

Lake City Staff Weekly Report

Week ending June 17, 2011

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Donna Duncan):

- Purvis Grey and Company will be in house the week of July 11-15 to conduct preliminary audit work in preparation of the fiscal year 2011 Annual Audit. Purvis, Grey & Co. of Gainesville is the City's external audit firm.
- Submitted Budget Amendment for review and placement on June 20th Council Agenda.
- Preparation of the preliminary budget for FY 12 continues. The City departments have completed their Detail Budget Worksheets. Department personnel will begin meeting the week of June 20th with Management Staff and the Finance Director to review each budget request.
- Completed annual review and audit of General Employee Pension Fund for SunTrust Bank. SunTrust Bank is the disbursing agent of pension benefits for the General Employee Pension Fund. Review included verifying participants, beneficiaries and deaths. There are currently 59 retirees or beneficiaries receiving benefits. There are 67 active employees in the General Employee Pension Fund.

Human Resource/Safety/Risk Management (Gene Bullard):

- Prepared budget proposal for FY12 for Risk Management and Human Resources.
- Continued working toward obtaining City employee health insurance premiums.
- Receiving estimates for fire alarm monitoring, fire system inspections, elevator inspections, panic button monitoring and fire extinguisher inspections for FY12.
- Filed heat related worker's compensation claim.
- Processed new hire for Gas department.

Information Technology / G.I.S. / Communications (Zack Mears):

- Continued working on consolidation of websites for centralization of management.
- Continued the rebuild of City sites within a new back-end program.
- Continued work on reclaim water plan and profile in Geographical Information System.
- Continue working on the Everbridge project. The employee portion has been setup and the citizen file is in validation. The Everbridge project is the City alert system to residences, businesses and City utility customers.
- Continued Lock Box project file testing.
- Collected Geographical Positioning System data for utilities.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred eight invoices.
- Established five new vendors.
- Scanned sixty three documents into OnBase Imaging System.
- Ordered replacement copiers for the City Barn and the Water Treatment Plant.
- Invitation to Bid ITB-022-2011, Tree Trimming and Removal Annual Contract proposals are due no later than 11:00 A.M. on Thursday, June 16, 2011.

- Prepared Invitation to Bid ITB-028-2011 Directional Drills – Five Locations. Bids are due no later than 11:00 A.M. on Thursday, June 23, 2011.
- Opened bid ITB-026-2011 Painting Memorial Stadium. Results available on LCFLA.com Purchasing page. Recommendation for low bid scheduled to be on council agenda for 6/20/2011.
- Issued One Thousand, Five Hundred and eighty six items for City use.
- Received the Flame pack model 400 for the Natural Gas Department, budgeted item.
- Issued one dump truck to the successful bidder on GovDeals.com.
- Worked with various departments on FY 2012 budget items.

Airport General Manager Sawyer Reports:

- Fueling of U.S. Forestry aircraft produced \$104,740 in gross revenues for the week on total sales of 22,370 gallons. Five helicopters and four fixed wing aircraft are now operating from the airport fixed wing and helicopter bases.
- Staff has activated an auxiliary 3,000 gallon fuel truck increasing jet fuel truck capacity to 4,800 deliverable gallons. This extra capacity has reduced forestry tanker refueling times by fifty percent. The 100LL truck is operational and scheduled for cooling system repairs after fire season.
- Terminal construction activity during the week included grading of the aircraft parking apron, entrance road extension and parking areas. Inside dry wall and final roofing installations are scheduled for completion in the next two weeks.
- Staff delivered a first draft FY2012 airport operations budget to the Finance Department during the week. Staff has requested additional quotes for repairs to the road entrance at CHC Labs and LED lighting for the NDB towers. The TowerCom communications tower was installed at the industrial park during the week.

City Clerk Sikes Reports:

- Completed one (1) proclamation
- Received three (3) public records request (YTD 194)
- Scanned two hundred forty-nine (249) pages into OnBase (YTD 14,612)
- Attended one (1) Sunshine applicable meeting
- Prepared one (1) set of minutes

CRA Administrator Kite Reports:

Community Redevelopment Area:

Florida Gateway College (FGC) Showcases Programs in Health, Science and Technology

Florida Gateway College offers a variety of Allied Health programs in both Associate in Science degree programs as well as certificate programs. The staff from the EMS Program will be participating at Florida Gateway College Day on June 18th at the Lake DeSoto Farmers Market. There will be an EMS ambulance on display along with EMS equipment demonstrations. A Paramedic, an Emergency Medical Technician, and a FGC EMS Program Instructor will be available to answer questions on a career in EMS. FGC's Program Coordinator for Patient Care Assistant and Physical Therapy professor will be on site with FGC bags helping people bag their purchases and provide nutritional information.

