

## 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 [www.GovDeals.com](http://www.GovDeals.com). Currently twenty two items have sold for a total of \$29,900. During the September 7 meeting, City Council approved an additional twenty one Fixed Assets for surplus. 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 prepared the required newspaper ad for publication in the Lake City Reporter scheduled for 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 support staff who use 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.
- Staff requested \$12,021.55 reimbursement on the CDBG Housing Grant.
- Bank, Investment, Grant and Pension confirmations are being prepared by Staff in conjunction with our FY 2010 audit.

###### *Human Resource/Safety/Risk Management (Gene Bullard)*

- We completed the State quarterly fire alarm inspection for City Hall. This included sounding all alarms and lights.
- We have completed our quarterly back flow inspection for City Hall.

- We investigated a high water pressure problem in the Preserve subdivision. The water problem caused some minor damage in the home and some damage to the hot water heater.
- Closed out four workers compensation claims.
- Received invoice for our airport insurance coverage.
- Prepared worksheet showing different health insurance coverage cost for employees.
- Met with a claims investigator about a person injured while at a softball game. This happened about two years ago.
- Gene Bullard attended a Dale Carnegie class.
- Continuing to work on HR certification.
- Continued to process invoices for Purchasing.

*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.
- Started reclaim water distribution survey.
- Started Police Department computer refresh.
- Continued to update Gas department geographical information database.
- Completed Southside Recreation Center network implementation.
- Working with contractors on new airport terminal for data needs and security system.

*Purchasing and Contracting (Debbie Garbett)*

- Processed two hundred and seven invoices.
- Updated ten vendors.
- Established five new vendors.
- Processed four requisitions.
- Issued six fuel cards.
- Prepared and advertised ITB-023-2010, Pipe, Pipe Fittings and Fire Hydrants. Bid opening was September 9, 2010, 11:00 A.M. Bid results are listed on <http://www.lcfla.com> and <http://www.demandstar.com>. This bid is scheduled to be presented to the City Council on September 20, 2010 for approval.
- Debbie Garbett and Laurette Burks attended area chapter membership meeting of NIGP (National Institute of Governmental Purchasing). We are required to attend a minimum of six meetings a year to obtain a good standing status for Continuing Education Unit. points which are a requirement to maintain our professional certifications.
- Debbie Garbett and Laurette Burks participated in a free webinar administered by U.S. Communities regarding the new office supply contracts.
- Preparing bid for Automated Weather Observation System (AWOS) for the Lake City Municipal Airport.
- Scanned and indexed fifty pages into OnBase Imaging System.
- Work began this week for the 150 foot by 150 foot secured fenced in area for confiscated vehicles and City surplus vehicles.
- Issued one thousand seven hundred and ninety eight items for departments use.
- Sold five items on <http://www.govdeals.com>.
- Entered new items on GovDeals.com.
- Assisted the Fleet Maintenance Department on repairing fork lift.
- Received sod for the Ashley Street project.

**Airport Director Sawyer Reports:**

- Director Sawyer met with the Public Works Director and Great South Timber officials to review a plan to improve drainage from the company's leased property. The City will begin drainage canal maintenance activities on the property by November 15<sup>th</sup>. The plan of work has been approved by the Suwannee River Water Management District.
- Public Works Supervisor Joey Raulerson contacted landowners and secured access for tree removal adjacent to Baya Avenue. Bryant Tree Service will begin cutting trees under City contract on Monday, September 20<sup>th</sup>. The large pine trees are located in the approach path to the main airport runway.
- Staff mowed and weeded runway threshold areas in preparation for the FDOT annual airport inspection scheduled for Friday September 16<sup>th</sup>. Aviation fuel sales increased twenty seven per cent from the prior week with \$7,700 in gross revenues on sales totaling 2,020 gallons.

#### **City Clerk Sikes Reports:**

- Processed ten (10) public records requests (annual total to date 468 requests).
- Scanned in two hundred seventy one (271) pages into the OnBase Imaging System.
- Attended Dale Carnegie Training Session two (2) of eight (8).
- Provided one (1) complimentary notary service.
- Attended three (3) Sunshine Applicable Meetings.
- Prepared four (4) sets of official minutes.
- Prepared one (1) proclamation.
- Prepared 2011 Community Information Guide page for the City of Lake City.
- Attended 9-11 Ceremony in Olustee Park.
- Prepared and submitted three (3) legal advertisements to the Lake City Reporter.

