

Lake City Staff Weekly Report

Week ending July 8, 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 11th -15th 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.
- Preparation of the preliminary budget for FY 12 continues. Budget reviews with Council will begin the end of July. First draft of preliminary budget will be ready for City Manager and Council review in the coming week.
- Florida Municipal Insurance Trust projected Workers' Compensation renewal for the 2011-2012 has been submitted. Workers' compensation rates are based on the Fiscal Year 2012 Payroll projections.

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

- Processed all applications received from Police Reservist (two positions).
- Met with Colonial Representatives regarding employee supplemental insurance.
- Completed a thirteen week wage statement for worker's compensation.

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

- We are near completion of 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 is nearly complete. 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.
- Lock Box project file testing has been successful thus far and should be live soon.
- Collected Geographical Positioning System data for utilities (hydrants and manholes).
- Setup has begun on Police Department's new virtual server environment.
- Planning stage of fiber project is nearly complete and requisitioning has begun.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred eleven invoices.
- Updated twenty four vendor files.
- Scanned sixty nine documents into OnBase Imaging System.
- Attended pre-demolition meeting and site visits with PAW Materials Inc. for the demolition and removal of four city owned structures.
- Extended the piggyback contract with The Dumont Company for polyorthophosphate. The new contract will expire on July 25, 2012.

- Issued Notice to Proceed on Invitation to Bid (ITB) 026-2011 for the painting of Memorial Stadium to Mailloux & Sons Inc. The project is scheduled to begin on July 11, 2011.
- Received approval from Finance Department to proceed with Request for Proposal (RFP) 027-2011 for Audit Services. Proposals will be due no later than 3:00 P.M. on Thursday, July 28, 2011.
- Ordered a 17kw generator for Utility Maintenance.
- Attended meeting with the Executive Director of Administrative Services regarding the upcoming Enterprise lease fleet vehicles.
- Issued one thousand one hundred fifty five items for city use.

Airport General Manager Sawyer Reports:

- Earth work continued at the terminal construction site during the week. Crews applied and compacted lime rock at the parking, apron and entrance road areas. Density testing of those areas is underway to be followed by asphalt pours during July. Installation of perimeter fencing has begun as crews finish the nearly completed final roofing installations.
- Fuel sales totaled 5,900 gallons producing \$27,800 in gross revenues for the week. The two large (PropJet Electra) U.S Forestry tanker aircraft have been diverted west to support fire fighting operations in Texas and New Mexico. Several fire suppression helicopters remain at the still active support base on the east side of the airport property.
- U.S. Army Corps officials reviewed an airport Site Inspection Report with City Staff on July 7th. Parsons Technology prepared the Report following a 2011 site inspection for ammunition waste at three WW II airport shooting ranges. Corps officials confirmed the Report findings that no explosive hazards remain at the range areas. The Corps will now convert the draft Report to final and forward the closure document to the City.

City Clerk Sikes Reports:

- Processed eleven (11) public records request (annual total to date 226).
- Scanned in one thousand sixty (1060) pages into the Onbase Document Imaging System (annual total to date 17,365).
- Provided one (1) complimentary notary (annual total to date 63).
- Attended one (1) Sunshine Applicable meeting.

CRA Administrator Kite Reports:

Community Redevelopment Area:

Farmers Market: 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 are also fig trees, grape vines, herbs and native plants available for your garden. Local artists also share space with local farmers, beekeepers, and downtown merchants like Ruppert's Bakery.



The Lake DeSoto Farmer's 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). Market Manager and 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.

Columbia County Museum: Discussion between City Staff and representatives of the Columbia County Historical Society have been ongoing since last November concerning relocation of the Museum within the Downtown Community Redevelopment Area. There is high interest in the possibility and costs estimates and other operational issues associated with relocation to the Old Powers Service Building, currently the Vann Building have been considered. The City Council approved obtaining an appraisal and a Phase 1 Assessment of the property. It is projected that staff will have this completed in early September.

Greater Lake City CDC: City Staff received a letter dated May 5, 2011 from the Greater Lake City CDC requesting assistance from the CRA to purchase and donate 4 lots within the CRA to them for future development. The City of Lake City currently owns a majority of the block at the corner of Railroad Street, Davis Avenue, and Escambia Street. The Greater Lake City CDC would like to develop the block with a Mixed Use concept. In order to accomplish this they have requested that the City donate the current City owned property to them and that the CRA assist in funding the acquisition of the four (4) remaining parcels. Council authorized staff at their June 6, 2011 meeting to obtain appraisals of the parcels in order to establish a purchase price for the four (4) parcels. Staff has hired an Appraiser and the appraisals should be completed within 45 days.

