

Lake City Staff Weekly Report

Week ending July 15, 2011

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Donna Duncan):

- Purvis, Grey and Company is currently completing the preliminary field work for the FY 2011 City annual audit. Their team will be on premises July 11 - 15. Staff has been providing data and internal control analysis to the audit team as requested. Purvis, Grey & Co. of Gainesville is the City's external audit firm.
- Preparation of the preliminary budget for FY 12 continues. Staff will have the first draft of the 2012 Budget ready for Council review the week of July 18th. Budget workshops are scheduled to begin with Council and staff by the end of July. FAA quarterly reports on the status of the New Airport Terminal have been completed and submitted.
- Reimbursement in the amount of \$92,926.42 has been requested from Florida Department of Transportation on the new Airport Terminal project.

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

- Processed all applications received for Police Reservist (two positions).
- Met with representatives regarding City's employee health insurance plan.

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 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).
- Continued setup and testing 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 one hundred eighty seven invoices.
- Established two new vendors.
- Updated eight vendor files.
- Processed five requisitions.
- Scanned eleven documents into OnBase Imaging System.
- Attended Tallahassee Chapter NIGP (National Institute Governmental Purchasing) monthly meeting. (Debbie and Laurette)
- Issued Notice of Award to AmeriPride for annual contract for Tree Removal Services.
- Issued Notice of Award to Bore Hawg, Inc. for five directional drills.
- Ordered all materials for Project 11RT59 Escambia Street.
- Ordered all materials for project DATA 57 Fiber optics from City Hall to Lake City Police Department
- Received new Vac-Con truck for Utility Collections.

- Re-entered one item on GovDeals.com.
- Issued one thousand two hundred thirty seven items for city use.

Airport General Manager Sawyer Reports:

- Terminal construction centered on roofing installations and earth work during the week. Crews continued grading and lime rock applications in the new parking lot, aircraft parking apron and entrance road areas. Weather permitting, asphalt pours will be completed in July. Inside work included dry wall finishing and construction of ceiling soffits in the conference rooms and main lobby.
- Fuel sales totaled 3,420 gallons producing \$15,990 in gross revenues during the week. U.S. Forestry has approved release of the two auxiliary jet fuel trucks due to lack of aircraft and reduced fire suppression operations. Ascent Aviation is arranging transportation for truck returns scheduled for the week of July 18th. • Staff continued seasonal mowing and clearing of the airport overrun areas during the week. Aircraft tie down ropes were surveyed and replaced as needed. The 100LL fuel truck remains operational pending cooling system repairs. Ascent Aviation is searching for a substitute truck for our use during the repair period.

CRA Administrator Kite Reports:

Community Redevelopment Area:

Farmers Market: This week's offerings at the market include a bounty of Florida-grown sweet corn, tomatoes, squash, and cucumbers. Georgia-grown melons, and Carolina peaches along with honey, goat milk, cheese, free range eggs, herbs, and organic arugula, and mixed greens for salads. There are also fruit tree, grape vines, herb and native plants available for your garden. Local artists also share



space with local farmers, beekeepers, downtown merchants like **Ruppert's Bakery** and local nonprofits such as **Haven Hospice of Suwannee Valley, Inc.**, which supports **Pet Therapy Volunteers**, *Learn how you can get your pet involved as a volunteer at Haven Hospice.*

Volunteers who have pets that are specially trained as Pet Therapy animals visit patients in Haven Hospice's inpatient care centers. Volunteer and their pets provide alternative ways for the patient to express feelings and emotions.

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. 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.

CRA Plan Update: It is projected that the DRAFT plan will be submitted to the City before the end of July.

