



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: February 10, 2012

## **Foreclosure Assistance Program:**

Attached for your information, is a flyer announcing the City's foreclosure assistance program to be provided through our Sub recipient, Community Legal Services of Mid-Florida.

## **Alliance for Innovation:**

As you may be aware, the City is currently a member of the *Alliance for Innovation*. The *Alliance* is an international network of progressive governments and partners committed to transforming local government by accelerating the development and dissemination of innovations. They seek out innovative practices, challenge existing business models, exchange knowledge, and provide products and services that help their members perform at their best. Together with our partners, International City/County Management Association (ICMA) and Arizona State University (ASU), they promote excellence in local government and build a community of practice in local government innovation. Traci Miller, Regional Director, for the Alliance gave a presentation about their services during our Directors' meeting this week.

Staff is currently looking into the feasibility of creating a smart phone app for our residents to use to report problems, receive information, and enhance customer service. Alliance members are eligible to receive a complimentary customized Citizen Engagement Application that would work on iPhone, Android, and Web applications (Exhibit A).

Also, in your City mailboxes is the latest edition of the *The Ideas Quarterly Report* from the Alliance.

## **Ongoing/Upcoming Events:**

- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.
- **City Commission Workshop Meeting** – February 13<sup>th</sup>, 4:30 p.m., 2<sup>nd</sup> flr.  
Conference Room; Topics: Potential redevelopment locations for economic development; and discussion re: adult entertainment ordinance
- **Citizens' Budget Forum** – Saturday, February 18<sup>th</sup>, 9:00 a.m., Commission Chambers
- **Regular City Commission Meeting** – Monday, February 20<sup>th</sup>, 6:30 p.m., Commission Chambers

CITY MANAGER'S OFFICE

2345 Providence Boulevard, Deltona, Florida 32725

(386) 878-8100 Fax (386) 878-8851

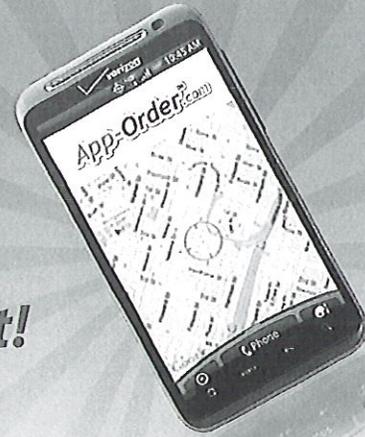
Webpage: [www.Deltonafl.gov](http://www.Deltonafl.gov)

- **Joint Meeting with City of Sanford City Commission** – Tuesday, February 21<sup>st</sup>, 5:00 p.m., 2<sup>nd</sup> flr. Conference Room
- **City Commission Workshop Meeting** – Thursday, February 23<sup>rd</sup>, 4:30 p.m., 2<sup>nd</sup> flr. Conference Room; Topics: Animal control issues; Scrub Jay Mitigation Project; Moratorium on Impact Fees
- **Water & Energy Conservation Expo** – Friday, February 24<sup>th</sup>, 9:00 a.m. – 4:00 p.m., Commission Chambers

  
Faith G. Miller, MMC, MPA  
City Manager

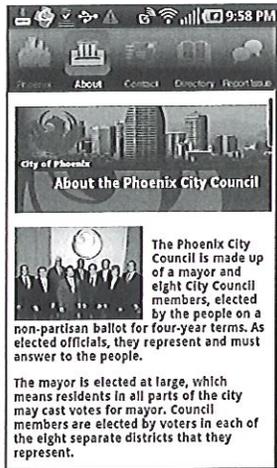
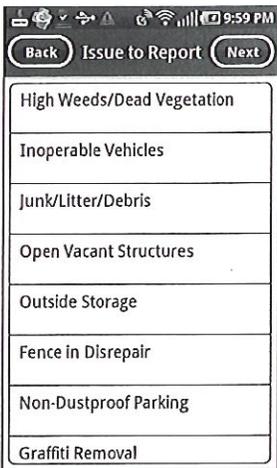
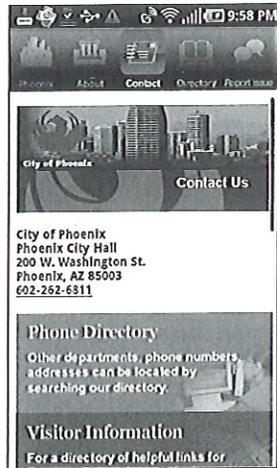
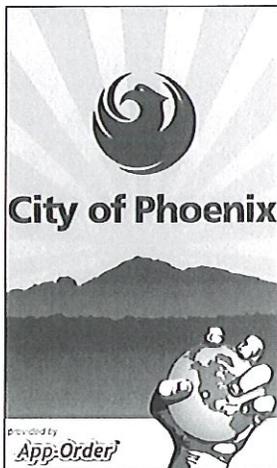
# App-Order™

