

## Lake City Staff Weekly Report

### Week ending March 4, 2011

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

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

###### *Finance (Donna Duncan):*

- In compliance with the Unclaimed Property Report, Due Diligence letters have been mailed to utility account holders who have an unclaimed refund balance of \$50 or more as of December 31, 2009. Account holders have until April 15, 2011 to claim their funds from the City before they are turned over to the State Bureau of Unclaimed Property in Tallahassee.
- Staff has resumed billing of Airport Rental and Sales accounts and Septage.
- Purvis Gray and Co, the City's independent auditor, has provided the first draft of our 2010 Audited statements for review. Staff has reconciled the financial statements and returned them to PG for the incorporation into the second draft. Completion of the audit is expected within 30 days.
- Revisions to the City Investment Policy are being formulated by Staff for review by City Manager.
- Dave Parsons, CPA with Sungard provided a training session for Finance staff on the Naviline Budgeting Module. Staff is working to implement the module to be used in the preparation of the 2012 Budget. The budget module is designed to be an interactive program that can be utilized by City staff on the departmental level. Staff will be implementing a training session in the near future.

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

- Deleted thirteen vehicles from our insurance schedule.
- Added three F-550 trucks to our insurance schedule.
- Completed our Awards Banquet.
- Received payment for one totaled Crown Victoria used by the Fire Department.
- Filed one first aid claim.
- Orientation of new Police Dispatchers.
- Assisted a retired employee with Cobra Insurance application.
- Prepared one public records request.

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

- We are very near completion of 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 the migration to the new Datacenter.
- Completed ceiling on FHP Tower building.
- Completed installation of Security Camera system in Public Safety building.
- Completed installation of proximity security system at Public Safety building.

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

- Processed two hundred fifty one invoices.
- Processed five requisitions.
- Updated sixteen vendor files.
- Established one new vendor.

- Scanned one hundred twenty two pages into OnBase Imaging System.
- Prepared and posted Request for Quotes for a consultant for the Farmers Market Operation. Quotes are due on March 4, 2011.
- Preparing Invitation to Bid for Cathodic Protection for the Natural Gas Department.
- Issued ten new vehicles on the Enterprise Fleet Program.
- Issued nine hundred four items for City use.
- Entered six items for sale on GovDeals.com.
- Sold nine items on GovDeals.com. Total sales to date for surplus items are \$142,076.40.

#### **Airport General Manager Sawyer Reports:**

- Weekly fuel sales were excellent producing \$15,500 in gross revenues on 3,460 gallons sold. February sales showed a 3% increase over gallons sold during February 2010, while FY10/11 sales to date totaled 58,500 gallons, equaling FY09/10 sales for the same period. Overall, sales are on track to equal prior year sales of 137,000 gallon.
- Staff coordinated AT&T's replacement of a damaged AWOS phone line, rewired several main runway lights, prepared monthly fuel inventory/sales reports and revised the inventory computer program to prevent loss of data. Resealing of the control tower roof is scheduled for Wednesday, March 9<sup>th</sup>. RCRA Johnson Roofing of Lake City will be performing the work.
- Assistant Manager Harwell attended the quarterly FDOT Aviation System Planning Committee meeting in Crystal River on March 2<sup>nd</sup>. Nick presented a well received power point presentation highlighting stages of the airport terminal construction project. Nick also designed a potential logo design for new airport signage, worked with IT staff to update the airport webpage and continues to review airport market development strategies.
- Airport Terminal Construction continued on schedule during the week. Outside wall work is scheduled for end of week completion while roofing bar joists and trusses are now fully installed. Roofing deck, inside wall framing, ductwork and electrical wiring installations are scheduled for the weeks of March 8 through March 18.

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

- Processed seventeen (17) public records request (annual total to date 79).
- Scanned in one hundred eighty seven (187) pages into the OnBase Document Imaging System (annual total to date 3,300).
- Provided ten complimentary notaries (annual total to date 27).
- Prepared one proclamation (annual total to date 10).

