



The Weekly Report
FROM
THE CITY MANAGER & STAFF
Week Ending April 28, 2017

FROM THE CITY MANAGER:

CITY OF LAKE CITY
NOTICE OF CITY COUNCIL WORKSHOP
STORMWATER UTILITY IMPLEMENTATION

NOTICE IS HEREBY GIVEN that the City Council of the City of Lake City shall hold a public workshop meeting beginning at 5:00 p.m. on May 8, 2017, in the City Council Chambers located on the second floor of City Hall at 205 North Marion Avenue, Lake City, Florida.

The purpose of this Council workshop is to provide information and allow public input regarding the City's intent to implement the Stormwater Management Utility System created pursuant to Ordinance 2008-1144 to include a "cost recovery" Stormwater Service Fee as authorized by Section 7 of Ordinance 2008-1144 and as determined by a formal stormwater "rate" study prepared by the City's consulting engineers.

During the Workshop City officials and engineering representatives will be available to explain the objectives and benefit of the Stormwater Utility System and answer questions relevant to how the program will support the proper collection, control, conveyance, detention, retention, treatment, and release of stormwater runoff, thereby reducing hazards to property and persons thus resulting in improved safety and welfare of the community. All interested persons are invited to attend.

SPECIAL REQUIREMENTS: If you require special aid or services as addressed in the American Disabilities Act, please contact the City Manager's Office at (386) 719-5768.

Upcoming Dates of Interest:

Monday, May 1	6:00 p.m.	City Council Meeting Council Chambers
Tuesday, May 2	6:30 p.m.	Zoning Board Meeting Council Chambers
Monday, May 8	5:00 p.m.	Council Workshop Storm Water Utility 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.
- Secondary Runway 5/23 remains closed except for taxi due to drain pipe issues.
- Work on Taxiway B Improvement Project continues, progressing as planned.
- The US Forestry Tanker Base has 3 active tankers stationed on-site and multiple other support aircraft. These aircraft are flying daily spotting wildfires and administering fire retardant.
- Multiple helicopters are stationed near the East of the airfield and are positioned for fighting wildfires. These helicopters have been flying daily.
- Received deliveries of JET-A Fuel from Eastern Aviation Fuels on April 19, 22 and 23.

FUEL SALES				
100 LL	Price	Gallons	Sales	Aircraft
Tenants	\$3.78	623.5	\$ 2,356.83	20
Guest	\$3.88	760.9	\$ 2,952.29	26
Jet-A				
Tenants	\$3.86	1,033	\$ 3,987.38	8
Guest	\$3.96	12,136	\$ 48,058.56	34
Totals		14,553.4	\$ 57,355.06	88

Finance (Donna Duncan):

- 119 invoices and 57 purchasing card receipts were scanned into the On Base data imaging system for the period April 19-25.
- Processed (8) account payable invoices for total disbursement of \$58,581.86 for period April 19-25. In addition (31) Electronic Funds Transfer for purchasing card transactions for April 10-20 in amount of \$5,465.40 and (8) payroll payable disbursements in amount of \$169,081.07 were processed.
- Prepared and submitted Local Government Report for State of Florida as required by Florida Statue 218.32. This is annual report due to the Department of Financial

Services within 45 days after audit was approved by Council but no later than September 30.

- Processed request for reimbursement through bi-weekly payroll processing totaling \$748.60. (1) training for \$116.00 and (1) tuition for \$100 for bi-weekly end date 04/23/17.
- Processed DROP request for Fire Pension participant with effective date of May 1, 2017.
- Held quarterly board meeting for Fire Pension Fund on April 28th. Prepared minutes for March meeting, copied River Place quarterly report for distribution to Board members and submitted payables to Odom Moses for payment and processing.
- Invoiced Vystar Credit Union for donation of \$750.00 to City Beautification Committee.
- Worked with Airport on Emergency Facilities & Land Use Agreement with USDA Forest Service for invoicing as authorized by the agreement. City will bill for overtime of airport personnel and rental of equipment and space for the Forest Service participation in fighting of wild fires.