We make the App for that!



App-Order and the Alliance for Innovation have partnered to provide Alliance Members with a FREE custom Smartphone application.

All Alliance members can register online at [App-Order.com](http://App-Order.com) to receive a complimentary customized Citizen Engagement App.



### Citizen Engagement

- Enhance Customer Service
- Identify Problem Areas
- Augment Efficiency of Existing Services
- Integrate with Existing Software Programs
- Implement Real Time Communication Between Residents and Municipal Departments
- Available on Multiple Platforms (iPhone, Android, Web)
- No Cost to Municipalities or Residents

### Existing Applications Available for Municipal Operations

- Public Works
- Asset Collection
- Permits and Inspections
- General Services
- Surveys
- Code Enforcement

In partnership with:



# **Foreclosure Assistance**

The City of Deltona in partnership with Community Legal Services of Mid-Florida are providing foreclosure prevention counseling and assistance to Deltona homeowners.

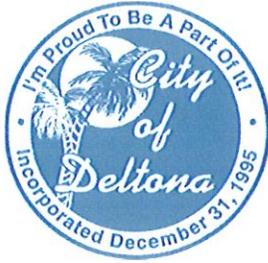
Has a temporary situation left you unable to pay your mortgage for a couple of months?

Can you resume payments but need assistance with past payments?

You may be eligible for assistance, call  
(386)255-6573 ext. 2518

[www.deltonafl.gov](http://www.deltonafl.gov)





# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: February 10, 2012

**CITY MANAGER'S OFFICE** thru 02/10/2012

**Communication:**

- Finalizing the 2011 Annual Report.
- Photographed the participants of National Wear Red Day.
- Broadcast the Feb. 6 City Commission Meeting.
- Photographed the ribbon cutting for Scorpio's Italian Eatery.
- Completed bus shelter posters for the Water & Energy Conservation Expo.
- Updated DeltonaTV schedule for the Week of February 12<sup>th</sup>.
- Updated DeltonaTV programming for the Week of February 12<sup>th</sup>—American Veteran and UCF Arts Performances.
- Videotape interview with J Autry/WW2 "Tuskegee Airman" with Mayor Masiarczyk.
- Updated the DeltonaTV Listings for Deltona Job Program.
- Added slides for Feb 10th Energy Seminar, and March 2<sup>nd</sup> & 3<sup>rd</sup> Foreclosure Workshops.
- Working with Economic Development Dept on signage for Deltona/FDOT Park & Ride signage.

**Media Relations:**

- Spoke with the editor of The Hometown News regarding their new coverage of West Volusia. Coordinating a potential tour for the reporter that will cover Deltona.
- Provided documentation for Dare Ware timeline to Al Everson/West Volusia Beacon and Mark Harper/Daytona News Journal.
- Provided zoning map documentation for Dare Ware timeline to Al Everson/West Volusia Beacon
- Provided documentation for the City Budget to Mark Harper/Daytona News Journal.
- Submitted request for information, regarding reclaimed water and the Deltona Club to Mark Harper/Daytona News Journal.
- Spoke with Dottie/CFNews 13 Assignment Desk regarding a question about Volusia County Animal Control.

