

Lake City Staff Weekly Report

Week ending September 2, 2011

REPORTS FROM THE STAFF

Administrative Services Director Cason Reports:

Finance (Donna Duncan):

- The proposed budget for Fiscal Year 2012 has been distributed to City Council and management personnel. Interested parties can view the 2012 Proposed Budget on the City's website at www.lcfla.com.
- The Request for Proposal for Audit Services for Fiscal Years 2012, 2013 and 2014 is complete. The resolution and Notice to Council for approval to accept Purvis Gray and Company proposal will be presented at the September 6, 2011 Council meeting.
- Purvis Gray and Company will begin the Fiscal Year 2011 audit the week of November 28, 2011. The audit team will be on site for approximately two weeks.

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

- Received and distributed City employee benefit booklet to all employees for review.
- Continued finalizing all preparations needed Open Enrollment for City employees for the new benefit year beginning October 1, 2011. Enrollment is scheduled for September 5, 7, 8, and 9, 2011 at the Teen Town Recreation Center.
- Processed potential new hires for the Natural Gas and Waste Water Treatment Plant.
- Closed Waste Water Operator "C" and Public Safety Dispatcher positions.

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

- We are very near completion of 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 is underway.
- The Lock Box project is moving forward with contracting and acceptance.
- Equipment has started arriving for the fiber project to run from City Hall to Public Safety Building.
- Emergency Fiber run at the Waste Water Plant has been completed.
- Fiber has arrived for girls club to teen town and should be completed next week.
- The Water Plant public address system is almost complete.
- Upgrade of SmartCop system is underway.
- New phones and headsets have been installed in Customer Service.
- Planning is complete for the new data lines to be installed between traffic and sign shop.
- Cabling overhaul has been completed at both Public Works and Public Safety Building.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred ninety nine invoices.
- Scanned fifty seven documents into OnBase Imaging System.
- Completed Invitation to Bid (ITB) 033-2011 Bulk Pebble Quicklime Annual Contract for the Wastewater Treatment Plant. Bid opening is scheduled for September 22, 2011.

- Contacted TC Delivers and City of Daytona Beach to request a renewal on the current contract for utility billing, printing and mailing services. Our current contract expires on September 30, 2011.
- Contacted Odyssey Manufacturing and City of Lake Wales to request a renewal on the current contract for sodium hypochlorite for the Wastewater Treatment and Water Treatment plants. Our current contract expires on September 30, 2011.
- Contacted Mini-Storage & Record Storage of Lake City to request a renewal on our current contract for record storage. Our current contract expires on September 30, 2011.
- Issued purchase order to Perdue Inc. for the office furniture for the new aviation terminal at Lake City Gateway Airport.

Airport General Manager Sawyer Reports:

- Construction crews continue finishing work inside the new terminal building. Final construction inspections are scheduled for the week of September 5, 2011. The City's architect will provide a list of discrepancies to the contractor on September 6, 2011. Those items will be corrected as agreed prior to the October 7, 2011 project completion date.
- The Columbia County Health Department inspected the airport fuel storage facility for compliance with FDEP regulations on August 25, 2011. Staff is updating the facility address on the Storage Tank Registration Placard (issued annually) to resolve the one discrepancy noted by the inspector.
- The FDOT Aviation Office will be conducting the annual Florida Airport Licensing Inspection on September 30, 2011. Staff has submitted and FDOT has approved an Airport Security Plan Update, an inspection requirement.
- Weekly fuel sales totaled 2,336 gallons producing \$10,900 in gross revenues. C & S Petroleum has been engaged to repair the fuel farm inventory reporting system. That system and the PAPI runway approach system were both damaged by lightening in early August. The PAPI's were repaired by T & C Electric and are now operational.

City Clerk Sikes Reports:

- Processed eleven (11) public records request (annual total to date 303).
- Scanned in nine hundred eighty two (982) pages into the Onbase Document Imaging System (annual total to date 24,076).
- Provided two (2) complimentary notaries (annual total to date 78).
- Prepared four (4) proclamations (annual total to date 30).
- Submitted two (2) legal advertisements to the Lake City Reporter.
- Prepared three (3) sets of official minutes.
- Worked on Redistricting.

Upcoming dates of interest:

Monday, September 5, 2011	Holiday	City Hall Closed (Labor Day)
Tuesday, September 6, 2011	6:30 PM	City Council Meeting

CRA Administrator Kite Reports:

Community Redevelopment Area:

Farmers Market:

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. Vendor space is available. For more information about the **Lake DeSoto Farmer Market** call **386-719-5766** or [visit our website.](#)



CRA Plan Update: The DRAFT plan has been submitted and Staff is in the process or reviewing it. Comments should be compiled by mid September. The DRAFT will be sent to back to IBI Group for corrections and then reviewed and adopted by Council.

