

## Lake City Staff Weekly Report

### Week ending January 21, 2011

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

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

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

- Calendar Year 2010 W-2's were distributed to current employees with January 14 paychecks. 2010 Form W-2 for inactive employees was mailed on January 14. Processing electronic file for February transmission to Social Security Administration.
- Calendar Year 2010 Form 1099 has been mailed to recipients. Processing electronic file for February transmission to Internal Revenue Service.
- Completed Gas Regulatory Fee filing for period covering 07/01/10 to 12/31/10. This is a bi-annual return with fees remitted to Florida Public Service Commission on applicable gas revenues.
- Internal Revenue Form 941 quarterly report for period 10/01/10 to 12/31/10 has been prepared by staff.

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

- Completed employee census reports for renewal rates for Life Insurance vendor.
- Contacted insurance company regarding fire vehicle accident.
- Compiling data for Florida Retirement System (FRS) Overtime Report.
- Prepared Airport reports.
- Processed bank deposits and invoices.

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

- Continued the Police Department computer update.
- Continued working on consolidation of websites for centralization of management.
- Continued the rebuild of City sites in new back-end program.
- Continued working on City Datacenter.
- Completed design for data, security and a/v for new airport terminal.
- Completed fiber connection to Gas Department training building.
- Attended training on Cisco IP Interoperability and Communications System.

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

- Processed one hundred thirty two invoices.
- Processed two requisitions.
- Updated five vendor files.
- Established one new vendor.
- Scanned twenty three pages into OnBase Imaging System.
- Bid opening for the annual contract for aviation fuels for the Lake City Municipal Airport is scheduled for February 1, 2011.
- Obtaining information to piggyback on contract with Utility Services Associates for water distribution system leak detection for Water Plant.
- Contacted Anderson Columbia to request an additional one year extension on our annual asphalt contract.

- Held meeting to discuss demolition of old water plant, Putnam Street plant and three former Lenvil Dicks water plants.
- Met with the Recreation Department to review the specifications to complete the bid for the re-painting of Memorial Stadium.
- Attended meeting with Fleet Services regarding the Enterprise fleet program.
- Issued one thousand one hundred sixteen items for City use.
- Sold one item on [www.GovDeals.com](http://www.GovDeals.com) . Total sales to date on surplus items are \$119,438.64.

#### **Airport Director Sawyer Reports:**

- Installation of terminal building steel structures completed January 20<sup>th</sup>. Concrete side wall and bracing support installation is scheduled for the week of January 24<sup>th</sup>. FedEx has agreed to use the new east parking lot during construction and later move to the expanded terminal parking area.
- Fueling operations were twenty per cent higher than the prior week producing \$11,725 in gross revenues on sales totaling 2,759 gallons.
- The County has scheduled a meeting of the Joint City/County Board of Adjustments for 12:00 noon on February 8, 2011 in the City Council Chambers. The BOA will consider approval of a permit application for a tower location on airport property under a lease agreement between the City and TowerCom, Inc.
- U.S. Army Corps of Engineers contractors, Parsons Engineering, were on site during the week to inspect for ammunitions waste in the airport industrial park area. The Corps is expected to publish a preliminary report within six months.

#### **City Clerk Sikes Reports:**

- Processed seven (7) public records requests (annual total to date 26).
- Scanned in five hundred sixty five (565) pages into the OnBase Imaging System.
- Attended three (3) Sunshine applicable meetings.

#### **Community Redevelopment Administrator Kite Reports: (NO CHANGE FROM LAST REPORT)**

*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. The information will be presented to the CRA and Council for their approval to expand the boundaries during February 2011. 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 2 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.**

*Olustee Festival:*

Planning is in full swing for the Olustee Festival. I attended their meeting on Wednesday, January 5, 2011. Updates to their membership list are being added, and I am creating a master contact list from this information. The Fire Department has been contacted and arrangements for the Antique Fire Truck to carry City Council in the Parade have been made. Joey Raulerson and Hilda Albritton are coordinating the tasks of the Public Works Department for vendor set-up, Downtown skirmish, and Parade activities.

**Customer Services Director Harwell Reports:**

• Phone Calls Taken	579
• Walk-up Customers Assisted	1116
• Bills Generated	2066
• Late Notices Generated	405
• Number of Payments Collected	1125
• Total Payments Received	\$192,700.79
• Hours Spent Billing	62
• Hours Spent T & I/Collections	40
• Hours Spent Cycle Route Clean Up	1
• Hours Spent Addressing/Activating	1
• Taps Processed	0

*Service Orders Generated:*

• Field Service Orders	200
• Severn Trent	7
• Verify Shut-Off's	25
• Cut Off Non Pay	0
• Turn Back On	18

*Pending Service Orders:*

• Register Exchanges	1
• Meter Exchanges	0
• Repair Wire	0
• Stuck Meter	0
• Meter Set	2
• Need Remote	0
• Verify Shut-Off	3

*Reads:*

• Initial Read	12
• Final Read	36

*Total Pending Service Orders to Date:* 1095

**Fire Chief Tunsil Reports:**

The Lake City Fire Department responded to 35 Emergency calls for service, with an average response time of 5 minutes and 24 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	2

**Growth Management Director Lee Reports:**

*CDBG:*

- Prepared bid specifications for upcoming projects city may bid out
- Schedule walk thru with for two projects for bids

