



The Weekly Report
 FROM
 THE CITY MANAGER & STAFF
 Week Ending September 8, 2017

FROM THE CITY MANAGER:

All City Offices will be closed on Monday, September 11, due to Hurricane Irma

Upcoming Dates of Interest:

Monday, September 18	6:00 p.m.	City Council Meeting Final Public Hearing FY 17/18 Budget Council Chambers
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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.
- Installation of new fencing has begun as part of the Airport Security Fencing Project.
- The Good Year Blimp arrived a day later than expected on Friday 9-1 and stayed overnight. The blimp was on the way to Atlanta and had plans to stop here for another overnight stay on Tuesday 9-5 but weather affected their plans.
- Preparations for Hurricane Irma are underway at the airport.

	Gallons	Sales	Aircraft
100 LL	615.0	\$2,362.282	30
Jet-A	570.0	\$2,200.20	4
Totals	1,800.0	\$4,562.48	34

Finance (Donna Duncan):

- 158 invoices and 101 purchasing card receipts were scanned into the On Base data imaging system for the period August 30 – September 5.
- Accounts payable invoices (93) were processed for period August 30 – September 5 for total disbursement of \$505,164.55. Included in disbursement were payments to Ring Power for a 2017 Caterpillar Mini Excavator totaling \$99,254 and Hinterland Group for Sanitary Sewer rehabilitation in amount of \$148,883.85.
- Purchasing Card transactions for Aug. 22-29 were processed into New World, 77 transactions in the amount of \$22,066.30 were distributed into general ledger.
- Fiscal Year 2018 Budget process in compliance with “Truth in Millage” (TRIM) requirements had the first public hearing on the budget on September 5 at 6:00 p.m. in Council Chambers. The first hearing on the assess millage was also held at this time prior to budget resolution. The millage and budget hearings are the best opportunity for taxpayers to provide input into the budgets established by City. The final hearing on 2018 millage and budget will be Monday, September 18 at 6:00 p.m. in Council Chambers at City Hall.
- September account receivable invoice and statements:

38 – Rentals & Leases	\$42,685.51
1 – Tower Lease	\$ 1,313.46

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
- Continued processing open enrollment selections in New World.
- Completed entries for all flex saving benefits.
- Conducted new hire orientation for one new hire.
- Coordinated and participated in a public meeting for fire union contract negotiations.

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.
- Replacement fiber optic cable project at public safety building in progress.
- Preparing Disaster Recovery Site.
- Resolved 42 Help Desk tickets.

Procurement (Laurette Burks):

- Scanned and indexed three hundred eighteen (318) 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.
- Processed one (1) public record request.
- Completed Invitation to Bid (ITB) 018-2017 for the City of Lake City Public Restroom Retrofit Project. A mandatory pre-bid meeting is scheduled for Tuesday, September 19, 2017 at 9 a.m.
- Programming and issuing thirty seven (37) replacement cell phones for the Emergency Operations Center and city issued cell phones due to Verizon network updates.
- 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.
- Placed and received orders for replenishment of cage, gas and water inventory items.
- Issued three hundred one (301) items to departmental employees.
- Completed end of month inventory of all warehouse cage items.

Risk Management (Steve Roberts):

- Followed up on open Workman Comp cases.
- Submitted final Emergency Action Plan (EAP), waiting for review.
- Reviewed vehicle policy for reducing insurance rates.
- Attended Traffic Safety meeting.
- Performed after-hours City Hall maintenance.
- Attended EOC storm preparation meetings.
- Obtained information on WC cases.

Fire Chief Armijo Reports:

The Lake City Fire Department responded to 36 Emergency calls for service, with an average response time of 4 minutes and 38 seconds, including good intent calls that only require a non-priority response (no lights or siren).

Fire Inspections/Plans Review	4
Pre-Fire Plans	2

Additionally:

- Chief Armijo/Staff Attended Fire Pension Board Meeting
- Chief Armijo participated in Fire Union Negotiations
- Shifts attended Hazmat ICS Training

Growth Management Director Hoefert Reports:

Permitting and Building Inspections:

• Permit applications received	14
• Permits issued	11
• Building inspections	10
• Electrical inspections	2

- Mechanical Inspections 1
- Inspections approved 13
- Update of Contractor requirements (3) 1 Hr.
- Permits Fees & Information Log 1 Hr.

