regarding the City's settlement agreement with Commissioner Zischkau's attorneys to Mark Harper/Daytona Beach News Journal and to WFTV-TV/Ch. 9.
- Provided document information regarding the Saxon Ridge Street issue to Mark Harper/Daytona Beach News Journal.
- Provided copies of letters between the City and County regarding the Osteen Joint Planning Area to Al Everson/West Volusia Beacon, and to Mark Harper/Daytona Beach News Journal.
- Provided copies of Commissioner photos to Hometown News.
- Provided information regarding employment numbers in Deltona to Mark Harper/Daytona Beach News Journal.

**Press Releases:**

- Wags & Whiskers Pet Festival

- Eggstravaganza
- Regional Job Fair Update

**Business Development:**

- Presented to the Commission Workshop regarding the Deltona Scrub Jay Mitigation Project.
- Met with Harry Wilkins, DEDAB Sub-committee Chairperson to discuss the upcoming activities of the Medical Complex and Educational Campus Sub-committee.
- Worked with realtors/owners on banking and finance solicitations for vacant locations in Deltona.
- Worked on the Deltona Scrub Jay Mitigation Project for the March 19<sup>th</sup> Commission Meeting agenda.
- Met with Tracy Barlow, Edgewater’s City Manager, and Janet Shira, Edgewater’s Economic Development/Event Coordinator, to gain insights on doing a Community Redevelopment Area (CRA).
- Attended a meeting of the Regional Job Fair logistics internal support team, as well as the external/parking/directional team.
- Made a business visit to Top Shelf Car Wash.
- Attended the Save-A-Lot ribbon cutting.
- Attended the Central Florida Home Pros (Debary) ribbon cutting sponsored by the West Volusia Regional Chamber of Commerce.
- Attended the Deltona Regional Job Fair Employer/Resource Provider Set-up meeting as well as the Job Fair itself.

**BUILDING & ENFORCEMENT SERVICES** thru 03/9/2012

**Building Services Division:**

Building Permits issued for the week.....	87
Valuation of work permitted for the week.....	\$522,959.32
Inspections completed for the week .....	181
Total Permits issued for Fiscal Year 11/12 .....	1,226
Valuation of work permitted for the year 11/12 .....	\$10,963,927.42
Permits Issued:	
A/C change out .....	12
Amateur Radio Tower.....	1
Building Residential.....	1
Door Replacement .....	2
Electrical .....	15
Exterior Renovation .....	2
Fence.....	16
Fire Alarm.....	1
Fire Sprinkler.....	1
Garage Door Replacement.....	4
Garage Enclosure.....	1
Gas Installation .....	1
Glass Room.....	3
Interior Repair.....	1
Patio Cover .....	1
Reroof .....	6
Right of Way.....	3
Shed .....	4
Sign .....	1

Solar Panel .....	1
Water Heater Replacement .....	4
<u>Window Replacement</u> .....	<u>6</u>
<b>Total</b>	<b>87</b>

**Enforcement Services Division:**

Requests for services this week .....	273	
Animals impounded at the humane societies .....	41	
Citation warnings issued .....	22	
Courtesy notices .....	101	
Abatement notices .....	10	
Citations issued .....	3	
Code Enforcement telephone calls .....	159	
Animal Control calls .....	131	
Solid Waste calls .....	102	
Citizen walk in requests for Code Enforcement assistance .....	14	
Citizen walk in requests for Animal Control assistance .....	11	
Citizen walk in requests for Solid Waste assistance .....	10	
Properties requiring grass to be cut by contractors .....	0	(at a cost of \$0.00)
Certified mailings sent out .....	32	(at a cost of \$179.20)
Money collected for Animal tags, liens and return to owners .....	\$250.00	
Foreclosures for this week: Deltona	8	
County	<u>37</u>	
Total	45	

**CITY CLERK'S OFFICE** thru 03/09/12

2nd Floor HR/CC Walk-In Customers .....	85	
2nd Floor calls Answered .....	31	
Packages Picked Up .....	3	
Packages Received .....	52	
A/P Invoices Opened .....	156	
Newspapers .....	18	(11 hours)
Public Records Requests Received .....	6	
Public Record Request Amount Received .....	\$7.16	
Documents imaged, pages .....	2,127	
Large scale drawings imaged, pages .....	53	

**FINANCE DEPARTMENT** thru 3/14/2012

- Issued addendum for security camera project to extend bid due date to March 22<sup>nd</sup> (extension needed in order to respond to vendor inquiries).
- Prepared Agenda Memo to conduct a scrub jay mitigation study.
- Preparing Agenda Memo for Financial Advisory Services.
- Attended training for Asset Trak software.
- Finalizing Comprehensive Annual Financial Report for presentation to Commission on March 19<sup>th</sup>.
- Attended Munis User's Group meeting.