#### Upcoming dates of interest:

Monday, March 7, 2011	6:00 PM	CRA Meeting (City Hall)
	7:00 PM	City Council Meeting (City Hall)

#### **CRA Administrator Kite Reports:**

*Downtown Farmers Market:* City staff has been working for several weeks to re-establish and greatly improve a Downtown Farmers Market. A key meeting was recently held with the

participation of the City Manager, City CRA Administrator and representatives from the University of Florida/IFAS, Columbia County Extension Office, National Farmers Market Coalition President, Columbia County Extension Agent, Florida Farm Bureau, Chamber of Commerce Director, and USDA Rural Development. The meeting objective was to discuss the process of reorganization and structuring a new Farmers Market for the Downtown. Request for services to develop a sustainable Farmers Market operation within the CRA District have been advertised and Quotes for Services are being accepted with a closing date of March 4, 2011. The group identified several options for market location and logistics. Once a consultant has been hired other planning meetings will be held to finalize the arrangements. A kick-off event is being planned for May 2011.

*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 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 4 more applications that are completed and are to be presented to the CRA in March for approval.

*CRA Annual Report:* The Annual Report is due March 31, 2011. The Final Report will be presented to the CRA in March 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.**

### **Fire Chief Tunsil Reports:**

The Lake City Fire Department responded to 22 emergency calls for service, with an average response time of 5 minutes and 07 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:*

- Received and opened bids for two emergency set-aside bids for replacement mobile homes. Placed on council agenda for action

### *Planning:*

- Zoning statements issued 4
- Land Files maintenance 3 Hrs
- Processing permits 5Hrs
- Permits received and processed 13
- Permits issued 18
- Prepared and conducted Planning Board Hearings 3 Hrs
- Transcribed minutes of Board meeting 2 Hrs
- Applications reviewed Sp Excep, Variance or Land use 2 Hrs
- Prepared legal advertisement for Special Exception 2 Hrs
- Prepared meeting notification correspondence to petitioners 2 Hrs
- Prepared two resolutions for Council agenda 1 Hr

### *Building Inspections:*

- Permit applications received 13
- Permits issued 18
- Building inspections 29
- Plumbing inspections 3
- Electrical inspections 8
- Roof inspection 2
- Mechanical Inspections 3
- Plan reviews performed 8 Hrs
- Sign inspection 2
- Demolition inspections 1

### *Code Enforcement:*

- New complaints received 4
- Property inspections performed 5
- Meeting with responding property owners/customers 4 Hrs
- Cases brought into voluntary compliance 3
- Notices of violations issued 3
- Notices of hearing issued 3
- Fund raiser permits issued 1
- Update weekly Code Enforcement Log 2 Hrs
- Public records request (7) 1 Hr
- Assisting Customer Service with zoning and code issues 3 Hrs
- Assisting customers with Business tax receipts 1Hr

### *Business Tax Receipts:*

- New applications for Business Tax 1
- Pet License renewals 3

## **Police Chief Gilmore Reports:**

### *Departmental Highlights:*

Final planning is currently in the works for the 18<sup>th</sup> Annual Policeman's Ball that will be held Saturday March 12, 2011 at the Lake City Country Club.

*Criminal Investigations Division:*

Total Cases Investigated:	10	Total Charges Filed:	2
Total Cases Solved:	5	Missing Person:	2
Total Cases Unsolved:	5	Thefts:	6
Affidavits Filed:	2	Assaults:	1

Tac Unit Summary Report:

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

The TAC Unit (Officers Shallar and Johns) officers are currently assigned new recruits whom they will continue to train for the remainder of the fourteen (14) week Field Training Officer program.

*Task Force Unit Summary:*

On Sunday, February 27, 2011, the Columbia County Multi-Jurisdictional Task Force concluded a lengthy undercover narcotics investigation. Task Force Detectives have been investigating the illegal sale of prescription medications and illicit drugs in Columbia County. MJTF Detectives have worked for many months on this lengthy and complex investigation that culminated in multiple arrests. Detectives made multiple arrests for conspiracy with to obtain and sell prescription medications and illegal narcotics. Detectives estimate that over 600 pills were obtained, sold and/or purchased by the defendants during the length of the undercover investigation. In addition to the prescription narcotics, crack cocaine was also purchased and sold by the defendants. These arrests are a testament to the dedication of Columbia County law enforcement and their tenacity to rid this community of the illegal drug trade. Additional arrests are pending as this investigation moves forward. The Columbia County Multi-Jurisdictional Task Force is comprised of detectives from the Columbia County Sheriff's Office, Lake City Police Department, Florida Department of Law Enforcement and the U.S. Drug Enforcement Administration.

