

Lake City Staff Weekly Report

Week ending July 23, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Finance continues to work on FY 11 budget. Council budget workshops are planned for Wednesday, August 4th, and Thursday, August 5th with additional workshop for August 12th if needed.
- 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 nine items have sold totaling \$19,385.
- Preparing application for City of Lake City General Employee fiduciary liability renewal through Florida League of Cities. Application is due August 4th
- Staff requested grant reimbursements of \$87,557.99 from OTTED and \$43,202 from Housing.
- Finance has prepared forms DR 420 Certification of Taxable Value, DR 420TIF Tax Increment Adjustment Worksheet, and DR 420 MMP Maximum Millage Calculation to start 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. Two public hearings will be held before the adoption of the millage rate.

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

- Met with representatives from American General Life about offering an insurance plan for City employees.
- Reported two injury claims to the Florida League of Cities.
- We are continuing to work with the Florida Municipal Insurance Trust to acquire a cost estimate for employee health insurance.
- Attended a one hour Board of Directors conference call with the Florida Municipal Association of Safety and Health.

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

- Continued work on combined dispatch by completing a walkthrough with AK and Associates at both the Public Safety building and the Emergency Operations Center. Received recommendations on what needs to be completed before any equipment can be installed and configured.
- Completed pictometry administration training and received the dates for end user training. Both Josh Pafford and Zack Moss were in attendance for the City.
- Completed the Cisco Content Security and Control module install and configuration. This will provide an upgraded Anti-Spam and Virus protection for the City network resources.
- Researched and setup workstation imaging software. This will allow us to standardize all new workstations installs and cut down on application install and configuration time when receiving new workstations.

- Continued converting geographical information system (GIS) data to the updated software version.
 - New ticketing system went live. We now have the ability to track tickets for the police department, GIS, and purchasing.
- Purchasing and Contracting (Debbie Garbett):*
- Updated seventeen vendors.
 - Set up three new vendors.
 - Processed one hundred seventy one invoices.
 - Completed first week of sales for surplus items on GovDeals.com. Total sales for eleven vehicles totaled \$23,435.01. This is a new procedure taken on by the Purchasing Department using the internet for surplus sales. Govdeals.com sells government surplus items on a system very similar to eBay. Only government agencies can list the items for sale although it is open to the general public to bid. Anyone can register at www.govdeals.com and buy government surplus items. We are in the process of preparing additional items to be declared surplus and auctioned.
 - Issued seven hundred eighteen items for various departments use.
 - Completed and advertised ITB-020-2010 Construction of Restrooms at the Women's Center located on Martin Luther King Street. Bids are due in by 11:00 a.m. on August 5, 2010.

Airport Director Sawyer Reports:

- Jet fuel and low lead fuel sales increased eight percent over the prior week with \$9,581 in revenue on sales totaling 2,524 gallons.
- Airport staff briefed Transportation Security Administration Inspector James R. Maliwauki on airport security during his July 21st visit. Lake City Airport currently exceeds TSA security requirements by use of a camera system, perimeter fencing, and participation in the AOPA Airport Watch Program.
- Director Sawyer met with the City Attorney to review a \$150,000 FDOT airport construction grant and a hangar rental agreement between the City and MonaVie Corporation. The City Council will consider approval of both items on August 2nd during the Council meeting.
- Maintenance activities included mowing and herbicide application along the north airport boundary and assisting TCA Electrical in repairing the primary runway approach lighting system.

City Clerk Sikes Reports:

- Processed twenty (20) public records requests (annual total to date 360 requests).
- Scanned in nine hundred fifty-eight (958) pages into the OnBase Imaging System.
- Attended three (3) Sunshine applicable meetings.
- Met with two candidates for City Council District 10 regarding candidate reports.
- Prepared three (3) Proclamations.

Customer Service Director Harwell Reports:

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| • Phone Calls Taken | 549 |
| • Walk-up Customers Assisted | 1124 |
| • Bills Generated | 1066 |
| • Late Notices Generated | 831 |
| • Number of Payments Collected | 1647 |

• Total Payments Received	\$197,342.20
• Hours Spent Billing	45
• Hours Spent T & I/Collections	20
• Hours Spent Cycle Route Clean Up	0
• Hours Spent Addressing/Activating	2
• Hours Spent Training	0
• Tap Applications Processed	0

Service Orders Generated:

• Field Service Orders	276
• Severn Trent	4
• Verify Shut-Off's	72
• Cut Off Non Pay	4
• Turn Back On	23

Pending Service Orders:

• Register Exchanges	5
• Meter Exchanges	2
• Repair Wire	1
• Stuck Meter	0
• Meter Set	1
• Need Remote	1
• Verify Shut-Off	15

Reads:

• Initial Read	27
• Final Read	54

Total Pending Service Orders to Date: 964

Citizen's Advocate Washington Reports:

- Continuing to work with CDBG applicants, Robert Stiles and Reather Shaw. (on-going)
- Have not heard from Red Lobster on launching their Project Green Program along with the City and SWS. I have called and waiting on speaking with the manager. (on-going)
- Attended Gateway Business Alliance Meeting. (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)
- Attended Beautification Committee Meeting (on-going)
- Met with Mr. Kervin Holland on a Police complaint. He wants to meet with the Chief and the Mayor. I gave him Destiny's number and I called the Mayor to schedule a meeting. Meeting with the Mayor on Thursday, July 22 at 10a. (on-going)
- Attended Weed and Seed Community Meeting at New Bethel Baptist Church. (completed)
- Met with Sandra Smith on various issues and concerns. (completed)
- Councilman Jefferson had a complaint from Ella Shaw that he forwarded to me. The complaint has been resolved. (completed)
- Attended community meeting, "Breakfast with the Chief". There were a few issues that I have that are on-going. The Chief will schedule a meeting for review and resolution. (on-going)

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 27 Emergency calls for service, with an average response time of 4 minutes and 25 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	5
Pre-Fire Plans	1
Fire Prevention/Education Events	0

Growth Management Director Lee Reports:***CDBG:***

- Inspection for Framing for three on going projects
- Met with Planning Council and City Manager regarding Capital Improvements Plan

Permitting and Inspections:

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| • Electrical Inspections | 4 |
| • Plumbing Inspections | 3 |
| • Building Inspections | 10 |
| • Mechanical Inspection | 1 |
| • Responded to Public records request | 2 |
| • Processed new permit applications | 17 |
| • Reviewed and issued new permits | 9 |
| • Plan reviews | 14 Hrs |
| • Prepared and submitted Quarterly surcharge reports to State | |

Planning:

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| • Zoning statements and interpretations | 5 |
| • Prepared Permits for issue | 4 Hrs |
| • Public records request | 3 |
| • Conducted site plan review for building addition | 2 Hrs |
| • Assisted CDBG Applicants with grant | |
| • Reviewed and submitted Quarterly report for CDBG Grant status | |
| • Updated Land Development Regulation | |

Code Enforcement:

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| • New complaints received | 13 |
| • Property inspections performed | 27 |
| • Meetings with responding property owners | 20 |
| • Cases brought into voluntary compliance | 2 |
| • Non-Profit fund raiser permits issued | 1 |
| • Notice of Violations issued | 4 |
| • Reviewed request for façade grant | 2 Hrs |
| • Assistance to Census workers | 2 Hrs |
| • Locating cemetery lots/information | 3 Hrs |
| • Preparation of Code Hearing | 2 Hrs |
| • Prepared Code Board Orders | 2 Hrs |

Business Tax Receipts:

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| • New Tax applications | 5 |
| • Applications processed | 5 |

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff has been working diligently on reviewing and revising policies and procedures.

Major Case Synopsis:

- July 16, 2010: Investigators working on several leads identified a suspect for the robberies that took place at Home Depot and TCBY. At approximately 5:00 p.m., Kyle Waltrip was arrested on two (2) counts of robbery and was booked into the Columbia County Jail on no bond.

Departmental Highlights::

- July 15, 2010: The remaining sworn employees attended the Mavericks and Taser training.
- July 17, 2010: The first "Breakfast with the Chief" community meeting was held with approximately 50 citizens in attendance. These meetings will be held quarterly. Special thank you to all the businesses that donated paper goods and food and also to the Command Staff, CID investigators, Officer Wynn, and Destiny Hill in making the breakfast a huge success.
- The vacant dispatch position has been filled pending all pre-employment requirements have been met.

July 20, 2010: Lieutenant John Stock attended the weekly 911 meeting and returned with the following:

- The next Department Head level personnel meeting is scheduled on Friday, August 30, 2010.
- On July 27, 2010 Motorola will be visiting the Emergency Operations Center.
- On August 2-3, 2010 the remaining dispatch consoles will be installed.
- Lake City Police Department has two dispatchers that require the CPR training. As of this time there is not an instructor available to provide this "Health Care Provider CPR" training.
- Sgt. Blanchard will be providing several available training dates to Ms. Sandy Waschek (E.O.C. Director) for our dispatchers to be trained in CPR and in Emergency Medical Dispatching (EMD).
- A.T. & T. estimated the cost of moving the three telephone boxes that are located in front (close to the roadway) of the Emergency Operations Center at \$100,000.
- The planned upgrades to our Public Safety Building will be brought before the City on August 2, 2010.
- On July 21, 2010 the "Administrators" training on Pictometry will begin. The "Users" training will begin next week.
- North Florida Broadband has surveyed the Franklin Street and the Columbia County Jail radio towers. This company is requesting space (lease) on both towers.
- As of this time the Sheriff's Office is permitted to transmit sensitive information to the Emergency Operations Center for NCIC/ FCIC entry and removal via e-mail (over a secured system). In two weeks this may change and another way of delivering teletype directed information to the Emergency Operations Center may have to be developed.



Chief Boozer (CCFD) mentioned that many of their radios are now receiving and transmitting much better. However, there is an area where only tone alerts can be heard and the voices can not break squelch. This issue is being corrected.

