



*The Weekly Report*  
*FROM*  
*THE CITY MANAGER & STAFF*  
Week Ending August 18, 2017

**FROM THE CITY MANAGER:**

*Upcoming Dates of Interest:*

|                      |  |  |
|----------------------|--|--|
| Monday, August 21    | 6:00 p.m.                                    | City Council Meeting<br>Council Chambers   |
| Monday, September 4  | <i>All City Offices Closed for Labor Day</i> |  |
| Tuesday, September 5 | 5:00 p.m.                                    | Council Workshop<br>Blanche Project<br>Council Chambers  |
|                      | 6:00 p.m.                                    | City Council Meeting<br><b>Public Hearing</b><br><b>Non Ad Valorem Fire</b><br><b>Assessment and Tentative</b><br><b>FY 17/18 Budget Hearing</b><br>Council Chambers |
| Monday, September 18 | 6:00 p.m.                                    | City Council Meeting<br><b>Final Public Hearing</b><br><b>FY 17/18 Budget</b><br>Council Chambers  |

**REPORTS FROM THE STAFF**

**Assistant City Manager Cason Reports:**

*Lake City Gateway Airport (Roland Luster):*

- Performed weekly maintenance checks on airport vehicles and daily foreign object debris (FOD) checks on all active taxiways and runways.
- Taxiway B Improvement Project continues to progress as planned.
- Secondary Runway 5/23 remains closed, except for taxi, while repairs are being made to collapsed drain pipe.
- FBO Employees installed 2 new windsocks on the airfield.
- FBO Employees removed a dead tree from the front lawn of the Airport Terminal Building.

- Preparations for the Airport Security Fencing Project are underway.

|               | <b>Gallons</b> | <b>Sales</b>       | <b>Aircraft</b> |
|---------------|----------------|--------------------|-----------------|
| <b>100 LL</b> | 881.5          | \$3,376.01         | 28              |
| <b>Jet-A</b>  | 3,046.0        | \$11,720.34        | 10              |
| <b>Totals</b> | <b>3,927.5</b> | <b>\$15,096.35</b> | <b>38</b>       |

Finance (Donna Duncan):

- 229 invoices and 52 purchasing card receipts were scanned into the On Base data imaging system for the period August 9-15.
- Accounts payable invoices (204) were processed for period August 9-15 for total disbursement of \$776,607.08.
- The Public Notice of Fire Assessment for 2018 advertisement was submitted to Lake City Reporter for publication August 15.
- Received from State of Florida, Division of Retirement the 2016 Premium Tax Distribution for Municipal Police and Firefighters Pension Fund. The gross amount of the 2016 taxes for the Firefighter Pension Trust Funds is \$89,697,381.84 representing an overall *decrease* of 4.96%. The Police Officers' Retirement Trust Funds is \$82,584,197.54 representing an overall *increase* of 4.63%, as compared to 2015 data. \$57,631.02 was deposited in Fire Pension Fund and \$112,064.19 to the Police Pension Fund. The premium tax funds is a component in the amount the City has to contribute to the funds.
- Municipal utility tax for July was received from Florida Power & Light.
 

|   |                             |
|---|-----------------------------|
| Tax Billed to Customers                   | \$ 132,284.68               |
| Add / (Deduct):                           |                             |
| Decrease/(Increase) in Unpaid Tax Balance | \$ (15,819.15)              |
| Write-Off Adjustment                      | \$ 57.53                    |
| Remittance for the Current Month          | <b><u>\$ 116,523.06</u></b> |
| KWH Usage: 21,805,042                     |                             |

Human Resource (Michele Greene):

- We are accepting applications for the following positions:
  - Collections Technician I- Utilities
  - Communication Officer- Police
  - Distribution Technician I- Utilities
  - Police Officer- Police
- Assisted with Records Coordinator interviews.
- Continued with preparations for City annual open enrollment.
- Completed two (2) employment verifications.
- Began preparation for EEO-4 filing.

Information Technology (Brian Hawkins):

- Implementing phase two of Police in-car and body-worn camera system.
- Working with vendor on dual network authentication for public safety.
- Working with vendor on phone and radio integration in Public Safety Dispatch.
- Smart Utility (City of Lake City App) project preparing to go live.
- Public Safety Firewall upgrade in progress.

