



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

MAY 2011

This report provides a summarized overview of on-going “key” City projects and activities which include 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: This Project consists of construction of a new 1.5 Million Gallon per Day (MGD) advanced treatment 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 primary funding source will be an “approved” City-issued Utility Bond for the projected cost of \$18 million. Other funding sources may include City impact fees, state and federal grants.
Responsibility: City Manager, Utilities Director and City Engineer

Status: The contract for consulting engineer services with Hatch Mott McDonald Inc. to prepare the final plant design was approved by the City Council on August 16, 2010. The design is being performed using software that allows the components of the project to be designed in 3D. Preliminary design drawings are at 90%. Consulting Engineer, Hatch Mott McDonald Inc., will provide a design update on presentation to City Council at a workshop May 16, 2011 at 6:00 PM.

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. Future phased expansions of the regional reclaimed water piping grid should make reclaimed water available throughout most of the County. *Responsibility: City Manager, Utilities Director and City Engineer*

Status: The system is complete. Within the next few months, the City will begin installation of distribution lines. **This will be the final report on this project.**

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 \$2,500,000 and Passero Associates, LLC is the design Architect. *Responsibility: Executive Director of Administrative Services and Airport General Manager*

Status: Construction activity increased during April following rain delays in March, the wettest month since the beginning of construction. Installation of metal roof decking and outside masonry walls were completed during the month. Interior gas line installations were also completed as crews continue installing interior walls, window glass and the building air handling system. As of this report, \$1,122,100 has been expended on the projected budget of \$2,702,875.



GENERAL AVIATION TERMINAL PROJECT AS OF APRIL 29, 2011

4) CDBG HOUSING REHABILITATION PROJECTS

A. Description: DCA Contract No. *08DB-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: Remaining funds have been applied toward three manufactured homes to be placed on Denver St., Gibson St. and Washington St. The current homes at these locations will be demolished. With placement of the three manufactured homes, this project will be 100% complete. In order to attain eligibility for new application under the FY 2011 funding cycle, close-out of this grant will be completed by June 30, 2011.

B. Description: DCA Contract No. *08DB-T3-03-22-02-NE1* – A Disaster Grant for replacement and 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: Due to ownership/ title issues and grant completion date the City bid and awarded contracts for pre-manufactured homes to be placed on two additional lots. Lots. Upon completion and/or installation this Grant will be considered 100% complete.

5) EXPANSION OF WATER SERVICE TO WOODBOROUGH SUBDIVISION:

Description: With the diminishing quality of groundwater in the Woodborough Subdivision, several residents have requested that the city provide water service. 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. Construction cost will be paid by a “per lot” assessment with estimated cost per parcel as high as \$7,000.00. *Responsibility: City Manager, Utilities Director, Water Distribution/Wastewater Collection Director and City Engineer.*

Status: The first phase consists of an 8” main along Scenic Lake Drive. The method of installation will be directional drill. A slight change in the resident’s part of the project contributions has been calculated (\$6,996.28). The first phase has been designed and staff is currently working on the completion of plan and profile drawings that will be used in obtaining an FDEP construction permit. Staff will be meeting with the City Attorney to finalize the cost estimate and the memoranda of understanding that will be signed by the residents. City staff and the city attorney have made contact with one of the residents that will be acting as liaison for the subdivision. **NO CHANGE FROM LAST REPORT**

6) CLEMENTS PLACE, PUTNAM, MELTON BISHOP, CLAYTON SMITH WATER PLANT DEMOLITIONS

Description: These four antiquated City facilities have met their useful life expectancy and have been declared and surplus to the needs of the City. *Responsibility: City Manager and Executive Director of Utilities*

Status: On November 1, 2010 the Council authorized Staff to publish a request for proposals (RFP) for complete demolition of all structures. Proposals (ITB-019-2011) are being solicited for demolition services from the city's Purchasing Department. Pre-bid meeting was held on April 26, 2011. Bids soon for the demolition of these sites will be accepted through May 12, 2011.

7) FY 2011 CAPITAL IMPROVEMENTS PROJECTS (CIP) SCHEDULE:

Description: CIP funding approved by the City Council for FY 11 totals \$9,280,409.00. This amount equates to 22.20% of the City's annual budget and represents a 164% increase over the FY 10 CIP Budget of \$3,422,486.00. *Responsibility: City Manager and all Department Directors.*

Status: The CIP Schedule follows – updates are provided monthly by each line item.

