

Lake City Staff Weekly Report

Week ending June 25, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Finance staff continues to work on FY 11 budget.
- Updated asset reports have electronically been distributed to each department for review. Tagging of assets will begin once this review is complete.
- The Finance staff has started to build a wage projection for the City's insurance carrier to use for calculating the 2011 Workers Compensation premium.
- Staff is gathering and providing financial information for the City's utility system refunding revenue bonds.
- Preparing annual review of General Pension retirees for SunTrust Bank. SunTrust manages the general employee's pension plan.
- Processing request for extension of Florida Office of Tourism, Trade and Economic Development grant (OTTED).
- Submitted grant reimbursement for Loquat Bridge project in the amount of \$247,284.

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

- Filed two workers compensation claims.
- Prepared supplemental payment documents for damage to vehicle owned by Betty Lane.
- Received \$12,267.16 invoice for Quick Response Training Grant.
- Scheduled a presentation on Simplicity a program offered by the Florida League of Cities dealing with disasters recovery.
- Attended 911 Meeting at the Emergency Operation Center and Police Station.
- Finalized paperwork on Police car #28 that [was] totaled.
- Deleted Police Car #28 from insurance schedule.
- Gather information and delivered to Judge Bryan.
- Completed public records request from Paul Dawson on insurance declaration pages.
- Completed two thirteen week wage statements for the Florida League of Cities.
- Continued to process invoices.
- Processed two applications for Police Captain.

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

- Continued to progress for a combined dispatch with communications group to centralize city/county emergency services communication hardware and software.
- Working on rebuild of City internal and public websites.
- Produced several thematic maps for downtown project and gas department.
- Began assessment of centralizing G.I.S. software for network use and deploy to mobiles.
- Continued working on gathering of information as it relates to technology for the budget process.

- Started U.S. Hwy 90 West survey for water project.
- Installed software to enhance phone system with web interface and intercom capabilities.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred and thirty four invoices.
- Updated three vendors.
- Set up one new vendor.
- Processed one requisition.
- Ordered one gas card.
- Tree trimming and removal annual bid was opened on June 17, 2010. The apparent low bidder is Bryant Tree Services, Inc. from Live Oak, Florida.
- Preparing bid for addition at the Fleet Maintenance Department.
- Preparing bid for construction of men's and women's restrooms at the Women's Center located at 655 Martin Luther King Street.
- Issued nine hundred and fifty two items for departments use.
- One radios installed in new police cars by Hasty Communications.
- One new police cars issued to the Police Department.
- Ordered all materials for disconnecting Putnam Street Water Plant.
- Ordered four new mowers for the Public Works Department.
- Ordered all materials for S.E. Hillside Parkway project.

Airport Director Sawyer Reports:

- Fueling operations for the week produced \$10,206 in gross revenues on 2,708 gallons sold, a 38 % decrease from gallons sold during the prior week.
- City Council approved a grant amendment increasing FDOT airport terminal construction funding to \$1,675,000. City staff expects confirmation of FAA grant funding (\$600,000 to \$800,000) and City Council approval of a construction contract during July/August 2010.
- Airport staff diagnosed and corrected directional beacon and landing approach equipment outages caused by lighting strikes near the airport primary runway. Seasonal mowing and herbicide application continued along the north airport boundary fence line.

City Clerk Sikes Reports:

- Processed five (5) public records requests (annual total to date 296 requests).
- Attended three (3) Sunshine applicable meetings.
- Prepared two (2) sets of official minutes.
- Qualified two candidates for City Council District 10.
- Submitted Charter Amendment questions for November ballot to Supervisor of Elections.
- Submitted Qualified Candidate list for upcoming election to Supervisor of Elections, the Lake City Reporter, the Observer and the Lake City Journal.com.
- Attended Women in Business Luncheon.
- Met with Haven Hospice regarding utilization of facility for hosting July 8, 2010 Suwannee River League of Cities Dinner Meeting.

