



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, Acting City Manager
Subject: Weekly Courtesy Report
Date: December 6, 2013

CITY MANAGER'S OFFICE thru 12/06/2013

Public Information Office (PIO): (Lee Lopez, Public Information Officer)

- Facebook & Twitter: Posted reminders about the Navigators sessions at City Hall, information about a Scrub Stroll at Lyonia, a Holiday Hike at Lyonia, the Volusia County Health Department's rabies warning, Tiny Trekkers, a Plant Exploration Hike, a Name That Holiday Tune event at the Library, a lecture on Sand Hill Cranes, a class on having a greener holiday, a lecture on cold-blooded animals, a holiday wreath making event, a popcorn and a movie event, an Outdoor Scavenger Hunt, a cooking demonstration, the Deltona Christmas Parade, a lane closure on Elkcam Boulevard, a Happy Thanksgiving message, information about the Pearl Harbor Remembrance Ceremony, and a Latin Jazz concert.
- Prepared the next edition of the City Newsletter for production.
- Created Christmas Parade signage for printing by the GIS Office.
- Created a poster/flyer for Santa's North Pole and prepared a press release about the event to Parks & Recreation for approval.
- Prepared a photo montage presentation for the retirement of Chief Staples.
- Submitted information about business classes happening at the Deltona Library to the City Clerk's Office for the online event calendar.
- Reviewed a proposed communications policy with the City Manager.
- Photographed the Fire Department Pinning Ceremony.
- Photographed the Grinch's delivery of employee holiday gift cards.
- Reviewing Request for Purchase submissions for entryway sign upgrades.
- Updated DeltonaTV programming for the weeks of Nov. 17, 24 and Dec. 1—(local-December episodes) Deltona Economic Development Report, Deltona Audubon Report, Deltona Fire Bulletin, Parks & Rec Update, Code Enforcement Notebook; (TPC) Grill Sergeants, Fit for Duty, Battleground, Armed Forces Boxing; (UCF) Global Perspectives, On the Issues, MetroCenter Outlook, Arts Performances, Acoustic Spotlight; (other) White House Chronicle, American Veteran, Road to Recovery, nature & environmental programming.
- Videotaped interview with Dr. Edison Jackson/Bethune Cookman University for Solicitation DVD and DeltonaTV 1 Hour Special on Economic Development.
- Videotaped January Episodes for these local programs—Economic Development (Florida Hospital) and Deltona Fire Bulletin (Fire Extinguisher Safety).
- Met to review RFP submittals for replacing the hardware/software for the City welcome message signs.
- Working with the staff of Galaxy Middle School, to prepare for Dec. 16th Commission meeting's Think Before You Throw Poster Contest presentations.
- Creating Agenda items for the following: Budget Amendment/Welcome Sign Repair, and Think Before You Throw Poster Contest Winners.
- Prepared the December issue of The Pride.
- Working with Pelican Productions for video preparations for the Christmas Parade.
- Working with Christmas Parade staff to coordinate info for the Parade judges and emcee talent.

- Produced Christmas Parade Preview PSA for air on DeltonaTV.
- Pre-production for Holiday Parade of Homes photo contest.

Press Release/s:

- Tree Cutting in Lyonia (forwarded from Friends of the Deltona Library)
- Domestic Violence Seminar
- Holiday Parade of Homes Contest

Media Relations:

- Spoke with *Mark Harper of the Daytona Beach News-Journal* about the resignation of the City Manager.
- Provided information regarding Dave Denny's resignation letter to *Jose Dieppa/Central Florida News 13*, *Mark Harper/Daytona News Journal*, and *Al Everson/West Volusia Beacon*.
- Provided information regarding Dave Denny's resignation letter, and then corrected the reporter's incorrect information, to *Blaine Tolison/WFTV-TV Ch. 9*.
- Provided information regarding any gambling inquiries to *Mark Harper/Daytona News Journal*.
- Provided information regarding the City Christmas Parade to *Mark Harper/Daytona News Journal*.
- Provided information regarding sign ordinance questions to *Al Everson/West Volusia Beacon*.
- Provided information regarding the City Charter Review Committee to *Al Everson/West Volusia Beacon*.
- Provided information regarding rabid animals to *Pat Hatfield/West Volusia Beacon*.

