

## Lake City Staff Weekly Report

### Week ending July 1, 2011

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

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

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

- Purvis, Grey 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, Grey & Co. of Gainesville is the City's external audit firm.
- Grant reimbursement for Housing grant in the amount of \$56,276.99 was requested.
- Preparation of the preliminary budget for FY 12 continues. Budget reviews with Council will begin the end of July.
- Staff has begun preparation of the Florida Municipal Insurance Trust worksheet for the 2011-2012 workers' compensation renewal. Workers' compensation rates are based on the Fiscal Year 2012 Payroll projections.
- Emergency Set Aside Grant reimbursement in the amount of \$48,514.80 has been requested.

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

- Continued working toward obtaining City employee health insurance premiums.
- Facilitated new hire orientation for Natural Gas Technician I.
- Processed applications received for Police Reservist (two positions).

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

- Nearly completes with the 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.
- Everbridge project continues. The employee portion has been setup and the citizen file is in validation. The geographical validation is complete for addressing. 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.
- Completed upgrade of Meter PC hardware and software.

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

- Processed one hundred forty nine invoices.
- Established six new vendors.
- Updated thirteen vendor files.
- Processed (1) requisition.
- Scanned one hundred ten documents into OnBase Imaging System.
- Provided two complimentary notaries.
- Issued Notice to Proceed to PAW Materials Inc. for the demolition and removal of four city owned structures. Pre-demolition meeting is scheduled for Thursday, June 30, 2011.

- Extended the annual lime rock contract with Pritchett Trucking. The new contract will expire on June 23, 2012.
- Received proposals on Invitation to Bid (ITB) 022-2011 Tree Trimming and Removal Annual Contract. A recommendation to award to Ameri-Pride will be presented to the City Council on Tuesday, July 5, 2011.
- Prepared contract and resolution on Invitation to Bid (ITB) 028-2011 Directional Drills – Five Locations. A recommendation to award to Bore Hawg, Inc. will be presented to the City Council on Tuesday, July 5, 2011.
- Completed Request for Proposal (RFP) 027-2011 for Audit Services. Document forwarded to the Finance Department for review and approval.
- Entered quote on DEMANDSTAR for a 17kw generator.
- Issued one thousand two hundred fifty seven items for city usage.

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

- Fuel sales were lower than past weeks as U.S. Forestry aircraft flew a reduced number of fire support missions. Weekly sales totaled 6,050 gallons producing \$29,150 in gross revenues. Staff continues to utilize two auxiliary fuel trucks funded by the U.S. Forestry Service.
- U.S. Army Corps of Engineers contractor Parsons Technology has published a report of an inspection for “ammunition waste” at three WW II shooting range areas on Lake City Gateway Airport properties. The report states that an explosive safety risk is not considered present at any of the three shooting range sites. A review meeting is scheduled for 9:00 a.m. on Thursday, July 7<sup>th</sup> at the Airport Administrative Offices.
- Terminal construction crews continued roofing installation and grading in the parking lot and entrance road areas during the week. On June 20<sup>th</sup> the City Council approved an extension of the construction contract completion date through August 19, 2011.

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

##### *Community Redevelopment Area:*

*Farmers Market:* This Saturday, July 2nd, to kick off the Independence Day Celebrations around town, the Lake DeSoto Farmers Market will take on a special patriotic theme with musical fun for the whole family.

This week’s offerings at the market include a bounty of Florida-grown melons, sweet corn, tomatoes, blueberries, squash, and cucumbers along with honey, goat milk, cheese, free range eggs, herbs, and organic arugula, mixed greens for salads. There also herb and native plants available for your garden.



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. For more information about the Lake DeSoto Farmer Market call [386-719-5766](tel:386-719-5766). Vendor applications for the Lake DeSoto Farmers Market are available through Jackie Kite, Community Redevelopment Administrator, and City of Lake City at (386) 719-5766 or [kitej@lcfla.com](mailto:kitej@lcfla.com).

*CRA Plan Update:* The IBI Group, Inc. was chosen by the CRA as the top ranked firm to prepare the Plan Update. A webpage providing information and updates on the status of the CRA Master Plan Update has been created and [is here](#).

*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 (21) applications have been submitted and sixteen (16) have been approved by the CRA. Currently Five (5) applicants have completed the improvements to their buildings and seven (7) others have begun work on their projects.

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

The Lake City Fire Department responded to 39 Emergency calls for service, with an average response time of 4 minutes and 44 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	5
Pre-Fire Plans	2
Fire Prevention/Education Events	2

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

#### *CDBG:*

- Turned over keys to Malave home complete
- Released power on Adams residence
- Final inspection on Miller residence
- Mcswain complete; moved in
- Processed payments to contractors
- Recorded mortgages

#### *Planning:*

• Zoning statements issued	8
• Land Files maintenance	2Hr
• Meet with potential developers on proposed projects	2 Hrs
• 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 one resolution for legal review	1 Hr
• Conducted Site plan review with city staff	1 Hr
• 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	12
• Permits issued	14
• Building inspections	6
• Plumbing inspections	4
• Electrical inspections	4
• Roof inspection	2
• Mechanical Inspections	4

- Plan reviews performed 16 Hrs
- Sign inspection 1
- Update of Contractor requirements (12) 2 Hrs

*Code Enforcement:*

- New complaints received 7
- Property inspections performed 53
- Meeting with responding property owners/customers(7) 4 Hrs
- Cases brought into voluntary compliance 3
- Notices of violations issued 2
- Prepare orders for Contractors Board 1
- Notices of hearing issued 3
- Warning Notices issued 2
- 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 5
- Applications reviewed and ready to issue 4
- Prepare and mail renewal notices (1200) 5 Hrs
- Pet License renewals 1
- New pet License issued 1

**Police Chief Gilmore Reports:**

*Departmental Highlights:*

Officer Staci Brownfield is now the Crime Prevention Officer. She was reassigned on Monday, June 27<sup>th</sup>.

