

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Received requested information from Southland Waste regarding commercial refuse customers in the City. Staff is working to cross reference vendor's customer list with City's utility customers. We are continuing to work with Southland Waste to identify customer base. Purpose is to ensure all commercial customers within the City are being billed for garbage service.
- Staff continues work on the Unclaimed Property Report which is due April 30. We are currently identifying owners of unclaimed funds who have left the area through a due diligence process. For the 2009 Report all funds the City is holding are utility deposit refunds. These funds are turned over to the State of Florida annually, if unclaimed. We are working with IT to implement a search engine on the City website to locate owners of these funds. Three staff members will attend a workshop for Unclaimed Property sponsored by the State of Florida on March 23 in Orlando. Due diligence letters were mailed and to date six owners of property have collected their refunds.
- Inventory of the City's Fixed Assets continues. Worksheets listing each department's assets for disposals were handed out at last Monday's staff meeting. Currently department heads are reviewing the information before it is presented to City Manager and Council for approval. Department heads have reported that information compiled for disposal and surplus is correct. The next phase will be to tag Fixed Assets which will begin in June. Information will be turned over to Purchasing to begin the process of conducting a sale of surplus item.
- Began 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.

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

- Processed two Police Captain applications.
- Processed two Police Officer applications.
- Processed fourteen Police records Clerk applications.
- Conducted one employee orientation.
- Processed paperwork on employee evaluations and sent to payroll.
- Set up physical appointments for three new employees.
- Started turning off hot water heaters that were not used for showering proposes.
- Discussed with Public Works boarding up the old senior citizen building until we decide what is best to do with this place.
- Worked on setting up training for our grout truck to be paid for with Quick Response Training grant money.

- Submitted report related to workers compensation claim with the Florida League of Cities.

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

- Planned for combined dispatch with communications group.
- Updated City internal and public websites.
- Building new Airport website.
- Planning for new Fire Department website.
- Planning the automation of multi-part internal forms.
- Completed report automation report for Police Department.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred nine invoices.
- Scanned thirty one documents into OnBase database.
- Updated twelve vendors.
- Bid opening for the demolition of old City Hall is 3/16/10 at 11:00 A.M. Bid opened, apparent low bidder A&A Trucking and Excavating, Inc. with a bid of \$49,794.00.
- Bids were opened for two directional drills. Contract and resolution are on agenda for 3/15/10 Council meeting. Approved by Council on 3/15/2010, awaiting signatures from City Attorney, City Clerk and the Mayor.
- Preparing request for qualifications (RFQ) for Professional Engineering Services for the new Wastewater Treatment Plant.

Warehouse:

- Issued one thousand three hundred sixty nine items for departments use.
- Received and issued generators for the Traffic Department.
- Ordered a light tower for Utility Distribution and Collection Department.

Airport Director Sawyer Reports:

- The Florida Senate Transportation Committee has rejected a bill amendment requiring FDOT approval of airport fuel sales pricing. Members of the Florida Airports Council Legislative Committee spoke against the amendment. Staff contacted our legislative delegation, the Airports Council and the League of Cities regarding the negative impacts of the proposed bill amendment.
- Airport Supervisor Hoffman met with officials from Timco and Air Methods Helicopter Rescue to discuss specifications for lighting the directional antennas located north of the main runway. Staff is requesting quotes for installation of those lights and markers which are not required by FAA Regulations.
- Jet fuel and low lead fuel sales were slower for the week at \$8,726 in revenue on sales totaling 2,278 gallons. Maintenance activities included FBO building maintenance, mowing operations and herbicide application.

City Clerk Audrey Sikes reports:

- Processed twelve (12) public records requests (annual total to date 146 requests).

- Scanned in eight hundred forty seven (847) pages into the OnBase Imaging System.
- Prepared three (3) sets of official minutes.
- Attended two (2) Sunshine applicable meetings.

