

# Lake City Staff Weekly Report

Week Ending March 26, 2010

## **FROM THE CITY STAFF**

### **Administrative Services Director Cason Reports:**

#### *Finance (Tweetie Tyre):*

- Work continues on internal audit of garbage fees. Purpose is to ensure all commercial customers within the City are being billed for garbage service. After reviewing and cross referencing customer list provided by Southland Waste the Finance Staff has returned the information to vendor. The revised data files were sent to Southland Waste to help in the identification of customers and unbilled locations.
- Three Finance staff personnel attended a workshop in Orlando sponsored by the Unclaimed Property Division of Florida Department of Financial Services. The purpose of the workshop was to inform and educate personnel on issues related to unclaimed property. Of particular interest was the topic relating to what is classified as “unclaimed” and the dormancy period for municipalities. Staff continues work on the Unclaimed Property Report which is due April 30. We are working with Information Technology Department to implement a search engine on the City website to locate owners of these funds. Due diligence letters were mailed and to date six owners of property have collected their refunds.
- Inventory of the City’s Fixed Assets continues. The next phase will be to tag Fixed Assets which will begin in June. Information has been turned over to Purchasing to begin the process of conducting a sale of surplus item.
- Began processing the State Revenue Sharing Application for Fiscal Year 2010-2011. Each unit of local government must file an application for consideration of a fund distribution under the Revenue Sharing Act. Application is due no later than June 30, 2010.

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

- Processed a large public records request.
- Held an orientation for our new crossing guard.
- Processed evaluations and sent to payroll.
- Processed seven applications for the Police Department.
- Located a local person to do polygraph test for Police new hires.
- Investigated a workers compensation injury.
- Added property to our insurance schedule.
- Received pricing on adding three fuel tanks located at the Water Treatment Plant to our above storage tank policy.
- Met with our loss control representative with the Florida League of Cities to review our policy.
- Met with our 911 Communication Committee.

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

- Planned for combined dispatch with communications group.
- Updated City internal and public websites.

- Attended 3rd level Geographical Information System (GIS) Certification Training.
- Began layout for new Fire Dept Website.
- Completed several electronic internal forms.
- Gathering updated Global Positioning System (GPS) information for Fire Hydrants.

*Purchasing and Contracting (Debbie Garbett):*

- Processed two hundred twenty seven invoices.
- Scanned thirty nine documents into OnBase database.
- Established six new vendors.
- Processed one requisition.
- Bid opening for the demolition of old City Hall was 3/16/10 at 11:00 A.M. Bid opened, apparent low bidder A&A Trucking and Excavating, Inc. with a bid of \$49,794.00. Contract and Resolution along with supporting documentation sent to Mr. Darby for review and placement on agenda for April 5, 2010 Council Meeting.
- Proposals received on 3/18/10 for the leasing and management of City fleet. Three proposals were received. Committee meeting was held on 3/23/10 to distribute proposals and discuss ranking procedure. Next meeting scheduled 4/1/2010 at 3:00 P.M.
- Preparing Request for Proposal (RFP) for emergency management services (EMS) study for the City of Lake City and Columbia County. Draft supplied to Mr. Johnson on 3/17/2010.
- Preparing Request for Qualifications (RFQ) for Professional Engineering Services for the Wastewater Treatment Plant.
- Preparing RFP for Investment and/or commercial bankers.

Warehouse:

- Issued one thousand six hundred seventy one items for departments use.
- Received all pipe fittings for the Columbia Correctional Institute water line extension.

**Airport Director Sawyer Reports:**

- Director Sawyer contacted the Florida Legislative Delegation in support of a Senate appropriations bill budgeting \$150 million for aviation development grants for the State FY2010/11 fiscal year. The House companion bill reduces next years grant funding to \$77 million, a drastic decrease from 2009 funding (\$164 million). A Senate/House compromise bill will be the next step in the budgeting process.
- During the week Director Sawyer continued discussions on a cell tower revenue sharing proposal with TowerCom, prepared a lease proposal on industrial park property, and prepared fuels sales estimates for FY09/10.
- Jet fuel and low lead fuel sales improved for the week at \$11,822 in revenue on sales totaling 3,080 gallons. Based on October through February annualized sales figures, annual profits from sales could be down 12% from FY08/09.
- Maintenance activities included tractor repairs, jet truck lighting repairs, and application of herbicides on runway approaches

