CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: October 5, 2012

City-owned property:

Since the previous Weekly Report, the potential buyer at $65,000 for the City-owned residential home on Firewood Drive has canceled the transaction. The City's Legal Department has received other purchase offers and is currently working through those offers to determine the most viable one for the City.

Special Event Update:

11th Annual Halloween *Spooktacular* event – We have a total of six (6) sponsors for this event, totaling $2,675.00 plus 100 bales of hay and donated time and materials to repair old games and build new ones for the Kids' Games. Sponsor sheet attached (Exhibit A).

CDBG Action Plan:

The City was notified this week that our Fiscal Year 2012 CDBG Action Plan has been reviewed and approved by HUD. Our grant allocation for Fiscal Year 2012 is $441,819. These funds will be used in conjunction with prior year funds as identified and approved by the City's Annual Budget for FY 12/13 which included a total of $472,571 for stormwater projects and $55,000 for parks' projects (Pages 177-180 of the Annual Budget for FY 12/13).

Investment Account Balances:

Investment Account Balance Summary for 8/1/12 – 8/31/12 is attached as Exhibit B for the Commission's information.

Ongoing/Upcoming Events:

- **Fire Department 28th Annual Safety Day –** Sunday, October 7th, 11:00 a.m. – 3:00 p.m., Fire Station #65, 2983 Howland Blvd.
- **City Commission Workshop Meeting –** Monday, October 8th, 4:30 p.m., Commission Chambers, re: LDC Amendments; Proposal to allow chickens in residential areas; and proposed mandatory spay/neuter ordinance.
- **City Commission Workshop Meeting –** Wednesday, October 10th, 6:30 p.m., Commission Chambers; Discussion re: sewer rates and future plans for Deltona Water

- **Concert at the Amphitheatre** – Saturday, October 13th, 7:00 – 9:00 p.m., Performing: Caribbean Crew
- **Regular City Commission Meeting** – Monday, October 15th, 6:30 p.m., Commission Chambers
- **Town Hall Forum hosted by Commissioner Denizac** – Friday, October 19th, 7:00 p.m., Harris Saxon Community Center
- **City Commission Workshop Meeting** – Thursday, October 25th, 4:30 p.m., 2nd Flr. Conference Room, re: proposed no solicitation ordinance.
- **11th Halloween Spooktacular** – Friday, October 26th and Saturday, October 27th, 6:00 – 10:00 p.m., Dewey Boster Park
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.

Faith G. Miller, MMC, MPA
City Manager

Exhibit A

11TH ANNUAL HALLOWEEN SPOOKTACULAR
DEWEY O. BOSTER SPORTS COMPLEX
OCTOBER 26/27 2012

SPONSORS

Quentin Hampton		Marcia Turner	**175.00**
Tetra Tech		Susie Cruz	**500.00**
Brown & Brown		Michelle Martin	**500.00**
Waste Pro		Steve Lafferty	**1500.00**
Leaks & Squeaks: donating all materials/time to repairing old games and building new		Jeff Gryboski	
Farm & Pet Outlet	Donated 100 bales of Hay		2,675.00

11TH ANNUAL SPOOKTACULAR

I'm Proud To Be A Part Of It! City of Deltona Incorporated December 31, 1995

Friday, Oct. 26
6-10 p.m.
Haunted Teen Night

Saturday, Oct. 27
6-10 p.m.
Not so scary night

DEWEY O. BOSTER SPORTS COMPLEX
1200 SAXON BLVD.

Haunted Pirate Ship
Haunted Trail
Hayrides
DJ
Local Artists
Food Trucks

Scary Stuff
PLUS
Spooky Games
Costume Contest
Inflatables
Pie Eating Contest
Frightening Freaky Food Contest
Food Trucks

FOR ADDITIONAL INFORMATION, CALL THE CITY CLERK'S OFFICE, (386) 878-8500.

Leaks & Squeaks 386.717.3515 Your Home Maintenance FIXPerts
QLH Quentin L. Hampton Associates Consulting Engineers
TETRA TECH
Brown & Brown PRIA PUBLIC RISK INSURANCE AGENCY
FARM & PET OUTLET
WASTE PRO® Caring For Our Communities®

City of Deltona

Reports for the period: 08/01/2012 – 08/31/2012

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 COMPANIES

Davidson
Fixed Income Management
REGISTERED INVESTMENT ADVISER

Exhibit B

City of Deltona
Account Review – August 2012

Davidson Fixed Income Management
REGISTERED INVESTMENT ADVISER

- 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 (06/01/2012 – 08/31/2012)

	City of Deltona[2]	SBA
BV Return (Yield)[1]	**0.62%**	0.31%

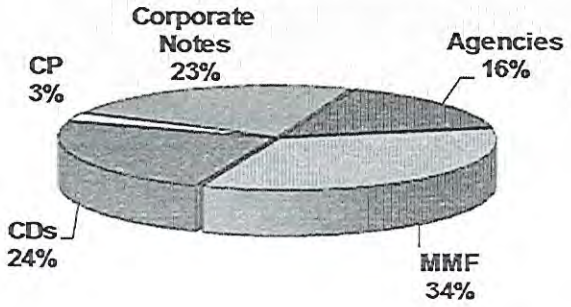
1. BV Rate of Return (Income) = Earned Interest +/- Realized Gain/Loss +/- Amortization.
2. Reflects Rate of Return with a deduction of a 9 basis point management & custodial fee.

