

Lake City Staff Weekly Report

Week ending April 23, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- The Audited Financial Statement for FY09 was presented and accepted by the Council during at the April 19, 2010 Regular Meeting. Staff is in the process of mailing Audited Financial Statements 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 is being prepared. 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.
- Staff continues work on the Unclaimed Property Report which is due April 30, 2010. The online report has been prepared for final review before submission.
- Staff will work with Purchasing on the upcoming Surplus Sale of Assets. The tagging of Fixed Assets will begin in June.
- 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.
- Staff met with representatives of Southland Waste on the commercial garbage audit. Southland is reviewing the information provided by the Finance staff. New procedures related to information sharing of new commercial customers are being implemented with Customer Service. The goal is to provide Southland Waste a report of new commercial utility accounts within the City.

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

- Received insurance payment from the Florida League of Cities for damage to Police vehicle #28.
- Set up employee training relevant to our grout truck for our Utility Maintenance Department using the Quick Response Grant.
- Scheduled Incident Command System 300 and 400 classes to be held at the Columbia County Emergency Operation Center.
- Continued to review draft of our Employee Handbook.
- Begin training on newly assigned Human Resources Technician (Interdepartmental transfer)

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

- Planned for combined dispatch with communications group.
- Updated City internal and public websites.
- Setup network storage device at Police Department for critical redundancy.
- Trained dispatchers on new recording system.
- Assessed needs in server room and radio room for expansion at Police Department.
- Staff completed FEMA IS100 training and certification.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred fifty two invoices.
- Scanned twenty four documents into OnBase Imaging System.
- Updated thirteen vendors.
- Executed contracts for the demolition of the Old City Hall. Work projected to start May 12, 2010.
- We prepared a fax quote (FQ) for the demolition of the old gas department and old city jail.

Warehouse:

- Issued one thousand fifty three items for departments use.
- Provided update on seven police cars on order. These vehicles will be delivered prior to April 28, 2010.
- Received the pipe for the job behind Richardson Middle School.

Airport Director Sawyer Reports:

- Fueling operations for the week produced \$9,142 in gross revenues on 2,300 gallons sold. Sixty per cent of sales were to three based customers through five of the forty six weekly fueling activities. Typical of volumes sold to transient Lakeland fly in customers, low lead fuel sales for the week averaged \$95 on 22 gallons.
- Continued discussions on land lease issues with Land O'Sun Management and TowerCom, Inc. Supplied information to Environmental Services, Inc. of Jacksonville for use in preparing a Phase I Environmental Assessment for TowerCom.
- Filed an FY10 First Quarter Airport Grant Status Report with the FAA Orlando District Office.

City Clerk Sikes Reports:

- Processed twenty-two (22) public records request (year total 209)
- Scanned in eight hundred and thirty-six (836) pages into the OnBase Imaging System
- Attended four (4) Sunshine applicable meetings

Upcoming dates of interest:

Friday, April 30, 2010

Lake City/Columbia County Beautification
Committee Annual Tree Give-Away at
Memorial Stadium from 10 AM until 1 PM

Community Redevelopment Administrator Kite Reports:

- CRA Plan Update: A Services Agreement from IBI Group was submitted to the Community Redevelopment Agency for review at their regularly scheduled CRA meeting on Monday, March 15, 2010. This item was adopted and TIF Funds were appropriated at the April 5, 2010 meeting. Revisions to the Services Agreement have been made and we are awaiting return of the executed contract.
- Façade Grant Program and appropriation of \$50,000.00 of TIF Funds for the remainder of the current fiscal year was approved at the April 5, 2010 CRA Meeting. 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.

- 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.

Beautification Committee:

- The annual City of Lake City/Columbia County Beautification Committee Tree Give-Away is scheduled for National Arbor Day, Friday, April 30, 2010 at Memorial Stadium from 10:00 a.m. to 1:00 p.m. Columbia County residents will need to provide one form of identification as proof of residency to receive two trees, while supplies last.

