

Lake City Staff Weekly Report

Week ending July 16, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre)

- Budget reviews are being conducted with Department heads as Finance continues to work on FY11 budget.
- Updated asset reports have electronically been distributed to each department for review. Tagging of assets will begin once this review is complete. Departments that have completed their review: Customer Service, Finance.
- Preparing application for City of Lake City General Employee fiduciary liability renewal through Florida League of Cities. Application is due August 4.

Human Resource/Safety/Risk Management (Gene Bullard)

- Maintain and update personnel files accordingly.
- Processed all employee action forms.
- Continued cleaning & organized HR files.
- Processed all interview applicants for Captain's positions.
- Addressed and processed insurance changes & questions.
- Responded to workers comp claim issues in Gene's absence as needed.
- Reconciled three hundred thirty five invoices for payment by the Finance Department.
- Counted cash received for Utilities Customer Service and scanned one thousand four hundred and twenty one checks (5 days, approximately 10 hours).
- Notified four vendors whose insurance has expired.
- Notified two vendors who were on the inactive list so information can be updated.
- Processed paperwork for one Police Captain Position and three permanent part-time Girls Club Leaders.
- Sent copier count to Minolta for all copiers in the City.

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

- Continued work for a combined dispatch with communications group to centralize city and county emergency services communication hardware and software.
- Internal intranet site live with good feedback from user community.
- Continued assessment of centralizing Geographical Information System software for network use and deploy to mobiles is nearly complete.
- Completed network redesign for FDLE approval.
- Started U.S. Hwy 90 West survey for upcoming waterline project.
- Converting GIS data to new software version.

Purchasing and Contracting (Debbie Garbett)

- Updated twenty one vendors.
- Set up five new vendors.
- Processed five requisitions.
- Ordered one gas card.
- Issued eight hundred and eighty five items for departments use.

- Entered eleven vehicles on GovDeals.com. First vehicle sold 7/14/10 for \$1,391.00. Vehicle # 95, 1989 Ford F-800. Five vehicles will time out on the auction this afternoon.
- Received and issued four mowers to Public Works.
- Processing bid documents for a restroom addition to the Women Club located on 655 Martin Luther King Street.
- Assisted the CRA Manager and Growth Management Department with the quotes for the demolition of the Old Gas Department building on Davis Street.
- Budget review process.

Airport Director Sawyer Reports:

- Jet fuel and low lead fuel sales increased twenty four per cent over the prior week with \$8,956 in revenue on sales totaling 2,330 gallons.
- Staff worked with a KM Douglas Corporation technician to replace storage hangar door motors, assisted RSI, Inc. technicians in successfully repairing the automatic weather reporting system and completed repairs to the tractor/mower.
- Director Sawyer met with the City Attorney to review lease extension agreements with airport tenants Land O'Sun Management, Inc. and Safety Grooving & Grinding, Inc.

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. A webpage to provide information and updates on the status of the CRA Master Plan Update has been created and is being reviewed. It should be ready and posted to our Website by June 16, 2010.
- 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. Discussions concerning the Blanche are ongoing.
- 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. The asbestos survey has been performed and results show that there will need to be an abatement done. This will require a change order which should be submitted to the Purchasing Department.

Florida Redevelopment Association:

- I will be attending an Elective Class for my Redevelopment Certification Program on July 19th through July 21st, 2010. The Course being offered is Redevelopment Finance.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 49 Emergency calls for service, with an average response time of 5 minutes and 14 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	1
Fire Prevention/Education Events	0

Growth Management Director Lee Reports:

CDBG:

- Updated monthly projects report
- Inspected interior progress on two projects
- Inspected foundation and floor for Tom Page project

Planning:

• Zoning statements issued	4
• Land files maintenance	3 Hrs
• Processing permits	4 Hrs
• Permits received and processed	18
• Permits issued	11
• Processed CDBG pay request	2 Hrs
• Conducted staff review meeting for site plan	2 Hrs

Building Inspections:

• Building inspections	8
• Plumbing inspections	3
• Electrical inspections	8
• Roof inspections	2
• Mechanical Inspections	2
• Plan reviews performed	12 Hrs
• Sign inspection	1
• Worked on abandoned tank found on City property	4 Hrs

Code Enforcement:

• New complaints received	11
• Property inspections performed	7
• Meeting with responding property owners/customers	5 Hrs
• Cases brought into voluntary compliance	2
• Notices of violations issued	2
• Fund raiser permits issued	0
• Requests for lien search (city)	2 Hrs
• Public records request	1
• Assisting Customer Service with Business Tax procedures	2 Hrs

- Preparation of Board Hearing Orders 2 Hrs
- Transcribe Code Board Minutes 4 Hrs
- Presented 4 cases to Code Board 2 Hrs
- In house Codes Training 2 Hrs

Business Tax Receipts:

- New applications for Business Tax 3
- Applications reviewed and ready to issue 2
- Business tax renewals for 2011 204
- Pet License renewals 0

Recreation Director Little Reports:

Southside Recreation Center:

- This week's activities have included Blue Springs swimming trip on Monday, Panda-Moni-Yum on Tuesday, TCBY and the Aquatic Complex on Wednesday then skating on Thursday. We are going to a special movie, "The Scourer and the Apprentice" on Friday at the Cinema 90 in Lake City. Next week our big field trip will be to Wild Adventures in Valdosta, Georgia.

Girls Club Center:

- Our field trip this week is to Adventure Landing in Jacksonville Beach, Florida. On Friday of last week we had a guest speaker, Mrs. Free from "Another Way" talked to the girls about bullying and harassment. During the week the girls are enjoying trips to skating, bowling, Panda-Moni-Yum, Arts and crafts classes, Zumba class and cooking classes.

Athletics – Teen Town Center:

- Our Women's softball league is still going strong. We invite everyone to come out and enjoy the games. Our Adult Summer softball league began on July 13th at the adult fields on Bascom Norris Road. Game times are 7:00 and 8:15 PM. Registration for our youth football league will be held August 14th, 21st^t, and 28th at our Teen Town Center from 8:00 AM-5:00 PM. We are co-sponsoring the Jerome Carter Youth Football Camp at Memorial Stadium on Friday, July 16th and Saturday, July 17th. This camp is open to all boys and girls ages 7-14.

Recreation Programs:

- Our children's summer tennis camp is now being held at our Young's Park tennis courts thru July 23rd. Mr. Andy Creel, CHS Boys Tennis coach is conducting the camp. We are also 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 mowing.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- Locates 51
- Service Orders 25
- Lenvil Dicks Meter Exchanges 26
- Sewer Calls 4
- Broken Water Lines Repaired 7
- Responded to Sewer Spills 2

Distribution, Collections & Construction (Keith Hampton):

- Eastside Water Main Project 93% complete
- Meter Exchange in Lenvil Dicks System 64% complete
- Hillside Ave 6" Water Main Extension 25% complete

Natural Gas (Joe Sheldon):

- Service Orders 344
- Locates 18

Public Works (Thomas Henry):

- Locates 32
- Installed Signs 9
- Loads of Tree Debris Hauled 11
- Responded to and Serviced Trouble Calls 9
- Responded to Citizen Calls/Complaints 16

Utility Maintenance (David Durrance):

- Inspected and Serviced Liftstations 13
- Inspected and cleaned sewer lines 320 ft

Vehicle Maintenance (Sam Curry):

- Routine Maintenance and Service 7
- Complaints /Repaired/Back in Service 10
- Machines Fueled & Fluid Levels Checked 4

Wastewater Treatment Plant (Linda Andrews):

- Gallons Treated 2.373 MGD

Water Plant (Steve Roberts):

- Hydrant Flushing 2
- Gallons Treated (Price Creek WTP) 4.096 MGD
- Gallons Treated (Brandon Brent WTP) .028 MGD