

Lake City Staff Weekly Report

Week ending July 2, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Finance staff continues to work on FY 11 Budget.
- Updated asset reports have electronically been distributed to each department for review. Tagging of assets will begin once this review is complete. Departments that have completed their review are Customer Service and Finance.
- The City has submitted payroll projections to the City's Workman's Compensation Insurance carrier. These projections will be used to formulate the premium for 2011.
- Processing request for extension of OTTED Grant.

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

- Filed one workers compensation claim.
- Submitted invoice for June Quick Response Training Grant.(\$12,267.16)
- Closed two workers compensation claims (injuries not compensable)
- Met with American General Life and Accident Insurance Company about getting involved with the City's open enrollment.
- Received City Hall and Public Safety Building elevator certificates.
- Otis Elevator repaired starter on the elevator in City Hall.
- Filed two General Liability claims.
- Continued to clean and organize HR Office.
- Continued to process invoices.
- Processed two applications for Police Captain.

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

- Continued to progress for a combined dispatch with communications group to centralize city/county emergency services communication hardware and software.
- Working on rebuild of City internal and public websites.
- Produced several thematic maps for downtown project and gas department.
- Began assessment of centralizing G.I.S. software for network use and deploy to mobiles.
- Continued working on gathering of information as it relates to technology for the budget process.
- Started U.S. Hwy 90 West survey for water project.
- Installed software to enhance phone system with web interface and intercom capabilities.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred and eighty invoices.
- Updated fifteen vendors.
- Set up two new vendors.

- Processed one requisition.
- Ordered three gas cards.
- Tree trimming and removal annual bid was opened on June 17, 2010. The apparent low bidder is Bryant Tree Services, Inc., Live Oak, Florida. The award recommendation will be on the agenda for Tuesday, July 6, 2010.
- Preparing bid for addition at the Fleet Maintenance Department.
- Issued six hundred and fifty seven items for departments use.
- Received all items for South East Hillside Parkway project.
- Received new street sweeper for Public Works.

Airport Director Sawyer Reports:

- June fueling operations produced \$46,966.00 in gross revenues on 12,260 gallons. Gallons sold during October 2009 through June 2010 totaled 108,000, a 29% decrease from gallons sold during October 2008 through June 2009.
- City Consultant Passero Associates filed a grant application with FAA Orlando on June 28th. The City expects FAA to respond to the request for \$884,000 in airport terminal funding by July 30th.
- Finance filed the FAA FY-10 Third Quarter Airport Grants Project Status Report during the week.
- Airport staff assisted FAA and City consultant RSI, Inc. in a successful annual inspection and certification of the airport Automatic Weather Observation System. Staff also repaired the lighting damaged fuel farm metering system and continued seasonal mowing and herbicide application.

Customer Service Director Harwell Reports:

- | | |
|-------------------------------------|--------------|
| • Phone Calls Taken | 580 |
| • Walk-up Customers Assisted | 876 |
| • Bills Generated | 2844 |
| • Late Notices Generated | 701 |
| • Number of Payments Collected | 3032 |
| • Total Payments Received | \$169,132.74 |
| • Hours Spent Billing | 35 |
| • Hours Spent T & I/Collections | 35.5 |
| • Hours Spent Cycle Route Clean Up | 0 |
| • Hours Spent Addressing/Activating | 1.5 |
| • Hours Spent Training | 40 |
| • Tap Applications Processed | 0 |

Service Orders Generated:

- | | |
|------------------------|-----|
| • Field Service Orders | 689 |
| • Severn Trent | 13 |
| • Verify Shut-Off's | 60 |
| • Cut Off Non Pay | 187 |
| • Turn Back On | 112 |

Pending Service Orders:

- | | |
|----------------------|-----|
| • Register Exchanges | 4 |
| • Meter Exchanges | 119 |
| • Repair Wire | 0 |

- Stuck Meter 0
- Meter Set 0
- Need Remote 1
- Verify Shut-Off 8

Reads:

- Initial Read 40
- Final Read 66

Total Pending Service Orders to Date: 1174

Citizen's Advocate Washington Reports:

- Continuing to work with CDBG applicant (Loretta McSwain,). (on-going)
- Met with local businesses, governmental agencies, and community on the new CRA and IBI's plan on downtown development. (on-going)
- Working with Red Lobster as they prepare to launch their Project Green Program along with the City and SWS. (on-going)
- Attended Regional 3 DCF Community Partnership Meeting. (on-going)
- Attended Community Weed n Seed Meeting. (completed)
- Attended March of Dimes Meeting. (on-going)
- Attended Annie Mattox Summer Reading Camp. (completed)