Customer Service Director Harwell Reports:

- Phone Calls Taken 374
- Walk-up Customers Assisted 544

• Bills Generated	2844
• Late Notices Generated	873
• Number of Payments Collected	1397
• Total Payments Received	\$163,125.21
• Hours Spent Billing	35
• Hours Spent T & I/Collections	61.5
• Hours Spent Cycle Route Clean Up	1
• Hours Spent Addressing/Activating	1
• Hours Spent Training	40
• Tap Applications Processed	2

Service Orders Generated:

• Field Service Orders	503
• Severn Trent	4
• Verify Shut-Off's	80
• Cut Off Non Pay	134
• Turn Back On	78

Pending Service Orders:

• Register Exchanges	2
• Meter Exchanges	21
• Repair Wire	3
• Stuck Meter	0
• Meter Set	1
• Need Remote	0
• Verify Shut-Off	64

Reads:

• Initial Read	37
• Final Read	56

Total Pending Service Orders to Date: 1122

Citizen's Advocate Washington Reports:

- Continuing to work with CDBG applicants' (Reather Shaw and Robert Stiles) Mrs. Shaw has been approved. (on-going)
- Ken called from Red Lobster to communicate that they still plan to launch a collaborative effort to their Project Green Program along with the City and SWS. (on-going)
- Attended March of Dimes Meeting. (on-going)
- Attended Long Term Recovery Meeting. (completed)
- Attended United Way Meeting (on-going)
- Attended Mt. Pisgah's Summer Career Day. (completed)

Community Redevelopment Director Kite Reports:

Community Redevelopment Area:

- CRA Plan Update: A Services Agreement from IBI Group was submitted to the Community Redevelopment Agency for review at their regularly scheduled CRA Meeting on Monday, March 15, 2010. This item was adopted and TIF Funds were appropriated at the April 5, 2010 meeting. Revisions to the Services Agreement have been made and executed contract has been received by the City. A strategy meeting was held on May 18, 2010. Information is being gathered and

meetings with focus groups were conducted June 23rd and 24th. The first of a series of Public Meetings are scheduled to begin by the end of July.

- The ITB for the demolition of Old City Hall has been completed. Bids were opened on Tuesday, March 16, 2010. Approval of low bidder and appropriation of TIF Funds were approved at the April 5, 2010 CRA Meeting. The contract was sent overnight express for execution and has been returned. The performance and payment bonds have been forwarded to Mr. Darby for his approval. Growth Management is processing the permit application. An asbestos survey is being conducted in order to file with the DEP notice. During construction assessment, asbestos abatement will be necessary in accordance with EPA and OSHA Regulations and will be conducted on Friday, May 14, 2010. A change order of \$18,500 was required for the abatement services bringing the total cost to approximately \$70,000.00 and was presented and approved by both the CRA Board and City Council at the Monday, May 17, 2010 meeting. Work began on the project on May 17th. I took pictures of the process and they are available to view on the W drive under the CM tab, in the "Old City Hall Demo" folder. The Project has been completed and Public Works Department is adding milling to temporarily stabilize the surface.
- Façade Grant Program and appropriation of \$50,000.00 of TIF Funds for the remainder of the current fiscal year was approved at the April 5, 2010 CRA Meeting. 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.
- Appropriation of TIF Funds for the structural evaluation of the Blanche Hotel by Jones Edmunds was approved at the April 5, 2010 CRA Meeting. The Notice to Proceed has been issued. The assessment of the building began on Tuesday, May 11, 2010. The Jones Edmunds crew returned on Saturday, May 15, 2010 to obtain further information. The assessment has been completed by Jones Edmunds and will be presented to the Council at a meeting in July.
- Demolition of Old City Gas Building and Old City Jail. Quotes were accepted until May 28, 2010 for the demolition and removal of the Old Gas Department, Old Jail and Pole Barn located at 249 NE Escambia Street. An asbestos survey is required and should be included in the total. If an asbestos abatement is required a change order to the contract will be required. Property must be left in a razed condition. Low bidder was presented to Council at their June 7, 2010 meeting. At this time Council has approved demolition of all buildings on site except the Old Jail, discussions of how to best utilize the property and the fate of the Old Jail are still ongoing.

