



The Weekly Report
FROM
THE CITY MANAGER & STAFF
Week Ending January 19, 2018

FROM THE CITY MANAGER:

**NATURAL GAS APPLIANCE REBATES
FOR RESIDENTIAL CUSTOMERS**

Natural Gas Water Heater (Tankless)

First-Time Natural Gas Appliance - \$675
Replacing Existing Gas Appliance - \$550

Natural Gas Water Heater (Tank/Standard)

First-Time Natural Gas Appliance - \$500
Replacing Existing Gas Appliance - \$350

Natural Gas Furnace

First-Time Natural Gas Appliance - \$725
Replacing Existing Gas Appliance - \$500

Natural Gas Range/Stove

First-Time Natural Gas Appliance - \$200
Replacing Existing Gas Appliance - \$100

Natural Gas Dryer

First-Time Natural Gas Appliance - \$150
Replacing Existing Gas Appliance - \$100

Natural Gas Space Heater*

First-Time Natural Gas Appliance - \$50
Replacing Existing Gas Appliance - \$50

Natural Gas Generator*

First-Time Natural Gas Appliance - \$50
Replacing Existing Gas Appliance - \$50

Natural Gas Fire Logs*

First-Time Natural Gas Appliance - \$50
Replacing Existing Gas Appliance - \$50

Natural Gas Pool Heater*

First-Time Natural Gas Appliance - \$250
Replacing Existing Gas Appliance - \$250

Natural Gas Space Heater*

First-Time Natural Gas Appliance - \$50
Replacing Existing Gas Appliance - \$50

Natural Gas Generator*

First-Time Natural Gas Appliance - \$50
Replacing Existing Gas Appliance - \$50

Natural Gas Fire Logs*

First-Time Natural Gas Appliance - \$50
Replacing Existing Gas Appliance - \$50

Natural Gas Pool Heater*

First-Time Natural Gas Appliance - \$250
Replacing Existing Gas Appliance - \$250

Natural Gas Lights (Mantle/Open Flame)*

First-Time Natural Gas Appliance - \$50
Replacing Existing Gas Appliance - \$50

Natural Gas Barbeque Grill*

First-Time Natural Gas Appliance - \$50
Replacing Existing Gas Appliance - \$50

Natural Gas Lights (Mantle/Open Flame)*

First-Time Natural Gas Appliance - \$50
Replacing Existing Gas Appliance - \$50

Natural Gas Barbeque Grill*

First-Time Natural Gas Appliance - \$50
Replacing Existing Gas Appliance - \$50

***Must have or install a gas water heater or furnace to receive these rebates**

Upgrade your home and lifestyle with the City of Lake City's new natural gas rebate program.

When you switch your old and inefficient electric appliances or older gas appliances to new high efficiency natural gas appliances, Lake City will give you cash rebates! Call today for complete details.
(386) 752-2031

naturalgas.lcfla.com

Upcoming Dates of Interest:

Thursday, January 25	5:00 p.m.	Airport Advisory Committee Meeting Airport Conference Room
Monday, February 5	6:00 p.m.	City Council 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.
- CS Petroleum on-site Tuesday 1/16 re-piping JET-A Truck 1 to allow truck to transfer fuel from bulk tank into JET-A Truck 2.
- Airport Staff met with Passero Associates on Friday 1/12 to finalize the drawings for the Corporate and Bulk Hangar Project.
- Corporate and Bulk Hangar Project is slated to go out for bid Monday 1/22/18.

	Gallons	Sales	Aircraft
100 LL	679.1	\$2,742.67	23
Jet-A	2,377.0	\$10,072.57	8
Totals	3,056.1	\$12,815.24	31

Finance (Donna Duncan):

- 344 invoices and 81 purchasing card receipts were scanned into the On Base data imaging system for the period October 12-18.
- Payment of 48 accounts payable invoices were processed for period October 12-18 for total disbursement of \$91,466.13. Disbursements included ProBuild Construction for Teen Town renovations \$16,697.00, Mott MacDonald - \$12,344.00 and Koberlein Law for outside providers - \$17,188.94.
- Prepared and submitted Florida Department of Revenue Local Government User of Diesel Fuel Tax Return for September. City requested credit on 7,981.90 gallons of fuel at credit rate of 0.1440 for gasoline refund of \$1,149.39. Diesel tax credit was \$399.72.
- Gross Receipts and Sales Tax return for September was submitted and remittance sent to State of Florida.

