

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: March 4, 2011

Local Housing Assistance Plan:

The City's Local Housing Assistance Plan (LHAP) was approved by the Review Committee for SHIP through Fiscal Year 2012/2013 (See Exhibit A). Although funding is only provided through this current fiscal year, at least the City has the ability to receive funding through the State's 2012/2013 budget year should funds become available.

Financial Status Report:

Attached as Exhibit B is the Financial Status Report for the three (3) months ending December 31, 2010.

VCSO Sheriff's Office move to 1691 Providence Blvd.:

This week I went on a walk-through of the renovated facility at 1691 Providence Blvd. VCSO started to move in non-essential equipment this week and are on target to be fully operational at the new location as of Tuesday, March 8th. We anticipate scheduling an Open House during the first week of April and will coordinate scheduling the date with the Commission.

NSP Home Tour:

I also went on a tour of several of our renovated NSP homes on Thursday; the homes look good and are ready to sell to qualified buyers. Our first closing scheduled for this Friday was delayed by the lender and their underwriters' and wrong figures on the Good Faith Estimate. Therefore, the closing will be re-scheduled as soon as possible once the lender submits the correct paperwork.

UCF Business Incubator:

Jerry Mayes, Business Development Administrator, and the City Manager attended a presentation at the Daytona Beach Airport regarding the new UCF Business Incubator to be located at the Airport. A copy of the presentation is attached for your information. Pertinent information about this new incubator:

- June 15, 2011 – Target Opening Date;

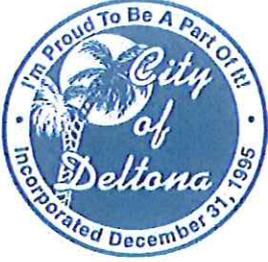
- Existing 8,000 sq. ft. facility at the airport, being renovated by Volusia County at a cost of \$1.4 million for use as an incubator;
- Volusia County has entered into a contract with UCF to run the incubator;
- There will be space for 20 start-up companies;
- County's 3-year commitment up front to run the incubator includes \$275,000 the 1st year, and \$250,000 in the 2nd and 3rd years;
- In 2004, UCF's Incubator Program received the National Business Incubation Association Yearly award as the best incubator in the USA/world.
- UCF currently manages a total of eight (8) incubator sites, including two at the main UCF Campus (Research Center and Photonics), and other sites at Leesburg, Orlando, Sanford, St. Cloud, Winter Springs and Kissimmee.

Ongoing/Upcoming Events:

- **Wags N' Whiskers Pet Festival** – Saturday, March 5th, 9:00 a.m. – Noon, Keysville Dog Park
- **Regular City Commission Meeting** – Monday, March 7th, 6:30 p.m. – Commission Chambers
- **City Commission Workshop Meeting** – Tuesday, March 8th, 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



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: March 04, 2011

CITY MANAGER'S OFFICE:

COMMUNICATION: Week ending 03/02/11

- Working with the Finance Department on tax-related graphs for an annual report.
- Created signage for the VCSO related to their move to Providence Boulevard from Deltona Boulevard.
- Working on the April, May, June City newsletter.
- Used Social Networking sites and the Eblast system to promote the Ability Fair and Wags 'n' Whiskers.
- Produced Advancer PSA for Wags N Whiskers Pet Festival, for Deltona TV.
- Producing Advancer PSA for Ability Fair, for Deltona TV.
- Produced new environment program - Florida's Rivers & Lakes - using UF's video segments, for Deltona TV.
- Created new programming schedules for Deltona TV
- Promoting DeltonaTV programming using the City's Facebook page.
- Wrote article regarding Deltona TV programming, for City Newsletter.
- Created format for Deltona TV Viewer Survey, for the City website and phone.
- Working on employee newsletter for March, the Pride.
- Working with TV service technicians to correct 2 channel audio transmission signal for DTV recorded programming.
- Videotaping the Wags N Whiskers Pet Fest this Saturday.

Media Relations ~

- Spoke with Al Everson of the DeLand Beacon, regarding questions about the City's proposed moratorium/prohibition of Internet Cafes and how many of these businesses are in Deltona.
- Spoke with Mark Harper of the News Journal, regarding the City's Employee Recognition programs.

