

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: March 23, 2012

Financial Status Report:

Attached for your information as Exhibit A is the Financial Status Report for the time period ended February 29, 2012, including the Investment Account Balances as of February 28, 2012.

Volusia League of Cities dinner:

We had 141 attendees at the Volusia League of Cities' meeting hosted by the City of Deltona in our Commission Chambers (See Exhibit B). Special thanks to City Clerk Joyce Kent and her staff for coordinating and working this event – great job!

Job Fair Follow-up Meeting:

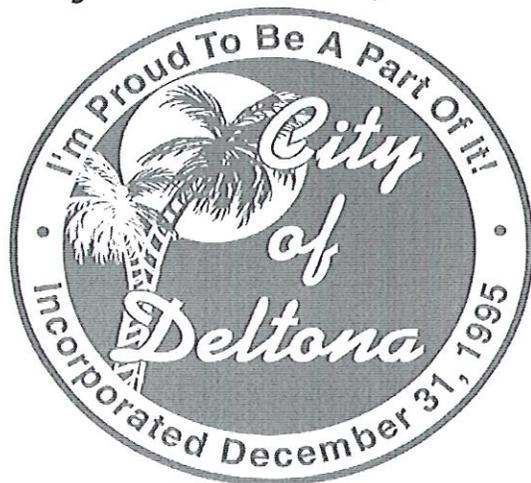
City staff met with representatives of the Center for Business Excellence (CBE) and Commissioner Denizac on Friday to review the results and activities associated with the March 16th Job Fair. There were a total of 31 employers present at the Job Fair (27 of the 31 registered through CBE). CBE reported that their feedback from the employers, resource providers, and job seekers was very positive and that the employers felt the event was well-organized and beneficial to them and the job seekers. We also discussed possible changes/improvements to the event if this is scheduled for a second year. It was noted that the employers have more of a tendency to hire for full-time employment opportunities in January.

Ongoing/Upcoming Events:

- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.
- **Spruce Up Deltona** – Friday and Saturday, March 30th & 31st, 8:00 a.m. – 4:00 p.m., and Sunday, April 1st from 8:00 a.m. to 2:00 p.m., Day Road Facility, 2391 Day Road
- **Shred-It Deltona** – Saturday, March 31st, 10:00 a.m. – 1:00 p.m., Day Road Facility, 2391 Day Road
- **Eggstravaganza** – Saturday, March 31st, 10:00 a.m. – Noon, Dewey Boster Sports Complex
- **Regular City Commission Meeting** – Monday, April 2nd, 6:30 p.m., Commission Chambers

Faith G. Miller, MMC, MPA
City Manager

**City Commission
City of Deltona, Florida**



**Financial Reports
February 29, 2012**

(Unaudited - Not GAAP Compliant)

City of Deltona Florida
Statement of Revenues and Expenditures
All Governmental Funds
Five Months Ended February 29, 2012

Revenues	All Governmental Funds	Annual Budget	%
Property Taxes	\$ 10,403,148	\$ 11,717,100	88.8%
Franchise Fees	1,505,213	3,669,600	41.0%
Public Service Tax	2,976,290	7,133,000	41.7%
State Revenue Sharing	846,399	2,270,000	37.3%
Intergovernmental	2,996,715	12,802,827	23.4%
Charges for Services	6,918,906	8,788,300	78.7%
Fines and Forfeitures	70,502	301,000	23.4%
Impact Fees	83,668	132,850	63.0%
Interest Income	85,387	125,700	67.9%
Miscellaneous	179,937	394,000	45.7%
Total Revenues	<u>26,066,165</u>	<u>47,334,377</u>	<u>55.1%</u>
Expenditures			
Current:			
City Commission	121,570	304,100	40.0%
Social Services	-	-	0.0%
City Manager	271,857	727,100	37.4%
City Clerk	177,582	455,900	39.0%
City Attorney	253,302	572,000	44.3%
Finance	397,508	997,800	39.8%
Network Services	159,803	-	0.0%
Planning Services	272,322	790,400	34.5%
Construction Services	262,599	797,700	32.9%
Human Resources	162,286	474,800	34.2%
Enforcement Services	448,689	1,199,200	37.4%
Public safety:			
Law Enforcement	4,506,850	9,122,000	49.4%
Fire & Rescue	3,097,792	8,450,000	36.7%
Total Law Enforcement	<u>7,604,642</u>	<u>17,572,000</u>	<u>43.3%</u>
Public Works	631,176	1,941,800	32.5%
Parks & Recreation	732,319	2,054,500	35.6%
General Government	880,273	1,353,050	65.1%
Transportation	95,623	524,900	18.2%
Economic Environment	412,897	5,281,601	7.8%
Solid Waste	1,405,374	4,198,700	33.5%
Stormwater	691,390	2,109,500	32.8%
Capital Outlay	3,463,739	13,019,350	26.6%
Total Expenditures	<u>18,444,951</u>	<u>54,374,401</u>	<u>33.9%</u>
Excess (Deficiency) of Revenues Over			
Expenditures - Before Other Financing Sources (Uses)	<u>7,621,214</u>	<u>(7,040,024)</u>	
Other Financing Sources (Uses)			
Transfers from Other Funds	419,951	487,300	
Debt Proceeds	-	-	
Debt Service	(760,992)	(1,980,995)	
Transfers to Other Funds	(419,951)	(487,300)	
Total Other Financing (Uses) Sources	<u>(760,992)</u>	<u>(1,980,995)</u>	
Excess (Deficiency) of Revenues			
Over Expenditures	<u>\$ 6,860,221</u>	<u>\$ (9,021,019)</u>	

