

Lake City Staff Weekly Report

Week ending May 21, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Finance staff continues to work on revenue projections for the FY 11 budget. Analysis of departmental expenses for budget projections is being compiled.
- Council approved Resolution No. 2010-047 authorizing removal of obsolete assets from inventory and Resolution No. 2010-048 declaring certain assets as surplus. Assets approved by Council for disposition will be removed from the Fixed Asset schedule. Items approved as surplus will be sold by auction and removed from Fixed Assets at that time. The tagging of Fixed Assets will begin in June.
- Submitted billing of annual Traffic Signal Maintenance to FDOT in the amount of \$43,918.50.
- Submitted billing of annual Highway Lightning Maintenance to FDOT in the amount of \$92,947.56.
- Staff completed posting of the recently adopted Manpower Authorization Document.
- Community Development Block Grant reimbursement request submitted for \$24,514.90.

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

- Added seven new Police Cars to our insurance policy.
- Processed nine Police dispatcher applications and one Captain application.
- Filed one workers compensation claim. (Fire Department.)
- Scheduled Quick Response Training on the remaining heavy equipment.
- Scheduled Maintenance of Traffic training using our Quick Response Training Grant.

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

- Continued work on Hillside Parkway plan and profile in C.A.D.
- Updated utility geo database in G.I.S.
- Working on phone survivability.
- Attended ESRI Conference.
- We welcome new IT Systems Administrator, Zack Moss.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred fifty four invoices.
- Scanned thirty documents into OnBase Imaging System.
- Processed three requisitions.
- Bubba's Site Prep was low quote, \$8,300.00, for the demolition of the old Natural Gas Department and old City Jail.
- Issued one thousand five hundred and ninety one items for departments use.
- Received 20 motion light sensors for change out to save electricity in the parks and other buildings.
- Ordered radios for seven new police cars.

Airport Director Sawyer Reports:

- The City expects to file for FAA and FDOT Terminal funding in June 2010. However, the FAA funding bill won't become law until the House and Senate reconcile a final version to be signed by the President. Passero Associates recently filed for an FDOT Temporary Construction Entrance (U.S. 90 East) Permit. A July/August groundbreaking will be scheduled, subject to funding approvals.
- City Council approved the Option/Ground Lease Agreement with TowerCom, Inc on May 17th. The Joint City/County Board of Adjustment is being reformed with new appointments as the board of review for construction permit approval.
- The Florida Legislature funded the 2010/2011 Aviation Grant Program at \$129.9 million, \$50 million short of current years funding. Other bills of interest expected to be signed by the Governor provide for: a sales tax exemption for aircraft temporarily located in the State of Florida; increased authority for removal of abandoned aircraft and vehicles by local government; and, FDOT authority to fund airport security projects at 100%.
- Fueling operations for the week produced \$9,433 in gross revenues on 2,365 gallons, an eighteen per cent increase over volumes for the prior week. Maintenance activities included repairs to the maintenance building and continued seasonal mowing.

Community Redevelopment Administrator Kite Reports:*Community Redevelopment Area:*

- CRA Plan Update: The Staff held the first strategy meeting with the IBI Group on May 18, 2010. Information is being gathered and meetings with focus groups should begin during June. An activity and planning schedule for the process will be provided by IBI next week.
- Old City Hall demolition. Demolition work is underway and should be completed within a few days.
- Façade Grant Program. The City appropriated \$50,000.00 of TIF Funds for the remainder of the current fiscal year. 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.
- Structural evaluation of the Blanche Hotel. Jones Edmunds started the assessment of the building began on May 11, 2010. The final report will be distributed by the end of May.

Chamber of Commerce:

- The Community Relations Committee met on Tuesday, May 18, 2010 and discussed upcoming events. The committee decided to forgo hosting a Finally Friday event for the month of June as July 4th would be the very next week. This will be the first time the Chamber has assisted with this event and would like to focus all of their efforts toward making this their signature event. Finally Friday would resume with a Back to School Bash in August.