The Lake DeSoto Farmers Market is open every Saturday from 8am to 12pm in Wilson Park, located along Lake DeSoto between the Columbia County Courthouse and Shands Lakeshore Hospital. For more information about the Lake DeSoto Farmer Market call [386-719-5766](tel:386-719-5766). Vendor applications for the Lake DeSoto Farmers Market are available through Jackie Kite, Community Redevelopment Administrator, and City of Lake City at (386) 719-5766 or kitej@lcfla.com. The City is also looking for a permanent Market Manager. For more information contact Jackie Kite.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 24 Emergency calls for service, with an average response time of 4 minutes and 55 seconds, including automatic aid in the county area and good intent calls that only require a non-priority response (no lights or siren)

Fire Inspections/Plans Review	4
Pre-Fire Plans	2
Fire Prevention/Education Events	2

Growth Management Director Lee Reports:

CDBG:

- The City's 2007 Housing Rehabilitation Grant will be closed out this month. The City Council will authorize the Mayor to sign the "closeout" document at the regular meeting on June 20, 2011.

Planning:

• Zoning statements issued	7
• Land Files maintenance	2Hr
• Meet with potential developers on proposed projects	1 Hr
• Prepared Agendas and advertisements Planning Board Hearings	1 Hr
• Transcribed minutes of Board meeting	1 Hr
• Applications reviewed Sp Exception, Variance or Land Use	1 Hr
• Prepared legal advertisement for Special Exception	2 Hrs
• Prepared meeting notification correspondence to petitioners	2 Hrs
• Prepared two resolutions for legal review	1
• Conducted Public Hearing for Zoning Board	1 Hr
• Local Mitigation Workshop updates (Final meeting for adoption)	3 Hrs
• Review submitted petition for completion and compliance	1 Hr
• Processed CDBG projects	1 Hr
• Reviewed proposed amendments LMS plan	8 Hrs

Building Inspections:

• Permit applications received	8
• Permits issued	19
• Building inspections	9
• Plumbing inspections	5
• Electrical inspections	5
• Roof inspection	1
• Mechanical inspections	3
• Plan reviews performed	10 Hrs
• Sign inspection	1
• Demolition inspection	1
• Update of Contractor requirements	2 Hrs

Code Enforcement:

• New complaints received	5
• Property inspections performed	50
• Meeting with responding property owners/customers	4 Hrs
• Cases brought into voluntary compliance	4
• Notices of violations issued	2
• Prepare orders for Contractors Board	1
• Notices of Hearing issued	1
• Warning Notices issued	2
• Fund raiser permits issued	1
• Update Weekly Code Enforcement Log	1 Hr
• Public records request (2)	1 Hr
• Assisting Customer Service with zoning and code issues	2 Hrs
• Issued 1 Cease and Desist Order	1 Hr
• Preparing for Code Board Hearing	4 Hrs
* includes activity in CRA	

Business Tax Receipts:

• New applications for Business Tax	7
• Applications reviewed and ready to issue	6
• Pet license renewals	1
• New pet license issued	1

Police Chief Gilmore Reports:

Executive Summary:

Command Staff completed FY 2012 Budget Report and submitted it to the Finance Department.

Criminal Investigations Division:

Total Cases Investigated	12	Total Charges Filed	3
Total Cases Solved	4	Burglaries	4
Total Cases Unsolved	8	Criminal Mischief	2
Affidavits Filed	2	Thefts	6

TAC Unit Summary Report

Date: June 1, 2011 – June 7, 2011

Officers: Officer K. Johns (K-9 Trooper)

Traffic Stops 21:

Infractions	3	Suspicious Person(s)	4
Misdemeanor	1	Property Checks	5
Arrests	4	Call for Service	4

Task Force Unit Summary Report:

During the week of June 6, 2011 the members of the Task Force participated in the “Active Shooter” training that was held at Pinemount Elementary School on June 6, 2011. This was realistic training and all members gained additional knowledge and experience on how to handle similar situations in the future.

The remainder of the week was dedicated to operation “Black Piston Club”. This involved the first annual meeting of individuals associated with the Black Pistons, Outlaws and their associated motorcycle gangs. The first part of the week consisted of surveillance and intelligence gathering prior to the event, which was scheduled from Friday, June 10, 2011 through June 12, 2011. During the event the Lake City Police was assisted by surrounding law enforcement agencies (Alachua County Sheriff’s Office, Gainesville Police Department and the Columbia County Sheriff’s Office) to deal with the influx of motorcycle gang members.

