CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: November 30, 2012

Commercial Construction Project Update:

RaceTrac (Howland and Forest Edge Road near Deltona High): Representatives from RaceTrac have advised that they are looking to begin construction in early 2013 and have gotten their County Right-of-Way Use permit extended to August 2013. Construction timeframe: Beginning in the 1st Quarter (Jan. - March) of 2013, with a projected four month construction period. With that projection, it is anticipated that the store would be open in the 3rd Quarter 2013 (July-Sept.).

Dunkin Donuts (Howland Blvd. and Roseapple): Pre-Development meeting held for the Dunkin Donuts Final Site Plan application (#FSP12-005) on November 28th. Development Order signed and issued and Site Engineering Permit approved. Contractor will begin clearing the site within the next 30 days, and construction is scheduled to begin in January 2013. Completion anticipated by: June 2013.

Dollar General (at 3016 Howland across; near Fire Station 65): Pre-existing home has been demolished, site has been cleared, and construction is underway with the pad formed. Completion anticipated by: September 2013.

Dollar General (Stratford Commons off Deltona Blvd.): Under construction; completion expected by: March 2013.

McDonald's (Howland Blvd. near Super Walmarts): Scheduled for a City Commission hearing on December 10, 2012. McDonalds will close on the property shortly thereafter. The site is a finished vacant lot and pad ready, thus cutting development time down. It is anticipated to open in the 3rd Quarter of 2013.

2nd Annual Deltona Christmas Parade Update:

Our 2nd Annual Christmas Parade is just two weeks away – **December 15th – 6:00 p.m.** As of this morning we had 60 entries with more coming in, I would expect us to have 100 or more entries as the final amount for the parade. Of the 60, we do have three marching bands (Deltona High, Pine Ridge and Heritage Middle). We will have ten (10) food trucks along the route (5 near Chapel Drive and 5 near City Hall), and we are allowing three (3) street vendors along the route. After the

parade we will have pictures with Santa and Mrs. Claus in the City Hall courtyard and we are planning to have carolers singing in front of City Hall during the lead-up to the parade and then in the courtyard for pictures with Santa. Our Grand Marshal will be a Philadelphia Union player and their Team mascot, Bimbo (pronounced "Beembo"); Parks & Recreation are constructing a float for the Grand Marshal. The Mayor and Commission will be riding on a tram (similar to the type from Disney), rather than individual cars and we will advise you of further details as the date gets closer. Awards for winning parade participants will be handled at the January 7th Commission meeting rather than at the conclusion of the parade. We expect a very large attendance as we had last year and another enjoyable holiday experience for our residents and visitors!

Employee Holiday Luncheon Reminder:

Our Annual Employee Holiday Luncheon will be held on Friday, December 7th, 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!

Ongoing/Upcoming Events:

- **Commission Workshop Meeting** – Saturday, December 8th, 9:00 a.m. – 3:00 p.m., 2nd flr. Conference Room, City Hall; Discussion re: various topics with new Commission (agenda to be determined)
- **Santa's North Pole –** Saturday, December 8th, 4:00 – 8:00 p.m., Deltona Library
- **Regular City Commission Meeting –** Monday, December 10th, 6:30 p.m. – Commission Chambers
- **Parrandas en el Patio** – Friday, December 14th, 6:00 – 8:00 p.m., Deltona Amphitheatre
- **2nd Annual Christmas Parade –** Saturday, December 15th, 6:30 p.m., Route along Providence Blvd., from Fort Smith Blvd. to City Hall
- **Christmas Holidays** – City Administrative Offices closed on Monday, December 24th and Tuesday, December 25th
- **New Year's Holiday –** City Administrative Offices closed on Tuesday, January 1, 2013

Faith G. Miller, MMC, MPA
City Manager

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: November 30, 2012

CITY MANAGER'S OFFICE thru 11/30/2012

Communication:

- Posted 50th Anniversary Concert, 50th Anniversary Celebration and Sock Hop, Friday Night Flix & Fun, Marine Corp Birthday, the final days of the Farmers Market and new hours for Construction Services reminders on Facebook and Twitter.
- Continue to work with the Cities of DeBary and Orange City on the Southwest Volusia Map Project.
- Continue to work with App Order on the City's Smart Phone reporting application.
- Posted information about a road closing (Oasis) on the City Web site's emergency bulletin banner and on Facebook and Twitter.
- Created banners for the contest tents and the history display at the 50th Anniversary Celebration, and bus shelter posters for the 50th Anniversary Celebration & Sock Hop, the 50th Anniversary Concert and the Deltona Christmas Parade.
- Completed a class on Premier Pro at Future Media Concepts.
- Created a poster/flyer for Santa's North Pole.
- Helping to promote a City-sponsored blood drive and the William S. Harvey Scholarship deadline.
- Updated DeltonaTV schedule for the week of December 2nd.
- Updated DeltonaTV programming—UCF (Global Perspectives, MetroCenter Outlook, On the Issues), White House Chronicle, VA Weekly News and The American Veteran—for the week of December 2nd.
- Created a flyer, and open and closing slides for "Holiday Parade of Homes" photo contest, and Thanksgiving slides, for DeltonaTV.
- Created an informational flyer for Volusia County schools in Deltona.
- Updated Welcome sign messages to include Panthers and WV Wolves National Competition.
- Working on December issue of the Pride.
- Met with Saul Saenz/Central Florida News 13, to review his duties as Christmas Parade Master of Ceremonies.
- Spoke with Nick Pizza, to arrange for second talent to emcee the Parade with Saul Saenz.
- Met with Christmas Parade judges to review duties and judging criteria for Christmas Parade.
- Videotaped the 50th Anniversary Celebration/Sock Hop at City Hall on November 15th.
- Met with Larry Kent/Burger King regarding possible future projects, where the City and the restaurant can benefit from cross-promotion efforts.
- Live broadcast of November 19th Commission Meeting and recorded for later broadcast.

Press Releases:

- Business Assistance Center Dedication
- Dollar General Ground Breaking
- Firefighter Pension Board Member Recruitment

- Hurricane Sandy Relief Extended Deadline
- Annual Christmas Parade

Media Relations:

- Provided information regarding the "Gift of Food" food drive for *Kathleen Rasche/News Journal*.
- Provided information regarding photo opportunities of Water utility workers for *Barb Shepherd/West Volusia Beacon*.
- Provided information regarding building code violation at 1655 Nantucket for *Blaine Tolison/WFTV-TV Ch. 9*.
- Provided information regarding the number of street lighting districts and the amount of funding for *Al Everson/West Volusia Beacon*.
- Provided information regarding any possible action by the City, pending the Federal "fiscal cliff", for *Al Everson/West Volusia Beacon*.
- Provided information regarding the Fire Department's assistance with an emergency birth at a residence, for *Patricio Balona/News Journal*.
- Provided information regarding the $25 base rate reduction for Deltona Water sewer customers for *Al Everson/West Volusia Beacon*.
- Provided information regarding documentation from Bethune-Cookman University and their interest in a campus in Deltona, for *Mark Harper/News Journal*.
- Provided information and copies of the Agenda for the November 19th Commission Meeting for *Al Everson/West Volusia Beacon*.

Business Development:

- Met with staff for discussions toward the development of
    1. A new City of Deltona Community Center;
    2. A privately owned and developed Assisted Living Facility (with an Alzheimer and dementia center);
    3. An affordable senior housing development on City owned land at MLK (Howland Crossings).

