



***The Weekly Report***  
***For***  
**Week Ending June 8, 2018**

**UPCOMING DATES OF INTEREST:**

Tuesday, June 12	4:00 p.m.	Beautification Advisory Committee Meeting Council Chambers
	5:30 p.m.	CRA Advisory Committee Meeting Council Chambers
Monday, June 18	6:00 p.m.	City Council Meeting Council Chambers

**REPORTS FROM THE STAFF**

**Interim City Manager Cason Reports:**

**Lake City Gateway Airport (Roland Luster):**

- Processed 43 fuel tickets.
- Performed weekly maintenance checks on airport vehicles and daily foreign object debris (FOD) checks on all active taxiways and runways.
- Howard Services on-site Monday, 06-04, performing routine maintenance on HVAC systems.
- Drier conditions have enabled Airport Staff to resume mowing operations.
- Pre-Bid Meeting for Runway 10-28 Rehab Project was held at the Airport in the Conference Room on Tuesday, 06-05.
- Accepted a delivery of JET-A Fuel from Eastern Aviation Fuels on Friday, 06-01.
- Accepted a delivery of 100LL AVGAS from Eastern Aviation Fuels on Monday, 06-04.

	<b>Gallons</b>	<b>Sales</b>	<b>Aircraft</b>
<b>100 LL</b>	806.7	\$3,368.84	36
<b>Jet-A</b>	1,759.0	\$7,558.01	7
<b>Totals</b>	2,565.7	\$10,926.85	43

Finance (Donna Duncan):

- 328 invoices and 73 purchasing card receipts were scanned into the On Base data imaging system for the period May 23- June 6.
- Processed Purchasing Card Account Payable batch for week ending May 30. There were 80 transactions totaling \$17,189.71.
- Airport Grant for Rehab of Runway 10-28 reimbursement request was submitted in the amount of \$8,949.40.
- Franchise Fee for March electric service was received in the amount of \$75,177.69.

Human Resource (Michele Greene):

- We are accepting applications for the following positions:
  - Communication Officer- Police
  - Firefighter/EMT- Fire
  - Police Officer- Police
  - WTP Operator C- Water Plant
  - Youth Club Leader (Perm PT)- Recreation.
- Received and complied with one (1) public records request.
- Coordinated pre-employment screenings for several positions.
- Coordinated and assisted with interviews for several vacancies.
- Completed three (3) employment verifications.
- Scheduled interviews for several vacant positions.

Information Technology (Brian Hawkins):

- Taking steps to advance security at all City locations
- Upgrading network connection at all City locations
- City wide network refresh nearing completion
- Public Safety server hardware refresh nearing completion
- Resolved 33 Help Desk tickets

Procurement (Laurette Burks):

- Scanned and indexed four hundred forty-five (445) 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.
- Processed May car washes for all department vehicles.
- Responses on Request for Proposals (RFP) 012-2018 Website Design and Development Services are due no later than 11 a.m. on Tuesday, June 19, 2018.
- Responses on Invitation to Bid (ITB) 016-2018 Radio Communication Equipment & Infrastructure Support Re-Bid for the Information Technology Department are due no later than 11 a.m. on Tuesday, June 12, 2018.
- Responses on Invitation to Bid (ITB) 018-2018 Annual Limerock Contract are due no later than 11 a.m. on Tuesday, June 26, 2018.

