

## **The Lake City Staff Report for the week ending December 18, 2009**



### **Administrative Services Director Cason Reports:**

#### Finance (Tweetie Tyre):

- We continue to processing Open Enrollment forms and the new elections take effect on January 1, 2010.
- Finance Staff continues to work with Purvis, Gray and Co. on the FY 2009 audit.

#### Human Resources (Gene Bullard):

- Attended two unemployment compensation insurance telephone hearings.
- Completed two public request records.
- Received and processed four applications for Public Works Crew Leader.
- Received one application for the Information/Technology Application Specialist.

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

- Posted updates to both internal and external websites.
- Held and facilitated Information Technology users group meeting.
- We are currently testing the web server to host helpdesk ticket system.
- We are developing a mock address database.

#### Safety/Risk Management (Gene Bullard):

- Remove old City Hall and two City owned houses from property schedule.
- Added four new Police vehicles to auto schedule.
- Two diesel generators located at the reclaim water site were added to our above storage ground insurance schedule.

#### Purchasing and Contracting (Debbie Garbett):

- Processed two hundred twenty four invoices.
- Deadline for receipt of Proposals for the Community Redevelopment Agency (CRA) Redevelopment Master Plan is January 7, 2010. Preparing addenda number one to answer questions from interested vendors.
- The four new Police administrative vehicles were delivered to the Police Department on December 17, 2009.

#### Warehouse:

- Issued seven hundred fifty-four work items for City use.

### **Airport Director Sawyer Reports:**

- A software upgrade was installed on the Aviation Sentry Weather Monitor Reporting System during the week. The upgrade added text weather reporting to the systems live radar and infra-red satellite imagery capabilities. The airport maintains this flight planning tool for the convenience of local and transient general aviation pilots and flight crews.
- Maintenance activities included repairs to the grounding cable and fuel hose rewind reel on the jet fuel truck, late night repairs to the apron access control

gate and inspections of the control tower and two aircraft storage hangar roofs for leakage issues.



### **City Clerk Sikes Reports:**

- Processed eight (8) public records requests (annual total to date 532 requests).
- Scanned in 55 pages into the OnBase Imaging System.
- Attended one (1) Sunshine applicable meeting.

### **Community Redevelopment Director Kite Reports:**

#### **150<sup>th</sup> Events/History & Heritage:**

- Closing Ceremony – The ceremony was held Olustee Park on Saturday, December 19, 2009 with a good community turnout. Highlights of the ceremony included a State Resolution recognizing the 150<sup>th</sup> Anniversary, presented by State Representative Debbie Boyd, dedication of a bell in Olustee Park and dedication of a plaque placed on City Hall commemorating the historic site of Fort Lancaster. The centerpiece of the event was the sealing of the time capsule, containing more than 500 items, to be held in the vault in City Hall for the next 50 years.

#### **Community Redevelopment Area:**

- ➔ • Began working with Growth Management to create a Property Inventory within the CRA listing properties with Building Standards deficiencies. Once the list is complete, we will then prioritize it. Worked with Debbie Garbett, Purchasing Director on quotes for the demolition of two City-owned properties next to Wilson Park on Lake DeSoto. The lowest quote will be taken to Council for approval in January. The Request for Qualifications for updating the CRA Plan has been posted.

### **Customer Services Director Harwell Reports:**

• Phone Calls Taken	577
• Walk-up Customers Assisted	883
• Bills Generated	2237
• Late Notices Generated	854
• Number of Payments Collected	2098
➔ • Total Payments Received	\$244,751.19
Service Orders Generated:	
• Field Service Orders	378
• Severn Trent	2
• Verify Shut-Off's	10
• Cut Off Non Pay	2
• Turn Back On	36
Reads:	
• Initial Read	64
• Final Read	53
Total Pending Service Orders to Date:	1055

### **Citizens' Advocate Audre Washington Reports:**

- Working on Cliff Neukam's request to changing days and location of the Farmer's Market in Olustee Park. Beginning in January, the market will on be opened on Saturdays and the name changed to "Marion Street Market."
- Attended United Way Campaign Luncheon. (on-going)
- Attended Weed and Seed Grant information meeting on Community Resource Programs. (on-going)
- Note: A high volume of calls on tenants who are renting houses from various landlords in the City. Many of these calls were about the same landlord on various houses.

