

Lake City Staff Weekly Report

Week ending August 5, 2011

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Donna Duncan):

- Five requests for Proposal for Audit Services for Fiscal Years 2012-2014 are currently being reviewed by staff members. The rankings will be submitted to Purchasing by Friday, August 4 for calculations and the price proposals will be given to committee members at that time. The top three ranked firms will be called in for interviews before the final selection.
- The tentative budget will be presented to Council on September 6 for the first public hearing. On September 19 Council will hold the second public hearing and approve the fiscal year 2012 budget.
- As required by Florida Statute for Truth in Millage (TRIM) staff completed the DR-420 Certification of Taxable Value and returned to Columbia County Property Appraiser, Columbia County Tax Collector and Florida State Department of Revenue. The City informed the property appraiser of the following:

Prior year millage rate:	3.9816
Current Year proposed millage rate:	3.9816
Current year rolled-back rate	4.1366

The tentative budget hearing will be held September 6, 2011 – 6:30 p.m., City Hall Council Chambers.

- Staff is scheduled to participate in training for the One Solution software upgrade as part of our Naviline software package with Sungard. The training will take place on site the week of August 16-19.

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

- Closed Natural Gas Technician I position for the Gas Department.
- Processed all applications received for open positions.
- Filed worker's compensation claim for injured employee.
- Locating service to perform FDLE and background checks for new employees.

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

- We are very near complete with the consolidation of websites for centralization of management and the rebuild of the City sites in the new back end program.
- The Everbridge project is almost complete.
- The Lock Box project is moving forward with contracting and acceptance.
- The set up of the Police Departments new virtual server environment is in progress.
- We have begun the implementation of the security for advanced authentication for the Police Department.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred fifty nine invoices.
- Updated nine vendor files.

- Renewed final year of contact with Flowers Chemical Corporation for water quality sampling.
- Attended meeting with Information Technology and Finance Department staff to discuss the purchasing and invoice workflow for ONESolution.
- Received proposals on Request for Proposal (RFP) 027-2011 Auditing Services. Proposal packets and instructions were distributed to committee members. The next meeting is scheduled for Friday, August 5, 2011.
- Receiving materials for Columbia Arms Apartments gas meter change out Project 11RE60.
- Received materials for 2" water line change out Project 11RP14 St. Johns Street.
- Issued one thousand two hundred sixty one items for city use.
- Completed monthly warehouse and Recreation Department reports.

Airport General Manager Sawyer Reports:



- Sales of jet fuel to transient aircraft increased weekly volumes to 3,960 total gallons producing \$18,936 in gross revenues. FY 2010-2011 sales through July totaled 193,370 gallons producing \$873,880 in gross revenue, a forty two per cent increase over total gallons sold in FY 2009-2010.
- Terminal construction crews continued inside wall painting, soffit framing, and installation of flooring tiles during the week. Wet weather required repeat compaction of the lime rock base in the parking lot and aircraft apron areas. Density testing in those areas was successful allowing prime coating on August 5th, weather permitting.
- Parsons Technology, Inc. has published a Final Site Inspection Report under contract with the U.S. Army Corps of Engineers. The Report recommends no further action by the Department of Defense and states that no explosive hazards (ammunition waste) were found at former WW II shooting ranges on Lake City Airport properties.

City Clerk Sikes Reports:



- Processed nineteen (19) public records request (annual total to date 271).
- Scanned in six hundred eighty nine (689) pages into the Onbase Document Imaging System (annual total to date 20,862).
- Provided one (1) complimentary notary (annual total to date 76).
- Attended one (1) Sunshine Applicable meeting.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 40 Emergency calls for service, with an average response time of 5 minutes and 00 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	3
Pre-Fire Plans	2
Fire Prevention/Education Events	3

Growth Management Director Lee Reports:

CDBG:

- Provide assistance to Regional Planning for CDBG application

Planning:

- Zoning statements issued 8
- Land Files maintenance 2Hrs
- Meet with potential developers on proposed projects 2 Hrs
- Prepared Quarterly reports to State on surcharges collected 1 Hr
- 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 meeting notification correspondence to petitioners 2 Hrs
- Prepared one resolution for legal review 1 Hr
- Conducted Site plan review with city staff 1 Hr
- Conducted public Hearing for Zoning Board 3 Hrs
- Review submitted petition for completion and compliance 1 Hr
- Processed CDBG projects 2 Hrs
- Attended conference for retirement board 24hrs

Building Inspections:

- Permit applications received 11
- Permits issued 15
- Building inspections 7
- Plumbing inspections 4
- Electrical inspections 4
- Roof inspection 1
- Mechanical Inspections 4
- Plan reviews performed 12 Hrs
- Sign inspection 1
- Demolition inspections 3
- Update of Contractor requirements (12) 2 Hrs

Code Enforcement:

- New complaints received 8
 - Property inspections performed 55
 - Meeting with responding property owners/customers(2) 4 Hrs
 - Cases brought into voluntary compliance 2
 - Notices of violations issued 1
 - Notices of hearing issued 1
 - Warning Notices issued 5
 - Fund raiser permits issued 1
 - Update weekly Code Enforcement Log 1 Hr
 - Public records request (3) 1 Hr
 - Assisting Customer Service with zoning and code issues 2 Hrs
 - Forward and assist DBPR on license complaints 12 Hrs
 - Walk-in customers assisted Re; code issues 17
- * includes activity in CRA

Business Tax Receipts:

- New applications for Business Tax 5
- Applications reviewed and ready to issue 4
- Prepare and mail renewal notices (50) 3 Hrs

Police Chief Gilmore Reports:

Executive Summary:

Command Staff has been working on policies and procedures.

