

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: January 20, 2012

CDBG FY 2012 Allocations:

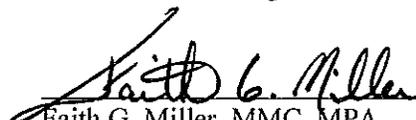
Attached for your information is the notification letter from HUD regarding our 2012 Fiscal Year allocation for the Office of Community Planning and Development's (CPD) formula programs, which provides funding in the amount of \$441,819 for our Community Development Block Grant (CDBG) programs.

Job Fair Status:

Staff in conjunction with Commissioner Denizac are continuing with plans for the March 16th Job Fair, set for 10:00 a.m. to 3:00 p.m. in the Commission Chambers. Preliminary commitments at this point include: four (4) companies hiring customer service representatives; two (2) in the nursing professional field; 2-3 educational institutes; Volusia County Library Services; Employers in Support of the Guard/Reserve (ESGR); and military recruiters. The Center for Business Excellence (CBE) and Workforce Development of Volusia/Flagler Counties will partner with us in this effort at no cost and they will assist us in contacting employers through their database of employers in Volusia and Flagler Counties and in contacting their counterparts in Seminole and Orange Counties to allow us to send invitations to the employers in their database as well. CBE can also provide training sessions for our unemployed residents during the Job Fair.

Ongoing/Upcoming Events:

- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.
- **City Commission Workshop Meeting** – Tuesday, January 24th, 4:30 p.m., 2nd flr. Conference Room; Topic: sign ordinance
- **Regular City Commission Meeting** – Monday, February 6th, 6:30 p.m., Commission Chambers
- **City Commission Workshop Meeting** – Tuesday, February 13th, 4:30 p.m., 2nd flr. Conference Room; Topic: Potential redevelopment locations for economic development
- **Citizens' Budget Forum** – Saturday, February 18th, 9:00 a.m., Commission Chambers


Faith G. Miller, MMC, MPA
City Manager



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

January 17, 2012

Mr. John Masiarczyk
Mayor of Deltona
2345 Providence Blvd.
Deltona, FL 32725

Dear Mayor Masiarczyk:

I am pleased to inform you of your community's Fiscal Year (FY) 2012 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special populations across the country. President Obama signed Public Law 112-55 on November 18, 2011, which includes FY 2012 funding for these programs. Your community's FY 2012 available amounts are:

Community Development Block Grant (CDBG)	\$441,819
HOME Investment Partnerships (HOME)	\$0
Housing Opportunities for Persons with AIDS (HOPWA)	\$0
Emergency Solutions Grants (ESG)	\$0

While our budget demonstrates an ongoing commitment to the critical CDBG and HOME programs to help states and localities continue to navigate these difficult economic times, it also represents a significant cut from last year's budget. The FY 2012 budget for the CDBG formula allocation that was included in the appropriations bill adopted by Congress is approximately \$2.948 billion, a reduction from approximately \$3.302 billion in FY 2011, representing a reduction of approximately 11 percent in total available funding. The FY 2012 budget for HOME is \$1 billion, a reduction of 38 percent from approximately \$1.6 billion in FY 2011. We understand that the combined effects of new Census and American Community Survey data and budget reductions will make FY 2012 a difficult period of adjustment for many of our grantees.

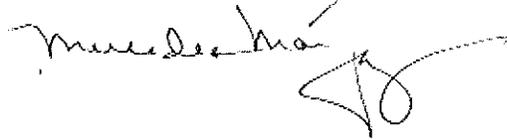
In this period of adjustment, we recognize that reduced funding levels may require program restructuring and further prioritization and targeting of these limited resources at a time when communities around the country continue to face significant need. We are committed to doing everything we can to support you as you face these challenges. If you would like assistance from CPD in redesigning, prioritizing or targeting your programs, either you or the head of the agency that administers your program may request technical assistance through your local CPD Director.

Please note that the "Emergency Shelter Grants" program has changed to the "Emergency Solutions Grants" program in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The change in the program's name reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after

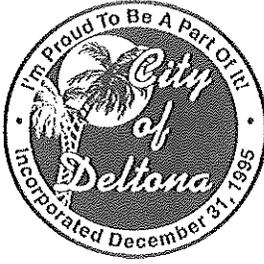
experiencing a housing crisis and/or homelessness. On December 5, 2011, HUD published an interim rule, which is effective as of January 4, 2012, and available in Volume 76, Page 75954 of the Federal Register.

