



***The Weekly Report***  
***FROM***  
***THE CITY MANAGER & STAFF***  
**Week Ending February 2, 2018**

**FROM THE CITY MANAGER:**

*Upcoming Dates of Interest:*

Monday, February 5	5:00 p.m.	Council Workshop Council Chambers
	6:00 p.m.	City Council Meeting Council Chambers
Tuesday, February 13	5:30 p.m.	CRA Advisory Committee Meeting 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.
- Received a delivery of Jet-A Fuel from Eastern Aviation on Wednesday 1/24.
- Airport employees removed landscape timbers that were in the flowerbeds around the old FBO building.
- 21,000 gal portable JET-A storage tank is fully functional until the Fuel Farm Project is completed.

	<b>Gallons</b>	<b>Sales</b>	<b>Aircraft</b>
<b>100 LL</b>	748.3	\$3,037.61	19
<b>Jet-A</b>	<b>1,617.0</b>	\$6,851.03	10
<b>Totals</b>	<b>2,365.3</b>	<b>\$9,888.64</b>	<b>29</b>

*Finance (Donna Duncan):*

- 276 invoices and 89 purchasing card receipts were scanned into the On Base data imaging system for the period January 24-30.
- Payment of 92 accounts payables were processed for period January 24-31 for total disbursement of \$370,112.72.

- Processed 67 pcard transactions totaling \$35,213.38 for week ending January 22.
- Employee 2017 W-2s were processed for distribution via the Human Resources portal. Termed employees forms were mailed on January 25.
- Submitted to FDOT reimbursement request for \$9,389.05 on the Runway 10-28 Design & Rehabilitation project at Airport.
- Processed for distribution IRS Form 1099-MISC to certain vendors who had non-employee compensation of over \$600 for 2017.
- Electric franchise fee was received from Florida Power & Light.

Revenue Type

Residential	\$ 385,567.79
Commercial	\$ 984,363.51
Industrial	\$ 28,207.26
Total Revenue	<u>\$ 1,398,138.56</u>
Less Uncollectible Revenue	(\$ 9,666.02)
NET REVENUE	\$ 1,388,472.54
Franchise Fee 6% of Net Revenue	\$ 83,308.35

Human Resource (Michele Greene):

- We are accepting applications for the following positions:
  - Airport Lineman- Airport
  - Communication Officer- Police
  - Natural Gas Technician I- Natural Gas
  - Police Officer- Police
- Annual Employee Health/Wellness Assessment is scheduled for Tuesday, Feb 6<sup>th</sup>.
- Completed one (1) employment verifications.
- Prepared the 1095C ACA report to be filed with the IRS.
- Coordinated one (1) potential new hire for pre-employment appointments.
- Conducted new hire orientation for five (5) new employees.

Information Technology (Brian Hawkins):

- Working with Procurement on preparing RFP for City website reconstruction
- Preparing for City wide network refresh
- Public Safety server hardware refresh nearing completion
- Removal of poles between City Hall and Public Safety Building in preparation for Blanche project in progress
- Resolved 51 Help Desk tickets

Procurement (Laurette Burks):

- Scanned and indexed twenty five (25) documents into the OnBase Imaging System.
- Continuing contacting vendors to obtain current insurance compliance documents.
- Verifying vendor information submitted at [www.VendorRegistry.com](http://www.VendorRegistry.com) and contacting vendors with incomplete registrations.
- Processed two (2) OPIS fuel reports.
- Prepared and forwarded January copier count to Konica Minolta.

