

Lake City Staff Weekly Report

Week ending January 22, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Staff continues the inventory of the City's fixed assets and each department has been provided their fixed assets inventory listings. Completed inventory sheets should be returned to Finance by Friday, February 26, 2010. Upon completion of the inventory, assets that do not have a tag number will be tagged. The process will include surplus items, transfers and destroying obsolete assets. The Airport and Growth Management Directors have completed the first phase of their inventory
- Completed processing of W-2's, current employees forms were distributed on January 20th. Terminated employees W-2's were mailed
- Continue to process 1099's for distribution by January 31, 2010. These 1099's are sent to certain vendors who received payments from the City over \$600
- Finance Staff continues to work with Purvis Gray and Co. on the FY 2009 audit
- Staff is working on Unclaimed Property Report for 2009

Human Resource (Gene Bullard):

- Preparing Training Schedules for upcoming Grant Training
- Sent reminders to departments on who needs annual reviews for January
- Continued to work on Annual Awards Banquet preparations
- Currently compiling information requested by Police Chief on education for Police Department employees

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

Planned for combined dispatch with communications group

- Posted updates to both internal and external websites
- Geographical Information System activity included updating the light and manhole databases
- New server built and deployed

Safety/Risk Management (Gene Bullard):

- Filed one Workers Compensation Claim (Police)
- We are continuing to review our property insurance coverage limits
- Completed reviewing our General Liability and Workers Compensations Audit Report
- Visited six work sites for work safety procedure review and job observations

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred eighty eight invoices
- Updated data base information for ten vendors
- Extended contract for asphalt with Anderson Columbia fuel for one year

- After reviewing options for salvageable surplus in the old city hall it has been decided to contract for the demolition of the building with credit from successful bidder for salvageable items. Preparing bid at this time
- Working on city vehicle leasing project proposals
- Bid opening held this week for annual concrete contract
- Tree Removal contract bid opening February 4, 2010 at 11:15 a.m.

Airport Director Sawyer Reports:

- Staff met on site with Passero Associates, AT&T and FDOT to finalize conduit and construction gate locations relating to the terminal construction project. A grant application for terminal funding was filed with FAA Orlando during the week
- Jet fuel/aviation fuel sales continued positive for the week at \$12,530 in gross revenues on sales totaling 3,047 gallons.
- Maintenance activities included replacement of water damaged ceiling tiles in the control tower, avgas and jet fuel truck repairs, replacement of locks on the SR 100 access gate and return of the tractor mower from fleet maintenance.

Community Redevelopment Director Kite Reports:

Olustee Festival:

- Committee met Wednesday, January 20, 2010 at the Lake City Columbia County Public Library, Downtown Branch. Present at the meeting were Mayor Stephen Witt, Wendell Johnson, Joey Raulerson and myself. The availability of City staff to assist in the set-up and the work schedule, as well as Parade coordination was discussed. The Official Opening of the Olustee Festival begins on Friday, February 12, 2010 at 9:00AM with a Memorial Service at Oak Lawn Cemetery (located off Washington Street under the overpass). The Memorial Service will be conducted by Dr. Alfonso Levy, and Sheriff Mark Hunter is the keynote speaker. There will also be an Opening Ceremony in Olustee Park at 12:00 noon on Friday, February 12, 2010. City Council Members, City Manager, Police Chief and Fire Chief are encouraged to attend both of these ceremonies. The next festival meeting is scheduled for Wednesday, February 3, 2010 at 5:30 PM at the Columbia County Public Library.

Community Redevelopment Area:

- A Property Inventory List, within the CRA, listing properties with Building Standards deficiencies, has been created and Josh has created a PDF map which is color coded. The list has been updated with active case numbers and status.
- The contract for the demolition of the two City-owned properties has been executed and the "Notice To Proceed" has been issued. The contractor, Don's Septic and Fill, will be submitting their permit application through Growth
- A review committee met last week on Thursday, January 14, 2010. We received seventeen (17) submittals for the Request for Qualifications to update the CRA Plan. These are being ranked and will be given back to Purchasing Department to determine the top three (3) applicants which will then be reviewed on January 28, 2010 by the committee.
- A Notice of Proposed Purchase of Real Property by the City of Lake City has been posted for the February 16, 2010 meeting. The property being proposed for purchase is the Persons Property located on Hernando Avenue adjacent to the City-owned Parking Lot next to Mr. Darby's Office.

