

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: April 1, 2011

Deltona Village Status:

City staff met with the developer of the Epic Theater/Deltona Village site this week to get an update on the project and to address any outstanding issues associated with the project. The developer is underway with Phase I site work to construct the movie theater and outparcels and is awaiting receipt of the Scrub Jay permit to complete site work and construction of the theater. The developer is also underway with a separate effort along the east side of the property to construct an access road for Deltona High School and to provide access to Phase II of his project. He is also working with the Volusia County School Board and Progress Energy to accomplish this task. The proposed new access road would provide a safer entryway for students at the school and the developer and School Board staff would like to have that work completed this summer, while school is not in session. Phase II for the developer is anticipated to be a stand-alone retail development adjacent to the high school.

Nursing Homes/ALF's:

The following schedule is for the ordinance change related to the location of nursing homes and assisted living facilities within the City as requested by the City Commission during the March 29th Commission workshop meeting:

- The Ordinance will be on the Planning & Zoning Board Agenda for April 20th; and 1st and 2nd readings before the City Commission in May.
- The City Attorney is preparing the Ordinance and legal ad and Planning & Development Services' staff will draft the agenda item and present it.
- The Ordinance will consist of changes to the City Zoning regulations to locate such facilities as Conditional Uses in multi-family and commercial oriented zoning categories, update location criteria (i.e. locating them along major thoroughfares and should be serviced by both water and sewer), and re-define the use to reflect current law.

Financial Status Report:

Attached for your information as Exhibit A is the Financial Status Report for the time period ended February 28, 2011, including the Investment Account Balances for the same time period.

Phase Emergency Management Training:

Deputy Fire Chief Bob Rogers conducted two-days of emergency management training for all EOC position personnel, which included the City Manager, Deputy City Manager, all department directors, and other key personnel (total of 44 participants) on Tuesday and Wednesday of this past week. The two classes include:

1. Rapid Assessment training which is used to determine the impact and needs after a disaster.
2. Local Government's Role in A Disaster – designed around what the City's responses and responsibilities are before, during and after a disaster.

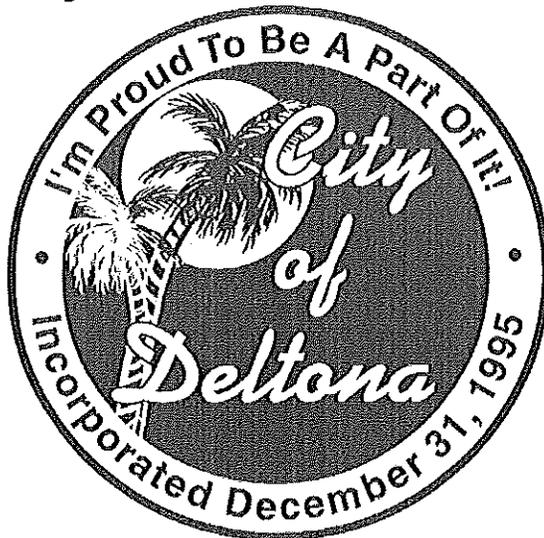
Ongoing/Upcoming Events:

- **Regular City Commission Meeting** – Monday, April 4th, 6:30 p.m., Commission Chambers
- **City Commission Workshop Meeting** – Tuesday, April 5th, 4:30 p.m., 2nd flr. Conference Room; Topic: Proposed changes to Sign Ordinance; Future Workshop Schedules
- **Volusia County Public Meeting re: Lake Diane and Lake Sidney Control Structure Improvements** – Wednesday, April 6th, 6:00 p.m., Deltona Community Center, 980 Lakeshore Drive
- **Impasse Hearing, FF Collective Bargaining Agreement** – Friday, April 8th, 4:30 p.m., Commission Chambers
- **Concert at the Amphitheatre** - Saturday, April 9th, 7:00 – 9:00 p.m.; Performing: AP60
- **City Commission Workshop Meeting** – Tuesday, April 10th, 4:30 p.m., 2nd flr. Conference Room, Topic: Economic/FY 11/12 Budget Strategy Workshop
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.
- **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 Commission
City of Deltona, Florida**



**Financial Reports
February 28, 2011**

(Unaudited - Not GAAP Compliant)

City of Deltona Florida
Statement of Revenues and Expenditures
All Governmental Funds
Five Months Ended February 28, 2011

