

Lake City Staff Weekly Report

Week ending December 10, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Staff continues to work with City's external auditors on the FY10 audit.
- Payroll is processing Council approved Christmas tokens for City employees that will be distributed with next payroll.
- The City received \$1,373,836 for Ad Valorem taxes and \$710,703 for Non Ad Valorem fire assessment fees during this week.

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

- Training schedules completed for grant training.
- Completed awards certificates, meal choices, drawing slips and other final preparations for the February 2011 Awards Banquet and coordinated through City Clerk's office.
- Assisted six Police Officers with file reviews for all of their certifications.
- Provided the Distribution & Collections Department with Blue Cross and Blue Shield fitness information.
- Prepared one hundred ninety one invoices for payment.
- Processed six Police Department employment applications, eight Public Safety Dispatcher applications, sixteen Customer Service Representative applications, fifteen Collection Technician One applications, five Police Officer applications and two Water Treatment Plant Operator applications.

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

- Continued the Police Department computer replacement.
- Continued planning implementation for Human Resource and Police document scanning project.
- Continued working on consolidation of websites for centralization of management.
- Processed Emergency Medical Service data through the Geographical Information System for analysis.
- Worked on implementation plan for new City datacenter.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred one invoices.
- Finalized contract extension with Columbia Ready Mix for concrete and associated products for city-wide use. The new contract will expire February 5, 2012.
- Attended meeting with Terry Hunter of G.W. Hunter and the Public Works Director to discuss the new Fuel Management System.
- Bid number ITB-004-2011 for Sanitary Force Main Extension for Sewer Collection was opened on December 7, 2010. Proposals are currently being evaluated.
- Attended negotiation meeting with sole bidder for purchase of Automated Weather Observation System (AWOS III PT) for the Lake City Municipal Airport.
- Issued one thousand sixty nine items for City use.
- Entered four surplus items for sale on <http://www.govdeals.com>.

- Sold four surplus items on <http://www.govdeals.com>. Total sales to date are \$84,508.47.

Airport Director Sawyer Reports:

- Terminal building construction continues on schedule with completion of the installation of concrete building pads during the week. The pads support the steel vertical columns in the building structure. Construction of the U.S. 90 contractor entrance was also completed as work continues on the storm drainage system.
- Director Sawyer and Purchasing Department Director Garbett met with JD James, Inc. to review their bid proposal for replacement of the weather reporting (AWOS) system located at the Municipal Airport. Discussions of possible cost savings and FAA Grant Application supporting documents will continue during the follow up meeting scheduled for December 10th.
- Fueling operations for the week produced \$7,489 in gross revenues on sales totaling 1,821 gallons. Sales volumes were below average as cooler temperatures affected transient aircraft traffic. Fuel farm and fuel truck avgas and jet fuel filters were replaced during the week. The filters are replaced annually to insure into aircraft fuel sales meet required quality standards.

City Clerk Sikes Reports:

- Processed fifteen (15) public records requests (annual total to date 603 requests).
- Scanned in seven hundred and three (703) pages into the Onbase Document Imaging System.
- Attended a Seminar (How to Avoid the Hidden Public Record Dangers of Social Media, Text Messages, and Email).

Community Redevelopment Administrator Kite Reports:

Community Redevelopment Area:

CRA Plan Update: City Council approved the additional Agreement for Professional Services at their Monday, September 20, 2010 meeting by resolution 2010-104. Work has been completed on the blight study for the "Finding of Necessity" for the expansion of the boundaries. The information will be presented to Council for their approval to expand the boundaries at their December 20, 2010 meeting. Once this is complete IBI Group, Inc. will then continue drafting the CRA Master Plan Update.

Façade Grant Program. 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. Seventeen applications have been submitted and nine have been reviewed and are complete and ready for submittal to the CRA for approval. The Façade Grant Policy has been Revised and Restated by the CRA and Council at their December 6, 2010 meeting. The nine completed applications will be reviewed at the December 20, 2010 6:00 p.m. CRA meeting.

Community Redevelopment Agency Advisory Committee: The Council has approved the establishment of CRA Advisory committed and authorized to Staff to accept applications through notice in the Lake City Reporter, the Lake City Journal and Columbia County Observer. Advisory Committee membership will consist of one Council member and six citizens. The primary function of this Committee is to advise the Redevelopment Agency on all matters pertaining to the promotion and redevelopment of the City's commercial and residential CRA.