CPD looks forward to working with you in a true partnership to successfully meet the challenges we face. Please contact your local CPD office director if you or your staff have any other questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Mercedes Márquez", with a stylized flourish extending to the right.

Mercedes Márquez
Assistant Secretary



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CITY MANAGER'S OFFICE thru 01/20/2012

Communication:

- Created and printed the MLK Breakfast program for the Deltona Dream Keepers.
- Meeting with and garnering information from Department Directors for the City of Deltona 2011 Annual Report.
- Assisting the Commission with nomination narratives for Volusia League of Cities Distinguished Service Awards.
- Working with the Purchasing Office to put the City Newsletter Contract out for bid.
- Attended the Christmas Parade wrap up meeting.
- Created and sent out invitation to Family Dollar Doyle Road ribbon cutting.
- Posted on Facebook and Twitter information on the upcoming Water and Energy Conservation Expo, Snoopy, Brushfires and a traffic incident on Interstate 4.
- Worked on Job Fair with Human Resources and Economic Development Office.
- Videotaped Energy Seminar 3: Saving Energy at Home.
- Produced MLK Day Closed DeltonaTV graphics.
- Updated the schedule for DeltonaTV for the week of January 22nd.
- Updated programming for White House Chronicle, UCF's Global Perspective and Art Performance for DeltonaTV.
- Live broadcast and recorded for broadcast City Commission Meeting for January 17th.

Media Relations:

- Numerous conversations with members of the media regarding an incident involving a registered "Dangerous Dog" named Snoopy and a Jack Russell Terrier. A public statement regarding the incident was sent to the media and members of the public on Tuesday and information pulled from case records on Snoopy was released Thursday.
- Answered questions re: Ft Smith Construction for Steve Gelbacht/WOFL.Ch. 35.
- Answered questions re: archeological artifacts at the Thornby site for Ludi Lelis/Orlando Sentinel.
- Answered questions re: roadwork on SR 415 for Ludi Lelis/Orlando Sentinel.

Business Development:

- Continued solicitations and follow-ups of retailers for Deltona locations.
- Met with local land owners and developers in preparation for a visit by large regional grocery chain.
- Discussions with head of real estate development for Lincoln Technical Institute forwarded a solicitation package, which Team Volusia created specifically for Lincoln Tech.
- Met with Daryl Carter, President of MLC (Maury L. Carter & Associates) to discuss potential uses of their Deltona property on Howland Boulevard.
- Met with Jack Kesler, DEDAB Commerce Park & SunRail Sub-committee member, to discuss his ideas on potential commerce park development in Deltona.

- Met with Al Pell to discuss past and future development on his property at SR415 and Howland Boulevard.
- Attended the Job Fair committee to work on planning for the event; telephoned various companies and potential contributors during the week.
- Attended the CRA Planning Team meeting, reviewing for the upcoming Commission Workshop.
- Contacted the VA Administration to gather information regarding a potential VA Clinic in Deltona.
- Attended The City of Sanford Chamber of Commerce 'Business Development Expo' in Sanford to foster relations with the City of Sanford.
- Attended the Orange County 2012 Redevelopment Conference.

BUILDING & ENFORCEMENT SERVICES thru 01//2011

Building Permits issued for the week.....	60
Valuation of work permitted for the week.....	\$319,052.75
Inspections completed for the week	131
Total Permits issued for Fiscal Year 11/12	702
Valuation of work permitted for the year 11/12	\$7,291,848.56

Permits Issued:

A/C change out	5
Addition	1
Commercial Build-out	1
Door Replacement	3
Concrete Flat work.....	1
Electrical	7
Exterior Renovation	1
Fence.....	11
Fire Alarm.....	1
Garage Door Replacement.....	3
Glass Room.....	2
Interior Renovation/repair.....	3
Plumbing	2
Reroof	9
Screen Enclosure.....	3
Shed	2
Sign	2
Water Heater Replacement	1
<u>Window Replacement</u>	<u>2</u>
Total	60

Enforcement Services Division:

Requests for services this week	254
Animals impounded at the humane societies	44
Citation warnings issued	11
Courtesy notices	103
Abatement notices	13
Citations issued	11
Code Enforcement telephone calls	161
Animal Control calls	119

of our personnel after major events involving significant incidents such as firefighter injuries or fatalities, pediatric calls, calls involving law enforcement personnel, etc.