Press Releases ~

- Foreclosure Prevention Workshop.
- Deltona's 1st NSP House Closing.

Economic Development ~ 2/28/2011 – 3/4/2011

- Attended meeting of West Volusia Regional Chamber of Commerce, Governmental Affairs Board.
- Attended preconstruction meeting for Dollar General Store at Howland and Catalina.
- Attended preliminary meeting with owners and engineer for Lohman's Funeral Home.
- Met with Randy Perry of e-City Services LLC regarding website and Economic Development sub-website.
- Attended meeting with Director, Parks & Rec and Urban Design/GIS Planner, Planning & Development Services with the Volusia County P&R Department regarding Thornby Loop-in-a-Loop Trail. Good cooperation on all parts.

- Prepared and sent site selection information for Project Bravo-Echo to prospect.
- Hosted owner of Brian's BBQ on a tour of sites in Deltona. He was very interested in further exploration of former Blockbuster Video location in Publix Plaza at Providence and Doyle, the former Hollywood Video at the Publix Plaza at Saxon and Finland; and, a land purchase and construction at the Howland and Elkcam Commercial Node. Follow-up in two weeks after Bike Week is finished.
- Director, Parks & Rec, Urban Design/GIS Planner, Planning & Development Services and I took officers of the Lakeside Condo Association on a tour of Thornby Loop-in-a-Loop Trail and the River-to-Sea Trail section that borders the north side of the condo community.
- City Manager and I attended the UCF Incubator tour at the Daytona Beach International Airport.
- Planner from Planning & Development and I met with Dr. Lester Carrero and his architect/site engineer regarding his conversion of a residence to medical office on Saxon Boulevard.
- Attended Pre-Construction meeting on Deltona Village Epic Theatres. Thad Hardy, Hardy Tractor out of Orange City is the contractor.
- Director, Planning & Development and I met with Frank DeMarsh of Deltona Village project. Discussed DeMarsh and the City working together to utilize non-theatre land for development at the SR 472 and I-4 Activity Center node.
- Solicitation and discussions with Centra Care site selector Elliott Jamison of Realty Capital.
- Solicitation and discussions with Moe's SW Grill site selector James Kearns, Moe's SW Grill Real Estate.

BUILDING & ZONING SERVICES: Week of 02/18/11 thru 02/25/11:

| | |
|---|-----------------|
| • Building Permits issued for the week: | 74 |
| • Valuation of work permitted for the week: | \$276,108.17 |
| • Inspections completed for the week: | 133 |
| • Total Permits issued for Fiscal Year 10/11: | 1129 |
| • Valuation of work permitted for the year 10/11: | \$11,554,988.96 |
| • Solar Rebates Processed this week: | 0 |
| • Total Solar Rebates processed since 2/1/10: | 79 |

Permits Issued 02/18/11 – 02/25/11:

| | |
|-------------------------|----|
| AC Change Out | 15 |
| Addition | 1 |
| Door Replacement | 2 |
| Driveway | 1 |
| Electrical | 6 |
| Eterior Renovation | 1 |
| Fence | 14 |
| Garage Door Replacement | 1 |
| Glass Room | 1 |
| Hood | 1 |
| Interior Repair | 1 |
| Reroof | 7 |

| | |
|--------------------------|----|
| Right Of Way | 2 |
| Screen Enclosure | 1 |
| Shed I | 3 |
| Sign | 3 |
| Water Heater Replacement | 10 |
| Water Softener Cond | 1 |
| Window Replacement | 3 |
| Total | 74 |

CITY CLERK'S OFFICE Week of 2/20/11 – 2/26/11

City Clerk's office held a 1-hour training session on Wednesday, February 23, 2011 concerning public record requests .

