



# City Manager Position

Apply by 12pm,  
April 6, 2018

## Welcome to the City of Lake City, Florida

Located in northern Florida, 60 miles west of Jacksonville and 45 miles northwest of Gainesville, Lake City has been the "Gateway to Florida" since 1832 where it was first known as the town of Alligator.

Maintaining its warm and friendly hometown atmosphere, Lake City strives to offer the same amenities as seen in larger cities. The area's natural beauty offers year-round enjoyment of all the area's outdoor activities.



# Demographics

Lake City Demographics

**Estimated 2016 Population: 12,285**

<i>Distribution by Age</i>	
<i>Under 5 years</i>	<i>6.2%</i>
<i>5-17</i>	<i>17.2%</i>
<i>18-24</i>	<i>7.2%</i>
<i>25-34</i>	<i>14.6%</i>
<i>35-54</i>	<i>24.6%</i>
<i>55-64</i>	<i>10.9%</i>
<i>65 years and over</i>	<i>19.2%</i>

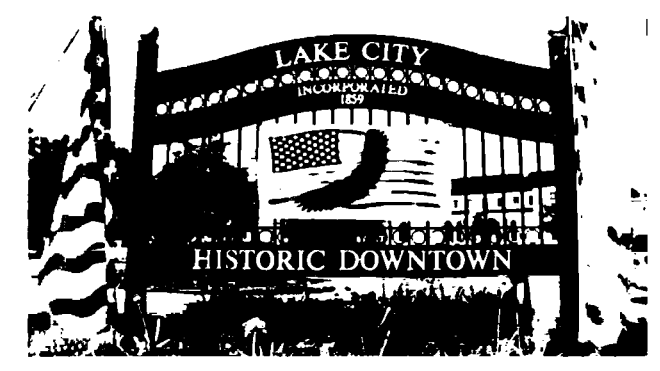
<b>Education (over age 25)</b>	
<b>High School or Higher</b>	<b>89.1%</b>
<b>Bachelor's or Higher</b>	<b>17.7%</b>

<b>Income &amp; Poverty</b>	
<b>Median Household Income</b>	<b>\$35,385</b>
<b>Per capita income</b>	<b>\$21,143</b>
<b>Persons in poverty</b>	<b>27.5%</b>

Source: US Census Bureau

## Climate

Lake City is located within the humid subtropical climate zone of the Southeastern United States. The average high temperatures in the summers are in the low 90s. During the winter months, the average high temperature annually is in the mid -60s. Lake City experiences approximately 52 inches annually of precipitation.



## Major Employers (Columbia County)

Employer	Product/Service	Employees (F/T)	Employer	Product/Service	Employees (F/T)
Columbia County School System	Education	1,373	Potash Corp of White Springs	Phosphate Mining	500
VA Medical Center	Healthcare	1,230	Wal-Mart Supercenter	Department & Grocery Store	440
HAECO	Aircraft Maintenance	630	Shands Lake Shore Regional Medical Center	Healthcare	375
Columbia Correctional Institution	Prison	604	First Federal Bank of Florida	Financial Institution	332
Sitel	Computer Support Services	556	S & S Food Stores	Convenience Stores	325

Columbia County	Government Services	292	City of Lake City	Government Services	230
Rountree Moore Auto Group	Auto Dealer	285	Florida Gateway College	Education	230
Anderson-Columbia Company	Asphalt Paving	253	CCA- Lake City Correctional Facility	Corrections Facility	228
Lake City Medical Center	Healthcare	242	New Millennium	Steel Manufacturing	180
Target	Warehouse	241	Baya Pointe Nursing & Rehab Center	Nursing Home	110

Source: Lake City/Columbia County Chamber of Commerce

## Government

The City of Lake City is established as a City Council-City Manager Government Form which combines the political control of its legislative officials consisting of an elected Mayor and four (4) elected Councilmembers with a Council appointed City Manager to oversee the administration of the City's day-to-day personnel and operational activities. The Council-Manager Government Form is a representative system where all power is vested in the Council (as a whole) as the governing body. Lake City's Mayor is elected at-large and Council members are elected non-partisan, by district. All terms are four (4) years. The Council appoints a City Attorney for legal needs and a City Clerk who is responsible for City records, all meetings minutes, and City elections.

