

# 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: November 16, 2012

## **Waste Pro Holiday Collection Schedule:**

There will be no solid waste collection service provided on Thanksgiving Day, November 22<sup>nd</sup>. Those with a normal Thursday collection day will be serviced on Friday; those with a normal Friday collection day will be serviced on Saturday.

## **Employee Holiday Luncheon:**

Our Annual Employee Holiday Luncheon will be held on Friday, December 7<sup>th</sup>, from 11:30 – 1:30 p.m. in the Commission Chambers. This is a potluck luncheon whereby employees either bring in a side dish, dessert, etc. to share with their co-workers or pay \$3 and bring in a canned food item for our Food Drive. The Mayor and Commissioners are all cordially invited to join us at this luncheon to help celebrate the season and thank all our employees for all they do for our residents throughout the year!

## **FCCMA Fall Symposium – Citizen Engagement:**

The City Manager attended a full-day training symposium sponsored by the Florida City County Managers Association (FCCMA) on Friday, November 8<sup>th</sup>, in Port Orange. One of the most interesting topics addressed during this training was a presentation by the City of Largo's Office of Management and Budget on a citizen engagement initiative entitled "*Community Values: A Successful Story in Obtaining Public Input*". This initiative included a resident survey and interactive public sessions whereby members of the community were invited to participate in sessions to identify what services/programs the residents valued most in their City. This information together with all the data gathered from the survey helped the administration and the elected officials through their budget process to identify those items that needed to be eliminated from the City's budget or reduced in scope in order to meet declining revenue challenges that their City was facing. Staff will be looking more closely at this program and other similar programs to develop a preliminary plan to present to the City Commission early next year as a means to obtain and encourage more citizen participation in the City's annual budget process.

## **Ongoing/Upcoming Events:**

- **Concert at the Amphitheatre** – Friday, November 16<sup>th</sup>, 7:00 – 9:00 p.m., Deltona Amphitheater; Performing: AP 60 (American Pop 60)

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)

- **City's 50<sup>th</sup> Birthday Bash & Sock Hop** – Saturday, November 17<sup>th</sup>, 10:00 a.m. – 2:00 p.m., City Hall Chambers & Courtyard
- **Deltona's 50<sup>th</sup> Birthday Gala Dinner & Dance** – Saturday, November 17<sup>th</sup>, 5:30 – 11:00 p.m., Deltona Community Center, 980 Lakeshore Drive
- **Regular City Commission Meeting** – Monday, November 19<sup>th</sup>, 6:30 p.m., Commission Chambers
- **Thanksgiving Holidays** – City Administrative Offices closed on Thursday, November 22<sup>nd</sup>, and Friday, November 23<sup>rd</sup>
- **Commission Workshop Meeting** – Saturday, December 8<sup>th</sup>, 9:00 a.m. – 3:00 p.m., 2<sup>nd</sup> flr. Conference Room, City Hall; Discussion re: various topics with new Commission (agenda to be determined)
- **Regular City Commission Meeting** – Monday, December 10<sup>th</sup>, 6:30 p.m. – Commission Chambers
- **Christmas Holidays** – City Administrative Offices closed on Monday, December 24<sup>th</sup> and Tuesday, December 25<sup>th</sup>
- **New Year's Holiday** – City Administrative Offices closed on Tuesday, January 1, 2013




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Faith G. Miller, MMC, MPA  
City Manager

**CITY OF DELTONA RESIDENTS**

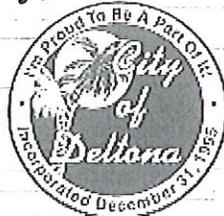


*wishes everyone a*



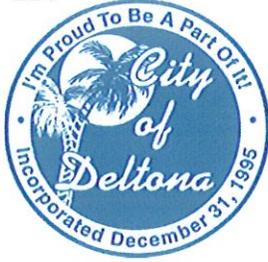
**No collection service provided on  
Thanksgiving Day  
November 22nd, 2012**

Thursday, November 22nd  
will be serviced on  
Friday, November 23rd  
&  
Friday, November 23rd  
will be serviced on  
Saturday, November 24th



Visit the City of Deltona's  
website at:

