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# CITY COUNCIL REGULAR SESSION

## CITY OF LAKE CITY

April 06, 2026 at 6:00 PM

Venue: City Hall

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## AGENDA

### REVISED

#### **Revised 4/2/2026: Items 10, 11, 13 and 15 Changed to Non Quasi-Judicial Hearings**

This meeting will be held in the City Council Chambers on the second floor of City Hall located at 205 North Marion Avenue, Lake City, FL 32055. Members of the public may also view the meeting on our YouTube channel. YouTube channel information is located at the end of this agenda.

**Events Prior to Meeting** - 5:00 PM Council Workshop - Mobility Fees

**Pledge of Allegiance**

**Invocation** - Mayor Noah Walker

**Roll Call**

***Ladies and Gentlemen; The Lake City Council has opened its public meeting. Since 1968, the City Code has prohibited any person from making personal, impertinent, or slanderous remarks or becoming boisterous while addressing the City Council. Yelling or making audible comments from the audience constitutes boisterous conduct. Such conduct will not be tolerated. There is only one approved manner of addressing the City Council. That is, to be recognized and then speak from the podium.***

***Failure to abide by the rules of decorum will result in removal from the meeting.***

**Approval of Agenda**

**Presentation**

250th Project - Students from Columbia County School System - Ms. Lisa Lee

**Proclamations**

1. Child Abuse Prevention Month - April 2026

2. Water Conservation Month - April 2026

**Approval of Consent Agenda**

3. Minutes - January 20, 2026 Joint City/County Workshop

4. Minutes - March 2, 2026 Regular Session

5. Minutes - March 16, 2026 Regular Session

6. City Council Resolution 2026-022 - A resolution of the City of Lake City, Florida, adopting that certain Financial Policy Manual and the associated financial policies set forth therein; making certain findings of fact in support of the City adopting said manual and policies; making certain findings of fact in support thereof; directing the City Manager to implement said policy manual and associated financial policies; repealing all prior resolutions in conflict; and providing an effective date.

7. City Council Resolution No. 2026-041 - A resolution of the City of Lake City, Florida, approving that certain agreement for State Highway Lighting, Maintenance, and Compensation for the State of Florida Fiscal Year 2026-2027 with the State of Florida Department of Transportation; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

8. City Council Resolution No. 2026-042 - A resolution of the City Council of the City of Lake City, Florida, declaring certain tangible personal property owned by the City to be surplus to its needs and beyond economic repair pursuant to Section 2-183 of the City of Lake City Code of Ordinances; making certain findings of fact in support of the City disposing of said property pursuant to Section 2-183, as set forth herein; authorizing the City Manager to remove such surplus property from the list of assets of the City upon disposal as set forth herein; repealing all prior resolutions in conflict; and providing an effective date.

**Public Participation - Persons Wishing to Address Council**

*Citizens are encouraged to participate in City of Lake City meetings. The City of Lake City encourages civility in public discourse and requests that speakers direct their comments to the Chair. Those attendees wishing to share a document and or comments in writing for inclusion into the public record must email the item to [submissions@lcfla.com](mailto:submissions@lcfla.com) no later than noon on the day of the meeting. Citizens may also provide input to individual council members via office visits, phone calls, letters and e-mail that will become public record.*

**Presentations**

9. Recoil Trampoline Park - Trent Coggins

**First Reading - Non Quasi-Judicial Hearing**

10. City Council Ordinance No. 2026-2367 (first reading) - An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 26-03, submitted by Elizabeth Steely, relating to voluntary annexation; annexing certain real property located in Columbia County, Florida, which is reasonably compact, and contiguous to the boundaries of the City of Lake City, Florida; making certain findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. (Located on Northwest Turner Avenue)

Adopt City Council Ordinance No. 2026-2367 on first reading

**Final Reading - Non Quasi-Judicial Hearing**

11. City Council Ordinance No. 2026-2353 (final reading) - An ordinance of the City of Lake City, Florida, amending the Future Land Use Plan Map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 26-01S, by Justin Tabor, Senior Planner, North Florida Professional Services, Inc., as agent for Lake City 47, LLC, a Florida Limited Liability Company, and Pam Stewart and Scott D. Stewart, the property owners of said acreage, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the Future Land Use Classification from County Highway Interchange to City Commercial of certain lands within the Corporate Limits of the City of Lake City, Florida; making findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. (SW quadrant of I75 and SR 47)

Passed on first reading on 3/16/26

Adopt City Council Ordinance No. 2026-2353 on final reading

**Open Quasi-Judicial Hearing**

12. City Council Ordinance No. 2026-2354 (final reading) - An ordinance of the City of Lake City, Florida, amending the Official Zoning Atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of ten or more contiguous acres of land, pursuant to an application, Z 26-01L, by Justin Tabor, Senior Planner, North Florida Professional Services, Inc., as agent for Lake City 47, LLC, a Florida Limited Liability Company, and Pam Stewart and Scott D. Stewart, the property owners of said acreage; providing for rezoning

from County Commercial, Intensive (CI) and County Commercial, Highway Interchange (CHI) to City Commercial, Highway Interchange (CHI) of certain lands within the Corporate Limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; providing an effective date. (SW quadrant of I75 and SR47)

Passed on first reading on 3/16/26

**Disclosure by Council members of ex-parte communications (this includes site visits), if any.**

**Swearing in of applicant/appellant, staff and all witnesses collectively by City Attorney.**

**Clerk should take custody of exhibits.**

Note: All exhibits, diagrams, photographs and similar physical evidence referred to during the testimony or which you would like the Council to consider must be marked for identification and kept by the Clerk for 30 days.

- A. Brief introduction of ordinance by city staff.**
- B. Presentation of application by applicant.**
- C. Presentation of evidence by city staff.**
- D. Presentation of case by third party intervenors, if any.**
- E. Public comments.**
- F. Cross examination of parties by party participants.**
- G. Questions of parties by City Council.**
- H. Closing comments by parties.**
- I. Instruction on law by attorney.**
- J. Discussion and action by City Council.**

Adopt City Council Ordinance No. 2026-2354 on final reading

**Close Quasi-Judicial Hearing**

**Final Reading- Non Quasi-Judicial Hearing**

- [13.](#) City Council Ordinance No. 2026-2362 (final reading) - An ordinance of the City of Lake City, Florida, amending the Future Land Use Plan Map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 26-04S, by Daniel Crapps, Trustee of C & W Land Trust, property owner of Lots 1, 2 and 3 of the C & W Business Park Subdivision and as agent for Eastpark, LLC, a Florida Limited Liability Company, property owner of Lot 7 of the C & W Business Park Subdivision; Premiere Investments, LLC, a Florida Limited Liability Company, property owner of Lot 6 of the C & W Business Park Subdivision; and Chad R. Strait, property owner of Lots 4 and 5 of the C & W Business Park Subdivision, the property owners of said acreage, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the Future Land Use Classification from County Residential, Medium/High Density (Less than or equal to 14 dwelling units per acre) and County Commercial to City Commercial of certain lands within the Corporate Limits of the City of Lake City, Florida; making findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. (Intersection of Real Terrace and Hwy 247, Branford Hwy)

Passed on first reading on 3/16/26

Adopt City Council Ordinance No. 2026-2362 on final reading

### **Open Quasi-Judicial Hearing**

- [14.](#) City Council Ordinance No. 2026-2363 (final reading) - An ordinance of the City of Lake City, Florida, amending the Official Zoning Atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an application, Z 26-02S, by Daniel Crapps, Trustee of C & W Land Trust, Property Owner of Lots 1, 2 and 3 of the C & W Business Park Subdivision and as agent for Eastpark, LLC, a Florida Limited Liability Company, property owner of Lot 7 of the C & W Business Park Subdivision; Premiere Investments, LLC, a Florida Limited Liability Company, property owner of, Lot 6 of the C & W Business Park Subdivision; and Chad R. Strait, property owner of Lots 4 and 5 of the C & W Business Park Subdivision, the property owners of said acreage; providing for rezoning from County - Commercial, Intensive (CI) and County - Residential, Multiple-Family-1 (RMF-1) to City - Commercial, Intensive (CI) of certain lands within the Corporate Limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; providing an effective date. (Intersection of Real Terrace and Hwy 247, Branford Hwy)

Passed on first reading on 3/16/26

**Disclosure by Council members of ex-parte communications (this includes site visits), if any.**

**Swearing in of applicant/appellant, staff and all witnesses collectively by City Attorney.**

**Clerk should take custody of exhibits.**

Note: All exhibits, diagrams, photographs and similar physical evidence referred to during the testimony or which you would like the Council to consider must be marked for identification and kept by the Clerk for 30 days.