The City has been well managed and prides itself on providing quality services. It offers services such as fire, police, public works, recreation, and utilities (natural gas, water & wastewater). The City also has a general aviation municipal airport. The budget for FY 2018 totals \$57,874,477 and represents an approximate 14% increase over the FY2017 Budget. Within the FY 18 budget, \$15.8 million is appropriated for the General Fund, \$19.7 million for the City's Business Enterprise services/construction within the Water/Sewer Department, \$4.3 million in the Natural Gas Departments \$2.5 million for fire services, \$6.8 million for airport operations/construction and \$4.6 million is collectively allocated to the Community Redevelopment Agency, Community Redevelopment Block Grant, Impact Fee Trust Fund, newly implemented Stormwater Utility and debt service. Lake City's multimillion dollar government operation is supported with a workforce of 253 full time equivalent employees.

## Notable Projects (FY18)

- Hotel Blanche Redevelopment.** During September 2017 the City approved the redevelopment of the Hotel Blanche as a mixed-use development. The Blanche Redevelopment Plan includes storefront retail, restaurants, office space, residential lofts, and community / event space. Once the renovation is completed the historic Hotel Blanche is projected to bring new life into the downtown area and the Blanche will reestablish its status as the epicenter for downtown Lake City.

## Hotel Blanche Exterior - Marion Avenue North Side View



- ***Veterans Street Parking Improvement Project.*** The City of Lake City applied during April 2016 to the State of Florida for a Small Cities Community Development Block Grant (CDBG) (Commercial Category) and funding was approved at \$750,000 with an additional \$50,000 City match. This CDBG Project consists of construction of a new public parking facility (58 spaces) on property located South of Veterans Street extending between Columbia and Alachua Streets. Also, Veterans Street will be closed to vehicular traffic between Marion Avenue and Columbia Street and converted into a mini-park. The park will provide safe access between the public parking lot and North Marion Avenue. Development of the mini-park will include brick pavers, landscaping, seating, and decorative lighting. Project design also proposes all utilities for removal and placement underground and other amenities that are consistent with the existing features in Lake City's downtown area. Construction of this project will begin early spring 2018.
- ***Lake Desoto/Wilson Park Recreation Area Development.*** Redevelopment of the Lake Desoto Waterfront and expansion of the Wilson Park Recreation area is intended to support greater public access, promote a diverse mixture of recreational uses and activities, and include a venue for festivals, the arts and waterfront-related activities that capitalize on the Lake's natural environment and unique setting. (Ref: CRA Master Plan 2011, Chapter 3, Capital Improvement Program). Lake Desoto/Wilson Park Master Site Plan has been engineered by North Florida Professional Services, Inc. of Lake City. The Request for Construction Proposals (RFP) was submitted during January 2018 and construction will begin during March 2018.

### **PROJECT COMPONENTS LAKE DESOTO WATER FRONT (Proposed)**

- a. North Wilson Park CRA Parking Improvements
- b. Darby Pavilion Upgrade – Weatherization, lighting, etc.
- c. Wilson Park Stormwater Retention System Upgrade
- d. Lake Desoto Lake Side Pier
- e. Lake Desoto Walking Trail
- f. Private Property Acquisitions

Wilson Park improvements will include Hernando Street Parking lot expansion, new electrical service and lighting throughout the park, new gazebo on east side, Lake Desoto pier, a serpentine walking trail, upgraded storm drainage, Darby Pavilion weatherization and additional landscaping. The engineering opinion of probable construction cost is approximately \$1 million.

- ***Kicklighter Wastewater Reclamation Facility (WRF)*** On October 20, 2014 the City Council awarded Ortega Industrial Contractors a construction contract for the 1.5 MGD Kicklighter WRF at a cost of \$11,446,736. The City's initial plan in 2008 was to construct the Kicklighter WRF as a 3 MGD Facility but unfavorable economic conditions (no growth) during 2011- 2012 resulted in revised plans to construct only the 1.5 MGD Plant. In consideration of improving economic trends during early 2016 sewer capacity demand indicators and other factors supported expansion of the Kicklighter WRF to the originally planned 3 MGD which was approved by the City Council during early October 2016. The benefit of having the contractor, Ortega, who was already mobilized and is familiar with the site and producing acceptable work on the existing contract resulted in significant savings to the City. The cost for expansion from 1.5 MGD to 3.0 MGD is projected at \$5,315,936. Completion of the 3 MGD Kicklighter WRF is anticipated for March/April 2018.

