

## Lake City Staff Weekly Report

### Week ending February 25, 2011

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

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

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

- Staff continues work on the Unclaimed Property Report which is due April 30. For the 2010 Report all funds the City is holding are utility deposit refunds. These funds are turned over to the State of Florida annually if unclaimed.
- Requested reimbursement from FDOT for Airport terminal project in the amount of \$102,001.14.
- FAA reimbursement for \$66,250 was requested for the new Airport terminal grant.
- Completed submission of the 2010 W-2 electronic files to the Social Security Administration.
- 2010 electronic Forms 1099 were submitted to the IRS via the Fire system.
- Finance staff will resume processing of Airport and Septage accounts effective February 28.

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

- Completed all preparations for Employee Service Awards and Banquet.
- Investigated City vehicle accident.
- Processed bank deposits and invoices.
- Prepared airport reports.
- Processed applications received open positions.

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

- Continued 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.
- Continued the migration to the new Datacenter.
- Replacing ceiling on FHP Tower building.
- Began installation of Security Camera system in Public Safety building.
- Began installation of proximity security system at Public Safety building.

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

- Processed one hundred fifty eight invoices.
- Processed four requisitions.
- Updated four vendor files.
- Established four new vendors.
- Scanned seventeen pages into OnBase Imaging System.
- Obtaining quotes for a portable air compressor for the Natural Gas Department.
- Obtaining quotes for chairs for Police Department Dispatch.
- Issued one thousand twenty three items for City use.
- Entered nine items for sale on GovDeals.com.
- Sold seven items on [www.GovDeals.com](http://www.GovDeals.com) . Total sales to date for surplus items are \$130,704.64.

**Airport General Manager Sawyer Reports:**

- Airport Terminal Construction continued on schedule during the week. Building wall installation is sixty per cent complete as is the installation of metal roofing (bar joists) support structures. Roof decking and trusses will be on site next week with a two week installation time. The City Council approved Change Order No. 1 to the construction contract with Mandese White, Inc. at the February 22<sup>nd</sup> City Council Meeting.
- The City Council has approved a proposal for aviation fuel supply services submitted by Ascent Aviation Group. A Phillips-Conoco affiliate, Ascent, will supply fuels during a three year period commencing March 1, 2011. Ascent has provided fuel services for the past five years and was the sole responder to the advertisement for bids.
- Weekly fuel sales were twenty four per cent higher than the prior week producing \$16,000 in gross revenues on 3,550 gallons sold. An increase in sales of jet fuel produced the above average volumes.
- Staff worked with Hunter Printing to prepare equipment specification documents for submission to the FAA. The documents support the City's application for grant funding of a weather reporting system (AWOS) at the Municipal Airport. Receipt of grant is expected by April 30 pending Congressional funding of the 2011 FAA budget. Contractor J.D. James has ordered the AWOS system and will begin installation in sixty to ninety days.
- Assistant Manager Harwell recently discussed airport business development with staff at the Charlotte, North Carolina Airport. Nick has requested a copy of Charlotte's recently published Strategic Development Plan. Nick is also reviewing potential fuel truck lease/purchase options and a NaturChem proposal for airport turf maintenance. Nick also attended the weekly terminal construction project meetings and assisted staff in preparing for the Airport Committee Meeting.

**City Clerk Sikes Reports:**

- Processed four (4) public records request (annual total to date 62).
- Attended two (2) Sunshine applicable meetings (annual total to date 7).
- Provided one (1) complimentary notary (annual total to date 17).
- Prepared one (1) proclamation (annual total to date 9).
- Represented the City of Lake City in the MDA Lock up event (raised \$425).
- Participated in Florida League of Cities Conference Call relating to CityStats Survey.
- Participated in on-site visit to the Annual Awards Banquet location (Country Club).

**Fire Chief Tunsil Reports:**

The Lake City Fire Department responded to 22 emergency calls for service, with an average response time of 6 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	1
Pre-Fire Plans	3
Fire Prevention/Education Events	2

**Growth Management Director Lee Reports:**

*CDBG:*

- Reviewed bids for Emergency CDBG/ recommend accepting one and rejecting one based on conditions imposed and charges added that are not applicable.

*Planning:*

- Zoning statements issued 3
- Land Files maintenance 4 Hrs
- Processing permits 3 Hrs
- Permits received and processed 7
- Permits issued 12
- Process and request payments for CDBG 2 Hrs
- Completed two Ordinances for 1<sup>st</sup> reading to council 2
- Applications reviewed Sp Excep, Variance or Land use Chg 2 Hrs
- Prepared legal advertisement for Special Exception 2 Hrs
- Conducted Public Hearing to Planning and Zoning Boards 3 Hrs

*Building Inspections:*

- Permit applications received 7
- Permits issued 12
- Building inspections 12
- Plumbing inspections 3
- Electrical inspections 5
- Mechanical Inspections 1
- Plan reviews performed 11 Hrs

*Code Enforcement:*

- New complaints received 4
- Property inspections performed 1
- Meeting with responding property owners/customers 2 Hrs
- Cases brought into voluntary compliance 1
- Notices of violations issued 2
- Prepare orders for Contractors Board 3 Hrs
- Notices of hearing issued 1
- Fund raiser permits issued 1
- Update weekly Code Enforcement Log 2 Hrs
- Public records request (7) 2 Hrs
- Assisting Customer Service with zoning and code issues 1 Hr
- Assisting customers with Business tax receipts 1Hr

*Business Tax Receipts:*

- New applications for Business Tax 3
- Applications reviewed and ready to issue 4

**Police Chief Gilmore Reports:**

*Criminal Investigations Division:*

Total Cases Investigated:	10
Total Cases Solved:	7
Total Cases Unsolved:	3
Affidavits Filed:	4
Total Charges Filed:	4
Burglaries:	2
Thefts:	8

## TAC UNIT SUMMARY REPORT

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

### *Summary:*

During this reporting period the Lake City Police Department TAC Unit was scheduled to work a Patrol shift. Officers Shallar and Johns are Field Training Officers and each are training a new recruit. The TAC Unit will continue to act in this capacity until the completion of the fourteen week training program.

