

## Lake City Staff Weekly Report

### Week ending November 4, 2011

#### **REPORTS FROM THE STAFF**

##### **Assistant City Manager Cason Reports:**

###### *Airport:*

- Furniture for the new terminal building has been delivered and set up.
- Final payment and release of retainage will be requested for Council consideration and approval on November 21, 2011.
- Temporary markings placed on the ramp for jet parking.
- Fuel sales this week totaled approximately \$7,500.00.
- Nick Harwell is working with a Chamber of Commerce Ambassador in preparation for the Grand Opening of the new airport terminal.

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

- 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. Staff continues to prepare year end work papers for the auditors. There will be six to eight auditors on-site the first week.
- Staff has prepared work papers and reports for the Pension actuaries who prepare the annual report for three of the Cities pension plans, Fire, Police and General. The report provides information on the Plan's rate of return on investment, calculations of contribution requirements for the City and detailed information related to the status of each plan. The Actuary reports are generally released between December and January.
- Three members of Finance staff attended an Accounting and Finance seminar sponsored by Purvis, Gray and Co. The event was held Monday, October 31, 2011 in Ocala, FL. The 8 hours of continuing education was provided at no charge to staff. Topics include Reporting for Pensions GASB 27, Fund Balance Reporting GASB 54, Risk Assessment and Federal Single Audit. Speakers included Troy Manning, CPA, consultant for Thomson Reuters, Michael Merlob, consulting actuary with Foster & Foster, Inc., and Mark White, CPA, partner with Purvis, Gray and Co.
- Staff submitted work papers to Foster and Foster Actuarial Firm for the Other Pension Employment Benefit valuation report as required by GASB. This is an audit compliance requirement that the City has to complete every two years. OPEB deals with benefits, e.g. health insurance, that is offered to retirees of the City's sponsored pension plans. Staff continues to work with Foster and Foster on the OPEB study.
- Workers Compensation audit is scheduled for November 11, 2011. Annually the City's workers compensation carrier, Florida Municipal Insurance Trust, conducts an audit of the fiscal year payroll. The City projects payroll upon renewal in June, at the end of the Fiscal Year actual payroll amounts are compared to the projections. The premium is then adjusted based on the comparison of projection to actual.

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

- Investigated water damage at the Airport caused by a hot water heater leak.

- Continued to work on the 2004 hurricane report from the Division of Emergency Management.
- Interviewed candidates for the Customer Service Coordinator position.

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

- Nearly complete with the consolidation of websites for centralization of management.
- Nearly complete the rebuild of City sites in new back-end program.
- Everbridge project is nearly complete. The Everbridge project is the City alert system to residences, businesses and City utility customers. Training is still underway.
- Lock Box project is moving forward and is being implemented and tested.
- Upgrade of SmartCop system is in progress to be completed mid-November.
- Technologies for the new airport terminal will be finished November 7<sup>th</sup>.
- Attended training on SunGard ONESolution workflow and reporting modules.
- Rebuilt Cisco Phone Management server. Redundancy planning in underway.

*Procurement (Laurette Burks):*

- Processed one hundred seventy two invoices.
- Established two new vendors.
- Updated five vendor files.
- Processed one requisition.
- Scanned twenty seven documents into the OnBase Imaging System.
- Contacted and verified eleven references on Invitation to Bids.
- Received proposals on Invitation to Bid (ITB) 002-2012 Pump and Control Panels for the Wastewater Treatment Plant. Proposals are currently being evaluated.
- Received and processed Invitation to Bid (ITB) 003-2012 Renovations to Public Safety Building for the Police Department. The Contract and Resolution will be presented for approval at the November 7, 2011 City Council meeting.
- Received and processed Invitation to Bid ITB-004-2012 Metal Building for Public Works Department. The Contract and Resolution will be presented for approval at the November 7, 2011 City Council meeting.
- Received and processed Invitation to Bid (ITB) 005-2011 Storm Water Drain Pipe and Accessories for Franklin Street project. The recommendation to award will be presented for approval at the November 7, 2011 City Council meeting.
- Received eleven responses on Request for Qualifications (RFQ) 001-2012 Civil/Environmental Engineer. The evaluation committee met on Wednesday, November 2, 2011. A recommendation to enter into basic contracts will be presented to the Utility Advisory Committee on Wednesday, November 9, 2011.
- Attended OneSolution training sessions for new software to be implemented in February 2012.
- Sold and processed payment for four wells on GovDeals.com.
- Received materials for the Shelby Bridge repair project.
- Issued twelve hundred eighty seven items for all city department use.
- Completed end of month inventory of warehouse items.

**City Clerk Sikes Reports:**

- Processed one (1) public records request (annual total to date 381).
- Scanned in seven hundred seventeen (717) pages into the Onbase Document Imaging System (annual total to date 30,111).
- Prepared two (2) proclamations (annual total to date (41).