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

Deltona Water
Statement of Revenues and Expenses
Five Months Ended February 29, 2012

	Business-Type Activities Water and Sewer Utility Fund	Annual Budget	%
Operating Revenues			
Charges for Services - Water	\$ 4,211,696	\$ 10,436,900	40.4%
Charges for Services - Waste Water	2,835,476	6,082,650	46.6%
Connection Fees	102,010	262,000	38.9%
Other Miscellaneous Revenues	383,175	757,450	50.6%
Total Operating Revenues	<u>7,532,357</u>	<u>17,539,000</u>	<u>42.9%</u>
Operating Expenses			
Personal Services	1,387,436	3,884,100	35.7%
Operating Expenses	1,421,118	4,487,400	31.7%
Professional Services	23,991	53,500	44.8%
Depreciation	1,189,556	3,361,600	35.4%
Insurance	45,577	176,000	25.9%
Bad Debts	-	-	0.0%
Total Operating Expenses	<u>(4,067,678)</u>	<u>(11,962,600)</u>	<u>34.0%</u>
Operating Income	<u>3,464,679</u>	<u>5,576,400</u>	<u>62.1%</u>
Nonoperating Revenues (Expenses)			
Interest Earnings	66,252	56,500	117.3%
Impact Fees - Water	11,289	15,000	75.3%
Impact Fees - Waste Water	10,138	15,000	67.6%
Debt Proceeds	-	673,000	
Federal Grant	-	-	0.0%
State Grant	-	-	0.0%
Interest Expense and Issue Cost Amortization (Paid April 1 & Oct 1)	(1,551,361)	(3,732,313)	41.6%
Net Nonoperating Revenues (Expenses)	<u>(1,463,682)</u>	<u>(2,972,813)</u>	<u>49.2%</u>
Excess (Deficiency) of Revenues over Expenses Before Operating Transfers	<u>2,000,997</u>	<u>2,603,587</u>	<u>76.9%</u>
Operating Transfers			
From Other Funds	-	-	
To Other Funds	-	-	
Total Operating Transfers	<u>-</u>	<u>-</u>	
Excess (Deficiency) of Revenues over Expenses	<u>\$ 2,000,997</u>	<u>\$ 2,603,587</u>	

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

Note 2: Capital Outlay \$ (2,575,698) \$ (11,338,000)

Note 3: Debt Service - Principal (Due Oct 1) \$ - \$ (1,700,000)

City of Deltona
Investment Account Balances
February 28, 2012

Account Name	Bank	Cost	Designated and/or Restricted						Total Balance											
			General Fund Undesignated/ Available	Roads and Streets***	Physical Environment	Grants	Restricted**	Utility Undesignated/ Available		Capital Projects	Strategic and Operating Reserves*									
Pooled Cash	Wells Fargo	\$ 8,360,146.43																		
Investment-Money Market Mutual Funds	Wells Fargo Securities	10,000,000.00																		
Certificate of Deposits	TD Bank	1,000,000.00																		
Investment	BB&T	5,700,000.00																		
Investment	SBA-LGIP	24,190.35																		
Investment-Advantage Fund	SBA-Fund B	4,086.25																		
Investments-Federal Agency Coupon Securities	Wells Fargo	4,196,129.65																		
Investment	Wells Fargo	12,786,736.60																		
Investment	Florida Safe Investment Pool	4,923,780.26																		
Investment-Stormwater	Florida Safe Investment Pool	6,051,645.88																		
Investment-Transportation	Florida Safe Investment Pool	7,595,264.41																		
Accrued Interest	Assets Reported by Davidson Fixed Income Mgmt.	60,641,979.83																		
Accrued Interest	BB&T	46,504.11																		
Accrued Interest	Wells Fargo	54,978.60																		
	Total Investments	\$ 60,743,462.54																		
General Fund		\$ 7,495,400.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,199,385.00	\$ 9,503,067.41	\$ -	\$ -	\$ 11,030,000.00	\$ 18,525,400.57							
Deltona Water		-	-	-	-	-	-	-	-	-	-	-	18,702,452.41							
Equipment Replacement Fund		-	-	-	-	-	-	-	-	-	-	-	2,538,474.07							
Transportation Fund		-	7,632,131.77	-	-	-	-	-	-	-	-	-	7,632,131.77							
Storm Water Fund		-	-	6,732,733.38	-	-	-	-	-	-	-	-	6,732,733.38							
Municipal Complex Fund		-	-	-	-	-	-	-	-	-	-	-	2,042,917.02							
Solid Waste Fund		-	-	2,799,954.74	-	-	-	-	-	-	-	-	2,799,954.74							
SHIP		-	-	-	-	153,818.63	-	-	-	-	-	-	153,818.63							
Tree Replacement Fund		-	-	-	-	511,444.98	-	-	-	-	-	-	511,444.98							
Environmental Improvement		-	-	-	-	39,578.33	-	-	-	-	-	-	39,578.33							
Park Projects Fund		-	-	-	-	-	-	-	-	-	-	-	263,200.43							
Streetslighting District Fund		-	79,923.37	-	-	-	-	-	-	-	-	-	79,923.37							
Park Impact Fees Fund		-	-	-	-	-	-	-	-	-	-	-	26,500.01							
Fire Impact Fees Fund		-	-	-	-	-	-	-	-	-	-	-	5,577.31							
Law Enforcement Impact Fees		-	-	-	-	-	-	-	-	-	-	-	10,792.79							
CDBG		-	-	-	-	(133,072.65)	-	-	-	-	-	-	(133,072.65)							
NSP		-	-	-	-	827,758.07	-	-	-	-	-	-	827,758.07							
Miscellaneous Grants		-	-	-	-	(16,122.69)	-	-	-	-	-	-	(16,122.69)							
Total Investments		\$ 7,495,400.57	\$ 7,712,055.14	\$ 10,083,711.43	\$ 832,381.36	\$ 99,199,385.00	\$ 9,503,067.41	\$ 4,887,461.63	\$ 11,030,000.00	\$ 60,743,462.54										

