



The Weekly Report
For
Week Ending May 11, 2018



*to all Mothers on Sunday, May 13th,
enjoy your special day!*

Upcoming Dates of Interest:

Monday, May 21

6:00 p.m.

City Council Meeting
Council Chambers

Monday, May 28

All City Offices Closed for Memorial Day

REPORTS FROM THE STAFF

Interim City Manager Cason Reports:

Lake City Gateway Airport (Roland Luster):

- Processed 47 fuel tickets.
- Performed weekly maintenance checks on airport vehicles and daily foreign object debris (FOD) checks on all active taxiways and runways.
- Processed and Posted Monthly Billing for Hangar Tenants and Monthly Tie-Downs.
- Inmate work crews on property on Monday 5-7 and Tuesday 5-8 cleaning out all ditches on airfield.

	Gallons	Sales	Aircraft
100 LL	1,125.2	\$4,702.58	41
Jet-A	1,098.0	\$4,644.32	6
Totals	2,223.2	\$9,346.90	47

Finance (Donna Duncan):

- 239 invoices and 243 purchasing card receipts were scanned into the On Base data imaging system for the period May 2-9.
- Payment of 104 accounts payable invoices were processed for period May 2-9 totaling \$180,427.32. Included were payments to Utility Services of Gainesville for jack and bore -\$88,100.00, Smart Cop for mapping license and annual maintenance - \$9,000 and GW Hunter for fuel - \$4,204.32.
- Processed Purchasing Card Account Payable batch for week ending April 30. There were 62 transactions totaling \$18,266.48. Cumulative transactions for April were 261 totaling \$57,492.69.
- Finance staff met with members of James Moore Certified Public Accounts, City's external auditors for 2017-18. The current audit contract expires with the fiscal year 2017 audit. The City went out for bid on audit services and the contract was awarded to James Moore CPA's. The Gainesville office will be servicing the contract and the preliminary review will be conducted in July.
- Payroll processed ten employee reimbursement requests for travel and per diem in the amount of \$2,540.12.
- Purvis Gray and Company presented the 2017 Financial Audit at Council meeting on May 7 for Council approval. A copy of the audit will be available on City's website or by contacting Finance Administration. Audit books were mailed out to various Federal, State and local agencies as required.
- Prepared invoice to Lake City Rotary Club for donation of funds to purchase playground equipment for Wilson Park. The new equipment totaled \$16,306.06.
- Public Restroom Retrofits Project with Suwannee River Water Management District has been completed. Reimbursement request in the amount of \$98,752 was submitted for processing.
- Reimbursement request #4 was submitted for payroll period March 26 through April 22 on Police Overtime Grants:
Impaired Driving - \$ 793.42

Occupant Protection - \$1888.41

Speed & Aggressive Driving \$ 813.80

City is eligible for reimbursement on qualified overtime spent under the provisions of the grant agreements. Each Grant award was \$15,000 and ends September 30, 2018.

- Invoiced Florida Department of Transportation for traffic signal maintenance for fiscal year 2017-18 in the amount of \$128,616. Included in the payment request were the annual traffic signal preventative maintenance inspection reports and conflict monitor certification test reports as required by the contract.
- May Account Receivable billing and statements were processed:
 - Rental & Leases-Airport \$ 41,475.90
 - Annual Lease/US Agriculture \$ 34,719.42
 - Tower Lease \$ 1,352.86

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 Manager- Customer Service
- Distribution Technician I- Distribution and Collections
- Firefighter/EMT- Fire
- Maintenance Worker-Public Works
- Natural Gas Technician I- Natural Gas
- Police Officer- Police
- Pre-certified Operator Trainee-Water Plant
- Senior Accountant- Finance
- WWTP Operator C- Wastewater Plant
- WTP Operator C- Water Plant
- Youth Club Leader (Perm PT/ Temp FT) - Recreation.
- Received and complied with three (3) public records request.
- Completed two (2) employment verifications.
- Conducted orientation for one (1) new hire.

