

Lake City Staff Weekly Report

Week ending April 9, 2010

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Staff continues work on the Unclaimed Property Report which is due April 30. The online report has been prepared for final review before submission.
- Staff will work with Purchasing on the upcoming Surplus Sale of Assets. The tagging of Fixed Assets will begin in June.
- Staff is processing the State Revenue Sharing Application for Fiscal Year 2010-2011. Each unit of local government must file an application for consideration of a fund distribution under the Revenue Sharing Act. Application is due no later than June 30, 2010.
- Staff met with representatives of Southland Waste on the commercial garbage audit. Southland is reviewing the information provided by the Finance staff. New procedures related to information sharing of new commercial customers are being implemented with Customer Service. The goal is to provide Southland Waste a report of new commercial utility accounts within the City.
- Staff provided bond information related to the refinancing of the City utility bonds.

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

- Processed 4 Police Captain Applications.
- Set doctor appointment for new Dispatcher.
- Processed paperwork on employee evaluations and sent to payroll.
- Printed Certificates for Excavation Classes.
- Assembled directive's booklets for new employee handout.
- Sent Blue Cross and Florida Municipal Insurance Trust (FMIT) cancellations for employees resigning and retiring.
- Assisted Slade & Darnell Adjusters with investigating a claim.
- Investigated a vehicle accident dealing with a Police car.
- Scheduled Trenching/Shoring class being paid by Quick Response Grant.
- Repaired locks on the north and south doors at City Hall. Both doors were having problems with unlocking.
- Completed updating our liability insurance information for the Florida League of Cities and sending this information to our loss representative.
- Began preparing for a mediation to be held on April 13, 2010. This is involving a claim from August 30, 2003.

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

- Planned for combined dispatch with communications group.
- Updated City internal and public websites.
- Testing electronic internal forms.
- Updated geographical information system (GIS) address databases.
- Updated Computer Aided Dispatch (CAD) maps for the Columbia County 911 center.

- Prepared for new recording server.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred ninety two invoices.
- Scanned eighty documents into OnBase Imaging System.
- Updated seven vendor files.
- Established one new vendor.
- Processed four requisitions for purchase.
- Ordered six fuel cards, picked up and delivered to Waste Water Treatment Plant.
- A&A Trucking and Excavating bid awarded by Council on April 5, 2010, contracts are being executed and the Notice to Proceed will be issued upon receiving the executed contracts, payment and performance bonds.
- Proposals received on March 18, 2010 for the leasing and management of city fleet. Three proposals were received. Committee meeting was held on March 23, 2010 to distribute proposals and discuss ranking procedure. Enterprise selected by the committee, they are scheduled to provide a presentation to the City Council at 5:00 P.M. on April 19, 2010.
- Preparing Request for Qualifications (RFQ) for Professional Engineering Services for the Wastewater Treatment Plant.
- Preparing Request for Proposal (RFP) for Investment and/or commercial bankers. Complete. Advertised in the Sunday edition of the Lake City Reporter with a proposal receiving date of April 19, 2010.
- Preparing bid for the maintenance shop addition.
- Prepared (Fax Quote) FQ-015-2010 monthly pest control service. Quotes due April 28, 2010.
- Preparing Invitation to Bid (ITB) for monitoring well with opening date April 26, 2010. This bid requires a mandatory pre-bid conference to be held on April 19, 2010.

Warehouse:

- Issued one thousand four hundred forty nine items for departments use.
- Compiled one public record request.
- Received all items for the force main repair near Richardson Middle School.
- Met with Dave Clanton, Executive Director of Utilities, Richard Lee, Director of Distribution and Collections and Henry Sheldon, Consulting Engineer, on the Columbia Correctional Institute project.

Airport Director Sawyer Reports:

- March 2010 fueling operations produced \$49,000 in gross revenues on 12,800 gallons sold. October through March 2009/10 sales totaled \$265,000 in gross revenues on 70,970 gallons sold, a 21% decrease from gallons sold October through March 2008/09. Transient stopovers are spotty but increasing with warmer weather.
- Vigneaux Corporation technicians were on site during the week to perform annual preventive maintenance on the four large corporate hangar doors. Staff repaired the control tower air conditioner, replaced the belt drive in the office air conditioner and ceiling lights in the smaller storage hangars.
- Director Sawyer initiated discussions with the U.S. Forest Service regarding leasing additional fuel trucks during fire season and recommended changes to the annual rental rate adjustment prepared by the Service Contracting Officer.

