



The Weekly Report
FROM
THE CITY MANAGER & STAFF
Week Ending January 26, 2018

FROM THE CITY MANAGER:

Upcoming Dates of Interest:

Monday, February 5	5:00 p.m.	Utility Advisory Committee Meeting Council Chambers
	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.
- Placed order for a delivery of Jet-A Fuel from Eastern Aviation.
- Accepted delivery of a 21,000 gal Jet-A Fuel storage tank from Adler Tank Rentals on Tuesday 1-23. This tank will be utilized until the completion of the new fuel farm.
- Morning fog impacted fuel sales for this reporting period.

	Gallons	Sales	Aircraft
100 LL	827.3	\$3,362.17	29
Jet-A	1,439.0	\$6,033.30	12
Totals	2,266.3	\$9,395.47	41

Finance (Donna Duncan):

- 15 invoices and 94 purchasing card receipts were scanned into the On Base data imaging system for the period January 18-23.
- Payment of 107 accounts payables were processed for period January 18-23 for total disbursement of \$186,502.62.
- Processed 63 pcard transactions totaling \$7,579.55 for week ending January 12.

- Reconciled Form 941 to Payroll W-2 file in preparation of printing 2017 W-2 for distribution to employees. Processing of 2017 W-2's will be completed upon New World transition by IT.
- Scheduled and sent out public notice for Fire Pension Board meeting on Friday, February 9 at 8:30 a.m. in Council Chambers.
- Completed fourth quarter Internal Revenue Form 941 and Florida Unemployment Report. These forms reconcile wages paid for October to December, 2017 and amounts paid for payroll withholdings and benefits.
- Requested \$47,065.13 from Florida Department of Transportation for the Airport Runway Markings capital project.
- Requested \$36,796.57 from Florida Department of Transportation for the Lake Shore Boulevard Access Road project.
- Gross Receipts and Sales Tax reported for December:

<u>Gross Receipts Paid</u>	\$ 10,206.96
<u>Sales Tax</u>	
Taxable Sales	\$ 180,625.81
Tax Paid After Collection Allowance	\$12,130.73

Human Resource (Michele Greene):

- We are accepting applications for the following positions:
 - Airport Lineman- Airport
 - Collection Technician I- Distribution and Collections
 - Communication Officer- Police
 - Firefighter/EMT- Fire
 - Natural Gas Technician I- Natural Gas
 - Police Officer- Police
- Assisted in interviews for Customer Service Representative I.
- Assisted in interviews for Collection Technician I.
- Began coordinating annual employee health assessment.
- Completed two (2) employment verifications.
- Coordinated all pre-employment requirements for 2 Communication Officers scheduled to start on 1/29/18 and 4 Collection Technicians to start on 2/5/18.
- Began to prepare the 1095C ACA report to be filed with the IRS.

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
- Cloud migration of City management application complete
- Public Safety Firewall upgrade complete
- Resolved 56 Help Desk tickets

Procurement (Laurette Burks):

- Scanned and indexed one hundred ninety six (196) 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.
- Updating vehicle recall list and sole source documentation.
- Began preparing Request for Quotes (FQ) 011-2018 for the demolition of structure and lot cleanup at 715 SE Alachua for Code Enforcement.
- Began preparation of draft on Invitation to Bid (ITB) 010-2018 Ground Power Unit for Lake City Gateway Airport.
- Completed 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.
- Responses on Invitation to Bid (ITB) 008-2018 Corporate Hangar & Bulk Hangar at Lake City Gateway Airport are due no later than 2 p.m. on Thursday, February 22, 2018. A mandatory pre-bid is scheduled for 10 a.m. on Tuesday, January 30, 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, 2018 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.
- Distributed executed service agreement with Superior LLC authorized by Resolution 2017-019.
- Forwarded contract for execution to Wetland Solutions, Inc. for water quality monitoring and operation assistance from February through September 2018.
- 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.
- Placed five (5) orders for replenishment of cage, gas and water inventory items.
- Received six (6) 24” Multi-Flex Inflatable plugs for Public Works.
- Received utility cabinets for Utilities – Distribution, Collections & Maintenance.
- Received 3” pressure reducing valve for Utilities – Distribution, Collections & Maintenance.
- Received TCUs for lift stations #5 and #25.
- Received 3” unions for Utilities – Distribution, Collections & Maintenance.
- Received materials for PCS project for the Natural Gas department.