Festival of Lights/Snow Day/Christmas Parade:

The final planning meeting took place on Tuesday, December 7, 2010. The Christmas Vendor Bazaar, and Snow Day, sponsored by The Lake City/Columbia County Chamber of Commerce will be held on Saturday, December 11, 2010 starting at 9:00 a.m. until 3:30 p.m. in Downtown Lake City. The Food and Craft Vendors along with the musical entertainment in Olustee Park will run continuously until the beginning of the Parade and then pick back up again immediately after the Parade. The Christmas Parade, sponsored by the Lake City Rotary Club will be held on Saturday, December 11, 2010 starting at 6:00 p.m.

Customer Services Director Harwell Reports:

- Phone Calls Taken 646
- Walk-up Customers Assisted 676
- Bills Generated 54-skip week
- Late Notices Generated 377
- Number of Payments Collected 1906
- Total Payments Received \$218,074.01
- Hours Spent Billing 60
- Hours Spent T & I/Collections 25

Service Orders Generated:

- Field Service Orders 600
- Verify Shut-Off's 101
- Cut Off Non Pay 95
- Turn Back On 142

Pending Service Orders:

- Register Exchanges 8
- Verify Shut-Off 53

Reads:

- Initial Read 66
- Final Read 62

Total Pending Service Orders to Date: 1269

Citizens' Advocate Washington Reports:

- Continuing to work with CDBG applicants, Eva Sheppard, and Reather Shaw. Louise Jernigan's home is almost complete. (on-going)
- Continuing to work with Byronelle Witt, the Production Assistant with Rescue Productions. Filming was complete last week.
- Attended March of Dimes Christmas Meeting to assist needy families and their children. I spoke with a single parent City employee and they gave me permission to add their name to the list. (completed)
- Attended RMS Community Partnership Program.
- Attended United Way Meeting. (on-going)
- Attended Chamber events (Big Lots and Florida Crown).

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 31 Emergency calls for service, with an average response time of 4 minutes and 31 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	2
Pre-Fire Plans	3
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:

CBDG:

- Completed 100% inspection on Emergency Set-aside project for Davis rehab project
- Conducted an in progress inspection for the Jernigan regular housing grant project
- Provided assistance for completed home on Fronie Street that tree fell and damaged. Repair of damages (no insurance)

Planning:

- Zoning statements issued 9
- Land Files maintenance 4 Hrs
- Processing permits 8 Hr
- Permits received and processed 13
- Permits issued 9
- Process and request payments for CDBG 2 Hrs
- Conducted Staff Site Plan Comments 2 Hrs
- Provided information for public records request 1 Hr
- Permits in - processed 13
- Applications reviewed 9
- Permits issued 9

Building Inspections:

- Permit applications received 13
- Permits issued 9
- Building inspections 17
- Plumbing inspections 4
- Electrical inspections 4
- Roof inspection 2
- Mechanical Inspections 2

Code Enforcement:

- New complaints received 4
- Property inspections performed 6
- Meeting with responding property owners/customers 3 Hrs
- Cases brought into voluntary compliance 1
- Notices of violations issued 3
- Cases to Code Board 2
- Cases to contractors Board 1
- Notices of hearing issued 3
- Warning notices issued 3
- Fund raiser permits issued 3
- Update weekly Code Enforcement Log 2 Hrs
- Public records request 2 Hrs
- Assisting Customer Service with zoning and code issues 3 Hrs
- Assisting customers with Business tax receipts 1 Hr
- Providing assistance for Façade Grant applications 2 Hrs
- Prepare Agenda and power point presentation for Code Board 5 Hrs

Business Tax Receipts:

- New applications for Business Tax 4
- Applications reviewed and ready to issue 4

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff as well as members of patrol have been preparing for the Christmas Parade to be held Saturday, December 11, 2010 at 6:00 p.m.

DEPARTMENTAL HIGHLIGHTS:

- Sergeant Chris Barfield's Retirement Celebration was held Thursday, December 9, 2010.
- Police Officer Interviews will be held during the week of December 13th -15th, 2010. Interviews for the dispatcher position will also be held in the near future.
- Officer Jason Golub has been working with local businesses and organizations for donations for the Annual Toy Drive that will help local families in need.