*Criminal Investigations Division:*

Total Cases Investigated	23	Total Charges Filed	7
Total Cases Solved	7	Burglaries	8
Total Cases Unsolved	16	Criminal Mischief	1
Total Arrests	5	Thefts	9
Affidavits Filed	2	Assaults	3
Other	2		

TAC Unit Summary Report

Date: June 21, 2011 – June 23, 2011

Officers: Officer K. Johns (K-9 Trooper)

Traffic Stops	4	Property Checks	5
Infractions	1	Call for Service	5
Suspicious Person(s)	3	Assist Agency	2

Task Force Unit Summary Report:

During the previous week the Task Force continued utilizing the assistance of the Lake City Police Department's TAC Unit to help identify suspects of undercover narcotic purchases.

The Task Force conducted surveillance on major drug distributing organizations known to be supplying marijuana and crack cocaine in our area. Task Force members are also currently analyzing and investigating information that has been supplied on individuals that are manufacturing meth within our community.

*Patrol Division:*

Calls Answered	1042	Criminal Mischief	2
On Views/ Police In	737	Missing Person	1
Misdemeanor	22	Status 6 Accident Report	14
Felony	22	Status 7 Traffic Ticket	39
Status 1 Gone on Arrival	15	Status 8 Traffic Warning	92
Status 2 Unfounded	1	DUI	2
Status 4 Misc. Incident	732	Misdemeanor Traffic	10
Status 5 Incident Report	60	Infraction	29
Burglaries	9	Warrant Arrest	6
Assault	7	Property Damage	\$56,145
Thefts	11	Accident Injuries	4
Drugs	3		

**Recreation Director Little Reports:**

*Southside Recreation Center:*

- Each day we have an area in the Southside building that we clean and organize. The outside facility is being used this summer with our Tennis courts and Racquet Ball courts. Maintenance of the outside has to be kept up throughout the day with all day activities.

*Girls Club Center:*

- We went to the pool on Monday and had our swimming test and the girls enjoyed being in the water because it was so hot outside. On Tuesday, the girls visited the Library and had story time and when we returned they had arts and crafts activity. On Wednesday, we had a game day and the girls went bowling in the afternoon. On Thursday, we had our first field trip to Chuck E Cheese and the girls had a great time. On Friday, we went Skating at Columbia Skate Palace to end the week.

*Athletics – Teen Town Center:*

- Our youth League football registration is tentatively set to begin on August 13, 2011 here at our Teen Town Office. Our Adult Softball League is ongoing at the Fields on Bascom Norris.

*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 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 a lot done that was on lists from the inner departments of the Recreation. Each day we accomplish our tasks at hand. Some much needed up keep is being done at the Business Office. Much needed rain has helped us to naturally water the grass.

## Utilities Executive Director Clanton Reports:

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

• Locates	54
• Service Orders	37
• Repaired/Responded to Sewer Calls	9
• Repaired Water Lines	3
• Treated Sewer Lines/Degreased	3
• Changed Out/Repaired Curb Stops	3
• Dressed-Up Construction Areas	2
• Installed Water Tap	1

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

• Tice Farms - 12" Reuse Water Line	84% complete
➤ (Awaiting Council approval for bid)	
• Racetrack Rd 12" Radial Connector	8% complete

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

• Service Orders	270
• Locates	24
• Ongoing Pipe Line Maintenance at Columbia Arms	
• Ongoing Removal of Inactive Gas Meters	

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

• Locates	14
• Responded to and Serviced Trouble Calls	5
• Responded to Citizen Calls/Complaints	5
• Signs Made/Repaired/Installed	18
• Marked Vendor Spots at Lake for Festival	

### *Utility Maintenance (David Durrance):*

• Inspected and Serviced Liftstations	12
• Maintenance Items At WWTP	6
• Cleaned and Inspected Sewer Lines	2

### *Vehicle Maintenance (Kim Moore):*

• Complaints /Repaired/Back in Service	12
• Performed Routine Maintenance/Service	10
• Machines Fueled & Fluid Levels Checked	2

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

• Gallons Treated	1.973 MGD
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### *Water Plant (Steve Roberts):*

• Gallons Treated (Price Creek WTP)	4.803 MGD
• Gallons Treated (Brandon Brent WTP)	.023 MGD
• Hydrants Flushed	14

### *Customer Service (Tweetie Tyre):*

• Phone Calls Taken	541
• Walk-up Customers Assisted	814
• Number of Payments Collected	1226
• Bills Generated	2757
• Total Payments Received	\$200,447.79

#### Service Orders Generated:

• Field Service Orders	392
• Severn Trent	8

• Verify Shut-Off's	72
• Cut Off Non Pay	81
• Turn Back On	46
<u>Reads:</u>	
• Initial Read	45
• Final Read	31