CAPITAL EXPENDITURES SUMMARIES CITY OF LAKE CITY FISCAL YEAR 2010 - 2011

General Fund	Amount Expended	Amount Budgeted
Police Vehicles (8) (Ordered January 2011- Vehicles are in operation as of May 2, 2011)	\$ 246,242	\$ 244,727
Police Upgrades & Equipment	\$ 36,160	\$ 17,500
Growth Management Equipment		\$ 1,500
Public Works - Street, Sidewalk & Drainage Improvements (City will hold workshop in February to discuss modifying the project to include using additional \$500,000 for expanded scope of work)	\$ 38,150	\$ 193,000
Public Works – Equipment (Dump Trucks are in operation as of May 2, 2011)	\$ 270,007	\$ 257,667
Public Works Facilities Equipment	\$ 2,408	\$ 4,000
Recreation Equipment	\$ 10,334	\$ 3,475
Purchasing Equipment		\$ 3,167
Fleet Building Improvements & Equipment		\$ 19,967
TOTAL GENERAL FUND	\$ 609,027	\$ 745,003
	Amount Expended	Amount Budgeted
Airport Fund		
New Airport Terminal (Construction is underway)	\$ 1,126,876	\$ 2,702,875
Airport Improvements	\$ 12,034	\$ 15,000
AWOS Equipment (Approved Dec 10 at \$128,000 – DOT/FAA Grant has been approved for full funding amount)	\$ 128,000	\$ 140,000
TOTAL AIRPORT	\$ 1,266,910	\$ 2,857,875

Water - Sewer Fund	Amount Expended	Amount Budgeted
New Wastewater Plant (Final design underway- Nov 10)	\$ 320,458	\$ 1,860,000
Utility Maintenance - Upgrades		\$ 115,000
Utility Maintenance - Equipment		\$ 5,600
Sewer Collections – Upgrades	\$ 3,205	\$ 526,873
Sewer Collections - Equipment	\$ 4,902	\$ 26,200
Sewer Collections - Sanitary Sewer Cleaner Vehicle		\$ 210,000
Sewer Collections - Backhoe		\$ 78,000
		\$ 2,821,673
Wastewater Equipment (Reclaimed Filter – Budget Amendment approved for additional cost)	\$ 421,084	\$ 17,250
Wastewater Upgrades		\$ 64,841
Wastewater Improvements	\$ 9,995	\$ 10,000
		\$ 92,091
Water Distribution Easements	\$ 377	\$ 5,000
Water Distribution Water Mains/Extensions	\$ 56,516	\$ 1,192,740
Water Distribution Upgrades & Replacement Program	\$ 29,449	\$ 195,000
Water Distribution Equipment	\$ 3,973	\$ 144,600
		\$ 1,537,340
Water Treatment Plant Equipment	\$ 4,840	\$ 6,000
		\$ 6,000
TOTAL WATER - SEWER FUND	\$ 720,691	\$ 4,457,104
	Amount Expended	Amount Budgeted
Fire Equipment	\$ 14,086	\$ 14,270
Fire Engine	\$ 299,960	\$ 299,960
TOTAL FIRE	\$ 314,046	\$ 314,230

	Amount Expended	Amount Budgeted
CRA Property Acquisition		\$ 150,000
CRA Re-Development Grant & Façade Grant	\$ 48,000	\$ 250,000
CRA Street Upgrades & Demolition//Code Enforcement	\$ 2,000	\$ 150,000
TOTAL CRA	\$ 50,000	\$ 550,000

	Amount Expended	Amount Budgeted
Justice Grant Equipment	\$ 33,097	\$ 56,197
TOTAL JUSTICE GRANT	\$ 33,097	\$ 56,197

NATURAL GAS	Amount Expended	Amount Budgeted
Natural Gas Cathodic Protection		\$ 50,000
Natural Gas Equipment/Upgrades/Extension	\$ 24,896	\$ 250,000
TOTAL NATURAL GAS	\$ 24,896	\$ 300,000

TOTAL	\$ 3,018,667	\$ 9,280,409
CHANGE FROM APRIL REPORT:	> \$ 1,095,741 /	BAL: \$6,896,014

ACTIVITIES

1) COMMUNITY REDEVELOPMENT (CRA) PLAN UPDATE

Description: The CRA of the City of Lake City has retained the IBI Group, Inc. to prepare a Master Plan Update for the Community Redevelopment Area. 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*

