

## Lake City Staff Weekly Report

### Week ending April 29, 2011

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

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

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

- Staff has prepared a resolution and list of surplus assets to present at May 2, 2011 Council meeting for approval. Included in the request are three dump trucks which will be advertised of sale on [www.GovDeals.com](http://www.GovDeals.com).
- Staff is preparing to submit the City's Annual Financial Report to the Bureau of Local Government. The mission of the Bureau of Local Government is to promote the financial integrity and fiscal accountability of Florida's local government entities.
- Twenty five hard copies of the 2010 City Financial audit were mailed out to local, state and federal agencies. An electronic version of the 2010 Audit will be available on the City's website.

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

- Completed investigation citizen claimed vehicle damaged by pothole.
- Submitted general liability payment authorization claim for cut cable.
- Scheduled repair to reroute air condition line to City Hall to prevent roof leak.
- Processed all job applications received. There are no positions open at this time.

###### *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 work on reclaim the water plan and profile in Geographical Information System.
- Continued the building of the test network environment.
- Built new server for network authentication.
- Collected Geographical Positioning System data for utilities.
- Rewired the antennas on a City owned radio tower for public safety communications.

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

- Processed three hundred fifteen invoices.
- Established nine new vendors
- Updated eighteen vendor files.
- Scanned seventy six pages into OnBase Imaging System.
- Issued four purchase orders for direct purchase items for the new general aviation terminal at Lake City Gateway Airport.
- Extended the annual contract for monthly pest control for all city locations through May 11, 2012.
- Held mandatory pre-bid conference and site visits for the demolition and removal of all structures at four locations of city owned property. Bid opening is scheduled for May 12, 2011 at 11:00 A.M.
- Issued thirteen hundred fifty six items for City use.
- Received two new Mack dump trucks for Public Works.

- Scheduled an operators training class with NexTran on the new dump trucks.
- Obtained quote for the purchase of the mini excavator for Sewer Collection.
- Entered one vehicle for sale on [www.GovDeals.com](http://www.GovDeals.com) .
- Sold one vehicle on [www.GovDeals.com](http://www.GovDeals.com) . Total sales to date for surplus items are \$169,817.55.

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

- Staff toured the industrial park communications tower construction site with TowerCom's project manager during the week. Site preparation for this eight week long project is scheduled to begin the first week of May. Contractor J.D. James, Inc. is on site for construction and installation of the new airport (AWOS) weather reporting system. The projected completion date for that project is May 31, 2011.
- Airport Terminal construction crews are installing roofing insulation after completing roof decking work during the past two weeks. Interior and exterior gas line installations are complete as crews continue installing interior walls, window glass and the building air handling system.
- Staff coordinated repairs to the main (4 ton roof top) air conditioning unit at the airport control tower during the week. Fuel purchases by based aircraft and Trauma One Rescue supported above average fuel sales for the past two weeks. Fueling operations for those weeks produced \$26,623 in gross revenues on 5,527 gallons sold.

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

The Lake City Fire Department responded to 29 emergency calls for service, with an average response time of 5 minutes and 00 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
Pre-Fire Plans	2

#### **Growth Management Director Lee Reports:**

##### *CDBG:*

- Awarded three mobile homes under the Emergency Funds Grant
- Processed payment request
- Awarded three mobile home replacement units with extra funding in the regular housing grant

##### *Planning:*

- Zoning statements issued 10
- Land Files maintenance 3 Hrs
- Meet with potential developers on proposed projects 4 Hrs
- Prepared Quarterly reports to State on surcharges collected 2 Hrs
- Prepared Agendas and advertisements Planning Board Hearings 2 Hrs
- 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 legal review 3 Hrs
- Prepared and distribute Site plan review to staff 2 Hrs

##### *Building Inspections:*

- Permit applications received 18

• Permits issued	23
• Building inspections	28
• Plumbing inspections	5
• Electrical inspections	5
• Roof inspection	2
• Mechanical Inspections	1
• Plan reviews performed	12 Hrs
• Sign inspection	2
• Demolition inspections	2

*Code Enforcement:*

• New complaints received	11
• Property inspections performed	65
• Meeting with responding property owners/customers	11 Hrs
• Cases brought into voluntary compliance	4
• 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	2 Hrs
• Training for new Code officer	1 Hr

*Business Tax Receipts:*

• New applications for Business Tax	11
• Applications reviewed and ready to issue	8
• Pet License renewals	6

**Police Chief Gilmore Reports:**

*Departmental Highlights:*

- On April 26, 2011, Uniform Crime Report (UCR) was released by the Florida Department of Law Enforcement. Each agency submits its statistical information on the crimes. This information is combined into an overall snapshot as to what happened during that reporting year and previous year. The Lake City Police Department is pleased to report that the agency had an overall clearance rate of 29.5% in 2010 up from 27.6% in 2009. The state average is considered to be 25%. Overall crime reported as Index Offenses such as Murder, Forcible Sex Offenses, Robbery, and Burglary showed an overall reduction of 15.3% in 2010. In 2009 1,139 Index Offenses were reported compared to 965 in 2010. Individual crimes such as Forcible Fondling was down 50%, Robbery was down 15.6%, Aggravated Assault was up 25.2%, Burglary was down 30%, and Larceny was down 17.4%. However the Lake City Police Department has concern over Domestic Violence Type Offenses. There were 141 Simple Assault incidents reported in 2010 compared to 98 in 2009 which is a 43.9% increase. There were 8 cases of Threat and Intimidation reported in 2010. This is up from 6 in 2009 which is a 33.3% increase. The Police Department noticed that nearly half of the Burglaries showed no signs of forced entry. Many of these incidents were homes or vehicles that were not locked. We urge everyone to take a moment to make sure valuables are out of sight and that your doors and windows are secured. This may stop you from being a victim of a crime. The Lake City Police Department Chief Argatha Gilmore stated,

“I am proud of our officers and community working together to help solve the crimes that have been reported.”

