

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: June 3, 2011

Financial Status Report:

Attached for your information as Exhibit A is the Financial Status Report for the 7-month time period ended April 30, 2011, including the Investment Account Balances for the month of April as well.

NSP 1 Status Update:

We have completed six (6) property sales and closings on NSP houses as of today, and we have an additional eight (8) closings pending as shown on the attached Exhibit B. Total closed and pending sales to date equal: \$1,158,275.00.

Mast Arms – Fort Smith/Normandy Blvd. intersection:

Prior to 2008, the City designed roadway improvements for segments of Ft. Smith Boulevard to improve the City's roadway network and to accommodate increased traffic. As designed, this facility becomes a reliever/connector for east-west traffic for both Howland Boulevard and Doyle Road, as well as area roadway segments. At the time of the design (2006), the City designed the intersection of Ft. Smith Boulevard and E. Normandy Boulevard for strain poles to provide traffic signalization. The use of strain poles also kept the City from having to acquire additional right-of-way from adjacent land owners to accommodate the mast arm foundations. As designed, the cost for the strain poles is \$116,411.45. This includes signal devices, pedestrian detectors, interconnect wiring, installation, and labor. If the City considers mast arms in the future, additional right-of-way and mast arms may need to be acquired to achieve that design, which may add an additional \$250,000-\$300,000 to purchase additional right-of-way, re-permit and design the mast arms into the plans, and removal of the existing equipment.

Following the roadway design, the City adopted the Urban Design Master Plan with reference to the Urban Design Pattern Book. The Urban Design Pattern Book lists Section 2.4, Traffic Signals, to include the statement: "*All signalized intersections shall have mast arms unless waived by the Development Review Committee (DRC).*" Since the roadway design was completed prior to adoption of the Urban Design Master Plan, with reference to the Urban Design Pattern Book, the redesign of the Ft. Smith Boulevard and E. Normandy Boulevard intersection was not considered. All subsequent intersections following policy adoption have either been (i.e. Howland Boulevard

at Elkcarn Boulevard and entrance to Wal-Mart intersections) or will be addressed. . On June 2nd, the DRC met to discuss the issues and memorialized the waiver for the use of mast arms at the Ft. Smith Boulevard and E. Normandy Boulevard intersection.

Contingency Transport:

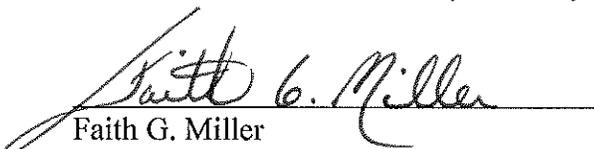
Chief Staples has advised that as of today, the County has granted our contingency transport application to allow the City to transport patient(s) under specific circumstances. Stickers officially designating our rescue vehicles as transport capable are being added to our two rescue vehicles today.

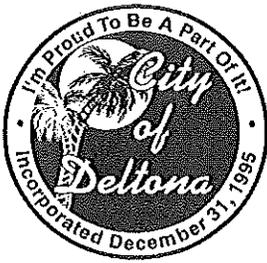
Vacation:

I will be on vacation beginning Friday, June 10th, through Friday, June 17th, returning to the office on Monday, June 20th. Dave Denny will be serving as Acting City Manager in my absence. I can also be reached by cell phone or email as needed.

Ongoing/Upcoming Events:

- **Fannie Mae Foreclosure Prevention Workshops** – Friday, June 3rd, 9:00 a.m. – 6:00 p.m., and Saturday, June 4th, 10:00 a.m. – 3:00 p.m., Commission Chambers
- **Baseball Recognition Ceremony – Trinity Christian *Eagles* & Deltona High School *Wolves*** – Saturday, June 4th, 6:00 p.m. – Deltona Amphitheatre
- **Regular City Commission Meeting** – Monday, June 6th, 6:30 p.m., Commission Chambers
- **Concert at the Amphitheatre and Antique Car Show** – Saturday, June 11th, 7:00 p.m., “*The Torkays*”, Deltona Amphitheatre
- **Senior Expo** – Saturday, June 11th, 10:00 a.m. – 2:00 p.m.; Commission Chambers
- **City Commission Workshop Meeting** – Monday, June 13th, 4:30 p.m., Commission Chambers
- **Farmer’s Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.


Faith G. Miller
City Manager



CITY OF DELTONA

Date: May 31, 2011
To: Faith Miller, City Manager
From: Robert Clinger, Finance Director
Subject: April 2011 Financial Reports and Investment Account Balances, and Latest General Fund Forecast for FY 2010-2011.

April 2011 Financial Reports:

The attached Financial Report presents the results of operations, revenue and expenditures for the seven months ended April 30, 2011. It is not a forecast of final results for the fiscal year ended September 30, 2011 nor can a reader reasonably determine from this Financial Report the final results for the year ended September 30, 2011 without additional detailed knowledge and facts not necessarily apparent on the face of the report.

General Fund Financial Forecast For The Year Ended September 30, 2011:

General Fund Revenues

Based on seven months of actual revenue data this month's forecast changed very little from last month. The General Fund is trending to finish the year with total revenues of \$30,774,000, or \$941,000 under budget. This represents a 3% shortfall.

All significant revenue line items except property taxes are now trending unfavorably. State ½ Cent Sales Tax leads the way with the largest shortfall of \$264,000. The remaining shortfalls are Non Ad-Valorem Revenues \$220,000, Telecommunications Service Tax \$169,000, Service & Franchise Fees \$162,000, and State Revenue Sharing \$153,000. Two remaining minor line items in the aggregate are trending \$27,000 over budget.

With more than half the year over it continues to appear likely there will be a significant shortfall in General Fund revenue but the best estimate at this time is that shortfall will not exceed \$941,000.

