

Lake City Staff Weekly Report

Week ending October 15, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- The Finance Department and the Purchasing and Contracting Department are working together to sell and account for surplus Fixed Assets. The items were approved for surplus by the City Council are posted for sale on www.GovDeals.com . Currently **forty three items have sold for a total of \$56,716.35**. Additional items that are not Fixed Assets are also being sold; amount collected to date is \$1,917.
- Staff is preparing to finish the TRIM process which includes forms DR 420MM Maximum Millage Levy Calculation Final Disclosure, DR 487V Vote Record for Final Adoption of Millage Levy and DR 487 Certification of Compliance that be provided to the Department of Revenue. DR-422 Certification of Final Taxable Value was remitted to Property Appraiser and Department of Revenue on October 5th.
- 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 other employees who use excel in their job functions. The Advanced course will be held October 19-21, 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 have been approved by the College Board. David Erickson, Sungard Customer Service specialist is on site Wednesday, October 13 and Thursday, October 14. David will be working with Finance and Customer Service doing advanced training in the utility system.
- Staff continues year end processing of FY 10 invoices. All invoices for FY 10 must be paid within thirty days of year end.
- Purvis, Gray and Company will be on-site **November 15 to begin the City audit for 2010.**

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

- We have completed the Quick Response Training for the month of September and submitted to Florida Gateway Collage.
- The insurance committee findings were documented and the Human Resource Department (HR) submitted a summary to the City Manager.
- HR began a driver license check to ensure all our employees have a valid driver's license.
- HR Department continued to develop plans for open enrollment by contacting our vendors and tentatively scheduling the first week of November for our enrollment.
- Processed 119 invoices.

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

- Continued work on Columbia County combined dispatch center.

- Staff participated in training related to the new Geographical Positioning System hardware for Geographical Information System.
- Continued the Police Department computer replacement program.
- Installed new Metro E circuit for City of Lake City internet.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred and thirty one invoices.
- Preparing RFP (Request for Proposal) for AWOS (Automated Weather Observation System) for the Lake City Municipal Airport.
- Work began this week for the 150 foot by 150 foot secured fenced in area for confiscated vehicles and City surplus vehicles. All vehicles have been moved from the area and milling is scheduled to be installed. Fence is scheduled to be installed next week. Fencing and milling is complete, lights should be installed this week.
- Issued one thousand two hundred eighty three items for departments use.
- Sold three items on govdeals.com. To date the total sales of surplus items is \$63,798.
- Contacted representative with Cintas (uniform contract) for update on annual contract. A meeting is scheduled with the Cintas representative on October 27, 2010 at 8:30 A.M.
- Issued all items for the Natural Gas line extension at the Airport project.
- Issued items to start the water main extension on Hwy 90 West project.

Airport Director Sawyer Reports:

- The FAA inspected the airport Non-Directional Navigation Beacon with a no discrepancy report on October 14th. Staff continued assisting the Purchasing Department in writing specifications for a bid to purchase a new Automatic Weather Observation System for the airport. The City has budgeted to replace the existing system which is becoming obsolete due to lack of parts availability.

City Clerk Sikes Reports:

- Processed fifteen (15) public records requests (annual total to date 514 requests).
- Attended Dale Carnegie Training Session six (6) of eight (8).
- Prepared two (2) sets of official minutes.
- Prepared and submitted one (1) meeting notice advertisement to the Lake City Reporter.
- Scanned in two hundred and seventy (270) pages into the OnBase document imaging system
- Facilitated the destruction of 557 cu ft of materials ready for destruction

Customer Service Director Harwell Reports:

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|---------------------------------|--------------|
| • Phone Calls Taken | 441 |
| • Walk-up Customers Assisted | 898 |
| • Bills Generated | 2850 |
| • Late Notices Generated | 321 |
| • Number of Payments Collected | 2052 |
| • Total Payments Received | \$211,190.18 |
| • Hours Spent Billing | 68 |
| • Hours Spent T & I/Collections | 37.5 |

Service Orders Generated:

- | | |
|------------------------|-----|
| • Field Service Orders | 536 |
| • Severn Trent | 2 |

• Verify Shut-Off's	90
• Cut Off Non Pay	244
• Turn Back On	92

Pending Service Orders:

• Register Exchanges	2
• Repair Wire	5
• Meter Set	1
• Need Remote	1
• Verify Shut-Off	90

Reads:

• Initial Read	75
• Final Read	53

Total Pending Service Orders to Date: 1386

Citizen's Advocate Washington Reports:

- Continuing to work with CDBG applicants, LC Barber, Louise Jernigan, Eva Sheppard, and Reather Shaw. (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)
- Continuing to work with the Children's Medical Center (Vanessa Villar) on their proposal to house an after-school program on City property. Waiting on their Financial Plan to discuss with Mr. Johnson. (on-going)
- Attended "Breast Cancer Awareness" month program on Friday, Oct. 8th at 9:00am. at City Hall. (completed)

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 32 Emergency calls for service, with an average response time of 5 minutes and 02 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	3
Fire Prevention/Education Events	4

Growth Management Director Lee Reports:

CDBG:

- Set-up contractor/ owner meeting to sign contracts on Emergency set aside grant Davis project and Lillie Adams
- Inspection on Tom Page street for final
- Processed final retainage payment on Spencer project

Planning:

• Zoning statements issued	6
• Land Files maintenance	4 Hrs
• Processing permits	10 Hr
• Permits received and processed	13
• Permits issued	10
• Process and request payments for CDBG	2 Hrs
• Install Changes to Naviline program for New Fee's	8 Hrs
• Conducted Staff Site Plan Comments	2 Hrs

- Meeting with airport Building for plan changes 4 Hrs
- Provided information for public records request 1 Hr
- Records search for City owned property 3 Hrs
- Research CRA properties 5 Hrs

Building Inspections:

- Permit applications received 13
- Permits issued 10
- Building inspections 15
- Plumbing inspections 4
- Electrical inspections 5
- Roof inspection 2
- Mechanical Inspections 3
- Plan reviews performed 12 Hrs
- Prepared requisition for fuel tank removal 1Hr

Code Enforcement:

- New complaints received 6
- Property inspections performed 10
- Meeting with responding property owners/customers 8 Hrs
- Cases brought into voluntary compliance 2
- Notices of violations issued 4
- Notices of hearing issued 4
- Warning notices issued 3
- Fund raiser permits issued 3
- Update weekly Code Enforcement Log 2 Hrs
- Public records request 2 Hrs
- Assisting Customer Service with zoning and code issues 3 Hrs
- Assisting customers with Business tax receipts 2 Hrs
- Providing assistance for Façade Grant applications 2 Hrs
- Prepare Agenda and power point presentation for Code Board 5 Hrs

Business Tax Receipts:

- New applications for Business Tax 4
- Applications reviewed and ready to issue 4

Police Chief Gilmore Reports:

EXECUTIVE SUMMARY:

The Command Staff along with administrative personnel has been preparing for the Halloween Safety Bash, and setting up a booth at the Columbia County Fair.

DEPARTMENTAL HIGHLIGHTS:

- October 8, 2010: The CHS Homecoming Parade was held with many in attendance. We would like to thank local agencies for participating in traffic and crowd control.
- October 8, 2010: The vacant investigator position was filled by Cpl. David Greear, and the Community Resource/Crime Prevention Unity position was filled by Officer Jason Golub. Congratulations to both officers for their advancements.
- October 11, 2010: Our two new Captains officially started, again we would like to say congratulations and welcome to newcomer Captain Robert Smith and Lake City Police Department's Captain John Blanchard.

