

# CITY OF DELTONA

CITY MANAGER'S OFFICE

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To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: September 9, 2011

## **Economic Development Council Luncheon:**

Vice Mayor Treusch and the City Manager attended an Economic Development Council Luncheon sponsored by the *Daytona Regional Chamber of Commerce* with Guest Speaker: Gray Swoope, President, Enterprise Florida on Thursday. Mr. Swoope spoke about his agency's mission and goal to create more jobs in Florida, the need for municipalities/counties to develop their areas to be competitive in the economic market, and to streamline regulations and make it easier for businesses to locate here. He also stressed that businesses want to understand the process and they want to follow the rules in bringing a company to an area, and local governments need to adequately explain the process/rules and not change the rules in the middle of the process.

## **Ferrellgas – Propane Powered Vehicles:**

City Manager and staff met with representatives of Ferrellgas regarding the feasibility of converting any of the City's existing vehicle fleet to propane and/or to consider the purchase of propane powered vehicles for any yet to be purchased applicable City vehicles. Ferrellgas has partnered with Roush CleanTech to develop liquid propane autogas fuel systems for a variety of Ford commercial vehicles (see attached Executive Summary for more details). More than 90% of the propane used in the United States is produced domestically and propane gas is a much cleaner fuel. Ferrellgas also provided a demonstration van for staff to try out for a day. We are continuing to look at options for cleaner energy and savings to the City.

## **Spooktacular – October 28<sup>th</sup>-29<sup>th</sup>:**

As you may know, this will be our 10<sup>th</sup> Anniversary of one of our most popular special events, Spooktacular. Our staff Planning Committee is diligently working to coordinate all the various components of planning this large event. Spooktacular is scheduled for Friday, October 28<sup>th</sup> and Saturday, October 29<sup>th</sup> from 6:00 to 10:00 p.m. at Dewey O. Boster Park. The "haunted" type activities including the Haunted Pirate Ship and Trail will be both nights. The games for the younger children, costume and other contests, entertainment and hayrides will be on Saturday night only. The location of the pirate ship and trail are being moved to the other side of the park and we are planning other additional activities to recognize the 10<sup>th</sup> Anniversary of this very popular event. We are always on the lookout for volunteers to help with this event, especially for

CITY MANAGER'S OFFICE

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Saturday; if you know of any groups of adults who may be interested in partnering with this City to run a game or provide reliable volunteers, please have them contact Traci Houchin in the City Clerk's Office at 386-878-8505 or by email at [thouchin@deltonafl.gov](mailto:thouchin@deltonafl.gov). Please also let Traci or Mitch know if you would like to be a judge for the costume contest on Saturday the 29<sup>th</sup>. Thank you.

### **1<sup>st</sup> Annual Deltona Christmas Parade:**

City staff is also busy preparing for our 1<sup>st</sup> Annual Christmas Parade to be held on Saturday, December 17<sup>th</sup>. This will be a night time parade beginning at 6:00 p.m. and the parade route will be along Providence Blvd. from Fort Smith to City Hall. We have positive responses from our area schools for this date and we have already had numerous calls regarding groups wanting to participate – entry forms and information will be uploaded to the City's website next week. We are also planning a meet 'n greet with Santa with refreshments and entertainment immediately following the parade in the City Hall courtyard. Flyers and more information will be available in the near future.

In addition, our award winning City float and parade elves will once again be participating in the Deland Christmas Parade to carry their Santa on December 3<sup>rd</sup>. The Deland Jaycees who have been running Deland's annual parade for over 50 years, have also been very helpful with our preliminary plans to ensure that our first holiday parade is a huge success.

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

- **Concert & Car Show at the Amphitheatre** – Saturday, September 10<sup>th</sup>, 7:00 p.m., Deltona Amphitheatre, Performing: "Simulcast" featuring Mix 105's Scott McKenzie and Fox 35's Bob Frier
- **Commission Workshop Meeting** – Monday, September 12<sup>th</sup>, 4:30 p.m., 2<sup>nd</sup> flr. Conference Room
- **Volusia County Council Meeting re: re-districting** – Wednesday, September 14<sup>th</sup>, 9:00 a.m., County Council Chambers, Volusia County Administrative Offices in Deland
- **Fire Station 65 Grand Opening** – Saturday, September 17<sup>th</sup>, 10:00 a.m., Fire Station #65, 2983 Howland Blvd.
- **Regular City Commission Meeting** – Monday, September 19<sup>th</sup>, 6:30 p.m., Commission Chambers
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.