**Press Releases:**

- Energy & Conservation Expo
- Feb 10<sup>th</sup> Energy Seminar
- DEDAB Recruitment

**Business Development:**

- Attended Deltona Scrub Jay Mitigation Project planning meeting to prepare for:
  1. Upcoming City Commission Workshop on the project, and
  2. Upcoming meetings with Mitigation Land Bank participants.
- Garnered information on the 10.6 acres located at Saxon Boulevard and Sterling Silver Boulevard from the owner's representative.

- Met with CPH representative regarding Deltona Scrub Jay Mitigation Project (CPH wants to bid on the project).
- Attended the ribbon cutting ceremony at Scorpio’s Pizza at Elkcarn and Howland Blvds.  
*This business’ expansion brought twenty-five (25) new jobs to Deltona.*
- Met with representative of 5/3 Bank to discuss prospect of business expansion in Deltona.
- Attended the City of Deltona Commission Meeting for the DEDAB 4th Quarter Report.
- Attended the 2012 USDOT TIGER IV and FTA Discretionary Grants teleconference to gather information on potential grants opportunities.
- Attended a meeting with Paul Frahm, representing Deltona Plaza, and members of the Deltona Planning & Development Department.  
*Discussion was on best and potential use of the plaza, zoning for the plaza, and the possibility of cosmetic enhancement of the plaza to promote infill of units within the plaza.*
- Cheryl Atkins, Grants Coordinator, and Chris Bowley, Director-Planning & Development, and I met with with Joe Glucksman, Executive Director of Quiet Waters, an affordable senior facility located in Belle Glade.  
*We discussed opportunities for an “ALF style facility” within Deltona. Glucksman has agreed to send Deltona additional materials, and stated that he will assist Deltona in the development of such a facility.*
- Performed site visits to the businesses in the Deltona Plaza to gather information on their current operations, future operations, and to invite them to the Feb. 10<sup>th</sup> ribbon cutting for the Duvall Home Bargain Shop, a new business that has expanded into Deltona Plaza.
- Attended a Deltona Regional Job Fair update meeting in preparation for the March 16<sup>th</sup> event.
- Attended the ribbon cutting for the Duvall House Bargain Store, which is expanding from DeLand into Deltona.  
*This is a joint venture with the Deland Area Chamber of Commerce.*
- Met with Progress Energy Economic Development Office to discuss the economic enhancements that Progress Energy offers to businesses.  
*These incentives, and those offered by Florida Power & Light, will be incorporated into the economic enhancements offered by the City of Deltona.*
- Attended a meeting of the DEDAB Survey Team to plan and prepare for the upcoming economic development survey.

**BUILDING & ENFORCEMENT SERVICES** thru 02/03/2012

**Building Services Division:**

Building Permits issued for the week .....	68
Valuation of work permitted for the week.....	\$571,003.27
Inspections completed for the week .....	137
Total Permits issued for Fiscal Year 11/12 .....	871
Valuation of work permitted for the year 11/12 .....	\$8,232,089.93
Permits Issued:	
A/C change out .....	13
Addition .....	1
Building Residential.....	1
Commercial Build-out .....	1
Concrete Flat Work.....	2
Door Replacement .....	2
Driveway.....	1
Electrical .....	4

Fence.....	7
Garage Door Replacement.....	1
Glass Room.....	1
Monument Sign.....	1
Other.....	1
Patio Cover.....	2
Photovoltaic System.....	1
Plumbing.....	1
Reroof.....	10
Retaining Wall.....	1
Right of Way.....	1
Screen Enclosure.....	1
Shed.....	4
Solar Panel Installation.....	2
Water Heater Replacement.....	5
Window Replacement.....	4
<b>Total</b>	<b>68</b>

