



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

JANUARY 2011

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: 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. In accordance with the contract, the consultant has been working on eight technical memorandums (TM's). These TM's relate to headworks, biological treatment, clarifiers, sludge stabilization, disinfection, buildings, geotechnical and instrumentation and controls. Each TM was reviewed by Staff and consultant and discussed with FDEP resulting in favorable comments. The final design process is proceeding on schedule as expected.

HAPPY NEW YEAR 2011

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. *Responsibility: City Manager, Utilities Director and City Engineer*

Status: Work continues satisfactorily. The customized filter system was received on October 18, 2010. Installation of the filter is ongoing and startup of the filter system should be underway by the end of January.

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 of the Airport Terminal Building has continued smoothly and is on schedule through the third month of the project. Twenty six truckloads of concrete mix were placed to complete construction of the six thousand square foot building pad. The installation of structural steel support columns is scheduled for completion during January. Storm drainage, potable water, sewer and fire hydrant systems were installed during December 2010.



AIRPORT TERMINAL FOUNDATION WORK AS OF DECEMBER 1, 2010

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: The City was approved for an extension to June 30, 2011. Under this grant 7 dwelling units were replaced and 3 were rehabilitated. Currently the tenth home is underway. The City anticipates having enough funds to do 2-3 additional homes under this grant.

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: The City was approved for a 6 month extension to June 30, 2011 on this project. The City has completed 6 housing units, 3 were demolished and replaced and 3 were rehabilitated. There are 3 units remaining that have been approved pending approval of title issues.

5) BLANCHE HOTEL COMMUNITY REDEVELOPMENT AGENCY (CRA) PROJECT

Description: 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 assess a variety of possibilities for redevelopment of the Blanche. The process continues with recent discussions with a viable investment prospect and exploration of a public/private relationship with Shands Hospital and Gateway College. At this time, the plans for a cost/risk assessment are being discussed with the prospect and a meeting with the prospect will be held during this month.

6) 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: A change has been made in the initial approach in providing water to the residents of Woodborough. 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 (\$6,983.00). 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 meet with the City Attorney this month to finalize the cost estimate and the memoranda of understanding that will be signed by the residents.

7) CLEMENTS PLACE WATER PLANT DEMOLITION

Description: The former Lake City Water Works Plant located at 298 SE Clements Place has been out of service for well over 20-years. The building structure was most recently used by the Seniors Citizens Association who vacated the facility following construction of the new Lifestyle Enrichment Center. Due to vandalism and prolonged exposure to the elements, the building structures have deteriorated beyond repair. The only disposition is to demolish all structures. *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 located on the site. The RFP shall also include the site clearing of all heavy over-growth of brush as well as the back-filling of the low-lift cistern and clear-well storage areas. The asbestos assessment was completed on December 1, 2010. Proposals will be taken and a contract for demolition should be awarded during February 2011.

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

Description: CIP funding approved by the City Council for FY11 totals \$9,030,449.00. This amount equates to 22.20% of the City's annual budget and represents a 164% increase over the FY10 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
Police Vehicles (8) (Will be ordered January 2011)	\$ 244,727
Police Upgrades & Equipment	\$ 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)	\$ 193,000
Public Works – Equipment (Dump Truck Ordered- Dec 10)	\$ 257,667
Public Works Facilities Equipment	\$ 4,000
Recreation Equipment	\$ 3,475

Purchasing Equipment	\$ 3,167
Fleet Building Improvements & Equipment	\$ 19,967
TOTAL GENERAL FUND	\$ 745,003

Airport Fund

New Airport Terminal (Construction is underway)	\$ 2,702,875
Airport Improvements	\$ 15,000
AWOS Equipment (Approved Dec 10 at \$128,000)	\$ 140,000
TOTAL AIRPORT	\$ 2,857,875

Water - Sewer Fund

New Wastewater Plant (Final design underway- Nov 10)	\$ 1,860,000
Utility Maintenance - Upgrades	\$ 115,000
Utility Maintenance - Equipment	\$ 5,600
Sewer Collections - Upgrades	\$ 526,873
Sewer Collections - Equipment	\$ 26,200
Sewer Collections - Sanitary Sewer Cleaner Vehicle	\$ 210,000
Sewer Collections - Backhoe	\$ 78,000
	\$ 2,821,673
Wastewater Equipment	\$ 17,250
Wastewater Upgrades	\$ 64,841
Wastewater Improvements	\$ 10,000
	\$ 92,091
Water Distribution Easements	\$ 5,000
Water Distribution Water Mains/Extensions	\$ 1,192,740
Water Distribution Upgrades & Replacement Program	\$ 195,000
Water Distribution Equipment	\$ 144,600
	\$ 1,537,340
Water Treatment Plant Equipment	\$ 6,000
	\$ 6,000
TOTAL WATER - SEWER FUND	\$ 4,457,104

