

Lake City Staff Weekly Report

Week Ending April 1, 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.
- Purvis, Gray Co. has provided a draft copy of the 2010 Audit for staff review. The auditors reviewed their findings and discussed key elements of the audit with Finance Staff and the City Manager.
- 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. Reports are due April 28, 2011, staff is making final preparations to submit the information to DAC.
- Reimbursement request has been made to State Revolving Loan in the amount of \$191,613 for the final Price Creek Water Plant construction payment.
- Twenty boxes of finance records were prepared and picked up for storage. An additional five boxes were sent for destruction. Finance prepared records for storage and destruction in accordance with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies.

Risk Management/HR Summary (Gene Bullard):

- Filed General Liability claim involving a trip & fall.
- Investigating a dispute over cable cut claim with AT&T.
- Began working on a RFP for City employee cafeteria plan.
- Completed/Provided 2 public records requests.
- Processed all applications received for open positions.
- Processed bank deposits and invoices.
- Performing City employee driver's license audit.

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

- Continued working on consolidation of websites for centralization of management.
- Continued the rebuild of City sites in new back-end program.
- Continued deployment of mobile forms for Police.
- Continued work on reclaim water plan and profile in GIS.
- Began building test network environment.
- Started reporting server rebuild and deployment.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred four invoices.
- Updated seven vendor files.
- Scanned twenty eight pages into OnBase Imaging System.
- Processed four requisitions.
- Processed two public record requests
- Prepared Request for Quote for the annual pest control contract for all city locations.
- Received quotes from DemandStar.com for a Hydraulic Terra Cotta 6"-18" pipe cutter for the Sewer Collection department.

- Issued twelve hundred twenty four items for City use.
- Total sales to date for surplus items on GovDeals.com are \$167,032.55.

Airport General Manager Sawyer Reports:

- Sales to U.S. Forestry Tanker Aircraft (1,000 gals) increased weekly sales to 2,990 total gallons producing \$13,660 in gross revenues on 2,990 total gallons, thirteen per cent above the average weekly (2,634 gallons) sales for 2010. Overall, sales volumes are on track to equal total prior year sales of 137,000 gallons.
- Champion Home Builders, formerly Homes of Merit, have filed a notice of option to extend the industrial park “Plant Three” lease an additional five years through June 30, 2016. Rent for this third of seven available five year extensions totals \$116,220, a twenty nine per cent increase over rent for the prior five year term.
- Airport Terminal construction was partially delayed by wet weather during the week. Installation of metal roof decking continues when weather permits. Installation of interior plumbing, wiring conduit, and wall framing items were partly completed. Repaving of portions of the east parking lot is scheduled for Friday, April 1st.
- Staff prepared and filed a notice of airport name change with the Federal Aviation Administration. Other activities included relocation of aircraft tie downs at the request of Pre Flight Aviation Maintenance, repairs to the automatic vehicle gate, and adjustments to several aircraft storage hangar doors.

City Clerk Sikes Reports:

- Processed fifteen (15) public records request (annual to date total 121)
- Scanned in four hundred and twenty (420) pages into the Onbase Document Imaging System (annual to date 5072)
- Attended one (1) Sunshine applicable meetings
- Performed two (2) notaries

Upcoming dates of interest:

Monday, April 4, 2011	6:15 P.M.	CRA Meeting (City Hall)
	6:45 P.M.	Airport Committee Meeting (City Hall)
	7:00 P.M.	City Council Meeting (City Hall)

CRA Administrator Kite Reports:

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 18 Emergency calls for service, with an average response time of 5 minutes and 26 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	2

Growth Management Director Lee Reports:

Planning:

- Zoning statements issued 7
- Land Files maintenance 3 Hrs

• Permits received and processed	10
• Permits issued	8
• Prepared and conducted Planning Board Hearings	3
• Transcribed minutes of Board Meeting	
• Applications reviewed Sp Exception, 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	18
• Permits issued	12
• Building inspections	15
• Plumbing inspections	3
• Electrical inspections	4
• Roof inspection	2
• Mechanical Inspections	1
• Plan reviews performed	10 Hrs
• Sign inspection	2
• Demolition inspections	2

Code Enforcement:

• New complaints received	9
• Property inspections performed	25
• Meeting with responding property owners/customers	6 Hrs
• Cases brought into voluntary compliance	7
• Notices of violations issued	7
• Notices of hearing issued	7
• Fund raiser permits issued	3
• Update weekly Code Enforcement Log	1 Hr
• Public records request (3)	1 Hr
• Assisting Customer Service with zoning and code issues	3 Hrs
• Training for new Code officer	1 Hr

Business Tax Receipts:

• Applications reviewed and ready to issue	2
• Pet License renewals	49
• Pet licenses deactivated	19
• New pet license issued	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 29, 2011 at approximately 9:41 p.m. officers responded to 306 SE Murray Terrace to a reported shooting. Officers arrived and made contact with the victim who reported that he had been robbed by a tall white male with a multi colored scarf over his face, and a hat. Victim stated that the robber came into his home and demanded prescription pills and money. The robber then began to strike Victim who was able to

reach for his nearby pistol and fire at the suspect. The first shot went through Victim's arm. Victim fired a second shot which struck the suspect. The suspect then fled. A call was received by the Lake City Police Department Communication Center as officers arrived at the scene that another shooting victim was at a nearby location. Officers made contact with this Victim who had been shot in his shoulder. Victim informed the officers that he had been shot by a male subject. He described the subject was wearing all black and had a black ski mask covering his face. Victim stated the shooting occurred near the stop sign at Colburn and Putnam Streets. Both Victims were transported for medical evaluation and treatment of their wounds. It appeared neither victim had life threatening injuries. Investigator Paul Kash responded to process the crime scenes. The two incidents appear to be related. Investigators are still interviewing witnesses and consulting with the State Attorney's Office.