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CITY MANAGER'S OFFICE

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Date: November 16, 2012

## CITY MANAGER'S OFFICE thru 11/16/2012

### Communication:

- Updated DeltonaTV schedules for the week of November 18<sup>th</sup>.
- Updated DeltonaTV programming—UCF (Global Perspectives, MetroCenter Outlook, On the Issues), White House Chronicle, American Veteran, VA Weekly News—for the week of November 18<sup>th</sup>.
- Live broadcast and recorded November 12<sup>th</sup> Special Commission Meeting/Swearing In Ceremony for DeltonaTV.
- Finished post-production of National Night Out Review PSA.
- Post-production/editing for District 1 Town Hall Meeting for broadcast on DeltonaTV.
- Edited an eight-minute-long video for the 50<sup>th</sup> Anniversary Gala Dinner.
- Met with Christmas Parade judges, to review ballots and rules for judging.
- Photographed Employee Wellness Fair, for the December issue of the Pride.
- Created poster/artwork for 3<sup>rd</sup> Annual Holiday Parade of Homes.
- Met with Jerry Mayes, to review proposed 5K Run for 2013.
- Updated DeltonaTV slides for “Deltona Job Project.”
- Updated DeltonaTV slides for NSP Home Showcase.
- Attended FEMA class—“Disasters and Social Media.”
- Created/printed all promotional material—posters, flyers, handouts—for the 50<sup>th</sup> Anniversary event.
- Working with Chamber Maps, the City's GIS office, and the City of DeBary on map verification for a Southwest Volusia map project.

### Press Releases:

- VCSO Crime Seminar
- Holiday Parade of Homes
- Deltona Fire Department/Hurricane Sandy Relief Drive
- “Gift of Food” Food Drive

### Media Relations:

- Provided information regarding the proposed eastside wastewater treatment plant for *Blanche Hardy/The Florida Specifier*.
- Provided information regarding the City's Resolution on Texting While Driving Ban, for *Erika Webb/Hometown News*.

### Business Development:

This week, the Business Development Manager is attending the Basic Economic Development Course at University of South Florida in Tampa. This is part of the required curriculum to qualify for the International Economic Development Council's Certified Economic Developer's exam. It is a four-day course of training, offered once per year for local, regional, state and federal economic development organizations, such as chambers of commerce, public utilities, developers, consulting firms and transportation authorities.

**BUILDING & ENFORCEMENT SERVICES** thru 11/09/2012

**Building Services Division:**

Building Permits issued for the week .....	51
Valuation of work permitted for the week.....	\$245,070
Inspections completed for the week .....	142
Total Permits issued for Fiscal Year 12/13 .....	324
Valuation of work permitted for the year 12/13 .....	\$2,012,206
Permits Issued:	
A/C Change Out .....	10
Commercial Build-out .....	1
Door Replacement .....	2
Driveway.....	1
Electrical .....	3
Fence.....	4
Foundation Grout.....	1
Garage Door Replacement.....	1
Interior Renovation .....	1
Patio Cover .....	1
Reroof .....	6
Right of Way.....	1
Screen Enclosure.....	2
Shed .....	1
Siding.....	1
Solar Panel Install .....	3
Water Heater Replacement .....	7
Window Replacement .....	5
Total .....	51

**Enforcement Services Division:**

Requests for service this week: .....	298
Animals impounded at the humane societies: .....	29
Citation warnings issued: .....	10
Courtesy notices: .....	98
Abatement notices: .....	20
Citations issued: .....	8
Code Enforcement telephone calls: .....	218
Solid Waste calls: .....	73
Citizen walk in requests for Code Enforcement assistance: .....	15
Citizen walk in requests for Solid Waste assistance: .....	5
Properties requiring grass to be cut by contractors: .....	none
Certified mailings sent out: .....	32
Collected for Animal tags, liens, citations and return to owners: .....	\$815
Foreclosures last week:     Deltona: 13	
Volusia: 40	
Total: 53	

(at a cost of \$184)

**CITY CLERK'S OFFICE** thru 11/09/12

2nd Floor HR/CC Walk-In Customers .....	77	
2nd Floor calls Answered .....	27	
Packages Picked Up .....	5	
Packages Received .....	46	
A/P Invoices Opened .....	121	
Newspapers .....	18	(9 hours)
Public Records Requests Received .....	2	
Public Record Request Amount Received .....	0	
Documents imaged, pages .....	4,265	
Large scale drawings imaged, pages .....	0	

**FINANCE DEPARTMENT** thru 11/14/2012

- Working with departments to acquire the needed specifications for vehicles that have been approved for purchase in FYE 2013. After receiving all information, the details will be presented to the Commission for approval to piggyback the Florida Sheriff's bid.
- Working with inventory equipment vendor to obtain additional information that will enhance the efficiency of the City's inventory process. New fiscal year's inventory is tentatively scheduled to begin January 2013.
- Posted bid for fertilizers and chemicals for the City's Ball Fields. Bids due December 6<sup>th</sup>.
- Continuing to reconcile property tax records for City owned land to City's fixed assets system.