- Responses on Invitation to Bid (ITB) 019-2018 12” Water Main Pipe for Utilities – Distribution, Collection & Maintenance are due no later than 11 a.m. on Tuesday, June 12, 2018.
- Attended mandatory pre-bid meeting on Invitation to Bid (ITB) 017-2018 Runway 10-28 Rehabilitation at Lake City Gateway Airport. Responses are due no later 2 p.m. on Thursday, June 28, 2018.
- Forwarded contracts authorized by Resolution 2018-038 for janitorial services to Cohesive Enterprise LLC for execution.
- Forwarded Task #4 authorized by Resolution 2018-043 for the City Hall Building Façade to Tetra Tech for execution.
- Forwarded agreement authorized by Resolution 2018-041 for the I75/SR47 Wastewater Improvement Project to the Florida Department of Environmental Protection for execution.
- Forwarded the interlocal agreement authorized by Resolution 2018-044 between the City of Lake City and other local governments concerning the Hazardous Materials Response Team for execution.
- Received and distributed the executed contract authorized by Resolution 2018-022 for the Installation of Security Fencing at the Lake City Gateway Airport.
- Received and distributed the executed contract authorized by Resolution 2018-033 for Comprehensive Planning Services.
- Received and distributed the executed task assignment authorized by Resolution 2018-043 for the City Hall Building Façade Assessment. Issued the Notice to Proceed.
- The Notice to Proceed was issued to Florida Fill and Grading for the Veterans Parking Facility authorized by Resolution 2018-024.
- Conducted a Procurement and Purchasing Card training session with staff members of the Lake City Police Department.
- Placed four (4) orders for replenishment of cage, gas and water inventory items.
- Received two thousand (2000) sand bags for Public Works.
- Received and issued replacement weed eater pole to Public Works.
- Received and issued sign templates to Public Works.
- Received and issued electronic volume correctors to the Natural Gas department.
- Received and issued 1000’ of gas pipe to the Natural Gas department.
- Received and issued 50’ sewer hose to Utilities – Distribution, Collection & Maintenance.
- Received and issued 1050LE trimble units to Utilities – Distribution, Collection & Maintenance.
- Received BIO blocks for Utilities – Distribution, Collection & Maintenance.
- Received 133 Ally meters for Utilities – Distribution, Collection & Maintenance.
- Received and issued 130’ of fusion sewer pipe to Utilities – Distribution, Collection & Maintenance.
- Released three (3) surplus items sold on [www.GovDeals.com](http://www.GovDeals.com).
- Received one (1) police vehicle to be declared surplus.
- Issued three hundred thirty (330) inventory items to departmental employees.
- Completed end of month inventory of warehouse cage items.

Risk Management (Steve Roberts):

- Workers' Compensation claims files – 2
- General Liability cases files – 1
- Vehicle Accident claims filed – 2
- Followed up on open Workman Comp cases.
- Met with league safety representatives.
- Met with league attorney on WC open cases.
- Veterans Street Parking project underway.
- Scheduled City Hall engineering inspection.
- Ordered new parking signs for City Hall.
- Met with Florida PA for FEMA reimbursements.
- Scheduling budgetary meetings.
- Met with Fox Enterprises on downtown projects.
- Met with property owner about flooding.
- Met with property owners about private trees.
- Renewed City Hall elevator license.
- Met with FHP regarding an accident report.

**Fire Chief Armijo Reports:**

The Lake City Fire Department responded to 81 emergency calls for service, with an average response time of 4 minutes and 17 seconds, including good intent calls that only require a non-priority response (no lights or siren).

Fire Inspections/Plans Review	14
Pre-Fire Plans	1
Fire Prevention/Education	1

Additionally:

- Chief Armijo and Asst. Chief Westberry attended New Development & Site Plan Review Meeting
- Chief Armijo, Asst. Chief Westberry and Lt. Burnham performed walk-through on Harper ALF
- Chief Armijo participated in Sr. Accountant Interview with HR
- Asst. Chief Westberry performed final walk-through at Cedar Park Apartments Bldg. 435
- Asst. Chief Westberry attended North Florida Local Emergency Planning Committee Meeting
- Asst. Chief Westberry attended VA Memorial Day Ceremony
- Asst. Chief Westberry performed 2 hour pressure test at LaQuinta
- Staff attended Narcan training with PD
- Adult students toured Firehouse

**Growth Management Director Young Reports:**

Permitting and Building Inspections:

- Permits issued

12

- Building inspections 7
- Plumbing inspections 4
- Electrical inspections 6
- Inspections disapproved 5
- Inspections approved 17
- Plan reviews performed 4
- Hrs.Performed 14
- New Commercial Complex 3
- Commercial Addition 1
- Demolition inspections 1
- Update of Contractor requirements (20) 2 Hrs.
- 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
12- \$1,483.56 Valuation\$88,612.66	24- \$2,150.76 Valuation \$224,067.00	303-\$154,121.08 Valuation \$17,461,593.77	389- \$54,594.88 Valuation \$7,869,729.23

