

Lake City Staff Weekly Report

Week ending August 06, 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 fourteen items have sold totaling \$23,571.
- The first public hearing for Truth in Millage (TRIM) will be September 7, 2010. Finance is continuing to prepare for 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.
- Review of Fixed Asset updated inventory sheets is near completion. Tagging of Fixed Assets will have begun. Departments are submitting addition assets for surplus that will be sold on govdeals.com.
- Staff request reimbursement in the amount of \$18,359 for the Emergency Set Aside Grant. This grant is to repair or rebuild houses damaged by the March 2008 storm.

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

- Closed out four workers compensation claims.
- Filed one workers compensation claim.
- Received all invoices for a water problem at 288 SW Edgewood Lane.
- Completed filing papers to the Florida League of Cities for our Position Bond renewal.
- Met with representatives from Blue Cross Blue Shield about our health care coverage.
- Conducted a random drug test on twenty-one employees.
- Investigated one minor Police vehicle accident. Damage to right back bumper to our car and no damage to the other car,
- Met with Fire Union for first contract talks.
- Investigated hole at the Southside recreation tennis courts. These will be closed until they can be repaired.
- Began working on A Human Resources Certification.
- Continued counting money for the finance department.
- Continued processing invoices for purchasing.

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

- Continued work on combined dispatch working with FCIC to authorize network changes.

- Continued work on plan and profile for Highway 90 waterline project.
- Rebuild complete on email journaling server.
- Moved backend web hosting for increase functionality and future scalability.
- Working with contractor on new airport terminal for data needs.
- Continuing research on work order automation and mobile workforce.

Purchasing and Contracting (Debbie Garbett):

- Processed 196 invoices.
- Processed 2 requisitions – polymer for WWTP & ¾ TR meters for Dicks System.
- Scanned 326 pages into OnBase Imaging System.
- Extended contract with Florida Striping for traffic striping through 7/21/2011.
- Updated 22 vendor files.
- Established 9 new vendors.
- Issued 2 purchase orders.
- Contacted City of Daytona Beach regarding extension on current contract with TC Delivers for utility bill printing and mailing. We are piggybacking on their contract. Once it is extended, I will contact TC Delivers for their approval to extend.

Airport Director Sawyer Reports:

- Jet fuel and low lead fuel sales decreased eleven per cent from the prior week with \$8,885 in revenue on sales totaling 2,288 gallons.
- City Council approved a grant amendment increasing FDOT airport terminal related construction funding to \$1,825,000. The City has also received a \$600,000 FAA grant for roads and parking aprons adjacent to the new terminal. Staff is finalizing a construction contract and expects groundbreaking activities to begin in early September.
- Maintenance activities included continued mowing and replacement of twenty runway lights and wiring destroyed by lightning.

City Clerk Sikes Reports:

- Processed seventeen (17) public records requests (annual total to date 393 requests).
- Sent out reminder letters to candidates in reference to 2010 F2 Report due date.
- Met with Risk Mgmt/Human Resource Director Gene Bullard regarding Dale Carnegie Training.
- Attended five (5) Sunshine Applicable Meetings.
- Submitted information for one (1) block ad to the Lake City Reporter.

Customer Service Director Harwell Reports:

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|---------------------------------|--------------|
| • Phone Calls Taken | 594 |
| • Walk-up Customers Assisted | 1017 |
| • Bills Generated | 2159 |
| • Late Notices Generated | 1779 |
| • Number of Payments Collected | 2112 |
| • Total Payments Received | \$239,826.81 |
| • Hours Spent Billing | 47 |
| • Hours Spent T & I/Collections | 45 |
| • Hours Spent Training | 40 |

Service Orders Generated:

- | | |
|------------------------|-----|
| • Field Service Orders | 432 |
| • Severn Trent | 4 |
| • Verify Shut-Off's | 104 |
| • Cut Off Non Pay | 54 |
| • Turn Back On | 54 |

Pending Service Orders:

- | | |
|----------------------|----|
| • Register Exchanges | 7 |
| • Meter Exchanges | 1 |
| • Repair Wire | 2 |
| • Verify Shut-Off | 42 |

Reads:

- | | |
|----------------|----|
| • Initial Read | 47 |
| • Final Read | 83 |

Total Pending Service Orders to Date: 1025

Citizen's Advocate Washington Reports:

- Continuing to work with CDBG applicants, LC Barber and Reather Shaw. I referred Mr. Stiles to the CDC and Lester McKellum since he was ineligible for the CDBG. (on-going)
- Mayor Witt and I attended another "Read" event. He read to the students and spoke to them about being positive citizens. He also invited them to a tour at City Hall this summer. The Annual Graduation Program is August 13 at 12 noon. The Director of the Summer Reading Camp has scheduled a fieldtrip here at City Hall/LCPD/LCFD next week. (on-going)
- Continuing to work with Byronelle Witt, the Production Assistant with Rescue Productions. The company will be filming scenes throughout Lake City. Paul Moore stopped in to give me a copy of their insurance policy. (on-going)
- Attended IBI Group's presentation at CC Public Library. (completed)
- Attended "Give Children the World" Campaign at Holiday Inn. (on-going)
- Attended Ribbon Cutting at First Street Music. (completed)
- Attended District 10 Candidate Forum at RCC.

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. 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. Pictures from this Workshop have been added to the CRA Master Plan Update Webpage.

- 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.

Finally Friday:

- Finally Friday will be back this month on Friday, August 27, 2010 with a “Back to School Bash” theme. The Chamber of Commerce has taken over this and other DAC Sponsored Events. Children’s activities and demonstrations are planned to begin at 6:00 PM in Olustee Park. The band will begin at 7:30 PM and the movie will start at dark. The poster will be available early next week and posted to our website.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 34 Emergency calls for service, with an average response time of 5 minutes and 21 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	4
Pre-Fire Plans	2
Fire Prevention/Education Events	3

Growth Management Director Lee Reports:

CDBG:

- Updated monthly projects report
- Inspected interior progress on three projects
- Reviewed current requirements for move-out assistance recommend additional assistance Due to time overrun.
- Prepare resolution for council agenda

Planning:

- Zoning statements issued 7
- Land Files maintenance 3 Hrs
- Processing permits 4 Hrs
- Permits received and processed 21
- Permits issued 10
- Processed CDBG pay request 2 Hrs
- Conducted staff Review meeting for site plan 2 Hrs
- End of month reports compiled and distributed 4 Hrs
- Started compiling Capital Improvements for Plan amendment 2 Hrs

Building Inspections:

- Building inspections 10
- Plumbing inspections 4
- Electrical inspections 8
- Roof inspection 1
- Mechanical Inspections 2
- Plan reviews performed 20 Hrs
- Sign inspection 1
- Worked on abandoned tank found on City property 1 Hr

Code Enforcement:

- New complaints received 7
- Property inspections performed 8
- Meeting with responding property owners/customers 5 Hrs
- Cases brought into voluntary compliance 2
- Notices of violations issued 2
- Requests for lien search (city) 4 Hrs
- Public records request 2
- Assisting Customer Service with Business Tax procedures 2 Hrs
- Preparation of Board Hearing Orders 2 Hrs
- Meeting with Chief of Police to discuss code issues 2 Hrs

Business Tax Receipts:

- New applications for Business Tax 3
- Applications reviewed and ready to issue 2
- Business tax renewed for 2011 40

Police Chief Gilmore Reports:

Executive Summary:

The Command staff has been progressing in the Re-Accreditation process.

Major Case Synopsis:

- July 29, 2010: The two year old child that was listed in critical condition on July 27, 2010 due to a near drowning incident, passed away on July 28, 2010. The Medical Examiners Office in Jacksonville determined the child died from abusive trauma to the head. Lake City Police Department investigators, FDLE, and the State's Attorney's Office were able to collect evidence from the scene and conduct multiple interviews with witnesses, the child's caretakers and others that lived in the home. As a result, three arrests were made. Charges are as follows:

April Worthy, for Aggravated Child Abuse, Brittany Worthy, for Aggravated Child Neglect, Sammie Worthy, for Aggravated Child Neglect. All suspects were booked into the Columbia County Jail with no bond.

- August 2, 2010: Officer responded to Shands at Lake Shore Hospital in reference to a stabbing at approximately 1:25 p.m. Sgt. VanBennekorn made contact with the victim, who stated that he had been in an altercation with two people. Victim stated that as they began to argue a physical altercation between all three lead to stabbing him with a knife in the chest. An arrest was made and suspect charged with Aggravated Battery with a Deadly Weapon and booked into Columbia County Jail.