- Received felling coil trailer for the Natural Gas department.
- Received 14M Rotary meter and strainer for the Natural Gas department.
- Received Thermo-weld assembly for the Natural Gas department.
- Issued five hundred thirty five (535) items to departmental employees.

Risk Management (Steve Roberts):

- Workers' Compensation claims files – 3
- Vehicle Accident claims filed – 1
- 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.
- Scheduling additional Teen Town repairs with league.
- Repaired City Hall lights.
- Replaced 7 2x2 lights at City Hall.
- Held Blanche Hotel FPL meeting.
- Scheduled EDBG meeting.
- Preparing documents for a Department of Agriculture Electrical Lighting Grant.

Code Enforcement:

- Complaints received – 3
- Property inspections performed – 42
- Meeting with responding property owners/customers – 6
- Notices of Violations/Notice of Hearing issued – 7
- Warning Notices issued – 41
- Cases brought into voluntary compliance – 11
- Removal of snipe signs from right of ways – 17
- Business License processing (new/renewals/closures) – 3
- Phone calls received – 29

Fire Chief Armijo Reports:

The Lake City Fire Department responded to 28 Emergency calls for service, with an average response time of 3 minutes and 52 seconds, including good intent calls that only require a non-priority response (no lights or siren).

Fire Inspections/Plans Review	7
Pre-Fire Plans	3

Additionally:

- Assistant Chief Westberry attended Battle of Olustee Meeting
- Assistant Chief Westberry attended Community Hospice Meeting
- Chief Armijo attended Fire-Rescue East Convention
- Chief Armijo and Assistant Chief Westberry attended meeting with Red Cross Disaster Program Manager

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.
- Prepared for February Council Meeting 3 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 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 Road
- HCA Hospital Parking Lots Construction in Progress

- NW Commerce Drive
- Tru by Hilton Hotel
NW Centurion Drive Pending permit
- Lake City Hotels
Hwy 90 W (old Inn & Out Campground) Site Plan Review in Progress
- Murphy Oil - Rebuild
Hwy 90 West & Bascom Norris Road Pending permit

Tap & Impact:

4 New Tap Application submitted
 \$390.00 Tap Fees
 \$9,975.00 Impact Fees
 Total \$10,365.00

Police Chief Gilmore Reports:

Major Case Synopsis:

LATE NIGHT SHOOTING LEAVES ONE IN HOSPITAL

On Tuesday, January 23, 2018, at approximately 11:55pm the Lake City Police Department responded to the intersection of NW Long St and NW Dixie Ave regarding a person shot. Officers arrived to find the victim alive but suffering from multiple gunshot wounds. The victim was transported to UF Health in Gainesville and is currently in Critical condition.

Investigators identified the suspect in this case as Clarence Kenneth Troupe, Jr (2/28/1981) of Lake City. Troupe was located and interviewed by members of LCPD's Criminal Investigations Unit. Ultimately, he was arrested and charged with Aggravated Battery with a Deadly Weapon and Possession of a Firearm by a Convicted Felon.

“Our Investigators have worked tirelessly since this shooting occurred just before midnight last night,” said Lake City Police Chief Argatha Gilmore. “Thanks to their hard work, we were able to bring swift resolution to this case.”

Major Executive Summary:

CHIEF GILMORE READS TO STUDENTS AT MELROSE AND EASTSIDE

Chief Gilmore had a fun day reading to the students at Melrose and Eastside Elementary School's on Tuesday for Literacy Week.



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 10th from 8:00am to 10:00am in the gravel parking lot next to Police Department volunteers will be handing out bags of food. If you are interested in this program please contact Officer Andy Mangrum at 386-719-5469 or mangruma@lcflapd.com.

