

Lake City Staff Weekly Report

Week ending Feb 5, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- The Airport, Fire, Finance and Growth Management have completed the first phase of their inventory. Staff continues to work with departments to identify assets assigned to them. It is our goal to have inventory sheets complete by February 26. The next phase will be sorting Asset Disposition Forms and tagging assets.
- The Information Technology department has furnished a land map of City property. We are in the process of identifying each parcel with the asset number and department it is assigned to.
- Internal Revenue Service (IRS) Form 1099 processing is complete. The deadline for transferring data files to the IRS and Social Security Administration (SSA) is March 31. We are continuing to process files for transmittal.
- Finance and Purchasing are working together to update our Vendor files. Vendors should have an application and W-9 on file.
- Finance Department staff continues to work with Purvis, Gray, and Co. on the Fiscal Year (FY) 2009 audit.
- Staff has completed evaluating workmen's compensation projection for FY 2010 as compared to actual. No adjustments are needed.
- Staff is working on Unclaimed Property Report for 2009.
- Local Highway Finance Report for FY 2008-2009 is being compiled and will be submitted to Florida Department of Transportation before March 31st.

Human Resources/Risk Management (Gene Bullard):

- Compiled Police Department employees information requested by Chief Gilmore.
- Bi-yearly audit to check to validate driver's licenses for all employees who drive a City vehicle at any time.
- Filed all of the printed documents for the Driver's License check.
- Attended a one hour Excel class conducted by the Information Technology Department and completed assigned "homework".
- Processed paperwork on employee evaluations and sent to payroll.
- The air quality data was collected on the bottom floor by Glen Jones Inc. and has been sent off to be analyzed.
- Investigated a flooded home in the Turkey Creek subdivision. The hot and cold water valves were improperly installed causing the flooding. The home owner is calling the contractor to correct this problem.
- Investigated a person stepping on a storm drain cover, the cover moving causing him to fall and hurt his back. The storm drain cover is a Florida Department of Transportation (FDOT) maintained cover.
- Reviewing employee and city needs related to National Incident Command System training and what training levels are needed.

- Filed one workers compensation claim. This was a minor incident.

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

- Planned for combined dispatch with communications group.
- Had 2 training classes for employees on Excel.
- Completed address merge and verification model for ArcGIS.
- Created electronic template for employee evaluations.
- Attended FLGISA conference subjects of Cloud Computing and Records Management.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred seventy nine invoices.
- Scanned seventy nine documents into OnBase database.
- Currently working on a contract for Debt Collection Services. Scheduling conference call to discuss contract.
- Draft Invitation to Bid (ITB) for demolition of old city hall.
- Preparing Request for Proposal (RFP) for leasing general purpose city vehicles.
- Request for Qualifications (RFQ) committee meets today at 3:00 p.m. to short list highest five ranked candidates for interviews for Community Redevelopment Agency (CRA) update of the master plan.
- Tree Removal contract bid opening today, results will be available today.
- Prepared ITB-012-2010 for Pipe, Pipe Fittings and Fire Hydrants. This bid will be advertised in the Lake City Reporter on 2/9/10, Demandstar.com today and sent to Information Technology Department to post on our web page. Bid will open 2/18/2010 at 11:15 A.M.
- Larry Wilson and Debbie Garbett attended beginning Microsoft Excel class.

Airport Director Sawyer Reports:

- January fueling operations produced \$53,700 in gross revenues on 14,384 gallons, a 22 % decrease from gallons sold in January 2009. October through January sales totaled \$174,000 in gross revenues on 47,000 gallons sold, an 11% decrease from gallons sold October through January 2008-2009.
- Safford's Fire Extinguisher Service performed an annual airport fire extinguisher inspection during the week. The airport provides this equipment for the administrative offices, the maintenance shop, the control tower and the aircraft storage hangars.

Community Redevelopment Director Kite Reports:

Olustee Festival:

- We met Wednesday, February 3, 2010 at the Lake City Columbia County Public Library, Downtown Branch. This is the last planning meeting prior to the event and tasks are on schedule. Mr. Montgomery will be meeting with the Police Department to go over Parade information and planning. The Official Opening of the Olustee Festival begins on Friday, February 12, 2010 at 9:00 AM with a Memorial Service at Oak Lawn Cemetery (located off Washington Street under the overpass). The Memorial Service will be conducted by Dr. Alfonso Levy, and Sheriff Mark Hunter is the keynote speaker. There will also be an Opening Ceremony in Olustee Park at 12:00 noon on Friday, February 12, 2010. **City Council Members, City Manager, Police Chief and Fire Chief** are all encouraged to attend both of these ceremonies. The next Festival

meeting is scheduled for Wednesday, March 24, 2010 at 5:30 PM at the Columbia County Public Library.