Community Cleanup:

- The event has been scheduled for Saturday, April 24, 2010 from 8:00AM to 12:00 noon. Richardson Community Center will be the staging area with a kick-off ceremony and lunch for volunteers. We are expecting a nice turnout and encourage citizens to come out and take part in this worthwhile event.

Customer Service Director Harwell Reports:

- | | |
|---------------------------------|--------------|
| • Phone Calls Taken | 428 |
| • Walk-up Customers Assisted | 996 |
| • Bills Generated | 1129 |
| • Late Notices Generated | 813 |
| • Number of Payments Collected | 2130 |
| • Total Payments Received | \$324,065.67 |
| • Hours Spent Billing | 75 |
| • Hours Spent T & I/Collections | 61.25 |

Service Orders Generated:

- | | |
|------------------------|-----|
| • Field Service Orders | 618 |
| • Severn Trent | 17 |
| • Verify Shut-Off's | 79 |
| • Cut Off Non Pay | 156 |
| • Turn Back On | 104 |

Pending Service Orders:

- | | |
|----------------------|----|
| • Register Exchanges | 1 |
| • Meter Exchanges | 1 |
| • Repair Wire | 8 |
| • Stuck Meter | 0 |
| • Need Remote | 1 |
| • Verify Shut-Off | 75 |

Reads:

- | | |
|----------------|----|
| • Initial Read | 85 |
| • Final Read | 80 |

Total Pending Service Orders to Date: 1264

Citizens' Advocate Washington Reports:

- Continuing to work with CDBG applicant (Lillie Adams) on completion of her application. Martha emailed me the necessary data for Mrs. McSwain and her

son will pick up. Mr. Collins' application is still incomplete. Mr. Barber and his wife are satisfied with the current blueprint. (on-going)

- City Women's Celebration planned for June 15 from 12:00 noon to 2:00 p.m. (on-going)
- USFS called. The seedlings that were set aside for the Arbor Day Tree give-away have been dried out. It was noticed that the temperature in the cooler was not set. I have called Ms. Lane. (pending)

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 27 Emergency calls for service, with an average response time of 4 minutes and 28 seconds including automatic aid in the county area.

Fire Inspections/Plans Review	2
Pre-Fire Plans	4
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:

CDBG/Office:

- Set 100% inspection for Edwards CDBG Project
- Inspected Wade CDBG Project for requested change orders (rehab project)
- Processed and mailed Eligibility Notices to three CDBG Applicants
- Conducted plan reviews on fifteen permit applications
- Met with agent for Publix existing development to discuss possibility to change development to a subdivision for possible sale of development.
- Met with Engineer for Suwannee Valley 4'Cs regarding requirements for additional development

Planning:

• Zoning statements issued	6
• Compile data for upcoming Evaluation and Appraisal Report	3 Hrs
• Petitions for Zoning action received	3
• New building permit applications received	28
• Processed and reviewed for permit issue	21

Inspections:

• Building inspections	6
• Electrical inspections	6
• Plumbing inspections	3
• HVAC inspections	1
• Roof inspections	2
• Mechanical inspections	2
• Swimming pool inspections	1

Code Enforcement:

• New complaints received	9
• Property inspections performed	16
• Cases brought into voluntary compliance	6
• Notice of Violations issued	1

Business Tax Receipts:

• New applications received	6
• Applications reviewed and processed	3

- Pet license issued

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 17, 2010: Officers responded to the N.W. Long and Virginia Street area in reference to shots being fired. Upon arrival officers located a vehicle that had been shot several times. The investigation lead to the arrest of the suspect for numerous felony charges.
- April 18, 2010: Officers responded to First United Methodist Church in reference to a burglary. The investigation showed that forced entry was gained and numerous food items were taken. At this point no suspects are known and the investigation is continuing.
- April 19, 2010: Officers responded to S.E. St. Johns Street in reference to the location of a wanted person. When Officers of the Lake City Police Department and Columbia County Sheriff's Office arrived, the suspect fled on foot but was soon located hiding under a residence; after a brief struggle the suspect he was arrested.