**Citizens' Advocate Audre Washington Reports:**

- Working with CDBG applicant Lillie Adams on completion of her application. Martha called and spoke with us on her issue with the title to her property. Still assisting Mr. Collins as well. Mr. Barber and his wife came by to show me the plan for their home and I shared the layout of it for them. (on-going)
- USFS has only pine seedlings to donate for the Arbor Day Tree Give-Away. I have contacted Ms. Lane and awaiting her response. I have asked the USFS to save the seedlings for the event. (on-going)
- I am still waiting on responses from LCPD. Will post responses no later than March 18 and have scheduled a meeting with Mr. Johnson on the 25th. (on-going)
- Met with representatives for MADD Festival potential conflict with venue is resolved. I suggested calling CHS and requesting the stage for their use at the event. I spoke with the Principal Terry Huddleston and he agreed to the request. Donald Johns has requested that Public Works pick-up the stage. I forwarded to Nick. (completed)
- Attended Kid's Fun Day at Annie Mattox Park. (completed)
- Attended March of Dimes Meeting. (on-going)
- Sent email to Audrey Sikes on coordinating 2010 Town Hall meeting with the Council. Discussion was placed on the March 15<sup>th</sup> Agenda. Awaiting response. (pending)
- Attended Gateway Habitat Meeting. (on-going)
- Attended Groundbreaking at CSS. (completed)
- Coordinated screening of Historical presentation by Henry Sheldon. (completed)

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

- Processed six (6) public records requests (annual total to date 152 requests).
- Scanned in eighty three (83) pages into the OnBase Imaging System.
- Prepared one (1) set of official minutes.
- Attended two (2) Sunshine applicable meetings.

#### **Upcoming dates of interest:**

Monday, March 29, 2010	4:00 p.m.	EMS Sub-Committee Meeting (City Hall)
Monday, March 29, 2010	5:30 p.m.	City Council Budget Workshop (City Hall)
Tuesday, March 30, 2010	6:00 p.m.	Charter Review Meeting (City Hall)

#### **Customer Service Director Harwell Reports:**

- Phone Calls Taken 574
- Walk-up Customers Assisted 1016
- Bills Generated 1077
- Late Notices Generated 731
- Number of Payments Collected 1763
- Total Payments Received \$256,294.51

• Hours Spent Billing	40
• Hours Spent T & I/Collections	51.25
• Hours Spent Cycle Route Clean Up	0
• Hours Spent Addressing/Activating	0
• Hours Spent Training	40
• Tap Applications Processed	4
<i>Service Orders Generated:</i>	
• Field Service Orders	606
• Severn Trent	10
• Verify Shut-Off's	72
• Cut Off Non Pay	99
• Turn Back On	97
<i>Pending Service Orders:</i>	
• Register Exchanges	4
• Meter Exchanges	85
• Repair Wire	6
• Stuck Meter	10
• Meter Set	0
• Need Remote	0
• Verify Shut-Off	20
<i>Reads:</i>	
• Initial Read	49
• Final Read	54
<i>Total Pending Service Orders to Date</i>	919

### **Fire Chief Tunsil Reports:**

The Lake City Fire Department responded to 25 Emergency calls for service, with an average response time of 5 minutes and 32 seconds including automatic aid in the county area.

Fire Inspections/Plans Review	4
Pre-Fire Plans	1
Fire Prevention/Education Events	1

### **Growth Management Director Lee Reports:**

#### ***CDBG:***

- Met with City Attorney regarding title issues with five applicants to Emergency Set-Aside Grant.
- Set-up contractor/owner meetings to sign awarded contracts for Thursday PM
- Met with applicant family members to provide title clearance for one applicant
- Provided Status report on Emergency Set-Aside to Finance

#### ***Planning:***

- Research and provide information for Public Records requests 4
- Zoning statements issued to customers 5
- Assisted petitioner on application for zoning 3 hrs
- Retrieve data for upcoming Evaluation and Appraisal Report 6 hrs
- Update land files in HTE program 2 hrs
- Prepared and transmitted two legal ads to newspaper 2 hrs
- Prepared and mailed notification letters to petitioners 2 hrs

