

The Weekly Report
FROM THE CITY MANAGER & STAFF
Week Ending February 12, 2010

FROM CITY MANAGER WENDELL JOHNSON

Personnel Policy Revision - The planning draft of the new City Personnel Manual has been on-going for several months and is approximately 40% complete. The new policy will provide information regarding employee working conditions, benefits, and other policies concerning all City personnel activities. It is intended to replace, in entirety, the City's current policy dated 1995. A most critical element of the new policy is the "Classification and Pay Plan" which is a systematic listing of all City employees by classification, department, pay level, hire date, FLSA and EEO status. The Plan also includes a matrix which integrates the classifications and wage levels from the Evergreen Study which was adopted by the City Council in 2008. At this time, the final draft of the Classification and Pay Plan is undergoing validation by the Human Resource and Finance Staff. The Classification and Pay Plan will ultimately be incorporated as an integral chapter of the new Personnel Policy. Tentatively, the Council will be requested to consider approval of "Classification and Pay" element of the Personnel Manual during March 2010.

Economic Strategy Plan. The Rudder Team has completed preparation of its Columbia County's Economic "Plan of Action, a.k.a., the "Go-To-Market" Plan which outlines the strategy for Columbia County's economic future. The Plan was prepared by a team of public and business leaders during the last six months of 2009 and was presented this week in a joint workshop discussion between the County Commission and Industrial Development Authority. The Plan will be presented for consideration of approval by the Columbia BOCC at their next meeting on February 18, 2010. IDA Executive Director Jim Poole advised that he will arrange to present the Plan for Council consideration of approval during March 2010.

Bond Debt – Staff Review: The Staff continues the evaluation process relating to refunding options for the City's existing bond debt. Two objectives of the review are: 1) Evaluate the potential for General Fund revenue generation for capital improvement needs and 2) Determine the potential for Utility Fund debt enhancement which is a concern considering the City's need to finance the Kicklighter WWTP. The management and legal processes for moving ahead with this effort are in order and the staff will propose a Council workshop for March 1, 2010. During the workshop, Council will be fully apprised regarding the financial benefits of this Sales Tax and Utility refunding opportunity.

NOTE: MONDAY = PRESIDENT'S DAY HOLIDAY
Council Meeting – Tuesday, February 16, 2010, 7:00 pm.

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Completed Florida Department of Transportation Local Highway Finance Report for Fiscal Year 2009. This is an annual report summarizing highway funding by local governments. Information provided will assist Florida with receiving the maximum of federal transportation dollars.
- Staff continues to work with Departments in identifying their Fixed Assets. Josh Pafford, Information Technology, and Gene Leslie, Growth Management, have assisted in the location of the City's Land Assets. Josh has provided a land map which identifies the location of each City owned property. The Finance Department is in the process of labeling each one with asset numbers, the date of purchase and the purchase cost. This map will be available to all departments when complete.
- Work continues on the City's annual audit. Currently Finance Staff is preparing Governmental Accounting Standards Board (GASB) 40, 42 and 45 statements for the Annual Financial Report.
- Staff continues work on the Unclaimed Property Report which is due March 31, 2010. We are currently identifying owners of unclaimed funds who have left the area through a due diligence process. Most of the funds the City holds are utility deposit refunds. These funds are turned over to the State of Florida annually if unclaimed.

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

- Processed two (2) Police Applications.
- Advertised for Police Captain Position.
- Processed four (4) Crossing Guard Applications.
- Processed paperwork on employee evaluations, address changes, etc. and sent to payroll.
- Worked with the Police Department records clerk regarding Florida Department of Law Enforcement (FDLE) and employee issues.
- Closed out two workers compensation claims from the year 2008.
- Scheduled mediation for March 23, 2010 involving a broken ankle from the year 2003.
- Investigated one vehicle accident involving a city truck.

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

- Updated City internal (Intranet) and external (Internet) websites.
- Implemented a Microsoft Server Update Services (WSUS) server.
- Updated the critical backup plan.
- Updated Disaster Recovery plan with phone redundancy.
- Continued to integrate old phone system into Voice over IP (VOIP).