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. I am currently working with the IT Department to create a page on our Website dedicated to the Plan Update process and information.
- 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 is being performed and results should be in by early July.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 26 Emergency calls for service, with an average response time of 4 minutes and 41 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	2
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:

CBDG:

- Final inspection and punch list for rehab project
- Inspect framing/ Dry-in on two new construction projects
- Set-up meeting for contract signing for newly awarded project

Planning:

• Zoning statements issued	6
• Land Files maintenance	3 Hrs
• Processing permits	6 Hrs
• Prepare and process legal ads for zoning petition	2 Hrs
• Permits received and processed	15
• Permits issued	11
• Processed CDBG pay request	2 Hrs
• Conducted Staff Review Meeting for site plan	2 Hrs
• Prepared and distribute Zoning Board Agendas	4 Hrs

Building Inspections:

• Building inspections	7
• Plumbing inspections	4
• Electrical inspections	5
• Roof inspection	1
• Mechanical Inspections	3
• Property inspections (CRA)	4 Hrs
• Plan reviews performed	7 Hrs
• Sign inspection	0

Code Enforcement:

• New complaints received	5
• Property inspections performed	13
• Meeting with responding property owners	5 Hrs
• Cases brought into voluntary compliance	2
• Notices of violations issued	3
• Fund raiser permits issued	5
• Prepare Code Board position advertisement	2 Hrs

- Requests for lien search (city) 3 Hrs

Business Tax Receipts:

- New applications for Business Tax 11
- Applications reviewed and ready to issue 11
- Pet License renewals 7
- Prepared and mailed Business tax renewal Notices 1350

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff is continuing to revamp our policies and procedures to comply with Accreditation.

Major Case Synopsis:

- June 23, 2010: An officer working a target area in North Lake City observed a suspicious vehicle commit a traffic violation. The investigation resulted in the arrest of a white male for felony possession of cocaine.
- June 26, 2010: Officers responded to North Marion in reference to a robbery that had just occurred. Investigation lead to the arrest of two black males for felony robbery and misdemeanor battery charges as the investigation is continuing to identify two other suspects.
- June 29, 2010: Officers responded to North East Broadway in reference to theft of city utilities. Investigation shows that persons unknown cut a lock off of City of Lake City gas and water meter resulting in the theft on over \$800.00 worth of utilities. At this point the investigation is ongoing.

Departmental Highlights:

- June 25, 2010: Lt. Joe Moody has stepped down from his role as Patrol Commander and Sgt. John Blanchard has been appointed as interim Lieutenant Patrol Commander.
- June 29, 2010: Several Command Staff members attended the Florida Police Chief's Convention in South Florida. Members viewed numerous items that will upgrade our technology in the near future.
- The GIS files were uploaded last week.
- The Lake City Police Department still has two dispatchers that are in need of the CPR training. Hopefully, these two dispatchers will obtain this training during the first week of July.
- Chief Frank Armijo said that there are two Communication concerns that are still being addressed by Mr. Doug Brown. Both issues should be resolved by next Tuesday morning's 911 Meeting.
- The new dispatch consoles are currently being installed in the Emergency Operations Center. The Center is scheduled to go live with this new equipment on July 2, 2010.
- The City Public Safety Committee will meet on July 6, 2010 at 6:00 p.m. to address issues on this communications merger. Some of the topics will be the installation of an air conditioning unit for the Server Room and the installation of the new servers and such for this merger within the Lake City Public Safety Building.

- Pictometry: Training will be scheduled in the near future. Administrators will require a two or three day training session and the Users will require a one day training class.
- There has not been any updated information from A T & T in reference to providing protection around the telephone boxes (3) that are located in front of the Emergency Operations Center.
- If everything goes as planned, the Lake City Police Department's dispatchers will be transferred to the Emergency Operations Center within four (4) to six (6) weeks.
- A pre-approved format will be used as a template for drafting a mutual agreement for using N.C.I.C. / F.C.I.C.
- The deadline for the completion of this merger is November 7, 2010. This date may be much closer if things continue to progress at the rate that they have been.
- Information is being obtained from the Sarasota Police Department and another law enforcement agency to obtain their policies that were implemented during their communications merger. This information should aid in the Lake City Police Department's communications merger.
- Mr. Wendell Johnson asked for the project documentation that would include time-lines, milestones and be a basic road map for the progression of this communications merger. This information can also be useful in developing Fail-Safes for this project.

