

Lake City Staff Weekly Report

Week ending January 28, 2011

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Staff began work on the Unclaimed Property Report which is due April 30. We are currently identifying owners of unclaimed funds who have left the area through a due diligence process. For the 2010 Report all funds the City is holding are utility deposit refunds. These funds are turned over to the State of Florida annually if unclaimed.
- Requested grant reimbursement from Department of Transportation for \$142,910 on the New Airport Terminal.

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

- Provided additional City employee census reports to vendors.
- Prepared and provided overtime report to FRS.
- Facilitated Employee Awards Banquet Committee meeting.
- Received insurance payment for damage at Airport.
- Prepared Airport reports.
- Completed pre employment scheduling for seven new Police Officers.

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.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred thirty one invoices.
- Bid opening for the annual contract for aviation fuels for the Lake City Municipal Airport is scheduled for February 1, 2011.
- Obtaining information for approval of piggyback on contract with Utility Services Associates for water distribution system leak detection for Water Plant.
- Extended our annual asphalt contract with Anderson Columbia. The contract is in its final year and will expire on March 2, 2012.
- Preparing re-bid for S.W. Commerce Blvd. force main installation project.
- Ordered radios for the seven new police cars.
- Scheduled delivery of twenty six new fleet vehicles.
- Issued seven hundred ninety-nine items for City use.
- Total sales to date for surplus items listed on www.GovDeals.com are \$119,438.64

Airport General Manager Sawyer Reports:

- Airport Terminal construction continues smoothly with paving of the east parking lot and U.S. 90 entrance scheduled for January 31st. The installation of building structure cross bracing and final concrete pours were completed during the week.



- Fueling operations were seventeen per cent higher than the prior week producing \$13,800 in gross revenues on sales totaling 3,245 gallons. An increase in fuel sales to charter jets produced above average revenues for the past two weeks.
- Mr. Nick Harwell will report to his new duties next week as Airport “Assistant General Manager.” Nick’s duties will be focused on marketing of the Airport.

City Clerk Sikes Reports:

- Processed five (5) public records requests (annual total to date 31).
- Scanned in sixty one (61) pages into the OnBase Imaging System.
- Prepared three (3) proclamations.

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. The information will be presented to the CRA and Council for their approval to expand the boundaries early 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 March of 2011 and a draft plan presented in April 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. Seventeen applications have been submitted and nine (9) were approved by the CRA at the December 20, 2010 CRA meeting. There are currently 2 applications under review that will be presented to the CRA in February for approval.

CRA Annual Report: The Annual Report is due March 31, 2011. The DRAFT is complete and under review. The Final Report will be presented to the CRA in February.



Community Redevelopment Advisory Committee: Council reviewed the Draft Bylaws during November 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. Updates to the membership list are being added, and a master contact list will be prepared from this information. Joey Raulerson and Hilda Albritton are coordinating the tasks of the Public Works Department for vendor set-up, Downtown skirmish, and Parade activities.

Other:

- Meeting with representatives from Mercantile Bank to discuss lending opportunities for Affordable Housing.
- Coordinating efforts to re-establish a Downtown Farmers Market around the Lake DeSoto area.

Customer Services Director Harwell Reports:

• Phone Calls Taken	323
• Walk-up Customers Assisted	863
• Bills Generated	2707
• Late Notices Generated	706
• Number of Payments Collected	1776
• Total Payments Received	\$241,611.22
• Hours Spent Billing	68
• Hours Spent T & I/Collections	41
• Hours Spent Cycle Route Clean Up	1

Service Orders Generated:

• Field Service Orders	418
• Severn Trent	9
• Verify Shut-Off's	66
• Cut Off Non Pay	106
• Turn Back On	48

Pending Service Orders:

• Register Exchanges	9
• Repair Wire	3
• Meter Set	2
• Verify Shut-Off	66

Reads:

• Initial Read	45
• Final Read	26

Total Pending Service Orders to Date: 1252

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 21 emergency calls for service, with an average response time of 3 minutes and 33 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:***

- Processed and distributed pay request for recently completed projects

Planning:

• Zoning Determination Statements	5
• Land Files maintenance	3 Hrs
• Processing permits	8 Hrs
• Permits received and processed	19
• Permits issued	13
• 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 Excep, Variance or Land use Chg	4 Hrs
• Conducted Planning and Zoning Board Public Hearings	3 Hrs

- Location of cemetery plots 1 Hr
- Research ownership records City owned property 5 Hrs

Building Inspections:

- Permit applications received 12
- Permits issued 8
- Building inspections 7
- Plumbing inspections 6
- Electrical inspections 4
- Roof inspection 1
- Mechanical Inspections 3
- Plan reviews performed 24 Hrs
- Demolition inspections 1

Code Enforcement:

- New complaints received 5
- Property inspections performed 17
- Meeting with responding property owners/customers 5 Hrs
- Cases brought into voluntary compliance 1
- Notices of violations issued 4
- Prepare orders for Contractors Board 3 Hrs
- Notices of hearing issued 4
- Fund raiser permits issued 2
- 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 9
- Applications reviewed and ready to issue 6

Police Chief Gilmore Reports:

Departmental Highlights:

- Seven (7) officers have been offered employment and are currently going through pre-employment screenings.
- The Lake City Police Department held their annual awards banquet on January 25, 2011 to recognize outstanding employees as well as local businesses and citizens.
- Preparations for the Policeman's Ball are underway and information on this event will be available to the public in the very near future.

