

## Lake City Staff Weekly Report

### Week ending June 3, 2011

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

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

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

- Purvis, Gray 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, Gray & Co. of Gainesville is the City's external audit firm.
- Staff assisted Captain Blanchard of the Lake City Police Department with application for a grant. The request is for funding two full time positions.

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

- Filed one worker's compensation claim on injured employee.
- Attended Emergency Operation Center (EOC) meeting discussed 2011 hurricane season.
- Reviewed City property insurance schedule.
- Began listing City property data within the Simplicity software program.
- Investigated a grease trap problem at a local fast food restaurant.
- Facilitated a new hire orientation for an Operator Trainee with the Waste Water Treatment Plant.
- Processed three new hires for public works.
- Processed applications for open positions.
- Processed bank deposits and invoices.

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

- Continued working on consolidation of websites for centralization of management.
- Continued the rebuild of City sites within a 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 validation. 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.

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

- Processed one hundred one invoices.
- Established five new vendors.
- Updated twelve vendor files.
- Scanned forty three documents into OnBase Imaging System.
- Processed four requisitions.
- Received proposals from Konica Minolta for replacement copiers for the City Barn and the Price Creek Water Plant.
- Invitations to Bid (ITB) 022-2011, Tree Trimming and Removal Annual Contract proposals are due no later than 11:00 A.M. on Thursday, June 16, 2011.

- Prepared Invitation to Bid (ITB) 026-2011, Repainting of Memorial Stadium. Awaiting department head approval to proceed with advertising.
- Obtained quote for a flame pack model 400 for the Natural Gas Department
- Issued one thousand seventy six items for City staff use.
- Entered two items for sale on GovDeals.com. Total sales to date for surplus items are \$179,363.55.

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

- Terminal construction crews continued inside dry wall and electrical installations during the week. Crews began grading the new building parking lot and have installed lime rock at the west parking lot in preparation for paving. Exterior window installations are complete as work begins on inside frame and door installations. Renewal of the existing parking lot and sidewalk installations will begin next week.
- Sales to Trauma One and U.S. Forestry aircraft again supported above average volumes of 3,765 gallons producing \$15,975 in gross revenues. Sales volumes remain on track to equal or exceed total prior year sales of 135,600 gallons. U.S. Forestry aircraft are scheduled to depart for California on June 3<sup>rd</sup>. The 100LL fuel truck remains operational pending receipt of cooling system replacement parts.
- Contractor J.D. James completed installation of the new airport (AWOS) weather reporting system during the month. The system became operational following a May 17<sup>th</sup> inspection by the FAA Miami Technical Support Group. The AWOS may be reached by aircraft radio or local phone at (386) 754-9366.

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

- Processed six (6) public records request (annual total to date 186).
- Scanned in three hundred fifty (350) pages into the Onbase Document Imaging System (annual total to date 13,987).
- Participated in the FRMA (Florida Records Management Association) Training Conference
- Prepared one (1) set of official minutes.
- Provided five (5) complimentary notaries (annual total to date 55).

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

**THE FARMER'S MARKET** at Lake DeSoto is into the fourth 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.



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.

*CRA Plan Update:* The IBI Group, Inc. was chosen by the CRA as the top ranked firm to prepare the Plan Update. Updates on the status of the CRA Master Plan Update are [posted on](#)

[the City Website](#). The second in a series of Public Workshops was held at Richardson Community Center on Monday, May 23, 2011. It was well attended with 50+ citizens who worked in small groups to contribute ideas to be included in the Plan. It is projected that the completed plan will be submitted in late July.

*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 27 Emergency calls for service, with an average response time of 3 minutes and 52 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
Pre-Fire Plans	3
Fire Prevention/Education Events	1

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

#### *CDBG:*

- Prepared and processed Pay requests for Malave and Adams and McSwain
- Processed payment request Malave, McSwain, Adams and Chapman
- Inspected Final for Chapman (punch list)
- Inspected site work for Malave

#### *Planning:*

- Zoning statements issued 7
- Land Files maintenance 1Hr
- Meet with potential developers on proposed projects 1 Hr
- Prepared Quarterly reports to State on surcharges collected 1 Hr
- 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 ( Final meeting for adoption) 3 Hrs
- Review submitted petition for completion and compliance 1 Hr
- Attended workshop by regional Planning council 2 Hrs
- Processed CDBG projects 1 Hr
- Reviewed proposed amendments to Regional Policy Plan 8 Hrs

