

Lake City Staff Weekly Report

Week ending May 14, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Finance staff continues to work on revenue projections for the FY 2011 budget.
- Resolutions requesting surplus and disposition of Fixed Assets have been prepared for review. Pending approval by the City Attorney, they will be placed on the Council agenda for May 17.
- Staff is working with Purchasing on the upcoming Surplus Sale of Assets.
- The tagging of the Fixed Assets will begin in June.
- Southland Waste provided an update on April 26 indicating they were still processing the information related to the garbage audit. The goal is to ensure all commercial and residential garbage customers are being billed properly.
- Staff is working with Customer Service to implement new water and sewer rates established by City Ordinance No. 2010-1199 passed by a vote of the City Council on April 19th.

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

- Received information for the Florida League of Cities that Police car #28 will be declared a total loss. Insurance claim process will be completed soon.
- Attended the Florida Municipal Insurance Trust client conference.
- Filed out all status change forms to meet our new pay plan and manpower document.
- Set up appointments for physicals for new police hires.
- Processed ten Dispatcher, two Girl's Club, three Recreation Aids, and two Police Captain Applications.
- Spent approximately ten hours counting cash and processing checks.
- Processed one hundred fifty four invoices for payment.

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

- Planned for combined dispatch with communications group.
- Updated City internal and public websites.
- Working on completing airport webpage redesign.
- Continued work on Hillside Parkway plan and profile in Computer Aided Design (C.A.D.)
- Setup centralized deployment of security and system updates.
- Completed wireless phone deployment at Girls Club.
- Deployed new system to cut design and cut graphics for City signage.
- Working on phone survivability.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred seventy two invoices.
- Scanned fifty seven documents into OnBase Imaging System.
- Updated eighteen vendors.
- Processed four requisitions.

- Established two new vendors.
- Issued one fuel card.
- Live Oak Pest Control was low quote and issued a Notice of Award.
- Contractor scheduled to remove asbestos from the Old City Hall building on May 14, 2010.
- Demolition of building is scheduled to begin on May 17, 2010 pending issuance of permits.
- City is negotiating with Enterprise Leasing.
- The quotes for the demolition of old Natural Gas Department and old City Jail are due in the Purchasing and Contracting Department by 4:00 P.M. on Friday, May 14, 2010.

Warehouse:

- Issued one thousand four hundred and seventy five items for departments use.
- Received seven new police cars.
- Issued new Mack truck to Utilities Department.
- Received light tower for Utilities Department.
- Received all materials for McFarland Avenue project.

Airport Director Sawyer Reports:

- Fueling operations for the week produced \$12,000 in gross revenues on 3,000 gallons sold. Favorable jet fuel sales increased gross revenues forty percent over the prior week.
- U.S. Forestry officials report a low to moderate fire danger in the North Florida area. The aerial tanker will move from Tennessee to the Lake City Tanker Base if the threat level becomes severe. Staff assisted contract helicopters on site for training with the Forestry Service.
- Staff continued seasonal mowing operations, repaired doors to the storage hangar and assisted in pest control service to the control tower and all storage hangars.

Community Redevelopment Administrator Kite Reports:

- 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 is scheduled for May 18, 2010.
- The ITB for the demolition of Old City Hall has been completed. Bids were opened on Tuesday, March 16, 2010. Approval of low bidder and appropriation of TIF Funds were approved at the April 5, 2010 CRA Meeting. The Contract was sent overnight express for execution and has been returned. The performance and payment bonds have been forwarded to Mr. Darby for his approval. Growth Management is processing the permit application. An asbestos survey is being conducted in order to file with the DEP notice. During construction assessment, asbestos abatement will be necessary in accordance with EPA and OSHA Regulations and will be conducted on Friday, May 14, 2010. A change order of \$18,500 will be required for the abatement services bringing the total cost to approximately \$70,000.00 and will be presented to both the CRA Board and City Council at the Monday, May 17, 2010 meeting. The projected start of this project is May 17th.

- 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 will be returning this Saturday, May 15, 2010 to obtain further information.

Customer Service Director Harwell Reports:

• Phone Calls Taken	502
• Walk-up Customers Assisted	1394
• Bills Generated	2248
• Late Notices Generated	433
• Number of Payments Collected	2271
• Total Payments Received	\$200,469.04
• Hours Spent Billing	75
• Hours Spent T & I/Collections	55.5
• Hours Spent Cycle Route Clean Up	4.0
• Hours Spent Addressing/Activating	0
• Hours Spent Training	40
• Tap Applications Processed	4

Service Orders Generated:

• Field Service Orders	481
• Severn Trent	5
• Verify Shut-Off's	79
• Cut Off Non Pay	119
• Turn Back On	102

Pending Service Orders:

• Register Exchanges	4
• Meter Exchanges	3
• Repair Wire	1
• Stuck Meter	2
• Meter Set	1
• Need Remote	2
• Verify Shut-Off	78

Reads:

• Initial Read	79
• Final Read	79

Total Pending Service Orders to Date: 1224

Citizens' Advocate Washington Reports:

- Continuing to work with CDBG applicants' Lucas Barber, Reather Shaw and Robert Stiles (on-going)
- Continuing to work on City's Women's Celebration planned for June 15 from 12 noon to 2 p.m. (on-going)

- Coordinated meeting with Red Lobster and their Project Green Program for next month. (on-going)
- Mailed Nick finalized Administrative Policy #21 (Facility Use of Olustee Park) to be submitted to Mr. Johnson for review and approval. (pending)
- Attended Community National Day of Prayer, Mayor Witt presented the City's Proclamation. (quarterly)
- Rita Dopp, Executive Director of United Way mailed information cards on the 211 system to be shared with the community. They are placed on the table in the lobby. (on-going)
- Met with Tony Buzzella, he has changed the venue for the Blues Festival from Olustee Park to Memorial Stadium for next year. I gave him Heyward's number to secure the event. (completed)
- No phones call on the availability fee this week.
- I will email Mr. Johnson regarding the request I received last week from the Summer Reading Camp.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 27 Emergency calls for service, with an average response time of 6 minutes and 26 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	2

Growth Management Director Lee Reports:

CDBG:

- Met with applicant and contractor to explain and sign contracts for Demo and replacement of home on Tom Page Street
- Processed contracts for signatures
- Notified three applicants of eligibility status for grant
- Assisted two applicants with Title clearances for property

Planning/Department Administration:

- Plans Processed for TJ Max renovation
- Prepared and processed advertisements for proposed CDBG project
On Texas Street 2 Hrs
- Prepared Ordinance for legal review to amend LDR's 2 Hrs
- Zoning interpretations/Statements issued 8
- Land files maintenance HTE 3 Hrs
- Preparation of permits for issue 18 Hrs
- Plans review for permitting 15 Hrs
- Attendance at Pension Board meeting 3 Hrs
- Construction permits received and processed 26
- Permits ready for issue 21

Inspections:

- Building inspections 8
- Electrical inspections 5
- Plumbing inspections 4

- HVAC inspections 2
- Roofing inspections 2
- Removal of illegal signs 2 Hrs
- Preparation of Code Cases to Board 3 Hrs
- Property inspections in CRA 3 Hrs
- Property inspections 2 Hrs

Code Enforcement:

- New complaints received 2
- Property inspections performed 14
- Meetings with responding property owners 5 Hrs
- Cases brought into voluntary compliance 2
- Notices of Violation issued 2
- Fund raiser permits issued 2
- Preparation of Agendas for Code Board/ Contractor Board 3 Hrs
- Attended training on encounters with Mentally Ill 8 Hrs
- Payment received for fines \$400.00

Business Tax Receipts:

- New application received 4
- Application reviewed and processed for issue 5
- Inspections for tax receipts performed 10

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff has been very busy with meetings but continues to make progress with the Accreditation process including policies and procedures.

Major Case Synopsis:

- May 5, 2010: Officers working a target area in North Lake City conducted a traffic stop on Lake Jeffery in reference to a traffic violation. The investigation lead to the arrest of a black male for possession of cocaine.
- May 7, 2010: Officers responded to the area of City Liquors located on Washington Street in reference to an armed person. The investigation resulted in arresting a black male and black female for numerous felony charges.

Departmental Highlights:

- May 11, 2010: The Columbia County Fire Department hosted the Annual Public Safety Memorial located at the First Baptist Church. The ceremony was attended by several Officers including Chief Gilmore and her Command Staff.
- May 13, 2010: Chief Gilmore organized a Meet and Greet with the residents of Cedar Park Apartments. Command Staff and zone officers accompanied Chief Gilmore to this event. The management of Trippe Realty worked cooperatively with Lake City Police Department by providing hot dogs and drinks to the residents for this event. Customer Service (Nick Harwell) assisted with the sound system. Numerous questions came from residents regarding our policies and procedures. This event turned out to be a positive connection between Police and the Cedar Park residents. This Meet and Greet Event will continue to Windsor and Windsong Apartments complexes.
- May 11, 2010: Lieutenant John Stock attended the weekly 911 meeting and returned with the following:

- The C.P.R. training dates for the L.C.P.D. Dispatchers have been modified from the next two Wednesdays (only), to now include the next two Thursdays. According to the Emergency Operations Center these four training dates are sufficient to get all of the L.C.P.D. dispatchers trained in C.P.R.
- The E.M.D. (Emergency Medical Dispatch) training is being planned for the first and second week of June. The exact dates and times are not known.
- The Board of County Commissioners has approved the purchase of spare communications parts.
- Pictometry: The flights over the county have been completed. The images are expected in the near future.
- The County will be covering the cost to install an air conditioner in the room that will house the back-up SmartCop and radio equipment within the Lake City Public Safety Building. The county may utilize their employees to perform the installation instead of contracting the work to private industry. The county's air conditioning specialist will evaluate the situation and a determination will be made.
- County Manager, Dale Williams was present at this meeting. He requested a target date for the unification to take place. He would like to supply the City Manager with this date. The dispatching unification must occur prior to November 7, 2010 or the county will be faced paying a large sum of money due to an existing contract agreement. The dispatching consoles can not be placed in the newly completed Dispatch area until the carpet has been installed. The carpet's delivery time is causing an approximate thirty day delay in the time line.