  The ALF and ASH facilities would be on City land, utilizing long term land leases. This would allow the City to obtain ad valorem taxes on the improvements and lease income on the land as well allow the City to commercially utilize, via land lease, the Lakeshore property where the current (aged) City Community Center is located.
- Participated in the Team Volusia EDC Practitioners conference call to discuss the ongoing economic development projects now being addressed by Volusia County and the cities within the County.
- Met with Dr. Margarita Mendoza-Burgos about opening a mental health and family counseling practice in Deltona.
- Contacted Mary Bruno, Associate Vice President, School of Workforce and Continuing Education, Daytona State College regarding DSC being the educational institutional facility for the City of Deltona Micro-incubator study project.
- Attended a staff meeting regarding a potential Brownfield site in the area of Providence and Normandy Boulevards.
- Participated in the monthly Florida Brownfields Association teleconference to obtain updates and discuss environmental issues and sites.
- Met with Pastor Benjamin Hernandez of the Pine Ridge Fellowship to do "brain storming" toward potential uses and begin a solicitation campaign for the church property that was recently subdivided and rezoned commercial.
- Prepared the upcoming agendas for both of the Economic Development Advisory Board's Sub-committees. The next meetings of both subcommittees are open to the public and will be held on in the 2nd floor Conference Room at City Hall on December 14th – the Educational and Medical Facilities Sub-

committee meets at 10:00 AM, and the Micro-incubator and Lakeshore Eco-Economic Sub-committee meets at 3:30 PM.

- Attended a meeting of the Deltona Events Team to discuss upcoming economic development events, potential dates, times, and preparations.
- Attended, as the guest speaker, at the Deltona-Debary Rotary Club's breakfast at the Debary Golf & Country Club, Debary. The topic was economic development in Deltona and SW Volusia County.
- Attended, as City of Deltona representative, the Deltona Middle School's School Advisory Committee meeting.
- Attended the Pre-Development Meeting for the new Dunkin Donuts planned on Howland Boulevard and Roseapple Avenue.
- Met with Pastor William L. Bradley Jr. of the New Hope Baptist Church, Lake Helen-Osteen Road. He advised that the church has acquired just over 2 acres across Lake Helen-Osteen Road and is planning to develop it as an Assisted Living Facility.
- Worked on preparation of the Project Dial Incentives for the December 10th Commission Agenda.
- Attended the VCARD Annual Holiday Membership Lunch in Ormond Beach. The guest speaker was Mr. Jason Davis, Volusia County's newly-elected Chairperson.
- Meet with Cheri Orr and Edward Singleton of Bethune-Cookman University to show them additional sites that might meet the university's needs for classrooms in the new Deltona campus.
- Met with Janet Hernandez, who wants to open a bakery in Deltona.
- Kerry Symolon of Team Volusia, met with Faith Miller and I to discuss the presentation and formulation of the Project DIAL incentive plan.

BUILDING & ENFORCEMENT SERVICES thru 11/23/2012

Building Services Division:

Building Permits issued for the week	91
Valuation of work permitted for the week	$2,593,911
Inspections completed for the week	239
Total Permits issued for Fiscal Year 12/13	414
Valuation of work permitted for the year 12/13	$4,602,016
Permits Issued:	
A/C Change Out	16
Addition	1
Building Commercial	1
Building Residential	1
Commercial Build-out	2
Door Replacement	5
Electrical	4
Fence	14
Interior Repair	2
Pool Above-Ground	1
Reroof	9
Window Replacement	3
Total	**31**

Enforcement Services Division:

Requests for services this week	322
Animals impounded at the humane societies	31

Citation warnings issued 17
Courtesy notices 117
Abatement notices 47
Citations issued 1
Code Enforcement telephone calls 132
Animal Control calls 230
Solid Waste calls 192
Citizen walk in requests for Code Enforcement assistance 10
Citizen walk in requests for Animal Control assistance 11
Citizen walk in requests for Solid Waste assistance 8
Properties requiring grass to be cut by contractors .....43 *(at a cost of $1,505.00)*
Certified mailings sent out ..... 37 *(at a cost of $212.75)*
Money collected for Animal tags, liens and return to owners $1,824
Foreclosures for this week: Deltona 24
County 84
Total 108

CITY CLERK'S OFFICE thru 11/23/12

2nd Floor HR/CC Walk-In Customers 103
2nd Floor calls Answered 42
Packages Picked Up 2
Packages Received 65
A/P Invoices Opened 139
Newspapers ..... 36 *(13 hours)*
Public Records Requests Received 5
Public Record Request Amount Received $47.36
Documents imaged, pages 2,570
Large scale drawings imaged, pages 0

FINANCE DEPARTMENT thru 11/28/2012

- Submitted 2012 Census of Governments, Survey of Local Government Finances, to U.S. Census Bureau.
- Pre-construction meeting being scheduled for 11th Street and Access Road Construction Project.
- Received nine bids for EMS Medical Supplies.
- Prepared agenda memo for vehicle purchases.
- Bids for fertilizers and chemicals for ballfields due December 6th.
- Departmental meeting to discuss year end preparations and assignments.