Past performance of the City of Deltona portfolio does not guarantee future results.

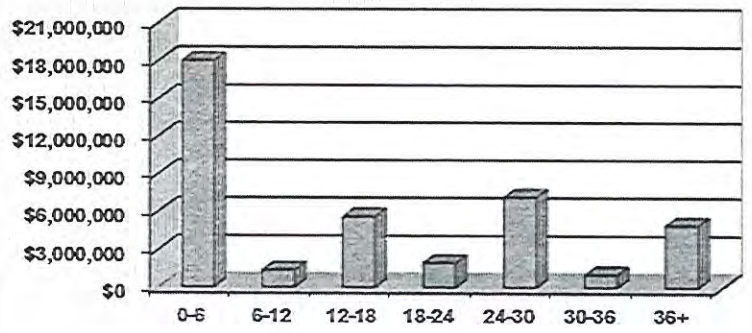
Portfolio Characteristics 08/31/2012

Par Value:	$	26,200,000
Market Value of Securities & CDs:	$	26,534,560
Cost Value of Securities &CDs:	**$**	**26,589,964**
MMF Balances:	**$**	**13,784,862**
Wachovia Operating Balance:	**$**	**11,137,185**
Total Account Balances:	**$**	**51,512,010**
Weighted Avg YTM:		0.71%
Weighted Avg Maturity/Call:		1.1 Years

Portfolio Diversification



Maturity Distribution



City of Deltona
Portfolio Management
Portfolio Summary
August 31, 2012

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	6,700,000.00	6,700,000.00	6,700,000.00	16.65	1,499	1,071	1.641	1.664
Certificates of Deposit - PMA	3,000,000.00	3,000,000.00	3,000,000.00	7.46	545	402	0.427	0.433
Managed Pool Accounts	13,784,862.00	13,784,862.00	13,784,862.00	34.26	1	1	0.104	0.106
Commercial Paper Disc. -Amortizing	1,000,000.00	999,955.83	999,955.83	2.49	188	3	0.536	0.543
Federal Agency Coupon Securities	6,500,000.00	6,512,718.50	6,503,560.47	16.16	807	399	0.475	0.482
Corporate Coupon Securities	9,000,000.00	9,321,885.60	9,250,432.59	22.99	867	563	1.160	1.176
Investments	**39,984,862.00**	**40,319,421.93**	**40,238,810.89**	**100.00%**	**625**	**403**	**0.698**	**0.707**

Total Earnings	August 31 Month Ending
Current Year	23,919.33

Robert Clinger, Finance Manager

City of Deltona
Portfolio Management
Investment Status Report - Investments
August 31, 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												
SYSDEL0325	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
SYSDEL0265	DEL0265	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**
Certificates of Deposit - PMA												
SYSDEL0365	DEL0365	PMACD	1,000,000.00	0.300	04/11/2013	04/11/2012	0.296	0.300	04/11 - At Maturity		1,000,000.00	1,000,000.00
SYSDEL0370	DEL0370	PMACD	1,000,000.00	0.450	10/03/2013	04/11/2012	0.444	0.450	10/03 - At Maturity		1,000,000.00	1,000,000.00
SYSDEL0375	DEL0375	PMACD	1,000,000.00	0.550	04/11/2014	04/11/2012	0.542	0.550	04/11 - At Maturity		1,000,000.00	1,000,000.00
	Certificates of Deposit - PMA Totals		**3,000,000.00**				**0.427**	**0.433**		**0.00**	**3,000,000.00**	**3,000,000.00**
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	1,500,000.00	0.162		12/14/2011	0.160	0.162	01/01 - Monthly		1,500,000.00	1,500,000.00
SYSDEL0009	DEL0009	FLSAF2	5,848,629.43	0.100			0.099	0.100	02/01 - Monthly		5,848,629.43	5,848,629.43
SYSDEL0011	DEL0011	FLSAF3	4,754,264.45	0.100			0.099	0.100	02/01 - Monthly		4,754,264.45	4,754,264.45
SYSDEL0008	DEL0008	FLSAFE	1,425,599.14	0.100			0.099	0.100	01/01 - Monthly		1,425,599.14	1,425,599.14
SYSDEL0012	DEL0012	FLSBA	24,648.24	0.300			0.296	0.300	04/01 - Monthly		24,648.24	24,648.24
SYSDEL0013	DEL0013	FLSBAB	3,667.23	0.001			0.001	0.001	04/01 - Monthly		3,667.23	3,667.23
SYSDEL0004	DEL0004	WFADV	228,053.51	0.010			0.010	0.010	01/01 - Monthly		228,053.51	228,053.51
	Managed Pool Accounts Totals		**13,784,862.00**				**0.104**	**0.106**		**0.00**	**13,784,862.00**	**13,784,862.00**
Commercial Paper Disc. -Amortizing												
90526MJ40	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	999,955.83
	Commercial Paper Disc. -Amortizing Totals		**1,000,000.00**				**0.536**	**0.543**		**0.00**	**997,232.22**	**999,955.83**
Federal Agency Coupon Securities												
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	1,250,091.34
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	1,999,617.67
313378Z20	DEL0355	FHLBC1	1,000,000.00	0.500	04/30/2014	04/30/2012	0.414	0.420	10/30 - 04/30		1,000,800.00	1,000,531.11
313378Z53	DEL0360	FHLBC1	1,000,000.00	0.600	10/24/2014	04/26/2012	0.493	0.500	10/26 - 04/26		1,001,000.00	1,000,652.78
3134G3ZA1	DEL0385	FHLMC	1,250,000.00	0.500	08/28/2015	08/28/2012	0.422	0.428	02/28 - 08/28		1,252,675.00	1,252,667.57
	Federal Agency Coupon Securities Totals		**6,500,000.00**				**0.475**	**0.482**		**0.00**	**6,505,910.75**	**6,503,560.47**