CRIME STATISTICS

Patrol Division:

June 29, 2010

Calls Answered:	767
On Views/ Police In:	486
Misdemeanor:	25
Felony:	13
Status 1 Gone on Arrival:	16
Status 2 Unfounded:	6
Status 3 No Activity:	0
Status 4 Misc. Incident:	592
Status 5 Incident Report:	55
Homicide:	0
Burglaries	9
Robbery:	1
Assault:	10
Opposing/Resisting:	1
Sex Offence:	0
Thefts:	12
Drugs:	2
Criminal Mischief:	5
Missing Person:	2
Status 6 Accident Report:	16
Status 7 Traffic Ticket:	46
Status 8 Traffic Warning:	59

DUI:	1
Misdemeanor Traffic:	5
Infraction:	58
Warrant Arrest:	2
Property Damage:	\$123,900.00
Accident Injuries:	5

Criminal Investigations Division:

Total Cases Investigated:	14
Total Cases Solved:	4
Total Cases Unsolved:	10
Total Arrests:	2
Affidavits Filed:	1
Total Charges Filed:	6
Murder:	0
Burglaries:	7
Robberies:	1
Sex Offense:	0
Criminal Mischief:	4
Missing Person:	0
Thefts:	6
Assaults:	1
Drug Offenses:	0
Recovered Property Value:	\$0
News Releases:	3

Recreation Director Little Reports:

Southside Recreation Center:

- Our summer camp is in its fourth week. Last week our field trip was to Adventure Landing in Jacksonville, Florida. The campers all really enjoyed the water. There will be no field trip this week due to the Holiday, as a lot of parents are taking their kids out of town. During the week campers enjoyed going to “Blue Springs,” Panda-Moni-Yum, skating, swimming and TCBY.

Girls Club Center:

- On Monday, June 28th, we went to Gainesville to watch the movie “Toy Story 3” in 3D. During the week the girls also enjoyed skating, bowling, arts and crafts, Zumba class, Panda-Moni-Yum and cooking classes. Our field trip this week is to Wild Waters in Ocala, Florida on Thursday, July 1st.

Athletics – Teen Town Center:

- Registration for our adult summer softball league is now being held until Thursday, July 1st to register or pick up a roster, please stop by the athletic office at the Teen Town Center, Monday thru Friday from 8:00 AM – 5:00 PM. Our summer season is scheduled to begin on July 13th at the Adult softball fields. Our women’s summer league is each Monday night at the Girls Softball Complex. Game times are 6:45 and 8:00 PM.

Recreation Programs:

- Our children’s summer tennis camp will be held from July 12th thru July 23rd at the Youngs Park tennis courts. Mr. Andy Creel, CHS Boys Tennis coach will be

conducting the camp. We encourage everyone to come out and participate in our new Kardio Kickbox and Toning classes at the Southside Community Center under the direction of Michele Halladay. We are planning a special July 4th dance for our Lake City Guys and Gals held on Friday nights at the Teen Town Center. We are also continuing to offer classes in Tae Kwan Do, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

Maintenance:

- Routine maintenance continues with cleaning summer camp areas, softball field preparations and mowing.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 52
- Service Orders 14
- Sewer Calls 7
- Broken Water Lines Repaired 12

Distribution, Collections & Construction (Keith Hampton):

- Eastside Water Main Project 93% complete
- Meter Exchange in Lenvil Dicks System 59% complete
- Hillside Ave 6" Water Main Extension 22% complete

Natural Gas (Joe Sheldon):

- Service Orders 388
- Locates 23

Public Works (Thomas Henry):

- Locates 36
- Street Light Repairs 9
- Installed Signs 9
- Repaired Cave-Ins 4
- Responded to and serviced trouble calls 10
- Responded to citizen calls/complaints 7

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 8
- Installed 10" Plug-In Sewer Line 1
- Assisted in Repairing Manholes 1

Vehicle Maintenance (Sam Curry):

- Routine Maintenance and Service 2
- Complaints /Repaired/Back in Service 20
- Machines fueled and fluid levels checked 10

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.463 MGD

Water Plant (Steve Roberts):

- Hydrant Flushing 8
- Gallons Treated (Price Creek WTP) 3.754 MGD
- Gallons Treated (Brandon Brent WTP) .032