Current period (wk) # permits/\$ amount	Prev Yr Period # permits/\$ amount	Year to Date #permits/\$ amount	Prev YTD # permits/ \$ amount
11- \$3,662.50 Valuation\$632,931	12- \$3,419.04 Valuation \$556,115	551-\$78,468.66 Valuation \$11,177,799.23	344- \$53,330.13 Valuation \$8,219,998.71

Code Enforcement:

- Complaints received 5
- Property inspections performed (24) 17 Hrs.
- Meeting with responding property owners/customers (5) 3 Hrs.
- Cases brought into voluntary compliance 12
- Notices of violations issued 5
- Notice of Hearing 5
- Warning Notices issued 10
- Public records request/lien (2) 1 Hr.
- Removal of snipe signs from right of ways (20) 3 Hrs.
- Case building/research-internet cafes/updates 2 Hrs.
- Fire assessment fee/NW 13 Hrs.

Business Tax Receipts:

- Renewed license 5 Hrs.

Planning & Zoning:

- Assisted with sign specifications for 1 new commercial development 1 Hr.
- Verified Zoning Districts for 4 customers 2 Hrs.
- Amended Land File Database 3 Hrs.
- Built 2 Land Development Regulation Books for 2 new Zoning Board Members appointed by Council 4 Hrs.
- Reviewed and processed documents for CDBG Contract 2 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 Construction in Progress
Cabin in the Woods Phase II
- Gateway Crossing Commercial Subdivision Construction in Progress
Highway 90 West & I-75

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

Tap & Impact:

- New Tap Applications submitted 2
 - \$4,620.00 Tap Fees
 - \$6,574.17 Impact Fees
- Total \$11,194.17

Police Chief Gilmore Reports:

Major Case Synopsis:

ARMED GUNMEN ROB SONIC EMPLOYEES- ONE ARRESTED, ONE CHARGED

On Tuesday, August 8, 2017 at 11:10 PM, two masked, armed gunmen battered two Sonic Drive-In employees in the parking lot and fled with several hundred dollars cash. After

closing on Tuesday, August 8th, the assistant manager of the Sonic Drive-In, 1333 SW Main Blvd., went outside to the manager's truck in the back parking lot. He said as he approached the truck, two black assailants jumped out from behind the truck and one of them struck him in the head with the firearm, causing him to fall to the ground, and held his mouth shut while holding a box cutter to his throat. They then dragged him behind the vehicle out of sight.

A few moments later, the store manager came outside to check on the assistant manager. As she approached the rear parking area, a black male with an orange hoodie and a white t-shirt across his face came from around the side of the vehicle with a firearm pointed at her. After taking the store's night deposit from her, he forced her to the front of the vehicle where she saw the assistant manager and a second gunman.

After she was forced to the ground, one of the suspects placed a gun to the back of her head and demanded she show him which key opens the front door of the store. They specifically asked where the carhops change devices where using Sonic terminology and about the safe. The manager told them she did not have the code to open it. Both employees were ordered to stay face down on the pavement or else they would get shot and the suspects fled the area.

After calling 911, Lake City Police Department officers responded to the area and began canvassing for suspects. While at the Columbia Arms Apartments, adjacent to Sonic, Officer Jason Herrera was on foot through the complex and entered the courtyard area. When doing so, he saw two black males matching the description of the robbery suspects. The two saw Officer Herrera approaching, swore, and then took off running into the woods near the complex.

For tracking purposes, the Baker Correctional Institution K-9 Unit was requested. They began tracking in the area where Officer Herrera saw them enter the wooded area. During the search they found a black backpack lying in the woods. The backpack was searched and it contained clothing matching the description of what was worn by the robbers. Inside was an orange hoodie, white t-shirt, black pant with a wallet inside, a black jacket, black bandana, gloves, Oxycodone, 10.9 grams of Marijuana, keys, and a black handgun, and a butt stock of an AR-15.

A few minutes later, the K-9 team has detained a black male with cuts and fresh blood on his legs as he was walking down the sidewalk near the wooded area being search. The subject was identified as Mr. Tyrone L. Brown, 20, from the identification which was in the black pants found inside the abandoned backpack in the woods. Prior to being questioned, Brown told officers the backpack was his along with everything in it, except the gun.

