

## Lake City Staff Weekly Report

### Week ending August 26, 2011

#### **FROM THE CITY STAFF**

##### **Administrative Services Director Cason Reports:**

###### *Finance (Donna Duncan):*

- Received the 2010 Premium Tax Distribution for Firefighters' Retirement Pension in the amount of \$58,506.90. The revenue constitutes the amount due the City under Chapter 175 Florida Statutes.
- Received the 2010 Premium Tax Distribution for the Police Officers' Retirement Pension in the amount of \$91,218.19. The revenue constitutes the amount due the City under Chapter 185 Florida Statutes.
- The Request for Proposal for Audit Services has been completed. Five accounting firms submitted proposals for audit services for the Fiscal Years 2012, 2013 and 2014. Purvis Gray and Company was selected by the review committee. The resolution and Notice to Council for requesting approval to accept Purvis Gray and Company proposal will be presented at the September 6, 2011 Council meeting.

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

- Contacted all vendors and finalized preparations for Open Enrollment for City employees for the new benefit year beginning October 1, 2011.
- Met with Valic Representative that will assist City employees with their participation in their deferred compensation program.
- Proof read and approved the employees benefit book provided by Parks Johnson Agency.
- Processed all applications received for open positions.
- Processed bank deposits and invoices.

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

- We are very near completion of the consolidation of websites for centralization of management.
- We are very near completion of the City sites in new back-end program.
- Everbridge project is nearly complete. The Everbridge project is the City alert system to residences, businesses and City utility customers. Training has underway.
- The Lock Box project is moving forward with contracting and acceptance.
- Equipment has started arriving for the fiber project to run from City Hall to Public safety.

###### *Purchasing and Contracting (Debbie Garbett):*

- Processed one hundred nineteen invoices.
- Established five new vendors.
- Updated seventeen vendor files.
- Processed three requisitions.
- Scanned eighty seven documents into OnBase Imaging System.
- Prepared Invitation to Bid (ITB) 033-2011 Bulk Pebble Quicklime Annual Contract for the Wastewater Treatment Plant.

- Contacted TC Specialties and City of Daytona Beach to request a renewal on the current contract for utility billing, printing and mailing services. Our current contract expires on September 30, 2011.
- Received all materials for water meter change out at TIMCO.
- Received new lowboy trailer for Water Distribution
- Ordered all materials for attachment of directional bores for reuse line project number 11RE13.
- Ordered materials for water taps on US Highway 47 and Interstate 75 S & S stores.
- Scheduled a safety and maintenance class on proper usage of lowboy trailer for Fleet Services and Utilities.
- Obtained quotes and ordered materials for fire hydrant program project number 11H12.
- Issued one thousand three hundred fifty items for city use.
- Total sales to date on GovDeals.com are \$179,363.55.

#### **Airport General Manager Sawyer Reports:**

- Weekly fuel sales totaled 2,765 gallons producing \$12,960 in gross revenues. Ascent Aviation has retrieved the two jet fuel trucks leased to support U.S. Forestry operations. Ascent is also arranging transportation to retrieve the leased avgas fuel truck. The City avgas and jet fuel trucks are fully operational.
- The Columbia County Health Department will inspect the airport fuel storage facility on August 25, 2011. The Department inspects for compliance with Florida DEP storage tank regulations.
- The FDOT Aviation Office will conduct an annual licensing inspection on September 30<sup>th</sup>, 2011. Staff expects a positive report and FDOT's reissuance of a State Airport License for calendar year 2012.
- Terminal construction crews completed asphalt paving and installation of parking lot curbing and lighting fixtures during the week. Inside work included cabinet installations and final painting in office spaces and hallways. The terminal project completion date remains October 7, 2011.

#### **CRA Administrator Kite Reports:**

##### *Community Redevelopment Area:*

Farmers Market: *IT'S NATIONAL GUARD APPRECIATION WEEK AT THE MARKET. In honor of their service, the market will host live music, children's activities food and fun. This week's offerings at the Lake DeSoto Farmers Market include a bounty of Florida-grown okra, peppers, squash, cantaloupe and cucumbers; peaches from Georgia and Carolina, tomatoes from Tennessee and Carolina, along with local honey, goat milk, cheese, free range eggs, herbs, and organic mixed greens for salads. Homemade Salsa's, pickles and specialty sauces along with herb infused preserves are the latest additions to the market. There are also herbs and native plants available for your garden. Local artists share space with local farmers, beekeepers, downtown merchants like **Ruppert's Bakery** and local nonprofits.*



Members of Alpha **Company 53rd Brigade Special Troops Battalion Florida Army National Guard** will be present with displays of **various equipment and recruitment information**. The unit recently returned from their **deployment to Kuwait in 2010**. This was their **second** deployment since 2005 when the unit went to **Afghanistan**.