- Working with vendor on interface with Police and Fire system.
- Preparing Disaster Recovery Site.
- Resolved 39 Help Desk tickets.

Procurement (Laurette Burks):

- Scanned and indexed four (4) documents into the OnBase Imaging System.
- Continuing contacting vendors to obtain current insurance compliance documentation.
- Verifying vendor information submitted in VendorRegistry.com and contacting vendors with incomplete registrations.
- Updated Police fleet assignments in iWorQ.
- Processed one (1) public record request.
- Received and distributed contract from North Florida Fencing on Invitation to Bid (ITB) 017-2017 Wetland Perimeter Fencing authorized by Resolution 2017-060.
- Received and distributed executed contract from TB Landmark Construction on Invitation to Bid (ITB) -015-2017 Horizontal Directional Drill – 245A authorized by Resolution 2017-057.
- Issued Notice to Proceed to TB Landmark Construction for the Horizontal Directional Drill – 245A authorized by City Council Resolution 2017-057.
- Issued Notice to Proceed to North Florida Fence Co for the Wetland Perimeter Fencing – Spray Field authorized by City Council Resolution 2017-060
- Issued Notice to Proceed to Jones Edmunds & Associates for Amendment one of Task six for additional services for the Stormwater Utility User Fee Study Update authorized by City Council Resolution 2017-059.
- A recommendation on Invitation to Bid (ITB) 016-2017 for Janitorial Services for City Hall and Police Department will be presented for City Council consideration at the Monday, August 21, 2017 meeting.
- Forwarded Memorandum of Agreement to the Suwannee River Water Management District for the Public Restroom Retrofit project authorized by City Council Resolution 2017-064 for execution.
- Awaiting return of the executed amendment to the Traffic Signal Maintenance and Compensation agreement authorized by City Council Resolution 2017-046 to the Florida Department of Transportation.
- Awaiting return of the executed agreement from Online Collection Services authorized by Resolution 2017-052.
- Issued Notices of Award and forwarded contracts to Passero Associates LLC for execution on the General Airport Engineering Consultant Basic contract authorized by City Council Resolution 2017-061, Task assignment one for the design and permitting for the corporate hangar, parking lot and apron authorized by City Council Resolution 2017-062, and Task assignment two for the design and permitting for the Aviation Fuel Farm authorized by City Council Resolution 2017-063.
- Placed and received orders for replenishment of cage, gas and water inventory items.
- Released one (1) surplus police vehicle to Fleet Maintenance to prepare to be sold on [www.GovDeals.com](http://www.GovDeals.com).

- Received one (1) surplus police vehicle from Fleet Services to be sold on [www.GovDeals.com](http://www.GovDeals.com).
- Released surplus water meters sold on [www.GovDeals.com](http://www.GovDeals.com).
- Released ditch witch locator sold on [www.GovDeals.com](http://www.GovDeals.com).
- Issued one thousand sixty three (1,063) items to departmental employees.

Risk Management (Steve Roberts):

- Workers' Compensation claims files – 1
- General Liability cases files – 1
- Vehicle Accident claims filed – 1
- Followed up on open Workman Comp cases.
- Submitted final Emergency Action Plan (EAP), waiting for review.
- Completed Retrofit Grant RFP and submitted to Procurement.
- Assisted Procurement on information about Retrofit Grant bid.
- Met with league staff about increase on vehicle insurance rates.
- Held meeting with SRWMD about water grants.
- Investigated complaint at Airport.
- Met with league attorney about an ongoing WC case.

**Fire Chief Armijo Reports:**

The Lake City Fire Department responded to 38 Emergency calls for service, with an average response time of 4 minutes and 40 seconds, including good intent calls that only require a non-priority response (no lights or siren).

|                               |   |
|-------------------------------|---|
| Fire Inspections/Plans Review | 8 |
| Fire Prevention/Education     | 1 |
| Pre-Fire Plans                | 2 |

