

City Staff Weekly Report Week ending January 15, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- Processing of Open Enrollment elections has been completed. Elections and changes for 2010 will take effect paychecks dated 01/14/2010
- Processing for the payroll calendar year end is close to completion
- Continued the processing of preparing W-2s for the year ending 2009. W-2's will be distributed before month's end
- Initiated the fixed assets inventory process. Each department was provided a list of their currently assigned fixed assets. Completed inventory sheets will be returned to Finance by February 26, 2010. Upon completion of the inventory, assets that do not have a tag number will be tagged. The process will include surplus items, transfers and destroying obsolete assets.

Human Resources (Gene Bullard):

- Attended one unemployment telephone hearing.
- Received and processed three public request records.
- Started reviewing Employee Handbook in an effort to begin revising the manual.
- Received all nominations for employee awards and we are processing them at this time.

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

- Planning for combined dispatch with communications group continue
- The Information Technology Department posted updates to both internal and external websites this week
- Went live on the Service Desk helpdesk ticket system
- Geographical Information System (GIS) completed for the Fire district and EMS maps
- Updated critical server with active redundancy.

Safety/Risk Management (Gene Bullard):

- Investigated one minor vehicle accident
- Closed out six workers compensation claims.
- Scheduled all of our heavy equipment training with Lake City Community College. We will have very aggressive training schedule
- Participated in one unemployment telephone hearing
- Reviewed our property insurance coverage to ensure proper coverage.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred and twenty one (221) invoices.
- Committee members met for the RFQ-003-2010 CRA master plan update. The Committee will meet again on 1/28/2010 for ranking results
- Sealed bid ITB-009-2010, Tree trimming and removal annual term contract prepared, the opening date is 2/4/2010
- Extended contract for annual aviation fuel for one year

- Staff visited the old City Hall building, 1/13/2010; decision was made to prepare an Invitation to Bid for all salvage materials in the building. After the bid is awarded and all surplus items have been removed a bid for the demolition of the building will be advertised. Anticipated demolition NLT April 15, 2010.

Airport Director Sawyer Reports:

- Staff prepared and filed the SERC Tier II Petroleum Storage Annual Report with the Department of Community Affairs. Storm water discharge monitoring reports for calendar year 2009 were also reviewed and filed with the Department of Environmental Protection.
- City management met with design consultant Passero Associates and the Florida Department of Transportation's Aviation Administrator to review available sources to fund the terminal construction project. A construction and funding timeline will be developed on receipt of FAA's response to the City's application for funding.
- Maintenance activities included replacement of aircraft tie down ropes, repair of aircraft hangar door motors, and marking of temporary construction gate locations for review by FDOT.
- Jet fuel sales continued positive for the week at \$11,978 in gross revenues on sales totaling 3,264 gallons.

City Clerk Sikes Reports:

- Processed eighteen (18) public records requests (annual total to date 26 requests).
- Scanned in 175 pages into the OnBase Imaging System.

Community Redevelopment Director Kite Reports:

Olustee Festival:

- Representatives from the Olustee Festival and the Quilt Walk met with key City Staff on Friday, January 15, 2010 to discuss planning needs.

Community Redevelopment Area (CRA):

- The quote for the demolition of two City-owned properties next to Wilson Park on Lake DeSoto from Don's Septic and Fill was approved by Council and the contract has been sent to Don's Septic and Fill for signatures.
- The Request for Qualifications for updating the CRA Redevelopment Plan has garnered 17 submittals. A review committee has been formed to rank applicants. The review committee will meet again on January 28, 2010.
- Key City staff members toured the Old City Hall building on Wednesday, January 13, 2010. A decision will be made as to how to handle the salvage items prior to the Invitation to Bid (ITB) for the demolition of the building.
- There will be a CRA meeting Tuesday, January 19, 2010 at 6:30PM in Council Chambers to discuss the appropriation of funds for the demolition of two (2) structures on City owned property and to purchase a parcel of land located within the CRA area from the Persons Trust.