- Responded as part of the Incident Management Team to the 90-acre brush fire that endangered 10 or more structures on Sunday the 15th.
- Attended a VCFCA EMS Council meeting; items discussed included: Closest-Unit Response, Priority Medical Dispatch, EMS Protocol changes, Contingency Transport and VCFS fire-based transport, with the possibility of extending this on a trial basis to licensed municipalities.
- Attended State meetings hosted by the Florida Department of Health, Bureau of EMS and the Division of the Florida State Fire Marshal at the Fire-Rescue East conference in Daytona Beach.

Training & Safety:

- Continuing orientation training for new hires on Command, Cutting Tools and Hose Evolutions.
- Revision of Volusia County MOGs (Mutual Operations Guidelines) as a member of the Training & Operations Committee.
- Prepared IEP for burn building evolutions for January 24th.

HUMAN RESOURCES DEPARTMENT thru 01/18/2012

- Performance Evaluations processed: 10
- Deltona JOBS Program Folders:
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (1093)
- Applications received:
 - (2) Parks Attendant-Intermittent
 - (2) Water Operator
 - (6) Public Works Tech
 - (9) Utility Maintenance Tech
 - (5) Utility Systems Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Conducting background checks for: (1) Stormwater Tech.
- Posted 3 job postings: Utility Maintenance Tech, Public Works Tech, Utility Systems Tech.
- FMLA requests: 1.
- Sending Flexible Spending Account reminders.
- Separation processed including exit interview: J. Lopes; Parks Attendant (Resignation).
- Completed Wellness Check-ups for 67 employees for the 2011/2012 Wellness Challenge.
- Meeting with several other staff to start coordination of the City's Job Fair scheduled for March.
- Working with Union president to coordinate the next contract negotiation meeting.
- Working with Job Fair team to contact area employers, and meeting with the Center for Business Excellence to coordinate the upcoming March Job Fair.
- Coordinating with Mercer Group, Phillip Robertson, regarding his visit to the City next week to initiate the classification plan review.

PARKS AND RECREATION DEPARTMENT thru 01/14/2011

Administration:

- Farmers Market: 5 vendors, 130 cars.
- Met with Safety Products representatives to discuss safety initiatives.
- Coordinated with Pride representatives to discuss upcoming projects.
- Met with Trentham Well Drilling, Inc. to discuss installing the irrigation well at Vann Park.
- Met with Advanced Recreational Concepts representatives to complete the application for permitting renovation of the shade structures at Vann Park.
- Met with Deltona Tree Service to discuss removing two (2) trees at Thornby Park.
- Hosted the Citizen Accessibility Advisory Sub Committee monthly meeting.
- Worked on information for the upcoming Ability Fair in March.

Facility Use Permits:

• Deltona Community Center	4 permits issued	Weekly attendance – 1042
• Harris M. Saxon Community Center	no permits issued	Weekly attendance – 243
• Wes Crile Park	7 permits issued	Weekly attendance – 1907
• Skate Park	5 new passes	Weekly attendance – 782

Special Events/Programs:

- City Hall:
 - West Volusia Baseball Opening Day Parade is scheduled for Saturday, February 11th departing at 9:00 a.m.
 - 5th Annual Ability Fair is scheduled for Saturday, March 10th from 10:00 a.m. to 2:00 p.m.
- Deltona Blvd.:
 - Deltona Little League's Opening Day Parade is scheduled for Saturday, March 17th departing from the old Winn Dixie plaza at 9:00 a.m.
- Dewey Boster Sports Complex:
 - Philadelphia Union is scheduled to train from February 5th through February 19th.
- 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 17th

City Leagues Currently Underway:

- Men's winter league continues.
- Men's senior league will start in March 2012.

Partner Leagues Currently Underway:

- Adult 6v6 soccer winter season continues.
- FBVA winter season continues.
- Registration continues for West Volusia Youth Baseball and Deltona Little League.

Parks Maintenance:

Mowed, edged and weed-eated: Campbell Park, Deltona Community Center and Thornby Park.

