



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Dave Denny, City Manager  
Subject: Weekly Courtesy Report  
Date: March 7, 2014

**CITY MANAGER'S OFFICE** thru 03/07/2014

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

- E-blasted Wags N Whiskers and Commissioner Denizac's Town Hall Forum on Economic Development.
- Put together new Eco-Tourism display "Deltona, More Than Just a Walk in the Park."
- Worked with Volusia-Flagler Public Information Network to provide feedback on a hurricane drill at Galaxy Middle School.
- Met with the Directors from Planning & Development Services, Public Works/Utilities and the Economic Development Manager to discuss and review a proposed article for the Blue Spring Alliance newsletter.
- Working with Enforcement Services Officers to formulate script/questions for monthly taping of "Enforcement Notebook."
- Posted information to Facebook & Twitter about: UF Extension Office demonstrating home-grown recipes at library; Author of "Florida Soup" to speak at library; Book Nest book sale at library; Singer/Songwriter performing in Amphitheater; VCSO Click It Or Ticket campaign; Normandy Boulevard construction update; residents needed for Planning & Zoning Board; Women's Day Celebration at Lyonia; re-tweeted Mark Harper's story on Denizac's Town Hall Forum; Affordable Care Act assistance sessions at library.
- Updated DeltonaTV schedule and programming—(local) Fire & Safety Bulletin, Code Enforcement Notebook, Deltona Audubon Report; (TPC) Grill Sergeants, Battleground, Fit for Duty, Armed Forces Boxing; (UCF) Global Perspective, On the Issues, Metrocenter Outlook, Arts Performance, Acoustic Spotlight; (other) White House Chronicle, American Veteran nature & environmental programming—for the week of March 9<sup>th</sup>.
- Worked with the Economic Development Manager and the Planning & Development Services department to promote, coordinate, prepare and do pre-production work for the Town Hall Meeting: Economic Development which took place in the Chambers on March 6<sup>th</sup>, as well as creating the PowerPoint presentation "Economic Development in Deltona Since 2012" for Jerry Mayes.
- Completed and distributed the March issue of the employee newsletter, The Pride.
- Created DeltonaTV slides — Daylight Savings Time Begins, and Relay for Life Mardi Gras Dance.
- DVD duplication of 2007 Stormwater Forum, for Joseph Walker/Deltona Water.
- Prepared Chambers for Risk Manager Safety Training sessions and for the Human Resources "Sexual Harassment" training sessions.
- Updated/corrected the DeltonaTV slide and press release for Planning & Zoning Board vacancies.
- Pre-production for: Deltona Economic Development Report: Daytona State College & Deltona, and Code Enforcement Notebook: High Grass & Lot Maintenance.
- Worked with Parks Maintenance staff to troubleshoot and correct an issue with the functioning of the Chamber's right-side plasma screen.
- Pre-production planning with Parks Department, for field production/videotaping the Little League Opening Day event, and Wags N Whiskers, both on Saturday March 8<sup>th</sup>.
- Attended Sexual Harassment training.
- Live broadcast of the March 3<sup>rd</sup> City Commission meeting and videotaped for later broadcast.

**Press Releases:**

- Wags ‘N’ Whiskers
- District 1 Town Hall Meeting: Economic Development- “Call to Action”
- Planning & Zoning Board Member Recruitment

**Media Relations:**

- Provided information regarding the Saxon Blvd & Sterling Court commercial land developers, to Mark Harper/Daytona News-Journal.
- Provided information regarding Audubon Park, to Dinah Pulver/Daytona News-Journal.
- Provided information regarding the member recruitment for the Planning & Zoning Board, to Mark Harper/Daytona News-Journal.