Community Redevelopment Area:

- The contract for the demolition of the two City-owned properties has been executed and the Notice to Proceed has been issued. The contractor, Don's Septic and Fill, has obtained and completed their permit application and has submitted it through Growth Management.
- A review committee met last week on Thursday, January 14, 2010. We received seventeen (17) submittals for the Request for Qualifications to update the CRA Plan. The ranking process has been complete and the top three (3) applicants will be submitted to Council for interviews and selection.
- Purchasing Department has created a Draft invitation to bid for the demolition of Old City Hall.
- Preparation of the FY 2009 Annual Report for the CRA is underway. This will be submitted to the Community Redevelopment Agency and Council for approval prior to the March 31st deadline for submission to the State.

Citizens' Advocate Audre Washington Reports:

- Attended SV4Cs Community Partnership Meeting. (on-going)
- Coordinated Haiti Water Relief. (completed)
- Continuing to work with 4 families on their CDBG application. (on-going)
- Attended Wrap-up Meeting of MLK Celebration (completed)
- Attended Health Fair Planning Meeting. (pending)
- Attended Altrusa Planning Meeting for Girls' Summit. (pending)

Customer Director Harwell Reports:

- | | |
|---------------------------------|--------------|
| • Phone Calls Taken | 565 |
| • Walk-up Customers Assisted | 1261 |
| • Bills Generated | 3004 |
| • Late Notices Generated | 736 |
| • Number of Payments Collected | 2012 |
| • Total Payments Received | \$208,927.19 |
| • Hours Spent Billing | 72 |
| • Hours Spent T & I/Collections | 38 |
| • Hours Spent Training | 40 |

Service Orders Generated:

- | | |
|------------------------|-----|
| • Field Service Orders | 396 |
| • Severn Trent | 5 |
| • Verify Shut-Off's | 37 |
| • Turn Back On | 23 |

Reads:

- | | |
|----------------|-----|
| • Initial Read | 100 |
| • Final Read | 63 |

Total Pending Service Orders to Date: 1083

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 18 Emergency calls for service, with an average response time of 5 minutes and 13 seconds including automatic aid in the county area.

Fire Inspections/Plans Review	4
Pre-Fire Plans	4
Fire Prevention/Education Events	3

Growth Management Director Lee Reports:

CDBG:

- Inspected 5 homes for work write-ups
- Conducted Contractor/ Owner contract meeting to sign contracts for Edwards project
- Reviewed and mailed applicant eligibility notices for 5 additional projects

Permits and Inspections:

- Processed 15 new applications for review
- Completed review and issue of 7 permits
- Prepared monthly reports to County Tax Collector, Property Appraiser and Census agency
- Building inspections 5
- Plumbing inspections 2
- Roof inspections 2
- Electrical inspections 2
- Sign inspection 1

Planning:

- Issued 7 statements of Zoning
- Updated Land Files for HTE programs
- Processed invoices for CDBG projects
- Assisted CDBG applicants with application project
- Prepared and conducted Planning and Zoning Board Public Hearings for Zoning Actions
- Continued development of Ordinance to amend LDR's for access requirements
- Proofed and distributed notices and legal ads for public hearings (2)
- Transcribed minutes from Planning and Zoning Board Meeting
- Updated Zoning and Land Use maps to current Ordinances

Code Enforcement:

- Received 6 new complaints
- Performed 9 property inspections
- Issued 2 Notices of Violations
- Inspected 1 case brought into voluntary compliance
- Met with engineering firm to walk through Blanche Hotel property (3Hrs)
- Answered 2 public records request regarding Blanche Property
- Structure inspections for CRA (3)
- Log O&E reports for CRA properties (13)
- Preparation of Power Point Presentation for Code Board Hearings

Occupational Tax Receipts:

- Received 5 new applications for review
- Processed 4 application for receipt issue

Police Chief Gilmore Reports:

Preparations are underway to fill the current four Police Officer vacancies. As a result, the revised Field Training Officer Manual is in the final steps of completion. This revised manual will be utilized in the training of the upcoming four new officers. Command Staff is in the final stages of reviewing all the Police Officer's applications. Staff will be meeting next week to prioritize the interviewing of the applicants and setting potential interview dates.

Major Case Synopsis:

- *Operation North End* maintenance phase will continue with a heightened increase of visibility at various times during the week. During the course of Operation North End a subject was identified as a supplier and was arrested during the execution of a search warrant. Contact was made with the Drug Enforcement Administration in reference to this case. The Drug Enforcement Administration was able to obtain a federal indictment this past week and sentencing guideline arrange for 30 years to life in prison.
- In the evening of February 2, 2010 the Task Force and T.A.C. units executed a Search Warrant on the residence on N.W. Wilson Street, Lake City. This Search Warrant resulted in the finding of misdemeanor amounts (under 20 grams) of marijuana in two different locations within this residence. Two misdemeanor arrest warrants will be obtained from the State Attorney's Office in reference to this finding.
- February 2, 2010 the Task Force executed a Search Warrant on the residence at 394 Buffalo Court, Lake City. This Search Warrant resulted in two (2) arrest and the seizure of \$17,000 in cash along with crack cocaine and pills.

