

## Lake City Staff Weekly Report

### Week ending May 20, 2011

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

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

- An Emergency Set Aside Grant reimbursement for \$52,597.39 was requested on May 12<sup>th</sup> from State of Florida Community Development Block Grant.
- A request was processed for Federal Aviation Administration grant reimbursement for the New Airport Terminal project in the amount of \$33,461.76.
- Work has begun on the initial stages of the Fiscal Year 2012 (FY12) Budget. Finance staff will meet with department heads on Monday at 2:00 p.m. in Council Chambers for the distribution of Budget material and worksheets.

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

- Posted position for Waste Water Treatment Plant job opportunity.
- Completed all pre-employment screening appointments for Recreation summer hires.
- Worked with the Information Technology Department to prepare electronic forms.

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

- Continued working on 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.
- Continued the building of the test network environment.
- Everbridge project continues. The employee portion has been setup and the citizen file is in the data validation stage. The Everbridge project is the City alert system to residences, businesses and City utility customers.
- Continued Lock Box project file testing.
- Rebuilt document management system servers and upgraded software.

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

- Processed one hundred fifty eight invoices.
- Received proposal on Invitation to Bid (ITB) 017-2011, Cathodic Protection Deep Anode. Awaiting department head approval to prepare contract and resolution for presentation to City Council.
- Prepared contract and resolution for Invitation to Bid (ITB) 019-2011, Demolition of Four Structures on City Owned Property. Items should be presented to City Council for approval on June 6, 2011.
- Prepared Invitation to Bid (ITB) 022-2011, Tree Trimming and Removal Annual Contract. Awaiting department head approval to proceed with advertising.
- Issued nine hundred thirty one items for City use.
- Entered one surplus item on [www.GovDeals.com](http://www.GovDeals.com).
- Sold three items on [www.GovDeals.com](http://www.GovDeals.com). Total sales to date for surplus items are \$179,363.55.

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

- Fuel sales continued above 2011 weekly averages for the second straight week. Purchases by U.S Forestry (2,200 gallons) elevated weekly sales to 4,900 gallons producing \$24,000 in gross revenues. The aviation fuel truck remains operational pending radiator and water pump repairs by the Mobile Maintenance Department.

- Terminal construction crews began dry wall and continued window glass installations during the week. West side building mechanical, electrical and in wall plumbing installations were inspected and approved by the City. Inspection of interior walls and insulation is scheduled for the end of the week.
- U. S. Army Corps of Engineers personnel will be on site July 6<sup>th</sup> at 9:00 a.m. to review the airport munitions waste inspection report prepared by the Parsons Group. Staff expects a favorable report and close out of the inspection project by the Corps.

#### **City Clerk Sikes Reports:**

- Processed eight (8) public records request (annual total to date 176)
- Scanned in one thousand two hundred and eleven (1,211) pages into the OnBase Document Imaging System (annual total to date 13,512)
- Provided five (5) complimentary notaries (annual to date 49)
- Attended three (3) Sunshine Applicable Meetings

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

**CRA Workshop:** The City of Lake City is nearing completion of contract with IBI Group, Inc. as the consultant relating to the preparation of a new Community Redevelopment Plan. A Pubic Workshop will be held on Monday, May 23, 2011, from 5:30 PM to 7:30 PM at the Richardson Community Center located at 255 Northeast Coach Anders Lane, Lake City Florida.

The purpose of this workshop is to educate the citizens on the anticipated planning process, share preliminary findings related to the study area and to brainstorm ideas and solutions for attracting future development within the redevelopment area boundaries. All interested persons are invited to attend.

**SPECIAL REQUIREMENTS:** If you require special aid or services as addressed in the American Disabilities Act, please contact the Community Redevelopment Administrator, Jackie Kite at (386) 719-5766.

**THE FARMER'S MARKET** at Lake DeSoto is into the third week and is growing. The market is open each Saturday from 8 a.m. to 12 noon in Wilson Park, which is located between Shands at LakeShore Hospital and the Columbia County Courthouse in downtown Lake City.

**THIS WEEK: ZUMBA, ARTS & CRAFTS AND LIVE MUSIC:**



Pick up freshly harvested fruits and vegetables, as well as healthy plants for the home or garden. The market also features local honey, goats milk products and local artists. The **Lake City Recreation Department** will host **Arts & Crafts** and **Circus Games** for kids during market hours as well as a **Zumba Class** for all ages from **9am to 9:45 a.m.** near the Gazebo. Featured music guests will be **Billboards & Byways**, a Lake City-born acoustic Christian rock band, that most recently performed at the local MADD Fest a few weeks ago.