Human Resource (Michele Greene):

- We are accepting applications for the following positions:
 - Communication Officer- Police
 - Police Officer- Police
 - Distribution Technician I – Utilities
 - Maintenance Worker Temporary Full-time – Public Works
 - Maintenance Worker (Custodial)- City Hall/Public Safety
 - Youth Club Leader Temporary Full Time- Recreation
- Attended Human Resources training offered by the Florida League of Cities in Green Cove Springs.
- Completed driver license verification of all active employees.
- Complied with two (2) public records request.
- Completed one (1) wage verification request.
- Scheduled one (1) potential new hire for pre-employment processes.

Information Technology (Brian Hawkins):

- Working with vendor on Network Infrastructure upgrade
- Working with vendor on server environment upgrade
- Implementing phase two of Police in-car and body-worn camera system
- Working with vendor on dual network authentication for public safety.
- Working with vendor on phone and radio integration in Public Safety Dispatch
- Implementing Smart Utility project
- Completed new traffic light management system
- Working with vendor on interface with Police and Fire system.
- Preparing for final steps of Exchange server migration
- Resolved 34 Help Desk tickets

Procurement (Laurette Burks):

- Scanned and indexed twenty (20) documents in the OnBase Imaging System.

- Continuing contacting vendors to obtain current insurance compliance documentation.
- Processed two (2) OPIS reports for city wide fuel purchases for all departments.
- Processed three (3) Public Record Requests.
- Received additional changes from the Recreation department for Request for Quotes (FQ) 010-2017 Teen Town Renovations. Documents should be finalized by Friday, April 28, 2017.
- Received executed amendment for the Emergency Facilities & Land Use Agreement with the USDA Forest Service authorized by Resolution 2013-019.
- Responses on Invitation to Bid (ITB) 009-2017 for additional 18" Water Main Pipe – Highway 100A for Utilities Distribution and Collections were received on Tuesday, April 25, 2017. A recommendation will be presented for consideration and approval at the May 1, 2017 City Council meeting.
- Sent contracts for execution to Little & Williams, Inc. on Invitation to Bid (ITB) 007-2017 Doorway Repair of the Influent Building at the Waste Water Treatment Plant.
- A recommendation to award on Invitation to Bid (ITB)-008-2017 Spray Field Shop Bay Enclosure – Rebid will be presented for consideration and approval at the Monday, April 17, 2017 City Council meeting.
- The evaluation committee's recommendation on Request for Proposal (RFP) 001-2017 Airport Property Appraisal Services will be presented to City Council for consideration and approval at an upcoming meeting.
- Awaiting return of executed contract from Florida Department of Transportation on Roadway Transfer Agreement authorized by Resolution 2017-029.
- Awaiting return of executed contract from Jones Edmunds and Associates on Task Assignment #6 for Phase 2 of the Stormwater User Fee Rate Study authorized by Resolution 2017-028.
- Conducting training of new employee assigned to warehouse operations.
- Issued two (2) fire hydrants for the fire hydrant replacement project.
- Issued one thousand two hundred eighty six (1286) items to departmental employees.

Risk Management (Steve Roberts):

- Safety Manual finalized and submitted.
- Followed up on open Workman Comp cases.
- Submitted final Emergency Action Plan (EAP), waiting for review.
- Submitted General Liability case information to FMIT Attorney.
- Obtaining quotations for 2nd floor restroom repairs.
- Filed Workers' Compensation wage statement.
- Scheduled SRWMD grant contract meeting.
- Met with league attorney on a WC case.
- Scheduled installation of City Hall emergency exit lights.
- Surveyed and added signage to areas needing exit notifications.
- Investigated accident.
- Attended out of town training session.
- Filed General Liability claim on lightning damage at Airport.

Fire Chief Armijo Reports:

The Lake City Fire Department responded to 29 Emergency calls for service, with an average response time of 4 minutes and 43 seconds, including good intent calls that only require a non-priority response (no lights or siren).