Code Enforcement:

- Complaints received 6
- Property inspections performed (28) 15 Hrs.
- Meeting with responding property owners/customers (4) 4.5 Hrs.
- Notices of violations/Notice of Hearing Issued (2) 2 Hrs.
- Warning Notices issued 15 5 Hrs.
- Cases brought into voluntary compliance 10
- Business License New Licenses (3) 3 Hrs.
  - Michael Hopkins Lawn Service
  - Northside Collaborative Health Institute
  - Slay All Day Health & Beauty Suites
- Phone calls Taken (35)

Planning and Zoning:

- Planning and Zoning Meeting attendance and deliver packages: 4 Hrs.
- 1 zoning certificate .50 Hr.
- 10 Zoning requests 5 Hrs.
- Phone Calls Taken (18)

New Tap Application submitted (2)

\$880.00 Tap Fees

\$4,841.84 Impact Fees

Total

\$5,721.84

## **Police Chief Gilmore Reports:**

### Major Executive Summary:

#### 25<sup>th</sup> ANNUAL POLICEMAN'S BALL SCHEDULED FOR JUNE 9<sup>TH</sup>

2018 Policeman's Ball is scheduled for June 9, 2018 at National Guard Armory. Please mark your calendar for our 25<sup>th</sup> annual fun and festive event. Dancing with the Stars "Encore" event is sure to be an evening you will enjoy, brought to you by the Lake City Police Department, The Blanche, and Rountree Moore Toyota!

This year, we will have an encore event based on last year's highly successful "Dancing with Local Stars" theme. Please join us for a wonderful night of fine dining, dancing, music, and a charity casino. Dinner will be catered by Longhorn Steakhouse. This year, we will be supporting Wolfson's Children's Pediatric Programs.

Tickets are available for \$50.00 each, if interested in attending and to purchase tickets contact Ashley Crews at 386-719-5742 or by email [crewse@lcflapd.com](mailto:crewse@lcflapd.com) or Andy Mangrum at 386-758-5469 or by email [mangruma@lcflapd.com](mailto:mangruma@lcflapd.com)



#### LAKE CITY POLICE DEPARTMENT DESIGNATED AS TRAINING FACILITY

Lake City Police Department has been approved by Florida Department of Health as a training facility for 911 Telecommunication certifications. Marlana Pinkston, Supervisor for the LCPD Dispatch Center, collated the training materials and submitted to the Florida Department of Health in Tallahassee for their review and approval. On May 25<sup>th</sup> Marlana received the news that LCPD had been approved.

The 12 student performance standard requirements must follow the Department of Education's Public Safety Telecommunication Curriculum and consist of no less than 232 hour course. The course is 6 weeks and also includes federal FEMA certifications that are required as well.

## THE CITIZEN' S POLICE ACADEMY ALUMNI HELD 2<sup>ND</sup> BOWL-A-THON

The Citizens Police Academy Alumni held their 2<sup>nd</sup> Bowl-a-Thon Saturday, May 12<sup>th</sup> to raise funds for needed equipment for the officers and to bring awareness to the community of several upcoming events sponsored by the Lake City Police Department. There were 28 people bowling for the grand prize of 4 tickets to the Policeman's Ball on June 9<sup>th</sup> (donated by the Alumni).

There was a 50/50 drawing and throughout the afternoon, prizes were raffled through tickets purchased at the event. The Alumni wish to thank the following donors: Ginney Rankin, Judy MacGrath, McDonald's, Sal's Downtown, Gators Dockside, Lake City Bowl, Dick's Sporting Goods, Sonny's Barbeque, O'Reilly's Auto Parts, and the Waffle House on Baya. Police Chief Gilmore, along with Interim City Manager, Grayson Cason, was present to cheer on the bowlers. An enjoyable time was had by all and the Alumni look forward to their 3<sup>rd</sup> Bowl-a-thon in the future.

### RAPE AGGRESSION DEFENSE (R.A.D.) CLASS

The Rape Aggression Defense (R.A.D.) is a Women's Physical Defense program designed with the needs and strengths of women in mind. In the class, you will learn physical safety tips and risk reduction strategies, and have the chance to practice specialized defense techniques, and utilize those techniques in dynamic simulations.

