

Lake City Staff Weekly Report

Week ending August 13, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Work continues on the 2011 budget. Council budget workshops were held August 4 & 5. The first budget hearing will be held on September 7, 2010.
- 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 nineteen items have sold for a total of \$27,205.01.
- Finance has prepared forms DR 420 Certification of Taxable Value, DR 420 TIF 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. The County Tax Collector and County Property Appraiser were provided their copies of the DR 420 series forms. The first public hearing will be September 7, 2010.
- Review of Fixed Asset updated inventory sheets is complete. Tagging of Fixed Assets will have begun. Departments are submitting addition assets for surplus that will be sold on govdeals.com. Deadline for any additional assets for disposition is August 30, 2010.

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

- Spent two days interviewing Police Captain Applicants and choose four to move to the next interview session.
- Discussed health insurance and held a meeting with Florida Municipal Insurance Trust (FMIT). It appears feasible that the City will be able to eliminate a potential \$250,000+ projected increase in health care cost with the services of FMIT. Conducted an unemployment phone hearing on related to an ex-employee.

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

- Continued work on plan and profile for Highway 90 waterline project.
- Enhancing Natural Gas Geographical Information System database.
- Continued work on Columbia County combined dispatch center.
- Continued working with FCIC to authorize network changes.
- Moved backend web hosting for increased functionality and future scalability.
- Working with contractor on new airport terminal data needs.
- Continuing research on work order automation and mobile workforce.
- Continued preparing for City wide email server migration.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred and nine invoices.
- Updated seven vendors.

- Issued nine hundred and twenty two items for departments use.
- Entered six items on www.govdeals.com .
- Sold four items on www.govdeals.com .
- Coordinated viewing and answered questions for items listed on www.GovDeals.com .
- Prepared contract and resolution for the construction of restrooms at the Women's Center on Martin Luther King Street.
- Issued two purchase orders for the re-roofing of City Hall and the City Barn.
- Issued Notice to Proceed to Bubba's Site Prep for the demolition of the old gas department and pole barn.

Airport Director Sawyer Reports:

- Jet fuel and low lead fuel sales decreased eighteen per cent from the prior week with \$7,153 in revenue on sales totaling 1,854 gallons.
- Director Sawyer negotiated lease terms with TowerCom, Inc. and assisted the City Attorney in preparing agreements related to new terminal construction. City Council will consider approval of the terminal agreements during the August 16th Council meeting.
- Staff provided survey information to the U.S. Army Corps of Engineers for use in an inspection to determine if munitions waste exists on the airport property. The Corps is expected to schedule the site inspection for November 2010.
- Maintenance activities included field repairs to the tractor mower, runway light replacement and mowing adjacent to the main runway.

City Clerk Sikes Reports:

- Processed eight (8) public records requests (annual total to date 401 requests)
- Scanned in 1013 pages into the OnBase Imaging System

Customer Service Director Harwell Reports:

- | | |
|---------------------------------|--------------|
| • Phone Calls Taken | 485 |
| • Walk-up Customers Assisted | 1463 |
| • Bills Generated | 2904 |
| • Late Notices Generated | 353 |
| • Number of Payments Collected | 2155 |
| • Total Payments Received | \$269,262.86 |
| • Hours Spent Billing | 70 |
| • Hours Spent T & I/Collections | 42 |

Service Orders Generated:

- | | |
|------------------------|-----|
| • Field Service Orders | 532 |
| • Severn Trent | 11 |
| • Verify Shut-Off's | 64 |
| • Cut Off Non Pay | 96 |
| • Turn Back On | 149 |

Pending Service Orders:

- | | |
|----------------------|---|
| • Register Exchanges | 8 |
| • Meter Exchanges | 1 |
| • Meter Set | 1 |

• Verify Shut-Off	41
<i>Reads:</i>	
• Initial Read	53
• Final Read	61
<i>Total Pending Service Orders to Date:</i>	1101

Citizen's Advocate Washington Reports:

- Summer Reading Camp fieldtrip was cancelled. Graduation is scheduled for August 13 at 12 noon at Mt. Pisgah AME Church. (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 the Cry Out America Group on using the Olustee Park on 9-11 for a statewide program. The group is from out of town and wanted to view various areas to have their event.

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 first applicant/application will be presented for approval to the CRA on Monday, August 16, 2010 at 5:45 p.m.
- 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 abatement has been completed and the contractor has begun demolition of buildings has begun.

