

## Lake City Staff Weekly Report

### Week ending July 29, 2011

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

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

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

- Staff is scheduled to participate in training for the One Solution software upgrade as part of our Naviline software package with Sungard. The training will take place on site the week of August 15-19.
- Requested reimbursement on the CDBG housing grant for \$68,418.32.
- Completed the Florida Public Service Commission Gas Municipal Regulatory Assessment Fee Return for the period January 1, 2011 thru June 30, 2011. The bi-annual assessment based on gas revenues for the period was \$3,974.52.

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

- Met with Tyson Johnson (Blue Cross Blue Shield) and Clay Austin (United Health Care) to review City employee health care coverage.
- Processed all applications received for the Natural Gas Technician I and Police Reservist positions.

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

- Nearly complete with the consolidation of websites for centralization of management.
- Everbridge project is nearly complete. The Everbridge project is the City alert system to residences, businesses and City utility customers. Training has begun.
- Lock Box project is moving forward with contracting and acceptance.
- Completed GPS data collection for hydrants and continued to collect manholes.
- Continued setup of the police department's new virtual server environment.
- Requisitioning has begun for the fiber project to run from City Hall to Public safety.

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

- Processed one hundred seventy eight invoices.
- Adding new items on [www.Govdeals.com](http://www.Govdeals.com) daily.
- Issued One Thousand and Three items for various departments use.
- Completed and advertised ITB-020-2010 Construction of Restrooms at the Women's Center located on Martin Luther King Street. Bids are due in by 11:00 a.m. on August 5, 2010.
- Preparing addenda #1 for ITB-020-2010 Construction of restrooms at the Women's Center. The addenda consist of answering questions submitted by bidders.
- Reviewing Department of Management Services (DMS) contract for meter reading.

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

- Weekly fuel sales totaled 2,082 gallons producing \$10,040 in gross revenues. Ascent Aviation delivered a 100LL fuel truck for short term use while the City truck is under repair. Ascent also retrieved one of the two jet fuel trucks under lease for support of U.S. Forestry operations.
- Champion Home Builders, Inc. has filed a Notice of Election to extend the Plant #2 airport property lease an additional six years through October 2017. Champion leases this location and three additional airport parcels adjacent to State Road 100.

- Terminal construction crews continued density testing in parking areas now scheduled for asphalt pours the first week of August. Window and door installations were completed while high dry wall installation and dry wall finishing continued. Crews also began installing flooring tiles and restroom wall tiles during the week.

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

*Farmers Market:* This week's offerings at the market include a bounty of Florida-grown tomatoes, okra, beans, peas, squash, cucumbers, pears, and blueberries, Georgia-grown melons, and Carolina peaches along with honey, goat milk, cheese, free range eggs, herbs, and organic mixed greens for salads. There are also fruit 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**. This week the Girl Scouts from Suwannee Valley will be hosting Crafts for kids and will have scouting information available as well.



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, City of Lake City at (386) 719-5766 or [kitej@lcfla.com](mailto:kitej@lcfla.com).

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

The Lake City Fire Department responded to 32 Emergency calls for service, with an average response time of 5 minutes and 23 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	3

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

#### **CDBG:**

- Processed final payments to contractors
- Prepare and send close-out reports for CDBG
- Prepare for new application (survey and mapping)
- Prepare advertisements for applications

#### **Planning:**

• Zoning statements issued	9
• 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	2 Hrs

- Prepared legal advertisement for zoning petition 2 Hrs
- Prepared meeting notification correspondence to petitioners 1 Hr
- Prepared one resolution for legal review 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 2 Hrs
- Attended Floodplain manager training 4 days

*Building Inspections:*

- Permit applications received 15
- Permits issued 14
- Building inspections 25
- Plumbing inspections 2
- Electrical inspections 6
- Roof inspection 3
- Mechanical Inspections 3
- Plan reviews performed 24 Hrs
- Sign inspection 1
- Demolition inspections 1
- Update of Contractor requirements (22) 2 Hrs

*Code Enforcement:*

- New complaints received 3
- Property inspections performed 55
- Meeting with responding property owners/customers(8) 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 10
- Warning Notices issued 2
- Update weekly Code Enforcement Log 1 Hr
- Public records request (3) 1 Hr
- Assisting Customer Service with zoning and code issues (walk-ins) 5 Hrs
- Preparing for Code Board Hearing 1 Hr
- Address issues 1 Hr

\* includes activity in CRA

*Business Tax Receipts:*

- New applications for Business Tax 5
- Applications reviewed and ready to issue 4
- Business tax receipts renewed 125

**Police Chief Gilmore Reports:**

*Major Case Synopsis:*

- Lake City Police Department Investigators arrested a suspect July 21, 2011, for Aggravated Battery with a Firearm. The shooting incident occurred at Cedar Park Apartments on May 30th, 2011. Investigator Kash was able to obtain evidence which resulted in a positive identification of the suspect as involved in the shooting incident.

Investigator Kash obtained a warrant for the arrest with a \$50,000 bond. This is the second suspect to be arrested in connection with the shooting incident at Cedar Park on May 30, 2011. The first suspect was arrested July 13, 2011 for Attempted Murder and Robbery.

Departmental Highlights:

Command Staff and the Community Relations Division are in final preparations for the 28<sup>th</sup> Annual National Night Out event to be held on August 2, 2011 from 6 p.m. until 9 p.m. at First Street Music.