**Voices for Children of the Suwannee Valley, Inc.**, which supports the Third Circuit **Guardian ad Litem Program** that gives abused, abandoned, and neglected children a voice in Court proceedings, will be serving up **nettles sausages and hot dogs**. The 3rd Circuit GAL Program serves children in Columbia, Suwannee, Hamilton, Lafayette, Madison, Taylor, and Dixie Counties all proceeds will benefit this worthwhile program.

**Columbia County Farm Bureau** wants to recognize and honor those serving in our **Armed Forces** by donating locally grown boiled peanuts for the National Guard Appreciation Day. **Randy King, Public Relations Chairman**, said Columbia County Farm Bureau Board members **Mike Tice, Steve Allison** and **Richard Jones** will be boiling the peanuts on site come by for a **free sample**.

**Terraplane Blues Band** will be at the market this week providing live entertainment. The **BAND** has been performing for over twenty years locally and regionally. They originated in **Gainesville, FL**, but their members are from all over North Florida. They have performed on stage with many national acts including the late **Bo Diddley, Gregg Allman, Marcia Ball, Rick Derringer, Bobbie Blue Bland, Pat Travers**, and many others. Their sound is **swinging blues with a hint of upbeat jazz**, great for listening and dancing. Check out [www.terraplanebluesband.com](http://www.terraplanebluesband.com) for more 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. Vendor space is available. For more information about the **Lake DeSoto Farmer Market** call **386-719-5766**.

*Façade Grant Program:* Applications are available in the lobby of City Hall, the Growth Management Department or by contacting the Community Redevelopment Department, Jackie Kite, at (386)719-5766. Funding was established for the 2010-2011 Year beginning October 1, 2010. Twenty One (22) applications have been submitted and Sixteen (16) have been approved by the CRA. Currently Ten (11) applicants have completed the improvements to their buildings and Two (2) others have begun work on their projects.

#### **Fire Chief Tunsil Reports:**

The Lake City Fire Department responded to 25 Emergency calls for service, with an average response time of 4 minutes and 39 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

#### **Growth Management Director Lee Reports:**

*CDBG:*

- Assisted grant recipients with information to apply for insurance 4 Hrs
- Coordinated repairs or adjustments to contractor work for grant homes 2 Hrs

*Planning:*

- Zoning statements issued 7
- Land Files maintenance 2 Hrs

• Meet with potential developers on proposed projects	6 Hrs
• Prepared Quarterly reports to State on surcharges collected	2 Hrs
• Prepared Agendas and advertisements Planning Board Hearings	3 Hrs
• Transcribed minutes of Board meeting	2
• 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
• Conducted Site plan review with city staff	1 Hr
• Review submitted petition for completion and compliance	2 Hrs
• Processed CDBG projects ( survey for grant app)	28 Hrs

*Building Inspections:*

• Permit applications received	10
• Permits issued	13
• Building inspections	29
• Plumbing inspections	4
• Electrical inspections	8
• Roof inspection	2
• Mechanical Inspections	4
• Plan reviews performed	10 Hrs
• Sign inspection	1
• Demolition inspections	3
• Update of Contractor requirements (18)	2 Hrs
• Prepared and mailed notices to registered contractors (65)	4 Hrs
• Notary services for citizens (6)	2 Hrs

*Code Enforcement:*

• New complaints received	11
• Property inspections performed	20
• Meeting with responding property owners/customers(11)	10 Hrs
• Cases brought into voluntary compliance	2
• Notices of violations issued	5
• Notices of hearing issued	4
• Warning Notices issued	4
• Fund raiser permits issued	1
• Update weekly Code Enforcement Log	1 Hr
• Public records request (4)	3 Hrs
• Assisting Customer Service with zoning and code issues	2 Hrs
• Forward and assist DBPR on license complaints	1 Hr
• Walk-in customers assisted Re; code issues	6
• Attended meeting with DBPR and County Re: Contracting unlicensed	2 Hrs
* includes activity in CRA	

*Business Tax Receipts:*

• New applications for Business Tax	6
• Applications reviewed and ready to issue	6
• New pet License issued	1