Band members include **Kyle Green (Rhythm Guitar/Backup Vocals), Carissa Green (Lead Vocals), Ethan Bowman (Bass Guitar), Aaron Green (Lead Guitar), Klay Green (Drums) and Chris Greeley Hermida (Mandolin.)** The Lake City Master Gardeners will bring their annual Plant Sale to the market with offerings that include flowers and landscape plants.

Next week, the market kicks off the **Memorial Day weekend** with plenty of fresh produce for your family festivities as well as **Tony Buzzella and Friends**, one of the "most versatile bands in Florida." They have been featured throughout Florida in one form or another for over 30 years. The band will feature a musical tribute to each branch of the military and recognize all who have served our country.

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](mailto: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 28 Emergency calls for service, with an average response time of 45 minutes and 42 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	3
Fire Prevention/Education Events	2

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

**CDBG:** Staff completed the following tasks for CDBG

- Prepared and processed contracts for Malave and Adams and McSwain
- Processed payment request Malave, McSwain, Adams and Chapman

**PLANNING:** Staff worked the following tasks this week;

• Zoning statements issued	8
• Land Files maintenance	1 Hr
• Meet with potential developers on proposed projects	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	3 Hrs
• Review submitted petition for completion and compliance	1 Hrs
• Attended workshop by regional Planning council	2 Hrs
• Processed CDBG projects	1 Hr
• Reviewed proposed amendments to Regional Policy Plan	8 Hrs
• Review of HTE software	4 Hrs

**BUILDING INSPECTIONS:** Staff completed the following tasks for the week;

• Permit applications received	19
• Permits issued	10

- Building inspections 5
- Plumbing inspections 5
- Electrical inspections 6
- Roof inspection 1
- Mechanical Inspections 1
- Plan reviews performed 8 Hrs
- Sign inspection 2
- Update of Contractor requirements 4 Hrs

**CODE ENFORCEMENT:** Staff completed the following tasks for the week;

- New complaints received 11
  - Property inspections performed 52
  - Meeting with responding property owners/customers 12 Hrs
  - Cases brought into voluntary compliance 5
  - Notices of violations issued 6
  - Prepare orders for Contractors Board 3
  - Notices of hearing issued 3
  - Fund raiser permits issued 1
  - Update weekly Code Enforcement Log 1 Hrs
  - Public records request (1) 1 Hrs
  - Assisting Customer Service with zoning and code issues 2 Hrs
  - Issued 1 Cease and Desist Order 1 Hrs
- \* includes activity in CRA

**BUSINESS TAX RECEIPTS:** Staff worked on the following issues for the week;

- New applications for Business Tax 4
- Applications reviewed and ready to issue 3
- New pet License issued 1

### **Police Chief Gilmore Reports:**

#### *Executive Summary:*

The Command Staff is continuing to come in at 7:00 a.m. to work on polices for the re-accreditation process.

#### *Departmental Highlights:*

- May 12, 2011: The Public Safety Committee gave approval to present the purchase of the Automatic Vehicle Locator (AVL) system, License Tag Readers, COPS Grant (asking for two (2) additional officers) , Secure our School Grant ( asking for (1) officer ) and for the renovations to the Check-On Room.
- May 14, 2011: The “Breakfast with the Chief” was held and it was another successful meeting with citizens. The issues that were brought up will be addressed.
- May 16, 2011: City Council approved the purchase request as recommended by the Public Safety Committee.
- The Command staff and administrative staff are planning a Law Enforcement Appreciation Fish Fry for our officers on May 27, 2011.

#### *Criminal Investigations Division:*

Total Cases Investigated	17
Total Cases Solved	5
Total Cases Unsolved	12

Total Arrests	2
Total Charges Filed	4
Burglaries	8
Robberies	1
Criminal Mischief	1
Thefts	5
Assaults	1

### **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 members continued with their drug related undercover operations. These operations have led to identifying numerous suspects that are involved in illegal drug/narcotic activities. These suspects will be arrested upon the completion of the operations. Task Force members are also continuing to participate in a recently developed statewide Strike Force Operation that is being monitored by the Governor's Office.