Criminal Investigations Division:

Total Cases Investigated	16	Total Charges Filed	4
Total Cases Solved	7	Burglaries	6
Total Cases Unsolved	9	Criminal Mischief	1
Total Arrests	2	Thefts	7
Affidavits Filed	1	Assaults	1
		Other	1

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TAC Unit Summary Report:	Call for Service	7
Date: July 18 – July 21, 2011	Property Checks	7
Officers: Officer K. Johns	Suspicious Person(s)	4
	Arrests	1
	Traffic Stops	6

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Task Force Unit Summary Report:

During the previous week of July 18th through July 22nd, Task Force continued its street level investigations resulting in more cases being generated, as well as suspect(s) being identified. Numerous case files were completed and are ready for arrest and prosecution as a result of suspect(s) engaging in the sale of narcotics.

Calls Answered	903	Opposing/Resisting	1
On Views/ Police In	631	Thefts	16
Misdemeanor	18	Criminal Mischief	1
Felony	7	Status 6 Accident Report	4
Status 1 Gone on Arrival	17	Status 7 Traffic Ticket	38
Status 2 Unfounded	9	Status 8 Traffic Warning	93
Status 4 Misc. Incident	687	Misdemeanor Traffic	10
Status 5 Incident Report	57	Infraction	31
Burglaries	8	Warrant Arrest	5
Assault	7	Accident Injuries	2
Property Damage	\$6,900.00		

**Recreation Director Little Reports:**

*Southside Recreation Center:*

- We have our tournament that will be held at the center on Friday. Our first tournament will be the Pool Tournament. We encourage all children 6-10 years of age

to participate. The winners of the tournament will receive a trophy. Some kids come to use the outside play area. We still have Tae Kwan Do being offered at our facility.

*Girls Club Center:*

- On Monday, the girls had Zumba and played outdoor games. On Tuesday, the girls visited the library and had story time and when we returned we had a guest speaker from the Lake City Fire Department that brought out Smoke trailer and taught the girls how to exit out of a burning building. On Wednesday, we had arts and crafts and the girls participated in a cooking class and made breakfast and went bowling for the afternoon. On Thursday, we had our field trip to Cinema 90 Movies and watched Zoo Keeper. On Friday, we went to Universal Studios in Orlando. The girls had a great time but it was a really long day.

*Athletics – Teen Town Center:*

- We will hold our Future Tiger Football Camp on Saturday August 27, 2011 from 9-12 at Memorial Stadium. All children (boys & girls) ages 7-14 are eligible to attend. This camp is free and each child will receive a t- shirt and lunch provided by our Columbia Youth Football Association. The Columbia High coaching staff will be the instructors. Our Youth League football registration is scheduled to begin on August 13, 2011 here at Teen Town. There will be a coaches meeting at 9:00 a.m. also for all Head Coaches. This is a mandatory meeting. Memorial Stadium painting is nearly completed. Stop by and check out the new color just in time for our youth football season.

*Recreation Programs:*

- Our Romper Rhythm Class on Monday is a big hit with the moms on Monday mornings. 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:*

- With the Stadium being repainted, we are assisting the clean up around the grounds as usual and with the rain lately this has been a task. Baseball fields are maintained and trash pickup is being watched closely. It is our goal to have clean facilities and grounds.

**Utilities Executive Director Clanton Reports:**

*Distribution & Collections (Keith Hampton):*

• Locates	46
• Service Orders	46
• Repaired/Responded to Sewer Calls	10
• Installed Curb Stops	3
• Repaired Water Lines	2
• Cut and Cap Inspections	2
• Raised Manholes	2
• Sewer Tap Locate	1
• Cleared Easements	2
• Installed Water Line at Airport	1

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

• Tice Farms - 12" Reuse Water Line	84% complete
• Racetrack Rd 12" Radial Connector	15% complete
<i>Natural Gas (Joe Sheldon):</i>	
• Service Orders	288
• Locates	26
• Airport Gas Main Extension	100% Completed
• Ongoing Pipe Line Maintenance at Columbia Arms	
• Ongoing Removal of Inactive Gas Meters	
<i>Public Works (Thomas Henry):</i>	
• Locates	19
• Responded to and Serviced Trouble Calls	4
• Responded to Citizen Calls/Complaints	7
• Street Lights Repaired	16
• Signs Made/Repaired/Installed	6
<i>Utility Maintenance (David Durrance):</i>	
• Inspected and Serviced Liftstations	12
• Maintenance Items At WWTP	7
• Inspected Sewer Lines	440 feet
<i>Vehicle Maintenance (Kim Moore):</i>	
• Complaints /Repaired/Back in Service	12
• Machines Fueled & Fluid Levels Checked	11
<i>Wastewater Treatment Plant (Sonny Van-Skyhawk):</i>	
• Gallons Treated	2.142 MGD
<i>Water Plant (Steve Roberts):</i>	
• Gallons Treated (Price Creek WTP)	3.179 MGD
• Gallons Treated (Brandon Brent WTP)	.022 MGD
<i>Customer Service (Donna Duncan):</i>	
• Phone Calls Taken	464
• Walk-up Customers Assisted	874
• Number of Payments Collected	1647
• Bills Generated	2758
• Late Notices Generated	654
• Total Payments Received	\$301,958.32
• Taps Processed	3
Service Orders Generated:	
• Field Service Orders	405
• Severn Trent	3
• Verify Shut-Offs	69
• Cut Off Non Pay	106
• Turn Back On	84
Reads:	
• Initial Read	50
• Final Read	34