- Began preparation of Invitation to Bid (ITB) 012-2018 Website Design and Development Services for the Information Technology department.
- Placed advertisement for Invitation to Bid (ITB) 013-2018 CDBG project – parking facility at 154 NW Veterans Street.
- Completed Request for Quotes (FQ) 011-2018 for the demolition of structure and lot cleanup at 715 SE Alachua. Responses are due no later than 11 a.m. on Thursday, February 8, 2018.
- Completed Invitation to Bid (ITB) 010-2018 Ground Power Unit for Lake City Gateway Airport. Responses are due no later than 11 a.m. on Tuesday, February 27, 2018.
- Issued addendum #1 on Invitation to Bid (ITB) 009-2018 Fire Hydrants & Accessories for Utilities – Distribution, Collections & Maintenance. Responses are due no later than 11 a.m. on Tuesday, February 6, 2018.
- Attended mandatory pre-bid on Invitation to Bid (ITB) 008-2018 Corporate Hangar & Bulk Hangar at Lake City Gateway Airport. Responses are due no later than 2 p.m. on Thursday, February 22, 2018.
- A recommendation to award on Invitation to Bid (ITB) 007-2018 Electrical Services and Repair Annual Contract will be presented for City Council consideration and approval at the Monday, February 5, 2018 City Council meeting.
- A recommendation to reject responses on Invitation to Bid (ITB) 006-2018 Fuel Farm at Lake City Gateway Airport will be presented for consideration and approval at the Monday, February 5, 2016 City Council meeting.
- Responses on Invitation to Bid (ITB) 005-2018 Security Fence Installation and (ITB) 006-2018 Fuel Farm for the Lake City Gateway Airport are currently under evaluation.
- A recommendation to award on Request for Proposals (RFP) 003-2018 Audit Services will be presented for City Council consideration and approval at the February 5, 2018 meeting.
- Completed Invitation to Bid (ITB) 002-2018 Radio Communication Equipment & Infrastructure Support for the Information Technology Department. Awaiting departmental approval to proceed.
- Forwarded request for an extension on our annual contract with Columbia Ready Mix for concrete and associated products. Our current contract expires on February 16, 2018.
- Awaiting response from the City of Palm Bay regarding an extension of their contract with Pace Analytical for laboratory services. The current contract expires March 6, 2018.
- A member of staff participated in a free NIGP webinar “Distinguishing between Scope of Work and Statement of Work”. Participation provides CEU’s for certification and/or recertification.
- Placed four (4) orders for replenishment of cage, gas and water inventory items.
- Received two (2) Hymax couplings for Utilities – Distribution, Collections & Maintenance.
- Received utility cabinets and bins for Utilities – Distribution, Collections & Maintenance.
- Received 11” impeller and wear ring for lift station repair for Utilities – Distribution, Collections & Maintenance.

- Received parts and fittings to pressure reducing system for Edgley Estates project for Utilities – Distribution, Collections & Maintenance.
- Received three (3) 2” meters for Utilities – Distribution, Collections & Maintenance.
- Received 2” saw for the Natural Gas department.
- Received recalibrated multi-meter reader for the Natural Gas department.
- Received equipment numbers for felling coil trailer for the Natural Gas department.
- Received replacement battery charger for the Sprayfield.
- Placed fluorescent light fixtures for sale on www.Govdeals.com.
- Issued five hundred seventy one (571) items to departmental employees.

Risk Management (Steve Roberts):

- Workers’ Compensation claims files – 4
- General Liability cases files – 3
- Property Damage cases filed – 1
- Vehicle Accident claims filed – 2
- Followed up on open Workman Comp cases.
- Investigating vehicle damage.
- Met with league attorney on WC open cases.
- Submitted Prescription Safety Glasses/Shoes policy for review.
- Held Blanche Hotel FPL meeting.
- Held Blanche Hotel Superintendent meeting.
- Held CDBG meeting for bidding preparations.
- Preparing documents for a Department of Agriculture Electrical Lighting Grant.
- Performed safety inspections at several sites.
- Investigating several complaints from citizens.