Projects and Activities Report:

- Current projects for The Projects and Activities Report are the Lake DeSoto, Phase I, Boardwalk FRDAP Project, and the demolition of old City Hall.

Customer Service Director Harwell Reports:

- Phone Calls Taken 558

• Walk-up Customers Assisted	1282
• Bills Generated	2221
• Late Notices Generated	408
• Number of Payments Collected	2299
• Total Payments Received	\$252,419.32

Service Orders Generated:

• Field Service Orders	381
• Severn Trent	4
• Verify Shut-Off's	29
• Turn Back On	11

Total Pending Service Orders to Date: 955

Citizens' Advocate Audre Washington Reports:

- Working on Cliff Neukam's request to changing days and location of the Farmer's Market in Olustee Park. He has decided to end in January with the market being opened on Saturdays. He will assess the participation of vendors and the amount of public attendance on both Friday and Saturday and select ONE day the market would be open. He has also decided to change the name to, 'Marion Street Market'. Cliff sent a copy of the market's guidelines for our review. (pending)

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 32 Emergency calls for service, with an average response time of 6 minutes and 02 seconds including automatic aid in the county area.

Fire Inspections/Plans Review	2
Pre-Fire Plans	3
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:

CDBG: Staff worked the following issue for the week:

- Final inspection for Steele residence
- Conducted preliminary inspections on future CDBG projects

Permitting and Inspections:

• Electrical Inspection	4
• Plumbing Inspection	3
• Building Inspection	4
• Flood Zone Inspection	1
• Prepare cases for Code bd. Hearing	2
• Responded to Public records request	2
• Processed new permit applications	7
• Reviewed and issued new permits	9
• Prepared and submitted Quarterly surcharge reports to State	

Planning:

- Prepared Resolutions for 3 Zoning Board members appointment
- Reviewed preliminary plans for signage at Lake City Mall
- Issued 5 Zoning Statements On properties

Code Enforcement:

- Received 1 new code complaint
- Inspected and processed 5 Utility dept. tickets for code action
- Collected \$600.00 on utility citations
- Conducted 11 Property inspections for codes violations
- Issued 3 Non-Profit fund raiser permits
- Issued 1 Notice of Violation
- Met with 6 respondent property owners regarding violations
- Inspected 7 cases brought into voluntary compliance
- Prepared 1 contractor violation case for Code Board hearing

Business Tax Receipts:

- Processed 8 new applications for business tax certificate
- Reviewed and issued 4 new tax receipts
- Printed and mailed 2010 tax receipts
- Processed 13 pet renewal license

Police Chief Gilmore Reports:

Executive Summary:

Statistics show that our calls for service rate have dropped but our arrest and clearance rates have remained the same over the past several months.

Major Case Synopsis:

- None Noted.

Departmental Highlights:

- Reviewing Staff Study for 17 in-Car Cameras for patrol vehicles.
- Lt. Stock met with representatives from the 911 Communications Center and they are currently in the process of coming up with a plan to determine who will be responsible for confirming hits once dispatch is combined.
- Crime Prevention Officer Wynn met with Busy Bee 2 Day Care and planned a visit to talk to the kids on January 13, 2010. He also met with the Commander of the Lake Montgomery Street area Neighborhood Watch Program and discussed having a Captains meeting in the very near future. Officer Wynn has also planned a meeting at the Lifestyle Enrichment Center to schedule a time to visit and talk to the elderly residents.

Recreation Director Little Reports:

Southside Recreation Center:

- This week at the Southside Center we have started making projects for the patients at the nursing homes we plan to visit soon. In our sewing classes the girls have made coasters out of fabric for them. Due to the cold weather we have been playing some inside games such as bingo and held a hula hoop contest.

