

The Lake City Staff Report for the week ending December 11, 2009

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- We are in week two of annual financial audit. The FY 09 Audit began November 30. Staff is working with Purvis, Gray & Co., the City's external auditors, to complete the annual financial audit. The audit team will be in-house for approximately two weeks with a team of 4 to 6 auditors.
- • Payroll staff is preparing distribution of annual token of appreciation for City employees.
- • We are continuing the processing of Open Enrollment forms. New health coverage elections take effect on January 1, 2010.

Human Resources (Gene Bullard):

- Completed verification of all open enrollment paperwork and delivered to Finance Department for entry.
- Processed eight job applications and sent to Police Department and Public Works.
- • Processed paperwork for 8 employees for computer purchases.
-

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

- Posted updates to both internal and external websites.
- Planned for IT users group meeting.
- Finished census appeals.
- Trained Police and Fire departments on new phone features.

Safety/Risk Management (Gene Bullard):

- Submitted one workers compensation claim.
- Attended a meeting at Lake City Community College to review the Quick Response Training Grant.
- Reviewed National Incident Management System compliant list and updated list.

Purchasing and Contracting (Debbie Garbett):

- Processed one hundred forty six invoices.
- • RFQ-003-2010 advertised for master plan update for Community Redevelopment Agency - opening date January 7, 2009.
- Quotes received for the demolition and property clean up for two City of Lake City owned houses. The lowest quote is \$8,400.00. The contract and resolution will be presented at the next council meeting 12/21/09.

Warehouse:

- Issued nine hundred seventy two items for City use.

- Received four Ford Explorers for the Police Department Administration.

Airport Director Sawyer Reports:

- • Staff met with Utilities Director Dave Clanton and staff to develop a plan of action to relocate six portable aircraft hangars to the south side of the aircraft parking apron. The move will occur in late January 2010 to allow space for construction of the new terminal building.
- Maintenance activities included repairs to the AvFuel Truck by Fleet Maintenance, analysis of signal problems in the Automatic Weather Observation Reporting equipment, and repairs to the credit card processor used for U. S. Government fuel purchases.
- Staff fueled various aircraft during the week including Bell and U. S. Army Blackhawk helicopters, Piper, Cirrus and Cessna single engine aircraft, Beech craft King Air Twin Turbine and Cessna Citation corporate jet aircraft.

City Clerk Sikes Reports:

- • Processed eight (8) public records requests (annual total to date 524 requests).
- • Scanned in three hundred thirty one (331) pages into the OnBase Imaging System.
- Prepared six sets of official minutes.

Community Redevelopment Director Kite Reports:

150th Events/History & Heritage:

- Closing Ceremony – Will be held in Olustee Park on Saturday, December 19th starting at 4:00PM. Various forms of entertainment are being planned. Time Capsule – items that have been collected will be packed into the Time Capsule during our next meeting Wednesday, December 16th. The capsule will then be placed back in City Hall for another 50 years, during our Closing Ceremony.

National Guard Family/Community Appreciation Day in Olustee Park:

- **Our** local National Guard Unit was honored on Saturday, December 5th. The unit and their families were treated to food, fun and fellowship. Various businesses donated food items and the City of Lake City sponsored the entertainment and activities. I would like to extend a heartfelt “Thank You” to everyone who volunteered their time on Saturday and made this event so wonderful. Thank you letters from the Mayor have been drafted and will be sent to all participants.

Olustee Festival:

- The planning team met on Wednesday, December 9th

Housing Committee:

- Met on Thursday, December 10th

Community Redevelopment Area:

- Began working with Growth Management to create a Property Inventory within the CRA listing properties with Building Standards deficiencies. Once the list is complete, we will then prioritize it. I worked with Debbie Garbett, Purchasing Director on quotes for the demolition of two City-

owned properties next to Wilson Park on Lake DeSoto. The lowest quote will be taken to Council for approval at their next meeting.

