

## Jeff Ensminger

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**From:** Traci Provini [TProvini@deltonafl.gov]  
**Sent:** Tuesday, December 08, 2009 3:02 PM  
**To:** Jeff Ensminger  
**Subject:** RE: Public records request: Work Orders

Jeff,

As for the tour that was held in 2009, we do not have anything that relates to the tour. It was simply arranged thru the city commission office or the city manager's office. Several staff employees that were available to assist with the tour did so, however, it would not reflect that on the time sheets. There would also be no cost in bringing equipment on site as the equipment used would be equipment that was not scheduled for any projects at the time of the tour.

Thanks,

*Traci Provini, Acting Deputy City Clerk*  
City of Deltona  
386-878-8505  
386-878-8501 fax  
tprovini@deltonafl.gov

**From:** Jeff Ensminger [mailto:jeff@thoughteater.com]  
**Sent:** Monday, November 23, 2009 2:19 PM  
**To:** Traci Provini  
**Subject:** RE: Public records request: Work Orders

Traci,

I would like to obtain from the City of Deltona a copy of any and all records that directly relate to any and all kids tours that were held at City Hall in 2009. These records should include, but not be limited to, payroll records of employees whose time was required for the tour, usage cost of city equipment that was used for or was on display for the tour, and the City Manager's schedule showing the tours.

Please provide me with a cost estimate prior to processing this request.

Thanks,

Jeff

ThoughtEater Technical Solutions, Inc.

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**From:** Traci Provini [mailto:TProvini@deltonafl.gov]

3/9/2010









# June 15 - 17

| May 2009 |    |    |    |    |    |    | June 2009 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |           | 1  | 2  | 3  | 4  | 5  | 6  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  | 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 | 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 | 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 | 28        | 29 | 30 |    |    |    |    |
| 31       |    |    |    |    |    |    |           |    |    |    |    |    |    |

| 15 Monday<br>166/199 | 16 Tuesday<br>167/198 | 17 Wednesday<br>168/197 |
|----------------------|-----------------------|-------------------------|
| 7:00                 | 7:00                  | 7:00                    |
| 7:30                 | 7:30                  | 7:30-7:45 VM - Food     |
| 8:00                 | 8:00                  | 8:00                    |
| 8:15                 | 8:15                  | 8:15                    |
| 8:30                 | 8:30                  | 8:30                    |
| 8:45                 | 8:45                  | 8:45                    |
| 9:00                 | 9:00                  | 9:00                    |
| 9:15                 | 9:15                  | 9:15                    |
| 9:30                 | 9:30                  | 9:30                    |
| 9:45                 | 9:45                  | 9:45                    |
| 10:00                | 10:00                 | 10:00                   |
| 10:15                | 10:15                 | 10:15                   |
| 10:30                | 10:30                 | 10:30                   |
| 10:45                | 10:45                 | 10:45                   |
| 11:00                | 11:00                 | 11:00                   |
| 11:15                | 11:15                 | 11:15                   |
| 11:30                | 11:30                 | 11:30                   |
| 11:45                | 11:45                 | 11:45                   |
| 12:00                | 12:00                 | 12:00                   |
| 12:15                | 12:15                 | 12:15                   |
| 12:30                | 12:30                 | 12:30                   |
| 12:45                | 12:45                 | 12:45                   |
| 1:00                 | 1:00                  | 1:00                    |
| 1:15                 | 1:15                  | 1:15                    |
| 1:30                 | 1:30                  | 1:30                    |
| 1:45                 | 1:45                  | 1:45                    |
| 2:00                 | 2:00                  | 2:00                    |
| 2:15                 | 2:15                  | 2:15                    |
| 2:30                 | 2:30                  | 2:30                    |
| 2:45                 | 2:45                  | 2:45                    |
| 3:00                 | 3:00                  | 3:00                    |
| 3:15                 | 3:15                  | 3:15                    |
| 3:30                 | 3:30                  | 3:30                    |
| 3:45                 | 3:45                  | 3:45                    |
| 4:00                 | 4:00                  | 4:00                    |
| 4:15                 | 4:15                  | 4:15                    |
| 4:30                 | 4:30                  | 4:30                    |
| 4:45                 | 4:45                  | 4:45                    |
| 5:00                 | 5:00                  | 5:00                    |
| 5:15                 | 5:15                  | 5:15                    |
| 5:30                 | 5:30                  | 5:30                    |
| 5:45                 | 5:45                  | 5:45                    |
| 6:00                 | 6:00                  | 6:00                    |
| 6:15                 | 6:15                  | 6:15                    |
| 6:30                 | 6:30                  | 6:30                    |
| 6:45                 | 6:45                  | 6:45                    |
| 7:00                 | 7:00                  | 7:00                    |
| 7:15                 | 7:15                  | 7:15                    |
| 7:30                 | 7:30                  | 7:30                    |
| 7:45                 | 7:45                  | 7:45                    |
| 8:00                 | 8:00                  | 8:00                    |
| 8:15                 | 8:15                  | 8:15                    |
| 8:30                 | 8:30                  | 8:30                    |
| 8:45                 | 8:45                  | 8:45                    |
| 9:00                 | 9:00                  | 9:00                    |
| 9:15                 | 9:15                  | 9:15                    |
| 9:30                 | 9:30                  | 9:30                    |
| 9:45                 | 9:45                  | 9:45                    |

