

The Lake City Staff Report for the week ending Demember 4, 2009

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Completed open enrollment for Process Works, November 30 was the deadline for 2010 plan year elections.
- The FY 09 Audit began November 30. Staff is working with Purvis, Gray & Co., the City's external auditors, to complete the annual financial audit. The audit team will be in-house for approximately two weeks with a team of 4 to 6 auditors.
- Payroll staff preparing for calendar year end. Completed some tasks related to open enrollment e.g. direct deposit, address and other employee maintenance change request.

Human Resources (Gene Bullard):

- Received and processed 26 job applications (Public Safety Dispatcher, Police Officer, and IT Applications Specialist).
- Continue to work on finalizing Open Enrollment Paperwork for preparation to pass along to payroll. Called vendors to get copies of missing forms, etc.
- Work on processing 2 Public Records Requests.

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

- Planned for combined dispatch with communications group.
- Posted updates to both internal and external websites.
- Setup network printing to GIS Plotter.
- Enhanced Utility Geographical data bases.
- Updated data plan for off-site backups.
- Purchasing numerous computers and laptops under the Employee Computer Purchase Program.

Safety/Risk Management (Gene Bullard):

- Conducted four tailgate safety meetings with focus hand safety.
- Received invoices to make payment for a sewer back-up at 328 Baker Avenue.
- Received invoice from payment on damage to a door caused during a police investigation.
- Investigated one Workers Compensation claim that is to be reopened.
- Received and reviewed our Hangar Keepers Insurance Policy. (Airport)

Purchasing and Contracting (Debbie Garbett):

- Processed three hundred seventy eight invoices.
- Scanned two hundred and eleven documents into OnBase database.
- Issued four fuel cards.
- Updated thirteen vendors.
- RFQ-003-2010 advertised, opening date January 7, 2009.
- FQ-002-2010 complete, opening date December 4, 2009.
- Directional Drill – Notice to Proceed Issued.
- Established three new vendors.
- Processed three requisitions.
- Finalized extension of piggyback contract with Duval Asphalt for cold mix.
- Finalized extension of annual contract with Dumont Chemical for ammonium sulfate.
- Issued Notice to Proceed to Tetra Tech for amendment number four to basic contract.

Warehouse:

- Issued one thousand, one hundred ninety one items for City use.
- Provided Mr. Richard Lee with three cost sheets for future projects.
- Received mower from Mikell's power equipment for the spray field.



Airport Director Sawyer Reports:

- M & M Air Service completed fertilizer air drop operations on the airport during the week. M & M pilots flew 900 sorties dropping 1,200 tons of fertilizer on pine forests east of the airport. Airport net revenue from their operations exceeded \$3,000.00
- November fueling operations produced \$45,924.00 in gross revenues on 12,498 gallons, a 11% decrease from total gallons sold in November 2008
- Federal Aviation Agency crews flight checked and approved the Precision Approach Path Indicators (PAPI'S) located on both ends of the airport main runway. Pilots use the PAPI system as a visual aid to maintain ground clearance on landing approaches in both visual and instrument landing conditions.
- Maintenance activities included repairs to the taxiway lighting system, repairs to the jet fuel truck electrical system and pre-inspection checks of the PAPI systems.



City Clerk Sikes Reports:

- • Processed fifteen (15) public records requests (annual total to date 516 requests).
- • Scanned in one hundred ninety-nine (199) pages into the OnBase Imaging System.
- Prepared four sets of official minutes.

Upcoming dates of interest:

Monday, December 7, 2009	5:30 PM	City Council Meeting (City Hall)
Monday, December 7, 2009	6:30 PM	Christmas Parade

Tuesday, December 8, 2009	4:00 PM	Beautification Committee Meeting (City Hall)
Tuesday, December 8, 2009	6:00 PM	Utility Board Meeting (City Hall)
Thursday, December 10, 2009	5:30 PM	Housing Committee Meeting (Public Safety Bldg)



Customer Services Director Harwell Reports:

- Phone Calls Taken 394
- Walk-up Customers Assisted 625
- Bills Generated 3019
- Late Notices Generated 763
- Number of Payments Collected 1730
- Total Payments Received \$208,218.55
- Hours Spent Billing 52
- Hours Spent T & I/Collections 30
- Hours Spent Cycle Route Clean Up 0
- Hours Spent Addressing/Activating 0
- Hours Spent Training 32

Service Orders Generated:

- Field Service Orders 378
- Severn Trent 2
- Verify Shut-Off's 10
- Cut Off Non Pay 2
- Turn Back On 36

Pending Service Orders:

- Register Exchanges 1
- Meter Exchanges 102
- Repair Wire 0
- Stuck Meter 0
- Meter Set 0
- Need Remote 0
- Verify Shut-Off 8

Reads:

- Initial Read 66
- Final Read 60

Total Pending Service Orders to Date: 832



Citizens' Advocate Audre Washington Reports:

- Planning and coordinating National Guard Community Day for December 5th (pending)
- Working on Cliff Neukam's request to changing days and location of the Farmer's Market in Olustee Park. (pending)
- Attended CC Schools Honor Roll Program (6p – 12/16) (completed)

- Attended Faith-based Career Day at CCA (completed)
- Attended Photo Shoot of 150th Committee (completed)
- Gathering information on Time Capsule entries. (pending)
- Attended Community Day at Challenge Learning Center (completed)

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 24 Emergency calls for service, with an average response time of 5 minutes and 45 seconds including auto aid in the county area.