FIRE/RESCUE DEPARTMENT thru 11/27/2012

Fire Chief Staples:

- Met with Division Chiefs to discuss shift assignments and change in personnel assignments with the promotions of Bryan Maples to Lieutenant and Bush Swisher to Division Chief. Changes will be planned for January to avoid displacing personnel during the holiday season.

- Participated in the 50th Anniversary Celebration.
- Received a donation of 6 cases of Dalmatian plush toys from Florida Hospital to distribute to ill / injured children.
- Met with the City Manager and Union on several grievances and solutions to grievances.
- Attended the Volusia County Fire Chiefs' Association (VCFCA) meeting.
- Received confirmation of my re-designation as a Chief Emergency Medical Services Officer (CEMSO) from the Center for Public Safety Excellence (CPSE) for 2012-2015.

Deputy Chief Rafferty:

- Compiled EMS refresher data for certificate issue
- Pre-Plan EMS training for 2013-14.
- Instructed class for ACLS (Advance Cardiac Life Support) Refresher.
- Instructed class for Paramedic Procedural Refresher.
- Replaced Controlled Substance (out of date).
- Up-dated Heart Monitors (E-65).
- Meeting with Dr. Springer (PM Christman clearance).

Asst. Chief Debose:

- Mentoring at Discovery Elementary School.
- Attended Explorer meeting.
- Continuously working on lesson plans for training evolutions.

HUMAN RESOURCES DEPARTMENT thru 11/28/2012

- Performance Evaluations processed: 1
- Deltona JOBS Program Folders
  - 2nd Floor lobby – (0) added
  - Total # of Deltona JOBS Program folders taken – (1320)
- Applications received:
  - (03) Water Operator
  - (01) Utility Systems Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Processed (1) FMLA action.
- Coordinating with City's Economic Development Manager and the Center for Business Excellence regarding establishment of a mini-career center(s) in Deltona.
- Processed (2) ICMA loan applications.
- (1) Separation processed including exit interview: J. Wilkinson (Resignation)
- Participated in Unemployment telephone hearing on November 20th. Decision was found in favor of the City; employee is not eligible for unemployment benefits.
- Coordinating with the Employee Holiday Potluck Luncheon Committee in preparation for the Dec. 7th event.
- Coordinating with the Fire Chief regarding several grievances submitted by Local 2913.

PARKS AND RECREATION DEPARTMENT thru 11/24/2012

Administration:

- Hosted the Concert at the Amphitheater on November 16th.
- Conducted and provided logistical support for the 50th Birthday Celebration at City Hall.
- Met with Regency Lighting to evaluate the parking lot lighting at Wes Crile Park.
- Met with Signal 21 to discuss fire inspections and alarming at City facilities.
- Met with Aquatic Systems to discuss Lake Gleason.
- Met with Our Lady of the Lakes Catholic Church to discuss their fall festival and issued a special event permit.
- Met with Electrical Solutions to evaluate park lighting.
- Processed 17 permits for pavilion and field rentals.

Facility Use Permits (11/11- 11/24/12):

• Deltona Community Center	6 permits issues	Weekly attendance – 1,298
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 280
• Wes Crile Park	4 permits issued	Weekly attendance – 3,699
• Skate Park	11 new passes	Weekly attendance – 1,012

Special Events/Programs:

- City Hall: Christmas Parade, Saturday, December 15th.
- Harris M. Saxon Community Center:
  - Boys and Girls Club after school program continues.
  - Friday Night Flix & Fun, December 14th at 7:15 p.m. – Ice Age
- Library: Santa's North Pole, Saturday, December 8th from 4:00-8:00pm
- Amphitheater: Parrandas en Patio concert (partnership with Volusia County Hispanic Association) on Friday, December 14th from 6:00-8:00 p.m.