Department Staff:

- 2nd Floor HR/CC Walk-In Customers: 105
- 2nd Floor calls Answered: 46
- Packages Picked Up: 4
- Packages Received: 24
- A/P Invoices Opened: 112
- Newspapers: 16 (8 hours)
- Public Records Requests Received: 4
- Public Record Request Amount Rec'd: **\$0**
- Documents imaged, pages: 1,424
- Large scale drawings imaged, pages: 19

ENFORCEMENT SERVICES DEPARTMENT:

- Responded to 288 requests for services this week.
- Animals impounded at the humane societies: 41.
- Citation warnings issued: 20.
- Courtesy notices: 98.
- Abatement notices: 15.
- Citations issued: 1
- Code Enforcement telephone calls: 111.
- Solid Waste calls: 74.
- Citizen walk in requests for Code Enforcement assistance: 16.
- Citizen walk in requests for Solid Waste assistance: 1.
- Properties requiring grass to be cut by contractors: 0 at a cost of \$0.00.
- 8 certified mailings were sent out at a cost of \$44.32.
- Money collected for Animal tags, liens and return to owners: \$412.00.
- Took 18 cases before the Special Magistrate.
- Foreclosures last week:

| | |
|----------------|-----------|
| Deltona | 15 |
| Volusia County | <u>51</u> |
| Total | 66 |

FINANCE DEPARTMENT:

- Met with Housing Grants Dept. to discuss close-out of SHIP grant funds.
- Met with DW to discuss CIP funding in light of the debt service reserve tying up available cash.
- Meet to discuss fixed assets progress.
- Working on annual financial statements and all related documents.
- Distributed 1st Quarter FYE 2011 Financial and Investment Report to City Manager.
- Selection Committee meeting to be scheduled for Primary Rate Interface RFP.
- Posted bid for LED Traffic Signals, School Flasher and LED Pedestrian Countdown Assemblies/EECBG funded project.
- Working with Guy Barrette Electric on additional Solar Lighting using EECBG funding.
- Completed physical inventory for all Parks/Updating Fixed Assets in Munis.

| | | |
|---------------------------------|------------------|-----------------|
| Accounts Payable Section | | |
| Check Run Date: | 2/4/2011 | |
| Checks Processed | 216 | \$ 983,606.32 |
| Invoices Processed: | | |
| Carol | 321 | 660,196.72 |
| Julia/Jacque | 185 | 318,493.63 |
| UB Refunds | 80 | 4,915.97 |
| | 586 | \$ 983,606.32 |
| | | |
| Check Run Date: | 2/18/2011 | |
| Checks Processed | 354 | \$ 1,427,797.04 |
| Invoices Processed: | | |
| Carol | 223 | 1,156,389.48 |
| Julia/Jacque | 203 | 258,427.51 |
| UB Refunds | 217 | 12,980.05 |
| | 643 | \$ 1,427,797.04 |

City of Deltona
 Weekly Courtesy Report
 Week Ending March 04, 2011
 Page 5 of 13

| | |
|----------------------------------|--------------|
| Payroll Section | |
| Check Run Date: | 2/3/2011 |
| Total Employees | 314 |
| Time Sheets Processed | 628 |
| Checks Processed | 21 |
| Direct Deposits Processed | 304 |
| Total Payroll including benefits | \$700,042.10 |
| Miscellaneous: | |
| Flexible Spending Reimbursements | 22 |
| Check Run Date: | 2/17/2011 |
| Total Employees | 312 |
| Time Sheets Processed | 624 |
| Checks Processed | 23 |
| Direct Deposits Processed | 300 |
| Total Payroll including benefits | \$698,707.66 |
| Miscellaneous: | |
| Flexible Spending Reimbursements | 33 |

| Feb-11 | Activity | Count |
|--------|------------------------------------|-------------|
| | February 1-28, 2011 | |
| | Renewals | 428 |
| | Residential Rentals | 175 |
| | New Residential | 16 |
| | New Residential Rentals | 22 |
| | New Commercial | 1 |
| | Non-Profits | 1 |
| | Exempt/Issued | 0 |
| | Walk-Ins: | 144 |
| | Nov-Jan Penalty Invoices Mailed | 0 |
| | Business Tax Revenue Collected | \$13,399.25 |
| | Fire Inspections Revenue Collected | \$1,520.00 |

FIRE DEPARTMENT:

Fire Chief:

