



LAKE CITY, FLORIDA
CITY PROJECTS AND ACTIVITIES REPORT
ADMINISTRATION, COMMUNITY DEVELOPMENT, FIRE, POLICE, PUBLIC WORKS,
RECREATION AND UTILITIES

February 2010

This report provides a summarized overview of on-going “key” City projects and activities which includes description, status, action milestones, and other relevant information. In addition to serving as a public information resource, this report allows for efficient Staff management, administration and monitoring of important City issues. Projects and activities are:

PROJECTS

1) KICKLIGHTER WASTE WATER TREATMENT PLANT (WWTP) PROJECT

Description: The new WWTP Project consist of construction of a new 1.5 Million Gallon per Day (MGD) advanced treatment facility (nutrient removal) to improve protection of Ichetucknee Springs by reducing nitrogen loads in the effluent stream of this new facility. The high quality effluent produced by this facility would be sent to a “reclaimed” water treatment and distribution facility located at the existing Sisters Welcome Road Irrigation site. Processed effluent would be used for irrigation of local crop sites and public areas including residential subdivisions. The projected cost is \$21 million. Tetra Tech is the engineering firm of record for the current phase of the project.
Responsibility: City Manager, Utilities Director and City Engineer

Status: The preliminary engineering and site assessments process continue for the new plant. Tetra Tech has been retained under contract to perform the groundwater modeling for the purpose of determining the drainage capabilities of the proposed construction site. Staff is aggressively evaluating potential funding options to include the State Revolving Fund, USDA Rural Utilities, Economic Development Administration, and local government funds. Staff anticipates a recommendation for City Utility Committee and Council consideration on funding options and final design process by the end of March 2010.

2) SISTERS WELCOME WATER REUSE PROJECT

Description: The Reclaimed Water System upgrades to the St. Margaret Road WWTP include a disk filter, 1.0 MG Storage Tank w/chlorine contact tank, a high service pump station and ancillary piping and valves. These facilities are required components of the WWTP to improve protection of the Ichetucknee Springs by reducing nitrogen loads to the ground at the Sisters Welcome Road Spray Field. The upgrades will enable the reclaimed water to be used for irrigation in public areas including subdivisions, parks, etc. Additionally, the use of reclaimed water rather than ozone treated potable water for yard irrigation will reduce the production requirements of the City's Price Creek WTP thereby conserving groundwater, extending useful life of the plant. These facilities are funded in part with a \$3.0 Million Grant from the SRWMD. Future phased expansions of the regional reclaimed water piping grid should make reclaimed water available throughout most of the County. Jones Edmunds is the engineering firm of record for the project. *Responsibility: City Manager, Utilities Director and City Engineer*

Status: Phase 1 of the project which includes the flow diversion tower, all of the 24" diameter ductile iron piping and the 4.0 MGD high pressure pump station is complete. Construction of Phase 2 is underway and will include purchase and installation of the DynaDisc Filter and construction of a 1.5 MG concrete reclaimed water storage tank. The additional funding needed to complete this project has been allocated by the City in the amount of \$1,313,000.00. The Suwannee River Water Management District will also contribute \$400,000.00 towards the Project as a 50/50 grant.

3) AIRPORT TERMINAL PROJECT

Description: Construction of a new, 6,000 SF Multi-Use Airport Terminal Building and adjacent asphalt vehicle parking areas, an 1,100 foot access road, a 14,860 square yard aircraft parking apron expansion, stormwater detention pond, and associated water and sewer utility installations. Funding sources for this project will be from FDOT aviation project funds, the FAA Airport Improvement Program, and the City Airport Construction Account. The projected cost of the project is \$1,800,000 and Passero Associates, LLC is the design Architect. *Responsibility: Executive Director of Administrative Services and Airport General Manager*

Status: Passero has completed all design work, prepared bid documents and advertised for bids. A mandatory pre-bid meeting was held at the existing airport terminal on November 20, 2009 and bid openings were held on December 18, 2009. Eleven (11) qualified bids were received. With the Assistance of Passero Associates, an application was submitted on January 16, 2010 to the Federal Aviation Administration (FAA) requesting grant funding for Airport site improvements, security fence upgrades, access road improvements, and a 14,860 SF Apron expansion. These improvements are associated with the new terminal project and the application to FAA is to fund 95% of the construction costs of \$884,503.20. The Staff anticipates a favorable response to be received from FAA before the end of April 2010.