**FIRE/RESCUE DEPARTMENT** thru 3/15/2012

**Fire Chief Staples:**

Attended the Central Florida Fire Chiefs' / Florida Fire Chiefs' Association combined meetings in Altamonte Springs. The CFFCA is in the process of revamping the Critical Incident Stress Management (CISM) program that has lost many members through attrition and retirement. This is a vital program that provides counseling / debriefing services for emergency services personnel, post-incident, that may impact their mental status after incidents involving other responders, children, etc. Volusia County has a similar program in place, however, it too has deteriorated with changes in personnel at various agencies. Deltona will be looking into participating in the regional training to provide personnel to other agencies in central Florida as part of a cooperative effort.

**Deputy Chief Rogers:**

Alarm summary 3/7/2012 thru 3/13/2012

Structure fire	2
Wild land, grass	2
ALS Medicals	69
BLS & Misc. Medicals	72
Hazardous Condition	2
Service Calls	5
Good Intent	15
False Alarms	12
<u>Misc. Alarms</u>	<u>0</u>
TOTAL	180

**Deputy Fire Chief Rafferty:**

Admin/Daily:

- Meetings with Chief Sievert (personnel issues), Lt. Nipper, Lt. Sabia (personnel issues), Chief Homan, crews.
- ISO Inspection
- Attended Job Fair planning meeting.
- Attended VCSO awards ceremony.

Response:

- Motor vehicle accidents: (2)

Training & Safety:

- Street orientation training continued.
- Target Safety Training.

EMS:

- Meeting with Chief Faer (Target safety).
- Board Armor Demo.
- ACLS refresher testing (PM Payler).
- Delivered Controlled Substance.
- PM Clearance (PM Freeman).

**Assistant Fire Chief Debose:**

- Worked on developing a refresher class on hydraulics.
- Assisting Lake County Fire Dept. with their Lieutenants Assessment process.

**HUMAN RESOURCES DEPARTMENT** thru 3/14/2012

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders
  - 1<sup>st</sup> Floor lobby – (0) added
  - 2<sup>nd</sup> Floor lobby – (0) added
  - Total # of Deltona JOBS Program folders taken – (1118)
- Applications received:
  - (03) Wastewater Operator
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Drug Screening & Physical: (1) Utility Maintenance Tech
- Printed City Hall employees' new ID badges.
- New Hire orientation: (1) Public Works Technician
- FMLA requests: 1
- William S. Harvey Scholarship ranking meeting scheduled for March 14<sup>th</sup>.
- Continued participation and coordination of logistics and other activities for the upcoming March 16<sup>th</sup> Regional Job Fair; held several meetings with employees and CBE staff.
- Participated in Unemployment hearing by Telephone for former employee.

**PARKS AND RECREATION DEPARTMENT** thru 3/10/2012

**Administration:**

- Farmers Market: 5 vendors, 138 cars.
- Conducted the Citizen Accessibility Advisory Sub Committee meeting.
- Hosted the 5<sup>th</sup> Annual Ability Fair.
- Conducted the Parks & Recreation Advisory Board.
- Conducted the Youth Advisory Sub Committee meeting.
- Processed 4 permits for pavilion rentals.

**Facility Use Permits:**

- |                                    |                  |                          |
|------------------------------------|------------------|--------------------------|
| • Deltona Community Center         | 5 permits issued | Weekly attendance – 1161 |
| • Harris M. Saxon Community Center | 2 permit issued  | Weekly attendance – 1213 |
| • Wes Crile Park                   | 6 permits issued | Weekly attendance – 1903 |
| • Skate Park                       | new passes       | Weekly attendance – 798  |

**Special Events/Programs:**

- Amphitheater:
  - 2012 Concert series starts on Saturday, April 14<sup>th</sup> featuring AP60.
- City Hall:
  - Arbor Day is scheduled for Friday, April 27<sup>th</sup> at 10:00 a.m.
- Dewey Boster Sports Complex:
  - Annual Eggstravaganza event is scheduled for Saturday, March 31<sup>st</sup>.
- Harris M. Saxon Community Center:
  - Boys and Girls Club after school program continues.
- Keysville Dog Park:
  - Wags-n-Whiskers Pet Fest scheduled for Saturday, March 17<sup>th</sup>.

**City Leagues Currently Underway:**

- Men's winter league has ended.
- Men's senior league has started.

**Partner Leagues Currently Underway:**

- Adult 6v6 soccer winter season has ended.
- FBVA winter season has ended.
- West Volusia Youth Baseball spring season continues.
- Deltona Little League registration and practice continue.
- Deltona Youth Soccer spring practice continues.