<b><u>OCT 1-31, 2012</u></b>	
LBT	
RENEWALS	443
RESIDENTIAL RENTAL RENEWALS	639
NEW RESIDENTIAL BUSINESS	27
NEW RESIDENTIAL RENTALS	40
NEW COMMERCIAL	3
NON-PROFITS	1
EXEMPT/ISSUED	0
WALK-INS	187
BUSINESS TAX REVENUE COLLECTED	\$ 46,424.29
FIRE INSPECTIONS REVENUE COLLECTED	\$ 4,070.00
OCT 2012 - 10% LATE NOTICES	1478
FIRE INSPECTION NOTICES 6-9/12	229

<b>Accounts Payable Section</b>		
<b>Check Run Date:</b>	<b>10/12/2012</b>	
Checks Processed	365	\$ 3,701,409.65
Invoices Processed:		
Carol	426	1,221,906.31
Julia/Jacque	210	2,469,447.61
UB Refunds	210	10,055.73
	<b>846</b>	<b>\$ 3,701,409.65</b>
<b>Check Run Date:</b>	<b>10/26/2012</b>	
Checks Processed	187	2,872,747.22
Invoices Processed:		
Carol	437	2,560,908.94
Julia/Jacque	132	311,816.46
UB Refunds	1	21.82
	<b>570</b>	<b>\$ 2,872,747.22</b>
<b>Payroll Section</b>		
<b>Check Run Date:</b>	<b>10/11/2012</b>	
Total Employees	301	
Time Sheets Processed	602	
Checks Processed	25	
Direct Deposits Processed	286	
Total Payroll including benefits	\$ 662,542.04	
<b>Miscellaneous:</b>		
Flexible Spending Reimbursements	47	
<b>Check Run Date:</b>	<b>10/25/2012</b>	
Total Employees	303	
Time Sheets Processed	606	
Checks Processed	27	
Direct Deposits Processed	286	
Total Payroll including benefits		
<b>Miscellaneous:</b>		
Flexible Spending Reimbursements	23	

**FIRE/RESCUE DEPARTMENT** thru 11/13/2012

**Fire Chief Staples:**

- Attended the Central Florida Fire Chiefs' Association meeting.
- Participated in a Relay for Life Fund Raiser at City Hall.
- Attended a 50<sup>th</sup> Anniversary Celebration meeting and finalized arrangements with several participants.
- Participated in a Work Place Violence Task Force teleconference/meeting to establish goals and protocols.
- Participated in a teleconference with Human Resources Department and the City's labor attorney, and attended the arbitration meeting, on health insurance.
- Met with Mr. Harvey Oretsky from Sterling Court retirement center.
- Participated in a meeting with Our Lady of the Lakes Church on their upcoming carnival planned for the end of this month.

**Deputy Chief Rogers:**

- Alarm summary 11/07/2012 thru 11/13/2012

Structure fire	1
Vehicle Fire	0
Wild land, grass	2
Misc. Fire	3
ALS Medicals	53
BLS & Misc. Medicals	78
Hazardous Condition	1
Service Calls	8
Good Intent	14
<u>False Alarms</u>	<u>8</u>
TOTAL	168
- Apparatus Update:

E61 FD-1233	In Service at Station 61.
E62 FD-0655	In Service at Station 62.
E63 FD-1021	In Service at Station 63.
E64 FD-0654	In Service at Station 64.
E65 FD-0900	In Service at Station 65.
Res A FD-9925	Out of Service at Fleet due to an oil leak; needs new radio control cable.
Res C FD-0214	Out of Service at Fleet due to an electrical problem.
Ladder FD-0300	Available at Station 65.
R61 FD-0910	In Service at Station 61.
R62 FD-0754	Available at Station 62.
Brush 61, 62, 63, 64	In Service.