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. 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.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 26 Emergency calls for service, with an average response time of 4 minutes and 57 seconds, including automatic aid in the county area and good intent calls that only require a non-priority response (no lights or siren)

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| Fire Inspections/Plans Review | 5 |
| Pre-Fire Plans | 2 |
| Fire Prevention/Education Events | 2 |

Growth Management Director Lee Reports:**CDBG:**

- Processed final payments to contractors
- Released power to Miller residence

Planning:

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| Zoning statements issued | 5 |
| Land Files maintenance | 2 Hr |
| Meet with potential developers on proposed projects | 2 Hrs |
| Prepared Agendas and advertisements Planning Board Hearings | 1 Hr |
| Transcribed minutes of Board meeting | 2 Hrs |
| Applications reviewed Sp Exception, Variance or Land Use | 1 Hr |
| Prepared legal advertisement for zoning petition | 2 Hrs |
| Prepared meeting notification correspondence to petitioners | 2 Hrs |
| 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 | 1 Hr |

Building Inspections:

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| Permit applications received | 12 |
| Permits issued | 16 |
| Building inspections | 21 |
| Plumbing inspections | 2 |
| Electrical inspections | 5 |
| Roof inspection | 2 |
| Plan reviews performed | 8 Hrs |
| Sign inspection | 1 |
| Demolition inspections | 1 |
| Update of Contractor requirements (12) | 2 Hrs |

Code Enforcement:

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| New complaints received | 9 |
| Property inspections performed | 49 |
| Meeting with responding property owners/customers(7) | 4 Hrs |
| Cases brought into voluntary compliance | 4 |
| Prepare agendas for Code Board | 3 Hrs |
| Notices of violations issued | 3 |
| Prepare orders for Contractors Board | 1 Hr |
| Notices of hearing issued | 3 |
| Warning Notices issued | 4 |
| Fund raiser permits issued | 1 |
| Update weekly Code Enforcement Log | 1 Hr |
| Public records request (1) | 1 Hr |

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| Assisting Customer Service with zoning and code issues | 1 Hr |
| Preparing for Code Board Hearing | 2 Hrs |
| Address issues | 1 Hr |

includes activity in CRA

Business Tax Receipts:

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| 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.

Major Case Synopsis:

Lake City Police Department Officers responded to Computer Techniques, located at 2086 SE Main Blvd on January 19, 2011. It was reported a computer with pictures of child pornography was brought in for repair. Robert Suber, a 29-year old white male, upon learning the computer could not be repaired asked to have all his files saved and loaded onto another computer. Suber gave special instructions not to allow anyone to view the contents on the computer. While the store owner was moving files off the computer he discovered multiple pictures of juveniles' nude and performing sexual acts. The store owner contacted police to report the incident. Responding officers seized the computer and submitted it to the Florida Department of Law Enforcement for technical analysis.

On July 11, 2011, the Florida Department of Law Enforcement notified the Lake City Police Department there were 100 photos found on Suber's computer. On June 30, 2011, Robert Suber was arrested in Lafayette County on eight counts of child pornography.

Criminal Investigations Division:

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|--------------------------|----|---------------------|---|
| Total Cases Investigated | 15 | Total Charges Filed | 3 |
| Total Cases Solved | 5 | Burglaries | 6 |
| Total Cases Unsolved | 10 | Criminal Mischief | 1 |
| Affidavits Filed | 3 | Thefts | 7 |
| | | Assaults | 1 |

TAC Unit Summary Report

Date: July 7 - July 9, 2011

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

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| Traffic Stops | 7 | Call for Service | 3 |
| Suspicious Person(s) | 4 | Assist Agency | 1 |
| Property Checks | 7 | | |

Task Force Unit Summary Report:

During the previous week of July 4 through July 10, 2011 the Task Force conducted a knock and talk investigation at the Columbia Arms Apartments on South Marion Street in reference to numerous citizen complaints. These complaints alleged that an individual residing in this complex was engaging in the sale of illegal narcotics. As a result the Task Force members made contact with the resident in this apartment. This investigation revealed that the individual did have

marijuana in his/her possession inside the apartment. Complaint affidavits have been filed on the individuals involved.

The Task Force also:

- Participated in the Fourth of July operational plan to assist with making the event safe and enjoyable.
- Continues the street level investigations resulting in additional cases being generated, as well as suspects being identified.
- Attended a meeting that displayed new or improved equipment that can be utilized by detectives in numerous law enforcement settings.