- Attended the Volusia County Fire Chiefs' Association meeting.
- Interviewed the top 13 candidates for the 4 vacant firefighter positions.
- Participated in contract negotiations with the Union.
- Prepared information for the Commission Workshop on Deltona's Communications Center, associated costs and services provided by our telecommunications staff.
- Special OPs. is conducting technical rescue/structural collapse training. This is a hands-on training in identifying search and rescue components ensuring buildings that have been damaged due to man-made or natural disasters are safe to rescuers to enter to search for survivors/victims.
- Promoted one firefighter to Engineer to fill one open position due to a recent resignation.
- Volusia County EMS Director recently cleared one of our new paramedics as a Lead Paramedic.
- We have been successful with getting the Florida Division of Emergency Management to allow us to host 2 FEMA classes in Deltona at City Hall March 29 and 30, 2011. These classes are part of the Advanced Professional Series classes through the Emergency Management Institute.
 - G-270.4 Recovery From Disaster: The Local Government Role: This is a new course that replaces G385 Disaster Response & Recovery Operations. Course Objective: Increase local government awareness of disaster recovery issues. Units: Recovery Overview; Leadership; Recovery Task Force; Emergency Management; Building Inspection; Public Works; Planning & Redevelopment; Administration. This is a required course in the Advanced Professional Series (APS) certificate program. Target Audience: Employees and officials of local government.
 - G-250.7 Rapid Assessment Planning: The ability to perform a rapid assessment accurately and within the first few hours after an incident is critical to providing response for life threatening and imminent hazards. Coordinated and timely assessments permit local government to prioritize response activities, allocate scarce resources and request mutual aid and State & Federal assistance. Classroom activities, facilitated exercises and instructor lead group discussion are utilized in this course to provide participants with the skills to perform a rapid assessment. This is part of the Advanced Professional Series. Target Audience: Employees and officials of local government.
 - Course registration is done on line at <http://www.floridadisaster.org/TrainingCalendar/index.asp> Just roll down to the March 29th date and you will find both classes. Click on the course to register and fill out the on-line form and submit it. **You need to register for both classes.** There is no charge for attending the class and all books are provided by FEMA and DEM. Since we have not had an actual activation in the past few years and with position changes this 2 day class will provide invaluable information for new and returning EOC staff members.
 - Commissioners are welcome to attend the classes.

Information, Communications & Education:

- Communication Center information provided to Fire Chief Staples.
- Staffed FD & CERT booth at Spirit Elementary Fair. Approx 100 adults and children.

Fire Loss:

- Signed the CO for the VCSO offices.
- Attended the pre-construction meeting for the Dollar Store at Catalina and Howland.
- Investigated four fires this last week. All accidental.

HUMAN RESOURCES DEPARTMENT:

- Performance Evaluations processed: 2.
- Deltona JOBS Program Folders: 1st Floor lobby- (5) added, 2nd FL Lobby (5) added; (To date 2/23/11) total # of Deltona JOBS Program folders taken – (911).
- Applications Received: (9) Telecommunicator, (24) Utility Customer Service Rep, (3) Water Operator.
- Background Check for Utility Systems Tech, Water Operator.
- Scheduled pre-employment physicals & drug screenings: (2) Water Operators & (1) Utility Systems Technician.
- New hire orientation: Met with several department directors regarding personnel issues and coordination of personnel actions.
- Separation including exit interviews: 4 – C. Riner – Utility System Technician (resignation), C. Walker – Utility System Technician (resignation), J. Rosado – Utility System Technician (resignation), W. Cohen – Utility System Tech (termination).
- FMLA requests – 1
- Met with the City's Broker of Record, Gene Gizzi, for a preliminary discussion regarding the Health Insurance renewal for 2011/2012.
- Coordinated on-site visit with TD Bank.
- Met with Columbia Southern University regarding our partnership with them that offers employees a discounted rate for classes.
- Completing City Manager/City Attorney severance project including gathering information from 26 cities.
- Enrolled first new hire in the Center For Business Excellence OJT Program in which City will be reimbursed four weeks salary for the new hire.
- Presided as Hearing Officer in four discipline hearings.
- Presented second training session in the Supervisor Development Program Part I.

Risk Management ~ Coordinated Defensive Driving Classes for employees.

