

Lake City Staff Weekly Report

Week ending January 7, 2011

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Staff continues to work with City's external auditors on the FY 10 audit.
- Payroll is processing calendar year end. Staff is preparing W2 and 1099 reconciliations in preparation of printing 2010 W2's.
- Grants reimbursements from FAA and FDOT are being prepared for the new Airport terminal.

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

- Formed Employee Awards Banquet Committee. Facilitated first meeting to prepare for Employee Awards Banquet.
- Closed three job postings, two positions will not be filled at this time.
- Processed all applications received for current job openings.
- Prepared Airport and Waste Water Septage reports.

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

- Continued the IT Data Center upgrade at the Public Safety Building.
- Continued working on consolidation of websites for centralization of management.
- Began rebuild of City sites in new back-end program.
- Began working on new wastewater plant technology.
- Working on change orders for airport terminal.
- Began gathering new Geographical Positioning System data.

Purchasing and Contracting (Debbie Garbett):

- Processed three hundred fifty invoices.
- Processed nine requisitions.
- Updated twenty seven vendor files.
- Completed bid for the annual contract for aviation fuels for the Lake City Municipal Airport. Bid opening is scheduled for February 1, 2011
- Obtaining information for lease/purchase of new fire truck for the Lake City Fire Department.
- Issued eleven hundred forty six items for City use.
- Entered sixteen surplus items for sale on <http://www.govdeals.com>.
- Sold eighteen surplus items on <http://www.govdeals.com>. Total sales to date are \$97,138.64.

Airport Director Sawyer Reports:

- Twenty six truckloads of concrete mix were poured to complete construction of the Terminal Building pad during the last week of December. Construction crews removed wooden pad formers in preparation for installation of steel support columns in early January. Wet weather has delayed completion of the east parking lot expansion while sodding of the east retention pond was completed this week.
- County Department of Health officials finalized a recent Storage Tank System Compliance inspection during the week. Staff has requested and expects receipt of an

“in compliance” report from the Department. Staff engaged Parrish & Sons Painting, L.L.C. of Lake City to clean and paint the fuel farm storage tanks in response to the inspection report.

- FY2010-2011 first quarter fuel sales totaled 35,500 gallons, an eight per cent increase over sales during first quarter FY2009-2010. Year-to-year December sales increased by eighteen per cent totaling \$45,900 on 11,200 gallons.
- Maintenance activities included repairs to the main runway lighting circuit, painting of the fuel farm tanks and mobile equipment repairs.

City Clerk Sikes Reports:

2010 Year End

Processed Public Records Request- 616

Pages scanned into OnBase Document Imaging System by Clerk's Office- 31,481

Complimentary notaries provided to public: 91

Proclamations - 33

As of January 1, 2011

- Processed four (9) public records requests (annual total to date 9 requests to date).
- Scanned in forty seven (47) pages into the Onbase Document Imaging System.
- Provided 1 complimentary notary service.

Community Redevelopment Administrator Kite Reports:

Community Redevelopment Area:

CRA Plan Update: The IBI Group, Inc. was chosen by the CRA as the top ranked firm to prepare the Plan Update. A webpage providing information and updates on the status of the CRA Master Plan Update has been created and is posted to our Website Home Page under Items of Interest. An Agreement for Professional Services modifying the original contract with IBI Group, Inc. was presented and approved by Council at their meeting on Tuesday, September 20, 2010. In order to expand the boundaries data and analysis has been gathered for the Finding of Necessity. This information is scheduled to be presented to Council at their January 18, 2011 meeting. Once the Finding of Necessity has been completed the expanded boundary will be included in the Redevelopment Plan. The Public Workshop schedule will continue in February of 2011 and a Draft plan presented in March of 2011.

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. Funding was established for the 2010-2011 Year beginning October 1, 2010. Seventeen applications have been submitted and nine (9) have been approved by the CRA at the December 20, 2010 CRA meeting. There are currently 4 more applications that are completed and being reviewed, they are expected to be presented to the CRA in February for approval.