Fire Equipment	\$ 14,270
Fire Engine (RFP during Jan 11)	\$ 50,000
TOTAL FIRE	\$ 64,270

CRA Property Acquisition	\$ 150,000
CRA Re-Development Grant & Façade Grant (\$48,000 in grants approved Dec 10)	\$ 250,000
CRA Street Upgrades & Demolition//Code Enforcement	\$ 150,000

TOTAL CRA	\$ 550,000
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Justice Grant Equipment	\$ 56,197
TOTAL JUSTICE GRANT	\$ 56,197

Natural Gas Extensions & Upgrades	\$ 199,700
Natural Gas Cathodic Protection	\$ 50,000
Natural Gas Equipment	\$ 50,300
TOTAL NATURAL GAS	\$ 300,000

TOTAL	\$ 9,030,449
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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 IBI Group, Inc. was chosen by the CRA as the top ranked firm to prepare the Plan Update. A webpage providing information and updates on the status of the CRA Master Plan Update has been created and is posted to our Website Home Page under Items of Interest. An Agreement for Professional Services modifying the original contract with IBI Group, Inc. was presented and approved by Council at their meeting on Tuesday, September 20, 2010. In order to expand the boundaries data and analysis has been gathered for the Finding of Necessity. This information is scheduled to be presented to Council at their January 18, 2011 meeting. Once the Finding of Necessity has been completed the expanded boundary will be included in the Redevelopment Plan. The Public Workshop schedule will continue in February of 2011 and a Draft plan presented in March of 2011.

2) GAS UTILITY RATE ADJUSTMENTS

Description: The City retained 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 updated Gas System Rate study was completed by WHH Enterprises during June 2010 and was approved by the City Council on August 16, 2010. Public notice requirements for Gas Rate adjustments are being publicized during December 2010. The implementation ordinance will be submitted for Council consideration and first reading on January 18, 2011.

3) COUNTY/CITY COMBINED COMMUNICATIONS (CCC)

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: The project continues to move forward. A letter was sent from the City to Columbia County on December 1, 2010 recommending the formation of a joint city/county work group to review and examine areas that can be enhanced. The work group should address the following:

- Governance of the CCC
- Goals and objectives of the CCC
- Establishing performance metrics to measure the efficiency and effectiveness of the CCC
- Management of the 9-1-1 system and 9-1-1 surcharge revenue
- The development of a CCC Technology Master Plan
- CCC operations
- Processes to be employed to enhance CCC operations and problem resolution
- Roles and responsibilities of all CCC stakeholders
- Cost breakdown of the CCC including recurring costs

A letter was received from the County Manager on December 20, 2010 to advise that the BOCC will be receptive to continued discussion of the issues, but only after their planned "go live" date during January. The letter noted the County's wish to maintain the momentum and progress on the project.

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.

6) CITY FLEET MANAGEMENT SERVICES:

Description: The City has a general purpose vehicle fleet of just over 100 vehicles which serve the needs of all Departments with exception of public safety. The average age of these vehicles is 10.5

years with many vehicles in excess of 15 years old. The City is evaluated the feasibility of a structured Fleet Leasing and Management Program designed to enhance annual operating and maintenance costs and to improve the image of the City's overall fleet. Enterprise Fleet Services, Inc. was selected during April 2010 to provide this service. *Responsibility: City Manager and Executive Director of Administrative Services.*

Status: The City Council has accepted the Master Lease Services Agreement subject to final review by the Staff and approval by the City Attorney. The City's first 30 vehicles are on site in Jacksonville and will be delivered before the end of January.

The City's New Fleet Look



The fleet will be enhanced by the elimination/surplus of 46 vehicles (all over 10 years old; some over 15) – The City will receive 30 vehicles in the above design during the last quarter of this year. This initiative for the coming year has reduced the City's vehicle costs by \$150,569. This significant savings does not take into account the savings in reduced maintenance and operating costs.

END OF REPORT