

Lake City Staff Weekly Report

Week ending Date, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweeie Tyre):

- Finance staff continues to work on revenue projections for the FY 2011 Budget. An analysis of departmental expenses for budget projections is being compiled. Worksheets and activity listing for General Fund departments have been distributed. Budgets should be remitted to Finance no later than June 11th for the preliminary budget draft that will be used for Council workshop to be held June 21st for the general fund budget.
- Items approved as surplus will be sold at the upcoming auction and removed from Fixed Assets at that time. Staff is in the process of compiling an updated asset report to be distributed to each department for their review. The tagging of assets will begin once this review is complete.
- The Finance staff has started to build a wage projection for the City's insurance carrier to use for calculating the 2011 Workers Compensation premium.
- Staff continues to work with Customer Service to review and edit the test bills related to the new Water/Sewer rates.

Human Resource/Safety/Risk Management (Gene Bullard)

- Processed paperwork for thirteen emergency Dispatcher applications and one Police Captain Application.
- Processed one hundred sixty seven invoices for payment by the Finance Department.
- Two separate orientation presentation meetings for nine new employees, four Police Officers and five temporary Girls Club Leaders.

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

- Planned for combined dispatch with communications group.
- Updated City internal and public websites.
- Continued work on Hillside Parkway plan and profile in C.A.D.
- Setup Gas Department for electronic reads for volume corrections at station.
- Began implementation of phone system survivability.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred sixty seven invoices.
- Updated eleven vendors
- Set up five new vendors
- Contacted GovDeals.com to arrange sell of surplus items online. Items that are currently declared will be set up on the GovDeals' website next week.
- RFQ-017-2010 Professional Engineering Services for the design of the new Waste Water Treatment Plant. Purchasing met with the Ranking Committee on Tuesday, May 25, 2010. Our next meeting will be June 8, 2010.
- Tree Trimming and Removal Annual Bid was re-advertised. Bids are due in by June 17, 2010, 11:00 A.M.
- Issued one thousand four hundred and five items for departments use.

Airport Director Sawyer Reports:

- Staff hosted a May 25th project review meeting attended by FDEP, the U.S. Army Corps of Engineers and the Corps' project manager, Parsons Technology Group. Parsons will sample three former shooting range sites in the airport industrial park for munitions waste during fourth quarter FY2010. A "no further action required" final report is expected.
- May fueling operations produced \$49,100 in gross revenues on 12,430 gallons, a 17% decrease from total gallons sold in May 2009. Gallons sold October through May 2010 totaled 95,820, a 21% decrease from same period prior year totals.

Community Redevelopment Administrator Kite Reports:

- CRA Plan Update: A Services Agreement from IBI Group has been received by the City. A strategy meeting was held on May 18, 2010. Information is being gathered and meetings with focus groups are scheduled to begin by the end of June.
- Façade Grant Program and appropriation of \$50,000.00 of TIF Funds for the remainder of the current fiscal year was approved at the April 5, 2010 CRA meeting. 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.
- Demolition of Old City Gas Building and Old City Jail. Quotes were accepted until May 28, 2010 for the demolition and removal of the Old Gas Department, Old Jail and Pole Barn located at 249 NE Escambia Street. Work will begin on or about June 22, 2010.

Customer Service Director Harwell Reports:

- Phone Calls Taken 478
- Walk-up Customers Assisted 924
- Bills Generated 1126
- Late Notices Generated 836
- Number of Payments Collected 1944
- Total Payments Received \$219,945.48
- Hours Spent Billing 60
- Hours Spent T & I/Collections 38
- Hours Spent Training 40
- Tap Applications Processed 4

Service Orders Generated:

- Field Service Orders 420
- Severn Trent 10
- Verify Shut-Off's 28
- Cut Off Non Pay 108
- Turn Back On 111

Pending Service Orders:

- Repair Wire 3
- Need Remote 2
- Verify Shut-Off 27

Reads:

- Initial Read 43
- Final Read 26

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 43 Emergency calls for service, with an average response time of 5 minutes and 38 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	2
Fire Prevention/Education Events	3

Growth Management Director Lee Reports:*CDBG:*

- Received bids for replacement house on Texas St.
- Prepared resolution to award Bid for the June 7th Council Agenda
- Performed Inspection of Wade Rehab Project
- Prepared and paid 50% completion and set-up 100% inspection
- Issued two Change orders to Wade Rehab project

Planning:

- Zoning statements issued 7
- Land Files maintenance 3 Hrs
- Processing permits 5 Hrs
- Prepare and process legal ads for zoning petition 2 Hrs
- Permits received and processed 17
- Permits issued 13

Building Inspections:

- Building inspections 10
- Plumbing inspections 7
- Electrical inspections 7
- Swimming pool inspection 1
- Roof inspection 2
- Removal of illegal signs from right of ways 2 Hrs
- Property inspections (CRA) 4 Hrs
- Plan reviews performed 21 Hrs

Code Enforcement:

- New complaints received 11
- Property inspections performed 27
- Meeting with responding property owners 12 Hrs
- Cases brought into voluntary compliance 2
- Fines collected on violations \$450.00
- Notices of violations issued 7
- Fund raiser permits issued 5

Business Tax Receipts:

- New applications for Business Tax 11
- Applications reviewed and ready to issue 3
- Pet License renewals 7

Police Chief Gilmore Reports:*Executive Summary:*

The Command Staff has been very busy with meetings but continues to make progress with the Accreditation process including policies and procedures along with completing the new Field Training Manual.

Major Case Synopsis:

- May 27, 2010: Officers responded to the area of N.E. Aberdeen Street in reference to a person being shot. The investigation showed that a known black male had been shot once in the chest and once in the back upper leg. The male was flown to an area hospital where he was treated. A suspect was named in the shooting and was later arrested without incident.
- May 29, 2010: Officers responded to a neighborhood located in N.E. Lake City and observed a suspicious vehicle leaving a residence known for selling illegal narcotics. A traffic stop was conducted and the driver was arrested for felony drug possession.
- May 30, 2010: Officers responded to a residence located in S.E. Lake City in reference to a shooting. The investigation showed that two people had been shot in an apparent murder-suicide. At this time no charges have been filed and the investigation is continuing.

Departmental Highlights:

- May 28, 2010: Chief Gilmore attended the Annual Governors' Hurricane Convention. Classes were held to teach hurricane preparedness for administrative staff.
- May 28, 2010: The Lake City Police Department Honor Guard participated in the Memorial Day Event held at the Veterans Hospital in remembrance of all the Veterans were lost while serving their country.
- May 28, 2010: Four members of the Police Department assisted Florida Highway Patrol with their Memorial Day Weekend DUI and Safety Checkpoint. All west bound US 90 traffic was checked from the hours of 10:00pm until 2:00am, numerous tickets were issued by the consolidated effort of FHP, LCPD, and DOT.
- June 1, 2010: The Police Department has hired 4 new Officers who begin work this date.
- The Lake City Police Department is registered and is participating in the second wave of the Click-It-Or-Ticket program. This event will last until midnight June 6th.

June 1, 2010: Lieutenant John Stock attended the weekly 911 meeting and returned with the following:

- All of the dispatchers (Columbia County and L.C.P.D.) should be CPR certified by the end of the day on June 10, 2010.
- The air conditioning unit's (for the radio and server room) purchase and installation issue will be scheduled to go before the city's Public Safety committee for approval.
- On Wednesday, June 2, 2010 at 1:00 p.m. the North Florida Broadband Authority will conduct a survey the Franklin Street tower to evaluate its value for broadband use in our area.
- The possibility of a guard rail being placed in front of the telephone boxes that are located in front of the Emergency Operations Center is on hold until the area is checked for buried cables by "Call Before You Dig".