CRIME STATISTICS

Patrol Division:

Calls Answered:	813
On Views/ Police In:	514
Misdemeanor:	26
Felony:	22
Status 1 Gone on Arrival:	14
Status 2 Unfounded:	4
Status 3 No Activity:	0
Status 4 Misc. Incident:	662
Status 5 Incident Report:	52
Homicide:	0
Burglaries:	6
Robbery:	0
Assault:	9
Opposing/Resisting:	2
Sex Offense:	1
Thefts:	9
Drugs:	2
Criminal Mischief:	3
Missing Person:	0
Status 6 Accident Report:	12
Status 7 Traffic Ticket:	29
Status 8 Traffic Warning:	57
DUI:	0
Misdemeanor Traffic:	7
Infraction:	22
Warrant Arrest:	4
Property Damage:	\$32,100
Accident Injuries:	3

Criminal Investigations Division:

Total Cases Investigated:	13
Total Cases Solved:	8
Total Cases Unsolved:	5
Total Arrests:	3
Affidavits Filed:	10
Total Charges Filed:	10
Murder:	0
Burglaries:	6
Robberies:	2
Sex Offense:	0
Criminal Mischief:	1
Missing Person:	0
Thefts:	3
Assaults:	1
Drug Offenses:	0
Recovered Property Value:	\$0
News Releases:	4

Recreation Director Little Reports:

Southside Recreation Center:

- Our field trip to Wild Adventures in Valdosta, Georgia is this Friday, July 23rd. We will leave at 8:00 AM and return at 10:00 PM. Our next field trip will be ice skating in Jacksonville, Florida. During the week campers continue to enjoy trips to "Blue Springs", Panda-Moni-Yum, TCBY, swimming, skating and bowling. There are only two weeks left in our summer camp.

Girls Club Center:

- We are currently taking registration for our Fall Quarter which runs from August 23rd through October 15th. Registration fee is \$175.00. On July 13th our girls participated in a Jaguar Cheer Clinic. The Jacksonville Jaguar Cheerleaders conducted the clinic. Our next big field trip is to Universal Studio's, "Islands of Adventure" on Friday, July 23rd. We leave at 6:00 AM and return at 11:00 PM.

During the week the girls are enjoying trips to skating, bowling, Panda-Moni-Yum, arts and crafts classes, Zumba class and cooking classes.

Athletics – Teen Town Center:

- The afternoon rains and storms are creating rainouts for our softball leagues. We invite everyone to come and watch the women play on Monday nights at 6:45 PM and 8:00 PM at the Girls' Softball Complex. The men play on Tuesday and Thursday nights at 7:00 PM and 8:15 PM. Registration for our youth football league will be held on August 14th, 21st and 28th at our Teen Town Center from 8:00 AM – 5:00 PM. The annual Columbia Youth Football Association "Stars of Tomorrow" Football Camp will be held on August 28th from 9:00 AM – 12:00 Noon.

Recreation Programs:

- This week we completed the first week of our summer tennis camp at Young's Park tennis courts. We will have a round robin tournament for all participants on Thursday and Friday. Mr. Andy Creel, CHS Boys Tennis Coach is conducting the camp. 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:

- Director, Roger Little has teamed with Lowe's of Lake City to refurbish Young's Park. Lowe's "HEROES" Program will be starting Saturday, July 24th with volunteers to give a new look to the park. A sign will be placed in the park recognizing all the vendors that donated to this project. Thank you Lowe's of Lake City.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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| • Locates | 47 |
| • Service Orders | 30 |
| • Lenvil Dicks Meter Exchanges | 16 |
| • Sewer Calls | 5 |
| • Broken Water Lines Repaired | 4 |
| • Live Bacteria Additive Maintenance (LBA) | 6 locations |

Distribution, Collections & Construction (Keith Hampton):

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| • Eastside Water Main Project | 93% complete |
| • Meter Exchange in Lenvil Dicks System | 66% complete |
| • Hillside Ave 6" Water Main Extension | 33% complete |

Natural Gas (Joe Sheldon):

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| • Service Orders | 300 |
| • Locates | 18 |

Public Works (Thomas Henry):

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| • Locates | 40 |
| • Repaired Street Lights | 7 |
| • Inspected/Repaired Traffic Signals | 6 |
| • Responded to and Serviced Trouble Calls | 11 |
| • Responded to Citizen Calls/Complaints | 9 |

Utility Maintenance (David Durrance):

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| • Inspected and Serviced Liftstations | 9 |
| • Inspected and cleaned sewer lines | 800 ft |

Vehicle Maintenance (Sam Curry):

- Routine Maintenance and Service 4
- Complaints /Repaired/Back in Service 4
- Machines Fueled & Fluid Levels Checked 4

Wastewater Treatment Plant: (Linda Andrews)

- Gallons Treated 2.456 MGD

Water Plant (Steve Roberts):

- Hydrant Flushing 70
- Gallons Treated (Price Creek WTP) 3.517 MGD
- Gallons Treated (Brandon Brent WTP) .024 MGD