General Fund Expenditures

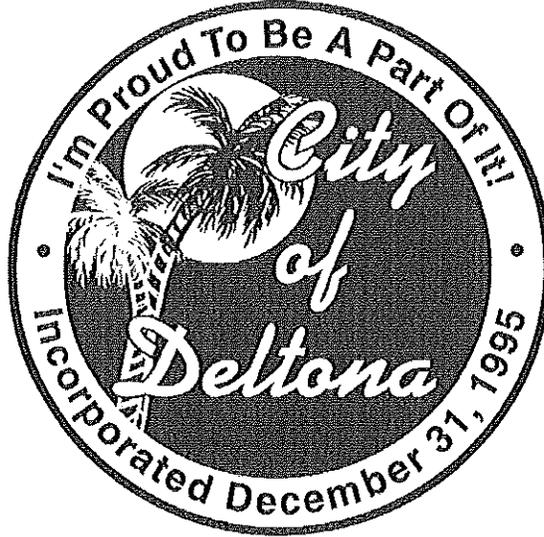
The General Fund is trending to finish the year about \$450,000 under budget on personal service cost, a 3% variance. Based on seven months of data operating expenditures other than personal service cost are trending to finish the year \$1 million under budget so total General Fund operational spending is trending \$1.45 million under budget for the year and will more than likely be sufficient to offset any shortfall in revenue. Therefore it continues to appear that it is not likely any reserves will be needed to support General Fund operations in FY 2010-2011.

**City of Deltona Florida
General Fund Revenue Forecast
For The Fiscal Year Ended September 30, 2011**

Based On Actual For The Seven Months Ended April 30, 2011.						
	YTD Actual	Projected		Budget	Over (Under) Budget	
		Actual			Amount	%
Ad-Valorem Tax	\$ 10,932,293.21	\$	11,595,000	\$ 11,595,000	\$	0.0%
State Revenue Sharing	1,109,223.64		2,050,000	2,203,000	(153,000)	-6.9%
State 1/2 Cent Sales Tax	1,962,585.88		3,250,000	3,514,000	(264,000)	-7.5%
Service & Franchise Fees	4,850,982.13		8,320,000	8,482,000	(162,000)	-1.9%
Telecommunications Service Tax	1,846,520.54		3,020,000	3,189,000	(169,000)	-5.3%
Non Ad-Valorem Revenues	739,949.57		1,370,000	1,590,000	(220,000)	-13.8%
Interest	58,549.14		100,000	100,000	-	0.0%
Admin Fees	348,833.31		598,000	598,000	-	0.0%
Firefighter Pension Insurance Premium Tax (Amended June 2010)	-		394,000	394,000	-	0.0%
Recycling Proceeds	39,120.01		67,000	50,000	17,000	34.0%
Other Non-Recurring Revenues (Grants)	10,000.00		10,000	-	10,000	
Total General Fund Revenues	\$ 21,898,057.43	\$	30,774,000	\$ 31,715,000	\$ (941,000)	-3.0%

----- Based On Seven Months Of Actual Data -----

**City Commission
City of Deltona, Florida**



**Financial Reports
April 30, 2011**

(Unaudited - Not GAAP Compliant)

City of Deltona Florida
Statement of Revenues and Expenditures
All Governmental Funds
Seven Months Ended April 30, 2011

Revenues	All Governmental Funds	Annual Budget	%
Property Taxes	\$ 10,932,293	\$ 11,595,000	94.3%
Franchise Fees	2,249,395	4,272,000	52.7%
Public Service Tax	4,448,108	7,399,000	60.1%
State Revenue Sharing	1,109,224	2,203,000	50.4%
Intergovernmental	6,259,423	15,046,106	41.6%
Charges for Services	7,688,419	8,755,808	87.8%
Fines and Forfeitures	143,177	257,000	55.7%
Impact Fees	56,159	236,000	23.8%
Interest Income	103,366	187,200	55.2%
Miscellaneous	212,832	430,500	49.4%
Total Revenues	33,202,396	50,381,614	65.9%
Expenditures			
Current:			
City Commission	412,300	539,100	76.5%
Social Services	-	-	0.0%
City Manager	317,577	592,300	53.6%
City Clerk	220,686	434,400	50.8%
City Attorney	251,495	578,900	43.4%
Finance	559,071	1,001,200	55.8%
Network Services	120,334	-	0.0%
Planning Services	431,659	893,400	48.3%
Construction Services	390,869	717,000	54.5%
Human Resources	220,158	401,800	54.8%
Enforcement Services	626,235	1,126,300	55.6%
Public safety:			
Law Enforcement	6,891,734	9,258,300	74.4%
Fire & Rescue	4,808,965	9,034,500	53.2%
Total Law Enforcement	11,700,699	18,292,800	64.0%
Public Works	939,803	1,948,600	48.2%
Parks & Recreation	1,031,549	2,072,500	49.8%
General Government	666,457	1,197,000	55.7%
Transportation	281,841	833,800	33.8%
Economic Environment	2,382,442	5,569,110	42.8%
Solid Waste	2,115,848	4,205,000	50.3%
Stormwater	1,098,027	2,123,200	51.7%
Capital Outlay	5,044,981	19,294,107	26.1%
Total Expenditures	28,812,030	61,820,517	46.6%
Excess (Deficiency) of Revenues Over			
Expenditures - Before Other Financing Sources (Uses)	4,390,366	(11,438,903)	
Other Financing Sources (Uses)			
Transfers from Other Funds	1,807,347	1,883,400	
Debt Proceeds	-	-	
Debt Service	(1,375,874)	(1,983,530)	
Transfers to Other Funds	(1,807,347)	(1,883,400)	
Total Other Financing (Uses) Sources	(1,375,874)	(1,983,530)	
Excess (Deficiency) of Revenues			
Over Expenditures	\$ 3,014,494	\$ (13,422,433)	

For Internal Management Use Only.
Unaudited - Not GAAP Compliant.

