

Lake City Staff Weekly Report

Week ending May 13, 2011

Administrative Services Director Cason Reports:

Finance (Donna Duncan):

- Preparing Budget Amendment #1 and Budget Resolution for presentation at the May 16 Council meeting.
- Requested Florida Department of Transportation reimbursement on the Airport project in the amount of \$335,923.59.
- Staff is preparing budget worksheets to be distributed to Department staffs.
- Received State approval on the 2010 Annual Fire Pension Fund report.
- Donna and Denise participated in a Florida Governmental Finance Officer Association (FGFOA) webinar and received 2 hours Continuing Professional Education (CPE) Governmental Accounting and Auditing credits. They will attend a CPE class sponsored by Purvis Grey and Company on Employee Benefit Plan Update for Select Topics on June 2.

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

- Completed quarterly fire safety and back flow inspection for City Hall.
- Attended Florida League of Cities conference.
- Completed four public records requests.
- Posted temporary positions for Gas Dept.
- Processed bank deposits and invoices.

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

- Continued the rebuild of City sites in new back-end program.
- Continued work on reclaim the water plan and profile in Geographical Information System.
- Continued the building of the test network environment.
- Everbridge Project file transfer is underway. 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.
- Began Server consolidation of City systems.
- Collected Geographical Positioning System data for utilities.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred eighteen invoices.
- Established two new vendors.
- Updated nine vendor files.
- Scanned seventeen documents into OnBase Imaging System.
- Processed two requisitions.
- Issued addendum two on Invitation to Bid (ITB-017-2011) Cathodic Protection Deep Anode. Bids are due no later than 11:00 A.M. on May 12, 2011.
- Issued addendum two on Invitation to Bid (ITB-019-2011) Demolition of Four Structures on City Owned Property. Bids are due no later than 11:00 A.M. on May 12, 2011.
- Issued thirteen hundred ninety two items for City use.

- Issued six new police vehicles.
- Ordered water meter for Shands Hospital change out.
- Entered four surplus items on GovDeals.com.
- Sold one vehicle on GovDeals.com. Total sales to date for surplus items are \$172,062.55.

Airport General Manager Sawyer Reports:

- Fuel sales to U.S. Forestry Tanker Aircraft (3,022 gallons) increased weekly volumes to 5,136 gallons producing \$25,223 in gross revenues, twice the weekly sales average for 2011. Forestry has based two aircraft at the Lake City Tanker Base to assist in efforts to contain expansion of the Georgia Swamp Fire.
- J.D. James completed installation of the airport weather reporting system (AWOS) during the week. FAA technicians have inspected and approved the AWOS which is now operational. Timco has increased airport control tower staffing to two controllers. The change will allow a consistent Monday through Friday operations schedule to better serve the flying public.
- Framing of interior walls and window glass installations were the focus of Terminal Building construction crews during the week. Installation of the final galvanized roofing materials was started as was dry wall installation on the completed interior walls. Work in each of these areas will continue through the week of May 16th.

CRA Administrator Kite Reports:

Farmer's Market. This week, live music will be provided from 9am to 12pm by Quartermoon, the High Springs- based husband and wife team of John and Raven Smith who have played in several musical configurations over the years. John (bass, vocals, composer) and Raven (rhythm guitar, vocals) are joined by Jon Alexander (pedal steel and acoustic and electric guitars) and Mike Mullis (drums). Lake City Parks & Recreation Department will bring its Summer Program's to the market with dancing, arts and crafts and other Summertime activities on May 21st. Vendor applications for the Lake DeSoto Farmers Market are available through Jackie Kite, Community Redevelopment Administrator, 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.

CRA Plan Update: The next Public Workshop is scheduled for Monday, May 23, 2011 at 5:30 p.m. at Richardson Community Center.

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.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 26 emergency calls for service, with an average response time of 4:49 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

Growth Management Director Lee Reports:

Planning:

• Zoning statements issued	8
• Land Files maintenance	2Hrs
• Meet with potential developers on proposed projects	1 Hr
• Prepared Agendas and advertisements Planning Board Hearings	3 Hrs
• Transcribed minutes of Board meeting	2 Hrs
• Applications reviewed Sp Excep, Variance or Land use	2 Hrs
• Prepared legal advertisement for Special Exception	2 Hrs
• Prepared meeting notification correspondence to petitioners	2 Hrs
• Conducted public Hearing for Zoning Board	2 Hrs
• Local Mitigation Workshop updates	4 Hrs
• Review submitted petition for completion and compliance	1 Hr
• Attended workshop by regional Planning council	2 Hrs
• Processed 50 % pay request on CDBG projects	1

Building Inspections:

• Permit applications received	18
• Permits issued	16
• Building inspections	10
• Plumbing inspections	2
• Electrical inspections	6
• Roof inspection	2
• Mechanical Inspections	3
• Plan reviews performed	10 Hrs
• Sign inspection	1
• Demolition inspections	1

Code Enforcement:

• New complaints received	9
• Property inspections performed	43
• Meeting with responding property owners/customers	10 Hrs
• Cases brought into voluntary compliance	9
• Notices of violations issued	8
• Notices of hearing issued	2
• Fund raiser permits issued	3
• Update weekly Code Enforcement Log	1 Hr
• Public records request (2)	1 Hr
• Assisting Customer Service with zoning and code issues	2 Hrs

Business Tax Receipts:

• New applications for Business Tax	3
• Applications reviewed and ready to issue	5

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff has been coming in at 7:00 a.m. to work on polices for the re-accreditation process.

Command Staff is also preparing for the “Breakfast with the Chief” scheduled for May 14, 2011. The Breakfast is scheduled for 10:00 a.m. – 11:30 a.m.

Public Safety Committee is scheduled for Thursday, May 12, to discuss technology upgrades and equipment purchases for the department.

