

Lake City Staff Weekly Report

Week ending July 30, 2010


FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Finance continues to work on FY 11 budget. Council budget workshops will be held Wednesday, August 4, Thursday, August 5 and August 12 if needed.
- Finance is working with Purchasing on the surplus sale of Fixed Assets. Items that were approved for surplus by Council are being posted for sale on govdeals.com. Currently twelve items have sold totaling \$23,436.
- Finance has prepared forms DR 420 Certification of Taxable Value, DR 420 TIF Tax Increment Adjustment Worksheet and DR 420 MMP Maximum Millage Calculation to start the TRIM process. Truth in Millage (TRIM) is a process mandated by the State of Florida that establishes the statutory requirements that all taxing authorities levying a millage must follow, including all notices and budget hearing requirements. Two public hearings will be held before the adoption of the millage rate. The County Tax Collector and County Property Appraiser were provided their copies of the DR 420 series forms.
- Review of Fixed Asset updated inventory sheets is near completion. Tagging of Fixed Assets will begin next week.
- Staff prepared the Legislature Appropriation Grant quarterly progress report and reimbursement request for \$9,672.38 from Florida Department of Environmental Protection.

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

- Filed two workers compensation claims.
-  Completed payment to Serv-Pro for water extraction of a home we caused flooding in due to high pressure cleaning.
- Investigated a water flooding problem due to our pressure regulator breaking down and allowing the water pressure to spike at one hundred sixty pounds of pressure. This pressure should be sixty two of pressure.
- Provided our risk insurance policy book to a representative with Preferred Government Insurance Trust.
- Completed sending health insurance information to the Florida Municipally Insurance Trust for bidding.
- Continued working on updating our employee evaluations and getting them entered in our payroll system.
- Processed paperwork for permanent part-time Girls Club Leaders, one firefighter and natural gas technician.
- Met with Tyson Johnson representatives for training on entering insurance updates on-line.

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

- Continued work on combined dispatch working with FCIC to authorize network changes.
- User training schedule for pictometry.

- Finishing Work Order process evaluation and preparing presentation.
- Complete Highway 90 survey for waterline project and began plan and profile.
- Posted old phone equipment on the internet to be sold, www.govdeals.com.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred seventy eight invoices.
- Issued titles and released vehicles to winners on Govdeals.com.
- Had vendor change out six hundred pounds of HTH powder which was defective, no cost to the City.
- Issued one thousand and three items for various departments use.
- Completed and advertised ITB-020-2010 construction of restrooms at the Women's Center located on Martin Luther King Street. Bids are due in by 11:00 a.m. on August 5, 2010.
- Preparing addenda #1 for ITB-020-2010 construction of restrooms at the Women's Center. Addenda consist of answering questions submitted by bidders.
- Notifying departments of vehicles parked at the Public Works Department to be declared surplus property and sold.
- Reviewing Department of Management Services (DMS) contract for meter reading.

Airport Director Sawyer Reports:

- Jet fuel and low lead fuel sales increased three per cent over the prior week with \$9963 in revenue on sales totaling 2,597 gallons.
- Director Sawyer reviewed the Airport Master Plan with county Industrial Development Authority staff during their July 28th visit. The FAA provides funding for Plan recommended improvements including navigation aids, runway repairs and terminal building construction. The existing plan will be reviewed and updated in 2011.
- Maintenance activities included welding repairs to the large mower deck and completion of repairs to the runway approach lighting system.

City Clerk Sikes Reports:

- Processed sixteen (16) public records requests (annual total to date 376 requests).
- Met with one candidate for City Council District 10 regarding candidate reports.
- Ensured all four (4) City Council District 10 candidates submitted reports prior to deadline.
- Scanned in two thousand three (2003) pages into the OnBase Imaging System.
- Prepared one (1) Letter of Support.
- Prepared one (1) set of official minutes.
- Submitted information for four (4) block ads to the Lake City Reporter.