**Enforcement Services Division:**

Requests for services this week.....	301	
Animals impounded at the humane societies.....	20	
Citation warnings issued.....	27	
Courtesy notices.....	144	
Abatement notices.....	18	
Citations issued.....	13	
Code Enforcement telephone calls.....	171	
Animal Control calls.....	108	
Solid Waste calls.....	65	
Citizen walk in requests for Code Enforcement assistance.....	17	
Citizen walk in requests for Animal Control assistance.....	11	
Citizen walk in requests for Solid Waste assistance.....	4	
Properties requiring grass to be cut by contractors.....	4	(at a cost of \$140.00)
Certified mailings sent out.....	27	(at a cost of \$151.20)
Money collected for Animal tags, liens and return to owners.....	\$496.00	
Foreclosures for this week: Deltona	9	
County	33	
Total	42	

**CITY CLERK’S OFFICE** thru 02/03/2012

2nd Floor HR/CC Walk-In Customers.....	83	
2nd Floor calls Answered.....	26	
Packages Picked Up.....	8	
Packages Received.....	40	
A/P Invoices Opened.....	115	
Newspapers.....	16	(10 hours)
Public Records Requests Received.....	4	
Public Record Requests Amount Received.....	\$1.95	

Documents imaged, pages ..... 4,117  
Large scale drawings imaged, pages ..... 24

**FINANCE DEPARTMENT** thru 02/8/2012

- Prepared agenda memo for award of Solar Thermal Water Heating Systems.
- Preparing to put items approved for disposal on Govdeals.
- Received three proposals for Financial Advisory Services; distributed to Selection Committee for review/scoring.
- Bids for City Newsletter and One Time Publications due February 9<sup>th</sup>.
- Testing online change orders through the workflow process; training to take place within the next few months.
- Testing online receiving in Munis.
- Mailed out Unclaimed Property letters to applicable parties.
- Prepared presentation for the Citizens Budget Forum to be held on February 18<sup>th</sup>.
- Met with City's Investment Advisor.
- Assisting 2<sup>nd</sup> week of on-site work with Auditors.
- Meet with Munis-TCM implementation team.

**FIRE/RESCUE DEPARTMENT** thru 02/09/2012

**Fire Chief Staples:**

- Continued instructing "Ethical and Legal Issues" for the Fire Service course.
- Continued preparation for the ISO review of the Fire Department and water system slated for the first week of March.
- Attended a joint meeting of the DeBary/Orange City and DeLand Fire Chiefs and Deputy Chiefs to discuss opportunities in providing services jointly (e.g., training, resource management, Special Operations), and working more fluidly between all entities.
- Attended a VCSO Fire Communications Center Users' meeting to discuss issues, improvements, and suggestions to streamline the system; topics included:
  - Quality Assurance review of any unusual incidents
  - QA of any alarm that takes more than 120 seconds to dispatch from the time the call was received;
  - A review of the Emergency Medical dispatch / Priority Medical dispatch program;
  - Improvements to mapping and ForceWatch programs;
  - Examine call-typing to streamline assignment of adequate resources to requests for service.

**Admin/Daily:**

- Met with station chiefs (personnel issues).
- Attended Inter Local Meeting.
- Discipline Meeting with PM Morgan.
- TNT meeting with Snyder and Vicaro.
- Attended ISO Prep meetings.

**Training & Safety:**

- Monitored PALS Instructor class in Daytona.

- Street orientation training continues.
- Attended two sessions of Ethic and Legal Class.

**EMS:**

- Requested Protocol change info from personnel and formulated it.
- Updated Key Secure systems on backup units.
- Meeting with Physio Control to diagnose transmission issue.

**HUMAN RESOURCES DEPARTMENT** thru 02/8/2012

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
  - 1<sup>st</sup> Floor lobby – (0) added
  - 2<sup>nd</sup> Floor lobby – (0) added
  - Total # of Deltona JOBS Program folders taken – (1113)
- Applications received:
  - (02) Water Operator
  - (01) Utility Systems Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Scheduled (11) Utility Systems Technician interviews.
- Background checks – (4) Park Attendant – INT.
- Scheduled pre-employment physicals and drug screenings for: (3) Parks Attendants - INT.
- FMLA requests: 1
- Participated with the City's labor attorney Jeff Mandel and senior management in an executive session with the Commissioners.
- Met with the City Attorney and PGIT package insurance appointed labor attorney Mike Bowling to coordinate and prepare a response to a formal EEOC/FCHR discrimination and constructive discharge claim by a former Fire Dept. employee.
- Participated with City Negotiation Team in contract negotiation meeting #4 with Union.
- Participated with City Job Fair Coordination Team in a status/update meeting.