* \$6 Million plus 60 Days of operating expenditures
 ** Debt Service Reserve, Bond Sinking Fund, Renewal & Replacement
 *** \$1,486,000 restricted for Debt Service Reserve

City of Deltona

Reports for the period: 02/01/2012 – 02/29/2012

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 – February 2012

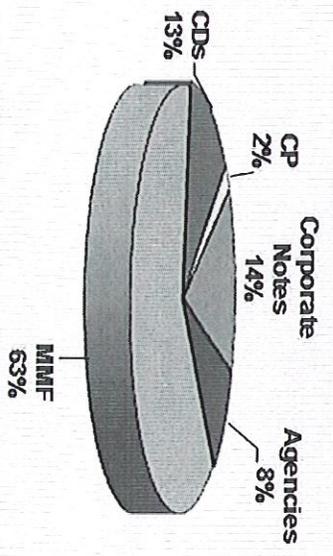
- City of Deltona: Robert Clinger, Finance Manager
- Davidson Fixed Income Management: Julie Hughes, Account Manager; Glenn Scott, Account Manager
- Investment Objectives:
 - Safety of Principal: The primary objective is to protect against any loss of principal.
 - Liquidity: Investments will be managed 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 (12/01/2011 – 02/29/2012)

<u>City of Deltona</u> ²	<u>SBA</u>
BV Return (Yield) ¹	0.48%
	0.31%

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.

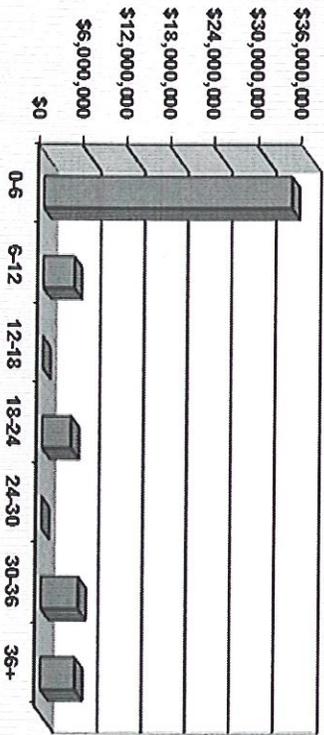
Portfolio Diversification



Portfolio Characteristics 02/29/2012

Par Value:	\$	19,200,000
Market Value of Securities & CDs:	\$	19,494,515
Cost Value of Securities & CDs:	\$	19,486,737
MMF Balances:	\$	32,795,097
Wachovia Operating Balance:	\$	8,360,146
Total Account Balances:	\$	60,641,980
Weighted Avg YTM:		0.53%
Weighted Avg Maturity/Call:		9.8 Months

Maturity Distribution





Davidson
Fixed Income Management
 REGISTERED INVESTMENT ADVISER

Davidson Fixed Income Mgmt

City of Deltona
Portfolio Management
Portfolio Summary
February 29, 2012

Investments	Par Value	Market Value	Book Value	Portfolio % of	Term	Days to Maturity	360 Equiv. YTM/C	365 Equiv. YTM/C
Certificates of Deposit - Bank	6,700,000.00	6,700,000.00	6,700,000.00	12.83	1,499	1,255	1.641	1.664
Managed Pool Accounts	32,795,096.80	32,795,096.80	32,795,096.80	62.80	1	1	0.117	0.119
Commercial Paper Disc - Amortizing	1,000,000.00	997,246.94	997,246.94	1.91	188	187	0.536	0.543
Federal Agency Coupon Securities	4,500,000.00	4,511,378.50	4,500,778.50	8.62	646	348	0.506	0.513
Corporate Coupon Securities	7,000,000.00	7,285,890.00	7,229,386.90	13.84	892	721	1.304	1.322
Investments	51,995,096.80	52,289,612.24	52,222,509.14	100.00%	376	295	0.518	0.526

Total Earnings February 29 Month Ending
 Current Year 21,735.39

Robert Clinger, Finance Manager

Reporting period 02/01/2012-02/29/2012
 Data Updated: FUNDSNAP: 03/16/2012 11:44
 Run Date: 03/16/2012 - 11:44

No fiscal year history available

City of Deltona
Portfolio Management
Investment Status Report - Investments
February 29, 2012

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												
SYSDEL0235	DEL0325	BB&T	2,000,000.00	0.820	10/31/2014	11/01/2011	0.809	0.820	10/31 - 365 Days		2,000,000.00	2,000,000.00
SYSDEL0335	DEL0335	TDBANK	1,000,000.00	0.840	11/15/2014	11/15/2011	0.828	0.840	11/14 - 365 Days		1,000,000.00	1,000,000.00
SYSDEL0285	DEL0285	BB&T	2,700,000.00	2.500	03/02/2016	03/02/2011	2.500	2.535	03/01 - 365 Days		2,700,000.00	2,700,000.00
SYSDEL0285	DEL0285	BB&T	1,000,000.00	1.800	05/05/2016	05/05/2011	1.800	1.825	05/04 - 365 Days		1,000,000.00	1,000,000.00
Certificates of Deposit - Bank Totals			6,700,000.00				1.641	1.664		0.00	6,700,000.00	6,700,000.00