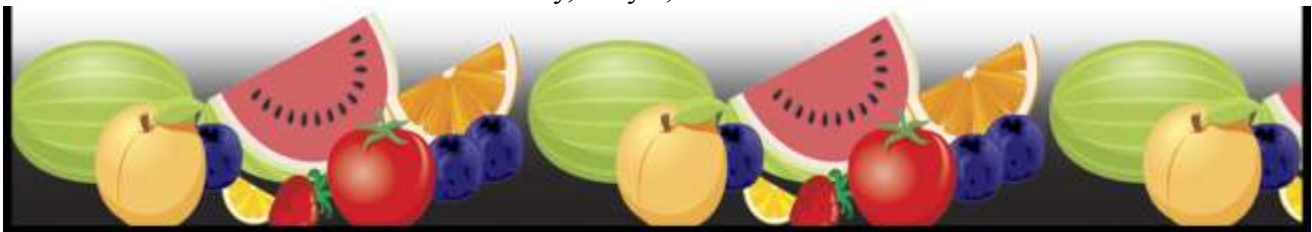
Status: The City Council adopted Ordinance No. 2011-2010 expanding the boundaries of the CRA in both the north (to SR 100) and the south (to Baya). A map of existing and the expanded areas is provided at the end of this report. The new Redevelopment Plan is projected for completion during August 2011. The updated planning schedule is also included at the end of this report.

2) REDEVELOPMENT AGENCY (CRA) PROJECTS

Description: *Downtown Farmers Market:* City staff has been working for several weeks to re-establish and greatly improve a Downtown Farmers Market. A key meeting was held during February 2011 with the participation of the City Manager, City CRA Administrator and representatives from the University of Florida/IFAS, Columbia County Extension Office, National Farmers Market Coalition President, Columbia County Extension Agent, Florida Farm Bureau, Chamber of Commerce Director, and USDA Rural Development. The meeting objective was to discuss the process of reorganization and structuring a new Farmers Market for the Downtown. The group identified several options for market location and logistics and Wilson Park is the proposed location.

Status: Approval was obtained from the CRA at their Monday, April 4, 2011 meeting for the following;

1. Staff proposal to "revitalize" the Downtown Farmers Market with a "Kick-Off" event during May 2011 followed by 10 additional weekly events through September 2011.
2. Staff Budget Recommendations for Farmers Market Operations.
3. Staff proposal to enter into an Agreement with Consultant Sharon Yeago for professional services to develop a sustainable Farmers Market Operation. Planning meetings with Stakeholders will continue through the month of April. Market and Market Manager Guidelines will also be drafted. The "Kick-Off" Event is slated for Saturday, May 7, 2011.



Description: *Columbia County Museum:* Discussion between the City Staff and representatives of the Columbia County Historical Society has been ongoing since last November concerning relocation of the Museum within the Downtown Community Redevelopment Area. There is high interest in the possibility and costs estimates and other operational issues associated with relocation have been considered. The Community Redevelopment Agency will be requested to partner with the Historical Society on the relocation appropriately.

Status: A follow-up meeting was held on March 2, 2011, 9:00 a.m. at the Museum. The Museum staff will be contacting other key Agencies to partner with this project and a follow up meeting will be scheduled in a couple of months. The Museum will create a Business Plan as well as a Development Plan and submit a formal request to the City concerning their interest in obtaining the property and requesting assistance in this endeavor. The planning process for this activity continues.

Description: *Shands at Lakeshore Roadway Upgrades:* The project calls for design of a Franklin Street improvement giving enhanced access from U.S. Highway 41 to the Lake Shore Hospital entrance. Varied issues essential to the project include acquisition of rights-of-way, street design options, stormwater distribution and collection, the means of completing the preliminary design, and most importantly, the capital funding process. *Responsibility: City Manager and CRA Administrator*

Status: On May 2, 2011, the City Council awarded the engineering design contract for upgrade of Franklin Street to GTC Design Group, LLC for a price of \$21,800. The design process should take approximately 60 days and when completed, the City will prepare and RFP for construction services.

