

- Florida Power & Light municipal utility tax payment was received for April in amount of \$97,282.95. KWH usage for the period was 14,665,778.
- Provided Safety Risk with payroll estimate for fiscal year 2019. Florida Municipal Trust, who provides coverage of workers compensation, uses the estimate to project the City's worker compensation and general liability premiums for fiscal year 2019.
- April Gross Receipts & Sales Tax were reported and remittance made to State of Florida.

Gross Receipts Tax

Gas Sales	\$ 383,355.60
Gross Receipts Tax	\$ 9,583.89

Sales Tax

Taxable Sales	\$ 173,699.89
Tax Paid After 2.5% Allowance	\$ 11,707.72

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
 - Pre-certified Operator Trainee- Water Plant
 - WWTP Operator C- Wastewater Plant
 - WTP Operator C- Water Plant
 - Youth Club Leader (Perm PT) - Recreation.
- Received and complied with two (2) public records request.
- Coordinated pre-employment screenings for one (1) potential new hire.
- Participated in a job fair hosted by Florida Career Source.

Information Technology (Brian Hawkins):

- Working with Procurement on preparing RFP for City website reconstruction
- 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 29 Help Desk tickets

Procurement (Laurette Burks):

- Indexed thirty-five (35) 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.
- Processed one (1) OPIS fuel report.
- Completed revisions to the Procurement Policies & Procedures Manual and submitted for review. Revisions should be presented for consideration and approval at the May 21, 2018 City Council meeting.
- Received renewal of agreement with Kim Landry, MD P.A. to serve as Medical Director for the Fire Department. The extended agreement will expire on June 30, 2019.
- Forwarded revised draft of Request for Proposals (RFP) 012-2018 Website Design and Development Services. Awaiting response from department head to finalize the solicitation.
- 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 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.
- Completed Invitation to Bid (ITB) 018-2018 Annual Limerock Contract. Responses 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.
- Received and distributed the Memorandum of Understanding, authorized by Resolution 2018-031, between the Florida Department of Corrections and the Lake City Police Department for a Community Partnership.
- 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.
- Received 500’ of pipe for the Natural Gas department.
- Received 2” grip couplings for Utilities – Distribution, Collection & Maintenance.
- Received and issued Rigid wrenches for Utilities – Distribution, Collection & Maintenance.
- Received and issued hydrant setter with spreader to Utilities – Distribution, Collection & Maintenance.
- Received two (2) trailer lift gate pulleys for Public Works.
- Received eight (8) axle fans for Public Works.
- Returned three (3) vehicles to Enterprise Fleet Management for fleet exchange.
- Listed one (1) surplus item for sale on www.GovDeals.com.
- Issued six hundred twelve (612) inventory items to departmental employees.

Risk Management (Steve Roberts):

- 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.
- Submitted RTC for City Hall building assessment.
- Insured several vehicles.
- Removed several leased vehicles from insurance.
- Pest service applied at Clerk’s storage facility.
- Scheduled City Hall HVAC service.
- Installing new parking signs for City Hall.
- Submitted insurance renewal data to league.
- Submitted prints for scanning to Hunter Printing.

Fire Chief Armijo Reports:

The Lake City Fire Department responded to 39 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	9
Fire Prevention/Education	2

Additionally:

- Chief Armijo attended Governors Hurricane Conference in West Palm Beach
- Boys from Cub Scout group toured Firehouse
- Students from Pathway Academy toured Firehouse
- Asst. Chief Westberry and Lt. Burnham performed a “walk-thru” at the Blanche Hotel

Growth Management Director Young Reports:

Permitting and Building Inspections:

• Permits issued	8
• Building inspections	5
• Electrical inspections	5
• Mechanical Inspections	2
• Inspections disapproved	1
• Inspections approved	11
• Plan reviews performed	
Commercial Addition	1
• Update of Contractor requirements (5)	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
8- \$3,596.12 Valuation\$578,930.00	18- \$1,041.00 Valuation \$71,700.00	266-\$145,714.46 Valuation \$16,503,451.97	322- \$48,979.24 Valuation \$7,283,569.09

Code Enforcement:

- Complaints received 2
- Property inspections performed (25) 8 Hrs.
 - Initial inspections (12)
 - Re-inspections (5)
- Meeting with responding property owners/customers (4) 4 Hrs.
- Warning Notices issued (10) 5 Hrs.
- Cases brought into voluntary compliance (8)
- Snipe Signs Removed (14) 2 Hrs.
- Reviewed/Approved 1 Fundraising permit .5 Hr.
- Meeting with Potential new Business Licenses/Owners (5) 2 Hrs.
- Business License New License (1) .5 Hr.

Planning and Zoning

- Potential Zoning/Variance/Special Exception Requests (9) 5 Hrs.
- Prepared Site Plan Review for staff (1) 2 Hrs.
- Zoning Certification-Hutton Group 1 Hr.

