

Lake City Staff Weekly Report

Week ending December 17, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre)

- Staff continues to work with City's external auditors on the FY 10 audit.
- Grant reimbursements for FAA and FDOT are being prepared for the new Airport terminal.
- Resolutions for the disposition of surplus fixed assets were prepared for the December 20th Council Agenda.
- Participated with other staff members and Enterprise Leasing representative for website training. The Enterprise website can be utilized to access accounts payable, maintenance and tracking for the City's leased fleet vehicles.

Human Resource/Safety/Risk Management (Gene Bullard)

- Completed Employee Personnel Manual power point orientation for City employees.
- Processed benefit changes for new plan year, notified insurance providers.
- Prepared Airport and Waste Water Septage reports.
- Investigated damage to a traffic control box caused by a traffic accident.
- Participated in an educational meeting with Enterprise about leasing fleet of vehicles.

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

- Continued the Police Department computer replacement.
- Continued working on consolidation of websites for centralization of management.
- Continued working on sludge field survey.
- Completed planning for the City Datacenter.
- Completed technology plan for new Airport terminal.

Purchasing and Contracting (Debbie Garbett)

- Processed one hundred forty five invoices.
- Attended meeting with Enterprise Fleet Management for website demonstration.
- Preparing bid for the annual contract for aviation fuels for the Lake City Municipal Airport.
- Preparing bid for purchase of new fire truck for the Lake City Fire Department.
- Bid number ITB-004-2011 for Sanitary Force Main Extension for Sewer Collection was opened on December 7, 2010. Proposals are currently being evaluated.
- Attended final negotiation meeting with sole bidder for purchase of Automated Weather Observation System (AWOS III PT) for the Lake City Municipal Airport.
- Ordered two Mack dump trucks for the Public Works Department.
- Evaluating quotes received on FQ-011a-2011 for enclosed trailer for Public Works Department.
- Issued nine hundred fifty one items for City use.
- Entered two surplus items for sale on <http://www.govdeals.com>.
- Sold one surplus items on <http://www.govdeals.com>. Total sales to date are \$88,524.64.

Airport Director Sawyer Reports:

- Terminal project construction continued on schedule during the past week. Installation of the storm drainage, potable water, sewer, and fire hydrant systems were completed. Preparations continue for a late December concrete pour to complete installation of the building pad.
- Staff assisted the Purchasing Director in negotiations with representatives of J.D. James, Inc. to finalize a revised bid proposal for installation of a weather reporting system at the Airport. The City Council will consider acceptance of the bid during the December 20th Council Meeting.
- A Phillips 66 inspector was on site December 14th to conduct a fuel quality assurance inspection. Inspection of the fuel farm and fuel trucks produced a “no corrective actions” report. Fueling operations for the week were above average producing \$16,580 in gross revenues on 4,059 gallons sold.

City Clerk Sikes Reports:

- Processed four (4) public records requests (annual total to date 607 requests to date).
- Scanned in sixty nine (69) pages into the Onbase Document Imaging System.
- Prepared and submitted one legal advertisement to the Lake City Reporter.

Community Redevelopment Administrator Kite Reports:

CRA Plan Update: City Council approved the additional Agreement for Professional Services at their Monday, September 20, 2010 meeting by resolution 2010-104. Work has been completed on the blight study for the “Finding of Necessity” for the expansion of the boundaries. The information will be presented to Council for their approval to expand the boundaries at their December 20, 2010 meeting. Once this is complete IBI Group, Inc. will then continue drafting the CRA Master Plan Update.

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. 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 has been Revised and Restated by the CRA and Council at their December 6, 2010 meeting. The nine completed applications will be reviewed at the December 20, 2010 6:00 p.m. CRA meeting.