- A. Brief introduction of ordinance by city staff.**
- B. Presentation of application by applicant.**
- C. Presentation of evidence by city staff.**
- D. Presentation of case by third party intervenors, if any.**
- E. Public comments.**
- F. Cross examination of parties by party participants.**
- G. Questions of parties by City Council.**
- H. Closing comments by parties.**
- I. Instruction on law by attorney.**
- J. Discussion and action by City Council.**

Adopt City Council Ordinance No. 2026-2363 on final reading

**Close Quasi-Judicial Hearing**

**Final Reading- Non Quasi-Judicial Hearing**

- 15.** City Council Ordinance No. 2026-2364 (final reading) - An ordinance of the City of Lake City, Florida, amending the Future Land Use Plan Map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 26-05S, by Brian Pitman, P.E., as agent for Eastpark, LLC, a Florida Limited Liability Company, the property owner of said acreage, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended;

providing for changing the Future Land Use Classification from County Residential, Medium/High Density (less than or equal to 14 dwelling units per acre) to City Commercial of certain lands within the Corporate Limits of the City of Lake City, Florida; making findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. (West of Real Terrace and East of I75 and also West of C&W Business Park, which is at the intersection of Real Terrace and Hwy 247, Brandford Hwy)

Passed on first reading on 3/16/26

Adopt City Council Ordinance No. 2026-2364 on final reading

### **Open Quasi-Judicial Hearing**

[16.](#) City Council Ordinance No. 2026-2365 (final reading) - An ordinance of the City of Lake City, Florida, amending the Official Zoning Atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten acres of land, pursuant to an application, Z 26-03S, by Brian Pitman, P.E., as agent for Eastpark, LLC, a Florida Limited Liability Company, the property owner of said acreage; providing for rezoning from County-Residential, Multiple-Family-1 (RMF-1) to City-Commercial, Intensive (CI) of certain lands within the Corporate Limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; providing an effective date. (West of Real Terrace and East of I75 and also West of C&W Business Park, which is at the intersection of Real Terrace and Hwy 247, Brandford Hwy)

Passed on first reading on 3/16/26

**Disclosure by Council members of ex-parte communications (this includes site visits), if any.**

**Swearing in of applicant/appellant, staff and all witnesses collectively by City Attorney.**

**Clerk should take custody of exhibits.**

Note: All exhibits, diagrams, photographs and similar physical evidence referred to during the testimony or which you would like the Council to consider must be marked for identification and kept by the Clerk for 30 days.

**A. Brief introduction of ordinance by city staff.**

**B. Presentation of application by applicant.**

**C. Presentation of evidence by city staff.**

**D. Presentation of case by third party intervenors, if any.**

**E. Public comments.**

**F. Cross examination of parties by party participants.**

**G. Questions of parties by City Council.**

**H. Closing comments by parties.**

**I. Instruction on law by attorney.**

**J. Discussion and action by City Council.**

Adopt City Council Ordinance No. 2026-2365 on final reading

**Close Quasi-Judicial Hearing**

**Old Business**

Ordinances

**Open Public Hearing**

- [17.](#) City Council Ordinance No. 2026-2359 (final reading) - An ordinance of the City of Lake City, Florida; amending City Code Chapter 70, Article V, Firefighters' Retirement, adding a new Section 70-136 for the purpose of purchasing prior military service; adding a new Section 70-137 for the purpose of purchasing prior firefighter service; providing for severability; providing for conflicts; and providing an effective date.

Passed on first reading on 3/16/26

**Close Public Hearing**

Adopt City Council Ordinance No. 2026-2359 on final reading

Resolutions - None

Other Items - None

**New Business**

Ordinances - None

## Resolutions

### **Open First Public Hearing**

- [18.](#) City Council Resolution No. 2026-036 - A resolution of the City Council of the City of Lake City, Florida, authorizing the City to participate in the Florida Brownfields Redevelopment Program provided for in and authorized by the "Brownfields Redevelopment Act" created under the provisions of Sections 376.77-376.85 Florida Statutes, as amended; designating certain lands within the City located at 2932 N US Highway 441, Lake City, Florida, and identified as Property Appraiser's parcel number 17-3S-17-05000-003, as a Brownfield area for the purpose of environmental remediation, rehabilitation and economic development as provided for in the act; providing for notification to the Department of Environmental Protection of the City's decision to designate a Brownfield area for rehabilitation; providing for an effective date.

### **Close Public Hearing**

Adopt City Council Resolution No. 2026-036 on first reading

- [19.](#) City Council Resolution No. 2026-040 - A resolution of the City of Lake City, Florida, approving that certain application for Emergency Medical Services Program Ground Ambulance Service Provider License of the City of Lake City to the State of Florida Department of Health; making certain findings of fact in support of the City approving and submitting said application; recognizing the authority of and directing the Mayor to execute and submit said application to the State of Florida Department of Health; repealing all prior resolutions in conflict; and providing an effective date.

## Other Items

- [20.](#) Discussion and Possible Action - Suwannee River League of Cities has asked the City of Lake City to host a Quarterly Meeting on Thursday, July 23, 2026. (Mayor Noah Walker)

### **Departmental Administration - None**

#### **Comments by:**

City Manager Don Rosenthal

City Attorney Clay Martin

City Clerk Audrey Sikes

#### **Comments by Council Members**

Council Member Chevella Young

Council Member Ricky Jernigan

Council Member James Carter

Council Member Tammy Harris

Mayor Noah Walker

## **Adjournment**

### **YouTube Information**

Members of the public may also view the meeting on our YouTube channel at:  
<https://www.youtube.com/c/CityofLakeCity>

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**Pursuant to 286.0105, Florida Statutes**, *the City hereby advises the public if a person decides to appeal any decision made by the City with respect to any matter considered at its meetings or hearings, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

**SPECIAL REQUIREMENTS:** *Pursuant to 286.26, Florida Statutes, persons needing special accommodations to participate in these meetings should contact the **City Manager's Office at (386) 719-5768.***

**File Attachments for Item:**

1. Child Abuse Prevention Month - April 2026

# Proclamation

## **CHILD ABUSE PREVENTION MONTH APRIL 2026**

**WHEREAS,** *Lake City's future prosperity depends on nurturing the healthy development of the children currently residing in Lake City; and*

**WHEREAS,** *the abuse and neglect of children can cause severe, costly and lifelong problems, including physical and mental health problems, school failure and criminal behavior, which affects all of society; and*

**WHEREAS,** *research shows that parents and caregivers who have social networks and know how to seek help in times of trouble are more resilient and better able to provide safe environments and nurturing experiences for their children; and*

**WHEREAS,** *individuals, businesses, schools, and faith-based and community organizations must make children a top priority and take action to support the physical, social, emotional and educational development and competency of all children; and*

**WHEREAS,** *children deserve the opportunity to grow and thrive in healthy environments, free from threats of violence and harm; and*

**WHEREAS,** *during the month of April, public and private sector agencies, childcare professionals, child advocates, and residents will be increasing the public's awareness of child abuse and neglect prevention.*

**NOW, THEREFORE,** *I, Noah Walker, Mayor of the City of Lake City, Florida do hereby proclaim the month of April 2026 "Child Abuse Prevention Month" the City of Lake City and, in doing so, urge all citizens to join me in observing this month with appropriate programs, ceremonies and activities.*



**Seal of the City of Lake City  
State of Florida**

*In witness whereof, I have hereunto set my hand and caused this seal to be affixed this 6<sup>th</sup> day of April 2026.*

A handwritten signature in black ink, appearing to read "Noah Walker", is written over a horizontal line.

