

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: May 25, 2012

Hurricane Preparedness:

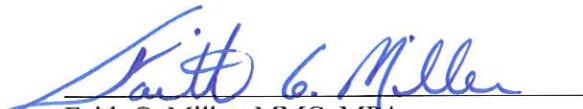
City Manager, key City staff, and VCSO participated in two (2) training sessions for hurricane preparedness as part of the "Hurricane Gispert" exercise. Training conducted by Deputy Chief Robert Rogers who is also the City's Emergency Coordinator. This training was very timely since we are entering hurricane season officially June 1st and this weekend there is a possibility of a low forming into a tropical storm or Hurricane Beryl and impacting Florida and Volusia County with at least some heavy rainfall this weekend.

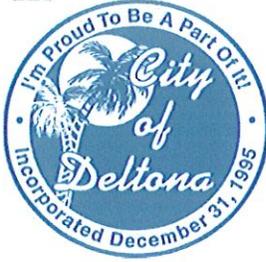
Volusia League of Cities:

Congratulations again to our very own Public Works/Utilities Director, Glenn Whitcomb, for being selected at the Volusia League of Cities' *Employee of the Year* in the *Public Works* category for 2012. This award was very well deserved for an employee who consistently goes above and beyond for the City of Deltona and our residents! Thanks again, Glenn!

Ongoing/Upcoming Events:

- **Memorial Day Holiday** – Monday, May 28th – City administrative offices closed
- **Regular City Commission Meeting** – Monday, June 4th, 6:30 p.m., Commission Chambers
- **Hurricane Preparedness Forum** – Tuesday, June 5th, 5:30 – 7:00 p.m., Commission Chambers
- **West Volusia Summit** – Saturday, June 9th, 8:30 a.m., DeBary City Hall
- **Commission Workshop Meeting** – Monday, June 11th, 4:30 p.m., 2nd flr. Conference Room
- **Community Health Expo** – Saturday, June 16th, 10:00 a.m. – 2:00 p.m., Commission Chambers
- **Regular City Commission Meeting** – Monday, June 18th, 6:30 p.m., Commission Chambers
- **Deltona Business Forum III** – Thursday, June 21st, 8:30 a.m., Commission Chambers
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.


Faith G. Miller, MMC, MPA
City Manager



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CITY MANAGER'S OFFICE thru 05/25/2012

Communication:

- Completed a poster for the upcoming Community Health Expo, "Bee Healthy Deltona."
- Participating in the annual hurricane drill.
- Photographed a tour group from Pride Elementary School.
- Updated DeltonaTV Schedule for the Week of May 27th.
- Updated DeltonaTV programming—UCF (Global Perspectives, MetroCenter Outlook, Arts Performances, On the Issues), White House Chronicle, VA Weekly News.
- Scheduling "mini-marathon" of veterans-oriented programming to be broadcast from 1:00pm to 6:00pm on Memorial Day, Monday May 28th.
- Working with DM White Insurance on the 2012 Hurricane Preparedness Seminar.
- Live broadcast of the May 21st Commission Meeting, recorded for later broadcast.
- Production for the Hurricane Preparedness Seminar Preview PSA.
- Created poster for Veterans Museum and City Hall lobby, highlighting the programs VA Weekly News and American Veteran.
- Working on June issue of the Pride.
- Working on July-September issue of City Newsletter.
- Lee Lopez attended Daytona State College's Technical and Business Writing Seminar on May 23rd.
- Created Memorial Day ID to be broadcast on DeltonaTV for Memorial Day.

Media Relations:

- Provided information regarding Deltona Water customers, and a copy of the May 21st Commission Meeting agenda to Al Everson/West Volusia Beacon.
- Provided information regarding EZ Pay business license and bee hives, to Mark Harper/Daytona Beach News Journal.
- Confirmed for WFTV-TV/Ch. 9 that the Deltona Little League is not a City Department.

Press Release/s:

- Hurricane Preparedness Seminar PR

Business Development:

- Attended teleconference on Team Volusia Economic Development Corporation's review of economic development in Volusia County and updates on site requests from businesses.
- Discussions with Ted Young, Center for Business Excellence (CBE). The CBE is compiling the 1700+ DEDAB surveys which have been returned by residents, and the feedback will be invaluable for the development of marketing and solicitations.
- Met with Dustin Oehler to discuss locations within Deltona for potential eateries.