**Risk Management**

- Conducted safety classes on Hearing Conservation.
- Filed two claims with the State Attorney's office for restitution.

**PARKS AND RECREATION DEPARTMENT** thru 02/08/2012

**Administration:**

- Farmers Market: 7 vendors, 149 cars.
- Met with Electrical Solutions to discuss electrical permitting requirements at Vann Park.
- Met with Olsen Construction regarding warranty concerns at the Sheriff's Department building.
- Met with ARC at Vann Park to coordinate the installation of four (4) shade structures.
- Met with Public Works to discuss the Ledford property.
- Met with Volusia County engineers to discuss installing a sidewalk from the existing concrete rail trail to the entrance of Thornby Park.

- Website update for department.
- Processed 15 permits for pavilion rentals.
- Staff members attended Safety Class.

**Facility Use Permits:**

- |                                    |                  |                          |
|------------------------------------|------------------|--------------------------|
| • Deltona Community Center         | 5 permits issued | Weekly attendance – 787  |
| • Harris M. Saxon Community Center | 0 permits issued | Weekly attendance – 287  |
| • Wes Crile Park                   | 3 permits issued | Weekly attendance – 1827 |
| • Skate Park                       | 4 new passes     | Weekly attendance – 784  |

**Special Events/Programs:**

- Amphitheater:
  - 2012 Concert series starts on Saturday, April 14<sup>th</sup> featuring AP60.
- City Hall:
  - West Volusia Baseball Opening Day Parade is scheduled for Saturday, February 11<sup>th</sup> departing at 9:00 a.m.
  - 5<sup>th</sup> Annual Ability Fair is scheduled for Saturday, March 10<sup>th</sup> from 10:00 a.m. to 2:00 p.m.
  - Arbor Day is scheduled for Friday, April 27<sup>th</sup> at 10:00 a.m.
- Deltona Blvd.:
  - Deltona Little League's Opening Day Parade is scheduled for Saturday, March 10<sup>th</sup> departing from Deltona Middle School parking lot at 9:00 a.m.
- Dewey Boster Sports Complex:
  - Philadelphia Union is scheduled to train from February 5<sup>th</sup> through February 19<sup>th</sup>. They will play an exhibition match against Florida Gulf Coast University on Saturday, February 11<sup>th</sup> at 2:00 p.m. and on Wednesday, February 15<sup>th</sup> against University of Central Florida at 1:00 p.m. Admission is free.
  - Annual Eggstravaganza event is scheduled for Saturday, March 31<sup>st</sup>.
- Harris M. Saxon Community Center:
  - Boys and Girls Club after school program continues.
- Keyville Dog Park:
  - Wags-n-Whiskers Pet Fest scheduled for Saturday, March 17<sup>th</sup>

**City Leagues Currently Underway:**

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

**Partner Leagues Currently Underway:**

- Adult 6v6 soccer winter season continues.
- FBVA winter season continues.
- West Volusia Youth Baseball opening day is Saturday, February 11<sup>th</sup>.
- Deltona Little League registration and practice continue.
- Deltona Youth Soccer spring sign-ups are underway.

**Parks Maintenance:**

*Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing damaged paper towel and toilet paper dispensers.*

- Sheriff's building – Mowed, edged and weed-eated:

- Festival – Repaired sink and replaced door closers in restroom.
- Harris Saxon – Finished irrigation and spread mulch throughout island.
- Manny Rodriguez – Repaired sections of damaged fence.
- Timber Ridge – Replaced damaged light fixture in restroom.
- Tom Hoffman – Removed graffiti from restroom.
- Vann Park – Picked up fence material and began work on the fence for new well; began repairs on softball score booth; continued pressure washing.
- Wes Crile – replaced end caps on bleachers in gym; re-attached sections of windscreens.
- Miscellaneous:
  - Picked up supplies at Ace Hardware.
  - Picked up mulch and delivered to Harris Saxon.