City of Deltona
Portfolio Management
Investment Status Report - Investments
August 31, 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												
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	1,005,935.87
369604AY9	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	1,016,541.26
87244EAG7	DEL0350	TIAAGL	400,000.00	4.950	07/15/2013	03/06/2012	0.494	0.501	07/15 - 01/15	Received	424,060.00	415,449.57
46623EJD2	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	1,002,329.95
64952WAX1	DEL0315	NYL	1,000,000.00	1.850	12/13/2013	09/22/2011	0.967	0.980	12/13 - 06/13	Received	1,019,096.13	1,011,014.25
64952WAX1	DEL0345	NYL	600,000.00	1.850	12/13/2013	03/14/2012	0.543	0.550	06/13 - 12/13	Received	613,542.00	609,946.59
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	2,084,528.17
084670AV0	DEL0380	BRK	1,000,000.00	3.200	02/11/2015	06/12/2012	0.799	0.810	08/11 - 02/11	Received	1,062,850.00	1,057,672.58
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	1,047,014.35
	Corporate Coupon Securities Totals		**9,000,000.00**				**1.160**	**1.176**		**0.00**	**9,386,820.63**	**9,250,432.59**
		Investment Totals	**39,984,862.00**				**0.698**	**0.707**		**0.00**	**40,374,825.60**	**40,238,810.89**

City of Deltona
Investment Account Balances
August 31, 2012

Account Name		Bank	Cost
Pooled Cash		Wells Fargo	$ 11,137,184.78
Investment-Money Market Mutual Funds		Wells Fargo Securities	1,500,000.00
Certificate of Deposit		TD Bank	1,000,000.00
Certificate of Deposits		BB&T	5,700,000.00
Investment		SBA-LGIP	24,648.24
Investment		SBA-Fund B	3,667.23
Investment-Advantage Fund		Wells Fargo	228,053.51
Investments-Federal Agency Coupon Securities		Wells Fargo	16,889,963.60
Certificate of Deposits		Florida Safe Investment Pool-Fixed Income	3,000,000.00
Investment		Florida Safe Investment Pool	1,425,599.14
Investment-Stormwater		Florida Safe Investment Pool	4,754,264.45
Investment-Transportation		Florida Safe Investment Pool	5,848,629.43
		Assets Reported by Davidson Fixed Income Mgmt.	51,512,010.38
Accrued Interest		BB&T	46,504.11
Accrued Interest		Wells Fargo	65,282.82
		Total Investments	$ 51,623,797.31

Investment Balances By Fund	General Fund Undesignated/ Available	Designated and/or Restricted							Total Balance
		Roads and Streets***	Physical Environment	Grants	Utility Restricted**	Utility Undesignated/ Available	Capital Projects	Strategic and Operating Reserves*	
General Fund	$ 3,685,222.08	$ -	$ -	$ -	$ -	$ -	$ -	$ 11,030,000.00	$ 14,715,222.08
Deltona Water	-	-	-	-	10,171,888.98	8,457,300.12	-	-	18,629,189.10
Equipment Replacement Fund	-	-	-	-	-	-	2,761,402.11	-	2,761,402.11
Transportation Fund	-	6,110,342.80	-	-	-	-	-	-	6,110,342.80
Storm Water Fund	-	-	4,651,613.51	-	-	-	-	-	4,651,613.51
Municipal Complex Fund	-	-	-	-	-	-	1,947,921.37	-	1,947,921.37
Solid Waste Fund	-	-	1,183,056.75	-	-	-	-	-	1,183,056.75
SHIP	-	-	-	45,084.21	-	-	-	-	45,084.21
Tree Replacement Fund	-	-	493,493.02	-	-	-	-	-	493,493.02
Environmental Improvement	-	-	39,702.21	-	-	-	-	-	39,702.21
Park Projects Fund	-	-	-	-	-	-	228,027.87	-	228,027.87
Streetlighting District Fund	-	12,518.32	-	-	-	-	-	-	12,518.32
Park Impact Fees Fund	-	-	-	-	-	-	45,291.55	-	45,291.55
Fire Impact Fees Fund	-	-	-	-	-	-	5,594.78	-	5,594.78
Law Enforcement Impact Fees	-	-	-	-	-	-	10,826.57	-	10,826.57
CDBG	-	-	-	(90,571.10)	-	-	-	-	(90,571.10)
NSP	-	-	-	853,684.91	-	-	-	-	853,684.91
Miscellaneous Grants	-	-	-	(18,602.75)	-	-	-	-	(18,602.75)
Total Investments	$ 3,685,222.08	$ 6,122,861.12	$ 6,367,865.49	$ 789,595.27	$10,171,888.98	$ 8,457,300.12	$ 4,999,064.25	$ 11,030,000.00	$ 51,623,797.31

