


Lake City Staff Weekly Report

Week ending June 18, 2010

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Tweetie Tyre):

- 
- Customer Service and Finance staff participated in a three day on site training session with David Erickson, Sungard Customer Service specialist. The training focused on updated functions available within our software, reviewing current procedures and utilizing the system to service customers.
 - Finance staff continues to work on FY 11 Budget.
 - Items approved as surplus will be sold at the upcoming auction and removed from Fixed Assets at that time. Staff is in the process of compiling an updated asset report to be 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 continues to work with Customer Service to review and edit the test bills related to the new Water/Sewer rates.
 - Processing request for extension of OTTED Grant.

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

- Began working on Bond issue at Happy House.
- Worked auto claim that was completed.
- Scheduled and implemented Grout Truck training.
- Prepared two-hundred sixty four invoices for Finance.
- Sent out notices to four inactive vendors so they can be reactivated.
- Sent out notices to six vendors for insurance renewal.

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.
- Updated City internal and public websites.
- Completed the Hillside Parkway plan and profile in C.A.D. for the addition of a six inch water line through that area.
- Complete the gathering of G.I.S. data for IBI Group to assist with the new/updated CRA action plan.
- Attended information sharing conference with Gainesville Regional Utility as it relates to G.I.S. to learn of enhancements that can be made with minimal budgetary impact.
- Began gathering of information as it relates to technology for the budget process.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred and sixty four invoices.
- Updated nine vendors.
- Set up two new vendors.
- Processed three requisitions.
- Ordered one gas cards.

- Tree trimming and removal annual bid was opened today. Bid tabulations are being prepared.
- Preparing bid for addition at the Fleet Maintenance Department.
- Issued eight hundred and thirty three items for departments use.
- Six radios installed in new police cars by Hasty Communications.
- One new police cars issued to the Police department.
- Ordered materials for utilities project 10dd97 Country Club Road.
- Ordered and issued forty three rolls of sod for project 9wm66 12" radial to Price Creek.
- Ordered and issued power pack supply twelve volt for lowboy trailer to move equipment around to various projects.
- Purchased tag for Wanco trailer.

Airport Director Sawyer Reports:

- Fueling operations for the week produced \$16,830 in gross revenues on 4,412 gallons sold. Fuel revenues for May totaled \$49,344 on 12,430 gallons, a 17% decrease from gallons sold during May 2009.
- Airport Staff applied to the FCC for a ten year renewal of the control tower communications frequencies license. The tower continues to operate under a temporary license pending FCC/FAA approval of the application.
- Director Sawyer met with the City Attorney and TowerCom CEO David Boeff to discuss the Option/Lease Agreement for location of a cell tower in the Airport Industrial Park. Mr. Boeff is revising the Agreement for final review by the City Attorney.
- Maintenance activities included aircraft hangar door/motor repairs and continued seasonal mowing.

City Clerk Sikes Reports:

- Processed sixteen (16) public records requests (annual total to date 291 requests).
- Prepared two (2) sets of official minutes.
- Prepared one (1) proclamation.
- Attended the Florida Association of City Clerks Summer Education Academy.
- Qualified two candidates for City Council District 10.
- Qualified one candidate for City Council District 14.
- Submitted Charter Amendment questions for November ballot to Supervisor of Elections.
- Assisted with the City of Lake City Ladies Appreciation Luncheon.
- City as a whole has 275,000 documents in our OnBase imaging system.

Upcoming dates of interest:

Monday, June 21, 2010	6:30 PM	Airport Committee Meeting (City Hall)
	7:00 PM	City Council Meeting (City Hall)
Wednesday, June 23, 2010	10:00 AM	IBI Meeting with Downtown Development Committee (City Hall)

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 32 Emergency calls for service, with an average response time of 5 minutes and 3 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	2
Pre-Fire Plans	2
Fire Prevention/Education Events	1

Growth Management Director Lee Reports:

CBDG:

- Performed framing/ Dry-in inspections on two reconstruction projects
- Processed notices to contractor for additional demo/ reconstruction project