The Task Force is continuing the intense undercover operation that has been ongoing for a couple of weeks. This investigation is becoming extremely successful.

### *Patrol Division:*

Calls Answered:	849	Thefts:	11
On Views/ Police In:	534	Drugs:	3
Misdemeanor:	27	Criminal Mischief:	1
Felony:	11	Status 6 Accident Report:	13
Status 1 Gone on Arrival:	18	Status 7 Traffic Ticket:	42
Status 2 Unfounded:	6	Status 8 Traffic Warning:	74
Status 4 Misc. Incident:	652	DUI:	1
Status 5 Incident Report:	50	Misdemeanor Traffic:	8
Burglaries:	1	Infraction:	34
Robbery:	1	Warrant Arrest:	4
Assault:	12	Property Damage:	\$52,450
Opposing/Resisting:	1	Accident Injuries:	3

## **Recreation Director Little Reports:**

### *Southside Recreation Center:*

- Last week at Southside, we had on average about 60 kids attending the center. I took about 15 of the kids to the racquetball court to show them how to play. The kids also had a football tournament.

### *Girls Club Center:*

- We are currently in our Winter II Quarter. Our Spring Quarter registration starts February 22 and goes through March 4 for the next session. On Tuesday, we had a guest speaker, Elizabeth Free come and talk to the girls. On Wednesday, the girls played outside because it was a beautiful afternoon to play outside. On Thursday, we had a four square tournament and kick ball game. On Friday, we were closed for Teachers Workday, many of the girls participated in the Olustee Festival Chorus Program. 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:*

- The 31<sup>st</sup> Annual Blue Grey Fun Run was an outstanding success with over 360 children participating. Registration for our spring softball league will be held from February 28 thru March 18, 2011. There will be a coaches/managers meeting on

Thursday, March 3 at 6:30 p.m. at the Girls Club. There will be a meeting for everyone who would like to officiate in the upcoming softball seasons on Thursday March 10, 2011 at the Girls Club at 6:30 p.m. Registration for T-Ball will be held on March 12 for returning players and March 19 for new players. There will be a coaches meeting on Thursday April 7 at 6:30 p.m. at the Girls Club.

*Recreation Programs:*

- The Dixie Dancers held a special Olustee Dance at Teen Town on Friday, February 18, 2011. We are also continuing to offer classes in Cardio Kickboxing and Toning, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

*Maintenance:*

- We are preparing for the Spring Softball and T- Ball session beginning in March. Also maintenance on mowers and other machinery has started for the up coming seasons.

**Utilities Executive Director Clanton Reports:**

*Distribution & Collection (Richard Lee):*

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|-------------------------------------|----------|
| • Locates                           | 42       |
| • Service Orders                    | 31       |
| • Repaired/Responded to Sewer Calls | 14       |
| • Repaired Broken Water Lines       | 4        |
| • Set Well Points at Airport        | 15       |
| • Installed Reuse Line              | 320 feet |

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

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|---|---------------|
| • W. US Hwy 90 12" Water Main Extension<br>➤ (Working on acquiring easements) | 63% complete  |
| • 12" Sanitary Force Main Extension<br>➤ (Re-bidding)                         | 39% complete  |
| • NE Aggie Ave 6" Water Main Extension<br>➤ (as of 2/17/2011)                 | 100% complete |
| • Tice Farms - 12" Reuse Water Line   | 62% complete  |
| • 12" Eastside Water Main Extension   | 1% complete   |

*Natural Gas (Joe Sheldon):*

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|-----------------------|---------------|
| • Service Orders      | 283           |
| • Locates             | 18            |
| • Residential Surveys | 100% complete |

*Public Works (Thomas Henry):*

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| • Locates                                    | 30 |
| • Responded to and Serviced Trouble Calls    | 4  |
| • Responded to Citizen Calls/Complaints      | 3  |
| • Street Light Repairs                       | 3  |
| • Signs Made/Installed                       | 20 |
| • Set-Up & Preparations for Olustee Festival |    |

*Utility Maintenance (David Durrance):*

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|---------------------------------------|----|
| • Inspected and Serviced Liftstations | 10 |
|---------------------------------------|----|

*Vehicle Maintenance (Kim Moore):*

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| • Complaints /Repaired/Back in Service   | 21 |
| • Routine Maintenance and Service        | 6  |
| • Machines Fueled & Fluid Levels Checked | 13 |

*Wastewater Treatment Plant (Linda Andrews):*

- Gallons Treated 2.645 MGD

*Water Plant (Steve Roberts):*

- Gallons Treated (Price Creek WTP) 2.971 MGD
- Gallons Treated (Brandon Brent WTP) .016 MGD