**Police Chief Gilmore Reports:**

*Major Case Synopsis:*

On August 9, 2011 officers responded to 1448 S. Marion Ave in reference to an incident that had occurred earlier. Officers made contact with the complainant who advised that a friend of the family and neighbor had witnessed an unknown male pick up the complainant's 3 year old child and place their hand over the child's mouth. The friend yelled at the male who let go of the child and ran away. Officers spoke to other neighbors in the area giving the suspect description in an attempt to locate and identify the suspect. No suspect was located nor did any of the neighbors know of anyone matching that description. Investigator David Greear was assigned the case to investigate. Investigator Greear developed a suspect and showed a photo line up to the witness who immediately identified the suspect as the one they had seen pick up the 3 year old child. Mr. Anibal Barris was identified as the suspect. He is also a registered sex offender. Investigator Greear then consulted with the State Attorney's Office and requested a warrant for the suspect's arrest. On August 22, 2011 Anibal Barris was arrested in Gainesville, Florida.

*Departmental Highlights:*

Officer Staci Brownfield has been preparing for the bicycle rodeo that will be held at the Gleason Mall on Saturday, August 27, 2011 from 4:00 p.m. to 8:00 p.m.

The Lake City Police Department received a notice of acceptance for a grant in the amount of \$14,759.00. This will allow the department to purchase two automatic electronic defibrillators and ten portable radios. This will be brought before the next council meeting requesting acceptance.

*Criminal Investigations Division:*

Total Cases Investigated	21
Total Cases Solved	4
Total Cases Unsolved	17
Affidavits Filed	1
Total Charges Filed	1
Burglaries	6
Robberies	1
Criminal Mischief	1
Thefts	10
Assaults	2
Other	1

*TAC Unit Summary Report:*

Date: August 14 – August 20, 2011

Officers: Officer K. Johns

Officer P. Ross

*Task Force Summary Report:*

Stats for August 15-21

During this reporting week approximately eight (8) felony cases were completed and will be presented to the State Attorney's Office for the purpose of requesting Arrest Warrants. These cases are related to illegal drug investigations. The Task Force assisted the Lake City Police Department's TAC Unit with intelligence related to organizations operating within the city limits which are engaging in illegal endeavors. The Task Force is continuing to work in conjunction with Criminal Investigations Division on a major fraud case. Attempts are being

made to identify all parties involved in the criminal investigation. The Task Force has numerous active investigations and operations on-going that are case sensitive. As a result, specific information cannot be provided until each investigation reaches a closure.

*Patrol Division:*

Traffic Stops	12	Robbery	1
Misdemeanor	1	Assault	8
Arrests	1	Opposing/Resisting	2
Suspicious Person(s)	12	Thefts	14
Property Checks	2	Drugs	4
Call For Service	14	Criminal Mischief	4
Calls Answered	1,143	Status 6 Accident Report	9
On Views/ Police In	861	Status 7 Traffic Ticket	69
Misdemeanor	30	Status 8 Traffic Warning	137
Felony	9	Misdemeanor Traffic	14
Status 1 Gone on Arrival	16	Infraction	55
Status 2 Unfounded	1	Warrant Arrest	6
Status 4 Misc. Incident	868	Property Damage	\$12,075
Status 5 Incident Report	52	Accident Injuries	2
Burglaries	8		

**Recreation Director Little Reports:**

*Southside Recreation Center:*

- We have a great start to our school year for 2011-2012. We have a total of 60 elementary and middle school children attending our after school program so far this year. The kids are excited about the new things we have planned for them this year, starting with an activity entitled "All about Me". A new course is being offered this year "Coed Ball Room Dancing" that will be taking place at our center on Monday nights from 6:30 p.m.-9:00 p.m. Our center also has homework help for the after school children. This helps both the parents and children.

*Girls Club Center:*

- Girls Club was closed this week to get ready for the upcoming school session. We have been preparing the buildings and cleaning up from the summer. We had our floors stripped and waxed. We have redone the bulletin boards for the school year. We start our after school program on August 22<sup>nd</sup>, the first day of school. Girls Club offers homework help to all the girls who come to the after school program. This has always been a great help in the past years to the parents and students because the children have their homework completed before they get home and are able to enjoy family time.

*Athletics – Teen Town Center:*

- The last day for our Youth League Football registration is on Saturday, August 27<sup>th</sup> at the Teen Town Center. We will hold our Future Tiger Football Camp on Saturday August 27 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 our Columbia Youth Football Association. The Columbia High Head Coach Brian Allen and CHS Tigers coaching staff will be the instructors. Our youth football draft will be held on September 1<sup>st</sup> at 6:30 p.m. at Memorial Stadium.