Fire Inspections/Plans Review	4
Pre-Fire Plans	0
Fire Prevention/Education Events	3

Growth Management Director Lee Reports:

CDBG: Staff Conducted final acceptance inspection for Fronie Street Project. Prepared pay request, change order and mortgage for processing. Completed slab inspection for Oakland Avenue project.

Permits and Inspections:

- Received 4 new permit applications
- Completed permit review for issue
- Completed monthly Census report
- Completed monthly reports and forwarded to county appraiser and Tax Collector
- Prepared monthly reports on building activity
- Sign inspections 1
- Roofing inspections 5
- Plumbing inspections 5
- Electrical inspections 3
- Framing inspections 2
- Demolition inspections 1
- Close-out of open inspections 2 hrs
- Pick-up of illegal signs 1 hr
- Code enforcement inspections (CRA area) 3 (Other area) 1
- Preparation of notices of violations 5
- Investigation of Contractor violations 2 hr

Code Enforcement:

- Processed and issued 28 Pet License renewals
- Received 5 code complaints from citizens
- Collected \$201.90 from utility enforcement cases
- Performed 9 property inspections
- Prepared and issued 4 notices of violations
- Met with 4 respondent/property owners
- Inspected 4 cases brought into voluntary compliance
- Updated Naviline program with code updates

Planning:

- Continued working on Census address challenges (800)

- Drafted amendment to Land Development code for Access Connections
- Conducted Planning and Zoning Board meeting on 3 site plan approvals and 1 Exception for Home Occupation
- Prepared minutes of meeting
- Prepared Resolutions for appointments to Boards, due to expire

Occupational Tax Receipts:

- Processed 8 new applications for review and issue
- Inspected 5 existing businesses for tax receipts (violations)
- Printed and mailed 158 tax receipt renewal notices (3rd notice)

➔ **Police Chief Gilmore Report:**

This has been a busy week with calls for service. Operation North End continues to be a productive and successful operation. The current planning for Operation North End will be in the maintenance phase. The highlights for this reporting period are the three significant arrests and search warrants conducted.

Major Cases Synopsis:

- November 30, 2009 - Officers responded to 605 SW Main Blvd, Stop-N-Go Food Mart, in reference to an alarm call. Surveillance footage showed that a large unknown black male use a crowbar to break the window, once inside he removed the ATM machine and fled. On December 1, 2009 Investigators Miles and Black were in the area of Wilson investigating the burglary and the suspect was identified and arrested.
- November 30, 2009 - A business burglary was reported at 379 NW Railroad St C-BEA Steel. Approximately, \$3000.00 in metal was stolen. On December 2, 2009 Investigators Miles and Black went back to the area, located two suspects and both were arrested.
- November 28, 2009 – Officers responded to the festival of lights downtown in reference to several tent burglaries. Entry was made to several tents set up on Marion St. It was found that a total the property stolen was \$2605.00 with the property being tools and jewelry. A CAD run indicated officers conducted a total of 5 park and walks on this date. CID Investigators conducted follow up with all victims.
- The Crime Prevention Unit has established a new Neighborhood Watch Program in the area of McCray St to Ermine St and from West Duval over to Ermine St.
- The Christmas Holidays are upon us and times are hard for everyone. Officer Wynn has 18 needy families that are in need of help for Christmas and we are anticipating we will be getting more phone calls. There have been a great number of local Citizens who have requested to volunteer to help with this year's Christmas Event.
- December 3, 2009 - Sgt John Blanchard, PIO, went to the Lake City Community College and filmed a TV special that will be aired in the near future on the LCCC channel. The show is called Perspective; the main topic on the show will be Safety Tips for the Holidays. At this point we are not sure when the show will be aired.

Synopsis of Crime Activity:

Total Calls Answered: 847 ←

Accidents:	10
Burglaries:	5
Assaults:	6
Citations:	32
Arrests:	12
Misdemeanor Charges:	19
Felony Charges:	5
Reports Written:	39
Warnings Given:	32
Warrant Arrest:	5
Accident Injuries:	1
Accident Property Damage:	\$30,900

Synopsis of Criminal Investigations Activity:

Total Cases Investigated:	7
Total Cases Solved:	2
Total Cases Unsolved:	6
Total Arrests:	1
Total Charges Filed:	1
Burglaries:	3
Missing Person:	1
Thefts:	4
Recovered Property Value:	\$600.00
News Releases:	2



Recreation Director Little Reports:

Southside Recreation Center:

- This week at the Southside Center, a group of ladies from Columbia Bank stopped by to talk with the kids about drawing pictures for the soldiers overseas. We had about 30 pieces of art that the children sent to our soldiers. We also started preparations for our Christmas Breakfast that will be held on December 4th at the Center.