**Noah Walker, Mayor  
City of Lake City**

**File Attachments for Item:**

2. Water Conservation Month - April 2026

# Proclamation

## **WATER CONSERVATION MONTH APRIL 2026**

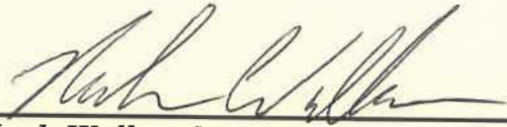
- WHEREAS,** *water is a basic and essential need of every living creature; and*
- WHEREAS,** *the State of Florida, Water Management Districts and the City of Lake City Utilities are working together to increase awareness about the importance of water conservation; and*
- WHEREAS,** *the City of Lake City and the State of Florida have designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and*
- WHEREAS,** *the City of Lake City has always encouraged and supported water conservation, through various educational programs and special events; and*
- WHEREAS,** *every business, industry, school and citizen can make a difference when it comes to conserving water; and*
- WHEREAS,** *every business, industry, school and citizen can help save water and thus promote a healthy economy and community;*

**NOW, THEREFORE,** *I, Noah Walker, Mayor of the City of Lake City, Florida do hereby proclaim April as "Water Conservation Month" and urge each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.*



**Seal of the City of Lake City  
State of Florida**

*In witness whereof, I have hereunto set my hand and caused this seal to be affixed this 6<sup>th</sup> day of April 2026.*

  
\_\_\_\_\_  
Noah Walker, Mayor  
City of Lake City

**File Attachments for Item:**

3. Minutes - January 20, 2026 Joint City/County Workshop

The City Council in and for the citizens of the City of Lake City, Florida, met in a Joint Workshop with the Columbia County Board of County Commissioners, on January 20, 2026, beginning at 5:00 PM, at the Columbia County School Board Administrative Complex Auditorium located at 372 West Duval Street, Lake City, Florida, 32055. Members of the public also viewed the meeting on the Board of County Commissioners' YouTube Channel.

#### CALL TO ORDER

INVOCATION – County Commissioner Tim Murhpy

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL COUNTY COMMISSION

Tim Murphy  
Rocky Ford  
Everett Phillips  
Robby Hollingsworth – absent  
Kevin Parnell

#### ROLL CALL

Mayor/Council Member  
City Council

Noah Walker  
Chevella Young  
Ricky Jernigan  
James Carter  
Tammy Harris  
Clay Martin  
Don Rosenthal  
Chief Gerald Butler  
Audrey Sikes

City Attorney  
City Manager  
Sergeant-at-Arms  
City Clerk

#### PUBLIC PARTICIPATION – PUBLIC COMMENTS

- Stew Lilker

#### ITEMS FOR DISCUSSION

##### 1. Fire Consolidation Feasibility Study

City Manager Rosenthal introduced the topic, and suggested members consider an analysis to see if there are going to be any financial savings.

Columbia County Fire Chief Crawford and Lake City Fire Chief Wehinger reported the following:

- The City's Insurance Services Office (ISO) rating would go from two (2) to four (4)
- How a consolidation would impact costs for residents
- If any stations closed in the County it would create more Class 10 areas where coverage isn't available

- By Florida Statute anything exempted must be paid back to the budget, the City/County would have to fund these
- If a Fire District is created, there would have to be a personnel department
- Advanced Life Support (ALS) services cannot be funded via Special District
- Pointed out the two different retirement systems
- Spoke in opposition of consolidating

Members discussed at length with the Commissioners whether to move forward with a study at this time.

Council Member Carter spoke in opposition of the study.

Commissioner Murphy spoke in support of the study.

Commissioner Parnell spoke in support of the study.

A vote was taken to move forward with the Fire Consolidation Feasibility Study:

Commissioner Murphy	Yes
Mayor Walker	Yes
Council Member Harris	Yes
Commissioner Ford	No
Council Member Jernigan	Yes
Commissioner Parnell	Yes
Council Member Young	No
Commissioner Phillips	Yes
Council Member Carter	No

#### ADJOURNMENT

There being no further business, the meeting adjourned at 6:06 PM.

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Noah Walker, Mayor/Council Member

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Audrey Sikes, City Clerk

**File Attachments for Item:**

4. Minutes - March 2, 2026 Regular Session

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**MINUTES**  
**CITY OF LAKE CITY**  
**City Council Regular Session**  
**March 02, 2026**  
**6:00 PM at City Hall**

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This meeting will be held in the City Council Chambers on the second floor of City Hall located at 205 North Marion Avenue, Lake City, FL 32055. Members of the public may also view the meeting on our YouTube channel. YouTube channel information is located at the end of this agenda.

**Events Prior to Meeting** - 5:00 PM Community Redevelopment Agency Workshop

**Pledge of Allegiance**

**Invocation** - Mayor Noah Walker

**Roll Call**

Mayor/Council Member  
City Council

Noah Walker  
Chevella Young  
Ricky Jernigan  
James Carter  
Tammy Harris  
Clay Martin  
Don Rosenthal  
Chief Gerald Butler  
Audrey Sikes

City Attorney  
City Manager  
Sergeant-at-Arms  
City Clerk

**Approval of Agenda**

**Mr. Carter made a motion to approve the agenda as presented. Ms. Harris seconded the motion and the motion carried unanimously on a voice vote.**

**Proclamations** - None

**Public Participation - Persons Wishing to Address Council**

- Mark Beebe

**Approval of Consent Agenda**

1. Minutes - January 20, 2026 Regular Session
2. Minutes - February 2, 2026 Regular Session
3. City Council Resolution No. 2026-025 - A resolution of the City of Lake City, Florida, approving that certain agreement between the City and State of Florida Department of

Financial Services for administration of State Grant Funds; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the City Manager to execute and bind the City to said agreement; directing the City Manager to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

4. City Council Resolution No. 2026-026 - A resolution of the City of Lake City, Florida, approving that certain agreement between the City and the State of Florida Department of Financial Services for administration of State Grant Funds; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the City Manager to execute and bind the City to said agreement; directing the City Manager to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.
5. City Council Resolution No. 2026-028 - A resolution of the City of Lake City, Florida, approving that certain agreement between the City and the State of Florida Department of Transportation for the design and installation of drainage modifications for State Road 247 at SW Bascom Norris Drive; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.
6. City Council Resolution No. 2026-029 - A resolution of the City of Lake City, Florida, approving Change Order Number Two to that certain contract between the City and Advantage Contracting Group, Inc., a Florida Corporation, said change order increasing the contract price to account for the brand replacement of switches relating to cybersecurity concerns and extending the project for an additional one-hundred (100) days; recognizing the authority of the Mayor to execute and bind the City to said change order; repealing all prior resolutions resolutions in conflict; and providing an effective date. (Saint Margarets SCADA Project.)
7. City Council Resolution No. 2026-030 - A resolution of the City of Lake City, Florida, approving that certain application by the Lake City Fire Department for a grant from the State of Florida Department of Financial Services Decontamination Equipment Grant Program to purchase protective gear for the Lake City Fire Department; making certain findings of fact in support of the City applying for such grant funds; authorizing the City Manager or his designee to submit such application; repealing all prior resolutions in conflict; and providing an effective date.
8. City Council Resolution No. 2026-033 - A resolution of the City of Lake City, Florida, accepting the donation of Police Service Dog, K-9 Bravo, to the City by a third party; making certain findings of fact in support of the City accepting said donation; recognizing the authority of the Mayor to execute such documents as are necessary to accept said donation and transfer ownership of K-9 Bravo; repealing all prior resolutions in conflict; and providing an effective date.

**Mr. Carter made a motion to approve the consent agenda as presented. Ms. Harris seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

**Presentations - None**

**Announcement:** The Public Hearings for City Council Ordinance 2025-2338 (final reading) CPA 25-10 for Price Creek and Ordinance No. 2025-2339 (final reading) Z 25-12 for Price Creek have been postponed until the April 20, 2026 City Council Meeting.

**Quasi-Judicial Hearings**

**Open Quasi-Judicial Hearing**

First Reading

9. City Council Ordinance No. 2026-2357 (first reading) - An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 26-02, submitted by Lake City 47, LLC, a Florida Limited Liability Company, relating to voluntary annexation; annexing certain real property located in Columbia County, Florida, which is reasonably compact, into the boundaries of the City of Lake City, Florida; making certain findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date.