Departmental Highlights:

08/02/2011: The 28th Annual National Night Out was held at First Street Music with many vendors and citizens in attendance. Job well done to Officer Staci Brownfield and Audre Washington for ensuring that this year's event was a success.

Criminal Investigation Division:

Total Cases Investigated	14	Affidavits Filed	1
Total Cases Solved	5	Total Charges Filed	2
Total Cases Unsolved	9	Burglaries	9
Total Arrests	2	Thefts	4
		Assaults	1

TAC Unit and Task Force Unit Summary Report:

During the previous week of July 25th through July 29th, Task Force Members assisted with the recovery and destruction of a meth lab, investigation continues. The Task Force continued its street level investigations resulting in more cases being generated, as well as suspect(s) being identified. Numerous case files were completed and are ready for arrest and prosecution as a result of suspect(s) engaging in the sale of narcotics. TAC unit members have been assisting Task Force with investigations within the city limits as well as developing new targets based on real time information they have.

Calls Answered	828	Criminal Mischief	2
On Views/ Police In	547	Missing Person	1
Misdemeanor	27	Status 6 Accident Report	10
Felony	6	Status 7 Traffic Ticket	26
Status 1 Gone on Arrival	28	Status 8 Traffic Warning	46
Status 4 Misc. Incident	663	Misdemeanor Traffic	6
Status 5 Incident Report	62	Infraction	20
Burglaries	10	Warrant Arrest	7
Assault	9	Property Damage	\$48,000
Opposing/Resisting	1	Accident Injuries	5
Thefts	10		



Recreation Director Little Reports:

Southside Recreation Center:

- We had our tournament at the center on Friday. Our first tournament will be the Pool Tournament. The winners of the tournament will receive a trophy. A good time was had by all. Some kids come to use the outside play area. We still have Tae Kwan Do being offered at our facility.

Girls Club Center:

- On Monday, we had a guest speaker from the Humane Society talking to the girls about their pets. We also went to the Columbia County Aquatic Complex to swim. On Tuesday, the girls visited the Library and had a story time, each group did a sport activity and made tie-dye- t- shirts. On Wednesday, we had arts and crafts and the girls participated in a cooking class and made cupcakes. We went bowling for the afternoon and wrapped it up with a visit for ice cream at TCBY. On Thursday, we had

our field trip to Adventure Landing in Jacksonville. On Friday, we went skating at Columbia Skate Palace.

Athletics – Teen Town Center:

- We will hold our Future Tiger Football Camp on Saturday August 27, 2011 from 9-12 at Memorial Stadium. All children (boys & girls) ages 7-14 are eligible to attend. This camp is free and each child will receive a t-shirt and lunch provided by Columbia Youth Football Association. The Columbia High coaching staff will be instructors. Our Youth League football registration is scheduled to begin on August 13, 20, and 27, 2011 here at Teen Town. There will be a coaches meeting at 9:00 a.m. also for all Head Coaches. This is a mandatory meeting. Memorial Stadium painting is nearly completed. Stop by and check out the new color just in time for our youth football season.

Recreation Programs:

- We have started an early 4:15 p.m. class for Zumba. This class will allow the participants a less crowded atmosphere to enjoy Zumba. 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:

- Touch ups with the Stadium are being done, we are doing the clean up around the grounds as usual and with the rain helping with inlet cleaning. Baseball fields are maintained and trash pickup is being watched closely. It is our goal to have clean facilities and grounds.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Keith Hampton):

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| • Locates | 26 |
| • Service Orders | 47 |
| • Repaired/Responded to Sewer Calls | 5 |
| • Replaced Curb Stops | 6 |
| • Repaired Water Lines | 2 |
| • Raised/Replaced/Repaired Manholes | 5 |
| • Replaced Leaking Valves | 4 |

Distribution, Collections & Construction (Keith Hampton):

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| • Tice Farms - 12" Reuse Water Line | 84% complete |
| • Racetrack Rd 12" Radial Connector | 15% complete |

Natural Gas (Joe Sheldon):

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| • Service Orders | 271 |
| • Locates | 26 |
| • Ongoing Pipe Line Maintenance at Columbia Arms | |
| • Ongoing Removal of Inactive Gas Meters | |
| • Collecting Reads at New Anode Bed | |

Public Works (Thomas Henry):

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| • Locates | 17 |
| • Responded to and Serviced Trouble Calls | 9 |
| • Responded to Citizen Calls/Complaints | 3 |
| • Street Lights Repaired | 16 |
| • Signs Made/Repaired/Installed | 14 |

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 12
- Maintenance Items At WWTP 10
- Performed Confined Space Entry in Manhole at Avalon Healthcare & Rehabilitation Center/Removed Tree Roots from Manhole

Vehicle Maintenance (Kim Moore):

- Complaints /Repaired/Back in Service 12
- Performed Routine Maintenance/Service 3
- Greased Machines/Buckets 8
- Machines Fueled & Fluid Levels Checked 8



Wastewater Treatment Plant (Sonny Van-Skyhawk):

- Gallons Treated 2.264 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 3.994 MGD
- Gallons Treated (Brandon Brent WTP) .018 MGD

Customer Service (Donna Duncan):

- Phone Calls Taken 372
- Walk-up Customers Assisted 897
- Number of Payments Collected 1600
- Bills Generated 2759
- Late Notices Generated 608
- Total Payments Received \$256,034.50
- Taps Processed 3

Service Orders Generated:

- Field Service Orders 425
- Severn Trent 9
- Verify Shut-Offs 33
- Cut Off Non Pay 64
- Turn Back On 71

Reads:

- Initial Read 58
- Final Read 50