Deltona Water
Statement of Revenues and Expenses
Seven Months Ended April 30, 2011

	Business-Type Activities Water and Sewer Utility Fund	Annual Budget	%
Operating Revenues			
Charges for Services - Water	\$ 5,453,431	\$ 9,888,300	55.2%
Charges for Services - Waste Water	3,468,691	5,644,600	61.5%
Connection Fees	148,240	267,000	55.5%
Other Miscellaneous Revenues	467,859	689,100	67.9%
Total Operating Revenues	<u>9,538,221</u>	<u>16,489,000</u>	<u>57.8%</u>
Operating Expenses			
Personal Services	1,966,747	3,757,600	52.3%
Operating Expenses	1,968,017	4,576,900	43.0%
Professional Services	17,823	82,000	21.7%
Depreciation	1,944,660	3,361,600	57.8%
Insurance	82,859	230,000	36.0%
Bad Debts	-	-	0.0%
Total Operating Expenses	<u>(5,980,106)</u>	<u>(12,008,100)</u>	<u>49.8%</u>
Operating Income	<u>3,558,115</u>	<u>4,480,900</u>	<u>79.4%</u>
Nonoperating Revenues (Expenses)			
Interest Earnings	50,486	300,800	16.8%
Impact Fees - Water	10,797	-	0.0%
Impact Fees - Waste Water	10,948	-	0.0%
Debt Proceeds	-	8,580,722	
Federal Grant	-	-	0.0%
State Grant	-	-	0.0%
Interest Expense and Issue Cost Amortization (Paid April 1 & Oct 1)	(2,207,557)	(3,777,813)	58.4%
Net Nonoperating Revenues (Expenses)	<u>(2,135,326)</u>	<u>5,103,709</u>	<u>-41.8%</u>
Excess (Deficiency) of Revenues over Expenses Before Operating Transfers	<u>1,422,789</u>	<u>9,584,609</u>	<u>14.8%</u>
Operating Transfers			
From Other Funds	-	-	
To Other Funds	-	-	
Total Operating Transfers	<u>-</u>	<u>-</u>	
Excess (Deficiency) of Revenues over Expenses	<u>\$ 1,422,789</u>	<u>\$ 9,584,609</u>	

Note 1: Depreciation is not formally budgeted but is presented here to aid the analysis of operating results.

Note 2: Capital Outlay \$ (1,121,002) \$ (15,449,131)

Note 3: Debt Service - Principal (Due Oct 1) \$ - \$ (1,400,000)

City of Deltona
Investment Account Balances
April 30, 2011

Account Name	Bank	Cost
Pooled Cash	Wachovia Bank, N.A.	\$ 12,147,776.71
Certificate of Deposit	BB&T	2,700,000.00
Investment	SBA-LGIP	23,521.68
Investment	SBA-Fund B	4,703.16
Investment-Advantage Fund	Wells Fargo	5,557,555.92
Investments-Federal Agency Coupon Securities	Wells Fargo	13,343,912.75
Investment-Government & Agency Portfolio	AIM Investments	1,218,841.83
Investment-Liquid Assets Portfolio	AIM Investments	1,370,443.24
Investment	Florida Safe Investment Pool	3,520,787.51
Investment-Stormwater	Florida Safe Investment Pool	6,547,524.30
Investment-Transportation	Florida Safe Investment Pool	8,489,740.47
Accrued Interest	Assets Reported by Davidson Fixed Income Mgmt. Wells Fargo	54,924,807.57 62,026.45
	Total Investments	<u>\$ 54,986,834.02</u>

Investment Balances By Fund	General Fund Undesignated/ Available	Designated and/or Restricted				Total Balance	
		Roads and Streets	Physical Environment	Grants	Utility		Capital Projects
General Fund	\$ 9,706,073.17	-	-	-	-	\$ 6,000,000.00	\$ 15,706,073.17
Sidewalk Fund	(396,514.19)	-	-	-	-	-	(396,514.19)
Sub Total - General Fund	9,309,558.98	-	-	-	-	6,000,000.00	15,309,558.98
Deltona Water	-	-	-	15,282,347.88	-	-	15,282,347.88
Equipment Replacement Fund	-	-	-	-	2,363,069.25	-	2,363,069.25
Transportation Fund	9,330,456.06	-	-	-	-	-	9,330,456.06
Storm Water Fund	-	7,198,809.68	-	-	-	-	7,198,809.68
Municipal Complex Fund	-	-	-	-	2,818,635.75	-	2,818,635.75
Solid Waste Fund	-	2,256,178.02	-	-	-	-	2,256,178.02
SHIP	-	-	-	298,979.10	-	-	298,979.10
Tree Replacement Fund	-	503,614.44	-	-	-	-	503,614.44
Environmental Improvement	-	37,840.14	-	-	-	-	37,840.14
Park Projects Fund	-	-	-	-	(62,497.58)	-	(62,497.58)
Streetlighting District Fund	-	69,865.66	-	-	-	-	69,865.66
Park Impact Fees Fund	-	-	-	-	4,675.00	-	4,675.00
Law Enforcement Impact Fees	-	-	-	-	7,050.60	-	7,050.60
CDBG	-	-	-	(13,976.36)	-	-	(13,976.36)
NSP	-	-	-	(326,235.44)	-	-	(326,235.44)
Miscellaneous Grants	-	-	-	(91,537.16)	-	-	(91,537.16)
Total Investments	<u>\$ 9,309,558.98</u>	<u>\$ 9,400,321.72</u>	<u>\$ 9,996,442.28</u>	<u>\$ 15,282,347.88</u>	<u>\$ 5,130,933.02</u>	<u>\$ 6,000,000.00</u>	<u>\$ 54,986,834.02</u>

City of Deltona

Reports for the period: 04/01/2011 – 04/30/2011

City of Deltona
2345 S. Providence Blvd
Deltona, FL 32725

We urge you to compare the information contained in this periodic statement with the account statement(s) that you receive directly from the custodian that holds your account(s). Please notify us immediately if you identify any discrepancies or have any questions.