Upcoming dates of interest:

Monday, August 2, 2010	6:15 PM	Airport Meeting (City Hall)
	6:30 PM	City Council Workshop (City Hall)
	7:00 PM	City Council Meeting (City Hall)
Tuesday, August 3, 2010	6:00 PM	National Night Out Event

Wednesday, August 4, 2010	2:00 PM	Fire Union Negotiations Mtg. (City Hall)
	6:00 PM	Council Budget Workshop (City Hall)
Thursday, August 5, 2010	6:00 PM	Council Budget Workshop (City Hall)

Customer Service Director Harwell Reports:

- Phone Calls Taken 617
- Walk-up Customers Assisted 806
- Bills Generated 2879
- Number of Payments Collected 1515
- Total Payments Received \$180,249.79
- Hours Spent Billing 70
- Hours Spent T & I/Collections 30
- Tap Applications Processed 2

Service Orders Generated:

- Field Service Orders 580
- Severn Trent 13
- Verify Shut-Off's 71
- Cut Off Non Pay 124

Pending Service Orders:

- Register Exchanges 2
- Meter Exchanges 101
- Repair Wire 2
- Need Remote 2
- Verify Shut-Off 38

Reads:

- Initial Read 43
- Final Read 36

Total Pending Service Orders to Date: 1064

Citizen's Advocate Washington Reports:

- Continuing to work with CDBG applicants.
- Participated in the DRP Summer Reading Camp. Nick read a book to the students and spoke with them on being successful in life. (on-going)
- Continuing to work with Byronelle Witt, the Production Assistant with Rescue Productions. The company will be filming scenes throughout Lake City. (on-going)
- Mayor and I met with Mr. Kervin Holland on various issues and concerns. Mr. Holland appreciated the meeting and his concerns were resolved. (completed)
- Met with Rod Butler, GM at Holiday Inn on the Give Kids the World Campaign her in Lake City. Posters were collected and sent o various departments. I sent "post cards" to the Girls' Club to be sent home with students. Event date is July 31 from 8am to 12noon at the Holiday Inn. (on-going)
- Nick and I met with Bud Rozier at the property he owns on Davis St. His complaint was that his property was being vandalized and an overgrown ROW

owned by the City on St. Clair St. Mr. Rozier also reported his issue at the Chief's Breakfast. We assured him that the PD would forward all his issues to the appropriate department. (completed)

- Met with Officer Wynn on National Night-Out Program for August 3 at Memorial Stadium. (on-going)

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 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. The first in a series of Public Workshops concerning the Master Plan Update was held on Tuesday, July 27, 2010 at the Public Library. There were over 50 people in attendance and participants were divided into smaller working groups. Each group worked through a series of tasks, identifying key assets and weaknesses within the CRA. They then were challenged to identify "Wants" and "Needs" within the CRA. Each sub-group presented their ideas and observations to IBI Group facilitators who will then compile all this information and use it to help shape the Master Plan.
- 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 attended an Elective Class for the Redevelopment Certification Program on July 19th through July 21st, 2010. The Course being offered was Economic Development Finance 101.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 30 Emergency calls for service, with an average response time of 4 minutes and 37 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	3
Pre-Fire Plans	1
Fire Prevention/Education Events	2

Growth Management Director Lee Reports:

CDBG:

- Updated monthly projects report
- Inspected interior progress on two projects
- Inspected foundation and floor for Tom Page project

Planning:

• Zoning statements issued	5
• Land Files maintenance	3 Hrs
• Processing permits	8 Hr
• Permits received and processed	16
• Permits issued	11
• Processed CDBG pay request	2 Hrs
• Conducted staff Review meeting for site plan	2 Hrs

Building Inspections:

• Building inspections	62
• Plumbing inspections	1
• Electrical inspections	5
• Roof inspection	2
• Mechanical Inspections	1
• Plan reviews performed	16 Hrs
• Sign inspection	1
• Worked on abandoned tank found on City property	1 Hr