**Deputy Chief Rafferty:**

- Meeting with Chief Swisher (re-assignment).
- Meeting with Admin (promotional outcome/personnel moves).
- Breakfast Fund raiser City Hall.
- Attended Uniform Committee.
- Attended Volusia County School Board Health Academy Advisory Committee Meeting.
- Meeting with Division Engineer Vroman/Lt Blake (Disciplinary action issued).
- Meeting with Firefighter Payler and Chief Snyder (Policy review reminder).
- Attended Health Fair City Hall.
- Met with JC Lynn for EMS Refresher Training Program/ACLS.
- Administered Flu Shots to City Hall Employees.
- Replaced Controlled Substance (out of date).
- Updated Heart Monitors.

**HUMAN RESOURCES DEPARTMENT** thru 11/14/2012

- Performance Evaluations processed: 3
- Deltona JOBS Program Folders
- 2nd Floor lobby – (10) added
- Total # of Deltona JOBS Program folders taken – (1310)
- Applications received:
- (03) Water Operator

- (12) Utility Systems Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Updating Munis-Job Classification codes to reflect new pay grade bands – still in process.
- Scheduled drug screening for new Public Works Tech.
- Processed (1) FMLA action.
- Continuing to coordinate with the 50<sup>th</sup> Anniversary committee for the November 17<sup>th</sup> event.
- Wellness Committee conducted Wellness and Benefits Fair on November 14<sup>th</sup>—29 vendors and 102 employees in attendance.
- Participated in a scheduled arbitration hearing regarding Local 2913's Health Insurance grievance, which was granted a continuance (to go before a circuit court judge.)
- Coordinating with City's Economic Development Manager and the Center for Business Excellence regarding establishment of a mini-career center in Deltona.
- Working on inputting new Job Class codes in Munis.

## **PARKS AND RECREATION DEPARTMENT** thru 11/10/2012

### **Administration:**

- Met with Electrical Solutions to complete the re-lamping of the Wes Crile Gymnasium and the Deltona Community Center.
- Met with staff to discuss the permitting responsibilities for the Lady of the Lakes Catholic Church to conduct a fall festival on November 29<sup>th</sup>, 30<sup>th</sup>, Dec. 1<sup>st</sup> and 2<sup>nd</sup> on their property.
- Conducted Youth Advisory Sub Committee meeting.
- Conducted Citizen Accessibility Advisory Sub Committee meeting.
- Met with Regency Lighting to complete the Community Center.
- Met with Pestmaster Pest Control to conduct spraying of park facilities.
- Processed 6 permits for pavilion rentals.

### **Facility Use Permits (11/04- 11/10/12):**

- |                                    |                  |                           |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center         | 2 permits issues | Weekly attendance – 950   |
| • Harris M. Saxon Community Center | 1 permit issued  | Weekly attendance – 250   |
| • Wes Crile Park                   | 2 permit issued  | Weekly attendance – 1,699 |
| • Skate Park                       | 2 new passes     | Weekly attendance – 550   |

### **Special Events/Programs:**

- Amphitheater:
  - 2012 Concert series: AP60 on Friday, November 16<sup>th</sup> at 7:00pm to celebrate Deltona's 50<sup>th</sup> Birthday.
- City Hall:
  - Sock Hop on Saturday, November 17<sup>th</sup> from 10:00am – 2:00pm with free hot dogs, chips, ice cream, cupcakes and drinks. Contests including hula hoop, bubble gum blowing, best dancer, best period dress and more.
- Harris M. Saxon Community Center:
  - Boys and Girls Club after school program continues.
  - Friday Night Flix & Fun, December 14<sup>th</sup> at 7:15 p.m. – Ice Age

### **City Leagues Currently Underway:**

- Men's league fall season continues.
- Senior league fall season continues.

**Partner Leagues Currently Underway:**

- West Volusia Youth Baseball fall ball continues.
- Deltona Little League fall ball continues.
- Deltona Panthers football and cheer practice continues.
- Deltona Youth Soccer practice continues.

**Parks Maintenance:**

*Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks and facilities, 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.*

- Mowed, edged and weed-whacked: Campbell Park, Festival Park, Manny Rodriguez, Sheriff's building, and Veterans Memorial.
- Deltona Community Center – Pressure washed main hall and side of craft building for the gala event.
- Harris Saxon – Installed new slide tube.
- Keysville Dog Park – Used clay to stack entrance gates to small and large dog areas.
- Lush Lane Park – Installed new park sign at entrance; installed 2 dog stations on trail.
- Thornby – Installed vent tube for air conditioning unit in chase.
- Vann Park – Checked on water leak in concession stand; replaced entrance lock in concession stand; repaired fence.
- Wes Crile – Picked up gym lights and took to the Depot.
- Miscellaneous – Picked up clay at Vann Park for Keysville Dog Park.