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

- Worked with staff to put together a newsletter article for the Blue Spring Watershed Newsletter.
- As a member of the Blue Spring Watershed Alliance, attended the Springshed Academy held at the Lyonia Environmental Center.
- Met with Courtney Miller and Reginald Mells of “reThink Your Ride”, an FDOT contractor, to discuss proposed VOTRAN bus routes and how VOTRAN, SunRail, and the City of Deltona can successfully work together.
- To assist in the Eco-tourism project, West Volusia Audubon staff and I took a wildlife survey of Thornby Park’s Nature Trail, and made a site visit to Campbell Park to do a trail measurement and evaluate the nature viewing facilities there.
- Met with staff regarding the Eco-tourism “Lakeshore Loop” project.
- Met with Gary Cole, local Realtor, regarding his progress listing commercial properties within the City.
- Attended a mandatory seminar on Sexual Harrassment training presented by HR.
- Attended the Economic Practitioners Council meeting, hosted by Team Volusia EDC.
- Met with the City Manager and staff regarding transit issues.
- Met with Planning & Development staff and Raphael Ramirez to discuss some signage issues facing Halifax Health at their soon-to-open Saxon Boulevard facility.
- Worked on the PowerPoint presentation for the Town Hall meeting hosted by Commissioner Denizac.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 02/28/2014

**Building Services Division:**

Building Permits issued for the week .....	91
Valuation of work permitted for the week.....	\$1,942,626
Inspections completed for the week .....	197
Total Permits issued for Fiscal Year 13/14 .....	1308
Valuation of work permitted for the year 13/14.....	\$39,175,202
Permits Issued:	
A/C Change Out .....	20
Addition .....	1
Building Residential.....	4
Concrete Flat Work.....	1
Deck .....	2
Electrical .....	4
Fence.....	10

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**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 03/07/2014

- Finalized revised Grants Management Policy for distribution.
- Working with auditors on remaining changes and final review for City's CAFR.
- Entire department attended mandatory Sexual Harassment training.
- Meet with Business Tax staff regarding pending and on-going issues.
- Proposals for Transportation Engineering due March 6<sup>th</sup>.
- Signed agreement for basketball courts at Harris Saxon and Lake Butler Parks sent to Ace Surfaces; Notice to Proceed to be issued soon.
- Revised Procurement Policies and Procedures and forwarded for approvals.
- Began the February 2014 housing reports.
- Attended transit/shuttle meeting with Jerry Mayes and FDOT.
- Assisted with employee wellness "Mission SlimPossible" Challenge event.
- Conducted Davis Bacon interviews at Dwight Hawkins Park.
- Attended an internal auditing webinar "Balancing Trust and Skepticism".

<b>Accounts Payable Section</b>		
<b>Check Run Date:</b>	<b>2/14/2014</b>	
Checks Processed	313	\$ 1,360,361.86
Invoices Processed:		
Carol	253	697,997.24
Julia/Jacque	223	659,079.88
UB Refunds	199	13,284.74
	<b>675</b>	<b>\$ 1,370,361.86</b>
<b>Check Run Date:</b>	<b>2/28/2014</b>	
Checks Processed	363	1,200,945.94
Invoices Processed:		
Carol	248	536,425.51
Julia/Jacque	279	652,416.08
UB Refunds	221	12,104.35
	<b>748</b>	<b>\$ 1,200,945.94</b>

<b>Payroll Section</b>	
<b>Check Run Date:</b>	<b>2/13/2014</b>
Total Employees	299
Time Sheets Processed	598
Checks Processed	17
Direct Deposits Processed	294
Total Payroll including benefits	\$ 737,547.83
<b>Miscellaneous:</b>	
Flexible Spending Reimbursements	23
<b>Check Run Date:</b>	<b>2/27/2014</b>
Total Employees	301
Time Sheets Processed	602
Checks Processed	22
Direct Deposits Processed	291
Total Payroll including benefits	\$ 721,826.76
<b>Miscellaneous:</b>	
Flexible Spending Reimbursements	22

**FIRE/RESCUE DEPARTMENT** (Acting Fire Chief Robert Rogers) thru 03/03/2014

**Acting Fire Chief Rogers:**

- Alarm summary 2/25/2014 to 3/03/2014
  - Structure fire                   3
  - Vehicle Fire                    0
  - Wild land, grass, trash       0
  - Misc. Fire                      10
  - ALS Medicals                  70
  - BLS & Misc. Medicals       76

Hazardous Condition	4
Service Calls	10
Good Intent	19
False Alarms	8
<u>TOTAL</u>	200

**Deputy Chief Rafferty:**

- Phone meeting with IT regarding TeleStaff Program.
- Met with Chief Swisher regarding Special Operations.
- Met with Chief Debose, Chief Sievert regarding new hire candidates.
- Met with Lt Donaldson regarding Human Patient Simulator class.
- Met with Risk Management.
- Standard Operating Procedure In-Service classes.
- Conducted EMS testing for new hires.
- Electronic Patient Care Reporting (E-PCR) training with EVAC Staff.