Customer Service Director Harwell Reports:

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|------------------------------|------|
| • Phone Calls Taken | 478 |
| • Walk-up Customers Assisted | 924 |
| • Bills Generated | 1126 |
| • Late Notices Generated | 836 |

• Number of Payments Collected	2157
• Total Payments Received	\$263,946.39
• Hours Spent Billing	68
• Hours Spent T & I/Collections	65.75
• Hours Spent Cycle Route Clean Up	1.5
• Hours Spent Training	40
• Tap Applications Processed	8

Service Orders Generated:

• Field Service Orders	502
• Severn Trent	2
• Verify Shut-Off's	42
• Cut Off Non Pay	87
• Turn Back On	118

Pending Service Orders:

• Register Exchanges	6
• Meter Exchanges	36
• Repair Wire	4
• Stuck Meter	4
• Need Remote	2
• Verify Shut-Off	41

Reads:

• Initial Read	54
• Final Read	56

Total Pending Service Orders to Date: 1181

Citizens' Advocate Washington Reports:

- Continuing to work on City's Women's Celebration planned for June 15 from 12 noon to 2 p.m. (on-going)
- Working with Red Lobster and SWS on a collaborative effort to launch their Project Green Program next month. (on-going)
- Attended Columbia High School Senior Project Presentations as a Judge in the "PR" categories. (completed)

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 25 Emergency calls for service, with an average response time of 4 minutes and 57 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	1

Growth Management Director Lee Reports:

CDBG:

- Conducted a walk through of proposed demo- rebuild project
- Performed 100% inspection on rehab project
- Received confirmation from State for extension of time to regular grant program allowing the possibility of additional housing projects to qualify
- Performed foundation inspections for two rebuild houses

- Assisted one applicant amend title errors to allow qualification of eligibility

Planning:

- Zoning statements/ interpretations issued 7
- HTE land file maintenance 3 Hrs
- Permits printed for issue 6 Hrs
- Update to permits issued logs 3 Hrs
- Assistance to customers with petitions and applications 6 Hrs
- Flood zone statements issued 2
- New permit applications received 14
- Permits issued 10

Inspections:

- Building inspections 8
- Electrical inspections 4
- Plumbing inspections 3
- HVAC inspections 2
- Other structure type inspections 3
- Inspections of contracting violations 5 hrs
- Property inspections 4 Hrs
- Plan reviews performed 10 Hrs

Code Enforcement:

- New complaints received 4
- Property inspections performed 10
- Meetings with responding property owners 12 Hrs
- Cases brought into voluntary compliance 2
- Notices of Violations issued 3
- Fund raiser permits issued 4
- Prepared and delivered Code Board Orders 6 Hrs

Business Tax Receipts:

- New applications for tax receipts 1
- Applications reviewed for issue 8

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 along with completing the new Field Training Manual.

Major Case Synopsis:

- May 18, 2010: Officers working a target neighborhood in North Lake City, identified a known male who had an outstanding warrant out for his arrest. While making contact with the suspect he also found to be in possession of drug paraphernalia and was arrested.
- May 18, 2010: Officers responded to Wal-Greens on U.S. 90 West in reference to several suspicious persons trying to pass prescriptions. After a lengthy investigation involving other agencies it was found that the group had been all over Florida along with other states “doctor shopping” and obtaining prescriptions. The results of the investigation lead to the arrest of 6 people from Tennessee for possession and trafficking of narcotics.

DEPARTMENTAL HIGHLIGHTS:

- May 13, 2010: Recently Chief Gilmore along with her Command Staff attended a Meet and Greet the Chief event held at Cedar Park where citizens asked questions about their concerns of the apartment complex. So far they received numerous positive phone calls from the residents about the event.
- May 13, 2010: Over the past several weeks Chief Gilmore along with all of the Field Training Officers (FTO) have been revamping the FTO manual. This enormous task has been completed and the results were a premier FTO manual.
- May 17, 2010: Four new Officers have been given a conditional offer of employment pending the completion of the Administrative process. The swearing of these officers is scheduled for June 2, 2010 at 10 a.m. in the City Council Chambers.

May 18, 2010: Lieutenant John Stock attended the weekly 911 meeting and returned with the following.

- The C.P.R. training is still continuing for the L.C.P.D. and county dispatchers. The Emergency Medical Dispatch training for all of the dispatchers is planned for the first or second week of June.
- Quotes are being obtained for the air conditioning system that will be required to cool all of the computer servers and the new communications equipment in the Public Safety Building. At this time we are waiting on the third quote.
- After the new dispatch consoles are put into place, the County Commissioners and the Lake City, City Council members, Mayor, City Manager, etc. will be invited to visit the Emergency Operations Center for a tour of the facility. The tour will be on a Tuesday morning during one of our regular scheduled meetings.
- A.T. & T. will be contacted this week to obtain their opinion on how to protect their telephone box from being damaged by a motor vehicle, which may cut off telephone service to this Center if struck. This telephone box is located near the street in front of the Center.
- Main Street Broadband will be assessing the F.H.P. tower, Franklin Street Tower and the city's water tower for possible use in supplying broadband service throughout the entire county. Main Street Broadband is working with other private companies through a thirty two million dollar grant to supply broadband coverage to fourteen counties in the North Florida area. This coverage will blanket the fourteen counties (no dead areas). This broadband service will greatly enhance the service to the in-car computers.
- The Columbia County Fire Department has brought several issues to Mr. Doug Brown that involved the dispatchers with their handling of various calls for service. The carpet that was originally ordered for the Center was causing an approximate one month delay to the building. Another carpet has been picked out and can be installed without causing any delay.