- Prepared and submitted two (2) meeting notices to the Lake City Reporter

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

The Lake City Fire Department responded to 25 Emergency calls for service, with an average response time of 5 minutes and 55 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	4
Pre-Fire Plans	2
Fire Prevention/Education Events	6

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

#### *Planning:*

- Zoning statements issued 7
  1. Cypress Landing S/D
  2. 435 E Duval
  3. 558 SE Putnam St
  4. 136 E Duval
- Land Files maintenance 2 Hrs
- Meet with potential developers on proposed projects 3 Hrs
- Prepared Agendas and advertisements Planning Board Hearings 2 Hrs
- Transcribed minutes of Board meeting 3 Hrs
- Applications reviewed Sp Excep, Variance or Land use (2) 3 Hrs
  1. Wee-Care Daycare
  2. Monet & me
- Land use / Zoning change 2
  3. CPA 11-04
  4. LDR 11-04
- Site Plan Review 2
  1. Proposed Dollar Tree Store 1 Hr
- Prepared legal advertisement for Special Exception 2 Hrs
- Prepared meeting notification correspondence to petitioners 1 Hr
- Prepare Resolution/Ordinances for legal review and adoption 1 Hr
- Conducted public Hearing for Zoning Board 3 Hrs
- Review submitted petition for completion and compliance 1 Hr
- Plan Review by Departments 2 Hrs

#### *Building Inspections:*

- Permit applications received 11
- Permits issued 10
- Building inspections 26
- Plumbing inspections 2
- Electrical inspections 6
- Roof inspection 4
- Mechanical Inspections 2
- Inspections disapproved 5
- Plan reviews performed 8 Hrs
- Sign inspection 2
- Demolition inspections 2

- Update of Contractor requirements (13) 2 Hrs
- Notary services for citizen (2) 1 Hr
- Monthly reports to other agencies (County, State & Fed) 2 Hrs

*Code Enforcement:*

- New complaints received 5
- Property inspections performed 50
- Meeting with responding property owners/customers(14) 10 Hrs
- Cases brought into voluntary compliance 8
- Notices of violations issued 2
- Notices of hearing issued 2
- Warning Notices issued 14
- Fund raiser permits issued 1
- Update weekly Code Enforcement Log 1 Hr
- Public records request (1) 1 Hr
- Assisting Customer Service with zoning and code issues 3 Hrs
- Removal of snipe signs from right of ways (3 personnel) 3 Hrs\*  
includes activity in CRA

*Business Tax Receipts:*

- New applications for Business Tax 4
- Applications reviewed and ready to issue 4
- Renewal of Business tax (300) Mail-out 3<sup>rd</sup> notice 6 Hrs
- Pet license renewals (mail-out) 1

**Police Chief Gilmore Reports:**

*Criminal Investigations Division:*

Total Cases Investigated:	22	Robberies:	1
Total Cases Solved:	3	Criminal Mischief:	4
Total Cases Unsolved:	19	Missing Person:	1
Total Arrests:	4	Thefts:	3
Total Charges Filed:	3	Assaults:	1
Burglaries:	6	Other:	6

*LCPD TAC Unit Special Burglary Detail Summary Report:*

Officers: Officer K. Johns

Officer P. Ross

The Lake City Police Department's TAC Unit members are temporarily assigned to assist the Criminal Investigations Division due to two (2) investigators out as a result of the September 23, 2011 shooting incident.

*Task Force Summary Report:*

The Lake City Police Department officers that are assigned to the Multi-jurisdictional Task Force are currently recovering from bullet wounds that were inflicted in the September 23, 2011 shooting incident. Task Force stats are unavailable.

Patrol Division:

Calls Answered:	751	Thefts:	7
On Views/ Police In:	425	Drugs:	1
Misdemeanor:	20	Criminal Mischief:	4
Felony:	22	Missing Person:	1
Status 1 Gone on Arrival:	21	Status 6 Accident Report:	13
Status 2 Unfounded:	3	Status 7 Traffic Ticket:	37
Status 4 Misc. Incident:	570	Status 8 Traffic Warning:	21
Status 5 Incident Report:	49	Misdemeanor Traffic:	3
Burglaries:	13	Infraction:	37
Assault:	8	Warrant Arrest:	3
Opposing/Resisting:	1	Accident Injuries:	5
Property Damage:	\$81,500		

**Public Works Director Henry Reports:**

- Locates 20
- Trouble Calls 12
- Repaired 10 Streetlights on Main Blvd. & 7 Streetlights on US 90
- Installed New School Flasher Time Clock at US 90 & Ermine
- Repaired 3 Streetlights on Alachua & Columbia Streets
- Hooked up power at Gazebo for Halloween Festival
- Installed 21 Stop Bars (Camp 2, Paxton 2, Dade 1, McCray 4, Nassau 2, St. Johns 2, Monroe 2, Chestnut 1, Cherry 1, Maple 1, Massie 1, Lake Dr. 1, Jenkins 1
- Continuing work on Shelby Bridge Repair Project
- Trimmed trees on Faith Road, McCray Street, Brown Street and Monroe Street
- Preparing for Christmas Lights
- Working on Storm Water Plan