Information Technology (Brian Hawkins):

- Working with Procurement on preparing RFP for City website reconstruction
- Working with Procurement on preparing ITB for radio vendor
- Working with Utility Customer Service on constructing a tower for improved communication
- Receiving and preparing new Police vehicles
- City wide network refresh nearing completion
- Public Safety server hardware refresh nearing completion
- Resolved 45 Help Desk tickets

Procurement (Laurette Burks):

- Indexed four (4) 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.
- Obtained tags for three (3) new Enterprise leased vehicles.
- Processed one (1) public record request.
- Completed revisions to the Purchasing Card Program and Procurement Policies & Procedures Manual and submitted for review.
- Forwarded request to Kim Landry, MD P.A. to request to renew contract as Medical Director for the Fire Department.
- Received responses on Invitation to Bid (ITB) 015-2018 Janitorial Services – 2 Locations (Rebid). A recommendation should be presented for consideration and approval at the May 21st City Council meeting.
- Completed preparation of Invitation to Bid (ITB) 016-2018 Radio Communication Equipment & Infrastructure Support Re-Bid for the Information Technology Department Awaiting approval from department head to proceed.
- Met with Information Technology for additional information to complete the draft of RFP-012-2018 Website Design and Development Services. Completed changes to the draft and forwarded to department head for approval to finalize the solicitation.
- Completed draft of Invitation to Bid (ITB) 018-2018 Annual Limerock Contract. Awaiting department head approval to proceed.
- Issued Notice to Proceed and distributed executed Task Assignment #6 with Passero Associates, LLC, authorized by Resolution 2018-032, to conduct Field Investigations to support NEPA documented CATEX report.
- Received and distributed the executed supplemental agreement authorized by Resolution 2018-021 with Florida Department of Transportation for the Security Fencing at the Lake City Gateway Airport.
- Forwarded the contract authorized by Resolution 2018-033 to North Central Florida Regional Planning Council to provide Comprehensive Planning Services for execution.
- Placed purchase orders for replenishment of cage, gas and water inventory items.
- Received seven (7) new leased vehicles from Enterprise Fleet Management.
- Procurement Specialist completed NIGP – Legal Aspects of Procurement training class in Orlando, FL. Attendance provides required credits to pursue certification status.
- Placed five (5) orders for replenishment of cage, gas and water inventory items.
- Created purchase order for water tap parts to repair fire hydrants for Utilities – Distribution, Collection & Maintenance.
- Received and issued “warning” signs for the Natural Gas department.
- Received and issued sensor cap assembly for the Natural Gas department.
- Received and issued non-stocked fittings for the Natural Gas department.
- Received 18” ductile iron 45-degree bends for Utilities – Distribution, Collection & Maintenance.
- Received and issued alloy slip hook for Utilities – Distribution, Collection & Maintenance.
- Received and issued cutting oil for Utilities – Distribution, Collection & Maintenance.

- Received and issued trailer lift gate pulley for Public Works.
- Received and issued fans for traffic control cabinets for Public Works.
- Received parts degreaser for Fleet Maintenance.
- Received one (1) surplus vehicle from the Police department.
- Issued one (1) new Enterprise Fleet Management leased vehicle to the Police department.
- Received one (1) new Enterprise Fleet Management leased vehicle.
- Returned one (1) vehicle to Enterprise Fleet Management for fleet exchange.
- Issued and received three (3) Enterprise Fleet Management leased vehicle to Utilities – Distribution, Collections & Maintenance.
- Issued one thousand one hundred sixty-seven (1167) inventory items to departmental employees.

Risk Management (Steve Roberts):

- Workers’ Compensation claims 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.
- Provided updates at CRA Advisory Committee Meeting on Veterans Street Parking project.
- Provided updates at CRA Advisory Committee Meeting on Blanche Hotel-IDP project.
- Submitted RTC for City Hall building assessment.
- Insured several vehicles.
- Scheduled pest service for Clerk’s storage facility.
- Removed one vehicle from insurance listing.
- Submitted documents for reimbursement of retrofit restroom grant monies.

Fire Chief Armijo Reports:

The Lake City Fire Department responded to 35 emergency calls for service, with an average response time of 4 minutes and 27 seconds, including good intent calls that only require a non-priority response (no lights or siren).

