



The Weekly Report
For
Week Ending May 25, 2018



MONDAY - MAY 28TH

All City Offices Will Be Closed

REPORTS FROM THE STAFF

Interim City Manager Cason Reports:

Lake City Gateway Airport (Roland Luster):

- Processed 14 fuel tickets.
- Performed weekly maintenance checks on airport vehicles and daily foreign object debris (FOD) checks on all active taxiways and runways.
- Ring Power Corporation on site Monday, 5-21, performing quarterly maintenance and inspections on all generators here at the Airport.
- Daily rain showers impacted fuel sales.

	Gallons	Sales	Aircraft
100 LL	380.5	\$1,588.34	9
Jet-A	1,620.0	\$7,040.80	5
Totals	2,000.5	\$8,629.14	14

Finance (Donna Duncan):

- 263 invoices and 80 purchasing card receipts were scanned into the On Base data imaging system for the period May 17-22.
- Processed Purchasing Card Account Payable batch for week ending May 15. There were 80 transactions totaling \$17,189.71. Week end May 22 batch included 33 transactions totaling \$3,317.12.
- Request for Funds Report was submitted to Community Development Block Grant in the amount of \$8,000. The expenditure was for administrative services with Fred Fox Enterprises who administers the Grant for the City.
- Staff participated in SERA Training for CDBG Local Governments grant recipients. Florida Department of Economic Opportunity facilitated the three hour online webinar. SERA is the online program which replaces eCDBG for reporting and reimbursement request for Community Development Block Grant. The City currently has a \$750,000 CDBG grant.
- Prepared revenue and utility recalculation reports for April.

Human Resource (Michele Greene):

- We are accepting applications for the following positions:
 - Airport Lineman- Airport
 - Collection Technician I- Distribution and Collections
 - Communication Officer- Police
 - Distribution Technician I- Distribution and Collections
 - Firefighter/EMT- Fire
 - Maintenance Worker- Public Works
 - Natural Gas Technician I- Natural Gas
 - Police Officer- Police
 - WWTP Operator C- Wastewater Plant
 - Youth Club Leader (Perm PT) - Recreation.
- Received and complied with one (1) public records request.
- Coordinated pre-employment screenings for summer Youth Club Leader positions.

- Coordinated interviews for Water Treatment Plant Operator Trainee and Operator C vacancies.
- Completed one (1) employment verification.
- Attended training sponsored by the Florida League of Cities on Investigations, Accusations, and Confrontations.

Information Technology (Brian Hawkins):

- RFP for City website reconstruction has been published
- ITB for Radio Vendor Published
- City wide network refresh nearing completion
- Public Safety server hardware refresh nearing completion
- Resolved 35 Help Desk tickets

Procurement (Laurette Burks):

- Scanned and indexed two hundred two (202) 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.
- Placed order for replacement Konica Minolta copier for the Finance department.
- Requested quote from Ingenium Power & Sport for a budgeted mower for the Sprayfield.
- Completed revisions to the Procurement Policies & Procedures Manual and submitted for review. Revisions should be presented for consideration and approval at the June 4, 2018 City Council meeting.
- Completed Request for Proposals (RFP) 012-2018 Website Design and Development Services. Responses are due no later than 11 a.m. on Tuesday, June 19, 2018.
- Completed Invitation to Bid (ITB) 016-2018 Radio Communication Equipment & Infrastructure Support Re-Bid for the Information Technology Department. Responses are due no later than 11 a.m. on Tuesday, June 12, 2018.
- Placed public notice for 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.
- Responses on Invitation to Bid (ITB) 018-2018 Annual Limerock Contract are due no later than 11 a.m. on Tuesday, June 26, 2018.
- Completed Invitation to Bid (ITB) 019-2018 12” Water Main Pipe for Utilities – Distribution, Collection & Maintenance. Responses are due no later than 11 a.m. on Tuesday, June 12, 2018.
- Delivered documents authorized by Resolution 2018-037 Access Easement to Florida Department of Transportation for execution.
- Forwarded documents for the renewal of the existing lease at the Lake City Gateway Airport to USDA Forest Service for execution.
- Placed purchase orders for replenishment of cage, gas and water inventory items.
- Received seven (7) new leased vehicles from Enterprise Fleet Management.