COFFEE WITH A COP

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

- Lake City Police Department's Rape Aggression and Defense class started Monday January 22, 2018 with 15 students. 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@lcfalpd.com . Each class has a maximum of 20 people per class.

- Officer Mangrum provided security survey to Columbia Bank
- Officer Mangrum will be attending Ribbon cutting and open house for McDonalds at 90 West on February 27th.
- Place of Worship Security Awareness brief scheduled for February 22nd starting at 5:30 pm at Council Chambers at City Hall 2nd floor. For more information contact Andy Mangrum at 386-719-5469 or email him at mangruma@lcfalpd.com

Traffic Offender Patrol:

- Traffic Stops: 4
- Warnings: 2
- Citations: 5
- Misdemeanor: 2
- Crash Reports: 3
- Traffic Details: 3
- Property Checks: 2
- Assisted Shift: 8

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 assisted the State Attorney’s Office with a search warrant at the internet casino in Ellisville, two subjects were arrested and two complaint affidavits were filed on two subjects for possession of illegal narcotics.

Traffic Stops: 19

- Warnings: 16
- Citations: 5
- Misdemeanors: 3
- Arrests: 1
- Complaint Affidavits: 1

Narcotic Seizure:

- Marijuana: 2.19 grams

Property Checks: 7

Assist Shift: 15

- Traffic Stop: 4
- Noise Complaint
- Disturbance

- Shoplifter
 - Assist Motorist: 2
 - PD Assist
 - Serving Warrant
 - Disturbance
 - Trespassing
 - Battery
 - Trespassing
 - Suspicious Vehicle/Person: 2
- Offense Report: 2
- Narcotics
 - Driving While License Suspended/Revoked

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 Slots of Fun 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 Habitual Driving While License Suspended/Revoked, Possession of Less Than 20 Grams of Marijuana, and Possession of Narcotic Equipment.

Criminal Investigation Division:

- Total Cases Investigated: 12
- Total Solved: 4
- Total Cases Unsolved: 8
- Total Charges Filed: 3
- Burglaries: 6
- Theft: 3
- Other: 3

Patrol Division:

- Attaching Tag Not Assigned: 1
- Driving While License Suspended/Revoked: 5
- Criminal Conspiracy: 3
- Battery: 4
- Battery (Felony): 1
- Aggravated Battery: 2
- Aggravated Battery on LEO: 1
- Property Damage: 4
- Burglary: 15
- Possession of Burglary Tools: 3
- Trespassing: 1

- Larceny (Petit): 5
- Larceny (Felony): 11
- Retail Theft: 3
- Dealing In Stolen Property: 2
- Fraud: 6
- Passing Counterfeit Bill: 1
- Exploitation of Elderly: 1
- Uttering a False Instrument: 3
- Passing a Forged/Altered Bill: 1
- Counterfeiting: 1
- Resisting Officer W/O Violence: 3
- Disorderly Intoxication: 1
- Possession of Less Than 20 Grams of Marijuana: 1
- Possession of Narcotic Equipment: 1
- Misdemeanor Warrant: 4
- False Name: 1
- Active Warrants for Arrests: 15
- Affidavit Warrants: 6
- Traffic Warnings: 28
- Traffic Stops: 55
- Accidents: 18
- Citations: 72
- Arrests: 7

Public Works Director Henry Reports:

Traffic:

- Locates 54
- Trouble Calls 2
- Worked with DOT contractor on signal modem and finer problem
- Worked on power panel problem in Maintenance Shop
- Re-built antique streetlight pole that was damaged

Street and Storm water:

- Checking drains
- Poured sidewalk and curb on Rosemary Drive
- Sweeping streets throughout the City
- Temporarily repaired a cave-in at Homes of Merit

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

- Hedged Train Station
- Picked up barricades from MLK Parade
- Putting out mulch at Olustee Park
- Cleaned out a drainage ditch on Evergreen Drive
- Helped plant a tree at Lake Desoto for Arbor Day

Small Engine Shop:

- Changed seals in both hydraulic pumps, changed tire, front wheel bearings and serviced mower

Tree and Asphalt:

- Asphalt patch for Utilities
- Patching pot holes around City streets
- Trimming trees in various parts of the City

Administrative:

- Processed 13 purchasing card receipts and 17 purchase orders
- Entered mileage for Public Works, Fleet Utilities D & C, Utility Maintenance, Recreation
- Received 14 citizen complaint calls
- Meeting with engineers on Gwen Lake grant and Wilson Park
- Meeting with contractor about overlaying roads

Fleet Shop:

- Repaired ac on one PD vehicle
- Plugged one tire
- Removed and replaced 11 tires on 5 vehicles/trailers
- Removed and replaced CV axles on one PD vehicle
- Installed 4 batteries in three vehicles/machines
- Replaced brakes on one PD vehicle
- 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. 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:

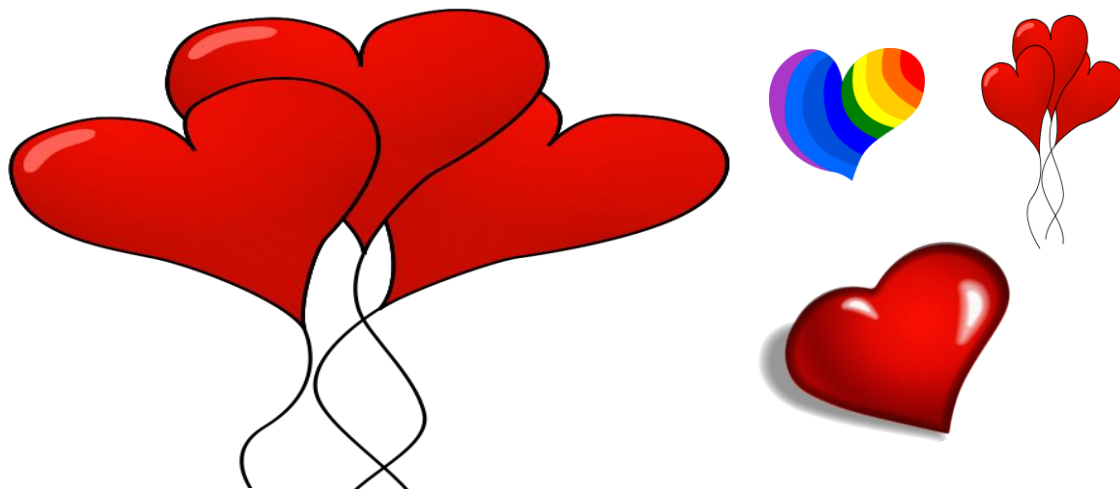
Our afterschool registration has begun for our Winter II session. We still have openings in all age groups for the girls. The fee is \$250.00 and it is first come first served up to the first 75 members who register. We pick up from all public area schools excluding Fort White. Girls may be in kindergarten 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.

Our facility was closed on Monday, January 15th in observance of Martin Luther King, Jr. Day. "Jack Frost" visited us again, and "Brrrrr" it was cold! However, that did not deter our fun here at Girls Club! The Boys Club at Teen Town wanted a re-match game of Jeopardy and Pictionary with the Girls Club. It was great to see the excitement and strategies with answers, and the imagination in their drawings for Pictionary. The Girls Club prevailed again, however the Boys are gaining in their strategies! Wednesday the girls enjoyed inside play with board games, interactive games and our Nabi tablets. We have a wide variety of fun activities the Girls may choose from when weather conditions are not permissible for outdoor activities.

Thursday the leaders chose to shake things up and participate in "Freeze Dance" with the girls. This provided movement, group involvement and lots of fun! Each game the top three members remaining received a special treat. At the end of the game the girls all received a fun treat. ☺ Friday, the girls watched a movie: "Shark Tale" and it was enjoyed by all while eating and drinking their snacks on the tile floor. Once snacks and drinks were completed, the girls moved to the purple carpet to settle in for the remainder of the movie.