Girls Club Center:

- On November 24th, we had our Thanksgiving party for the girls with snacks and drinks. Fun was had by all. We are now preparing for our annual Christmas can food drive. Girls Club staff provides homework tutorial for all the girls each day when they arrive.

Athletics – Teen Town Center:

- We are now taking registration for our Adult 7 on 7 Flag Football League. The season will begin in January. Registration is open until December 18th.

Recreation Programs:

- The floors at Teen Town were refinished over the Thanksgiving week and look wonderful. A special thank you goes out to the Dixie Dancers Square Dance Group who paid for the refinishing. We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Tennis Lesson, League Tennis, Square Dancing and Senior Citizen activities. We are in the planning stages of the 30th Annual Blue-Grey Fun Run to be held during the Olustee Festival in February.

Maintenance:

- We are now in the beginning stages of winterizing all of our athletic fields. Preparations are being made to paint and fix any problems on the inside of our buildings. The maintenance department, with the assistance of the Public Works Department, has started putting together the playground equipment at Girls Club bought from a donation from the Winn-Dixie Charities.



Utilities Executive Director Clanton Reports:

- *CCI (Columbia Correctional Institution) Water Main Extension:*
 - The easement on CCI's property has been authorized; all plans, specifications and permits for the installation of the 12" water main have been completed. The contract to supply water to CCI has been approved by the City Council and has been sent to the Department of Corrections for their signature, which will authorize the City to begin construction of the 1,500 foot water main extension to the prison. CCI will be using approximately 200,000 gallons per day and possibly 350,000 per day in the future.
- *Loquat Bridge:*
 - The City will have on the Council agenda accepting the Florida Department of Transportation (FDOT) of an extension of the grant to replace the bridge on Loquat Way.
 - All of the notifications and permit applications have been sent to and received from the respective regulatory agencies; scheduling has begun for demolition of the old bridge and relocation of all utilities before the new bridge can be built.



Richard Lee (Distribution & Collections):

Construction:

- Installed (3) three fire hydrants.
- Continuing with installation of 12" water main (Eastside Radial-Beech Street)

Distribution Maintenance:

- Repaired (2) two pressure reducers.
- Installed (1) one water tap.
- Completed (3) three sewer installations.
- Repaired (1) one water leak.
- Repaired (1) one 6" water main.
- Responded to and completed 24 Service Orders

Collections Maintenance:

- Responded to (and repaired) (13) sewer calls.
- Repaired (6) six water leaks.
- Investigated and repaired low water pressure on Scarlett Way

Locate Tech:

- Responded to 34 locate tickets

Natural Gas (Keith Hampton):

Construction Department:

- Completed 25 locates
- Completed 9 kill service

- Completed 8 register exchanges
- Complete Phase I at Windsong Apartments (survey/maintenance).

Customer Support Department:

- Completed 259 service orders



Thomas Henry (Public Works):

Stormwater/ Drainage Crew:

- Mowed right-of-way on Evergreen Dr.
- Mowed on Kicklighter Rd. (Butler Track Site)
- Cleaned around storage tanks at Price Creek Water Plant.

Concrete Crew/Grounds:

- Removed forms and dressed-up around new inlet that was replaced.
- Cleaned out storage at old Water Tower.
- Completed installing Christmas decorations Downtown.
- Set up for Festival of Lights.

Traffic Crew:

- Locates 24
- Street lights repaired 6
- Signs 4
- Responded and serviced trouble calls 4
- Made 8 new signs for stock.
- Repaired Christmas lights in Olustee Park.
- Assisted Fort White installing Christmas Lights.



David Durrance (Utility Maintenance):

Maintenance Crew:

- Completed installation of new contactors and re-wired control panel at Liftstation #55.
- Inspected all Liftstation control panels and pumps to be sure they are working properly.
- Gathering monthly Liftstation readings for reports.



Linda Andrews (Wastewater Treatment Plant):

7 day Averages:

- Flow 2.124
- Weekly Rainfall 0.60



Sam Curry (Vehicle Maintenance):

- Routine Maintenance and Service 4
- Complaints Received/Repaired/Back in Service 6
- Machines fueled and fluid levels checked 2



Steve Roberts (Water Plant):

Price Creek Water Treatment Plant

- Flow 23.510 MGD

Brandon Brent Water Treatment Plant:

- Flow 165,000 gallons