- Reviewed current eatery facilities, types and map locations for potential restaurant sites;
- Did site visits and compiled additional, updated information to be used in future restaurant solicitation programs.
- Solicitation of Lab Corp, a diagnostic laboratory, is underway; meetings scheduled with Ken Barella.
- Attended ‘Pre-Application Meeting’ for a restaurant that is considering opening at the southern terminus of Howland Boulevard.
- Met with Planning & Development staff regarding a medical facility that is considering locating in east Deltona, along Howland Boulevard.
 - Did site visits and called on land owners/realtors;
 - Scheduled meeting with the medical provider and the developer to tour possible sites;
 - If site is chosen, then a demographic study based on site selection will be prepared and presented.
- Attended a breakfast meeting of the West Volusia Economic Developer Council to discuss upcoming projects and issues, etc.
- Attended the ‘CRA Practitioner’ lunch meeting to learn more about existing and proposed CRAs in Volusia County.
- Attended the Deltona Scrub Jay Mitigation Project meeting:
 - Finalizing discussions of any initial issues;
 - Attended by City staff, the Audubon Society, St. Johns River Water Management District, Miller-Legg, Zev Cohen & Associates, and the Balmoral Group.
- Met with Carlos Gonzales of Blue Chip Energy in Maitland regarding solar facilities for the City of Deltona.
 - Viewed presentation by Blue Chip staff on how solar benefits municipalities, and the optional means to finance a solar array, per *FL. Statute 489.145*: offering guaranteed performance that must be cash flow positive or neutral.
 - Essentially, it locks in your electricity payment at a current rate, against future rate increases.
- Attended the ribbon cutting hosted by the Deland Area Chamber of Commerce, for Hobby Lobby in Orange City.

BUILDING & ENFORCEMENT SERVICES thru 05/18/2012

Building Permits issued for the week.....	75
Permits Issued:	
A/C Change Out	9
Addition	1
Door Replacement	1
Electrical	6
Fence.....	14
Hurricane Shutters	1
Patio Cover	1
Plumbing.....	3
Pool Above Ground	1
Pool Enclosure	2
Pool In Ground.....	1
Reroof	12
Right of Way.....	1
Screen Enclosure.....	2
Shed	2
Siding.....	1

Solar Panel	3
Water Heater Replacement	2
Window Replacement	12
Total	75
Valuation of work permitted for the week	\$367,732
Inspections completed for the week	149
Total Permits issued for Fiscal Year 11/12	1,880
Valuation of work permitted for the year 11/12	\$14,268,938

Enforcement Services Division:

Requests for services this week	290	
Animals impounded at the humane societies	38	
Citation warnings issued	22	
Courtesy notices	138	
Abatement notices	19	
Citations issued	3	
Code Enforcement telephone calls	199	
Animal Control calls	120	
Solid Waste calls	71	
Citizen walk in requests for Code Enforcement assistance	10	
Citizen walk in requests for Animal Control assistance	8	
Citizen walk in requests for Solid Waste assistance	6	
Properties requiring grass to be cut by contractors	2	(at a cost of \$70.00)
Certified mailings sent out	17	(at a cost of \$97.75)
Money collected for Animal tags, liens and return to owners	\$5,175.00	
Foreclosures for this week: Deltona	9	
County	32	
Total	41	

CITY CLERK'S OFFICE thru 05/18/12

2nd Floor HR/CC Walk-In Customers	98	
2nd Floor calls Answered.....	18	
Packages Picked Up		
Packages Received	34	
A/P Invoices Opened.....	115	
Newspapers	18	(10 hours)
Public Records Requests Received	4	
Public Record Request Amount Received	\$1.83	
Documents imaged, pages	5,828	
Large scale drawings imaged, pages	12	

FINANCE DEPARTMENT thru 05/23/2012

- Completed physical inventory of all departments with the exception of the Public Works and Water Departments. Inventory will begin in mid-June when fixed asset custodian starts back with the City.
- Attended pre-bid meeting for replacement of the tennis and basketball courts at Wes Crile.
- Scheduled training for all cardholders to review the new Purchasing Card policy.

- Financial Advisor reviewing RFP for Bond Counsel and Disclosure Counsel Services. After the review and suggested changes, RFP will be posted on demandstar.
- Beginning to review three way match, contracts module, online change orders, online receiving and project accounting modules in Munis for future implementation at the City.
- Attended Webinar: 2012 Legislative Session – What Passed that Impacts Cities?
- Working on compiling capital and 5 year Capital Improvement Program budgets.

