

Lake City Staff Weekly Report

Week July 9, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Finance staff continues to work on FY 11 budget.
- Updated asset reports have electronically been distributed to each department for review. Tagging of assets will begin once this review is complete. Departments that have completed their review: Customer Service, Finance.
- Preparing application for City of Lake City General Employee fiduciary liability renewal through Florida League of Cities. Application is due August 4.
- Staff is gathering and providing financial information for the City's utility system refunding revenue bonds.
- Staff requested reimbursement of \$78,067.00 for police vehicles through the US Dept of Justice Grant.
- Completed Gas Regulatory Assessment Fee Report for period ending June 30, 2010.

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

- Received confirmation of street sweeper being on our insurance schedule.
- Investigated complaint about damaged vehicle due to a driveway.
- Attended 911 communication meeting.
- Began scheduling brake repair training for our Fleet Maintenance Department.
- Investigated a sewer back up in a resident's back lawn on Melrose Way.
- Investigated a rusty water complaint from Castillo Way.
- Scheduled on workers compensation claim (knee.)
- Began setting up a process to hire a Police Captain.

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

- Continued work for a combined dispatch with communications group to centralize city/county emergency services communication hardware and software.
- Internal intranet site live with good feedback from user community.
- Assessment of centralizing G.I.S. software for network use and deploy to mobiles is nearly complete with solutions to be presented to senior management upon completion.
- Preparing training on software to enhance phone system with web interface and intercom capabilities to end user base.
- Deployed internet security device to protect the City network and users.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred and six invoices.
- Updated twelve vendors.
- Set up two new vendors.
- Processed one requisition.
- Ordered one gas cards.

- Tree trimming and removal annual bid was opened on June 17, 2010. Awarded to Bryant Tree Service of Live Oak.
- Preparing bid for addition at the Fleet Maintenance Department.
- Issued nine hundred and seventy one items for departments use.
- Began entering surplus items on govdeals.com.

Airport Director Sawyer Reports:

- Jet fuel and low lead fuel sales remained slow for the first week of July at \$7,107 in revenue on sales totaling 1,850 gallons. Average weekly sales during June were \$11,740 on 3,065 gallons sold.
- Airport staff assisted FAA technicians in a successful annual inspection and certification of the airport Non-directional Beacon utilized for landings in inclement weather.
- Director Sawyer assisted TowerCom in efforts to finalize a cell tower land lease agreement and assisted airport business tenants in preparing annual reports required by FDEP Stormwater Management Regulations.



Customer Service Director Harwell Reports:

- Phone Calls Taken 457
- Walk-up Customers Assisted 1053
- Bills Generated 0-skip week
- Number of Payments Collected 1246
- Total Payments Received \$124,511.65
- Hours Spent Billing 68
- Hours Spent T & I/Collections 62
- Hours Spent Training 40
- Tap Applications Processed 1

Service Orders Generated:

- Field Service Orders 522
- Severn Trent 5
- Verify Shut-Off's 84
- Cut Off Non Pay 125
- Turn Back On 89

Pending Service Orders:

- Register Exchanges 2
- Meter Exchanges 3
- Repair Wire 3
- Verify Shut-Off 83

Reads:

- Initial Read 11
- Final Read 70

Total Pending Service Orders to Date: 1130

Citizen's Advocate Washington Reports:

- Continuing to work with CDBG applicants, Loretta McSwain and Reather Shaw. (on-going)
- Working with Red Lobster as they prepare to launch their Project Green Program along with the City and SWS. (on-going)

- Met with Byronelle Witt, the Production Assistant with Rescue Productions. The company will be filming the movie “Rescue Me” here in Lake City and will be using Olustee Park in one of their scenes, along with other sites throughout the City. This is the same company that filmed the movie “Fireproof”. (completed)
- Attended LCCC’s Ribbon Cutting Ceremony. (completed)

Community Redevelopment Director Kite Reports:

Community Redevelopment Area:

- CRA Plan Update: A Services Agreement from IBI Group was submitted to the Community Redevelopment Agency for review at their regularly scheduled CRA Meeting on Monday, March 15, 2010. This item was adopted and TIF Funds were appropriated at the April 5, 2010 meeting. Revisions to the Services Agreement have been made and executed contract has been received by the City. A strategy meeting was held on May 18, 2010. Information is being gathered and meetings with focus groups were conducted June 23rd and 24th. The first of a series of Public Meetings are scheduled to begin by the end of July. A webpage to provide information and updates on the status of the CRA Master Plan Update has been created and is being reviewed. It should be ready and posted to our Website by June 16, 2010.
- Façade Grant Program and appropriation of \$50,000.00 of TIF Funds for the remainder of the current fiscal year was approved at the April 5, 2010 CRA meeting. 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.
- Appropriation of TIF Funds for the structural evaluation of the Blanche Hotel by Jones Edmunds was approved at the April 5, 2010 CRA meeting. The Notice to Proceed has been issued. The assessment of the building began on Tuesday, May 11, 2010. The Jones Edmunds crew returned on Saturday, May 15, 2010 to obtain further information. The assessment has been completed by Jones Edmunds. Discussions concerning the Blanche are ongoing.
- Demolition of Old City Gas Building and Old City Jail quotes were accepted until May 28, 2010 for the demolition and removal of the Old Gas Department, Old Jail and Pole Barn located at 249 NE Escambia Street. An asbestos survey is required and should be included in the total. If an asbestos abatement is required a change order to the contract will be required. Property must be left in a razed condition. Low bidder was presented to Council at their June 7, 2010 meeting. At this time Council has approved demolition of all building on site except the Old Jail, discussions of how to best utilize the property and the fate of the Old Jail are still ongoing. The asbestos survey has been performed and results show that there will need to be an abatement done. This will require a change order which should be submitted to the Purchasing Department.

Florida Redevelopment Association:

- I will be attending an Elective Class for my Redevelopment Certification Program on July 19 through July 21, 2010. The Course being offered is Redevelopment Finance.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 17 Emergency calls for service, with an average response time of 5 minutes and 00 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	0
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:

CDBG:

- Set-up owner/contractor meeting to sign contracts for Jernigan project

Planning:

- Zoning statements issued 4
- Land Files maintenance 3 Hrs
- Processing permits 4 Hrs
- Prepare and LDR amendment for council agenda 2 Hrs
- Permits received and processed 18
- Permits issued 11
- Processed CDBG pay request 2 Hrs
- Conducted staff Review meeting for site plan 2 Hrs
- Prepared and distribute Zoning Board Agendas 4 Hrs

Building Inspections:

- Building inspections 9
- Plumbing inspections 2
- Electrical inspections 1
- Roof inspection 2
- Mechanical Inspections 1
- Plan reviews performed 12 Hrs
- Sign inspection 0

Code Enforcement:

- New complaints received 5
- Property inspections performed 14
- Meeting with responding property owners/customers 8 Hrs
- Cases brought into voluntary compliance 2
- Notices of violations issued 2
- Fund raiser permits issued 0
- Requests for lien search (city) 1 Hrs
- Public records request 2
- Revised office policy regarding code case procedures 4 Hrs

Business Tax Receipts:

- New applications for Business Tax 2
- Applications reviewed and ready to issue 2
- Business tax renewed for 2011 45
- Pet License renewals 0

Police Chief Gilmore Reports:



Executive Summary:

The Command Staff is continuing to revamp our policies and procedures to comply with Accreditation.

MAJOR CASE SYNOPSIS:

- June 23, 2010: An officer working a target area in North Lake City observed a suspicious vehicle commit a traffic violation. The investigation resulted in the arrest of a white male for felony possession of cocaine.
- June 26, 2010: Officers responded to North Marion in reference to a robbery that had just occurred. Investigation lead to the arrest of two black males for felony robbery and misdemeanor battery charges as the investigation is continuing to identify two other suspects.
- June 29, 2010: Officers responded to North East Broadway in reference to theft of city utilities. Investigation shows that persons unknown cut a lock off of City of Lake City gas and water meter resulting in the theft on over \$800.00 worth of utilities. At this point the investigation is ongoing.

DEPARTMENTAL HIGHLIGHTS:

- June 25, 2010: Lt. Joe Moody has stepped down from his role as Patrol Commander and Sgt. John Blanchard has been appointed as interim Lieutenant Patrol Commander.
- June 29, 2010: Several Command Staff members attended the Florida Police Chief's Convention in South Florida. Members viewed numerous items that will upgrade our technology in the near future.

June 29, 2010: Lieutenant John Stock attended the weekly 911 meeting and returned with the following:

- The GIS files were uploaded last week.
- The Lake City Police Department still has two dispatchers that are in need of the CPR training. Hopefully, these two dispatchers will obtain this training during the first week of July.
- Chief Frank Armijo said that there are two Communication concerns that are still being addressed by Mr. Doug Brown. Both issues should be resolved by next Tuesday morning's 911 Meeting.
- The new dispatch consoles are currently being installed in the Emergency Operations Center. The Center is scheduled to go live with this new equipment on July 2, 2010.
- The City Public Safety Committee will meet on July 6, 2010 at 6:00 p.m. to address issues on this communications merger. Some of the topics will be, the installation of an air conditioning unit for the Server Room and the installation of the new servers and such for this merger within the Lake City Public Safety Building.
- Pictometry: Training will be scheduled in the near future. Administrators will require a two or three day training session and the Users will require a one day training class.
- There has not been any updated information from A.T.&T. in reference to providing protection around the telephone boxes (3) that are located in front of the Emergency Operations Center.
- If everything goes as planned, the Lake City Police Department's dispatchers will be transferred to the Emergency Operations Center within four (4) to six (6) weeks.
- A pre-approved format will be used as a template for drafting a mutual agreement for using N.C.I.C. / F.C.I.C.



