



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Dave Denny, City Manager
Subject: Weekly Courtesy Report
Date: May 2, 2014

CITY MANAGER'S OFFICE thru 05/02/2014

City Manager Comments:

I am very pleased to announce the hiring of Deltona's new Fire Chief, Mark Rhame, who will take his post on May 9th. His experience includes more than 32 years in fire and rescue, with ten years in managerial roles. Most recently, he was the Division Chief of Operations for the Orange County Fire Rescue Department, which is the fourth largest department of this type in the State of Florida.

In the last 30 years, Mark worked with and supervised more than one thousand employees and forty-one fire stations, and he managed an overall budget of one hundred and sixty million dollars. He also holds eight different level NIMS (National Incident Management Systems) certifications, and is qualified as an All Hazards Incident Management Team and Planning Section Chief.

Mark held two positions as Division Chief with Orange County Fire Rescue. For three years as Division Chief/Operations, his supervisory responsibilities included all aspects of emergency and non-emergency responses, short and long term planning, personnel issues and public relations. Following this role, Mark was the Division Chief/Training, in charge of developing and implementing programs that covered multi-company drills, Command & Control School/Incident commanders, simulation training for incident commanders, and company level training. He also developed and supervised the Budgets for both divisions.

Please join me in welcoming Mark to the Deltona team!

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

- Posted information about basic life support and CPR classes offered by Fire Department on DeltonaTV.
- Working with Halifax Health to plan ribbon cutting and grand opening event of Deltona Care Now facility.
- Troubleshooting print mechanism of the DeltonaTV DVD duplicator.
- Pricing items for the Office of Economic Development (OED) and PIO for preliminary budget discussions.
- Met with representative from Adobe Connect and the ITSD Manager regarding plan pricing.
- Met with WebEx representative and the ITSD Manager regarding plan pricing.
- Went birding with Eli Schaperow, the City's resident "bird nerd" to learn about wildlife which should be highlighted in our Eco-Tourism branding efforts.
- Met with Darleen Rose of BrightHouse Networks and City Staff to discuss how BrightHouse can assist area teens interested in TV production.
- Shot video and photos at Annual Arbor Day celebration.
- Met with Debi McNabb of Florida Hospital and city staff to discuss Pink Feet 5K/10K and the Johana Knox Awards ceremony.
- Participated in a Hootsuite Webinar on "Emergency Management Monitoring and Spotting Trends."
- Posted the following information on Social Media sights:
Re-tweeted an Economic Development story by *Mark Harper of the Daytona Beach News-Journal*; a significant weather advisory on April 15; a pet detective talk at the Deltona Library; a search dog

demonstration at the Deltona Library; lane closures on Doyle Road; Scrub Strolls; Arbor Day celebration; Tansboro Drive closing; Normandy Boulevard construction; tickets for Arbor Day trees; job posting for Fire Department Logistics Clerk, VCSO take back drugs day, water outage at Deltona Library, job posting for Network Analyst; job posting for Parks Maintenance Technician; Tiny Trekkers; Naked Astronomer event at Lyonia Environmental Center; Archaeology workshop at Lyonia Environmental Center; Basic Life Support and CPR classes at Fire Department; high school game cancellations (due to weather).