Revenues	All Governmental Funds	Annual Budget	%
Property Taxes	\$ 10,177,897	\$ 11,595,000	87.8%
Franchise Fees	1,755,685	4,272,000	41.1%
Public Service Tax	3,364,167	7,399,000	45.5%
State Revenue Sharing	792,303	2,203,000	36.0%
Intergovernmental	4,372,864	14,948,067	29.3%
Charges for Services	6,933,981	8,755,808	79.2%
Fines and Forfeitures	107,623	257,000	41.9%
Impact Fees	53,093	236,000	22.5%
Interest Income	78,362	187,200	41.9%
Miscellaneous	137,572	430,500	32.0%
Total Revenues	<u>27,773,547</u>	<u>50,283,575</u>	<u>55.2%</u>
Expenditures			
Current:			
City Commission	374,486	539,100	69.5%
Social Services	-	-	0.0%
City Manager	205,627	592,300	34.7%
City Clerk	155,486	434,400	35.8%
City Attorney	168,455	578,900	29.1%
Finance	382,005	1,001,200	38.2%
Network Services	153,994	-	0.0%
Planning Services	269,037	893,400	30.1%
Construction Services	262,762	717,000	36.6%
Human Resources	149,080	401,800	37.1%
Enforcement Services	442,335	1,126,300	39.3%
Public safety:			
Law Enforcement	4,561,485	9,258,300	49.3%
Fire & Rescue	3,273,705	9,034,500	36.2%
Total Law Enforcement	<u>7,835,190</u>	<u>18,292,800</u>	<u>42.8%</u>
Public Works	642,676	1,948,600	33.0%
Parks & Recreation	685,714	2,072,500	33.1%
General Government	468,334	1,205,400	38.9%
Transportation	199,208	833,800	23.9%
Economic Environment	1,935,666	5,569,110	34.8%
Solid Waste	1,419,054	4,205,000	33.7%
Stormwater	761,524	2,123,200	35.9%
Capital Outlay	3,241,882	19,285,707	16.8%
Total Expenditures	<u>19,752,514</u>	<u>61,820,517</u>	<u>32.0%</u>
Excess (Deficiency) of Revenues Over Expenditures - Before Other Financing Sources (Uses)	<u>8,021,033</u>	<u>(11,536,942)</u>	
Other Financing Sources (Uses)			
Transfers from Other Funds	4,343	25,000	
Debt Proceeds	-	-	
Debt Service	(767,314)	(1,983,530)	
Transfers to Other Funds	(4,343)	(1,775,000)	
Total Other Financing (Uses) Sources	<u>(767,314)</u>	<u>(3,733,530)</u>	
Excess (Deficiency) of Revenues Over Expenditures	<u>\$ 7,253,719</u>	<u>\$ (15,270,472)</u>	

For Internal Management Use Only.
Unaudited - Not GAAP Compliant.

Deltona Water
Statement of Revenues and Expenses
Five Months Ended February 28, 2011

	Business-Type Activities Water and Sewer Utility Fund	Annual Budget	%
Operating Revenues			
Charges for Services - Water	\$ 3,966,660	\$ 9,888,300	40.1%
Charges for Services - Waste Water	2,459,029	5,644,600	43.6%
Connection Fees	104,960	267,000	39.3%
Other Miscellaneous Revenues	332,433	689,100	48.2%
Total Operating Revenues	6,863,082	16,489,000	41.6%
Operating Expenses			
Personal Services	1,442,611	3,777,600	38.2%
Operating Expenses	1,374,741	4,546,900	30.2%
Professional Services	15,823	92,000	17.2%
Depreciation	1,384,397	3,361,600	41.2%
Insurance	49,690	230,000	21.6%
Bad Debts	-	-	0.0%
Total Operating Expenses	(4,267,262)	(12,008,100)	35.5%
Operating Income	2,595,820	4,480,900	57.9%
Nonoperating Revenues (Expenses)			
Interest Earnings	39,929	300,800	13.3%
Impact Fees - Water	4,206	-	0.0%
Impact Fees - Waste Water	3,184	-	0.0%
Debt Proceeds	-	8,580,722	
Federal Grant	-	-	0.0%
State Grant	-	-	0.0%
Interest Expense and Issue Cost Amortization (Paid April 1 & Oct 1)	(1,595,785)	(3,777,813)	42.2%
Net Nonoperating Revenues (Expenses)	(1,548,466)	5,103,709	-30.3%
Excess (Deficiency) of Revenues over Expenses Before Operating Transfers	1,047,354	9,584,609	10.9%
Operating Transfers			
From Other Funds	-	-	
To Other Funds	-	-	
Total Operating Transfers	-	-	
Excess (Deficiency) of Revenues over Expenses	\$ 1,047,354	\$ 9,584,609	
Note 1: Depreciation is not formally budgeted but is presented here to aid the analysis of operating results.			
Note 2: Capital Outlay	\$ (912,441)	\$ (15,449,131)	
Note 3: Debt Service - Principal (Due Oct 1)	\$ -	\$ (1,400,000)	

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**City of Deltona
Investment Account Balances**

February 28, 2011

Account Name	Bank	Cost
Pooled Cash	Wachovia Bank, N.A.	\$ 18,812,382.88
Investment	SBA-LGIP	23,379.58
Investment	SBA-Fund B	4,834.96
Investment-Advantage Fund	Wells Fargo	11,226,183.71
Investments-Federal Agency Coupon Securities	Wells Fargo	10,346,530.00
Investment-Government & Agency Portfolio	AIM Investments	1,218,758.75
Investment-Liquid Assets Portfolio	AIM Investments	1,370,087.52
Investment	Florida Safe Investment Pool	3,519,803.54
Investment-Stormwater	Florida Safe Investment Pool	6,545,694.42
Investment-Transportation	Florida Safe Investment Pool	8,487,367.74
Accrued Interest	Assets Reported by Davidson Fixed Income Mgmt.	61,555,023.10
Certificate of Deposit	Wells Fargo	57,666.38
	Fifth Third Bank	-
	Total Investments	<u>\$ 61,612,689.48</u>

