

Lake City Staff Weekly Report

Week ending April 15, 2011

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Donna Duncan):

- Final draft of the City's Investment Policy 2011 has been sent to City Attorney for review and resolution preparation. The revised Investment Policy will be placed on April 18 Council Agenda for approval.
- The 2010 Financial Audit presentation is scheduled for the April 18 Council Meeting. Purvis, Gray and Co., the City's external auditors, will give an audit presentation to Council and request acceptance of the 2010 Audit.
- 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.
- Unclaimed Property Report for FY 2010 has been completed and transmitted to the State of Florida Bureau of Unclaimed Property. The City had (19) utility refunds totaling \$738.73 that were unclaimed. The State website for unclaimed property is www.fltreasurehunt.org. Individuals can check the website to see if their name is on the list for unclaimed property that has been remitted to the State of Florida. Holders of unclaimed property include but are limited to: public entities, retailers, corporations and banks.

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

- Attended County/City Active Shooter training.
- Completed/Provided two public records requests.
- Processed all applications received for open positions.
- Processed bank deposits and invoices.
- Filed two worker's comp claims.

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 Geographical Information System (GIS).
- Continued building test network environment.
- Completed reporting server rebuild and deployment.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred eighty nine invoices.
- Scanned nineteen pages into OnBase Imaging System.
- Issued thirteen hundred eighty one items for City use.
- Entered one vehicle for sale on GovDeals.com
- Sold one vehicle on GovDeals.com. Total sales to date for surplus items are \$168,392.55.

Airport General Manager Sawyer Reports:


- Terminal construction crews completed installation of the metal roof deck which was approved by City inspectors during the week. Final roofing installations will follow the onsite fabrication of metal panels beginning April 16th. FedEx has moved operations to the new east parking lot following the City's acceptance of that project. Glass panels are being installed in the stainless window frames which were also installed during the past week.
- Staff began seasonal mowing operations, a twenty hour weekly commitment, replaced air conditioner units in the air control tower and repaired hangar doors. Purchases by transient aircraft and Trauma One Rescue supported above average fuel sales for the week. Combined Jet/100LL sales totaled 2,196 gallons producing \$10,700 in gross revenues for the seven day period.
- FAA Orlando Offices have accepted installation plans recently submitted by airport staff. The plans support the City's grant application for the installation of a weather reporting system at the City Airport. Receipt of grant funding is expected by June 30 pending Congressional funding of the 2011 FAA Budget. The weather reporting system installation is expected to be completed by July 30th of this year.

City Clerk Sikes Reports:

- Processed seven (7) public records request (annual total to date 135).
- Scanned in two thousand and six (2,006) pages into the Onbase Document Imaging System (annual total to date 8,419).
- Prepared one set of (1) set of official minutes.
- Provided a Records Evaluation for the Natural Gas Department.
- Provided five (5) complimentary notaries (annual total to date 42).

Upcoming dates of interest:

Monday, April 18, 2011	6:00 PM	City Council Workshop Meeting (City Hall)
	7:00 PM	City Council Meeting (City Hall)
Friday, April 22, 2011		City Hall Closed (Good Friday)
Tuesday, April 19, 2011	4:00 PM	Beautification Committee Meeting (City Hall)

CRA Administrator Kite Reports: (No Changes since Last Report: [available here](#)) 
Community Redevelopment Area:

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 13 Emergency calls for service, with an average response time of 4 minutes and 55 seconds, including automatic aid in the county area and good intent calls that only require a non-priority response (no lights or siren)

Growth Management Director Lee Reports:*Planning:*

- Zoning statements issued 12
- Land Files maintenance 8 Hrs
- Met with developers about new Commercial site
- Reviewed 3 CDBG sites for Tuesday walk throughs
- Assisted 1 CDBG applicant
- Processed 1 move out payment for CDBG applicant
- Processed 1 special exception for May Zoning Board
- Met with developer to review site plan and provide zoning regulations
- Assisted 1 applicant with Rezoning application

Building Inspections:

- Permit applications received 12
- Permits issued 14
- Building inspections 15
- Plumbing inspections 0
- Electrical inspections 4
- Mechanical Inspections 2
- Pet licenses renewed 11
- Pet licenses deactivated 2
- New pet licenses issued 0