**Parks Maintenance:**

*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, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing damaged paper towel and toilet paper dispensers.*

**Mowed, edged and weed-whacked:** Deltona Community Center, Dupont Lakes, Festival Park, Manny Rodriguez, Thornby Park, Vann Park and Veterans Memorial.

- Lake Gleason – Replaced damaged volleyball net; sprayed weeds on volleyball court.
- Tom Hoffman Park – Pressure washed and painted restroom due to vandalism.
- Vann Park – Sprayed for ants; edged sidewalks; mulched playground; reinstalled fence posts and fencing around well; installed drinking fountain.
- Veterans Memorial – Picked up ditch witch and ran line to new well; overnight fire watch of museum; checked irrigation system with new well.
- Wes Crile – Replaced deadbolts to racquetball courts.
- Miscellaneous:
  - Picked up supplies from storage for the Ability Fair.
  - Picked up striping machine and paint from Dewey Boster for the Building Official.

**City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:**

*Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycled bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; cleaning all restrooms (floors, toilets, sinks, etc.); unclogging various toilets in restrooms on both floors; unclogging water fountains; replacing light bulbs throughout the building, courtyard and walkway; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures (as requested) throughout City Hall; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping sidewalk; cleaning front of building, retrieving supplies from storage at various times.*

- Replaced dispenser in 2<sup>nd</sup> floor restroom.
- Relocated handicap signs to match new parking spaces.
- Escorted Wiginton Fire Services around City Hall.

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex

- Baseball and Pony League Fields
- Vann Park, as well as:
  - Put fencing around stands.
  - Replaced 5 heads and flushed system.
  - Sprayed with fertilizer and insecticide.
  - Sprayed clay areas for weeds.
- Dupont Lakes
- Wes Crile Park, as well as:
  - Sprayed clay areas for weeds.
  - Repaired irrigation heads
- Sprayed Campbell Park with fertilizer and wetting agent.
- Reset all clocks for daylight savings time.
- Sports Complex:
  - Painted the restroom floors.

## **PLANNING & DEVELOPMENT SERVICES** thru 3/14/2012

### **Executive Summary:**

The Planning and Development Services Department is working with the General Contractors and the Home Inspectors within NSP to provide a more efficient process between the two groups. The intent is to have the Home Inspectors provide a detailed report and a preliminary cost estimate to understand the potential cost to construct, in advance of the Scope of Work being provided from the General Contractor. This allows the City to determine sooner, rather than later, the potential amount it will be spending to rehabilitate a home before signing up the General Contractor.

### **Planning:**

The Planning Section is working on administrative issues associated with past projects. The Arbor Ridge community along Howland Boulevard, Phase 5, was allowed by the Development Review Committee to sub-phase the project into a Phase 5A and 5B. This was in response to a declining housing market—the sub-phasing would allow for slower absorption of lots for development. This also requires the one road and cul-de-sac to be developed incrementally, causing a temporary cul-de-sac to be constructed at the sub-phase line. Since granting this action roughly two years ago, the Development Order (DO) has expired. The applicant is allowed a one-time one-year extension and can make that request up to three months from the expiration of the DO. That request is being considered, if the new Engineer of Record can be verified.

### **Housing & Community Development:**

The Community Development Section had a short run on home sales within the NSP program recently. Five homes sold within the last few weeks. Staff does not anticipate the sale of the next NSP home until April. There are four homes with contract offers and seven homes with no contract offers. These remaining 11 homes, plus the three Habitat homes, represent the remaining balance of the original 53 properties under Program Funds that need to be expended by 2013. The City is at a 75% completion ratio within NSP 1.

## **PUBLIC WORKS** thru 3/9/2012

### **Traffic Operations:**

*Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.*

- **Signs:**
  - Completed 5 sign repair work tickets in the City.
  - Fabricated & installed 13 new street name signs.
  - Fabricated and installed (6) Traffic Advisory signs at 2736 Irondale.
  - Replaced from stock (1) stop sign at Udal & Portola.
  - Fabricated and installed Neighborhood Watch signs at Leland & Copper Beech; 707 Cloverleaf; 2499 Hope.
- **Asphalt:**
  - Completed 2 asphalt repair work tickets –3 tons.
- **Speed Trailer:** Removed speed trailer at 1650 Keeling.
- **Misc:**
  - City wide – reprogrammed school flashers for daylight savings time.
  - City Hall – grind old striping material and put asphalt sealer down.
  - Ft Smith & Courtland – remove 3 flashing warning lights installed over advanced traffic signal signs.