Investment Balances By Fund	General Fund Undesignated/ Available	Designated and/or Restricted					Total Balance
		Roads and Streets	Physical Environment	Grants	Utility	Capital Projects	
General Fund	\$ 13,970,090.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,970,090.89
Sidewalk Fund	(396,514.19)	-	-	-	-	-	(396,514.19)
Sub Total - General Fund	13,573,576.70	-	-	-	-	6,000,000.00	19,573,576.70
Deltona Water	-	-	-	16,431,818.94	-	-	16,431,818.94
Equipment Replacement Fund	-	-	-	-	2,250,474.53	-	2,250,474.53
Transportation Fund	-	8,601,907.33	-	-	-	-	8,601,907.33
Storm Water Fund	-	-	8,368,341.88	-	-	-	8,368,341.88
Municipal Complex Fund	-	-	-	-	3,331,534.16	-	3,331,534.16
Solid Waste Fund	-	-	2,650,578.02	-	-	-	2,650,578.02
SHIP	-	-	-	350,352.12	-	-	350,352.12
Tree Replacement Fund	-	-	505,030.78	-	-	-	505,030.78
Environmental Improvement	-	-	37,815.74	-	-	-	37,815.74
Park Projects Fund	-	-	-	-	(16,426.00)	-	(16,426.00)
Streetlighting District Fund	-	84,801.14	-	-	-	-	84,801.14
Park Impact Fees Fund	-	-	-	-	3,116.59	-	3,116.59
Law Enforcement Impact Fees	-	-	-	-	6,929.82	-	6,929.82
CDBG	-	-	-	(85,461.46)	-	-	(85,461.46)
NSP	-	-	-	(481,148.96)	-	-	(481,148.96)
Miscellaneous Grants	-	-	-	(551.85)	-	-	(551.85)
Total Investments	<u>\$ 13,573,576.70</u>	<u>\$ 8,686,708.47</u>	<u>\$ 11,561,766.42</u>	<u>\$ (216,810.15)</u>	<u>\$ 5,575,629.10</u>	<u>\$ 6,000,000.00</u>	<u>\$ 61,612,689.48</u>

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City of Deltona

Reports for the period: 02/01/2011 – 02/28/2011

City of Deltona
2345 S. Providence Blvd
Deltona, FL 32725

We urge you to compare the information contained in this periodic statement with the account statement(s) that you receive directly from the custodian that holds your account(s). Please notify us immediately if you identify any discrepancies or have any questions.



Davidson
Fixed Income Management
REGISTERED INVESTMENT ADVISER

City of Deltona Account Review – February 2011



- City of Deltona: Robert Clinger, Finance Manager
- Davidson Fixed Income Management: Glenn Scott, Account Manager; Julie Hughes, Account Manager
- Investment Objectives:
 - Safety of Principal: The primary objective is to protect against any loss of principal.
 - Liquidity: Investments will be managed to ensure that funds are available to meet obligations as necessary.
 - Yield: Investments will be managed to optimize returns within the appropriate safety and liquidity constraints.

Performance Information (12/01/2010 – 02/28/2011)

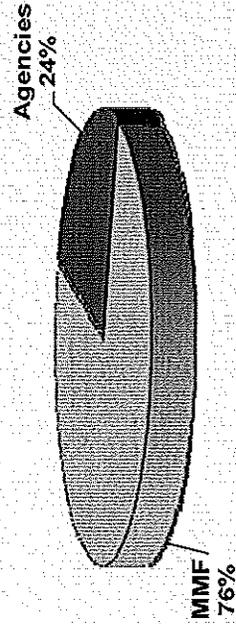
<u>City of Deltona</u> ²	<u>SBA</u>
BV Return (Yield) ¹	0.40%
	0.27%

1. BV Rate of Return (Income) = Earned Interest +/- Realized Gain/Loss +/- Amortization.
 2. Reflects Rate of Return with a deduction of a 9 basis point management & custodial fee.
- Past performance of the City of Deltona portfolio does not guarantee future results.