Code Enforcement:

• New complaints received	7
• Property inspections performed	36
• Meeting with responding property owners/customers	8 Hrs
• Cases brought into voluntary compliance	5
• Notices of violations issued	4
• Fund raiser permits issued	1
• Requests for lien search (city)	2 Hrs
• Public records request	4
• Assisting Customer Service with Business Tax procedures	2 Hrs
• In house Codes Training	2 Hrs

Business Tax Receipts:

• New applications for Business Tax	5
• Applications reviewed and ready to issue	5

- Business tax renewed for 2011 25
- Pet License renewals 0

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff and LCPD personnel have been preparing for National Night Out which is scheduled for August 3, 2010 as well as moving forward with the re-accreditation process.

MAJOR CASE SYNOPSIS:

- July 27, 2010: Officers responded to 1665 SW Camellia Lane in reference to a near drowning involving a two year old child. Officers made contact with Rescue personnel and the individuals caring for the child. The child is known to have been bathing in the apartment's bath tub just prior to becoming unresponsive. Statements have been obtained and the mother was contacted. Rescue personnel transported the two year old to Shand's in Gainesville. The Lake City Police Department has requested the Florida Department of Law Enforcement Crime Scene Unit to respond and assist in the investigation as it is still in its early stages. As of 07/28/10, Investigator Black is still interviewing witnesses into the events surrounding the child being taken to Shand's in Gainesville. The child is listed in critical condition as of this morning.

DEPARTMENTAL HIGHLIGHTS:

- The new officers have completed the end of Phase I and are now in the beginning of Phase II of the FTEP.
- A "Loud Music" flyer has been created and will be distributed to the public. There will be an approximate two (2) week media blitz on the Loud Music enforcement actions that this agency will be taking.
- The Lake City Police Department is moving forward with filling the Captain's vacancy as interviews will be held August 10th and 11th.

July 27, 2010: Lieutenant John Stock attended the weekly 911 meeting and returned with the following:

- Sheriff Hunter was not present. Major Kitchens conducted this meeting.
- The Department Head level personnel meeting is scheduled for August 2, 2010.
- Motorola will be at the Emergency Operations Center today to evaluate the situation on installing the four (4) remaining dispatching consoles.
- The Positron contact cancellation date has not been solidified. This issue is being handled by the attorneys on both sides.
- Stanley Security will be visiting the Emergency Operations Center to develop a building security plan.
- Pictometry: The "Administrators" training went very well. The "Users" training is scheduled for August 19 & 20, 2010.
- North Florida Broadband Authority: Site plans have been submitted by North Florida Broadband Authority on the Franklin Street tower. There will be a walk through of this tower's equipment building to establish where equipment will have to be placed. A site plan has not been submitted on the Jail tower.

- A.T. &T. has not responded as to how they may be able to provide security (from motor vehicle impacts) to their three telephone boxes that are in front of the Emergency Operation Center and close to the roadway.

CRIME STATISTICS

Patrol Division:

Calls Answered:	920
On Views/ Police In:	673
Misdemeanor:	20
Felony:	16
Status 1 Gone on Arrival:	16
Status 2 Unfounded:	3
Status 3 No Activity:	0
Status 4 Misc. Incident:	778
Status 5 Incident Report:	46
Burglaries:	3
Assault:	9
Opposing/Resisting:	5
Thefts:	9
Drugs:	3
Criminal Mischief:	14
Status 6 Accident Report:	8
Status 7 Traffic Ticket:	38
Status 8 Traffic Warning:	44
Misdemeanor Traffic:	5
Infraction:	33
Warrant Arrest:	5
Property Damage:	\$47,800

Criminal Investigations Division:

Total Cases Investigated:	10
Total Cases Solved:	6
Total Cases Unsolved:	4
Total Arrests:	3
Total Charges Filed:	7
Burglaries:	3
Sex Offense:	1
Thefts:	6
Recovered Property Value:	\$0
News Releases:	2

Recreation Director Little Reports:

Southside Recreation Center:

- During the week campers continue to enjoy trips to “Blue Springs,” Panda-Moni-Yum, TCBY, swimming, skating and bowling. August 6th is the last day of our summer camp. Our field trip this week is to take the campers ice skating in Jacksonville.