**Growth Management Director Hoefert Reports:**

Permitting and Building Inspections:

|   |       |
|---|-------|
| • Permit applications received          | 13    |
| • Permits issued                        | 13    |
| • Building inspections                  | 9     |
| • Plumbing inspections                  | 1     |
| • Electrical inspections                | 1     |
| • Mechanical Inspections                | 3     |
| • Inspections approved                  | 14    |
| • Update of Contractor requirements (4) | 1 Hr. |
| • Permits Fees & Information Log        | 1 Hr. |

| Current period (wk)<br># permits/\$ amount | Prev Yr Period<br># permits/\$ amount    | Year to Date<br>#permits/\$ amount             | Prev YTD<br># permits/ \$ amount                |
|--|--|--|---|
| 13- \$1,767.94<br>Valuation\$194,699       | 14- \$2,362.96<br>Valuation<br>\$394,660 | 509-\$69,142.87<br>Valuation<br>\$9,587,938.23 | 317- \$46,759.67<br>Valuation<br>\$7,228,565.71 |

Code Enforcement:

|   |           |
|---|-----------|
| • Complaints received                                   | 6         |
| • Property inspections performed 43                     | 18.5 Hrs. |
| • Meeting with responding property owners/customers (5) | 4 Hrs.    |
| • Cases brought into voluntary compliance               | 13        |
| • Notices of violations issued (3)                      | 2 Hrs.    |
| • Notice of Hearing                                     | 3         |
| • Warning Notices issued (24)                           | 6 Hrs.    |
| • Public records request/lien (6)                       | 2 Hrs.    |
| • Removal of snipe signs from right of ways (10)        | 2.5 Hrs.  |
| • Special Magistrate Meeting                            | 2 Hrs.    |
| • Internet Café File prep/processing and research       | 6 Hrs.    |
| • Fire Assessment prep/calculations for new World       | 2 Hrs.    |

Business Tax Receipts:

|  |        |
|--|--------|
| • Applications reviewed and ready to issue 4 | 5 Hrs. |
| • Placed out of business (3)                 | 1 Hr.  |

Planning & Zoning:

|  |        |
|--|--------|
| • Assisted with sign specifications for 2 new commercial developments    | 2 Hrs. |
| • Conceptual review of proposed new residential development              | 2 Hrs. |
| • Verified Zoning Districts for 12 customers                             | 6 Hrs. |
| • Research for proposed amendment to Land Development Regulations        | 4 Hrs. |
| • Amended Land File Database   | 3 Hrs. |
| • Researched property owners for proposed street renaming                | 2 Hrs. |
| • Research for application to Vacate Easement                            | 2 Hrs. |
| • Reviewed and processed documents for CDBG Contract                     | 2 Hrs. |
| • Prepared for and attended Technical Review Committee                   | 3 Hrs. |
| • Prepared Legal Ads & Petitioner Notifications for Sept Zoning Bd. Mtg. | 6 Hrs. |

CRA – Wilson Park Project:

- Playground Equipment – equipment & fencing installation complete
- North Florida Professional Services for Park Master Plan in design phase
- Roadway Work – in process of executing ordinance to vacate portion of NE Calhoun Street
- Matthews Property – property has been appraised and purchase is pending

Active New Site Developments:

|   |                              |
|---|------------------------------|
| • Volunteers of America<br>Cabin in the Woods Phase II              | Construction in Progress     |
| • Gateway Crossing Commercial Subdivision<br>Highway 90 West & I-75 | Construction in Progress     |
| • Blanche Hotel Renovation  | Pending Permit               |
| • LaQuinta Hotel<br>NW Cali Road                                    | Site Plan Review in Progress |
| • Martin Orthodontics<br>SW Perimeter Glen                          | Pending Permit               |

- Waffle House  
348 SW Baya Avenue  
Construction in Progress
- Cornerstone Commercial Site  
Hwy 247 & Home Depot Drive  
Pending Permit
- ABC Liquors Interior Remodel  
Hwy 90 West  
Construction in Progress
- Kicklighter Reuse Plant  
Construction in Progress
- TD Bank Remodel  
Construction in Progress
- Waffle House Remodel  
3639 US Hwy 90 West  
Construction in Progress
- LC Municipal Airport Hanger  
Hwy 90 East  
Construction in Progress
- Double Eagle Investors  
184 N. Marion Avenue  
Construction in Progress
- Red Ginger Restaurant  
Hwy 90 West/Gleason Place  
Construction in Progress
- Luxury Nail Salon  
Hwy 90 West/Gleason Place  
Construction in Progress
- Hunter Chevron  
Hwy 90 West & Commerce Drive  
Pending Permit
- Harper Lake Assisted Living Facility  
NW Cole Road  
Site Plan Review in Progress
- HCA Hospital Parking Lots  
NW Commerce Drive  
Site Plan Review in Progress
- Tru by Hilton Hotel  
NW Centurion Drive  
Site Plan Review in Progress