#### Upcoming dates of interest:

Monday, September 20, 2010                      7:00 PM                      City Council Meeting (City Hall)

#### **Community Redevelopment Director Kite Reports:**

##### *Community Redevelopment Area:*

- 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. The deadline for applications is September 30th.
- Reorganize the DDC committee as the Community Development Advisory Committee.
  - E-mailed Ms. Moses to make arrangements to meet and discuss the direction of reorganizing the committee.
- Possible relocation of the Columbia County Museum to the Vann property on South Marion Avenue.
  - Spoke with Jerry Horton, President of the Lake City/Columbia County Museum. He is interested in discussing this further. Will arrange a meeting with property owner, museum staff, City staff to discuss the potential.
- CRA's approval of IBI Group Blight Study
  - Per CRA Board approval at their September 7, 2010 meeting a copy of the Agreement for Professional Services (with the additional new Scope of Services outlined) and City Council Resolution No. 2010-029

was submitted to Mr. Darby's office on September 8, 2010. Mr. Darby was requested to modify the Resolution by the September 20, 2010 Council Meeting. Purchasing will modify the Contract per the council meeting.

- Follow up Connie Rollberg regarding the Blanche Hotel Culinary Institute/Nursing School Concept. Marion Avenue..
  - 1. Scheduled meeting with Connie and Melanie Cosentino Wednesday, September 15, 2010 to further discuss concept.
  - 2. Lunch meeting scheduled for September 20, 2010 with representatives from; Sun State Federal Credit Union, Shands at Lake Shore Hospital, City of Lake City, State Representative Boyd, U.S.Representative Crenshaw, Senator Nelson and Senator Lemuix.
- Contact Martha at RPC. Talk with her about facilitating a five-year Capital Improvement Plan which includes use of Sales Tax Funds, TIF and other City revenue.
  - Contacted Martha to schedule meeting I am awaiting a return call

*Housing Committee:*

- The Housing Committee met on Thursday, September 9, 2010. Larry Lee updated the committee on the current status of CDBG Housing.

*Olustee Festival:*

- Planning has begun for the Olustee Festival with the first meeting which was held on Wednesday, September 15, 2010.

*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:**

- |                                     |              |
|-------------------------------------|--------------|
| • Phone Calls Taken                 | 417          |
| • Walk-up Customers Assisted        | 595          |
| • Bills Generated                   | 2117         |
| • Late Notices Generated            | 1134         |
| • Number of Payments Collected      | 1590         |
| • Total Payments Received           | \$173,175.23 |
| • Hours Spent Billing               | 72           |
| • Hours Spent T & I/Collections     | 38.75        |
| • Hours Spent Cycle Route Clean Up  | 0            |
| • Hours Spent Addressing/Activating | 0            |
| • Taps Processed                    | 2            |

*Service Orders Generated:*

- |                        |     |
|------------------------|-----|
| • Field Service Orders | 345 |
| • Severn Trent         | 5   |
| • Verify Shut-Off's    | 58  |
| • Cut Off Non Pay      | 14  |
| • Turn Back On         | 29  |

*Pending Service Orders:*

- |                      |   |
|----------------------|---|
| • Register Exchanges | 5 |
| • Meter Exchanges    | 0 |

• Repair Wire	2
• Stuck Meter	0
• Meter Set	0
• Need Remote	0
• Verify Shut-Off	80

*Reads:*

• Initial Read	47
• Final Read	40

*Total Pending Service Orders to Date:* 1150

**Citizen's Advocate Washington Reports:**

- Continuing to work with CDBG applicants, LC Barber, Louise Jernigan, Eva Sheppard, and Reather Shaw. The Barbers house is almost complete. Florine Dix mailed her application last week. (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)
- Met with Sheila Jones, she had a complaint against Code Enforcement and LCPD. I asked her to go to PD and Growth Management and to get with me if she needed to after her contact. (on-going)
- Met with Vanessa Villar on her fathers proposal for an after-school program within the City. She will come back with a written proposal next week.
- Met with Charles Jackson, his Workman's Comp has expired and he feels it was unjustified. I forwarded his concern to Gene Bullard.
- Attended the Housing Committee Meeting, I made a suggestion to the committee to possibly decrease the relocation allowance within the CDBG grant process. Larry Lee, Councilmen Jefferson and Hill will look into it.
- Attended City's 9-11 Program.