Community Redevelopment Agency Advisory Committee: The Council has approved the establishment of CRA Advisory committee and authorized to Staff to accept applications through notice in the Lake City Reporter, the Lake City Journal and Columbia County Observer. Advisory Committee membership will consist of one Council member and six citizens. The primary function of this Committee is to advise the Redevelopment Agency on all matters pertaining to the promotion and redevelopment of the City’s commercial and residential CRA. **Persons interested in applying for consideration for this committee may contact Jackie Kite at (386)719-5766.**

Greater Lake City CDC: Members of the Greater Lake City CDC, Sun State Federal Credit Union, Habitat for Humanity, Columbia County Sheriffs Department, Lake City Police Department, IBI Group, and other concerned and interested community leaders met on Monday, December 13th to discuss issues with developing property on Escambia Street for Low and Moderate Income Housing as well as commercial development for revitalization of

the area. Many ideas and issues were discussed by the group who agreed to meet again in March the proposed items for discussion will be:

- 1) Update on IBI Group findings
- 2) Update on "Operation Curb Appeal"
- 3) Update on meeting with Gainesville CRA
- 4) Update on lender's consortium & HUD certified program
- 5) Update on CDC development Escambia & Davis Street

Customer Services Director Harwell Reports:

• Phone Calls Taken	550
• Walk-up Customers Assisted	689
• Bills Generated	985
• Late Notices Generated	809
• Number of Payments Collected	2084
• Total Payments Received	\$147,665.58
• Hours Spent Billing	60
• Hours Spent T & I/Collections	36
• Taps Processed	2

Service Orders Generated:

• Field Service Orders	253
• Severn Trent	3
• Verify Shut-Off's	13
• Turn Back On	16

Pending Service Orders:

• Meter Exchanges	3
• Stuck Meter	5
• Meter Set	2
• Verify Shut-Off	9

Reads:

• Initial Read	59
• Final Read	34

Total Pending Service Orders to Date: 1148

Citizens' Advocate Washington Reports:

- Called CDBG applicants to answer questions and tie up loose ends. Their main concern was interpreting the letters, etc. from NFRPC. (completed)
- Rescue Productions' filming was completed last week. A letter will be sent from the company to the City on their appreciation. (completed)
- Judged student projects at Niblack Elementary. (completed)
- Attended Chamber's Workshop on Businesses 2011 at Camp Weed. (completed)
- Met with Rita Dopp on implementing United Way program at the City. (on-going)

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 33 Emergency calls for service, with an average response time of 4 minutes and 29 seconds, including automatic aid in the county area and good intent calls that only require a non-priority response (no lights or siren)

Pre-Fire Plans	3
Fire Prevention/Education Events	2

Growth Management Director Lee Reports:

CDBG:

- Coordinated repairs to recent completed CDBG project that tree fell into. Contractor made repairs at his cost due to no insurance in place on home
- Provided update to housing committee on CDBG status

Planning:

- Zoning statements issued 7
- Land Files maintenance 4 Hrs
- Processing permits 5 Hr
- Permits received and processed 12
- Permits issued 9
- Process and request payments for CDBG 2 Hrs
- Conducted Staff Site Plan Comments 2 Hrs
- Provided information for public records request 1 Hr
- Applications reviewed 9
- Permits issued 9

Building Inspections:

- Permit applications received 12
- Permits issued 9
- Building inspections 17
- Plumbing inspections 2
- Electrical inspections 3
- Roof inspection 0
- Mechanical Inspections 2
- Plan reviews performed 14 Hrs

Code Enforcement:

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

Business Tax Receipts:

- New applications for Business Tax 3
- Applications reviewed and ready to issue 3

Police Chief Gilmore Reports:

Departmental Highlights:

- December 10, 2010: The Lake City Police Department said goodbye to Sergeant Chris Barfield as this was his last day with this department. Good luck to him in future endeavors.
- Police Officer interviews were started on Monday, December 13th and will conclude on December 21, 2010.
- The Lake City Police Department would like to express gratitude to all the local businesses and citizens that have made contributions for the Toy Drive.