Code Enforcement:

- New complaints received 5
- Property inspections performed 9
- Meeting with responding property owners/customers 14 Hrs
- Warning Notices 1
- Notices of violations issued 1
- Cases brought into compliance voluntarily 4
- Update weekly Code Enforcement Log 1 Hr
- Fundraiser permits issued 1
- Public record/lien research requests 1
- Preparing affidavit for inspection warrant 3 hrs

CRA

- Finalizing information for master map of violations in CRA area
- Daily familiarization of CRA area

Business Tax Receipts:

- New applications for Business Tax 3
- Applications reviewed and ready to issue 3

Police Chief Gilmore Reports:*Major Case Synopsis:*

- On April 8, 2011 at approximately 11:40 a.m. officers responded to Walgreen Drug Store located at 2094 SW U.S. 90 in reference to a robbery. Officers responded and make contact with employees of Walgreen's Drug Store. Officers were told that a white male suspect walked up to the pharmacy counter and handed the clerk a note. The note stated to turn over drugs to the suspect. The suspect then lifted his shirt and showed a pistol to the clerk. The clerk then gave the note to the pharmacist who gave

the suspect an undetermined amount of pills. The suspect then fled outside the store. No one was injured in the robbery. The suspect was described as a white male, being between 5'8" and 5'11" tall. He was wearing a long sleeve dark olive green shirt. His hair is cut very short. He was also described as being in his late 20's-30's.

Investigator Paul Kash and other officers are currently canvassing the area looking for witnesses who may have seen where the suspect ran to or what vehicle he may have gotten into. The Lake City Police Department is asking for the suspect's picture to be publicized in the hope that someone will recognize him and contact us with their information.

- On April 12, 2011 at approximately 10:55 p.m. officers responded to Bob's Chevron located at 128 SW Duval Street in reference to a robbery. Officers arrived and made contact with two store employees and a customer. The employee's stated that a black male wearing a cover over his head came into the store. The suspect then jumped over the counter and displayed a pistol to the clerks. The suspect then took the money drawer from the register. He then jumped back over the counter and fled out of the store. The suspect was last seen running south behind the store and crossing Nassau Street. The Lake City Police Department officers set up a perimeter and requested the assistance of the Columbia County Sheriff's Office K-9 Unit. Their K-9 Unit responded and attempted to locate the suspect. The suspect was not located. Investigator Paul Kash responded to process the scene. The suspect was described as a black male subject approximately 5-7, 220 lbs, a muscular build, wearing a tan/beige colored long sleeve button up shirt, blue jeans faded in the front, black athletic shoes with some type of white markings, black gloves, and some unknown type of black material covering his head.

Departmental Highlights:

- The Lake City Police Department is recognizing our dispatchers this week in honor of National Telecommunications Week. Meals and gift bags for each shift are being provided by shift supervisors, the command, and sworn and non-sworn co-workers. McAlister's Deli also provided each shift with a meal. We would like to thank our dispatcher's for all that they do not only this week, but everyday.
- The trainee's in the FTO program are progressing well and some are ready to enter the "solo" of the FTEP program.

Criminal Investigations Division:

Total Cases Investigated	20	Robberies	1
Total Cases Solved	9	Criminal Mischief	1
Total Cases Unsolved	11	Missing Person	1
Total Arrests	1	Thefts	8
Affidavits Filed	4	Other	2
Total Charges Filed	6	Burglaries	7

TAC Unit Summary Report:

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

Summary:

The TAC Unit (Officers Shallar and Johns) continues to act in the capacity of Field Training Officers for the new police officers.

Task Force Unit Summary Report:

Officers: Sergeant J. Byrd
Officer M. Cline

Summary:

During the previous week the Task Force has continued surveillance on existing suspects that are involved in illegal drug activity. The Task Force is continuing to develop leads on additional individuals that are engaging in illegal narcotic sales, distribution and usage. In conjunction, the Task Force members have assisted the LCPD Criminal Investigation Division with the ongoing investigation and prevention of business burglaries that have recently occurred within the City of Lake City. During the dedicated hours of assistance the results reflected a drastic decrease in business burglaries.