Tap & Impact:

- New Tap Applications submitted - 2
- \$2,330.00 Tap Fees
- \$12,718.50 Impact Fees

**Police Chief Gilmore Reports:**

Major Case Synopsis:

OFFICERS RESPONDING TO REPORT OF GUNSHOT FINDS BODY

On Sunday, August 13, 2017, at approximately 10:32pm, the Lake City Police Department responded to the area of NW Alma Ave and NW Jefferson St after reports of a gunshot in the area. An anonymous person in the area told a responding officer that someone was lying on the back porch of 742 NW Alma Ave. There, officers discovered the body of Brittney Breshawn Graham (2/12/1987), who had suffered a gunshot wound. Century EMS responded to the scene and declared her deceased.

Lake City Police Officers established a crime scene perimeter and the Florida Department of Law Enforcement Crime Scene Investigation Unit responded. LCPD's

Criminal Investigation Division also responded and is currently investigating the death as a homicide.

No suspect information is currently available, and LCPD is requesting any potential witnesses to come forward.

“We encourage anyone who may have been in the area where Brittney Graham was shot to come forward,” said Lake City Police Chief Argatha Gilmore. “Even if you did not see the incident occur, anyone who was present or who may have heard or seen part of the incident could help us solve this case.”

Witnesses may be eligible for a reward up to \$1,000.00, and can submit their tip anonymously through Crime Stoppers of Columbia County by calling (386) 754-7099 or online at [www.columbiacrimestoppers.net](http://www.columbiacrimestoppers.net)

Major Executive Summary:

BREAKFAST WITH THE CHIEF

Breakfast with the Chief is scheduled for Saturday, September 23<sup>rd</sup> at 10:00 am to 11:30 a.m. at Lake City Moose Lodge 624 NE Williams St, Lake City, FL 32055. Join Chief Gilmore for Breakfast. Enjoy a free meal while discussing community issues and concerns or asking any questions you may have for the Chief of Police.

RAPE AGGRESSION DEFENSE (R.A.D.) TRAINING

Date for next class September 11<sup>th</sup>. Each class has a maximum of 20 people per class. If you are interested in this program please contact Crista Thomas at 386-719-5742.

LAKE CITY POLICE EXPLORER PROGRAM

Are you, or is someone you know, between the ages of 14 and 21 and interested in a possible Law Enforcement career? The Lake City Police Explorer Program is designed to help young men and women gain a realistic understanding of a police career and learn valuable leadership skills while performing service for their community. If interested please call Officer Mike Lee at 386-758-5489 for more information.

Community Annex Facility:

Update on the Lake City Police Department Community Annex project: Chief Gilmore and department staff are working with City Officials on designing blueprints for new building.

Community Relations and Crime Prevention Report:

- **Citizen’s Police Academy:** next session will begin on August 31, 2017. Class is filling up fast. Please join us for this 10<sup>th</sup> Session, free and open to the public. Enjoy hands-on learning of what law enforcement officers do, and why! Contact Crista Thomas at 386-719-5742 or email [thomasc@lclapd.com](mailto:thomasc@lclapd.com).

Criminal Interdiction Unit:

Investigations Worked on by Unit:

We worked marijuana eradication all week. The National Guard assisted with a helicopter. We were able to locate four different locations with marijuana plants, 36 plants were seized with charges being filed on three subjects.