Departmental Highlights:

- April 17, 2010 Destiny Hill along with Officer Serrano participated in the March for Babies put on by the March of Dimes. It was a big turn out and a great time was had by all for this worthwhile event.
- April 22, 2010 Chief Gilmore graduated from FDLE Chief Executive Seminar in Tallahassee.
- April 20, 2010 LT. Moody attended the Third Circuit Child Advocacy Center Outstanding Service Award Ceremony. Lt. Wayne Musgrove of Suwannee County received the Unsung Hero Award for jobs well done.
- April 20, 2010: Officer Steve Shaw attended the weekly 911 meeting and returned with the following:
 - 1) The SmartCop Master Configuration is progressing, the County is hoping to start select SmartCop Modules (i.e. Jail Module) training as early as May 10th, 2010.
 - 2) Building construction is continuing. The EOC has been relocated to the new room, and contractors are preparing to remodel the old EOC room for the new dispatch consoles and transforming that room into the new dispatch center. There is however, a hold up on the old EOC room, due to networking (actual network cable routing) issues. The Engineer is trying to determine the best method to resolve this issue.
 - 3) The Sheriff is sending a letter from the committee requesting funding from the Board of County Commissioners for the purchase of spare tower parts. These spare parts are essential for future lightning strikes on the towers.

CRIME STATISTICS

Criminal Investigations Division:

Total Cases Investigated:	15
Total Cases Solved:	13
Total Cases Unsolved:	2
Total Arrests:	1
Affidavits Filed:	8
Total Charges Filed:	9
Murder:	0
Burglaries:	6
Robberies:	0
Sex Offense:	1
Criminal Mischief:	2
Missing Person:	1
Thefts:	1
Assaults:	3
Drug Offenses:	0
Recovered Property Value:	\$0.00
News Releases:	3

Recreation Director Little Reports:

Southside Recreation Center:

- Our sewing classes have finished their pillow projects and will begin work on new projects next week. The kids have been enjoying the great weather each afternoon while playing some games of horseshoes. Registration begins May 3rd for our Summer Camp. Cost is \$225.00 for nine weeks and we will take a limit of 80 campers.

Girls Club Center:

- Flyers for the summer session are printed and being counted to distribute to the area schools for registration beginning May 3rd. Summer session booklets are completed and ready for our parents to pick up for daily activities and trips for the summer. Our monthly cup stacking contest was held on Thursday, April 15th. The winners were: First Place – Hannah, Second Place – Logan and Third Place – Ashlyn. Girls Club staff provides homework tutorial for the girls when they arrive each day.

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 first week of tee ball practice began this week. Our adult softball league has finished their first week of league play. We have exciting games being played each night. Come out and support your local players and churches; there is NO ADMISSION CHARGE to watch any of the games. The Teen Town Center will host a Relay for Life Chicken Lunch on Friday, April 23rd..

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:

- Routine maintenance continues this week. Our crew is preparing the softball fields each day for our softball league play. They are also getting the fields ready for our Tee Ball League to begin on May 5th.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 64
- Service Orders 22
- Sewer Calls 7
- Broken Lines Repaired 7

Inspection, Distribution & Collections (Keith Hampton):

- Eastside Water Main Project 85% complete (on hold till CCI Project complete)
- Meter Exchange in Lenvil Dicks System 28% complete
- Columbia County Correctional Institute 82% complete

Natural Gas (Joe Sheldon):

- Service Orders 231
- Locates 39

Public Works (Thomas Henry):

- Locates 47
- Street light repairs 14
- Signs 7
- Installed vinyl stop bars 12
- Responded to and serviced trouble calls 8
- Responded to citizen calls/complaints 10

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 12
- Inspected Sewer Lines 500 feet
- Hydrant Flushing 49

Vehicle Maintenance (Sam Curry):

- Routine Maintenance and Service 7
- Complaints /Repaired/Back in Service 16
- Machines fueled and fluid levels checked 5

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.326 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 3.880 MGD
- Gallons Treated (Brandon Brent WTP) .025 MGD