Upcoming dates of interest:

Tuesday, March 23, 2010	10:30 AM	Regional Utility Sub-Committee Meeting (City Hall)
Tuesday, March 23, 2010	6:00 PM	Charter Review Meeting (City Hall)

Citizens' Advocate Audre Washington Reports:

- Working with CDBG applicant Lillie Adams on completion of her application and also continue to assist Mr. Collins as well with his application. (on-going)
- USFS has only pine seedlings to donate for the Arbor Day Tree Give-Away. I have contacted Ms. Lane and awaiting her response. (on-going)
- An email was sent to potential committee members to assist in coordinating Women's Luncheon for the "women" staff of the City. Lynda sent me the list of all female employees. We met on March 3rd at 10am in the HR Conference Room. Denise Koon, Audrey Sikes, Jackie Kite, and Lynda Theobald were in attendance. A survey was sent to all female employees after the meeting. Deadline for responses was March 12. There are 64 female employees, I have received 56, awaiting responses from LCPD. I will post responses no later than March 18th and schedule a meeting with Mr. Johnson. (on-going)
- Met with representatives for MADD Festival potential conflict with venue is resolved. (completed)

Customer Service Director Harwell Reports:

• Phone Calls Taken	491
• Walk-up Customers Assisted	895
• Bills Generated	4682
• Late Notices Generated	788
• Number of Payments Collected	2618
• Total Payments Received	\$333,017.58
• Hours Spent Billing	41.25
• Hours Spent T & I/Collections	41.50
• Hours Spent Training	40
• Tap Applications Processed	3

Service Orders Generated:

• Field Service Orders	467
• Severn Trent	26
• Verify Shut-Off's	64
• Cut Off Non Pay	99
• Turn Back On	52

Pending Service Orders:

• Register Exchanges	1
• Meter Exchanges	32

- Repair Wire 1
- Meter Set 1
- Verify Shut-Off 23

Reads:

- Initial Read 61
- Final Read 53

Total Pending Service Orders to Date: 1031

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 21 emergency calls for service, with an average response time of 1 minutes and 42 seconds including automatic aid in the county area.

Fire Inspections/Plans Review 3
Fire Prevention/Education Events 1

Growth Management Director Lee Reports:

CDBG:

- Set-up times for contractor/ owner meetings for projects awarded
- Processed and distributed payments for four projects
- Worked on process for clearing titles for upcoming projects
- Processed 50 % payment for new home on Long Street

Permits and Inspections:

- New permit applications received 9
- Applications reviewed and ready to permit 13
- Inspection requests received 18
- Building inspections 14
- Mobile Home set-up inspection 1
- Plumbing inspections 5
- Mechanical inspections 1
- Electrical inspections 3
- Home inspection at request of court system 4 Hrs
- Property inspections for code enforcement 2 Hrs
- Removal of illegal signs from R/W's 2 Hrs

Planning:

- Research information for Public records requests 1 Hr
- Zoning statements issued 5
- Research data for upcoming Evaluation and Appraisal Report 4 Hrs
- Maintenance of HTE Land Files 2 Hrs
- Finalized LDR text amendment (access regs) 1 Hr
- Assist customer with variance petition 1 Hr
- Prepared agendas for march Planning Board Meeting 2 Hrs
- Assist CDBG applicants with supplemental information 1 Hr
- Transcribed Minutes for March Planning Board Meeting 2 Hrs
- Processed Site Plan For Zoning Agenda 1

Code Enforcement:

- New complaints received 7
- Property inspections performed 12

- Meetings with respondent property owners 4 Hrs
- Notices of Violations issued 5
- Cases voluntarily brought into compliance 3
- Preparation of Code Board Orders 3 Hrs
- Interview applicant for Code Board appointment 1 Hr
- Prepared Resolution for Code Board appointment 1 Hr
- Cases presented to Code Board 1
- Cases presented to Contractors board 2

Occupational Tax Receipts:

- New receipts issued 6
- New applications processed 6

Police Chief Gilmore Reports:

Executive Summary:

Firearms' training has been conducted on all sworn personnel for side arms, shotguns, and rifles with each member receiving qualifying scores.

Major Case Synopsis:

- March 16, 2010: Officers responded to Walgreen's located on U.S. 90 West in reference to a robbery. The investigation shows that a white male entered the store and approached the pharmacist indicating he had a weapon. The suspect told him that if he did not give him narcotics he would start harming customers. The pharmacist complied and gave the suspect a large amount of narcotics. At this point no suspect information has been obtained.

