

The Weekly Report
FROM THE CITY MANAGER & STAFF
Week Ending February 26, 2010

FROM CITY MANAGER WENDELL JOHNSON

March 2010 Projects Report – The March report is available and posted on the City’s web site. Major updates since last month include:

a. Kicklighter Waste Water Treatment Plant: The City continues to pursue grant funding from the Department of Community Affairs (DCA) Florida Communities Trust for \$1.7 million for reimbursement on the purchase of the Kicklighter Road Property. The grant from the State of Florida OTTED is nearly used up in paying for engineering and preliminary site assessment for both the reclaimed water project and the new wastewater treatment plant. Staff is moving forward with funding arrangements and preparing to move into the “final design” stage.

b. Sister’s Welcome Reuse Facility: Change order No. 3 with Meadors Construction has been approved by the City Council, and Phase 2 work is underway. Phase 2 work includes the purchase and installation of the DynaDisc Filter and construction of the 1.5 MG concrete reclaimed water storage tank. A contract amendment with Jones Edmunds was approved by the Council which will allow continued engineering services during Phase 2 construction. Staff anticipates the project will be completed within 120 days.

c. Airport Terminal: The City has asked the selected contractor to extend their bid offer timeline through July 2010. The extension will provide time for the City to apply for and receive confirmation of Federal Aviation Administration (FAA) grant funding prior to construction scheduling. City staff anticipates confirmation of FAA grant funding (\$600,000 to \$800,000) and City Council approval of a construction contract before the end of July 2010.

d. Old City Hall Demolition: The bid invitation has been published and a mandatory Pre-Bid Conference was completed February 23, 2010 at 10:00AM. It is anticipated that demolition of the building will be completed during April 2010.

e. Community Redevelopment Plan Update: The top three (3) consultants were interviewed by the CRA on February 26, 2010. The IBI Group, Inc. was chosen as the top ranked firm to prepare the Plan Update. The City Staff will negotiate with IBI representatives and it is anticipated a contract will be awarded on or about March 15, 2010. The plan update process will take approximately six (6) months.

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Work continues on the annual audit. Currently, the Finance Department Staff is preparing Governmental Accounting Standards Board (GASB) 40, 42 and 45 statements for the City's Annual Financial Statement.
- Staff is working with Customer Service on an internal audit of sanitation fees. We are currently working with the vendor to supply a list of commercial customers.
- Staff continues work on the Unclaimed Property Report. We are currently identifying owners of unclaimed funds who have left the area through a due diligence process. For the 2009 Report all funds the City is holding are utility deposit refunds. These funds are turned over to the State of Florida annually if unclaimed. We are working with IT to implement a search engine on the City website to locate owners of these funds.
- Inventory of the City's Fixed Assets continue. Reports from departments indicate the first phase should be complete by February 26. Land assets are 100% complete. Departments are working together to identify and transfer assets between departments.
- Payroll staff is completing the Group Health Plan Report for 2009 required by law. The purpose of this report is to identify people who have Medicare and also have group health coverage. Congress passed a law in 1989 to provide the Centers for Medicare & Medicaid Services (CMS) with better information about Medicare beneficiaries' health coverage. The law required the IRS, the Social Security Administration and CMS to share certain information that each agency has about the Medicare beneficiaries and their spouses. The process for sharing this information is called the Data Match.

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

- Processed six (6) Police Captain applications
- Processed two (2) Police Officer applications
- Processed one (1) Public Records request
- Prepared new employee orientation paperwork
- Processed evaluation forms, filed and sent associated paperwork to payroll.

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

- Completed wireless phone system into Voice over Internet Protocol (VOIP) at girls club.
- Completed thematic Geographical Information System (GIS) mapping for internal departments.
- Updated Zoning database in GIS.
- Began process automation in Police reporting.
- Developed intranet site for Police department.
- Installed helpdesk tracking system at Police department.

Purchasing and Contracting (Debbie Garbett):

- Issued four hundred ten (110) items for city use.
- Processed one hundred fifty nine (159) invoices.
- Conference call week of 2/22/2010 for debt collections piggy-back conference.
- Mandatory pre-bid conference for the demolition of old city hall was held on 2/23/10. Bid opening date changed to 3/11/10 at 11:15 A.M.
- RFP for leasing city vehicles will be advertised the week of 3/1/2010.