Fire Inspections/Plans Review	12
Pre-Fire Plans	4

Additionally:

- Chief Armijo & Asst. Chief Westberry attended New Development & Site Plan Review Meeting
- Chief Armijo & Asst. Chief Westberry attended Public Safety Memorial Planning Meeting

Growth Management Director Hathcox Reports:

Active New Site Developments and Additions/Renovations:

• Denny’s Diner Restaurant HWY 90 Gateway Crossing	Under Construction
• ABC Liquor Store HWY 90	Under Construction
• Kicklighter Water/Sewer Plant	Under Construction
• VOA Living Center Lake Jeffery Road	Under Construction
• Gateway Crossing Commercial Subdivision HWY 90 & I 75	Under Construction
• Blanche Hotel Renovation	Pending Permit
• Aldi Food Store Hwy 90 West & Hwy 24	Under Construction
• Pregnancy Crisis Center NW Hilton Avenue	Under Construction
• Waffle House Baya west of Main	Under Construction
• Renovations to Rountree Moore Toyota HWY 90	Under Construction
• Shell Building Shop A Gleason Place Hwy 90	Under Construction
• Shell Building Shop B Gleason Place Hwy 90	Under Construction
• Shell Building Shop C Gleason Place Hwy 90	Under Construction
• Ross Department Store Gleason Place Hwy 90	Under Construction
• TD Bank Interior Renovations 160 NW Main	Plans Review Completed Received Changes to Plans

- Aspen Dental
Gleason Place Shops C Building
Hwy 90 and Gleason CO Issued
- Circle K Gas/Store
Gateway Crossing Hwy 90 & I 75 Under Construction
- Heritage Commons Bldg.
Planet Fitness Center
Hwy 90 Under Construction
- La Quinta Inn
Cali Drive Pending Permit
- Waffle House Renovation
Hwy 90 W Pending Permit
- Pet Supermarket
Gleason Place Under Construction
- CATO Renovations
In Lake City Mall Under Construction
- DOT Equipment Building
Lake Jeffery Under Construction
- Tropical Smoothie
2786 W US Hwy 90 Under Construction
- 24 7 Anytime Fitness
4556 W US HWY 90 Under Construction
- Treasures Remodel
320 N Marion Under Construction
- City Hangar-Airport
3526 E US HWY 90 Under Construction
- NE Florida Medical Supply
383 SW Main Under Construction
- Rupperts Bldg. Renovation
184 N Marion Under Construction
- Red Ginger
Gleason Place Next to Aspen Dental Plans Review in progress

Building Inspections:

- Permit applications received 18
- Permits issued 13
- Building inspections 17
- Plumbing inspections 5
- Electrical inspections 9
- Mechanical Inspections 2
- Inspections approved 34
- Plan reviews performed
 - New Commercial 1
 - Commercial Addition 2
- Update of Contractor requirements (10) 1 Hr.

- Permits Fees & Information Log

1 Hr.

Current period (WK) # permits/\$ amount	Prev Yrly Period # permits/\$ amount	Year to Date #permits/\$ amount	Prev YTD # permits/ \$ amount
20 - \$2,672.90 Valuation \$302,872.00	14 – \$1,269.30 Valuation \$131,874.00	254- \$43,378.60 Valuation \$6,793,080.09	168- \$25,295.21 Valuation \$3,902,408.71

Code Enforcement:

- Complaints received 3
- Property inspections performed (39) 25 Hrs.
- Meeting with responding property owners/customers (3) 4 Hrs.
- Cases brought into voluntary compliance 8
- Notices of violations issued 9
- Notice of Hearing 5
- Warning Notices issued 5
- Public records request/lien (2) 1 Hr.
- Removal of snipe signs from right of ways (411) 1 Hr.

Business Tax Receipts:

- Applications reviewed and ready to issue (3) 4 Hrs.