Most importantly, R.A.D. classes are fun and provide you with the knowledge and techniques to avoid potentially dangerous situations, and to effectively defend yourself in a violent encounter. If interested contact Ashley Crews at (386) 719-5742 or email [CrewsE@lclflapd.com](mailto:CrewsE@lclflapd.com) . Classes are free but space is limited.

**R.A.D.**  
**RAPE**  
**DEFENSE**  
SYSTEMS

**FREE CLASS**

Could you defend yourself?

**SELF DEFENSE for WOMEN ONLY**

The Rape Aggression Defense (R.A.D.) Women's Physical Defense program was designed with the needs and strengths of women in mind.

In the class, you will learn physical safety tips and risk reduction strategies, and have the chance to practice specialized defensive techniques, and utilize those techniques in dynamic simulations.

Most importantly, R.A.D. classes are fun and provide you with the knowledge and techniques to avoid potentially dangerous situations, and to effectively defend yourself in a violent encounter.

This FREE 12-hour course is sponsored by the Lake City Police Department

Held At: LCPD Headquarters  
225 NW Main Blvd  
Lake City, FL 32055

**NEXT COURSE DATES:**  
July 10, 12, 17, & 19  
6pm-9pm

@LCLFlAPD

To Register, Contact Crista Thomas, Community Relations Coordinator.  
By Phone: 386-719-5742 or Email: ThomasC@LCLFlAPD.com

### CITIZENS POLICE ACADEMY CLASS TO BEGIN IN AUGUST

Session 11 is scheduled to begin in August 30th. The program is a free 12 week course that is held every Thursday night (from 6:00 pm to 9:00 pm). You can receive "Hands on

Experience” on what Law Enforcement does in the community. If you are interested please contact Andy Mangrum at (386)-758-5469 or email him at [mangruma@lcflapd.com](mailto:mangruma@lcflapd.com).

### 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.

#### Monthly Citizens Surveys:

Lake City Police Department is proactive in reaching out to our citizens and receiving their feedback on the performance of the department. Monthly we reach out to citizens who have filed a report with the department to ask for feedback on our performance. This month the responses from citizens were positive towards the professionalism that our officers displayed.

#### Community Relations and Crime Prevention Report:

Community Relations Coordinator Crews continues to finalize last minute preparations for upcoming Policeman’s Ball on June 9<sup>th</sup>.

#### Criminal Interdiction Unit:

##### Investigations Worked on by Unit:

The Task Force served a search warrant where approximately 10 lbs. of Synthetic Cannabinoid and \$2700.00 cash was seized, two subjects was arrested. The task force conducted four undercover narcotics investigations where illegal narcotics were purchased from three known subjects. Investigations methods were used to further two long term investigations.

Traffic Stops: 15

- Warnings: 14
- Citations: 1
- Arrests: 2
- Complaint Affidavits: 2

Narcotics Seizure:

- Spice: 10 lbs.

Offense Reports: 1

- Narcotics

Case Briefs Worked on by Unit:

Arrested: Suspect charged with Trafficking Controlled Substance, Possession of Drug Paraphernalia.

Suspect charged with Possession of Less Than 20 Grams of Marijuana.

#### Traffic Oriented Policing:

- Traffic Stops: 5



- Warnings: 5
- Citations: 2
- Crash Reports: 2
- Traffic Details: 1
- Property Checks: 1
- Assisted Shift: 8
- Offense Reports: 1

Criminal Investigation Division:

- Total Cases Investigated: 17
- Total Solved: 9
- Total Cases Unsolved: 8
- Total Arrests: 9
- Total Charges Filed: 11
- Assault: 1
- Burglaries: 9
- Criminal Mischief: 1
- Missing Persons: 1
- Robbery: 1
- Theft: 1
- Other: 3

Patrol Division:

- Baker Act: 1
- Battery: 9
- Felony Battery by Strangulation: 1
- Aggravated Battery: 1
- Sexual Assault: 1
- Property Damage: 3
- Burglary: 10
- Larceny (Felony): 7
- Larceny (Petit): 2
- Grand Theft of Vehicle: 3
- Retail Theft: 5
- Resist Recovery of Property: 1
- Robbery: 1
- Fraud: 4
- Resisting Officer W/O Violence: 1
- Possession of Less Than 20 Grams of Marijuana: 1
- Execution of Felony Warrant: 1
- Active Warrants for Arrests: 12

- Affidavit Warrants: 15

**Public Works Director Henry Reports:**

Traffic:

- Locates 41
- Trouble Calls 22

Signs:

- Installed new sign post at Coldwater / Denver
- Replaced “STOP sign at Kimberly / Lake Jeffrey
- Replaced three old “STOP” signs
- Made 15 signs—14 “Public Notice”, 1 “Dock Closed”

Street and Storm Water:

- Cleaning drains
- Sweeping City streets

Grounds:

- Routine park maintenance, picking up trash, mowing, weed eating and hedging at Lake Montgomery, Lake Isabella, Campbell Park, Olustee Park, Young’s Park, Wilson Park, Sally May Park and around Lake Desoto
- Picking up trash and mowing downtown
- Spraying weed killer
- Mowing and Picking up trash and debris on City right of ways
- Mowing and edging at Darby Pavilion
- Cleaning out drains

Tree and Asphalt:

- Patching potholes around the City
- Trimming trees in various areas around City

Administrative:

- Processed 34 purchasing card receipts and 22 purchase orders
- Entered mileage for Public Works, Fleet, Utilities D & C, Utility Maintenance and Gas Departments
- Received 21 citizen complaint calls
- Working with Terri at the Rec. Dept. on Pickle ball/Tennis courts

Fleet Shop:

- Dismounted and mounted three tires on two vehicles
- Replaced two hydraulic hoses
- Working on stripping PD cars for disposal
- Serviced one piece of heavy equipment
- Greasing and fueling machines

**Recreation Director Phillips Reports:**

Recreation:

Since opening in 2013, we have issued 556 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 Lake City Recreation Department has processed 2 City Event Applications: Wreaths Across America

on 12/15/18, Juneteenth on 6/16/18, Festival at Darby Pavilion on 8/8/18, Road Closures for Fourth of July Celebration on 7/4/18.

Girls Club Center:

Leaders have worked diligently to revamp our rooms for summer. Each room has a “movie theme” and our main room will feature a “Hollywood” movie theme. The girls are getting excited for the room reveals on June 6, our first day of summer! Our girls enjoyed coloring books provided by our own City Hall to color for the housing project! The girls had a great time coloring and socializing over a realistic story reveal in these books!

Our afterschool program came to an end and we are at max capacity for our summer program. If we had more room, we could certainly accept more girls! We love that our program meets our community’s needs and also meets our youth’s needs with many summer fun leisure activities. A lot has been planned including the Lake City Tennis Association coming to give our members free lessons. Our afterschool registration will begin in the middle of July and we anticipate another maximum capacity to be reached as well. For more information please call the Girls Club 719-5840.

Athletics – Teen Town Center:

We have completed the Spring Session after-school Program at the Boys Club at Teen Town. We had 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 playing kickball at the stadium and working on their raised gardens. We are gearing up for our Summer Program to start on June 6, 2018. Our Summer program is at maximum capacity with a waiting list.



*Staff Photo*

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

Distribution & Collections (Brian Scott):

Construction

- Flush main and pull clearance samples SR 100
- Locate all utilities on Business Point

Distribution Maintenance

- Service Orders 261
  - Turn On 13
  - Turn Off 15
  - Initial Read 81
  - Final Read 87
  - Various Assorted Service Orders 58
  - Set Meter 2
  - Set/ Exchange MXU 3
  - Remove Meters 1
  - Locates 98
- Install one ¾ inch water tap
- Replaced one fire hydrant
- Call-Out
  - Water 16
  - Sewer 3
  - Maintenance 16