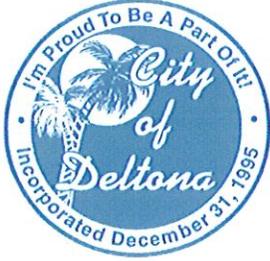
  
Faith G. Miller  
City Manager

### EXECUTIVE SUMMARY

Second Quarter, 2011

#### Highlights:

1. ROUSH CleanTech has been working with the Propane Education & Research Council (PERC) and Ford Motor Company since 2006 to develop liquid propane autogas fuel systems for a variety of Ford commercial vehicles. These vehicles include: 2007 ½ & 2008 F-150; 2009 & 2010 F-250 & F-350; 2011 and newer F-450 & F-550; 2009 and newer E-150, E-250, E-350; and 2009 and newer E-350 & E-450 dual rear-wheel cutaway vans for use in shuttle bus and delivery applications.
2. ROUSH CleanTech propane autogas systems offer the same horsepower, torque and towing ratings as their gasoline-powered equivalents. This is a significant development in that previous generation vapor systems compromised these performance categories.
3. Propane autogas significantly reduces greenhouse gas emissions (24%), nitrogen oxide emissions (20%) and carbon monoxide emissions (60%) vs. gasoline engine operation.
4. Fleet customers are seeing a significant reduction in operating costs when converting from gasoline to propane autogas. In addition, if a fleet has their own propane autogas fueling station, they can take advantage of a federal tax credit of \$0.50 per gallon of fuel pumped. There are federal tax credits and funding available for the installation of on-site fueling infrastructure as well.
5. More than 90% of the propane used in the United States is produced domestically. Not only does this ensure consistent supply, it also helps reduce our dependence on foreign oil.
6. ROUSH CleanTech maintains a 5 year / 60,000 mile limited warranty, and the propane autogas powered vehicles can be serviced by a national network of ROUSH CleanTech service centers using standard Ford diagnostic equipment.
7. The cost of adding propane autogas fueling infrastructure is inexpensive. Many of the over 3,500 propane marketers across the country will install infrastructure for no cost, in return for a fueling contract for your fleet.
8. ROUSH CleanTech fuel systems are in compliance with all CARB, EPA, NHTSA, FMVSS and NFPA safety regulations.
9. There are more than 15 million vehicles worldwide that are powered by propane autogas, making it the 3rd most common engine fuel behind gasoline and diesel.
10. Worldwide use of propane autogas has shown that, based on per capita use, it has one of the best safety records of any motor fuel - conventional or alternative. Propane autogas tanks are 20 times more puncture resistant than conventional fuel tanks.



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**CITY MANAGER'S OFFICE** thru 9/09/2011

**Communication:**

- Created a Community Calendar bulletin for Spooktacular to run on DeltonaTV.
- Posted information on the upcoming 'Out & About' trip on the City's Facebook and Twitter accounts.
- Sent Simulcast information out to our "News" e-mail list and posted it on the Web site.
- Photographed the Grand Opening of Pablo's Mexican Grill; posted photos on the City's Facebook page.
- E-mailed invitation of Station #65 Grand Opening.
- Broadcast the Sept. 6<sup>th</sup> City Commission Meeting.
- Shot video and took pictures of the Habitat for Humanity/NSP groundbreaking ceremony.
- Attended a meeting to plan Deltona's First Christmas parade.
- Updated DeltonaTV schedule for the week of Sept 11<sup>th</sup>.
- Downloaded new programming for UCF and White House Chronicle.
- Updated Jobs Program listings for DeltonaTV.
- Finished video reel for CGI Productions.