The manager of the store was called to the vehicle and she took possession of the keys that were found in the backpack, as they were hers stolen during the robbery. The recovered firearm was listed as stolen in FCIC/NCIC out of the Columbia County Sheriff's Office from a vehicle burglary in May. Brown was arrested and interviewed at the Lake City Police Department, where he invoked his rights and did not answer any questions. He was then transported and booked into the Columbia County Detention Facility on numerous felony charges and a \$233,000 bond.

As the investigation continued to determine who the second gunman was, LCPD Investigator Garrett Register discovered on August 18th, the second suspect had just interviewed with the same manager he robbed 10 days earlier for a job at the same Sonic.

The suspect was identified as, Mr. Jordan L. Frazier, 20. Frazier was arrested on an unrelated violation of probation charge on August 23rd. Investigator Register attempted to interview Frazier; however he invoked his rights and refused to cooperate with the investigation. He was subsequently charged with numerous felonies and was given no bond on all nine counts associated with the robbery.

“As first responders, we are glad neither of the employees of Sonic Drive-In was more injured or even shot during this armed robbery,” said Chief Argatha Gilmore. “I want to express my gratitude for the continued support this agency receives from the K-9 Unit of the Baker Correctional Institution. Through their K-9 tracking, a key piece of evidence was located which helped solve two crimes and get a stolen firearm off the streets. Regardless of the time lapse, our investigators strive to bring closure to all their cases.”

Major Executive Summary:

BREAKFAST WITH THE CHIEF

Breakfast with the Chief is scheduled for Saturday, September 23rd at 10:00 am to 11:30 a.m. at Lake City Moose Lodge, 624 NE Williams St, Lake City, Florida 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 is September 11th. Each class has a maximum of 20 people per class. If you are interested in this program please contact Officer Andy Mangrum 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:

Session 12 of the Citizen's Police Academy began last Thursday August 31, 2017 with Chief Gilmore welcoming everyone. Dinner was provided by Longhorn Steakhouse and the Lake City Police Department staff had the honor of serving meals to the new class. After dinner, Chief Gilmore introduced her Staff and Assistant City Manager Grayson Cason and Jill Milton who gave an overview of Human Resources department.

Chief Gilmore would like to announce Officer Andy Mangrum as the new Crime Prevention Officer for the department. His position will be within the community and school system to inform and train on different areas of preventing possible criminal activity. If you have a business and would like Officer Mangrum to visit and give information please Contact Officer Andy Mangrum at 386-719-5742 or email mangruma@lcflapd.com.

Chief Gilmore and staff would like to wish Crista Thomas the best in her new position with Ameris Bank; she will be missed as she was a vital part of the department in her position as Community Relation Coordinator.

Criminal Interdiction Unit

Investigations Worked on by Unit:

Surveillance: 5-A area, Broadway and MLK, Joe Coney and Morgan, Lake City Villas, Cypress Inn, Ramada Inn, America's Best Inn, Rodeway Inn. Watched for narcotic activity in the area of Dixie and Long, Joe Coney and Morgan, Village Square, Gateway Center, Baymont Inn, Ramada Inn, Gateway Inn, Cypress Inn, MLK and Joe Coney.

- Fun Zone Casino – Watched parking lot for suspicious vehicles and people.
- Happy Times Casino – conducted surveillance of parking lot and walk through of business.
- Lucky Duck Casino - Watched parking lot for suspicious vehicles and people.
- Slots of Fun Casino – conducted surveillance of parking lot and walk through of business.

Traffic Stops: 21

- Warnings: 18
- Citations: 6
- Misdemeanor: 3

Narcotic Seizures:

- Methamphetamines: 2 grams
- Alpha PVP: 0.16 grams

Suspicious Person/Vehicle: 12

Property Checks: 30

Assist Shift: 39

- Disturbance: 87
- Aggravated Battery
- Vehicle crash
- Baker Act
- Shoplifter: 5
- Missing person: 2
- Suspicious Person/Vehicle

- Information
- Disturbance: 4
- Fight
- Accident: 3
- Domestic Violence
- Burglary
- Traffic Stop: 2
- PD Assist Other Agency: 2
- Harassment: 2
- Battery: 2
- Trespassing
- Intoxicated Person
- Hit and Run
- Clearing Parking Lot
- Mentally Ill Person
- Noise Complaint

Report Type: 4

- Narcotics: 2
- Baker Act
- Traffic Offense

K9 Utilization: 1

- By Patrol: 1
- K9 Bite: 1

Other

- K9 Training

Area of Focus by Unit:

- 5 Alpha, Westside, Long, Wilson, Aberdeen, MLK, Casinos, 375 NW Hilton, Joe Coney/Morgan, and 580 NE MLK.