Customer Services Director Harwell Reports:

- Phone Calls Taken 617
- Walk-up Customers Assisted 979
- Late Notices Generated 452
- Number of Payments Collected 2727
- ➔ • Total Payments Received \$259,370.40
- Hours Spent Billing 52
- Hours Spent T & I/Collections 30
- Hours Spent Training 32

Service Orders Generated:

- Field Service Orders 631
- Severn Trent 2
- Verify Shut-Off's 114
- Cut Off Non Pay 121
- Turn Back On 76

Pending Service Orders:

- Register Exchanges 1
- Repair Wire 2
- Verify Shut-Off 114

Reads:

- Initial Read 104
- Final Read 96

Total Pending Service Orders To Date: 911



Citizens' Advocate Audre Washington Reports:

- Met with Cliff Neukam, Gene Perry, and Patty Kilmer (Downtown Action Committee). Working on Cliff Neukam's request to changing days and location of the Farmer's Market in Olustee Park. The discussion included the possibility of changing the name to the 'Marion Street Market' and giving the City a copy of the Farmer's Market guidelines for operation. (pending)
- Attended the State Region 3 FC Redesign Meeting. This meeting includes representatives from various agencies as a resource for children within the City placed in Foster Care and an opportunity for the City and Police Department to provide input on a "Resource Center" and potentially apply for a State grant (Weed and Seed). This group meets quarterly. Chief Gilmore and I are representing the City. (on-going)
- Attended CC Schools (Nblack) Community Advisory Meeting. (on-going)



Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 27 Emergency calls for service, with an average response time of 6 minutes and 21 seconds including auto aid in the county area.

Fire Inspections/Plans Review	4
Pre-Fire Plans	0



Growth Management Director Lee Reports:

CDBG: Staff Conducted Framing, rough electrical and plumbing inspections for replacement housing on Oakland Ave. Conducted wall and electrical inspections at Baker Rehab on MLK St. Processed payment request for both projects.

Permits and Inspections:

- New permit applications 4
- Applications ready for permit issue 7
- Plan reviews 10
- Sign inspections 1
- Plumbing inspections 4
- Electrical inspections 5
- Building inspections 5
- Demolition inspections 1
- Close-out of open inspections 2 hrs
- Pick-up of illegal signs 1 hr
- Code enforcement inspections (CRA area) 3 (Other area) 1
- Preparation of notices of violations 5 hrs

Code Enforcement:

- Processed and issued 28 Pet License renewals
- Received 5 code complaints from citizens
- Performed 9 property inspections
- Prepared and issued 2 notices of violations
- Inspected 4 cases brought into voluntary compliance
- Prepared cases, Agendas and power point presentation for Code Board Meeting

Planning:

- Continued working on Census address challenges (800)
- Prepared Resolutions for appointments to Boards, due to expire
- Prepared two Ordinances for Council Agenda
- Prepared five Statements of Zoning for citizen requests
- Prepared and issued two statements for flood zone classifications

Occupational Tax Receipts:

- New applications for review 4
- New tax receipts issued 2
- Inspections of non-conforming businesses 4
- Pet license renewals 10



Recreation Director Little Reports:

Southside Center:

- On Friday, December 4th, we held our Christmas breakfast special event. We had a great turn out of about 60 people from our community. We have also started putting up our Christmas decorations. The kids have been making Santa Claus decorations for our tree. After school tutoring is available also.

Girls Club Center:

- We have been decorating Girls Club for the upcoming holiday season. Our annual Christmas can food drive is underway. The girls have been participating in writing letters to Santa this week. Girls Club staff provides homework tutorial for all the girls each day when they arrive.

Athletics – Teen Town Center:

- We are now taking registration for our Adult 7 on 7 Flag football league. The season will begin in January. Registration is open until December 18th. Memorial Stadium was used this week as the staging area and parking for the participants in the 2009 Christmas Parade. The Jr. Midget “Seminoles” held their team party at the Teen Town Center this past week.

Recreation Programs:

- We are continuing to offer classes in Tae Kwan Do, Quilting, Yoga, Tennis Lesson, League Tennis, Square Dancing and Senior Citizen activities. We are in the planning stages of the 30th Annual Blue-Grey Fun Run to be held during the Olustee Festival in February.

Maintenance:

- The maintenance crew has been busy putting up playground equipment and keeping up with the maintenance of the centers. We have ordered eight new picnic tables for Young’s Park. This will be a great face lift for the public.



Utilities Executive Director Clanton Reports:

Richard Lee (Distribution & Collections):

Construction:

- Dressing up Beech Street, Defender Drive & Llewellyn Avenue due to 12” main installation.
- Located lines for future pipe installation on Oakmont Street and Country Club Road.