**Media Relations:**

- Responded to questions from Ludi Lelis of the Orlando Sentinel regarding the City Budget.
- Responded to questions from Mark Harper of the Daytona Beach News-Journal regarding the City's Fire Loss Management Division.
- Responded to questions from Eileen Zaffiro of the Daytona Beach News-Journal regarding the City's use of a lobbyist and also our sex offender ordinance.
- Responded to questions from Al Everson of the DeLand-Deltona Beacon to help him identify women from the Daughters of the American Revolution in a photo he took.
- Forwarded questions from Bob Koslow from the Daytona Beach News-Journal to the Office of Economic Development.
- Provided information on the City Millage Rate to Ludi Lelis of the Orlando Sentinel.
- Provided information on the Univision broadcast tower to Mark Harper of the Daytona Beach News Journal.
- Provided 2011-12 Budget Powerpoint presentation to Al Everson of the DeLand-Deltona Beacon.

**Business Development:**

- Meeting with local developer to discuss follow-up and solicitations from the ICSC Conference.
- Meeting with Bob Turk, Economic Development Administrator, City of Deland, to discuss hotel solicitation ideas along I-4 (SR 44 and SR 472) and how our cities can work together and benefit.
- Attended the Team Volusia Practitioner's Meeting in Daytona Beach.

- Met with Helen Cauthen and Kerry Symolon to discuss City of Deltona projects:
  1. Educational Campus
  2. Medical Plaza
  3. Upcoming corrections for Deltona’s section of the new Team Volusia’s website.
- Met with John Adams, General Manager, Adams Cameron & Co, Realtors to discuss commercial properties in City of Deltona.
- Meeting with Deltona Economic Development Advisory Board members to discuss research for economic development purposes for the Educational Campus Project once the DEDAB Sub-committees are formally set up at the September 12<sup>th</sup> DEDAB meeting.
- Meeting with local plaza landlord/owner’s representative regarding utilization of that plaza as an educational campus, which would improve traffic and economic growth.
- Attended presentation in Daytona at the Bethune-Cookman University— keynote speaker, Sean Snaith, Economist at UCF.
- Meeting between local landowner representative and realtor/developer toward utilization and development of parcels on Howland Boulevard between Courtland and Ft. Smith Boulevards.
- **Ribbon Cuttings:**
  - JC Penney & Shoe Shack – being rescheduled due to Redistricting Meetings
  - Fire Station 65 – Sept 17<sup>th</sup>, 10 a.m.
  - October:
    - Quest Diagnostics
    - Dr. Von Bargaen
    - Deltona Business Forum II
    - Family Dollar (Doyle & Providence)
    - Paul Scarpello’s ‘Shops at DuPont Lakes’

**BUILDING & ZONING SERVICES** thru 9/02/2011

|  |                 |
|--|-----------------|
| Building Permits issued for the week.....            | 66              |
| Valuation of work permitted for the week.....        | \$1,236,570.01  |
| Inspections completed for the week .....             | 150             |
| Total Permits issued for Fiscal Year 10/11 .....     | 2,936           |
| Valuation of work permitted for the year 10/11 ..... | \$31,658,659.22 |

**Permits Issued:**

|                            |    |
|----------------------------|----|
| A/C change out .....       | 15 |
| Addition.....              | 1  |
| Building Commercial .....  | 1  |
| Building Residential ..... | 3  |
| Concrete Flat work .....   | 1  |
| Driveway .....             | 1  |
| Electrical.....            | 3  |
| Exterior Renovation .....  | 1  |
| Fence .....                | 10 |
| Gas installation.....      | 1  |

|                                 |           |
|---------------------------------|-----------|
| Glass Room .....                | 1         |
| Other.....                      | 1         |
| Photovoltaic.....               | 1         |
| Reroof .....                    | 5         |
| Retaining wall.....             | 1         |
| Right of Way .....              | 1         |
| Screen Enclosure .....          | 2         |
| Shed .....                      | 1         |
| Sign.....                       | 2         |
| Solar panel.....                | 4         |
| Tree Removal .....              | 1         |
| Water Heater replacement .....  | 3         |
| Water softener .....            | 1         |
| <u>Window replacement</u> ..... | <u>5</u>  |
| <b>Total</b>                    | <b>66</b> |