Managed Pool Accounts												
SYSDEL0007	DEL0007	AIMGAP	0.00	0.020			0.020	0.020	01/01 - Monthly		0.00	0.00
SYSDEL0006	DEL0006	AIMLAP	0.00	0.060			0.059	0.060	01/01 - Monthly		0.00	0.00
SYSDEL0330	DEL0330	FIDPR	10,000,000.00	0.198		12/14/2011	0.195	0.198	01/01 - Monthly		10,000,000.00	10,000,000.00
SYSDEL0009	DEL0009	FLSAF2	7,595,264.41	0.100			0.099	0.100	02/01 - Monthly		7,595,264.41	7,595,264.41
SYSDEL0011	DEL0011	FLSAF3	6,051,645.88	0.100			0.099	0.100	02/01 - Monthly		6,051,645.88	6,051,645.88
SYSDEL0008	DEL0008	FLSAFE	4,923,780.26	0.100			0.099	0.100	01/01 - Monthly		4,923,780.26	4,923,780.26
SYSDEL0012	DEL0012	FLSBA	24,190.35	0.330			0.325	0.330	04/01 - Monthly		24,190.35	24,190.35
SYSDEL0013	DEL0013	FLSBA	4,086.25	0.001			0.001	0.001	04/01 - Monthly		4,086.25	4,086.25
SYSDEL0004	DEL0004	VFADV	4,196,129.65	0.010			0.010	0.010	01/01 - Monthly		4,196,129.65	4,196,129.65
Managed Pool Accounts Totals			32,795,096.80				0.117	0.119		0.00	32,795,096.80	32,795,096.80

Commercial Paper Disc. - Amortizing												
90526M40	DEL0340	UNBANA	1,000,000.00	0.530	09/04/2012	02/29/2012	0.536	0.543	09/04 - At Maturity		997,232.22	997,246.94
Commercial Paper Disc. - Amortizing Totals			1,000,000.00				0.536	0.543		0.00	997,232.22	997,246.94
Federal Agency Coupon Securities												
31331KCS7	DEL0260	FFCB	1,250,000.00	0.600	08/22/2012	03/01/2011	0.500	0.507	08/22 - 02/22	Received	1,251,700.00	1,250,547.46
31398A3N0	DEL0255	FNMA	1,250,000.00	0.625	09/24/2012	03/01/2011	0.503	0.510	03/24 - 09/24	Received	1,252,285.75	1,250,806.14
313374Y61	DEL0290	FHLB	2,000,000.00	0.500	08/28/2013	08/01/2011	0.512	0.519	08/28 - 02/28	Received	1,999,200.00	1,999,424.90
Federal Agency Coupon Securities Totals			4,500,000.00				0.506	0.513		0.00	4,503,135.75	4,500,778.50

Corporate Coupon Securities												
36962G4H4	DEL0295	GEC	1,000,000.00	2.800	01/08/2013	08/12/2011	1.084	1.099	01/08 - 07/08	Received	1,023,650.00	1,014,348.91
369604A49	DEL0305	GE	1,000,000.00	5.000	02/01/2013	09/02/2011	0.978	0.992	02/01 - 08/01	Received	1,056,130.00	1,036,390.77
46623EJ02	DEL0300	JPMC	1,000,000.00	1.650	09/30/2013	08/12/2011	1.410	1.430	09/30 - 03/30	Received	1,004,600.00	1,003,408.07
64952WAX1	DEL0315	NYL	1,000,000.00	1.850	12/13/2013	09/22/2011	0.967	0.980	12/13 - 06/13	Received	1,019,086.13	1,015,305.51
36962G4G6	DEL0310	GEC	2,000,000.00	3.750	11/14/2014	09/13/2011	1.744	1.768	11/14 - 05/14	Received	2,121,622.50	2,103,714.89
64952WAW3	DEL0320	NYL	1,000,000.00	3.000	05/04/2015	11/09/2011	1.184	1.200	05/04 - 11/04	Received	1,061,270.00	1,056,218.75

City of Deltona
 Portfolio Management
 Investment Status Report - Investments
 February 29, 2012

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
		Corporate Coupon Securities Totals	7,000,000.00				1.304	1.322		416.67	7,286,368.63	7,229,386.90
		Investment Totals	51,995,096.80				0.518	0.526		416.67	52,281,833.40	52,222,509.14

From: Mary Swiderski [<mailto:MSwiderski@volusiacog.org>]
Sent: Friday, March 23, 2012 12:43 PM
To: Fred Lowry; Heidi K. Herzberg; Herb Zischkau; John Masiarczyk; Michael Carmolingo; Mitch Honaker; Paul Treusch; Zenaida Denizac
Cc: Joyce Kent
Subject: Volusia League of Cities Dinner, hosted by the City of Deltona

Dear Mayor Masiarczyk and Commissioners,

Thank you so much for hosting last night's Volusia League of Cities Bi-Monthly meeting. Everything was just wonderful. I also wanted you to know how delightful Ms. Kent was to work with. It is not an easy task to coordinate this event, and she did it well. You must be very proud to have her on your team.

Thank you, Mayor, for supplying the table gift. Giving the profits to the Relay For Life is fantastic and I bet those who were the lucky winners will be placing orders for your tasty BBQ Sauce soon.

