

## Lake City Staff Weekly Report

### Week ending May 27, 2011

#### **FROM THE CITY STAFF**

##### **Administrative Services Director Cason Reports:**

###### *Finance (Donna Duncan):*

- Budget worksheets were distributed to Department Heads this week in anticipation of the upcoming fiscal year.
- State Highway Lighting contract was billed to Florida Department of Transportation for \$95,735.99.

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

- Posted four temporary full-time Maintenance Worker positions for Public Works.
- Posted internal full-time Natural Gas Technician position for the Gas department.
- Closed temporary full-time Natural Gas Welder position for the Gas department.
- Closed internal full-time Chief Operator position for the Waste Water Treatment Plant.
- Attended webinar for worker's compensation reports training.
- Attended webinar for Simplicity (trend analysis reports) training.

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

- Continued working on consolidation of websites.
- Continued work on reclaim water plan and profile in Geographical Information System (G.I.S.).
- Continued the building of the test network environment.
- The Everbridge project continues. The employee portion has been setup and the citizen file is in validation. The Everbridge project is the City alert system to residences, businesses and City utility customers.
- Continued Lock Box project file testing.
- Attended training on secure file transfers.
- Collected Geographical Positioning System (G.P.S.) data for utilities.

###### *Purchasing and Contracting (Debbie Garbett):*

- Processed three hundred two invoices.
- Established three new vendors.
- Updated eight vendor files.
- Scanned thirty eight documents into OnBase Imaging System.
- Processed three requisitions.
- Ordered replacement copier from Konica Minolta for Waste Water Treatment Plant.
- Prepared contract and resolution for Invitation to Bid (ITB) 017-2011, Cathodic Protection Deep Anode. Item should be presented to City Council for approval on June 6, 2011.
- Completed Invitation to Bid (ITB) 022-2011, Tree Trimming and Removal Annual Contract. Bids are due no later than 11:00 A.M. on Thursday, June 16, 2011.
- Issued twelve hundred forty five items for City use.
- Total sales to date for surplus items sold on GovDeals.com are \$179,363

### **Airport General Manager Sawyer Reports:**

- Terminal construction crews continued dry wall and window glass installations during the week. The concrete base pad for the standby generator has been installed on the east side of the building. Interior wall frames and associated insulation were inspected and approved by the City. Baker Communications will be installing radio communications antennas the week of May 30<sup>th</sup>.
- Assistant Manager Harwell toured the newly constructed Palatka Airport Terminal Building during the week. Topics discussed with Palatka staff included fire and security alarm operations and the selection and maintenance of landscaping installations. Nick reports the industrial park communications tower will be shipped and installed the week of June 6<sup>th</sup>.
- Fuel sales were above 2011 weekly averages for the third consecutive week. Sales to corporate jet and forestry aircraft elevated weekly volumes to 4,930 gallons producing \$24,130 in gross revenues. The 100LL fuel truck remains operational pending receipt of parts by Mobile Maintenance for repairs to the engine cooling system.

### **CRA Administrator Kite Reports:**

**THE FARMER'S MARKET** at Lake DeSoto is into the fourth week and is growing. The market is open each Saturday from 8 a.m. to 12 noon in Wilson Park, which is located between Shands at LakeShore Hospital and the Columbia County Courthouse in downtown Lake City.



Vendor applications for the **Lake DeSoto Farmers Market** are available through Jackie Kite, Community Redevelopment Administrator, City of Lake City at (386) 719-5766 or [kitej@lcfla.com](mailto:kitej@lcfla.com). The City is also looking for a permanent Market Manager for more information contact Jackie Kite.

*CRA Plan Update:* The IBI Group, Inc. was chosen by the CRA as the top ranked firm to prepare the Plan Update. Updates on the status of the CRA Master Plan Update are [posted on the City Website](#). The second in a series of Public Workshops was held at Richardson Community Center on Monday, May 23, 2011. It was well attended with 50+ citizens who worked in small groups to contribute ideas to be included in the Plan. It is projected that the completed plan will be submitted in late July.

*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.

