

Lake City Staff Weekly Report

Week ending Date, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Work continues on the 2010-2011 budget. The first public hearing for the tentative budget 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 two items have sold for a total of \$29,900.01.
- 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 Truth in Millage (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 tagging of assets is 95% complete. Departments have submitted addition assets for surplus that will be sold on internet, www.GovDeals.com, pending Council approval. Resolutions requesting Fixed Assets for surplus or disposal have been prepared for the September 7th Council meeting.
- Training classes in Excel have been approved under the Quick Response Training (QRT) Utility Grant. Beginner, Intermediate and Advanced classes will be held for employees in the utility departments and support personnel who use excel in their job functions. The Beginner Excel class will be held September 21 or 22, there are 16 employees enrolled. The Intermediate calls will be held September 28 or 29, there are 18 employees enrolled. The Advanced course will be held in October, there are 9 employees enrolled. Staff is working with Florida Gateway College Excel certified instructor Louise Elliott who will be teaching all three levels.
- Staff is working with QRT Utility Grant administrator at Lake City Gateway College on additional utility training courses. Classes in 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

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

- Participated in a conference call with the Florida Municipal Association for Safety & Health to discuss upcoming events for 2011.
- Met with auditor to clarify separating Finance and Human Resources responsibilities.
- Closed out seven workers compensation claims.
- Received payment for the Florida Municipal Insurance Trust for damaged Police vehicle.
- Discussed health insurance with a representative from Florida League of Cities.

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

- FCIC has certified entire IT staff for work on law enforcement systems.
- Continued work on Columbia County combined dispatch center.
- Continued work on N.W. Aggie Survey for hydrant system expansion.
- Continued to update Gas Department geographical database.
- Built and implemented new email server to save recurring costs.
- Implemented new email spam system to help with junk email.
- Working with contractor on new airport terminal for data needs.
- Implemented new domain controller at public safety building for network authentication.
- Took delivery of forty new computers and laptops for police department upgrade.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred and ninety invoices.
- Updated eight vendors.
- Water Quality Sampling and Lab testing annual contract extended for one year.
- Prepared and advertised ITB-023-2010, Pipe, Pipe Fittings and Fire Hydrants. Bid opening date September 9, 2010 @ 11:00 A.M.
- Indexed five hundred eighteen pages in OnBase Imaging System.
- Issued one thousand three hundred and thirteen items for departments use.
- Sold two items on www.GovDeals.com.
- Entered new items on www.GovDeals.com.
- Obtaining quotes for a 150' X 150' fenced area with gates and barbed wire for secured area for surplus items and confiscated vehicles.
- Received all the materials for the Gas project 10GSX6 at the Veterans Hospital and Ivan Street.

Airport Director Sawyer Reports:

- The Federal Communications Commission has issued a ten year license renewal covering the airport control tower radio frequencies. Airport staff coordinated the application process between the City, the FCC and the FAA.
- Staff solicited quotes for the relocation of six aircraft hangars to create space for new terminal construction. A terminal pre-construction meeting is scheduled for September 2nd. The hangar relocations and of terminal construction are planned for mid to late September.
- Forest Air Services completed air operations from the airport during the week. Forest used aircraft to fertilize pine forests east of the airport under contract with Rayonier, Inc.
- Fueling operations for the week matched the prior week producing \$7,450 in revenues on 1,920 gallons sold. Maintenance activities included mower deck repairs and cleaning the airport north boundary fence line.

City Clerk Sikes Reports:

- Processed thirteen (13) public records requests (annual total to date 438 requests).
- Scanned in one thousand ten (1,010) pages into the OnBase Imaging System.
- Attended Dale Carnegie Training Session one (1) of eight (8).
- Corresponded with Supervisor of Elections office regarding final "official" election results.
- Participated in networking luncheon to welcome the new Live Oak City Clerk John Gill.