**Disclosure by Council members of ex-parte communications (this includes site visits), if any.**

Ms. Young	No
Mr. Carter	No
Mr. Jernigan	No
Ms. Harris	No
Mayor Walker	No

**Swearing in of applicant/appellant, staff and all witnesses collectively by City Attorney.**

City Attorney Martin swore in Planning Technician Robert Angelo and Senior Planner for North Florida Professional Services, Inc., Justin Tabor.

**Clerk should take custody of exhibits.**

Note: All exhibits, diagrams, photographs and similar physical evidence referred to during the testimony or which you would like the Council to consider must be marked for identification and kept by the Clerk for 30 days.

**A. Brief introduction of ordinance by city staff.** Planning Technician Robert Angelo moved the presentation and application into the record. It is attached as Exhibit A.

**B. Presentation of application by applicant.** Justin Tabor was available for questions.

**C. Presentation of evidence by city staff. N/A**

**D. Presentation of case by third party intervenors, if any. N/A**

**E. Public comments. None**

**F. Cross examination of parties by party participants. Waived**

**G. Questions of parties by City Council. None**

**H. Closing comments by parties. None**

**I. Instruction on law by attorney.**

**J. Discussion and action by City Council.**

**Mr. Carter made a motion to approve City Council Ordinance No. 2026-2357 on first reading. Ms. Harris seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

## **Old Business**

### Ordinances

**At this time Mayor Walker closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2026-2346. City Council Ordinance No. 2026-2346 was read by title. Mayor Walker asked if anyone wanted to be heard regarding City Council Ordinance No. 2026-2346. No one asked to be heard on City Council Ordinance No. 2026-2346; therefore, Mayor Walker closed the public hearing.**

10. City Council Ordinance No. 2026-2346 (final reading) - An ordinance of the City of Lake City, Florida, amending the text of the City of Lake City Land Development Regulations, as amended, pursuant to an application, LDR 25-02, by the Growth Management Department of Lake City, Florida; providing for amending Section 2.1 entitled Definitions, General by adding a definition for Administrative Approval Process and Development Review Staff; providing for amending Article 3 entitled Administrative Mechanisms by adding Section 3.3 entitled Administrative Approval; providing for amending Section 13.11 entitled Site and Development Plan Approval by adding Section 13.11.5 entitled Minor Site and Development Plan Approval; providing severability; repealing all ordinances in conflict; providing an effective date. **Mr. Carter made a motion to approve City Council Ordinance No. 2026-2346 on final reading. Ms. Harris seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

**At this time Mayor Walker closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2026-2355. City Council Ordinance No. 2026-2355 was read by title. Mayor Walker asked if anyone wanted to be heard regarding City Council Ordinance No. 2026-2355. No one asked to be heard on City Council Ordinance No. 2026-2355; therefore, Mayor Walker closed the public hearing.**

11. City Council Ordinance No. 2026-2355 (final reading) - An ordinance of the City of Lake City, Florida, changing the name of that certain public road in the City of Lake City presently identified as Northwest Ivory Terrace situated between Northwest Wilson Street and Northwest Long Street; changing and designating the name of said segment of Northwest Ivory Terrace henceforth to Northwest Bettye Lane Terrace within the City of Lake City; providing for conflicts; providing for severability; providing an effective date. **Mr. Carter made a motion to approve City Council Ordinance No. 2026-2355 on final reading. Ms. Harris seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

**At this time Mayor Walker closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2026-2356. City Council Ordinance No. 2026-2356 was read by title. Mayor Walker asked if anyone wanted to be heard regarding City Council Ordinance No. 2026-2356. No one asked to be heard on City Council Ordinance No. 2026-2356; therefore, Mayor Walker closed the public hearing.**

12. City Council Ordinance No. 2026-2356 (final reading) - An ordinance of the City of Lake City, Florida, changing the name of that certain public road in the City of Lake City presently identified as Northwest Campbell Terrace situated between Northwest Wilson Street and Northwest Long Street; changing and designating the name of said segment of Northwest Campbell Terrace henceforth to Northwest Foreman Terrace within the City of Lake City, Florida; providing for conflicts; providing for severability; providing an effective date. **Mr. Carter made a motion to approve City Council Ordinance No. 2026-2356 on final reading. Ms. Harris seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

Resolutions

13. City Council Resolution No. 2026-024 - A resolution of the City of Lake City, Florida, appointing Kendria Jones to serve in Seat "3-F" on the City's Planning and Zoning Board, Board of Adjustment, and Historic Preservation Agency Board through October 31, 2028, the end of the current term for said seat; making certain findings of fact in support thereof; recognizing the expiration of said term on October 31, 2028; directing the City Clerk to reflect said appointment and expiration of term in such records of the City as are necessary and prudent; making certain findings of fact in support of the City Clerk reflecting such appointment and expiration of term in the records of the City; repealing all prior resolutions in conflict; and providing an effective date.

Note: This item was tabled at the February 17, 2026, meeting

Mr. Carter requested Ms. Jones come to the podium to confirm she understood what this appointment would entail.

**Mr. Carter made a motion to approve City Council Resolution No. 2026-024. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

Other Items

14. Discussion: City Hall (Council Member Tammy Harris)

City Manager Rosenthal reported locating a structure that would fit the City's needs, approximately 21,000 square feet, regarding a new city hall building and offering room for growth. He reported once the appraisal on the building came back, it would be up to council to move forward with making an offer.

Council Member Young spoke in support of a new build.

Council Member Harris confirmed with City Manager Rosenthal the building he was referring to was Vann Carpet and spoke in support of the purchase.

Council Member Carter spoke in support of purchasing the building and reported he was employed by Vann Carpet. He and Attorney Martin can make an inquiry to the Ethics Commission if necessary, regarding a voting conflict.

Council Member Jernigan confirmed with City Manager Rosenthal the owner would be willing to sell to the City.

Mayor Walker spoke in support of the option that would save the taxpayer money and having a central location with all departments.

15. Discussion - Housing Authority (Council Member Tammy Harris)

City Manager Rosenthal reported due to direction from members not being in support of a housing authority at this time, staff took some elements from the concept to allow the City to continue to make a difference in the community. He stated the City could adjust with outside contractors to make repairs on homes coming from Code Enforcement and would work with First Federal Bank to be able to provide additional housing.

At this time, members took a short recess from 6:30 PM until 6:36 PM.

16. Discussion and Possible Action: Funding for Lake City Columbia County Unity Fest (Council Member Tammy Harris)

Assistant City Manager Johnson provided a brief overview of the event and the City utilizing funding already in the City Manager's budget.

Members discussed at length the funding source and need for the event.

**Mr. Carter made a motion to deny funding of this event at this time. Mr. Jernigan seconded the motion.**

PUBLIC COMMENT: Rechea Murphy

**Due to Ms. Harris withdrawing the request, Mr. Carter rescinded his motion.**

## New Business

### Ordinances

17. City Council Ordinance No. 2026-2358 (first reading) - An ordinance of the City of Lake City, Florida, relating to the criminal background screening of certain regulated persons, public service providers, municipal employees, vendors, contractors, contractor employees, and appointees, including volunteers; amending Chapter 70, Article I, Section 70-1 of the Code of Ordinances of the City of Lake City, Florida, providing for criminal background screening of such individuals; making findings of fact in support thereof; repealing all ordinances in conflict herewith and providing an effective date. **Mr. Carter made a motion to approve City Council Ordinance No. 2026-2358 on first reading. Mr. Jernigan seconded the motion.**

Council Member Harris asked for clarity on this item, to which Chief Butler provided.

**A roll call vote was taken and the motion carried.**

Mr. Carter	Aye
Mr. Jernigan	Aye
Ms. Young	Aye
Ms. Harris	Aye
Mayor Walker	Aye

Resolutions

18. City Council Resolution No. 2026-023 - A resolution of the City of Lake City, Florida, approving that certain amendment to the agreement between the City and Gallagher, Inc, a Florida Corporation, for placement and insurance management services; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

Council Member Carter inquired as to how long the new contract with Gallagher would be.

Human Resources Director BillieJo Bible reported this resolution would continue the annual contract to assist the City with risk safety and liability insurances.