Police Chief Gilmore Reports:

Major Executive Summary:

PROMOTIONAL AND SWEARING-IN CEREMONY

On Tuesday April 18th the Lake City Police Department held a combined promotion and swearing-in ceremony. Sergeant Andy Miles was promoted to the rank of Lieutenant, and will soon take over the Department’s Operations Section. Investigator Ivan Useche was promoted to the rank of Sergeant, and will be assigned to supervise one of the Department’s patrol shifts.

In addition to these two promotions, Officers Ryan Collins, Brandon Colbert, Gregory Burnsed, and Gretell Perez were sworn in as Police Officers.



The ceremony, which was live-streamed onto the Department's Facebook page, can be viewed in its entirety at www.facebook.com/lcflapd. Assistant Chief Gerald Butler led the ceremony, beginning with the promotion of Lt. Miles and Sgt. Useche. The two were sworn into their new positions by Chief Argatha Gilmore. After, Lake City Mayor Stephen M. Witt swore in the four new officers, who were presented badges to be pinned on by family members.





LAW ENFORCEMENT TORCH RUN FOR SPECIAL OLYMPICS FLORIDA

On Tuesday May 2nd, at 10:00 a.m., the Lake City Police Department will be participating in the multi-agency Law Enforcement Torch Run for Special Olympics. The run is in support of Olympic Athletes throughout the State of Florida as they prepare for the 2017 Summer Olympic Games held in Kissimmee, Florida. Run beginning at DOT on S. Marion Avenue – ending at Memorial Stadium with a special ceremony.



Community Relations and Crime Prevention Report:

- 2017 Policeman's Ball is scheduled for June 17, 2017 at National Guard Armory. Please mark your calendar for this 24th annual fun and festive event.
- Citizen's Police Academy: next session will begin on August 24, 2017. Class is filling up fast. Please join us. Contact Crista Thomas at 386-719-5742 or email thomasc@lcflapd.com.
- Next "Breakfast with the Chief" will be scheduled soon.

Criminal Interdiction Unit:

Investigations Worked on by Unit:

We conducted surveillance in the area of Joe Coney St. and Morgan St. in reference to complaints of illegal narcotic activity. We conducted four traffic stops on vehicles leaving that area with no narcotics found. Traffic was minimal in the area. We conducted one undercover narcotic purchase from a known subject. The HIDTA Unit made three undercover narcotic purchases for the week. We conducted surveillance at three different casinos in the city and observed four known Methamphetamine dealers/users frequent the casinos; this is an on-going investigation.

Traffic Stops: 4

- Warnings: 4

Area of Focus by Unit:

- Morgan Street, Joe Coney Street, and Brown Street.

Criminal Investigation Division:

- Total Cases Investigated: 5
- Total Solved: 5
- Total Charges Filed: 1
- Sex Offense: 1
- Theft: 3

Patrol Division:

- Hit and Run: 3
- Driver Must Be License: 1
- Driving While Suspended/Revoked: 1
- Aggravated Assault: 4
- Assault: 1
- Battery: 7
- Battery (Felony): 1
- Sexual Assault: 1
- Property Damage: 7
- Burglary: 1

- Trespassing: 1
- Larceny (Petty): 2
- Larceny (Felony): 6
- Grand Theft (Vehicle): 1
- Retail Theft: 14
- Fraud: 1
- Aggravated Child Abuse: 1
- Child Neglect: 1
- Resisting Officer w/0 Violence: 3
- Counterfeiting: 1
- Disorderly Intoxication: 1
- Possession of Methamphetamine W/I to Sell or Deliver: 1
- Possession of Less Than 20 Grams of Marijuana: 16
- Possession of Drug Paraphernalia: 10
- Warrant (Misdemeanor): 2
- False Name: 1
- Violation of Probation: 2
- Active Warrants for Arrests: 17
- Affidavit Warrants: 18
- Traffic Warnings: 7
- Traffic Stops: 30
- Accidents: 25
- Citations: 24
- Arrests: 1

Public Works Director Thomas Reports:

Traffic:

- Working on maintenance of traffic control cabinets

Sign:

- Installed street name signs at Division / Camp and Knights / Medical Center
- Replaced eight “STOP” signs
- Doing sign maintenance