- Members of staff attended Florida Association of Public Procurement Officials (FAPPO) 51st annual conference in Orlando, FL. Attendance provides required credits for certification and/or recertification.
- Placed five (5) orders for replenishment of cage, gas and water inventory items.
- Received and issued 4” transition to the Natural Gas department.
- Received and issued signs to the Natural Gas department.
- Received and issued bolt and flange nuts to the Natural Gas department.
- Received and issued Sitel lift station relocation parts for Utilities – Distribution, Collection & Maintenance.
- Received 16x6 tap saddle for Utilities – Distribution, Collection & Maintenance.
- Received 6” tapping valve for Utilities – Distribution, Collection & Maintenance.
- Received Rigid 10” rapid grip tool for Utilities – Distribution, Collection & Maintenance.
- Received and issued 140’ of 12” ADS pipe & 40’ of 18” ADS pipe to Public Works.
- Listed three (3) surplus items for sale on www.GovDeals.com.
- Issued three hundred eighty-seven (387) inventory items to departmental employees.

Risk Management (Steve Roberts):

- General Liability cases files – 1
- Vehicle Accident claims filed – 1
- Followed up on open Workman Comp cases.
- Met with league safety representatives.
- Met with league attorney on WC open cases.
- Waiting for approval from DEO on the Veterans Street Parking project.
- Insured several vehicles.
- Removed several leased vehicles from insurance.
- Scheduled City Hall HVAC service.
- Ordered new parking signs for City Hall.
- Submitted insurance renewal data to league.
- Scanned prints for City Hall delivered to engineer.
- Set up meeting for funding agreement with Florida PA.
- Scheduling budgetary meetings.
- Met with Fox Enterprises on downtown projects.

Fire Chief Armijo Reports:

The Lake City Fire Department responded to 47 emergency calls for service, with an average response time of 4 minutes and 21 seconds, including good intent calls that only require a non-priority response (no lights or siren).

Fire Inspections/Plans Review	6
Pre-Fire Plans	1
Fire Prevention/Education	1

Additionally:

- Chief Armijo attended the Governors Hurricane Conference in West Palm Beach
- Asst. Chief Westberry attended New Development & Site Plan Review Meeting
- Staff attended Narcan training with PD
- Firefighters participated in New Generation School's Life Skills Class for Fire Safety Education to students

Growth Management Director Young Reports:

Permitting and Building Inspections:

- Permits issued 21
- Building inspections 8
- Plumbing inspections 6
- Electrical inspections 6
- Inspections disapproved 6
- Inspections approved 20
- Update of Contractor requirements (10) 1.50 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
21- \$6,305.57 Valuation\$825,948.14	21- \$1,556.38 Valuation \$162,884.00	286-\$151,911.03 Valuation \$17,328,100.11	343- \$50,535.62 Valuation \$7,446,453.09

Code Enforcement:

- Complaints received 9
- Property inspections performed (29) 18 Hrs.
- Meeting with responding property owners/customers (5) 2.5 Hrs.
- Notices of violations/Notice of Hearing Issued (5) 3 Hrs.
- Warning Notices issued 12 3 Hrs.
- Cases brought into voluntary compliance 12
- Business License New Licenses (2) 1 Hr.
 - ANS signs
 - Wise Tree Specials
- Phone calls Taken (32)

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.

Zoning:

- Agenda created 8 Hrs.
- Board Packets Created
- 2 zoning certificates
- 10 zoning requests

Phone Calls Taken (29)

Tap & Impact:

New Tap Applications submitted (3)

Police Chief Gilmore Reports:

Major Case Synopsis:

CONVICTED FELON REPORTS HIS ILLEGAL FIREARM STOLEN

On Thursday, May 10 2018, at approximately 8:35am, the Lake City Police Department responded to 230 NE Trinity Place regarding a report of a stolen firearm. The complainant, James Denson, claimed that his son, Mario Denson, had stolen his rifle. James stated that he had left the .22 caliber rifle in his bedroom when he left earlier that morning. When he returned home, he stated that his adult son was leaving his house. When he checked on the rifle, it was gone.

LCPD located Mario later that day and questioned him about the incident. He stated that he did not steal the rifle and accused his father of trying to have him falsely arrested. When Investigators followed up with James, they also discovered that he was a convicted felon and prohibited from possessing a firearm in the first place. Despite previous statements made to the responding officer for the theft call, James insisted he never possessed the rifle. After further questioning, James admitted that he had recently found some kids playing with a rifle in his front yard, so he took it and put it in his bedroom for their safety. This conflicted as well with initial statements he made claiming the rifle belonged to his grandfather.

