

City Staff Weekly Report Week ending January 8, 2010

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Continue the processing of open enrollment forms. The elections and changes for 2010 will take effect on next paycheck.
- Processing for the payroll calendar year end.
- W-2s for the year ending 2009 are being prepared for distribution before month's end.

Human Resources (Gene Bullard):

- Participated in one unemployment telephone hearing.
- Received the paperwork to hire the Information/Technology Specialist.
- Received and processed three public request records.

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

- Planned for combined dispatch with communications group continue.
- The Information Technology Department posted updates to both internal and external websites this week.
- Went live on helpdesk ticket system.
- Planning for Geographical Information System (GIS) to rebuild Fire district maps.
- Built and deployed a live phone directory.

Safety/Risk Management (Gene Bullard)

- An investigation one auto accident claim (minor) has been completed.
- The reporting of two workers compensation claims (Police Department) has been submitted.

Purchasing and Contracting (Debbie Garbett)

- Processed two hundred forty one invoices.
- Scanned one hundred seventy eight documents into the OnBase database.
- Issued fourteen fuel cards.
- Updated twenty seven vendors.
- Received submittals for RFQ-003-2010 – Master Plan Update for the CRA. Responses will be announced after 4:15 p.m. today (1/7/2010).
- Sealed bid ITB-006-2010, Annual Concrete Contract prepared, opening date January 21, 2010.
- Letter sent to Ascent Aviation requesting one year contract extension for annual aviation fuel contract.
- Letter sent to Anderson Columbia requesting one year contract extension on annual asphalt contract.
- RFP-007-2010 being prepared for the demolition of old city hall. A committee has been formed and will meet to discuss the RFP draft by January 15th.
- Obtaining quotes for hand held radios for the fire department. All quotes due in by 4:00 p.m. 1/8/2010.
- Obtaining quotes for Honor Guard uniforms for the police department. All quotes due in by 4:00 p.m. 1/8/2010.

Warehouse:

- Issued one thousand one hundred twenty five items for City use.
- Four 2010 Ford Explorers released to the Police Department.

Airport Director Sawyer Reports:

- Staff solicited and received quotes for relocation of the six portable aircraft storage hangars to the south side of the parking apron across from the administration building. Timing of the move will be coordinated with the terminal construction contractor in the upcoming pre-construction meeting.
- October through December 2009, fueling operations produced \$120,000 in gross revenue on 32,850 gallons sold, a 19% decrease from total gallons sold during the same period in 2008. Sales of jet fuel are possibly trending positive with occasional peak days such as December 30th with \$7,500 gross sales and January 6th with \$6,700 gross sales.
- Director Sawyer met with design consultant Don Ramdass and FDOT Aviation Administrator, Roland Luster, to review new terminal bid documents and prepare for a first meeting with recommended low bidder, Mandese White Construction, Inc. of Gainesville, Florida.
- Maintenance activities included cold weather insulation of the control tower water pipes, assisting Vigneaux Corporation employees in repairing aircraft storage hangar door motors and installation and testing of billing computer software.



City Clerk Sikes Reports:

- Processed eight (8) public records requests (annual total to date 8 requests).
- Processed 558 public records request (from January 1, 2009 through December 31, 2009)
- Scanned in one hundred and one (101) pages into the OnBase Imaging System.
- Prepared two (2) sets of official minutes.

Upcoming date of interest:

Tuesday, January 12, 2010 6:00 PM Advisory Utility Board Meeting

Community Redevelopment Director Kite Reports:

Olustee Festival:

- Met Wednesday, January 6th at the Lake City Columbia County Public Library, Downtown Branch. Public Works Supervisor of Maintenance Operations, Joey Raulerson was present and discussed issues and availability of city staff to assist in the set-up and a Work Schedule was submitted. There will be a meeting on Friday, January 15th at City Hall between key city staff and event organizers. The next meeting is scheduled for Wednesday, January 20th at the same time and place.

Community Redevelopment Area:

- A CRA Property Inventory list has been prepared to identify CRA properties with Building Standards deficiencies.

