

Lake City Staff Weekly Report

Week ending April 16, 2010

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Staff continues work on the Unclaimed Property Report which is due April 30. The online report has been prepared for final review before submission.
- Staff will work with Purchasing on the upcoming Surplus Sale of Assets. The tagging of Fixed Assets will begin in June.
- Staff is 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.
- Southland Waste is still reviewing the information provided relating to commercial accounts for garbage collection. New procedures related to information sharing of new commercial customers are being implemented with Customer Service. The goal is to provide Southland Waste a report of new commercial utility accounts within the City.
- The City's completed Audited Financial Statements for FY 09 will be presented at the April 19th Council Meeting.
- Finance staff has been working on revenue projection for the FY 10 budget.
- Grant reimbursements were filed with Florida Department of Transportation, Legislative Appropriation, and Office of Tourism Trade Economic Development.
- Preparation of The Local Government Annual Financial Report is being prepared. The report will be submitted to the Department of Financial Services and is due 45 days after audit is approved by Council or no later than September 30th.

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

- Investigated two Police vehicle accidents both involving left side door damage.
- We settled a claim from 2003 involving a broken ankle.
- Received and reviewed City of Lake City antique fire truck insurance policy.
- Submitted our paperwork for the month of March Quick Response Training.
- Scheduled Trenching and Shoring Training for employees that missed last months training.
- Began reviewing our Incident Command System (ICS) training roster.
- Reviewed the draft Employee Policy Handbook.
- Processed ten applications for employment, five for the Recreation Department and one for Information/Technology Department.
- Advertised for summer time girls club leaders and recreation aids.
- Researched finding someone to do Police Psychological testing for new hires.

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

- Planned for the Columbia County combined dispatch with communications group.
- Updated City internal and public websites.
- Designing a new Fire Department webpage.
- Update geographical information system (GIS) address databases.
- Installed new audio recording server.
- Finished new map layers for the Columbia County 911 Dispatch Center.
- Upgraded computer server nodes to allow redundancy/backup for the Water Plant SCADA System
- Established a wireless bridge allowing for substantial cost savings.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred seventy three invoices.
- Scanned forty two documents into OnBase Imaging System.
- Updated seventeen vendor files.
- Established two new vendors.
- The demolition of old City Hall contract was awarded to A&A Trucking and Excavating, Inc. with a bid of \$49,794.00. A Notice to Proceed will be issued upon return of the executed contracts, payment and performance bonds.
- Enterprise was selected by the committee as a recommendation to the City Council and Enterprise is scheduled to provide a presentation to the City Council at 5:00 P.M. on April 19, 2010.
- Preparing Request for Qualifications (RFQ) for Professional Engineering Services for the Wastewater Treatment Plant and is currently advertised.
- Request for Proposal (RFP) for Investment and/or commercial bankers has been advertised and the City is waiting on the vendors responses to the RFP.
- Preparing bid for the maintenance shop addition.
- Prepared Fax Quote (FQ-015-2010) for monthly pest control service. Quotes are due April 28, 2010.
- The Utility Committee requested the City Council approve a change order for monitoring wells from Meadors Construction to be presented to Council on 4/19/10.

Warehouse:

- Issued nine hundred thirteen items for departments use.
- Provided order update on seven police cars to be delivered prior to April 28, 2010.
- Received materials for the Richardson Middle School storm water upgrade.

Airport Director Sawyer Reports:

- Fueling operations for the week produced \$7,330 in gross revenues on 1,820 gallons sold. A shortage of jet fuel sales to corporate aircraft and reduced sales of aviation fuel due to inclement weather produced the below average weekly sales.
- Continued discussions with land lease tenants Land O'Sun Management and Safety Grooving & Grinding, Inc. regarding expansions of leased properties and extended lease terms.
- Attended the biennial Statewide FDOT Aviation System Planning Steering Committee Meeting held at Orlando International Airport on April 8th.
- Agenda/discussion items included FDOT Aviation staffing changes, updates on

Florida Legislative issues, and a review of the State of Florida Transportation Plan.

- Airport Staff received a much appreciated Letter of Recognition from State Agency Pilots Joe C. Johnston of the Florida Fish and Wildlife Commission and Greg J. Herman of the Florida Division of Forestry. Both pilots recognized the excellent daily services provided by staff members Bob Hoffman, Ron Wilson and Ed Bunnell.

City Clerk Sikes Reports:

- Processed fifteen (15) public records requests (annual total to date 187 requests).
- Scanned in one thousand ninety four (1094) pages into the OnBase Imaging System.
- Prepared two (2) sets of official minutes.
- Attended three (3) Sunshine applicable meetings.