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

9/18/2012 3:41 PM

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: October 5, 2012

CITY MANAGER'S OFFICE thru 10/05/2012

Communication:

- Updated the Friday Night Flix&Fun flyer for the October movie showing.
- Working on a draft of a Christmas Parade flyer.
- Created Facebook Events and sent "tweets" for the Fire Department's Open House, Friday Night Flix&Fun, the Concert in the Amphitheater and the District 1 Town Hall Meeting.
- Created DeltonaTV Community Calendar pages on Spooktacular, Friday Night Flix&Fun, the 50th Anniversary Sock Hop and the Christmas Parade.
- Working with the GIS Office to print posters of all of these events, and Parks & Recreation to make sure flyers get out to all the facilities.
- Added graphics and design to a Deltona history brochure designed by Gladys Merced.
- Eblasted the Concert in the Amphitheater and Friday Night Flix&Fun.
- Broadcast live the October 1st Commission Meeting.
- Updated the DeltonaTV schedule for the Week of October 7th.
- Updated programming—UCF (Global Perspectives, On the Issues, MetroCenter Outlook), White House Chronicle, VA Weekly News, The American Veteran, Nature Series programs—for DeltonaTV for the Week of October 7th.
- Production for "District 1 Town Hall Meeting" Advancer PSA.
- Production for National Night Out Review PSA.
- Production for 2012 Spooktacular Advancer PSA.
- Worked with IT Department and Don Bell Sign Company, to correct problems with Saxon Blvd. sign connection.
- Production/editing sessions for FPZA "Trails Forum", to format for broadcast on DeltonaTV.
- Video preproduction site planning for District 1 Town Hall Meeting.

Press Release/s:

- Friday Night Flix&Fun
- Caribbean Crew/Concert in Amphitheater
- Pink Heals T Shirts
- Deltona Fire Drives with Pink Heals Tour
- Deltona Fire Department Safety Day Press Release
- District One Town Hall Meeting

Media Relations:

- Provided information regarding Commission Meeting agenda item "11th Avenue Access Rd", to *Mark Harper/Daytona News Journal.*
- Provided information regarding CDBG funds for Public Service and Stormwater projects, to *Mark Harper/Daytona News Journal.*

Business Development:

- Steve Moore and I met with Suzette Cameron, Director of Deltona's Daytona State College campus, and VOTRAN representatives to discuss:
  - Relocation of the Daytona State College/City Hall VOTRAN bus stop;
  - VOTRAN route expansion along Howland Boulevard. We were informed that current funding will not allow VOTRAN to expand routes.
- Met with Roy Braddy, Deltona Economic Development Advisory Board (DEDAB) Sub-committee Chair to discuss the 3rd Quarter report to the Commission.
- Prepared presentation package to be used to solicit a local university towards a test campus in Deltona in preparation for an ancillary campus in the future.
- Met with Bryan Nipe, Director of Lake Mary Parks and Recreation. Bryan was deeply involved in Seminole County's "Florida's Natural Choice" campaign, and the meeting was based around best practices on how to approach the stakeholders that will be involved in the DEDAB Lakeshore Eco-Economic Research Project.
- Met with Jack Kesler, DEDAB Sub-committee Vice-Chair to discuss the progress of research into the initial Micro-incubator "working location" now under review.
- Attended Team Volusia's Economic Practitioners Council Meeting in Daytona Beach. Met with Chris Bowley to discuss:
  - Presentation for the District 1 Town Hall Meeting;
  - Research into right-of-way for the potential of a frontage road along I-4 at the Activity Center.
- Attended the 2012 Volusia Manufacturers Association's Expo, held at the Ocean Center in Daytona Beach.
- Site visits for C-1 and C-2 Properties on SE Howland Boulevard, and continuing to review medical facility locations for updating solicitation materials for that industry.
- Met with Max Morgan, Student Services Advisor/Admissions (DSC) to discuss the college's "BAS Program" and City development.
- Met with the following to discuss the use of the 'Deltona Business Assistance Center' for classes and individual counseling:
  - Phil Ehlinger, former Director of Volusia County Economic Development and now a Senior Counselor for SCORE
  - Van Canada, Small Business Development Center
  - Rich Gailey and Ed Pisani, SW Volusia Regional Chamber of Commerce
- Met with Keith Norden, newly-hired President and CEO of Team Volusia, and Kerry Symolon, Director.