*Planning:*

- Zoning statements issued 5
- Land Files maintenance 3 Hrs
- Processing permits 7 Hrs
- Permits received and processed 11
- Permits issued 8
- 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 Sp Exception Variance or Land use Chg 4 Hrs
- Conducted Planning and Zoning Board Public Hearings 3 Hrs
- Location of cemetery plots 5 Hrs
- Research ownership records City owned property 8 Hrs

*Building Inspections:*

- Permit applications received 12
- Permits issued 8
- Building inspections 5
- Plumbing inspections 4
- Electrical inspections 6
- Roof inspection 1
- Mechanical Inspections 2
- Plan reviews performed 20 Hrs
- Demolition inspections 2

*Code Enforcement:*

- New complaints received 3
- Property inspections performed 7
- Meeting with responding property owners/customers 2 Hrs
- Cases brought into voluntary compliance 2
- Notices of violations issued 2
- Cases to Code Board 2
- Cases to contractors Board 3
- Notices of hearing issued 1
- Fund raiser permits issued 4
- 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
- Attended HTE program changes 3 Hrs

*Business Tax Receipts:*

- New applications for Business Tax 2
- Applications reviewed and ready to issue 1

**Police Chief Gilmore Reports:**

*Departmental Highlights:*

- Background checks for potential officers are in the process of being completed.
- The Awards Board as well as other employees are diligently preparing for the Annual Awards Banquet that will not only recognize outstanding Police Department employees, but also outstanding citizens.

*Criminal Investigations Division:*

Total Cases Investigated:	15
Total Cases Solved:	4
Total Cases Unsolved:	11
Affidavits Filed:	2
Total Charges Filed:	3
Burglaries:	4
Robberies:	1
Sex Offense:	1
Thefts:	9

*Patrol Davison:*

Calls Answered:	693
On Views/ Police In:	439
Misdemeanor:	5
Felony:	2
Status 1 Gone on Arrival:	20
Status 2 Unfounded:	4
Status 4 Misc. Incident:	564
Status 5 Incident Report:	58
Burglaries:	6
Robbery:	1
Assault:	2
Thefts:	11
Criminal Mischief:	7
Missing Person:	1
Status 6 Accident Report:	13
Status 7 Traffic Ticket:	18
Status 8 Traffic Warning:	18
Misdemeanor Traffic:	5
Infraction:	15
Warrant Arrest:	3
Property Damage:	\$53,800
Accident Injuries:	1

TAC UNIT SUMMARY REPORT

Unit Commander: Sergeant J. Byrd

Officers: PO1 L. Shallar / K9 (Issa)

PO2 K. Johns / K9 (Trooper)

*Activity:*

Traffic Stops:	4
Suspicious Persons:	1
Property Checks:	2
Assist Other Agency:	1
Traffic Assignments:	3
Shift Assisted Call(s):	7
Arrest:	1

Activity Status

Reports Taken:	3
Traffic Warning(s):	4

## **Recreation Director Little Reports:**

### *Southside Recreation Center:*

- Last week at Southside was the second week back for the kids after the holiday break. They enjoyed getting back into the groove of things with a movie, tournament, and activity days outside. We also started working on art work for the upcoming Black History Month Art Show that will be held at the center next month.

### *Girls Club Center:*

- We are currently in our Winter II Quarter which started on Tuesday, January 4<sup>th</sup>. On Monday it was a rainy and cold day so the girls played inside games. On Tuesday, we had a guest speaker, Elizabeth Free come and talk to the girls about bullying and how to pick friends. On Wednesday the girls participated in a cooking class and we made cupcakes. On Thursday we had a cup stacking contest practice. On Friday, the girls watched a movie. As always, the 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:*

- The 4<sup>th</sup> Annual CYFA Inc. Senior All Star game was played on Saturday night. Seniors from 14 participating schools played in it. The East squad won, 7-3 over the West team. Registration for Adult Flag Football is now being held until January 28, 2011. Cost is \$45.00 per team. A coaches meeting will be held on Thursday night January 27, 2011 at 6:30p.m. at Teen Town. We will hold tryouts for our 15 and under youth basketball teams in February. Our 31<sup>st</sup> 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 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:*

- Routine maintenance continues. We are preparing the football field for our adult flag football league beginning in February.

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

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

- Locates 42
- Service Orders 27
- Repaired/Responded to Sewer Calls 3
- Repaired Water Lines 3
- Repaired Curb Stops 3
- Completed Abutting Sewer Line Requests 11
- Installed Water Main 120 feet

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

- W. US Hwy 90 12" Water Main Extension 66% complete
  - *(Working on acquiring easements; Percentage of Completion has dropped due to adding a task to the project)*
- 12" Sanitary Force Main Extension 25% complete
  - *(Re-bidding)*
- NE Aggie Ave 6" Water Main Extension 77% complete

- Tice Farms - 12" Reuse Water Line 41% complete
- 12" Eastside Water Main Extension 1% complete
  - Phase II (11WM10)

*Natural Gas (Joe Sheldon):*

- Service Orders 176
- Locates 32

*Public Works (Thomas Henry):*

- Locates 34
- Responded to and Serviced Trouble Calls 2
- Responded to Citizen Calls/Complaints 5
- Signs Made/Installed 15
- Repaired Street Lights 6

*Utility Maintenance (David Durrance):*

- Inspected and Serviced Liftstations 9