Case briefs worked by Unit:

- Suspect charged with Possession of Methamphetamine, Possession of Drug Paraphernalia, and Retail Theft.
- Arrested: Suspect charged with No Vehicle Registration, Driving While License Suspended/Revoked, Tag Attached Not Assigned, Warrant (Failure To Appear – No Vehicle Registration, Driving While License Suspended/Revoked, and Tag Attached Not Assigned)

Criminal Investigation Division:

- Total Cases Investigated: 7
- Total Solved: 3
- Total Cases Unsolved: 4
- Arrests: 1
- Total Charges Filed: 2
- Burglaries: 2
- Missing Person: 1
- Murder: 1

- Theft: 2
- Other: 1

Patrol Division:

- Hit and Run: 4
- Resist Officer, Failed to Obey: 1
- Reckless Driving: 1
- Fleeing and Eluding Police Officer: 1
- Attaching Tag Not Assigned: 1
- Driver Must Be Licensed: 1
- No Motor Vehicle Registration: 1
- Driving While License Suspended/Revoked: 2
- Harassing: 1
- Baker Act: 1
- Assault: 1
- Aggravated Assault w/Deadly Weapon: 2
- Aggravated Assault W/I to Commit Felony: 1
- Battery: 8
- Battery (Felony): 1
- Aggravated Battery: 2
- Kidnapping: 1
- Indecent Exposure: 1
- Property Damage: 6
- Burglary: 7
- Trespassing: 1
- Larceny (Petty): 3
- Larceny (Felony): 11
- Grand Theft of Vehicle: 2
- Retail Theft: 6
- Dealing In Stolen Property: 1
- Fraud: 4
- Contributing to Delinquency of a Minor: 1
- Resisting Officer W/Violence: 1
- Loitering: 2
- Disorderly Conduct: 1
- Possession W/Intent to Sell or Deliver Methamphetamine: 1
- Possession of Marijuana W/Intent to Sell or Deliver: 1
- Possession of Less Than 20 Grams of Marijuana: 2
- Possession of Narcotic Equipment: 4
- Execute Misdemeanor Warrant: 9

- Active Warrants for Arrests: 20
- Notice to Appear: 2
- Affidavit Warrants: 20
- Traffic Warnings: 4
- Traffic Stops: 31
- Accidents: 20
- Citations: 28
- Arrests: 6

Recreation Director Phillips Reports:

Recreation:

Since its opening in 2013, 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.

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 had two new members register last week!

Ms. Miranda created a 2D art project with the youngest group. Supplies included construction paper, paint, q-tips, and the imagination of our members. The project depicted a flower with a stem, leaves, petals and growing buds. The girls enjoyed this project and remained engaged throughout their allotted craft time. We appreciate both the members and Ms. Miranda for their interests in this week's craft.

Outdoor play activity was granted to all three of our age groups during the week. We allowed as much exploratory exercise as possible utilizing the playground and outdoor equipment related activities prior to poor weather conditions during parental pick up. When weather conditions are of concern, all members are moved indoors along with the staff with limited movement allowed.

Procedural expectations are going well. All members are settling in, as well as our parents as we ended our 3rd week of our fall session. Positive publicity by parents and members are our greatest asset. We value the directives of our program and how it impacts our community. We had two new members register with us last week! Our staff goes above and beyond to ensure that each member's needs are met developmentally and appropriately. Children are what we are here to serve. It would be our pleasure to give you a tour of our facility and invite you to be a part of our Girls Club family!

Athletics – Teen Town Center:

We have completed our third week of the 2017 Fall After School Session at the Boys Club at Teen Town. We have thirty seven boys enrolled in our program. After the boys complete all their homework they are able to participate in the daily activities which include: playing on the playground, riding scooters, dodgeball, football, basketball, and watching movies.