Distribution Maintenance:

- Installed (1) one water tap.
- Changed out (7) seven curb stops
- Installed (2) two blow-off’s
- Repaired (1) one 6” water main.
- ➔ • Responded to and completed 40 Service Orders

Collections Maintenance:

- Responded to (and repaired) (15) sewer calls
- Repaired (1) one water leaks
- Cleaned and inspected sewer line on Laverne Street. with CCTV Equipment
- Located and installed (4) four water and sewer taps.
- Located water valves and transferred measurements to maps for Brandon Brent Subdivision.
- Repaired sewer line at Camp Street and Baker Avenue

Locate Tech:

- Responded to 54 locate tickets

Keith Hampton (Inspection, Distribution & Collections):

- 64% Complete on the 12 inch Eastside Water Main Project.

- Timeline Report received; too large to insert.

Natural Gas (Joe Sheldon):

Construction Department:

- Completed 25 locates
- Completed 3 kill service
- Randy completed building pumpkins for gas valves on Oak Street & Division Street.
- Completed cathodic protection maintenance on (1) one residential home.
- Steve continuing with cathodic protection mapping at test stations.
- Assisted with (2) two “smell gas” calls at (2) two residential homes.

Upcoming:

- Continue GPS mapping of gas lines and valves (98 %).
- Continuing work on emergency valves and Windsong surveys and maintenance.

Customer Support Department:

- ➔ • Completed 375 service orders
- Responded to and repaired “smell gas” calls at 14 residential homes.
- Checked appliances at (4) four residential homes.
- Connected appliances at (3) three residential homes.
- Set new meters a Florida National Guard Armory



Thomas Henry (Public Works):

Stormwater/ Drainage Crew:

- Repaired bridge and guardrail at Inglewood Retention Pond.
- Preparing for installation of bell at Olustee Park.

Concrete Crew/Grounds:

- Performed curb and sidewalk repairs at Lake Montgomery.
- Performed curb replacement for Utility Department at Forest Hills.
- Assisted with preparations for Christmas Parade.
- Assisted with preparations for National Guard Family Day.

Traffic Crew:

- Locates 50
- Street lights repaired 1
- Signs 7
- Responded and serviced trouble calls 6
- Assisted with repairs on Christmas lights in Olustee Park.
- Assisted with preparations for Christmas Parade.

I & I Crew:

- Cleaned and inspected 300 ‘of sewer lines with CCTV Equipment
- Raised (3) manholes on school site.

Paul Short:

- Checking water complaints.
- Worked on Hydrant Maps.
- Flushed fire hydrants.
- Mowed between pine trees at Sprayfield.

➔ Maintenance Crew:

- Pulled both pumps at Liftstation #141; cleaned and put back in service.
- Pulled both pumps at five (5) Liftstations; cleaned and put back in service.
- Inspected all Liftstation control panels and pumps to be sure they are working properly.
- Changed water laterals.

 **Linda Andrews (Wastewater Treatment Plant):**

7 day Averages:

- Flow 2.222
- MLSS 2475
- WAS 21971
- Weekly Rainfall 2.99

➔ Lab:

- Samples processed in house 71
- Samples sent to Outside Lab 10

Digester:

- Gallons Pressed 143,711
- Number of Loads 6
- Gallons Supernate 26,625

Operations/Maintenance:

- Re-wired RAS (return activated sludge) meter for battery backup.
- Cleared dropped check valve from impeller RAS pump # 3.
- Repaired leak in chlorine line at RAS.
- Installed new light sensor at clarifier # 3.

Sam Curry (Vehicle Maintenance):

- Routine Maintenance and Service 3
- Complaints Received/Repaired/Back in Service 11
- Machines fueled and fluid levels checked 4
- Miscellaneous:
 - Inspected old Engine 2 (LCFD) for Christmas Parade; disassembled cleaned and rebuilt carburetor for drivability.

 **Steve Roberts (Water Plant):**

Price Creek Water Treatment Plant:

- ➔
- Flow 22.959 MGD
 - Ozone produced 1678 pounds
 - Ammonia used 189 pounds

Brandon Brent Water Treatment Plant:

- Flow 165,000 gallons
- Chlorine used 70 pounds

Hydrant Flushing:

- Flushed due to dead-ends 36
- Flushed due to complaints 4

Chemical Deliveries:

- Liquid Oxygen 23.34