

Lake City Staff Weekly Report

Week ending January 14, 2011

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Staff is preparing W2 and 1099 reconciliations in preparation of printing 2010 W2's. We are currently working with IT on the calendar year downloads and templates.
- Prepared OTTED Grant reimbursement request for \$16,500.
- Prepared FDEP Grant reimbursement request for \$96,007.

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

- Investigated a Police vehicle accident.
- Investigated a Fire Department vehicle accident.
- Investigated a fire hydrant leak.
- Facilitated City Employee Awards Banquet Committee meeting. Decided menu, ordered and received all awards pins, placed order for clocks.
- Closed all available job postings.
- Completed all 2011 benefit election entries for all City employees.
- Prepared Airport reports
- Processed bank deposits and invoices.

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

- Continued the Police Department computer update.
- Continued working on consolidation of websites.
- Began rebuild of City sites in new back-end program.
- Continued working on City Datacenter.
- Completed possible change orders for airport terminal.
- Continued gathering new GPS data.
- Completed assessment of Radio system.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred thirty five invoices.
- Processed three requisitions.
- Updated sixteen vendor files.
- Established three new vendors.
- Scanned sixty pages into OnBase Imaging System.
- Completed bid for the annual contract for aviation fuels for the Lake City Municipal Airport. Bid opening is scheduled for February 1, 2011.
- Obtaining information to piggyback on contract with Utility Services Associates for water distribution system leak detection for Water Plant.
- Re-scheduled meeting to discuss demolition of old water treatment plant.
- Attended two meetings to discuss the lease/purchase of new fire truck.
- Received all items for Lake Harper project.
- Ordered hand held radios for the Fire Department.
- Issued twelve hundred fifty one items for City use.
- Total sales to date on surplus items on GovDeals.com are \$97,138.64.

Airport Director Sawyer Reports:

- Contractor JD James, Inc. began field work on installation of an Automated Weather (AWOS) Observation System during the week. The one hundred fifty day project replaces an existing AWOS now obsolete due to lack of available replacement parts. The City has filed an application with the FAA for ninety five percent funding of the \$121,000 project.
- Terminal Building site work continued on schedule during the week. Sodding completed construction of the east retention pond while the east parking lot received final prep for asphalt paving. The installation of building columns and wall supports is scheduled for January 14th through January 21st.
- Staff has received a Final Project Report from the FAA closing their file on an airport improvement grant issued in 2009. The grant funded ninety five percent of the \$63,000 project. The work included an update of the airport layout plan and design of the parking apron located next to the new terminal building.

City Clerk Sikes Reports:

- Processed ten (10) public records requests (annual total to date 19).
- Scanned in one thousand two hundred ninety seven (1,297) pages into the OnBase Imaging System.
- Prepared one (1) set of official minutes.
- Prepared three (3) Proclamations.
- Attended one (1) Sunshine applicable meeting.
- Provided eight (8) complimentary notaries.

Upcoming dates of interest:

Monday, January 17, 2011	Closed	Observance of Martin Luther King Jr. Day
Tuesday, January 18, 2011	7:00 PM	City Council Meeting (City Hall)

Community Redevelopment Administrator Kite Reports:

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 will be presented to the CRA and Council for their approval to expand the boundaries early February 2011. Once the Finding of Necessity has been completed the expanded boundary will be included in the Redevelopment Plan. The Public Workshop schedule will continue in February of 2011 and a Draft plan presented in March of 2011.

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 2 more applications that are completed and being reviewed, they are expected to be presented to the CRA in February 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. Applicants would then be selected and voted upon by Council **Persons interested in applying for consideration for this committee may contact Jackie Kite at (386)719-5766.**

Olustee Festival:

Planning is in full swing for the Olustee Festival. I attended their meeting on Wednesday, January 5, 2011. Updates to their membership list are being added, and I am creating a master contact list from this information. The Fire Department has been contacted and arrangements for the Antique Fire Truck to carry City Council in the Parade have been made. Joey Raulerson and Hilda Albritton are coordinating the tasks of the Public Works Department for vendor set-up, Downtown skirmish, and Parade activities.