- A “911 Consolidated Dispatch” slide presentation is being developed to present to the County Commissioners and to the City of Lake City officials. During the slide presentation the vendors that are involved in this project will also be present to answer any questions. This presentation is planned for sometime this month.

CRIME STATISTICS

Patrol Division:

Calls Answered:	856
On Views/ Police In:	5566
Misdemeanor:	18
Felony:	11
Status 1 Gone on Arrival:	23
Status 2 Unfounded:	6
Status 4 Misc. Incident:	629
Status 5 Incident Report:	49
Homicide:	1
Burglaries:	3
Assault:	9
Opposing/Resisting:	1
Thefts:	11
Drugs:	1
Missing Person:	2
Status 6 Accident Report:	13
Status 7 Traffic Ticket:	67
Status 8 Traffic Warning:	78
Misdemeanor Traffic:	10
Infraction:	57
Warrant Arrest:	4
Property Damage:	\$35,120.00
Accident Injuries:	4

Criminal Investigations Division:

Total Cases Investigated:	6
Total Cases Solved:	3
Total Cases Unsolved:	3
Total Arrests:	0
Affidavits Filed:	3
Total Charges Filed:	4
Burglaries:	2
Criminal Mischief:	1
Thefts:	2
Assaults:	2
News Releases:	3

Recreation Director Little Reports:

Southside Recreation Center:

- Registration for our summer camp is going strong. The cost of this nine week camp is \$225.00 and there are 20 spots available. Campers will enjoy movies, skating, bowling, weekly special field trips, arts and crafts, guest speakers and much more. Last week our kids had a tennis tournament and a table tennis match. They also enjoyed popcorn and movie day on Thursday.

Girls Club Center:

- Girls Club leaders are working on their rooms getting them prepared and decorated for summer. Our summer program will begin on June 7th and run until August 6th. The cost is \$225.00 for nine weeks. We currently have 90 girls signed up .We will continue registration until all spots are filled. Girls Club staff provides homework tutorial for the girls when they arrive each day.

Athletics – Teen Town Center:

- The Adult Spring Softball league has come to an end. In our Commercial league, North Florida Glass finished in first place, Fouled Out came in second and Tubs-n-Stuff/O’Neal finished in third place. In our Church league, we had a tie for first

place between Evangel Church of God and The Garage/New Beginnings. The playoff for first place will be on Thursday, June 3rd at 7:00 PM. Christ Central's Black team finished in third place. Our Women's summer league will begin on Monday, June 7th at the Girls Softball complex on Bascom Norris Road.

Recreation Programs:

- Our Zumba classes are still going strong with three days of classes. We invite everyone to participate in our Lake City Guys and Gas dances on Friday night. This class is open to anyone 55 and over. We are continuing to offer classes in Tae Kwan Do, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

Maintenance:

- Our crew has been preparing our facilities for our summer programs. They pressure washed the Girls Club buildings and finished spreading mulch for their landscaping in preparation for summer. Routine maintain continues of all facilities.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 27
- Service Orders 33
- Meter Exchanges (Lenvil Dicks) 17
- Sewer Calls 2
- Broken Lines Repaired 11
- Installed Water Taps 4
- Installed 12" Water Main 60 ft.

Distribution, Collections & Construction (Keith Hampton):

- Eastside Water Main Project 90% complete
- Meter Exchange in Lenvil Dicks System 44% complete
- Columbia County Correctional Institute 99% complete

Natural Gas (Joe Sheldon):

- Service Orders 305
- Locates 22

Public Works (Thomas Henry):

- Locates 27
- Installed Stop Bars (vinyl) 4
- Responded to and serviced trouble calls 20
- Responded to citizen calls/complaints 17

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 3
- Smoked Tested Sewer Line 1

Vehicle Maintenance (Sam Curry):

- Routine Maintenance and Service 4
- Complaints /Repaired/Back in Service 17
- Machines fueled and fluid levels checked 6

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.837 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 3.634 MGD
- Gallons Treated (Brandon Brent WTP) .028 MGD
- Hydrant Flushing 78