Fire Inspections/Plans Review	7
Pre-Fire Plans	1
Fire Prevention/Education	1

Additionally:

- Chief Armijo/Asst. Chief Westberry attended New Development & Site Plan Review Meeting
- Firefighters participated Fire Safety Education at Springville Academy

Growth Management Department Director Young Reports:

Permitting and Building Inspections:

- Permits issued 11
- Building inspections 9

- Plumbing inspections 2
- Electrical inspections 6
- Mechanical inspections 1
- Inspections approved 18
- Update of Contractor requirements (4) 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
13- \$2,599.09 Valuation\$211,932.38	34- \$2,737.54 Valuation \$190,677.00	257-\$141,964.09 Valuation \$15,914,521.97	317- \$48,650.24 Valuation \$7,256,389.09

Code Enforcement:

- Complaints received 5
- Property inspections performed (31) 10 Hrs.
 - Initial inspections (15)
 - Re-inspections (7)
- Meeting with responding property owners/customers (5) 3 Hrs.
- Warning Notices issued (9) 4.5 Hrs.
- Cases brought into voluntary compliance (9)
- Stop Work Orders (2) 3 Hrs.
- Snipe Signs Removed (16) 2 Hrs.
- Reviewed/Approved 3 Fundraising Permits 1 Hr.
- Meeting with Potential new Business Licenses/Owners (6) 3 Hrs.
- Business License New Licenses (1) 2.5 Hrs.
 - Lake City Dive Ctr
 - Phantom Fireworks Eastern Region LLC 1445 SW MAIN BLVD (temp license)
 - Phantom Fireworks Eastern Region LLC 1036 E DUVAL ST (temp license)

Planning and Zoning:

- Potential Zoning/Variance/Special Exception Requests (8) 6 Hrs.
- Prepared Site Plan Review for staff (1) 1 Hr.
- Prepared Minutes for Board of Adj/Planning Zoning Meeting 1 Hr.
- Phone Calls Taken (29)

Tap & Impact:

- New Tap Application submitted (1)
- \$.00 Tap Fees
- \$.00 Impact Fees

Police Chief Gilmore Reports:

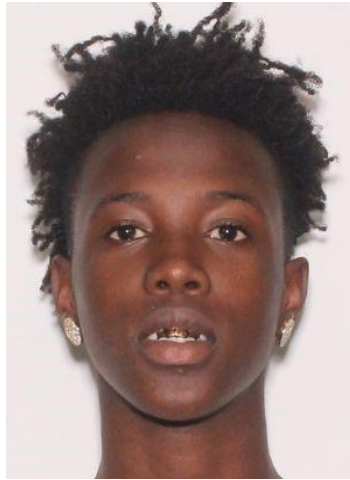
MISSING PERSON ALERT

Jahvennis King Ellis left home to stay with a friend on 5/7/18 and is now refusing to return home. Mr. Ellis is possibly headed to St. Petersburg, Florida. Jahvennis Ellis has multiple tattoos including a name on his wrist (Carmela), “God’s Gift” on his stomach.

***** If seen please CALL police immediately at (386) 752-4343 or dial 9-1-1 *****

CONTACT: Investigator Jon Jenkins (386) 752-4344

TIPS LINE: (386) 719-2068



AGE: 17
HEIGHT: 5'6"
WEIGHT: 150
SEX: MALE
HAIR: BLACK
EYES: BROWN
RACE: BLACK
NATIONALITY: US

Major Executive Summary:

COFFEE WITH A COP AT DUNKIN DONUTS

Thursday morning May3rd Lake City Police officers met citizens at Dunkin Donuts for coffee and conversation. This program gives citizens a chance to meet and talk with officers about local and national happenings.





ANNUAL NATIONAL DAY OF PRAYER

National Day of Prayer was held on Thursday May 3rd at Olustee Park. It is a day that local officials, pastors, and citizens come together to worship and pray for guidance as our leaders within our community and nation make decisions.

Chief Gilmore led us in prayer among other officials and pastors who also prayed for our nation, leaders, and schools.



CITY COUNCIL APPROVES PROCLAMATION FOR NATIONAL POLICE WEEK

Lake City Mayor Stephen Witt recognizes Lake City Police Department's Chief Argatha Gilmore, Assistant Chief Gerald Butler, Lt. Andy Miles, Sgt. Ivan Useche, Officer Gary Borchardt, Officer William Fannin, Officer Cody Woods, and Officer Mike Lee with a proclamation recognizing National Police Week at the City Council meeting on Monday, May 7th. National Police Week will be recognized from May 13-19, 2018.

In 1962, President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week. Established by a

joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others.