*Patrol Division:*

Calls Answered:	916	Thefts:	8
On Views/ Police In:	516	Drugs:	7
Misdemeanor:	29	Criminal Mischief:	6
Felony:	4	Missing Person:	2
Status 1 Gone on Arrival:	20	Status 6 Accident Report:	9
Status 2 Unfounded:	8	Status 7 Traffic Ticket:	47
Status 4 Misc. Incident:	705	Status 8 Traffic Warning:	91
Status 5 Incident Report:	59	DUI:	1
Burglaries:	1	Misdemeanor Traffic:	15
Robbery:	1	Infraction:	32
Assault:	7	Warrant Arrest:	4
Opposing/Resisting:	1	Property Damage:	\$23,230
Sex Offense:	1	Accident Injuries:	1

**Recreation Director Little Reports:**

*Southside Recreation Center:*

- Last week at Southside, we had our annual Southside Art Fest that is held every year in February. There were elementary schools in the show. The theme for this year's show was Friendship. We had about 100 people show up to enjoy the art work made

by local students. We also had 8 of Southside's own students enter their artwork in the contest.

*Girls Club Center:*

- We are currently in our Winter II Quarter. Our Spring Quarter registration is going on through March 4 for the next session. Monday we were closed for President's Day. On Tuesday, we have a guest speaker, Elizabeth Free come and talk to the girls. On Wednesday, the girls made a variety of muffins to enjoy. On Thursday, the girls played a game of softball. On Friday, the girls watched a movie, Open Season 3. 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 our spring softball league is now being held from February 28 thru March 18, 2011. There will be a coaches/managers meeting on Thursday, March 3 at 6:30 p.m. at the Girls Club. All coaches/managers are urged to attend. There will be a meeting for everyone who would like to officiate in the upcoming softball seasons on Thursday March 10, 2011 at the Girls Club at 6:30 p.m. 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:*

- We are also continuing to offer classes in Cardio Kickboxing and Toning, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

*Maintenance:*

- The irrigation system at Memorial Stadium is now installed with a state of the art watering design. Thanks to the Public Works and Maintenance Department staff, we saved about \$3,000.

**Utilities Executive Director Clanton Reports:**

*Distribution & Collections (Richard Lee):*

- |                                     |          |
|-------------------------------------|----------|
| • Locates                           | 55       |
| • Service Orders                    | 19       |
| • Repaired/Responded to Sewer Calls | 14       |
| • Repaired Broken Water Lines       | 3        |
| • Installed Reuse Line              | 160 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     | 42% complete |
| ➤ (Re-bidding)                          |              |
| • Tice Farms - 12" Reuse Water Line     | 62% complete |
| • 12" Eastside Water Main Extension     | 1% complete  |

*Natural Gas (Joe Sheldon):*

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|--------------------------|--------------|
| • Service Orders         | 361          |
| • Locates                | 30           |
| • NW Residential Surveys | 30% complete |

*Public Works (Thomas Henry):*

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|---|----|
| • Locates                                 | 38 |
| • Responded to and Serviced Trouble Calls | 4  |

• Responded to Citizen Calls/Complaints	2
• Street Light Repairs	3
• Cleaned up from Olustee Festival	
<i>Utility Maintenance (David Durrance):</i>	
• Inspected and Serviced Liftstations	14
<i>Vehicle Maintenance (Kim Moore):</i>	
• Complaints /Repaired/Back in Service	9
• Routine Maintenance and Service	2
• Machines Fueled & Fluid Levels Checked	6
<i>Wastewater Treatment Plant (Linda Andrews):</i>	
• Gallons Treated	2.380 MGD
<i>Water Plant (Steve Roberts):</i>	
• Dead-Ends Flushed	8
• Gallons Treated (Price Creek WTP)	3.031 MGD
• Gallons Treated (Brandon Brent WTP)	.018 MGD
<i>Customer Service (Dorothy Tyre):</i>	
• Phone Calls Taken	499
• Walk-up Customers Assisted	927
• Bills Generated	2953
• Late Notices Generated	624
• Number of Payments Collected	1740
• Total Payments Received	\$262,182.42
• Taps Processed	2
<u>Service Orders Generated:</u>	
• Field Service Orders	499
• Severn Trent	1
• Verify Shut-Off's	52
• Cut Off Non Pay	127
• Turn Back On	113
<u>Pending Service Orders:</u>	
• Register Exchanges	2
• Verify Shut-Off	52
<u>Reads:</u>	
• Initial Read	69
• Final Read	45
<u>Pending Service Orders to Date:</u>	1492