- ***SR47/I-75 Water Quality Improvement Project.*** During FY 17 the City submitted State applications to fund a Public Wastewater Improvement Project which extends sewer services to the SR47/I-75 Interchange. Situated within the Phase I project areas are 30 existing businesses and 5 existing homes with septic tank systems. It is noted the 422 acre impact area will benefit with extension of lateral gravity sewer lines to the system in future phases. Future phases of this project are proposed in order to gradually eliminate over 900 existing residential septic tanks in the Ichetucknee Springs Basin. Phase 1 will include installing the wastewater service line from the Project area to the Lake City Kicklighter Wastewater Treatment Plant. Phase 1 components consist of the construction of 14,500 feet of force main sewer lines, 7,600 feet of gravity sewer lines, 5 directional bores, 4 lift stations, 29 manholes and 29 driveway and road crossings. The City was approved for SRWMD and State appropriation funds of \$2,697,456. The total cost of the project is estimated at \$3,400,871. Construction is anticipated to begin before the end of Calendar Year 2018.

- ***Gateway Municipal Airport.*** The City has secured a \$2.8 million Airport Construction Bond for the purpose of adding corporate aircraft hangars and construction will begin during spring 2018. The City continues its aggressive improvement program on Gateway Airport facilities updated as follows: Completion of the \$7.8 million Taxiway "A" upgrade in 2016 and the \$5.4 million Taxiway "B" upgrade in 2017. For FY 18 the City will initiate rehabilitation of Gateway Airport's main Runway 10-28 consisting of runway turnarounds, connector taxiways and blast pads. The City applied during October 2017 to the Federal Aviation Administration for \$7.389 million and the FDOT and City will fund an additional \$821K for a total project cost of \$8.21 million.

# The Ideal Candidate's Qualifications

The City is looking for a highly motivated leader and manager. The ideal candidate should possess the following:

- strong fiscal management skills;
- a commitment to team/participative management;
- excellent written & verbal communication skills;
- have a history of good community relations,
- keeping abreast of new technology and other issues relating to local government management;
- experience and knowledge with FAA rules and requirements related to the operation of a municipal airport;
- successful experience with labor relations;
- community & economic development to include annexations;
- fostering good intergovernmental relations;
- infrastructure development/replacement projects;
- experience in the operation and management of utility systems to include gas, water and wastewater, and stormwater;
- experience in working with Community Redevelopment Agency.

The successful candidate shall hold a bachelor's degree from an accredited four year college or university and have either ten (10) years of progressively responsible experience in municipal or corporate management in a senior management position or any equivalent combination of training and experience.

## The Most Recent City Manager

The most recent City Manager is retiring after 22 years as an ICMA FM City Manager and nine years' service as City Manager of Lake City.

## Compensation

Compensation will be set by City Council based on qualifications. Range \$80,000- \$130,000.

## Submission Requirements

Submit a cover letter that demonstrates your experience and qualifications as they relate to the qualifications listed within the section titled "The Ideal Candidate's Qualifications", along with a resume, and references by 12 pm, April 6, 2018.

Submission may be emailed to [greenem@lcfla.com](mailto:greenem@lcfla.com) or can be faxed or mailed to "City Manager Applicant", City of Lake City, City Hall, 3<sup>rd</sup> Floor, HR Department, and 205 North Marion Avenue, Lake City, FL 32055. Submissions must be received by 12 pm, April 6, 2018.

Questions should be directed to Michele Greene, HR Director at (386-)719-5804.

## Process Timeline

Submissions evaluation will began after April 9<sup>th</sup>. Successful candidate anticipated start by June 1st.

## Other Important Information

The City of Lake City is an Equal Opportunity Employer and encourages women, minorities and veterans to apply. A veteran's preference will be awarded per Florida law.

## Additional Information

For additional information about the city visit: <http://www.lcfla.com>.