*Permits and Inspections:*

• New permit applications received	12
• Plan reviews	8
• Permits ready for issue	6
• Inspection requests received	10
• Building inspections	3
• Electrical inspections	4
• Plumbing inspections	4
• HVAC inspections	2

*Codes Enforcement:*

• New complaints received	4
• Property inspections performed	11
• Meeting with five respondent property owners	5 hrs
• Notice of Violations issued	1
• Cases brought into voluntary compliance	2
• Notices of Hearing issued	6
→ • Re-inspection of Blanche Hotel violations	4 hrs
• Cases being prepared for Code Board/ Contractors Board	9
• Meeting for discussion of animal shelter contract	1 hr

*Business Tax Receipts:*

• New applications received	5
• Applications reviewed and processed for issue	3

**Police Chief Gilmore Reports:**

*Executive Summary:*


The Command Staff is continuing to revamp the policies and procedures for Accreditation, at this point in March we are still ahead of schedule.

*Major Case Synopsis:*

- March 20, 2010: Officers responded to the old City Hall in reference to a theft of fuel out of a Fire Department vehicle. It was found that suspect(s) unknown had stolen approximately 35 gallons of diesel from a fire truck that was parked in front of the old City Hall building. There are no suspects at this time but the investigation is continuing.

*Departmental Highlights:*

- March 19, 2010: Members of the Lake City Police Department including Destiny Hill and Samantha Driggers organized a pilaf dinner fundraiser for the City's Relay for Life team which raised \$532.00. A special thank you to other city employees that helped prepare and deliver the meals.
- March 20, 2010: Crime Prevention Officer Wynn set up a booth at Olustee Park for the Haiti Relief Fundraiser. Crime prevention information was passed out to all visitors.
- March 22, 2010: The Lake City Police Department has hired Mary Ervin as a new School Crossing Guard. Her post will be located at Summers Elementary School on McFarlane Avenue.
- March 23, 2010: Lt. John Stock attended the weekly 911 Meeting and returned with the following.



The estimated cost for the microwave antenna system is approximately \$26,000- \$60,000. The county has budgeted \$26,000. If this system is needed, the antennas would be placed on the F.H.P. tower and on the L.C.P.D. tower. If we need to send the information in one direction the cost would be approximately \$26,000. If we need the information to return back from the original microwave destination the cost would be an additional approximate \$34,000. At this time it is not known if microwave antennas will be needed. We should have updated information on this matter next week. The county is looking into another way of communicating from the F.H.P. tower to the tower at L.C.P.D.. I brought up the question that if the city is giving the county \$300,000 a year for dispatching, why should the city be obligated to give any additional funding for communications equipment? I was informed that when the agreement between the county and city took place the \$300,000 was only for dispatcher salaries and nothing else. If additional funding was needed (to benefit all agencies) for the unified communications center, both the county and city would work out the funding arrangements. County Commissioner Bailey said that Grayson Cason was present during these meetings that lead to this agreement.

I again asked how information was going to be entered into and removed from N.C.I.C by the 911 Center. At this time it appears that we will have to fax reports to the 911 Center for this to be completed. This may cause a quality control issue. We will not be able to verify that the information was entered correctly or removed when requested. At the end of this discussion I was informed that a “Business Practice” decision will need to be made. I was told that L.C.P.D. will have its own assigned terminal for N.C.I.C.. I asked if there would be a single person assigned to do our N.C.I.C. correspondence on each shift or will it be up to whoever might come across our fax lying on the fax machine awaiting service. This also will need a “Business Practice” decision.

Chief Armijo brought issues up in our sub-committee two weeks ago in reference to dispatch problems that the Fire Department had on a couple of calls. As of this time the resolution to these problems has not been given to Chief Armijo. We are hoping that this is not sign of how inter-agency problems are going to be handled.