Customer Services Director Harwell Reports:

• Phone Calls Taken	579
• Walk-up Customers Assisted	1116
• Bills Generated	2066
• Late Notices Generated	405
• Number of Payments Collected	2401
• Total Payments Received	\$296,440.65
• Hours Spent Billing	65
• Hours Spent T & I/Collections	45
• Hours Spent Cycle Route Clean Up	1

Service Orders Generated:

• Field Service Orders	408
• Severn Trent	5
• Verify Shut-Off's	18
• Cut Off Non Pay	102
• Turn Back On	38

Pending Service Orders:

• Meter Exchanges	1
• Meter Set	2
• Verify Shut-Off	3

Reads:

• Initial Read	50
• Final Read	50

Total Pending Service Orders to Date: 1095

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 31 Emergency calls for service, with an average response time of 5 minutes and 13 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	1

Growth Management Director Lee Reports:

CDBG:

- Prepared Bid specifications for upcoming projects city may Bid out

Planning:

- Zoning statements issued 7
- Land Files maintenance 3 Hrs
- Processing permits 7 Hrs
- Permits received and processed 11
- Permits issued 8
- 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 15
- Conducted Planning and Zoning Board Public Hearings 3 Hrs
- Attended HTE program training and update 5 Hrs

Building Inspections:

- Permit applications received 11
- Permits issued 8
- Building inspections 10
- Plumbing inspections 2
- Electrical inspections 5
- Roof inspection 1
- Mechanical Inspections 2
- Plan reviews performed 8 Hrs

Code Enforcement:

- New complaints received 3
- Property inspections performed 7
- Meeting with responding property owners/customers 2 Hrs
- Cases brought into voluntary compliance 2
- Notices of violations issued 2
- Cases to Code Board 2
- Cases to contractors Board 3
- Notices of hearing issued 1
- Fund raiser permits issued 4
- 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
- Attended HTE program changes 3 Hrs

Business Tax Receipts:

- New applications for Business Tax 6
- Applications reviewed and ready to issue 6

Police Chief Gilmore Reports:

Departmental Highlights:

January 11, 2011: The first part of training was held for the transition to the Mobile Forms Go-Live that will be taking place in February. This program will enhance the departments Records Management System in an effort to move to an electronic filing system versus the use of paper forms, which will also save on costs.

Criminal Investigations Division:

Total Cases Investigated:	15
Total Cases Solved:	6
Total Cases Unsolved:	9
Affidavits Filed:	2
Total Charges Filed:	3
Burglaries:	4
Robberies:	1
Criminal Mischief:	0
Thefts:	6
Assaults:	1
Other:	3

TAC UNIT SUMMARY REPORT

Unit Commander: Sergeant J. Byrd

Officers: PO1 L. Shallar / K9 (Issa)

PO2 K. Johns / K9 (Trooper)

Activity:

Traffic Stops:	10
Suspicious Persons:	3
Property Checks:	8
Shift Assisted Call(s):	6
Arrest:	4

Activity Status:

Reports Taken:	3
Traffic Citation(s):	1
Traffic Warning(s):	9

Drugs Seized:

Cannabis:	.5 grams
Prescription Pills:	10 (Amphetamine)

K-9 Training / Department Training

01/03/11: Trained Police K-9's at Von Seestadt Kennels (tracking and area search).

01/05/11: Trained Police K-9's at Von Seestadt Kennels (building search).

Summary Continued:

Case #11-000415: Assisted shift in reference to a narcotic complaint. Investigation revealed the suspect was injecting prescription pills. Suspect was found to have drug paraphernalia on his person. Suspect was arrested and transported to the Columbia County Detention Center without incident.

Case #11-000533: A traffic stop was conducted on a vehicle which was observed leaving a known narcotic location. Probable cause was obtained to search the vehicle due to the smell of burnt cannabis coming from within the vehicle. A search of the vehicle revealed

drug paraphernalia which was linked to both occupants of the vehicle. Both suspects were arrested and transported to the Columbia County Detention Center without incident. Once at the Columbia County Detention Center, one subject was found to have less than 20 grams of cannabis and 10 loose pills in a plastic bag which was concealed under his genitals. The pills were identified as Amphetamine.