Airport Director Sawyer Reports:

- Director Sawyer prepared the annual U.S. Forestry land lease extension for review by USDA'S Atlanta based Property Management Specialist. Discussions continued with TowerCom regarding revenue sharing under a proposed airport property land lease agreement.
- Corporate jet activity boosted weekly fuel sales revenues to \$12,804 on 3,332 gallons, a fifty seven per cent increase over fueling revenues for the previous week.
- Maintenance activities included fuel truck repairs, replacement of maintenance and storage hangar ceiling lights, hangar door motor repairs, and fuel farm maintenance.

Community Redevelopment Director Reports:

Community Redevelopment Area:

- The demolition of the two City-owned properties has been completed and both houses have been raised. Final site work is expected to be completed by the end of this week.
- Completed the FY 2009 Annual Report for the CRA, this has been submitted to the Downtown Development Committee at their February 24, 2010 meeting and the Community Redevelopment Agency at their February 25, 2010 meeting and Council at their March 1, 2010 meeting for acceptance.

Community Cleanup:

- Planning has begun with the event being scheduled for Saturday, April 24, 2010 from 8:00AM to 12:00 Noon. Richardson Community Center will be the staging area with a kick-off ceremony and hot dog lunch for volunteers. Solicitation letters have been sent seeking donations as well as volunteer cleanup groups. Letters will be sent to notify property owners of the scheduled event.

Downtown Development Committee

- We met Wednesday, February 24, 2010 and discussed proposed policy for implementation of a Façade Grant Program, as an incentive for development within the Community Redevelopment Area for commercial establishments. Corrections will be made to the document and this will be reviewed at our next meeting in March.
- The committee was updated on current projects status to include; demolition of two City-owned properties next to Wilson Park, Request for Qualifications to update the CRA Plan, demolition of old City Hall Invitation To Bid, and the

proposed purchase of the Persons Property. The next meeting has been scheduled for Tuesday, March 30, 2010.

Citizens' Advocate Audre Washington Reports:

- Sent back paperwork from McSwain Family to complete their CDBG application (on-going)
- Spoke with USFS on donating seedlings for Arbor Day Tree Give-Away (on-going)
- Attended Niblack Elementary's A+ Party for their students (completed)
- Coordinating Women's Luncheon for the staff in March will call for committee volunteers this week-Waiting on list of female employees to get responses on participation (on-going)
- Attended NBHM Program at Mt. Pleasant- read City's Proclamation of National Black History Month. (completed)

Customer Director Harwell Reports:

- Phone Calls Taken 597
- Walk-up Customers Assisted 1269
- Bills Generated 1110
- Late Notices Generated 757
- Number of Payments Collected 2972
- Total Payments Received \$393,784.33
- Hours Spent Billing 81.25
- Hours Spent T & I/Collections 45
- Hours Spent Cycle Route Clean Up 4
- Hours Spent Training 61

Service Orders Generated:

- Field Service Orders 467
- Severn Trent 9
- Verify Shut-Off's 53
- Cut Off Non Pay 6
- Turn Back On 22

Pending Service Orders:

- Register Exchanges 6
- Meter Exchanges 2
- Repair Wire 7
- Meter Set 5
- Need Remote 1
- Verify Shut-Off 51

Reads:

- Initial Read 99
- Final Read 81

Total Pending Service Orders to Date: 1225

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 20 Emergency calls for service, with an average response time of 3 minutes and 54 seconds including automatic aid in the county area.

Fire Inspections/Plans Review	4
Pre-Fire Plans	3
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:*CDBG:*

- Conducted a contractor walk thru for four housing projects
- Revised and mailed scope of works for projects
- Processed final payments for two completed projects

Planning:

- Assisted customers with petition application 2
- Zoning statements issued 7
- Assisted CDBG applicants with filing of supplemental information 3
- Processed site plans for review and approval 1
- Land file data updated 3 Hrs
- Processed variance for Lake City Mall 1

Permits and Inspections:

- Processed applications for review and issue 10
- Permits issued 10
- Electrical inspections 3
- Building Inspections 5
- Plumbing inspections 4
- Roof inspections 1
- CRA property inspections 13 Hrs
- Notices of Violations issued in CRA 1
- Inspections at request of customer services 2
- Removal of illegal signs 24

Code Enforcement:

- New complaints received 4
- Property inspections performed 7
- Meetings with respondent property owners 4 Hrs
- Notices of violations issued 4
- Notices of Hearings issued 3
- Cases brought into voluntary compliance 3
- Prepared and processed Order imposing fine/lien for cases 2
- Prepared foreclosure request to City Attorney 1
- Attended Downtown Development Committee Meeting 1 Hr

Occupational Tax Receipts:

- New applications received for review 4
- Applications issued 3
- Pet license issued 2

Police Chief Gilmore Reports:

Executive Summary:

Command Staff is continuing to review procedures and policies in an effort toward process improvement for the department.

