

Lake City Staff Weekly Report

Week ending June 24, 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.
- Grant reimbursement in the amount of \$111,260.30 has been requested from Florida Department of Transportation for the new airport terminal.
- Preparation of the preliminary budget for FY 12 continues. The City departments have completed their Detail Budget Worksheets. Department personnel have begun meeting with management staff and Finance to review their budget request.
- Staff has begun preparation of the Florida Municipal Insurance Trust worksheet for the 2011-2012 workers' compensation renewal. Workers' compensation rates are based on the Fiscal Year 2012 Payroll projections.

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

- Completed application for Airport Hangar Keepers Insurance.
- Received payment for repairs to damaged police vehicles.
- Requested updated medical claims history from Blue Cross Blue Shield and prepared employees Census to submit to requesting agency.
- Prepared and provided employee Census to current vendor to establish 2012 premium rates for employee Life Insurance.
- Processed new unpaid Reservist for the Fire Department.
- Processed bank deposits and invoices.

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

- Nearly completes with the consolidation of websites for centralization of management.
- Continued the rebuild of City sites in new back-end program.
- Continued work on reclaim water plan and profile in Geographical Information System.
- Everbridge project continues. The employee portion has been setup and the citizen file is in validation. The geographical validation is complete for addressing. 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.
- Completed upgrade of Meter PC hardware and software.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred forty one invoices.
- Established five new vendors.
- Updated eight vendor files.
- Processed two requisitions.

- Scanned twenty two documents into OnBase Imaging System.
- Attended two days of virtual classes for state recertification.
- Issued Notice to Proceed to MESA Products Inc. for the Cathodic Protection Deep Anode project for the Natural Gas Department.
- Received proposals on Invitation to Bid (ITB) 022-2011 Tree Trimming and Removal Annual Contract. A recommendation to award will be presented to the City Council on July 5, 2011.
- 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.
- Issued one thousand two hundred fifty nine items for City use.
- Re-listed one item on GovDeals.com. Total sales to date for surplus items sold on GovDeals.com are \$179,363.55.

Airport General Manager Sawyer Reports:

- U.S. Forestry aircraft (7 helicopters & 6 fixed wing) are now flying fire support missions from the Lake City Gateway Airport. Fueling of these fire support aircraft elevated airport gross revenues for the week to \$126, 630 on total sales of 27,020 gallons.
- Staff has activated a second auxiliary fuel truck increasing jet fuel truck capacity to 9,800 deliverable gallons. The auxiliary trucks are leased from City fuel supplier Ascent Aviation and funded by the U.S. Forestry Service.
- Construction crews completed roof drain installations and continued grading new terminal parking areas and entrance road extensions during the week. The 200KW auxiliary generator is on site and scheduled for installation the week of June 27th.

City Clerk Sikes Reports:

- Scanned in 1254 pages into the OnBase Document Imaging System (YTD 15866)
- Provided 3 complimentary notaries
- Processed 9 public records request (YTD 203)
- Attended 1 Sunshine Applicable meeting
- Completed 1 set of official minutes
- Deputy Clerk attended Florida Association of Code Enforcement Training for Code Enforcement Board Secretaries in Orlando

CRA Administrator Kite Reports:

Community Redevelopment Area:

Farmers Market: This Saturday, June 25th, it's the girl scouts and bamboo flute music at the Lake DeSoto Farmer's Market. Featured products include fresh local seasonal fruits and vegetables such as watermelon, corn, squash, blueberries, tomatoes, herbs, and greens as well as local honey, baked goods and art.