I wanted to let you birthed an idea I am going to present to the League's Executive Committee. No, I not marketing your sauce, but I am going to ask the committee about everyone attending the dinners in the future, putting a dollar in a hat as they check in to support that hosting cities community charity of choice. We average about 120 people per meeting so that would make a difference, although small, to any charity. Yes, that was a thought that was cross-pollinated from your getting the Mayor Garcia's dollar and giving it to the Relay For Life.

Again, thank you all, especially staff, for everything that was done to make the event so delightful. I have heard from Representative Costello to many elected officials across county how much they enjoyed the dinner hosted by the City of Deltona.

Carpe-diem Ad Majorem Dei Gloriam
Peace be with you,

Mary

Mary J. Swiderski

Executive Director

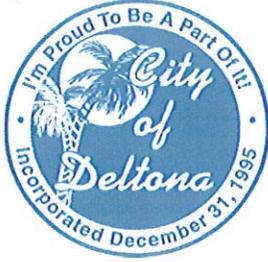
VCOG, INC (Volusia Council of Governments) / Volusia League of Cities.

2570 W. International Speedway Blvd., Suite 100, Daytona Beach, FL 32114

(Office:386-226-0422 Ex 26)(FAX:386-226-0428)(Cell:386-566-6856)(Website www.VolusiaCOG.org)

" Please consider the environment before printing this email !!!

Under Florida law 668.6076, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: March 23, 2012

CITY MANAGER'S OFFICE thru 03/23/2012

Communication:

- Videotaped the Deltona Regional Job Fair for broadcast on DeltonaTV.
- Worked with different departments providing assistance at the Deltona Regional Job Fair.
- Videotaped the Wags N Whiskers Pet Festival on Saturday March 17th for broadcast on DeltonaTV.
- Produced DeltonaTV Slide for SpringFest event.
- Created Welcome posters for Deltona Regional Job Fair.
- Created slide presentation showcasing Deltona milestones for the Volusia League of Cities Dinner taking place at City Hall on March 22nd.
- Live broadcast of March 19th City Commission Meeting and recorded for later broadcast.
- Finished Deltona City Newsletter and sent to printers for production and mail distribution to residents.
- Updated DeltonaTV broadcast schedule for the week of March 25th.
- Updated programming (UCF- Global Perspectives, Arts Gallery; White House Chronicle, VA Weekly News) for DeltonaTV.

Media Relations:

- Responded to an inquiry regarding the MOU for the Scrub Jay Mitigation Project, from Al Everson/West Volusia Beacon.
- On camera interview regarding the proposed sign ordinance regulations on "sign spinners", with Amanda Ober/WESH-TV Ch. 2
- Provided information regarding the Deltona Regional Job Fair to Claire Metz/WESH-TV Ch. 2.
- Provided information regarding reclaimed water usage to Mark Harper/Daytona Beach News Journal.
- Provided information regarding Commission question about City Purchasing policies to Mark Harper/Daytona Beach News Journal.

Press Releases:

- Job Fair Update on Wednesday March 14th
- Job Fair Update (with Fair photos) on Friday March 16th
- Wags N Whiskers Pet Festival
- Spruce Up Deltona
- Eggstravaganza

Business Development:

- Met with George Voll (J&J Security) and Dinesh Chokshi/Vinay Shukla (owners of the Ishtar Property, N. Normandy Blvd.) regarding scrub jays on their property and their pledge to participate and contribute \$10,000 (each group) to the Deltona Scrub Jay Mitigation Project.
- Attended the March 19th Commission Meeting.
- Met with Lee Lopez to begin planning for the Deltona Business Forum III in late May or early June.

- Met with Ron Gonzales, owner of property located east of SR415 at the Ft. Smith Blvd. intersection; will tour property next week.
- Arranged for Dr. Thomas Janke, Regional Director of Webster University, to attend the April 13th DEDAB Educational Campus & Medical Complex Sub-committee meeting to discuss demographics and other requirements for making a decision to expand a campus to Deltona.
- Counseled a resident who plans to open an in-home business, and referred her to the Planning & Development Department to discuss any potential zoning issues.
- Attended the CRA Team Meeting to help prepare a presentation for the Commission Workshop on April 9th.
- Followed up on bank and financial institution solicitations.
- Site tour of 100+ acre tract at Doyle Road, near SR415 with Al Pell as guide and a representative from an interested company.
- Spoke with Tod Mecklenborg of U.S. Fish & Wildlife Dept. regarding the Scrub Jay Mitigation Project.
- Met with Dr. Helen Garten to discuss DEDAB, DEDAB Sub-committee, and Private Sector Participant membership in the advisory board areas.
- Pam Brangaccio, City Manager of New Smyrna Beach, and Tony Otte, Economic Development Director of New Smyrna Beach came to Deltona to meet with Faith Miller and myself to discuss Deltona's DEDAB process, the incubator and micro-incubator, and CRA plans.
- Attended the "After Action Meeting" for the Deltona Regional Job Fair.
- Met with Steve Kintner, Audubon Society, and Chris Collier, Project Administrator-Environmental for Deltona, to discuss the Scrub Jay Mitigation Project.