Major Case Synopsis:

- February 16, 2010: Officers responded to the Lake City Animal Shelter to investigate a grand theft case. The investigation lead to the arrest of a suspect who was in the process of doing court ordered labor. \$375 in cash was recovered and returned to the Animal Shelter.
- February 19, 2010: Officers responded to Patterson Street in reference to a shooting. The victim was unable to give officers any information on the suspect. The victim was flown to Shands of Gainesville and the investigation is continuing.
- February 20, 2010: Officers responded to Annie Mattox Street in reference to a shooting. Officers located the victim and were able to identify a suspect with the assistance of eye witnesses. The suspect was later arrested and is at the Columbia County Detention Center.
- February 20, 2010: Officers responded to Walgreen's in reference to a robbery. Officers found that the suspect had robbed the pharmacy of a large quantity of drugs. On February 2, 2010 the suspect was located in Gainesville, Florida deceased in a hotel room of an apparent overdose.
- February 22, 2010: Officers responded to Lake City Middle School in reference to a burglary. The investigation lead to four juveniles being charged with their involvement in the crime. Great job.

Recreation Director Little Reports:

Southside Recreation Center:

- The Southside Center had a special guest speaker this week from the Forestry Department. They went over with the children how to prevent forest fires. They also brought along "Smokey the Bear." The kids were very excited about seeing Smokey. We also had a trivia game of "Who Wants to Be a Millionaire." The girls against the boys. The girls won and were treated to an ice cream party.

Girls Club Center:

- Girls Club is currently taking registration for their Spring Quarter. The Department of Children and Families inspected our facility and issued our child care license for the year 2010. We held our annual fire alarm inspection to make sure that all of our equipment is working properly. Girls Club staff provides homework tutorial for the girls when they arrive each day.

Athletics – Teen Town Center:

- Registration for Adult Spring Softball League will be held March 1st thru March 18th. Our season will begin on April 12th. Registration for T-Ball for ages 4 thru 7 will be held on March 20th for returning players and March 27th for new players. All registration will be held at the Teen Town Center from 8:00 AM- 5:00 PM. Cost is \$40.00.

Recreation Programs:

- We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen Activities. The Lake City Parks & Recreation Department will be offering a **FREE** ZUMBA Fitness Class on March 4th at 6:30 PM. Classes will start on March 9th at Teen Town. Cost is \$5.00 per class or \$35.00 per month. Classes will meet twice a week on Tuesday and Thursday from 5:30-6:30 PM.

Maintenance:

- The maintenance staff has been working on repairs inside and outside of the centers as well as their routine maintenance. They have also been trimming trees and cleaning gutters out with all the windy weather.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 95
- Service Orders 20
- Sewer Calls 8
- Live Bacteria Additive Maintenance (LBA) 7 locations
- Employees attended 8 hour Excavator training classes

Inspection, Distribution & Collections (Keith Hampton):

- Eastside Water Main Project 83% complete
- Meter Exchange in Lenvil Dicks System 28% complete
- Columbia County Correctional Institute 30% complete

Natural Gas (Joe Sheldon):

- Locates 27
- Service Orders 208

Public Works (Thomas Henry):

- Locates 54
- Street lights 2
- Signs 10
- Responded to and serviced trouble calls 3
- Cross Walks – Vinyl 2

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 7
- Inspected Sewer Lines 561 (feet)
- Hydrant Flushing 35

Vehicle Maintenance (Sam Curry):

- Routine Maintenance and Service 3
- Complaints /Repaired/Back in Service 12
- Machines fueled and fluid levels checked 3

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.715 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 3.356 MGD
- Gallons Treated (Brandon Brent WTP) .020 MGD