Projects and Activities Report:

- Current projects for The Projects and Activities Report are Lake DeSoto, Phase I, Boardwalk FRDAP Project, and the demolition of Old City Hall. I began working with Debbie Garbett, Purchasing Director to create the RFQ for the demolition of Old City

Hall. The DRAFT will be completed this week and a review committee is scheduled to meet next week to discuss any needed changes. The goal is to have the completed document ready to be advertised by the end of January.

Citizens' Advocate Audre Washington Reports:

- Spoke with Cliff Neukam regarding request to change days and location of the Farmer's Market in Olustee Park. Still waiting to evaluate the best day to open the market. Mr. Neukan has a couple of weeks before he will assess the participation of vendors and the amount of public attendance on both Friday and Saturday. (pending)
- Attended Community Organizations in Active Disaster's (COAD) Meeting in Mayo, FLI updated the District on the CDBG process for the City. (next meeting in August)
- Attended Weed n Seed meeting at DCF w/ Chief Gilmore. One of the priority goals is to update the 211 system for the citizens Lake City and to also apply for a grant to provide resources to the community. (bi-monthly)
- I met with the family of Mr. Johnny Collins (CDBG) on the status of his application. I called Martha and we had a conference call on his status. Mr. Collins does not have a phone. We were able to assist Mr. Collins on what he needed to do to get the process rolling on his application. His family was appreciative. Martha was also in need of contacting another family on their status. I was able to go by the Chatmon's home to give them the necessary documents for completion of their application.
- Assisted 4 additional applicants for the CDBG Grant

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 38 Emergency calls for service, with an average response time of 5 minutes and 41 seconds including automatic aid in the county area.

Fire Inspections/Plans Review	3
Pre-Fire Plans	5
Fire Prevention/Education Events	2

Growth Management Director Lee Reports:

CDBG:

- Processed and issued final payment for A. Steele Project
- Met with City Attorney on title requirements for applicants
- Conducted preliminary inspections on five new applicants
- Requested clarifications and updates from title search company for existing applicants

Permitting and Inspections:

• New permit applications for review	5
• Permits ready to issue	4
• Inspection requests received	10
• Building inspections	2
• Roof inspections	2
• Electrical inspections	3
• HVAC inspections	2
• Property inspection in CRA	5 hrs

Code Enforcement:

• New complaints received	2
• Collected \$1,000.00 for utility ticket	
• Property inspections	7
• Notice of Violation issued	1

- Meetings with property owners regarding notices 5
- Case brought into voluntary compliance 1

Planning:

- Zoning statements issued to the public 7
- Prepared notices for reappointments to Zoning Board 3
- Processed and transmitted two new CDBG applications to Planning Council

Business Tax Receipts:

- New applications for tax receipts 5
- Applications processed for issue 7
- Pet license renewals 11

Police Chief Gilmore Reports:

EXECUTIVE SUMMARY:

Statistics show that our call rate has increased once again and our clearance and arrest rates have remained the same over the last few months

DEPARTMENTAL HIGHLIGHTS:

- Lt. Moody went to the mock disaster at the 911 center for a four hour class. Plenty was learned about other agencies and their responsibilities as well as strategies for controlling major disasters.
- Crime Prevention reports that the speed trailer is up and operational. It is currently being used mainly on U.S. 90 West in an attempt to curb some of the traffic accidents.
- A mock patrol car will implemented soon and placed in strategic areas around town to deter crime and slow traffic down.
- January 15, 2010: The Lake City Police Department was recognized by CDS Family & Behavioral Health Services Inc for our commitment and outstanding services to the community.

