

Lake City Staff Weekly Report

Week ending May 30, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

The Audited Financial Statements were mailed to federal, state and local agencies as required.

- Finance staff continues to work on revenue projections for the FY 11 Budget.
- Preparation of the Local Government Annual Financial Report continues. The report will be submitted to the Department of Financial Services and is due 45 days after audit is approved by Council or no later than September 30, 2010.
- The Unclaimed Property Report has been finalized and submitted to the State. Forty-seven accounts totaling \$2,363.04 were remitted as unclaimed. All of the funds were utility deposit refunds. The State will hold these funds until claimed by the customer. Individuals can check to see if they have funds held by the State; by phone 850-413-5522 or on the web @ www.fltreasurehunt.org.
- Staff will work with Purchasing on the upcoming Surplus Sale of Assets. The tagging of Fixed Assets will begin in June. City Manager has been provided the list of Surplus and Disposal Assets for signature and to request Council's approval.
- 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. The application has been forwarded to the Mayor for his signature before submission.
- Southland Waste provided an update on April 26, 2010 indicating they were still processing the information related to the garbage audit. The goal is to ensure all commercial and residential garbage customers are being billed properly.
- Submitted request for balance due in the amount of \$176,000 to Columbia County Correctional for tap and impact connection that has now been completed.
- Submitted \$10,000 request for Grant reimbursement to Suwannee River Water Management District for the Water-Sewer Rate Study.
- Submitted \$58,000 request for reimbursement on the Community Development Block Grant (CDBG) Housing Grant.

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

- Attending Incident Command System (ICS 300) training for two days.
- Met briefly with the Florida League of Cities to discuss your Police ride along program.
- Received an accident report on one of our police cars from Florida Highway Patrol.
- Filed one workers compensation claim.
- Processed 189 invoices from all departments.

- Continued to count daily cash at City Hall.
- Processed seven (7) applications. Five for reaction and two for police.
- Worked training replacement on orientation a new hire.

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

- Updated City internal and public websites.
- Completed implementation and training for call recording system.
- Preparing for technology expansion at Police Department.
- IT Staff completed FEMA IS100, IS200 training and certification.
- Preparing to implement commercial advertising via the City web program.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred ninety six invoices.
- Scanned forty one documents into OnBase Imaging System.
- Updated eleven vendors.
- Established three new vendors.
- Prepared draft request for proposal RFP for Health Insurance and emailed to Gene Bullard.
- Preparing fax quote (FQ) for the demolition of the old gas department and old city jail.

Warehouse:

- Issued nine hundred eighty eight items for departments use.
- Police vehicles are complete with the exception of the graphics installation. The graphics are scheduled to be installed by next Wednesday.

Airport Director Sawyer Reports:

- Fueling operations for the week produced \$9,155 in gross revenues on 2,333 gallons sold. Seventy six percent of sales were to airport based and transient jet fuel customers. While gallons per sale are small, based and transient single engine aircraft operations are increasing with improving weather patterns.
- Staff repaired the tractor air conditioner and continued seasonal mowing operations during the week adjacent to U.S. 90. Staff also restored the automatic weather reporting system to operations status.
- Staff responded to an Army Corps of Engineers notice of a possible airport site inspection under a Formerly Used Defense Site munitions hazard program. Staff is waiting for a response from the Corps Project Manager.
- The FDOT Aviation Staff has scheduled the FY10 second quarter Regional Aviation System Planning Committee Meeting for May 26th at the Municipal Airport.

Community Redevelopment Administrator Kite Reports:

Community Redevelopment Area:

- CRA Plan Update: Revisions to the Services Agreement with the IBI Group have been made and we are awaiting return of the executed contract.
- The demolition contract for the Old City Hall has been completed. An asbestos survey is being conducted in order to file with the DEP notice. Once all paperwork has been filed the Notice to Proceed will be issued. The projected start of this project is May 17, 2010.

- Façade Grant Program and appropriation of \$50,000.00 of TIF Funds for the remainder of the current fiscal year was approved by the City Council on April 19, 2010. Applications are available in the lobby of City Hall, the Growth Management Department or by contacting the Community Redevelopment Department at (386)719-5766.
- Appropriation of TIF Funds for the structural evaluation of the Blanche Hotel by Jones Edmunds was approved at the April 5, 2010 CRA Meeting. The Notice to Proceed has been issued. I am currently making arrangements with Mr. Cole, as representative for the Blanche and Jones Edmunds and Associates, Inc. to schedule the date to begin the assessment of the building.

