

## Lake City Staff Weekly Report

### Week ending October 29, 2010

#### **FROM THE CITY STAFF**

##### **Administrative Services Director Cason Reports:**

###### *Finance (Tweetie Tyre):*

- Trim compliance is complete. The final form DR-422, Certification of Final Taxable Value has been remitted to Property Appraiser and Florid Department of Revenue.
- Staff is working with QRT Utility Grant administrator at Lake City Gateway College on additional utility training courses. Sungard Accounts Receivable Specialist will be on site October 27 and October 28 to conduct staff training.
- Staff continues preparing for year end audit. Purvis, Gray and Company will be on-site November 15 to begin the City audit for FY 10.
- Finance Team turned in \$458 collected through the City employees' participation of Lee National Denim Day, October 8. Employees could pay \$5 to wear pink shirts or \$1 to purchase a denim pocket tree tag In Honor or In Memory of someone who was touched by breast cancer. Pink ribbons and armbands were also available for sale. The funds were donated to support the Women's Cancer Program.

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

- Preparing for City employees open enrollment, spoke with all participating vendors.
- Discussed plan year changes with all affected insurance providers to lock in new dates for this plan year.
- Compiled all data from the employee evaluation scoring for employees.
- Processed all applications received for current job openings.
- Prepared Airport and Waste Water Septage reports.
- Processed bank deposits and invoices.

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

- Continued planning implementation for Human Resource Department and Police Department document scanning project.
- Continued critical hardware battery backup audit.
- Completed N.E. Aggie plan and profile.
- Continued working on consolidation of websites for centralization of management.

###### *Purchasing and Contracting (Debbie Garbett):*

- Processed two hundred and twenty five invoices.
- Established three new vendors.
- Scanned forty two pages into OnBase Imaging System.
- Prepared ITB-001-2011 for AWOS (Automated Weather Observation System) for the Lake City Municipal Airport. Mandatory pre-bid is scheduled for November 3, 2010 at airport. Bid opening is scheduled for November 17, 2010.
- Prepared ITB-002-2011 for Directional Drill for Utility – Water Distribution. Bid opening is scheduled for November 17, 2010.
- Met with our Cintas representative to discuss contracts available for our use. An additional meeting will be scheduled to finalize.
- Issued one thousand three hundred forty five items for City use.

**Airport Director Sawyer Reports:**

- Excavation of the new terminal building pad and west end retention pond continued during the week. Those projects and installation of the project boundary fence are over fifty per cent completed. The six portable storage hangars have been relocated to the south parking apron. They will be returned to service following final inspection by Growth Management. Overall, construction is proceeding smoothly and on schedule.
- TCA Electric replaced the power line from the electrical vault to the main runway circuit. The repair cured an intermittent outage of the runway lighting system. The Purchasing Department completed and is advertising bid specifications for the purchase of a new Automatic Weather Observation (AWOS) System. The current system will remain in service during the three to four month installation period.
- The jet fuel truck is at mobile maintenance for repairs to the engine cooling system. Ascent Aviation is searching for a substitute fuel truck for our use during the repair period. Fueling operations for the week were above average producing \$10,280 in revenues on 2,568 gallons sold.

**City Clerk Sikes Reports:**

- Processed seven (7) public records requests (annual total to date 538 requests).
- Scanned in two hundred thirty seven (237) pages into the Onbase Document Imaging System.
- Attended Dale Carnegie Training Session eight (8) of eight (8).
- Prepared five (5) sets of official minutes.

**Customer Services Director Harwell Reports:**

- Phone Calls Taken 405
- Walk-up Customers Assisted 1219
- Bills Generated 976
- Late Notices Generated 731
- Number of Payments Collected 2786
- Total Payments Received \$281,226.93
- Hours Spent Billing 68
- Hours Spent T & I/Collections 36
- Taps Processed 3

*Service Orders Generated:*

- Field Service Orders 416
- Severn Trent 7
- Verify Shut-Off's 81
- Cut Off Non Pay 90
- Turn Back On 69

