

Lake City Staff Weekly Report

Week ending March 25, 2011

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Donna Duncan):

- Final draft of the City's Investment Policy 2011 is being prepared for Council approval.
- Staff is preparing the first fiscal Budget amendment for Council consideration and approval at the April 4th Council meeting.
- Purvis, Gray Co. has provided a draft copy of the 2010 Audit for staff review. Staff is preparing the Management Discussion and Analysis to be included in the audit report.
- Annual Reports for the Utilities Revenue Refunding Bonds, Series 2003 and Utility System Refunding Revenue Bonds, Series 2010A are being prepared with assistance from DAC Bond.

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

- Processed a large public request.
- Held an orientation for our new crossing guard.
- Processed evaluations and sent to payroll.
- Processed seven applications for the Police Department.
- Located a local person to do polygraph test for Police new hires.

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

- Completed the Police Department computer update.
- Continued working on consolidation of websites for centralization of management.
- Continued the rebuild of City sites in new back-end program.
- Completed the migration to the new Datacenter.
- Restructured communications room at Public safety building.
- Continued deployment of mobile forms for Police.
- Continued work on reclaim water plan and profile in Geographical Information System (GIS).
- Attended social media class.
- Thematic mapping for Downtown, Growth management and Police.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred fifty four invoices.
- Updated fourteen vendor files.
- Established one new vendor.
- Scanned one hundred twenty five pages into OnBase Imaging System.
- Processed six requisitions.
- Obtained documentation and approved piggyback on contract between the City of Zephyrhills and The Dumont Company for purchase of polyorthophosphate for Price Creek Water Treatment Plant.
- Ordered replacement copier for 1st floor City Hall reception area.
- Non-exempt employees attended mandatory "Social Media" workshop presented by Effective Communications Inc.

- Prepared and posted a request for quote on DemandStar.com for a Hydraulic Terra Cotta 6"-18" pipe cutter for the Sewer Collection department. Quotes are due on March 25, 2011.
- Issued twelve hundred fifty items for City use.
- Sold one item on GovDeals.com. Total sales to date for surplus items are \$167,032.55.

Airport General Manager Sawyer Reports:

- Sales of jet fuel to base customer Trauma One Rescue produced above average volumes for the week. Total sales were forty nine percent above prior week sales at \$15,220 gross revenues on 3,248 gallons sold. Staff coordinated with FP& L and C.S. Petroleum during the week to complete electrical repairs to the jet fuel transfer pump at the fuel farm.
- Airport Terminal construction continued on schedule with emphasis on installation of the metal roof decking, now seventy five percent completed. Window frame installations were eighty per cent completed during the week. Expansion of the terminal parking lot required installation of a new power pole and transformer by FP&L. Equipment installation and power transfers were completed during the week.
- Airport staff attended a Social Media Training Program coordinated by the Office of the City Clerk. Assistant Director Harwell continued work with the IT Department to promote fuel sales and designed an Arbor Day Brochure for the City Beautification Committee.
- Staff prepared for the County Board of Adjustments March 24th meeting. The Board will consider an application for approval of a tower site at the Airport Industrial Park. If approved by the County Board, a permit application will be filed with the City Growth Management Department to complete the approval process.

City Clerk Sikes Reports:

- Processed fourteen (14) public records request (annual total to date 106).
- Scanned in six hundred sixty two (662) pages into the Onbase Document Imaging System (annual total to date 4652).
- Prepared two (2) sets of official minutes.
- Attended three (3) Sunshine applicable meetings.
- Prepared one (1) proclamation (annual total to date 14).
- Provided Mandatory Social Media Training via four (4) Sessions to City employees and respective board members.

Upcoming dates of interest:

Tuesday, March 29, 2011 6:00 PM Utility Board Meeting (City Hall)

Community Redevelopment Area Jackie Kite Reports:

Downtown Farmers Market: City staff has been working for several weeks to re-establish and greatly improve a Downtown Farmers Market. A key meeting was recently held with the participation of the City Manager, City CRA Administrator and representatives from the University of Florida/IFAS, Columbia County Extension Office, National Farmers Market Coalition President, Columbia County Extension Agent, Florida Farm Bureau, Chamber of Commerce Director, and USDA Rural Development. The meeting objective

was to discuss the process of reorganization and structuring a new Farmers Market for the Downtown. The group identified several options for market location and logistics. Stakeholder meetings will be scheduled for the next several weeks to establish participation with the Market. A consultant has been hired and planning meetings have begun to be held to finalize the arrangements for a kick-off event planned for May 2011.

Columbia County Museum: Discussion between the City Staff and representatives of the Columbia County Historical Society has been ongoing since last November concerning relocation of the Museum within the Downtown Community Redevelopment Area. There is high interest in the possibility and costs estimates and other operational issues associated with relocation have been considered. The Community Redevelopment Agency will be requested to partner with the Historical Society on the relocation appropriately. A follow-up meeting was held on March 2, 2011, 9:00 a.m. at the Museum.