**Mr. Carter made a motion to approve City Council Resolution No. 2026-023. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Carter	Aye
Mr. Jernigan	Aye
Ms. Young	Aye
Ms. Harris	Aye
Mayor Walker	Aye

19. City Council Resolution No. 2026-032 - A resolution of the City of Lake City, Florida, approving and adopting that certain Five-Year Strategic Plan prepared by Serafin & Associates, Inc.; making certain findings of fact in support of the City approving and adopting said Five-Year Strategic Plan; directing the City Manager to implement said Five-Year Strategic Plan; repealing all prior resolutions in conflict; and providing an effective date. **Mr. Carter made a motion to approve City Council Resolution No. 2026-032. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Carter	Aye
Mr. Jernigan	Aye
Ms. Young	Aye
Ms. Harris	Aye
Mayor Walker	Aye

Other Items – None

At this time, Mayor Walker opened public comment due to citizens arriving late to the meeting: John and Sarah Lee; Mary Carter.

In response to Mary Carter's comments on stray dogs, Council Member Carter requested staff get an answer or opinion on the Lake City Police Department and Lake City Humane Society responding to calls. After discussion, staff was directed to work on this issue more and come back at a future meeting with any recommendations.

**Departmental Administration – None**

**Comments by:**

City Manager Don Rosenthal – Mr. Rosenthal requested Executive Director of Utilities Steve Brown come to the podium for an update on City Parks. Mr. Brown reported the City was in the process of upgrading some of its parks, he requested guidance on what members would like to see.

Mayor Walker requested a line item in the City's budget for Park Restoration and Maintenance going forward.

Council Member Young requested an overall quote for restoration in its entirety, one park at a time.

City Manager Rosenthal stated staff would provide members with funding and an implementation plan.

Council Member Carter agreed with Council Member Young and requested to see a full scale – passive recreation plan.

Council Member Young suggested at least one piece of ADA equipment at each park, and securing the parks.

City Attorney Clay Martin – None

City Clerk Audrey Sikes – None

**Comments by Council Members**

Council Member Chevella Young – Ms. Young requested a plan to address animal concerns for the safety of citizens and stated staff needed to insure the City is in compliance for the visually impaired.

Council Member Ricky Jernigan – Mr. Jernigan requested staff look into a drainage problem at 132 Crest Street; requested prayer for America's troops; recognized the Lake City Police Department, Lake City Fire Department, Public Works, Finance, and Clerk's Office.

Council Member James Carter – Mr. Carter stated that while comments between members could be contradictory, it was their duty to discuss and debate items on behalf of citizens.

Council Member Tammy Harris – Ms. Harris stated she was feeling not well, and thanked Community Programs Director Terri Phillips, City Manager Don Rosenthal, and Assistant City Manager Dee Johnson with their help on her idea for a City sponsored event.

Mayor Noah Walker – Mayor Walker expressed his excitement for the park improvement plan; offered thoughts and prayers for America’s troops; thanked the Lake City Police Department for responding to a call at his place of business; thanked Kendria Jones for volunteering to serve on the Planning and Zoning, Historic Preservation, and Board of Adjustment.

City Manager Rosenthal reported staff was close to completing the imminent domain process at Sallie Mae Jerry Park and City Attorney Martin confirmed the City did in fact own the property.

**Adjournment**

Having no further business, Mayor Walker adjourned the meeting at 8:17 PM.

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Noah Walker, Mayor/Council Member

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Audrey Sikes, City Clerk

**City Council Ordinance No. 2026-2357**  
**Exhibit A**

# ORDINANCE 2026-2357

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ANX 26-02

# Introduction

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- Applicant has requested to annex parcel 08881-000 into the City.
- This parcel is located within the Joint Planning Area and Municipal Service Area, commonly known as Cornerstone Planning Area.

# Location



# Cornerstone Planning Area Adoption

- The City of Lake City adopted the Interlocal Service Boundary Agreement/Joint Planning Area with Columbia County on December 15<sup>th</sup>, 2025, by Ordinance 2025-2345.
- Columbia County adopted the Interlocal Service Boundary Agreement/Joint Planning Area with Columbia County on December 18<sup>th</sup>, 2025, by Ordinance 2025-23.

## Staff Recommendation

- Staff's recommendation is to approve Ordinance 2025-2349.

# QUESTIONS



DEPARTMENT OF GROWTH MANAGEMENT

205 North Marion Avenue
Lake City, FL 32055
Telephone: (386) 752-2031
growthmanagement@lcfla.com

PETITION OF OWNER TO VOLUNTARILY ANNEX REAL PROPERTY TO THE CITY OF LAKE CITY, FLORIDA

Petitioner(s): Scott D. Stewart, as Manager of Lake City 47, LLC

Whose mailing address is: 426 SW Commerce Street, Suite 130, Lake City, FL 32025

Parcel Number: 30-4S-17-08881-000

Hereby partition the City Council of the City of Lake City, Florida, to voluntarily annex the real property of petitioner(s) to the City of Lake City, Florida ("City"), pursuant to and in accordance with the provisions of Chapter 171.044, Florida Statutes, and state(s):

- 1. That petitioner(s) is/are the sole owner(s) of the real property described on Schedule "A" attached hereto and by this reference made a part of this petition) the "Real Property", as evidenced by a deed or other document recorded in Official Record Book 1462, Pages 993 - 994, public records of Columbia County, Florida, copy of which is attached hereto.
2. If the Real Property is annexed to the City, petitioner(s) agree(s) to and will abide by and comply with all existing and future laws, rules and regulations which presently are and from time to time in the future may be in effect within the City.
3. That the Real Property of the petitioner(s) qualifies and is eligible to be annexed to the boundaries of the City, pursuant to the provisions of Chapter 171, Florida Statutes.
4. That the Real Property of the petitioner(s) is presently classified under the Columbia County Land Use Plan for Highway Interchange use and is zoned Commercial Intensive Under the Columbia County zoning ordinance.
5. If not already connected to the City's utility services, petitioner(s) agree(s) to and file€ an application for a connection to the City's water and sewer utility lines to serve said Real Property upon application for Development Permit and agree(s) to abide by and comply with all the terms and conditions of the city codes, resolutions, and further agree(s) to pay all costs relating to the connection fees, installation costs, impact fees, and service charges.



DEPARTMENT OF GROWTH MANAGEMENT

205 North Marion Avenue

Lake City, FL 32055

Telephone: (386) 752-2031

growthmanagement@lcfla.com

WHEREFORE, petitioner(s) request(s) that the City immediately take action to approve this petition and annex the Real Property into the City.

DATED this 8th day of December, 2025

Signed, sealed and delivered in the presence of:

\*Note: Name must appear as on deed. Attach corporate seal if required\*

Jim Zuber (Witness) Printed Name

(Witness) Signature

(Witness) Printed Name

(Witness) Signature

(Witness) Printed Name

(Witness) Signature

Scott D. Stewart (Owner) Printed Name

(Owner) Signature

(Owner) Printed Name

(Owner) Signature

(Owner) Printed Name

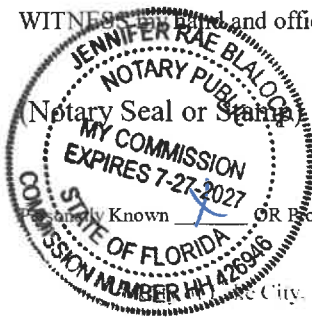
(Owner) Signature

STATE OF Florida

COUNTY OF Columbia

I HEREBY CERTIFY that on this day, 12/09/2025, personally appeared before me, by means of Physical presence or N/A online notarization, who is personally known to me or who has produced N/A as identification, who is person described in and who executed the foregoing instrument and who acknowledged before me that they executed the same for the uses and purposes therein expressed.

WITNESSED and official seal, this 09 day of December, 2025



Signature of Notary Public, State of Florida

Type of Identification Produced



**DEPARTMENT OF GROWTH MANAGEMENT**

205 North Marion Avenue

Lake City, FL 32055

Telephone: (386) 752-2031

*growthmanagement@lcfla.com*

**ITEMS NEEDED FOR ANNEXATION**

1. Application (completely filled out, signed and notarized)
2. Copy of Warranty Deed
3. If Warranty Deed is in a Corporate, Trust or Business name, then a copy of the Charter or documentation showing a list of eligible member(s) must be provided.
4. Three (3) copies of Boundary Survey.
5. Legal Description electronically provided or on a CD in Word Format.