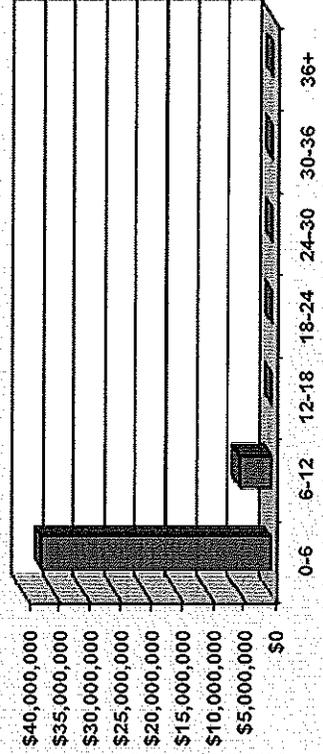
Portfolio Characteristics 02/28/2011

Par Value:	\$	10,200,000
Market Value of Securities:	\$	10,285,965
Cost Value of Securities:	\$	10,346,530
MMF Balances:	\$	32,396,110
Wachovia Operating Balance:	\$	18,812,383
Total Account Balances:	\$	61,555,023
Weighted Avg YTM:		0.35%
Weighted Avg Maturity/Call:		1.5 Months

Portfolio Diversification



Maturity Distribution





Davidson
Fixed Income Management
 REGISTERED INVESTMENT ADVISER

Davidson Fixed Income Mgmt

City of Deltona
Portfolio Management
Portfolio Summary
February 28, 2011

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Managed Pool Accounts	32,396,110.22	32,396,110.22	32,396,110.22	75.97	1	1	0.109	0.110
Federal Agency Coupon Securities	10,200,000.00	10,285,965.00	10,248,523.51	24.03	638	186	1.073	1.088
Investments	42,596,110.22	42,682,075.22	42,644,633.73	100.00%	154	45	0.341	0.345
Total Earnings	February 28	Month Ending						
Current Year			13,024.98					

Robert Clinger, Finance Manager

Reporting period 02/01/2011-02/28/2011

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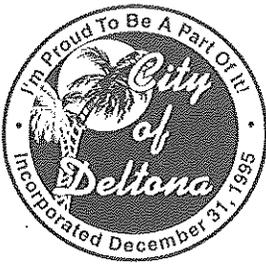
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No fiscal year history available

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 Report Ver. 5.00

City of Deltona
Portfolio Management
Investment Status Report - Investments
February 28, 2011

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM/C 360	YTM/C 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Managed Pool Accounts												
SYSDEL0007	DEL0007	AIMGAP	1,218,758.75	0.060			0.059	0.060	02/01 - Monthly		1,218,758.75	1,218,758.75
SYSDEL0006	DEL0006	AIMLAP	1,370,087.52	0.170			0.168	0.170	02/01 - Monthly		1,370,087.52	1,370,087.52
SYSDEL0009	DEL0009	FLSAF2	8,487,367.74	0.170		01/01/2010	0.168	0.170	02/01 - Monthly		8,487,367.74	8,487,367.74
SYSDEL0011	DEL0011	FLSAF3	6,545,694.42	0.170		01/01/2010	0.168	0.170	02/01 - Monthly		6,545,694.42	6,545,694.42
SYSDEL0008	DEL0008	FLSAFE	3,519,803.54	0.170			0.168	0.170	07/01 - Monthly		3,519,803.54	3,519,803.54
SYSDEL0012	DEL0012	FLSBA	23,379.58	0.270		03/01/2010	0.266	0.270	04/01 - Monthly		23,379.58	23,379.58
SYSDEL0013	DEL0013	FLSBAB	4,834.96	0.001		03/01/2010	0.001	0.001	04/01 - Monthly		4,834.96	4,834.96
SYSDEL0004	DEL0004	WFADV	11,226,183.71	0.010			0.010	0.010	12/01 - Monthly		11,226,183.71	11,226,183.71
Managed Pool Accounts Totals			32,396,110.22				0.109	0.110		0.00	32,396,110.22	32,396,110.22
Federal Agency Coupon Securities												
31398AWQ1	DEL0195	FNMA	2,000,000.00	1.375	04/28/2011	08/05/2009	1.134	1.150	10/28 - 04/28	Received	2,007,678.00	2,000,702.48
3128X7MN1	DEL0190	FHLMC	1,000,000.00	3.500	05/05/2011	08/05/2009	1.209	1.226	11/05 - 05/05	Received	1,039,240.00	1,003,986.29
3133XU7J6	DEL0205	FHLB	2,000,000.00	1.125	07/18/2011	08/05/2009	1.322	1.340	01/18 - 07/18	Received	1,991,734.00	1,998,389.13
3133XRY46	DEL0210	FHLB	1,200,000.00	3.750	09/09/2011	03/30/2010	0.779	0.790	09/09 - 03/09	Received	1,250,808.00	1,218,404.44
3133XULE1	DEL0220	FHLB	2,000,000.00	1.625	12/14/2011	03/30/2010	0.956	0.969	06/14 - 12/14	Received	2,022,130.00	2,010,199.98
31398AUU4	DEL0215	FNMA	2,000,000.00	2.000	01/09/2012	03/30/2010	0.990	1.004	07/09 - 01/09	Received	2,034,940.00	2,016,941.19
Federal Agency Coupon Securities Totals			10,200,000.00				1.073	1.088		0.00	10,346,530.00	10,248,523.51
Investment Totals			42,596,110.22				0.341	0.345		0.00	42,742,640.22	42,644,633.73