BUILDING & ENFORCEMENT SERVICES thru 09/28/2012

Building Services Division:

Building Permits issued for the week 52
Valuation of work permitted for the week $659,023
Inspections completed for the week 155
Total Permits issued for Fiscal Year 11/12 3,024
Valuation of work permitted for the year 11/12 ..... $25,083,348
Permits Issued:
- A/C Change Out 8
- Addition 1
- Building Residential 1
- Concrete Flat Work 1

Door Replacement	1
Electrical	4
Exterior Renovations	1
Fence	3
Fire Alarm	1
Fire Sprinkler	1
Hurricane Shutters	1
Mechanical	1
Patio Cover	2
Pool Enclosure	1
Pool In-Ground	1
Reroof	6
Screen Enclosure	2
Shed	4
Solar Panel Install	2
Water Heater Replacement	2
Window Replacement	8
Total	52

Enforcement Services Division:

Requests for services this week	290	
Animals impounded at the humane societies	38	
Citation warnings issued	16	
Courtesy notices	126	
Abatement notices	70	
Citations issued	6	
Code Enforcement telephone calls	157	
Animal Control calls	122	
Solid Waste calls	118	
Citizen walk in requests for Code Enforcement assistance	10	
Citizen walk in requests for Animal Control assistance	11	
Citizen walk in requests for Solid Waste assistance	7	
Properties requiring grass to be cut by contractors	45	*(at a cost of $1,575.00)*
Certified mailings sent out	82	*(at a cost of $471.50)*
Money collected for Animal tags, liens and return to owners	$1,536	

Foreclosures for this week: Deltona 29
County 92
Total 121

CITY CLERK'S OFFICE thru 09/28/12

2nd Floor HR/CC Walk-In Customers	84	
2nd Floor calls Answered	17	
Packages Picked Up	0	
Packages Received	55	
A/P Invoices Opened	106	
Newspapers	18	*(9 hours)*
Public Records Requests Received	5	
Public Record Request Amount Received	$29.33	

Documents imaged, pages 892
Large scale drawings imaged, pages 0

FINANCE DEPARTMENT thru 10/03/2012

- Preparing for October 10th Commission Workshop on utility rates.
- Printing final FY 12/13 budget.
- Setting up all financial spreadsheets for FY 12/13.
- Prepared agenda memo to piggyback State Contract for purchase of lawn equipment for Parks & Recreation.
- Processed over 125 purchase orders for new fiscal year.
- Sold over $63,000 worth of items GovDeals.
- Scheduled meeting with Fastenel to come in and show departments vending machines that carry MRO (maintenance, repair, operations) supplies.

Accounts Payable Section

Check Run Date:		**9/14/2012**		
Checks Processed		294	$	1,164,634.00
Invoices Processed:				
	Carol	293		571,119.92
	Julia/Jacque	186		584,770.93
	UB Refunds	176		8,743.15
		655	$	1,164,634.00
Check Run Date:		**9/28/2012**		
Checks Processed		107		1,001,348.11
Invoices Processed:				
	Carol	185		216,263.77
	Julia/Jacque	178		775,259.18
	UB Refunds	170		9,825.16
		533	$	1,001,348.11

Payroll Section		
Check Run Date:		**9/13/2012**
Total Employees		300
Time Sheets Processed		600
Checks Processed		25
Direct Deposits Processed		285
Total Payroll including benefits	$	661,397.20
Miscellaneous:		
Flexible Spending Reimbursements		26
Check Run Date:		**9/27/2012**
Total Employees		300
Time Sheets Processed		600
Checks Processed		25
Direct Deposits Processed		285
Total Payroll including benefits	$	667,223.14
Miscellaneous:		
Flexible Spending Reimbursements		32

FIRE/RESCUE DEPARTMENT thru 10/03/2012

Fire Chief Staples:

- Attended the Volusia County Fire Chiefs' Association monthly meeting.
- Attended the Fire-Rescue East Advanced Life Support (ALS) Competition planning meeting.
- Answered 3 grievances on various subjects.

Deputy Chief Rogers:

- Alarm summary 9/26/2012 thru 10/2/2012

Structure fire	4
Vehicle Fire	0
Wild land, grass	1
Misc. Fire	2
ALS Medicals	50
BLS & Misc. Medicals	64
Hazardous Condition	2
Service Calls	1
Good Intent	9
False Alarms	2
TOTAL	135

- Apparatus Update:

E61 FD-0214	In Service at Station 61. When the new engine comes into service at the Open House Sunday this truck (Reserve C) will go back to reserve status.
E62 FD-0655	In Service at Station 62.
E63 FD-1021	In Service at Station 63.
E64 FD-0654	Out of Service due to Injector problems; at Fleet. The truck has been out of service for 7 weeks. The Manufacturer cannot find what is wrong. Continues to have difficulties starting, and runs rough.
E65 FD-0900	In Service at Station 65.

Resv A FD-9925	In Service at Station 64. However, it does not have a mobile radio - needs new radio control cable. This is a 1999 E-One with over 111,000 miles and 11,000 hours. (Convert hours to miles = 11,000 X 40 = 440,000 equivalent miles.)
Resv B FD-9827	This truck has been traded in and is gone.
Ladder FD-0300	Available at Station 65.
R61 FD-0910	In Service at Station 61.
R62 FD-0754	Available at Station 62.
Brush 61, 62, 63, and 64	In Service.