Girls Club Center:

- We are currently taking registration for our Fall quarter which runs from August 23rd through October 15th. Registration fee is \$175.00. During the week the girls are enjoying trips to skating, bowling, Panda-Moni-Yum, arts and crafts classes, Zumba class and cooking classes. Our field trip to Universal Studios was a long, fun day for the girls. Our trip this week is to Adventure Landing in Jacksonville, Florida. We are planning for our end of the year cook-out and water day which will be on Monday, August 2nd.

Athletics – Teen Town Center:

- Registration for our youth football league will be held on August 14th, 21st and 28th at our Teen Town Center from 8:00 AM – 5:00 PM. The Annual Columbia Youth Football Association “Stars of Tomorrow” football camp will be held on August 28th from 9:00 AM – 12:00 Noon. Our summer league and women’s softball leagues are still going strong.

Recreation Programs:

- We completed our 2010 Summer Tennis Camp. The winners for the round robin tournament were as follows: 12 and under Girls – 1st Place – Eva Kirby and 2nd Place – Avona Randolph. 12 and under Boys – 1st Place – Christian Chiong and 2nd Place – Kyle Hardy. 16 and under – 1st Place – Dillon Kapadia and 2nd Place – Kaleb Lang. Everyone who participated received a participation medallion. We had several participants sign up for individual tennis lessons with our instructor, who is Andy Creel, CHS Boys Tennis Coach. 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:

- Our maintenance staff has been busy mowing all facilities and cleaning the Girls Club and Southside Center daily which houses our summer activities for approximately 230 children. They have also found time to do some sprinkler repairs at our Business Office.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- | | |
|--|-------------|
| • Locates | 53 |
| • Service Orders | 41 |
| • Lenvil Dicks Meter Exchanges | 24 |
| • Sewer Calls | 3 |
| • Live Bacteria Additive Maintenance (LBA) | 2 locations |

Distribution, Collections & Construction (Keith Hampton):

- | | |
|---|--------------|
| • Eastside Water Main Project | 93% complete |
| • Meter Exchange in Lenvil Dicks System | 70% complete |
| • Hillside Ave 6" Water Main Extension | 33% complete |

Natural Gas (Joe Sheldon):

- | | |
|-------------------------|--------------|
| • Service Orders | 24 |
| • Locates | 351 |
| • Gas Valve Maintenance | 90% complete |

Public Works (Thomas Henry):

- | | |
|---|----|
| • Locates | 36 |
| • Repaired Street Lights | 5 |
| • Repaired Cave-Ins | 4 |
| • Hauled Loads of Tree Debris | 20 |
| • Responded to and Serviced Trouble Calls | 4 |
| • Responded to Citizen Calls/Complaints | 19 |

Utility Maintenance (David Durrance):

- | | |
|--|--------|
| • Inspected and Serviced Liftstations | 7 |
| • Inspected and Cleaned Sewer Lines | 800 ft |
| • Inspected and Cleaned Fountain Pumps at Lake | |

Vehicle Maintenance (Sam Curry):

- | | |
|---|----|
| • Routine Maintenance and Service | 4 |
| • Complaints /Repaired/Back in Service | 13 |
| • Machines Fueled & Fluid Levels Checked | 4 |
| • Installed Electrical Lines to Power Inverter to LCPD Cars | 5 |

Wastewater Treatment Plant (Linda Andrews):

• Gallons Treated	2.431 MGD
<i>Water Plant (Steve Roberts):</i>	
• Hydrant Flushing	3
• Gallons Treated (Price Creek WTP)	3.978 MGD
• Gallons Treated (Brandon Brent WTP)	.025 MGD