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: April 1, 2011

CITY MANAGER'S OFFICE:

COMMUNICATION:

- Attended the FEMA training "Recovering from Disaster: The Local Government Role."
- Gathering information for a 2010 Annual Report.
- Participated in a tele-conference with CGI Communications for a free program to add video vignettes to the City's Web site.
- Used social networking and E-blast to promote the upcoming City-sponsored blood drive, skate competition and the coaching workshop offered by the Friends of the Library.
- Updated DeltonaTV program schedule for week of April 3rd.
- Working on the April Issue of the employee newsletter the PRIDE

Media Relations ~

- Spoke with Mark Harper, *Daytona Beach News-Journal* regarding the City's former Building Official.
- Spoke with Mark Harper regarding City impact fees.
- Met with Blaine Tolison the reporter taking over Jason Allen's beat at Channel 9.
- Spoke with Mark Harper regarding emails between City Manager and Commission.
- Provided information to Todd Ulrich of Channel 9 regarding a complaint concerning sewer fees.
- Spoke with Al Everson, *DeLand-Deltona Beacon* regarding city impact fees.
- Spoke with Everson regarding Fort Smith Boulevard construction.
- Spoke with Jason Allen of Channel 9 regarding the City's solar water heater rebate program.

Press Releases ~ E-mail marketing workshop offered by the Friends of the Deltona Library.

Business Development ~

- Attended West Volusia Regional Chamber of Commerce Governmental meeting.
- Conference call on Wachovia (Wells Fargo) Bank at Deltona Landings. They want to move the Providence/Normandy location to Deltona Landings. Conference call with P&D staff in discussions with Wachovia (Wells Fargo) Bank at Deltona Landings. Issues are ingress to plaza via Braddock Road, which is Volusia County Right of Way and traffic flow/parking inside plaza.
- Ron Paradise and I met with Tom Burbank to discuss Group Homes (Assisted Living Facility) locations and zoning in Deltona.
- Spoke to Audubon Society regarding potential designation of Deltona as an Audubon Sustainable Community Certification. They are sending information on application process and fees.
- Scott McGrath and I attended a meeting of the Edgewater and Lakeside Condo officers regarding questions they had on the Deltona Loop Trail at Providence and Lakeshore.

- Worked on new presentation documentation for automotive repair/tire stores (brand named) with emphasis on adjoining lot at Top Shelf Car Wash on Howland Boulevard.
- Met with attorney involved with the Orlando Sanford Airport's *Brownfield* designation to get insights.
- Spoke to Steve Seagate of Deltona Mini Mart (will utilize the former Winn Dixie at Deltona Plaza). He said that all terms have been negotiated with Winn Dixie and that they are awaiting the execution of sub-lease documents. Hope to open in late April. I suggested a ribbon cutting ceremony.
- Attended a team meeting of the DBST (Deltona Business Seminar Team) to discuss invitations, speaker, posters, etc.
- Entered into discussions with Boulevard Tire Centers, PEP Boys, Tire Kingdom, and Tires Plus (Firestone). I e-mailed a solicitation letter with demographic information on Deltona residents spending habits in regards to automotive repairs and tires and dollars spent, plus an area map of the Howland Boulevard section under discussion. Will continue to try to reach real estate site selectors for Uniroyal and Goodyear.
- Meet with Bob Turk of Deland OED to discuss regional issues, happenings, and how we can cooperate to benefit both cities.
- Followed up on solicitation letters sent to two potential 'urgent care' providers. Attempting to schedule a meeting with each in near future.

BUILDING & ZONING SERVICES: Week of 03/18/11 thru 03/25/11:

• Building Permits issued for the week	86
• Valuation of work permitted for the week	\$446,775.20
• Inspections completed for the week	159
• Total Permits issued for Fiscal Year 10/11	1,433
• Valuation of work permitted for the year 10/11	\$13,757,844.98
• Solar Rebates Processed this week:	0
• Total Solar Rebates processed since 2/1/10:	80

Permits Issued 03/18/11 – 03/25/11:

AC Change Out	8
Addition	2
Building Res	1
Concrete Flat Work	5
Deck	1
Door Replacement	2
Driveway	1
Electrical Repair	1
Electrical	5
Fence	16
Garage Door Replacement	2
Generator	1
Glass Room 1 2 3	2
Interior Repair	3
Pool Enclosure	1
Pool In Ground	1
Reroof	10

Right Of Way	1
Screen Enclosure	2
Shed I	7
Shed II	1
Siding	4
Sign	1
Solar Panel Install	2
Water Heater Replacement	4
<u>Window Replacement</u>	<u>2</u>
Total	86

CITY CLERK'S OFFICE: Week of 3/21/11 – 3/25/11

Angela Meyer attended the Inaugural Laserfiche User Community meeting on Wednesday, March 23 in Lake Wales, Florida.