Upcoming dates of interest:

Monday, April 19, 2010	5:00 PM	Council Workshop (City Hall)
Monday, April 19, 2010	7:00 PM	City Council Meeting (City Hall)
Thursday, April 22, 2010	6:00 PM	Charter Review Meeting (City Hall)

Community Redevelopment Administrator 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 are pending Mr. Darby's review and should be completed by the end of this week.
- The ITB for the demolition of Old City Hall has been completed. Bids were opened on Tuesday, March 16, 2010. Approval of low bidder and appropriation of TIF Funds were approved at the April 5, 2010 CRA Meeting. The contracts have been sent overnight express for execution. When they are returned and all Permits and Notice of Commencement have been filed, a Notice to Proceed will be issued.
- 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

contracts have been sent overnight express for execution. When they are returned, a Notice to Proceed will be issued.

Housing Committee:

- The Housing Committee met on Thursday, April 8, 2010. Representatives from Mercantile Bank presented information concerning the Federal Home Loan Bank Affordable Housing Program. Jim Upchurch a representative from the Housing Assistance Council, presented information concerning property they have that can be utilized for Low-Income Housing.

Beautification Committee:

- The annual City of Lake City/Columbia County Beautification Committee Tree Give-Away is scheduled for National Arbor Day, Friday, April 30, 2010 at Memorial Stadium from 10:00 a.m. to 1:00 p.m. Columbia County residents will need to provide one form of identification as proof of residency to receive two trees, while supplies last.

Community Cleanup:

- The event has been scheduled for Saturday, April 24, 2010 from 8:00 am to 12:00 noon. Richardson Community Center will be the staging area with a kick-off ceremony and lunch for volunteers. We are still seeking volunteer cleanup groups.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 28 Emergency calls for service, with an average response time of 4 minutes and 28 seconds including automatic aid in the county area.

Fire Inspections/Plans Review	3
Pre-Fire Plans	2
Fire Prevention/Education Events	0

Growth Management Director Lee Reports:

CDBG and Department:

- Awarded contracts for demolition and replacement of three homes under the regular housing program
- Awarded one rehabilitation contract to rehab one home
- Met with owners and city attorney to attempt to qualify owner under the Emergency set-aside grant
- Department transferred our permits tech/ secretary to Police Department records section. Work will be distributed over other personnel for the remainder of the year
- Reviewing options with engineer for Suwannee Valley 4C's to add additional rooms for planned growth. This will require some STORMWATER systems to be constructed with request for the City to participate due to being located on City property
- Met with representatives of Publix development (Commons Shopping Center) for possible expansion and requirements to sell parts of the planned development
- Received confirmation from Census Bureau that that our challenges to the census housing count had been accepted and the additional 618 houses will be

included in the count. Congratulations are in order to Laura Reissener and Josh Pafford for their efforts in this count

- Staff is reviewing reports on our ISO rating for the department. It appears that we need to document our training policies and Public awareness information/distribution materials purchased. The Rating went from a 3 classification to a 4 classification which is still a good rating for cities our size however if they will accept our documentation of town hall meetings and pamphlets distributed, we may get back to the 3 Classification.
- Staff is working with the utilities department to identify property owners for a potential water line extension on Lake Jeffery Road.

Permits and Inspections:

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| • Permits issued | 83 |
| • Plans review completed | 5 |
| • Building inspections | 6 |
| • Roofing inspections | 5 |
| • Plumbing inspections | 3 |
| • HVAC inspections | 1 |
| • Electrical inspections | 5 |
| • Demolition inspections | 3 |
| • Removal of illegal signage | 1 Hr |
| • Locate cemetery lots | 2 Hrs |

Planning:

- | | |
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| • Zoning statements issued | 4 |
| • Transcribe minutes of Planning & Zoning Board | 2 Hrs |
| • Maintenance of Land Files | 2 Hrs |
| • Naviline Maintenance | 1 Hr |
| • Draft and deliver Petitioner Notice letters | 1 Hr |
| • Completed final draft of text amendment Ordinance | 2 Hrs |
| • Continued assembly of data for Evaluation and Appraisal Report | 4 Hrs |
| • Logged permits to date | 1 Hr |
| • Departmental payroll | 1 Hr |
| • Conducted public hearings by Planning and Zoning Board | 2 Hrs |

Code Enforcement:

- | | |
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| • New complaints received | 5 |
| • Property inspections | 3 |
| • Meetings with respondent property owners | 3 Hrs |
| • Preparation of agendas for Code Board | 2 Hrs |
| • Cases presented to Code Board | 3 |
| • Prepared Resolution for new Board member | 1 Hr |
| • Fundraiser permits issued | 2 |

Business Tax Receipts:

- | | |
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| • New applications | 6 |
| • Applications processed | 7 |

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff has been very busy with meetings but continues to make progress with the Accreditation process including policies and procedures.