Code Enforcement:

- Complaints received – 4
- Property inspections performed – 33
- Meeting with responding property owners/customers – 2
- Notices of violations/Notice of Hearing issued – 1
- Warning Notices issued – 16
- Cases brought into voluntary compliance – 13
- Removal of snipe signs from right of ways – 32
- Business License processing (new/renewals/closures) – 5
- Phone calls received – 15

**Fire Chief Armijo Reports:**

The Lake City Fire Department responded to 32 Emergency calls for service, with an average response time of 3 minutes and 41 seconds, including good intent calls that only require a non-priority response (no lights or siren).

Fire Inspections/Plans Review	5
Pre-Fire Plans	4

*Additionally:*

- Chief Armijo participated in Customer Service & CRA interviews with HR
- Chief Armijo & Asst. Chief Westberry attended New Development & Site Plan Review Meeting
- Firefighters participated in Reading for Literacy Week at Summers Elementary School

**Growth Management Director Hoefert Reports:**

Permitting and Building Inspections:

- Permit applications received 8
- Permits issued 8
- Building inspections 9
- Plumbing inspections 4
- Electrical inspections 3
- Inspections approved 12
- Update of Contractor requirements (8) 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
8- 3,826.42 Valuation\$579,875	33- \$15,219.48 Valuation \$2,887,883.84	74-\$34,299.31 Valuation \$4,866,648.19	70- \$22,425.13 Valuation \$4,134,994.84

Planning & Zoning:

- Assisted with sign specifications for 4 new commercial developments 4 Hrs.
- Verified Zoning Districts for 7 customers 16 Hrs.
- Amended Land File Database 6 Hrs.
- Due diligence report for 2 commercial sites 1 Hr.
- CDBG Grant Administrative services 4 Hrs.

CRA – Wilson Park Project:

- Met with 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 agreement executed

Active New Site Developments:

- Blanche Hotel Renovation Construction in Progress
- LaQuinta Hotel Construction in Progress  
NW Cali Road
- Martin Orthodontics Construction in Progress  
SW Perimeter Glen
- Cornerstone Commercial Site Pending permit

- Hwy 247 & Home Depot Drive
- Kicklighter Reuse Plant Construction in Progress
- LC Municipal Airport Hangar Construction in Progress
- Hwy 90 East
- Hunter Chevron Construction in Progress
- Hwy 90 West & Commerce Drive
- Harper Lake Assisted Living Facility Construction in Progress
- NW Cole Rd.
- HCA Hospital Parking Lots Construction in Progress
- NW Commerce Drive
- Tru by Hilton Hotel Pending permit
- NW Centurion Drive
- Lake City Hotels Site Plan Review in Progress
- Hwy 90 W (old Inn & Out Campground)
- Murphy Oil - Rebuild Pending permit
- Hwy 90 West & Bascom Norris Road

Tap & Impact:

3 New Tap Application submitted  
 \$610.00 Tap Fees  
 \$4,170.00 Impact Fees  
 Total \$4,780.00

**Police Chief Gilmore Reports:**

Major Case Synopsis:

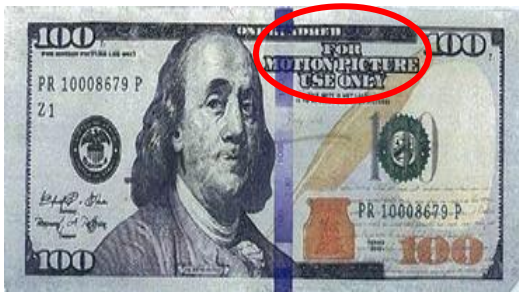
MAN ATTEMPTS TO SPEND “MOTION PICTURE” MONEY

On Friday, January 12, 2018, the Lake City Police Department responded to a call at Save-A-Lot in Lake City regarding a complaint of counterfeit money. According to store employees, a man attempted to purchase a pack of gum with a \$100 bill. The cashier used a special marker designed to authenticate US Currency and determined the bill was fake. After inspecting the bill more closely, the cashier also realized the bill was “For Motion Picture Use Only.”