Street and Storm water:

- Cleaning ditches on Grandview St,
- Cleaning ditches on Willow Dr.
- Fixed a wash out on Oak St.
- Repaired a driveway on McFarland
- Cleaning out ditches on Savannah Circle

Grounds:

- Mowing grass on city ROW's
- Helping flag for Street crew
- Spraying weed killer

- Hedging bushes
- Cleaning drains
- Mowing parks
- Picking up trash
- Cleaning restrooms at the parks
- Sweeping streets

Tree and Asphalt:

- Trimming trees
- Patching potholes

Fleet Shop:

- Routine service on four vehicles
- Changed eight tires on three vehicles
- Installed one battery
- Installed alternator on one vehicle
- Fueling and greasing machines

Recreation Director Phillips Reports:

Recreation:

As of today's date, we have issued 515 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.

Girls Club Center:

Our mission is to develop the whole child through a variety of leisure activities. We have welcomed six new smiling members into our program and would like your daughter to join us as well! Girls Club offers after school leisure activities that promote positive social development among our members. Our leaders provide creative activities that revolve around arts and crafts, games, outdoor activities and much more. The program is nine weeks long, Monday thru Friday. The fee is \$250 per member. At this time we have open spaces available in all age groups. However, we cannot hold checks or spaces. Enrollment is on a first come, first served basis. All girls must be enrolled in kindergarten thru 8th grade to attend. We follow the Columbia County School Board calendar and are closed to receive girls on the days the students do not attend school. We do pick up from all schools that use the CCSB busing transportation (excluding Ft. White). If your child attends a private school we welcome them to join our program. Some private/charter schools provide transportation to our facility as well. We provide homework time in the afternoons as needed on an individual basis. For more information about our after school program please call us at 386-719-5840. We also have a Boys Club at Teen Town located by Memorial Stadium and that number is 386-754-3607.

Our summer program is currently being planned. The registration date for the general public is May 17th at 8:00am. If you are not a member at this time, we strongly encourage you to come to the Girls Club facility at your earliest convenience on May 17th. The fee for our summer program is \$275.00. This does not include field trips or lunches. However, all field trips are optional. Our hours of operation for the summer are 7:30am – 5:30pm. We currently have information for our summer schedule to view. We would be happy to

email you the schedule. Hard copies will be available when your child registers. Your request for a schedule may be sent to: kriehausert@lcfla.com.

Last week the girls enjoyed outside play as much as possible. The spring weather has been great to allow the girls to have physical activity while being involved in cooperative play. Some activities enjoyed by our girls were jump rope activities, scooters, and four square. The playground was also utilized for exploratory play. Hoop shoot activities were a festive time for the girls while our leader Mr. Jakeem came over from the boys club to encourage the girls to pursue their goals in athletics in general. I am pleased with our staff and leaders as each of them work to mentor our youth in our program. We are unique to understand each child's individual needs.

Athletics – Teen Town Center:

We have completed our fifth week of the 2017 Spring Session at the Boys Club at Teen Town. We have 26 boys enrolled for our Spring Session that runs from March 20 through June 2. This past week the boys enjoyed, playing basketball, football, indoor dodgeball, playing video games and playing on the playground. Our raised bed gardens are doing great, all of our plants have broken the ground. The boys are very excited seeing all the plants that they planted doing so well. Their favorite are the watermelon that we are trying to grow. For more information on the Boys at Teen Town, or renting our facility, please call the Teen Town Center at 386-754-3607.



Staff Photo

Teen Town is available to rent. If you would like more information, please contact this office at 754-3607.