BUILDING & ENFORCEMENT SERVICES thru 03/16/2012

Building Services Division:

Building Permits issued for the week.....	80
Valuation of work permitted for the week.....	\$508,980
Inspections completed for the week	123
Total Permits issued for Fiscal Year 11/12	1,306
Valuation of work permitted for the year 11/12.....	\$11,475,907
Permits Issued:	
A/C change out	14
Addition	1
Building Residential.....	1
Concrete Flat Work.....	3
Driveway.....	1
Electrical	3
Exterior Renovation.....	1
Fence.....	19
Garage Door Replacement.....	3
Generator	1
Glass Room.....	2
Other	1
Interior Repair.....	1
Patio Cover	1
Plumbing.....	1
Pool Above Ground	1
Reroof	6

Screen Enclosure.....	4
Shed	3
Sign	3
Solar Panel	3
Water Heater Replacement	6
Window Replacement	4
Total	80

Enforcement Services Division:

Requests for services this week	295	
Animals impounded at the humane societies	35	
Citation warnings issued	25	
Courtesy notices	103	
Abatement notices	11	
Citations issued	3	
Code Enforcement telephone calls	179	
Animal Control calls	129	
Solid Waste calls	107	
Citizen walk in requests for Code Enforcement assistance	17	
Citizen walk in requests for Animal Control assistance	4	
Citizen walk in requests for Solid Waste assistance	8	
Properties requiring grass to be cut by contractors	1	(at a cost of \$35.00)
Certified mailings sent out	24	(at a cost of \$134.40)
Money collected for Animal tags, liens and return to owners	\$687	
Foreclosures for this week: Deltona	21	
County	47	
Total	68	

CITY CLERK'S OFFICE thru 03/16/12

2nd Floor HR/CC Walk-In Customers	75	
2nd Floor calls Answered	34	
Packages Picked Up	2	
Packages Received	35	
A/P Invoices Opened	75	
Newspapers	18	(10 hours)
Public Records Requests Received	2	
Public Record Request Amount Received	\$2.06	
Documents imaged, pages.....	7,605	
Large scale drawings imaged, pages	68	

FINANCE DEPARTMENT thru 03/21/2012

- Met with ITSD to continue work on reconciliation of ITSD inventory.
- Coordinated with auditors for presentation of Comprehensive Annual Financial Report at March 19th Commission meeting.
- Attended Central Florida Chapter of the Florida Government Finance Officers Association training session.

- Preparing for citywide inventory process using scanners.
- Working on bids for tennis court resurfacing, property management services for the Housing Department, and nuisance abatements.

FIRE/RESCUE DEPARTMENT thru 03/22/2012

Fire Chief Staples:

- G265-Basic Instructional Skills and L449-Incident Command Train-the-Trainer Program offered by the Florida Division of Emergency Management.
- Completed 2 days of TeleStaff training.
TeleStaff is a unique software to track daily schedules, coordinate and manage employee time, communicate and deploy personnel.

Deputy Chief Rogers:

Alarm summary 3/14/2012 thru 3/20/2012

Structure fire	2
Wild land, grass	6
Misc. Fire	2
ALS Medicals	59
BLS & Misc. Medicals	75
Hazardous Condition	1
Service Calls	11
Good Intent	12
False Alarms	8
<u>Misc. Alarms</u>	<u>3</u>
TOTAL	178

Admin/Daily:

- Met with Finance regarding Station 65 fuel depot.
- Station repairs for recent fire inspections (61 & 63).
- Resolved hydrant issues with Deltona Water.
- Coordinated pool issue with YMCA.

Training & Safety:

- Attended 2-day Telestaff training.
- Target Safety.

EMS:

- Attended Volusia Prepares LMS meeting.

Miscellaneous:

- Delivered and picked up light plant at Deltona High School for track and field meet.
- Coordinated fuel delivery for Station 65.

Deputy Fire Chief Rafferty:

Admin/Daily:

- Met with Chief Sievert, Chief Snyder, and Lt. Sabia (personnel issues).
- Attended Commission Meeting (TNT Approval).

Training & Safety:

- Street orientation training continued.
- Target Safety Training x 2.

- Attended 2-day Telestaff training.
- Attended L449 ICS TT Class (Daytona).

Response:

- MVA/Haz-Mat call.

EMS:

- Met with Chief Faer (Pub Ed).
- Board Armor meeting.

HUMAN RESOURCES DEPARTMENT thru 03/21/2012

- Performance Evaluations processed: 2
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (1118)
- Applications received:
 - (03) Wastewater Operator
 - (01) Water Operator
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Posted new job – Utility Systems Tech.
- Worked on printing employees' new ID badges.
- FMLA requests: 1
- Participated with City negotiation team in meeting with the Union in contract negotiation meeting #5.
- Continue coordination with Mercer Group regarding classification plan.
- Received information/statistics for the Regional Job Fair after action review.

PARKS AND RECREATION DEPARTMENT thru 03/17/2012

Administration:

- Farmers Market: 3 vendors, 116 cars.
- Attended Job Fair meetings.
- Processed 7 permits for pavilion rentals.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|--------------------------|
| • Deltona Community Center | 2 permits issued | Weekly attendance – 1557 |
| • Harris M. Saxon Community Center | 2 permit issued | Weekly attendance – 427 |
| • Wes Crile Park | 3 permits issued | Weekly attendance – 2057 |
| • Skate Park | 7 new passes | Weekly attendance – 947 |

Special Events/Programs:

- Amphitheater:
 - 2012 Concert series starts on Saturday, April 14th featuring AP60.
- City Hall:
 - Arbor Day is scheduled for Friday, April 27th at 10:00 a.m.

- Dewey Boster Sports Complex:
 - Annual Eggstravaganza event is scheduled for Saturday, March 31st.
- Harris M. Saxon Community Center:
 - Boys and Girls Club after school program continues.