Employees at the store told the man the bill was not legal currency and he immediately left the store. Responding officers obtained video surveillance footage of the subject, and still images were shared through the Lake City Police Department’s Facebook page. As a result, the agency received numerous tips from the public identifying the suspect as Calvin Jones of Lake City. Further investigation supported this identification. A photo lineup was presented to Save-A-Lot employees who positively identified Jones as the suspect.

“This is yet another example of our Social Media programs at work,” said Chief Argatha Gilmore. “Thanks to the hard work of our investigators and the great support network we share with our citizens, we are able to quickly identify suspects.”

Investigators have been unable to locate Jones after several days of searching, and have submitted a Warrant Affidavit to the State Attorney's Office. Anyone with information regarding Jones' whereabouts is asked to contact Investigator Kevin Johns at 386-758-5471.



Calvin Lamar Jones

Major Executive Summary:

SERVING OUR COMMUNITY THROUGH THE FARM SHARE PROGRAM

Chief Gilmore and the Lake City Police Department are bringing Farm Share to the citizens of Lake City. Farm Share is a food bank and packaging house that strives to end world hunger. Their mission is to alleviate hunger and malnutrition by recovering and distributing fresh and nutritious food to those who need it most.

On Saturday February 10<sup>th</sup> from 8:00am to 11:00am in the gravel parking lot next to Police Department volunteers will be handing out bags of food.

You can visit our Facebook page for more information, or you can contact Officer Andy Mangrum at 386-719-5469 or [mangruma@lclapd.com](mailto:mangruma@lclapd.com)



### COFFEE WITH A COP

Join Lake City Police Department for a cup of coffee at McDonald's on 90 West, Wednesday, February 27<sup>th</sup> from 8:30 a.m. until 10:00 a.m.

### NEXT BREAKFAST WITH THE CHIEF SCHEDULED

The next Breakfast with the Chief scheduled for April 7, 2018 at Olivet Missionary Baptist Church beginning at 10:00 am. Please join Chief Gilmore and staff in sharing breakfast and to discuss concerns within the community.

### RAPE AGGRESSIVE DEFENSE (R.A.D.) TRAINING CLASS

The date for the next R.A. D. class is scheduled to start on March 19<sup>th</sup>. The class is held on Monday and Wednesday nights from 6:00pm to 9:00pm. If you are interested in this program please contact Officer Andy Mangrum at 386-719-5469 or [mangruma@lcflapd.com](mailto:mangruma@lcflapd.com). Each class has a maximum of 20 people per class.

### 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:

- Lake City Police Department's Rape Aggression and Defense class completed another class of 15 participants. The participants enjoyed learning self-defense tactics and the one-on-one with Instructors. The R.A.D. program is developed to enhance the options of self-defense, so they may become viable considerations to the woman who is attacked. The program is free of charge. If you are interested in this program please contact Officer Andy Mangrum at 386-719-5469 or [mangruma@lcflapd.com](mailto:mangruma@lcflapd.com) . Each class has a maximum of 20 people per class.
- Officer Mangrum will be attending Ribbon cutting and open house for McDonalds at 90 West on February 27<sup>th</sup>.
- Place of Worship Security Awareness brief scheduled for February 22<sup>nd</sup> starting at 5:30 pm at Council Chambers at City Hall 2<sup>nd</sup> floor. For more information contact Andy Mangrum at 386-719-5469 or email him at [mangruma@lcfalpd.com](mailto:mangruma@lcfalpd.com)

Traffic Offender Patrol:

- Traffic Stops: 9
- Warnings: 4
- Citations: 11
- Arrests: 1
- Crash Reports: 3
- Traffic Details: 5
- Suspicious Person/Vehicle: 1
- Property Checks: 2
- Assisted Shift: 6

Criminal Interdiction Unit:

Investigations Worked on by Unit:

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. Sweepstakes Casino and Slot of Fun Casino – conducted surveillance of parking lot and walk through of business. The Task Force continues to work an ongoing investigation where we purchased four ounces of Methamphetamine from a known source.