Office of Economic Development (OED): (Jerry Mayes, Economic Development Manager)

- Met with Bernard Jones as a newly appointed Deltona Economic Development Advisory Board (DEDAB) member regarding DEDAB and its two Sub-committees, meeting dates and times, and By-laws. Mr. Jones elected to serve on the DEDAB Commerce Park Research Sub-committee, pending Sub-committee Chairman's confirmation.
- Consulted with Mr. Glynn Robertson, the owner of an existing industrial building located at 237 Enterprise Road, to explore the possibility of leasing the property to Daytona State College for the purpose holding Daytona Technical College's HVAC and CNC Machine Tool classes at that location.
- Met with staff regarding (1) the DVD Library of Economic Development Interviews; (2) the "Blue Ribbon Panel"; and (3) moving ahead on the Commission-assigned Eco-tourism Project.
- Attended the November 25th Commission Workshop for planning of issues to be handled by the Lobbyist.
- In conjunction with the West Volusia Economic Development Committee, met with Michael Woods of Cobb-Cole to discuss (1) Commerce Park (2) Sports Tourism (3) general economic development within the City of Deltona.
- Met with John Wanamaker of Coldwell Banker Commercial Realty regarding Team Volusia EDC projects and positive impact of these projects, and reported results to City Manager.
- Continued delivery of the "Think B4 You Toss" posters to local businesses, which was an opportunity to speak with business owners regarding their business, potential for expansion, and possible locations for expansion.
- Prepared and submitted the agenda worksheet to the DEDAB Commerce Park Sub-committee recording secretary for the monthly meeting on December 13th.
- Attended the videotaping of an interview with Bethune-Cookman University, and filming for the Deltona Economic Development DVD Solicitation Project, both for DeltonaTV (Bright House Cable, Channel 199).
- Attended a meeting of the Volusia County Career Connection Cadre, the public/private/educational consortium that works with the Volusia School District's "High School Academy" program. One of the main topics was Pine Ridge High School's academy for digital arts / M.A.D.D. Kent Project, which uses local high school talent to produce programming that can be used in businesses and on DeltonaTV.
- Met with Chris Bowley and Ron Paradise, Planning & Development Services, to review current and upcoming projects.

- Met with Benjamin Bove, an applicant for DEDAB Commerce Park Sub-committee, to discuss DEDAB, By-laws, protocols, and the assignments to DEDAB and the Sub-committees.
- Attended the Team Volusia Economic Development Practitioners Council meeting in Daytona Beach.
- Attended a meeting of City staff and Daytona State College staff to discuss mutual proposed projects.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 11/29/2013

Building Services Division:

Building Permits issued for the week	59
Valuation of work permitted for the week	\$487,786
Inspections completed for the week	199
Total Permits issued for Fiscal Year 13/14	477
Valuation of work permitted for the year 13/14	\$3,588,653
Permits Issued:	
A/C Change Out	6
Addition	2
Concrete Flat Work	1
Demolition	1
Door Replacement	8
Driveway	1
Fence	7
Garage Door Replacement	1
Glass Room	1
Interior Repair	2
Other	1
Photovoltaic	2
Pool Above Ground	1
Reroof	12
Right of Way	1
Screen Enclosure	1
Shed	1
Solar Panel Installation	1
Water Heater Replacement	3
Window Replacement	6
Total	59

Enforcement Services Division:

Requests for services this week	534
Animals impounded at the humane societies	70
Citation warnings issued	50
Courtesy notices	221
Abatement notices	27
Citations issued	8
Code Enforcement telephone calls	136
Animal Control calls	164
Solid Waste calls	81
Citizen walk in requests for Code Enforcement assistance	33
Citizen walk in requests for Animal Control assistance	19

Citizen walk in requests for Solid Waste assistance	1	
Properties requiring grass to be cut by contractors	7	(at a cost of \$280)
Certified mailings sent out	46	(at a cost of \$282)
Money collected for Animal tags, liens and return to owners	\$14,193	
Foreclosures for this week: Deltona	2	
County	27	
Total	29	

CITY CLERK'S OFFICE (Joyce Kent, City Clerk) thru 11/27/2013

2nd Floor HR/CC Walk-In Customers	56	
2nd Floor calls Answered	62	
Packages Received	59	
Packages Picked Up	3	
A/P Invoices Opened	129	
Newspapers	29	(9.0 hours)
Public Records Requests Received	08	
Public Record Request Amount Received	60.69	
Documents imaged, pages	10,693	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 12/06/2013