- Facility update: Rat infestation problem has been solved at Station 61 Administrative offices. All ceiling tiles and insulation have been removed from 2nd floor, all holes sealed, Iceneen Foam Insulation applied to roof deck, A/C system repaired, and new ceiling tiles have been installed. During this work, staff removed 3 old data and phone systems left behind by various vendors and the removal of the Communications Center.

Deputy Chief Rafferty:

- Attended meeting with Union to discuss issues.
- Attended Fire-Rescue East meeting at Florida Fire Chiefs' Association office.
- Meeting with Chiefs Staples and Rogers to review Department's Standard Operating Guidelines (SOG).
- Completed Target Safety Training class.
- Replaced Controlled Substances on EMS Units.
- American Heart Association Application preparation.
- Conducted Contingency Transport Classes.
- Administered flu shots to Fire Department personnel.

Asst. Chief Debose:

- Conducted 'wheel chock' training.
- Worked on Division Chief promotional assessment by setting up rooms and contacting assessors.

HUMAN RESOURCES DEPARTMENT thru 10/03/2012

- Performance Evaluations processed: 18
- Deltona JOBS Program Folders
  - 1st Floor lobby – (0) added
  - 2nd Floor lobby – (05) added
  - Total # of Deltona JOBS Program folders taken – (1,265)
- Applications received:
  - (04) Utility Systems Tech
  - (01) Water Operator
  - (18) Enforcement Services
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Completed Open Enrollment changes and Munis entries for: United Healthcare, Minnesota Life, Assurant, and Aflac.
- New hire orientations (2): Utility Systems Tech. & Network Analyst.
- Set up and prepared interview questionnaires for the Public Works Tech interviews.
- Background checks on (2) Public Works Tech.
- Scheduled (1) drug screenings.
- Processed (1) FMLA action.
- Continuing to coordinate with the 50th Anniversary committee for November 17th event.

- Preparing for 4th class in the Supervisor Training Class series.
- Continuing to prepare for Employee Wellness Fair.
- Reviewing the Utility Systems Tech job classifications with Public Works for market competitiveness as identified by Mercer Group and the recruitment/loss of incumbents to area cities.
- Coordinating/reviewing with the Fire Chief regarding several grievances submitted by Local 2913.

Risk Management:
- Conducted 4 training classes concerning DMV/Driver Access Vehicle Express usage and Fall Protection.
- Investigated three claims against the City for property damage liability.
- Coordinated City commercially-licensed drivers' medical recertification.
- Coordinated Defensive Driving class.

PARKS AND RECREATION DEPARTMENT thru 09/29/2012

Administration:
- Met with West Volusia Pony League President Mike Daly to discuss league field condition.
- Met with Daytona State College and Votran Bus representatives.
- Met with Deltona Youth Soccer Board of Directors to discuss scheduling for field usage.
- Processed 13 permits for pavilion and field rentals.

Facility Use Permits (9/23- 9/29/12):

• Deltona Community Center	2 permits issued	Weekly attendance – 1,002
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 271
• Wes Crile Park	3 permits issued	Weekly attendance – 1,819
• Skate Park	9 new passes	Weekly attendance – 668

Special Events/Programs:
- Amphitheater:
  - 2012 Concert series: Caribbean Crew (reggae/calypso) is scheduled for Saturday, October 13th at 7:00 p.m.
- Harris M. Saxon Community Center:
  - Boys and Girls Club after school program continues.
- Wes Crile Park:
  - Tennis courts are completed.

City Leagues Currently Underway:
- Men's league fall season continues.
- Senior league fall season continues.
- Flag football has been postponed, scheduled to return in September.

Partner Leagues Currently Underway:
- West Volusia Youth Baseball fall ball continues.
- Deltona Little League fall ball continues.
- Deltona Panthers football and cheer practice continues.
- Deltona Youth Soccer practice continues.

Parks Maintenance:

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

- **Mowed, edged and weed-whacked:** Campbell Park, City Hall, Deltona Community Center, Dupont Lakes, Farmers Market, Festival Park, Lake Gleason, Skate Park and Thornby Park.
- Thornby Park – Mulched areas near playground and removed dead tree.
- Vann Park – Inspected roof on scorer's gazebo where PA system is hooked up. Replaced 4 rotted sheets of T-111 wood; primed and painted.
- Miscellaneous:
  - Picked up supplies for City Clerk's Office for Halloween.
  - Picked up supplies from Ace Hardware.
  - Worked on the 50th birthday celebration cake.

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

Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycled bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replacing flags, replenishing restroom supplies throughout the entire building; replacing soap dispensers; cleaning all restrooms (floors, toilets, sinks, etc.); unclogging various toilets in restrooms on both floors; unclogging water fountains; replacing light bulbs throughout the building, courtyard and walkway; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures (as requested) throughout City Hall; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping sidewalk and stairwells; cleaning front of building, retrieving supplies from storage at various times, polishing the elevator; delivering packages and heavy boxes to departments. repairing damaged paper towel and toilet paper dispensers.

- Escorted Boyer Locksmith.
- Removed new sign, painted fixture and replaced sign.