**HUMAN RESOURCES DEPARTMENT** (Tom Acquaro, Director) thru 03/05/2014

- Performance Evaluations processed: 9
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (10 this week; 1,670 to date)
- Applications received:
  - (05) Utility Systems Tech
  - (01) Contract Administrator
  - (10) Stormwater Tech
  - (01) Network Analyst
- Coordinated with several Department Directors regarding personnel actions and labor relations issues.
- Conducted (3) new hire orientations: (2) Public Works Technicians and (1) Utility Customer Service Supervisor.
- Sent 17 Stormwater applications to department for review.
- Set up interviews for Equipment Operator and Firefighter.
- Set up drug screenings for 2 Parks Attendants.
- Processed (1) FMLA request.
- Conducted Sexual Harassment Training for City Hall employees.
- Wellness Committee started Mission SlimPossible employee weight loss challenge.
- Participated in 2 interviews for Equipment Operator with Public Works.
- Screening/reviewing Fire Chief semi-finalists' pre-interview questionnaire responses.
- Coordinating Sexual Harassment Training for directors/managers.
- Preparing a customer service training session.

**PARKS AND RECREATION DEPARTMENT** (Steve Moore, Director) thru 03/01/2014

**Administration:**

- Met with VCSO to discuss a special event for April.
- Met with Kompan Playground representatives.

- Met with Born Learning Trail representatives.
- Met with Dade Paper representative.
- Staff attended Safety Training and Sexual Harassment classes.
- Processed 8 permits for pavilion and field rentals.

**Facility Use Permits (02/23/14—03/01/14):**

• Deltona Community Center	3 permits issued	Weekly attendance – 693
• Harris M. Saxon Community Center	1 permit issued	Weekly attendance – 355
• Wes Crile Park	5 permits issued	Weekly attendance – 1,413
• Skate Park	6 new passes	Weekly attendance – 319

**Special Events/Programs:**

Harris Saxon Community Center:

- Boys and Girls Club After-School Program continues.

Keysville Dog Park:

- Wags ‘N’ Whiskers Pet Fest on March 8, 2014.

Partner Leagues Currently Underway:

- Men’s Softball – Polar Bear League continues.
- Men’s Senior League has started.

**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 and weed-whacked: City Hall, Festival, Lake Gleason and Veterans Memorial.
- Picked up supplies at Ace Hardware.
- Put out message boards for Pet Fest.
- Campbell Park – Sanded, primed and painted benches.
- Dewey O. Boster – Removed debris from restrooms; washed floors; installed new toilets, sinks, toilet paper and soap dispensers – all due to vandalism.
- Festival Park – Repaired sections of perimeter fence.
- Harris Saxon – Removed basketball goals from outdoor courts.
- Skate Park – Removed bench and bleachers from basketball court.
- Vann Park – Prepared park for Opening Day; changed filter on ice machine in Concession; worked on repairing roof on dugouts.
- Wes Crile – Repaired seats on picnic tables; took old entrance gate to Depot.

**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.*

- Mulched around the City Hall Complex (13 loads).
- Hung dry erase boards for Enforcement Services and Human Resources.
- Escorted Schwenn Air Conditioning contractor to do inventory of units at City Hall.
- Escorted Massey Services.
- Assembled equipment for exercise room.

**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.
  - Raked, edged and set Dupont Lakes.
  - Set Dupont for Trinity.
  - Repaired irrigation at Vann Park.
  - Fertilized Vann Park with 15-0-15 and sprayed with Acephate (insecticide).
  - Added clay to Vann Park softball field and big league field.
- Sports Complex including Pony League:
  - Mowed, edged and weed-whacked fields at Complex.
  - Mowed and edged Pony League and overflow parking.
  - Built new bleacher; removed soccer nets.
  - Added irrigation to field 1.
  - Top dressed and dragged fields 4, 7 & 8.

**PLANNING & DEVELOPMENT SERVICES** (Christopher Bowley, Director) thru 03/05/2014

**Executive Summary:**

Planning and Development Services reviewed the following applications that have been submitted:

- The Halifax Crossings Master Planned Unit Development, for sufficiency review;
- J&J Security Conditional Use Permit application, to expand their parking lot;
- Trinity Church VPK Building Final Site Plan; and
- Final Plat and Final Site Plan for the Tractor Supply Company site.