Phone Calls Taken (33)

Tap and Impact:

New Tap Application submitted (3)

Police Chief Gilmore Reports:

Major Executive Summary:

NATIONAL POLICE WEEK

This week is National Police Week from May 13-19, 2018. 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.

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

On Monday, May 14th the R.A.D. class for Women's Physical Defense Training started and will continue for 2 weeks with 2 sessions per week. If interested contact Ashley Crews at (386) 719-5742 or email CrewsE@lcflapd.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 AGGRESSION 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

@LCFlaPD

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

25th Annual LAKE CITY POLICE DEPARTMENT

Policemen's Ball

ENCORE

DANCING WITH THE LOCAL STARS

HOSTED BY

Rountree Moore TOYOTA
LAKE CITY, FLORIDA

SATURDAY
June 9th @ 6pm

at the
National Guard Armory

TO PURCHASE TICKETS CALL (386) 719-5742
INDIVIDUAL: \$50 | SPONSORSHIPS AVAILABLE
CHARITY CASINO - SILENT AUCTION

DINNER MUSIC DANCING

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, Office Mangrum and Ashley participated in the reading of the Law Enforcement Proclamation for National Police week, by Mayor Witt.
- Tuesday, Officer Mangrum and Ashley participated in the Special Olympics Torch Run.
- Thursday, Ashley participated in the Ladies Luncheon hosted by the City.
- Thursday, Officer Mangrum delivered a safety briefing with Olivet Missionary Church.
- Friday, Officer Mangrum participated with Honor Guard for the graduation ceremony held by Saint Leo University.
- Officer Mangrum and CRC Crews continue to prepare for Policeman’s Ball.

Criminal Interdiction Unit:

Investigations Worked on by Unit:

The task force conducted three undercover narcotic investigations where illegal narcotics were purchased from three known subjects. The task force conducted surveillance on a subject in a long term investigation. The task force also used investigative methods to advance another long term investigation.

Traffic Stops: 10

- Warnings: 10

Offense Reports: 1

- Narcotics:1

Case Briefs Worked by Unit:

Arrested: Suspect is charged with Possession of Drug Paraphernalia

Traffic Oriented Policing:

- Traffic Stops: 20
- Warnings: 8
- Citations: 16
- Crash Reports: 6
- Traffic Details: 3
- Property Checks: 1
- Assisted Shift: 22

Criminal Investigation Division:

- Total Cases Investigated: 7
- Total Solved: 4
- Total Cases Unsolved: 3
- Burglaries: 3
- Missing Persons: 1
- Theft: 1
- Other: 2

Patrol Division:

- Hit and Run: 3
- No Motor Vehicle Registration: 1
- Driver Must Be Licensed: 1
- Driving While License Suspended/Revoked: 1
- Baker Act: 4
- Battery: 4
- Aggravated Battery:1
- Possession of Firearm by Convicted Felon: 1
- Sexual Assault: 2
- Property Damage: 5
- Burglary: 5
- Trespassing: 2
- Larceny (Felony): 6
- Larceny (Petit): 3
- Retail Theft: 2
- Fraud: 2
- Child Neglect: 1
- Passing Counterfeit Bill: 1

- Possession of Synthetic Narcotic: 1
- Possession of Less Than 20 Grams of Marijuana: 2
- Possession of Narcotic Equipment: 3
- Execution of Misdemeanor Warrant: 3
- Active Warrants for Arrests: 6
- Affidavit Warrants: 13
- Traffic Warnings: 7
- Traffic Stops: 35
- Accidents: 18
- Citations: 50
- Arrests: 1

Public Works Director Henry Reports:

Traffic:

- Locates—38
- Trouble Calls—3

Signs:

- Replaced six old “ONE WAY” signs on Hernando Street
- Replaced two old “STOP” signs at Miller/Duval and Tucker/Main
- Made new street name signs for Miller, Helen and Tularosa Streets

Street and Storm water:

- Cleaning drains
- Pouring sidewalk on Church Street
- Pouring new curb on Indian Shore Drive
- Working on Palm Drive
- 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
- Getting ready to plant trees around Lake Desoto
- Mowing downtown
- Spraying weed killer
- Mowing and Picking up trash and debris on City right of ways

Tree and Asphalt:

- Patched on Gurley for Utilities
- Patching potholes around the City
- Trimming trees in various areas around City

Administrative:

- Processed 24 purchasing card receipts and 20 purchase orders
- Entered mileage for Public Works, Fleet, Utilities D & C, Utility Maintenance and Gas Departments
- Received 4 citizen complaint calls

- Working on tennis and pickle ball courts
- Working on prices for playground equipment

Fleet Shop:

- Dismounted and mounted 4 tires on three pieces of equipment
- Installed tailgate lift for trailer
- Installed one battery
- Serviced one piece of heavy equipment
- Greasing and fueling machines

Recreation Director Phillips Reports:

Recreation:

Since its opening in 2013, we have issued 556 cards to gain entry to the Racquetball Facility. If you are interested in obtaining an entry card, stop by 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.