Davidson
Fixed Income Management
REGISTERED INVESTMENT ADVISER

City of Deltona Account Review – April 2011



- City of Deltona: Robert Clinger, Finance Manager
- Davidson Fixed Income Management: Glenn Scott, Account Manager; Julie Hughes, Account Manager
- Investment Objectives:

- Safety of Principal: The primary objective is to protect against any loss of principal.
- Liquidity: Investments will be managed to ensure that funds are available to meet obligations as necessary.
- Yield: Investments will be managed to optimize returns within the appropriate safety and liquidity constraints.

Performance Information (02/01/2011 – 04/30/2011)

	<u>City of Deltona</u> ²	<u>SBA</u>
BV Return (Yield) ¹	0.47%	0.27%

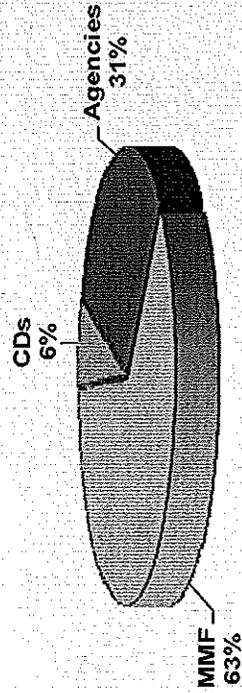
1. BV Rate of Return (Income) = Earned Interest +/- Realized Gain/Loss +/- Amortization.
 2. Reflects Rate of Return with a deduction of a 9 basis point management & custodial fee.
- Past performance of the City of Deltona portfolio does not guarantee future results.

Portfolio Characteristics 04/30/2011

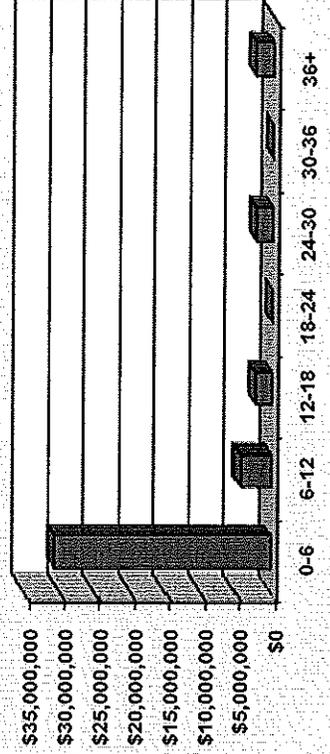
Par Value:	\$	15,900,000
Market Value of Securities & CDs:	\$	15,970,236
Cost Value of Securities & CDs:	\$	16,043,913
MMF Balances:	\$	26,733,118
Wachovia Operating Balance:	\$	12,147,777
Total Account Balances:	\$	54,924,808

Weighted Avg YTM: 0.53%
Weighted Avg Maturity/Call: 6.5 Months

Portfolio Diversification



Maturity Distribution





Davidson
Fixed Income Management
 REGISTERED INVESTMENT ADVISER

Davidson Fixed Income Mgmt

City of Deltona
Portfolio Management
Portfolio Summary
April 30, 2011

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Certificates of Deposit - Bank	2,700,000.00	2,700,000.00	2,700,000.00	6.33	1,827	1,767	2.500	2.535
Managed Pool Accounts	26,733,118.11	26,733,118.11	26,733,118.11	62.65	1	1	0.113	0.115
Federal Agency Coupon Securities	13,200,000.00	13,270,236.40	13,237,588.30	31.02	666	266	0.931	0.944
Investments	42,633,118.11	42,703,354.51	42,670,706.41	100.00%	323	195	0.518	0.525

Total Earnings April 30 Month Ending
 Current Year 20,292.12

Robert Clinger, Finance Manager

Reporting period 04/01/2011-04/30/2011
 Data Updated: FUNDSNAP: 05/18/2011 07:57
 Run Date: 05/18/2011 - 07:57

No fiscal year history available

Portfolio DELT
 AC
 PM (PRF_PM1) SymRept 6.42
 Report Ver. 5.00

City of Deltona
Portfolio Management
Investment Status Report - Investments
April 30, 2011

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM/C 360	YTM/C 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Certificates of Deposit - Bank												
SYSDEL0265	DEL0265	BB&T	2,700,000.00	2.500	03/02/2016	03/02/2011	2.500	2.535	03/01 - 365 Days	0.00	2,700,000.00	2,700,000.00
Certificates of Deposit - Bank Totals			2,700,000.00				2.500	2.535			2,700,000.00	2,700,000.00
Managed Pool Accounts												
SYSDEL0007	DEL0007	AIMGAP	1,218,841.83	0.030			0.030	0.030	02/01 - Monthly		1,218,841.83	1,218,841.83
SYSDEL0006	DEL0006	AIMLAP	1,370,443.24	0.140			0.138	0.140	02/01 - Monthly		1,370,443.24	1,370,443.24
SYSDEL0009	DEL0009	FLSAF2	8,489,740.47	0.150		01/01/2010	0.148	0.150	02/01 - Monthly		8,489,740.47	8,489,740.47
SYSDEL0011	DEL0011	FLSAF3	6,547,524.30	0.150		01/01/2010	0.148	0.150	02/01 - Monthly		6,547,524.30	6,547,524.30
SYSDEL0008	DEL0008	FLSAFE	3,520,787.51	0.150			0.148	0.150	07/01 - Monthly		3,520,787.51	3,520,787.51
SYSDEL0012	DEL0012	FLSBA	23,521.68	0.260		03/01/2010	0.256	0.260	04/01 - Monthly		23,521.68	23,521.68
SYSDEL0013	DEL0013	FLSBAB	4,703.16	0.001		03/01/2010	0.001	0.001	04/01 - Monthly		4,703.16	4,703.16
SYSDEL0004	DEL0004	WFADV	5,557,555.92	0.010			0.010	0.010	12/01 - Monthly		5,557,555.92	5,557,555.92
Managed Pool Accounts Totals			26,733,118.11				0.113	0.115		0.00	26,733,118.11	26,733,118.11
Federal Agency Coupon Securities												
3128X7MN1	DEL0190	FHLMC	1,000,000.00	3.500	05/05/2011	08/05/2009	1.209	1.226	11/05 - 05/05	Received	1,039,240.00	1,000,249.14
3133XU7J6	DEL0205	FHLB	2,000,000.00	1.125	07/18/2011	08/05/2009	1.322	1.340	01/18 - 07/18	Received	1,991,734.00	1,999,094.62
3133XR746	DEL0210	FHLB	1,200,000.00	3.750	09/09/2011	03/30/2010	0.779	0.790	09/09 - 03/09	Received	1,250,808.00	1,212,530.68
3133XULE1	DEL0220	FHLB	2,000,000.00	1.625	12/14/2011	03/30/2010	0.956	0.969	06/14 - 12/14	Received	2,022,130.00	2,008,037.44
31398AUU4	DEL0215	FNMA	2,000,000.00	2.000	01/09/2012	03/30/2010	0.990	1.004	07/09 - 01/09	Received	2,034,940.00	2,013,560.44
31331KCS7	DEL0260	FFCB	1,250,000.00	0.600	08/22/2012	03/01/2011	0.500	0.507	08/22 - 02/22	187.50	1,251,700.00	1,251,695.41
31398A3N0	DEL0255	FNMA	1,250,000.00	0.625	09/24/2012	03/01/2011	0.503	0.510	03/24 - 09/24	Received	1,252,235.75	1,251,997.48
3134G13K8	DEL0250	FHLMC6	1,250,000.00	1.000	05/24/2013	03/01/2011	1.009	1.023	08/24 - 02/24	243.06	1,249,375.00	1,249,664.76
313372QY3	DEL0245	FHLBCQ	1,250,000.00	1.450	09/10/2013	03/10/2011	0.877	0.889	06/10 - Quarterly		1,251,750.00	1,250,758.33
Federal Agency Coupon Securities Totals			13,200,000.00				0.931	0.944		430.56	13,343,912.75	13,237,588.30
Investment Totals			42,633,118.11				0.518	0.526		430.56	42,777,030.86	42,670,706.41

