

Lake City Staff Weekly Report

Week ending November 5, 2010


FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Staff is extremely active preparing for year end audit. Purvis, Gray and Company will be on-site November 15 to begin the City audit for FY 10.

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

-  Continued to dispute a cable cut claim by AT & T against the City. The locate company marked the location to be cut as clear.
- Settled a citizen's claim through Morgan & Morgan, the citizen's injury did not happen on City property. The claim was dismissed.
- Closed six workers compensation claims.
- Processed two minor workers compensation claims.
- Continued working on the City Employee's open enrollment being held on Nov 16th and 17th.
- Processed all applications received for current job openings.

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

- Continued planning implementation for Human Resource Department and Police Department document scanning project.
- Continued critical hardware battery backup audit.
- Continued working on consolidation of websites for centralization of management.
- Completed network security audit for Police Department.

Purchasing and Contracting (Debbie Garbett):



- Processed two hundred and twelve invoices.
- Scanned seventy nine pages into OnBase Imaging System.
- Issued quote request FQ-003-2011 for Replacement of Electrical Panel at Memorial Stadium for Recreation Department. Quotes are due by 4 P.M. on November 10, 2010.
- Extended use of contract between St. Johns County Board of County Commissioners and Duval Asphalt for cold mix for an additional year.
- Attended mandatory pre-bid on ITB-001-2011 AWOS (Automated Weather Observation System) for the Lake City Municipal Airport. Bid opening is scheduled for November 17, 2010.
- Prepared two addendums on ITB-002-2011 for Directional Drill for Water Distribution. Bid opening is scheduled for November 17, 2010.
- Made site visit to the Lake City Water Plant established in 1935 located at Alligator Lake. This visit was in preparation to complete a bid for demolition.
- Issued one thousand three hundred ninety four items for City use.

-  Entered six surplus items for sale on <http://www.govdeals.com> . Total sales to date is \$63,868.36

Airport Director Sawyer Reports:

- An amendment to the land lease between the City and Industrial Park tenant Safety Grooving and & Grinding was executed effective November 1, 2010. The amendment increases airport revenues and the tenant's usable storage space.
- The Joint City/County Board of Adjustments met during the week and selected Mr. Bryan Zecher as the fifth board member. The Board will advertise and convene in December to consider a permit application for a tower location under a lease agreement between the City and TowerCom, Inc.
- Two new customers were placed under contract for aircraft tie down spaces during October. Fueling operations for the week continued above average producing \$11,744 in gross revenues on 2,950 gallons sold. C& S Petroleum replaced a sensing probe to complete repairs and the annual certification of the fuel farm inventory reporting system.

City Clerk Sikes Reports:

-  Processed six (6) public records requests (annual total to date 544 requests).
-  Scanned in four hundred thirty two (432) pages into the Onbase Document Imaging System.
- Attended two Sunshine applicable meetings.
- Graduated and received certificate from 8-week Dale Carnegie Training.

Community Redevelopment Administrator Kite Reports:

CRA Plan Update: The IBI Group Agreement for Professional Services was approved by the CRA Board during September 2010. This will extend their original contract date an extra two months to complete a Finding of Necessity supporting expansion of the CRA boundaries and to include any expansion into the Plan Update. Once all the statistics have been analyzed a recommendation will be submitted to the CRA and City Council for approval of the expansion of the boundaries. Once this is complete IBI Group, Inc. will then continue drafting the CRA Master Plan Update.

Commercial Building Façade Grants. Applications are available in the lobby of City Hall, the Growth Management Department or by contacting the Community Redevelopment Department, Jackie Kite, at (386)719-5766. Funding was established for the 2010-2011 Year beginning October 1, 2010. Seventeen applications have been submitted and nine have been reviewed and are complete and ready for submittal to the CRA for approval.

Festival of Lights/Snow Day/Christmas Parade:

The Chamber has taken this event over from the Downtown Action Corporation and is looking to streamline with events on two dates this Holiday. Lighting of Olustee Park and Santa's arrival and Photo Night would be held on Saturday, November 27, 2010 in Olustee Park. The Christmas Vendor Bazaar, Christmas Parade and Snow Day (providing there is enough sponsorship funding) will be held on Saturday, December 11, 2010 in Downtown Lake City.

- ➔ Volunteer's/Volunteer Groups are being sought for several area's to include, decorating Olustee Park, Parade line-up, assistance with Santa Photo Night, supervise children's activities in conjunction with Snow Day. If you are interested in volunteering you may contact Sonja Meads or Dennille Folsom at the Chamber of Commerce (386)752-3690 or Jackie Kite (386)719-5766.

Decorating Downtown including Olustee Park is underway and Public Works crews started decorating the light poles and trees along Marion Avenue and within the park. We will begin the actual decorating of the park on Monday, November 8, 2010 at 5:00 p.m. Any volunteers wishing to help with the decorations of Olustee Park please see Jackie Kite at City Hall.