- Updated DeltonaTV schedule and programming for the week of May 4th.
- Working with Stewart Signs for on-site training for PIO and IT staff for operating new message boards for Entreyway sign panels.
- Working with Purchasing Dept, to review responses for the TV Room RFP.
- Working on the employee newsletter The Pride.
- Working with the Volusia County Health Dept, Stetson University and the Sheriff's Office to schedule guests for the "Fire & Safety Bulletin: Bullying" episode to air in June.
- Working with the Parks Department to schedule guests and get information for "Parks & Rec Update: July 4th Preview" episode to air in June.
- Working with the Volusia County Health Department to schedule guests for the "Fire & Safety Bulletin: SAFEKIDS" episode to air on DeltonaTV in July.
- Videotaped the 2014 Volunteer Luncheon on Saturday April 26th, and the 2014 Arbor Day Celebration on Friday April 25th, for broadcast on DeltonaTV.
- Teleconference meeting with Jerry Mayes and Florida Wildlife Commission's Anne Glick, to create schedule of events for May 6th meeting to discuss Deltona's proposed nature event in 2015.
- Met with Jerry Mayes to update information for 2014-15 Eco-tourism proposed budget.
- Downloaded new programming- White House Chronicle, Waterways #271- Everglades Wading Birds.
- Created new "Deltona Job" slide for Logistics Clerk, for DeltonaTV.
- Met with Dave Denny and Mayor John Masiarczyk to discuss ideas for the proposed "Mayor's Fitness Challenge" in the Fall.
- Met with FDOT representatives to assist with preparing the Chambers for a public meeting on Thursday, April 24th.
- Created the Power Point slide show for the 2014 Volunteer Luncheon.
- Working with Jerry Mayes and the Volusia County Health Dept, for topic information for the upcoming "Deltona Economic Development Report" videotape sessions (episodes for June, July and August), on Thursday, May 8th.
- Attended the Finance Department's Grant Steering Committee meeting.
- Projects currently in post-production:
Parks & Rec Update: City Volunteers; Parks & Rec Update: Simulcast Concert Preview; Code Enforcement Notebook: the Permitting Process; Economic Development Report: County Health Rankings & Business Development; Scrub Jay Festival; Lyonia Preserve Walking Tour; Audubon Park Walking Tour; Love Your Heart 5K Race; Arbor Day 2014; Volunteer Luncheon; Living with Black Bears.

Media Relations:

- Provided information regarding FEMA flood zones and insurance, to Erika Webb/Hometown News.
- Provided information regarding the March 27th Commission Workshop, to Mark Harper/Daytona News Journal.
- Provided information regarding the Charter amendments concerning Commission salaries and term limits to Mark Harper/Daytona News Journal and Raquel Asa/WFTV-TV Ch. 9 and Al Everson/West Volusia Beacon.
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- Provided information regarding the 2014 Arbor Day celebration to Raquel Asa/WFTV-TV Ch. 9 and Al Everson/West Volusia Beacon.
- Provided information regarding the stabbed pit bull to Kristen Giannas/WKMG-TV Ch. 6.

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

- Met with PIO staff on several occasions regarding Eco-tourism Budget for the FY 2014-2015 budget process.
- Met with Wendi Jackson (PIO) and representatives of the Saxon Blvd. Halifax Health facility to discuss the upcoming May 15th ribbon cutting ceremony.
- Met to introduce Darleen Rose of Bright House to the ‘M.A.D.D. Kent’ project. Darleen was introduced to our team and the project’s history and direction, to enable Bright House to assist us in moving this project forward.
- Met with staff regarding the Lakeshore Trail Loop project, which is currently out for design.
- Lee Lopez and I met with staff to discuss City owned parks and undeveloped City owned property that could be utilized as eco-preserves for nature based eco-tourism.
- Met with City Manager to review OED performance for year 2013-2014 and update goals and objectives for FY 2014-2015.
- Attended the Volunteer Appreciation Luncheon, where special recognition was given to Karl Brown, the last sitting member of the original Deltona Economic Development Advisory Board (DEDAB).
- Met with several Commissioners regarding the utilization of a ‘Letter of Understanding’ with the West Volusia Audubon Society. The Audubon Society, a 501(c)(3) registered organization would partner with the City of Deltona on ‘Community/Foundation Grants’ for use in the Eco-Tourism Project.
- Attended a teleconference to prepare a presentation for the May 12th Commission Workshop on the site readiness study done by McCallum Sweeny Consulting and sponsored by Duke Energy.
- Met with the City Clerk regarding DEDAB and its Sub-committees’ membership, meeting schedules, By-laws, etc.
- Attended a meeting of the Grant Steering Committee to review process, procedures, and planning for current and upcoming grants applications that the City might consider.
- Attended a meeting of the West Volusia Economic Development Committee, held at the Career Source Flagler/Volusia in Orange City.
- Conference call with Lee Lopez and Ann Glick, Florida Wildlife Commission, regarding Eco-Tourism and ways to promote the City of Deltona in this area.