*Criminal Investigations Division:*

Total Cases Investigated	31	Burglaries	11
Total Cases Solved	7	Sex Offense	2
Total Cases Unsolved	24	Criminal Mischief	2
Total Arrests	1	Thefts	10
Affidavits Filed	1	Assaults	1
Total Charges Filed	2	Other	5

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) are continuing to act as 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 progressed with current surveillance operations and the follow up of existing suspects. They continued to develop leads on other individuals that are engaging in illegal narcotic sell, distribution and usage. The Task Force was also monitoring several locations of possible criminal activity that were provided by citizens. The Task Force encourages all citizens to report any concerns involving criminal activity within their community to a law enforcement agency.

*Patrol Division:*

Calls Answered	841	Sex Offense	2
On Views/ Police In	526	Thefts	18
Misdemeanor	23	Criminal Mischief	4
Felony	10	Status 6 Accident Report	17
Status 1 Gone on Arrival	13	Status 7 Traffic Ticket	32
Status 2 Unfounded	5	Status 8 Traffic Warning	54
Status 4 Misc. Incident	564	Misdemeanor Traffic	3
Status 5 Incident Report	80	Infraction	30
Burglaries	12	Warrant Arrest	2
Assault	13	Property Damage	\$91,400
Opposing/Resisting	2	Accident Injuries	14

**Recreation Director Little Reports:**

*Southside Recreation Center:*

- The kids have been enjoying their time outside playing tag football and tennis with Southside aides. Flyers for the summer camp are being sent out to the schools this week for 2011. We will begin sign ups May 2nd. The kids that attend the after

school program 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 preparing our buildings and schedules for the upcoming Summer Session which will start on June 13<sup>th</sup>. On Monday, we had a cup stacking contest. On Tuesday, we played kickball. On Wednesday, we had the future RN's from Florida Gateway College come and talk to the girls about first aid. On Thursday, we had an Easter Egg Hunt and party. On Friday, the school and the City were closed for Good Friday. 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:*

- The local law enforcement officers used Memorial Stadium last week for their annual Torch Run presentation for Special Olympics. Our T-Ball season started on April 25<sup>th</sup>. Our annual T-ball Jamboree will be held on May 7<sup>th</sup> at the Girls Softball Complex. We have completed our second week of Adult Softball Games. All the teams seem to be competitive but are having a good time.

*Recreation Programs:*

- Our Romper Rhythm classes will resume after school is out for the summer. We have started our Zumba class on a Tuesday morning at 8:30 a.m. and everyone is welcome to come and participate. Our special Zumba class was a huge success. We hope to have one every month for beginners, 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. At the end of this week, Southside will have Field Day, so the stadium will be prepared for this upcoming event. Started lining off softball fields for the current games going on. Routine maintenance at the Girls Club and Southside still continue as well as daily duties.

**Utilities Executive Director Clanton Reports:**

*Distribution & Collections (Richard Lee):*

• Locates	25
• Service Orders	14
• Repaired/Responded to Sewer Calls	7
• Repaired Water Line	7
• Set Meters	5
• Installed Water Tap	1
• Relocated /Raised Fire Hydrants	2

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

• W. US Hwy 90 12" Water Main Extension	63% complete
➤ (Working on acquiring easements)	
• 12" Sanitary Force Main Extension	85% complete
• Tice Farms - 12" Reuse Water Line	75% complete
• 12" Eastside Water Main Extension	1% complete
➤ (Working on acquiring easements)	

*Natural Gas (Joe Sheldon):*

• Service Orders	286
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• Locates	27
<i>Public Works (Thomas Henry):</i>	
• Locates	6
• Responded to and Serviced Trouble Calls	4
• Responded to Citizen Calls/Complaints	2
• Street Lights Repaired	3
• Signs Made/Repaired/Installed	5
<i>Utility Maintenance (David Durrance):</i>	
• Inspected and Serviced Liftstations	8
• Maintenance Items At WWTP	6
<i>Vehicle Maintenance (Kim Moore):</i>	
• Complaints /Repaired/Back in Service	17
• Routine Maintenance and Service	2
• Machines Fueled & Fluid Levels Checked	6
<i>Wastewater Treatment Plant (Sonny Van-Skyhawk):</i>	
• Gallons Treated	2.189 MGD
<i>Water Plant (Steve Roberts):</i>	
• Gallons Treated (Price Creek WTP)	3.700 MGD
• Gallons Treated (Brandon Brent WTP)	.031 MGD
<i>Customer Service (Dorothy Tyre):</i>	
• Phone Calls Taken	365
• Walk-up Customers Assisted	722
• Bills Generated	2725
• Number of Payments Collected	1354
• Late Notices Generated	653
• Total Payments Received	\$262,506.61
• Field Service Orders	413
• Severn Trent	5
• Verify Shut-Off's	21
• Cut Off Non Pay	82
• Turn Back On	53
• Initial Read	34
• Final Read	28