Last week Zack Mears informed me in our 1:00 p.m. Communications Meeting that L.C.P.D. needed to supply SmartCop with information as to the dispatch protocol in reference to dispatched calls. When I brought this up in the meeting today I was informed that the Sheriff’s Office was not going to do this as each call is dynamic and they want their supervisors to make the decisions as to how many officers go on each call and which officers to respond. If we want this information to be entered into the SmartCop database for the dispatchers, we need to have this information given to SmartCop within thirty (30) days. We might want to just give a protocol on certain calls such as homicides, robberies, etc... The protocol can include information such as which zone officer to send, who needs to be notified on such calls along with any other information that the

dispatcher needs to know and pass on to the supervisor or officers pertaining to a particular type of call(s).

Next week the mapping layers (zones and grids) for L.C.P.D. should be ready to view and validate.

## *CRIME STATISTICS*

### *Criminal Investigation Division:*

Total Cases Investigated	16
Total Cases Solved	7
Total Cases Unsolved	9
Total Arrests	0
Affidavits Filed	24
Total Charges Filed	24
Murder	0
Burglaries	7
Robberies	1
Sex Offense	2
Criminal Mischief	1
Missing Person	0
Thefts	5
Assaults	0
Drug Offenses	0
Recovered Property Value:	\$000
News Releases	5

### **Recreation Director Little Reports:**

#### *Southside Recreation Center:*

- The kids enjoyed numerous outside activities last week such as two square, basketball, and football. There was a two square tournament pitting the girls against the boys and the girls were victorious. Wednesday, the kids enjoyed green snacks and green punch in honor of St. Patrick's Day. Ms. Liz, one of our recreation aides was in charge of preparing the snacks. Friday was movie and popcorn day.

#### *Girls Club Center:*

- We had our St. Patrick's Day Party on Wednesday, March 17th. The girls enjoyed cupcakes, chips and drinks. On March 19th, we had a cup stacking contest. The winners are: First Place – Melanie, Second Place – Julissa, Third Place – Ashlund and Fourth Place – Megan. Next week we are starting each leader pick a "Girl of the Week." This should be someone who has been on their best behavior, helpful and caring. Our staff provides homework tutorial for the girls when they arrive each day.

#### *Athletics – Teen Town Center:*

- Registration for Adult Spring Softball League is completed. We had seven teams register in our Open League and thirteen teams register in our Church League. The season for both leagues will start on April 12th. Game times are 7:00 & 8:15 p.m., Monday thru Thursday. We invite everyone to come out and watch some games. Registration for new t-ball players will be held on March

27th. All registration will be held at the Teen Town Center from 8:00 a.m.- 5:00 p.m.. Cost is \$40.00.

*Recreation Programs:*

- Our new Zumba Class is going strong. Last week we had over (120) people that took our classes. We offered a Zumba Slow Motion Class last Sunday afternoon for any one who wanted to learn at a slower pace. We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

*Maintenance:*

- Spring has arrived and so have the mowers. Grass is finally growing and the crew is busy with the first cutting of spring. Also, fertilization has started on Memorial Stadium field since the semi-pro football season is over.

**Utilities Executive Director Clanton Reports:**

*Distribution & Collections (Richard Lee):*

- Locates 80
- Service Orders 40
- Sewer Calls 4
- Broken Lines Repaired 5

*Inspection, Distribution & Collections (Keith Hampton):*

- Eastside Water Main Project 85% complete
- Meter Exchange in Lenvil Dicks System 23% complete
- Columbia County Correctional Institute 43% complete

*Natural Gas (Joe Sheldon):*

- Service Orders 415

*Public Works (Thomas Henry):*

- Locates 60
- Street light repairs 4
- Signs 9
- Responded to and serviced trouble calls 6

*Utility Maintenance (David Durrance):*

- Inspected and Serviced Liftstations 9
- Hydrant Flushing 37

*Vehicle Maintenance (Sam Curry):*

- Routine Maintenance and Service 2
- Complaints /Repaired/Back in Service 17
- Machines fueled and fluid levels checked 3

*Wastewater Treatment Plant (Linda Andrews):*

- Gallons Treated 2.549 MGD

*Water Plant (Steve Roberts):*

- Gallons Treated (Price Creek WTP) 3.117 MGD
- Gallons Treated (Brandon Brent WTP) .023 MGD