**CITY CLERK’S OFFICE** thru 9/2/11

**Department Staff:**

|   |      |            |
|---|------|------------|
| 2nd Floor HR/CC Walk-In Customers .....     | 108  |            |
| 2nd Floor calls Answered.....               | 14   |            |
| Packages Picked Up .....                    | 7    |            |
| Packages Received .....                     | 34   |            |
| A/P Invoices Opened.....                    | 120  |            |
| Newspapers .....                            | 16   | (10 hours) |
| Public Records Requests Received .....      | 2    |            |
| Public Record Request Amount Received ..... | \$ - |            |
| Documents imaged, pages .....               | 3060 |            |
| Large scale drawings imaged, pages .....    | 149  |            |

**ENFORCEMENT SERVICES DEPARTMENT** thru 9/02/2011

|  |     |
|--|-----|
| Requests for services this week .....                          | 417 |
| Animals impounded at the humane societies .....                | 25  |
| Citation warnings issued .....                                 | 35  |
| Courtesy notices .....   | 165 |
| Abatement notices .....  | 62  |
| Citations issued .....   | 9   |
| Code Enforcement telephone calls .....                         | 138 |
| Solid Waste calls .....  | 94  |
| Citizen walk in requests for Code Enforcement assistance ..... | 23  |
| Citizen walk in requests for Solid Waste assistance .....      | 2   |

|   |            |                           |
|---|------------|---------------------------|
| Properties requiring grass to be cut by contractors .....         | 41         | (at a cost of \$1,435.00) |
| Certified mailings sent out .....                                 | 93         | (at a cost of \$519.87)   |
| Money collected for Animal tags, liens and return to owners ..... | \$1,170.00 |                           |
| Foreclosures last week:   |            |                           |
| Deltona   | 5          |                           |
| Volusia County  | <u>50</u>  |                           |
| Total   | 55         |                           |

**FINANCE DEPARTMENT** thru 9/7/2011

- Working on FY11/12 renewals/contract updates.
- Two bids received for Inspector Services for Housing Division.
- Prepared Agenda Memo for Microsoft Enterprise Agreement for IT.
- Prepared Agenda Memo for award of Bid #11008 Lot Maintenance/Abatements.
- Prepared Agenda Memo for approval to make items inactive in Fixed Asset Tracking Software.
- Prepared Agenda Memo for IT Items going to auction.
- Closing out PO's for FY 10/11.
- Attending investment seminar sponsored by the Volusia/Flagler FGFOA.

**FIRE DEPARTMENT** thru 9/8/2011

**Fire Chief:**

- Station 65 opened on Monday the 29<sup>th</sup> and is operational.
- Met with the Deputy City Manager, IT Manager, Code Enforcement/Animal Control and Deltona Water to discuss transition to VCSO Communications for after-hours dispatch of various departments and establishing a phone tree for routing calls from 860-7177 to the appropriate departments after the consolidation of Deltona's Communications Center.
- Discussed with VCSO plans to transition Deltona's Communications center to VCSO prior to October 1<sup>st</sup> as the 1<sup>st</sup> is a Saturday and personnel may not be available to problem-solve possible issues and address problems; a follow-up meeting with VCSO Command Staff is slated for this Friday afternoon.
- Began testing of Mobile Data Terminals (MDTs) for training purposes prior to the conversion to consolidated communications.
- Met with the Management team and teleconferenced with Labor Attorney Jeff Mandel regarding upcoming contract negotiations and the current Impasse on the Union's Demand to Bargain on healthcare costs effective 10/01/11.
- Answered two grievances filed on recent disciplinary action taken against two Bargaining Unit employees.
- Arranged for Peer Harassment-Free Environment training for late October. This peer-oriented Fire Department-specific training will address ways to prevent discrimination, harassment and bullying in the Fire Service.
- The Fire Department and Honor Guard will be actively participating in ceremonies at the Volusia County Baptist Church - Orange City, Trinity Assembly of God, the Deltona Alliance Church and Deltona Lakes Baptist Church.
- Local Remembrance Ceremonies are as follows:

- ✓ Deltona Lakes Baptist Church – 08:30am
- ✓ Trinity Assembly of God – 10:30am
- ✓ Volusia County Baptist – 10:00am
- ✓ Deltona Alliance Church – Two services 08:45am and 10:30am

## **HUMAN RESOURCES DEPARTMENT** thru 9/7/2011

- Performance Evaluations processed: 9
- Deltona JOBS Program Folders
  - 1<sup>st</sup> Floor lobby – (0) added
  - 2<sup>nd</sup> Floor lobby – (5) added
  - Total # of Deltona JOBS Program folders taken – (1056)
- Applications received:
  - (1) Waste Water Operator
  - (3) Utility Systems Tech
  - (12) Utility Maintenance Tech
  - (2) Stormwater Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Background checks for Parks Attendant–Intermittent
- Separation, including exit interview: M. Hogan, telecommunicator (Resignation)
- FMLA requests: 1
- Reviewed several employee discipline and/or performance issues with pertinent supervisors/managers.
- Along with senior management and the City’s labor attorney, prepared for an Executive Session of the City Commission regarding the collective bargaining agreement with the IAFF Local 2913.
- Coordinating with VCSO regarding Level II Background Checks (fingerprinting) in October–December timeframe for all current City employees who have not already been checked this past fiscal year.

## **PARKS AND RECREATION DEPARTMENT** thru 9/3/11

### **Administration:**

- Farmers Market: 5 vendors, 139 cars.
- Met with Zee Medical to install first aid kits in all City Parks vehicles.
- Hosted high school football game – Trinity Christian vs. Holy Trinity at Dewey Boster.
- Met with Central Florida Sports Commission representatives to discuss a major soccer event for the February 2012 time frame.
- Met with Red River Turf consultants to discuss herbicides/pesticides for City facilities/parks.

### **Facility Use Permits:**

- |                                    |                  |                           |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center         | 3 permits issued | Weekly attendance – 979   |
| • Harris M. Saxon Community Center | 1 permit issued  | Weekly attendance – 287   |
| • Wes Crile Park                   | 4 permits issued | Weekly attendance – 1,079 |
| • Skate Park                       | 9 new passes     | Weekly attendance – 571   |

**Special Events/Programs:**

- Amphitheater:
  - Concert scheduled for Saturday, September 10<sup>th</sup> with Simulcast featuring Scott MacKenzie from Mix 105.1 and Bob Frier from Fox 35.
  - Concert with Caribbean Crew has been rescheduled for Saturday, October 15, 2011.
- Dupont Lakes:
  - Kids All American Fishing Derby has been postponed due to low water levels.
- Harris M. Saxon Community Center:
  - Zumba dance classes continue on Mondays at 7:00p.m.
  - Boys and Girls Club after school program continues.

**City Leagues Currently Underway:**

- Men's fall league begins on Monday, September 26<sup>th</sup>
- Men's senior league begins on Monday, September 19<sup>th</sup>

**Partner Leagues Currently Underway:**

- West Volusia Youth Baseball fall season will start in September.
- Deltona Little League fall season will start in September.
- Deltona Panthers Football and Cheerleading continue.
- FBVA fall program begins in October.
- Deltona Youth Soccer fall season continues.
- Stetson Futbol fall season continues.

**Parks Maintenance:**

- Mowed, edged and weed-eated the following: Dewey Boster, Festival Park, Firefighters Memorial, Harris Saxon, Keysville Dog Park, Sheriff Department, Skate Park, Thornby, Timber Ridge and Veterans Memorial.
- Campbell Park – Met with Irvine for inspection.
- Deltona Community Center – Restroom repairs.
- Dewey Boster – Trimmed trees around complex to include the Pony League; removed fence, grass and slab and prepped area for new building.
- Dupont Lakes – Built new handrail for score booth.
- Firefighters Memorial – Repaired water fountain.
- Harris Saxon – Repaired water fountain; adjusted entrance gate.
- Lake Gleason – Box bladed parking lot.
- Veterans Memorial – Repaired leaky pipe in ceiling.