**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; replacing flags, replenishing restroom supplies throughout the entire building; replacing soap dispensers; cleaning all restrooms (floors, toilets, sinks, etc.); 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 and stairwells; cleaning front of building, retrieving supplies from storage at various times, polishing the elevator; delivering packages and heavy boxes to departments, repairing damaged paper towel and toilet paper dispensers.*

- Escorted Wiginton Fire Services to repair backflow tamper.
- Escorted Air Mechanical to City Manager's Office.
- Dismantled 50<sup>th</sup> birthday cake at Dewey and took to City Hall; set up on front patio.
- Hung pictures for City Attorney.
- Set up backdrop and hung banner.

**Sports Turf Maintenance:**

- Normal routine maintenance at Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes, Wes Crile Park
- Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.

- Raked and lined fields at Dupont every day.
- Repaired lights at Vann Park.
- Map irrigation at City Hall.
- Repaired sprinkler heads at Wes Crile.
- Checked irrigation at Campbell Park.
- Sports Complex:
  - Mowed fields and Pony League.
  - Replaced sprinkler heads.
  - Over-seeded fields 1-3.

## **PLANNING & DEVELOPMENT SERVICES** thru 011/14/2012

### **Executive Summary:**

The Planning and Development Services Department spent the week processing development review projects. This includes working with Volusia County and the applicant on the Dunkin Donuts project to finalize their County permits, coordinating with the applicant for the McDonald's to be located within the WalMart Plaza along Howland Boulevard, finalizing building plans for the Leslie Pool location in the Shops of DuPont Lakes, and sign-off of plans for the Deltona Water additional parking lot.

### **Planning:**

The Planning Section is anticipating the completion for the Land Development Code Phase IIA Amendments public participation process by the November 30th deadline. Following tabulation of the results, staff will make any minor modifications and anticipate bringing the Phase IIA cycle of amendments to the Commission in early 2013. Staff is also completing the Brownfield Area-Wide Grant Application with the Grants Coordinator, to be eligible for funding towards economic development centered in the Deltona Boulevard Economic Development Zone. Staff worked with the City Attorney on the Community Residential Home ordinance and the Chicken Coop ordinance. Finally, staff began creating a City Grading Permit Application package for applicants to use as a guide and to receive approval prior to altering the grade of their site. This document will be written with the ultimate intent for an applicant to pull a building permit.

### **Housing & Community Development:**

The Housing and Community Development Section received a notice from HUD this week that the Quarterly Progress Report (QPR) for the 3<sup>rd</sup> Quarter of 2012 was approved. This report shows the progress made within the NSP 1 program to complete the first phase of that effort. The City acquired two additional properties within the NSP 1 Program Income phase located at 1594 Alloway and 980 Trellis. The homes were purchased with funds generated from the sale of NSP 1 Program Funds. Finally, the home located at 3230 Tallwood is nearing completion and the intent is to find a qualified buyer, so that the home can be sold following receipt of the Certificate of Occupancy.

## **PUBLIC WORKS** thru 11/09/2012

### **Traffic Operations:**

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

- **Signs:**
  - Completed 1 sign repair work ticket in the City.

- Fabricated and installed 2 new street name signs.
- Fabricated and installed at each location: (1) 24"x 30" R2-1 "30 mph" sign at Riverhead & Jewel; 3213 Cranston; 3209 Littlefield; Gimlet & N Covington; E Slater & Mandeville; 3208 N Covington.
- Fabricated and installed (1) 30"x 30" W1-1aL "Right Sharp Curve" sign with 15 mph sign at 2788 N Huron and also 1 at 2841 W Elston.
- Fabricated and installed (1) 24"x 48" W1-6L "Left Arrow" sign at Riverhead & E Dorchester.
- Fabricated and installed (1) 30"x 30" W1-5L "Right & Left Curve" sign and (1) 24"x 24" W13-1P "20 mph advisory" at 1839 N Acadian and 1 of each at 1886 E Acadian.
- Fabricated and installed (1) 12"x 18" "Adopt a Street" sign and (1) 12"x 6" "The Otero Family" sub plaque at Omaha & Fonder, and (1) of each at Omaha & Blackburn.
- **Asphalt:**
  - Completed 1 asphalt repair work ticket – ½ ton.
  - Repaired 8'x 6' section of road at 130 Jasmine Woods for Deltona Water – ½ ton.
  - Repaired 33'x 12' section of road at 3371 St James for Stormwater Department – 4 ½ tons.
- **Message Boards:**
  - Installed board at Saxon Blvd & N Normandy Blvd for the 50<sup>th</sup> Celebration.
  - Installed board at Howland Blvd & Graves for the 50<sup>th</sup> Celebration.
- **Miscellaneous:**
  - 2370 Alton – installed 4 white reflective delineators.