Façade Grant Program: Anyone interested may pickup applications in the lobby of City Hall, the Growth Management Department or by contacting the Community Redevelopment Department, Jackie Kite, at (386)719-5766. Applications and information are also available at <http://www.lcfla.com/cra.htm>.

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. The appraisal has been completed and the Phase 1 Assessment is being ordered.

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. The appraisals have been completed and copies have been provided to the Greater Lake City CDC for negotiation purposes.

Community Redevelopment Advisory Committee: Council advertised and accepted applications for the initial available positions. Council has reviewed the applications have made their nominations the committee members will be appointed on September 6, 2011.

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 43 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	2

Growth Management Director Lee Reports:*Planning:*

- Zoning statements issued 7
- Land Files maintenance 2 Hrs
- Meet with potential developers on proposed projects 2 Hrs
- Prepared Agendas and advertisements Planning Board Hearings 3 Hrs
- Applications reviewed Sp Exception, Variance or Land use (2) 3 Hrs
 - 1. request for package sales
 - 2. Enterprise car redevelopment
- Land use / Zoning change 4 Hrs
 - 1. Ronsonet car sales
 - 2. Florida Pest Control
- Prepared legal advertisement for Special Exception 2 Hrs
- Prepared meeting notification correspondence to petitioners 2 Hrs
- Conducted Site plan review with city staff 2 Hrs
- Review submitted petition for completion and compliance 2 Hrs

Building Inspections:

- Permit applications received 10
- Permits issued 13
- Building inspections 29
- Plumbing inspections 4
- Electrical inspections 8
- Roof inspection 2
- Mechanical Inspections 4
- Plan reviews performed 10 Hrs
- Sign inspection 1
- Demolition inspections 3
- Update of Contractor requirements (18) 2 Hrs
- Prepared and mailed notices to registered contractors (65) 4 Hrs
- Notary services for citizens (6) 2 Hrs

Code Enforcement:

- New complaints received 29
- Property inspections performed 46
- Meeting with responding property owners/customers(11) 12 Hrs
- Cases brought into voluntary compliance 4
- Notices of violations issued 16
- Notices of hearing issued 16
- Warning Notices issued 4
- Fund raiser permits issued 1
- Update weekly Code Enforcement Log 2 Hrs
- Public records request (3) 2 Hrs
- Assisting Customer Service with zoning and code issues 1 Hrs
- Forward and assist DBPR on license complaints 1 Hr
- Walk-in customers assisted regarding code issues 6
- Removal of snipe signs from right of ways (3 personnel) 11 Hrs

* includes activity in CRA

Business Tax Receipts:

- New applications for Business Tax 2
- Applications reviewed and ready to issue 2
- Renewal of Business tax (30) 2 Hrs
- New pet License issued 1

Police Chief Gilmore Reports:

Departmental Highlights:

August 27, 2011: Lake City Police Department hosted A Bicycle Rodeo.

Criminal Investigations Division:

Total Cases Investigated	19	Total Charges Filed	4
Total Cases Solved	4	Burglaries	7
Total Cases Unsolved	15	Missing Person	2
Affidavits Filed	4	Thefts	10

LCPD TAC Unit Summary Report (Burglary Detail):

Date: August 14, 2011 – August 20, 2011

Officers: Officer K. Johns

Officer P. Ross

Traffic Stops	17	Property Checks	8
Infractions	2	Seizures:	
Misdemeanor	1	Cocaine-	1.67 grams
Arrests	3	Cannabis-	1.04 grams
Suspicious Person(s)	19	Call For Service:	12

TASK Force Summary Report:

Task Force weekly stats for August 15-21, 2011

During this week six (6) felony cases were completed. Two (2) cases were forwarded to the State Attorney's Office for prosecution. Task Force assisted the Lake City Police Department's TAC Unit with surveillance in an on-going investigation. Task Force members also attended a quarterly meeting with the North Florida HIDTA in Jacksonville. This meeting was to review current statistics and the progress of investigations involving major drug trafficking organizations.

Patrol Division:

Calls Answered	952
On Views/ Police In	664
Misdemeanor	27
Felony	15
Status 1 Gone on Arrival	19
Status 2 Unfounded	7
Status 4 Misc. Incident	705
Status 5 Incident Report	54
Burglaries	9

Assault	7
Opposing/Resisting	1
Thefts	10
Drugs	3
Criminal Mischief	1
Status 6 Accident Report	11
Status 7 Traffic Ticket	61
Status 8 Traffic Warning	124
DUI	1
Misdemeanor Traffic	12
Infraction	49
Warrant Arrest	4
Property Damage	\$23,800
Accident Injuries	1

Recreation Director Little Reports:

Southside Recreation Center:

- We have a great start to our school year for 2011-2012. For this month's focus activity is "All About Me" the kids did a cardboard cutout of themselves and decorated it. It will be on display at the center starting in September. We will also have signups for art club and cooking club soon. A new course is being offered this year Coed Ball Room Dancing that will be taking place at our center on Monday nights from 6:30 p.m.-9:00 p.m. Our center also has homework help for the after school children. This helps both the parents and children.

