

Lake City Staff Weekly Report

Week ending August 27, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Work continues on the FY 2011 budget. 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 www.GovDeals.com. Currently, twenty items have sold for a total of \$29,055.01.
- The Finance Department 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.
- The tagging of assets is 70% complete. Departments are submitting additional assets for surplus that will be sold on www.GovDeals.com. Deadline for any additional assets for disposition is August 30, 2010.
- Staff is working to set up training classes for Excel under the Quick Response Training (QRT) Utility Grant. Beginner, Intermediate and Advanced classes will be held for employees in the utility departments and support the staff that use excel in their job functions. Sign up is currently underway and for information City staff may contact their Department Director or Supervisor.
- Staff is working with QRT Utility Grant administrator at Lake City Gateway College on additional utility training courses. Classes for Advanced Customer Service Training, QRep/Cognos and Accounts Receivable are being requested for approval at the September College Board meeting. These classes are tentatively scheduled for October.

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

- Ordered and received training package for our Altec Aerial Lift truck.
- Completed payment reimbursement to a citizen for water damage to his home.
- Prepared 225 invoices for payment.

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

- FCIC has authorized a portion of our proposed network changes.
- NW Aggie Survey for hydrant system expansion
- Continued to update Gas department geo database.
- Received quotes for new GPS hardware.
- Completed fiber install from WWTP to Southside recreation facility.
- Working with contractor on new airport terminal for data needs.
- Completed exchange server migration plan.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred and forty two invoices.
- Updated nine vendors.
- Prepared and advertised ITB-023-2010, Pipe, Pipe Fittings and Fire Hydrants.
- Prepared quote tabulation document for Information Technology Department for GPS equipment.
- Issued one thousand fifty one items from City Warehouse for various City departments' use.
- Sold two items on www.GovDeals.com .
- Entered new items on www.GovDeals.com .
- Final preparation of bid for Maintenance Shop addition.
- Preparing bid for installation of wet-well and valve boxes for the WWTP Spray field.
- Preparing bid for one directional drill.
- Ordered sod for City maintenance and project near Country Village maintenance.

City Clerk Sikes Reports:

- Processed five (5) public records requests (annual total to date 425 requests).
- Scanned in five hundred (500) pages into the OnBase Imaging System.
- Accepted F-3 Candidate reports from all four (4) District 10 candidates.
- Attended Florida Association of City Clerks Board Meeting, City Clerks Academy Class and worked the City Clerks booth during the Florida League of Cities Annual Conference.
- Attended Kick-Off meeting for Dale Carnegie Training.
- Corresponded with Supervisor of Elections office regarding election results.
- Participated in Bond Closing and appreciation luncheon.
- Administered Oath of Office to City Council Member Eugene Jefferson, District 10 and City Council Member George Ward, District 14.
- Prepared two (2) sets of official minutes.
- Prepared one (1) proclamation.
- Provided five (5) complimentary notaries.
- Processed all travel receipts for Florida League of Cities Conference for Council Member Jake Hill and City Manager Wendell Johnson.

Community Redevelopment Director Kite Reports:

Community Redevelopment Area:

- Took applications to several businesses on Marion Street and Informed the owners of the approaching September 30th deadline. Also working to created a mailing list of all commercial properties within the CRA and will be mailing each business an application.
- Old City Jail. The demolition of the old gas department and pole barn has been completed. A new security fence was installed around the water tower.

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.

Greater Lake City CDC:

- Met with representatives from the Greater Lake City CDC and Sun State Federal Credit Union to discuss financing options for a Low/Moderate Income Housing project. The proposed project could be located on property currently owned by the city, which the CDC would request be donated to them to develop into a mixed use project with commercial uses as well as single family and multi family units. From these discussions I am gathering information to create an Inventory List with in the CRA of City owned vacant properties, privately owned vacant properties and properties that have a Code Enforcement Lien against them.