RAPE AGGRESSION DEFENSE (R.A.D.) CLASS BEGINS IN MAY

Beginning May 14th R.A.D. class for Women's Physical Defense Training. If interested contact Ashley Crews at (386) 719-5742 or email CrewsE@lcfiapd.com . Classes are free but space is limited. 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.

R.A.D.
RAPE
DEFENSE

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.

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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

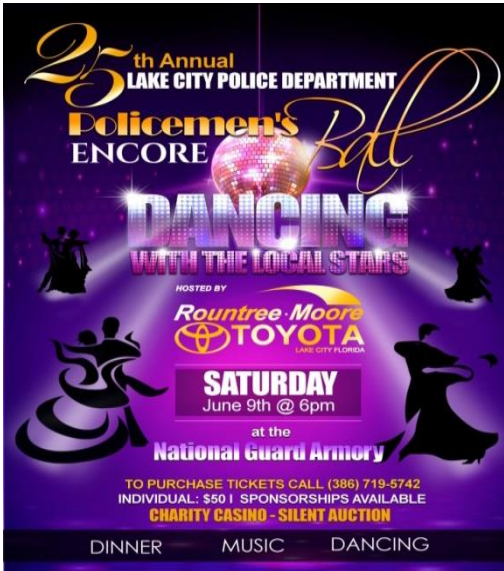
NEXT COURSE DATES:
July 10, 12, 17, & 19
6pm-9pm

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

25th ANNUAL POLICEMAN'S BALL SCHEDULED FOR JUNE 9TH

2018 Policeman's Ball is scheduled for June 9, 2018 at National Guard Armory. Please mark your calendar for our 25th annual fun and festive event. Dancing with the Stars "Encore" event is sure to be an evening you will enjoy.

Interested in attending and to purchase tickets contact Ashley Crews at 386-719-5742 or by email crewse@lcflapd.com or Andy Mangrum at 386-758-5469 or by email mangruma@lcflapd.com



CITIZENS POLICE ACADEMY CLASS TO BEGIN IN AUGUST

Session 11 is scheduled to begin in August. 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.

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 Citizen 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:

- Monday, the department attended Annual Law Enforcement Memorial in Tallahassee
- Tuesday, the department participated in the Law Enforcement Memorial at First Baptist Church in Lake City.
- Thursday, the department participated with Coffee with a Cop and National Day of Prayer
- Officer Mangrum and CRC Crews continue to prepare for Policeman's Ball.

Traffic Oriented Policing:

- Traffic Stops: 30
- Warnings: 11
- Citations: 31
- Felony/Misdemeanor: 4
- Arrests: 4
- Crash Reports: 6
- Traffic Details: 3
- Suspicious Persons/Vehicles: 2
- Property Checks: 4
- Assisted Shift: 14
- Offense Reports: 1

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. Conducted surveillance Sweepstakes Casino parking lot and walk through of business.

The MJDTF conducted four undercover narcotic investigations where illegal narcotics were purchased from known subjects. The MJDTF served a search warrant where a large amount of marijuana was seized along with marijuana oil, three subjects were arrested.

Traffic Stops: 9

- Warnings: 9

Narcotics Seizures:

- Methamphetamine: 2 grams
- PVP: 48.94 grams
- Controlled Substance: Multiple
- Cash: \$3470.00

Property Checks: 11

Assist Shift: 13

- Suspicious Person/Vehicle: 2
- Fight
- PD Assist: 3
- Trespassing
- Accident

- Disturbance: 3
- Assist Motorist
- Drug/Narcotic Investigation
- Traffic Stop

Offense Reports: 3

- Narcotics: 2
- Warrant

Area of Focus by Unit:

Westside, Long, Wilson, Aberdeen, MLK, Casinos, 375 NW Hilton, Joe Coney/Morgan, 580 NE MLK, Sweepstakes Casino and Slot of Fun Casino – Walked through and observed no fish tables. Conducted parking lot, and inside business check for narcotic activity.

Case Briefs Worked by Unit:

Arrested: Suspect is charged with Warrant (Possession of Marijuana More Than 20 Grams, Possession of Narcotic Equipment).