CRIMINAL INVESTIGATIONS DIVISION:

Total Cases Investigated:	10
Total Cases Solved:	13
Total Arrests:	5
Affidavits Filed:	6
Total Charges Filed:	15
Burglaries:	2
Robberies:	1
Missing Person:	1
Thefts:	4
Assaults:	2

TAC UNIT SUMMARY REPORT

Unit Commander: Sergeant J. Byrd
Officers: Officer L. Shallar/K-9 (Issa)

Officer K. Johns/K-9
(Trooper)

Activity:

Traffic Stops: 6

Property Checks: 3

Arrest: 3

Suspicious Persons: 5

Reports Taken: 3

Traffic Warnings: 5

Traffic Citations: 1

Assist Other Agency: 1

Shift Assisted Calls: 7

K-9 Training / Department Training

11/29/30: Completed patrol certification on K-9 Issa (apprehension, recall, officer protection, area search and building search).

12/01/03: Trained with CCSO K-9 Units reference area search, building search, and narcotic detection.

12/02/03: Attended mandatory departmental defensive tactics training

Summary:

Case #10-41849: A traffic stop was conducted reference failure to obey traffic control device. During the traffic stop it was discovered that a subject seated in the rear passenger compartment of the vehicle had an active warrant for violation of probation. A consensual search of the vehicle revealed that the same subject was in possession of drug paraphernalia.

Case #10-041837: A traffic stop was conducted reference careless driving. The driver was ultimately arrested for driving under the influence. The driver was extremely intoxicated and due to safety concerns could not complete the road side evaluations. The driver also refused to submit a breath sample once at the Columbia County Detention Center.

Case #10-041867: Assisted shift; responded to a residence reference a domestic disturbance. Investigation resulted in the arrest of the primary aggressor and a complaint affidavit being filed on the other subject involved in the altercation.

PATROL DIVISION:

Calls Answered:	781	Thefts:	9
On Views/ Police In:	483	Drugs:	3
Misdemeanor:	19	Criminal Mischief:	3
Felony:	13	Missing Person:	4
Status 1 Gone on Arrival:	17	Status 6 Accident Report:	17
Status 2 Unfounded:	3	Status 7 Traffic Ticket:	41
Status 4 Misc. Incident:	628	Status 8 Traffic Warning:	49
Status 5 Incident Report:	56	DUI:	2
Burglaries:	2	Misdemeanor Traffic:	9
Robbery:	1	Infraction:	32
Assault:	10	Warrant Arrest:	5
		Property Damage:	\$105, 650.00
		Accident Injuries:	8

Recreation Director Little Reports:

Southside Recreation Center:

- Last Friday morning, we hosted our Third Annual Christmas Breakfast. At the breakfast, we recognized the individuals and companies that have donated to our center for the projects we have worked on throughout the year. We had a nice turn out for this event and were thankful for all the people that attended.

Girls Club Center:

- We are currently taking registration for our Winter II quarter. Girls Club offers homework help to all the girls who come to our after school program. This has been a great help to the parents. Monday the girls participated in an arts and craft project. Tuesday the girls watched a new movie "Toy Story 3." The staff has decorated for Christmas and our facility is very festive. Wednesday, December 1st, was early release day for the Middle School. The girls arrived at Girls Club at 12:30 on this day and participated in a special event.

Athletics – Teen Town Center:

- All of our league sports are finished until 2011. We will begin taking registration for our adult flag football beginning in January. We are in the planning stages of the 31st Annual Blue Grey Fun Run. Registration forms will go out the beginning of January. The fun run is held during the Olustee Festival.

Recreation Programs:

- The Lady of the Lake Quilters held their annual Christmas Luncheon at Teen Town on December 8th. 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 as we prepare for old man winter.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 33
- Service Orders 32
- Repaired/Responded to Sewer Calls 3
- Repaired Broken Water Lines 2

Distribution, Collections & Construction (Keith Hampton):

- W. US Hwy 90 12" Water Main Extension 70% complete (on hold due to DOT conflict)
- NE Aggie Ave 6" Water Main Extension 55% complete (awaiting DEP Permit)
- 12" Sanitary Force Main Extension 29% complete
- Tice Farms - 12" Reuse Water Line 27% complete

Natural Gas (Joe Sheldon):

- Service Orders 453
- Locates 25

Public Works (Thomas Henry):

- Locates 31
- Responded to and Serviced Trouble Calls 8
- Responded to Citizen Calls/Complaints 10
- Sign Maintenance & Replacement 22
- Street Lights Repaired 14

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 8

Vehicle Maintenance (Kim Moore):

- Complaints /Repaired/Back in Service 13
- Routine Maintenance and Service 1
- Machines Fueled & Fluid Levels Checked 7

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 1.934 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 3.219 MGD
- Gallons Treated (Brandon Brent WTP) .020 MGD