GROWTH MANAGEMENT DEPARTMENT
205 North Marion Ave, Lake City, FL 32055
Phone: 386-719-5750
E-mail: growthmanagement@lcfla.com

AGENT AUTHORIZATION FORM

I, Scott Stewart, as Manager of Lake City 47, LLC (owner name), owner of property parcel
number 30-4S-17-08881-000 (parcel number), do certify that

the below referenced person(s) listed on this form is/are contracted/hired by me, the owner, or,
is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the
said person(s) is/are authorized to sign, speak and represent me as the owner in all matters
relating to this parcel.

Table with 2 columns: Printed Name of Person Authorized, Signature of Authorized Person. Row 1: Tori Humphries. Row 2: Justin Tabor with digital signature details.

I, the owner, realize that I am responsible for all agreements my duly authorized agent agrees
with, and I am fully responsible for compliance with all Florida Statutes, City Codes, and Land
Development Regulations pertaining to this parcel.

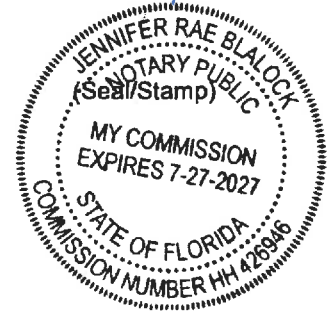
If at any time the person(s) you have authorized is/are no longer agents, employee(s), or
officer(s), you must notify this department in writing of the changes and submit a new letter of
authorization form, which will supersede all previous lists. Failure to do so may allow
unauthorized persons to use your name and/or license number to obtain permits.

Owner Signature (Notarized) [Signature] Date 12.09.2025

NOTARY INFORMATION:
STATE OF: Florida COUNTY OF: Columbia

The above person, whose name is Scott Stewart,
personally appeared before me and is known by me or has produced identification
(type of I.D.) on this N/A day of N/A, 20 N/A

[Signature]
NOTARY'S SIGNATURE



**File Attachments for Item:**

5. Minutes - March 16, 2026 Regular Session

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**MINUTES**  
**CITY OF LAKE CITY**  
**City Council Regular Session**  
**March 16, 2026**  
**6:00 PM at City Hall**

---

This meeting will be held in the City Council Chambers on the second floor of City Hall located at 205 North Marion Avenue, Lake City, FL 32055. Members of the public may also view the meeting on our YouTube channel. YouTube channel information is located at the end of this agenda.

**Pledge of Allegiance**

**Invocation** - Council Member Ricky Jernigan

**Roll Call**

Mayor/Council Member  
City Council

Noah Walker  
Chevella Young  
Ricky Jernigan  
James Carter  
Tammy Harris  
Clay Martin  
Don Rosenthal  
Chief Gerald Butler  
Audrey Sikes

City Attorney  
City Manager  
Sergeant-at-Arms  
City Clerk

**Approval of Agenda**

**Mr. Carter made a motion to approve the agenda as presented. Ms. Harris seconded the motion and the motion carried unanimously on a voice vote.**

**Proclamations/Awards/Recognitions** - None

**Presentations**

1. 250th Project Presentation - Students from Columbia County School System - Ms. Lisa Lee

Catherine Coleman, 7<sup>th</sup> grader at Lake City Middle School and winner of the Elks Lodge Essay Contest, shared her essay with members.

**Public Participation – Persons Wishing to Address Council**

- Brandon Detty
- Mark Lutz
- Unknown speaker

**Approval of Consent Agenda**

2. City Council Resolution No. 2026-006 - A resolution of the City of Lake City, Florida, approving that certain agreement in the form of a Memorandum of Understanding with Learning for Life, Inc., a nonprofit organization operated by the Boy Scouts of America; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; directing the Chief of Police to execute said agreement; repealing all prior resolutions in conflict; and providing an effective date.
  
3. City Council Resolution No. 2026-031 - A resolution of the City of Lake City, Florida, approving that certain update to job position and description for Firefighter Training Officer; making certain findings of fact in support of the City approving said position and description; directing the City Manager to update the City's Position Descriptions Manual with said Revised Position and description; repealing all prior resolutions in conflict; and providing an effective date.
  
4. City Council Resolution No. 2026-034 - A resolution of the City of Lake City, Florida, approving Change Order Two (2) to that certain Task Assignment Ten (10) between the City and Jones Edmunds and Associates, Inc., a Florida Corporation, said Change Order increasing the contract price to \$118,500.00 to account for additional design, bidding, and contractor selection services for the State Road 47 Casey Jones RV Park Collection System Project; recognizing the authority of the Mayor to execute and bind the City to said Change Order; repealing all prior resolutions in conflict; and providing an effective date.  
 City Manager Rosenthal asked to pull Item #3 for consideration. Per the City Attorney, the appropriate time to have amended the agenda would have been at time of agenda approval. At this time, the entire consent agenda would need to be voted up or down. If members voted down, then items could be discussed individually.

**Mr. Carter made a motion to approve the consent agenda as presented. Ms. Harris seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

## **Quasi-Judicial Hearings**

### **Open Quasi-Judicial Hearing**

#### Final Reading

5. City Council Ordinance No. 2026-2357 (final reading) - An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 26-02, submitted by Lake City 47, LLC, a Florida Limited Liability Company, relating to voluntary annexation; annexing certain real property located in Columbia County, Florida, which is reasonably compact, into the boundaries of the City of Lake City, Florida; making certain findings of fact in support thereof; providing severability; repealing all ordinances Mr in conflict; providing an effective date. (Intersection of SR47 and I75)

**Disclosure by Council members of ex-parte communications (this includes site visits), if any.**

Ms. Young	No
Mr. Carter	No
Mr. Jernigan	No
Ms. Harris	No
Mayor Walker	No

**Swearing in of applicant/appellant, staff and all witnesses collectively by City Attorney.**

Attorney Martin swore in Planning Technician Robert Angelo, Eryn Mertens planner with North Florida Professional Services, Daniel Crapps realtor, and Brian Pitman Civil Engineer with North Florida Professional Services.

**Clerk should take custody of exhibits.**

Note: All exhibits, diagrams, photographs and similar physical evidence referred to during the testimony or which you would like the Council to consider must be marked for identification and kept by the Clerk for 30 days.

**A. Brief introduction of ordinance by city staff.** Planning Technician Robert Angelo requested to adopt his presentation and staff report from March 2, 2026, into the record. It is attached as Exhibit A.

**B. Presentation of application by applicant.** Eryn Merten reported North Florida Professional Services had no presentation to add to the staff but was available for any questions.

**C. Presentation of evidence by city staff.** N/A

**D. Presentation of case by third party intervenors, if any.** N/A

**E. Public comments.** None

**F. Cross examination of parties by party participants.** Waived

**G. Questions of parties by City Council.** None

**H. Closing comments by parties.** None

**I. Instruction on law by attorney.**

**J. Discussion and action by City Council.**

**Ms. Young made a motion to approve City Council Resolution No. 2026-2357 on final reading. Ms. Harris seconded the motion. A roll call vote was taken and the motion carried.**

<b>Ms. Young</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mr. Carter</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

### First Reading

6. City Council Ordinance No. 2026-2353 (first reading) - An ordinance of the City of Lake City, Florida, amending the Future Land Use Plan Map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 26-01S, by Justin Tabor, Senior Planner, North Florida Professional Services, Inc., as agent for Lake City 47, LLC, a Florida Limited Liability Company, and Pam Stewart and Scott D. Stewart, the property owners of said acreage, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the Future Land Use Classification from County Highway Interchange to City Commercial of certain lands within the Corporate Limits of the City of Lake City, Florida; making findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. (SW quadrant of I75 and SR 47)

**Disclosure by Council members of ex-parte communications (this includes site visits), if any.**

This was answered under the previous ordinance.

**Swearing in of applicant/appellant, staff and all witnesses collectively by City Attorney.**

This was performed under the previous ordinance.

**Clerk should take custody of exhibits.**

Note: All exhibits, diagrams, photographs and similar physical evidence referred to during the testimony or which you would like the Council to consider must be marked for identification and kept by the Clerk for 30 days.