Major Case Synopsis:

- April 7, 2010: Officers conducted a residence check that was on special house patrol located on N.E. Leon Street. It was found that the house had been burglarized and suspects were still inside. The investigation lead to the arrest of two suspects who were charged with burglary and drug charges.
- April 8, 2010: Officers working a target neighborhood noticed a known black male who had an outstanding warrant for his arrest. The suspect was detained and searched. Officers located over 37 grams of cannabis; Seized in the arrest was also \$416.00 in cash.
- April 10, 2010: Officers responded to N.W. Wilson Street in reference to a location of a wanted person who was involved in a recent shooting. As officers approached the residence the suspect fled but was quickly apprehended. Found on the suspect was over 47 grams of powder cocaine.
- April 12, 2010: Officers responded to Lake Shore Hospital in reference to a robbery and a stabbing. After a complete investigation it was determined the victim had an altercation with his girlfriend and had stabbed himself. Charges will be filed for filing a false police report.

Departmental Highlights:

- April 8, 2010: Chief Gilmore attended the Kickoff Presentation to the Weed and Seed program at Richardson Gym.
- April 8, 2010 The Annual Special Olympics Law Enforcement Torch Run was held, Chief Gilmore and Officer Eli Serrano participated as runners. A great time was had by all who participated.
- April 9, 2010 Officer Shaw has begun taking employee photos for new Police Identification cards that will be issued in the very near future.
- April 13, 2010: Lt. John Stock attended the weekly 911 meeting and returned with the following:
 - 1) The deadline of May 1, 2010 was set for all GIS data to be submitted. This will allow for all of the data to be reviewed at the May 11, 2010 meeting.
 - 2) With the planned upgrade to the batteries and software there should be enough back-up power to supply a minimum of one hundred and thirty (130) minutes of run time for all nine (9) dispatch consoles and their associated back room equipment if the supply of electricity to the 911 Center was to cease.
 - 3) The Sheriff is sending a letter from the committee requesting funding from the Board of County Commissioners for the purchase of spare tower parts. These spare parts are essential for future lightning strikes on the towers.
 - 4) Communications Operator Tony Henderson and Cpl. David Greear are currently involved in the SmartCop validation process. This validation process is to verify that the SmartCop data that was transferred from the SmartCop server that is located in the Public Safety Building to the new SmartCop server that is located at the 911 Center arrived in its entirety and correctly.
 - 5) Mr. Brown needs to be supplied with all of the radio (portable and mobile) information along with the coinciding officer information by next Tuesday. This information is vital for the creating the PTT ID in the new dispatch consoles.
 - 6) Sheriff Hunter was not in attendance today. Major Kitchings acted on his behalf

- Crime Prevention Officer Wynn did a business security check located at Morgan Law Center after being requested by employees. The business was given information on how to prevent being a victim in a crime. Officer Wynn also contacted the Chamber of Commerce to inquire about being listed on their business bulletin. The Chamber thought it would be a great idea and is in the process of adding the Lake City Police Department Crime Prevention Service.

Crime Statistics:

Criminal Investigations Division:

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

Recreation Director Little Reports:

Southside Recreation Center:

- Last week our staff helped the Summer Camp Instructors got their summer flyers ready to hand out at all the elementary schools. The registration for our summer camp begins on May 3rd. Cost is \$225.00 and we will take the first 80 campers to sign up.

Girls Club Center:

- During last week's Spring Break for the girls, our leaders cleaned and organized Girls Club for the upcoming Summer Session. Preparations for the summer trips and activities are being completed as well as the Summer booklet for our parents. We are preparing for another huge summer turnout.

Athletics – Teen Town Center:

- Our twenty Adult Men's Softball teams began this week. Registration for Women's Softball leagues will be held May 3rd thru May 21st. Cost is \$350.00 per team. We anticipate six teams to play in this league. The season is scheduled to begin on June 7th. Boys Scout Troop 85 used Memorial Stadium on April 5th for their Ultimate Frisbee Contest. The kick off of our T-Ball season is right around the corner.

Recreation Programs:

- We will begin offering a Mom & Tots program in May. We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Zumba, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities. Our Zumba classes are booming and everyone is enjoying their new look.

Maintenance:

- Routine maintenance continues this week. With the start of our Adult Softball Leagues on Monday, April 12th, and our maintenance crew have started preparing the fields for the games.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 116
- Service Orders 63
- Sewer Calls 3
- Broken Lines Repaired 7
- Fire Hydrant Repairs 2
- Live Bacteria Additive Maintenance (LBA) 2 locations

Inspection, Distribution & Collections (Keith Hampton):

- Eastside Water Main Project 85% complete (on hold till CCI Project is complete)
- Meter Exchange in Lenvil Dicks System 28% complete
- Columbia County Correctional Institute (CCI) 73% complete

Natural Gas (Joe Sheldon):

- Locates 70
- Service Orders 267

Public Works (Thomas Henry):

- Locates 36
- Street light repairs 8
- Signs 12
- Responded to and serviced trouble calls 7

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 11
- Hydrant Flushing 44

Vehicle Maintenance (Sam Curry):

- Routine Maintenance and Service 2
- Complaints /Repaired/Back in Service 11
- Machines fueled and fluid levels checked 6

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.309 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 3.432 MGD
- Gallons Treated (Brandon Brent WTP) .024 MGD