**Field Operations:**

*Weekly tasks include evaluating work orders called in by residents.*

- **Beautification:**
  - Medians:
    - Howland Blvd- repaired irrigation head on median 6.
    - Providence & Elkcam Blvds – routine maintenance.
  - City Home: 1787 Ft Smith; 591 Firwood.
  - City Signs: Saxon Blvd; Howland Blvd.
- **Clam Truck:**
  - Debris – 28
  - Trimming – 6
- **Drop Offs:**
  - Repaired drop off with fill dirt at 1332 Trollman; 1373 Trollman; 1361 Polk; 1359 Hayward; 2180 S Old Mill; 1330 S Prairie;
  - Replace 1/8 pallet of sod at 2441 Tracy.
  - Replace ¼ pallet of sod at Union Cir; 1060 Vicksburg; 1465 Galena; 1432 Galena; 2138 S Old Mill; 1202 N Old Mill; 1115 N Old Mill; 1132 Vicksburg; 2375 Oberlin; 2021 Quintilis; 2000 Montecito; Otis & Elkcam; 2120 Detroit.
  - Replace ½ pallet of sod at Oberlin & Montecito.
  - Replace 3/8 pallet of sod at N Covington & Elston.
  - Replace pieces of sod – 12 pieces at 2139 S Old Mill; 10 pieces at 1575 Clearfield; 6 pieces at 1620 Foothill; 3 pieces at 1071 Wakefield.
- **Misc:**
  - Public Works Depot – installed new side boards on FO0880; took used tires to landfill; loaded all scrap metal and took it to scrap yard.
  - N Normandy Blvd – weed-whacked along sidewalk at Firwood & Apache.

**Fleet Maintenance Division:**

• Vehicles	PM – 3	Repairs – 7
• Equipment	PM – 4	Repairs – 13
• Road Calls	2	
• Parts Run/Vehicle Delivery	1	
• CDL Testing	0	

**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:**

- 1201 N Oldmill Rd Capitol Project – reshaped swales and cut expansion lines in sidewalk.
- Sanborn/Florentine Capitol Project – formed up and poured driveway; installed 200’ of 24” HDPE sock pipe; two nyloplast basins; formed up sidewalk and basins; began reshaping swales.
- Baltimore/Normandy – cut road for pipe replacement.

• **Drainage Area Maintenance (Aebi Mowing):**

- 2.2 Acres of drainage areas maintained.
- Ditches mowed – 281 Champlain; 512 Stallings; 153 Ft Smith; 3363 Planter; 3250 Planter; 3261 Roland; 3200 Roland; 3150 Shallowford; 720 Cloudcroft; 3248 Phonetia; 783 Shafton; 532 Glenhaven; 472 Glenhaven; 317 Shadydale; 201 Sheryl Dr; 1310 Portillo; 810 Alex Ln.
- Ponds mowed – Dewey Boster Park; 675 Malaga; 675 Goodrich.

• **Right of Way Mowing Crew:**

- 6 miles of right of way mowed.
- Main Roads mowed – Elkcam Blvd.

• **Right of Way Litter Crew:**

- 396 gallons of litter removed.
- Main road trash pickup – Elkcam Blvd; Anderson; Deltona Blvd; Cloverleaf; Ft Smith; Catalina; Tivoli; April; Newmark; Humphrey; India; Haulover; Captain.

• **Misc:**

- City Wide – inspect storm drains; cleaned storm grates.
- Dewey Boster Park – check integrity of pipe box in pond to box on Saxon Blvd.
- 2112 Old Mill Dr E – check integrity of the storm pipe.
- Holbrook Av – remove lids from boxes and return to Depot.
- 311 Montego St – cut up and remove branch from ditch.
- 3669 Pamona St – clean trees out of ditch; cleaned debris from grate.
- 1201 Old Mill Dr N – water newly laid sod.
- 932 Whitewood Dr – mow row and pick up trash.
- 1314 Ferendina Dr – mow pump station.

**UTILITIES** thru 3/11/2012

**Customer Service**

<b>March 2012</b>	<b>Total week ending 3/11/12</b>
DW – Lockbox	2354
Ebox	1322
Call Center Calls	2168
Walk-ins/Drop Box	1436
On-line Payments	1024

**Customers Disconnected for Non-Pay**

<b>March 2012</b>	<b>Total week ending 3/11/12</b>
Total on Disconnect List	195
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

<b>March 2012</b>	<b>Total week ending 3/11/12</b>
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	10
Locates Received	81
Locates Completed	73
Main Leaks	2
Service Leaks	5
Sewer Repairs	
Sewer Blockage	1
KV2 Valves	4
Service Replacements	7
Meter Change Outs	29
Service Orders	538
Disconnects	195
Drainfield Leaks	2
Meter Retirements	24