

Lake City Staff Weekly Report

Week ending November 19, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Purvis, Gray and Company is on-site to begin the City audit for FY 2010. Staff is in full audit mode preparing the City's financials.
- The Finance Department is working with the Purchasing and Contracting Department on the surplus sale of Fixed Assets. Items that were approved for surplus by Council are being posted for sale on www.GovDeals.com. City property not classified as Fixed Assets that have been approved for surplus by Council is also being listed.
- Fiscal Year 2010 Workers Compensation Audit has been completed. Each year the City is required to complete an audit process related to payroll for purposes of determining exposure and final contributions for workers compensation. The audit process also reviews employee classifications for workers compensation.

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

- Facilitated Open Enrollment for City Employees.
- Prepared new Employee Handbook for printing.
- Filed one Worker's Comp Claim.
- Investigated two, City of Lake City, Police Department patrol car accidents.
- Processed all applications received for current job openings.
- Financial account of Airport account receivables and Waste Water Septage account receivables.
- Processed daily bank deposits.
- Processed invoices.

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

- Continued work on Columbia County combined dispatch center.
- Continued the Police Department computer refresh.
- Continued planning implementation for HR and Police document scanning project.
- Continued working on consolidation of websites for centralization of management.
- Completed the migration of the airport website to the City website.
- Began assessing the needs of future growth requirements for Information Technology.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred ninety invoices.
- Processed four requisitions.
- Updated five vendor files.
- Established six new vendors.
- Issued one vehicle card.
- Scanned sixty four pages into OnBase Imaging System.
- Contacted Volusia County to request approval to piggy-back on their contract with Cintas for uniform rental.

- Obtained quotes for Replacement of Electrical Panel at Memorial Stadium for Recreation Department.
- Obtained quotes for Gas Powered Walk-Behind Concrete Saw for Water Distribution.
- Held bid opening on ITB-001-2011 AWOS (Automated Weather Observation System) for the Lake City Municipal Airport.
- Held bid opening of ITB-002-2011 for Directional Drill for Water Distribution.
- Prepared bid ITB-003-2011 for Sanitary Force Main Extension for Sewer Collection. Bid opening is scheduled for December 7, 2010.
- Obtained quotes and scheduled asbestos survey for the Lake City Water Plant established in 1935 located at Alligator Lake. Will be preparing documents for demolition, removal and asbestos abatement.
- Obtained quotes and ordered materials for 6" water main extension on NE Aggie Avenue for Water Distribution.
- Obtained quotes and ordered two generators for Public Works.
- Ordered and received picnic table and benches for Fire Department.
- Issued two thousand seven hundred thirty two items for City use.
- Entered five surplus items for sale on <http://www.govdeals.com>.
- Sold six surplus items for on <http://www.govdeals.com>. Total sales to date are \$74,004.46.

Airport Director Sawyer Reports:

- Terminal project construction continued on schedule during the past two weeks. The excavation and successful compaction testing of the building pad earthwork have been completed. Work has begun on the U.S. 90 access road and the expansion of the parking lot east of the airport office building. Construction of the west end retention pond is seventy per cent completed.
- The Public Works Department began work at the Great South Timber facility during the week. The month long project includes cleaning and extending drainage canals and access roads. The plan of work has been approved by the Suwannee River Water Management District.
- The jet fuel truck has been returned to service following repair work by the Mobile Maintenance Department. The substitute fuel truck has been returned to Ascent Aviation. Fueling operations for the past two weeks averaged \$23,400 in revenues on 5,800 gallons sold. Increased jet fuel sales produced the above average volumes.

City Clerk Sikes Reports:

- Processed twenty (20) public records requests (annual total to date 570 requests).
- Scanned in eight hundred ninety-three (893) pages into the Onbase Document Imaging System.
- Participated in FACC (Florida Association of City Clerks) Webinar.
- Provided presentation to Live Oak Charter Review Board relating to Charter Process.

Upcoming dates of interest:

Thursday, November 25, 2010
Friday, November 26, 2010

City Hall Closed (Thanksgiving)
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Community Redevelopment Administrator Kite Reports:

CRA Plan Update: The IBI Group Agreement for Professional Services was approved by the CRA Board during September 2010. This will extend their original contract date an extra two months to complete a Finding of Necessity supporting expansion of the CRA boundaries and to include any expansion into the Plan Update. Once all the statistics have been analyzed a recommendation will be submitted to the CRA and City Council for approval of the expansion of the boundaries. Once this is complete IBI Group, Inc. will then continue drafting the CRA Master Plan Update.

Façade Grant Program. The City has appropriated \$50,000.00 of TIF Funds for the 2011 fiscal year. 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 have been reviewed and are complete and ready for submittal to the CRA for approval. The Façade Grant Policy is being revised by Mr. Darby and should be ready by December 5, 2010 Council meeting.

Community Redevelopment Advisory Committee. Council reviewed the Draft Bylaws at their meeting on Monday, November 15, 2010. Council made a recommendation to advertise the initial available positions to this board and authorized advertisement for applications.