Criminal Investigations Division:

Total Cases Investigated	23	Total Charges Filed	2
Total Cases Solved	3	Burglaries	13
Total Cases Unsolved	20	Thefts	7
Total Arrests	1	Other	3

TAC Unit Summary Report:

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

Summary:

The TAC Unit (Officers Shallar and Johns) are continuing to act in the capacity of Field Training Officers. These officers will continue in this mode until the fourteen (14) week Field Training Officer training has been completed.

Task Force Unit Summary:

The Task Force has been conducting short and long term investigations. These investigations involve the detectives addressing citizen complaints and concerns with drug activity and other related crimes within the city limits and Columbia County. Detectives are also following up on existing cases by identifying suspects for criminal prosecution. Task Force members have also been involved with the Lake City Police Department's in-service training (Driving).

Patrol Division:

Calls Answered:	683	Thefts:	17
On Views/ Police In:	402	Drugs:	3
Misdemeanor:	31	Criminal Mischief:	4
Felony:	29	Status 6 Accident Report:	8
Status 1 Gone on Arrival:	11	Status 7 Traffic Ticket:	31
Status 2 Unfounded:	9	Status 8 Traffic Warning:	57
Status 4 Misc. Incident:	270	Misdemeanor Traffic:	6
Status 5 Incident Report:	60	Infraction:	18
Burglaries:	15	Warrant Arrest:	1
Robbery:	2	Property Damage:	\$27,500
Assault:	9	Accident Injuries:	1
Opposing/Resisting:	4		

Recreation Director Little Reports:

Southside Recreation Center:

- Friday the kids got ready for the upcoming Spring Break 2011. We are currently this week looking into some projects to do with the kids when they get back into school. We are also completing the final touches for the Southside Field Day that will be held at the end of April. Spring cleaning at the facility is being done. As always, we offer homework help for the after school kids.

Girls Club Center:

- We are currently in Spring Quarter that started on Monday. We talked to the girls about the rules and expectations at the Girls Club. Girls were assigned to new groups by their ages. On Tuesday, we had a cup stacking contest. On Wednesday, the girls made nachos and cheese for their afternoon snack. On Thursday, we played kickball. On Friday, the girls watched a movie. Girls Club offers homework help to all the girls who come to the 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:

- 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 sign up for our adult softball leagues. Games are scheduled to begin on April 4th 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, 2011 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. A volleyball area will be the next project.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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| • Locates | 30 |
| • Service Orders | 15 |
| • Repaired/Responded to Sewer Calls | 8 |
| • Repaired Broken Water Lines | 4 |
| • Repaired/Replaced Blow-Off | 4 |
| • Repaired Curb Stops | 2 |
| • Relocated Fire Hydrants | 2 |

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 | 72% complete |
| • Tice Farms - 12" Reuse Water Line | 71% complete |
| • 12" Eastside Water Main Extension | 1% complete |

Natural Gas (Joe Sheldon):

- | | |
|---------------------|--------------|
| • Service Orders | 352 |
| • Locates | 35 |
| • Commercial Survey | 60% complete |

Public Works (Thomas Henry):

• Locates	14
• Responded to and Serviced Trouble Calls	5
• Responded to Citizen Calls/Complaints	2
• Street Lights Repaired	9
• Signs Made/Repaired/Installed	6
<i>Utility Maintenance (David Durrance):</i>	
• Inspected and Serviced Liftstations	15
• Preparing 50 acres at Sprayfield for tree planting	
<i>Vehicle Maintenance (Kim Moore):</i>	
• Complaints /Repaired/Back in Service	11
• Routine Maintenance and Service	2
• Machines Fueled & Fluid Levels Checked	2
• Installed inverters, printer brackets & printers for LCPD Patrol Cars	3
<i>Wastewater Treatment Plant (Linda Andrews):</i>	
• Gallons Treated	2.461 MGD
<i>Water Plant (Steve Roberts):</i>	
• Gallons Treated (Price Creek WTP)	3.275 MGD
• Gallons Treated (Brandon Brent WTP)	.018 MGD
<i>Customer Service (Dorothy Tyre):</i>	
• Phone Calls Taken	610
• Walk-up Customers Assisted	999
• Bills Generated	2738
• Number of Payments Collected	1252
• Total Payments Received	\$226,623.71
• Taps Processed	2
<i>Service Orders Generated:</i>	
• Field Service Orders	471
• Severn Trent	3
• Verify Shut-Off's	38
• Cut Off Non Pay	176
• Turn Back On	101
<i>Reads:</i>	
• Initial Read	45
• Final Read	41