**Planning:**

The Planning Section is focusing on the Meadowlark Drive Right-of-Way that was previously deeded from SP Residential Land to the City for public control and ownership. Specifically, staff is working with DR Horton and the Volusia County School Board staff to place a safe cross-walk across Meadowlark Drive for students to connect from the Lake Baton Estates subdivision and beyond to Spirit Elementary School. Enhancement of a cross-walk at this location will provide a demarcated location for students and parents to cross the road, as more development is added to the area. Also, the location will also meet the safe-route-to-schools mission.

Staff met with the members of the FDOT Re-Think Program regarding potential Park and Ride facilities and Votran bus routes serving the new Ft. Florida SunRail Station in DeBary. Staff met with a separate team from FDOT for the proposed expansion of Interstate 4 and the beginnings of a Project Development and Environmental (PD&E) study. The proposed widening of I-4 is to include six (6) general purpose lanes (non-toll) and two managed use lanes (with toll/collection). The six lanes would be on the outside of the right-of-way and the managed use lanes in the current median area of I-4. The design contemplates looking at all three Deltona

interchanges for retrofit, an overpass at Rhode Island Road tying into N. Normandy Boulevard, and a Park and Ride facility to be located within the Deltona Activity Center.

### **Housing & Community Development Section:**

The Housing and Community Development Section has contract offers for Very Low Income applicants for the NSP 1 homes located at 2896 Courtland, 1240 Elkcam, and 882 Vercelli. Of these three homes, the house at 882 Vercelli is an original Program Fund grant unit and is the last of the initial 53 homes/lots purchased with those funds. Staff also reviewed the Local Housing Assistance Plan (LHAP) for updates. Finally, staff brought grant budget amendments to the City Commission for the SHIP and Community Development Block Grant programs, and the non-General Fund amendments were approved.

### **PUBLIC WORKS** (Gerald Chancellor, Public Works Director/City Engineer) thru 03/01/2014

#### **Traffic Operations:**

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

- **Signs:**
  - Complete 19 sign repair work tickets throughout the City.
  - Fabricated and installed 6 new street name signs.
  - Removed 2 Blind Pedestrian signs on Kettering.
- **Asphalt:** Repaired 10 asphalt repair work tickets with cold patch.
- **Speed Trailer:** 1780 Normandy Blvd – Removed 2 speed trailers.
- **Message Boards:** Howland & Graves and Saxon & Normandy – Set up 1 at each location for the “Click It or Ticket” campaign.
- **Thermoplastic Striping:** Restriped 9 stop bars – 90’.

#### **Field Operations:**

*Weekly tasks include evaluating work orders called in by residents.*

- **Beautification:**
  - Medians: Howland, Normandy, Elkcam Blvds – mowed; weedwhacked; edged; removed litter.
  - Public Works Depot – mowed; weedwhacked; edged; removed litter.
- **Concrete:** Sidewalks
  - 1427 Grayton - 17’x 4’
  - 678 Shawsbury – 5’x 4’
  - 699 Shawsbury – 16’x 4’
  - 694 Shawsbury – 17’x 4’
- **Clam Truck:**
  - Debris – 17
  - Trimming – 18
  - Tree removal – 0
- **Slope Mowing:** 2397 Dumas – 80’; 2159 Dumas – 60’; Gray & Dumas – 60’; 2209 Dumas – 120’; 2159 Dumas – 60’; 2183 Dumas – 60’; Dumas & Ross – 220’; 2024 Dumas – 660’; 1641 Newbury – 80’; 1662 Newbury – 80’; 1831 S Houston – 60’; 1836 Monticello – 80’; 1569 Ross – 80’; Pembroke – 360’; Copperfield – 280’; 2021 White Plains – 80’; White Plains & Copperfield – 480’; 1555 Maxwell – 80’; 1600 Maxwell – 80’; Maxwell & Dumas – 200’; 1518 Gregory – 60’; 1598 Gregory – 60’; 1657 Gregory – 60’; 1675 Gregory – 120’; 2325 Alton – 80’; 1901 Amherst – 60’; 1849 Dublin – 120’; Vance & Concert – 120’; Vance & Dover – 160’; 2331 Asbury – 80’; 1660 Port – 120’; 1695 Shannon – 80’; 1633 Dublin – 60’; 2330 Statler – 120’; 2348 Statler – 80’; 1520 Carmona – 160’; Vann Park Slope mowed back to fence lines.