Santa Photo Night. Decorating Downtown including Olustee Park will be completed this week. Public Works crews decorated the light poles and trees along Marion Avenue and within the park. Volunteers spent, Monday and Tuesday, November 8 and 9 decorating all the lower shrubs and bushes of the park as well as decorating Santa's Workshop. Volunteers from Church on the Way also repainted Santa's Sleigh and set up the Nativity in the park. A picture slide show of the volunteers at work will be posted to our website.

Olustee Festival:

Planning has begun for the Olustee Festival. Jackie attended a meeting on Wednesday, November 17. Updates to their membership list are being added, and I am creating a master contact list from this information.

Customer Services Director Harwell Reports:

- | | |
|---------------------------------|--------------|
| • Phone Calls Taken | 294 |
| • Walk-up Customers Assisted | 963 |
| • Bills Generated | 985 |
| • Late Notices Generated | 705 |
| • Number of Payments Collected | 1590 |
| • Total Payments Received | \$171,170.87 |
| • Hours Spent Billing | 68 |
| • Hours Spent T & I/Collections | 36 |
| • Taps Processed | 3 |

Service Orders Generated:

- | | |
|------------------------|-----|
| • Field Service Orders | 322 |
| • Verify Shut-Off's | 78 |
| • Cut Off Non Pay | 8 |
| • Turn Back On | 22 |

Pending Service Orders:

- | | |
|----------------------|----|
| • Register Exchanges | 4 |
| • Verify Shut-Off | 53 |

Reads:

• Initial Read	11
• Final Read	4
<i>Total Pending Service Orders to Date:</i>	1114

Citizen's Advocate Washington Reports:

- Continuing to work with the Children's Medical Center (Vanessa Villar) on their proposal to house an after-school program on City property. Met with Kerceus Andre and Lisha Martin as they presented their proposal to Mr. Johnson. (completed)
- Spoke with Gene Bullard again about Mr. Charles Jackson's concern on his Workman's Comp. Still waiting on copies of letters sent from WC. (on-going)
- Attended March of Dimes set-up meeting. Ordered cardboard trash bins from SWS for the Community Banquet. Banquet last week on November 11 at 5:30p – Columbia County Fairgrounds. (completed)
- Attended RMS Community Partnership Program. (on-going)

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 37 Emergency calls for service, with an average response time of 5 minutes and 34 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
Pre-Fire Plans	4
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:

Planning:

• CDBG audit by DCA Auditors preparation and meeting	24 Hrs
• Zoning statements issued	10
• Land Files maintenance	4 Hrs
• Processing permits	30 Hrs
• Permits received and processed	11
• Permits issued	26
• Maintenance on contractor files	1 Hrs

Building Inspections:

• Permit applications received	11
• Permits issued	26
• Building inspections	18
• Plumbing inspections	4
• Electrical inspections	5
• Mechanical Inspections	6

Code Enforcement:

• New complaints received	2
• Property inspections performed	35
• Meeting with responding property owners/customers	23 Hrs
• Notices of violations issued	10
• Notices of hearing issued	9
• Warning notices issued	10
• Update weekly Code Enforcement Log	2 Hr
• Assisting customers with zoning issues	2 Hrs

- Assisting customers with Business tax receipts 2 Hrs
- Assisting customers with permitting issues, inspection requests 6 Hrs
- Fundraiser permits issued 1
- Assisting DBPR with investigation 2 Hrs
- Prepared Council Resolution appointing alternate Code Board member
- Inspecting damage to recently completed CDBG house from falling tree 1 Hr
- Sandra attending Florida Association of Code Enforcement, Legislative and Judicial Review Committee meeting in Orlando 8 Hrs

Business Tax Receipts:

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

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff and personnel are preparing for the *Breakfast with the Chief* to be held on November 20, 2010 and also the Promotional Ceremony for Captain Blanchard and Captain Smith to be held on November 30, 2010.

Major Case Synopsis:

- November 11, 2010 at approximately 11:32 a.m. Officer Juan Cruz responded to Desoto Lake to a call for help. A citizen needed assistance in retrieving his dog out of the lake. Upon Officer Cruz's arrival he observed that the dog, a Golden Retriever, was in the lake and was having difficulty swimming to shore. Officer Cruz took the initiative and removed his duty gear and jumped into the lake to save the dog that was possibly drowning. Officer Cruz was able to get the dog and bring him to shore. The owner Mr. O.J. Lake came by the department to commend Officer Cruz for saving his dog. Chief Argatha Gilmore had this comment upon hearing the great work Officer Cruz had done. "Thank you so much for your unselfish act of heroism to render such an act to a citizen and his dog. What you have done is a model of what describes our agency going beyond the call."
- November 13, 2010: at approximately 10:53 a.m. Officers from Lake City Police Department responded to SE Pearce Lane in reference to a deceased person. Officers arrived and made contact with Columbia County EMS already on scene. Enforcement's Crime Scene Unit was requested to process the scene. No signs of foul play were found during the search of the residence or the deceased. The deceased was transported to the Jacksonville Medical Examiner's Office to determine the cause of death. As of this report the next of kin has not been able to be located.