*Chills/Weeks  
Orientation*

*Chills/Weeks  
960.4408*

*Chills/Weeks  
8-10  
8-5*

*Green Kowch  
OSU Ret.*

*Leah's group  
Byst in Classroom*

*Wesley's group  
Wesley in Classroom*

*5:00 VM - Tracy's study*

*7:30 Wayne's Round table  
Ref at Boarders*

*5:30 M. C. V. Friends Ret*

*CC*

**City of Deltona  
Weekly Employee Time Sheet**

Employee Name Michael Johnson

Employee Number 886

Department/Division # 916 Stormwater

Week Ending 6/18/09

Pay Period Ending 6/18/09

Note: Please total your time in increments of 15 minutes.

| Day of Week | Date | Morning |       | Afternoon |      | Evening |      |
|-------------|------|---------|-------|-----------|------|---------|------|
|             |      | Start   | Stop  | Start     | Stop | Start   | Stop |
| Fri.        | 6/12 | 8:00    | 12:00 | 1:00      |      |         | 5:00 |
| Sat.        | 6-13 | 7:40    |       | 12:00     |      |         |      |
| Sun.        | 6-14 | X       |       |           | X    |         |      |
| Mon.        | 6-15 | 8:00    | 12:00 | 1:00      |      |         | 5:00 |
| Tues.       | 6-16 | 8:00    | 12:00 | 1:00      |      |         | 5:00 |
| Wed.        | 6-17 | 8:00    | 12:00 | 1:00      |      |         | 5:00 |
| Thur.       | 6-18 | 8:00    | 12:00 | 1:00      |      |         | 5:00 |

Actual Hours Worked 45:00

I hereby certify that the hours on this time sheet reflect the true and correct hours worked.

Michael Johnson  
Employee/Date 6-18-09

Department Heads/Designees are responsible for completing this section.

|   |                     |
|---|---------------------|
| <u>45:00</u>  | Actual Hours Worked |
| .....   | Holiday             |
| .....   | Vacation *          |
| .....   | Sick *              |
| .....   | Training            |
| .....   | Leave without pay * |
| <u>45:00</u>  | Total               |
| <input type="text"/>  | No. Days on call    |
| <u>Michael Johnson 6-18-09</u><br>Department Head/Designee/Date |                     |

\* Attach applicable/required documentation.

To be completed by Finance

|                                      |                      |
|--------------------------------------|----------------------|
| .....                                | Regular              |
| .....                                | Overtime             |
| .....                                | Overtime - Scheduled |
| .....                                | Sub-Total            |
| .....                                | Leave without pay    |
| .....                                | Total                |
| <input type="text"/>                 | On Call Pay          |
| <input type="text"/><br>Completed By |                      |

All City of Deltona non-bargaining unit employees are required to complete time sheets.