Department Staff:

- 2nd Floor HR/CC Walk-In Customers: 81
- 2nd Floor calls Answered: 34
- Packages Picked Up:
- Packages Received: 28
- A/P Invoices Opened: 124
- Newspapers: 16 (10 hours)
- Public Records Requests Received: 3
- Public Record Request Amount Recieved: \$0
- Documents imaged, pages: 2,227
- Large scale drawings imaged, pages: 46

ENFORCEMENT SERVICES DEPARTMENT:

- Responded to 299 requests for services this week.
- Animals impounded at the humane societies: 30.
- Citation warnings issued: 28.
- Courtesy notices: 136.
- Abatement notices: 42.
- Citations issued: 7
- Code Enforcement telephone calls: 112.
- Solid Waste calls: 115.
- Citizen walk in requests for Code Enforcement assistance: 24.
- Citizen walk in requests for Solid Waste assistance: 4.
- Properties requiring grass to be cut by contractors: 10 at a cost of \$350.00.
- 46 certified mailings were sent out at a cost of \$254.84.
- Money collected for Animal tags, liens and return to owners: \$475.00.
- Foreclosures last week:

Deltona	7
Volusia County	<u>21</u>
Total	28

FINANCE DEPARTMENT:

- Staff attended EOC two day training.
- Working on Fire Department inventory/fixed asset updates.
- Processing March credit cards.
- Working with contractors on questions regarding steel building for the Sports Complex.
- Working on Budget Prep Guide for FYE '12.
- Distributing CAFR to county and state agencies, and State Auditor General.
- Submitted CAFR for the Single Audit Act as required.
- Submitted application to the Government Finance Officers Association CAFR Award program.
- Published "Notice of Public Disclosure for the City of Deltona Full Cost Accounting for Solid Waste Management".
- Submitted CAFR and operating data for Bond Compliance to Digital Assurance Certification Agency.

FIRE DEPARTMENT: 3/30/11

Fire Chief:

- Attended two (2) Technical / Operations meetings on Consolidated Dispatch Services with VCSO and other public safety agencies.
- Attended VCOG meeting where the consolidation of 911 services under Volusia County / VCSO was discussed with VCOG members.
- Made a presentation to the City Commission on Volusia County's proposal on consolidated dispatch services.
- Participated in two (2) Emergency Management courses on Recovery from Disaster and Rapid Assessment Planning for post disaster incidents.

EMS:

- Attended Module 3 of Emergency Services Leadership Institute in Daytona Beach.
- Completed eight (8) hour EMS orientation with new hires.
- Developing a shirt sizes list for EMS week shirts.
- Spoke with local businesses about sponsoring EMS week.
- Renewed CPR instructor through ASHI (American Safety Health Institute).
- Scheduled training days for Pine Ridge High School for splinting, bandaging and back boarding.
- Administrative Assistant, Josie Caine completed credit card training so we can accept credit card payment for Department sponsored classes (CPR, CABS, etc.).
- Attended 2 day training on Rapid Assessment and Recovery from Disaster.

Safety & Training:

- Providing training to the City's new Fire Department members.
- Preparing for tower and burn building training.

Information, Communications & Education:

- Preparation for Commission Workshop – Communications Consolidation.
- MDC Meeting with Deltona ITSD.
- Fire and Life Safety Talk with Student Advisory Council at Forest Lake Elem. 12 Adults (Faer).

HUMAN RESOURCES DEPARTMENT:

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders: 1st Floor lobby- (5) added, 2nd FL Lobby (5) added; (To date 3/29/11) total # of Deltona JOBS Program folders taken – (921).
- Applications received: (4) Water/Wastewater Operator/Trainee.
- Coordinating William S. Harvey Scholarship advisory board attendees for the upcoming local High School Award ceremonies.
- Distributed revisions to section 8.2 of the City's Policies & Procedures regarding "Leaves of Absence" effective 4/1/11.
- Scheduled appointments for employees to meet with Nationwide Retirement Solutions representative.
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- FMLA requests: 1
- Coordinating 2nd round of Wellness check-ups for the Wellness Committee's Incentive Program.
- HR Director and HR Manager attended two-day, City-sponsored EOC training.
- Finalized Level II Background/Fingerprinting protocols with VCSO and FDLE/VECHS. New hires to be screened starting April 1st.

PARKS AND RECREATION DEPARTMENT: Week ending 3/18/11

Administration:

- Farmers Market: 10 vendors, 154 cars.
- Consulted with the City Attorney concerning fees for services rendered for use of city facilities and property.
- Attended training on Rapid Assessment Planning and Recovery from Disasters.
- Prepared a review of Outdoor Sports Parks for the ECHO Grant report 2010.
- Met with Orlando City Soccer to discuss practice opportunities at Dewey Boster Complex.

Facility Use Permits include:

- Deltona Community Center – 1 permit issued. Weekly attendance – 1987.
- Harris M. Saxon Community Center – 2 permits issued. Weekly attendance – 483.
- Wes Crile Park – 7 permits issued. Weekly attendance – 1561.
- Skate Park – 11 new passes. Weekly attendance – 765.