Patrol Division:

Calls Answered:	759	Opposing/Resisting:	1
On Views/ Police In:	493	Sex Offense:	1
Misdemeanor:	22	Thefts:	16
Felony:	9	Drugs:	3
Status 1 Gone on Arrival:	21	Status 6 Accident Report:	10
Status 2 Unfounded:	1	Status 7 Traffic Ticket:	33
Status 3 No Activity:	0	Status 8 Traffic Warning:	38
Status 4 Misc. Incident:	608	DUI:	1
Status 5 Incident Report:	52	Misdemeanor Traffic:	7
Burglaries:	5	Infraction:	26
Robbery:	1	Warrant Arrest:	2
Assault:	9	Property Damage:	\$35, 500
		Accident Injuries:	2

Recreation Director Little Reports:

Southside Recreation Center:

- Last week at Southside, the kids brought the New Year in right by making out a list full of New Year Resolutions. We took a few of the resolutions and added them to our monthly bulletin board here at the center. The kids were all excited about returning to the center for the New Year. They are also very excited about all the upcoming events that we have scheduled to take place this year!

Girls Club Center:

- We are currently preparing for our Winter II quarter which started on Tuesday, January 4th. On Tuesday we had orientation for the new Girls Club members. We played inside games and talked about our Christmas Vacation. On Wednesday the girls participated in a cooking class and we made rice crispy treats. On Thursday we had a cup stacking contest practice. 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:

- The panel box for the lights at Memorial Stadium was replaced this week. This will eliminate the lights going out during our games. The CYFA Inc. East West Senior All Star game will be played on Saturday January 15 at Memorial Stadium at 4:00 pm. and everyone is invited to come out and see seniors from 16 high schools in the surrounding areas play. Come out and see the next years college stars. We will hold tryouts for our 14 and under basketball teams in February. The 31st Annual Blue Grey Fun Run registration forms are now available, all elementary and middle school will receive them this week. The Fun Run is held on Saturday, February 19th during the Olustee Festival.

Recreation Programs:

- We will be offering a Zumba Atomic class for children ages 7-12 beginning in February. 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:

- Staff is still working on Memorial Stadium to prepare for the High School East – West football game on January 15th. Also, we will be preparing and painting at all of our centers.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 61
- Service Orders 18
- Repaired/Responded to Sewer Calls 2
- Repaired Water Mains 3
- Repaired Water Leaks 6
- Installed Water Main 60 feet

Distribution, Collections & Construction (Keith Hampton):

- W. US Hwy 90 12" Water Main Extension 66% complete
 - (Working on acquiring easements; Percentage of Completion has dropped due to adding a task to the project)
- 12" Sanitary Force Main Extension 25% complete
 - (Re-bidding)
- NE Aggie Ave 6" Water Main Extension 68% complete
 - (Awaiting DEP Permit)
- Tice Farms - 12" Reuse Water Line 41% complete
- 12" Eastside Water Main Extension 1% complete
 - Phase II (11WM10)

Natural Gas (Joe Sheldon):

- Service Orders 309
- Locates 32

Public Works (Thomas Henry):

- Locates 50
- Responded to and Serviced Trouble Calls 2
- Responded to Citizen Calls/Complaints 4
- Signs Made/Installed 11
- Repaired Street Lights 3
- Installed Stop Bars/Speed Humps 12
- Continued Removal of Christmas Decorations

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 7

Vehicle Maintenance (Kim Moore):

- Complaints /Repaired/Back in Service 18
- Routine Maintenance and Service 5
- Machines Fueled & Fluid Levels Checked 9

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.177 MGD

Water Plant (Steve Roberts):

- Backflow Devices Repaired 2
- Gallons Treated (Price Creek WTP) 2.956 MGD
- Gallons Treated (Brandon Brent WTP) .017 MGD