- Participated in webinar "Internal Controls over Compliance".
- Attended the Community Rating System (CRS) class offered by FEMA in order to participate on the committee to lower flood insurance rates for Deltona residents.
- Completed and submitted the Lakeshore Loop ECHO grant application.
- Completed and submitted the Veterans Museum Expansion ECHO grant application.
- Attended mandatory pre-bid meeting for painting Station 62 and Logistics.
- Attended ongoing online class for purchasing certification- "Fundamentals of Leadership and Management."

Payroll Section	
Check Run Date:	11/7/2013
Total Employees	306
Time Sheets Processed	612
Checks Processed	17
Direct Deposits Processed	301
Total Payroll including benefits	\$ 767,899.85
Miscellaneous:	
Flexible Spending Reimbursements	38
Wellness Reimbursements	18
Check Run Date: 11/21/2013	
Total Employees	308
Time Sheets Processed	616
Checks Processed	22
Direct Deposits Processed	298
Total Payroll including benefits	\$ 850,861.64
Miscellaneous:	
Flexible Spending Reimbursements	27

Accounts Payable Section		
Check Run Date:	11/8/2013	
Checks Processed	296	\$ 948,976.05
Invoices Processed:		
Carol	274	848,801.04
Julia/Jacque	183	90,867.75
UB Refunds	166	9,307.26
	623	\$ 948,976.05
Check Run Date:	11/22/2013	
Checks Processed	312	3,240,676.36
Invoices Processed:		
Carol	253	2,959,196.45
Julia/Jacque	301	271,069.76
UB Refunds	194	10,410.15
	748	\$ 3,240,676.36

FIRE/RESCUE DEPARTMENT (Fire Chief Robert Staples) thru 12/04/2013

Deputy Chief Rogers:

- Alarm summary 11/26/2013 to 12/2/2013

Structure fire	1
Vehicle Fire	0
Wild land, grass, trash	1
Miscellaneous Fire	14
ALS Medicals	44
BLS & Misc. Medicals	69
Hazardous Condition	3
Service Calls	9
Good Intent	17
<u>False Alarms</u>	<u>4</u>
TOTAL	162

Deputy Chief Rafferty:

- Met with Port Orange Fire Rescue regarding American Heart Association procedures.
- Conducted a Target Safety class.

HUMAN RESOURCES DEPARTMENT (Thomas Acquaro, Director) thru 12/4/2013

- Performance Evaluations processed: 5
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (0 this week; 1,610 to date)
- Applications received:
 - (01) Waste Water Operator
 - (02) Water Operator

- (02) Fire Chief
- (02) Network Analyst
- (05) Firefighter/EMT
- (04) Parks Attendant
- Posted Utility Customer Service Rep. Supervisor and Public Work Tech openings.
- Processed 2 FMLA requests.
- Separations processed including exit interviews: L. Mislán, Utility Customer Service Technician (retired); Diane Hicks, Community Development Supervisor (resigned); Al Bhakta, IT Analyst (resigned).
- Risk Manager, HR Manager, and HR Analyst met with Michelle Martin from Brown & Brown Insurance.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 11/30/2013

Administration:

- Met with Kompan Playground representatives to apply for an installation permit.
- Met with Electrical Solutions to install a step-up transformer for City Hall air conditioning and add a parking lot light at Wes Crile.
- Met with Signal 21 to conduct a quarterly inspection of our park facilities.
- Met with Air Currents air conditioning to inspect the City Hall second floor air conditioning unit.
- Met with City staff to discuss the Thornby Loop project.
- Met with Larry Kent to discuss a digital production of the City.
- Met with Dave Denny, Jerry Mayes and Daytona State College Staff Management to discuss several planning initiatives.
- Met with Commissioner Denizac at Thornby Park.
- Met with Kompan Playground installers to complete the installation of the playground at Manny Rodriguez.
- Met with Mike Abrams to videotape his karate program.
- Processed 11 permits for pavilion and field rentals.