- Campbell Park – Located and replaced parking stops; repaired break in 90° hose bib on small building; replaced fountain head; cleaned park for the MLK weekend event; replaced net on basketball court.
- Deltona Community Center – Cleared out section, framed and poured concrete for upcoming election access per the Supervisor of Elections (5'' deep x 5' wide x 25' long); box-bladed parking lot.

- Dewey Boster – Removed broken grills from pavilion; repaired fence by sidewalk and horseshoe court area.
- Harris Saxon – Removed concrete from area next to playground; removed dead tree, grinded stump.
- Keysville Dog Park – Replaced section of fence in large dog park.
- Lake Gleason – Minor restroom repair.
- Thornby Park – Refilled sand structures on playground; pulled weeds in island planters; cleared parking lot of debris.
- Tom Hoffman – Removed graffiti from restroom (due to vandalism); replaced broken light in pavilion; completely disassembled water fountain and made repairs.

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, 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.

- Picked up replacement swing order.
- Finished taking down Christmas decorations and took to storage.

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; unclogging various toilets in restrooms on both floors; 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.

- Set up and cleaned up for Christmas Parade Luncheon.
- Escorted Signal 21 around City Hall.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
- Sprayed Keysville Dog Park with Acephate for fire ant control.
- Sprayed Campbell Park and Vann Park with fertilizer.
- Repaired irrigation at Wes Crile.
- Set up portable bleachers at Campbell Park for MLK event.
- Sports Complex:
 - Pressure washed bleachers in preparation for soccer event in February.
 - Pressure washed portable bleachers.
 - Sprayed complex with wetting agent and calcium.

PLANNING & DEVELOPMENT SERVICES thru 01/18/2012

Executive Summary:

The Planning and Development Services Department is honored to receive an award for the NSP program from the Florida Planning and Zoning Association. This is a City program, so having it presented at a City Commission public hearing was greatly appreciated. The true reward has been to see the money put to good use for our residents. While 50-75 homes in roughly 30,000 homes throughout the City is a small percentage, the impact that this investment has made within the community is tremendous. The new homes are improving streets, as many of these houses were the "worst" home on the street. The residual effect has been blight removal, reduction in crime, and home ownership to stabilize property values.

Planning:

The Planning Section is working diligently with the City Attorney and the Building and Enforcement Services Department to complete the Sign Code draft. Staff has addressed the concerns brought to bear in previous Commission Workshops under different counsel and is producing a draft which is implementable and manageable throughout all of Deltona. The Sign Code is being reformatted to the newly adopted reorganization of the Land Development Code and removes inconsistencies and redundancy.

Housing & Community Development:

The Community Development Section will be assisting the Public Works Department in reporting to HUD the expenditure of approximately \$140,000 by May 1st, in compliance with spending requirements within the Community Development Block Grant (CDBG) program. This task is achievable with the active projects that the Public Works Department has underway. Staff is focused on CDBG and will be administering subrecipient monitoring in the field in the coming months.

Finally, Habitat for Humanity is making significant progress on their two homes underway. The home at 1242 Abigail is nearing completion for the family to move in and the home at 3064 Shallowford is being prepared for construction activity for a newly qualified family.

PUBLIC WORKS thru 01/13/2011

Traffic Operations:

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

- **Signs:**
 - Completed 3 sign repair work tickets in the City.
 - Fabricated 3 new street name signs.
 - Installed 3 new street name signs.
 - Coble & Saxon – installed 1 Neighborhood Watch sign.
 - E Lehigh & Coble – installed 1 Neighborhood watch sign.
 - Sagamore Water Treatment Plant – replaced all No Parking signs with anti-theft brackets.
 - Puerto Rico & Courtland Blvd – Fabricated & installed new Stop sign.
 - Fabricated (1) 18"x 24" Holiday Parade of Homes Winner sign
 - Fabricated (6) 18"x 24" No Trespassing signs for Stormwater Department.
 - Fabricated (1) 18"x 24" Tallwood Retention Pond sign for Stormwater Department.
 - Fabricated (1) 18"x 24" Juliet Retention Pond sign for Stormwater Department.
 - Fabricated (1) 24"x 30" Water Control Structure sign for Stormwater Department.