Traffic Stops: 22

- Warnings: 21
- Citations: 3
- Misdemeanors: 3

- Arrests: 1
- Narcotic Seizure:
- K-2: 6.14 grams
- Property Checks: 23
- Assist Shift: 23
- Traffic Stop: 5
  - Suicide (Attempted): 2
  - Harassment
  - Abandoned Vehicle
  - 911 Hang Up
  - Phone Call
  - Information: 3
  - Suspicious Person/Vehicle
  - Disturbance: 2
  - Assisted Motorist
  - Fight
  - PD Assisted: 4
- Offense Report: 2
- Violation of Community Control
  - Drug

Area of Focus by Unit:

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

Sweepstakes Casino and Horse Shoe Casino – Walked through and observed no fish tables.

Checked parking lot and inside business for any narcotic activity

Case Briefs Worked on by Unit:

- Arrested: Suspect charged with Violation of Community Control  
Probation, and pending charges for Possession of Synthetic Marijuana.

*Criminal Investigation Division:*

- Total Cases Investigated: 21
- Total Solved: 4
- Total Cases Unsolved: 17
- Total Charges Filed: 2
- Assault: 1
- Burglaries: 14
- Other: 6

*Patrol Division:*

- Leaving the Scene of Accident: 1
- D.U.I.: 1
- Driver Must Be Licensed: 2
- Driving While License Suspended/Revoked: 3
- Allowing Unauthorized Person to Drive: 1

- Battery: 2
- Battery ( Felony): 1
- Aggravated Battery: 1
- Aggravated Battery with Deadly Weapon: 1
- Possession of Firearm by Convicted Felon: 1
- Property Damage: 4
- Burglary: 15
- Larceny (Petit): 5
- Larceny (Felony): 2
- Retail Theft: 8
- Resist Merchant to Recover Property: 1
- Fraud: 6
- Passing Counterfeit, Falsely Credit Card: 1
- Passing a Forged/Altered Bill: 1
- Resisting Officer W/O Violence: 5
- Possession of Less Than 20 Grams of Marijuana: 1
- Possession of Narcotic Equipment: 1
- Felony Warrant: 5
- Violation of Probation: 2
- Active Warrants for Arrests: 20
- Notice to Appear: 1
- Affidavit Warrants: 9
- Traffic Warnings: 39
- Traffic Stops: 50
- Accidents: 14
- Citations: 56
- Arrests: 7

**Public Works Director Henry Reports:**

Traffic:

- Locates 51
- Trouble Calls 5
- Installed new antique streetlight pole on Marion Avenue
- Repaired streetlight circuit wiring—Marion Avenue
- Check streetlight circuit-N. Main Blvd.
- Repaired three antique street lights—Olustee Park
- Take down overhead Lakeview Street signs and take to DOT
- Repaired stop sign on Church Street
- Run overhead wires—Mechanics shop
- Repaired one antique street light—Marion Avenue
- Cut down old wires and cables in downtown area
- Installed new Montgomery Signs—overhead and street

- Installed new LED streetlight—Center Street

Street and Storm water:

- Dug a ditch on SE Sycamore Terrace to get water off the road
- Cleaned out ditch on SE Magnolia Drive
- Repaired a wash out on SE Valencia Drive and repaired retaining wall
- Repaired a cave in on Newland Way
- Cleaning drains
- Repaired driveway on Quail Ridge
- Helping asphalt crew patch potholes on Denver Street
- Cleaned out drain at Joe Coney and Fronie Street

Grounds:

- Routine park maintenance, picking up trash at Lake Montgomery, Lake Isabella, Campbell Park, Olustee Park, Young's Park, Wilson Park, Sally May Park and around Lake Desoto
- Picking up trash downtown and on City right of ways
- Cleaned drains
- Cleaning out upstairs of PW building
- Putting out fertilizer and watering grass at Oak Lawn Cemetery
- Removed storm drain, to remove car keys and vacuumed out drain
- Placed barricade on pothole at Homes of Merit
- Repaired Stop sign on Veterans Street