CRIME STATISTICS • JANUARY 13 - JANUARY 19

<u>PATROL DIVISION:</u>	<u>CRIMINAL INVESTIGATIONS DIVISION:</u>
Total Calls Answered: 834	Total Cases Investigated: 9
Accidents: 18	Total Cases Solved: 4
Burglaries: 6	Total Cases Unsolved: 5
Assaults: 12	Affidavits Filed: 1
Sex Assaults: 0	Total Charges Filed: 2
Citations: 36	Burglaries: 2
Arrests: 30	Missing Person: 1
Misdemeanor Charges: 49	Thefts: 3
Felony Charges: 14	Assaults: 1
Reports Written: 65	Recovered Property Value: \$000
Warnings Given: 91	News Releases: 2
Driving Under the Influence: 0	
Warrant Arrest: 6	
Special Duty: 4	
Accident Injuries: 1	
Accident Property Damage: \$69,000	

Recreation Director Little Reports:

Southside Recreation Center:

- Ms. Tiffanni took a group of girls to visit patients at Avalon Nursing Home on Tuesday. The girls did arts and crafts with some of the residents. Wednesday a group of boys and girls went to City Hall to meet with the City Manager. Ms. Eliz took a group of boys to the Southside Complex to play football and play on the playground on Thursday. We continue to provide tutorial service for the after school program.

Girls Club Center:

- Girls Club staff passed out after school flyers to all elementary school girls in Columbia County School system to boost our enrollment. We have been preparing tax forms for the Girls Club members for Child Care Expenses. During the afternoons at Girls Club we do many activities including: arts and crafts, movies, sports events and guest speakers. Our Staff provides homework tutorial daily for the girls.

Athletics – Teen Town Center:

- The Third Annual East-West High School All-Star game was played on January 16th at Memorial Stadium. The fans who braved the inclement weather were treated to an exciting game, won by the West team with four seconds left in the game on a field goal. Registration for our youth 7 on 7 football league begins in February.

Recreation Programs:

- We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Tennis Lessons, League tennis, Square Dancing and Senior Citizens Activities. Applications for the 30th Annual Blue-Grey Fun Run are now being returned. To be guaranteed a t-shirt, applications **MUST** be returned by Friday, January 22nd. However, registration for the race will continue until February 13th.

Maintenance:

- This week the maintenance crew has been working at the Girls Club buildings to change out and repair all light fixtures and ballasts. They also repaired a water line at Memorial Stadium and performed routine maintenance of all facilities as needed.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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| • Locates | 29 |
| • Service Orders | 53 |
| • Sewer Calls | 13 |
| • Broken Water Lines Repaired | 6 |
| • Water Taps Installed | 2 |

Inspection, Distribution & Collections (Keith Hampton):

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| • Eastside Water Main Project | 71% complete |
| • Meter Exchange in Lenvil Dicks System | 24% complete |
| • Columbia County Correctional Institute (CCI)
Water Main Extension | 24% complete |

Natural Gas (Joe Sheldon):

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| • Locates | 28 |
| • Service Orders | 217 |
| • Pressure Testing | 2 |

Public Works (Thomas Henry):

• Locates	45
• Street lights	2
• Signs	6
• Responded to and serviced trouble calls	8
• Stop Bars-vinyl	4
• Barricades Made	16

Utility Maintenance (David Durrance):

• Inspected and Serviced Liftstations	11
• Inspected and raised Manholes	2
• Hydrant Flushing	12

Wastewater Treatment Plant (Linda Andrews):

• Gallons Treated	2.257 MGD
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Vehicle Maintenance (Sam Curry):

• Routine Maintenance and Service	3
• Complaints /Repaired/Back in Service	19
• Machines fueled and fluid levels checked	6

Water Plant (Steve Roberts):

• Gallons Treated (Price Creek WTP)	3.7 MGD
• Gallons Treated (Brandon Brent WTP)	0.61 MGD