Applicants/Buyers	Address	Sales Price	Scheduled Closing Date	Contract	Closed
Arelis Pellecer	720 Red Coach	\$ 91,200.00	6/17/2011	4/25/2011	
Allister Hamilton	525 Cavalier	\$ 93,750.00	6/16/2011	4/25/2011	
Earl Stapleton/Perry Spoto	2713 Sweet Spgs	\$ 85,000.00		1/18/2011	3/11/2011
Mary Lawrence	1141 Matterhorn	\$ 75,000.00		2/3/2011	3/24/2011
Bonnie Glasgow	777 Alcan	\$ 71,500.00		3/4/2011	4/29/2011
Tiffany Wynn	1729 E. Chapel	\$ 79,420.00	6/2/2011	3/4/2011	5/25/2011
George Bethoney	3237 Cranston	\$ 45,000.00		3/4/2011	5/18/2011
Eddie Nealy	1851 Gatewood	\$ 89,300.00	6/7/2011	4/22/2011	
Reynaldo Lantigua	1231 Wheeling	\$ 88,000.00		3/30/2011	5/4/2011
Ian Smith	2490 Dumas	\$ 88,350.00	6/8/2011	4/7/2011	
Andrea Bertubin	1258 Feather	\$ 72,000.00	6/15/2011	4/18/2011	
Wesley Arp	311 Maguire	\$ 107,212.00	6/30/2011	4/29/2011	
Lisa Nadeau	1961 Merrick	\$ 85,000.00	6/17/2011	4/29/2011	
Shabreana Brooks	843 Elkcam	\$ 87,543.00	7/29/2011	5/26/2011	
TOTAL SALES AS OF					
6/2/2011		\$ 1,158,275.00			

** Current date is tentative until title company has provided a date



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: June 3, 2011

CITY MANAGER'S OFFICE

COMMUNICATION:

- Used E-blast to publicize a City-sponsored blood drive. Posted the blood drive on the City's Web site.
- Posted the upcoming Torkays concert on Facebook and Twitter.
- Posted Senior Expo on Facebook and Twitter.
- Completed the script for the video vignettes for the upcoming video project with CGI Communications.
- Working on an event to recognize the Deltona and Trinity Varsity Baseball teams including the invitation, program and staffing.
- Gathering stories and information for the July-August-September Edition of the City newsletter.
- Working with 20/20 media to secure some bus shelter poster spots to advertise the July 4th Fireworks Extravaganza.
- Finished June issue of the Employee newsletter Pride.
- Created new DTV Schedule for the week of May 29, 2011.
- Posted new White House Chronicle and UCF programs.
- Posted Memorial Day/City Hall Closed ID for DeltonaTV.
- Posted Fannie Mae Workshops ID for DeltonaTV.
- Loaded special programming- American Veteran, Face Behind the File, Real Warriors- in the programming computer for Memorial Day Marathon on DeltonaTV.
- Loaded special PSAs- US Army, Real Warriors- in the programming computer for Memorial Day Marathon on DeltonaTV.

Media Relations ~

- Provided information to Bob Koslow with the *News Journal* regarding the Fannie Mae workshops.
- Provided information to Mark Harper with the *News Journal* regarding the Auto Repair Ordinance.
- Provided information to Margie Dykes with the *DeLand Beacon* regarding the Deltona Baseball Recognition Celebration.
- Provided information to Mark Harper with the *News Journal* regarding the Deltona Baseball Event.
- Provided information to Tara Russakov with *WOFL/Ch. 35* regarding the Funeral Protest Ordinance.
- Provided information to Jason Wheeler with *CFNews 13* regarding Fire Station 65's Copper Theft.

Press Releases ~

- Senior Expo.
- Torkays concert & cruise-in.
- VLOC Awards Banquet.
- Fannie Mae Workshops.

- July 4th Fireworks Extravaganza.
- Deltona Baseball Recognition Celebration.