Facility Use Permits (11/17/13—11/30/13):

● Deltona Community Center	1 permit issued	Weekly attendance – 1,957
● Harris M. Saxon Community Center	0 permits issued	Weekly attendance – 475
● Wes Crile Park	4 permits issued	Weekly attendance – 3,336
● Skate Park	21 new passes	Weekly attendance – 901

Special Events/Programs:

Deltona Regional Library:

- Santa's North Pole - Saturday, December 14th from 4:00-8:00 p.m.

Harris Saxon Community Center:

- Boys and Girls Club After-School Program continues.

Partner Leagues Currently Underway:

- Florida Basketball & Volleyball Association (FBVA) winter program begins in January.
- Men's Softball – Polar Bear League starts in January.

Parks Maintenance:

Weekly tasks include opening and closing all the parks; cleaning and stocking restrooms; picking up and emptying trash at parks and facilities; 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.

- Mowed, edged and weed-whacked: Dewey Boster, Harris Saxon, Keysville Dog Park, Lake Gleason, Sheriff Department, Skate Park, Tom Hoffman and Veterans Memorial.
- Removed graffiti from Dwight Hawkins and Tom Hoffman parks.
- Collected model and serial number information from air conditioning units at various parks.
- Set out message boards for Christmas Parade.
- Replaced blades on John Deere.
- Deltona Community Center – Removed tree debris by Schoolhouse; box-bladed parking lot.
- Dewey Boster – Worked on floats; repaired holes in concession stand next to windows (Dewey Baseball) to keep squirrels and other animal life out; installed grill at front pavilion.
- Dwight Hawkins – Removed tree debris in front of park.
- EVAC Building – Picked up tree debris and log by building.
- Festival Park – Replaced broken lights in restroom.
- Manny Rodriguez – Picked up tree debris.
- Vann Park – Replaced restroom roof; box bladed parking lot.
- Wes Crile – Changed flush valve.

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 recycle bins; setting up Chambers for various meetings and resetting afterwards; monitoring temperature throughout the building; replenishing restroom and other supplies throughout the entire building; cleaning and maintaining all restrooms, water fountains and refrigerators; replacing light bulbs and ceiling tiles as needed throughout the building, courtyard and walkway; moving or assembling furniture, cubicle panels and other items for various departments as needed; landscape maintenance; sweeping and washing sidewalks, main entrance, lobby, stairwells and elevators; performing other miscellaneous tasks as needed.

- Escorted Massey Services.
- Moved paper to storage for Code Enforcement.
- Checked chiller units.
- Picked up and weighed food donations from various locations for the food drive.
- Picked up water for the parade with City Clerk and delivered to the Water Department.
- Checked ceilings for dead critters (none found).

Sports Turf Maintenance:

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes and Wes Crile Park.
 - Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
 - Raked and lined Dupont Lakes.
 - Edged infield at Wes Crile.
 - Checked irrigation at Dupont Lakes.
- Sports Complex including Pony League:
 - Mowed, edged and weed-whacked fields at Complex.
 - Mowed and edged Pony League and overflow parking.
 - Moved bleacher to Deltona Blvd. for parade.
 - Painted trim on restrooms.

- Replaced valve at Complex; repaired electric box; replaced lock on restroom door.
- Sprayed TB3000 and Medinacal on fields 1, 4, 5, 6, 7, 8 & 9.
- Repaired 6500D mower with hydraulic piston for steering.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 12/4/2013

Executive Summary:

Planning and Development Services spent the last two weeks focused on projects moving forward, as follows:

- RaceTrac within the Deltona Village;
- Saxon Sterling Silver BPUD;
- Tractor Supply Company rezoning;
- Bella Vista Overall Development Plan (ODP);
- Lake Baton Estates;
- Lake Gleason Reserve subdivision.

Staff also processed the closure of several items to advance those projects. These include the Meadowlark Drive dedication, Live Oak Estates Final Plat Amendment, and the Leslie Pools Final Site Plan Amendment.

Planning:

The Planning Section focused on the Saxon Sterling Silver BPUD zoning amendment. Staff met with the Volusia County Traffic Engineering Department to determine the improvements required for access management. A staff report was also drafted for the Tractor Supply Company rezoning application and issued comments for the Bella Vista ODP. Finally, staff completed the Agenda Memorandum package for Phase II-B Land Development Code Amendments.