BUILDING & ENFORCEMENT SERVICES (Dale Baker, Director) thru 04/25/2014

Building Services Division:

Building Permits issued for the week	94
Valuation of work permitted for the week.....	\$1,240,231
Inspections completed for the week	289
Total Permits issued for Fiscal Year 13/14	1990
Valuation of work permitted for the year 13/14.....	\$46,977,613
Permits Issued:	
A/C Change Out	18
Addition	2
Building Residential.....	2
Deck	1
Door Replacement	4
Electrical	2
Fence.....	11
Foundation Grout.....	2
Garage Door Replacement.....	3

Garage Enclosure	1
Gas Installation	4
Interior/Exterior Renovation/Repair	5
Plumbing Re-pipe	2
Pool Enclosure	1
Pool In-ground	1
Reroof	13
Screen Enclosure.....	2
Screen Enclosure.....	2
Shed	3
Siding.....	1
Sign Temporary	2
Solar Panel Installation	1
Water Heater Replacement	4
<u>Window Replacement</u>	<u>9</u>
Total	94

Enforcement Services Division:

Requests for services this week	249	
Animals impounded at the humane societies	16	
Citation warnings issued	24	
Courtesy notices	90	
Abatement notices	25	
Citations issued	1	
Code Enforcement telephone calls	135	
Animal Control calls	136	
Solid Waste calls	80	
Citizen walk in requests for Code Enforcement assistance	5	
Citizen walk in requests for Animal Control assistance	13	
Citizen walk in requests for Solid Waste assistance	5	
Properties requiring grass to be cut by contractors	15	(at a cost of \$600)
Certified mailings sent out	51	(at a cost of \$332)
Money collected for Animal tags, liens and return to owners	\$5,353	
Foreclosures for this week: Deltona	22	
County	<u>68</u>	
Total	90	

CITY CLERK'S OFFICE (Joyce Raftery, City Clerk) thru 04/25/2014

2nd Floor HR/CC Walk-In Customers	44	
2nd Floor calls Answered	25	
Packages Received	57	
Packages Picked Up	1	
A/P Invoices Opened	92	
Newspapers	20	(7.75 hours)
Public Records Requests Received	2	
Public Record Request Amount Received	\$79.31	
Documents imaged, pages	940	
Large scale drawings imaged, pages	0	

FINANCE DEPARTMENT (Bob Clinger, Finance Director) thru 05/02/2014

- Preparing for Commission Workshop on budget and transportation.
- Attending Florida Government Finance Officers Association Investment Seminar.
- Reviewed March Davis Bacon reports from Baskerville-Donovan, Inc. for the Waste Water Treatment Plant.
- Held Grant Steering Committee meeting for review of Grant Policy CW04-01 revised 2/28/14 and to start identifying projects for Capital Improvement Program Budgets.
- Reviewed certified payrolls submitted on the Harris Saxon and Lake Butler Parks Basketball Courts projects and requested revised/corrected forms to be submitted.
- Working on River to Sea Transportation Planning Organization grant applications, with Jerry Mayes, for the Powerline Easement and Providence Blvd. Multi-Purpose Trail projects feasibility study.
- Posted Request for Proposal (RFP) for Auditing Services.
- Performed inventories on City Clerk, City Manager, Legal, Human Resources, Planning and Development and Construction Services departments.
- There was only one response received for the Broadcast Equipment Upgrade. The company that responded has not provided the City with quality service in the past, so their proposals will be rejected and we are looking into piggybacking the School District of Palm Beach County.