Offense Report: 1

- Marijuana Cultivation

Criminal Investigation Division:

- Total Cases Investigated: 18
- Total Solved: 2
- Total Cases Unsolved: 16
- Assault: 1
- Burglaries: 4
- Missing Person: 2
- Murder: 1
- Robbery: 2
- Theft: 2
- Other: 6

Patrol Division:

- Leaving the Scene w/Injury: 1
- Hit and Run: 4
- Property Damage/Accident: 1
- Violation of Injunction: 1
- Driving While License Suspended/Revoked: 2
- Possession of New Legend w/o Prescription: 1
- Violation of Injunction: 1
- Homicide: 1
- Assault: 1
- Aggravated Assault: 1
- Battery: 7
- Aggravated Battery: 3
- Kidnapping: 1
- Display of Firearm during Felony: 1
- Property Damage: 2
- Discharge Firearm in Public: 1
- Possession of Firearm by Convicted Felon: 1
- Lewd and Lascivious Battery w/person 12-16 years: 1
- Property Damage: 3
- Burglary: 14
- Possession of Burglary Tools: 1



- Larceny (Petty): 11
- Grand Theft (Vehicle): 1
- Larceny (Felony): 1
- Retail Theft: 4
- Recovery of Property: 1
- Stolen Property:1
- Possession of Stolen Property: 1
- Robbery w/Firearm: 2
- Robbery w/no Firearm: 1
- Fraud: 5
- Elderly Abuse: 1
- Resisting Officer W/O Violence: 1
- Animal Cruelty: 1
- Passing Counterfeit Bills: 1
- Resisting Officer w/o Violence: 1
- Disorderly Conduct: 1
- Possession of Synthetic Narcotic: 3
- Possession of Controlled Substance: 1
- Possession of Less Than 20 Grams of Marijuana: 1
- Possession of Narcotic Equipment: 2
- Violation of Probation: 2
- Execute Misdemeanor Warrant: 4
- Active Warrants for Arrests: 19
- Notice to Appear: 1
- Affidavit Warrants: 9
- Traffic Warnings: 6
- Traffic Stops: 34
- Accidents: 29
- Citations: 21
- Arrests: 2

**Public Works Director Thomas Reports:**

Traffic:

- Locates 60
- Trouble Calls 5
- Program school flasher clocks
- Replaced burnt wiring on Baya Avenue Street light circuit
- Repaired two Antique Street Lights
- Replaced two green and one red traffic signal LED's
- Met with FPL to install new transformer for N. Main Street Light Circuit
- Ride and report FPL Street light outages on city streets

Signs:

- Made signs—three--20 MPH, three--“NO THRU TRAFFIC”
- Installed one-- “WATCH FOR CHILDREN” on ST. Johns St. and three-- “20 MPH” and “NO THRU TRAFFIC” in Forest Hills
- Assisted Traffic Dept. with light circuit on Baya Avenue
- Installed two “NO HEAVY TRUCKS” signs with flashing lights on Marion Avenue
- Installed two street name signs, Calhoun and Railroad

Street and Storm water:

- Repaired wash out on NW Ridgewood Avenue
- Cleaned out ditch on SW Leslie Gln, flooding yard
- Mowing ditches on NE Jackson St., NE Aggie St., SW Ritch Terr.
- Mowing at SW Lake View Park
- Street Sweeper is in shop at Tom Nehl Truck for repairs
- Poured concrete at Industrial Park at the Airport
- Poured a driveway on McFarlane
- Repairing broken sidewalks
- Cleaning drains

Grounds:

- Mowing and edging City right of ways
- Routine park maintenance, picking up trash, hedging, mowing at Alligator Lake, Lake Montgomery, Lake Isabella, Wilson Park, Sally May Park and around Lake Desoto
- Cleaning up and mowing at Park and Ride
- Mowing and weed eating at Cemeteries
- Mowing at Amtrak Train Station
- Mowed and edged around all schools
- Mowed and edged City right of way by the Aquatic Center
- Mowed and edged at the Historical Museum
- Mower shop-repairing weed eaters and lawnmowers
- Took one mower to dealer for repairs

Tree and Asphalt:

- Patched 11 potholes
- Trimming trees
- Picking up downed tree limbs

Administrative:

- Met or called back 27 citizen complaints
- City has been awarded a new SCOP grant for SW McFarlane Avenue in the amount of \$644,804.62
- Working with the City attorney
- Making sure all school areas are ready for school to start
- Sending out letter to all property owners east of Gwen Lake for meeting on easement.
- Working with IT Department on installing new pipe for Police Dept.
- Processed 18 purchasing card receipts and 12 purchase orders