**Fire Chief Tunsil Reports:**

The Lake City Fire Department responded to 26 Emergency calls for service, with an average response time of 5 minutes and 06 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	7
Fire Prevention/Education Events	1

**Growth Management Director Lee Reports:**

*CDBG:*

- Prepared notices of award for three projects (emergency set a-side funds)
- Processed 100% pay request for Texas Street and Fronie Street projects
- Moved owners into homes Texas and Fronie
- Inspected framing for home on Tom Page

*Planning:*

• Zoning statements issued	7
• Land Files maintenance	3 Hrs
• Processing permits	12 Hr
• Permits received and processed	12
• Permits issued	7

• Process and request payments for CDBG	2 Hrs
• Proof and distribute legal advertisement for Zoning petitions	3 Hrs
• Proof and distribute ads for Evaluation and appraisal report hearings	4 Hrs
• Prepare Evaluation and appraisal report for Council Agenda	2 Hrs
• Prepare Land use Amendment for council Agenda	1 Hrs
• Provided information for public records request	1 Hr

*Building Inspections:*

• Permit applications received	12
• Permits issued	7
• Building inspections	8
• Plumbing inspections	3
• Electrical inspections	5
• Roof inspection	3
• Mechanical Inspections	4
• Plan reviews performed	14 Hrs
• Sign inspection	0
• Prepared requisition for fuel tank removal	2 Hrs
• Demolition inspections	1

*Code Enforcement::*

• New complaints received	3
• Property inspections performed	16
• Meeting with responding property owners/customers	10 Hrs
• Cases brought into voluntary compliance	4
• Notices of violations issued	6
• Notices of hearing issued	3
• Warning notices issued	2
• Fund raiser permits issued	5
• Update weekly Code Enforcement Log	1 Hrs
• Public records request	3
• Assisting Customer Service with zoning and code issues	2 Hrs
• Training on new code program	3 Hrs
• Assisting customers with Business tax receipts	2 Hrs

*Business Tax Receipts:*

• New applications for Business Tax	3
• Applications reviewed and ready to issue	3
• Pet License renewals	0
• Processed and mailed tax receipts for 2011 Business tax	350

**Police Chief Gilmore Reports:**

*Executive Summary:*

- None to report.

*Major Case Synopsis:*

- September 9, 2010: Officers responded at approximately 9:26 a.m. to First Street Music in reference to an alarm call. Officers arrived finding a door had been pried open. The owner arrived and could not tell if anything was missing. A witness gave a description of a possible suspect and suspect vehicle. At approximately 10:39 a.m.

officers responded to Radio Shack in reference to an alarm. Officer Ross located William Burt Raymond attempting to pry open the rear door of the business. Officer Ross ordered the suspect to the ground and held him at gunpoint until backup officers arrived. Mr. Raymond was taken into custody and booked into the Columbia County Jail.

*Departmental Highlights:*

- September 10, 2010: The 9/11 Memorial was held downtown in Olustee Park with many in attendance to pay homage to the many brave women and men that gave their lives that tragic day.

September 14, 2010: Lieutenant John Stock attended the weekly 911 meeting and returned with the following:

- Glenn I. Jones has provided a quote (\$3,750.00) to the City for the air conditioning unit (including installation) for the Server Room. This unit must be operational prior to any other communications equipment being installed for the communications merger.
- Sgt. Blanchard will be sending a schedule to Sandy Waschek at the EOC for our dispatchers training and orientation. This time will be scheduled in increments of two (2) hour blocks.
- The Dual Dispatch workstation has not arrived at the Center. However, all of the furniture has been delivered.
- The most recent cost given by A.T. &T. to move the three telephone boxes that are located in front of the EOC is sixty seven thousand dollars (\$67,000).
- The sub-committee that developed the new Dispatch Signals and Disposition Codes will reconvene to reevaluate these newly developed Signals and Codes within the next couple of weeks.
- SmartCop was present at this meeting and gave an overview of how the dispatching screens will appear when the EOC begins using SmartCop on November 7, 2010.