- **Drop Offs & Sod:**
  - 950 Balsam – sodded area at sidewalk.
  - 271 Courtland, Ft Smith at Howland Blvd, 277 Courland, 2484 Albury – repaired and sodded drop offs.
- **Miscellaneous:** Evaluated complaint about right of way at 2940 Lockwood – nothing found.

**Fleet Maintenance Division:**

- |                              |        |              |
|------------------------------|--------|--------------|
| • Vehicles                   | PM – 3 | Repairs – 12 |
| • Equipment                  | PM – 2 | Repairs – 15 |
| • Fire Dept Station Checks   | 8      |              |
| • Road Calls                 | 3      |              |
| • Parts Run/Vehicle Delivery | 4      |              |

**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:**
  - Swanson Dr – formed up and poured 5 driveways with concrete; reshaped the swales and hauled off materials.
  - 688 Goodrich Dr – removed 40’ of failed 15” cmp pipe and replaced with 15” hdpe pipe; mudded in around the pipe in the drainage box and around the pipe in the headwall; reshaped the swale.
  - 201 Howland Blvd – cleaned the dirt off asphalt road coming into Festival Park.
- **Drainage Area Maintenance (Aebi Mowing):**
  - Drainage Right of Ways mowed: 1510 Page Dr; 786 9<sup>th</sup> St; 1568 Zinnia St; 737 Waterfall Cir; 2924 Slater Dr; 1090 Courtland Blvd; 2472 Lackland Dr; 1384 Valhalla St; 2498 Roseboro.
  - Ponds mowed: 850 Farrington Dr; 926 Whitewood Dr; 675 Goodrich Dr; Ft Smith/Normandy Blvd; 1921 Worthington Dr; 1902 Ft Smith Blvd.
- **Right of Way Mowing Crew:**
  - Main roads mowed: Normandy Blvd
  - Sectors mowed: 1; 2; 3; 4; 5; 6
- **Right of Way Litter Crew:** Main road trash pickup – Elkcarn Blvd; Montecito; Normandy Blvd; Elkcarn Blvd; Courtland Blvd; Haulover Blvd; Captain Dr; Catalina Blvd; India Blvd.
- **Miscellaneous:**
  - City wide – Inspected and checked all the pump stations for vandalism and operability.
  - 2009 Jessamine Ct – hand mowed the weeds in front of the headwall.
  - Tivoli/Lydia – cleaned the debris off of the storm grate.
  - Ft Smith Blvd – cleaned all the trash out of the ponds.
  - Wheeling Ave – cleaned out the wet well at the pump station.
  - 2611 Gatling Ave – installed a No Trespassing sign on the fence.
  - 155 Bluefield Ave – installed a No Trespassing sign at the ditch.
  - 201 Howland Blvd – pushed up dirt that was delivered from 11<sup>th</sup> Ave.
  - 185 Sheryl Dr – mowed the approach to the outfall structure.

**UTILITIES** (Gerald Chancellor, Public Works Director/City Engineer) thru 03/02/2014

**Customer Service**

February/March 2014	Total week ending 3/02/2014
DW – Lockbox	1665
Ebox	1164
Call Center Calls	1425
Walk-ins/Drop Box	1069
On-line Payments	1585
IVR	857

**Customers Disconnected for Non-Pay**

February/March 2014	Total week ending 3/02/2014
Total on Disconnect List	121
Off in error/DW error	0
Off in error/Munis error	0
Misapplied Payment	0

**Construction Log & Service Orders**

February/March 2014	Total week ending 3/02/2014
Water Service	1
Meter Sets	2
Reclaim Meters	0
Fire Hydrant Installs	0
Fire Hydrant Replacement	0
Fire Hydrant Repair	0
Replace Meter Box	26
Locates Received	93
Locates Completed	87
Main Leaks	3
Service Leaks	4
Sewer Repairs	1
Sewer Blockage	4
KV2 Valves	2
Service Replacements	1
Meter Change Outs	13
Service Orders	736
Disconnects	121
Drainfield Leaks	1
Meter Retirements	206