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred ninety eight invoices.
- Scanned one hundred and eight documents into OnBase database.
- Updated five vendors.
- Established one new vendor.

- Currently, we are working on a contract for Debt Collection Services.
- Bid for demolition of old city hall has been advertised, a mandatory pre-bid will be held on February 23, 2010 at 10:00 A.M., bid opening March 4, 2010.
- Preparing a Request for Proposal (RFP) Vehicle Leasing Program.
- Tree Removal contract is scheduled for the City Council meeting on February 16, 2010.
- Prepared ITB-012-2010 for Pipe, Pipe Fittings and Fire Hydrants. Bid will open has been scheduled for 11:15 A.M., 2/18/2010.

Airport Director Sawyer Reports:

- Fueling operations produced sales-revenue of \$9,450 on 2,413 gallons and \$8,155 on 2,122 gallons for the past two weeks. Inclement weather reduced gallons sold to seventy percent of January weekly averages.
- Directors Cason and Sawyer met with TowerCom representative to discuss a possible ground lease agreement with the City for a wireless cell tower on airport property. Discussions will continue on receipt of a revenue sharing proposal.
- Airport Staff is reviewing quotes for large print aerial photography of the airport property. Updated prints are needed for use in presentations and tracking of on airport construction projects.
- Maintenance activities included the fill of rain erosion on the airport control tower road, fuel storage tank filter replacements and requests for quotes for repairs to the leaking roof on the control tower.

City Clerk Sikes Reports:

- Processed eight (8) public records requests (annual total to date 71 requests).
- Scanned in six hundred forty (640) pages into the OnBase Imaging System.
- Prepared two (3) sets of official minutes.
- Attended Information Access Users Group meeting in Orlando for the Imaging System.
- Conducted three (3) Election Handbook Orientations for City Council District 10.
- Conducted one (1) Election Handbook Orientation for City Council District 14

Upcoming dates of interest:

Saturday, February 13, 2010	10:30 AM	Olustee Parade
Tuesday, February 16, 2010	7:00 PM	City Council Meeting (City Hall)

Citizens' Advocate Audre Washington Reports:

- Farmer's Market Manager, Cliff Neukam has decided through the assessment period for the market to remain open on Fridays downtown. (pending)

- Attended Opening ceremony of National Black History Month (NBHM) at Richardson Community center with Mayor Witt and Councilman Jefferson. (completed)
- Continuing to work with 4 families on their CDBG application (on-going)
- Met with City Manager on March of Dimes Project for the City and the possibility of having a Women’s Luncheon for the “women” staff. I will begin coordination this week (on-going)

Customer Director Harwell Reports:

- Walk-up Customers Assisted 1325
- Bills Generated 2258
- Late Notices Generated 364
- Number of Payments Collected 2642
- Total Payments Received \$321,878.81

Service Orders Generated:

- Field Service Orders 479
- Severn Trent 4
- Verify Shut-Off's 53
- Cut Off Non Pay 60
- Turn Back On 60

Reads:

- Initial Read 108
- Final Read 92

Total Pending Service Orders to Date: 1112

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 28 Emergency calls for service, with an average response time of 4 minutes and 12 seconds including automatic aid in the county area.

Fire Inspections/Plans Review	6
Pre-Fire Plans	3
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:

CDBG:

- Re-inspected proposed demolition and rebuild project on Texas Street
- Conducted contract signing between contractor and owner for rebuild project on Long Street.
- Set-up contractor project walk-thru on four additional projects to be bid on 2-26-2010

Planning:

- Processed legal ads 2
- Zoning statements 7
- Attend Florida Public Pensions Conference 3 Days

Permits and Inspections:

• Structure inspection (CRA)	1.5 Hrs
• Property inspection (CRA)	2.5 Hrs
• Prepare Notice of Violation (CRA)	3 Hrs
• Preparation for Code Board hearing (CRA)	16 Hrs
• Building Inspections	1
• Roof Inspections	2
• Electrical Inspections	2
• Plumbing Inspections	2
• HVAC Inspections	1
• New applications processed	10
• Plan reviews conducted for permit issue	8
• Permits issued	10

Code Enforcement:

• New Complaints received	4
• Property/ structure inspections performed	7
• Notice of Violations issued	3
• Meetings with responding property owners	3
• Cases brought into voluntary compliance	4
• Fund raiser permits issued	4

Occupational Tax Receipts:

• New applications	5
• Tax receipts issued	4
• Pet license issued or renewed	3
• Business Compliance inspection	5

Police Chief Gilmore Reports:

Executive Summary:

This has been a busy week but according to stats, our calls for service since last week took a drop of over 100 calls. The Command Staff continues to review policies and is progressing well in the re-accreditation process.