Accounts Payable Section		
Check Run Date:	4/11/2014	
Checks Processed	394	\$ 3,645,811.39
Invoices Processed:		
Carol	313	3,253,181.16
Julia/Jacque	225	376,891.63
UB Refunds	255	15,738.60
	793	\$ 3,645,811.39
Check Run Date:	4/25/2014	
Checks Processed	239	1,795,968.36
Invoices Processed:		
Carol	229	329,050.07
Julia/Jacque	253	1,458,803.56
UB Refunds	117	8,114.73
	599	\$ 1,795,968.36

Payroll Section	
Check Run Date:	4/10/2014
Total Employees	305
Time Sheets Processed	610
Checks Processed	20
Direct Deposits Processed	297
Total Payroll including benefits	\$ 740,252.43
Miscellaneous:	
Flexible Spending Reimbursements	23
Check Run Date:	4/24/2014
Total Employees	305
Time Sheets Processed	610
Checks Processed	20
Direct Deposits Processed	297
Total Payroll including benefits	\$ 740,298.17
Miscellaneous:	
Flexible Spending Reimbursements	15

FIRE/RESCUE DEPARTMENT (Acting Fire Chief Robert Rogers) thru 04/28/2014

Acting Fire Chief Rogers:

- Alarm summary 4/22/2014 to 4/28/2014

Structure fire	1
Vehicle Fire	0

Wild land, grass, trash	3
Miscellaneous Fire	0
ALS Medicals	52
BLS & Misc. Medicals	84
Hazardous Condition	2
Service Calls	9
Good Intent	19
False Alarms	9
<u>TOTAL</u>	<u>179</u>

Deputy Chief Rafferty:

- Met with Chief Rogers regarding Budget.
- Met with Chief Swisher regarding Special Operations program.
- Met with Chief Debose regarding Explorers.
- Met with Sue Houle regarding Clerk Position and EMS Budget.
- Met with Josie Caine regarding EMS Week supplies.
- Conducted Target Safety class and two American Heart Association Training Classes, and set up for American Heart Association Pediatric Class.
- Met with Quadmed/Boundtree EMS vending Machines.

HUMAN RESOURCES DEPARTMENT (Tom Acquaro, Director) thru 04/30/2014

- Performance Evaluations processed: 20
- Deltona JOBS Program Folders
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (0 this week; 1,700 to date)
- Applications received:
 - (07) Firefighter/EMT
 - (17) Enforcement Service Officer
 - (12) Logistics Clerk
 - (09) Parks Maintenance Tech I
 - (01) Network Analyst
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Sent Enforcement Service Officer applications to the department for review.
- Processed (1) FMLA request.
- Reviewing/coordinating E-Verify training for Human Resources staff.
- Completed background checks on the Fire Chief finalist.
- Separations processed including exit interview (1) B. Castile, Parks maintenance tech. (retired)
- Conducted final *Diversity—Respect in the Workplace* training on April 30th at Water Department.
- Working with an employee to resolve a United Healthcare vision benefit issue.
- Received an EEOC complaint submitted by a former employee; coordinating a response/action with Bell & Roper (City's liability insurance assigned attorney group).
- Finalizing Budget Personnel Requisition/Reclass actions.

Risk Management/Safety:

- Working with resident with water issue.
- Conducting Safety Training for all field employees on Blood borne pathogens.
- Processed 1 Worker's Compensation claim.

PARKS AND RECREATION DEPARTMENT (Steve Moore, Director) thru 05/01/2014

Administration:

- Hosted the Volunteer Recognition Luncheon and the Arbor Day event.
- Met with Florida Hospital representatives and staff to discuss Pink Feet 5K/10K Run.
- Met with Florida Hospital and Encore Catering to discuss the Johana Knox Award Dinner event.
- Attended the Grant Steering Committee meeting to discuss grants/budgeting.
- Met with Sports Leagues' point of contact to discuss a solution for fees paid by each organization.
- Met with Finance to discuss cash and credit cards for payment of reservations.
- Met with turf consultant to plan some improvements at several parks.
- Processed 8 permits for pavilion and field rentals.