- Received 36 citizen complaint calls
- Entered mileage for Public Works, Fleet Utilities D & C, Utility Maintenance, Recreation and Gas Departments

Fleet Shop:

- Serviced two PD vehicles
- Installed new light bar on Low Boy truck
- Stripping four police cars for auction
- Installed two batteries in two vehicles
- Put two new tires on one PD vehicle and plugged three tires, one Gas Dept. vehicle, one trailer and one Loader tire
- Installed gun rack in one PD vehicle
- Removed and replaced hydraulic hoses on the warehouse forklift and one of our loaders
- Greasing and fueling machines with 82.7 gallons of diesel

**Recreation Director Phillips Reports:**

Recreation:

As of today's date, we have issued 520 cards to gain entry to the Racquetball Facility. Cards are still being issued at the Teen Town Center. You must have a photo ID/Driver's License and complete a usage agreement application. The Recreation Department has processed 1 application for the event: Rotary Meeting at Darby Pavilion on 9-14-17.

Girls Club Center:

Our afterschool registration has begun and we still have openings in all age groups for the girls. The fee is \$250.00 and it is first come first served up to the first 75 members who register. We pick up from all public area schools excluding Fort White. Girls may be in kindergarten to attend our after school program. We welcome you to come visit us and tour our facility. The more new smiles the better! We have already received multiple phone calls interested in our afterschool program, and have new members registered. We are eager to mentor all of our new friends and start the school year.

We worked very hard to prepare for the upcoming school year cleaning our facilities and giving it a fresh appeal for our afterschool members. All furniture was removed from both buildings and our tile floors were stripped and waxed. Carpets were cleaned and reconditioned. The staff bleached all of our exterior tables and outdoor furniture. We also took measures to ensure our playground was safe by inspecting the enclosed area and the equipment. Each afterschool room has been prepared by the leaders to accept the girls the first week of school. Roll calls and bus rolls were created for the each group and each school that arrives at our facility.

Many hours of preparation and hard work were put in by the staff ensuring that our afterschool program starts off positively and successfully. I applaud their efforts as each bulletin board was given new décor including the two brand new boards we had hung this week! Our members should be excited to see the new fall décor and exciting themes of each leader's room.

Athletics – Teen Town Center:

Our afterschool registration has begun and we currently have 33 boys enrolled in our afterschool program. We still have some spots open in our program. The fee is \$250.00 for 9 weeks and we pick up from all regular public schools. We will start our Fall program on the first day of school. We will provide homework assistance daily. Teen Town is currently closed for renovations on the bathrooms, kitchen, and floors. For more information on the Boys Club at Teen Town, or renting our facility, please call the Teen Town Center at 386-754-3607.

**Executive Director Dyal Reports:**

Distribution & Collections (Brian Scott):

Construction

- Assist with various Service Orders and Meter Reads

Distribution Maintenance

- Service Orders 155
  - Turn On 20
  - Turn Off 24
  - Initial Read 38
  - Final Read 34
  - Various Assorted Service Orders 34
  - Meter exchanges 1
  - Set/ Exchange MXU 1
  - Backflow Repair 1
  - Locates 76
  - Read Cycles 3 also completed necessary repairs
  - Completed fire hydrant reads
  - Repaired broke water mains on SE Goldie Way and NW Palm Drive
- Call-Out
  - Water 2
  - Maintenance 2

Collection Maintenance

- Responded – Lift Station Calls 12
- Cleared debris from fountain pump
- Installed 2 new pumps
- Complete pressure test at Industrial Park Lift Station
- Completed asphalt patches
- Completed sewer line repair on Joe Coney

Natural Gas (Steve Brown):

- Locates 55
- (Gas) Service Orders 30
- Odorant Complaint 1
- Retirement of Services 4

- Working with manufacturer to trouble shoot the Trimble unit and master link EC350 Program
- Programmed corrector and activate smart point transceiver for ICS working with manufacturer
- Wired and programmed EC350 Rotary Meter at the US VA
- Audited regulator relief gate station
- Installed a new gas service and installed a mag anode at 1104 SW Main Blvd
- Completed gas line maintenance on Saint John's Street
- Added new rock in gate station
- Completed lawn maintenance on rectifiers
- Installed gas piping at Gas Department
- Mapping out pipe to soil reads
- Attended yearly CGI training class
- OQ Training
- Upcoming:
  - Cathodic Protection (reads, surveys, maintenance)
  - Retirement of services and removal of meters in order to meet compliance guidelines