FIRE/RESCUE DEPARTMENT thru 05/23/2012

Fire Chief Staples:

- Attended the Volusia County Fire Chiefs' Association meeting (VCFCA). Items discussed included: Contingency Transport and training on patient care report documentation, and Electronic Patient Care Report (ePCR) to facilitate billing for pre-hospital transports;
- Reviewed 2 Model Operating Guidelines (MOG) on Emergency Evacuation of Firefighters in Hazardous Conditions and MAYDAY Operations that cover injured, trapped or otherwise compromised firefighters while working in a IDLH (Imminent Danger to Life and Health) environment.
- Met with the County EMS Medical Director and EMS Emergency Medical Administration Director on several on-scene incidents involving EVAC and patient transport, Contingency Transport Guidelines, expanded roles of two Fire Departments into the EMS transport arena and EMS training issues.

Deputy Chief Rafferty:

- Met with Ken Johnson from the American Heart Association regarding application to become a training center.
- Met with Vitas Representative to go over the Elderly Assistance Program.
- Attended City Council Meeting (EMS Week Proclamation).
- Met with Dr. Springer & Mark Wolcott regarding County Transport.

David Faer, Public Education:

- Public Education programs provided for Career Day at Spirit Elementary School—approx 300 children. This was done over the course of three days and 12 programs.
- An engine company attended Children Safety Day @ 1-Kingdom Fellowship – 777 Deltona Blvd and Summer Health and Safety Fair Timbercrest Elementary School.
- Designed and submitted to the Public Information Officer an EMS Week poster and informational bullet pages on stroke, heart attack and diabetes signs and symptoms for DeltonaTV.

HUMAN RESOURCES DEPARTMENT thru 05/23/2012

- Performance Evaluations processed: 2
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (10) added
 - Total # of Deltona JOBS Program folders taken – (1167)
- Applications received:
 - (06) Water Operator
 - (02) Waste Water Operator
 - (86) Utility Customer Service Rep.

- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Sent Utility Customer Ser. Rep. applications to department for review.
- Attended the Business Writing class @ DeBary City Hall.
- Reviewing Mercer Employer-Sponsored Health Plan survey results.
- Processed (1) ICMA-RC loan application.
- Reviewing preliminary FLSA analysis of City positions submitted by our class plan consultant.
- Participated in EOC/Hurricane preparedness drill/training.
- Reviewing several final budget personnel action proposals for City Manager's review/approval.
- Participated in follow-up security camera procurement review meeting.
- Participated in City 50th anniversary committee meeting #2.

PARKS AND RECREATION DEPARTMENT thru 05/19/2012

Administration:

- Farmers Market: 2 vendors, 144 cars.
- Met with three (3) roofing contractors to obtain quotes for the VCSO building at 1691 Providence.
- Met with Deltona Youth Soccer Club representatives to discuss the upcoming Memorial Day Soccer Tournament at Dewey Boster.
- Prepared the update for the Emergency Operation Plan for Parks & Recreation.
- Met with FDEP at Lake Gleason to discuss a plan for removing vegetation.
- Did Parks inventory with Finance and Purchasing.
- Staff attended Safety Training Class with Risk Manager.
- Processed 11 permits for pavilion rentals.

Facility Use Permits (5/13 – 5/19):

• Deltona Community Center	1 permit issued	Weekly attendance – 1,154
• Harris M. Saxon Community Center	5 permits issued	Weekly attendance – 375
• Wes Crile Park	1 permit issued	Weekly attendance – 2,556
• Skate Park	3 new passes	Weekly attendance – 474

Special Events/Programs:

- Amphitheater:
 - 2012 Concert series: Saturday, June 9th at 7:00 p.m. features Platinum Band (Jazz).
- City Hall:
 - Community Health Expo, Saturday, June 16th from 10:00 a.m. to 2:00 p.m.
- Dewey Boster:
 - Memorial Day Soccer Tournament on May 26th and 27th
- Harris M. Saxon Community Center:
 - Boys and Girls Club after school program continues.
- Wes Crile Park:
 - Youth Flag Football (summer season) returns at the end of May.
 - Summer camp starts on June 11th.

City Leagues Currently Underway:

- Men's senior league continues.
- Men's league continues.

Partner Leagues Currently Underway:

- FBVA spring season continues.
- West Volusia Youth Baseball spring season continues.
- Deltona Little League spring season continues.
- Deltona Youth Soccer spring season is complete.
- Deltona Adult Soccer (6v6) begins on May 29th.

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: Campbell Park, Deltona Community Center, Thornby Park and Wes Crile Park.
- Deltona Community Center – Made repairs per Fire Inspection Report; removed trimmed branches and limbs.
- Dupont Lakes – Finished painting park, including perimeter fence.
- Harris Saxon – Removed old and installed new toilet.
- Thornby Park – Removed braces from trees throughout park.
- Timber Ridge Park – Replaced slip joint in p-trap.
- Tom Hoffman – Removed dead tree.
- Veterans Memorial – Laid sod around Coast Guard display; installed Coast Guard flag.
- Wes Crile Park – Used hi-reach from Deltona Water to remove light fixture from back of building due to vandalism; to be replaced with vandal-proof fixtures.
- Miscellaneous
 - Picked up supplies at Ace Hardware.
 - Picked up sod at Public Works and took to Veterans Memorial.
 - Picked up tables and tents from Relay for Life event.