Sports Turf Maintenance:

- Normal routine maintenance at:
  - Dewey Boster Sports Complex
  - Baseball and Pony League Fields
  - Vann Park
  - Dupont Lakes
  - Wes Crile Park
  - Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
  - Raked and lined True and Shea fields every day.
  - Repaired irrigation to sprinklers at Vann Park.
  - Worked on irrigation system at Wes Crile.
  - Sprayed clay at Dupont Lakes with Roundup.
- Sports Complex:
  - Mowed, weed-whacked and edged the complex.
  - Mowed Pony League.
  - Mowed retention ponds and parking areas.
  - Repaired irrigation to sprinklers at Pony League.

- Worked on electrical issues at pumps.
- Continued working on the trail for Halloween.
- Made repairs to batting cage at Pony League.

PLANNING & DEVELOPMENT SERVICES thru 010/03/2012

Executive Summary:
The Planning and Development Services Department brought six (6) items to the Commission hearing on October 1st, and greatly appreciates the Commission's support and thorough review of them. Three of the items received unanimous votes to approve, and three items had a vote of 6 for, 1 against. Four of the items were economic development oriented, and the Commission made a statement that it is a high priority to provide employment opportunities for our residents and to create Deltona businesses which serve our citizens closer to home. The remaining two items provide more flexibility for home owners to use and to reconstruct their properties.

Planning:
The Planning Section is focused on the October 8th Commission Workshop to bring forward the first set of the proposed amendment list for direction from the Commission. Staff is also working on the Planning and Zoning Board staff reports for the October 17th board meeting for two Small Scale Future Land Use Map Amendments centered along Providence Boulevard between Elkcam and Ft. Smith Boulevards. Finally, staff is finalizing the budget projection over a 20-year planning horizon, or sunset period, for the proposed Community Redevelopment Area (CRA). The Findings and Declarations of Necessity was approved (a.k.a. qualified) by the Commission at the October 1st hearing, which allows staff the opportunity to move forward and engage Volusia County in dialogue for the proposed planned area.

Housing & Community Development:
The Housing and Community Development Section hosted a visit from HUD this week to assist staff in the Habitat for Humanity effort. HUD originally suggested that the City enter into the partnership with Habitat and recommended that the initial Developers Agreement be changed to a Subrecipient Agreement, which is currently in place. Habitat has completed construction of two of the three homes assigned to it and the third home was transferred back to the City for the City to complete. HUD is assisting in amendments to the Subrecipient Agreement to reflect the actual process that occurred, as opposed to that projected to occur two years prior. The amended agreement will be brought to the Commission upon review and revision. With Commission approval, any changes will be memorialized in the City's NSP Operations and Procedures Manual.

PUBLIC WORKS thru 09/28/2012

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

- **Signs:**
  - Completed 3 sign repair work tickets in the City.
  - Fabricated & installed 15 new street name signs.
  - Fabricated (5) R1-1 "Stop" signs for stock.
  - Fabricated and installed (1) 12"x 18" Adopt a Street sign and (1) 12"x 6" "Heartboard.com" sign and (1) "Neighborhood Watch" sign at 2950 Allston and one each at 3036 Allston.

  - Fabricated and installed (1) W1-2L "Left Curve" sign at 2004 Newmark.
  - Fabricated and installed (1) W1-8L "Chevron" sign & (1) W1-8R "Chevron sign at 2107 & 2009 Newmark.
  - Fabricated and installed (2) W1-4R "Winding Road" sign at 2107 & 2009 Newmark.
  - Replaced from stock (1) R1-1 "Stop" sign at Ft Smith & Outrigger (graffiti).
  - Fabricated and installed (1) R1-1 "Stop" sign because of graffiti at each of the following locations: Pembroke & Copperfield; White Plains & Ross; Ross & Newmark; Kelvin Ave & Kelvin Ct; Killinger & Copperfield; Kelvin & Newmark; Killinger & Gregory; Killinger & Kelvin; 1511 Gregory.
- **Speed Trailer:** Installed on each side of Fieldcrest.
- **Thermoplastic Striping:**
  - 24" white stop bars – (4) for 63'.
- **Miscellaneous:**
  - Howland & Providence – picked up trash in medians.
  - Wolf Pack Run & Seagate – painted over graffiti on wall.
  - Watered new trees on Howland Blvd.

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

- **Beautification**:
  - Medians:
    - Normandy Blvd – routine maintenance; watered all trees.
    - Howland Blvd – routine maintenance; installed water bags on trees; watered all newly planted trees; filled water bags 3 times.
    - Providence Blvd – routine maintenance.
    - Elkcam Blvd – routine maintenance.
  - City Homes: 1177 Hastings; Falcon; 3274 Dellbrook.
  - City Signs: Howland Welcome sign.
  - Misc: Public Works Depot – mowed; edged; weedeated.
- **Concrete:**
  - Sidewalk Repairs – Austin & Gramercy – 5'x 5'; Austin & Corrigan – 6'x 5' & 6'x 5'.
- **Clam Truck:**
  - Debris – 17
  - Trimming – 6
- **Drop Offs and Sod:**
  - Replaced ¼ pallet of sod from sidewalk repair: Austin & Corrigan.
  - Replaced ½ pallet of sod from sidewalk repair: 1241 Catalina.
  - Repaired drop off and replaced ¼ pallet of sod: 2439 Sedgefield; 2431 Sedgefield; 2423 Sedgefield.
  - Repaired washout and installed ½ pallet of sod: Humphrey between O'Bannion & Varsity
  - Installed ¼ pallet of sod: 3012 Sky.
- **Slope Mowing:** Dewey O Boster Park – 1000'; 759 4th – 80'; 811 4th – 100'; 932 Dandridge – 60'; Dandridge & Sweetbrier – 80'; 948 Sweetbrier – 100'; 972 Sweetbrier – 60'; 4th & W 11th – 530'; 966 Loren – 375'; Mariner & Pilgrim – 195'; Hemlock & E Lombardy – 340'; 745 Mentmore – 60'; Rookery & Ft Smith – 120'.
- **Miscellaneous:**
  - City Wide – empty all trash containers.
  - Mayflower – installed drainage box cover (on call).
  - Veterans Memorial Park – dropped off flags for proper disposal.