**CRIME STATISTICS**

*Criminal Investigations Division:*

Total Cases Investigated:	17
Total Cases Solved:	14
Total Cases Unsolved:	3
Total Arrests:	3
Affidavits Filed:	4
Total Charges Filed:	10
Murder:	0
Burglaries:	10
Robberies:	0
Sex Offense:	0
Criminal Mischief:	0
Missing Person:	0
Thefts:	5
Assaults:	2
Drug Offenses:	0
Recovered Property Value:	\$0

*Patrol Division:*

Calls Answered:	923
On Views/ Police In:	637
Misdemeanor:	35
Felony:	14
Status 1 Gone on Arrival:	17
Status 2 Unfounded:	6
Status 3 No Activity:	0
Status 4 Misc. Incident:	721
Status 5 Incident Report:	67
Homicide:	0
Burglaries:	13
Robbery:	0
Assault:	7
Opposing/Resisting:	0
Sex Offense:	1
Thefts:	16

News Releases: 1

*Patrol Division: (con't)*

Drugs:	2
Criminal Mischief:	2
Missing Person:	0
Status 6 Accident Report:	11
Status 7 Traffic Ticket:	46
Status 8 Traffic Warning:	80
DUI:	1
Misdemeanor Traffic:	10
Infraction:	36
Warrant Arrest:	4
Property Damage:	\$44,450
Accident Injuries:	2

**Recreation Director Little Reports:**

*Southside Recreation Center:*

- Last week we kicked off a new idea with daily set activities. Monday was “Movie Monday”, with the kids enjoying popcorn and juice while watching “Mouse Hunt”. Tuesday was “Tournament Tuesday” with the kids having a pool tournament in our Game room. Wednesday was “Workout Wednesday” and the kids had dancing and music in the Club room. Thursday was “Tennis Match Thursday” where the kids participated in several tennis matches on our tennis courts at our center. Finally when Friday rolled around we had “Freestyle Friday”

*Girls Club Center:*

- We are still taking registration for the Fall Quarter. 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 girls have their homework completed when they get home and they don’t have to worry about them getting it done. On Wednesday, September 8th the girls made pigs in the blanket for an afternoon snack and Thursday all the girls participated in an arts and crafts project. Elizabeth Free was our guest speaker this week.

*Athletics – Teen Town Center:*

- This is the last week for our registration for our Men’s and Women’s fall 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. We have finished our conditioning week for youth football. All teams are doing well. Our football jamboree will be played on Saturday, September 18, 2010 at Memorial Stadium. Games begin at 8:30 AM and last until 1:30pm.

*Recreation Programs:*

- Our new class “Outer Extreme” started on September 13th. They will meet outside of 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 prepared last week to get started with our Little League Football Jamboree which is this Saturday. We expect over 1,000 people to pass through our gates. It is our



goal to make sure the playing field as well as the outside perimeter is safe for all who attend.

**Utilities Executive Director Clanton Reports:**

*Distribution & Collections (Richard Lee):*

- Locates 79
- Service Orders 25
- Lenvil Dicks Meter Exchanges 26
- Repaired/Responded to Sewer Calls 6
- Repaired Broken Water Lines 4
- Assisted County with installation of 2" Main Water Line (Adult Softball Complex) 1600 feet

*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 82% complete
- W. US Hwy 90 12" Water Main Extension 43% complete
- NE Aggie Ave 6" Water Main Extension 10% complete
- 12" Sanitary Force Main Extension 9% complete
- Tice Farms - 12" Reuse Water Line 5% complete

*Natural Gas (Joe Sheldon):*

- Service Orders 273
- Locates 25
- Gas Valve Maintenance 95% complete

*Public Works (Thomas Henry):*

- Locates 41
- Repaired Street Lights 8
- Responded to and Serviced Trouble Calls 5
- Responded to Citizen Calls/Complaints 7
- Signs Made (for Sprayfield) 60

*Utility Maintenance (David Durrance):*

- Inspected and Serviced Liftstations 7
- Inspected Sewer Lines 1000 feet

*Vehicle Maintenance (Sam Curry):*

- Complaints /Repaired/Back in Service 22
- Routine Maintenance and Service 3
- Machines Fueled & Fluid Levels Checked 5

*Wastewater Treatment Plant (Linda Andrews):*

- Gallons Treated 2.246 MGD

*Water Plant (Steve Roberts):*

- Gallons Treated (Price Creek WTP) 3.912 MGD
- Gallons Treated (Brandon Brent WTP) .023 MGD