Collection Maintenance

- Responded/Repaired-Sewer Calls 10
- Responded – Lift Station Calls 3
  - Completed repairs on one cleanout
  - Completed maintenance on all portable generators
  - Raised one manhole
  - Completed repairs on a manhole
  - Completed live bacteria additive treatment at two locations
  - Flushed main at 121 Baya Drive with Vacon
  - Exchanged the TCU at Medical Center Lift Station
  - Reset TCU at New Millennium
  - Assisted the wastewater treatment plant with confined space entry
  - Lift Station Maintenance
    - Inspect 10
    - Debris Removal 4

Natural Gas (Steve Brown):

- Locates 54
- (Gas) Service Orders 48
- Odorant Complaint 3
- Retirement of Services 2
- Completed rotary meter maintenance at 871 Guerdon

- Retired 2 services at Wall Terrace and Poplar Lane
- Installed a gas meter at 262 Burk Avenue
- Continuing the installation of 1800 ft of 4" gas main at 1135 SE State Road 100
- Installed a new gas service at 140 SW Lotus Glen
- Continuing field training on the boring machine
- Completed annual fusion certification
- Attended the Appalachian Underground Short Course
- 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) 3.21 MGD
- Gallons Treated (Brandon Brent WTP) 0.015 MGD
- Samples Processed In-House 220
- Samples Processed Outside Lab 6
- Hydrants Flushed 34
- Flow Test 1
- Safety Training: New Safety Manual
- Vendors On Site
  - UniFirst
  - Ring Power
  - Hawkins
  - FRWA
- Ongoing Maintenance
  - Shop & Building Maintenance/Housekeeping
  - Lawn Maintenance

Wastewater Treatment Plant (Cody Pridgeon):

- Gallons Treated 2.40 MGD
- Bio-Solid Loads Hauled (H&H) 3
- Inspected/Service Problems at WWTP 9
- Samples Processed In-House 25
- Samples Sent to Outside Lab 17
  - Daily Testing
- Vendors On Site
  - UniFirst
  - Waste Pro
  - H & H
  - AEL
  - Ortega
- Ongoing Maintenance
  - Shop & Building Maintenance/Housekeeping
  - Lawn Maintenance
  - Preventative Maintenance at WWTP/Service Zone

- Weekly/Monthly/Quarterly Inspections at WWTP/PAR/Plant 2
- Spray field/Bio-Solids Site
- Ongoing (Spray field Operator)
  - Grounds Maintenance at Spray field, Reclaim Site, Bio-Solid Site & Steadly Field
  - Bio-Solid Site Inspection
  - Shop Maintenance at Spray field
  - Truck Maintenance/Equipment Maintenance/Repairs
  - Pumping Down Reservoir Levels at Spray field/Changing Laterals/Collected Samples
  - Flow Meter Readings/Reservoir Flow Reports
  - Swapped out Sludge Trailer (WWTP)

GIS and CAD:

- Researched easement ownership for parcel #05855-00
- Asbuilt survey 18" waterline along SR100
- Researched parcel ownership of parcel # 02950-051 / 02950-000
- Scanning and filing city easements

Customer Service (Jason Dumas):

• Phone Calls Taken		749*
• Walk-up Customers Assisted		590
• Bills Generated		3,034
• Total Number of Payments Collected		1,044
• Total Amount of Payments		\$201,835.23
○ Over the Counter (719)		
▪ Cash	23,608.47	
▪ Check	120,050.51	
▪ Charge	16,422.23	
▪ Wire	37,331.90	
▪ Other	491.57	
○ Esuite payments (284)	35,043.11	
○ Lock box payments (192)	90,795.15	
○ Taps Processed	2	
○ Tap and Impact Fees	5,721.84	
• Pages Scanned		569
• Lien Requests Processed		5
• Postage Processed		141 parcels
<i>*Not all phone calls were logged</i>		
<i>**Skip Bill Week</i>		
Service Orders Generated:		
• Field Service Orders		193
• Meter Problem		7
• Leak Check		10
• Cut Off Non-Pay		12
• Turn Back On		10

Reads:

- Initial Read 57
- Final Read 65

Sensus Analytics Leak Alarm Report:

- Total number of accounts researched for a possible leak 661
- Total number of calls to notify customer of a possible leak 116

Meters Active on Flexnet System (to date):

- Water Meters – all sizes 9,666
  - Gas Meters 2,895
- 12,561