Departmental Highlights:

- August 2, 2010: Our vacant dispatch position has been filled by Stephanie Blakely. We are glad to add a new member to the LCPD family.
- August 3, 2010: National Night Out was a success as everyone in attendance had a great evening. A special thank you to all LCPD employees' and other City employee's who assisted in this event.

Crime Statistics:

Patrol Division:

Calls Answered:	800
On Views/ Police In:	490
Misdemeanor:	20
Felony:	9
Status 1 Gone on Arrival:	26
Status 2 Unfounded:	2
Status 4 Misc. Incident:	586
Status 5 Incident Report:	60
Homicide:	1
Burglaries:	6
Assault:	6
Opposing/Resisting:	2
Thefts:	16
Drugs:	3
Criminal Mischief:	2
Status 6 Accident Report:	21
Status 7 Traffic Ticket:	63
Status 8 Traffic Warning:	67
DUI:	1
Misdemeanor Traffic:	12
Infraction:	51
Warrant Arrest:	3
Property Damage:	\$109,500
Accident Injuries:	1

Criminal Investigations Division:

Total Cases Investigated:	15
Total Cases Solved:	11
Total Cases Unsolved:	4
Total Arrests:	3
Affidavits Filed:	3
Total Charges Filed:	10
Murder:	1
Burglaries:	7
Thefts:	6
Assaults:	1
Recovered Property Value:	\$0
News Releases:	2

Recreation Director Little Reports:

Southside Recreation Center:

- Our field trip to Jacksonville last Friday for ice skating was a big success. This was the first time most of the kids had ever been ice skating. They all had a great time. For our last week of the summer program, the campers have enjoyed a trip to “Blue Springs” Panda-Moni-Yum, TCBY, swimming and bowling. On Friday for the “End of Summer” treat, they will be enjoying lunch at Ruby Tuesdays here in Lake City.

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 final field trip for this summer session is on Thursday, August 5th to Hart Springs in Gilchrist County. We had our end of the summer cook-out and water day on Monday, August 2nd. We rented a dunk tank and water slide. We cooked hotdogs for the girls and made ice cream sundaes. All the girls had a blast dunking their leaders. The last day of our summer session is Friday, August 6th.

Athletics Teen Town Center:

- Women and men’s adult softball leagues are on going at the ball fields at Bascom Norris Road. 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’s “Stars of Tomorrow” football camp will be held on August 28th from 9:00-11:00 AM.

Recreation Programs:

- Our Kardio Kickbox and Toning classes at our Southside Community Center are picking up. 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:

- With our summer camps ending this week, the maintenance staff has had a challenge keeping up with ball fields, recreation centers, cutting grass and routine repairs and maintenance. Thanks to Mike Grisson and Mikerl Felton for working weekends, coming in early and staying late to make this summer a “GREAT” one.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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| • Locates | 62 |
| • Service Orders | 22 |
| • Lenvil Dicks Meter Exchanges | 24 |
| • Sewer Calls | 7 |
| • Repaired water lines | 6 |

Distribution, Collections & Construction (Keith Hampton):

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| • Eastside Water Main Project | 93% complete |
| • Meter Exchange in Lenvil Dicks System | 70% complete |
| • Hillside Ave 6” Water Main Extension | 39% complete |

Natural Gas (Joe Sheldon):

- Service Orders 418
- Locates 24
- Gas Valve Maintenance 90% complete

Public Works (Thomas Henry):

- Locates 47
- Repaired Street Lights 7
- Hauled Loads of Tree Debris 4
- Responded to and Serviced Trouble Calls 13
- Responded to Citizen Calls/Complaints 17

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 5
- Tied in new force sewer line 1

Vehicle Maintenance (Sam Curry):

- Routine Maintenance and Service 4
- Complaints /Repaired/Back in Service 11
- Machines Fueled & Fluid Levels Checked 6

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.371 MGD

Water Plant (Steve Roberts):

- Hydrant Flushing 3
- Gallons Treated (Price Creek WTP) 4.474 MGD
- Gallons Treated (Brandon Brent WTP) .025 MGD