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

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

- Escorted Electrical Solutions.
- Escorted Otis Elevator.

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex
  - Baseball and Pony League Fields
  - Vann Park
  - Dupont Lakes
  - Wes Crile Park
  - Fertilized Dupont Lakes, Campbell Park and Wes Crile Park.
- Sports Complex:
  - Repaired irrigation pipe at Pony League.
  - Fertilized complex.
  - Added clay to fields at Pony League and repaired sod.
  - Set fields 4 and 7 daily for Philadelphia Union.
  - Lined field 5 for Philadelphia Union Scrimmage.

**PLANNING & DEVELOPMENT SERVICES** thru 02/09/2012

**Executive Summary:**

The Planning and Development Services Department is experiencing increased activity at the start of the year, which is a good indication that the remainder of the year will gain in momentum. The department has worked

very hard over the past year to go back through old records, documents, agreements, and requirements to ensure that the City is brought into compliance on any outstanding measures. We have adopted the mentality that simple and manageable programs create internal consistency and long-term function.

**Planning:**

The Planning Section is working closely with the developer of the Shops of DuPont Lakes, attempting to assist him to complete the project through Certificate of Occupancy. We await the submittal of the revised As-Builts to be able to review for inspection and completeness. Staff is bringing forward items for Commission Workshops this month (redevelopment areas and potential extension of an impact fee moratorium), as well as preparing for an extensive March Planning and Zoning Board agenda. On that agenda will be a summary of the P&Z Board procedures at their request, a summary of the types of signs, the proposed sign ordinance and Code revisions, and a rezoning for the proposed Dunkin Donuts along Howland Boulevard.

**Housing & Community Development:**

The Community Development Section is working on the assigned allocations of SHIP dollars and appreciates the City Commission's support to allow for accounting compliance of the budget. The remaining \$30,850 of assigned dollars is to be spent by June 30, 2012, and Staff has three applications to qualify candidates to use this money.

NSP has one house sold this week and six homes to close under contract. Habitat for Humanity will be landscaping the home at 1242 Abigail, which is nearing completion, and the home at 3064 Shallowford is close to achieving a building permit. The remaining Tallwood lot is outstanding. Finally, Staff will be working with the Parks and Recreation Department to implement the \$30,000 expenditure for Harris Saxon Park through CDBG money.

**PUBLIC WORKS** thru 02/03/2012

**Traffic Operations:**

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

• **Signs:**

- Completed 48 sign repair work tickets in the City.
- Fabricated and installed 9 new street name signs.
- Fabricated and installed (1) Road Narrows sign at 1088 Seagate.
- Fabricated (5) 30 mph and (2) 35 mph signs for stock.
- Installed (1) 30 mph sign at 3181 Post.
- Installed (1) 30 mph sign at 3298 Post.
- Fabricated and installed (2) One Way signs to the right at Alley 570 behind the liquor store.
- Installed from stock (2) Warning – No Trespassing signs at Alley 570.
- Fabricated and installed (2) End of School Zone signs at Normandy/Hancock school zone.
- Fabricated and installed (1) Discovery Elementary sign to the right and (1) Discovery Elementary sign to the left at Normandy/Hancock school zone.
- Fabricated and installed (1) Emergency Shelter sign to the right and (1) Emergency Shelter sign to the left at Normandy/Hancock school zone.
- Fabricated and installed (1) Spirit Elementary sign and (1) Emergency Shelter sign to the right at 1305 Tivoli.
- Fabricated and installed (1) Spirit Elementary sign and (1) Emergency Shelter sign to the left at 1348 Tivoli.

- Fabricated (30) Well #'s for Deltona Water.
- **Asphalt:**
  - Completed 8 asphalt repair work tickets – 1 ¾ tons.
  - 2518 Delaware – repaired section of road for Deltona Water – ¼ ton.
- **Speed Trailer:**
  - Removed speed trailer at 874 Vicksburg.
  - Removed speed trailer at Noah & Sardinia.
- **Misc:** 1088 Seagate – installed 3 delineators at new asphalt curb.