Departmental Highlights:

- March 11, 2010: Members of the command staff attended the Public Safety Memorial meeting held at EOC. The hosting agency of this year's event is the Columbia County Fire Department and it will be held the first part of May.
- It has been announced that long time employee Mrs. Linda Pennington will be retiring from the Police Department April 2, 2010. Congratulations to her as she will be greatly missed by her police family.

CRIME STATISTICS:

Patrol Division:

Total Calls Answered:	891	Misdemeanor Charges:	28
Accidents:	13	Felony Charges:	7
Burglaries:	11	Reports Written:	42
Assaults:	5	Warnings Given:	69
Sex Assaults:	1	Driving Under the Influence:	1
Citations:	83	Warrant Arrest:	4
Arrests:	11	Special Duty:	5
		Accident Property Damage:	\$50,700.00

Criminal Investigations Division:

Total Cases Investigated:	18	Burglaries:	8
Total Cases Solved:	4	Robberies:	1
Total Cases Unsolved:	14	Sex Offense:	1
		Missing Person:	0
		Thefts:	9
		News Releases:	1

Affidavits Filed: 6
Total Charges Filed: 8

Recreation Director Little Reports:

Southside Recreation Center:

- On March 13th, we held our Second Annual Fishing Tournament. We had 50 kids participating in this year's event. We had a first place winner that caught 30 fish. He received a trophy, t-shirt and a fishing hat. A raffle ticket contest for numerous board games, CD's and other prizes was also held. Hardees donated lunch for all the kids. We had 10 girls participate in a Fashion Show held at the Richardson Community Center on Saturday as well.

Girls Club Center:

- This week the girls have been making Thank You cards for Mr. Dean Lamb who visited and brought each girl a chocolate Easter egg. The girls have been practicing for our next cup stacking contest on March 19th. 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.

Athletics – Teen Town Center:

- Registration for Adult Spring Softball League is now being held until March 18th. Our season will begin on April 12th. Registration for T-Ball for ages 4 thru 7 will be held on March 20th for returning players and March 27th for new players. All registration will be held at the Teen Town Center from 8:00 AM-5:00 PM. Cost is \$40.00.

Recreation Programs:

- Our new Zumba Class is going strong. We are looking to expand it to three classes per week. Cost is \$5.00 per class or \$35.00 per month. Classes will meet twice a week from 5:30-6:30 PM on Tuesday and 6:30-7:30 PM on Thursday. We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

Maintenance:

- We have started fertilization and weed control at all our facilities. We will be hitting the ground running this month as Tee Ball and Adult Softball will be starting. We continue with our daily maintenance of all facilities.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 68
- Service Orders 22
- Sewer Calls 5
- Broken Lines Repaired 5
- Replaced Curb Stops 10
- Live Bacteria Additive Maintenance (LBA) 2 locations

Inspection, Distribution & Collections (Keith Hampton):

- Eastside Water Main Project 85% complete
- Meter Exchange in Lenvil Dicks System 16% complete
- Columbia County Correctional Institute 43% complete

Natural Gas (Joe Sheldon):

• Locates	40
• Service Orders	438
<i>Public Works (Thomas Henry):</i>	
• Locates	45
• Street light repairs	2
• Signs	7
• Responded to and serviced trouble calls	12
<i>Utility Maintenance (David Durrance):</i>	
• Inspected and Serviced Liftstations	7
• Inspected Sewer Lines	350 feet
• Hydrant Flushing	35
<i>Vehicle Maintenance (Sam Curry):</i>	
• Routine Maintenance and Service	8
• Complaints /Repaired/Back in Service	14
• Machines fueled and fluid levels checked	6
<i>Wastewater Treatment Plant (Linda Andrews):</i>	
• Gallons Treated	2.510 MGD
<i>Water Plant (Steve Roberts):</i>	
• Gallons Treated (Price Creek WTP)	3.080 MGD
• Gallons Treated (Brandon Brent WTP)	.019 MGD