Community Redevelopment Advisory Committee: Council advertised and accepted applications for the initial available positions. Council has reviewed the applications and will make their nominations to the committee at their, July 18, 2011 meeting.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 30 Emergency calls for service, with an average response time of 5 minutes and 12 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	1
Pre-Fire Plans	3
Fire Prevention/Education Events	2

Growth Management Director Lee Reports:

CDBG:

- Turned over keys to Malave home complete
- Notice to proceed with replacement A/C for Adams (stolen)
- Final inspection on Miller residence
- Processed payments to contractors

Planning:

- Zoning statements issued 8
- Land Files maintenance 2 Hrs
- Meet with potential developers on proposed projects 2 Hrs
- Prepared Quarterly reports to State on surcharges collected 1 Hr

• 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 meeting notification correspondence to petitioners	2 Hrs
• Prepared one resolution for legal review	1 Hr
• Conducted Site plan review with city staff	1 Hr
• Conducted public Hearing for Zoning Board	3 Hrs
• 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	2
• Property inspections performed	33
• Meeting with responding property owners/customers(2)	2 Hrs
• Cases brought into voluntary compliance	3
• Notices of violations issued	2
• Notices of hearing issued	2
• Warning Notices issued	2
• Fund raiser permits issued	1
• Update weekly Code Enforcement Log	1 Hr
• Public records request (2)	1 Hr
• Assisting Customer Service with zoning and code issues	2 Hrs
• Address issues	1 Hr
* includes activity in CRA	

Business Tax Receipts::

• New applications for Business Tax	5
• Applications reviewed and ready to issue	4
• Prepare and mail renewal notices (1321)	7 Hrs

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff has been working on policies and procedures.

Departmental Highlights: July 1-2, 2011: Big Lots hosted Safety Days; Officer Brownfield represented LCPD by educating the public about crime prevention and safety practices as well as fingerprinting children.

July 4, 2011: The Fourth of July Celebration was held downtown with many in attendance; no major incidences occurred during this time.

Criminal Investigations Division:

Total Cases Investigated	21	Total Charges Filed	45
Total Cases Solved	6	Burglaries	7
Total Cases Unsolved	15	Criminal Mischief	1
Total Arrests	2	Missing Person	1
Assaults	1	Thefts	11

TAC Unit Summary Report

Date: June 27 – July 1, 2011

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

Traffic Stops	6	Seizures	6
Suspicious Person(s)	4	Call for Service	6
Property Checks	7	Special Duty/Training	1 day

Task Force Unit Summary Report:

During the previous week of June 27th through July 1st, the Task Force served a search warrant in the south end of the county. As a result approximately 11 marijuana plants were found to be growing on the property. During this search warrant several items of paraphernalia along with 3 guns were seized and the 11 plants. One arrest was made and several affidavits were filed. Charges ranged from cultivation of marijuana, possession of a firearm by convicted felon and drug paraphernalia. Task Force continued its street level investigations resulting in more cases being generated, as well as suspect(s) being identified.

Patrol Division:

Calls Answered	1015	Criminal Mischief	3
On Views/ Police In	680	Missing Person	13
Misdemeanor	33	Status 6 Accident Report	13
Felony	82	Status 7 Traffic Ticket	44
Status 1 Gone on Arrival	18	Status 8 Traffic Warning	116
Status 2 Unfounded	2	Accident Injuries	4
Status 4 Misc. Incident	756	Assault	7
Status 5 Incident Report	66	Opposing/Resisting	2
Burglaries	7	Thefts	19
Misdemeanor Traffic	15	Drugs	3
Infraction	34	DUI	2
Property Damage	\$58,100.00	Warrant Arrest	4

Utilities Executive Director Clanton Reports:

Distribution & Collections (Keith Hampton):

• Locates	70
• Service Orders	38
• Repaired/Responded to Sewer Calls	4
• Repaired Water Lines	2
• Cleared Sewer Mains	2
• Located Manholes	9

• Die Testing for Sewer tap Verification	2
• Installed Water Tap	1
<i>Distribution, Collections & Construction (Keith Hampton):</i>	
• Tice Farms - 12" Reuse Water Line	84% complete
➤ (Awaiting Council approval for bid)	
• Racetrack Rd 12" Radial Connector	10% complete
<i>Natural Gas (Joe Sheldon):</i>	
• Service Orders	331
• Locates	25
• Ongoing Pipe Line Maintenance at Columbia Arms	
• Ongoing Removal of Inactive Gas Meters	
<i>Public Works (Thomas Henry):</i>	
• Locates	20
• Responded to and Serviced Trouble Calls	4
• Responded to Citizen Calls/Complaints	7
• Signs Made/Repaired/Installed	10
• Prepared Downtown & Lake Desoto for July 4th Festival	
<i>Utility Maintenance (David Durrance):</i>	
• Inspected and Serviced Liftstations	3
• Maintenance Items At WWTP	8
• Replaced/Reset Timer on Fountain at Lake Desoto	
<i>Vehicle Maintenance (Kim Moore):</i>	
• Complaints /Repaired/Back in Service	16
• Performed Routine Maintenance/Service	4
• Machines Fueled & Fluid Levels Checked	5
<i>Wastewater Treatment Plant (Sonny Van-Skyhawk):</i>	
• Gallons Treated	2.254 MGD
<i>Water Plant (Steve Roberts):</i>	
• Gallons Treated (Price Creek WTP)	3.765 MGD
<i>Customer Service (Donna Duncan):</i>	
• Phone Calls Taken	576
• Walk-up Customers Assisted	1006
• Number of Payments Collected	1517
• Bills Generated	2775
• Total Payments Received	\$213,985.67
• Taps Processed	1
<u>Service Orders Generated:</u>	
• Field Service Orders	524
• Severn Trent	5
• Verify Shut-Offs	16
• Cut Off Non Pay	104
• Turn Back On	82
<u>Reads:</u>	
• Initial Read	79
• Final Read	92