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 17 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	2
Pre-Fire Plans	3
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:

CDBG:

- Turned over keys to Malave home complete
- Attempted to get homeowners to have Electric accounts set-up
- 2nd inspection on Miller residence
- McSwain, Adams and Chapman completed awaiting owner actions
- Processed payments to contractors
- Recorded mortgages

Planning:

• Zoning statements issued	8
• Land Files maintenance	2Hrs
• Meet with potential developers on proposed projects	2 Hrs
• Prepared Agendas and advertisements Planning Board Hearings	1 Hr
• Applications reviewed Sp Excep, Variance or Land use	1 Hr
• Prepared legal advertisement for Special Exception	2 Hrs
• Prepared one resolution for legal review	1 Hr
• Prepared and distribute Site plan review to staff	1 Hr
• Local Mitigation Workshop updates (Final meeting for adoption)	3 Hrs
• Review submitted petition for completion and compliance	1 Hr
• Processed CDBG projects	2 Hrs
• Reviewed proposed amendments LMS plan	8 Hrs
• Reviewed modification agreement for emergency funds	2 hrs

Building Inspections:

• Permit applications received	16
• Permits issued	9
• Building inspections	9
• Plumbing inspections	5
• Electrical inspections	5
• Roof inspection	1
• Mechanical Inspections	3
• Plan reviews performed	10 Hrs
• Sign inspection	1
• Demolition inspections	1
• Update of Contractor requirements (15)	2 Hrs
• Prepare property descriptions (3 easements)	3 Hrs

Code Enforcement:

• New complaints received	7
• Property inspections performed	35
• Meeting with responding property owners/customers	3 Hrs
• Notices of violations issued	4
• Prepare orders for Contractors Board	1
• Notices of hearing issued	1
• Warning Notices issued	3
• Fund raiser permits issued	4
• Update weekly Code Enforcement Log	1 Hr
• Public records request (3)	1 Hr
• Assisting Customer Service with zoning and code issues	2 Hrs

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:

Chief Gilmore met with the State President of the NAACP, Ms. Adora Obi Nweze, local President, Mr. Frank Mayo and the Executive Board. This was a very good meeting with plans to work together on social issues in the community.

Major Case Synopsis:

June 21, 2011: Investigator Paul Kash solved a grand theft investigation when the suspect, Gerald Bordlemay, went to a local car dealership trying to purchase a vehicle. Mr. Bordlemay wanted to trade a 2005 John Deere 4x4 tractor for the down payment of the vehicle. The dealership ran the engine number due to the fact that there was no vin number on the tractor. The tractor came back as stolen from John Deere in Suwannee County. Grand theft charges will be filed.

Departmental Highlights:

June 17, 2011: The incentive prize drawing for selling Policeman's Ball tickets was held; congratulations to Captain John Blanchard who won the drawing.

Criminal Investigations Division:

Total Cases Investigated	24	Burglaries	7
Total Cases Solved	12	Robberies	1
Total Cases Unsolved	12	Sex Offense	1
Total Arrests	5	Missing Person	2
Affidavits Filed	5	Thefts	10
Total Charges Filed	10	Assaults	1
Other	2		

TAC Unit Summary Report

Date: June 1, 2011 – June 7, 2011

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

Traffic Stops	9
Misdemeanor	2
Arrests	2
Suspicious Person(s)	5
Property Checks	5
Seizures	Cannabis, approximately 2 grams
Call for Service	4

Task Force Unit Summary Report

During the previous week the Task Force acquired the assistance from the Lake City Police Department's TAC Unit to help identify current suspects from undercover narcotic purchases. The Task Force also continued with follow up efforts on the surveillance and identification that was conducted the week prior on the Black Pistons Motorcycle Club members. Additionally, the Task Force assisted the Patrol Division with an investigation that resulted in the seizure of a vehicle.