Community Cleanup:

- The event was held on Saturday, April 24, 2010 from 8:00AM to 12:00 noon. 100+ volunteers canvassed a 220 acre area and picked up 18 cubic yards (one dump truck load) of litter and debris. The volunteers met back at Richardson Community Center for a spaghetti lunch and awards ceremony. We gave awards for First, Second and Third place for the most unusual items found and we had drawings for gift cards. A special thanks to the Public Works crew and all their hard work not only during the clean-up but on the North Florida Concrete site as well.

Customer Service Director Harwell Reports:

- Phone Calls Taken 391
- Walk-up Customers Assisted 694
- Bills Generated 1129
- Late Notices Generated 729
- Number of Payments Collected 1756
- Total Payments Received \$268,810.41
- Hours Spent Billing 75
- Hours Spent T & I/Collections 31.5
- Hours Spent Cycle Route Clean Up 1.5
- Hours Spent Training 40

Service Orders Generated:

- Field Service Orders 426
- Severn Trent 6
- Verify Shut-Off's 45
- Cut Off Non Pay 67
- Turn Back On 66

Pending Service Orders:

- Register Exchanges 6
- Meter Exchanges 36
- Repair Wire 4
- Stuck Meter 4
- Verify Shut-Off 44

Reads:

- Initial Read 58
- Final Read 61

Total Pending Service Orders to Date: 1116

Citizens' Advocate Washington Reports:

- Continuing to work on City's Women's Celebration planned for June 15, 2010 from 12 noon to 2:00 p.m. (on-going)
- Continue to work on finalizing Administrative Policy #21 (Facility Use of Olustee Park). There needs to be clarification on several guidelines in the policy. (pending)
- Continue to work with United Way on "211" system for Lake City/ Columbia County. The system will serve as a resource guide for all citizens. The information from 211 is unlimited and will assist citizens with many issue and concerns on receiving personal help. Chief Gilmore and I represent the City on this sub-committee stemmed from the R3 DCF Community Steering effort as well as the Weed n Seed Sub-Committee. (on-going)

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 42 Emergency calls for service, with an average response time of 5 minutes and 32 seconds including automatic aid in the county area.

Fire Inspections/Plans Review	4
Pre-Fire Plans	3

Growth Management Director Lee Reports:

CDBG:

- Demolished two homes for replacement under grant
- Finalized home on NW Long Street; moved owner back in
- Reviewed title requirements on three applicants
- Processed payment and paid contractor for work completed

Planning:

- Zoning statements issued 11
- Processed and mailed surcharge reports to state 2 Hrs
- Land fie maintenance 3 Hrs
- Assistance to customers with applications; CDBG & Zoning 4 Hrs
- Conducted site plan review 2 Hrs
- Created agenda for May Planning Board Meeting 2 Hrs
- Updated monthly permit log 1 Hr
- New construction permits issued 8
- Plans reviews 5 Hrs
- New applications received 14
- Meeting with City attorney regarding existing development 3 Hrs

Inspections:

- Building inspections 8
- Swimming pool inspection 1
- Plumbing inspections 3
- Mechanical inspections 4
- Property inspections for code violations 5
- Respond to public records request 1 Hr

• Removal of illegal signs	2 Hrs
<i>Code Enforcement:</i>	
• New complaints received	15
• Inspection performed	15
• Meetings with responding property owners	4 Hrs
• Cases brought into voluntary compliance	1
• Notices of violations issued	3
<i>Business Tax Receipts:</i>	
• New applications received	3
• Applications reviewed and processed for issue	5

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff has been very busy with meetings but continues to make progress with the Accreditation process including policies and procedures.

Major Case Synopsis:

- April 24, 2010: Officers patrolling the target neighborhood on the North side of the city observed a suspicious white male circling a known drug house. A traffic stop was conducted and as a result the driver was arrested for a felony narcotic violation.
- April 24, 2010: Officers responded to a report of a sexual assault. A complete investigation was completed leading to the arrest of a black male for sexual assault on a minor; investigation also discovered the suspect is a repeat offender from Georgia.
- April 26, 2010: Officers responded to Cedar Park Apartments in reference to a disturbance. The investigation identified the suspects who lived at the apartments. Contact was made with management and the eviction process for the suspect was started.

Departmental Highlights:

- April 21, 2010: Lt. Moody attended the Annual Victims Rights Week award ceremony in Tallahassee at the Capitol. Awards were given out to several officers and agencies across the state for their efforts in dealing with Domestic Violence.
- April 23, 2010: A meeting between several different agencies was held at the Columbia County Sheriff's Office in reference to forming a Sexual Assault Response Team (SART) for our area. The meeting was very informative and included ideas on notification of agencies whenever a sexual assault occurs in our area.
- April 23, 2010: The Police Department was invited and attended the Columbia High School Career Day at the School Board Office. The young adults were very attentive and asked many different questions on how to become a police officer.
- April 24, 2010: Officers with the Lake City Police Department attended and assisted with the Annual Community Clean Up organized by the City of Lake City. Even though the work was hard a great time was had by all who attended.

