

Lake City Staff Weekly Report

Week ending September 10, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- The first budget hearing for the FY 2011 budget was held on September 7 at the Council meeting and was approved on the first reading. The final budget hearing will be on September 20 at the regular scheduled Council meeting.
- 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 twenty two items have sold for a total of \$29,900.01. Council approved an additional twenty one Fixed Assets for surplus during the last council meeting held September 7th. These items will be listed for sale on govdeals.com.
- Finance has prepared the final forms DR 420 Certification of Taxable Value, DR 420 TIF Tax Increment Adjustment Worksheet, and DR 420 MM Maximum Millage Calculation to complete 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. The first of two public meetings was held on September 7. The second public hearing will be September 20, 2010. Staff has begun preparation of the required newspaper ad for publication in the Lake City Reporter on September 17, 2010.
- Training classes in Excel have been approved under the Quick Response Training (QRT) Utility Grant. Beginner, Intermediate and Advanced classes will be held for employees in the utility departments and the support staff members using excel in their job functions. The Beginner Excel class will be held September 21 or 22, there are 16 employees enrolled. The Intermediate calls will be held September 28 or 29, there are 18 employees enrolled. The Advanced course will be held in October, there are 9 employees enrolled. Staff is working with Florida Gateway College Excel certified instructor Louise Elliott who will be teaching all three levels.
- Staff is working with QRT Utility Grant administrator at Lake City Gateway College on additional utility training courses. Classes in Advanced Customer Service Training, QRep/Cognos and Accounts Receivable are being requested for approval at the September College Board meeting. These classes are tentatively scheduled for October.
- Purvis, Gray and Company, the City's external auditors, was in-house the week of August 30 conducting their preliminary audit for FY 10. The audit team will return after fiscal year end to complete the audit. Finance staff worked with PG staff providing requested information, worksheets and detailed transactions as requested.

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

- Acquired insurance coverage for the Lake City General Retirement Plan.
- Closed out three workers compensation claims.

- Submitted the Quick Response Training report to Florida Gateway College for the month of August.
- Met with representative about the scheduling of employee benefit open enrollment.
- Completed evaluation on one Human Resource Technician employee.
- Received information about locate ticket and disputing a cut cable bill from AT&T. This was for \$1,704.75 and is still in dispute.
- Council approved the reimbursements at the Tuesday meeting going to the Florida Municipal Insurance Trust.
- Received first quarterly invoice from the Florida Municipal Insurance trust. This invoice indicates our cost on Casualty and Property Insurance coverage has gone down \$69,000.
- Prepared two hundred twenty six invoices for payment by the Finance Department.

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

- Continued work on Columbia County combined dispatch center.
- Continued work on NW Aggie Survey for hydrant system expansion.
- Continued to update Gas department geo database.
- Completed implementation new email spam system to help with junk email.
- Working with contractors on new airport terminal for data needs and security system.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred and thirty six invoices.
- Prepared and advertised ITB-023-2010, Pipe, Pipe Fittings and Fire Hydrants. Bid opening today September 9, 2010 @ 11:00 A.M. Results will be available for next weeks report.
- Preparing bid for AWOS (Automated Weather Observation System) for the Lake City Municipal Airport.
- Obtain prices for a 150 foot by 150 foot security area at the City Barn for a secured area for City surplus items and Lake City Police Department's confiscated vehicles. This area will be milled (asphalt) and will have security cameras installed. The area is on the northeast corner of the City property.
- Additional items were declared surplus at the City Council Meeting on September 7, 2010 and will be entered for sale on www.GovDeals.com.
- Issued one thousand three hundred and thirteen items for departments use.