- The demolition of two City-owned properties next to Wilson Park on Lake DeSoto will be carried out by Don's Septic and Fill within the next few days.
- The Request for Qualifications for updating the CRA Plan closed on Thursday, January 7th and a review committee will be formed to rank applicants. A recommendation will be made for Council consideration during February 2010.

Projects and Activities Report:

- Current projects are the Lake DeSoto, Phase I, Boardwalk FRDAP Project and the demolition of Old City Hall. The RFQ for the demolition of Old City Hall and the DRAFT will be completed this soon and a review committee will meet next week to discuss any needed changes. The goal is to have the completed document ready to be advertised by the end of January.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 43 Emergency calls for service, with an average response time of 6 minutes and 03 seconds including automatic aid in the county area.

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| • Fire Inspections/Plans Review | 2 |
| • Pre-Fire Plans | 1 |
| • Fire Prevention/Education Events | 0 |

Growth Management Director Lee Reports:

CDBG: Completed final inspections on Baker Project located on MLK Street. Processed pay requests for the project. Completed cover-up inspection on Oakland Terrace.

Construction project: Scheduled final inspection for Friday, January 8th and scheduled inspection of 4 new applicants for Friday.

Planning:

- Prepared Zoning Ordinance for final action by City Council
- Updated land files in data system
- Prepared Resolution for Council action for reappointment of Planning Board Members
- Prepared rezoning petition for Planning Board action
- Conducted Public Hearing meeting by Planning Board
- Updated board minutes past meetings
- Prepared notices for Board hearing
- Transcribed minutes of January Board Meeting
- Issued seven statements of zoning

Permits and Inspections:

- Received nine new permit applications
- Completed fifteen Permit review for issue of permits
- Prepared 2008 plans and application for archives
- Generated end of month reports, permits, census, tax assessor and City departments and copied Property Appraisers Office
- Sign inspections 2
- Building inspection 2
- Electrical inspection 3
- Building final inspection 1

- Plumbing inspection 3

Code Enforcement:

- Received nine new citizen complaints
- Received ten utility code enforcement for shut-off with consumption on meter
- Conducted thirteen property inspections
- Issued five notices of violations
- Met with five respondent property owners regarding violations
- Issued one fund raiser permit
- Four cases brought into voluntary compliance
- Prepared power point presentations for cases to go before Board

Occupational Tax:

- Processed two new applications for review and issue of tax receipt
- Printed and mailed eleven 2010 tax receipts
- Renewed twenty five pet licenses

Police Chief Gilmore Reports:

Executive Summary:

The Holiday Season has come and gone, statistics show that even though our call rate has dropped our arrest rate and case clearance has remained the same.

Major Cases Synopsis:

- January 1, 2010: Officer Larry Shallar noticed that The Rock Star Lounge was still open and operating at 1:30 a.m. The State Office of Beverage was notified of these alleged violations and the investigation is continuing.
- January 2, 2010: Officer Kevin Johns while on patrol in the area of Broadway Street. observed a vehicle parked in the middle of the road. The investigation indicated the suspect was in possession of over 475 grams of cannabis. The suspect was arrested for felony drug charges and over \$672 in currency was seized.

Recreation Director Little Reports:

Girls Club Center:

- Girls Club had their Annual Christmas Party on Tuesday, December 22nd with a special visit from Santa Claus. The next speed cup stacking contest is January 7th. During the afternoons at Girls Club we do many activities including: arts and crafts, movies, sports events and guest speakers. Girls Club staff also provides homework tutorial for the girls when they arrive each afternoon.

Athletics – Teen Town Center:

- Planning the Third Annual East-West High School All-Star Game that will be played on January 16th at 4:00 PM at Memorial Stadium. Registration for our Youth 7 on 7 Football League will begin in February.

Recreation Programs:

- The Lake City Guys and Gals held their New Year's Eve Party at the Teen Town Center on December 31st. Seventy senior citizens enjoyed dancing, music and food. We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizens

Activities. Registration for the 30th Annual Blue-Grey Fun Run is going until February 13th.