The Museum staff will be contacting other key Agencies to partner with this project and a follow up meeting will be scheduled in a couple of months. The Museum will create a Business Plan as well as a Development Plan and submit a formal request to the City concerning their interest in obtaining the property and requesting assistance in this endeavor.

CRA Plan Update: The IBI Group, Inc. was chosen by the CRA as the top ranked firm to prepare the Plan Update. A webpage providing information and updates on the status of the CRA Master Plan Update has been created and is posted to our Website Home Page under Items of Interest. An Agreement for Professional Services modifying the original contract with IBI Group, Inc. was presented and approved by Council at their meeting on Tuesday, September 20, 2010. In order to expand the boundaries data and analysis has been gathered for the Finding of Necessity. The information was presented to the CRA for their approval to expand the boundaries at the February 7, 2011 meeting. The Council approved at the March 7, 2011 meeting by Resolution its intent to expand the boundaries of the CRA base on information provided in the Finding of Necessity. The Ordinance for this expansion will be presented at two Public Hearings the first reading is scheduled for Monday, March 21, 2011 and the final reading is scheduled for Monday, April 4, 2011. Once this has been completed the expanded boundary will be included in the Redevelopment Plan. The Public Workshop schedule will continue after the expansion process has been completed and a Draft plan presented within the next several months.

Façade Grant Program: Applications are available in the lobby of City Hall, the Growth Management Department or by contacting the Community Redevelopment Department, Jackie Kite, at (386)719-5766. Funding was established for the 2010-2011 Year beginning October 1, 2010. Seventeen applications have been submitted and nine (9) have been approved by the CRA at the December 20, 2010 CRA Meeting. Three (3) more applications were completed and approved by the CRA at their March 7, 2011 meeting. I currently have two (2) more applications ready.

CRA Annual Report: The Annual Report is due March 31, 2011. The Final Report was presented to the CRA at their March 7, 2011 meeting for approval. The Annual Report will be posted to our Website and is available to the public.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 25 emergency calls for service, with an average response time of 5 minutes and 16 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

3

Growth Management Director Lee Reports:

Planning:

- Zoning statements issued 7
- Land Files maintenance 3 Hrs
- Permits received and processed 10
- Permits issued 8
- Applications reviewed Sp Excep, Variance or Land use 2 Hrs
- Prepared legal advertisement for Special Exception 2 Hrs
- Prepared meeting notification correspondence to petitioners 2 Hrs
- Prepared two resolutions for Council agenda
- Prepared and distribute Site plan review to staff 2 Hrs

Building Inspections:

- Permit applications received 10
- Permits issued 6
- Building inspections 15
- Plumbing inspections 4
- Electrical inspections 3
- Roof inspection 2
- Plan reviews performed 8 Hrs
- Sign inspection 2
- Demolition inspections 2

Police Chief Gilmore Reports:

Executive Summary:

The Command Staff continues to work on policies and procedures for the re-accreditation process.

Major Case Synopsis:

- On March 21, 2011 at approximately 5:25 p.m. officers responded to the Amberwood Apartment complex located at 826 McFarlane Ave to a reported abduction. Officers made contact with several complainants who reported receiving text messages from their friend, Candace Lynn Berry. Candace Berry texted that she was being held against her will in the apartment complex and that her captor had a handgun. Officers then set up a perimeter around the apartment complex. Candace Berry and the complainants supplied officers' with information to identify a possible suspect. Officers searched several apartments for Candace Berry. She was not located. Officers were able to locate possible addresses for the suspect through a records search. The suspect was located at an address across town. Officers began to interview the named suspect. The suspect was cooperative and was detained. Candace Berry was contacted through her cell phone and was picked up a short distance from the apartment complex. Candace Berry was brought to the Lake City Police Department to be interviewed. Sergeant Investigator Andy Miles interviewed Candace Berry and the suspect. Candace Berry's account was proved not to be true at

which point she admitted to making up the story to cover for another incident. The suspect was cleared of any involvement in this situation and was released. Candace Berry was arrested and booked in to the Columbia County Detention Facility.

Departmental Highlights:

- Moving of all the required equipment from the computer room downstairs to the new data center upstairs, went very smoothly. There were no major problems, in fact we were able to accomplish a little more than planned. The phone system and the SmartCop CAD system were down for a total of about 30 minutes (not simultaneously) and the MCT's were down for approximately one (1) hour total due to having to take it down two different times.

Criminal Investigations Division:

Total Cases Investigated	12	Burglaries	3
Total Cases Solved	5	Criminal Mischief	1
Total Cases Unsolved	7	Missing Person	1
Affidavits Filed	2	Thefts	6
Total Charges Filed	2	Assaults	1
		Other	1

TAC Unit Summary Report:

Officers: Officer K. Johns (K-9 Trooper)
Officer L. Shallar (K-9 Issa)

Summary:

The 2 members of the TAC Unit continued their assignment on Patrol Shifts. Officers Shallar and Johns are both Field Training Officers and each is training a new officer. The TAC Unit will continue to act in this capacity until the completion of the fourteen week training program.

Task Force Unit Summary:

The Task Force is currently involved in numerous short term undercover operations that are expected to harvest numerous arrests.