**Field Operations:**

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

- **Beautification:**
  - Medians:
    - Howland Blvd – set irrigation control timers to run for contractor to do weed and feed applications and reset to normal days following regulations; checked and repaired irrigation as needed.
    - Providence Blvd - fertilized turf with weed and feed; checked and repaired irrigation as needed; sprayed mulch areas with weed killer and around trees.
    - Elkcam Blvd – fertilized turf with weed and feed; checked irrigation and repaired as needed; sprayed mulch areas with weed killer.
  - City Signs:
    - Howland sign – weed eat; weeded; picked up litter.
    - Saxon sign – mow; weed eat; pick up litter.
  - Misc: Public Works Depot – sprayed weeds.
- **Concrete:**
  - Sidewalk repair at 3001 E Waco – 6'x 5'; 806 Lily – 5'x 4'x 6"; 2417 Austin – 10'x 4'; Austin – 53'x 4'.
- **Clam Truck:**
  - Debris – 13
  - Trimming – 14
- **Drop Offs:** Repaired drop off at vacant lots at 2689 Leafy Way; 2710 Leafy Way; 2527 Tansboro.

**Fleet Maintenance Division:**

- |                              |        |             |
|------------------------------|--------|-------------|
| ● Vehicles                   | PM – 4 | Repairs – 7 |
| ● Equipment                  | PM – 2 | Repairs – 6 |
| ● Road Calls                 | 2      |             |
| ● Parts Run/Vehicle Delivery | 1      |             |
| ● CDL Testing                | 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:**
  - 695 Lorraine – installed 220' of 15" hdpe pipe; 2 nyloplast basins; cut, dug out roads and hauled away; mudded in a box.
  - 1471 Renton – replaced 80' of 8" metal with 8" hdpe pipe; mudded in box; reshaped swales and placed sod.
- **Retrofit Crew:**
  - 2 structures retrofit.

- 840 Abby Ter; Champlain/Herndon.
- **Drainage Area Maintenance (Aebi Mowing);**
  - 3.3 drainage acres maintained.
  - Ponds mowed – 1802 Clyburn; 1780 Cofield.
- **System Cleaning (Vac Truck):**
  - 220 feet of Stormwater system cleaned.
  - 5.5 yards of debris removed.
  - Storm systems jetted – 1571 Waycross; 1945 Acadian; 1235 Seybold.
- **Right of Way Litter Crew:**
  - 767.25 gallons of litter removed.
  - Main road trash pickup – Courtland twice; Newmark; Cloverleaf; Normandy; Elkcam twice; Captain; Catalina; India; Montecito.
  - Alley trash pickup – 171; 172; 219; 484; 485; 498; 500; 570.
- **Misc:**
  - 1069 Norwood Dr – cleared vines from fence.
  - 782 Shafton Av – cleaned weeds and vines off fence.
  - 201 Howland Blvd – cleaned equipment; cleaned stormwater bay.
  - 829 Deltona Blvd – repaired fence and mowed pond.
  - Walkertown Av – reset grates on box.
  - 555 Deed Cir – took tree down next to pole.
  - Day Rd – cleaned up road.

**UTILITIES** thru 2/5/2012

**Customer Service**

January / February 2012	Total week ending 02/05/12
DW – Lockbox	2412
Ebox	1317
Call Center Calls	1810
Walk-ins/Drop Box	1375
On-line Payments	1276

**Customers Disconnected for Non-Pay**

January / February 2012	Total week ending 2/5/12
Total on Disconnect List	193
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

January / February 2012	Total week ending 2/5/12
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	16
Locates Received	85
Locates Completed	81
Main Leaks	1
Service Leaks	7
Sewer Repairs	4
Sewer Blockage	3
KV2 Valves	3
Service Replacements	2
Meter Change Outs	47
Service Orders	637
Disconnects	193
Drainfield Leaks	
Meter Retirements	21