- **Asphalt:**
 - Completed 13 asphalt repair work tickets – 4 tons.
- **Speed Trailer:**
 - Removed speed trailer from 1058 Rosetta.
 - Installed speed trailer at 1371 W Wellington.
 - Installed speed trailer at 1424 W Wellington.
- **Thermoplastic Striping:**
 - 24” white stop bars – 15’; 15’; 18’; 14’; 15’; 16’; 15’; 14’; 15’; 31’; 15’; 14’; 15’; 17’.
 - 12” white crosswalk – 157’.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – Howland Blvd – repaired irrigation valve.
- **Concrete:**
 - Sidewalk repair at Montecito & Tracy - 7’x 5’ & 6’x 5’; Renton between Ramble & Saxon – 90’x 4’.
 - Driveway at 1259 Feather – 6.5 yards.
- **Clam Truck:**
 - Debris – 15.
 - Trimming – 11.
- **Drop Offs:**
 - 1919 Plum Tree – repaired washout and replaced with ¼ pallet sod.
 - 2893 Sweet Springs – repaired drop off and replaced with 20 pieces of sod.
 - 2703 Juliet – repaired drop off and replaced with ½ pallet of sod.
 - Poet – repaired drop off and replaced with ½ pallet of sod.
 - April between Tivoli & Ferendina – repaired drop off and replaced 2 ½ pallets of sod.
 - 2870 Lockwood – repaired drop off and replaced with ¾ pallet of sod.
 - 775 S Hancock – repaired drop off and replaced with ¼ pallet of sod.
 - 962 Rockhill – repaired drop off and replaced with 1 ½ pallets of sod.
 - 2575 Juliet – repaired drop off.
- **Misc: I**
 - Beck – put storm drain lid back on.
 - Vardon & Ft Smith – cut small section of sidewalk out.

Fleet Maintenance Division:

• Vehicles	PM – 5	Repairs – 9
• Equipment	PM – 2	Repairs – 13
• Road Calls	1	
• Parts Run/Vehicle Delivery	2	
• 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:**
 - 201 Howland Blvd – cleaned yard.
 - 839 Abby Ter – prepped area for job and installed 120’ of 24” hdpe.

- Sweet Springs/Collingswood – installed 120’ of 15” metal; 80’ of hdpe; mudded in 2 boxes; hauled off debris and reshaped swales.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 0.1 acres drainage area maintained.
 - Ditches mowed – 783 W Hancock.
- **System Cleaning (Vac Truck):**
 - 205 feet of Stormwater system cleaned.
 - 5 Yards of debris removed.
 - Storm systems jetted – 1177 Winterville; 1897 Joyner; 1392 Seagate.
- **Right of Way Litter Crew:**
 - 915.75 gallons of litter removed.
 - Main road trash pickup – April; Tivoli; Normandy twice; Courtland twice; Elkcam twice; Captain; Haulover; Humphrey; India; Ft Smith; Newmark; Deltona Blvd.
- **Misc:**
 - Collingswood Dr – located property pins.
 - Kingway Dr – filled hole with dirt.
 - Seagate/Delbarton/Deep Creek – cleaned storm system.
 - City Wide – watered newly laid sod; picked up trash in ditches; laid 4 pallets of sod where drainage boxes were retrofitted.
 - 1210 Old Mill Dr E – replaced missing grate and put chain and lock on it.
 - 2640 Ivydale Dr – cleaned out headwall.
 - 1314 Ferendina Dr – reinstalled pump and motor.
 - 201 Howland Blvd – picked up two Menzi tires in Lakeland.
 - 1008 Tivoli Dr – picked up sod pallets; laid sod; removed typar from boxes; picked up barricades.
 - Leeward Dr/Fan Ct – picked up sod pallets; removed typar from box.

UTILITIES thru 1/15/2012

Customer Service

January 2012	Total week ending 01/15/12
DW – Lockbox	1847
Ebox	1013
Call Center Calls	2359
Walk-ins/Drop Box	1397
On-line Payments	924

Customers Disconnected for Non-Pay

January 2012	Total week ending 01/15/12
Total on Disconnect List	197
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

January 2012	Total week ending 01/15/12
Water Service	1
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	6
Locates Received	77
Locates Completed	79
Main Leaks	3
Service Leaks	6
Sewer Repairs	
Sewer Blockage	4
KV2 Valves	4
Service Replacements	2
Meter Change Outs	22
Service Orders	481
Disconnects	197
Drainfield Leaks	
Meter Retirements	28