4) LOQUAT BRIDGE PROJECT

Description: The Loquat Bridge replacement is a coordination of efforts between the Florida Department of Transportation (FDOT) and the City of Lake City as a Design-Build project. The replacement became necessary as a result of timber deterioration beneath the concrete surface. Loquat Bridge connects the two sections of Loquat Way at Montgomery outlet creek, and allows vehicular and pedestrian traffic to travel from Saint Margaret Street to Lakewood Lane reducing the possibility of accidents at the intersection of Saint Margaret Street and Loquat Way. The estimated cost of the bridge replacement is \$300,000.00. Bailey Bishop and Lane (BBL) is the engineering firm of record for the project. *Responsibility: Utilities Director and Public Works Director*

Status: Construction of the project started February 1, 2010. A construction schedule was coordinated with BBL, City Utilities, City Public Works, and Anderson Columbia. It is anticipated the project should proceed as planned and completed within 120 days.

5) CDGB HOUSING REHABILITATION PROJECTS

Description: DCA Contract No. *O8DB-T3-03-22-023-H10* - The regular housing grant awarded to the City of Lake City to rehab 10 dwellings within the City. Requirements are to be owner occupied, have clear title to property and be of very low to low income status. The amount of grant funds is \$650,000.00. *Responsibility: Growth Management Director*

Status: Currently there have been three homes demolished with replacement homes completed. There have been three homes that were rehab projects that are complete at this time. The seven applications referred in the last update have been inspected with work write-ups completed, subject to some clearing of titles that owners must be responsible for. The projects will be for Barber, Mickler, Spencer, Jernigan and Wade. Two additional owners have title issues to clear before bids can requested.

Estimate this project to be approximately 70% complete

Description: DCA Contract No. *O8DB-T3-03-22-02-NE1* – A Disaster Grant for replacement/rehabilitation of homes damaged or destroyed during the March 2007 tornado. Requirements are to be included Damage Assessment list determined after the event and be the owner and occupant. *Responsibility: Growth Management Director*

Status: There are 29 applications for assistance under this grant. Three rehabs are complete, and two replacement homes are complete. Four of the applicants were completed by private insurance funds. Three applicants are in process of write-up of scope of work and will be bid shortly. One applicant requires some title work of heir property to show ownership. One applicant has moved out of city and will not reconstruct. The remaining applicants have numerous requirements to be eligible. Estimate this project to be approximately 50% complete.

6) COLUMBIA COUNTY CORRECTIONS WATER SERVICES PROJECT

Description: The Florida Department of Corrections approached the City June of 2007 with a request for water service for Columbia Corrections Institute (CCI) located on East Highway 90 approximately 6 miles east of the existing City limits. Lake City Utilities currently serves Correction Corporation of America (CCA) which is located adjacent to CCI. All project cost will be paid for by CCI and construction of the water main extension will be provided by City forces. Henry Sheldon is the engineer of record for the project. *Responsibility: City Manager, Utilities Director, Water Distribution/Wastewater Collection Director and City Engineer*

Status: Plans and designs have been completed by city GIS department and city engineer. FDEP construction permits have been acquired along with utility easements from the State of Florida. We have received the signed water service agreement from CCI, (the City Council has previously authorized this agreement at a regular scheduled Council meeting (11/17/2009) as resolution no 2009-078. The City invoiced CCI for the first installment of the tap and impact fees and the order for pipe and fittings is complete.