**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, taking vehicles to Fleet for maintenance, replacing paper towel and toilet paper dispensers.*

- Picked up supplies at Ace Hardware and Triple D.
- Took trash to 4-Jays.

- Delivered goods to Public Works.
- Took concrete slabs from Dewey to the Depot.

**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 shrubbery; walking the grounds and picking up trash; sweeping sidewalk; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; 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 Signal 21 to install sensor in elevator.
- Escorted Boyers Locksmith for door repair.
- Cleaned up front entryway – removed plants and mulched entrance.
- Painted backflow outside Parks and Recreation door and alarm box near front entrance.
- Checked temperatures and air handlers due to power surge.

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex
  - Baseball and Pony League Fields
  - Vann Park
  - Dupont Lakes
  - Wes Crile Park
  - Sprayed Campbell Park for weeds.
- Sports Complex:
  - Cleaned and assisted in removal of showers at Sports Complex.
  - Capped irrigation under new building.
  - Fertilized and sprayed for weeds at the complex and the Pony League.

**PLANNING & DEVELOPMENT SERVICES** thru 9/8/2011

**Executive Summary:**

The Planning and Development Services Department is in the middle of several on-going processes to position the City for the next decade as a well-planned community. This includes the previously mentioned Small Scale Map Amendments, a consistent track record of acceptance of the Capital Improvement Element, the on-going effort of the Land Development Code, the upcoming Mobility Plan, and, most importantly, the support that the City Commission provides on land use matters, as is evident in resurgent economic development activity.

**Planning:**

The Planning Section is working on the above and very much appreciates having the Reapportionment Plan adopted by the City Commission this week. That achievement within a very short two-month period, in light of other communities either planning, starting, or deliberating over their redistricting process, shows that a unified and logical approach to the effort can lead to positive and quick results for the City for the next ten (10) years.

**Housing & Community Development:**

The Community Development Section is working on the following:

1. CDBG – Staff is awaiting material from HUD for the official award of program funds for the next fiscal year.
2. NSP 1 & 3 – Staff greatly appreciates the turn-out for the Habitat for Humanity dedication ceremony last week. The community support and attendance of Mayor John Masiarczyk, Commissioner Mike Carmolingo, County Council Vice-Chair Pat Northey, City Manager Faith Miller, and DeBary Mayor Bob Garcia was indicative of the support the City and Community have displayed towards the program that is doing so much good for people in need. The City has rehabilitated 49 of its 50 homes and Habitat is underway. Twenty (20) houses have been sold and another 10 are scheduled to close by the end of October. A contract offer has been prepared for the first home acquisition in NSP 3. Home acquisition will also restart for NSP 1.
3. SHIP – Work continues on providing grants to recipients for owner-occupied home repair.

**PUBLIC WORKS** thru 9/02/2011

**Traffic Operations:**

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

- **Signs:**
  - Completed 2 sign repair work tickets
  - Fabricated 27 new street name signs
  - Installed 17 new street name signs
  - Fabricated 1 Bicycle Only sign for the Fire Department
- **Asphalt:**
  - Completed 9 asphalt work tickets and used 2 ¼ tons of asphalt
  - 2234 Banbury – installed asphalt berm for stormwater department – ¼ ton
- **Misc:**
  - City Wide – emptied all trash containers
  - Assisted field crews with drop off and sod installation

**Field Operations:**

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

- **Beautification:**
  - Medians –Elkcam Blvd; Normandy Blvd; Howland Blvd – checked irrigation controllers and repaired as needed; Providence Blvd – sprayed all mulch areas with weed killer; checked irrigation controllers and repaired as needed.