CRIMINAL INVESTIGATIONS DIVISION:

Total Cases Investigated:	14
Total Cases Solved:	6
Total Cases Unsolved:	8
Affidavits Filed:	3
Total Charges Filed:	4
Burglaries:	5
Thefts:	6
Assaults:	3

TAC UNIT SUMMARY REPORT

Unit Commander: Sergeant J. Byrd	
Officers: Officer K. Jonhs/K-9 (Trooper)	
<i>Activity:</i>	
Traffic Stops:	16
Suspicious Vehicles:	3
Property Checks:	1
Traffic Assignments:	3
Arrest:	1
Suspicious Persons:	3
Reports Taken	2
Traffic Warnings:	0
Traffic Citations:	2
Misdemeanor:	1

PATROL DIVISION:

Calls Answered:	908	Opposing/Resisting:	1
On Views/ Police In:	604	Thefts:	16
Misdemeanor:	17	Drugs:	3
Felony:	12	Criminal Mischief:	3
Status 1 Gone on Arrival:	23	Status 6 Accident Report:	17
Status 2 Unfounded:	5	Status 7 Traffic Ticket:	32
Status 4 Misc. Incident:	732	Status 8 Traffic Warning:	52
Status 5 Incident Report:	59	Misdemeanor Traffic:	5
Burglaries:	9	Infraction:	29
Assault:	10	Warrant Arrest:	2
		Property Damage:	\$115,800
		Accident Injuries:	9

Recreation Director Little Reports:

Southside Recreation Center:

- Our Third Annual Fashion Extravaganza was held November 6 at center court of the Lake City Mall. We had numerous sponsors for the event. Eight girls from our center, along with one young man modeled clothes from Belk's. We also had a few performances by Willow Martinez (Southside Idol Winner) and Jenna Markham (Southside Idol Participant). The Southside Homecoming Queen, Jordan Wilson, was recognized at the event. Homecoming queens from the county's area schools were also recognized. We are currently working on preparations for our Christmas Breakfast to be held on December 3rd.

Girls Club Center:

- We are currently in our Winter I Session. Registration for our Winter II Quarter starts on November 29. 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. On Tuesday, the girls did a Veteran's Day /Fall Arts and Craft project. Wednesday the girls had cookies for their afternoon snack. Friday the girls played on the playground and enjoyed the nice cool fall weather.

Athletics – Teen Town Center:

- The First Round of our 2010 Memorial Bowl was played Saturday, November 6. The Madison Lions were victorious over the APAC Falcons of Lake City by a score of 32-0. In the second game the Madison Saints defeated the Ron David Plastering Cowboys by a score of 38-12. The First Round continued on Tuesday, November 9 with the Jasper Trojans defeating the CYFA Lions 25-0. The Second Round of our Memorial Bowl was played on Saturday November 13. The Glen Presley Wolves defeated Brian's Sports Wildcats 35-6. The Annie Mattox Eagles were victorious over the Jasper Trojans 34-6. The Madison Lions were victorious over the Keen-Thomas Tigers of Lake City 14-0. In the last game, the Madison Saints defeated the Client Logic Logicats 44-12. Our final night of men's softball will be held on Thursday night, November 18. We invite everyone to come out and cheer on your favorite player or team.

Recreation Programs:

- Our Sunday Zumba class held a food drive to benefit the City's Thanksgiving food drive. All participants who brought in five non-perishable foods were admitted free for that class. 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:

- We are preparing to renovate the irrigation system at the Memorial Stadium field with new parts and stations. The process will take about two weeks. We are also putting up volleyball courts on the field to start a newly formed youth league.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 41
- Service Orders 15
- Repaired/Responded to Sewer Calls 3
- Repaired Broken Water Lines 2
- Repaired Water Leaks 4

Distribution, Collections & Construction (Keith Hampton):

- W. US Hwy 90 12" Water Main Extension 66% complete
(on hold due to future DOT project)
- NE Aggie Ave 6" Water Main Extension 51% complete
- 12" Sanitary Force Main Extension 12% complete
- Tice Farms - 12" Reuse Water Line 27% complete

Natural Gas (Joe Sheldon):

- Service Orders 253
- Locates 27

Public Works (Thomas Henry):

- Locates 16
- Responded to and Serviced Trouble Calls 6
- Responded to Citizen Calls/Complaints 5
- Signs Maintenance 4
- Reset all School Clocks (For Daylight Savings)
- Set Up/Installed Christmas Decorations Downtown

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 10

Vehicle Maintenance (Kim Moore):

- Complaints /Repaired/Back in Service 10
- Routine Maintenance and Service 2
- Machines Fueled & Fluid Levels Checked 7
- Stripped/Prepared for Auction 5

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.058 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 3.436 MGD
- Gallons Treated (Brandon Brent WTP) .025 MGD