Patrol Division:

Calls Answered	983	Criminal Mischief	6
On Views/ Police In	673	Missing Person	3
Misdemeanor	31	Status 6 Accident Report	7
Felony	14	Status 7 Traffic Ticket	42
Status 1 Gone on Arrival	14	Status 8 Traffic Warning	75
Status 2 Unfounded	3	DUI	2
Status 4 Misc. Incident	740	Misdemeanor Traffic	14
Status 5 Incident Report	72	Infraction	29
Burglaries	6	Warrant Arrest	2
Robbery	1	Property Damage	\$24,805
Assault	14	Accident Injuries	1
Opposing/Resisting	3	Thefts	15
		Drugs	4

Recreation Director Little Reports:

Southside Recreation Center:

- We are getting ideas and plans ready each week for the upcoming school year. Cleaning has been under way and is going good. A lot is being done for preparation of the building. Activities are still happening around the building with our tennis courts and racket ball courts. Up keep of the grounds is a daily duty due to the public use.

Girls Club Center:

- We started our Summer Session on Monday, June 13th with 113 enrolled. We had orientation and play time throughout the day. On Tuesday, we made arts and crafts for Father's Day and played games. On Wednesday, we had a splash party. We had a giant water slide along with water balloons and water hoses. The girls had a great time! On Thursday, we had a Circus Carnival the girls rotated to different games such as: cupcake walk, spin a prize, coin drop game, and fishing, washer, duck and bean bag games. The girls won many different prizes and candy at each game station. A lot of fun! On Friday, we went skating at Columbia Skate Palace to end the week.

Athletics – Teen Town Center:

- Our season began 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 tentatively set to begin on August 13 at our Teen Town Office.

Recreation Programs:

- We will have a special ZUMBATHON class on Saturday June 25th from 9:00-10:30a.m for the tornado victims in Missouri. Cost is \$10.00 for the class and all proceeds will go to the tornado relief fund. 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 still getting ready for the repainting of Memorial Stadium. Watering of the grass at the facilities has been taking place. Some rain has helped but scheduled watering has to be done. Cleaning of the Adult Softball fields is continuing. Many practices are being done for the upcoming season that started on the 21st of June.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Keith Hampton):

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| • Locates | 75 |
| • Service Orders | 28 |
| • Repaired/Responded to Sewer Calls | 7 |
| • Repaired/Water Lines/Valves | 5 |
| • Treated Sewer Mains/Degreased | 1 |
| • Installed 12” Reclaim Pipe @ Sprayfield | 490 feet |

Distribution, Collections & Construction (Keith Hampton):

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| • Tice Farms - 12” Reuse Water Line | 83% complete |
| ➤ (Bid has been posted and closes on 6/23/11) | |

Natural Gas (Joe Sheldon):

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| • Service Orders | 191 |
| • Locate | 24 |

Public Works (Thomas Henry):

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| • Locates | 30 |
| • Responded to and Serviced Trouble Calls | 7 |
| • Responded to Citizen Calls/Complaints | 2 |
| • Repaired Street Lights | 5 |
| • Signs Made/Repaired/Installed | 3 |
| • Installed Vinyl Stop Bars | 4 |

Utility Maintenance (David Durrance):

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| • Inspected and Serviced Liftstations | 8 |
| • Maintenance Items at WWTP | 7 |
| • Cleaned and inspected sewer line with CCTV Equipment on George Street | 188 feet |

Vehicle Maintenance (Kim Moore):

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| • Complaints /Repaired/Back in Service | 16 |
| • Performed Routine Maintenance/Service | 6 |
| • Machines Fueled & Fluid Levels Checked | 5 |

Wastewater Treatment Plant (Sonny Van-Skyhawk):

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| • Gallons Treated | 2.054 MGD |
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Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 4.754 MGD
- Gallons Treated (Brandon Brent WTP) .021 MGD
- Hydrants Flushed 120

Customer Service (Tweetie Tyre):

- Phone Calls Taken 495
- Walk-up Customers Assisted 1037
- Number of Payments Collected 1570
- Bills Generated 1002
- Late Notices Generated 724
- Total Payments Received \$191,213.67

Service Orders Generated:

- Field Service Orders 302
- Severn Trent 17
- Verify Shut-Off's 22
- Cut Off Non Pay 39
- Turn Back On 39

Reads:

- Initial Read 33
- Final Read 40