Suspect charged with Possession of Drug Paraphernalia

Arrested: Suspect charged with 2 counts of Possession of Controlled Substance W/I to Sell, Possession of Drug Paraphernalia

Criminal Investigations Division:

- Total Cases Investigated: 16
- Total Solved: 4
- Total Cases Unsolved: 12
- Burglaries: 2
- Missing Persons: 2
- Robbery: 1
- Sex Offense: 5
- Theft: 2
- Other: 3

Patrol Division:

- Hit and Run: 3
- DUI: 1
- Attaching Tag Not Assigned: 2
- Driving While License Suspended/Revoked: 4
- Baker Act: 4
- Possession of New Selection of Drugs w/o Prescription: 1
- Assault: 2
- Aggravated Assault: 1
- Battery: 5
- Sexual Assault: 3
- Property Damage: 3
- Burglary: 6

- Trespassing: 2
- Larceny (Felony): 6
- Larceny (Petit): 3
- Retail Theft: 2
- Robbery: 2
- Carjacking: 1
- Fraud: 2
- Child Neglect: 1
- Resisting Officer w/o Violence: 1
- Loitering: 1
- Possession of Opium W/I to Sell: 1
- Possession of Schedule III Drugs: 3
- Possession of Less Than 20 Grams of Marijuana: 2
- Possession of Narcotic Equipment: 3
- Violation of Probation Warrant: 1
- Active Warrants for Arrests: 16
- Affidavit Warrants: 5
- Traffic Warnings: 21
- Traffic Stops: 64
- Accidents: 32
- Citations: 81
- Arrests: 7
- DUI: 1

Public Works Director Henry Reports:

Traffic:

- Locates—50
- Trouble Calls—1
- Working on several quotes for various jobs
- Preventative maintenance on traffic signals

Signs:

- Replaced three old “STOP” signs
- Installed new sign post at Dyson and Long Streets
- Made signs for “School Zone” at St. Margaret’s and Grandview

Street and Storm water:

- Cleaning drains
- Poured curb on Church Street
- Poured mitered ends on Hwy 100
- 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 downtown
- Laying sod on Hwy 100
- Mowing downtown
- Mowing and picking up trash and debris on City right of ways

Small Engine Shop:

- Helping storm water crew

Tree and Asphalt:

- Patched potholes various places around City
- Trimming trees various areas around City

Administrative:

- Processed 11 purchasing card receipts and 11 purchase orders
- Entered mileage for Public Works, Fleet, Utilities D & C, Utility Maintenance and Gas Departments
- Received 9 citizen complaint calls
- Met with Engineers on Wilson park, Tennis Courts and Pickle ball Courts
- Working on getting prices for more playground equipment at Wilson Park
- Met with County on drainage issue
- Researched drainage problem in NE section of the City
- Met with Interim City Manager on project updates

Fleet Shop:

- Dismounted and mounted 14 tires on two fire trucks, on PD vehicle and one trailer
- Serviced three vehicles
- Built tailgate for trailer
- Installed one battery
- Greasing and fueling machines

Recreation Director Phillips Reports:

Recreation:

The Lake City Recreation Departments Racquetball Facility opened in late 2013. As of today's date, we have issued 556 cards to gain entry to the Racquetball Facility. If you are interested in getting a card, they 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 spring 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.

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! The end of the week was wrapped up with Ms. Destiny's movie pick, "Nannie McPhee" and the girls enjoyed their snacks while watching the movie.

Procedural expectations are going well. All members are being respectful and communication with parents is going well, as we end our 6th week of our spring session. Positive publicity by parents and members are our greatest asset. We value the directives of our program and how it impacts our community. We had two new members register with us last week! Our staff goes above and beyond to ensure that each member's needs are met developmentally and appropriately. Children are what we are here to serve. It would be our pleasure to give you a tour of our facility and invite you to be a part of our Girls Club family! It was definitely a great week at the Girls Club. Come and join us!

Summer registration for current members is now in session through May 18th. The general public may register girls who have completed the first grade through 12yrs of age on May 22nd at 8am. The fee for the nine week session is \$275. Payments will be taken at Girls Club facility until 12pm. After 12pm you must pay at City Hall. All forms must be filled out at Girls Club before a payment can be made at City Hall. The Girls Club staff will issue vouchers and it will be first come first served. All questions may be answered by a Girls Club staff member at 719-5840.

Athletics – Teen Town Center:

We have completed our seventh 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 playing kickball at the stadium and working on their raised gardens. We currently have Spring Vegetables coming in now. For more information on the Boys Club at Teen Town, please call the Teen Town Center at 386-754-3607.