7) OLD CITY HALL DEMOLITION PROJECT

Description: Demolish and remove debris of former City Hall Building located in Block 17 Central Division of the City of Lake City. Project will require directions and coordination meeting between City Manager and City staff to develop a plan and scope of work. *Responsibility: City Manager, Growth Management Director, and CRA Administrator*

Status: The Invitation to Bid is underway. It is anticipated that a contract for demolition will be awarded on March 15, 2010 and the demolition will be completed no later than end of April 2010.

8) COMMERCE DRIVE FORCE MAIN EXTENSION PROJECT

Description: The force main extension is required as a means to provide some needed capacity relief for liftstation no. 160 located on Commerce Drive in front of the Jameson Inn, reducing the chance of any sewer overflow during high flow conditions. An expectation of the extension would be the rerouting of approximately 250,000 gallons per day of raw wastewater into the under utilized liftstation no. 122 located near the Wind Song Apartments on Real Road. Brett Crews (CES Engineering) is the engineer of record for the project. *Responsibility: Utilities Director, Water Distribution/Wastewater Collection Director and City Engineer*

Status: Design and plans have been prepared and the FDEP construction permit has been received. All material needed to complete the project has been purchased and is stored at the Gum Swamp Road Complex. A short directional drill is required under Commerce Drive as a part of this project. Proposed installation will begin in early 2011.

9) DECOMMISSION OF PUTNAM STREET WATER PLANT PROJECT

Description: With the new Price Creek Water Facility successfully being in operation for the last two years, the Putnam Street Water Treatment Plant has been taken off line and is currently slated for decommissioning and disposal. Engineer of record for this project is Tetra Tech. *Responsibility: Utilities Director, Water Treatment Director and City Engineer*

Status: All regulatory agencies have been notified of the decommissioning of the Putnam Street Water Plant. Distribution and Collection crews have been working on the installation of a 12” Eastside radial water main that will improve the flow and pressure in the downtown area that the Putnam plant provided. Plans are being discussed for the relocation of the Inflow and Infiltration crew to the Putnam Street Facility for the purpose of centrally locating this crew to the downtown area.

10) QUAIL HEIGHTS PUMP STATION REPLACEMENT PROJECT

Description: The Quail Heights pump station replacement project was a part of the overall re-direction of raw wastewater from the Wind Song Apartment complex to the Saint Margaret Street Wastewater Facility. The existing pump station is connected to the 12” West side force main and has undergone substantial remediation as a short term remedy while the long term planning for the disposition of the Quail Heights Country Club are underway. *Responsibility: Utilities Director and City Engineer*

Status: The Utility Maintenance Staff made temporary modifications to the existing pump station while the city is waiting on High Mark, LLC and Causseaux Engineering to complete the development plans for the Country Club.

11) EXPANSION OF WATER SERVICE TO THE WOODBOROUGH SUBDIVISION:

Description: The City is considering extension of water service to the Woodborough Subdivision. Woodborough is a residential subdivision located approximately 2.5 miles Northwest of Highway 90 off of Lake Jeffery Road. The City currently has available a 12” water main on Lake Jeffery Rd across from the subdivision. Henry Sheldon is the Engineer of Record for the project. *Responsibility: City Manager, Utilities Director and City Engineer.*

Status: Distribution routes have been determined for the installation of 12” and 6” water mains. Construction costs for this project is proposed via a “per lot” utility fee assessment and data is being gathered for the city attorney to complete a letter of agreement for each property owner. Staff is preparing the cost assessment and it is a conservative estimate that service per parcel could be as high as \$7,000.00. The estimates should be completed by the February 28, 2010.

ACTIVITIES

1) COMMUNITY REDEVELOPMENT (CRA) PLAN UPDATE

Description: The CRA of the City of Lake City is seeking qualified consultants to submit qualifications for a Master Plan Update for the Community Redevelopment Area. Consultants will be expected to have expertise in Florida land use planning, Geographic Information Systems, public participation, and housing and economic analysis. The primary goal is to update the Master Plan to address all aspects of development within the City's CRA District, including architectural standards, densities and intensity, signage, parking, public uses, open space, historic preservation, gateway enhancement, etc. *Responsibility: City Manager and CRA Administrator*

Status: A thirty-day advertising period for submission of proposals is complete and 17 proposals were received. The review committee has narrowed the "short list" and it is anticipated that a consultant will be selected by the Community Redevelopment Agency (The Council) on March 8, 2010. Upon contract award, the plan update process will take approximately six (6) months.