CRIME STATISTICS:

Patrol Division:

May 12, 2010

Calls Answered:	961
On Views/ Police In:	666
Misdemeanor:	20
Felony:	7
Status 1 Gone on Arrival:	7

Criminal Investigations Division:

Total Cases Investigated:	11
Total Cases Solved:	6
Total Cases Unsolved:	5
Total Arrests:	1
Affidavits Filed:	4
Total Charges Filed:	13

Status 2 Unfounded:	5	Murder:	0
Status 3 No Activity:	2	Burglaries:	0
Status 4 Misc. Incident:	819	Robberies:	1
Status 5 Incident Report:	46	Sex Offense:	0
Homicide:	0	Criminal Mischief:	1
Burglary:	1	Missing Person:	0
Robbery:	1	Thefts:	8
Assault:	9	Assaults:	1
Opposing/Resisting:	1	Drug Offenses:	0
Sex Offence:	0	Recovered Property Value:	\$0
Thefts:	16	News Releases:	0
Drugs:	1		
Criminal Mischief:	3		
Missing Person:	0		
Status 6 Accident Report:	18		
Status 7 Traffic Ticket:	34		
Status 8 Traffic Warning:	37		
DUI:	0		
Misdemeanor Traffic:	7		
Infraction:	27		
Warrant Arrest:	3		
Property Damage:	\$61,800.00		
Accident Injuries:	1		

Recreation Director Little Reports:

Southside Recreation Center:

- Registration for our summer camp is going strong. The cost of this nine week camp is \$225.00 and there is a limit of 80 kids. Campers will enjoy movies, skating, bowling, weekly special field trips, arts and crafts, guest speakers and much more. Last week our kids had outdoor activities such as hop scotch, jump rope and sack races. Inside activities were table tennis tournaments and coloring games. Also calendars were set up for the summer.

Girls Club Center:

- The leaders are busy preparing their rooms for summer. Summer registration has started. Our summer program will begin on June 7th and run until August 6th. The cost is \$225.00 for nine weeks. General Public registration was held on May 12th. We will continue registration until all spots are filled. 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 thru May 21st. Cost is \$350.00 per team. The season is scheduled to begin on June 7th. The coaches meeting was held on May 17th and nine teams attended. All games will be played at the girl's softball fields on Bascom Norris Drive at 6:45 and 8:00 PM. Our adult softball leagues are winding down with one week left in the spring season. We have had our defending champions in both church and commercial lose this year for the first time in several years. Tee ball games are being held at the Girls Softball Complex. Game times are 6:00 and 7:00 PM. Next week will end our season with presentation of trophies.

Recreation Programs:

- Our “Romper Rhythm” class is going strong. This class is open to all moms and children between 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 with playing fields, recreation centers and preparing for summer camps which start in three weeks.
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Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 56
- Service Orders 31
- Sewer Calls 3
- Broken Lines Repaired 8

Inspection, Distribution & Collections (Keith Hampton):

- Eastside Water Main Project 88% complete (on hold till CCI Project complete)
- Meter Exchange in Lenvil Dicks System 38% complete
- Columbia County Correctional Institute 99% complete

Natural Gas (Joe Sheldon):

- Service Orders 329
- Locates 23

Public Works (Thomas Henry):

- Locates 37
- Street light repairs 3
- Signs 7
- Installed vinyl stop bars 4
- Responded to and serviced trouble calls 6
- Responded to citizen calls/complaints 10

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 3
- Inspected Stormwater Lines 700 feet
- Monitored and repaired problems with spill at Wastewater Treatment Plant

Vehicle Maintenance (Sam Curry):

- Routine Maintenance and Service 7
- Complaints /Repaired/Back in Service 12
- Machines fueled and fluid levels checked 13

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.347 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 4.044 MGD
- Gallons Treated (Brandon Brent WTP) 0.28 MGD
- Hydrant Flushing 6