### **Fire Chief Tunsil Reports:**

The Lake City Fire Department responded to 28 Emergency calls for service, with an average response time of 5 minutes and 14 seconds including automatic aid in the county area.

Fire Inspections/Plans Review	3
Pre-Fire Plans	1
Fire Prevention/Education Events	3

### **Growth Management Director Lee Reports:**

CDBG: Completed final inspection for new home located on MLK Street. Completed final inspections for Rehab project on MLK Street. Completed 50% inspection for new home located on NW Oakland Avenue. Processed request for payment on each project. Planning:

- Finalized and mailed census Address Changes (800)
- Prepared and issued 15 zoning/ land use statements
- Prepared 1 rezoning ordinance for council action
- Processed and submitted transmittal package to DCA review for Land-use change

Permits and Inspections:

- Received 5 new permit applications
- Completed 10 applications for issue of permits and 14 construction inspections
- Plan reviews 10

Code Enforcement:

- Received 5 new citizens complaints
- Worked 7 utility codes complaints from customer service
- Conducted 6 property inspections
- Met with 4 respondent property owners concerning regarding violations and issued 6 Notices of Violations
- Presented 2 cases to Code Enforcement Board
- Conducted 2 property inspections (CRA)



### **Police Chief Gilmore Reports:**

Executive Summary:

This has been a very busy week. Operation North End continues to be a productive and successful operation. We are no longer using overtime dollars for this project. The

Patrol Division is in control of the maintenance phase. Citizen contacts and arrests are still being made.

Major Cases Synopsis:

- December 8, 2009: Officer Johns while working on Operation North End, observed a vehicle playing their music too loud. The driver tried several evasive maneuvers trying to avoid contact with police. Officer Johns was able to stop the vehicle on Richardson St. and identify the driver. After running the license it was found the driver had numerous suspensions and he was arrested without incident.
- December 11, 2009: Officer Ivan Useche responded to Phish Heads Restaurant located on South Main Blvd. in reference to a hit and run. A description of the suspected vehicle was obtained and a look out was broadcast. A short time later the suspected vehicle and driver returned to the restaurant. The driver was interviewed and arrested for the hit and run accident.
- Crime Prevention reports that Officer Wynn went to Windsor Arms Apartments and Cedar Park Apartments again. A meeting was held with management and it was requested by them that we wait until after the Holidays before continuing with the Neighborhood Watch Program.
- The Crime Watch Program in the Lake Montgomery area is running strong. Also, the programs at Ermine and McCray and at Duval and Baya are both in place and they have elected their Block Captains.
- The Fire Department has requested and received 10 bicycles from our storage. Repairs will be made to the bikes by the Firemen and given out as Christmas presents to under privileged kids.

→ Crime Statistics December 8 through 15:

- Patrol Division:

Total Calls Answered:	832
Accidents:	28
Burglaries:	6
Assaults:	10
Sex Assaults:	1
Citations:	22
Arrests:	20
Misdemeanor Charges:	24
Felony Charges:	11
Reports Written:	56
Warnings Given:	42
Warrant Arrest:	3
Accident Injuries:	2
Accident Property Damage:	\$101,700
- Criminal Investigations Division:

Total Cases Investigated:	13
Total Cases Solved:	1
Total Cases Unsolved:	12
Burglaries:	7
Sex Offence:	1
Criminal Mischief:	1
Missing Person:	1

Thefts:	3
News Releases:	2

### **Recreation Director Little Reports:**

#### **Southside Recreation Center:**

- The annual school cup stacking competition was held on Friday, December 11th. All the area elementary schools participated except Ft. White Elementary. Each school had (17) students per team. There were about (300) guests at this event. The winning school was Pinemount Elementary followed closely by Summers Elementary and Columbia City Elementary. There were two individual winners from our Southside After School Program.

#### **Girls Club Center:**

- Girls Club had a speed cup stacking contest on December 10th. The winners were: 5-7 year olds – Asherra, 8-10 year olds – Ashlund and 10-13 year olds – Lauren. Next speed cup stacking contest is January 7, 2010. Our annual Christmas can food drive continues through December 22nd. Girls Club staff provides home-work tutorial for the girls when they arrive at Girls Club.