*Fleet Maintenance Weekly Report (Kim Moore)*

- Routine maintenance and service – 14 vehicles

*Fuel Disbursement:*

- 131 gallons – 7 vehicles

**Recreation Director Little Reports:**

*Southside Recreation Center:*

- Last week at Southside we were getting ready for fall. We were working on some projects for the upcoming holiday. Some activities were geared for Halloween coming up on Monday. Some were ready for the events taking place downtown. As always here at Southside, homework help is offered to the students to help parents as well so that they have it done when picked up to allow more family time at home.

*Girls Club Center:*

- We are currently in our fall after-school program. Girls Club offers many daily activities for the girls to enjoy such as: On Monday, we played a game of four squares. On Tuesday, the girls participated in an arts and crafts activity and made a Halloween craft. On Wednesday, the girls had free play and made whoopee cakes for their afternoon snack. On Thursday, the girls played in door games. On Friday, the girls watched a “Halloween Movie” to get the girls geared up for the upcoming Halloween week. The girls really enjoyed this outing. 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.

*Recreation Programs:*

- We are also continuing to offer classes in Ta Kwan Do, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities. As always we are looking for new activities to add to our program, if you know of anyone that would like to teach please let us know.

*Maintenance:*

- We are getting ready for the Memorial Bowl to take place. Extra maintenance can be achieved on the other facilities. Our baseball season is wrapping up with rain out games to be played. As always a clean and kept facility is our goal.

*Athletics – Teen Town Center:*

- Our 2011 Youth Football Regular Season is complete. The Hunter Printing Gators prevailed over the Ron David's Plastering Cowboys in a playoff game on Saturday October 31, 2011 by a score of 39-30 to win the Jr. Midget Championship. The Annie Mattox Eagles won the Midget League Championship. Congratulations to all the players and coaches on another successful season. Our Memorial Bowl will begin on Tuesday, November 1, 2011. We have commitments for two teams from Jasper and six teams from Madison and Live Oak is bringing one team. Our tournament will begin on November 1, 2, 3, 5, 7 and 8, 2011 and the championship at 6:00 p.m. with the exception of Saturday, November 5, 2011 those games will begin at 9:00 a.m.

**Utilities Executive Director Clanton Reports:**

*Distribution & Collections (Keith Hampton):*

- |  |    |
|--|----|
| • Locates  | 36 |
| • Service Orders                                 | 43 |
| • Repaired/Responded to Sewer Calls              | 5  |
| • Fire Hydrant Maintenance                       | 11 |
| • Repaired/Responded to Broken Water Lines       | 3  |
| • Changed Out Curb Stops                         | 12 |
| • Reclaim Project:                               |    |
| • Completed Jack & Bore Project                  |    |
| • Laid 405 ft. of 12" Pipe on Business Point     |    |
| • Installed Pipe Restraints and 12" Valves       |    |
| • Harrowed, Fertilized & Seeded 8600 Square Feet |    |

*Construction:*

- |                                     |              |
|-------------------------------------|--------------|
| • Tice Farms - 12" Reuse Water Line | 91% complete |
|-------------------------------------|--------------|

*Natural Gas (Joe Sheldon):*

- |   |     |
|---|-----|
| • Service Orders                                      | 169 |
| • Locates   | 24  |
| • Ongoing Projects                                    |     |
| • Cathodic Protection (Reads , Surveys & Maintenance) |     |

*Utility Maintenance (David Durrance):*

- |                                       |   |
|---------------------------------------|---|
| • Inspected and Serviced Liftstations | 6 |
|---------------------------------------|---|

- Maintenance Items at WWTP 5
- Removed Control Panels, Electrical Boxes & RTU Systems from (2) two Old Well Sites

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

- Gallons Treated 2.150 MGD
- Ongoing Plant Maintenance
  - Shop & Lawn Maintenance
  - Sorting and Stocking Material and Equipment
  - Applying Concrete around Valve Covers
  - Draining & Cleaning Clarifier # 2 for Inspection
- Maintenance
  - Evaluating Belt Press for critical spare parts needed

*Water Plant (Steve Roberts):*

- Gallons Treated (Price Creek WTP) 3.392 MGD
- Gallons Treated (Brandon Brent WTP) .018 MGD

*Customer Service (Donna Duncan):*

- Phone Calls Taken 425
- Walk-up Customers Assisted 1019
- Payments Collected 1420
- Bills Generated 2747
- Late Notices Generated 611
- Total Payments Received \$247,718.78

*Service Orders Generated:*

- Field Service Orders 461
- Severn Trent 23
- Verify Shut-Offs 55
- Cut Off Non Pay 79
- Turn Back On 53

*Reads:*

- Initial Read 50
- Final Read 39