Major Cases Synopsis:

- February 5, 2010 officers responded to Cedar Park Apartments in reference to shots fired. The investigation led to the arrest of a black female who was in possession of a felony amount of marijuana. This location is a target area for Operation North End.

Departmental Highlights:

- The Olustee Festival: Numerous hours of planning have gone into this event to provide plenty of security for not only downtown but for the parade as well. The police department will have an informational booth at the event this year. The booth will have crime prevention tips and other informative information available.
- Staff attended the weekly 911 meeting and gathered the following information. Sheriff Hunter has asked the Judges, State Attorneys Office and the Public

Defenders Office to review and approve all of the electronic forms that are in the Smart Cop system. All of the forms were approved for use. The 911 committee has requested a high resolution copy of the Lake City Police Department's logo for framing. The Pictometry Database will be 300 GB and the compressed file will be 10 GB. The cost of the compressed file is quoted as \$100.00 per computer. The amount was not budgeted by either the Police Department or the City as this expense was not known during the budget process.

- The Haiti relief effort has far surpassed our expectations as supplies are being removed from our lobby almost daily. The effort by the public should be commended.

Recreation Director Little Reports:

Southside Recreation Center:

- Last week Sergeant Chris Barfield of the Lake City Police Department was our guest speaker. He talked to the kids about important safety rules such as "stranger danger," wearing their seatbelts and what to do if there is an emergency at home. Our sewing classes continued this week. We had approximately seventy (70) kids attend the Southside Center daily this week.

Girls Club Center:

- Elizabeth Free from "Another Way" talked to the girls about bullying on Thursday. All our new playground equipment is up and the new mulch is installed. The girls are so excited to get to play on the new equipment. 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. The Columbia County Falcons' semi-pro football team defeated the Jacksonville Cowboys 34-0 at Memorial Stadium.

Recreation Programs:

- The Lake City Recreation Department will be offering a ZUMBA fitness class beginning on March 4th. We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizens activities. We now have over 300 children registered to participate in the 30th Annual Blue-Grey Fun Run. Registration for the race will continue until February 13th.

Maintenance:

- Our crew has been preparing for the Blue-Grey festivities all week. The irrigation on Memorial Stadium field has been repaired and all controls and stations are working. We continue to winterize all facilities.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 36
- Service Orders 26

• Sewer Calls	12
• Broken Water Lines Repaired	7
<i>Inspection, Distribution & Collections (Keith Hampton):</i>	
• Eastside Water Main Project	78% complete
• Meter Exchange in Lenvil Dicks System	24% complete
• Columbia County Correctional Institute (CCI) Water Main Extension	28% complete
<i>Natural Gas (Joe Sheldon):</i>	
• Locates	27
• Service Orders	459
<i>Public Works (Thomas Henry):</i>	
• Locates	32
• Street lights	19
• Signs	11
• Responded to and serviced trouble calls	5
• Installed Vinyl Stop Bars	12
<i>Utility Maintenance (David Durrance):</i>	
• Inspected and Serviced Liftstations	5
• Inspected Sewer Lines	2
• Hydrant Flushing	10
<i>Vehicle Maintenance (Sam Curry):</i>	
• Routine Maintenance and Service	4
• Complaints /Repaired/Back in Service	9
• Machines fueled and fluid levels checked	7
• Miscellaneous Maintenance	1
<i>Wastewater Treatment Plant (Linda Andrews):</i>	
• Gallons Treated	2.559 MGD
<i>Water Plant (Steve Roberts):</i>	
• Gallons Treated (Price Creek WTP)	3.076 MGD
• Gallons Treated (Brandon Brent WTP)	.021 MGD