City Leagues Currently Underway:

- Men's spring league will begin in April.
- Men's senior league continues.

Partner Leagues Currently Underway:

- Adult 6v6 soccer winter season has ended.
- FBVA winter season has ended.
- West Volusia Youth Baseball spring season continues.
- Deltona Little League registration and practice continue.
- Deltona Youth Soccer spring practice continues.

Parks Maintenance:

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

Mowed, edged and weed-whacked: City Hall for upcoming Job Fair; Dwight Hawkins; Keysville Dog Park for upcoming Wags n Whiskers Pet Festival; Sheriff's Office; Thornby Park and Veterans Memorial.

Sprayed all parks for ants.

- Dewey Boster – Installed a ball valve at baseball fields; replaced security light on new barn with LED.
- Festival Park – Installed a “Lift Me Up” in play area.
- Firefighters Park – Removed damaged slide and replaced with new one; replaced trash cans near fence line.
- Harris Saxon – Cleaned outdoor restrooms due to vandalism; primed and painted restrooms; replaced restroom lights on outdoor restrooms.
- Keysville Dog Park – installed dog-droppings dispensers.
- Tom Hoffman Park – Picked up trash that was dumped in back of parking lot and notified Solid Waste.
- Vann Park – Installed irrigation line to grass by home plate display and to recently placed palm trees.
- Veterans Memorial – Replaced outside lighting.
- Wes Crile – Re-attached windscreen; sanded and painted wall around new water fountain; installed dog-droppings dispenser on walking trail.
- Miscellaneous
 - Picked up supplies at Ace Hardware.
 - Picked up supplies in storage and at Wes Crile Park for the Job Fair.
 - Moved bench from City Hall to Dewey barn.
 - Took supplies to storage.
 - Took mower part to Fleet for repair.

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

Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycled bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the

entire building; 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; cleaning front of building, retrieving supplies from storage at various times.

- Escorted Wiginton Fire Services.
- Met with City personnel and worked on logistics (inside and outside) for upcoming Job Fair.
- Spackled areas throughout City Hall where old security badge control panels used to be.
- Met with City Personnel regarding Volusia League of Cities dinner.
- Met with Purchasing on cleaning chairs in second floor 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
 - Sprayed for weeds at Campbell, Vann and Wes Crile Parks.
 - Replaced damaged irrigation heads at Wes Crile.
- Sports Complex:
 - Pressure washed around restrooms and Concession Stand.
 - Sprayed for weeds, mole crickets and ants at Pony League and cut sod for new water line to Concession Stand.
 - Checked all irrigation for proper coverage.

PLANNING & DEVELOPMENT SERVICES thru 03/22/2012

Executive Summary:

The Planning and Development Services Department attended a Planning and Zoning Board meeting this week that had several items on the agenda. Particularly, Staff presented a summary of the Board's powers and duties as outlined in the Code of Ordinances, a review of sign types, the proposed Sign Ordinance, and a rezoning application for a proposed Dunkin Donuts along Howland Boulevard. The Board also heard a presentation from RaceTrac on the proposed sign types they want the City to consider, and it discussed traffic conditions along Doyle Road, as a result of the recently-opened Family Dollar store.

Planning:

The Planning Section is processing the items from last night's Planning and Zoning Board hearing to City Commission Agenda Memos. These items include the proposed Sign Ordinance and the rezoning application for the proposed Dunkin Donuts. There was open discussion for both items, and Staff appreciates the Board's thorough technical review of the applications and Board input. Staff is also working on coming forward with the first sections of the Land Development Code for rewrite. We will begin this process early next month.

Housing & Community Development:

The Community Development Section has seen the local real estate market slow-down which is typical for this time of year. Following the numerous home closings within the past few weeks, there are two home

closings scheduled for the end of April and one in the beginning of May. This is also good because it gives us inventory to take into the summer, when the market becomes more active. There are currently eleven homes (plus the three Habitat homes) remaining in the original NSP program that the City has to perform by the middle of 2013. With the sale of the above listed homes in April and May, Staff is seeking homebuyers for the remaining eight homes.

Work is being performed in SHIP to close out that fund for this fiscal year. Upon closure, staff will start on the annual budget which must be reported to the State by June 30, 2012.

PUBLIC WORKS thru 03/16/2012

Traffic Operations:

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

- **Signs:**
 - Completed 2 sign repair work tickets in the City.
 - Fabricated 20 new street name signs.
 - Installed 10 new street name signs.
 - Switched 12' channels to 10' channels at City Hall in front of designated parking spots.
 - Replaced 1 stop sign from stock at Fisher Dr & Providence Blvd.
- **Asphalt:**
 - Completed 5 asphalt repair work tickets – 5 ¾ tons.
 - Repaired section of road at Courtland & Roland for Deltona Water – 2 tons.
 - Repaired section of road at 1580 Monticello for Stormwater Department – ¼ ton.
- **Message Board:**
 - Installed and removed Job Fair at Howland & Graves and Saxon & Normandy.
 - Installed and removed Job Fair on Providence Blvd for City Hall.
 - Installed at Keysville & Howland for Wags & Whiskers Pet Festival and turned off boards when event concluded.
- **Miscellaneous:**
 - Loaded all barricades and signs needed for Job Fair; placed in proper locations at City Hall; directed traffic for Job Fair.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Howland Blvd- routine maintenance.
 - Providence Blvd – Sprayed weed killer.
 - Elkcam Blvd – sprayed weed killer.
 - Normandy Blvd – routine maintenance.
 - City Signs:
 - Saxon Blvd – sprayed weed killer.
 - Howland Blvd – routine maintenance.
- **Concrete:** Sidewalk repairs at 1356 Hartley – 12'x 4'; 8'x 4'; 1'x 4'.
- **Clam Truck:**
 - Debris – 20
 - Trimming – 9

• **Drop Offs:**

- Repaired drop off with fill dirt at 1501 Jupiter; 1499 Keeling; Bladon & Holiday; 1228 Homeway; Myra & Homeway; 2841 LaFoy.