Housing & Community Development Section:

The Housing and Community Development Section received pay application requests for roughly \$100,000 over the past month and a half to close out the month of November. This reduces the NSP 3 drawdown requirement to approximately \$160,000 to be completed by the end of February/beginning of March 2014. Staff should achieve the goal within the February 2014 timeframe prior to the deadline.

Staff also processed the Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) for Program Year 2012/2013 to meet the HUD deadline of the end of 2013. The item will be brought to the December 16th Commission hearing. Finally, staff will be revisiting the Operations and Procedures Manual and NSP Management Plan in anticipation of the Affordable Housing Advisory Committee (AHAC) convening.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 11/29/2013

Traffic Operations:

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

- **Signs:**
 - Completed 27 sign repair work tickets in the City.
 - Fabricated and installed 26 new street name signs.
 - Installed new storm ready dates on signs through the City for the Fire Department.
 - Fabricated one 12"x 18" reserved parking sign for retiring Fire Chief.

- Fabricated one 12"x 18" Watch Your Step sign for Stormwater Department.
- Fabricated one 18"x 24" lift station sign for Deltona Water.
- Fabricated two R1-1 30"x 30" Stop signs for stock
- Fabricated two R2-1 24"x 30" 30 mph signs for stock.
- Fabricated and installed new Sheriff's Office decals.
- **Asphalt:** Repaired 19 asphalt repair work tickets – 5 tons.
- **Speed Trailer:** 890 Elkcam Blvd – installed speed trailer for traffic heading towards Normandy Blvd for one week.
- **Message Boards:**
 - Doyle @ Deltona Blvd, Howland @ SR415 – continued message boards for Holiday Parade.
 - Saxon @ N Normandy Blvd, Howland @ Graves – installed message boards for Click It or Ticket campaign.
- **Thermoplastic Striping:** Striping machine is down for maintenance.
- **Miscellaneous:**
 - 1620 Foothill – painted over graffiti on road.
 - Deltona Water – picked up 20 A-Frame barricades and returned to Public Works Depot.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: Howland, Normandy, Providence Blvds – routine maintenance; removed weeds from perennial peanut.
 - City Land: 1787 Ft Smith; Falcon; Public Works Depot.
- **Concrete:**
 - Sidewalks – 899 Henderson – 6'x 4'; 626 Hartley – 22'x 4', 15'x 4', 3'x 4'; 2471 Hope – 4'x 4'; 1851 Elkcam – 80'x 8'.
 - Grinding – 2877 Belkton – 3 trip hazards; Courtland – 2 trip hazards; 2970 Greynolds – 2 trip hazards; 742 Trafalgar – 2 trip hazards; 1400 Hartley – 2 trip hazards; 798 Superior – 1 trip hazard; 903 Tamerlane – 2 trip hazards; 2474 Kimberly – 1 trip hazard; 881 Radcliff – 1 trip hazard; 2443 Kimberly – 2 trip hazards; 626 Hartley – 3 trip hazards; 727 Tamerlane – 1 trip hazard; 646 Logan – 2 trip hazards; 640 Logan – 1 trip hazard.
- **Clam Truck:**
 - Debris – 12
 - Trimming – 4
- **Slope Mowing:** Alley 485 – 250'; 1481 Lavilla – 80'; 1312 Belmar – 60'; 942 Vercelli – 80'; 113 Cambridge – 60'; S Old Mill – 234'; 1921 S Old Mill – 417'; 1208 Clarion – 80'; 709 Twin Lake – 60'; 3672 Ronda – 200'; 3649 Pamona – 530'; 550 Bern – 30'; 2675 Arcadia – 80'; 2790 Kraft – 100'; Citation & Kraft – 160'; Kraft – 130'; Polo & Cloudercroft – 200'; 774 Humphrey – 60'; 3206 Noah – 60'; 1922 Shaw – 60'; 3245 Newmark – 160'; 1802 Clyburn – 80'; 1814 Harbinger – 80'; 1809 Harbinger – 200'.
- **Drop Offs & Sod:**
 - Installed 10 pieces of sod – 886 Dean.
 - Installed 1/8 pallet of sod – 561 Lagorce; 681 Mallard.
 - Installed 1/3 pallet of sod – 697 Preston.
 - Installed ¼ pallet of sod – 887 Dean; 825 Humphrey; 2401 Greenbrier; 2510 Shiprock; 2502 Shiprock; 2501 Shiprock; 685 Preston; 714 Preston; 715 Preston; 677 Preston; 923 Montana; 771 Mentmore; 2298 Harding; 2291 Harding.
 - Installed ½ pallet of sod – 931 Lovington.
 - Installed 1 pallet of sod – 2321 Weatherford; Harding.