“At this point, there are several conflicting statements made by the Mr. Denson between when he originally reported the rifle stolen and when we advised him it was illegal to possess one in the first place,” said LCPD Chief Argatha Gilmore. “Thankfully our Investigators were thorough and discovered this. Once we find the rifle, we will ensure it is returned to someone who can lawfully have it.”

Investigators continue to look for the rifle and the investigation into its theft is still ongoing. A Warrant Affidavit was submitted to the State Attorney’s Office for James Denson for Possession of a Firearm by a Convicted Felon.

Major Executive Summary:

UNIFORM CRIME REPORT - VIOLENT CRIME RATE DOWN IN LAKE CITY

The Florida Department of Law Enforcement has released the 2017 Annual Uniform Crime Report. This Report provides a snapshot of criminal activity in each jurisdiction for the previous year. The UCR includes an index of various crime categories as well as police clearance rates. In 2017, the City of Lake City experienced a 6% drop in violent crimes along with an 8.2% increased clearance rate for index offenses.

“I am happy to report a reduction in violent crime in Lake City,” said Police Chief Argatha Gilmore. “Even though we saw a rise in our Robbery rates due to activity at the

Internet Cafes, we have seen a dramatic decrease in our response to those types of incidents since the City, County, and State Attorney’s Office have come together against illegal gambling.”

According to data compiled by LCPD, the increased number of robberies between 2016 and 2017 is almost an exact match to the number of robberies that occurred at Internet Cafes. While violent crimes dropped, overall crime rate increased in Lake City increased 3.6%. The primary cause for this increase relates to property crimes, primarily shoplifting and vehicle burglaries. “While our instances of shoplifting went up, it remains one of our highest clearance categories,” said Chief Gilmore. “We believe the rise is a result of increased reporting rather than from increased criminal activity. Several businesses in town have added Loss Prevention staff which results in more shoplifters being caught.”

Chief Gilmore also stressed the importance of locking vehicle doors, “Lock It or Lose It!” Year after year LCPD sees a large number of vehicle burglaries, the vast majority of which involve no forced entry. “Other Crimes” as well as “Domestic Violence” crimes also both saw reductions.

NATIONAL POLICE WEEK

Last week was National Police Week. We would like to recognize the men and women of the Lake City Police Department who serve the citizens of Lake City through their dedication as officers.

Chief Gilmore, would like to recognize the local businesses for providing their support and delivering the abundance of food to the department in their appreciation to the Lake City Police Department. “Thank you,” Sal’s Downtown, Gator’s Dockside, The Landing, Olive Garden, Gondolier, and First Federal Savings Bank.

Also, a big “Thank you” to Westside Elementary students for “Backing the Blue” on Friday by wearing blue shirts to school, decorating appreciation cards, creating pictures and giving Law Enforcement Officers a “high five”.





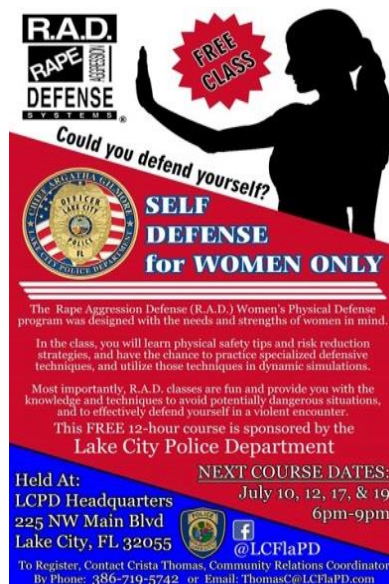
RAPE AGGRESSION DEFENSE (R.A.D.) CLASS

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@lcflapd.com . Classes are free but space is limited.



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, brought to you by the Lake City Police Department, IDP Housing, 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 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:

Community Relations Coordinator Crews continues to prepare for Policeman’s Ball.

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 – conducted surveillance in parking lot and did a walk-through of businesses. Assisted Columbia County Sheriffs Office with a traffic stop where 8 kilos of methamphetamine and 2.5 kilos of Heroin were seized. Conducted three undercover narcotic investigations where illegal narcotics were purchased from known suspects. Conducted surveillance on a known subject involved in a long term investigation.