• **Miscellaneous:**

- 422 Bali – spoke with resident concerning tree on private property (informed resident the city cannot remove trees on private property).
- Lacy – removed glass from roadway.
- 2841 LaFoy – resident concerned with cracks in driveway (informed resident that driveway has some cracks but were not a hazard); resident will take care of cracks himself.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|-------------|
| • Vehicles | PM – 2 | Repairs – 5 |
| • Equipment | PM – 2 | Repairs – 7 |
| • Road Calls | 3 | |
| • Parts Run/Vehicle Delivery | 1 | |

Stormwater Division:

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

• **Construction Crew:**

- 1580 Monticello – took out driveway; installed 30’ of 15” metal pipe; formed up driveway and poured back; reshaped swale and sodded.
- Courtland Blvd/Hathaway St – cut out high area in swale.
- Sanborn/Florentine Capitol Project – poured concrete collars around 6 boxes; poured back sidewalk; reshaped swales and sodded.
- 409 Elkin – filled in washout in swale; added check dams; sodded.
- 1030 Courtland Blvd – filled in washout around headwall; sodded.

• **Drainage Rehabilitation Crew:**

- 3500 feet of drainage rehabilitated.
- Ditches mowed with Menzi – 3109 to 3110 Newhope; Red Coach; Gatewood.

• **Drainage Area Maintenance (Aebi Mowing):**

- 8.7 Acres of drainage areas maintained.
- Ditches mowed – 3048 Telford; 1362 Trollman; 3145 Telford; 1341 Hayward; 1076 Gage; 1028 Yale; 3390 Goldenhills; 1040 Eastbrook; 1309 Lodge; 1324 Comerwood; 1266 Swiss; 3350 Montcalm; 928 Hugo; 2901 Fish Cover; 1010 Treadway; 1072 Lyric; 1072 Peak; 1118 Peak; 1298 Tartan; 1372 Tartan; 1400 Walton; 2880 Ulmer; 1309 Montoya; 1333 Nadine; 1311 Nadine; 3070 Keyport; 1310 Bladon; 1391 Bladon; 870 Humphrey; 789 Weller; 781 Courtland; 860 Hanford; 981 Hanford; 3060 Hoban; 3027 Etta Cir; 2971 Norvell; 3001 O’Bannion; 1220 Polk; 1220 Polk; 3152 Clewiston; 3163 Post; 3115 Noah; 1030 Courtland; 1001 Courtland; 973 Courtland; 1071 Santa Clara; 2331 Matthew Cir; 2318 Matthew Cir; 1091 Joel 2481 India; 1073 Prescott; 2546 Rusk Ct; 2481 Beck Cir; 1974 Montfort; 2598 Travida; 985 Dean Cir; 945 Watt Cir; 2841 Maldive; 869 Galt; 2408 Tipton; 677 Tradewinds; 699 Eldron; 2554 Sheffield; 810 Kangaroo; 2332 Greenbrier; 762 Mentmore; 2461 Shiprock; 2462 Weatherford; 2400 Weatherford; 951 Lovington; 489 Tradewinds; 2022 Galahad; 1933 Monterey; 212 Patch Ct; 184 Oliver Ct; 223 Rosedale; 139 Heather; 121 Heather; 2621 Libby; 155 Bluefield; 197 Bluefield; 2819 Kraft; 77 Courtland; 29 Courtland; 2857 Bluestone; 2737 Boyce; 651 Outrigger; 2861 Bardahl 2912 Clovis; 2850 Gallup; 475 Katherwood; 2903 Parkview; 2766 Welton; 551 Skyland; 2650 Deed; 524 Deed; 380 El Camino; 2784 Kingsdale; 451 El Camino.

- **Right of Way Mowing Crew:**
 - 8 miles of right of way mowed.
 - Main Roads mowed – India; Humphrey; Old Mill; Tivoli; Deltona Blvd.
- **Right of Way Litter Crew:**
 - 420.75 gallons of litter removed.
 - Main road trash pickup – Elckam Blvd; Normandy; Catalina; Captain; Haulover; Newmark; Humphrey; India; Courtland.
- **Misc:**
 - City Wide – inspect storm boxes.
 - Keyes Ln – take off lids for survey crew.

UTILITIES thru 3/18/2012

Customer Service

March 2012	Total week ending 3/18/12
DW – Lockbox	1700
Ebox	1099
Call Center Calls	1803
Walk-ins/Drop Box	1062
On-line Payments	1038

Customers Disconnected for Non-Pay

March 2012	Total week ending 3/18/12
Total on Disconnect List	96
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

March 2012	Total week ending 3/18/12
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	27
Locates Received	81
Locates Completed	70
Main Leaks	2
Service Leaks	2
Sewer Repairs	2
Sewer Blockage	5
KV2 Valves	5
Service Replacements	4
Meter Change Outs	23
Service Orders	408
Disconnects	96
Drainfield Leaks	
Meter Retirements	14