Planning:

- | | |
|---|-------|
| • Zoning statements issued | 5 |
| • Land Files maintenance | 3 Hrs |
| • Processing permits | 5 Hrs |
| • Prepare and process legal ads for zoning petition | 2 Hrs |
| • Permits received and processed | 26 |
| • Permits issued | 22 |

Building Inspections:

- | | |
|---|-------|
| • Building inspections | 10 |
| • Plumbing inspections | 2 |
| • Electrical inspections | 4 |
| • Roof inspection | 2 |
| • Removal of illegal signs from right of ways | 2 Hrs |
| • Property inspections (CRA) | 4 Hrs |
| • Plan reviews performed | 8 Hrs |
| • Sign inspection | 1 |

Code Enforcement:

- | | |
|---|-------|
| • New complaints received | 7 |
| • Property inspections performed | 27 |
| • Meeting with responding property owners | 8 Hrs |
| • Cases brought into voluntary compliance | 2 |
| • Notices of violations issued | 10 |
| • Fund raiser permits issued | 3 |

Business Tax Receipts:

- | | |
|--|---|
| • New applications for Business Tax | 4 |
| • Applications reviewed and ready to issue | 4 |
| • Pet License renewals | 7 |

Recreation Director Little Reports:

Southside Recreation Center:

- Our summer camp started last week. We now have 75 children enrolled in this program. The first week has been busy with in town field trips. Our first out of town field trip will be this Friday to Chuck E Cheese in Orange Park, Florida. We are excited about our group of summer camp kids and look forward to a fun filled time.



Girls Club Center:

- Our new summer leaders finished their orientation for employment on Tuesday, June 1st. We have a total of 105 girls enrolled for our summer session that started on June 7th. All sporting equipment, arts and craft and cooking supplies have been purchased for the summer session. There was a mandatory staff meeting held the Friday before our first day to go over all rules, expectations and give out instructions on how the program is run. We were inspected on Tuesday by the Department of Health and our building was above standards. We were inspected on Wednesday by the Department of Children and Families and were in compliance in all areas.


Athletics – Teen Town Center:

- Our Women's Summer League has begun with exciting games each night. We invite every one to the Girls' Softball Complex on Bascom Norris Drive each Monday night for our games. Game times are 6:45 and 8:00 PM. 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.

Recreation Programs:

- 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):

- | | |
|----------------------------------|----|
| • Locates | 60 |
| • Service Orders | 15 |
| • Meter Exchanges (Lenvil Dicks) | 10 |
| • Sewer Calls | 5 |
| • Broken Lines Repaired | 7 |
| • Installed Fire Hydrants | 6 |

Distribution, Collections & Construction (Keith Hampton):

- | | |
|---|--------------|
| • Eastside Water Main Project | 92% complete |
| • Meter Exchange in Lenvil Dicks System | 50% complete |
| • Hillside Ave 6" Water Main Extension | 13% complete |

Natural Gas (Joe Sheldon):

- | | |
|------------------|-----|
| • Service Orders | 294 |
| • Locates | 22 |

Public Works (Thomas Henry):

- | | |
|---|----|
| • Locates | 21 |
| • Street Light Repairs | 13 |
| • Replaced Street Signs | 12 |
| • Responded to and serviced trouble calls | 15 |

• Responded to citizen calls/complaints	17
<i>Utility Maintenance (David Durrance):</i>	
• Inspected and Serviced Liftstations	9
<i>Vehicle Maintenance (Sam Curry):</i>	
• Routine Maintenance and Service	3
• Complaints /Repaired/Back in Service	12
• Machines fueled and fluid levels checked	7
• Removed/Installed Computer Stands in Vehicles	14
<i>Wastewater Treatment Plant (Linda Andrews):</i>	
• Gallons Treated	2.649 MGD
<i>Water Plant (Steve Roberts):</i>	
• Gallons Treated (Price Creek WTP)	3.689 MGD
• Gallons Treated (Brandon Brent WTP)	.031 MGD
• Hydrant Flushing	67