

Lake City Staff Weekly Report

Week Ending March 5, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Staff is working with Customer Service on an internal audit of garbage fees. Currently holding for the vendor to supply a list of commercial customers.
- Staff continues work on the Unclaimed Property Report which is due April 30, 2010. We are currently identifying owners of unclaimed funds. The IT Staff will implement a search engine on the City website to locate owners of these funds. The funds are turned over to the State of Florida annually if unclaimed. Three staff members will attend a workshop for Unclaimed Property sponsored by the State of Florida on March 23, 2010.
- Due diligence letters were mailed last week and to date five owners of property have collected their refunds.
- Finance Staff continues to work with Purvis Gray & Company on the FY 2009 Audit. Inventory of the City's Fixed Assets continue. All departments have completed the first phase of the inventory process. Staff is currently compiling worksheets to determine categories for asset distribution; transfers, surplus, donated and obsolete/scrap. The next phase will be to tag Fixed Assets. Information will be turned over to Purchasing to begin the process of selling surplus items.
- Staff met with Chief Gilmore and Sgt. Blanchard to review Second Dollar Funding. This funding is received from traffic fines designated for education and training in the Police department.

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

- Processed nine Police Applications
- Processed two Public Records requests.
- Processed employee evaluations.
- The air quality data was collected on the bottom floor by Glen Jones, Inc. and has been sent off to be analyzed.
- Investigated a flooded home in the Turkey Creek Subdivision. The hot and cold water valves were installed wrong causing the flooding. The home owner is calling the contractor to correct this problem.
- Investigated a person stepping on a storm drain cover, the cover moving causing him to fall and hurt his back. The storm was a Florida Department of Transportation maintained cover.
- Researching employee needs as related to the National Incident Command System Training.
- Filed one workers compensation claim.

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

- Planned for combined dispatch with communications group.
- Updated City internal and public websites.
- Worked on process automation in Police reporting.
- Developing intranet site for Police Department.
- Replaced/Upgraded several critical servers.
- Replaced network group policy to eliminate erroneous reporting.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred seventy one invoices.
- Scanned fifty one documents into OnBase database.
- Updated nine vendors.
- Processed six requisitions.
- Conference call with the Gila Corporation for debt collections held on Wednesday, March 3, 2010 at 3:00 p.m.
- Mandatory pre-bid conference for the demolition of old City Hall was held on February 23, 2010. Bid opening date changed to 11:15 a.m., March 11, 2010. Addenda number one and number two has been issued. Number three will be issued by March 5, 2010 and will provide a list of all questions and answers.
- Request for Proposal for leasing city vehicles was advertised in the Lake City Reporter on March 5, 2010. It has been posted on the TV monitor in the lobby of City Hall, the City of Lake City website and DemandStar.com. Proposals are due March 18, 2010.
- Bid for pipe, pipe fittings and fire hydrants was approved by Council on March 1, 2010.

Warehouse:

- Issued one thousand five hundred fifty five items for departments use.
- Ordered seven police vehicles.
- Ordered all materials for Columbia Correctional Institute water line extension.

Airport Director Sawyer Reports:

- Director Sawyer chaired the North Central Region (FDOT) Aviation Steering Committee Meeting at Williston Airport on March 3rd. Agenda/Discussion items included FAA grant funding timelines (2010) and future TSA security requirements at non-air carrier airports.
- Increased sales of jet fuel boosted weekly fuel sales revenues to \$15, 430 on 4,110 gallons, a twenty per cent increase over fueling revenues for the previous week.
- Maintenance activities included painting and repairs to the control tower ceiling, cleaning around the aircraft storage hangars and fuel truck repairs.
- Florida Power & Light (Jeff Simmons) was on site during the week surveying the airport complex for possible measures to reduce energy consumption. Survey results are expected by the end of the month.

City Clerk Sikes Reports:

- Processed eleven (11) public records requests (annual total to date 115 requests).
- Scanned in six hundred twenty two (622) pages into the OnBase Imaging System.
- Prepared three (3) sets of official minutes.

The Lake City Fire Department responded to 27 Emergency calls for service, with an average response time of 6 minutes and 21 seconds including automatic aid in the county area.

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

Growth Management Director Lee Reports:

CDBG:

- Worked on clearing titles to four properties for possible reconstruction
- Bid four projects for construction
- Set-up contractor/owner meetings to sign contracts for work
- Forwarded four titles to Attorney for review

Permits and Inspections:

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| • New permit applications received | 22 |
| • Plans reviewed and ready for permit issue | 21 |
| • Inspection request received | 15 |
| • Final Building Inspections | 10 |
| • Roofing inspection | 1 |
| • Foundation inspection (sign) | 1 |
| • Plumbing Inspection | 2 |
| • Electrical inspections | 3 |
| • Demolition inspection | 1 |

Planning:

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| • Assisted public records request | 2 |
| • Zoning statements issued | 6 |
| • Create and distribute legal advertisements | 2 |

Code Enforcement:

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| • New complaints received | 1 |
| • Inspections performed | 12 |
| • Meeting with respondent property owners regarding violations | 6 |
| • Notices of violations issued | 2 |
| • Cases brought into voluntary compliance | 3 |
| • Orders prepared for imposing fine/liens on cases | 5 |

Occupational Tax Receipts:

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| • New applications | 4 |
| • Applications processed | 8 |

Police Chief Gilmore Reports:

Executive Summary:

Command Staff is continuing to review procedures and policies in an effort toward process improvement for the department. On March 2nd and 3rd the Command Staff interviewed 14 people for the vacant officer positions which resulted in several good candidates.

