



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

**January 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 the reclaim water treatment and distribution facility located at the existing Sisters Welcome Road Irrigation site for irrigation of local crop sites and public areas including residential subdivisions. The projected cost is \$21 million and the funding sources for this include but are not limited to the following; Local sources (impact fees), state and federal grants, FDEP State Revolving Load Fund (SRF) and Rural Development Loans (RDL). Tetra Tech is the engineering firm of record for the project. *Responsibility: City Manager, Utilities Director and City Engineer*

**Status:** The Preliminary Engineering Report (PER) has been completed by Tetra Tech and was presented to the Utility Advisory Board and City Council during July 2009. Tetra Tech Engineering is preparing the “Request for Inclusion” to the Florida Department of Environmental Protection (DEP) for SRF eligibility which is the first step toward a funding package. To support SRF funding, the City will implement increases to its water/sewer user fees which will become effective in the first quarter of 2010. Tetra Tech has indicated that supplements to the PER will be completed during April 2010. The City will submit a grant funding application to the Department of Community Affairs (DCA) Florida Communities Trust for \$1.7 million as possible reimbursement for the

purchase of the Kicklighter Road Property. Currently, funds from the State of Florida Legislative appropriations and a grant from the Office of Tourism Trade and Economic Development (OTTED) is being used to pay for engineering and preliminary site assessment for both the reclaimed water project and the new wastewater treatment plant.

\*\*\*\*\*

## 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:** The City's new reclaimed water system is being constructed in two phases with Phase 1 now complete. Phase 1 includes the flow diversion tower, all of the 24" diameter ductile iron piping associated with the project as well as the 4.0 MGD high pressure pump station. Phase 2 will include purchase and installation of the DynaDisc Filter and construction of the 1.5 MG concrete reclaimed water storage tank. Required funding (\$1.331 Million) to complete this project was approved by the City Council during their regular meeting on December 21, 2009.

\*\*\*\*\*

## 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 and a staff proposal will be presented for Council consideration during January 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:** Currently the bridge design has been completed by Bailey Bishop and Lane and all required permits have been received from all regulatory agencies (Florida Department of Environmental Protection, Suwannee River Water Management District, Florida Department of Transportation and the Army Corps of Engineers). A construction schedule is being coordinated with City staff, BBL, and Anderson Columbia, with plans to begin construction by mid January of 2010.

\*\*\*\*\*

#### 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 new replacement homes completed and three homes with rehabilitation work completed. There are seven applications pending review for completeness and scope of work being determined for bid purposes. The work under this grant is estimated to be 70% complete with the deadline for grant closing for June 30, 2010.

**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 currently 29 applications for assistance. Two homes have been demolished and replaced with new housing and three damaged homes have been rehabilitated. Four of the applicants are completed with private insurance with an additional two being readied for a bid process. Ten of the applicants have incomplete information and require additional assistance. This grant is estimated to be approximately 40% complete with a deadline of June 30, 2010

\*\*\*\*\*

#### 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. The City is currently waiting on the signed water service agreement from CCI, (the City Council previously authorized the agreement on November 17, 2009 pursuant to Resolution No. 2009-078.

\*\*\*\*\*

**7) OLD CITY HALL 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:**  
Ref: Council Meeting Minutes 04/06/2009 at which Staff requested authorization to seek proposals for demolition of old City Hall Building. Council accepted a Community Redevelopment Agency recommendation to seek proposals for the demolition of the old City Hall Building. A Staff meeting will be set-up in early January 2010 to complete the planning process and procedures to address completion of the project. (Budgets, surplus materials handling etc.). It is anticipated that demolition of the building will be completed no later than 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 materials needed to complete the project have 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. It is anticipated the project will be completed during February 2010.

\*\*\*\*\*

**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. The Lake City Community College and Columbia County School Board have shown interest in the plant property and buildings, however there has been no resolution to date. 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.

\*\*\*\*\*

**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 has 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.

\*\*\*\*\*



**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 was initiated on December 7, 2009. Proposals are due January 7, 2010. It is anticipated that a consultant will be selected by the City Council no later than February 8, 2010 and that 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 final comprehensive rate study report has been delivered to the City for staff approval and adoption by City Council at its January 4, 2010 meeting. Chapter 102 of the City of Lake City Code of Ordinances is will be adjusted to reflect the recommended rate structure provided by the comprehensive rate study report. Notification of rate adjustments to affected customers will be sent out with the utility bills prior to the 1<sup>st</sup> Public Hearing of the ordinance adoption by Council. January/February 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 delivered to the City for staff approval and adoption by City Council. The Rate Study report has been presented to the Utility Advisory Board and was recommended to take to Council for approval during the 1<sup>st</sup> quarter of 2010. The appropriate sections of Chapter 102 of the City of Lake City Code of Ordinances are currently being adjusted to reflect the recommended rate structure provided by the gas rate study report. Notification to affected customers will be sent out with the utility bills prior to the 1<sup>st</sup> Public Hearing of the ordinance adoption by Council.

\*\*\*\*\*

**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 but due to delays in building construction, the activation date has been postponed until on or about June 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 meets three times per year to oversee the accreditation program and to officially accredit agencies that have passed the rigorous review process. The City’s application was acknowledged by the CFA on September 9, 2009. The CFA Accreditation Agreement has been prepared and will be submitted to the City Council for consideration during late January 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.

\*\*\*\*\*

**6) SIX-SIGMA EVALUATION PROGRAM**

**Description:** Six-Sigma is a problem solving system to find and implement cost saving measures. This will be accomplished by using job surveys to find better and more efficient ways to use City resources. These resources include manpower, equipment, scheduling of employees and use of City owned vehicles.

**Status:** The Public Works Department was surveyed during 2009 and identified several problems requiring correction. Listed below are some issues resolved by utilizing the Six-Sigma Program.

- A certified small engine repair person was identified on staff that is now doing our repairs in-house saving time and money.
- City crews were picking up yard debris that was the responsibility of the City’s contracted waste company. This process was stopped thereby reducing operational cost and land fill tipping fees.
- City concrete crews were not getting deliveries in a timely manner causing crews to stand around waiting on concrete. Concrete is now ordered the day prior to the material needing to be on hand.

\*\*\*\*\*

**END OF REPORT**