Traffic Stops: 12

- Warnings: 12

Narcotics Seizure:

- Marijuana: 8 grams

Suspicious Person/Vehicle: 1

Property Checks: 5

Assisted Shift: 5

Offense Reports: 1

- Narcotics/Drug Investigation
- Information
- Suspicious Person/Vehicle
- Accident
- Follow Up Investigation

Offense Reports: 1

Areas of Focus by Unit:

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

Conducted walk through and observed no fish tables in operation at Sweepstake Casinos, also checked parking lot and inside businesses for narcotic activity.

Traffic Oriented Policing:

- Traffic Stops: 3
- Warnings: 2
- Citations: 7
- Crash Reports: 6
- Traffic Details: 1
- Suspicious Person/Vehicle: 3
- Property Checks: 2
- Assisted Shift: 10

Criminal Investigations Division:

- Total Cases Investigated: 19
- Total Solved: 4
- Total Cases Unsolved: 15

- Total Charges Filed: 2
- Burglaries: 5
- Criminal Mischief: 3
- Missing Persons: 3
- Sex Offense: 2
- Theft: 4
- Other: 2

Patrol Division:

- Hit and Run: 3
- Leaving Scene of Accident: 1
- DUI: 1
- Driving While License Suspended/Revoked: 2
- Baker Act: 3
- Violation of Injunction (Domestic Violence): 1
- Battery: 7
- Aggravated Battery: 1
- Carrying a Concealed Weapon: 1
- Sexual Assault: 2
- Property Damage: 7
- Burglary: 4
- Larceny (Felony): 6
- Grand Theft of Vehicle: 1
- Retail Theft: 8
- Shoplifting: 1
- Fraudulently Obtained Merchandise: 1
- Fraud: 4
- Passing Counterfeit Bill: 1
- Resisting Officer W/O Violence: 1
- Possession of Controlled Substance: 1
- Possession of Less Than 20 Grams of Marijuana: 2
- Possession of Narcotic Equipment: 2
- Execution of Misdemeanor Warrant: 7
- Active Warrants for Arrests: 27
- Notice to Appear: 2
- Affidavit Warrants: 11
- Traffic Warnings: 2
- Traffic Stops: 19
- Accidents: 21
- Citations: 36

- Arrests: 6
- DUI: 1

Public Works Director Henry Reports:

Traffic:

- Locates—42
- Trouble Calls—8
- Repaired Antique lights in Plantations
- Repaired wiring issues at Us 90 and Marion Avenue
- Reported multiple streetlight outages to FPL and Clay Electric
- Working on lights at Public Works facility
- Continuing work in shop on Naztec System and getting quotes on upcoming projects.

Signs:

- Replaced old “25 Speed Limit” and “Watch for Children” signs on Gwen Lake
- Replaced two old “STOP” signs and four painted reflectors on Laurel
- Installed street name signs at Helen/Tularosa and Main/Duval
- Replaced old “STOP” sign at Gibson/ Redding

Street and Storm water:

- Cleaning drains
- Pouring wheelchair ramp on Center Street
- Removing stumps around Lake Desoto
- 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
- Pulling weeds out of flower beds at Olustee Park
- Hedging Olustee Park
- Planting trees around Lake Desoto
- Spraying weed killer
- Mowing and picking up trash and debris on City right of ways
- Cleaning out drains

Tree and Asphalt:

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

Administrative:

- Processed 20 purchasing card receipts and 11 purchase orders
- Entered mileage for Public Works, Fleet, Utilities D & C, Utility Maintenance and Gas Departments
- Received 12 citizen complaint calls
- Overseeing the Landscaping Grant at Lake Desoto
- Met with Catholic Charities
- Ordered new playground equipment

- Going over contracts
- Obtained quotes for training and equipment

Fleet Shop:

- Installed five batteries in one vehicle and two pieces of machinery
- Installed a Reese hitch on one vehicle for PD
- Took one vehicle to Ronsonet Buick for repair
- Serviced two PD vehicles and the rear end on one piece of equipment
- Greasing and fueling machines

Recreation Director Phillips Reports:

Recreation:

We have issued 556 cards to gain entry to the Lake City Racquetball Facility as of today's date. Cards are still being issued at the Teen Town Center. You must have a photo ID/Driver's License and complete a usage agreement application.

Girls Club Center:

Our afterschool registration has begun for our 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.