*Recreation Programs:*

- We are offering Co-ed Ball Room Dancing at the Southside on Monday evenings from 6:30 – 9:00 p.m. 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 getting the Stadium ready for our Youth Football Camp and up coming season. School season is in full swing and our facilities are being maintained with the school buzz. The softball fields have been thoroughly cleaned with the softball season wrapped up for the summer league. It is our goal for clean facilities and grounds.

**Utilities Executive Director Clanton Reports:**

*Distribution & Collections (Keith Hampton):*

- |                                     |    |
|-------------------------------------|----|
| • Locates                           | 63 |
| • Service Orders                    | 45 |
| • Repaired/Responded to Sewer Calls | 5  |
| • Replaced Curb Stops               | 6  |
| • Repaired/Responded to Water Lines | 12 |
| • Inspected Fire Hydrants           | 20 |
| • Set Fire Hydrants                 | 5  |
| • Relayed Sewer Lines               | 2  |

Surveyor:

- Completed Location on DOT maps for Long Street Overlay
  - Completed Storm Projects at:
    - Hallpatter Park
    - Ermine Street
  - Assisted (IT) GIS with:
    - Location of Directional Bores at Highway 90 West & I-75
    - Locating Manholes along Grandview Ave.
    - Drawing Shelby Terrace for Engineer
  - Staked 12 Practice Fields for Recreation Department
  - Researched Utility Easement for Baseball Complex
- Profiled Area around (washed out) Bridge on Shelby Drive

*Distribution, Collections & Construction (Keith Hampton):*

- |                                     |              |
|-------------------------------------|--------------|
| • Tice Farms - 12" Reuse Water Line | 84% complete |
| • Racetrack Rd 12" Radial Connector | 18% complete |

*Natural Gas (Joe Sheldon):*

- |   |     |
|---|-----|
| • Service Orders                                | 259 |
| • Locates                                       | 45  |
| • Ongoing Projects                              |     |
| ➤ Pipe Line Maintenance at Columbia Arms        |     |
| ➤ Removal of Inactive Gas Meters                |     |
| ➤ Monitoring of Test Stations on Ridgewood Ave. |     |

*Utility Maintenance (David Durrance):*

- |                                       |           |
|---------------------------------------|-----------|
| • Inspected and Serviced Liftstations | 7         |
| • Maintenance Items At WWTP           | 7         |
| • Inspected/Cleaned Sewer Line        | 230 feet  |
| • Smoke Tested Sewer Line             | 2000 feet |

*Public Works (Thomas Henry):*

- |   |    |
|---|----|
| • Locates                                 | 34 |
| • Responded to and Serviced Trouble Calls | 9  |
| • Responded to Citizen Calls/Complaints   | 15 |

- Replaced/Repaired Street Signs 2
- Replaced/Repaired Street Lights 6
- Programmed School Time Clocks
- Inspected and Repaired Signs in School Zones
- Ongoing Work on Escambia Retention Pond Project

*Vehicle Maintenance (Kim Moore):*

- Complaints /Repaired/Back in Service 15
- Performed Routine Maintenance/Service 8
- Machines Fueled & Fluid Levels Checked 9

*Wastewater Treatment Plant (Sonny Van-Skyhawk):*

- Gallons Treated 2.695 MGD

*Water Plant (Steve Roberts):*

- Gallons Treated (Price Creek WTP) 3.738 MGD
- Gallons Treated (Brandon Brent WTP) .019 MGD
- Hydrant Flushing 1
- Demolition Updates (PAW, Inc.)
  - Putnam WTP: Crews have demolished most of the structures and are performing cleanup before proceeding with underground containments.
  - Lake City Water Works: Mobilization and setup occurring on site.
  - Milton Bishop WTP: Mobilization setup performed. Tanks being demolished.

*Customer Service (Donna Duncan):*

- Phone Calls Taken 665
- Walk-up Customers Assisted 944
- Payments Collected 1827
- Bills Generated 1010
- Late Notices Generated 750
- Total Payments Received \$166,113.77
- Taps Processed 9

*Service Orders Generated:*

- Field Service Orders 386
- Severn Trent 3
- Verify Shut-Offs 43
- Cut Off Non Pay 55
- Turn Back On 49

*Reads:*

- Initial Read 59
- Final Read 40