- April 24, 2010: The Command Staff attended the Annual NAACP awards banquet held at the Winfield Farm Community Center.

CRIME STATISTICS:

Patrol Division:

Calls Answered:	879
On Views/Police In:	572
Misdemeanor:	18
Felony:	13
Status 1-Gone on Arrival:	15
Status 2-Unfounded:	4
Status 4-Misc. Incident:	695
Status 5-Incident Report:	68
Burglary's:	7
Robbery:	1
Assault:	14
Opposing/Resisting:	1
Sex Offense:	1
Thefts:	15
Drugs:	2
Criminal Mischief:	5
Missing Person:	3
Status 6-Accident Report:	13
Status 7-Traffic Ticket:	55
Status 8-Traffic Warning:	49
Misdemeanor Traffic:	7
Infraction:	48
Warrant Arrest:	5
Property Damage:	98,950
Accident Injuries:	2

Criminal Investigations Division:

Total Cases Investigated:	15
Total Cases Solved:	7
Total Cases Unsolved:	8
Total Arrests:	1
Affidavits Filed:	8
Total Charges Filed:	14
Murder:	0
Burglaries:	5
Robberies:	0
Sex Offense:	1
Criminal Mischief:	1
Thefts:	5
Assaults:	1
Recovered Property Value:	\$30,000.00
News Releases:	5

Recreation Director Little Reports:

Southside Recreation Center:

- Registration begins next Monday, May 3rd for our Summer Camp Program. Cost for the nine week camp is \$225.00 and there is a limit of 80 kids. Campers will enjoy movies, skating, bowling, weekly special field trips, arts and crafts, guest speakers and much more.

Girls Club Center:

- Girls Club leaders have been cleaning and organizing the old building for the Summer Session. Summer brochures were distributed to the area schools for Girls Club registration starting on May 3rd. Summer booklets are for parents to pick up for daily activities and trips for the summer. Arts and craft supplies for the summer session have been ordered. During the afternoons at Girls Club we do many activities including arts and crafts, movies, sports events, and guest speakers.

Athletics – Teen Town Center:

- Registration for women's softball will be held May 3rd thru May 21st. Cost is \$350.00 per team. We anticipate six teams to play in this league. The season is scheduled to begin on June 7th. Our second week of tee ball practice was held this week. The Tee Ball Jamboree will be held on Saturday, May 1st beginning at 10:00 AM at the Girls Softball Complex on Bascom Norris Road. Adult softball games are underway also. Remember admission is free to watch any of our games.

Recreation Programs:

- We will begin offering a Mom and Tot Program in May. This class will be called "Romper Rhythm" and will be open to all moms and children between the ages of 0-5 years of age. We are continuing to offer classes in Tae Kwan Do, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

Maintenance:

- Our two man maintenance crew is in full swing keeping grass mowed and preparing ball fields for thirty two teams, which includes adult softball and tee ball. They are also preparing Girl's Club and the Southside Center for summer registration which begins on May 3rd.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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| • Locates | 80 |
| • Service Orders | 44 |
| • Meter Exchanges (Lenvil Dicks) | 23 |
| • Installed Water Taps | 6 |
| • Broken Lines Repaired | 17 |

Inspection, Distribution & Collections (Keith Hampton):

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| • Eastside Water Main Project | 85% complete (will begin again 4/28/10) |
| • Meter Exchange in Lenvil Dicks System | 32% complete |
| • Columbia County Correctional Institute | 99% complete |

Natural Gas (Joe Sheldon):

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| • Service Orders | 270 |
| • Locates | 34 |

Public Works (Thomas Henry):

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| • Locates | 43 |
| • Street light repairs | 8 |
| • Signs | 3 |
| • Installed vinyl stop bars | 12 |
| • Responded to and serviced trouble calls | 7 |
| • Responded to citizen calls/complaints | 8 |

Utility Maintenance (David Durrance):

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| • Inspected and Serviced Liftstations | 9 |
| • Hydrant Flushing | 64 |

Vehicle Maintenance (Sam Curry):

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| • Routine Maintenance and Service | 4 |
| • Complaints /Repaired/Back in Service | 11 |

- Machines fueled and fluid levels checked 6

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.186 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 3.779 MGD
- Gallons Treated (Brandon Brent WTP) .033 MGD