We also encourage girls to complete their homework upon arrival. Tables are set up in the main room of our building and members may sit at the tables or on the tile floor. We understand the girls have been sitting in a desk for most of the day and may wish to stretch out a little bit after school. ☺



*Be your
own kind
of beautiful*
♡

Athletics – Teen Town Center:

We have completed our second 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. For more information on the Boys Club at Teen Town, please call the Teen Town Center at 386-754-3607.



Staff Photos

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

Distribution & Collection (Brian Scott):

Construction

- Preparing SW McFarlane, NE Double Run Road for road repair
- Stump removal and restoration of McDonald’s lift station site
- Assisted with turning off frozen back-flow preventers
- Flushed the dead-end line on Cole Terrace

Distribution Maintenance

• Service Orders		180
➤ Turn On	19	
➤ Turn Off	20	
➤ Initial Read	26	
➤ Final Read	37	
➤ Various Assorted Service Orders	66	
➤ Set Meter	2	
➤ Meter exchanges	5	
➤ Set/ Exchange MXU	1	
➤ Remove Meters	2	
➤ Locates		61
• Read cycle 3 for billing		
• Completed repairs on a 3-inch water main at Edgley Estates		
• Completed repairs on two 6-inch valves at Florida Gateway College		
• Completed repairs to 3 broke water lines		
• Call-Out		
➤ Water	13	
➤ Sewer	2	
➤ Maintenance	13	

Collection Maintenance

• Responded/Repaired-Sewer Calls	4
○ Cleared debris from one lift station site	
○ Completed manhole repairs on Double Run Road	
○ Training on new Data Flow Radio Equipment	
○ Completed the enzyme treatment in two lift stations	
○ Pumped down and inspected four lift stations	
○ Completed trouble shooting on six lift stations	

Natural Gas (Steve Brown):

• Locates	35
• (Gas) Service Orders	55
• Odorant Complaint	5
• Retirement of Services	1
• Completed the air test on Cole Terrace gas main extension	
• Spotted 2" line and retired the service on hospital service road and US Highway 90	
• Verified the running pressure at Gator Dockside	
• Auditing the pressures at PSC and CCA	
• Reprogrammed the smart point transceiver at 791 Vanwood Court	
• Verified pressure for contractor at Sunbelt Coatings	
• Replaced a regulator and curb stop at Florida Gateway College (Bldg. 12)	
• Started the 2018 SE Residential Survey	
○ Completed 304 services out of 1048	
• OQ Training	
• 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) 3.29 MGD
- Gallons Treated (Brandon Brent WTP) 0.019 MGD
- Samples Processed In-House 190
- Samples Processed Outside Lab 7
- Hydrants Flushed 7
- 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 2.14 MGD
- Bio-Solid Loads Hauled (H&H) 2
- Inspected/Service Problems at WWTP 6
- 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 # 40 for fencing
- Completed address verification for 4536 NW Wisteria Drive
- Researched possible easement parcels 08109-002/ 08109-001

Customer Service (Jason Dumas):

• Phone Calls Taken		875*
• Walk-up Customers Assisted		642
• Bills Generated		1,246
• Total Number of Payments Collected		1,217
• Total Amount of Payments		\$586,326.41
○ Over the Counter (626)		
▪ Cash	27,294.90	
▪ Check	461,318.13	
▪ Charge	12,079.03	
▪ Wire	7,062.07	
▪ Other	794.17	
○ Esuite payments (316)	31,353.14	
○ Lock box payments (275)	46,424.97	
• Taps Processed		4
○ Tap and Impact Fees		\$10,365.00
• Pages Scanned		903
• Lien Requests Processed		4
• Postage Processed		105 parcels
<i>*Not all phone calls were logged</i>		
Service Orders Generated:		
• Field Service Orders	261	
• Meter Problem	6	
• Leak Check	9	
• Cut Off Non-Pay	45	
• Turn Back On	20	
Reads:		
• Initial Read	33	
• Final Read	37	
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):		
• Water Meters – all sizes	9,629	
• Gas Meters	2,900	