Description: *Blanche Hotel Redevelopment:* Beginning in late September 2009, the City demonstrated its interest and publicly committed to participation in a redevelopment relationship with the Blanche Hotel ownership. The CRA has continued discussions with the owners regarding discretionary planning decisions on this initiative. *Responsibility: City Manager and CRA Administrator*

Status: The City continues to work with a prospect for redevelopment of the Blanche. A letter of interest dated March 21, 2011 was provided to the City by prospect's legal representative expressing the possibility of acquiring the property in partnership with the Lake City CRA. The City responded on April 14, 2011 and provided all information requested in the letter of interest. The prospect has indicated continuation of "due diligence" and an assessment of the Blanche will be completed during May 2011 to assess preliminary redevelopment costs.

3) 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. Current Status follows:

Policy Renovation Status

To Date:

- fifty eight (58) policies have been constructed and published
- Nine (9) new policies are in draft form
- Eight (8) policies are awaiting construction and formation to LCPD
- New forms were created to match all new policies.

An assessment is being conducted to ascertain the need for additional policies to envelop standards set for by the Commission for Florida Accreditation that has not currently been addressed. This is to ensure full policy coverage of CFA standards before progressing entirely to file construction.

File Construction Status

To Date:

- 6 Standards files have been constructed and brought into compliance
- The file construction phase is just beginning and should progress quickly once policy renovation is complete.

4) SOCIAL MEDIA TRAINING PROGRAM

Description: The City Clerk’s Office has initiated this program for City Council members, Department Directors/Supervisors and City Board Members. The first seminar was titled *How to Avoid the Hidden Public Record Dangers of Social Media*. This seminar was a success and provided a great overview of the hidden public records dangers and the liabilities of social media (social networking sites (Facebook and MySpace), text messages, cell phones, e-mails or blogs). Accordingly, the City Clerk’s Office moved forward with a proposal to the City Council for a Train the Trainer Program on Social Media Liability. *Responsibility: City Clerk Audrey Sikes*

Status: The City has been provided with DVD’s on social media to utilize for continuation of in-house training of staff members and/or departments. These training DVD’s will also be used during the orientation process of new staff members. The City is reviewing a social media policy template in addition to analyzing our current social media policy. The next step is in-house strategic meetings with Administrative Staff and Information Technology to ensure proper revision of our policy. This will be followed up through a consulting arrangement with Social Media Attorney Mark Fiedelholz to discuss ideas, concerns and needs for policy creation. As part of the proposal, the City also has one year of support to ask questions by e-mail or phone (on seminar content and training issues), one year legal update service by e-mail and reinforcement tools with Attorney Fiedelholz. This program will provide the City added protection from electronic media mistakes by employees and/or Board Members that expose the City to negligence, civil rights and failure to train claims. *Responsibility: City Clerk Audrey Sikes*

END OF REPORT

Community Redevelopment Master Plan Schedule

Lake City, Florida, May 2011

May 23rd, 2011

Public Workshop #2 – “Plan review”

May 23rd Staff meeting

When: 3:00 - 4:30pm
Orchestrate evening meeting

Where: CRA Office

Who: Kurt, Sue, Staff

What: Review concept plans prepare for workshop

May 23rd Public Workshop #2 – “Plan Review”

When: 5:30 – 7:30 pm

Where: TBD

Who: Kurt, Sue, Staff, General Public

What: Presentation of Concept Plan
Small group work tables
Plan review
Plan comments

Products: May 31st -Workshop Summary Report Due

May 31st - June 13th, 2011

Meetings

June 14th Staff Workshop

When: 3:30 pm – 5:30 pm

Where: City Hall

Who: Kurt, Sue, Staff

What: Orchestration for evening workshop

June 14th Final Public Workshop

When: 6:00 pm – 8:00 pm

Where: City Hall

Who: Kurt, Sue, Staff, General Public

What: Presentation of master plan, graphics and implementation strategies

Products: Capital Improvements/Implementation Plan Due June 1st
Draft Master Plan Preparation 60%

June 14th - July 18th, 2011

Draft Master Plan Complete

July 18th Draft Master Plan Due

Plan Review and Comments by staff

July 18th P&Z Review for Consistency with Comp Plan

July 25th Provide Public Notice

City Staff/Clerk Provide Public Notice of Plan Adoption
City Attorney Prepares Resolution

August

Meetings: Final Adoption / Public Hearing

TBD - Present Final Plan to City Commission

When: 4:00pm

Where: City Hall

Who: Kurt, Sue, Staff, City Commission

What: Presentation of Plan

TBD- Deliver Final Documents/computer discs

Project Completion!

CRA BOUNDARIES – MAY 2011