Community Redevelopment Advisory Committee: Council reviewed the Draft Bylaws at their meeting on Monday, November 15, 2010 and authorized advertisement for the initial available positions. Applicants would then be selected and voted upon by Council **Persons interested in applying for consideration for this committee may contact Jackie Kite at (386)719-5766.**

Community Redevelopment Activity: Members of the Greater Lake City CDC, Sunstate Federal Credit Union, Habitat for Humanity, Columbia County Sheriffs Department, Lake City Police Department, IBI Group, and other concerned and interested community leaders

met on Monday, December 13th to discuss issues with developing property on Escambia Street for Low and Moderate Income Housing as well as commercial development for revitalization of the area. Many ideas and issues were discussed by the group who agreed to meet again in March the proposed items for discussion will be:

- 1) Update on IBI Group findings by Wendell/ IBI Group
- 2) Update on "Operation Curb Appeal" by Chief Gilmore/ Captain Smith
- 3) Update on meeting with Gainesville CRA by Jackie and Lester
- 4) Update on lender's consortium & HUD certified program by Connie, Candy, and Lester
- 5) Update on CDC development Escambia & Davis Street by Lester and Rocky

As part of "Operation Curb Appeal" a visual inventory of issues that needed to be addressed includes the following;

- a. Old furniture out on vacant properties being used by groups of people to sit and gather during the day. *Public Works crews are to remove these items from the property this week.*
- b. Old deceased tree on vacant property being used by groups of people to gather under during the day.
- c. Homes with excessive amounts of groups of people gathered and loitering during the day. *Homeowners were contacted and told of the concerns about this issue. They were also informed that patrols would be beefed up in this area and any illegal activity would be monitored.*
- d. Vacant properties in need of trash removal, dilapidated building removal, and overall tidying up.

Customer Services Director Harwell Reports:

• Phone Calls Taken	1013
• Walk-up Customers Assisted	1982
• Bills Generated	985
• Late Notices Generated	1485
• Number of Payments Collected	6476
• Total Payments Received	\$444,864.92
• Hours Spent Billing	96
• Hours Spent T & I/Collections	48
• Hours Spent Cycle Route Clean Up	2

Service Orders Generated:

• Field Service Orders	779
• Severn Trent	19
• Verify Shut-Off's	147
• Cut Off Non Pay	3
• Turn Back On	12

Pending Service Orders:

• Register Exchanges	9
• Meter Exchanges	3
• Repair Wire	1
• Stuck Meter	5
• Meter Set	2
• Verify Shut-Off	63

Reads:

- Initial Read 116
- Final Read 94

Total Pending Service Orders to Date: 1177

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 26 Emergency calls for service, with an average response time of 5 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	6
Pre-Fire Plans	3
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:

CDBG:

Final completion and move-in on Jernigan project on Texas Street

Planning:

- Zoning statements issued 7
- Land Files maintenance 4 Hrs
- Processing permits 5 Hrs
- Permits received and processed 12
- 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
- Applications reviewed 15
- Prepare and distribute end of month reports to county, State 4 Hrs
- Conducted Planning and Zoning Board Public Hearings 3 Hrs

Building Inspections:

- Permit applications received 15
- Permits issued 9
- Building inspections 7
- Plumbing inspections 2
- Electrical inspections 7
- Roof inspection 1
- Mechanical Inspections 2
- Plan reviews performed 10 Hrs

Code Enforcement:

- New complaints received 6
- Property inspections performed 7
- Meeting with responding property owners/customers 5 Hrs
- Cases brought into voluntary compliance 1
- Notices of violations issued 2
- Cases to Code Board 2
- Notices of hearing issued 1
- 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

Business Tax Receipts:

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

Police Chief Gilmore Reports:

Executive Staff Summary:

The Command Staff as well as other employees have been busy over the holidays planning for the Annual Awards Banquet, as well as continuing with the re-accreditation process.

Departmental Highlights:

- The Annual Toy Drive went better than expected with approximately 60 children being given gifts for Christmas. Thank you to the businesses and citizens that made contributions to this cause. Also, a very special thank you to Destiny Hill for going above and beyond to make the 2010 Annual Toy Drive a success.
- The first round of Police Officer interviews were conducted in December and a short list will be created soon for final interviews. Also, Dispatcher interviews were held this week.
- Offices were rearranged last week to make this department more efficient in administrative tasks and duties.

Criminal Investigations Division:

Total Cases Investigated:	10
Total Cases Solved:	5
Total Cases Unsolved:	5
Total Arrests:	1
Total Charges Filed:	1
Burglaries:	5
Criminal Mischief:	1
Thefts:	3
Other:	1

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:	9
Property Checks:	5
Suspicious Persons:	1
Assist Other Agency:	4
K-9 Assist:	2

Summary:

During this reporting period, The TAC Unit has mainly assisted shift in answering calls for service. Notable events that have occurred during this reporting period are as follows;

Case #10-044001: A traffic stop was conducted after a subject was observed leaving a known narcotic location. Probable cause was obtained to search the vehicle which led to the discovery of a small amount of pills. The pills were later identified and determined to be a controlled substance. The driver and sole occupant of the vehicle were arrested without incident.

Case #10-044748: Officers conducted a traffic stop on a vehicle which was driven by a known subject. Officers requested a K-9 unit respond. Probable cause was obtained to search the vehicle via K-9 alert. A search of the vehicle and persons resulted in the discovery of a small amount of cannabis. A P/C affidavit was filed.