#### **Athletics-Teen Town Center:**

- We are taking registration for our Adult 7 on 7 Flag Football thru December 18th. The season will begin in January. One of our Jr. Midget division teams, the “Falcons” held their team party this week at the Teen Town Center. The semi pro-football team the “Falcons” used Memorial Stadium for their game on Saturday night, December 12th.

#### **Recreation Programs:**



- We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Tennis Lesson, League Tennis, Square Dancing and Senior Citizen activities. We are in the planning stages of the 30th Annual Blue-Grey Fun Run to be held during the Olustee Festival in February. Registration for the Blue-Grey Fun Run will begin on January 4, 2010.

#### **Maintenance:**

- The crew has started stripping and waxing floors at the centers during our only slow month of the year. Painting, repairing and outside trimming has started. Over seeding of the field at Memorial Stadium has begun preparing for the winter.

### **Utilities Executive Director Clanton Reports:**

#### **Richard Lee (Distribution & Collections):**

##### **Construction:**

- Assisted contractor with directional bores for Eastside water main installation.

##### **Distribution Maintenance:**

- Installed (3) three water taps.
- Changed out (7) seven curb stops
- Installed (4) four pressure reducers.
- Repaired (5) five broken water lines
- Repaired (2) two fire hydrants.
- Responded to and completed 24 Service Orders

##### **Collections Maintenance:**

- Responded to (and repaired) (13) sewer calls

- Repaired (1) one water leaks
- Cleaned and inspected sewer main on Hernando Street. with CCTV Equipment
- Located and installed (3) three valves, risers and sewer taps

Locate Tech:

- Responded to 58 locate tickets

Keith Hampton (Inspection, Distribution & Collections):

- 69% Complete on the 12 inch Eastside Water Main Project

Natural Gas (Joe Sheldon):

Construction Department:

- Completed 34 locates
- Completed 1 kill service
- Continuing GPS mapping of gas lines and valves (30 remaining)
- Installed signs for “no parking” at Savage Phosphate Plant
- Continuing with cathodic protection mapping at test stations
- Performed Evacuation Safety Training
- Worked with several employees on Operator Qualifications (OQ)

Customer Support Department:

- Completed 280 service orders
- Responded to and repaired “smell gas” calls at 11 residential homes
- Checked appliances at (5) five residential homes
- Connected appliances at (2) two residential homes

Thomas Henry (Public Works):

Concrete Crew/Grounds:

- Performed asphalt repairs at Lake Montgomery, Crescent Street, McFarlane Avenue & Thornwood Terrace.
- Performed curb repairs at Aberdeen Avenue.
- Mowing, trimming and edging throughout the City
- Assisted with preparations for Snow Day.
- Street Sweeping throughout the City.

Traffic Crew:

- |  |    |
|--|----|
| • Locates                              | 41 |
| • Street light pole repaired           | 1  |
| • Street lights repaired               | 4  |
| • Responded and serviced trouble calls | 10 |
| • Installed light at Sprayfield        | 8  |

Maintenance Crew:

- Pulled both pumps at five (5) Lift stations; cleaned and put back in service
- Worked on fabricating a new trailer for generator to make it portable
- Inspected all Liftstation control panels and pumps to be sure they are working properly
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→ Linda Andrews (Wastewater Treatment Plant):

7 day Averages:

- |                   |       |
|-------------------|-------|
| • Flow            | 2.416 |
| • MLSS            | 2407  |
| • WAS             | 23816 |
| • Weekly Rainfall | 1.55  |

Digester:

- Gallons Pressed 147,759
- Number of Loads 6

Operations/Maintenance:

- 5 Operators attended Department of Environmental Protection (DEP) class on “Plant Inspection Compliance”.

Sam Curry (Vehicle Maintenance):

- Routine Maintenance and Service 4
- Complaints Received/Repaired/Back in Service 9
- Machines fueled and fluid levels checked 5

→ Steve Roberts (Water Plant):

Price Creek Water Treatment Plant:

- Flow 22.290 MGD

Brandon Brent Water Treatment Plant:

- Flow 176,250 gallons

Hydrant Flushing:

- Flushed due to dead-ends 14
- Flushed due to complaints 4
- Flushed due to requests 3