- City Homes – 591 N Firwood; 1049 Falcon; 1787 Ft Smith; 1177 Hastings; Saxon & Normandy
- City Signs – Howland Blvd; Saxon & I4
- Misc – Public Works Depot – mowed; weedeat; removed litter
- **Concrete:**
  - Sidewalks Repairs: 1408 Seagate to Eustace – 72’x 8’
- **Clam Truck:**
  - Debris – 14
  - Trimming – 11
- **Drop Offs:**
  - Repair drop off – 1695 April; 2742 Sweet Springs
  - Repaired drop off and placed 3 pallets sod – Normandy Blvd & Fourwinds
  - Repaired drop off and placed 1 pallet sod – 1588 Lavilla; 3100 Norlina; 1804 Whipple
  - Repaired drop off and placed ¾ pallet sod – 1502 Monticello; 950 Dean
  - Repaired drop off and placed ½ pallet sod – 1181 Sherbrook; 1161 Sherbrook
  - Repaired drop off and placed ¼ pallet sod – 2050 Barlington; 876 Windbrook; 527 Mobley; 2664 Waco; Buckland & Bonview; 3264 Sky
  - Repaired drop off and placed pieces of sod – 2098 Clairmont, 7 pieces; 1281 Elkcam, 12 pieces; 2248 Banbury, 20 pieces
- **Slope Mowing:** 858 Glasgow - 160’; Leeward & Lightfoot – 640’; Gretna & Leeward – 80’; Cloverleaf between Jamaica & Lacy – 500’; Jamaica between Eleanor & Cloverleaf – 620’; 1295 Comerwood – 80’; 1480 Amy – 240’; 1295 Sonnet – 120’; 1248 Comerwood – 240’; Sweetbriar – 380’; Mears – 120’

**Fleet Maintenance Division:**

- Vehicles PM – 1 Repairs – 12
- Equipment PM – 1 Repairs – 12
- Road Calls 3
- Parts Run/Vehicle Delivery 1
- CDL Tests 1

**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:**
  - 1825 Morven Ct – installed 140’ of 18” sock pipe; 70’ of 18” solid pipe; 3 nyloplast basins
  - 762 Mentmore Cir – made 2 storm boxes bigger and reshaped swale
- **Drainage Rehabilitation Crew:**
  - 1600 feet of drainage rehabilitated.
  - Ditches Menzi mowed – 1632 Roble; 3382 Tallwood; 1741 Courtland; 3283 Buckland; 1762 Van Allen
- **Drainage Area Maintenance (Aebi Mowing):**
  - 9.2 acres mowed
  - Ditches mowed – 201 Sheryl Dr; 489 Tradewinds; 810 Kangaroo; 810 Greenbrier; 2461 Shiprock; 2400 Weatherford; 851 Lovington; 2022 Galahad; 781 Courtland; 798 Weller; 870 Humphrey; 860 Hanford; 973 Courtland; 981 Hanford; 3060 Hoban; 3027 Etta; 2971 Norvell; 3001 O’Bannon; 1220 Polk; 3152 Clewiston; 3163 Post; 1162 Courtland; 3115 Noah; 640 Outrigger; 3259 Roland; 651 Outrigger; 2861 Bardahl; 2912 Clovis; 2850 Gallup; 2903

- Parkview; 2766 Welton; 2650 Deed; 524 Deed; 380 El Camino; 2784 Kingsdale; 451 El Camino; 212 Patch; 184 Oliver; 223 Rosedale; 139 Heather; 121 Heather; 153 Ft Smith; 3363 Planter; 155 Bluefield; 197 Bluefield; 2621 Libby; 2857 Bluestone; Courtland near Boyce; 512 Stallings; 3250 Planter; 3261 Roland; 3200 Roland; 3150 Shallowford; 532 Glenhaven; 472 Glenhaven; 720 Cloudcroft; 3248 Phonetia; 783 Shafton; 317 Shadydale; 3310 Roland; 2280 Bahama; 32208 Vancouver; 2250 St Augustine; 3300 Buttonwood; 3351 St James; 2871 Blackburn; 2481 Derby; 2445 Derby; 2664 Collingswood; 2693 Windsor
- Ponds mowed – 682 Anderson; 641 Armadillo; 849 Deltona Blvd
  - **Right of Way Mowing Crew:**
    - 34.5 miles of right of way mowed
    - Main roads mowed – Haulover; Newmark; India; Humphrey; Captain; Deltona Blvd; Catalina; Tivoli; Ft Smith; Normandy; Elkcam from Normandy to Providence; Cloverleaf; Anderson; Alexander
    - Sectors mowed – 5; 6; 7; 8; 9; 10; 11
    - Alley mowed – 977; 1023; 1184; 1185; 1578; 1590; 1898
  - **Right of Way Litter Crew:**
    - 346.5 gallons of litter removed
    - Main roads – Elkcam; Cloverleaf; Anderson; Deltona Blvd; Tivoli; April; Catalina; Captain; Haulover; Newmark; Humphrey; India
  - **Misc:**
    - 2082 Gallagher Av – cut tree up
    - Stoneville St – reset stop sign laying in right of way