**Field Operations:**

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

- **Beautification:**
  - Medians:
    - Providence Blvd – routine maintenance; reset irrigation timers.
    - Elkcam Blvd – routine maintenance; reset irrigation timers.
    - Howland Blvd – routine maintenance; pulled weeds & raked mulch around ligustrum trees; reset irrigation timers.
    - Normandy Blvd – routine maintenance.
  - Welcome Signs:
    - Howland Blvd – routine maintenance; reset irrigation timers.
    - Saxon Blvd – routine maintenance; reset irrigation timers.
- **Concrete:**
  - Sidewalk Repairs – 2876 Forest Edge – 20'x 4'; 1723 Cofield – 20'x 4'.
- **Clam Truck:**
  - Debris – 32
  - Trimming – 10
- **Miscellaneous:**
  - City Wide – emptied all trash containers.
  - Alley 171 – removed sand from roadway.
  - Finland Dr W – edged sidewalk from Saxon Blvd to Anchor.
  - Tivoli & Bailey – removed sand from sidewalk.
  - Abeline & Norwood – removed sand from sidewalk.

**Fleet Maintenance Division:**

• Vehicles	PM – 3	Repairs – 9
• Equipment	PM – 1	Repairs – 16
• Fire Dept Station Checks	5	
• Road Calls	3	
• Parts Run/Vehicle Delivery	4	
• 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:**
  - 1640 Oxford – installed 10’ piece of pipe and mudded in box; reshaped swales; placed sod; built 2 rip rap walls.
  - 2112 Old Mill – replaced a bad 12’ piece of 18” metal pipe with a new one; formed up driveway and poured back.
  - Forest Edge – repaired box; formed up sidewalk; placed sod.
  - 1990 Chapel – installed 200’ of 15” pipe; filled in ditch with dirt; mudded in box.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Ditches mowed – 1383 Trollman; 1386 Trollman; 1411 Lombardy; 1495 Drysdale; 1402 Ft Smith; 1501 Tivoli; 2472 Lackland; 2442 Walkertown; 1292 Buccaneer; 2355 Weldon; 783 Hancock; 37 Courtland; 1362 Trollman; 3115 Noah; 1384 Valhalla; 543 Skyland; 963 Waycross; 3202 Tulsa; 1018 Mayflower; 1729 Vivian.
- **Right of Way Mowing Crew:**
  - Main Roads mowed – Normandy; Elkcam; Montecito; Ft Smith.
  - Sectors mowed – 28; 29; 30; 31; 1; 3.
  - Alleys mowed – 618; 632; 933.
- **Right of Way Litter Crew:**
  - 49.5 Gallons of litter removed.
  - Main road trash pickup – Normandy; Haulover; Cloverleaf; Deltona Blvd; Tivoli; Anderson; Ft Smith; Newmark; Catalina; Captain.
- **Miscellaneous:**
  - 1104 Norwood Dr; 1314 Ferendina; 3100 Riverhead; 3240 Sky – mowed the pump station.
  - 2701 Fulford; 1561 Trinidad; 788 Chippendale – mowed the Right of Way.
  - City Wide – watered newly laid sod.
  - Gage – cleaned debris from ditch; put up 2 posts and a chain.
  - Calusa; Ft Smith – cleaned trash out of pond.

**UTILITIES** thru 11/11/2012

**Customer Service**

November 2012	Total week ending 11/11/12
DW – Lockbox	2447
Ebox	1545
Call Center Calls	1479
Walk-ins/Drop Box	1335
On-line Payments	1040
IVR	413

**Customers Disconnected for Non-Pay**

November 2012	Total week ending 11/11/12
Total on Disconnect List	98
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

November 2012	Total week ending 11/11/12
Water Service	
Meter Sets	3
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	10
Locates Received	51
Locates Completed	53
Main Leaks	
Service Leaks	3
Sewer Repairs	
Sewer Blockage	
KV2 Valves	2
Service Replacements	2
Meter Change Outs	9
Service Orders	551
Disconnects	98
Drainfield Leaks	
Meter Retirements	149