Special Events/Programs:

- Amphitheater: 2011 Concert Series begin on Saturday, April 9th.
- City Hall: Arbor Day – Friday, April 29th from 11:00am-1:00pm.
- Dewey Boster Sports Complex:
 - Little Linksters Spring session will begin on April 2nd and run thru May 7th.
 - The Orlando City Soccer Club continues 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.
- Lake Butler Skate Park: Skate competition – Sunday, April 17th.
- Wes Crile Park: Youth Flag Football continues.

City Leagues Currently Underway:

- Seniors Softball league continues.
- Men's and Church leagues will begin in April.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball spring season continues.
- Deltona Little League spring season continues.
- Deltona Youth Soccer travel and in-house spring season continues.
- FBVA spring season begins in early April.

Parks Maintenance:

Mowed, edged and weed-eated the following: Deltona Community Center, Dupont Lakes, Dwight Hawkins, and Wes Crile Park.

- Campbell Park – Re-attached windscreen.
- Deltona Community Center – Trimmed shrubs around main building.
- Dewey Boster Park – Repaired concrete block retaining wall.
- Dwight Hawkins Park – Cleaned playground due to vandalism.
- Festival Park – Cleaned playground due to vandalism; trimmed shrubs; added mulch.
- Lake Gleason Park – Cleaned pavilion and park due to vandalism.
- Skate Park – Sprayed for weeds; repaired fence rails.
- Thornby Park – Removed tree debris.
- Vann Park – Repaired fence slats due to vandalism.
- Veterans Memorial Park – Trimmed shrubs around park and repaired broken section of chain fence.
- Wes Crile Park – Prepared Splash Pad for the upcoming season; trimmed shrubs around building.

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.

- Took items to storage.

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, checking temperature throughout the building; vacuuming the chambers, replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Escorted Carpenter Fire Protection.
- Escorted cleaning service around City Hall.
- Moved office furniture; repaired furniture.

Sports Turf Maintenance:

Normal routine maintenance at:

- Dewey Boster Sports Complex (also weed control).
- Baseball and Pony League Fields.
- Vann Park.
- Dupont Lakes.
- Wes Crile Park.

PLANNING & DEVELOPMENT SERVICES DEPARTMENT:

Executive Summary ~

The Planning and Development Services Department is building off of the momentum of the two sales in the Neighborhood Stabilization Program. With roughly 35 units completed of the 49 acquired units to rehabilitate, we are over 70% finished with this phase. With the sale of the two units, the City is currently maintaining 47 units and now generating Program Income. Finally, there are two contract offers in progress and two additional contracts forthcoming.

Planning ~

The Planning Section continues to work with the developer of Deltona Village/Epic Theater, both for Phase I (movie theater and outparcel) and Phase II (new access to Deltona High School and a retail outparcel). The developer also is in discussion with Progress Energy to relocate an existing powerline easement. Current projects include processing the application for the Shops of DuPont Lakes, the Lohmans Funeral Home site, and we are anticipating a new retail building along Courtland Boulevard. We are also focused on streamlined development review process in light of new impact fee moratorium. The Commission has asked staff to study the permanent abolition of Police and Fire/Rescue impact fees. Finally, staff will be bringing forward the Business Target Zone model that complies with State growth management legislation and the local real estate market in a realistic build-out plan.

Housing & Community Development ~

The Housing and Community Development Section is working within the NSP program to make the homes more visible and marketable. With the positive publicity that the City has been receiving for the program, interest in purchasing of the units is increasing. The Department's goal is to sell five units initially and refine the home sales process. This effort is underway and becoming more efficient. The City is utilizing a local business in Southern Title to close the properties. Finally, NSP 3 is being secured with HUD and the City will not operate that program until we are under contract. Staff anticipates that the NSP 3 program will be conducted similarly to NSP 1, with efficiencies included.

PUBLIC WORKS: 3/21/2011 to 3/25/2011

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

- **Signs:**
 - Removed garage/yard sale signs throughout the City.
 - Completed 8 sign repair work tickets throughout the City.
 - Fabricated & installed (1) No Truck sign and (1) 1 ton capacity sign at S Seagate Dr & Placid; Union Cir & Elkcam Blvd.

- Fabricated & installed (1) double curve warning sign at 1083 Deltona Blvd.
- Fabricated & installed (1) right and left turn warning sign with 20 mph at Piedmont & N Wellington.
- Fabricated & installed (1) stop sign ahead sign at 1853 Glancy Dr; Barlington Dr & Feather.
- Fabricated & installed (1) 35 mph sign at each of the following: 969 Deltona Blvd; 1125 Deltona Blvd; across from 1434 Deltona Blvd.
- Fabricated & installed (1) 30 mph sign at Deltona Blvd & Enterprise Rd.
- **Asphalt:** Completed 6 asphalt repair work tickets throughout the city – 1 ton.
- **Message Boards:** Installed message boards at Ft Smith Blvd & Normandy Blvd and Ft Smith Blvd & Providence Blvd for meeting being held for second phase of Ft Smith road widening project on 3/22/2011.
- **Speed Trailers:** Install speed trailer at Haulover & Snow (east and west bound).
- **Thermoplastic Stripping:** White 12" stop bars – 369'.
- **Misc:** Emptied all trash containers throughout the City.