**City of Deltona  
Weekly Employee Time Sheet**

Employee Name

John Hammann

Employee Number

520

Department/Division #

001 / Stormwater

Week Ending

6/18/09

Pay Period Ending

6/18/09

Note: Please total your time in increments of 15 minutes.

| Day of Week | Date | Morning |       | Afternoon |      | Evening |      |
|-------------|------|---------|-------|-----------|------|---------|------|
|             |      | Start   | Stop  | Start     | Stop | Start   | Stop |
| Fri.        | 6/12 | 8:00    | 12:00 | 1:00      | 5:00 |         |      |
| Sat.        | 6-13 | 7:00    | 12:00 |           |      |         |      |
| Sun.        |      |         |       |           |      |         |      |
| Mon.        | 6-15 | 8:00    | 12:00 | 1:00      | 5:00 |         |      |
| Tues.       | 6-16 | 8:00    | 12:00 | 1:00      | 5:00 |         |      |
| Wed.        | 6-17 | 8:00    | 12:00 | 1:00      | 5:00 |         |      |
| Thur.       | 6-18 | 8:00    | 12:00 | 1:00      | 5:00 |         |      |

Actual Hours Worked

| Daily Total | Explanation        |
|-------------|--------------------|
| 8           |                    |
| 8           |                    |
| 8           |                    |
| 8           | Stormwater repairs |
| 8           |                    |
| 45          |                    |

I hereby certify that the hours on this time sheet reflect the true and correct hours worked.

Department Heads/Designees are responsible for completing this section.

|       |                     |
|-------|---------------------|
| 45:00 | Actual Hours Worked |
| ..    | Holiday             |
| ..    | Vacation *          |
| ..    | Sick *              |
| ..    | Training            |
| ..    | Leave without pay * |
| ..    | Other *             |
| 45:00 | Total               |
|       | No. Days on call    |

Department Head/Designee/Date  
John Hammann 6-18-09

\* Attach applicable/required documentation.

To be completed by Finance

|    |                      |
|----|----------------------|
| .. | Regular              |
| .. | Overtime             |
| .. | Overtime - Scheduled |
| .. | Sub-Total            |
| .. | Leave without pay    |
| .. | Total                |
| .. | On Call Pay          |

Completed By \_\_\_\_\_

John Hammann 6-18-09  
Employee/Date

All City of Deltona non-bargaining unit employees are required to complete time sheets.

**City of Deltona  
Weekly Employee Time Sheet**

Employee Name AL MALLEY

Employee Number 547

Department/Division # SW

Week Ending 6/18/09

Pay Period Ending 6/18/09

Note: Please total your time in increments of 15 minutes.

| Day of Week | Date | Morning |      | Afternoon |      | Evening |      | Daily Total | Explanation     |
|-------------|------|---------|------|-----------|------|---------|------|-------------|-----------------|
|             |      | Start   | Stop | Start     | Stop | Start   | Stop |             |                 |
| Fri.        | 6/12 | 8       | 12   | 1         | 5    |         |      | 00          |                 |
| Sat.        | 6/13 | 7       | 12   |           |      |         |      | 05          | STANDARD ISSUES |
| Sun.        |      |         |      |           |      |         |      |             |                 |
| Mon.        | 6/15 | 8       | 12   | 1         | 5    |         |      | 00          |                 |
| Tues.       | 6/16 | 8       | 12   | 1         | 5    |         |      | 00          |                 |
| Wed.        | 6/17 | 8       | 12   | 1         | 5    |         |      | 00          |                 |
| Thur.       | 6/18 | 8       | 12   | 1         | 5    |         |      | 05          |                 |

I hereby certify that the hours on this time sheet reflect the true and correct hours worked.

Department Heads/Designees are responsible for completing this section.

Actual Hours Worked 45:00

Holiday \_\_\_\_\_

Vacation \* \_\_\_\_\_

Sick \* \_\_\_\_\_

Training \_\_\_\_\_

Leave without pay \* \_\_\_\_\_

Other \* \_\_\_\_\_

Total 45:00

No. Days on call \_\_\_\_\_

Department Head/Designee/Date Scott Malley 6-18-09

\* Attach applicable/required documentation.

| Daily Total | Explanation |
|-------------|-------------|
| <u>45</u>   |             |

Employee/Date AL MALLEY 6-18-09

To be completed by Finance

Regular \_\_\_\_\_

Overtime \_\_\_\_\_

Overtime - Scheduled \_\_\_\_\_

Sub-Total \_\_\_\_\_

Leave without pay \_\_\_\_\_

Total \_\_\_\_\_

On Call Pay \_\_\_\_\_

Completed By \_\_\_\_\_

All City of Deltona non-bargaining unit employees are required to complete time sheets.