Festival of Lights/Snow Day/Christmas Parade:

- A planning meeting took place on Wednesday, August 25, 2010 to begin discussing combining Holiday Events during the Christmas Season to include; Lighting of the Park, Christmas Parade, Christmas Vendor Bazaar and Snow Day.
- The Chamber has taken this event over from the Downtown Action Corporation and is looking to streamline with events on two dates this Holiday. Lighting of Olustee Park and Santa's arrival and Photo Night would be held on Saturday, November 27, 2010 in Olustee Park. The Christmas Vendor Bazaar, Christmas Parade and Snow Day (providing there is enough sponsorship funding) will be held on Saturday, December 11, 2010 in Downtown Lake City.
- Planning is in the early stages and volunteers are being sought for several areas to include, decorating Olustee Park, Parade line-up, assistance with Santa Photo Night, supervise children's activities in conjunction with Snow Day. If you are interested in volunteering you may contact Sonja Meads or Dennille Folsom at the Chamber of Commerce (386)752-3690 or Jackie Kite (386)719-5766.

Customer Service Director Harwell Reports:

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|---------------------------------|--------------|
| • Phone Calls Taken | 544 |
| • Walk-up Customers Assisted | 1380 |
| • Bills Generated | 2749 |
| • Late Notices Generated | 762 |
| • Number of Payments Collected | 1883 |
| • Total Payments Received | \$224,627.08 |
| • Hours Spent Billing | 70 |
| • Hours Spent T & I/Collections | 60 |

Service Orders Generated:

- | | |
|------------------------|-----|
| • Field Service Orders | 587 |
| • Severn Trent | 17 |
| • Verify Shut-Off's | 65 |
| • Cut Off Non Pay | 96 |
| • Turn Back On | 85 |

Pending Service Orders:

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| • Register Exchanges | 2 |
| • Meter Exchanges | 2 |
| • Repair Wire | 2 |
| • Verify Shut-Off | 41 |

Reads:

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| • Initial Read | 52 |
| • Final Read | 46 |

Total Pending Service Orders to Date: 1150

Citizen's Advocate Washington Reports:

- Continuing to work with CDBG applicants.
- Attended the Summer Reading Camp Graduation along with Mayor, Chief Gilmore, Mr. Johnson, and Nick Harwell. The City donated items for their back to school Book Bags. Thanks go to LCFD (Gerald Ford) and to Audrey Sikes for their assistance toward donating various items. Teamwork is a beautiful thing!!
- Continuing to work with Byronelle Witt, the Production Assistant with Rescue Productions. The company will be filming scenes throughout Lake City.
- Met with the Cry Out America Group on using the Olustee Park on 9-11 for a statewide program. The group has requested the use of Olustee Park for Saturday, September 11 at 12noon.
- Met with Betty Wise on her complaint voiced at Chief Gilmore's Breakfast along with Sandra Caslow and Sgt. Blanchard. We had a very good meeting and Ms. Wise appreciated our meeting and was relieved of many of her concerns. She will continue to keep us informed, should any other issues arise.
- Confirmed participants of the City's 9-11 Program for 2010 scheduled for Friday, September 10 at 10:00am. Chief Gilmore is the speaker.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 24 Emergency calls for service, with an average response time of 5 minutes and 13 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	4
Pre-Fire Plans	2
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:

CDBG:

- Updated monthly projects report for CDBG
- Conducted walk thru with Contractors for four potential projects thru the emergency set-aside funds
- Requested Change Order from Contractor to remove Dead Tree on Tom Page Project and Fronie Street project
- Discussed Sewer hook-up for Tom Page Project/ formerly on septic

Planning:

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| • Zoning statements issued | 4 |
| • Land Files maintenance | 2 Hrs |
| • Processing permits | 10 Hr |
| • Permits received and processed | 18 |
| • Permits issued | 12 |
| • Processed CDBG pay request | 2 Hrs |
| • Proof and distribute legal advertisement for Zoning petitions | 3 Hrs |
| • Proof and distribute ads for Evaluation and appraisal report hearings | 2 Hrs |
| • Prepared information for Public Records request | 1 Hr |
| • Worked on Capital Improvement Plan Amendment | 3 Hrs |

Building Inspections:

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| • Permit applications received | 18 |
| • Permits issued | 12 |

• Building inspections	17
• Plumbing inspections	5
• Electrical inspections	8
• Roof inspection	3
• Mechanical Inspections	2
• Plan reviews performed	12 Hrs
• Sign inspection	1
• Requested quotes for fuel tank removal	2 Hrs

Code Enforcement:

• New complaints received	15
• Property inspections performed	26
• Meeting with responding property owners/customers	19 Hrs
• Cases brought into voluntary compliance	7
• Notices of violations issued	13
• Fund raiser permits issued	1
• Update weekly Code Enforcement Log	2 Hrs
• Public records request	1
• Assisting Customer Service with zoning and code issues	2 Hrs
• Attended training for housing rehab/ property Maintenance	24 Hrs

Business Tax Receipts:

• New applications for Business Tax	7
• Applications reviewed and ready to issue	3

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff continues to work on policies and procedures.