Gross Receipts

Gas Sales	\$272,420.40
Gross Receipts	\$ 6,810.51

Sales Tax

Taxable Sales	\$148,509.95
Tax Paid After Collection Allowance	\$ 10,162.73

- Filed Public Depositor Annual report to the Chief Financial Officer of State of Florida for period ending September 30, 2017. This report identifies qualified public depositories that the City has funds deposited with by name and federal identification number. The CFO of Florida publishes a list of qualified public depositories where public funds may be deposited per Florida Statute 280.17. The City as of 09/30/2017 has funds deposited with First Federal Bank of Florida, Columbia Bank and Bank of America.
- Received \$1364.16 from Firefighters Supplemental Compensation Trust Fund for 2016 from Florida Department of Revenue. These funds were deposited into Fire Pension Fund. Form acknowledging receipt and deposit of funds was signed by the Mayor and returned to Pension Trust Office Division of Retirement for Florida.
- Cost of Living increase of 1.90% for General Pension retirees was submitted to SunTrust for fiscal year 2018. SunTrust disburses the monthly benefit checks for pension fund. General Pension Plan retirees receive their COLA increase on their anniversary date of benefit commencement. The actuary determines the percent of increase based on Consumer Price Index and amount not to exceed 2% annually. Forty seven (47) retirees will receive increases totaling \$1648.86 for the year.
- Reimbursement request for Wetland Training Project was submitted to Suwannee River Water Management District in the amount of \$10,752.28.
- Received from Florida Power & Light September utilities service tax collections:

Tax Billed to Customers	\$124,137.96
Add / (Deduct):	
Decrease/(Increase) in Unpaid Tax Balance	\$(18,099.80)
Write-Off Adjustment	<u>(213.04)</u>
Remittance for the Current Month	\$105,825.12
KWH Usage	20,424,251

Human Resource (Michele Greene):

- We are accepting applications for the following positions:
 - Airport Lineman- Airport
 - Collection Technician I- Distribution and Collections
 - Communication Officer- Police
 - Customer Service Representative- Customer Service
 - Firefighter/EMT- Fire
 - Natural Gas Technician I- Natural Gas
 - Police Officer- Police
- Assisted in interviews for Community Relations Coordinator.
- Began coordinating annual employee health assessment.
- Completed two (2) employment verifications.
- Conducted new hire orientation for one (1) new employee (Police).
- Scheduled interviews for Collection Technician I vacancies.

Information Technology (Brian Hawkins):

- Working with Procurement on preparing RFP for City website reconstruction.
- Preparing for City wide server update.
- Preparing for City wide network refresh.
- Public Safety server hardware refresh nearing completion.

- Cloud migration of City management application nearing completion.
- Resolved 26 Help Desk tickets.

Procurement (Laurette Burks):

- Scanned and indexed twenty one (21) documents into the OnBase Imaging System.
- Continuing contacting vendors to obtain current insurance compliance documents.
- Verifying vendor information submitted at www.VendorRegistry.com and contacting vendors with incomplete registrations.
- Began preparation of Invitation to Bid (ITB) 009-2018 Fire Hydrants & Accessories for Utilities – Distribution, Collections & Maintenance.
- Placed public notice on Invitation to Bid (ITB) 008-2018 Corporate Hangar & Bulk Hangar at Lake City Gateway Airport. A mandatory pre-bid is scheduled for 10 a.m. on Tuesday, January 30, 2018.
- Responses on Invitation to Bid (ITB) 007-2018 Electrical Services and Repair Annual Contract were due no later than Tuesday, January 16, 2018 at 11:00 a.m. Responses are currently under evaluation.
- Responses on Invitation to Bid (ITB) 005-2018 Security Fence Installation and (ITB) 006-2018 Fuel Farm for the Lake City Gateway Airport were received no later than 2:30 p.m. on Tuesday, January 9, 2018 and no later than 2:00 p.m. on Tuesday, January 16, 2018, respectfully. Responses 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.
- Finalizing Invitation to Bid (ITB) 002-2018 Radio Communication Equipment & Infrastructure Support for the Information Technology Department.
- Received executed amendment on Resolution 2017-106 Suwannee River Water Management District Memorandum of Agreement for the project funding of the public restroom retrofit.
- Researching budgeted trimble units for Utilities – Distribution, Collection & Maintenance department. Requested and received updated quote from Sensus for this item.
- Contacted the City of Palm Bay regarding an extension of their contract with Pace Analytical for laboratory services. The current contract expires March 6, 2018.
- Placed eleven (11) orders for replenishment of cage, gas and water inventory items.
- Placed order for six (6) 24” Multi-Flex Inflatable plugs for Public Works.
- Received fire hydrant replacement parts for Utilities – Distribution, Collections & Maintenance.
- Received 3” pressure reducing valve for Utilities – Distribution, Collections & Maintenance.
- Received RMS multi-meter model 87V for the Natural Gas department
- Issued four hundred sixty nine (469) items to departmental employees.