#### *Building Inspections:*

- Permit applications received(2 weeks) 21
- Permits issued 5
- Building inspections 23
- Plumbing inspections 3
- Electrical inspections 8
- Roof inspection 1
- Mechanical Inspections 1
- Plan reviews performed 12 Hrs
- Sign inspection 2
- Demolition inspections 2

• Update of Contractor requirements	2 Hrs
<i>Code Enforcement:</i>	
• New complaints received	4
• Property inspections performed	52
• Meeting with responding property owners/customers	12 Hrs
• Cases brought into voluntary compliance	3
• Notices of violations issued	6
• Notices of hearing issued	6
• Fund raiser permits issued	1
• Update weekly Code Enforcement Log	1 Hr
• Public records request (4)	1 Hr
• Assisting Customer Service with zoning and code issues	2 Hrs
<i>Business Tax Receipts:</i>	
• New applications for Business Tax	4
• Applications reviewed and ready to issue	6
• Pet License renewals	1

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

#### *Major Case Synopsis:*

- Lake City Police Department Officers responded to 291 NW Long St. on Sunday, May 29, 2011 at approximately 11:22 pm in reference to a man shot during a robbery. Officers made contact with Edgar Simmons who was shot in his left arm and a witness, who was with Mr. Simmons at the time of the incident. EMS transported Mr. Simmons to the Hospital and officers spoke with the witness. The witness stated, two unknown black males, wearing red hats and shirts approached them, one pulled a pistol and demanded money from Mr. Simmons. Mr. Simmons put the money on the ground; one of the suspects picked up the money then shot Mr. Simmons. The suspect(s) then fled on foot. During the incident above Lakesha Paige, stated she noticed the men approach Mr. Simmons and pull the pistol. Ms. Paige stated she went the other way upon seeing the firearm, however, upon turning the corner at the back of the house, another unknown black male, dressed in all black, pulled a semi-automatic pistol and demanded money from her. Ms. Paige stated to the suspect, she had no money. When the shot rang out (from the incident above) the suspect fled in the same direction as the other two.
- At approximately 12:30 am Monday, May 30, 2011 Officers responded to 435 NW Bascom Norris Dr. in reference to a complaint of someone shot. Anthony Austin was in an argument with multiple unknown suspects when the suspect(s) shot Mr. Austin multiple times. The suspect(s) then fled the scene. Mr. Austin then ran from his second story apartment to the other apartment where he was located by police. He was transported by Columbia County EMS to the Hospital. He is listed in stable condition at this time.

#### *Departmental Highlights:*

- The Fish Fry that was held May 27, 2011 was another successful event with many officers, officers' family members, as well as retirees in attendance.
- All (7) seven of the newly hired officers are out of the Field Training and Evaluation program and are working solo. Good job to all!

#### *Criminal Investigations Division:*

Total Cases Investigated	26	Total Cases Solved	8
--------------------------	----	--------------------	---

Total Cases Unsolved	18	Criminal Mischief	2
Affidavits Filed	1	Missing Person	1
Total Charges Filed	2	Thefts	2
Burglaries	9	Assaults	2
Robberies	2	Other	7
Sex Offense	1		

*Task Force/TAC Unit Summary Report:*

- During this reporting week the TAC Unit (Officers Kevin Johns and Larry Shallar) were involved in the Field Training Officer Program. Also during this week Sgt. Jason Byrd and Officer Mitchell Cline, who are assigned to The Multi-Jurisdictional Drug Task Force, conducted several controlled substance buys utilizing a confidential source. These investigations conducted by Sgt. Byrd and Officer Cline are all on-going and will result in criminal charges being filed in the future.
- Also during this week Sgt Jason Byrd, and Officer Larry Shallar are attending the Florida Narcotics Officers' Association's annual training conference in Orlando, Florida. Officer Mitchell Cline as well as Officer Kevin Johns will remain in Lake City and conduct normal Drug Task Force duties.