We are in the fourth week of remodeling our Teen Town bathrooms and kitchen. The floors will be refinished as soon as the construction work is completed. For more information on the Boys 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:

- Installed 100 feet of 6” water main to Halpatter Park area
- Removed tree debris from State Road 100
- Completed the pressure test and connected bore pipe on State Road 100
- Remove sidewalk at Marion Street and Hernando Avenue
- Backfill driveway on NE Veterans Street
- Repair broke water main, irrigation system, and laid sod on Harris Lake Drive
- Inspect bore on County Road -245A
- Program meters at Windsong Apartments
- Assisted with repairing the water leak at SE Baya Drive and SE McCray Avenue
- Install 2-inch tap on 20-inch main on SW Arrowhead Terrace

Distribution Maintenance:

- | | |
|------------------------------------|-----|
| • Service Orders | 230 |
| ➤ Turn On | 43 |
| ➤ Turn Off | 54 |
| ➤ Initial Read | 47 |
| ➤ Final Read | 45 |
| ➤ Various Assorted Service Orders | 33 |
| ➤ Set Meter | 1 |
| ➤ Meter exchanges | 6 |
| ➤ Set/ Exchange MXU | 1 |
| ➤ Locates | 52 |
| ➤ Replaced a 2” valve | |
| ➤ Repaired 3 broke water mains | |
| ➤ Installed a water on SW Ivy Glen | |
| • Call-Out | |
| ➤ Water | 4 |
| ➤ Maintenance | 3 |

Collection Maintenance

- Completed maintenance at fountain
- Completed a flow check at Branford Crossing, Rossborough Court, Jackson Street, Southside Ball Complex

- Completed a sewer main repair on Guerdon Street and NW Georgia Avenue
- Cored manhole on SW Yorktown Glen
- Installed sealing flange in to new
- Inspected five lift stations
- Troubleshoot 3 lift stations

Natural Gas (Steve Brown):

- Locates 45
- (Gas) Service Orders 33
- Odorant Complaint 1
- Retirement of Services 3
- Installed and wired the solar panel for the YZ station
- Gathered reads and submitted for billing for PCS
- Inspected piping and completed pressure test for Red Ginger
- Mapped out gas system information at Florida Gateway College
- Installed 1900' of 2" gas main down Main Street to acquire a new commercial customer
- 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) 3.24 MGD
- Gallons Treated (Brandon Brent WTP) 0.018 MGD
- Samples Processed In-House 206
- Hydrants Flushed 19
- Safety Training: SDS Sheets
- Vendors On Site
 - UniFirst
 - TAW
- Ongoing Maintenance
 - Shop & Building Maintenance/Housekeeping
 - Lawn Maintenance

Wastewater Treatment Plant (Hugh Van-Skyhawk):

- Gallons Treated 2.72 MGD
- Bio-Solid Loads Hauled (H&H) 3
- Samples Processed In-House 90
- Samples Sent to Outside Lab 10
 - Daily Testing
- Vendors On Site
 - UniFirst
 - Little and Williams
 - Waste Pro

- TAW
- Wet Land Solutions
- 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:

- Staked mowing limits along SW Texas Ave
- Staked utility easement at 4818 W Hwy 90
- Staked south boundary line parcel 02580-001
- Verified sewer manholes on parcel 02579-006
- Researching the easement on parcel 11347-00

Customer Service (Jason Dumas) :

• Phone Calls Taken	612*
• Walk-up Customers Assisted	640
• Bills Generated	2,592
• Total Number of Payments Collected	1,071
• Total Amount of Payments	\$279,541.15
○ Over the Counter (877)	
▪ Cash	40,596.45
▪ Check	69,825.19
▪ Charge	15,558.18
▪ Wire	61,100.94
▪ Other	1,678.00
○ Esuite payments (380)	33,697.78
○ Lock box payments (317)	57,084.61
• Taps Processed	2
• Pages Scanned	449
• Lien Requests Processed	2
• Postage Processed	107 parcels

**Not all phone calls were logged*

Service Orders Generated:		
• Field Service Orders	293	
• Meter Problem	5	
• Leak Check	10	
• Cut Off Non-Pay	61	
• Turn Back On	51	
Reads:		
• Initial Read	62	
• Final Read	60	
Sensus Analytics Leak Alarm Report:		
• Total number of accounts researched for a possible leak		456
• Total number of calls to notify customer of a possible leak		111
Meters Active on Flexnet System (to date):		12,487
• Water Meters – all sizes	9,592	
• Gas Meters	2,895	