Business Development: 5/31/2011 to 6/02/2011

- Met with David Valdez, Dedicated Specialist for Brighthouse Communications. Researching what fiber optics are available at vacant business locations in Deltona to analyze the possibility of utilizing Deltona's vacant business locations as call centers.
- Discussion with John Wanamaker, local developer and realtor, regarding having a 'joint developer' meeting to discuss (1) an industrial park (2) a medical complex (3) office sharing complex and (4) the results of his National Retailer Show attendance last week.
- Met with Paris Pena, Executive Director of the West Volusia Regional Chamber of Commerce regarding the Chamber's offer to make survey/information update calls on Deltona's businesses while the Chamber makes its own regular calls. This would not incur a fee to the City.
- Discussion with James Sada, the owner of the Chevron and Expert Auto Care on Saxon Boulevard. He is prepared to upgrade the gas station, refresh the décor, and put in landscaping in an effort to enhance this major gateway into Deltona.
- Met with Patti Stephens, Executive Director of the Four Towns Family YMCA. Discussion on how the YMCA and the City can work together. Ideas on signage, business/speaker opportunities, utilization of the City's new website, introduction to the three local chambers of commerce, and a possible joint soccer youth program.
- Discussions with Chris Collier, Deltona Project Coordinator-Environmental, regarding Deltona's 'scrub jay program'.
- Met with Terry Causey of Ferrell Auto Gas in regards to a station being located in the Activity Center area.

BUILDING & ZONING SERVICES: Week of 05/20/11 thru 05/26/11:

• Building Permits issued for the week	88
• Valuation of work permitted for the week	\$349,417.00
• Inspections completed for the week	193
• Total Permits issued for Fiscal Year 10/11	2,094
• Valuation of work permitted for the year 10/11	\$23,348,730.20
• Solar Rebates Processed this week:	1
• Total Solar Rebates processed since 2/1/10:	86

Permits Issued 05/20/11 – 05/26/11:

AC Change Out	24
Addition	1
Door Replacement	3
Electrical	2
Exterior Renovations	1
Fence	14
Garage Door Replacement	1
Gas Installation	1

Generator	1
Interior Repair	1
Mechanical	1
Plumbing	1
Pool Above Ground	3
Pool Enclosure	2
Reroof	16
Screen Enclosure	1
Shed I	3
Solar Panel Install	2
Water Heater Replacement	3
Window Replacement	7
<u>Total</u>	<u>88</u>

CITY CLERK'S OFFICE thru 5/27/2011

Department Staff:

• 2nd Floor HR/CC Walk-In Customers:	121	
• 2nd Floor calls Answered:	28	
• Packages Picked Up:	0	
• Packages Received:	38	
• A/P Invoices Opened:	145	
• Newspapers:	16	(9 hours)
• Public Records Requests Received:	3	
• Public Record Request Amount Rec'd:	\$79	
• Documents imaged, pages:	215	
• Large scale drawings imaged, pages:	0	

ENFORCEMENT SERVICES DEPARTMENT thru 5/27/2011

• Requests for services this week	243	
• Animals impounded at the humane societies	23	
• Citation warnings issued	8	
• Courtesy notices	83	
• Abatement notices	8	
• Citations issued	2	
• Code Enforcement telephone calls	102	
• Solid Waste calls	80	
• Citizen walk in requests for Code Enforcement assistance	14	
• Citizen walk in requests for Solid Waste assistance	3	
• Properties requiring grass to be cut by contractors	19	(at a cost of \$665.00)
• Certified mailings sent out	33	(at a cost of \$184.62)
• Money collected for Animal tags, liens and return to owners	\$601.00.	
• Foreclosures last week:		
Deltona	16	
Volusia County	55	
Total	71	

FINANCE DEPARTMENT

- Working on budget updates and detail sheets for departments discussed last week – Code, Finance, City Clerk, City Manager, Commission, Enforcement Services, Building & Zoning and Fire.
- Working on City-wide capital budgets.
- Conducted inventory for City Hall departments – Commission, Finance, and Enforcement Services.
- Updating of Munis for City Hall inventories completed.
- Participated in Munis demonstration with Construction Services.

FIRE DEPARTMENT

EMS:

- Cleared one new Paramedic.
- Collected, copied, and delivered employee credentials to Volusia County for contingency transport agreement.

Training & Safety:

- Attended the Volusia County Fire Chiefs' meeting. Provided a training report from the Volusia County Fire Chief's training committee in which I am the chairman.
- Preparing for Courage to be Safe training on June 28th, 29th & 30th.
- Reviewing Accident/Incident Reports.
- Met with Seminole County to demonstrate the Flame Sim simulator.

Fire Loss:

- Worked with a developer and provided information on water line for a tractor supply store on Howland and 415.
- Annual inspections continue.

HUMAN RESOURCES DEPARTMENT

- Performance Evaluations processed: 3.
- Deltona JOBS Program Folders: 1st Floor lobby- (5) added, 2nd FL Lobby (5) added;
(To date 6/1/11) total # of Deltona JOBS Program folders taken – (966).
- Applications received: (35) Cashier, (32) Public Works Tech, (2) Utility Customer Ser Rep III, (1) Utility Customer Ser Rep I.
- New Job Posting- SW Heavy Equipment Operator.
- Met with several department directors regarding personnel issues and coordination of personnel actions.
- Scheduled Pre-Employment physical and drug screening for: (1) Enforcement Services Officer.
- Researching ICMA-RC and Nationwide 457 loan options for employees.
- Researching City of Deltona unclaimed property as listed on FLTreasureHunt.org.
- Reviewing Employee Handbook for future revisions.
- Notified IAFF Local 2913 President that the City wants to know when the post legislative impasse hearing contract will be presented to the union members for a ratification vote since they have had it for review since April 26th.
- Coordinating with Gene Gizzi and staff regarding health insurance renewal.