Case #10-044654: A traffic stop was conducted on a small pick up truck which was occupied by three male subjects. An investigation revealed that the subjects had just committed several burglaries that the Sheriff's Office was currently working. Most of the stolen items were discovered inside the truck; such as a firearm, a large amount of jewelry, and stolen liquor. All subjects were arrested without incident.

Patrol Division:

Calls Answered:	798	Drugs:	1
On Views/ Police In:	502	Criminal Mischief:	5
Misdemeanor:	23	Status 6 Accident Report:	12
Felony:	5	Status 7 Traffic Ticket:	38
Status 1 Gone on Arrival:	13	Status 8 Traffic Warning:	36
Status 2 Unfounded:	5	DUI:	1
Status 4 Misc. Incident:	676	Misdemeanor Traffic:	8
Status 5 Incident Report:	43	Infraction:	30
Burglaries:	6	Warrant Arrest:	2
Assault:	7	Property Damage:	\$35, 900
Thefts:	12		

Recreation Director Little Reports:

Southside Recreation Center:

- Just before the Christmas break Southside partnered with Richardson Community Center for the Annual Cup Stacking Event that is held in their gymnasium. There was a great turn out from all the schools and the community. This year we had 2 first place winners, Summers Elementary School and Pine Mount Elementary School. All the contestants and judges of the event were treated to meals from Zaxby's of Lake City. We look forward to our participation in this event again next year. During the Christmas break cleaning was done throughout the building.

Girls Club Center:

- We are currently preparing for our Winter II quarter which will start on Tuesday, January 4th. During the Christmas Holiday break the staff cleaned and sanitized both buildings and toys for the upcoming New Year. 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 because the children have their homework completed when they get home and are able to enjoy family time.

Athletics – Teen Town Center:

- We will begin taking registration for our adult flag football beginning in January. We will hold tryouts for our 12 and under along with our 14 and under basketball teams in February. The 31st Annual Blue Grey Fun Run registration forms are now available, all elementary and middle schools will receive them this week. The fun run is held on Saturday during the Olustee Festival.

Recreation Programs:

- We had 72 people to participate in our Lake City Guys and Gals New Year's Eve Dance held on December 31, 2010. We will be offering a Zumba Atomic class for children ages 7-12 beginning in February. 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:

- Staff is working on Memorial Stadium to prepare for the High School East – West football game on January 15th. Also, we will be preparing for the beginning of our adult flag football league.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

*During the holiday season, the department has shut down most all Capital Improvement Projects.

- Work on the procurement of an easement for the Reuse Project to Tice Farm has continued. This easement will allow the City to move from our property to County right-of-way. This will eliminate a distance of over 1000 feet.
- Work on easements for the 12" Water Main from 20" on Country Club Road to Llewellyn Ave. is moving forward with a verbal agreement between the City and land owner.

We are now preparing the written documents for signatures by the end of this month and can then move forward with final design.

- US 90 West Water Main Extension was delayed by FDOT because of storm water issues. The City is negotiating for two easements to restart this project.
- 6-inch Water Main Extension and installation of fire hydrants started Jan. 3rd with completion date in mid February.
- With reduced crews, we have combined teams to meet the challenges of broken and leaking water lines, mainly due to freezing and sub-freezing weather, along with sanitary sewer problems. Also crews have caught up on some various small projects; being taps, fire hydrant repairs, and sanitary sewer repairs.

Distribution, Collections & Construction (Keith Hampton):

- W. US Hwy 90 12" Water Main Extension 75% complete
➤ (On hold - DOT pulled permit due to conflict with water line and future drainage structures; working on acquiring easements.)
- 12" Sanitary Force Main Extension 25% complete
➤ (Re-bidding)
- NE Aggie Ave 6" Water Main Extension 67% complete (awaiting DEP Permit)
- Tice Farms - 12" Reuse Water Line 40% complete

Natural Gas (Joe Sheldon):

- Service Orders 201
- Locates 16

Public Works (Thomas Henry):

- Locates 26
- Responded to and Serviced Trouble Calls 9
- Responded to Citizen Calls/Complaints 6
- Signs Made 4
- Repaired Street Lights 5
- Repaired Driveways 4
- Cleaned ditches at Great South Timber 950 feet

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 9

Vehicle Maintenance (Kim Moore):

- Complaints /Repaired/Back in Service 21
- Routine Maintenance and Service 7
- Machines Fueled & Fluid Levels Checked 5

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.004 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 3.236 MGD
- Gallons Treated (Brandon Brent WTP) .018 MGD