Water Plant (Mike Osborn):

- Gallons Treated (Price Creek WTP) 3.30 MGD
- Gallons Treated (Brandon Brent WTP) 0.017 MGD
- Samples Processed In-House 216
- Samples Processed Outside Lab 7
- Hydrants Flushed 30
- Safety Training: Personnel Protective Equipment
- Vendors On Site
  - UniFirst
  - Ring Power
  - AC Shultes
- Ongoing Maintenance
  - Shop & Building Maintenance/Housekeeping
  - Lawn Maintenance

Wastewater Treatment Plant (Hugh Van-Skyhawk):

- Gallons Treated 2.86 MGD
- Bio-Solid Loads Hauled (H&H) 3
- Inspected/Service Problems at WWTP 3
- Samples Processed In-House 90
- Samples Sent to Outside Lab 10
  - Daily Testing
- Vendors On Site
  - UniFirst
  - Waste Pro
  - TAW
  - Rick's Crane Service

- Ongoing Maintenance
  - Shop & Building Maintenance/Housekeeping
  - Lawn Maintenance
  - Preventative Maintenance at WWTP/Service Zone
  - Weekly/Monthly/Quarterly Inspections at WWTP/PAR/Plant 2

Sprayfield/Bio-Solids Site

- Met with contractor regarding the Wet Land Perimeter fence line
- Ongoing (Sprayfield Operator)
  - Grounds Maintenance at Sprayfield, Reclaim Site, Bio-Solid Site & Steadly Field
  - Bio-Solid Site Inspection
  - Shop Maintenance at Sprayfield
  - Truck Maintenance/Equipment Maintenance/Repairs
  - Pumping Down Reservoir Levels at Sprayfield/Changing Laterals/Collected Samples
  - Flow Meter Readings/Reservoir Flow Reports
  - Swapped out Sludge Trailer (WWTP)

GIS and CAD:

- Researching the property at 466 SE Faye Lane
- Staked and graded concrete pad at the Utility Annex
- Staked the right of way along SW Etheridge Glen and SW Ace Lane
- Researching the easement at 4812 W US Hwy 90

Customer Service (Jason Dumas):

|   |              |
|---|--------------|
| • Phone Calls Taken                     | 664*         |
| • Walk-up Customers Assisted            | 896          |
| • Bills Generated                       | 1,753        |
| • Total Number of Payments Collected    | 1,657        |
| • Total Amount of Payments              | \$297,624.56 |
| ○ Over the Counter (862)                |              |
| ▪ Cash                                  | 28,508.42    |
| ▪ Check                                 | 77,900.26    |
| ▪ Charge                                | 14,618.42    |
| ▪ Wire                                  | 39,189.03    |
| ▪ Other                                 | 346.55       |
| ○ Esuite payments (472)                 | 40,147.63    |
| ○ Lock box payments (323)               | 96,914.25    |
| • Taps Processed                        | 2            |
| • Pages Scanned                         | 336          |
| • Lien Requests Processed               | 4            |
| • Postage Processed                     | 175 parcels  |
| <i>*Not all phone calls were logged</i> |              |
| Service Orders Generated                |              |
| • Field Service Orders                  | 199          |
| • Meter Problem                         | 4            |
| • Leak Check                            | 11           |

|   |       |        |
|---|-------|--------|
| • Cut Off Non-Pay   | 26    |        |
| • Turn Back On  | 52    |        |
| Reads:  |       |        |
| • Initial Read  | 45    |        |
| • Final Read  | 46    |        |
| Sensus Analytics Leak Report:                                 |       |        |
| • Total number of accounts researched for a possible leak     |       | 235    |
| • Total number of calls to notify customer of a possible leak |       | 106    |
| Meters Active on Flexnet System (to date):                    |       | 12,479 |
| • Water Meters – all sizes                                    | 9,585 |        |
| • Gas Meters  | 2,894 |        |