Girls Club Center:

- Our monthly speed cup stacking contest was held on January 7th. Our winners were: First Place: Logan, Second Place: Hannah and Third Place: K.B. The next cup stacking contest will be February 9th. Girls Club Staff passed out after school flyers to all elementary school girls in Columbia County School System to boost our enrollment. We have been preparing tax forms for the Girls Club members for Child Care Expenses. Starting Thursday, January 14th, we will have a weekly program on "Bullying" offered by United Way of Lake City.

Athletics – Teen Town Center:

- The Third Annual East-West High School All-Star Game will be played at Memorial Stadium on January 16th. We will begin registration for our youth 7 on 7 football league in February.

Recreation Programs:

- The Lake City Girls Scouts will host a She and Me Tea Party on Sunday, January 17th at the Teen Town Center. Last year approximately (80) fathers, mothers and daughters attended this event. We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Tennis Lessons, League tennis, Square Dancing and Senior Citizens Activities. Flyers for the 30th Annual Blue-Grey Fun Run have been sent out to all the children from elementary through middle school. Registration will continue until February 13th.

Maintenance:

- The maintenance crew has been working hard at the Southside Center catching up on some routine maintenance inside and out. They also have spent some time at the Recreation Business Office getting all inside light fixtures repaired.

Utilities Executive Director Clanton Reports:

Richard Lee (Distribution & Collections):

Construction:

- Assisted Maintenance Crews with broken water lines.

Distribution Maintenance:

- Repaired (11) eleven broken water lines
- Repaired (4) four broken water mains
- Responded to and completed 19 Service Orders

Collections Maintenance:

- Responded to (and repaired) (9) nine sewer calls
- Repaired (14) fourteen broken water lines.
- Installed (2) two sewer clean-outs

Hydrant Crew:

- Repaired (2) broken water lines
- Raised (2) two valve boxes
- Repaired/rebuilt (2) fire hydrants
- Responded to (and repaired) (3) three “no water” complaints
- Wrapped and tested valves at (2) locations.
- Dressed up right-of-ways at (3) three locations.

Keith Hampton (Inspection, Distribution & Collections):

- 69% Complete on the 12 inch Eastside Water Main Project

Natural Gas (Joe Sheldon):

Construction Department:

- Completed 20 locates
- Allied Corrosion (from Atlanta, GA) performed training on Tinker Razor
- Repaired short (working with Tinker Razor) on Martin Luther King Blvd at Church Street

Upcoming:

- Continuing GPS mapping of cathodic protection) reads, surveys, maintenance)
- Beginning Loquat Bridge Project

Customer Support Department:

- Completed 272 service orders.

- Responded to and repaired “smell gas” calls at 5 (five) residential homes and (3) three commercial sites
- Checked appliances at (7) seven residential homes and (1) one commercial site
- Connected appliances at (6) six residential homes.

Thomas Henry (Public Works):

Storm water/ Drainage Crew:

- Repaired driveway on Long Street

Concrete Crew/Grounds:

- Completed repair of driveway on Post Street
- Installed equipment at Girls Club
- Replaced sidewalk at Gwen Lake

Traffic Crew:

- Locates 43
- Street lights repaired 2
- Signs 1
- Responded to and serviced trouble calls 7
- Stop Bars-vinyl 4

Linda Andrew (Wastewater Treatment Plant):

- 7 day Averages:
- Flow 2.317
- MLSS 2317
- Weekly Rainfall 0.08

Digester:

- Gallons Pressed 65,394

Sam Curry (Vehicle Maintenance):

- Routine Maintenance and Service 4
- Complaints Received/Repaired/Back in Service 29
- Machines fueled and fluid levels checked 4

Steve Roberts (Water Plant):

Price Creek Water Treatment Plant:

- Flow 25.136 MGD

Brandon Brent Water Treatment Plant:

- Flow 176,250 gallons

Hydrant Flushing:

- Flushed due to dead-ends 6
- Flushed due to flow test requests 2