*Patrol Division:*

Calls Answered	1039	Drugs	1
On Views/ Police In	711	Criminal Mischief	8
Misdemeanor	13	Missing Person	1
Felony	5	Status 6 Accident Report	14
Status 1 Gone on Arrival	20	Status 7 Traffic Ticket	75
Status 2 Unfounded	5	Status 8 Traffic Warning	116
Status 4 Misc. Incident	662	Misdemeanor Traffic	8
Status 5 Incident Report	66	Infraction	67
Burglaries	11	Warrant Arrest	1
Robbery	1	Property Damage	\$37,550
Assault	9	Accident Injuries	1
Thefts	10		

**Recreation Director Little Reports:**

*Southside Recreation Center:*

- We continue with our Summer Camp sign up. We have had a total of 31 kids sign up as of Monday afternoon. We have also got in touch with 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 had inside and outside games with the children. At Southside, we also have the after school program, which includes homework help. This way when the children get picked up by the parents it is already done and family time can be well spent.

*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. On Monday, we had outside play. On Tuesday, we did arts and crafts and the girls made bug art. On Wednesday, we made ice cream sundaes for a snack. On Thursday, we had an inside game. On Friday, the girls had a movie day to end the week. 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:*

- Registration of our Summer League Adult Softball is now being held through Friday June 10, 2011. We are offering three leagues for the summer Open, Women, and Co-Ed. Cost for the league is \$350.00 for a minimum ten (10) games. The coaches and managers meeting will be held on June 2, 2011 at 6:30p.m. at the Girls Club. All coaches and managers are urged to attend.

*Recreation Programs:*

- Our Romper Rhythm classes begin on Monday June 13<sup>th</sup> at 10:00 a.m. Cost is \$5.00 per child and \$2.00 per additional siblings. 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:*

- Routine maintenance always continues with our facilities.

**Utilities Executive Director Clanton Reports:**

*Distribution & Collections (Richard Lee):*

- |                                     |    |
|-------------------------------------|----|
| • Locates                           | 71 |
| • Service Orders                    | 16 |
| • Repaired/Responded to Sewer Calls | 4  |
| • Repaired/Replaced Water Lines     | 6  |
| • Pulled Manholes                   | 2  |
| • Installed Water Taps              | 1  |
| • Installed Clean-Out               | 1  |

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

- |   |              |
|---|--------------|
| • Tice Farms - 12" Reuse Water Line     | 83% complete |
| ➤ (Working on bidding out directionals) |              |
| • 12" Eastside Water Main Extension     | 1% complete  |
| ➤ (Working on acquiring easements)      |              |

*Natural Gas (Joe Sheldon):*

- |                  |     |
|------------------|-----|
| • Service Orders | 351 |
| • Locates        | 37  |

*Public Works (Thomas Henry):*

- |   |    |
|---|----|
| • Locates                                 | 37 |
| • Responded to and Serviced Trouble Calls | 3  |
| • Responded to Citizen Calls/Complaints   | 6  |
| • Street Lights Repaired                  | 12 |
| • Signs Made/Repaired/Installed           | 4  |

*Utility Maintenance (David Durrance):*

- |                                       |   |
|---------------------------------------|---|
| • Inspected and Serviced Liftstations | 6 |
| • Maintenance Items At WWTP           | 7 |

*Vehicle Maintenance (Kim Moore):*

- |  |    |
|--|----|
| • Complaints /Repaired/Back in Service   | 10 |
| • Routine Maintenance and Service        | 1  |
| • Machines Fueled & Fluid Levels Checked | 2  |

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

- |                   |          |
|-------------------|----------|
| • Gallons Treated | 2.18 MGD |
|-------------------|----------|

*Water Plant (Steve Roberts):*

- Gallons Treated (Price Creek WTP) 4.174 MGD
- Gallons Treated (Brandon Brent WTP) .023 MGD
- Hydrants Flushed 6

*Customer Service (Dorothy Tyre):*

- Phone Calls Taken 565
- Walk-up Customers Assisted 827
- Bills Generated 2795
- Number of Payments Collected 1549
- Late Notices Generated 621
- Total Payments Received \$222,060.38
- Taps Processed 2

Service Orders Generated:

- Field Service Orders 664
- Severn Trent 1
- Verify Shut-Off's 57
- Cut Off Non Pay 236
- Turn Back On 166

Reads:

- Initial Read 46
- Final Read 26