### **Fire Chief Tunsil Reports:**

The Lake City Fire Department responded to 33 Emergency calls for service, with an average response time of 5 minutes and 41 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	5
Pre-Fire Plans	2
Fire Prevention/Education Events	3

### **Police Chief Gilmore Reports:**

#### *Executive Summary:*

The Command Staff has been working on the budget for fiscal year 2012 as well as continuing to work on policies and procedures.

#### *Major Case Synopsis:*

- On May 18, 2011 at approximately 11:21 a.m. officers responded to CVS Pharmacy located at 2233 SW U.S. 90 in reference to a theft. Officer Tammy Williams arrived and made contact with John Scott, Regional Manager of Loss Prevention for CVS. Mr. Scott advised that an employee had located some empty bottles of medication in the restroom. Surveillance video from the store was reviewed. Employee Demetruis Whitfield was seen entering the pharmacy and moments later exiting the pharmacy. Mr. Whitfield then was seen entering the restroom where the empty bottles were located. Officer Williams made contact with the Mr. Whitfield and advised him of the allegations. Mr. Whitfield stated he did not take anything. Officer Williams then asked him permission to search his person. Mr. Whitfield then began removing items from his pockets. During Officer Williams pat down of Mr. Whitfield two prescription bottles fell from his pants legs. At that time Whitfield was placed under arrest and booked into the Columbia County Detention Facility. Mr. Whitfield was charged with stealing four prescription bottles of drugs: One bottle containing 211 pills of Hydrocodone, one bottle containing 100 pills of Alprazolam, one bottle containing 100 pills of Opana ER, one pill bottle containing 100 pills of Lortab, and one bottle of cough syrup. These drugs were recovered with the exception of the cough syrup which was consumed by Mr. Whitfield. The drugs were valued at \$1,775.95. Mr. Whitfield also had two active warrants from Leon County Florida for failure to appear.

#### *Departmental Highlights:*

- Administrative staff has been working on the final preparations for the LEO Appreciation Fish Fry that is being held for department employees and is scheduled for Friday, May 27, 2011.
- May 20, 2011: The Lake City Police Department Honor Guard participated in the Recognition Ceremony for National Police Week that was held at the VA Hospital.

#### Criminal Investigations Division:

Total Cases Investigated	17	Burglaries	5
Total Cases Solved	6	Robberies	2
Total Cases Unsolved	11	Criminal Mischief	1
Affidavits Filed	3	Thefts	9
Total Charges Filed	4		

#### 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) continue in their rolls as Field Training Officers with the new recruits. The TAC Unit will return to their TAC Unit duties upon completion of the Field Training program.

Task Force Unit Summary Report:

Officers: Sergeant J. Byrd  
Officer M. Cline

*Summary:*

During the previous week the Task Force officers conducted numerous undercover surveillance operations at several suspected drug locations. These operations proved fruitful and a number of suspects have been identified for future prosecution. The Task Force officers also continued with their undercover operations that are involved in the Statewide Strike Force operation that is being monitored by the Governor's Office.

Patrol Division:

Calls Answered	913	Thefts	19
On Views/ Police In	571	Drugs	1
Misdemeanor	15	Criminal Mischief	4
Felony	9	Status 6 Accident Report	21
Status 1 Gone on Arrival	24	Status 7 Traffic Ticket	44
Status 2 Unfounded	6	Status 8 Traffic Warning	72
Status 4 Misc. Incident	523	Misdemeanor Traffic	3
Status 5 Incident Report	68	Infraction	41
Burglaries	8	Warrant Arrest	1
Robbery	2	Property Damage	\$26,630
Assault	7	Sex Offense	1
Opposing/Resisting	1		

**Recreation Director Little Reports:**

*Southside Recreation Center:*

- We continue with our Summer Camp sign up. We have had a total of 21 kids sign up as of Monday afternoon. We have also contacted previous camper's parents to give them the opportunity to sign up and for them to reserve their spot for the summer. Throughout the week we have had inside games and outside ones with the children. Some of the children made friendship bracelets one day during the week. At Southside, we also have the after school program, a homework help. This way when the children get picked up by the parents it is already done and family time can be well spent.