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

- **Beautification:**
 - Medians – Providence Blvd; Howland Blvd; Elkcarn Blvd. Set irrigation to water on Tuesday and Friday at all medians.
 - City Homes – 591 N Firwood; 1787 Ft Smith; 1177 Hastings; 1049 Falcon.
 - Misc:
 - Providence Blvd – installed 6 crepe myrtle trees and 6 magnolia trees and watered them.
 - Lowes – assisted Beautification Committee with presentation.
- **Concrete:** Sidewalks – 1755 Haverhill - 8'x 4'; 720 Hartley – 17'x 4'; 1317 Hartley – 10'x 4'; 1323 Hartley – 7'x 4'; 713 Hartley – 4'x 4'; 1388 Hartley – 6'x 4'; 218 Dartmouth – 30'x 4'; 1700 Philadelphia – 14'x 4'.
- **Clam Truck:**
 - Debris – 31.
 - Trimming – 22.
- **Misc:**
 - 1761 Oak Grove – evaluated resident concern along right of way.
 - 921 Deltona Blvd – repaired irrigation and sidewalk.
 - Centennial – removed barricade left behind.

Fleet Maintenance Division ~

- **Vehicles:** PM – 5; Repairs – 7.
- **Equipment:** PM – 4; Repairs – 26.
- **Road Calls** – 3.
- **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:**
 - 401 Fisher – laid 160' of 15" sock pipe and installed 1 basin and cleaned area.
 - 1997 E Chapel Dr – dug out ditch for proper water flow.
 - 2442 Walkertown – poured a spillway off from miter end and put dissipaters in to slow water down.

- Pennington/Chapel – took out headwall and extended pipe out and put a box in.
- **Repair Crew:** 1 structure repaired at 3171 Mapleshade.
- **Retrofit Crew:** 5 structures retrofit at 2285 Clearwater; 1451 Layton; 1483 Independence; Courtland/Glencove; 1967 Chapel.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 2.6 acres mowed.
 - Ponds mowed – Anderson; Whipple; 888 Whitewood; 201 Howland; 2313 Greenwood; 1049 Sylvia; 675 Goodrich; 555 Deed Cir; 404 Ft Smith Blvd; 561 Calusa.
 - Ditches mowed – 738 Leeward; 1724 Whipple; 2450 Walkertown; 1740 Whipple; 1372 & 1360 Tartan.
- **System Cleaning (Vac Truck):** Watered newly laid sod City wide.
- **Right of Way Mowing Crew:**
 - 11 miles of right of way mowed.
 - Sectors mowed – 20 & 21.
 - Main Roads mowed – India Blvd; Humphrey Blvd; Newmark Dr; Haulover Blvd; Captain Dr; Courtland Blvd; Tivoli Dr.
- **Right of Way Litter Crew:**
 - 470.15 gallons of litter removed.
 - Main roads – Anderson St; Cloverleaf Blvd; Tivoli Dr; Catalina Blvd; Captain Dr; Haulover Blvd; Newmark Dr; Humphrey Blvd; India Blvd; Courtland Blvd.
- **Misc:**
 - 818 Whitewood – placed fill dirt around headwall.
 - 1609 Matheson St – filled in hole next to box.
 - 1069 – Norwood Dr – mowed and trimmed area around pump station.
 - 819 Arlene Dr – concrete No Trespassing sign..
 - Pioneer Dr – mowed area where needed.

UTILITIES: Customer Service

March 2011	21	22	23	24	25	26	27	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	758	518	284	257	261	X	X	2078
Ebox	208	316	161	106	221	X	X	1012
Call Center Calls	468	322	340	321	308	X	X	1759
Walk-ins/Drop Box	311	228	181	145	156	X	X	1021
On-line Payments	202	111	127	103	131	78	80	832

Customers Disconnected for Non-Pay

March 2011 Cycle	22	23	Total
	Tues	Wed	
Total on Disconnect List	57	53	110
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

March 2011	21	22	23	24	25	26	27	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets								
Reclaim Meters								
Fire Hydrant Installs			1	1				2
Fire Hydrant Replacement	1							1
Fire Hydrant Repair								
Replace Meter Box	7	21	6	14				48
Locates Received	18	45	33	16	10			122
Locates Completed	17	45	32	11	9			114
Main Leaks					1			1
Service Leaks								
Sewer Repairs								
Sewer Blockage	1							1
KV2 Valves			2	6				8
Service Replacements			1	3				4
Meter Change Outs	26	6	3	14	1			50
Service Orders	85	106	82	92	79			444
Disconnects		57	53					110
Drainfield Leaks								
Meter Retirements			2	1	1			4