Risk Management: Steve Roberts

- Workers’ Compensation claims files – 2

- General Liability cases files – 1
- Property Damage cases filed – 1
- Vehicle Accident claims filed – 2
- Followed up on open Workman Comp cases.
- Attended FEMA conference meeting.
- Investigated 2 vehicle accidents.
- Investigated property damage claim.
- Met with league attorney on WC open cases.
- Submitted Prescription Safety Glasses/Shoes policy for review.
- Scheduled Teen Town repairs with league.
- Repaired City Hall eave and downspout issue.
- Replaced 2 2x4 lights at City Hall.
- Preparing report for FEMA headquarters.
- Scheduled Blanche Hotel FPL meeting.
- Scheduled EDBG meeting.

Code Enforcement:

- Complaints received – 1
- Property inspections performed – 46
- Meeting with responding property owners/customers – 3
- Notices of violations/Notice of Hearing issued – 6
- Warning Notices issued – 36
- Cases brought into voluntary compliance – 13
- Removal of snipe signs from right of ways – 11
- Business License processing (new/renewals/closures) – 4
- Phone calls received – 20

Fire Chief Armijo Reports:

The Lake City Fire Department responded to 24 Emergency calls for service, with an average response time of 4 minutes and 52 seconds, including good intent calls that only require a non-priority response (no lights or siren).

Fire Inspections/Plans Review	5
Fire Prevention/Education	1

Additionally:

- Chief Armijo attending Fire-Rescue East Convention in Daytona Beach

Growth Management Director Hoefert Reports:

Permitting and Building Inspections:

• Permit applications received	2
• Permits issued	2
• Building inspections	3
• Plumbing inspections	2
• Inspections approved	5
• Update of Contractor requirements (6)	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
2- 4298.35 Valuation\$17,500	19- \$899.50 Valuation \$60,497	51-\$26,172.24 Valuation \$3,697,709	26- \$5,787.21 Valuation \$1,059,377

Planning & Zoning:

- Verified Zoning Districts for 7 customers 8 Hrs.
- Amended Land File Database 3 Hrs.
- Prepared for February Zoning Board meeting 6 Hrs.
- Due diligence report for 2 commercial sites 6 Hrs.
- 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 Permit Issued
- 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 Dive
- 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 Road
- 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 Applications submitted
\$390.00 Tap Fees
\$1,050.00 Impact Fees
Total \$1,440.00

Police Chief Gilmore Reports:

Major Executive Summary:

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

The next class will begin January 22, 2018 there are still several openings. If you are interested in this program please contact Officer Andy Mangrum at 386-719-5469 or mangruma@lcflapd.com . Each class has a maximum of 20 people per class.

COFFEE WITH A COP

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

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.

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.

JANUARY IS "MOVE OVER" AWARENESS MONTH



The Florida Division of Highway and Safety Motor Vehicle have designated January as "Move Over" Awareness Month. DHSMV is committed in educating all Florida motorists

on the importance of the Move Over law which is to protect all law enforcement and service responders.

Under Florida Statute 316.126 requires you to Move Over a lane....