*Girls Club Center:*

- We are currently in our Spring Quarter. We are also taking registration for our summer quarter from current members and general public. On Monday, we had a kickball game. On Tuesday, we did arts and crafts the girls made personalized bracelets. On Wednesday, we made smores for a snack. On Thursday, we had an inside game. Friday was free play. On Saturday, we participated in the Recreation Day at the Farmer's Market. We had circus games and distributed our summer program flyers. A good time was had by all. 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:*

- Our Women's Spring Softball Season is now completed with the Winfield Wildcats taking the Championship. Registration of our Summer League Adult softball is now being held thru Friday, June 10th. We are offering three leagues for the summer Open, Women, and Co-Ed. Cost for the leagues is \$350.00 for a minimum ten (10) games. The coaches and managers meeting will be held on June 2, 2011 at 6:30p.m. at the Girls Club. All coaches and managers are urged to attend. Our T-Ball season will conclude on Thursday with the awards presentation.

*Recreation Programs:*

- The Lake City Guys and Gals will hold a Special Memorial Day Dance on Friday May 27<sup>th</sup> beginning at 7:00 p.m. Romper Rhythm fast approaching with school ending. 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:*

- Clean up at the Baseball fields are wrapping up this week with the Spring Season coming to an end with the Summer Leagues following right behind them. Routine maintenance always continues with our facilities.

**Utilities Executive Director Clanton Reports:**

*Distribution & Collections (Richard Lee):*

- |   |         |
|---|---------|
| • Locates                                 | 70      |
| • Service Orders                          | 37      |
| • Repaired/Responded to Sewer Calls       | 12      |
| • Repaired Water Lines                    | 8       |
| • Located Sewer Lines                     | 3       |
| • Repaired Curb Stops                     | 2       |
| • Raised/Replaced/Relocated Fire Hydrants | 3       |
| • Installed 4" Sewer Line                 | 85 feet |

*Distribution, Collections & Construction (Keith Hampton):*

- |   |              |
|---|--------------|
| • W. US Hwy 90 12" Water Main Extension | 63% complete |
| ➤ (Working on acquiring easements)      |              |
| • Tice Farms - 12" Reuse Water Line     | 83% complete |
| ➤ (Working on bidding out directionals) |              |
| • 12" Eastside Water Main Extension     | 1% complete  |
| ➤ (Working on acquiring easements)      |              |

*Natural Gas (Joe Sheldon):*

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|-------------------------|-----|
| • Service Orders        | 222 |
| • Locates               | 39  |
| • Completed New Service | 1   |

*Public Works (Thomas Henry):*

- |   |    |
|---|----|
| • Locates                                 | 28 |
| • Responded to and Serviced Trouble Calls | 6  |
| • Responded to Citizen Calls/Complaints   | 4  |
| • Street Lights Repaired                  | 6  |
| • Signs Made/Repaired/Installed           | 7  |
| • Banners Made/Installed                  | 7  |

*Utility Maintenance (David Durrance):*

• Inspected and Serviced Liftstations	6
• Maintenance Items At WWTP	6
<i>Vehicle Maintenance (Kim Moore):</i>	
• Complaints /Repaired/Back in Service	13
• Routine Maintenance and Service	2
• Machines Fueled & Fluid Levels Checked	2
<i>Wastewater Treatment Plant (Sonny Van-Skyhawk):</i>	
• Gallons Treated	2.14 MGD
<i>Water Plant (Steve Roberts):</i>	
• Gallons Treated (Price Creek WTP)	3738 MGD
• Gallons Treated (Brandon Brent WTP)	.021 MGD
• Hydrants Flushed	6
<i>Customer Service (Dorothy Tyre):</i>	
• Phone Calls Taken	548
• Walk-up Customers Assisted	888
• Bills Generated	2734
• Number of Payments Collected	1544
• Late Notices Generated	687
• Total Payments Received	\$219,235.02
• Taps Processed	2
<u>Service Orders Generated:</u>	
• Field Service Orders	304
• Severn Trent	5
• Verify Shut-Off's	76
• Turn Back On	29
<u>Reads:</u>	
• Initial Read	28
• Final Read	37