Ms. Alexia created a socially developmental game that was a blast for all members to participate in. This activity increased listening skills, cooperative play, and team work. Two members were paired up and had to link together body parts as quickly as possible. For example, "heel to toe" would be an example of one directive. Many smiles and laughter were enjoyed by all of us! Ms. Miranda created fall "candy apples" and creative 3D candy treats using a variety of textures, colors, materials, plates, and glue. This was also an innovative idea carried through with the girls.

Talent show, Talent show, Talent show!!! The members enjoyed performing in a talent show for our special event day. It has been a while since we have been able to incorporate this fun activity. It always amazes us at the developing talent and performance skills with our girls. Watching them perform and grow is always a great inspiration to all of us. We enjoy being a part of the girl's social development. We would love to meet your family and have your daughter become a member of our program.

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 3, our first day of summer!

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. 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 ninth 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 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.

2018 Summer Camp registration was held on May 22 we reached capacity for our program.



Staff Photos

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

Distribution & Collections (Brian Scott):

Construction

- Reviewed plans for the new sewer line on Business Point Drive
- Replaced two fire hydrants

Distribution Maintenance

- Service Orders 151
 - Turn On 5
 - Turn Off 5
 - Initial Read 45
 - Final Read 46
 - Various Assorted Service Orders 40
 - Set Meter 2
 - Meter exchanges 1
 - Set/ Exchange MXU 9
 - Locates 59
- Completed the cycle 4 reads needed for billing, and necessary repairs
- Replaced two water lines
- Call-Out
 - Water 6
 - Sewer 2
 - Maintenance 4

Collection Maintenance

- Responded/Repaired-Sewer Calls 3
- Responded – Lift Station Calls 3
 - Installed two cleanouts and repaired one cleanout
 - Completed four flow checks
 - Lift Station Maintenance
 - Inspect 8
 - Debris Removal 3

Natural Gas (Steve Brown):

- Locates 54
- (Gas) Service Orders 48
- Odorant Complaint 3
- Retirement of Services 2
- Completed regulator maintenance at the US VA
- Retired 2 services on Wall Terrace and Poplar Lane
- Raised the meter at 1612 SE Saint James
- Installed the risers and low pressure lines for Lake Harper
- Completed valve maintenance on 2 valves located in the gate station
- Continuing to install an estimated 400 ft of 1800 ft of 4” gas main at 1135 SE State Road 100
- Continuing field training on the boring machine
- 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) 3.35 MGD
- Gallons Treated (Brandon Brent WTP) 0.014 MGD
- Samples Processed In-House 220
- Samples Processed Outside Lab 7
- Hydrants Flushed 32
- Safety Training: New Safety Manual
- Vendors On Site
 - UniFirst
 - Evoqua
- Ongoing Maintenance
 - Shop & Building Maintenance/Housekeeping
 - Lawn Maintenance

Wastewater Treatment Plant (Cody Pridgeon):

- Gallons Treated 3.11 MGD
- Bio-Solid Loads Hauled (H&H) 3
- Inspected/Service Problems at WWTP 6
- 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:

- Working on as-builts and mapping for SR 100

- Researched city owned easements along US Hwy 90
- Continuing to work on acquiring an easement for parcel #02455-00
- Researched ownership of Service Zone utilities

Customer Service (Jason Dumas):

• Phone Calls Taken		638*
• Walk-up Customers Assisted		730
• Bills Generated		1,196
• Total Number of Payments Collected		1,350
• Total Amount of Payments		\$201,835.23
○ Over the Counter (719)		
▪ Cash	28,408.82	
▪ Check	79,523.07	
▪ Charge	19,905.17	
▪ Wire	3,795.87	
▪ Other	858.66	
○ Esuite payments (397)	36,719.21	
○ Lock box payments (234)	32,624.43	
○ Taps Processed		3
• Pages Scanned		311
• Postage Processed		57 parcels
<i>*Not all phone calls were logged</i>		
<i>**Skip Bill Week</i>		
Service Orders Generated		
• Field Service Orders		175
• Meter Problem		2
• Leak Check		6
Reads:		
• Initial Read		54
• Final Read		41
Sensus Analytics Leak Alarm Report:		
• Total number of accounts researched for a possible leak		360
• Total number of calls to notify customer of a possible leak		52
Meters Active on Flexnet System (to date):		12,560
• Water Meters – all sizes	9,665	
• Gas Meters	2,895	