PARKS AND RECREATION DEPARTMENT: Week ending 2/25/11

Administration:

- Farmers Market: 3 vendors, 95 cars.
- Hosted the West Volusia Pony League Youth Baseball Parade and opening season day.
- Hosted the MLK event at Dewey Boster Sports Complex.
- Conducted Senior Advisory Meeting.
- Met with Planning and Development Services to discuss trail planning.
- Met with Agro Services to discuss soil samples for plant analysis for Sports Turf.
- Prepared playing fields for Deltona Little League's grand opening.
- Conducted a walk thru of 1691 Providence for VCSO's new offices with the contractor and staff.
- Met with VCSO staff to discuss a potential partnership with trails construction.
- Met with Laser Turf to discuss renovating the two (2) softball fields at Dupont Lakes Park.
- Attended the City's Defensive Driving Class at City Hall.

Facility Use Permits include:

- Deltona Community Center – 7 permit issued. Weekly attendance – 1,283.
- Harris M. Saxon Community Center – 2 permits issued. Weekly attendance – 468.
- Wes Crile Park – 7 permits issued. Weekly attendance – 1,963.
- Skate Park – 9 new passes. Weekly attendance – 1,036.

Special Events/Programs:

- Amphitheater: 2011 Concert Series begin on Saturday, April 9th.
- City Hall:
 - Ability Fair on Saturday, March 12th from 9:00am-2:00pm
 - Arbor Day – Friday, April 29th from 11:00am-1:00pm.
- Dewey Boster Sports Complex:
 - Little Linksters Golf session continues.
 - The Philadelphia Union (MLS) continue pre-season training.
 - Deltona Spring Fest – April 9th and 10th
 - Eggstravaganza – Saturday, April 16th from 10:00am-2:00pm
- Harris M. Saxon Community Center:
 - Zumba dance classes continue.
 - Boys and Girls Club After-School program continue.
- Keysville Dog Park: Wags-n-Whiskers Pet Fest on Saturday, March 5th from 9:00am-12 noon.
- Lake Butler Skate Park: Skate competition – Sunday, April 17th .
- Wes Crile Park: Youth Flag Football will return soon.
- Deltona Little League Opening Day Parade – Saturday, March 5th from 8:00-9:00am.

City Leagues Currently Underway:

- Polar Bear league finishes on March 11th.
- Seniors Softball league begins on March 7th.

Partner Leagues Currently Underway:

- FBVA Winter season end March 5th.
- Adult 6V6 winter soccer season has ended.
- West Volusia Youth Baseball spring season continues.
- Deltona Little League spring season begins on March 5th.
- Deltona Youth Soccer travel and in-house practices/games have begun.

Parks Maintenance:

Mowed, edged and weed-eated the following: City Hall, Dewey O. Boster, Lake Butler Skate Park.

- Dwight Hawkins Park – Restroom repairs.
- Harris Saxon Community Center – Restroom repairs.
- Keysville Dog Park – Stained support beams and roof overhang; painted restroom floor; trimmed trees; painted fire hydrants and dog equipment.
- Thornby Park – Installed bike rack and included yellow safety line.
- Tom Hoffman Park – Built a new picnic table to replace the one stolen.

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, replacing paper towel and toilet paper dispensers.

- Storage inventory of Eggstravaganza items.
- Worked with Purchasing on Parks equipment inventory.
- Picked up plants at nursery for Sheriff's office.

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

Weekly tasks include cleaning the Fire Station; inspecting Sheriff's 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.

- Continued working on irrigation system; cleaned gutters at 1691 Providence.
- Fertilized 1691 Providence.
- Escorted Electrical Solutions to replace ballast in Planning.
- Repaired water fountain in main lobby.
- Painted posts in trash compactor area.
- Primed and painted block walls at City Hall.
- Repaired security entrance door at 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.
 - Repaired irrigation at Vann Park and checked irrigation at City Hall.
- Sports Complex:
 - Continued painting picnic benches due to vandalism.
 - Replaced bleachers and cleaned park after MLK Celebration.
 - Spot sprayed for weeds.

PLANNING & DEVELOPMENT SERVICES DEPARTMENT:

Executive Summary ~ The Planning and Development Services Department appreciates the interest in the NSP program in the form of City Commissioners requesting tours of the homes, an increase in applications from potential qualified buyers, calls from realtors wanting to know the guidelines of the program, and the nice job by the general contractors on each of the completed homes. Staff is confident that the new buyer of each of these units is getting a very affordable and well constructed home. It is also evident that each completed home has improved the appearance of the neighborhood and reduced blight.