PARKS AND RECREATION DEPARTMENT: Week ending 5/27/11

Administration:

- Farmers Market: 8 vendors, 170 cars.
- Met with Beemans Nursery to discuss various planting schemes.
- Met with Daytona State College representative to discuss future partnership opportunities.
- Met with Abacos Nursery to discuss various planting schemes.
- Met with Bright House to install circuit for the Thornby video security cameras.
- Met with Comer Roofing and Adcock Roofing to obtain quote for replacing the center area of the roof at VCSO District Office.

Facility Use Permits include:

- Deltona Community Center – 4 permits issued. Weekly attendance – 956.
- Harris M. Saxon Community Center – 1 permit issued. Weekly attendance – 223.
- Wes Crile Park – 9 permits issued. Weekly attendance – 2,410.
- Skate Park – 9 new passes. Weekly attendance – 1,124.

Special Events/Programs:

- Amphitheater: Concert and Car Show on June 11th from 7:00-9:00pm. Vegas style, Rock-a-Billy show by the “Torkays”.
- Dewey Boster Sports Complex:
 - The Orlando City Soccer Club continues training.
 - Discussions are on-going regarding hosting an Elite Clubs National League tournament in late December.
- Dupont Lakes: Kids All American Fishing Derby - July 16th.
- Harris M. Saxon Community Center:
 - Zumba dance classes Mondays at 7:00p.m.
 - Boys and Girls Club Summer Camp will begin on June 6th.
- Wes Crile Park:
 - Youth Flag Football ends on June 4th.
 - DTA Summer program began on May 31st.

City Leagues Currently Underway: Men’s league ends this week. Summer league will start the first week in July.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball All-Star and tournament practices continue.
- Deltona Little League All-Star and tournament practices continue.
- Deltona Youth Soccer travel and in-house spring season has ended.
- FBVA summer program will start in July.

Parks Maintenance:

Mowed, edged and weed-eated the following Parks: City Hall, Festival Park, Sheriff's Department and Veterans Memorial.

- Campbell Park – Vandalism to a 10 ft. section of rail at the second storey overlook; repaired broken swing.
- Deltona Community Center – Restroom repair in Schoolhouse.
- Manny Rodriguez - Repaired restroom door.
- Skate Park – Cleaned pavilions.
- Vann Park – Restroom repairs.
- Veterans Memorial – Cleaned up park in preparation for Memorial Day event.

Parks Maintenance – Miscellaneous

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

- Picked up tables and chairs from various locations.

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

Weekly tasks include cleaning the Fire Station; inspecting Sheriff's building; vacuuming; emptying trash from DSC classrooms; emptying trash for different departments; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrub; walking the grounds and picking up trash; sweeping sidewalk; setting up commission chambers for various meetings and resetting afterwards, checking temperature throughout the building; vacuuming the chambers, replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Cleaned up burnt mulch along sidewalk and replaced.
- Cleaned and mulched islands in parking lot.
- Escorted Irvine Mechanical around City Hall.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Repaired irrigation at Dupont Lakes.
 - Applied Bermuda seed at Campbell Park.
 - Fertilized Pony League, Dupont Lakes and Wes Crile.
- Sports Complex:
 - Repainted soccer fields and placed nets for Orlando City Soccer.
 - Plumbing repairs – water fountain and restroom.

PLANNING & DEVELOPMENT SERVICES DEPARTMENT

Executive Summary ~

The Planning and Development Services Department is in the processing mode of closing out several development review applications that have been approved by the City Commission and are proceeding to the construction phase. The applications were processed following the streamlined development review process to a level of success. This indicates that mechanisms are in place for an expedited development review process and that there is unification at all levels to see projects through to development.

Planning ~

The Planning Section has shifted its focus from the process of final site plans that were in the queue to the presentation of the Land Development Code to the City Commission on June 13th. Staff will process revisions to the Land Development Code through to the City Commission decision in the middle of 2011. Finally, the Small Scale Future Land Use Map Amendments are proceeding to the June 15th Planning and Zoning Board meeting at 7:00 PM in the Commission Chambers. Staff will begin the administrative rezoning of DuPont Lakes Park next week.

Housing & Community Development ~

The Housing and Community Development Section continues to market the NSP 1 homes, with nine (9) scheduled closings pending and five (5) units sold. Of interest is that two (2) of the units are 2 bedroom/2 bath and 2 bedroom/1 bath, respectively; which represents a significant achievement. These units are small, more difficult to sell, and reduces the number of 25% set-aside units that HUD wants to see sold. This leaves eight (8) units remaining of the 25% set-aside homes for the low and very low income qualifiers. Also good news is that the City is selling pool homes, which shows a response by the real estate market for high quality homes at an affordable price. Thanks go to Lee Lopez for advertising the homes on the City's DTV and to Sherri Campbell for placing them on the City's website. This had led to increased activity in the program.

The City also only has five (5) houses remaining to rehabilitate under its allocated units, plus the three (3) Habitat homes. Staff met with Habitat and worked out a process to have the homes constructed by early next year. This process works within Habitat's parameters for qualification and placement of applicants through to ultimate homeownership.

The City also received correspondence from HUD on their monitoring of the NSP and CDBG programs. Minor comments were received for the NSP program and HUD wants CDBG to be structured to model the NSP program to a greater degree. This includes increased monitoring and control of subrecipient agreements, funding, and public projects. Staff will comply with their request. Finally, expenditures continue in SHIP to exhaust them by the end of September 2011.

PUBLIC WORKS: 5/23/2011 to 5/27/2011

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

- **Signs:**
 - Completed 1 sign repair work tickets throughout the City.
 - Fabricated & installed (10) sets of street name signs.
 - Fabricated & installed (1) 25 mph sign at Howland Blvd. & Keeling.
 - Fabricated & installed (1) 25 mph sign at Sky & Keeling.

- Installed (2) No Trespassing signs at Beechdale where the new retention area is.
- Installed (1) Fla. Statutes ch.375.314 sign at Beechdale where the new retention area is.
- **Message Boards:**
 - Installed at Saxon Blvd & Normandy for click it or ticket campaign.
 - Installed at Howland Blvd. & Graves for click it or ticket campaign.
- **Speed Trailer:** 2772 W Covington – removed speed trailer.
- **Asphalt:**
 - Completed (14) asphalt repair work tickets – 3 ½ tons.
 - Repaired 6'x6' section of road for Deltona Water – 1200 pounds.