Olustee Festival:

Planning has begun for the Olustee Festival. I attended their meeting on Wednesday, November 3, 2010. Updates to their membership list are being added, and I am creating a master contact list from this information.

Customer Services Director Harwell Reports:

• Phone Calls Taken	575
• Walk-up Customers Assisted	1137
• Bills Generated	976
• Late Notices Generated	613
• Number of Payments Collected	1643
• Total Payments Received	\$208,481.20
• Hours Spent Billing	72
• Hours Spent T & I/Collections	34.50
• Taps Processed	3

Service Orders Generated:

• Field Service Orders	602
• Severn Trent	4
• Verify Shut-Off's	68
• Cut Off Non Pay	192
• Turn Back On	143

Pending Service Orders:

• Register Exchanges	11
• Repair Wire	6
• Verify Shut-Off	58

Reads:

• Initial Read	43
• Final Read	46

Total Pending Service Orders to Date: 1331

Citizen's Advocate Washington Reports:

- Continuing to work with the Children's Medical Center (Vanessa Villar) on their proposal to house an after-school program on City property. Will meet next week.(on-going)
- Attended March of Dimes Meeting. Community banquet on November 11 at 5:30p – Columbia County Fairgrounds. (on-going)
- Attended Chamber Ribbon Cutting at Meridian BHC. (completed)
- Attended Women in Business meeting. (on-going)
- Attended "Red Ribbon" activities at LCMS/RMS. Capt. Blanchard and I spoke to students about being positive contributors to the community and being leaders at school. (completed)
- Attended Chamber Grand Opening for Columbia County Fair. (completed)

- Met again with Wolves Cheerleader coaches and parents on resolution. Parents sent Mr. Johnson an email. (completed)

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 29 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	3
Fire Prevention/Education Events	4

Growth Management Director Lee Reports:

CDBG:

- Obtained signatures for CDBG documents and had them notarized 10 Hrs

Planning:

- Zoning statements issued 10
- Land Files maintenance 4 Hrs
- Processing permits 20 Hr
- Permits received and processed 18
- Permits issued 13
- Assisted CDBG applicants with paperwork 3
- Processed and transmitted Minority Business Report to DCA for CDBG Housing Grant 1 Hr
- Prepared transmittal memo for pay request on CDBG house 1
- Prepared public record request 1
- Maintenance on 67 contractor files 5 Hrs
- Processed and prepared 54 contractor competency cards 6 Hrs
- Obtained notarized signature for the subordination of encumbrance for the Tesznar easement 2 Hrs
- Researched City owned properties 8 Hrs

Building Inspections:

- Permit applications received 17
- Permits issued 12
- Building inspections 6
- Plumbing inspections 2
- Electrical inspections 3
- Mechanical Inspections 3

Code Enforcement:

- New complaints received 7
- Property inspections performed 15
- Meeting with responding property owners/customers 6 Hrs
- Cases brought into voluntary compliance 1
- Notices of violations issued 5
- Notices of hearing issued 5
- Warning notices issued 1
- Update weekly Code Enforcement Log 1 Hr
- Assisting customers with zoning issues 1 Hr

- Assisting customers with Business tax receipts 2 Hrs
- Assisting customers with permitting issues, inspection requests 4 Hrs
- Fundraiser permits issued 1

Business Tax Receipts:

- New applications for Business Tax 6
- Applications reviewed and ready to issue 2

Police Chief Gilmore Reports:

Departmental Highlights:

- October 30, 2010: The Halloween Safety Bash was held at the Public Safety Building. Captain Blanchard estimated that over 1,000 children attended this event. Booths were also set up at Richardson Gym and the Lake City Mall with great turnouts. Great job by our officers!
- The LCPD booth at the Columbia County Fair received a blue ribbon; great job to Officer Golub and others that assisted in making this year at the fair a great success.

Criminal Investigations Division:

Total Cases Investigated:	16
Total Cases Solved:	11
Total Cases Unsolved:	5
Total Arrests:	3
Affidavits Filed:	2
Total Charges Filed:	4
Burglaries:	8
Criminal Mischief:	1
Thefts:	7

TAC Unit Summary Report

Unit Commander: Sergeant J. Byrd
 Officers: PO1 L. Shallar/K-9 (Issa)
 PO2 K. Jonhs/K-9 (Trooper)

Activity:

Traffic Stops:	17
Property Checks:	5
Traffic Assignments:	5
Arrest:	2
Suspicious Persons:	2
Assist Other Agency:	2
Shift Assisted Calls:	5
Search Warrants:	1

Activity Status:

Reports Taken:	3
Traffic Warnings:	14
Traffic Citations:	3

Summary:

October 21, 2010: TAC Unit members executed a search warrant on SE Brown Street. During this search warrant, members located approximately two (2) grams of cannabis, several packaging baggies, and a set of digital scales. Charges were filed on the individual for possession of cannabis and possession of drug paraphernalia

Patrol Division:

Calls Answered:	804	Status 5 Incident Report:	53
On Views/ Police In:	506	Burglaries:	7
Misdemeanor:	16	Assault:	4
Felony:	9	Opposing/Resisting:	2
Status 1 Gone on Arrival:	19	Thefts:	5
Status 2 Unfounded:	4	Drugs:	1
Status 4 Misc. Incident:	628	Criminal Mischief:	4



Missing Person:	2	Misdemeanor Traffic:	4
Status 6 Accident Report:	9	Infraction:	30
Status 7 Traffic Ticket:	34	Warrant Arrest:	3
Status 8 Traffic Warning:	54	Property Damage:	\$43,300
		Accident Injuries:	2

Recreation Director Little Reports:

Southside Recreation Center:

- Last week at Southside we continued working with the girls on their walk for the Fashion Extravaganza which will be held on Saturday, November 6th at the Lake City Mall. We have been fortunate enough to have Belk's to help us again this year. On Friday, October 29th, we held a Halloween Party for all our kids at our center. They enjoyed pizza, cookies, chips, punch and a **spooktacular** Disney Movie, "The Haunted Mansion."

Girls Club Center:

- We are currently in our Winter I Session. Girls Club offers homework help to all the girls who come to our after school program. This has been a great help to the parents. On Monday, the girls watched a "spooky movie" to get geared up for the Halloween week. Tuesday we did a Halloween/Fall arts and craft project. Wednesday the girls had cookies for their afternoon snack and played cup stacking. They all had a great time!!! We held our Annual Fall Festival on Friday. The girls enjoyed bobbing for apples, pumpkin bowling, ghost fishing, spooky story time, pin the tail on the cat, making ghost and eating cupcakes and chips.

Athletics – Teen Town Center:

- Third place in our Jr. Midget league finished in a three way tie. The Hunter Printing "Gators", APAC "Falcons" and the Ron Davis Plastering "Cowboys" participated in a playoff quarter on Monday night November 1st. The "Falcons" and "Cowboys" were victorious and will join the "Tigers" and "Logicats" representing Lake City in the Memorial Bowl beginning on November 6th. Second place in our Midget league finished in a two way tie between the Brian Sports' "Wildcats" and the Annie Mattox "Eagles." They also participated in a playoff quarter on Monday night. The "Eagles" came out on top in a very close game. They will represent Lake City along with the "Wolves" and "Lions" in the Memorial Bowl that begins this weekend. Our Annual Memorial Bowl will host teams from Madison and Jasper scheduled to compete against our local teams.

Recreation Programs:



- We encourage all of our citizens to come out and try the programs that we offer. We are also continuing to offer classes in Kardio Kickbox and Toning, Tae Kwan Do, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.


Maintenance:

- Routine maintenance continues at all of our centers and ball fields. We are in the process of getting Memorial Stadium fields ready for our Memorial Bowl this weekend.

Utilities Executive Director Clanton Reports:



Dave is still recuperating from his surgery and we hope the progress continues successfully for return to work soon. Thus far, things are looking good.

 ***Distribution & Collections (Richard Lee): Richard is still recuperating from his surgery and we hope the progress continues successfully for return to work soon.***

• Locates	38
• Service Orders	43
• Lenvil Dicks Meter Exchanges	26
• Repaired Broken Water Lines	2
• Repaired/Responded to Sewer Calls	3

Distribution, Collections & Construction (Keith Hampton):

• Meter Exchange in Lenvil Dicks System	96% complete
• W. US Hwy 90 12" Water Main Extension (on hold due to future DOT project)	62% complete
• NE Aggie Ave 6" Water Main Extension	39% complete
• 12" Sanitary Force Main Extension	9% complete
• Tice Farms - 12" Reuse Water Line	18% complete

Natural Gas (Joe Sheldon):

• Service Orders	430
• Locates	21

Public Works (Thomas Henry):

• Locates	27
• Responded to and Serviced Trouble Calls	6
• Responded to Citizen Calls/Complaints	10
• Signs Maintenance	8
• Street Lights/Traffic Signals Repaired	9

Utility Maintenance (David Durrance):

• Inspected and Serviced Liftstations	9
• Inspected Sewer Lines	4

Vehicle Maintenance (Kim Moore):

• Complaints /Repaired/Back in Service	17
• Routine Maintenance and Service	2
• Machines Fueled & Fluid Levels Checked	6

Wastewater Treatment Plant (Linda Andrews):

• Gallons Treated	2.128 MGD
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Water Plant (Steve Roberts):

• Gallons Treated (Price Creek WTP)	3.680 MGD
• Gallons Treated (Brandon Brent WTP)	.027 MGD