Major Case Synopsis:

- February 27, 2010: Officers responded to Archer Street in reference to a shooting. Upon arrival officers found a deceased white male who had been shot several times. The State Attorney was called and responded. A suspect was located and interviewed and it was determined that the suspect was possibly

acting in self defense. No arrest was made as the State Attorney wants to take it before a Grand Jury.

- February 15, 2010 Officers responded to Sav-A- Lot in reference to a robbery. At the time only a brief description could be obtained. Using our MNI system, Investigator Kash was able to determine a suspect who had fled from officers earlier. February 28, 2010 interviews were conducted leading to an arrest for not only this robbery but another robbery in Columbia and Suwannee County.

Departmental Highlights:

- March 1, 2010: Background checks are being done on several candidates for the vacant school crossing guard position at Summers Elementary.
- March 1, 2010 marks the start of the first faze of Click-It-Or-Ticket. So far, over 30 seat belt citations have been issued to drivers and passengers. The second faze will begin in May.
- Lt. John Stock was unable to attend the weekly 911 meeting as interviews for Police Officers were being conducted.
- February 28, 2010: Reserve Officer Tongela Williams was at the Black History Month celebration held at Richardson. Honored was her uncle, Sergeant Norman Tucker who was a retired sergeant with the Lake City Police Department.

Crime Statistics:

Patrol Division:

- Total Calls Answered: 943
- Accidents: 6
- Burglaries: 4
- Assaults: 7
- Citations: 74
- Arrests: 14
- Misdemeanor Charges: 25
- Felony Charges: 6
- Reports Written: 44
- Warnings Given: 80
- Warrant Arrest: 5
- Accident Property Damage: \$38,000

Criminal Investigations Division:

- Total Cases Investigated: 15
- Total Cases Solved: 6
- Total Cases Unsolved: 9
- Affidavits Filed: 8
- Total Charges Filed: 8
- Murder: 1
- Burglaries: 6
- Criminal Mischief: 1
- Missing Person: 2
- Thefts: 5
- News Releases: 3

Recreation Director Little Reports:

Southside Recreation Center:

- Last week the Florida Fish & Wildlife Department brought their helicopter to the Center, in fact they landed right in front of the center. The kids were all very excited. We also had a few people passing by stop to see what the “buzz” was all about. The kids were given books on rules for fishing in fresh water as well as salt water fishing. The girls once again won our weekly game of “Who Wants to be a Millionaire. They were treated to an ice cream party to celebrate.

Girls Club Center:

- Girls Club is currently taking registration for their Spring Quarter. Students in the Nursing Program at Lake City Community College came on Tuesday and talked to the girls about germs and hand washing. Leaders are preparing our bulletin boards and buildings for St. Patrick’s Day. There is green everywhere. Elizabeth Free from Another Way talked to the girls on Thursday about bullying. Each day at Girls Club we do many activities including: arts and crafts, movies, sports events and guest speakers. Our 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 a.m. - 5:00 p.m. 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 p.m. 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 p.m. The Lake City Guys & Gals will have a special St. Paddy’s Day Dance on March 12th at Teen Town.

Maintenance:

- We have started our field preparations for all our spring sports, as well as Memorial Stadium. Last week staff started pruning and cutting trees around all centers. Mowers are being prepared for the grass cutting if winter ever leaves again.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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| • Locates | 66 |
| • Service Orders | 51 |
| • Sewer Calls | 8 |
| • Live Bacteria Additive Maintenance (LBA) | 7 locations |

Inspection, Distribution & Collections (Keith Hampton):

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| • Eastside Water Main Project | 83% complete |
| • Meter Exchange in Lenvil Dicks System | 11% complete |
| • Columbia County Correctional Institute | 38% complete |

Natural Gas (Joe Sheldon):

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| • Locates | 23 |
| • Service Orders | 359 |

Public Works (Thomas Henry):

- Locates 2
- Street light repairs 2
- Installed Street lights 4
- Signs 8
- Responded to and serviced trouble calls 7
- Speed Humps – Vinyl 1

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 13
- Inspected Sewer Lines 350 feet
- Hydrant Flushing 22
- Inspected Manholes 2

Vehicle Maintenance (Sam Curry):

- Routine Maintenance and Service 3
- Complaints /Repaired/Back in Service 10
- Safety Checks – LCPD Vehicles 14
- Machines fueled and fluid levels checked 5

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.519 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 3.203 MGD
- Gallons Treated (Brandon Brent WTP) .019 MGD