Airport Director Sawyer Reports:

- Staff attended a terminal project pre-construction meeting at the airport offices on September 2, 2010. Project administration, construction safety, and traffic control requirements were discussed by attendees from Mandese Construction, project manager Passero, Inc., FAA and FDOT. Construction is expected to begin on or about September 20, 2010.
- Director Sawyer met with Baya Avenue area landowners to coordinate removal of large pine trees located in the approach path to the main airport runway. Bryant Tree Service will cut the trees under City contract during the week of September 13th.
- Maintenance activities included preparation of a natural gas pipeline storage area, gate repairs along the U.S. 90 fence line and cleaning of the industrial park warehouse in preparation for lease to Safety Grooving and Grinding.
- Fueling operations were slightly lower than the prior week producing \$6,125 in gross revenues on sales totaling 1,587 gallons. Total gallons sold during the fiscal year ending September 30, 2010 are projected at 134,000 gallons, about 10 % below the past five year average of 150,000 gallons.

City Clerk Sikes Reports:

- Processed twenty (20) public records requests (annual total to date 458 requests).
- Scanned in five hundred three (503) pages into the OnBase Imaging System.
- Assisted Airport Manager with identification of records for the purposes of destruction.
- Worked with Board of County Commission for the scheduling of a Joint City/County Meeting.
- Prepared four (4) sets of official minutes.

Upcoming dates of interest:

Monday, September 13, 2010 6:00 PM Special Called City Council Meeting
(City Hall)

Tuesday, September 14, 2010 6:00 PM Joint City/County Meeting (City Hall)

Community Redevelopment Director Kite Reports:***Community Redevelopment Area:***

- **CRA Update:** IBI Group submitted additional Scope of Services for the “Findings of Necessity” study to expand the CRA boundaries. This additional Agreement for Professional Services was approved by the CRA Board at their Tuesday, September 7, 2010 meeting. This will extend their original contract date an extra two months to include these findings and future expansions into the Plan Update.
- **Facade 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. The deadline for applications is September 30th.
- **Gateway Wildlife Habitat Organization:** Gateway Wildlife Habitat Organization is sponsoring a FREE workshop “Gardening For Wildlife”. The Workshop will be held at the Women’s/Garden Club on Thursday, October 14, 2010 at 7:00 PM. Contact (386)961-3361 for further information.

Customer Service Director Harwell Reports:

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|---------------------------------|--------------|
| • Phone Calls Taken | 714 |
| • Walk-up Customers Assisted | 1598 |
| • Number of Payments Collected | 2279 |
| • Total Payments Received | \$243,736.53 |
| • Hours Spent Billing | 64 |
| • Hours Spent T & I/Collections | 38.5 |

Service Orders Generated:

- | | |
|------------------------|-----|
| • Field Service Orders | 640 |
| • Severn Trent | 6 |
| • Verify Shut-Off's | 58 |
| • Cut Off Non Pay | 120 |
| • Turn Back On | 121 |

Pending Service Orders:

- | | |
|----------------------|---|
| • Register Exchanges | 1 |
| • Meter Exchanges | 1 |

- Repair Wire 1
- Verify Shut-Off 35

Reads:

- Initial Read 58
- Final Read 64

Total Pending Service Orders to Date: 1450

Citizen's Advocate Washington Reports:

- Cry Out America Group will hold their program on Saturday, September 11 in Olustee Park. This a statewide program held in several counties. The focus is on "Healing America" and starts at 12noon.
- Attended a Chamber Mixer. Met with Denille Folsom posting all remaining events at Olustee Park.
- Met with Kathy McAllister with the March of Dimes. Chef's Auction is scheduled for November.
- Attended DCF meeting on 211 Resources along with United Way.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 23 Emergency calls for service, with an average response time of 5 minutes and 27 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	4
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:

CDBG:

- Conducted bid opening on four projects thru Emergency Set-aside grant
- Requested Change Order from Contractor to remove Dead Tree on Tom Page Project and Fronie Street project
- Researched property discrepancy for Emergency Set-aside bid to be awarded
- Prepared punch lists for Texas Street and Fronie Street (CDBG)
- Preparing notices of award for Emergency set-aside projects

Planning:

- Zoning statements issued 5
- Land Files maintenance 3 Hrs
- Processing permits 18 Hr
- Permits received and processed 18
- Permits issued 12
- Bid opening for CDBG 2 Hrs
- Proof and distribute legal advertisement for Zoning petitions 2 Hrs
- Proof and distribute ads for Evaluation and appraisal report hearings 4 Hrs
- Conducted 1st Public on Evaluation and Appraisal Report 2 Hrs
- Worked on Capital Improvement Plan Amendment 1 Hr
- Transcribed minutes from Planning & Zoning Board 3 Hrs
- Completed and distributed End of Month reports to County Tax Collector 2 Hrs
- Compiled and mailed Census Reports 1 Hr

Building Inspections:

• Permit applications received	18
• Permits issued	12
• Building inspections	20
• Plumbing inspections	6
• Electrical inspections	6
• Roof inspection	3
• Mechanical Inspections	4
• Plan reviews performed	10 Hrs
• Sign inspection	1
• Requested quotes for fuel tank removal	2 Hrs
• Demolition inspection	1

Code Enforcement:

• New complaints received	4
• Property inspections performed	7
• Meeting with responding property owners/customers	15 Hrs
• Cases brought into voluntary compliance	10
• Notices of violations issued	1
• Fund raiser permits issued	0
• Update weekly Code Enforcement Log	1 Hr
• Public records request	3
• Assisting Customer Service with zoning and code issues	2 Hrs
• Prepared presentation for Landlords Association Meeting	3 Hrs

Business Tax Receipts:

• New applications for Business Tax	3
• Applications reviewed and ready to issue	5
• Pet License renewals	0
• Processed and mailed tax receipts for 2011 Business Tax	300

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff continues to work diligently on policies and procedures for re-accreditation.

Departmental Highlights:

- Investigator Eddie Black will be retiring on September 17, 2010 with 11 years of dedication and hard work to the Lake City Police Department. A Retirement Celebration will be held for Inv. Black on September 16, 2010. Good luck to him in future endeavors.

September 7, 2010: Lieutenant John Stock attended the weekly 911 meeting and returned with the following:

- On Monday, September 13, 2010 the City Council will be presented with information from Mr. Thomas Maureau (Communications Merger Consultant) on this communications merger.
- On Tuesday, September 14, 2010 at 6:00 p.m. this communications merger will be discussed at the joint County Commission/City Council meeting.
- Sheriff Hunter provided the Standard Operating Procedures for one hundred (100) of the most common types of calls. These SOPs will be reviewed by Chief Gilmore for approval.

- A microwave system will be utilized for the data transfer (LCPD/ EOC) of information instead of an A T & T hardwire line. This will save the County two thousand dollars (\$2,000.00) a month.
- The Emergency Medical Dispatch Training has been completed by all dispatchers. At this time a date has not be set for this EMD to go into effect.
- The IT On-Call plan has been developed and will take effect on November 1, 2010.
- Glenn I. Jones Heating and Air Conditioning has provided a quote today for the air conditioning system in the Lake City Public Safety Building's Server Room. This air conditioning system is essential before further communications equipment can be installed in this room.
- NCIC/ FCIC agreement: This process is in the final stage of completion.
- City dispatchers need to be scheduled to start spending time at the Emergency Operations Center to not only learn, but to teach our procedures. Sgt. John Blanchard is waiting for the schedule to be provided by Mrs. Sandy Waschek so our dispatchers can be scheduled.