Fleet Maintenance Division:

Vehicles	PM – 3	Repairs – 9
• Equipment	PM – 1	Repairs – 15
• Road Calls	2	
• Parts Run/Vehicle Delivery	3	
• CDL Testing	0	

Stormwater Division:

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

- **Construction Crew:**
  - Florida Dr – formed up 3 driveways and poured back; reshaped swales and sodded; installed 1 basin and installed 200' of 15" pipe.
  - 1285 Briarwood – reshaped swales and sodded.
  - Oxford & Randolph – prepped area for pipe replacement.
- **Drainage Area Maintenance (Aebi Mowing):**
  - 0.3 Acres of drainage areas maintained.
  - Ditches mowed – 2545 Gramercy; 1922 Dupont; 756 Red Coach; 1211 Oldmill; 1750 Baldock; 1724, 1740 Whipple; 1570 Zinnia; 1045 Brady; 1293 Polk; 2472 Lackland; 1074 Mayflower; 1384 Valhalla; 2684 Vaughn; 1510 Page; 989 9th; 1417 Lombardy; 1621, 1697, 1741 Courtland; 3218, 3292 Buckland; 1509 Tubeck; 3256 Laurel; 1532 Bonview; 1632 Roble; 3063, 3040 Blaine; 1635, 1491, 1517 Keeling; 1521 Ortega; 1952 Merrick; 1965, 2023, 2081 Alameda; 2016 Dumas; 1648 Gregory; 1872 Akron; 1529 Ferendina; 1599 Providence; 1299 Briarwood; 1450, 1408 Ft Smith; 1921 Shaw; 753 Arlene; 2349 Fitzpatrick; 2017 Appian; 640 Sullivan; 2140, 2032 Parkton; 1863 Plumtree; 1731, 1590 Finland; 1293 Buccaneer; 230 Embody; 898 Fairbairn; 819, 992 Gaucho; 1096 Eleanor; 780, 732 9th; 751, 722 Whitewood; 524 Gasper; 444 Alexander; 1003 De Carlo; 1860 Tanner; 1910, 825 Lehigh; 1909 Coble; 815 Trumbull; 1263 Seybold; 1770 Amero; 1945, 1977 Acadian; 1942, 1896, 1810, 1782 Concert; 2149 Vance; 2293 Asbury; 1660 Dublin; 2348 Statler; 1583 Carmona; 2280, 2160 Clearwater.
  - Ponds mowed – 962 Whitewood; 2876 Slater; 201 Howland; 632 Armadillo; 2036, 2049 Atmore; 849 Deltona Blvd.
- **System Cleaning (Vac Truck):**
  - Storm systems jetted – 2421 Sheffield; 1524 Zinnia.
- **Right of Way Mowing Crew:**
  - 2 miles of right of way mowed.
  - Main Roads mowed – Normandy; Elkcam; Part of Courtland.
  - Sectors mowed – 1; 2; 3.
  - Alleys mowed – 933; 1898.
- **Right of Way Litter Crew:**
  - Main road trash pickup – Captain; Catalina; Tivoli; Newmark; Humphrey; Haulover; India; Elkcam; Courtland; Deltona Blvd; Cloverleaf; Anderson.
- **Miscellaneous:**
  - Stanton – filled in hole next to basin.
  - Mayflower Ave – replaced lid on drainage structures after lining crew was complete.
  - 3100 Riverhead – mowed the pump station.
  - Beal/Juliet; Elkcam Blvd/Sylvia; 788 Chippendale – mowed the right of way.
  - City Wide – watered newly laid sod.
  - 185 Sheryl Dr – mowed the approach to the control structure.
  - 2700 Beckwith – cleaned dirt out of the driveway.

UTILITIES thru 09/30/2012

Customer Service

September 2012	Total week ending 9/30/12
DW – Lockbox	1761
Ebox	1307
Call Center Calls	1670
Walk-ins/Drop Box	964
On-line Payments	1168

Customers Disconnected for Non-Pay

September 2012	Total week ending 9/30/12
Total on Disconnect List	239
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

September 2012	Total week ending 9/30/12
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	11
Locates Received	59
Locates Completed	55
Main Leaks	
Service Leaks	1
Sewer Repairs	
Sewer Blockage	1
KV2 Valves	6
Service Replacements	2
Meter Change Outs	1
Service Orders	564
Disconnects	117
Drainfield Leaks	
Meter Retirements	95