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 12 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	1
Fire Prevention/Education Events	2

Growth Management Director Lee Reports:

CBDG:

- Issued Demo permit for Barber project
- Processed Satisfaction of mortgages for five 2006 CDBG projects

Planning:

- Zoning statements issued 3
- Land Files maintenance 3 Hrs
- Processing permits 6 Hrs
- Prepare and process legal ads for zoning petition 2 Hrs
- Permits received and processed 18
- Permits issued 16

Building Inspections:

- Building inspections 10
- Plumbing inspections 4
- Electrical inspections 3
- Roof inspection 2
- Mechanical Inspections 2
- Property inspections (CRA) 4 Hrs
- Plan reviews performed 5 Hrs
- Sign inspection 0

Code Enforcement:

- New complaints received 4
- Property inspections performed 27
- Meeting with responding property owners 5 Hrs
- Cases brought into voluntary compliance 1
- Notices of violations issued 3
- Fund raiser permits issued 3
- Prepare Code Board position advertisement 2 Hrs

Business Tax Receipts:

- New applications for Business Tax 5
- Applications reviewed and ready to issue 4
- Pet License renewals 8

Recreation Director Little Reports:

Southside Recreation Center:

- Our summer camp is in full swing. We now have 79 children enrolled in our program. Our first out of town field trip was to Chuck E. Cheese in Orange Park, Florida. The kids all enjoyed themselves. This Friday we go to Adventure Landing in Jacksonville, Florida, which is a water park. All in town trips will be the same as last week.

Girls Club Center:

- We now have a total of 110 girls enrolled in our summer session. Our first day we had orientation with the girls and played games to get to know the girls. Our first week was busy with arts and crafts, bowling, skating and movies. Girls Club is providing Zumba exercise classes for the older girls ages 9-13 to help promote good health. Our field trip the first week was to Chuck E. Cheese in Orange Park, Florida on Thursday. This week our field trip is to Buccaneer Bay.

Athletics – Teen Town Center:

- The women employees from the City of Lake City enjoyed a luncheon at our Teen Town Center on Tuesday, July 16th. Registration for our Adult Summer Softball League is now being held until July 1st. To register or pick up a roster,

please stop by our Athletic Office at the Teen Town Center, Monday thru Friday from 8:00 AM – 5:00 PM. Beginning in August, we will hold registration for the City of Lake City Youth Football Leagues.

Recreation Programs:

- Our children's summer tennis camp will be held from July 12th thru July 23rd at the Youngs Park tennis courts. Mr. Andy Creel, CHS Boys Tennis coach will be conducting the camp. We are excited to offer two new classes. An Aerobics/Toning class that consist of walking with weights and exercise and Kardio Kickbox. Michele Halladay is the instructor for these new classes. The toning classes will meet on Monday, Wednesday and Friday from 10:00-11:00 AM and Kardio Kickbox is to be held on Tuesday and Thursday from 5:30-6:30 PM at the Teen Town Center. Weights and abs exercise will be held at the Southside Community Center. Our Romper Rhythm class is getting larger since the teachers are now on summer leave and can bring their children to participate. We are continuing to offer classes in Tae Kwan Do, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

Maintenance:

- Routine maintenance continues with cleaning summer camp areas, softball field preparations and never ending grass cutting.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

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| • Locates | 57 |
| • Service Orders | 14 |
| • Meter Exchanges (Lenvil Dicks) | 43 |
| • Sewer Calls | 3 |
| • Broken Water Lines Repaired | 8 |
| • Installed Fire Hydrants | 1 |

Distribution, Collections & Construction (Keith Hampton):

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| • Eastside Water Main Project | 93% complete |
| • Meter Exchange in Lenvil Dicks System | 55% complete |
| • Hillside Ave 6" Water Main Extension | 13% complete |

Natural Gas (Joe Sheldon):

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| • Service Orders | 293 |
| • Locates | 12 |

Public Works (Thomas Henry):

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| • Locates | 40 |
| • Street Light Repairs | 6 |
| • Responded to and serviced trouble calls | 16 |
| • Responded to citizen calls/complaints | 24 |

Utility Maintenance (David Durrance):

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| • Inspected and serviced liftstations | 7 |
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Vehicle Maintenance (Sam Curry):

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| • Routine Maintenance and Service | 7 |
| • Complaints /Repaired/Back in Service | 11 |
| • Machines fueled and fluid levels checked | 8 |

Wastewater Treatment Plant (Linda Andrews):

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| • Gallons Treated | 2.450 MGD |
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Water Plant (Steve Roberts):

- Hydrant Flushing 8
- Gallons Treated (Price Creek WTP) 3.880 MGD
- Gallons Treated (Brandon Brent WTP) .032 MGD