**A. Brief introduction of ordinance by city staff.** Planning Technician Robert Angelo went over his presentation and requested to move the staff report and presentation into the record. It is attached as Exhibit B.

**B. Presentation of application by applicant.** Eryn Merten reported North Florida Professional Services had no presentation to add to the staff but was available for any questions.

**C. Presentation of evidence by city staff.** N/A

**D. Presentation of case by third party intervenors, if any.** N/A

**E. Public comments.** None

**F. Cross examination of parties by party participants.** Waived

**G. Questions of parties by City Council.** None

**H. Closing comments by parties.** Waived

**I. Instruction on law by attorney.**

**J. Discussion and action by City Council.**

**Ms. Young made a motion to approve City Council Ordinance No. 2026-2353 on first reading. Mr. Carter seconded the motion. A roll call vote was taken and the motion carried.**

<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Carter</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

7. City Council Ordinance No. 2026-2354 (first reading) - An ordinance of the City of Lake City, Florida, amending the Official Zoning Atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of ten or more contiguous acres of land, pursuant to an application, Z 26-01L, by Justin Tabor, Senior Planner, North Florida Professional Services, Inc., as agent for Lake City 47, LLC, a Florida Limited Liability Company, and Pam Stewart and Scott D. Stewart, the property owners of said acreage; providing for rezoning from County Commercial, Intensive (CI) and County Commercial, Highway Interchange (CHI) to City Commercial, Highway Interchange (CHI) of certain lands within the Corporate Limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; providing an effective date. (SW quadrant of I75 and SR47)

**Disclosure by Council members of ex-parte communications (this includes site visits), if any.**

This was answered under the initial ordinance.

**Swearing in of applicant/appellant, staff and all witnesses collectively by City Attorney.**

This was performed under the initial ordinance.

**Clerk should take custody of exhibits.**

Note: All exhibits, diagrams, photographs and similar physical evidence referred to during the testimony or which you would like the Council to consider must be marked for identification and kept by the Clerk for 30 days.

**A. Brief introduction of ordinance by city staff.** Planning Technician Robert Angelo went over his presentation and requested the presentation and application be entered into the record. It is attached as Exhibit C.

**B. Presentation of application by applicant.** Eryn Merten reported North Florida Professional Services had no presentation to add to the staff but was available for any questions.

**C. Presentation of evidence by city staff.** N/A

**D. Presentation of case by third party intervenors, if any.** None

**E. Public comments.** None

**F. Cross examination of parties by party participants.** Waived

**G. Questions of parties by City Council.** None

**H. Closing comments by parties.** None

**I. Instruction on law by attorney.**

**J. Discussion and action by City Council.**

**Mr. Carter made a motion to approve City Council Ordinance No. 2026-2354 on first reading. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

8. City Council Ordinance No. 2026-2362 (first reading) - An ordinance of the City of Lake City, Florida, amending the Future Land Use Plan Map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 26-04S, by Daniel Crapps, Trustee of C & W Land Trust, property owner of Lots 1, 2 and 3 of the C & W Business Park Subdivision and as agent for Eastpark, LLC, a Florida Limited Liability Company, property owner of Lot 7 of the C & W Business Park Subdivision; Premiere Investments, LLC, a Florida Limited Liability Company, property owner of Lot 6 of the C & W Business Park Subdivision; and Chad R. Strait, property owner of Lots 4 and 5 of the C & W Business Park Subdivision, the property owners of said acreage, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the Future Land Use Classification from County Residential, Medium/High Density (Less than or equal to 14 dwelling units per acre) and County Commercial to City Commercial of certain lands within the corporate limits of the City of Lake City, Florida; making findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. (Intersection of Real Terrace and Hwy 247, Branford Hwy)

**Disclosure by Council members of ex-parte communications (this includes site visits), if any.**

This was answered under the initial ordinance.

**Swearing in of applicant/appellant, staff and all witnesses collectively by City Attorney.**

This was performed under the initial ordinance.

**Clerk should take custody of exhibits.**

Note: All exhibits, diagrams, photographs and similar physical evidence referred to during the testimony or which you would like the Council to consider must be marked for identification and kept by the Clerk for 30 days.

**A. Brief introduction of ordinance by city staff.** Planning Technician Robert Angelo went over the presentation and requested the presentation and application be entered into the record. It is attached as Exhibit D.

**B. Presentation of application by applicant.** Daneil Crapps was in attendance for any questions.

**C. Presentation of evidence by city staff.** N/A

**D. Presentation of case by third party intervenors, if any.** None

**E. Public comments.** None

**F. Cross examination of parties by party participants.** Waived

**G. Questions of parties by City Council.** None

**H. Closing comments by parties.** Waived

**I. Instruction on law by attorney.**

**J. Discussion and action by City Council.**

**Mr. Carter made a motion to approve City Council Ordinance No. 2026-2362 on first reading. Ms. Harris seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

- City Council Ordinance No. 2026-2363 (first reading) - An ordinance of the City of Lake City, Florida, amending the Official Zoning Atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an application, Z 26-02S, by Daniel Crapps, Trustee of C & W Land Trust, Property Owner of Lots 1, 2 and 3 of the C & W Business Park Subdivision and as agent for Eastpark, LLC, a Florida Limited Liability Company, property owner of Lot 7 of the C & W Business Park Subdivision; Premiere Investments, LLC, a Florida Limited Liability Company, property owner of, Lot 6 of the C & W Business Park Subdivision; and Chad R. Strait,

property owner of Lots 4 and 5 of the C & W Business Park Subdivision, the property owners of said acreage; providing for rezoning from County - Commercial, Intensive (CI) and County - Residential, Multiple-Family-1 (RMF-1) to City - Commercial, Intensive (CI) of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; providing an effective date. (Intersection of Real Terrace and Hwy 247, Branford Hwy)

**Disclosure by Council members of ex-parte communications (this includes site visits), if any.**

This was answered under the initial ordinance.

**Swearing in of applicant/appellant, staff and all witnesses collectively by City Attorney.**

This was performed under the initial ordinance.

**Clerk should take custody of exhibits.**

Note: All exhibits, diagrams, photographs and similar physical evidence referred to during the testimony or which you would like the Council to consider must be marked for identification and kept by the Clerk for 30 days.

**A. Brief introduction of ordinance by city staff.** Planning Technician Robert Angelo went over the presentation and requested the presentation and application be entered into the record. It is attached as Exhibit E.

**B. Presentation of application by applicant.** Daneil Crapps was in attendance for any questions.

**C. Presentation of evidence by city staff.** None

**D. Presentation of case by third party intervenors, if any.** None

**E. Public comments.** None

**F. Cross examination of parties by party participants.** Waived

**G. Questions of parties by City Council.** Council Member Jernigan inquired about rezoning.

**H. Closing comments by parties.** Waived

**I. Instruction on law by attorney.**

**J. Discussion and action by City Council.**

**Ms. Harris made a motion to approve City Council Ordinance No. 2026-2363 on first reading. Mr. Carter seconded the motion. A roll call vote was taken and the motion carried.**

<b>Ms. Harris</b>	<b>Aye</b>
<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

10. City Council Ordinance No. 2026-2364 (first reading) - An ordinance of the City of Lake City, Florida, amending the Future Land Use Plan Map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 26-05S, by Brian Pitman, P.E., as agent for Eastpark, LLC, a Florida Limited Liability Company, the property owner of said acreage, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the Future Land Use Classification from County Residential, Medium/High Density (less than or equal to 14 dwelling units per acre) to City Commercial of certain lands within the Corporate Limits of the City of Lake City, Florida; making findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. (West of Real Terrace and East of I75 and also West of C&W Business Park, which is at the intersection of Real Terrace and Hwy 247, Brandford Hwy)

**Disclosure by Council members of ex-parte communications (this includes site visits), if any.**

This was answered under the initial ordinance.

**Swearing in of applicant/appellant, staff and all witnesses collectively by City Attorney.**

This was performed under the initial ordinance.

**Clerk should take custody of exhibits.**

Note: All exhibits, diagrams, photographs and similar physical evidence referred to during the testimony or which you would like the Council to consider must be marked for identification and kept by the Clerk for 30 days.

**A. Brief introduction of ordinance by city staff.** Planning Technician Robert Angelo went over the presentation and requested the presentation and application be entered into the record. It is attached as Exhibit F.