CRIME STATISTICS:

Patrol Division:

May 4, 2010

Calls Answered:	840
On Views/ Police In:	519
Misdemeanor:	28
Felony:	10
Status 1 Gone on Arrival:	20
Status 2 Unfounded:	1
Status 3 No Activity:	0
Status 4 Misc. Incident:	672
Status 5 Incident Report:	49
Homicide:	0
Burglaries:	4
Robbery:	0
Assault:	8
Opposing/Resisting:	0
Sex Offence:	0
Thefts:	10
Drugs:	2
Criminal Mischief:	2
Missing Person:	2
Status 6 Accident Report:	22

Status 7 Traffic Ticket:	37
Status 8 Traffic Warning:	57
DUI:	0
Misdemeanor Traffic:	4
Infraction:	33
Warrant Arrest:	1
Property Damage:	\$127,200
Accident Injuries:	4

Criminal Investigations Division:

Total Cases Investigated:	14
Total Cases Solved:	6
Total Cases Unsolved:	8
Total Arrests:	0
Affidavits Filed:	1
Total Charges Filed:	1
Murder:	0
Burglaries:	5
Robberies:	0
Sex Offense:	0
Criminal Mischief:	0
Missing Person:	1
Thefts:	5
Assaults:	3
Drug Offenses:	0
Recovered Property Value:	\$0
News Releases:	4

Recreation Director Little Reports:

Southside Recreation Center:

- Registration for our summer camp is going strong. The cost of this nine week camp is \$225.00 and there is a limit of 80 kids. Campers will enjoy movies, skating, bowling, weekly special field trips, arts and crafts, guest speakers and much more. We are pleased to have Jakeem Hill returning this summer as our Recreation Aide here at the Southside Center. Last week our children enjoyed making flower pots for their mothers in honor of Mother's Day.

Girls Club Center:

- Girls Club is pleased to add to our Summer Staff: Taylor Crews, Lindsey Pridgeon, Jessica Avery, Michelle Palmer and Suzanne Waldron. Summer registration has started. Our summer program will begin on June 7th and run until August 6th. The cost is \$225.00 for nine weeks. On Thursday, May 6th, we had a guest speaker, Elizabeth Free. She discussed bullying and being kind to one another.

Athletics - Teen Town Center:

- Registration for women's softball will be held thru May 21st. Cost is \$350.00 per team. The season is scheduled to begin on June 7th. The coaches meeting will be held on Monday, May 17th at the Girls Club. Adult softball games are still being played through the week at the Adult softball complex on Bascom Norris Drive. Tee ball games are being held at the Girls Softball Complex. Game times are 6:00 and 7:00 PM. Come out and enjoy the innocence of

children having fun.

Recreation Programs:

- Our “Romper Rhythm” class is going strong. We anticipate when school is out that we will have more participation from our teachers. This class is open to all moms and children between 0-5 years of age. We are continuing to offer classes in Tae Kwan Do, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

Maintenance:

- Maintenance staff is busy preparing fields for t-ball and softball daily. They are also preparing Girl’s Club and Southside for their Summer Camps starting very soon. Fertilization and mowing is in full swing.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- | | |
|----------------------------------|----|
| • Locates | 60 |
| • Service Orders | 34 |
| • Meter Exchanges (Lenvil Dicks) | 30 |
| • Sewer Calls | 4 |
| • Broken Lines Repaired | 6 |

Distribution, Collections & Construction (Keith Hampton):

- | | |
|--|--------------|
| • Eastside Water Main Project | 87% complete |
| • Meter Exchange in Lenvil Dicks System | 37% complete |
| • Columbia County Correctional Institute | 99% complete |

Natural Gas (Joe Sheldon):

- | | |
|------------------|-----|
| • Service Orders | 345 |
| • Locates | 23 |

Public Works (Thomas Henry):

- | | |
|---|----|
| • Locates | 43 |
| • Installed Stop Bars (vinyl) | 12 |
| • Responded to and serviced trouble calls | 7 |
| • Responded to citizen calls/complaints | 14 |

Utility Maintenance (David Durrance):

- | | |
|--|------------|
| • Inspected and Serviced Liftstations | 9 |
| • Inspected and Cleaned Storm Drain Pipe | 330 (feet) |
| • Hydrant Flushing | 2 |

Vehicle Maintenance (Sam Curry):

- | | |
|--|----|
| • Routine Maintenance and Service | 2 |
| • Complaints /Repaired/Back in Service | 10 |
| • Machines fueled and fluid levels checked | 8 |

Wastewater Treatment Plant (Linda Andrews):

- | | |
|-------------------|-----------|
| • Gallons Treated | 2.479 MGD |
|-------------------|-----------|

Water Plant (Steve Roberts):

- | | |
|---------------------------------------|-----------|
| • Gallons Treated (Price Creek WTP) | 3.510 MGD |
| • Gallons Treated (Brandon Brent WTP) | .024 MGD |