2) A. WATER/SEWER RATE STUDY AND USER FEE IMPLEMENTATION

Description: The City retained Tetra Tech Engineering to provide professional services associated with a review of the existing user rates and charges for water, sewer, and reclaimed water services. The deliverable is a comprehensive rate study report entitled The City of Lake City Water, Wastewater, and Reclaimed Rate Study. The objective of the study was to; formulate a structure for residential and commercial customers with provisions to encourage conservation. *Responsibility: City Manager, Utilities Director and Executive Director of Administrative Services*

Status: The rate study was adopted by the City Council on January 4, 2010. Chapter 102 of the City of Lake City Code of Ordinances will now be amended to reflect the recommended rate structure provided by the rate study report and approved by the Council. Notification of rate adjustments to affected customers will begin in February and sent out with the utility bills prior to the 1st Public Hearing of the ordinance adoption by Council; tentatively, March 15, 2010.

B. GAS UTILITY RATE STUDY AND USER FEE IMPLEMENTATION

Description: The City retained Bill Harrington of WHH Engineering to provide professional services associated with a review of the existing user rates and charges for natural gas services. The deliverable is a rate study report entitled Updated Natural Gas System Rate Study 2009. *Responsibility: City Manager, Utilities Director and Executive Director of Administrative Services*

Status: The final gas rate study report has been distributed to the City Staff for final review and comments. The Report will be presented to the City Utility Advisory Board for review by the end of February 2010. It is anticipated that a staff recommendation will be provided for Council consideration on or about March 15, 2010.

3) COUNTY/CITY COMBINED COMMUNICATIONS

Description: Centralizing emergency dispatch for City Fire, City PD, County Fire, County EMS and County Sheriff’s Department into a single unit with CAD, radio and phone interoperability. This will enhance the 911 process. Teams have been established within each included organization to work with technology, building construction and site redundancy to accomplish the project goal. *Responsibility: Fire Chief, Police Chief and IT Director*

Status: Columbia County is presently working on building construction for expanding the area that contains the 911 dispatch center to accommodate combining of personnel. Work is underway for the radio system overhaul needed to accommodate the expansion. Options for the call taking system are currently being studied to apply grant funds awarded and the Plant CML solution has been decided. However, the vendor to implement the system is being reviewed. The planned activation date for the Combined Center was initially planned for October 1, 2009. Due to delays in building construction, it appears based on discussions with affected parties that the activation date will be October 1, 2010.

4) LAW ENFORCEMENT ACCREDITATION INITIATIVE

Description: The Lake City Police Department has applied through the Commission for Florida Law Enforcement Accreditation (CFA) for full compliance. In 1993, Florida Statute 943.125 directed that the Florida Sheriffs Association and the Florida Police Chiefs Association create a voluntary law enforcement accreditation program. Representatives from these associations developed a process for accreditation which required compliance with more than 250 professional standards designed specifically for Florida law enforcement agencies. *Responsibility: Police Chief*

Status: The CFA Accreditation Agreement was approved by the City Council during January 2010 and the application was submitted. The City will sponsor an Accreditation “kick off” event before the end of February 2010.

5) CITY PERSONNEL POLICY MANUAL REVISION

Description: The City’s current *Personnel Policy Manual* is dated 1995 and supplemented by over 30 administrative directives. A complete revision of the manual is proposed. The purpose of the manual is to provide “current” information regarding working conditions, employee benefits, and other policies affecting City employment and to establish uniform guidelines concerning all City personnel activities.

Status: It is anticipated that the first draft of the new manual will be complete by the end of March 2010. Subsequently, a staff coordination and review will follow.

END OF REPORT