Maintenance:

- The maintenance crew has been busy finishing work on the playground equipment at Girls Club which was donated by the Winn Dixie Charities. Public Works continues to winterize facilities. The cold weather has the crew working more indoors so they can catch up on some inside jobs.

Utilities Executive Director Clanton Reports:

Richard Lee (Distribution & Collections)

Construction:

- Assisted Maintenance Crews

Distribution Maintenance:

- Installed (1) one water tap
- Raised (3) three valve boxes
- Repaired (8) eight broken water lines
- Repaired (1) one fire hydrant
- Responded to and completed 24 service orders

Collections Maintenance:

- Responded to (and repaired) (18) sewer calls
- Repaired (4) four broken water lines
- Installed (3) three sewer clean-outs
- Cored manholes for sewer tap on Monroe Street
- Installed pipe protection at City Barn
- Performed live bacteria maintenance treatment in 5 (five) locations

Locate Tech:

- Responded to 24 locate tickets

Keith Hampton (Inspection, Distribution & Collections):

- 69% Complete on the 12 inch Eastside Water Main Project
- Timeline Report received; too large to insert

Natural Gas (Joe Sheldon):

Construction Department:

- Completed 8 locates
- Assisted Customer Support with “smell gas” calls
- Completed repairs on St. Margaret’s Street Office
- Completed Test Station Yearly Report
- Worked with several employees on Operator Qualifications (OQ)

Upcoming:

- Continuing GPS mapping of cathodic protection) reads, surveys, maintenance)
- Rotating technicians from Customer Support to Construction Departments for cross-training

Customer Support Department:

- Responded to and repaired “smell gas” calls at 4 residential homes
- Checked appliances at 5 residential homes
- Connected appliances at 2 residential homes

Upcoming:

- Piping: 240 SE Vickers; gas grill & hot water heater, 1068 SE St. Johns St; conversion and 4316 NW Caden Glen; conversion.
- New Meter Set at Rountree Moore Toyota (Tap & Impact Fees paid)

Thomas Henry (Public Works):

Stormwater/ Drainage Crew:

- Burning debris at City Barn
- Repairing cave-in on Melrose Way

Concrete Crew/Grounds:

- Assisted Utility Department with pouring of driveway on Post Street
- Completed cleaning at the Florida National Guard Armory
- Beginning preparations for Olustee Festival

Traffic Crew:

- Locates 22
- Street light pole repaired 1
- Street lights repaired 10
- Signs 3
- Responded and serviced trouble calls 9
- Relocated school flashing beacon at CR 252 & Troy Road
- Installed new rope on Flag Pole in Olustee Park
- Cleaned out storage building and installed new door

David Durrance (Utility Maintenance):

- Daily check on SCADA System

I & I Crew:

- Worked on mapping reports for manholes and sewer lines
- Assisted collection crew with sewer calls

Paul Short:

- Flushed fire hydrants
- Mowed between pine trees at Sprayfield

Maintenance Crew/Liftstation Crew:

- Inspected control panels on various Liftstations
- Replaced float balls at Liftstation #141

Linda Andrews (Wastewater Treatment Plant):

7 day Averages:

- Flow 2.244
- MLSS 2326
- WAS 22468
- Weekly Rainfall 0.10

Lab:

- Samples processed in house 53
- Samples sent to Outside Lab 8

Digester:

- Gallons Pressed 143,867

Sam Curry (Vehicle Maintenance):

- Routine Maintenance and Service 5
- Complaints Received/Repaired/Back in Service 15
- Machines fueled and fluid levels checked 4

Steve Roberts (Water Plant):

Price Creek Water Treatment Plant:

- Flow 23.644 MGD
- Ozone produced 1767 pounds
- Chlorine used 543 pounds
- Ammonia used 183 pounds
- Aqua-Mag used 646 pounds

Brandon Brent Water Treatment Plant:

- Flow 191,250 gallons
- Chlorine used 50 pounds

Hydrant Flushing:

- Flushed due to dead-ends 17

Chemical Deliveries:

- Liquid Oxygen 23.23 tons