

Lake City Staff Weekly Report

Week ending February 11, 2011

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Requested Community Development Block Grant (CDBG) reimbursement in the amount of \$45,408.07.
- Staff is preparing General Accounting Standards Board (GASB) 40 and GASB 45 notes for the annual audit report.
- Preparing the Local Highway Finance Report which is due March 31. This report is required pursuant to Florida Statute 218.322 and filed through the Florida Department of Transportation. The purpose of the report is to assist Florida with receiving the maximum of federal transportation dollars. It is a report summarizing highway funding by local governments.
- Staff continues work on the Unclaimed Property Report which is due April 30. Due diligence letters as required by Statute are being mailed this week. 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.

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

- Completed all pre-employment screenings and orientation for seven new Police Officers.
- Posted two positions created for Growth Management.
- Facilitated Employee Award Banquet and Employee Service Award committee meetings, prepared agendas, awards nominations and service awards.
- Prepared Airport Reports.
- Processed bank deposits and invoices.

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

- Continued the Police Department computer refresh.
- Continued working on consolidation of websites for centralization of management.
- Continued the rebuild of City sites in new back-end program.
- City Datacenter project is nearly complete.
- Planning the migration to the new Datacenter.
- Attended Florida League of Cities conference.
- Completed security assessment of public safety building.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred eleven invoices.
- Processed three requisitions.
- Updated five vendor files.
- Established five new vendors.
- Scanned ninety four pages into OnBase Imaging System.
- Held bid opening on February 1, 2011 for the annual contract for aviation fuels for the Lake City Municipal Airport. Recommendation to award to sole bidder, Ascent Aviation, will be presented to City Council for approval on February 22, 2011.

- Prepared re-bid ITB-012-2011 for S.W. Commerce Blvd. force main installation project. Bid will be opened on February 14, 2011.
- Attended two free Professional Development seminars sponsored by the Tallahassee Area Chapter of the National Institute of Governmental Purchasing (NIGP).
- Received quotes from DemandStar on a combustible gas indicator for the Natural Gas department.
- Issued thirteen trucks from Enterprise fleet program to various departments.
- Issued eight hundred fifty items for City use.
- Entered three items for sale on GovDeals.com. Total sales to date for surplus items are \$119,763.64.

Airport General Manager Sawyer Reports:

- Aviation fuel sales were ten percent higher than the prior week producing \$11,300 in gross revenues on 2,630 gallons sold. Staff requested additional bids for control tower roof repairs, coordinated AT&T's repairs to the AWOS phone system and updated the sales computer inventory control program.
- Airport Terminal construction continued as inclement weather delayed paving of the east parking lot and U.S. 90 entrance road. Paving is now scheduled for February 11th. Construction of the building masonry walls is underway with an end of month completion date. Drainage swales were connected to the west end retention pond substantially completing that project.
- The joint City/County Board of Adjustments met during the week to consider a permit application for a tower location under a pending lease agreement between the City and TowerCom, Inc. The Board approved the application with TowerCom's agreement to install airport obstruction lighting and markings on the proposed tower. TowerCom will next request approval of the Columbia County Planning and Zoning Board.

City Clerk Sikes Reports:

- Processed fourteen (14) public records request (annual total to date 46).
- Scanned in nine hundred and nine (909) pages into the OnBase Imaging System (annual total to date 3,113).
- Attended three (3) Sunshine applicable meetings (annual total to date 4).
- Prepared one (1) set of official minutes.
- Provided one (2) complimentary notaries (annual total to date 16).

Community Redevelopment Administrator Kite Reports:

CRA Plan Update: In order to expand the CRA boundaries, data and analysis have been gathered for the Finding of Necessity. The information was presented to the CRA for their approval to expand the boundaries at the February 7, 2011. It will now be presented to the Council with the CRA's recommendation for approval at the March 7, 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 after the expansion process has been completed and a Draft plan presented within the next several months.

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 3 more

applications that are completed and being reviewed, they are expected to be presented to the CRA in February for approval.

CRA Annual Report: The Annual Report is due March 31, 2011. I have completed the DRAFT which is currently being reviewed. I expect to present the Final Report 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. I currently have received 7 applications and will be presenting them to Council in February for review. **Persons still 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, February 9, 2011. Updates to their membership list have been added, and I created 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.

Other:

I went with representatives from SunState Federal Credit Union and Greater Lake City CDC to Gainesville and met with representatives from the Gainesville CRA. We were given an overview of their program and toured several completed and future developments to include; Fifth Avenue / Pleasant Street, Quinn Jones House Restoration, 802 NW 5th Avenue Commercial Building, Model Block Program (Pleasant Street), Historic Heritage Trail, Bethel Station, Depot Park, Hampton Inn, The Palms, Porter's SW 3rd Street Improvements, Power District Redevelopment

I coordinated a meeting on Tuesday, February 8, 2011 to discuss efforts to re-establish a Downtown Farmers Market. Nichelle Demorest, Horticulture Agent II University of Florida/IFAS Columbia County Extension, Sharon Yeago, National Farmers Market Coalition President, Derek Barber, Columbia County Extension Agent, Greg Harden, Florida Farm Bureau, Dennille Folsom, Chamber of Commerce Executive Director, Steven Dicks, USDA Rural Development Area Specialist, Wendell Johnson and I all met and discussed process of reorganization and structuring a new Farmers Market for the Downtown. Several ideas have been pitched and further meetings will take place to formulate a concise plan for reestablishment of the Market.