Patrol Division:

Calls Answered	886	Drugs	1
On Views/ Police In	693	Criminal Mischief	10
Misdemeanor	35	Missing Person	1
Felony	16	Status 6 Accident Report	17
Status 1 Gone on Arrival	14	Status 7 Traffic Ticket	47
Status 2 Unfounded	8	Status 8 Traffic Warning	78
Status 4 Misc. Incident	690	DUI	2
Status 5 Incident Report	72	Misdemeanor Traffic	8
Burglaries	13	Infraction	38
Robbery	2	Warrant Arrest	1
Assault	9	Property Damage	\$55,900
Opposing/Resisting	1	Accident Injuries	1
Thefts	13		

Recreation Director Little Reports:

Southside Recreation Center:

- Last week at Southside, we started getting all registration for the summer camp ready for 2011. We will begin sign ups in the first week of May for the returning campers and the second week of May for the others. The kids that attend the after school program also have started practicing for the Southside Field Day that we will be having at the end of this month.

Girls Club Center:

- We are currently in our Spring Quarter. We are working on activities for our Summer Program and will be getting our flyers ready for distribution. Our girls have been enjoying outside activities. As always at the girls club we offer help with homework so when the kids get home they can enjoy family time and helps the parents with keeping up with their studies.

Athletics – Teen Town Center:

- We will have a few spaces available for players in our T-Ball leagues. There will be a T-ball coaches meeting on Thursday April 21st at 6:30 p.m. at the Girls Club. We have completed the first week of Adult Softball Games. All the teams are having a good time.

Recreation Programs:

- We will be offering a one day Introduction to Zumba class on a Tuesday morning at 8:30 a.m. everyone is welcome to come and participate. Our special Zumba class was a huge success. We hope to have one every month for beginners, for those who want to learn at a slower pace. 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:

- Routine maintenance continues this week at the football stadium. We have started lining off softball fields for the current games going on. Routine maintenance at the Girls Club and Southside still continue.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 47
- Service Orders 24
- Repaired/Responded to Sewer Calls 7
- Repaired Water Line 1
- Set Meters 5
- Repaired/Replaced Blow-Off 1
- Relocated /Raised Fire Hydrants 7
- Assisted Public Works with Tree & Debris Removal (due to storm)

Distribution, Collections & Construction (Keith Hampton):

- W. US Hwy 90 12" Water Main Extension 63% complete
 - (Working on acquiring easements)
- 12" Sanitary Force Main Extension 80% complete
- Tice Farms - 12" Reuse Water Line 74% complete
- 12" Eastside Water Main Extension 1% complete

Natural Gas (Joe Sheldon):

- Service Orders 347
- Locates 26

Public Works (Thomas Henry):

- Locates 9
- Responded to and Serviced Trouble Calls 4
- Responded to Citizen Calls/Complaints 8
- Street Lights Repaired 5
- Signs Made/Repaired/Installed 4
- Tree & Debris Removal throughout City (due to storm)

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 7
- Replaced 2" Blow-Off at Sprayfield
- Replaced 1" Drop for Gun # 5 in Reservoir at Sprayfield
- Preparing 50 acres at Sprayfield for tree planting.

Vehicle Maintenance (Kim Moore):

- Complaints /Repaired/Back in Service 6
- Routine Maintenance and Service 3
- Machines Fueled & Fluid Levels Checked 10
- Installed inverters, printer brackets 7
& printers for LCPD Patrol Cars

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.510 MGD

Water Plant (Steve Roberts):

- Gallons Treated (Price Creek WTP) 3.349 MGD
- Gallons Treated (Brandon Brent WTP) .021 MGD

Customer Service (Dorothy Tyre):

- Phone Calls Taken 438
- Walk-up Customers Assisted 754
- Bills Generated 2095
- Number of Payments Collected 1854
- Late Notices Generated 340
- Total Payments Received \$251,900.43
- Taps Processed 3

Service Orders Generated:

- Field Service Orders 277
- Severn Trent 3
- Verify Shut-Off's 45
- Cut Off Non Pay 12
- Turn Back On 27

Reads:

- Initial Read 49
- Final Read 51