Utilities Executive Director Dyal Reports:

Distribution & Collections (Brian Scott):

Construction

- Installed 80 feet of 18” pipe on SR-100

- Installed two new culverts and lowered culverts on SR-100
- Continuing to clear property at Utility Annex

Distribution Maintenance

• Service Orders		249
➤ Turn On	49	
➤ Turn Off	60	
➤ Initial Read	43	
➤ Final Read	37	
➤ Various Assorted Service Orders	47	
➤ Meter exchanges	1	
➤ Set/ Exchange MXU	1	
➤ Remove meters	3	
➤ Leak checks	6	
➤ Locates		89
• Call-Outs		
➤ Water		6
➤ Sewer		3
➤ Maintenance		1

Collection Maintenance

- | | |
|--|---|
| • Responded/Repaired-Sewer Calls | 2 |
| • Responded – Lift Station Calls | 3 |
| • Pulled Pumps to Remove Debris | 1 |
| • Repaired sewer lateral and replaced side walk check on Long Street | |
| • Inspected 9 lift stations | |
| • Pulled pump at Jail Lift Station for repairs | |
| • Install generator receptacle on new panel | |
| • Installed new pump for Lift Station # 05 SR100A | |
| • Trouble shoot pump at Lift Station # 125 Gleason Place | |
| • Completed asphalt repairs at various locations | |

Natural Gas (Steve Brown):

- | | |
|--|----|
| • Locates | 83 |
| • (Gas) Service Orders | 46 |
| • Odorant Complaint | 4 |
| • Completed repairs on gas service line at 583 NW Long Street, 227 NW Guerdon Street, and 486 NW Long Street | |
| • Completed installation of 2” gas main extension on bypass road (Real Terrace) | |
| • Installed a pressure fitting at 4281 W US Hwy 90 | |
| • Pressure check done at 319 SW Beacon Way | |
| • Set pressure at Aspen Dental | |
| • Sized meter, installed meter, and smart point transceiver for Pet Supermarket | |
| • Verified BTU’s for Pet Supermarket | |
| • Gathered measurements for meter set for Planet Fitness | |
| • Started the Commercial Survey | |

- 163 out of 973 services completed
- Completed the 2017 NW Residential 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) 3.54 MGD
- Gallons Treated (Brandon Brent WTP) 0.018 MGD
- Samples Processed In-House 226
- Samples Processed Outside Lab 20
- Complaints Serviced 1
- Hydrants Flushed 13
- Safety Training: Safe Driving
- Vendors On Site
 - UniFirst
 - Odyssey
 - Coastal
 - Hydrocorp
 - AC Shultes
- Ongoing Maintenance
 - Shop & Building Maintenance/Housekeeping
 - Lawn Maintenance

Wastewater Treatment Plant (Fritz Grady):

- Gallons Treated 2.11 MGD
- Bio-Solid Loads Hauled (H&H) 1
- Inspected/Serviced Problems at WWTP 1
- Samples Processed In-House 90
- Samples Sent to Outside Lab 10
 - Daily Testing
- Vendors On Site
 - Septage Haulers
 - UniFirst
 - Waste Pro
- 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:

- Drive way culvert installation SR-100
- Water line installation SR-100
- Utility location SW Beacon Way and South Side Baseball Complex
- Utility easement research on Perimeter Park S/D
- Storm water survey SW Grandview Street

Customer Service (Jason Dumas):

- Phone Calls Taken 750 *
- Walk-up Customers Assisted 1,012
- Bills Generated 2,919
- Total Number of Payments Collected 1,591
- Total Amount of Payments \$379,192.81
 - Over the Counter (991)
 - Cash 35,918.99
 - Check 173,764.03
 - Charge 18,584.90
 - Wire 40,790.96
 - Other 3546.39
 - Esuite payments (354) 39,331.37
 - Lock box payments (407) 118,650.34
- Pages Scanned 454
- Lien Requests Processed 1
- Postage Processed 213 parcels

**Not all phone calls were logged*

Service Orders Generated:

- Field Service Orders 146
- Meter Problem 4
- Leak Check 3
- Cut Off Non-Pay 43
- Turn Back On 17

Reads:

- Initial Read 22
- Final Read 21

Sensus Analytics Leak Alarm Report:

- Total number of accounts researched for a possible leak 341
- Total number of calls to notify customer of a possible leak 114

Meters Active on Flexnet System (to date): 12,483

- Water Meters – all sizes 9,544
- Gas Meters 2,894