Criminal Investigations Division:

Total Cases Investigated:	22
Total Cases Solved:	6
Total Cases Unsolved:	16
Total Arrests:	2
Affidavits Filed:	2
Total Charges Filed:	4
Burglaries:	7
Sex Offense:	1
Criminal Mischief:	2
Thefts:	10

TAC UNIT SUMMARY REPORT

Unit Commander: Sergeant J. Byrd

Officers: PO1 L. Shallar / K9 (Issa)

PO2 K. Johns / K9 (Trooper)

Traffic Stops:	3
Infractions:	3
Traffic Assignments:	1
Property Checks:	1
Calls for Service:	4

Assaults:	1
Other:	1

Summary:

During this reporting period, Officer L. Shallar and I have not been working the road as often as normal. We have dedicated most of our time to K-9 training, preparing for the awards ceremony and preparing the FTO manuals.

Patrol Division:

Calls Answered:	817	Sex Offense:	1
On Views/ Police In:	551	Thefts:	19
Misdemeanor:	20	Drugs:	0
Felony:	8	Criminal Mischief:	5
Status 1 Gone on Arrival:	14	Missing Person:	0
Status 2 Unfounded:	7	Status 6 Accident Report:	11
Status 3 No Activity:	0	Status 7 Traffic Ticket:	55
Status 4 Misc. Incident:	623	Status 8 Traffic Warning:	53
Status 5 Incident Report:	72	DUI:	0
Homicide:	0	Misdemeanor Traffic:	7
Burglaries:	6	Infraction:	48
Robbery:	0	Warrant Arrest:	2
Assault:	8	Property Damage:	\$54,200
Opposing/Resisting:	0	Accident Injuries:	5

Recreation Director Little Reports:

Southside Recreation Center:



- Last week at Southside we recorded that there are about 45 kids that attend the center every day after school. In honor of Dr. Martin Luther King Jr.'s Birthday, the kids were all asked what their dream in life was. We chose a few of the dreams and they will be posted for display in the front of the building for the remainder of the month and also going into Black History Month.

Girls Club Center:

- We are currently in our Winter II Quarter. Monday was a holiday for us. On Tuesday, we had a guest speaker Elizabeth Free. On Wednesday, the girls participated in a cooking class and we made jello cups. On Thursday, we played a game of kick ball. 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:

- 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 6:30 p.m. at Teen Town. We will hold tryouts for our 12 and under, January 31 – February 2nd, 7th, and 9th from 5:30-7:00 p.m. Tryouts for the 15 and under, February 3rd, 4th, 8th, and 10th from 5:30 to 7:00 p.m. Our 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.

We will hold registration for our spring softball league from February 8th thru March 18th. Registration for T-Ball will be held on March 12th for returning players and March 19th for new players.

Recreation Programs:

- The popular Tae Kwan Do karate class will return on February 7th from 7:00-8:00 p.m. at Teen Town. 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 58
- Service Orders 25
- Repaired/Responded to Sewer Calls 8
- Repaired Water Lines 5
- Repaired Water Main 1
- Relocated Water Lines 11
- Installed Water Main (NE Aggie Ave) 155 feet

Distribution, Collections & Construction (Keith Hampton):

- W. US Hwy 90 12" Water Main Extension 66% complete
➤ (Working on acquiring easements)
- 12" Sanitary Force Main Extension 26% complete
➤ (Re-bidding)
- NE Aggie Ave 6" Water Main Extension 77% complete
- Tice Farms - 12" Reuse Water Line 48% complete
- 12" Eastside Water Main Extension 1% complete
➤ Phase II (11WM10)

Natural Gas (Joe Sheldon):

- Service Orders 183
- Locates 32

Public Works (Thomas Henry):

- Locates 24
- Responded to and Serviced Trouble Calls 3
- Responded to Citizen Calls/Complaints 5
- Signs Made/Installed 5
- Repaired Street Lights 6

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 9

Vehicle Maintenance (Kim Moore):

- Complaints /Repaired/Back in Service 8
- Routine Maintenance and Service 4
- Machines Fueled & Fluid Levels Checked 2

Wastewater Treatment Plant (Linda Andrews):

<ul style="list-style-type: none"> Gallons Treated 	2.317 MGD
<i>Water Plant (Steve Roberts):</i>	
<ul style="list-style-type: none"> Gallons Treated (Price Creek WTP) 	3.129 MGD
<ul style="list-style-type: none"> Gallons Treated (Brandon Brent WTP) 	.019 MGD