Patrol Division:

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| Calls Answered | 1,335 | Thefts | 20 |
| On Views/ Police In | 1,031 | Drugs | 1 |
| Misdemeanor | 26 | Criminal Mischief | 15 |
| Felony | 10 | Missing Person | 2 |
| Status 1 Gone on Arrival | 14 | Status 6 Accident Report | 16 |
| Status 2 Unfounded | 1 | Status 7 Traffic Ticket | 86 |
| Status 4 Misc. Incident | 941 | Status 8 Traffic Warning | 225 |
| Status 5 Incident Report | 57 | DUI | 1 |
| Burglaries | 8 | Misdemeanor Traffic | 21 |
| Assault | 4 | Infraction | 68 |
| Opposing/Resisting | 1 | Warrant Arrest | 2 |
| Sex Offense | 1 | Property Damage | \$72,150 |
| | | Accident Injuries | 5 |

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 of the day activities. Some kids come to use the outside play area. We still have the course of Tae Kwan Do being offered at our Facility.

Girls Club Center:

- On Tuesday, the girls visited the Library, had story time and when we returned they had an arts and crafts activity. On Wednesday, we had a guest speaker from the Sheriff's Department talking about stranger danger. The girls got a lot of goodies and got to play with a large remote control car. We went bowling for the afternoon. On Thursday, we had our field trip to Wild Waters 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. There will be a coaches meeting at 9:00 a.m. on Saturday August 13, 2011 for all Head Coaches. This is a mandatory meeting. Our Adult Softball League is ongoing at the Adult Fields on Bascom Norris Drive. Games are held on Tuesday, Thursday, and Friday nights at 7:00 p.m. and 8:15 p.m. Memorial Stadium is being painted starting July 11, 2011.

Recreation Programs:

- Our Lake City Guys and Gals enjoyed a special 4th of July Dance on July 1st. We have started an early 4:15 p.m. class for Zumba. This class will allow the participants a less crowded atmosphere to enjoy Zumba. 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 of things done from our list within the Recreation Department. Each day we accomplish our tasks at hand. We are preparing to have the Memorial Stadium painted. Colors have been chosen (grey, beige, and black trim) and they are scheduled to begin on July 11.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Keith Hampton):

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| Locates | 56 |
| Service Orders | 35 |
| Repaired/Responded to Sewer Calls | 7 |
| Repaired Water Lines | 1 |
| Re-laid Sewer Line | 1 |
| Replaced Manhole Rings & Covers | 6 |
| • Laid Re-Use Pipe | 350 feet |
| • Surveyor Staked Proposed Easement | 1200 feet |

Distribution, Collections & Construction (Keith Hampton):

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| • Tice Farms - 12" Reuse Water Line | 84% complete |
| • Racetrack Rd 12" Radial Connector | 12% complete |

Natural Gas (Joe Sheldon):

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| • Service Orders | 237 |
| • Locates | 36 |
| • Ongoing Pipe Line Maintenance at Columbia Arms | |
| • Ongoing Removal of Inactive Gas Meters | |
| • Ongoing Airport Gas Main Extension | |

Public Works (Thomas Henry):

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

Utility Maintenance (David Durrance):

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| Inspected and Serviced Liftstations | 5 |
| • Maintenance Items At WWTP | 6 |

Vehicle Maintenance (Kim Moore):

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| Complaints /Repaired/Back in Service | 10 |
| Performed Routine Maintenance/Service | 3 |
| • Machines Fueled & Fluid Levels Checked | 5 |

Wastewater Treatment Plant (Sonny Van-Skyhawk):

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| • Gallons Treated | 2.257 MGD |
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Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 4.104 MGD
- Gallons Treated (Brandon Brent WTP) .018 MGD

Customer Service (Donna Duncan):

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| Phone Calls Taken | 422 |
| Walk-up Customers Assisted | 905 |
| Number of Payments Collected | 1842 |
| Bills Generated | 2048 |
| Total Payments Received | \$219,318.00 |
| Taps Processed | 1 |

Service Orders Generated:

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| Field Service Orders | 297 |
| Severn Trent | 3 |
| Verify Shut-Offs | 61 |
| Cut Off Non Pay | 47 |
| Turn Back On | 40 |

Reads:

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| Initial Read | 34 |
| Final Read | 38 |