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.

- Sprayed bee hives around Sheriff Department building.
- Polished and cleaned water fountain at City Hall.
- Escorted Electrical Solutions to replace ballasts on 2nd floor.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
 - Fertilized Campbell, Dupont, Vann and Wes Crile Parks with 15-0-15.
 - Replaced valve at Vann Park.
- Sports Complex:
 - Lined 6 soccer fields for weekend tournament.
 - Installed new nets on 12 soccer goals.
 - Stained new bench for small playground; re-stained 2.

PLANNING & DEVELOPMENT SERVICES thru 05/23/2012

Executive Summary:

The Planning and Development Services Department has a final draft of the Preliminary Plat for the Deltona Village which we can approve. The plat ensures that the project can be developed in a physically functional and legally permissible manner. Approval of the Preliminary Plat will lead to review and ultimate approval of the Final Plat to create legally recordable lots within the master planned project.

Planning:

The Planning Section is completing changes on the Sign Ordinance and circulating for the Commission Agenda Memo. These changes include the comments made by the Commission at both the hearing for the first reading of the Sign Ordinance, as well as at the Commission Workshop that addressed final comments. The second and final reading of the Ordinance is scheduled for June 4th. Staff also reviewed plan sets for the Final Site Plan for a RaceTrac, a Dollar General along Howland Boulevard, and one along Deltona Boulevard within the Stratford Commons Planned Unit Development. All three projects will be required to provide architectural standards that adhere to the Urban Design Pattern Book and enhance the appearance of the City. The Dollar General stores will also have to provide screening from adjacent residential uses.

Housing & Community Development:

The Community Development Section continues to move forward to close out SHIP and no announcement has been made to-date whether the City will be receiving grant money next fiscal year for the program. The final physical construction/repairs of homes within SHIP will be completed by the middle of June, in order that we may file the necessary paperwork by the end of June and meet our obligations with the State.

Within NSP 1, we have eight (8) homes under contract and we are anticipating a home closing next week. There are four (4) homes with no contract offers on them, and site work is beginning on the lot at 3230 Tallwood. This will complete the original 53 homes within the program to satisfy compliance with HUD to spend grant funds for the \$6.6 million by the middle of 2013. We will have a 92% completion rate with the sale of the eight (8) homes this year, so we are ahead of schedule. The NSP 3 program is in home acquisition mode.

PUBLIC WORKS thru 05/18/2012

Traffic Operations:

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

- **Signs:**
 - Completed 6 sign repair work tickets in the City.
 - Fabricated 13 new street name signs.
 - Installed 3 new street name signs.
 - Fabricated and installed (1) “No Dumping” sign at Gainsboro & E Anchor.
 - Fabricated and installed (2) Name Plaques that say “Anjeli’qua Stevenson-Taylor and Family on Feather.
 - Fabricated and installed (1) “30 mph” sign at 708 Gainsboro.
 - Fabricated and installed (1) “Speed Bump Ahead” sign at Deltona Water.
 - Fabricated and installed (2) “Wheel Chair Warning” signs at 1057 Fountainhead.
 - Fabricated and installed (1) “Stop” sign at Deltona Water.
- **Asphalt:**
 - Completed 4 asphalt repair work tickets – 1 ton.
 - Installed speed bump at Deltona water – 1 ton.
 - Burlington & Haulover – repaired 12’x 22’ section of road for Stormwater – 3 ½ tons.
- **Speed Trailer:** Installed speed trailer at 656 Gainsboro to catch traffic coming off of Normandy Blvd.
- **Message Boards:**
 - Saxon Blvd & Normandy Blvd N & Howland Blvd & Graves – installed for “Click It or Ticket” campaign.
 - Providence Blvd & Eustace – removed.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Providence Blvd – routine maintenance; trimmed Iris; pulled weeds from Jasmine & Peanut.
 - Howland Blvd – routine maintenance; sprayed weeds around all trees.
 - Elkcam Blvd – routine maintenance; checked and repaired irrigation as needed.
 - Normandy Blvd – routine maintenance.
 - City Homes: Hastings; 1787 Ft Smith.
 - City Signs: Saxon & I4.
- **Concrete:**
 - Sidewalk repairs – 1817 Philadelphia – 6’x 4’ & 4’x 4’; 668 E Normandy – 4’x 4’.
 - Driveway: 2418 Austin – 13’x 20’.
 - Grinding: 2781 E Canal – 3 trip hazards; 2771 E Canal – 4 trip hazards; 668 E Normandy 1 trip hazard; 661 E Normandy – 3 trip hazards; 662 E Normandy – 1 trip hazard; 996 Abigail – 1 sidewalk that someone wrote on; 665 E Normandy – 3 trip hazards.
- **Clam Truck:**
 - Debris – 24
 - Trimming – 10
- **Drop Offs:**
 - Wolf Pack Run near YMCA; Antoinette & Applegate – installed 1 ½ pallets sod.
 - 1500 Catalina; 2902 Kessler; 1858 Alameda; 1761 Esmont – installed ¼ pallet of sod.
 - Providence Blvd – installed 12 pieces of sod; 2294 Danforth – installed 20 pieces of sod.
- **Misc:** Outrigger & Raleigh – removed sand from intersection.