Major Case Synopsis:

- August 14, 2010: Officers responded to Travel Lodge in reference to a deceased person in the parking lot at approximately 8:45 a.m. EMS responded and the person was pronounced dead. Investigators also responded and processed the scene. The deceased was later identified as Clifford R. Bryant of Olive Hill, Kentucky. There was no sign of trauma and the cause of death is still pending toxicology which may take up to one month for the results to be returned. It is known that Mr. Bryant had been to a doctor's office in the Tampa, Fl. area where he obtained prescriptions prior to stopping in Lake City. An update can be expected when the toxicology has been returned.
- August 18, 2010: A statewide Amber Alert was issued for 1 year old child that was kidnapped out of Tallahassee, Florida. At approximately 8:15 a.m. officers responded to a citizen call indicating the location of the suspect, Herley Davis. Davis and the child were located at the Cracker Barrel restaurant, located near I-75 and U.S. 90. Davis was taken into custody without incident and the child, who appeared to be in good physical condition, was reunited with the mother later that day. Davis was transported to the Leon County Jail and is being charged by the Tallahassee Police Department.
- August 22, 2010: At approximately 5:35 a.m., officers responded to Cedar Park Apartments in reference to an unresponsive child. The investigation revealed that

the mother laid down with her 3 month old at approximately 2:00 a.m. At some point the mother's 2 year old child climbed onto the bed and laid with them. The 2 year old was possibly lying on top of the other child. The mother awoke and found that the 3 month old was unresponsive. Demetria Goshay provided CPR until relieved by Fire Personnel. Columbia County EMS Medic Unit 49, A. Duncan and M. Turner pronounced the 3 month old deceased at 5:41 a.m. At this time it appears that the death was accidental or Sudden Infant Death; there is no evidence of foul play. The Lake City Police Department is waiting for the ruling on the cause of death from the Medical Examiner's Office in Jacksonville.

Departmental Highlights:

- Officer Lavaughn Wynn retired on August 20, 2010. He has been an employee of the Lake City Police Department for 23 years and 10 months. This is a bittersweet moment for our department as Officer Wynn was a valuable asset. The Lake City Police Department wishes Officer Wynn the best of luck in future endeavors.
- The first day of school started on August 23, 2010. Traffic is moving smoothly in the school zones and extra officers are working these areas to ensure the safety of children and motorists.
- The Police Motorcycles are being used for Traffic Enforcement.

August 24, 2010: Lieutenant John Stock attended the weekly 911 meeting and returned with the following:

- A Workshop is being arranged with the City Council and the Columbia County Board of Commissioners in reference to this Communications merger.
- The Columbia County 911 Director has obtained the top twenty (20) most common calls and is in the process of developing the Policies and Procedures. She will be contacting the Chief of Police and the Sheriff in reference to these Policies and Procedures.
- The AK and Associates equipment is now being installed.
- The Positron contract is scheduled to be cancelled on December 31, 2010. By allowing the Positron contract to run in conjunction with the PlantCML contract for approximately two months will allow any bugs to be worked out of the new system with a level of comfort.
- The Emergency Medical Dispatching training has been going very well. The final scheduled class is on August 27, 28 and 29, 2010. At the end of this training period all (city and county) dispatchers will have completed this mandatory training.
- A date has not been scheduled for the installation of equipment within our Public Safety Building for the new communications system.
- The E.O.C. will be obtaining a double dispatch console for the Center.
- The pass thru window in the Dispatch area has been installed. Law enforcement officers will no longer have to enter the Dispatch area.
- The City's I.T. personnel will also be on the rotational call-out list with the county's I.T. personnel for after hour's service.