Possible relocation of the Columbia County Museum to the Vann property on South Marion Avenue I previously met with the Museum Staff on Saturday, October 2, 2010 and discussed their options concerning relocation within Downtown. Museum staff was very interested in the possibility and will be spending the next few months doing research into cost of repairs and other operational costs associated with relocation. A follow-up meeting is scheduled for March 2, 2011 9:00 a.m. at the Museum.

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 16 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	1
Pre-Fire Plans	3
Fire Prevention/Education Events	2

Growth Management Director Lee Reports:

CDBG:

- Met with Bidder on lots to place Mobile homes
- Inspected homes to bid on regular grant (4)

Planning:

- Zoning statements issued 4
- Land Files maintenance 4 Hrs
- Processing permits 3 Hrs
- Permits received and processed 17
- Permits issued 14
- Process and request payments for CDBG 2 Hrs
- Prepare and transmit month end reports to county, and state 4 Hrs
- Applications reviewed Sp Excep, Variance or Land use Chg 2 Hrs
- Prepared legal advertisement for Special Exception 2 Hrs
- Prepare and mail Board Meeting Notification to Concerned persons 2 Hrs
- Transmitted two Ordinances for Legal Review (zoning) 2 Hrs
- Conducted Public Hearing to Planning and Zoning Bds. 3 Hrs

Building Inspections:

- Permit applications received 17
- Permits issued 14
- Building inspections 7
- Plumbing inspections 4
- Electrical inspections 3
- Roof inspection 4
- Mechanical Inspections 3
- Plan reviews performed 16 Hrs

Code Enforcement:

- New complaints received 5
- Property inspections performed 8
- Meeting with responding property owners/customers 1 Hr
- Cases brought into voluntary compliance 1
- Notices of violations issued 1
- Prepare orders for Contractors Board 3 Hrs
- Notices of hearing issued 1
- Fund raiser permits issued 3
- Update weekly Code Enforcement Log 2 Hrs
- Public records request (12) 4 Hrs
- Assisting Customer Service with zoning and code issues 3 Hrs
- Assisting customers with Business tax receipts 1 Hr
- Prepared Board agendas and case presentations 4 Hrs

Business Tax Receipts:

- New applications for Business Tax 1
- Applications reviewed and ready to issue 4

Police Chief Gilmore Reports:

Major Case Synopsis:

- On February 01, 2011 at approximately 6:50 p.m. Officer Donald Miles responded to Sears located at 2724 SW U.S. Hwy 90 in reference to a theft. Officer Miles spoke with Sears Manager Robert Carter. Mr. Carter reported that a chain was cut and a riding mower was stolen from the front of the business. A review of the businesses surveillance video shows two white males cutting the chain and pushing the mower away. The mower model is unique in that it has four wheel steering. The lawn tractor is a red Craftsman Revolution model number 28933, with 20 inch rear tires, and a 42 inch mower deck, containing 2 hi-lift blades. The tractor also has an adjustable seat with a high back and arm rests.
- Officers responded to the Lake City Police Department, Sunday, February 6, 2011 at approximately 11:49 am at the request of a citizen standing in the lobby stating he has a rocket in the parking lot. The citizen stated while driving on Labonte St. in the area of Brady Circle he noticed the device laying in the grass. Upon visual examination by officers with prior military experience, it was determined the device was a live high-explosive military rocket. The Alachua County Sheriff's Office Explosive Ordnance Disposal Unit was immediately requested. Upon Alachua County EOD's arrival, they identified the explosive as a M427 rocket with 2.3 pounds of composition B which is a mixture of TNT and semtex, both of which are highly explosive. Alachua County EOD did not have the means to transport this device, resulting in us contacting the United States Navy Explosive Ordnance Disposal Unit at Mayport NAS, Jacksonville. They advised us to set a perimeter for safety causing us to close Main Blvd for approximately 2 hours. The US Navy was able to safely transport the device to the Osceola shooting range with an escort from LCPD along with Columbia County EMS and Lake City Fire Department and safely dispose of the device.

Departmental Highlights:

- The Lake City Police Department would like to welcome our new officers:

Garrett Register
Bernard Hilson
Winston Benjamin
Jonathan Dickison
Tammy Williams
Joseph Wilkerson
Larry Thomas

Congratulations and good luck!