Facility Use Permits (04/20/14—04/26/14):

- | | | |
|------------------------------------|-------------------|---------------------------|
| • Deltona Community Center | 4 permits issued | Weekly attendance – 1,129 |
| • Harris M. Saxon Community Center | 2 permits issued | Weekly attendance – 535 |
| • Wes Crile Park | no permits issued | Weekly attendance – 1,454 |
| • Skate Park | 12 new passes | Weekly attendance – 318 |

Special Events/Programs:

Amphitheater: Jazz Concert on May 10th at 7:00pm

Harris Saxon Community Center: Boys and Girls Club After-School Program continues.

Partner Leagues Currently Underway: Men's Softball Spring League and Men's Senior League continue.

Parks Maintenance:

Weekly tasks include opening and closing all the parks; cleaning and stocking restrooms; picking up and emptying trash at parks and facilities; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance.

- Mowed, edged, weed-whacked, picked up trash, sprayed for ants at Campbell Park and Thornby Park.
- Picked up supplies at Ace Hardware.
- Picked up plants/trees for Arbor Day and delivered to City Hall.
- Cleaned out electrical closet at the Depot and dumped garbage.
- Built (4) trash can holders.
- Set out message boards for Youth Game Day.
- Audubon Park – Removed trees that fell on the trail.
- Campbell Park – Planted new trees; installed bubblers for newly planted trees; trimmed trees around entrance and throughout park; pruned plants; replaced rusted trash cans with new cans and posts; mulched newly landscaped area.
- Deltona Community Center – handled fire report issues.
- Dwight Hawkins – Cleaned up debris in park.
- Firefighters Memorial Park – Installed new lids on trash cans; replaced basketball nets.
- Harris Saxon – Checked water flow to building (call received that water was off); someone had turned off the backflow.

- Skate Park – Repaired irrigation lines/heads; dug out and repaired bricks.
- Thornby Park – Repaired water break.

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

Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the Chambers and other areas; emptying trash and recycle bins; setting up Chambers for various meetings and resetting afterwards; monitoring temperature throughout the building; replenishing restroom and other supplies throughout the entire building; cleaning and maintaining all restrooms, water fountains and refrigerators; replacing light bulbs and ceiling tiles as needed throughout the building, courtyard and walkway; moving or assembling furniture, cubicle panels and other items for various departments as needed; landscape maintenance; sweeping and washing sidewalks, main entrance, lobby, stairwells and elevators; performing other miscellaneous tasks as needed.

- Re-set timers on outside lights.
- Trimmed trees along walkway and entryway in preparation for Arbor Day; handled set up, plant care and clean up before and after the event.

Sports Turf Maintenance:

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes and Wes Crile Park.
 - Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
 - Weed-whacked Dupont Lakes and Vann Park.
 - Raked, edged, weed-whacked and set Dupont Lakes.
 - Sprayed TB3000 at Campbell, Vann Park and Wes Crile.
 - Applied Fipronil for insects at Dupont.
 - Sprayed TB3000 at Dupont.
 - Added irrigation at Campbell Park.
- Sports Complex including Pony League:
 - Mowed, edged and weed-whacked fields at Complex.
 - Mowed outskirts of Complex and Pony League.
 - Mowed and edged Pony League and overflow parking.
 - Sprayed Pony League and Complex with Trimec Southern.
 - Applied Fipronil for insects at Pony League.
 - Sprayed Terra Turf, Caliper and Multipath at Complex.

PLANNING & DEVELOPMENT SERVICES (Christopher Bowley, Director) thru 04/30/2014

Executive Summary:

Planning and Development Services brought the Trinity Church VPK Building Final Site Plan to the Development Review Committee (DRC). The Final Site Plan was approved and the applicant will be proceeding towards site construction and ultimate building construction, when all permits have been received.

Planning:

The Planning Section reviewed the Arbor Ridge Phase 2, Unit 5 Final Plat for the ability to create 77 single family lots within a master planned subdivision. This is the remaining phase and is anticipated to be similar to the existing development throughout the subdivision. Staff also completed the Commission Agenda Memos for Resolutions No. 2014-03, 2014-04, and 2014-05 for the proposed Halifax Crossings MPUD. The resolutions allow for the vacation of the antiquated subdivision plats for lands within the ±148-acre tract. Staff prepared the Planning and Zoning Board Agenda Memo for Project No. RZ14-001 (Ordinance No. 09-2014), a BPUD

rezoning amendment for the Saxon Plaza located at 2021 Saxon Boulevard, to allow for daycare uses as a permitted use. If approved, the proposed daycare facility would be located within the retail center along the west side of the property. Finally, staff worked on the FY 2014/15 department budget.