CRIME STATISTICS

Criminal Investigations Division:

Total Cases Investigated:	17
Total Cases Solved:	7
Total Cases Unsolved:	10
Total Arrests:	2
Affidavits Filed:	1
Total Charges Filed:	7
Burglaries:	4
Robberies:	1
Sex Offense:	1
Thefts:	9
Assaults:	2

Patrol Division:

Calls Answered:	1,004
On Views/ Police In:	701
Misdemeanor:	12
Felony:	12
Status 1 Gone on Arrival:	23
Status 2 Unfounded:	8
Status 4 Misc. Incident:	779
Status 5 Incident Report:	55
Burglaries:	6
Robbery:	1
Assault:	6
Sex Offense:	1
Thefts:	15
Criminal Mischief:	2
Status 6 Accident Report:	15
Status 7 Traffic Ticket:	50
Status 8 Traffic Warning:	98
Misdemeanor Traffic:	13
Infraction:	37
Warrant Arrest:	4
Property Damage:	\$45,500
Accident Injuries:	3

Recreation Director Little Reports:

Southside Recreation Center:

- Last week was Columbia High School's Homecoming. We were excited for our Southside Center to have two floats in the parade this year. Patience Brunson (last year's Southside Homecoming Queen) and Willow Martinez (Southside Idol winner) were the two lovely young ladies that represented the center in the in the parade. We have also been working on our 3rd Annual Southside Homecoming Extravaganza that will be held Friday, October 15th. We have many groups from local schools that will perform, as well as some of the Southside Idol contestants. There will also be a hot dog eating contest sponsored by Save-A-lot and a BBQ contest.

Girls Club Center:

- We are currently taking registration for our Winter I Session which runs from October 18th until December 17th, 2010. Girls Club offers daily homework help to all the girls who attend our after school program. Tuesday the girls did a Halloween/Fall arts and craft project. On Wednesday the girls made "dirt cups" for their afternoon snack and played dodge ball. They had a great time. Thursday we had a guest speaker.

Athletics – Teen Town Center:

- The Eagles and Wildcats traveled to Live Oak this past weekend and defeated the "Bears" and "Cowboys" of Live Oak. Our Men's and Women's softball leagues are going strong at the Adult Softball Complex on Bascom Norris Road. Also our youth football is at our midpoint of the season, with a lot of exciting games being played at

Memorial Stadium and Annie Mattox Park. We invite all the citizens to come out and watch softball or youth football at their respected ballparks.

Recreation Programs:

- We encourage all of our citizens to come out and try the programs that we offer. 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:

- Last week the staff was wide open preparing for the homecoming parade as well as football and softball games. The centers are all being cleaned and floors stripped and waxed.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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|-------------------------------------|----|
| • Locates | 70 |
| • Service Orders | 28 |
| • Lenvil Dicks Meter Exchanges | 13 |
| • Repaired/Responded to Sewer Calls | 2 |
| • Repaired broken water lines | 1 |

Distribution, Collections & Construction (Keith Hampton):

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|---|---------------|
| • Eastside Water Main Project | 100% complete |
| • Hillside Ave 6" Water Main Extension | 100% complete |
| • Meter Exchange in Lenvil Dicks System | 88% complete |
| • W. US Hwy 90 12" Water Main Extension | 62% complete |
| • NE Aggie Ave 6" Water Main Extension | 20% complete |
| • 12" Sanitary Force Main Extension | 9% complete |
| • Tice Farms - 12" Reuse Water Line | 9% complete |

Natural Gas (Joe Sheldon):

- | | |
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| • Service Orders | 352 |
| • Locates | 27 |

Public Works (Thomas Henry):

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| • Locates | 25 |
| • Responded to and Serviced Trouble Calls | 5 |
| • Responded to Citizen Calls/Complaints | 5 |
| • Signs Repaired | 7 |

Utility Maintenance (David Durrance):

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| • Inspected and Serviced Liftstations | 7 |
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Vehicle Maintenance (Kim Moore):

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| • Repaired/Back in Service | 20 |
| • Routine Maintenance and Service | 4 |
| • Machines Fueled & Fluid Levels Checked | 5 |

Wastewater Treatment Plant (Linda Andrews):

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| • Gallons Treated | 2.347 MGD |
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Water Plant (Steve Roberts):

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| • Gallons Treated (Price Creek WTP) | 3.616 MGD |
| • Gallons Treated (Brandon Brent WTP) | .024 MGD |
| • Hydrants flushed | 76 |