- Installed 1 ½ pallet of sod – 2300 Harding.
- Repaired drop off – 1353 Bakersfield; Candler; Keyville; 2591 Auburndale.
- **Miscellaneous:**
 - Hallandale & Newmark; Brewton & Newmark – removed dirt from sidewalk.
 - Gatewood & Newmark – removed dirt from roadway.
 - Lydia – cleaned and edged sidewalk.
 - Deltona Blvd – removed sand from sidewalk.
 - City Wide – emptied trash containers.
 - Norwood & Normandy – edged sidewalks.
 - Tivoli between Saxon & Normandy – edged sidewalks.

Fleet Maintenance Division:

● Vehicles	PM – 1	Repairs – 7
● Equipment	PM – 3	Repairs – 21
● Fire Dept Station Checks	9	
● Road Calls	1	
● Parts Run/Vehicle Delivery	3	
● CDL Testing	0	

Stormwater Division:

Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 1303 Buccaneer Dr – Reshaped swale and sodded area; installed 40’ of 18” HDPE pipe; formed up and poured a mitered end with concrete and repaired all the irrigation.
 - 1886 Del Rio Ct – repaired the broken concrete that covered the brick around the drainage basin.
 - Elkcarn Blvd/Hibiscus Ct – poured the concrete for the spillway and cut out area for sod.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Ways mowed – 3110 Dow Ct; 2801 Belkton Ct; 3180, 3271, 3280 Utah Dr; 2860 Flynn; 2579 Beckwith; 2319 Whitehorse; 2280 Bahama; 3300 Buttonwood; 3351 St James; 3245, 3208, 3066, 3005, 2970 Parma; 3101 Yorkshire; 3372 Quail; 2072 Blanton; 2354 Agar; 2288 Rabenton; 3061 Malcolm; 2415 Haulover; 2871 Blackburn; 2520 Crowley; 2449, 2481, 2445 Derby; 2664 Collingswood; 2693 Windsor Heights; 1746 Catalina; 1562 Joyner; 2712 Ivydale; 2635 Groveland; 2962 Allegro; 1751 Catalina; 1185 Winterville; 2727 Sedgfield; 2521 Tansboro; 2462 Vaughn; 2470 Unionville; 2507 Walkertown.
 - Ponds mowed – 3081 Courtland Blvd.
- **Right of Way Mowing Crew:**
 - Main roads mowed – Courtland Blvd.
 - Sectors mowed – 4; 5; 6; 7.
 - Alleys mowed – 977; 1184; 1185; 1578; 1590; 1915.
- **Right of Way Litter Crew:** Main road trash pickup – Courtland Blvd; India Blvd.
- **Miscellaneous:**
 - City Wide – inspected all pump stations for vandalism and to make sure they were operating correctly.
 - 878 Cloverleaf Blvd – seeded the area that was cleared of debris.
 - Pamona Ave – took couch out of the pond and put in the Right of Way for a clam pick up.
 - 1455 Meadowlark – picked up the trash around the edge of the pond.
 - 1232 Beechdale – removed a tire from the pond and picked up the broken glass.
 - 340 Cloverleaf – picked up the trash in the ditch for the Lake Gleason outfall.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 12/01/2013

Customer Service

November/ December 2013	Total weeks ending 11/24/2013 & 12/01/2013
DW – Lockbox	2706
Ebox	1653
Call Center Calls	2255
Walk-ins/Drop Box	1553
On-line Payments	2278
IVR	1202

Customers Disconnected for Non-Pay

November/ December 2013	Total weeks ending 11/24/2013 & 12/01/2013
Total on Disconnect List	136
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

November/ December 2013	Total weeks ending 11/24/2013 & 12/01/2013
Water Service	0
Meter Sets	7
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	24
Locates Received	240
Locates Completed	237
Main Leaks	2
Service Leaks	9
Sewer Repairs	2
Sewer Blockage	15
KV2 Valves	5
Service Replacements	1
Meter Change Outs	22
Service Orders	702
Disconnects	136
Drainfield Leaks	0
Meter Retirements	97