Planning ~ The Planning Section is focused on the following projects:

- Moving the Epic Theater project forward through Preliminary Plat and Final Plat approval. Staff is waiting on the applicant to submit those documents and has received a recorded Development Order. The applicant currently has the ability perform site work.
- Bringing the Shoppes of DuPont Lakes forward through Final Site Plan review and approval.

- Working with IMED Church to relocate to the adjacent site along Lake Helen-Osteen Road to eliminate blight by rehabilitating the vacant and abandoned existing building.
- Working with the applicant for the Lohmans site along Providence Boulevard to process a Conditional Use Permit and Final Site Plan.
- Amendments to the Land Development Code to remove barriers within the Code that preclude development by adding extra development costs to projects and do not enhance the function of a site.

Housing & Community Development ~ The Housing and Community Development Section is working on the preparation of documents with the NSP attorney, Joy Ewertz, to achieve the first home sale and closing in the program. The closing is scheduled for March 4th and will generate Program Income to continue to operate the program. Staff completed the processing of the Management Plan to HUD, as required for the NSP 3 program. The City awaits execution of the contract with HUD and official entry of the City into HUD's website to begin that project. Finally, staff is working on the remaining SHIP applicants to perform work on their homes and provide down-payment assistance. This will close out the remaining funds in the program; however, the City was approved by the State to be eligible for future funding through the year 2013, if and when monies become available.

PUBLIC WORKS: Covering 2/21/2011 to 2/25/2011

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

- **Signs:**
 - Removed garage/yard sale signs throughout the City.
 - Completed 5 sign repair work tickets throughout the City.
 - Replaced (1) Stop sign at Alley 1898 & Ace Hardware; Snook & Viscaya.
 - Replaced (1) One Way to the right sign at Alley 1898 & Lake Helen/Osteen Rd.
 - Replaced (2) Do Not Enter signs at Alley 1898 & Florida Dr; Alley 1898 & Lake Helen/Osteen Rd.
 - Fabricated & installed (1) Pedestrian sign at Adelia & Elkcam Blvd.
 - Fabricated & installed (1) Ahead sign at Adelia & Elkcam Blvd.
 - Fabricated & installed (1) Arrow sign at Adelia & Elkcam Blvd.
 - Fabricated & installed (4) No Parking signs in Alley 1898 behind Ace Hardware..
 - Fabricated & installed (1) new set of street name signs for Autumn St & Catalina Blvd; E Viscaya & Snook Dr; Mosquero & Phonetia..
- **Asphalt:**
 - Completed 16 asphalt repair work tickets throughout the city – 3 tons.
 - 2485 Alamanda – repaired a 25'x 45' section of road for Stormwater Dept.
 - Station 61 – repaired a 25'x 8' & 7'x 8' section of road for Stormwater Dept.
- **Message Boards:** Installed stormwater project message board at 128 Courtland Blvd and at 97 Courtland Blvd.
- **Misc:**
 - Replaced battery in school flasher #8 at Friendship Elementary School and also at Tivoli & Baton.
 - Removed debris from intersection of Saxon Blvd & Finland Dr.
 - Set up MOT and replaced light bulb for traffic light at Deltona Blvd & Normandy Blvd.

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

- **Beautification: Medians** –
 - Elkcam Blvd – defined mulch beds and removed weeds.

- Howland Blvd.
- Providence Blvd – defined mulch beds and removed weeds; raked all dead areas to reseed.
- **Concrete:** Sidewalks – 1440 Whitewood – 6’x 4’; 548 N Wellington – 6’x 4’; 531 N Wellington – 4’x 4’; 1456 Whitewood – 5’x 4’;; 2438 Hope – 4’x 4’; 2543 Lawler – 7’x 4’; 2811 English – 6’x 4’; 2661 Beal – 4’x 4’; 2741 E Canal – 5’x 4’; 2862 Duncan – 4’x 4’; 2812 Hayes – 10’x 4’.
- **Clam Truck:**
 - Debris – 5.
 - Trimming – 4.
- **Drop Offs:** Using 9.25 pallets of Bahia sod, repaired drop off and resod – Covington; Slater; Courtland; 740 Outrigger.
- **Misc:**
 - Caribbean & Belltower – removed couch from right of way.
 - Matico & Monica; White Plains & Gregory; Abby & Overton – removed sand from road.
 - Stallings & Ft Smith – removed sand from sidewalk.
 - Galiano & Gainsville – removed trash bags from right of way.