Patrol Division:

Calls Answered	1161	Drugs	6
On Views/ Police In	864	Criminal Mischief	3
Misdemeanor	25	Status 6 Accident Report	15
Felony	12	Status 7 Traffic Ticket	45
Status 1 Gone on Arrival	20	Status 8 Traffic Warning	129
Status 2 Unfounded	3	Misdemeanor Traffic	9
Status 4 Misc. Incident	894	Infraction	35
Status 5 Incident Report	56	Warrant Arrest	2
Burglaries	4	Property Damage	\$66,950
Assault	10	Accident Injuries	4
Sex Offense	2		
Thefts	10		

Recreation Director Little Reports:

Southside Recreation Center:

- Due to some unfortunate circumstances, the City has determined that we would not have the Summer Camp this year. We know that the kids and staff were looking forward to a great summer planned. Other arrangements were offered at the time of announcement. We regret any inconvenience to the campers and parents. Plans for the upcoming school year are under way.

Girls Club Center:

- On Monday, we start going to the pool on specific days. On Tuesday, we have arts, crafts, and library with the girls. On Wednesday, we have bowling in the afternoon. On Thursdays, we have field trips starting on June 23rd. On Friday, the girls have morning activity and Skate Palace in the afternoon.

Athletics – Teen Town Center:

- We have completed registration of our Summer League Softball. We had 5 Women’s, 5 Men’s and 7 Co- Ed Teams register to play in the summer. The Co- Ed league is a new league that is just starting this summer. Our season begins on Tuesday, July 21, at the adult softball fields on Bascom Norris Drive. Game times are 7:00 p.m. and 8:15 p.m. We invite everyone to come out and support your friends and neighbors. Our youth League football registration is tentative set to begin on August 13, 2011 here at our Teen Town Office.

Recreation Programs:

- Our Romper Rhythm classes began on Monday June 13th at 10:00 a.m. Cost is \$5.00 per child and \$2.00 per additional siblings. We are also continuing to offer classes in Ta Kwan Do, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

Maintenance:

- We are in our summer months now and some much needed maintenance has been going on at the Girls Club. We are also getting ready for the repainting of Memorial Stadium. Maintenance of the grass has been challenging with hardly any rain. Cleaning of the adult softball fields is also under way and kept up. Many practices are being done for the upcoming season.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Keith Hampton):

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| • Locates | 104 |
| • Service Orders | 22 |
| • Repaired/Responded to Sewer Calls | 5 |
| • Repaired/Water Lines/Valves | 3 |
| • Changed out Curb Stops | 5 |
| • Treated Sewer Mains/Degreased | 2 |

Distribution, Collections & Construction (Keith Hampton):

- Tice Farms - 12" Reuse Water Line 8% complete
➤ (Bid has been posted and closes on 6/23/11)

Natural Gas (Joe Sheldon):

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| • Service Orders | 347 |
| • Locates | 56 |

Public Works (Thomas Henry):

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| • Locates | 40 |
| • Responded to and Serviced Trouble Calls | 4 |
| • Responded to Citizen Calls/Complaints | 5 |
| • Signs Made/Repaired/Installed | 3 |
| • Installed Vinyl Stop Bars | 6 |

Utility Maintenance (David Durrance):

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| • Inspected and Serviced Liftstations | 4 |
| • Maintenance Items At WWTP | 8 |
| • Cleaned and inspected sewer line and manhole with CCTV Equipment on Dixie St. | |

Vehicle Maintenance (Kim Moore):

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| • Complaints /Repaired/Back in Service | 15 |
| • Machines Fueled & Fluid Levels Checked | 7 |

Wastewater Treatment Plant (Sonny Van-Skyhawk):

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| • Gallons Treated | 2.06 MGD |
| • Plant Tour with Chamber of Commerce Leadership Group | |

Water Plant (Steve Roberts):

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| • Gallons Treated (Price Creek WTP) | 4.828 MGD |
| • Gallons Treated (Brandon Brent WTP) | .024 MGD |
| • Hydrants Flushed | 13 |

Customer Service (Dorothy Tyre):

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| • Phone Calls Taken | 324 |
| • Walk-up Customers Assisted | 927 |
| • Number of Payments Collected | 2059 |
| • Bills Generated | 2090 |
| • Late Notices Generated | 798 |

• Total Payments Received	\$354,507.12
• Taps Processed	1
<u>Service Orders Generated:</u>	
• Field Service Orders	457
• Severn Trent	2
• Verify Shut-Off's	45
• Cut Off Non Pay	49
• Turn Back On	57
<u>Reads:</u>	
• Initial Read	87
• Final Read	79