Finally Friday:

- Finally Friday will be back this month on Friday, August 27, 2010 with a "Back to School Bash" theme. The Chamber of Commerce has taken over this and other DAC Sponsored Events. Children's activities and demonstrations are planned to begin at 6:00 PM in Olustee Park. The band will begin at 7:30 PM and the movie will start at dark. The poster is available on our website.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 22 Emergency calls for service, with an average response time of 4 minutes and 32 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	1
Fire Prevention/Education Events	2

Growth Management Director Lee Reports:

CDBG:

- Updated monthly projects report for CDBG
- Coordinated times for additional projects to include in Grant/ Contractor walk through
- Requested Change Order from Contractor to remove Dead Tree on Tom Page Project
- Discussed Sewer hook-up for Tom Page Project/ formerly on septic

Planning:

- Zoning statements issued 5
- Land Files maintenance 2 Hrs
- Processing permits 8 Hrs
- Permits received and processed 16
- Permits issued 11
- Processed CDBG pay request 2 Hrs
- Conducted staff Review meeting for site plan 2 Hrs
- Attended Emergency Management Conference on Shelter 8 Hrs
- Processed payment for CDBG project 1
- Worked on Capital Improvement Plan Amendment 1 Hr
- Prepare reports for Fire Assessment changes 3 Hrs

Building Inspections:

- Permit applications received 14
- Permits issued 9
- Building inspections 11
- Plumbing inspections 1
- Electrical inspections 5
- Roof inspections 3
- Mechanical inspections 2
- Plan reviews performed 8 Hrs
- Sign inspections 1
- Worked on abandoned tank found on City property 1 Hr

Code Enforcement:

- New complaints received 14
- Property inspections performed 26
- Meeting with responding property owners/customers 8 Hrs
- Cases brought into voluntary compliance 3
- Notices of violations issued 3
- Fund raiser permits issued 1
- Update weekly Code Enforcement Log 2 Hrs
- Public records request 4
- Assisting Customer Service with Business Tax procedures 2 Hrs
- In house Codes Training 2 Hrs

Business Tax Receipts:

- New applications for Business Tax 4
- Applications reviewed and ready to issue 4
- Business tax renewed for 2011 20

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff has been working on a Back to School Safety Plan as well as working on policies and procedures.

Major Case Synopsis:

None to Report

Departmental Highlights:

- August 10 & 11, 2010: Interviews for the vacant Captain's position were held.

→ CRIME STATISTICS:

→ *Patrol Division:*

Calls Answered:	874
On Views/ Police In:	592
Misdemeanor:	16
Felony:	10
Status 1 Gone on Arrival:	20
Status 2 Unfounded:	3
Status 4 Misc. Incident:	665
Status 5 Incident Report:	48
Burglaries:	3
Robbery:	1
Assault:	7
Opposing/Resisting:	2
Thefts:	9
Drugs:	2
Criminal Mischief:	2
Missing Person:	1
Status 6 Accident Report:	15
Status 7 Traffic Ticket:	68
Status 8 Traffic Warning:	88
Misdemeanor Traffic:	7
Infraction:	54
Warrant Arrest:	4
Property Damage:	\$37,900
Accident Injuries:	1

→ *Criminal Investigations Division:*

Total Cases Investigated:	14
Total Cases Solved:	7
Total Cases Unsolved:	7
Total Arrests:	1
Affidavits Filed:	5
Total Charges Filed:	6
Burglaries:	1
Criminal Mischief:	1
Thefts:	11
Assaults:	1

Recreation Director Little Reports:

Southside Recreation Center:

- We ended our summer camp last Friday. We are now preparing for our "After School" program which begins on August 23rd, 2010. We ask that anyone that wishes to volunteer after school contact us.

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 the last day of the summer program, the Girls participated in our annual Girls Club talent show. This

week our leaders are cleaning the buildings and getting everything prepared for our fall quarter which will begin on the first day of school, August 23rd.

Athletics – Teen Town Center:

- Our Women's and Adult summer league softball is winding down. The women's tournament starts next week. 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's "Stars of Tomorrow" football camp will be held on August 28th from 9:00-11:00 AM.

Recreation Programs:

- The Lake City Guys and Gals enjoyed a Mardi Gras party at their Friday night dance. We have added two classes for Kardio Kickbox and Toning at the Southside Community Center that will meet on Monday and Wednesday nights. 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:

- The maintenance staff has been working on preparing Memorial Stadium's playing field for the upcoming football season. The softball fields are still being prepared for games on Monday, Tuesday and Thursday nights. A special thanks goes to Lowe's of Lake City for all the materials and work they did at Young's Park. They pulled off a great community service plan with volunteers.