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

- **Beautification:**
 - Medians –
 - Providence Blvd: mowed & edged; cut out and repaired dead grass; checked irrigation and repaired as needed.
 - Elkcam Blvd – fertilized grass; checked irrigation and repaired as needed.
 - Howland Blvd: mowed & edged; cut out and repaired dead grass; checked irrigation and repaired as needed.
 - City Signs – Howland Blvd; Saxon Blvd.
- **Concrete:** Sidewalks – 979 Utica – 6'x4'; 1555 Cranbrook – 12'x4'; 1548 Cranbrook – 5'x4'; 991 Courtland – 5'x5'; 1299 Courtland – 68'x5'; 1011 Courtland – 4'x5'; and 1146 Gage – 4'x4'.
- **Clam Truck:**
 - Debris – 12.
 - Trimming – 7.
- **Drop Offs:**
 - 1691 Rim – repaired drop off and resodded 1 pallet.
 - Flamingo – repaired drop off and resodded 2 pallets.
 - 793 E. Normandy – repaired drop off and resodded ¼ pallet.
 - Covington & Glenridge – repaired drop off and resodded 1 ¼ pallets.
 - 3347 Croton – repaired drop off and resodded ½ pallet.
 - Sheffield & Elida – repaired drop off and resodded 1 pallet.
 - 850 Hanford – reshaped swale and resodded 1 ¼ pallets.
- **Slope Mowing:** 1495 Keeling – 80'; Polk & Telford – 80'; Polk – 160; Telford b/t Polk & Bladon – 300'; 1508 Keeling – 80'; 1781 Converse – 80'; Roble & Keeling – 120'; 1465 Keeling – 200'; Polo – 80'; Clarion – 820'; Wavecrest – 320'; 3236 Sky – 240'; 3332 Sky – 80'; 3242 Clewiston – 240'; 1088 Eastbrook – 80'; 879 Ft. Smith – 80'.
- **Misc:**
 - City Wide – emptied all trash containers.
 - Hanford – watered new sod.

Fleet Maintenance Division ~

- **Vehicles:** PM – 3; Repairs – 4.
- **Equipment:** PM – 0; Repairs – 7.
- **Road Calls** – 0.
- **Parts Run/Vehicles Delivery:** 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:** 2056 Banbury – Poured back one driveway, poured collars around two boxes and reshaped swales and sodded.
3rd Ave. – Sucked down with aquatech and repaired pipe
2025 Prairie cir. – Reshaped swales at two empty lots
1083 Swanson – retrofitted two boxes and poured a spillway from the road to the box.
610 Goodrich – Reshape swales and sodded.
- **Drainage Rehabilitation Crew:** Mapleshade retention pond – dug out improve capacity of pond
- **Drainage Area Maintenance (Aebi Mowing):**
 - 4.1 acres mowed.
 - Ditches mowed – 2554 Alton, 1753 Johnson, 810 Alex In., 2293 Asbury, 1583 Carmona, 1003 De carlo, 29 Courtland, 2152 Vance, 2280 Bahama, 3308 Vancouver, 2250 St. Augustine, 3300 Buttonwood, 3351 St. James, 2401 Founder, 2426 Eldridge, 2871 Blackburn, 2481 Derby, 3101 Yorkshire, 3372 Quail, 2072 Blanton, 3254 Agar, 3245 Parma, 3208 Parma, 3066 Parma, 2970 Parma, Quail, 1521 Ortega, 1952 Merrick, 1965 Alameda, 2016 Dumas, 2081 Alameda, 1872 Akron, 1529 Ferendina, 1450 Ft. Smith, 1408 Ft. Smith, 1921 Shaw
- Ponds mowed – 181 Sheryl Dr., 675 Malaga
- **System Cleaning (Vac Truck):** Cleaned 40' of pipe and hauled off 1 yard of debris, watered newly laid sod city wide.
- **Right of Way Mowing Crew:**
 - 9.5 miles of right of way mowed.
 - Alleys mowed – 1915, 1898, 977
 - Sectors mowed – 4,2,3,6
 - Main roads mowed- Elkcam
- **Right of Way Litter Crew:**
 - 500 gallons of litter removed.
 - Main roads – Elkcam, Normandy, Ft. Smith, Part of Courtland
- **Misc:**
 - Belmar Ter./Ft. Smith- Filled in hole next to box.
 - 201 Howland- filled in washout next to fence.
 - Arbour Trail Ct/Bretton Woods Ter.- picked up trash in r.o.w. and near storm drain
 - 973 Roberts Blvd.- picked up pipe from county job and hauled to recycle plant.

UTILITIES: Customer Service

May 2011	23	24	25	26	27	28	29	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	737	479	318	303	275	X	X	2112
Ebox	219	252	133	132	231	X	X	967
Call Center Calls	602	491	388	330	389	X	X	2200
Walk-ins/Drop Box	298	189	195	181	235	X	X	1098
On-line Payments	126	150	113	120	191	121	72	893

Customers Disconnected for Non-Pay

May 2011 Cycle	24	25	Total
	Tues	Wed	
Total on Disconnect List	86	55	141
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

May 2011	23	24	25	26	27	28	29	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets								
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement								
Fire Hydrant Repair								
Replace Meter Box	2	5	4	2	3			16
Locates Received	12	21	15	8	18			74
Locates Completed	14	11	16	12	20			73
Main Leaks								
Service Leaks				1				1
Sewer Repairs								
Sewer Blockage				1		1		2
KV2 Valves			1	2				3
Service Replacements			1	1				2
Meter Change Outs	4	4	3	4	7			22
Service Orders	71	119	91	86	107			474
Disconnects		86	55					141
Drainfield Leaks								
Meter Retirements	34	9	4		2			49