Criminal Investigations Division:

Total Cases Investigated:	19	Sex Offense:	3
Total Cases Solved:	5	Criminal Mischief:	1
Total Cases Unsolved:	14	Missing Person:	1
Affidavits Filed:	1	Thefts:	6
Total Charges Filed:	1	Assaults:	1
Burglaries:	4	Other:	2
Robberies:	1		

TAC UNIT SUMMARY REPORT

Officers: Officer K. Johns (K-9 Trooper)
Officer L. Shallar (K-9 Issa)

Traffic Stops:	9
Suspicious Person(s):	5
Property Checks:	1
Calls for Service:	5

Summary:

During this reporting period Officer L. Shallar used the majority of his time preparing the training manuals, scheduled/ conducted meetings and coordinating training functions with the other Field Training Officers for the seven (7) new recruits that will begin on February 7, 2011. Officer Johns utilized his time for K-9 training and also assisted in the preparations for the new recruits. During the periods of time that were not involved in K-9 training or the Field Training Officer functions the above statistics occurred.

Patrol Division:

Calls Answered:	628	Thefts:	13
On Views/ Police In:	409	Drugs:	2
Misdemeanor:	19	Criminal Mischief:	4
Felony:	4	Missing Person:	3
Status 1 Gone on Arrival:	7	Status 6 Accident Report:	11
Status 2 Unfounded:	1	Status 7 Traffic Ticket:	33
Status 4 Misc. Incident:	508	Status 8 Traffic Warning:	40
Status 5 Incident Report:	50	Misdemeanor Traffic:	5
Burglaries:	6	Infraction:	28
Robbery:	1	Warrant Arrest:	1
Assault:	4	Property Damage:	\$59,200
Opposing/Resisting:	3	Accident Injuries:	2
Sex Offense:	1		

Recreation Director Little Reports:

Southside Recreation Center:

- Last week at Southside, we noted that we have a total of 56 students that attend the center at least 3 days out of the week. We also let the children finish up on their artwork for the Black History Month Art Contest that will be held here at the center on February 19, 2011. All the kids have done a wonderful job and after the contest their artwork will be on display at the center.

Girls Club Center:

- We are currently in our Winter II Quarter. Our Spring Quarter registration starts February 22 and goes through March 4 for the next session. Monday the girls played inside games. On Tuesday, we had a guest speaker, Elizabeth Free come and talk to the girls about friends. Wednesday was early dismissal for the secondary schools and they made chex mix snacks for all the girls. On Thursday, we had a cup stacking contest. 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:

- Tryouts for our travel basketball teams will be held on the following dates. Our 12 and under for February 8, 10, 5:50pm – 7:00 p.m. Our 15 and under February 9, 5:30 p.m. – 7:00 p.m. The 31st Annual Blue Grey Fun Run registration forms are now available. All t-shirts have been ordered. We will have a few extra shirts available for

purchase at the event. The Fun Run is held on Saturday during the Olustee Festival. Registration for our spring softball will be held from February 28 through March 18, 2011. There will be a coaches/managers meeting on Thursday, March 10 at 6:30 p.m. at the Girls Club. Registration for T-Ball will be held on March 12 for returning players and March 19 for new players. There will be a coaches meeting on Thursday April 7 at 6:30 p.m. at the Girls Club.

Recreation Programs:

- The popular Tae Kwan Do Karate class returned on February 7 from 7:00 p.m.-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, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

Maintenance:

- Routine maintenance as usual

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- | | |
|-------------------------------------|-----------|
| • Locates | 51 |
| • Service Orders | 43 |
| • Repaired/Responded to Sewer Calls | 5 |
| • Repaired Water Lines | 4 |
| • Repaired Backflows | 2 |
| • Sewer Availability Verifications | 12 |
| • Mowed and Cleared for Reuse Line | 1200 feet |

Distribution, Collections & Construction (Keith Hampton):

- | | |
|---|--------------|
| • W. US Hwy 90 12" Water Main Extension | 63% complete |
| ➤ (Working on acquiring easements) | |
| • 12" Sanitary Force Main Extension | 26% complete |
| ➤ (Re-bidding) | |
| • NE Aggie Ave 6" Water Main Extension | 97% complete |
| • Tice Farms - 12" Reuse Water Line | 60% complete |
| • 12" Eastside Water Main Extension | 1% complete |

Natural Gas (Joe Sheldon):

- | | |
|-----------------------|--------------|
| • Service Orders | 474 |
| • Locates | 24 |
| • Residential Surveys | 75% complete |

Public Works (Thomas Henry):

- | | |
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| • Locates | 25 |
| • Responded to and Serviced Trouble Calls | 4 |
| • Responded to Citizen Calls/Complaints | 3 |
| • Signs Made/Installed | 8 |

Utility Maintenance (David Durrance):

- | | |
|---------------------------------------|----|
| • Inspected and Serviced Liftstations | 10 |
|---------------------------------------|----|

Vehicle Maintenance (Kim Moore):

- | | |
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| • Complaints /Repaired/Back in Service | 11 |
| • Routine Maintenance and Service | 4 |
| • Machines Fueled & Fluid Levels Checked | 8 |

Wastewater Treatment Plant (Linda Andrews):

- | | |
|-------------------|-----------|
| • Gallons Treated | 2.573 MGD |
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Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 2.874 MGD
- Gallons Treated (Brandon Brent WTP) .016 MGD