Patrol Division:

Calls Answered	787	Thefts	11
On Views/ Police In	523	Drugs	2
Misdemeanor	16	Criminal Mischief	2
Felony	3	Status 6 Accident Report	18
Status 1 Gone on Arrival	19	Status 7 Traffic Ticket	45
Status 2 Unfounded	6	Status 8 Traffic Warning	11
Status 4 Misc. Incident	179	Misdemeanor Traffic	8
Status 5 Incident Report	51	Infraction	33
Burglaries	3	Property Damage	\$87,700
Assault	6	Accident Injuries	1

Recreation Director Little Reports:

Southside Recreation Center:

- Last week Southside held its annual Fishing Tournament. There were about 20 contestants that showed up to participate in this event. The kids all enjoyed a few hours of fishing at Ponderosa Pond. The types of fish that the kids caught were Catfish and Brim. All the kids did a great job and one of Southside's own after school kid came in second place for the most fish caught. Jordan Sheppard caught 11 fish. After the fishing portion of the day, the kids were entered into a drawing to win prizes.

Girls Club Center:

- We are currently in our Winter II Quarter. Our Spring Quarter registration is going on now. We will start our Spring Session on Monday, March 21, 2011. On Monday we played outside games with the girls. On Tuesday, we had a guest speaker, Elizabeth Free come and talk to the girls. On Wednesday, the girls made mini pizzas for their afternoon snack. On Thursday, we had a Saint Patrick's Day Party. On Friday, the girls watched a movie. As always, 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 because the children have their homework completed when they get home and are able to enjoy family time.

Athletics – Teen Town Center:

- We have extended registration for our T- Ball League until March 25. Registration will be held Monday thru Friday at our Teen Town office from 8-5 each day. Cost is \$40.00 and you will need to provide a birth certificate. There will be a T-Ball coaches meeting on Thursday, April 7 at 6:30 p.m. at the Girls Club. We had twenty two teams signed up for our Adult softball leagues. Games are scheduled to begin on April 4 at the Adult fields located off of Bascom Norris Road.

Recreation Programs:

- We will be offering a one day Introduction to Zumba class on April 9 at Teen Town beginning at 9:00 a.m. with a regular class beginning at 10:00 a.m. Cost for the beginning class is \$5.00 with free admission to the regular class that follows.. We are also continuing to offer classes in Ta Kwan Do, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

Maintenance:

- Cleaning at the centers continues. The horse show pit is almost fully finished and will have a tournament in April. A volleyball area will be the next project.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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| • Locates | 25 |
| • Service Orders | 25 |
| • Repaired/Responded to Sewer Calls | 7 |
| • Repaired Broken Water Lines | 8 |
| • Televised Sewer Lines | 4 |
| • Replaced Curb Stops | 3 |

Distribution, Collections & Construction (Keith Hampton):

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|---|--------------|
| • W. US Hwy 90 12" Water Main Extension | 63% complete |
| ➤ (Working on acquiring easements) | |
| • 12" Sanitary Force Main Extension | 69% complete |
| ➤ (Started 3/15/2011) | |
| • Tice Farms - 12" Reuse Water Line | 69% complete |
| • 12" Eastside Water Main Extension | 1% complete |

Natural Gas (Joe Sheldon):

• Service Orders	199
• Locates	25
• Commercial Survey	30% complete
<i>Public Works (Thomas Henry):</i>	
• Locates	15
• Responded to and Serviced Trouble Calls	4
• Responded to Citizen Calls/Complaints	5
• Street Lights Repaired	2
• Signs Made/Repaired/Installed	17
• Repaired Driveways	5
<i>Utility Maintenance (David Durrance):</i>	
• Inspected and Serviced Liftstations	20
• Influent pump auto level control at WWTP was not operating on its own due to power surge; VFD pump needed to be manually adjusted to avoid spillage for 3 days (24 hours) until parts arrived for repair.	
• Preparing 50 acres at Sprayfield for tree planting.	
<i>Vehicle Maintenance (Kim Moore):</i>	
• Complaints /Repaired/Back in Service	14
• Routine Maintenance and Service	4
• Machines Fueled & Fluid Levels Checked	6
• Installed inverters, printer brackets & printers for LCPD Patrol Cars	2
<i>Wastewater Treatment Plant (Linda Andrews):</i>	
• Gallons Treated	2.594 MGD
<i>Water Plant (Steve Roberts):</i>	
• Gallons Treated (Price Creek WTP)	3.282 MGD
• Gallons Treated (Brandon Brent WTP)	.019 MGD
<i>Customer Service (Dorothy Tyre):</i>	
• Phone Calls Taken	405
• Walk-up Customers Assisted	1137
• Bills Generated	1012
• Late Notices Generated	673
• Number of Payments Collected	1382
• Total Payments Received	\$223,389.98
• Taps Processed	3
<u>Service Orders Generated:</u>	
• Field Service Orders	361
• Severn Trent	4
• Verify Shut-Off's	98
• Cut Off Non Pay	46
• Turn Back On	38
<u>Reads:</u>	
• Initial Read	42
• Final Read	46