*Pending Service Orders:*

- Register Exchanges 6
- Verify Shut-Off 50

*Reads:*

- Initial Read 44
- Final Read 38

*Total Pending Service Orders to Date:* 1090

**Citizen's Advocate Washington Reports:**

- Continuing to work with CDBG applicants, Louise Jernigan, Eva Sheppard, and Reather Shaw. The Barbers moved into their new home last Friday. (on-going)
- Continuing to work with Byronelle Witt, the Production Assistant with Rescue Productions. The company will be filming scenes throughout Lake City. (on-going)
- Continuing to work with the Children’s Medical Center (Vanessa Villar) on their proposal to house an after-school program on City property. Waiting on their Financial Plan to discuss with Mr. Johnson. I will schedule an appointment next week. (on-going)
- Attended March of Dimes Meeting. (on-going)

**Fire Chief Tunsil Reports:**

The Lake City Fire Department responded to 30 Emergency calls for service, with an average response time of 5 minutes and 22 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	3
Pre-Fire Plans	3
Fire Prevention/Education Events	4

**Growth Management Director Lee Reports:**

*CDBG:*

- Documents signed & recorded for the Barber’s, Spencer’s, Jernigan, and Adams 8 Hrs

*Planning:*

- Zoning statements issued 10
- Land Files maintenance 4 Hrs
- Processing permits 20 Hr
- Permits received and processed 17
- Permits issued 12
- Assisted CDBG applicants with paperwork 1
- Processed and transmitted modifications to DCA for CDBG emergency set-aside grant 1 Hr
- Prepared contract & bid documents for execution on CDBG house 1 Hr
- Prepared public record request 1
- Maintenance on 41 contractor files 4 Hrs
- Land file maintenance 4 Hrs
- Researched a grave plot for a family’s attorney 6 Hrs

*Building Inspections:*

- Permit applications received 17
- Permits issued 12
- Building inspections 6
- Plumbing inspections 4
- Electrical inspections 5
- Mechanical Inspections 5

*Code Enforcement:*

- New complaints received 6
- Property inspections performed 20
- Meeting with responding property owners/customers 5 Hrs
- Cases brought into voluntary compliance 9

- Notices of violations issued 3
- Notices of hearing issued 3
- Warning notices issued 1
- Update weekly Code Enforcement Log 1 Hr
- Public records request 1
- Assisting customers with zoning issues 1 Hr
- Assisting customers with Business tax receipts 1 Hr
- Assisting customers with permitting issues, inspection requests 4 Hrs
- Researching information and documentation re: RV parking issues 4 Hrs

*Business Tax Receipts:*

- New applications for Business Tax 3
- Applications reviewed and ready to issue 5



**Police Chief Gilmore Reports:**

*Executive Summary:*

Chief Gilmore attended the International Association of Chief's of Police Conference in Orlando; Captain Smith and Officer Shaw also attended the conference on Friday, October 22, 2010.

*Departmental Highlights:*

- Our thoughts and prayers are with Officer Larry Shallar and his family, as he lost his daughter Saturday, October 23, 2010 in a traffic accident.
- Employees with the Lake City Police Department as well as the Lake City Fire Department are in the final preparations for the Halloween Safety Bash that will be held on October 30, 2010 from 6 p.m. to 9 p.m. We will also have booths set up at Richardson Community Center and the Lake City Mall.
- The Lake City Police Department will have a booth set up at the Columbia County Fair.

CRIMINAL INVESTIGATIONS DIVISION:

Total Cases Investigated:	19
Total Cases Solved:	7
Total Cases Unsolved:	12
Affidavits Filed:	3
Total Charges Filed:	6
Burglaries:	7
Sex Offense:	2
Thefts:	10

TAC UNIT SUMMARY REPORT:

Unit Commander: Sergeant J. Byrd  
 Officers: PO1 L. Shallar/K-9 (Issa)  
 PO2 K. Jonhs/K-9 (Trooper)

Activity

Traffic Stops:	17
Property Checks:	5
Traffic Assignments:	5
Arrest:	2
Suspicious Persons:	2
Assist Other Agency:	2
Shift Assisted Calls:	5
Search Warrants:	1
<u>Activity Status</u>	
Reports Taken:	3
Traffic Warnings:	14
Traffic Citations:	3

Summary:

October 21, 2010: TAC Unit members executed a search warrant at 272 SE Brown Street. During this search warrant, members located approximately two (2) grams of cannabis, several packaging baggies, and a set of digital scales. Charges were filed on the individual for possession of cannabis and possession of drug paraphernalia

PATROL DIVISION:

Calls Answered:	891	Sex Offense:	1
On Views/ Police In:	600	Thefts:	16
Misdemeanor:	16	Status 6 Accident Report:	18
Felony:	12	Status 7 Traffic Ticket:	52
Status 1 Gone on Arrival:	28	Status 8 Traffic Warning:	86
Status 2 Unfounded:	2	DUI:	1
Status 4 Misc. Incident:	651	Misdemeanor Traffic:	9
Status 5 Incident Report:	55	Infraction:	43
Burglaries:	6	Warrant Arrest:	2
Assault:	5	Property Damage:	\$54,910
Opposing/Resisting:	2	Accident Injuries:	4

**Recreation Director Little Reports:**

*Southside Recreation Center:*

- Last week we had “Movie Monday.” The kids enjoyed popcorn and the Disney movie, “Night at the Museum.” On Wednesday, the kids participated in a Halloween coloring contest. We also started preparing for the Southside Fashion Show that will be held on Saturday, November 6th.

*Girls Club Center:*

- Our Winter I session started on Monday, October 18th, which was orientation day to go over all the rules and expectations. Tuesday the girls did another Halloween/Fall arts and craft project. Wednesday the girls enjoyed popsicles for their afternoon snack and played kickball. They had a great time! We are currently preparing for the Girls Club Annual Fall Festival that is scheduled for Friday, October 29<sup>th</sup>.

*Athletics – Teen Town Center:*

- Congratulations to the Keen and Thomas “Tigers”, our 2010 Jr. Midget Champions coached by Virgil Scippo and to the Glen Presley “Wolves” our 2010 Midget Champions coached by Mike Kelly. Both teams will be participating in the 2010 Memorial Bowl to be held beginning on November 6th. Adult softball is still going strong at the adult softball complex on Bascom Norris Drive. Everyone is invited to come out and watch the games.

*Recreation Programs:*

- The Lake City Guys and Gals will have a special Halloween Dance on October 29th at the Teen Town Center. Everyone is invited to stop by.
- We encourage all of our citizens to come out and try the programs that we offer. We are also continuing to offer classes in Kardio Kickbox and Toning, Tae Kwan Do, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

*Maintenance:*

- Routine maintenance continues at all of our centers and ball fields. We are in the process of upgrading our irrigation system at Memorial Stadium.

## **Utilities Executive Director Clanton Reports:**

### *Distribution & Collections (Richard Lee):*

- Locates 38
- Service Orders 32
- Lenvil Dicks Meter Exchanges 22
- Repaired Broken Water Lines 4
- Repaired/Responded to Sewer Calls 1

### *Distribution, Collections & Construction (Keith Hampton):*

- Meter Exchange in Lenvil Dicks System 94% complete
- W. US Hwy 90 12" Water Main Extension 67% complete (on hold due to future DOT project)
- NE Aggie Ave 6" Water Main Extension 36% complete
- 12" Sanitary Force Main Extension 9% complete
- Tice Farms - 12" Reuse Water Line 16% complete

### *Natural Gas (Joe Sheldon):*

- Service Orders 414
- Locates 22

### *Public Works (Thomas Henry):*

- Locates 31
- Responded to and Serviced Trouble Calls 9
- Responded to Citizen Calls/Complaints 8
- Signs Maintenance 8
- Street Lights/Traffic Signals Repaired 10

### *Utility Maintenance (David Durrance):*

- Inspected and Serviced Liftstations 7
- Inspected Sewer Lines 6

### *Vehicle Maintenance (Kim Moore):*

- Complaints /Repaired/Back in Service 19
- Routine Maintenance and Service 7
- Machines Fueled & Fluid Levels Checked 7

### *Wastewater Treatment Plant (Linda Andrews):*

- Gallons Treated 2.071 MGD

### *Water Plant (Steve Roberts):*

- Gallons Treated (Price Creek WTP) 3.670 MGD
- Gallons Treated (Brandon Brent WTP) .023 MGD