Departmental Highlights:

- The marked Lake City Police drone vehicle was parked in front of Walmart over the weekend in an attempt to detour shoplifting. While this drone unit was parked at Walmart there were not any reports of shoplifting. This drone vehicle will be parked at banks, shopping centers and along roadways to detour crime and traffic infractions.
- The Speed (radar) Trailer has been monitoring the traffic on West U.S. 90. This unit displays the vehicles speed to the motorist to remind them to stay aware of their speed and to drive safely. The trailer is also being used for marketing purposes of the police department
 - NOTE: With the hiring of the four new police officers, it is anticipated we will be able to form a motorcycle/traffic unit for enhanced traffic enforcement.
- Over the last week the Beulah Baptist Association has picked up many loads of supplies from our lobby that will be delivered to Haiti within the next couple of weeks.
- All twenty five (25) Sexual Offenders/ Predators that reside within the city limits were recently contacted and their addresses verified.
- Officer S. Shaw dedicated much of this week with the transition of the IT responsibilities to recently hired IT Technician Jamie Pelham. This will ensure Mr. Pelham will be able to take over Officer Shaw's IT duties in the very near future.
- Chief Gilmore met with Officer Shaw and Jamie Pelham to discuss potential computer applications to enhance police-citizen connectivity. For example, E-Policing or E-Alert, this will be an email blast to those who wish to be a part of this distribution. The email will consist of crime alerts, crime prevention tips,

and other pertinent information. This will be done when the Police website has been enhanced and improved.

CRIME STATISTICS

Patrol Division:

- Total Calls Answered: 954
- Accidents: 11
- Burglaries: 4
- Assaults: 3
- Sex Assaults: 0
- Citations: 37
- Arrests: 7
- Misdemeanor Charges: 21
- Felony Charges: 6
- Reports Written: 51
- Warnings Given: 91
- Driving Under the Influence: 1
- Warrant Arrest: 1
- Special Duty: 4
- Accident Injuries: 1
- Accident Property Damage: \$58,500

Recreation Director Little Reports:

Southside Recreation Center:

- We took a group of sixteen girls to the Greater Works Salon and Spa this week. The girls learned how to shampoo hair and how to put curlers into the hair. The girls in the weekly sewing class made large pillows with the favorite cartoon character fabric. Last week we had eighty (80) kids attend Southside daily.

Girls Club Center:

- The Girls have been practicing and preparing for the next cup stacking contest which is February 9th. Elizabeth Free from “Another Way” talked to the girls about bullying. Mrs. Free comes every Thursday and talks to the girls about bullying and plays a lot of fun games with them. All our new playground equipment is up and we are currently getting new mulch for the playground and landscaping at Girls Club. The girls are so excited to get to play on the new equipment.

Athletics-Teen Town Center:

- Registration for Adult Spring Softball League will be held March 1st thru March 18th. Our season will begin on April 12th. Registration for T-Ball for ages 4 thru 7 will be held in March, with the season starting on May 1st.

Recreation Programs:

- The Lake City Recreation Department will be offering a ZUMBA fitness class beginning on March 4th. We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizens activities. We now have over 300 children registered to participate in the 30th Annual Blue-Grey Fun Run. Registration for the race will continue until February 13th.

Maintenance:

- This week the maintenance crew finished installing the new mulch around the new playground equipment at Girls Club. They have also been doing some outside trimming and landscape work at the Girls Club with the new mulch.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 66
- Service orders 33
- Sewer calls 7
- Broken water lines repaired 3

Inspection, Distribution & Collections (Keith Hampton):

- Eastside Water Main Project 75% complete
- Meter exchange in Lenvil Dicks System 24% complete
- Columbia County Correctional Institute (CCI) Water Main Extension 24% complete

Natural Gas (Joe Sheldon):

- Locates orders 238

Public Works (Thomas Henry):

- Locates 38
- Street lights 12
- Signs 5
- Responded to and serviced trouble calls 12
- Asphalt repairs 8

Utility Maintenance (David Durrance):

- Inspected and serviced liftstations 10
- Inspected manholes 2
- Hydrant flushing 12
- Repaired sewer line/manhole at Cheek & Scott Drugs (West US Hwy 90)

Vehicle Maintenance (Sam Curry):

- Routine maintenance and service 5
- Complaints /repaired/back in service 9
- Machines fueled and fluid levels checked 11
- Miscellaneous maintenance 3

Wastewater Treatment Plant (Linda Andrews):

- Gallons treated 2.489 MGD

Water Plant (Steve Roberts):

- Gallons treated (Price Creek WTP) 3.147 MGD
- Gallons treated (Brandon Brent WTP) .018 MGD