Housing & Community Development Section:

The Housing and Community Development Section sold the NSP home located at 1240 Elkcarn to a Very Low Income applicant. This reduces the amount to reach the 25% set-aside. The City received two contract offers on the homes at 1521 Normandy and 1049 Angora. There are two homes completed for construction awaiting final inspections located at 1635 Hastings and 1617 Providence and there are two homes under construction located at 915 Rockhill and 1221 Pilgrim. Finally, staff attended the HUD-sponsored Fair Housing Conference to educate grant recipients on the Fair Housing Act, during Fair Housing Month. This is an important component for affordable housing and HUD makes addressing fair housing a priority.

PUBLIC WORKS (Gerald Chancellor, Public Works Director/City Engineer) thru 04/25/2014

Traffic Operations:

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

- **Signs:**
 - Completed 11 sign repair work tickets throughout the City.
 - Fabricated and installed one R2-1 35 mph sign at Courtland & Beckwith.
 - Fabricated and installed one W15-1 Playground sign at Courtland & Riverhead.
 - Fabricated three R1-1 30"x 30" Stop signs for on call.
 - Fabricated & installed one R2-1 25 mph signs at 1062 Platinum Ct.
 - Fabricated and installed one R1-1 Stop sign at Gold Oaks & Platinum Ct.
- **Asphalt:**
 - Repaired five asphalt work tickets – 1 ton.
 - Captain & Millstone – repaired road – 6 tons.
- **Message Boards:** Courtland Blvd & Belkton, Courtland Blvd & Elkcarn Blvd, Courtland Blvd & Holt– removed message boards for new 35 mph speed limit.
- **Thermoplastic Striping:**
 - 12" white cross walk – 82'
 - 12" white stop bar – 12'; 25'
 - 6" white – 348'
 - 6" yellow – 865'
- **Miscellaneous:** Station 65 – picked up four A-frame barricades and brought back to depot.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians: Providence Blvd – sprayed mulch areas for weeds.
 - City Land: 1049 Falcon.
 - City Signs: Saxon Blvd Welcome sign.
- **Concrete:**
 - Sidewalks: Banner Ter – 108'x 4' & 66'x 5'; Barlington – 12'x 4'.
 - Grindings: Hazardous locations at 1257, 1249, 1305 and 1295 Deltona Blvd.
- **Clam Truck:**
 - Debris – 3
 - Trimming – 2