#### ***Patrol Division:***

Calls Answered	950	Criminal Mischief	1
On Views/ Police In	636	Status 6 Accident Report	12
Misdemeanor	20	Status 7 Traffic Ticket	30
Felony	11	Status 8 Traffic Warning	81
Status 1 Gone on Arrival	22	Misdemeanor Traffic	6
Status 2 Unfounded	8	Infraction	25
Status 4 Misc. Incident	481	Warrant Arrest	2
Status 5 Incident Report	58	Property Damage	\$70,900
Burglaries	10	Accident Injuries	3
Assault	10	Drugs	1
Thefts	11		

### **Recreation Director Little Reports:**

#### *Southside Recreation Center:*

- We continue with our Summer Camp sign up. We currently have a total of 18 kids sign up as of Tuesday afternoon. We have also got in touch with our previous campers' parents to give them the opportunity to sign up and for them to reserve their spot for the summer. Throughout the week, we have played inside and outside games with the children and some of the children made friendship bracelets one day. At Southside, we also offer the after school program which helps with homework so when the children are picked up, it is already done and time can be well spent with their family.

#### *Girls Club Center:*

- We are currently in our Spring Quarter. We are also taking registration for our summer quarter from current members and general public. Registration is going very well and steady. We are preparing our buildings to be ready, which will start on June 13<sup>th</sup>. On Monday, we had a kickball game. On Tuesday, we did arts and crafts. On Wednesday, the girls had ice cream for a snack. We are getting a lot of new girls for the summer which we are very excited about. On Thursday, we had an inside game. 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 Commercial and Church League have completed their spring season with K & H Timber finishing first in the commercial league and Christ Central Church finishing first in the church league. Registration of our Summer League Adult Softball will begin on Monday, May 23<sup>rd</sup> thru Friday, June 10<sup>th</sup>. We are offering three leagues for the summer. Open, Women and Co-Ed.

#### *Recreation Programs:*

- The Lake City Guys and Gals will hold a Special Memorial Day Dance on Friday, May 27<sup>th</sup> beginning at 7:00 p.m. Romper Rhythm fast approaching with school ending. 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 lists up from our other facilities as to what is needed to be done in their area. The rain has helped our fields out by watering them naturally, which keeps us very busy with mowing and maintaining a well groomed appearance.

### **Utilities Executive Director Clanton Reports:**

#### *Distribution & Collections (Richard Lee):*

- |   |    |
|---|----|
| • Locates                                 | 56 |
| • Service Orders                          | 14 |
| • Repaired/Responded to Sewer Calls       | 8  |
| • Repaired Water Lines                    | 7  |
| • Replaced/Repaired Water Meters          | 3  |
| • Installed Irrigation Tap                | 1  |
| • Repaired Curb Stops                     | 3  |
| • Raised/Replaced/Relocated Fire Hydrants | 2  |

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

- W. US Hwy 90 12" Water Main Extension 63% complete  
➤ (Working on acquiring easements)
- Tice Farms - 12" Reuse Water Line 77% complete

#### *Natural Gas (Joe Sheldon):*

- |                  |     |
|------------------|-----|
| • Service Orders | 374 |
| • Locates        | 23  |

#### *Public Works (Thomas Henry):*

- |   |    |
|---|----|
| • Locates                                 | 18 |
| • Responded to and Serviced Trouble Calls | 3  |
| • Responded to Citizen Calls/Complaints   | 7  |
| • Street Lights Repaired                  | 1  |
| • Signs Made/Repaired/Installed           | 9  |

• Banners Made/Installed	3
• Installed New Air Conditioner in Shop	
<i>Utility Maintenance (David Durrance):</i>	
• Inspected and Serviced Liftstations	12
• Maintenance Items At WWTP	6
• Attended Training for “Start-Up” for Re-use System	
<i>Vehicle Maintenance (Kim Moore):</i>	
• Complaints /Repaired/Back in Service	14
• Routine Maintenance and Service	3
• Machines Fueled & Fluid Levels Checked	2
<i>Wastewater Treatment Plant (Sonny Van-Skyhawk):</i>	
• Gallons Treated	2.237 MGD
<i>Water Plant (Steve Roberts):</i>	
• Gallons Treated (Price Creek WTP)	3.938 MGD
• Gallons Treated (Brandon Brent WTP)	.023 MGD
• Backflow Devices Tested	2
• Hydrants Flushed	3
<i>Customer Service (Dorothy Tyre):</i>	
• Phone Calls Taken	516
• Walk-up Customers Assisted	984
• Bills Generated	1010
• Number of Payments Collected	2023
• Late Notices Generated	771
• Total Payments Received	\$374,111.92
• Taps Processed	2
<i>Service Orders Generated:</i>	
• Field Service Orders	504
• Severn Trent	6
• Verify Shut-Off's	58
• Cut Off Non Pay	119
• Turn Back On	107
<i>Reads:</i>	
• Initial Read	50
• Final Read	40