- When you can safely do so stop for law enforcement, emergency, sanitation, utility service vehicles and tow trucks or wreckers.
- If you can't move over — or when on a two-lane road — slow to a speed that is 20 mph less than the posted speed limit.
- Slow down to 5 mph when the posted speed limit is 20 mph or less.
- When you fail to Move Over, you put yourself and others at risk; you could crash into a vehicle or worker.
- Violating the Move Over law will result in a fine, fees, and points on your driving record.

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:

- Officer Mangrum planning a Place of Worship Security Awareness brief scheduled for February 22nd starting at 5:30 pm at City Hall, Council Chambers on 2nd floor.
- Officer Mangrum will be attending Chamber Mixer at Florida Gateway on January 18th.
- Officer Mangrum is organizing the Farm Share food distribution Program for citizens of Lake City on Saturday, February 10th.

Traffic Offender Patrol:

- Traffic Stops: 4
- Warnings: 1
- Citations: 4
- Misdemeanor: 2
- Arrests: 2
- Crash Reports: 1
- Traffic Details: 3
- Property Checks: 2
- Assisted Shift: 7
- Assisted Other Agency: 1

Criminal Interdiction Unit:

Investigations Worked on by Unit:

Watched for narcotic activity in the area of Alma Ave, Long St, Dixie, Winn Dixie parking lot, Joe Coney, Morgan St, MLK St. Conducted park and walk at Gateway Center and Common Loop. The Task Force served a search warrant at a known location which led to 2.91 ounces of Methamphetamine being seized and \$2700.00 cash being seized.

Traffic Stops: 24

- Warnings: 19
- Citations: 6
- Misdemeanors: 3
- Arrests: 4
- Complaint Affidavits: 1

Narcotic Seizure:

- Marijuana: 8.64 grams
- Methamphetamine: 2.91 ounces

Suspicious Person/Vehicle: 1

Property Checks: 21

Assist Shift: 23

- Traffic Stop: 4
- Domestic Violence
- Disturbance: 6
- Shoplifter
- Assist Motorist: 2
- Suicide
- Criminal Mischief
- Disturbance: 2
- Drug/Narcotic Investigation
- Phone Call
- Trespassing

Assisted Other Agency: 4

- Traffic Stop

Locations:

- Marion/Gum Swamp
- Baya/Ermine
- Bojangles

Offense Report: 4

- Narcotics: 3
- Warrant

Area of Focus by Unit:

- 5 Alpha, ML King, Long, Wilson, Joe Coney, Morgan St, US 90 W, Commons Loop, Winn Dixie parking lot checking for narcotic activity.

Case Briefs Worked on by Unit:

- Affidavit: Suspect charged with Possession of Less Than 20 Grams of Marijuana

- Arrested: Suspect charged with Habitual Driving While License Suspended/Revoked, Possession of Less Than 20 Grams of Marijuana, and Possession of Narcotic Equipment.
- Arrested: Suspect charged with Possession of Marijuana less than 20 grams, and Possession of Narcotic Equipment.
- Arrested: Suspect charged with Warrant (Failed To Appear for Resisting W/O Violence, False ID to Law Enforcement), Violation of Probation (Resisting W/O Violence, Possession of controlled Substance, Possession of Marijuana Less Than 20 Grams, and Possession of Drug Paraphernalia).

Criminal Investigation Division:

- Total Cases Investigated: 13
- Total Solved: 5
- Total Cases Unsolved: 8
- Total Charges Filed: 2
- Burglaries: 4
- Criminal Mischief: 1
- Missing Persons: 1
- Theft: 1
- Other: 6

Patrol Division:

- Reckless Driving: 1
- DUI: 3
- Attaching Tag Not Assigned: 1
- License Expired: 1
- Driver Must Be Licensed: 1
- Driving While License Suspended/Revoked: 6
- Baker Act: 1
- Battery: 8
- Battery (Felony): 1
- Aggravated Battery on LEO: 1
- Aggravated Assault: 1
- Property Damage:6
- Burglary: 8
- Trespassing: 2
- Larceny (Petit): 7
- Larceny (Felony): 6
- Retail Theft: 5
- Property Recovered: 1
- Fraud: 3