Girls Club Center:

- We started our after school program on a good note. We have 65 enrolled with more expecting to register. On Monday, August 22, 2011 we had orientation. On Tuesday, the girls participated in an arts and crafts activity. On Wednesday, the girls had a free play and had popsicles for their afternoon snack. On Thursday, the girls played kickball. On Friday, the girls watched a movie to end the week. Girls Club offers homework help to all the girls who come to the after school program. This has always been a great help in the past years to the parents and students because the children have their homework completed before they get home and are able to enjoy family time.

Athletics – Teen Town Center:

- The Future Tiger Football Camp was held on Saturday August 27, 2011 from 9-12 at Memorial stadium. We had approximately 160 children (boys & girls) ages 7-14 that attended. This camp was free and each child that participated received a t-shirt and lunch provided by our Columbia Youth Football Association. The Columbia High Head Coach Brian Allen, Coach Quinton Callum, Coach Skipper Hair and CHS Tigers players were the instructors. We had approximately 260 children sign up for our football leagues that concluded on Saturday. Our youth football draft will be held on September 1, 2011 at 6:30 in the evening at Memorial Stadium. Friday, September 2, 2011 is the last day to register for our Fall Softball League.

Recreation Programs:

- We are offering a Co-ed Ball Room Dancing at the Southside on Monday evenings from 6:30 – 9:00 p.m. 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 the Stadium ready for our Youth Football Camp and up coming season. School season is in full swing and our facilities are being maintained with the school buzz. The softball fields have been thoroughly cleaned with the softball season wrapped up for the summer league. It is our goal for clean facilities and grounds.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Keith Hampton):

- Locates 76
- Service Orders 38
- Repaired/Responded to Sewer Calls 10
- Replaced Curb Stops 2
- Replaced Cleanouts 2
- Repaired/Responded to Water Lines 14

Surveyor:

- Utility Locations 6
- Assisted Construction Crew with 20" Water Main at Race Track Rd.
- Ongoing assistance to Public Works on Brock Glen Water Project

Distribution, Collections & Construction (Keith Hampton):

- Tice Farms - 12" Reuse Water Line 84% complete
- Racetrack Rd 12" Radial Connector 18% complete

Natural Gas (Joe Sheldon):

- Service Orders 302
- Locate 47
- Construction Watch on 20" Water Main at Race Track Rd.
- Ongoing Projects
 - Pipe Line Maintenance at Columbia Arms
 - Removal of Inactive Gas Meters/Killing Inactive Services
 - Monitoring of Test Stations on Ridgewood Ave.

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 6
- Maintenance Items At WWTP 10
- Inspected/Cleaned Discharge Line at WWTP Degritter
- Smoke Tested Sewer Line at Georgia St/Wilson Street

Public Works (Thomas Henry):

- Locates 34
- Responded to Citizen Calls/Complaints 11
- Replaced/Repaired Street Signs/Controller 5
- Replaced/Repaired Street Lights 4
- Inspected School Zone Clocks
- Repaired Banner at Hardee's Location
- Installed Pull Box At PD
- Ongoing Work on Escambia Retention Pond Project
- Ongoing Work on Bridge Wash-Out on Shelby Rd.
- Completed Clean-Up at Lake Montgomery Park

Vehicle Maintenance (Kim Moore):

- Complaints /Repaired/Back in Service 13
- Performed Routine Maintenance/Service 4
- Machines Fueled & Fluid Levels Checked 8

Wastewater Treatment Plant (Sonny Van-Skyhawk):

- Gallons Treated 2.650 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 4.121 MGD
- Gallons Treated (Brandon Brent WTP) .019 MGD
- Demolition Updates (PAW, Inc.)
 - Putnam WTP: Crews are proceeding with demolition of the underground containments.
 - Lake City Water Works: Mobilization and setup occurring on site.
 - Milton Bishop WTP: All tanks have been demolished; crews are performing site cleanup.
 - Clayton Smith WTP: No action; waiting for asbestos gasket containments.

Customer Service (Donna Duncan):

- Phone Calls Taken 431
- Walk-up Customers Assisted 805
- Payments Collected 1291
- Bills Generated 2746
- Total Payments Received \$237,622.59
- Taps Processed 2

Service Orders Generated:

- Field Service Orders 369
- Severn Trent 7
- Verify Shut-Offs 40
- Cut Off Non Pay 61
- Turn Back On 42

Reads:

- Initial Read 69
- Final Read 48