Criminal Investigations Division:

Total Cases Investigated	16	Total Charges Filed	2
Total Cases Solved	8	Burglaries	6
Total Cases Unsolved	8	Thefts	8
Affidavits Filed	2	Other	2

TAC Unit Summary Report:

Officers: Officer L. Shallar (K-9 Issa)
 Officer K. Johns (K-9 Trooper)

Summary:

The TAC Unit (Officers Shallar and Johns) is continuing to function as Field Training Officers for the police recruits.

Task Force Unit Summary Report:

Officers: Sergeant J. Byrd
 Officer M. Cline

Summary:

During the previous week the Task Force Officers continued with their undercover operations. The Task Force Officers also participated in the operational plan at Annie Mattox Park on Mother's Day. This operational plan was utilized to make Mother's Day a safe and harmonious event at the park. No significant incidents occurred during this event. Neighbors throughout the area seemed very pleased with the outcome of this event. As in years past, the crowd did not materialize on this date.

Patrol Division:

Calls Answered	820	Assault	10
On Views/ Police In	527	Thefts	10
Misdemeanor	24	Drugs	1
Felony	13	Criminal Mischief	1
Status 1 Gone on Arrival	28	Status 6 Accident Report	14
Status 2 Unfounded	8	Status 7 Traffic Ticket	47
Status 4 Misc. Incident	548	Status 8 Traffic Warning	38
Status 5 Incident Report	60	Misdemeanor Traffic	11
Burglaries	5	Infraction	36
Robbery	1	Warrant Arrest	4
Accident Injuries	4	Property Damage	\$42,200

Recreation Director Little Reports:

Southside Recreation Center:

- Last week at Southside, we had the kid's make Mother's Day cards to honor their mother of that special holiday that was this past Sunday. We are currently doing registration for Summer Camp. We have about 18 to 20 kids so far. There are 80

spots total. Flyers and booklets are available and are at the schools around the area. Earlier in the week, the kids enjoyed popcorn and a movie.

Girls Club Center:

- We are in our Spring Quarter. We are currently taking registration for the Summer Quarter from the current members. We are preparing our buildings and schedules for the upcoming Summer Session which will start on June 13th. On Monday, we had a kickball game. On Tuesday, we did arts and crafts. On Wednesday, we had an ice cream social with all the toppings you could think of. The girls really enjoyed making their own sundae. On Thursday, we had inside games. Girls Club offers homework help to all the girls who come to the after school program. This has been a great help to the parents because the children have their homework completed when they get home and are able to enjoy family time.

Athletics - Teen Town Center:

- Our T-Ball Jamboree was held on May 7th at the Girls Softball Complex. All teams participated in the jamboree. We had a large participation of family and friends who came out and cheered on their favorite player or team. We are in the final weeks of our softball adult leagues at the fields on Bascom Norris Drive. We hold registration of our Summer League Adult Softball at the end of the month.

Recreation Programs:

- Our Lake City Guys and Gals had a special Mother's Day Dance Friday, May 6th. Our Romper Rhythm classes will resume after school is out for the summer. 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 ready for the Purple and Gold Game coming up soon. We are making sure the T- Ball fields are maintained with games being played and also making sure that the grass on the fields is kept up with the weather getting hotter. All routine maintenance continues as usual.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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| • Locates | 34 |
| • Service Orders | 47 |
| • Repaired/Responded to Sewer Calls | 7 |
| • Repaired Water Line | 7 |
| • Set Meters | 5 |
| • Installed Water Tap | 1 |
| • Prepared & Raised Manholes | 4 |
| • Raised/Replaced/Relocated Fire Hydrants | 3 |

Distribution, Collections & Construction (Keith Hampton)

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|---|--------------|
| • W. US Hwy 90 12" Water Main Extension | 63% complete |
| ➤ (Working on acquiring easements) | |
| • Tice Farms - 12" Reuse Water Line | 77% complete |
| ➤ (Working on bidding out directionals) | |
| • 12" Eastside Water Main Extension | 1% complete |
| ➤ (Working on acquiring easements) | |

Natural Gas (Joe Sheldon):

- | | |
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| • Service Orders | 367 |
| • Locates | 11 |

Public Works (Thomas Henry):

• Locates	12
• Responded to and Serviced Trouble Calls	3
• Responded to Citizen Calls/Complaints	8
• Street Lights Repaired	5
• Signs Made/Repaired/Installed	16
• Repaired Cave-Ins	2

Utility Maintenance (David Durrance):

• Inspected and Serviced Liftstations	7
• Cleaned Liftstations with Vac-Con Truck	5
• Maintenance Items At WWTP	3

Vehicle Maintenance (Kim Moore):

• Complaints /Repaired/Back in Service	11
• Routine Maintenance and Service	4
• Machines Fueled & Fluid Levels Checked	3
• Installed Printer Bracket & Printer	1

Wastewater Treatment Plant (Sonny Van-Skyhawk):

• Gallons Treated	2.065 MGD
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Water Plant (Steve Roberts):

• Gallons Treated (Price Creek WTP)	3.726 MGD
• Gallons Treated (Brandon Brent WTP)	.025 MGD
• Backflow Devices Tested	6
• Hydrants Flushed	6

Customer Service (Dorothy Tyre):

• Phone Calls Taken	524
• Walk-up Customers Assisted	1316
• Bills Generated	2083
• Number of Payments Collected	2037
• Late Notices Generated	330
• Total Payments Received	\$261,155.05
• Taps Processed	2

Service Orders Generated:

• Field Service Orders	557
• Severn Trent	4
• Verify Shut-Off's	76
• Cut Off Non Pay	128
• Turn Back On	99

Reads:

• Initial Read	62
• Final Read	78