- Passing Counterfeit Bill: 4
- Possession of Methamphetamine W/O a Prescription: 2
- Possession of Less Than 20 Grams of Marijuana: 5
- Possession of Narcotic Equipment: 6
- Felony Warrant: 5
- Deprive/Hinder the use of 911, Prevent Communication: 1
- Violation of Probation: 2
- Active Warrants for Arrests: 20
- Affidavit Warrants: 14
- Traffic Warnings: 12
- Traffic Stops: 39
- Accidents: 14
- Citations:42
- Arrests: 4
- DUI: 1

Public Works Director Henry Reports:

Traffic:

- Locates—40
- Trouble Calls--8
- Antique streetlight pole hit on Marion Avenue
- Trouble shoot fiber modem at US 90 and Marion Avenue
- Repaired three antique streetlights
- Hooked up new test controller cabinet in shop

Signs:

- Helping Traffic Department with antique streetlights

Street and Storm water:

- Checking drains
- Working on repairs for Utilities
- Swept up sand on Bascom Norris beside Wal-Mart, due to fuel spill for county
- Sweeping streets throughout the City

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
- Finished taking down Christmas lights downtown on N. Marion Avenue
- Putting out barricades for MLK parade

Small Engine Shop:

- Installed coil and spark plug on one mower
- Changed oil in two mowers
- Replaced safety switches, changed the brakes and replaced one rear tire on one mower.

Tree and Asphalt:

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

Administrative:

- Processed 16 purchasing card receipts and 21 purchase orders
- Entered mileage for Public Works, Fleet Utilities D & C, Utility Maintenance, Recreation
- Received 16 citizen complaint calls
- Communicating with Engineer on Wilson Park

Fleet Shop:

- Adjusted skid plates on street sweeper and repaired coolant leak
- Finished installing boards for floor on PW trailer and installed lights
- Ordered tires for one PD vehicle
- Removed gun rack on one PD vehicle
- Replaced hydraulic hoses on grapple truck
- Greasing and fueling machines

Recreation Director Phillips Reports:

Recreation:

As of today's date, we have issued 520 cards to gain entry to the Racquetball Facility and 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 processed one City Event Application this week: Wuff Stock will be held at the Darby Pavilion on February 24th.

Girls Club Center:

Our afterschool registration has begun for our Winter II session. 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 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 26th – March 9th.

On Monday, January 15, the City of Lake City was closed in observance of Martin Luther King Jr. Day. We had an awesome time last week! The girls had the opportunity to play friendly games against our Boys Club at Teen Town. The boys walked over Tuesday and Wednesday with their leaders and played boys vs. girls in "Jeopardy" and "Pictionary." The Girls Club leaders had previously prepared to ensure fairness in subject matter of equal interest for both the girls and boys respectively. All members and leaders enjoyed this two day game rally! Although this was kept friendly, the members chose to make it a

tournament of events. “Drumroll”..... the Girls outranked the boys both days. However, everyone was awarded for their great sportsmanship!

Thursday the girls enjoyed indoor games such as Mancala, Don’t Spill the Beans, Checkers, Match Set, Magnetic doll house imagery, etc. Also, the girls enjoyed our video gaming systems and Nabi Tablets! On Friday, the girls snuggled in to watch a movie. It was a cold week and the girls enjoyed snuggling with their jackets and also enjoyed their snacks and popcorn.



Staff Photo

Athletics – Teen Town Center:

We have completed our first 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. This week the boys were excited to be back at the center. Each had a story to tell about what they received for Christmas. The boys enjoyed: playing dodge ball, football, playing on the playground, and playing Jeopardy. For more information on the Boys at Teen Town, please call the Teen Town Center at 386-754-3607.



Staff Photos

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

Distribution & Collections (Brian Scott):

Construction

- Assisted with repairs on a 8-inch broke main on Wall Terrace
- Cole Terrace
 - Installed a 12-inch tee
 - Installed a 12-inch water tap
 - Trenched in the water line and relocated water meter