City Leagues Currently Underway:

- Men's Polar Bear League begins in January.
- Senior spring league begins in March.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball spring season begins in February.
- Deltona Little League spring season begins in February.
- Deltona Youth Soccer spring season begins in February.
- Florida Basketball & Volleyball Association (FBVA) winter season begins in January.
- Deltona Panthers cheerleaders (Jr. Pee Wee & Sr. Midget) are scheduled to compete at the Pop Warner National Championships the 1st week of December.

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: Firefighters Memorial.
- Various Parks – Checked perimeter fence boards; replaced and painted where needed.

- Deltona Community Center – Painted ceiling grid in main hall; box-bladed parking lot; steam cleaned the carpet in the Little Red Schoolhouse; removed debris from main hall with clam truck.
- Dewey Boster – Patched soffit on storage building near restrooms.
- Dupont Lakes – Box-bladed parking lot.
- Dwight Hawkins – Removed graffiti from picnic tables; installed new gates at entrance.
- Manny Rodriguez – Painted picnic benches; removed graffiti from playground and restroom.
- Tom Hoffman – Replaced photocell light on walking trail.
- Vann Park – Box-bladed parking lot.
- Veterans Memorial – Painted side of building due to vandalism; removed graffiti from electric and irrigation boxes.
- Wes Crile – Re-attached windscreen.
- Miscellaneous:
  - Cleaned and prepped EVAC building for priming and painting.
  - Installed three (3) fire extinguishers and three (3) new locks at the EVAC building.
  - Pressure washed EVAC building; removed EVAC lettering and filled holes; trimmed trees at front entrance.
  - Built a base for Christmas tree in the Commission Chambers.

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.

- Cleaned up after 50th Birthday Celebration and re-set Chambers.
- Assisted the City Clerk with Christmas decorations.
- Mounted whiteboard in Human Resources area and repaired existing one in a conference room.

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.
- Replaced valve at Campbell Park and repaired irrigation.
- Repaired damaged sprinkler heads at Vann Park.
- Replaced valve at Veterans Memorial Park and over-seeded.
- Sprayed Campbell and Wes Crile Parks with TB3.

- Sprayed clay areas at Dupont, Vann and Wes Crile Parks.
- Sports Complex:
  - Mowed fields and Pony League.
  - Sprayed complex with Triplex Micro and RX Supreme.
  - Edged concrete.
  - Sprayed Pony League clay areas and moved irrigation heads.

PLANNING & DEVELOPMENT SERVICES thru 011/28/2012

Executive Summary:
The Planning and Development Services Department hopes that everyone had a safe and happy holiday. The Department continues the pattern for the year of processing numerous applications and special projects. Within the past week, the department completed the Brownfield Area-Wide Grant with the Grant Coordinator and submitted it to the U.S. Environmental Protection Agency (EPA)— a week ahead of schedule. The grant is very competitive, with various entities and governments around the nation seeking money for consultants to conduct Brownfield analyses. If awarded the grant, the City anticipates hiring a consultant to determine a statistical methodology, presenting it to the public to solicit input, and creating an Implementation Action Plan for the ±37.1-acre established Deltona Boulevard Economic Development Zone. These are EPA criteria and the grant award is to be used for this purpose.

Planning:
The Planning Section is completing the public participation process for the amendments to the Land Development Code (LDC) and the deadline is November 30th. Staff issued the Development Order for the Dunkin Donuts and conducted a pre-development meeting to begin site construction. The applicant has a few outstanding issues with Volusia County to address, but will begin site work. The Dollar General at Stratford Commons is anticipated to be open in early 2013, and the Dollar General along Howland Boulevard site work is underway.

The Final Site Plan for the McDonalds and building plan alterations for Leslie Pools were also processed, and staff worked with the City Attorney on the Chicken Coop Ordinance, the Community Residential Home Nuisance Ordinance, and an amendment to the Sign Ordinance. Finally, staff processed the Memorandum of Understanding with the East Central Florida Regional Planning Council, the Capital Improvements Element Amendment, and balanced the escrow account fund.