Work continued on the pending lease/revenue sharing agreement with Tower Com.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 23 Emergency calls for service, with an average response time of 5 minutes and 34 seconds including automatic aid in the county area.

Fire Inspections/Plans Review	4
Pre-Fire Plans	2
Fire Prevention/Education Events	1

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff is continuing to revamp the policies and procedures for Accreditation, at the end of March we are ahead of schedule and 13 policies have been assessed.

Major Case Synopsis:

- April 6, 2010: Officers responded to Wal-Mart in reference to a careless driver who was chasing another car around. Upon arrival Officers located the suspect vehicle and a car pursuit ensued. The suspect vehicle crashed during the chase ejecting the driver who had to be transported to Gainesville. The passengers in car were also taken to Lake City Medical Center.

Departmental Highlights:

- March 29, 2010: The Command Staff attended the United Way Annual Awards Banquet at the Lake City Community College where Chief Gilmore was appointed to a board position.
- April 2, 2010: Lake City Police Department employee, Linda Pennington, ended her career as she retired with 28 years 7 months of service. She will be greatly missed as we wish her good luck.
- April 3, 2010: Lt. Moody attended the Annual Easter Festival at Annie Mattox Park. The event was a usual success and a great time was had by all.

Patrol Division Crime Statistics:

Calls Answered	891
On Views/Police In	560
Misdemeanor	23
Felony	6
Gone on Arrival	20
Misc. Incident	735
Incident Report	61
Burglaries	9
Robbery	1
Assault	6
Opposing/Resisting	1
Thefts	17
Sex Offense	1
Drugs	1

Criminal Investigations Division

Crime Statistics:

Total Cases Investigated:	13
Total Cases Solved:	5
Total Cases Unsolved:	8
Total Arrests:	1
Affidavits Filed:	6
Total Charges Filed:	6
Burglaries:	8
Thefts:	3
Recovered Property Value:	\$3,000.00
(cash, jewelry, Misc)	
News Releases:	2

Criminal Mischief	3
Accident Reports	16
Traffic Tickets	38
Traffic Warnings	33
DUI	2
Misdemeanor Traffic	13
Infraction	25
Property Damage	\$49,000
Accident Injuries	3

Recreation Director Little Reports:

Southside Recreation Center:

- The kids at the Southside Center last week worked on designing their own Easter basket from an empty milk jug. There were all kinds of designs. On Thursday the kids used their baskets for our Easter egg hunt.

Girls Club Center:

- Each day at Girls Club, we do many activities including: arts and crafts, movies, sports events and guest speakers. Our staff provides homework tutorial for the girls when they arrive each day. This week the girls have been participating in Easter coloring contests. There were three prizes winners.

Athletics – Teen Town Center:

- The Teen Town offices were painted and new carpet installed this week. We have extended Tee Ball registration until Tuesday, April 13th, for ages 6 & 7 year olds. All registration will be held here at Teen Town from 8:00 AM – 5:00 PM. Cost is \$40.00.

Recreation Programs:

- Our new Zumba Class is going strong. We have added a Sunday afternoon class at 5:30 PM. We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

Maintenance:

- Routine maintenance continues this week as we are mowing all facilities while the kids are out of school this week. All playground equipment is being checked for safety hazards and we are doing some maintenance on several pieces.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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| • Locates | 45 |
| • Service Orders | 36 |
| • Sewer Calls | 11 |
| • Broken Lines Repaired | 6 |
| • Fire Hydrant Repairs | 2 |
| • Live Bacteria Additive Maintenance (LBA) | 2 locations |

Inspection, Distribution & Collections (Keith Hampton):

- Eastside Water Main Project 85% complete (on hold till CCI Project is complete)
- Meter Exchange in Lenvil Dicks System 26% complete
- Columbia County Correctional Institute (CCI) 72% complete

Natural Gas (Joe Sheldon):

- Locates 33
- Service Orders 304

Public Works (Thomas Henry):

- Locates 36
- Street light repairs 13
- Signs 24
- Responded to and serviced trouble calls 15

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 6
- Inspected Sewer Lines 700 feet
- Hydrant Flushing 45

Vehicle Maintenance (Sam Curry):

- Routine Maintenance and Service 4
- Complaints /Repaired/Back in Service 15
- Machines fueled and fluid levels checked 5

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.522 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 3.432 MGD
- Gallons Treated (Brandon Brent WTP) .019 MGD