Distribution Maintenance

- | | | |
|--|----|-----|
| • Service Orders | | 147 |
| ➤ Turn On | 2 | |
| ➤ Initial Read | 48 | |
| ➤ Final Read | 38 | |
| ➤ Various Assorted Service Orders | 44 | |
| ➤ Set Meter | 2 | |
| ➤ Meter exchanges | 3 | |
| ➤ Set/ Exchange MXU | 5 | |
| ➤ Remove Meters | 5 | |
| ➤ Locates | | 58 |
| • Read cycle 3 for billing | | |
| • Completed repaired a 4-inch water main on Natural Trail | | |
| • Completed repairs on a 8-inch broke water main on Wall Terrace | | |
| • Completed repairs to water lines on Gwen Lake Avenue, Pearl Terrace, and County Club | | |
| • Cut sidewalk and installed air handlers at Richardson Paint Center | | |
| • Replaced two check valves and back flow preventers | | |
| • Call-Out | | |
| ➤ Water | 5 | |
| ➤ Sewer | 2 | |
| ➤ Maintenance | 3 | |

Collection Maintenance

- Responded/Repaired-Sewer Calls 4
 - Cleared debris from three lift station sites
 - Completed repairs to the 8-inch sewer main on Gwen Lake Avenue
 - Installed new rails in the college lift station #20
 - Completed the enzyme treatment in nine lift stations
 - Trouble Shooting lift station #7

Natural Gas (Steve Brown):

- Locates 35
- (Gas) Service Orders 51
- Odorant Complaint 8
- Started the installation of the 2” gas main on Cole Terrace
- Spotted gas line at the Industrial Park for a commercial customer
- Completed the raise meter and meter exchange at 791 SW Vanwood Court
- Installed the gas meter and smart point transceiver at 1220 SW Yorktown Glen
- Completed corrector maintenance, rewired and reactivated the corrector at PCS
- Verified the delivery pressure at 656 Rosemary
- Completed the stuck meter service order for 195 SE Cameron
- Installed the smart point transceiver at Sunbelt Coatings
- Completed leak check and turned gas on for FGC, Buildings 9 & 22
- Started the 2018 SE Residential Survey
 - Completed 134 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) 3.42 MGD
- Gallons Treated (Brandon Brent WTP) 0.016 MGD
- Samples Processed In-House 188
- Samples Processed Outside Lab 7
- Complaints Serviced 3
- Hydrants Flushed 5
- Safety Training: Power Tool Safety and SDS Sheets
- Vendors On Site
 - UniFirst
 - Odyssey
- Ongoing Maintenance
 - Shop & Building Maintenance/Housekeeping
 - Lawn Maintenance

Wastewater Treatment Plant (Cody Pridgeon):

- Gallons Treated 2.22 MGD

- Bio-Solid Loads Hauled (H&H) 3
- Inspected/Service Problems at WWTP 85
- Samples Processed In-House 90
- Samples Sent to Outside Lab 10
 - Daily Testing
- Vendors On Site
 - UniFirst
 - Waste Pro
 - Ortega
- Reassembled the RAS Pump # 3 and put back in service
- Completed training with Ring Power for the CAT 287 D Loader
- 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:

- Harper Lake Assisted Living Facility
 - Onsite meeting with Natural Gas superintendent
 - Staked a 20' utility easement
- Coordinated with project manager at NF Professional Services on utility easement for Florida Gateway College property
- Assisted with water main break on SW Wall Terrace

Customer Service (Jason Dumas):

- Phone Calls Taken 828*
- Walk-up Customers Assisted 969
- Bills Generated 2,025**
- Total Number of Payments Collected 2,246
- Total Amount of Payments \$386,427.31
 - Over the Counter (946)
 - Cash 49,393.48
 - Check 100,637.13
 - Charge 16,762.14
 - Wire 64,469.77

▪ Other	698.65	
○ Esuite payments (476)	42,201.09	
○ Lock box payments (424)	159,377.68	
• Taps Processed		3
○ Tap and Impact Fees		\$1,490.00
• Pages Scanned		903
• Lien Requests Processed		2
• Postage Processed		94 parcels
<i>*Not all phone calls were logged</i>		
Service Orders Generated:		
• Field Service Orders		335
• Meter Problem		10
• Leak Check		8
• Turn Back On		4
Reads:		
• Initial Read		59
• Final Read		64
Sensus Analytics Leak Alarm Report:		
• Total number of accounts researched for a possible leak		246
• Total number of calls to notify customer of a possible leak		71
Meters Active on Flexnet System (to date):		12,531
• Water Meters – all sizes	9,630	
• Gas Meters	2,901	