Fleet Maintenance Division:

- Vehicles PM – 3 Repairs – 6
- Equipment PM – 0 Repairs – 10
- Road Calls 2
- Parts Run/Vehicle Delivery 2

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:**
 - 2415 Haulover – removed and replaced 30” metal pipe with 30” elliptical concrete pipe; built 2 boxes; formed up spillway and sidewalk; reshaped swales.
 - Shafton – repaired washout and resodded.
 - Normandy – edged curbs and sidewalks from Saxon to Firwood.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 1.4 acres drainage areas maintained.
 - Ditches mowed – 1071 Eva; 1724 Whipple; 1740 Whipple; 1510 Page.
 - Ponds mowed – 921 Whitewood; 575 Goodrich; 2307 Greenwood; 201 Howland; 1049 Sylvia.
- **System Cleaning (Vac Truck):**
 - 19 basins cleaned.
 - 895’ of stormwater systems cleaned.
 - 13 yards of debris removed.
 - Storm systems jetted – 993 Union Cir; 2257 Union Cir; 3123 Lynnhaven; 2033 Wayne; 1369 Timbercrest; 1354 Briarwood; 946 Saxon; 913 Picasso; 1400 Clipper.
- **Right of Way Mowing Crew:**
 - 20 miles of right of way mowed.
 - Main Roads mowed – Courtland; India; Newmark; Normandy extension; Wolf Pack Run; Humphrey.
 - Sectors mowed – 5; 6; 7; 8; 9; 10; 11.
 - Alleys mowed – 977; 1023; 1184; 1578; 1590; 1898.
- **Right of Way Litter Crew:**
 - 519.75 gallons of litter removed.
 - Main road trash pickup – Cloverleaf; Deltona Blvd; Tivoli; Catalina; Captain; Haulover; Newmark; Humphrey; Courtland; Elkcam.
- **Misc:**
 - 1069 Norwood Dr; 1638 Bloomfield Av; 1314 Ferendina Dr; 3236 Sky St; 185 Sheryl Dr – mowed the pump station.
 - 1570 Zinnia Dr; 756 Red Coach Av; 1486 Renton – mowed right of way (row).
 - 1100 Sherbrook Dr – repaired fence.
 - 541 Cloudercroft Dr – took out tree stump and put in row for clam pick up.
 - 1914 Chapel Dr W – cut down trees and put in row for clam pick up.
 - Ft Smith Blvd – replaced screen on suction at pump.
 - Eva Ct – painted outfall pipe on pump.
 - City Wide – inspected all pump stations and control structures; cleaned debris off storm grates; painted headwalls on main roads yellow.
 - 3200 Roland Dr – picked up trash in ditch.
 - Wheeling Av – changed oil in pump; cleaned out storm box at pump station; cleaned trash out of box; checked floats and cleaned out pump.
 - 2063 Monterey Dr – filled in hole around box with stone.

UTILITIES thru 5/20/2012

Customer Service

May 2012	Total week ending 5/20/12
DW – Lockbox	1992
Ebox	1237
Call Center Calls	2778
Walk-ins/Drop Box	1359
On-line Payments	1243

Customers Disconnected for Non-Pay

May 2012	Total week ending 5/20/12
Total on Disconnect List	223
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

May 2012	Total week ending 5/20/12
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	11
Locates Received	104
Locates Completed	94
Main Leaks	3
Service Leaks	4
Sewer Repairs	
Sewer Blockage	1
KV2 Valves	9
Service Replacements	5
Meter Change Outs	39
Service Orders	439
Disconnects	223
Drainfield Leaks	3
Meter Retirements	26