Small Engine Shop:

- Repaired mower-Installed new starter
- Replaced blades on a mower
- Repaired mower-Installed new safety switch
- Repaired backpack blower, new fuel cap

Tree and Asphalt:

- Patching pot holes around City streets
- Trimming trees in various parts of the City

Administrative:

- Processed 20 purchasing card receipts and 10 purchase orders
- Entered mileage for Public Works, Fleet Utilities D & C, Utility Maintenance, Recreation
- Received 16 citizen complaint calls
- Meeting with engineers on 2019 SCOP grant and Wilson Park
- Order new tables and chairs for Wilson Park
- Meeting about changing to LED lights
- Olustee Festival meeting

Fleet Shop:

- Plugged one tire
- Dismounted and mounted 10 tires on a dump truck
- Mounted and dismounted nine tires on four vehicles
- Mounted and dismounted on tire on a tractor
- Serviced two vehicles
- Installed one battery in one vehicle

- Took two vehicles to dealer for repairs
- Greasing and fueling machines

### **Recreation Director Phillips Reports:**

#### Recreation:

The Lake City Recreation Departments Racquetball Facility opened in 2013. We have issued 520 cards to gain entry to the Racquetball Facility as of today's date. 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 for our Winter II session. We have a variety of 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 do encourage prospective new members to tour the facility and meet our leaders. Our staff is truly amazing and ensures each member's needs are met on an individual developmental basis socially, cognitively, and emotionally. We offer homework assistance, arts and crafts, gaming events, as well as special events. The more new smiles the better! We are eager to mentor all of our new friends and have an awesome nine weeks together! It is our goal to develop the total child in a safe and thriving environment. If we can assist your family's after school needs in anyway, please call us at 386-719-5840. Our next registration period for our SPRING SESSION is February 26<sup>th</sup> – March 9th.

Last week we had some great weather to enjoy outdoors! The girls had a blast on our Girls Club playground! Tether ball, swings, merry-go-round, rock climbing and more were all enjoyed. This time allows our members to socially interact in various age groups. Our leaders encourage a variety of activities to ensure each member is engaged in an opportunity to explore their personal interests. It was great to be outdoors and enjoy the Florida sunshine!

In addition, we had an activity day creating Valentine's Day cards. This activity was relaxing and creative for the girls while social interaction was prevalent. Our leaders provide the highest quality of interaction for our girls to enjoy their time here with us at Girls Club! The end of the week was wrapped up with Ms. Miranda's pick, "The Sleep Over" and the girls enjoyed their snacks while watching the movie. It was definitely a great week at the Girls Club. Come and join us!



**Another  
GREAT week  
at Girls Club!  
Come and join us!  
386-719-5840**





*Staff Photos*

*Athletics-Teen Town Center:*

We have completed our third week of the 2018 Winter II after-school Program at the Boys Club at Teen Town. We have twenty nine boys registered for this session. Each day when the boys arrive they complete their homework and then participate in the daily activities that include: playing dodge ball, football, basketball, playing on the playground, playing on the scooters and playing Jopardy. This week with the warmer weather the boys enjoyed plying kickball at the stadium. We are currently preparing for the Blue Grey Fun Run to be held on Saturday, February 17 during the Oluistee Festival. To register please contact us. For more information on the Boys Club at Teen Town, please call the Teen Town Center at 386-754-3607.