We have had a great time with our Girls Club members this past week. The girls have been able to enjoy the amazing outdoor weather by having extended playground time and utilizing our outdoor equipment. It has also been a great time to get to know new faces and help to develop friendships with new and returning members. Our indoor time has also been very smooth. The girls rotate on our six Nabi tablets. They are touch screen and approximately 32 inches in size. This technology has intrigued our girls to work together on challenging and strategical "world building" skills. It is amazing to listen to the social interaction of members solving constructional needs with what has been made available to them during each level of the game. Likewise, it is great to see interaction with board games and hear laughter as well as discussions on whose turn it is next and older members teaching the younger ones skills needed to play the board games successfully. These are all the excellent things our staff leaders encourage through cooperative play. There is also time for members to read, or listen to their music as an alternative if homework time or some self-awareness and "me time" are needed.

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. 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 eighth 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 recently reopened Teen Town after the flooding issue; and we encourage you to stop by and take a look.

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 & Collection (Brian Scott):

Construction

- Completed an as-built for the 18-inch water main on SR 100
- Flushed the 18-inch main and pulled bacteriological samples
- Extensive fire hydrant flushing on East Side of Lake City

Distribution Maintenance

- Service Orders 90
 - Turn On 3
 - Initial Read 29
 - Final Read 24
 - Various Assorted Service Orders 28
 - Set Meter 2
 - Meter exchanges 1
 - Set/ Exchange MXU 1
 - Locates 93
- Completed the cycle 3 reads needed for billing and necessary repairs
- Replaced one water line
- Call-Out
 - Water 4
 - Maintenance 4

Collection Maintenance

- Responded/Repaired-Sewer Calls 2
- Responded – Lift Station Calls 3
 - Completed flow check on Double Run Road and Grandview Village
 - Completed live bacteria additive regiment at six locations
 - Lift Station Maintenance
 - Trouble Shoot 7
 - Inspect 4
 - Debris Removal 10

Natural Gas (Steve Brown):

- Locates 94
- (Gas) Service Orders 46
- Odorant Complaint 5
- Construction watch on Franklin Street
- Completed the meter exchange at 871 Guerdon
- Continuing to prepare for the Great South Lumber service line project
- Completed the final pressure check for 931 Savannah
- Completed general maintenance on the YZ station
- Installing 4” gas main at 1135 SE State Road 100
- Continuing field training on the boring machine
- 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) 0.018 MGD
- Samples Processed In-House 204
- Samples Processed Outside Lab 8
- Complaints Serviced 2
- Hydrants Flushed 13
- Flow Test 1
- Safety Training: New Safety Manual
- Vendors On Site
 - UniFirst
 - FRWA
 - FDEP
- Ongoing Maintenance
 - Shop & Building Maintenance/Housekeeping
 - Lawn Maintenance

Wastewater Treatment Plant (Cody Pridgeon):

- Gallons Treated 1.64 MGD

- Bio-Solid Loads Hauled (H&H) 3
- Inspected/Service Problems at WWTP 10
- Samples Processed In-House 25
- Samples Sent to Outside Lab 22
 - Daily Testing
- Vendors On Site
 - UniFirst
 - Waste Pro
 - H & H
 - AEL
 - Ortega
- Reviewing the O&M Manual for the Kick Lighter Plant
- 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
- 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 635*
- Walk-up Customers Assisted 718
- Bills Generated 2,003
- Total Number of Payments Collected 1,158
- Total Amount of Payments \$276,791.82
 - Over the Counter (729)
 - Cash 21,873.47
 - Check 68,659.41
 - Charge 14,888.38
 - Wire 13,393.72

▪ Other	624.02	
○ Esuite payments (444)	45,573.93	
○ Lock box payments (345)	111,778.89	
○ Taps Processed		3
• <i>Pages Scanned</i>		450
• Postage Processed		228 parcels
<i>*Not all phone calls were logged</i>		
<i>**Skip Bill Week</i>		
Service Orders Generated		
• Field Service Orders	151	
• Meter Problem	1	
• Leak Check	11	
• Cut Off Non-Pay	9	
• Turn Back On	3	
Reads:		
• Initial Read	40	
• Final Read	39	
Sensus Analytics Leak Alarm Report:		
• Total number of accounts researched for a possible leak		346
• Total number of calls to notify customer of a possible leak		93
Meters Active on Flexnet System (to date):		12,556
• Water Meters – all sizes	9,661	
• Gas Meters	2,895	