We have opened Teen Town back up after the flooding issue; and we encourage you to stop by and check it out.

Our Tee Ball League started on Saturday with the Jamboree. Games will be played at Columbia High School on Tuesday and Thursdays. Hope you can come out and support our future ball players.

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

Distribution & Collections (Brian Scott):

Construction

- Repaired a 18-inch water main on SR 100
- Completed the pressure testing on 18-inch main
- Flushed the 18-inch main and pulled the first round of bacteriological samples
- Laid 15 rolls of sod on SR-100

Distribution Maintenance

- Service Orders 170
 - Turn On 12
 - Turn Off 65
 - Initial Read 60
 - Final Read 28
 - Various Assorted Service Orders 35
 - Set Meter 2
 - Meter exchanges 1
 - Set/ Exchange MXU 1
 - Locates 68
- Completed the cycle 2 and 5 reads needed for billing, and necessary repairs
- Replaced one fire hydrant
- Completed repairs on three water lines
- Installed one 2-inch water tap on Centurion Court
- Call-Out
 - Water 5
 - Sewer 2
 - Maintenance 2

Collection Maintenance

- Responded/Repaired-Sewer Calls 3
- Responded – Lift Station Calls 3
 - Installed one sewer cleanout on NE Aggie Avenue
 - Completed the repairs on a sewer line at SW Wall and SW Spring
 - Installed an air release valve on the sewer main on SW Commerce Drive.
 - Continuing to monitor the Windsong lift station variable frequency drive, remote telemetry unit, and data flow system
 - Met with Data Flow and completed repairs on the lift station control panel at Windsong
 - Lift Station Maintenance
 - Debris Removal 2

Natural Gas (Steve Brown):

- Locates 59
- (Gas) Service Orders 35
- Odorant Complaint 2
- Retirement of Services 2

- Installed a gas line at 659 Rosemary Drive
- Pressure check preformed at 931 SE Savannah Circle
- Continuing to prepare for the Great South Lumber service line project
- Fabricated and built an umbrella bracket for boring machine
- Continuing field training on the boring machine
- Completed the commercial survey
- 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) 3.83 MGD
- Gallons Treated (Brandon Brent WTP) 0.017 MGD
- Samples Processed In-House 208
- Samples Processed Outside Lab 7
- Complaints Serviced 1
- Hydrants Flushed 16
- Safety Training: New Safety Manual
- Vendors On Site
 - UniFirst
 - C & C Electric
- Ongoing Maintenance
 - Shop & Building Maintenance/Housekeeping
 - Lawn Maintenance

Wastewater Treatment Plant (Cody Pridgeon):

- Gallons Treated 1.84 MGD
- Bio-Solid Loads Hauled (H&H) 3
- Inspected/Serviced Problems at WWTP 8
- Samples Processed In-House 25
- Samples Sent to Outside Lab 18
 - 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 and staked the utility easement for parcel # 02461-007
- Staked the utility easement for Forest Hills Subdivision
- Researched City owned easements along US Hwy 90
- Continuing to work on acquiring an easement for parcel #02455-00
- Researched City utilities along Business Point Drive

Customer Service (Jason Dumas):

- Phone Calls Taken 524*
- Walk-up Customers Assisted 930
- Bills Generated 57**
- Total Number of Payments Collected 2,112
- Total Amount of Payments \$462,951.78
 - Over the Counter (1,102)
 - Cash 41,663.44
 - Check 78,485.44
 - Charge 23,225.23
 - Wire 138,774.55
 - Other 1,422.84
 - Esuite payments (464) 44,427.02
 - Lock box payments (546) 134,953.26
 - Taps Processed 1
- Pages Scanned 404
- Postage Processed 129 parcels

**Not all phone calls were logged*

***Skip Bill Week*

Service Orders Generated:

- Field Service Orders 200
- Meter Problem 3
- Leak Check 4
- Cut Off Non-Pay 2
- Turn Back On 13

Reads:

- Initial Read 72
- Final Read 57

Sensus Analytics Leak Alarm Report:

- Total number of accounts researched for a possible leak 328

• Total number of calls to notify customer of a possible leak	72	
Meters Active on Flexnet System (to date):		12,555
• Water Meters – all sizes	9,660	
• Gas Meters	2,895	