Crime Statistics

Criminal Investigations Division:

Total Cases Investigated:	15
Total Cases Solved:	8
Total Cases Unsolved:	7
Total Arrests:	4
Affidavits Filed:	3
Total Charges Filed:	8
Burglaries:	7
Criminal Mischief:	1
Thefts:	7

Patrol Division:

Calls Answered:	1,012
On Views/ Police In:	721
Misdemeanor:	31
Felony:	4
Status 1 Gone on Arrival:	26
Status 2 Unfounded:	6
Status 3 No Activity:	0
Status 4 Misc. Incident:	804
Status 5 Incident Report:	51
Burglaries:	6
Assault:	6
Opposing/Resisting:	2
Thefts:	13
Drugs:	8
Criminal Mischief:	3
Status 6 Accident Report:	13
Status 7 Traffic Ticket:	52
Status 8 Traffic Warning:	76
DUI:	1
Misdemeanor Traffic:	7
Infraction:	45
Property Damage:	\$46,300
Accident Injuries:	4

Recreation Director Little Reports:

Girls Club Center:

- We now have (76) girls enrolled in our after school program and we are still taking registration for the Fall Quarter. The Girls Club offers homework help to all the girls who come to the after school program. This has been a great help to the parents

because the children have their homework completed when they get home and they don't have to worry about them getting it done. On Tuesday, the girls participated in a cup stacking contest practice. On Wednesday, September 1, the girls made smores for an afternoon snack and on Thursday all the girls participated in an arts and crafts project.

Athletics – Teen Town Center:

- We are now taking registration for our Fall Men's and Women's softball leagues. Registration will end on Friday September 17, 2010. Games are scheduled to begin on September 27, 2010 at the adult fields on Bascom Norris Drive. Our 2010 Youth League Football Draft was held on Thursday night September 2, with over 200 players showcasing their skills to our coaches.

Recreation Programs:

- Our Zumba instructor is certified in Zumba for children and senior citizens. We hope to start a program for these groups in the future. We are starting a new class on September 13th called "Outer Extreme" which will meet outside our Teen Town Center. This class will offer high intensity, full body workout in quick transitions in functional plyometrics, runs and sprints, calisthenics, strength, interval training and Pilates. 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:

- We are working to get ready for the Little League Football Jamboree on September 18th. This in detail means mowing, remarking lines on the field, cleaning the restrooms, bleachers, and concession stands are also on the agenda. Basically getting ready for the "Big Day"! We expect over one thousand people to attend. Routine duties still continue.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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|-------------------------------------|----|
| • Locates | 29 |
| • Service Orders | 15 |
| • Lenvil Dicks Meter Exchanges | 11 |
| • Repaired/Responded to Sewer Calls | 3 |

Distribution, Collections & Construction (Keith Hampton):

- | | |
|---|--------------|
| • Eastside Water Main Project | 98% complete |
| • Hillside Ave 6" Water Main Extension | 89% complete |
| • Meter Exchange in Lenvil Dicks System | 81% complete |
| • W. US Hwy 90 12" Water Main Extension | 37% complete |
| • NE Aggie Ave 6" Water Main Extension | 10% complete |
| • 12" Sanitary Force Main Extension | 9% complete |
| • Tice Farms - 12" Reuse Water Line | 2% complete |

Natural Gas (Joe Sheldon):

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| • Service Orders | 457 |
| • Locates | 27 |
| • Gas Valve Maintenance | 95% complete |

Public Works (Thomas Henry):

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| • Locates | 39 |
| • Repaired Street Lights | 10 |
| • Hauled Loads of Tree Debris | 6 |
| • Responded to and Serviced Trouble Calls | 10 |

• Responded to Citizen Calls/Complaints	10
<i>Utility Maintenance (David Durrance):</i>	
• Inspected and Serviced Liftstations	6
• Confined Space Entry	1
• Inspected Sewer Lines	700 feet
<i>Vehicle Maintenance (Sam Curry):</i>	
• Complaints /Repaired/Back in Service	16
• Machines Fueled & Fluid Levels Checked	13
<i>Wastewater Treatment Plant (Linda Andrews):</i>	
• Gallons Treated	2.335 MGD
<i>Water Plant (Steve Roberts):</i>	
• Gallons Treated (Price Creek WTP)	3.697 MGD
• Gallons Treated (Brandon Brent WTP)	.021 MGD