**UTILITIES** thru 9/4/2011  
**Customer Service**

| August / September<br>2011 | 29  | 30  | 31  | 1   | 2   | 3   | 4   | Total |
|----------------------------|-----|-----|-----|-----|-----|-----|-----|-------|
|                            | Mon | Tue | Wed | Thu | Fri | Sat | Sun |       |
| DW – Lockbox               | 664 | 439 | 273 | 293 | 523 | X   | X   | 2192  |
| Ebox                       | 214 | 272 | 180 | 177 | 391 | X   | X   | 1234  |
| Call Center Calls          | 573 | 474 | 448 | 406 | 457 | X   | X   | 2358  |
| Walk-ins/Drop Box          | 360 | 220 | 325 | 285 | 368 | X   | X   | 1558  |
| On-line Payments           | 136 | 94  | 145 | 206 | 233 | 129 | 102 | 1045  |

**Customers Disconnected for Non-Pay**

| August 2011<br>Cycle     | 30   | 31  | Total |
|--------------------------|------|-----|-------|
|                          | Tues | Wed |       |
|                          | 7    | 8   |       |
| Total on Disconnect List | 127  | 124 | 251   |
| Off in error/DW error    |      |     |       |
| Off in error/Munis error |      |     |       |
| Misapplied Payment       |      |     |       |

**Construction Log & Service Orders**

| August / September<br>2011 | 29  | 30  | 31  | 1   | 2   | 3   | 4   | Total |
|----------------------------|-----|-----|-----|-----|-----|-----|-----|-------|
|                            | Mon | Tue | Wed | Thu | Fri | Sat | Sun |       |
| Water Service              |     |     |     |     |     |     |     |       |
| Meter Sets                 |     |     |     |     |     |     |     |       |
| Reclaim Meters             |     |     |     |     |     |     |     |       |
| Fire Hydrant Installs      |     |     |     |     |     |     |     |       |
| Fire Hydrant Replacement   |     |     |     |     |     |     |     |       |
| Fire Hydrant Repair        |     |     |     |     |     |     |     |       |
| Replace Meter Box          | 2   | 1   | 1   |     |     |     |     | 4     |
| Locates Received           | 22  | 5   | 19  | 8   | 11  |     |     | 65    |
| Locates Completed          | 15  | 4   | 22  | 12  | 11  |     |     | 64    |
| Main Leaks                 |     |     |     |     |     |     |     |       |
| Service Leaks              |     | 3   | 2   |     | 5   |     |     | 10    |
| Sewer Repairs              |     |     |     |     |     |     |     |       |
| Sewer Blockage             | 1   |     |     | 1   | 1   |     |     | 3     |
| KV2 Valves                 |     |     |     | 2   | 4   |     |     | 6     |
| Service Replacements       | 2   | 2   | 2   |     | 3   |     |     | 9     |
| Meter Change Outs          | 2   | 3   | 2   | 4   | 7   |     |     | 18    |
| Service Orders             | 70  | 119 | 136 | 154 | 129 |     |     | 608   |
| Disconnects                |     | 127 | 124 |     |     |     |     | 251   |
| Drainfield Leaks           |     |     |     |     |     |     |     |       |
| Meter Retirements          | 13  | 7   | 1   | 2   | 5   |     |     | 28    |