Crime Statistics

Criminal Investigations Division:

Total Cases Investigated:	16
Total Cases Solved:	7
Total Cases Unsolved:	9
Affidavits Filed:	1
Total Charges Filed:	1
Burglaries:	8
Sex Offense:	1
Thefts:	6
Assaults:	1
News Releases:	2

Patrol Division:

Calls Answered:	850
On Views/ Police In:	525
Misdemeanor:	15
Felony:	5
Status 1 Gone on Arrival:	15
Status 4 Misc. Incident:	649
Status 5 Incident Report:	70
Burglaries:	12
Assault:	8
Opposing/Resisting:	2
Sex Offense:	1
Thefts:	14
Drugs:	1
Criminal Mischief:	3
Missing Person:	0
Status 6 Accident Report:	19
Status 7 Traffic Ticket:	43
Status 8 Traffic Warning:	63
Misdemeanor Traffic:	3
Infraction:	40
Warrant Arrest:	5
Property Damage:	\$42,400
Accident Injuries:	1

Recreation Director Little Reports:*Southside Recreation Center:*

- At the Southside Center last week, we were busy getting everything cleaned and ready for the first day of our after school program, which began this Monday, August 23rd. Staff has also started working on our Southside Idol Contest. Several sponsors have been contacted as well as the local radio stations to help promote this event.

Girls Club Center:

- We currently have (70) girls enrolled in our after school program and we are still taking registration for the Fall Quarter. Girls Club was closed last week to get ready for this week when school is in session. Leaders cleaned and organized both our buildings to start off with a fresh start. We had our floors in both buildings stripped and waxed for the up-coming year. On Monday, August 23rd the first day of the new quarter, we had orientation for all the new girls. We have two new employees for our after school program, they are Kristina Carmichael and Alexis Law.

Athletics – Teen Town Center:

- Our Women's and Men's softball leagues will end this week. Registration for the fall softball leagues for Men and Women will be held September 7th thru September 17th at our Teen Town Center. Last day of registration for our youth football league will be held this Saturday, August 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 also on August 28th from 9:00-11:00 AM.

Recreation Programs:

- 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:

- Staff has been preparing weekly for our two softball leagues as well as for the start of school at our centers. A lot of work has been going into getting Memorial Stadium ready for our “Stars of Tomorrow” football camp to be held this Saturday. With the summer rains, grass cutting has become a major upkeep.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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|--------------------------------|----|
| • Locates | 53 |
| • Service Orders | 31 |
| • Lenvil Dicks Meter Exchanges | 7 |
| • Repaired water lines/mains | 8 |

Distribution, Collections & Construction (Keith Hampton):

- | | |
|---|--------------|
| • Eastside Water Main Project | 93% complete |
| • Meter Exchange in Lenvil Dicks System | 73% complete |
| • Hillside Ave 6” Water Main Extension | 80% complete |
| • W. US Hwy 90 12”Water Main Extension | 26% complete |
| • 12” Sanitary Force Main Extension | 2% complete |

Natural Gas (Joe Sheldon):

- | | |
|-------------------------|--------------|
| • Service Orders | 366 |
| • Locates | 22 |
| • Gas Valve Maintenance | 90% complete |

Public Works (Thomas Henry):

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|---|----|
| • Locates | 31 |
| • Repaired/Replaced Street Signs | 6 |
| • Hauled Loads of Tree Debris | 5 |
| • Responded to and Serviced Trouble Calls | 7 |
| • Responded to Citizen Calls/Complaints | 9 |
| • Programmed all public school clocks | |

Utility Maintenance (David Durrance):

- | | |
|---------------------------------------|---|
| • Inspected and Serviced Liftstations | 6 |
| • Manhole Inspections | 1 |

Vehicle Maintenance:

- | | |
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| • Complaints /Repaired/Back in Service | 7 |
| • Machines Fueled & Fluid Levels Checked | 10 |
| • Employees attended Training Class | 8 |

Wastewater Treatment Plant (Linda Andrews):

- | | |
|-------------------|-----------|
| • Gallons Treated | 2.455 MGD |
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Water Plant (Steve Roberts):

- | | |
|-------------------------------------|-----------|
| • Hydrant Flushing | 2 |
| • Gallons Treated (Price Creek WTP) | 3.519 MGD |