Housing & Community Development:
The Housing and Community Development Section took a tour of the remaining homes within the NSP 1 Program Funds to make recommendations for sale. Two new homes at 1131 Mayflower and 3230 Tallwood are improving the block face of the street. The homes at 1285 Fieldstone, 1450 Tune, and 882 Vercelli should sell with minor modifications to the properties and increased advertising. Staff is preparing a flyer with income limitations and qualifying criteria to send to churches and other non-profit agencies to generate very low income applicants.

Finally, the City achieved an important milestone in the NSP 3 program by reaching 75% of the very low income amount needed to be spent by March 2013. Currently, we have spent $738,400, leaving a remainder of $243,633 to spend, which should be achieved by the March 2013 deadline.

PUBLIC WORKS thru 11/23/2012

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

- **Signs:**
  - Completed 9 sign repair work tickets in the City.
  - Fabricated and installed 7 new street name signs.
  - Fabricated (7) 24"x 30" mph sign for stock.
  - Fabricated and installed (1) 12"x 18" "Adopt a Street" sign and (1) 12"x 6" "The Kay Family" sub plaque on Mountain Way.
  - Fabricated and installed (1) 12"x 18" "Adopt a Street" sign and (1) 12"x 6" "The Hager Family" sub plaque on 630 Applegate; and 1 of each at Fountainhead & Abadan.
  - Fabricated and installed (1) 12"x 18" "Adopt a Street" sign and (1) 12"x 6" "The Fritz Family" sub plaque on Fountainhead & Abadan; and 1 each at Fountainhead & Cloverleaf.
  - Fabricated and installed (1) 12"x 18" "Adopt a Street" sign and (1) 12"x 6" "The Sanchez Family" sub plaque at Tilburg & Sullivan; and 1 each at Tilburg & Swallow.
- **Speed Trailer:**
  - Installed and removed trailer at 3221 Utah Dr.
  - Installed trailer at 3255 Roland Dr.
- **Message Boards:**
  - Left board at Saxon Blvd & N Normandy Blvd for the 50th Celebration for Deltona.
  - Left board at Howland Blvd & Graves for the 50th Celebration for Deltona.
  - Reprogrammed message board at Saxon Blvd & N Normandy Blvd, and Howland Blvd & Graves for Click it or Ticket campaign.
  - Installed message board for Click It or Ticket campaign at Providence Blvd & Eustace and Doyle Rd & Deltona Blvd.
- **Miscellaneous:**
  - Delivered 50 cones to City Hall for 50th Anniversary celebration, and picked them up afterwards.
  - Assisted with building of Christmas float.

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

- **Beautification:**
  - Medians:
    - Providence Blvd – routine maintenance.
    - Elkcam Blvd – routine maintenance.
    - Howland Blvd – routine maintenance; installed irrigation; removed trash; raked & fluff mulch beds; watered trees.
    - Normandy Blvd – routine maintenance; watered trees.
  - City Homes: Dellbrook; 1787 Ft Smith; Hastings; Falcon.
- **Concrete:**
  - Sidewalk Repairs – E Hancock – 76'x 4' & 27'x 8'; Lydia & Fergason – 4'x 4'; 3237 Fieldcrest – 4'x 4'.
- **Clam Truck:**
  - Debris – 25
  - Trimming – 19
- **Drop Offs:**
  - Place sod where sidewalk was repaired – ¼ pallet at Austin between Windsor Heights & Beal; ½ pallet at 1187 Giovanni; ¼ pallet at 1167 Balfour; ¼ pallet at 1723 Cofield; ½ pallet at 1830 Finland W.

- Repaired drop offs from repaving; installed 2 ¾ pallets at Courtland Blvd; 1 ¼ pallets at Kirkwood; 2 ¼ pallets at Paragon.
- Repaired drop off and installed ½ pallet of sod at India & Courtland Blvd.
- Repaired drop off with fill dirt at Courtland & India.