- Corresponded with City Attorney regarding Mini Storage Agreement for Offsite Records Storage and other items relating to the execution of various contracts and related documents.
- Attended retirement celebration for Officer Lavaughn Wynn.
- Corresponded with vendor relating to potential training for the City “How to Avoid Hidden Public Record Dangers”.
- Registered for the Florida Association of City Clerks Fall Training Academy.

Community Redevelopment Director Kite Reports:

Community Redevelopment Area:

- Discussions concerning the Blanche are ongoing.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 29 Emergency calls for service, with an average response time of 5 minutes and 34 seconds including automatic aid in the county area.

Fire Inspections/Plans Review	5
Pre-Fire Plans	7
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:

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
- Researched property discrepancy for Emergency Set-aside bid to be awarded
- Conducted final inspections on Fronie Street and Texas Street projects

Planning:

• Zoning statements issued	8
• Land Files maintenance	2 Hrs
• Processing permits	14 Hr
• Permits received and processed	16
• Permits issued	12
• Processed CDBG pay request	2 Hrs
• Proof and distribute legal advertisement for Zoning petitions	4 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	1 Hrs

Building Inspections:

• Permit applications received	16
• Permits issued	12
• Building inspections	26
• Plumbing inspections	5
• Electrical inspections	11
• Roof inspection	3
• Mechanical Inspections	2
• Plan reviews performed	12 Hrs
• Sign inspection	1

• Requested quotes for fuel tank removal	2 Hrs
• Demolition inspections	3
<i>Code Enforcement:</i>	
• New complaints received	10
• Property inspections performed	22
• Meeting with responding property owners/customers	8 Hrs
• Cases brought into voluntary compliance	10
• Notices of violations issued	4
• Fund raiser permits issued	0
• Update weekly Code Enforcement Log	2 Hrs
• Public records request	3
• Assisting Customer Service with zoning and code issues	4 Hrs
• Attended training for housing rehab/ property Maintenance	24 Hrs
<i>Business Tax Receipts:</i>	
• New applications for Business Tax	11
• Applications reviewed and ready to issue	1
• Pet License renewals	0
• Processed and mailed 2 nd renewal notices for 2011 Business tax	644

Police Chief Gilmore Reports:

Departmental Highlights:

- August 31, 2010: Officer Lavaughn Wynn's Retirement Celebration was held with many in attendance. Officer Wynn has been with the Lake City Police Department for 23 years and 10 months. Special thank you to Destiny Hill making this a success.

August 31, 2010: Lieutenant John Stock attended the weekly 911 meeting and returned with the following:

- The air conditioning system in the LCPD Server Room needs to be installed before any of the new communications equipment is put into place. The City needs to have the vendor of their choice install the air conditioning system and then have the work billed to the County.
- Chief Frank Armijo stated that this air conditioning installation will require a Building Permit from the City.
- NCIC/ FCIC agreement is still work in progress. Some security issues need to be worked out before the agreement can be signed.
- LCPD needs to provide a Notification List to the 911 Center. This information will be entered into the SmartCop database. With this information the dispatcher will know immediately who needs to be contacted on predetermined types of events.
- Standard Operating Procedures for the top twenty (20) types of calls are being developed. Before these SOPs are placed into effect the Chief of Police and the Sheriff will review them first for their approval.
- The list of LCPD current and past employees was returned and asked that Mrs. Linda Lee update this information in our SmartCop database. When our SmartCop database migrates with the county's SmartCop, this information will follow.
- All dispatchers have completed the Emergency Medical Dispatch training.
- On Tuesday, September 14, 2010 the 911 committee will review the entire configuration and make any suggestions for changes

CRIME STATISTICS

Criminal Investigations Division:

Total Cases Investigated:	16
Total Cases Solved:	8
Total Cases Unsolved:	8
Affidavits Filed:	1
Total Charges Filed:	1
Burglaries:	6
Missing Person:	3
Thefts:	6
Assaults:	1

Patrol Division:

Calls Answered:	849
On Views/ Police In:	544
Misdemeanor:	22
Felony:	11
Status 1 Gone on Arrival:	12
Status 2 Unfounded:	6
Status 4 Misc. Incident:	685
Status 5 Incident Report:	62
Burglaries:	8
Assault:	7
Opposing/Resisting:	2
Thefts:	12
Drugs:	4
Criminal Mischief:	2
Missing Person:	6
Status 6 Accident Report:	9
Status 7 Traffic Ticket:	27
Status 8 Traffic Warning:	62
Misdemeanor Traffic:	2
Infraction:	25
Warrant Arrest:	3
Property Damage:	\$13,000

Recreation Director Little Reports:

Southside Recreation Center:

- We were very excited to have about 50 elementary kids and 30 middle school kids come to our “after school program” for the first week of school. The Southside Idol sign ups have started. We are looking forward to a great response from the community on this project.

Girls Club Center:

- We now have 76 girls enrolled in our after school program and we are still taking registration for the Fall Quarter. The Girls Club offers homework help to all the girls who come to our after school program. This has been a great help to the parents as the girls have their homework completed when they get home and do not have to worry about getting it done. On Wednesday, we made cupcakes for the girls to enjoy for a going back to school treat. Thursday all the girls participated in an arts and crafts project.

Athletics – Teen Town Center:

- The annual Columbia Youth Football Association’s “Stars of Tomorrow” football camp was held on Saturday, August 28th from 9:00-11:00 AM. Over 120 boys were able to participate in this free football camp sponsored by the Lake City Parks and Recreation Department and The Columbia Youth Football Association. Every child who participated received a tee-shirt and lunch was provided by the Columbia Youth Association. We have completed our sign-ups for the youth football league for the 2010 season. We had over 260 players sign up for our leagues.

Recreation Programs:

- We are starting a new class on September 13th called “Outer Extreme” which will meet outside our Teen Town Center. This class will offer high intensity, full body workout in quick transitions in functional plyometrics, runs and sprints, calisthenics, strength, interval training and Pilates. 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 is working on Memorial Stadium in preparation of our Little League Football season that begins September 20th. They have been busy mowing and cleaning Memorial Stadium for our Little League Football draft to be held on Thursday, September 2nd. Routine maintenance of all centers continues daily.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- | | |
|--------------------------------|----|
| • Locates | 32 |
| • Service Orders | 38 |
| • Lenvil Dicks Meter Exchanges | 21 |
| • Repaired Water Lines | 4 |

Distribution, Collections & Construction (Keith Hampton):

- | | |
|---|--------------|
| • Eastside Water Main Project | 96% complete |
| • Meter Exchange in Lenvil Dicks System | 81% complete |
| • Hillside Ave 6” Water Main Extension | 87% complete |
| • W. US Hwy 90 12” Water Main Extension | 32% complete |
| • 12” Sanitary Force Main Extension | 2% complete |

Natural Gas (Joe Sheldon):

- | | |
|-------------------------|--------------|
| • Service Orders | 493 |
| • Locates | 18 |
| • Gas Valve Maintenance | 95% complete |

Public Works (Thomas Henry):

- | | |
|---|----|
| • Locates | 31 |
| • Repaired/Replaced Street Signs | 7 |
| • Hauled Loads of Tree Debris | 9 |
| • Responded to and Serviced Trouble Calls | 12 |
| • Responded to Citizen Calls/Complaints | 14 |

Utility Maintenance (David Durrance):

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

Vehicle Maintenance (Kim Moore):

- | | |
|--|----|
| • Routine Maintenance and Service | 2 |
| • Complaints /Repaired/Back in Service | 13 |
| • Machines Fueled & Fluid Levels Checked | 11 |

Wastewater Treatment Plant (Linda Andrews):

- | | |
|-------------------|-----------|
| • Gallons Treated | 2.275 MGD |
|-------------------|-----------|

Water Plant (Steve Roberts):

- | | |
|---------------------------------------|-----------|
| • Hydrant Flushing | 4 |
| • Gallons Treated (Price Creek WTP) | 3.418 MGD |
| • Gallons Treated (Brandon Brent WTP) | .020 MGD |