Criminal Investigations Division:

Total Cases Investigated:	15
Total Cases Solved:	8
Total Cases Unsolved:	7
Total Arrests:	5
Affidavits Filed:	1
Total Charges Filed:	6
Burglaries:	2
Robberies:	1
Missing Person:	1
Thefts:	4
Assaults:	1

TAC UNIT SUMMARY REPORT

Unit Commander: Sergeant J. Byrd
Officers: Officer L. Shallar/K-9 (Issa)
Officer K. Johns/K-9 (Trooper)

Activity:

Traffic Stops:	2
Property Checks:	6
Suspicious Persons:	4
Reports Taken:	2
Traffic Warnings:	2
Shift Assisted Calls:	3

K-9 Training / Department Training

12/06/30: Trained Police K-9's at Von Seestadt Kennels (tracking and area search).

12/07/10: Attended Active Shooter Training at the Boys Club.

12/08/03: Trained Police K-9's at Von Seestadt Kennels (apprehension with gun fire, officer protection, and building search).

Summary:

- Case #10-042462: Assisted shift in reference to a juvenile complaint. A report was completed based on two juveniles who were arguing and making threats toward each other.
- Case #10-041837: Assisted shift in reference to a stolen decal. A report was completed and the decal was entered into FCIC/NCIC. No suspect information was provided.

Patrol Division:

Calls Answered:	798
On Views/ Police In:	547
Misdemeanor:	9
Felony:	16
Status 1 Gone on Arrival:	15
Status 2 Unfounded:	1
Status 4 Misc. Incident:	645
Status 5 Incident Report:	49
Burglaries:	2
Robbery:	1

Assault:	6
Thefts:	10
Drugs:	3
Missing Person:	1
Status 6 Accident Report:	9
Status 7 Traffic Ticket:	40
Status 8 Traffic Warning:	50
DUI:	2
Misdemeanor Traffic:	5
Infraction:	36
Warrant Arrest:	4
Property Damage:	\$46, 650
Accident Injuries:	5

Recreation Director Little Reports:

Southside Recreation Center:

- Last week at Southside, the kids got into the holiday spirit by helping decorate our center. They decorated candy canes and snowflakes which we used to put around the lobby of the center. The children also helped Miss Liz and Miss Tiffanni decorate the Christmas tree which is also displayed as soon as you walk in the doors at the Southside Center.

Girls Club Center:

- We are currently taking registration for our Winter II quarter. 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. Monday the girls participated in an arts and craft project and made ornaments for our Christmas tree. Tuesday the girls watched a new Christmas movie. The staff has decorated for Christmas and our facility is very festive. December 20th starts the Christmas break for our participants.

Athletics – Teen Town Center:

- All of our league sports are finished until 2011. We will begin taking registration for our adult flag football beginning in January. We are in the planning stages of the 31st Annual Blue Grey Fun Run. Registration forms will go out the beginning of January. The fun run is held during the Olustee Festival.

Recreation Programs:

- The Lake City Guys and Gals will celebrate Christmas with a dance on Friday night December 17th and A Very Special NEW YEAR'S DANCE on December 31, 2010. 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.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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|-------------------------------------|----|
| • Locates | 25 |
| • Service Orders | 30 |
| • Repaired/Responded to Sewer Calls | 2 |
| • Repaired Broken Water Lines | 3 |
| • Repaired Water Leaks | 6 |
| • Repaired Fire Hydrants | 12 |

Distribution, Collections & Construction (Keith Hampton):

- W. US Hwy 90 12" Water Main Extension 72% complete (on hold due to DOT conflict)
- NE Aggie Ave 6" Water Main Extension 67% complete (awaiting DEP Permit)
- 12" Sanitary Force Main Extension 29% complete
- Tice Farms - 12" Reuse Water Line 27% complete

Natural Gas (Joe Sheldon):

- Service Orders 250
- Locates 14

Public Works (Thomas Henry):

- Locates 25
- Responded to and Serviced Trouble Calls 6
- Responded to Citizen Calls/Complaints 4
- Sign Maintenance & Replacement 22
- Street Lights Repaired 5
- Driveway/Sidewalk Repairs 15

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 8

Vehicle Maintenance (Kim Moore):

- Complaints /Repaired/Back in Service 15
- Routine Maintenance and Service 1
- Machines Fueled & Fluid Levels Checked 11

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.030 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 3.256 MGD
- Gallons Treated (Brandon Brent WTP) .022 MGD