- **Miscellaneous:**
  - India & Courtland – installed 2 delineators on each side of sidewalk.
  - Wilmington & Norwood – removed trash from row.

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:**
  - Ft Smith Blvd – edged and cleaned the curbs from Howland Blvd to Tradewinds.
  - 1990 Chapel – completed grading ditch and placed sod.
  - Farrington – Used aquatech to check pipe to determine cause of a hole.
  - Edged curbs and sidewalks on Ft Smith from Tradewinds to Normandy and on Normandy from Saxon to Firwood and from Firwood to Sullivan.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Ditches mowed – 1307 Whitewood; 3252 Roland; 633 Leland; 1041 Eastbrook; 1199 Page; 3692 Ronda; 1049 Sylvia.
- **System Cleaning (Vac Truck):**
  - 5 basins cleaned.
  - 215 feet of stormwater systems cleaned.
  - 5 yards of debris removed.
  - Storm systems jetted – 1933 Monterey; 2212 Old Mill.
- **Right of Way Mowing Crew:**
  - 17 miles of right of way mowed.
  - Sectors mowed – 3; 4; 5; 6; 7; 8; 9; 10; 11.
  - Alleys mowed – 977; 1023; 1184; 1185; 1578; 1590; 1898; 1915.
- **Right of Way Litter Crew:**
  - 792 Gallons of litter removed.
  - Main road trash pickup – Elkcam; Courtland; India; Humphrey; Newmark; Haulover; Captain; Catalina; Deltona Blvd; Tivoli.
- **Miscellaneous:**
  - 1327 Hartley Av; 50 Ft Smith Blvd – mowed the pump station.
  - Pendleton – filled in hole next to box.
  - City Wide – watered newly laid sod; picked up trash around the pump stations.
  - 185 Sheryl Dr – mowed the approach to the control structure.
  - Alley 566 – mowed.
  - Citation Av – took debris out of Right of Way.
  - Laredo Dr/Puerto Rico – replaced broken lid with new one and painted it yellow.

- 2214 Danforth Av – put one block on each side of the box to hold up lid.
- 1109 Elkcam Blvd – filled in washout.
- 3160 Hallow Dr – posted "No Trespassing" sign and "No Dumping" signs on Courtland and Hallow.
- 201 Howland Blvd – cleaned and replaced fuel lines on 2" pumps and exercised them.
- Courtland Blvd – painted lids and headwalls on Courtland and Elkcam.
- Lake Evans pump – replaced the 4x4 post that holds the chain.
- 689 Oxford Dr S – removed 3 tires and trash from the Right of Way.
- 3662 Ronda – cleared vines off the fence.

UTILITIES thru 11/18/2012

November 2012	**Total week ending 11/18/12**
DW – Lockbox	1899
Ebox	1123
Call Center Calls	1022
Walk-ins/Drop Box	1037
On-line Payments	1003
IVR	468

Customers Disconnected for Non-Pay

November 2012	**Total week ending 11/18/12**
Total on Disconnect List	89
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

November 2012	**Total week ending 11/18/12**
Water Service	
Meter Sets	2
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	6
Locates Received	59
Locates Completed	51
Main Leaks	1
Service Leaks	2
Sewer Repairs	
Sewer Blockage	1
KV2 Valves	1
Service Replacements	

Meter Change Outs	7
Service Orders	333
Disconnects	89
Drainfield Leaks	
Meter Retirements	26

UTILITIES thru 11/25/2012

Customer Service

November 2012	**Total week ending 11/25/12**
DW – Lockbox	1004
Ebox	1019
Call Center Calls	847
Walk-ins/Drop Box	683
On-line Payments	941
IVR	304

Customers Disconnected for Non-Pay

November 2012	**Total week ending 11/25/12**
Total on Disconnect List	
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

November 2012	**Total week ending 11/25/12**
Water Service	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	9
Locates Received	50
Locates Completed	42
Main Leaks	1
Service Leaks	1
Sewer Repairs	2
Sewer Blockage	1
KV2 Valves	
Service Replacements	
Meter Change Outs	4
Service Orders	201
Disconnects	
Drainfield Leaks	1
Meter Retirements	9