- The deadline for the completion of this merger is November 7, 2010. This date may be much closer if things continue to progress at that rate that they have been.
- Information is being obtained from the Sarasota Police Department and another law enforcement agency to obtain their policies that were implemented during their communications merger. This information should aid in the Lake City Police Department's communications merger.

The merger is really way behind as a result of poor planning by the county.



Mr. Wendell Johnson asked for the project documentation that would include time-lines, milestones and be a basic road map for the progression of this communications merger. This information can also be useful in developing Fail-Safes for this project.

In the county that makes it up as it goes along, it will be interesting to see if they can produce a time line.

CRIME STATISTICS

Patrol Division:

Calls Answered:	799
On Views/ Police In:	560
Misdemeanor:	19
Felony:	7
Status 1 Gone on Arrival:	11
Status 2 Unfounded:	5
Status 3 No Activity:	0
Status 4 Misc. Incident:	626
Status 5 Incident Report:	49
Homicide:	0
Burglaries:	3
Robbery:	0
Assault:	7
Opposing/Resisting:	1
Sex Offense:	1
Thefts:	14
Drugs:	4
Criminal Mischief:	3
Missing Person:	0
Status 6 Accident Report:	12
Status 7 Traffic Ticket:	49
Status 8 Traffic Warning:	67
DUI:	2
Misdemeanor Traffic:	16
Infraction:	32
Warrant Arrest:	3
Property Damage:	\$36,750
Accident Injuries:	3

Criminal Investigations Division:

Total Cases Investigated:	18
Total Cases Solved:	16
Total Cases Unsolved:	2
Total Arrests:	1
Affidavits Filed:	14
Total Charges Filed:	23
Murder:	0
Burglaries:	5
Robberies:	0
Sex Offense:	1
Criminal Mischief:	1
Missing Person:	0
Thefts:	8
Assaults:	3
Drug Offenses:	0
Recovered Property Value:	\$0
News Releases:	2

Recreation Director Little Reports:

Southside Recreation Center:



- Last week we had our annual Fourth of July cookout for the summer campers. There were lots and lots of food and fun. The kids enjoyed fried chicken, macaroni and cheese, chips, sodas and tea. Ruby Tuesdays donated some of their signature "shooter" burgers for the event. We also had ice cream sundaes for dessert. The out of town field trip for this week is to Weeki Wachee Springs.

Girls Club Center:

- During the week the girls enjoy skating, bowling, arts and crafts, Zumba class, Panda-Moni-Yum and cooking classes. Our field trip for last week to Wild Waters was canceled due to inclement weather. Our field trip this week will be to Wild Waters re-scheduled from last week.

Athletics – Teen Town Center:

- Registration for our adult summer softball league is completed. We had seven teams sign up to play in our summer league. Games will begin on Tuesday, July 13th at the adult fields on Bascom Norris Road. Game times are 7:00 & 8:15 PM. We encourage everyone to come out and watch these games. Registration for our youth football league will be held August 14th, 21st and 28th at our Teen Town Center from 8:00 AM – 5:00 PM.

Recreation Programs:

- Our children’s summer tennis camp is now being held at our Young’s Park tennis courts thru July 23rd. Mr. Andy Creel, CHS Boys Tennis Coach is conducting the camp. We are also continuing to offer classes in Tae Kwan Do, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

Maintenance:

- Routine maintenance continues with cleaning summer camp areas, softball field preparations and mowing.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 22
- Service Orders 23
- Lenvil Dicks Meter Exchanges 27
- Sewer Calls 3
- Broken Water Lines Repaired 7

Distribution, Collections & Construction (Keith Hampton):

- Eastside Water Main Project 93% complete
- Meter Exchange in Lenvil Dicks System 61% complete
- Hillside Ave 6” Water Main Extension 22% complete

Natural Gas (Joe Sheldon):

- Service Orders 348
- Locates 21

Public Works (Thomas Henry):

- Locates 39
- Installed signs 14
- Installed speed humps 2
- Responded to and serviced trouble calls 12
- Responded to citizen calls/complaints 11

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 5
- Inspected and cleaned sewer lines 600 ft

Vehicle Maintenance (Sam Curry):

- Routine Maintenance and Service 6
- Complaints /Repaired/Back in Service 17
- Machines fueled and fluid levels checked 5

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.364 MGD

Water Plant (Steve Roberts):

- Hydrant Flushing 8
- Gallons Treated (Price Creek WTP) 3.572 MGD
- Gallons Treated (Brandon Brent WTP) .031 MGD