



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

**March 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 City continues to pursue grant funding from the Department of Community Affairs (DCA) Florida Communities Trust for \$1.7 million for reimbursement on the purchase of the Kicklighter Road Property. The grant from the State of Florida OTTED is nearly used up in paying for engineering and preliminary site assessment for both the reclaimed water project and the new wastewater treatment plant. Staff is moving forward with funding arrangements and preparing to move into the “final design” stage.

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**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:** Change order No. 3 with Meadors Construction has been approved by the City Council and Phase 2 work is underway. Phase 2 work includes the purchase and installation of the DynaDisc Filter and construction of the 1.5 MG concrete reclaimed water storage tank. A contract amendment with Jones Edmunds was approved by the Council which will allow continued engineering services during Phase 2 construction. Staff anticipates the project will be completed within 120 days.

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**3) AIRPORT TERMINAL PROJECT**

**Description:** Construction of a new, 6,000 SF Multi-Use Airport Terminal Building and adjacent asphalt vehicle parking areas, a 1,100 foot access road, a 14,860 square yard aircraft parking apron expansion, storm water 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. The City has asked the selected contractor to extend their bid offer timeline through July 2010. The extension will provide time for the City to apply for and receive confirmation of Federal Aviation Administration (FAA) grant funding prior to construction scheduling. City staff anticipates confirmation of FAA grant funding (\$600,000 to \$800,000) and City Council approval of a construction contract before the end of July 2010.

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**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:** Bridge construction is underway and should be completed with 60 days.

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## 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

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## 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 agreement is completed. The bid documents for this project have been published. The 6” and 10”

water meters have been ordered so that they can be preassembled for installation. Work should begin during early April 2010.

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**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:**

The ITB has been produced and a mandatory Pre-Bid Conference was completed February 23, 2010 at 10:00AM. It is anticipated that demolition of the building will be completed during April 2010.

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**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 March 2010.

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**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. Staff is in process of inventory of capital equipment.

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**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.

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**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:** The top three (3) ranked companies were interviewed by the CRA on February 26, 2010. The IBI Group, Inc. was chosen as the top ranked firm to prepare the Plan Update. The City Staff will negotiate with IBI representatives and it is anticipated a contract will be awarded on March 15, 2010. The plan update process will take approximately six (6) months.

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**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 approved by the Council in February 2010. The draft utility rate ordinance has been prepared to amend Chapter 102 of the City of Lake City Code of Ordinances. Notification of rate adjustments to affected customers was distributed with utility bills beginning in February and prior to the 1<sup>st</sup> Public Hearing of the Ordinance adoption by Council which is scheduled for April 19, 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 City Manager, Utilities Director, Administrative Services Director consultant Bill Harrington to finalize the rate study and to assist with the implementation of the PGA rates. Mr. Harrington’s services will be retained for a period of 12 months.

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**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:** Construction of the expanded 911 Call Center anticipating completion within 4 weeks. The contracts for Plant CML for the call taking system, ImageTrend the new Fire reporting software and PRO QA have been approved. GIS (Geographical Information Systems) data for CAD (Computer Aided Dispatch) mapping has been submitted for testing and validation.

**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 Accreditation “Kick-Off” was held on February 17, 2010 and the process is fully underway. The LCPD has up to two years to attain accreditation.

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**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.

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**6) SIX-SIGMA EVALUATION PROGRAM**

**Description:** Six-Sigma is a problem solving system we will use to find and implement cost saving measures within the City. This will be done doing job surveys to find better and more efficient ways of initializing the resources we have. These resources include manpower, equipment, scheduling of employees and use of city owned vehicles.

**Status:** Florida Power and Light recently did a review of the Cities power consumption to help us understand what we pay for power each year. After the review was completed, we found we pay about 1 million dollars a year for electricity.

The goal for the coming year will be to reduce this cost by a minimum of 10% for a savings of about \$100,000.00 dollars per year.

To do this, a representative from Florida Power and Light will conduct a power usage survey on each of the departments within the City to identify areas where we have an opportunity to save on power consumption. This audit will include Public Works, Fleet Services, Natural Gas, Recreation Department, City Hall and our Public Safety Building.

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**END OF REPORT**