**Assistant City Manager Dyal (Utilities/Public Works) Reports:**

*Distribution & Collections (Brian Scott):*

Construction

- Continued installation of 12 inch water main, fittings, and a fire hydrant on Cole Terrace
- Began pressure testing on Cole Terrace

Distribution Maintenance

- Service Orders
  - Turn On 1
  - Initial Read 29
  - Final Read 21
  - Various Assorted Service Orders 28

➤ Meter exchanges	23	
Remove Meters	1	
➤ Locates		52
• Read cycle 1 and 4 for billing		
• Completed repairs on a 8-inch water main		
• Completed repairs one water line		
• Installed 1-inch tap on 20-inch water main		
• Installed 2-inch tap on a 6-inch water main		
• Installed 2-inch tap on 6-inch sewer main for air release valve		
• Installed 100 feet of 2" water pipe on CR 25-A		
• Completed repairs to one fire hydrant		
• Call-Out		
➤ Water	2	
➤ Sewer	2	
➤ Maintenance	5	
<u>Collection Maintenance</u>		
• Responded/Repaired-Sewer Calls	4	
○ Completed degreasing and enzyme treatments in four lift stations		
○ Completed electrical training at lift station # 05 and#115		
○ Assisted public works with dye testing on Bentley Place		
○ Re-piped the valve box at lift station # 70		
○ Completed trouble shooting on eight lift stations		

Natural Gas (Steve Brown):

• Locates	52
• (Gas) Service Orders	31
• Odorant Complaint	3
• Installed gas piping at 590 SW Arlington Blvd	
• Working on 2" gas main extension on Dakota Glen	
• Completed repairs on 2" main extension on Cole Terrace	
• Verified BTU's at Solaris Healthcare	
• Lowered the delivery pressure at Sublet Coatings per boiler technician	
• Installed gas meter and activated the smart point transceiver at 312 NW Jeb	
• Installed the smart point transceiver and set running pressure at 195 Sable	
• Started the 2018 SE Residential Survey	
○ Completed 489 services out of 1048	
• 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)	3.19 MGD
• Gallons Treated (Brandon Brent WTP)	0.016 MGD
• Samples Processed In-House	300



- Complaints Serviced 3
- Hydrants Flushed 90
- Safety Training: Power Tool Safety and SDS Sheets
- Vendors On Site
  - UniFirst
  - Praxair
- Ongoing Maintenance
  - Shop & Building Maintenance/Housekeeping
  - Lawn Maintenance

Wastewater Treatment Plant (Cody Pridgeon):

- Gallons Treated 2.12 MGD
- Bio-Solid Loads Hauled (H&H) 3
- Inspected/Service Problems at WWTP 5
- Samples Processed In-House 90
- Samples Sent to Outside Lab 10
  - Daily Testing
- Vendors On Site
  - UniFirst
  - Waste Pro
  - Ortega
- 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

- 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 the boundary lines for lift station # 140 for fencing
- RTK newly installed city utilities for mapping
- Researched possibel easement parcels 08109-002/ 08109-001
- Researching city lift staions for fencing

Customer Service (Jason Dumas):

- Phone Calls Taken 708\*
- Walk-up Customers Assisted 586

• Bills Generated		1,246
• Total Number of Payments Collected		997
• Total Amount of Payments		\$279,856.41
○ Over the Counter (580)		
▪ Cash	24,130.08	
▪ Check	97,766.15	
▪ Charge	6,743.81	
▪ Wire	44,171.60	
▪ Other	770.44	
○ Esuite payments (239)	29,493.13	
○ Lock box payments (178)	80,781.20	
• Taps Processed		3
○ Tap and Impact Fees		\$4,780.00
• Pages Scanned		334
• Lien Requests Processed		6
• Postage Processed		157 parcels
<i>*Not all phone calls were logged</i>		
Service Orders Generated		
• Field Service Orders	133	
• Meter Problem	6	
• Leak Check	3	
• Cut Off Non-Pay	2	
• Turn Back On	5	
Reads:		
• Initial Read	34	
• Final Read	31	
Sensus Analytics Leak Alarm Report:		
• Total number of accounts researched for a possible leak		338
• Total number of calls to notify customer of a possible leak		108
Meters Active on Flexnet System (to date):		12,529
• Water Meters – all sizes	9,629	
• Gas Meters	2,900	