Fleet Maintenance Division ~

- **Vehicles:** PM – 4; Repairs – 7.
- **Equipment:** Repairs – 12.
- **Road Calls** – 2.
- **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:**
 - Abby Ter/Farrington – took our old box and tied in the two pipes.
 - 2485 Alamanda – cut out road; replaced old asphalt & road base with new; lay 5 pallets of sod.
 - Lake Baton Estates – completed the digging of the pond; graded area; lay sod.
- **Drainage Rehabilitation Crew** – 1370’ rehabilitated.
- **System Cleaning (Vac Truck):**
 - 200 feet of Stormwater System cleaned.
 - 10 yards of debris removed.
- **Right of Way Mowing Crew:**
 - Pushed dirt at Tallwood.
 - 1308 Ferendina- removed broken sidewalk; formed it; poured concrete; lay sod.
 - 201 Howland Blvd – Readied 2 of the 4 mowers for the mowing season.
- **Right of Way Litter Crew:** 300 gallons of litter removed.
- **Misc:** 1393 Azora – lay 2 pallets of sod.

UTILITIES: Customer Service

| February 2011 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | Total |
|-------------------|-----|-----|-----|-----|-----|-----|-----|-------|
| | Mon | Tue | Wed | Thu | Fri | Sat | Sun | |
| DW – Lockbox | 784 | 94 | 649 | 306 | 366 | X | X | 2199 |
| Ebox | X | 178 | 405 | 151 | 237 | X | X | 971 |
| Call Center Calls | 449 | 376 | 360 | 297 | 342 | X | X | 1824 |
| Walk-ins/Drop Box | 212 | 275 | 200 | 180 | 230 | X | X | 1097 |
| On-line Payments | 166 | 126 | 154 | 145 | 192 | 120 | 170 | 1073 |

Customers Disconnected for Non-Pay

| February 2011 | 23 | 24 | Total |
|--------------------------|----------|----------|-------|
| | Tues | Wed | |
| Cycle | 5 | 6 | |
| Total on Disconnect List | 71 | 57 | 128 |
| Off in error/DW error | | | |
| Off in error/Munis error | | | |
| Misapplied Payment | | | |

Construction Log & Service Orders

| February 2011 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | Total |
|--------------------------|-----|-----|-----|-----|-----|-----|-----|-------|
| | Mon | Tue | Wed | Thu | Fri | Sat | Sun | |
| Water Service | | | | | | | | |
| Meter Sets | | | | | 1 | | | 1 |
| Reclaim Meters | | | | | | | | |
| Fire Hydrant Installs | 1 | | | | | | | 1 |
| Fire Hydrant Replacement | | | | | | | | |
| Fire Hydrant Repair | | | | | | | | |
| Replace Meter Box | 9 | 7 | 3 | | 5 | | | 24 |
| Locates Received | 23 | 11 | 14 | 8 | 14 | | | 70 |
| Locates Completed | 20 | 14 | 13 | 10 | 7 | | | 64 |
| Main Leaks | 2 | | | | 1 | | | 3 |
| Service Leaks | 3 | 1 | 1 | 2 | | | | 7 |
| Sewer Repairs | | | | | | | | |
| Sewer Blockage | | 2 | 1 | | | | | 3 |
| KV2 Valves | | 2 | 2 | | | | | 4 |
| Service Replacements | | 1 | 1 | | | | | 2 |
| Meter Change Outs | 12 | 11 | 7 | 7 | 13 | | | 50 |
| Service Orders | 86 | 75 | 81 | 100 | 116 | | | 458 |
| Disconnects | | | 71 | 57 | | | | 128 |
| Drainfield Leaks | | 1 | | | | | | 1 |
| Meter Retirements | 1 | 2 | 2 | | | | | 5 |