- **Slope Mowing:** Alley 618 – 120'; 974 Wilmington – 160'; E Slater – 1650'; Tivoli & Normandy – 80'.
- **Drop Offs & Sod:**
 - Installed pieces of sod at 1590 Gaynor – 7; 436 Kettering – 19; 1020 Persian – 8; 2567 Tansboro – 12.
 - Installed 1/8 pallet of sod at 2625 Tansboro; 2661 Tansboro; 2541 Bevans; 1352 Summit Hill.
 - Installed ¼ pallet of sod at 1371 Summit Hill; 626 Hartley; 1424 Hartley; 1355 Hartley; 884 Shorecrest; 2591 Sedgefield; 2558 Sedgefield; 2709 Sedgefield; 2708 Sedgefield; 2669 Sedgefield; 2677 Sedgefield; 1341 Rural Hall; 1120 Elgrove.
 - Installed ½ pallet of sod at 2651 Deep Creek; 2644 Vaughn; 2652 Vaughn.
 - Installed ¾ pallet of sod at 1230 Silverdale.
 - Installed 1 ½ pallet of sod on Catalina Blvd.
- **Miscellaneous:** Saxon & Normandy – picked up concrete spilled by Maschmeyer.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| • Vehicles | PM – 1 | Repairs – 8 |
| • Equipment | PM – 6 | Repairs – 13 |
| • Fire Dept Station Checks | 6 | |
| • Road Calls | 2 | |
| • Parts Run/Vehicle Delivery | 3 | |
| • CDL Testing | 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:**
 - Vaughn & Tansboro – installed 140' of 15" HDPE pipe; one nyloplast basin and sealed up the box with brick and mortar.
 - Mobley – used backhoe to dig gopher tortoises for the new stormwater ponds.
- **Drainage Area Maintenance (Aebi Mowing):**
 - Drainage Right of Ways mowed:
 1750 Johnson Ct; 2552 Gramercy; 1458 Gainesville; 1124 Page; 878 Cloverleaf; 577 Ft Smith; 1211 Old mill; 1883 Rural Hall; 983 Waycross; 1074 Mayflower; 1621, 1697, 1741 Courtland; 3218 Buckland; 1509 Tubeck; 3256 Laurel; 1532 Bonview; 3292 Buckland; 1632 Roble; 3063, 3040 Blaine Cir; 1535, 1517, 1491, 1461 Keeling; 3041, 2963, 2899, 2825 Fayson Cir; 2811 Conyers Ct; 2771 Summerfield; 1693 Amboy; 1894 Maderia; 2942, 2911 Day Rd; 2841 Canal; 1922 English; 2812 Hayes Ln; 1865 Tanner; 340 Cloverleaf; 2030 Parkton; 1933 Monterey.
 - Ponds Mowed:
 650 Wellington; 2876 Slater; 926 Whitewood; 201 Howland; 850 Farrington; 3045 Courtland; 3205 Shallowford; Mapleshade.
- **Storm System Cleaning:** Storm System Jetted and Cleaned – 3184 Maltby Dr.
- **Right of Way Mowing Crew:**
 - Main roads mowed: Ft Smith Blvd; Courtland Blvd; India Blvd; Humphrey Blvd; Newmark Dr; Haulover Blvd; Captain Dr.
 - Sectors mowed: Sector 19; 20; 21.
- **Right of Way Litter Crew:** Main road trash pickup – Haulover Blvd; Captain Dr; Catalina Blvd; Tivoli Dr; Deltona Blvd; Anderson Dr; Cloverleaf Blvd; Courtland Blvd; India Blvd; Humphrey Blvd; Newmark Dr; Ft Smith Blvd; Elkcam Blvd; Montecito Ave.
- **Miscellaneous:**
 - 1250 Wheeling Ave; 50 Ft Smith Blvd – mowed and trimmed around the pump station.

- 345 Cloverleaf Blvd – filled in the washout next to the drainage structure.
- 340 Cloverleaf Blvd – trimmed the weeds from the headwall back to the fence line.
- 1045 Brady Dr – moved the Right of Way and picked up trash.
- City Wide – repainted the structures yellow on list 1-10.
- 3138 Tillery – filled in the washout with dirt.
- 2841 Canal – filled in the washout next to the drainage box with dirt.
- 1933 Monterey Dr – filled in the washout in the ditch with dirt.

UTILITIES (Gerald Chancellor, Public Works Director/City Engineer) thru 04/27/2014

Customer Service

April 2014	Total week ending 4/27/2014
DW – Lockbox	1514
Ebox	864
Call Center Calls	1304
Walk-ins/Drop Box	896
On-line Payments	1102
IVR	616

Customers Disconnected for Non-Pay

April 2014	Total week ending 04/27/2014
Total on Disconnect List	85
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

Construction Log & Service Orders

April 2014	Total week ending 04/27/2014
Water Service	2
Meter Sets	6
Reclaim Meters	0
Fire Hydrant Installs	3
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	36
Locates Received	135
Locates Completed	98
Main Leaks	0
Service Leaks	7
Sewer Repairs	1
Sewer Blockage	5
KV2 Valves	9
Service Replacements	4

Meter Change Outs	8
Service Orders	517
Disconnects	85
Drainfield Leaks	0
Meter Retirements	44