**B. Presentation of application by applicant.** Brian Pitman was in attendance for any questions.

**C. Presentation of evidence by city staff.** None

**D. Presentation of case by third party intervenors, if any.** None

**E. Public comments.** None

**F. Cross examination of parties by party participants.** Waived

**G. Questions of parties by City Council.** None

**H. Closing comments by parties.** Waived

**I. Instruction on law by attorney.**

**J. Discussion and action by City Council.**

**Ms. Young made a motion to approve City Council Ordinance No. 2026-2364 on first reading. Ms. Harris seconded the motion. A roll call vote was taken and the motion carried.**

<b>Ms. Young</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mr. Carter</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

11. City Council Ordinance No. 2026-2365 (first reading) - An ordinance of the City of Lake City, Florida, amending the Official Zoning Atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten acres of land, pursuant to an application, Z 26-03S, by Brian Pitman, P.E., as agent for Eastpark, LLC, a Florida Limited Liability Company, the property owner of said acreage; providing for rezoning from County-Residential, Multiple-Family-1 (RMF-1) to City-Commercial, Intensive (CI) of certain lands within the Corporate Limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; providing an effective date. (West of Real Terrace and East of I75 and also West of C&W Business Park, which is at the intersection of Real Terrace and Hwy 247, Brandford Hwy)

**Disclosure by Council members of ex-parte communications (this includes site visits), if any.**

This was answered under the initial ordinance.

**Swearing in of applicant/appellant, staff and all witnesses collectively by City Attorney.**

This was performed under the initial ordinance.

**Clerk should take custody of exhibits.**

Note: All exhibits, diagrams, photographs and similar physical evidence referred to during the testimony or which you would like the Council to consider must be marked for identification and kept by the Clerk for 30 days.

**A. Brief introduction of ordinance by city staff.** Planning Technician Robert Angelo went over the presentation and requested the presentation and application be entered into the record. It is attached as Exhibit G.

**B. Presentation of application by applicant.** Brian Pitman reported he had nothing else to add.

- C. Presentation of evidence by city staff. None
- D. Presentation of case by third party intervenors, if any. None
- E. Public comments. None
- F. Cross examination of parties by party participants. Waived
- G. Questions of parties by City Council. None
- H. Closing comments by parties. Waived
- I. Instruction on law by attorney.
- J. Discussion and action by City Council.

**Mr. Carter made a motion to approve City Council Ordinance No. 2026-2365 on first reading. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

## Close Quasi-Judicial Hearing

### Old Business

#### Ordinances

**At this time Mayor Walker closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2026-2358. City Council Ordinance No. 2026-2358 was read by title. Mayor Walker asked if anyone wanted to be heard regarding City Council Ordinance No. 2026-2358. No one asked to be heard on City Council Ordinance No. 2026-2358; therefore, Mayor Walker closed the public hearing.**

11. City Council Ordinance No. 2026-2358 (final reading) - An ordinance of the City of Lake City, Florida, relating to the criminal background screening of certain regulated persons, public service providers, municipal employees, vendors, contractors, contractor employees, and appointees, including volunteers; amending Chapter 70, Article I, Section 70-1 of the Code of Ordinances of the City of Lake City, Florida, providing for criminal background screening of such individuals; making findings of fact in support thereof; repealing all ordinances in conflict herewith and providing an effective date. **Mr. Jernigan made a motion to approve City Council Ordinance No. 2026-2358 on final reading. Mr. Carter seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

Resolutions - None

Other Items - None

**New Business**

Ordinances

13. City Council Ordinance No. 2026-2359 (first reading) - An ordinance of the City of Lake City, Florida; amending City Code Chapter 70, Article V, Firefighters' Retirement, adding a new Section 70-136 for the purpose of purchasing prior military service; adding a new Section 70-137 for the purpose of purchasing prior firefighter service; providing for severability; providing for conflicts; and providing an effective date. **Mr. Carter made a motion to approve City Council Ordinance No. 2026-2359 on first reading. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

14. City Council Ordinance No. 2026-2360 (first reading) - An ordinance of the City of Lake City, Florida, amending the Text of the City of Lake City Comprehensive Plan, as amended; pursuant to an application, CPA 26-02T, by the Growth Management Department of the City of Lake City, Florida, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for amending the Intergovernmental Coordination Element of the Comprehensive Plan by adding Objective VII.9 entitled Joint Planning Area and Interlocal Service Boundary Agreement to the Intergovernmental Coordination Element; making findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. **Mr. Carter made a motion to approve City Council Ordinance No. 2026-2360 on first reading. Ms. Harris seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

15. City Council Ordinance No. 2026-2361 (first reading) - An ordinance of the City of Lake City, Florida, amending the Text of the City of Lake City Comprehensive Plan, as amended; pursuant to an application, CPA 26-03T, by the Growth Management

Department of the City of Lake City, Florida, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for amending Policy I.1.2 of the Future Land Use element under Mixed Use by changing the minimum percentage of non-residential uses from 50 to 15, the maximum residential uses from 40 to 75, adding requirements to the open space areas and by changing the residential density limits from 10 to 40 dwelling units based on gross acreage of the overall residential portion of the proposed mixed use land use classification; making findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. **Ms. Harris made a motion to approve City Council Ordinance No. 2026-2361 on first reading. Mr. Carter seconded the motion. A roll call vote was taken and the motion carried.**

<b>Ms. Harris</b>	<b>Aye</b>
<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

At this time members took a short recess from 7:00 PM until 7:06 PM.

Resolutions

16. City Council Resolution No. 2026-007 - A resolution of the City of Lake City, Florida approving that certain agreement between the City and the State of Florida Department of Commerce for administration of grant funds from the State of Florida Department of Commerce Rural Infrastructure Fund; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the City Manager to execute and bind the City to said agreement; directing the City Manager to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

Per Attorney Martin, the title of the resolution should have reflected the Mayor as the authority to execute and bind the agreement, not the City Manager. The title will not be officially re-worked, the minutes serve as the record reflecting the correct authority.

**Mr. Carter made a motion to approve City Council Resolution No. 2026-007. Ms. Harris seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

17. City Council Resolution No. 2026-035 - A resolution of the City of Lake City, Florida, adopting the evaluation and tabulation of responses to that certain Invitation to Bid Number 006-2026 for the aviation fuels annual contract at the Lake City Gateway Airport; awarding said bid to Eastern Aviation Fuels, Inc., a North Carolina Corporation DBA Titan Aviation Fuels; approving the agreement with said vendor; making certain findings of fact in support thereof; recognizing the authority of the Mayor to execute and

bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date. **Ms. Harris made a motion to approve City Council Resolution No. 2026-035. Mr. Carter seconded the motion. A roll call vote was taken and the motion carried.**

<b>Ms. Harris</b>	<b>Aye</b>
<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

18. City Council Resolution No. 2026-037 - A resolution of the City of Lake City, Florida, amending the Community Redevelopment Agency (the "CRA") Budget for Fiscal Year 2025-2026 to reallocate \$150,000.00 from the CRA "Infrastructure" account to the CRA "Other Current Charges" account in furtherance of and in support of an expanded Facade Grant Program to be administered by the CRA; making certain findings of fact in support of the City approving said amendment; repealing all prior resolutions in conflict; and providing an effective date. **Mr. Carter made a motion to approve City Council Resolution No. 2026-037. Ms. Harris seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

19. City Council Resolution No. 2026-039 - A resolution of the City of Lake City, Florida, approving that certain agreement between the City and the Columbia County School Board for the acquisition of real property generally described as the former Five Points Elementary School Campus; providing a more accurate description of said campus; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

Council Member Jernigan inquired as to whether this property was in the County. City Manager Rosenthal reported the property was in the County but would be annexed into the City.

Council Member Carter asked for an explanation and intended purpose of the purchase.

City Manager Rosenthal reported there were a number of functions the City would use the building for: office space for Suwannee Valley 4 C's, a storm shelter, and several nonprofit organizations.

Mayor Walker requested a presentation on the overall master plan of use for this building.

City Manager Rosenthal reported his goal was to be budget neutral based on the rents from tenants.

Council Member Young expressed her excitement about the purchase and directed staff to inquire about other vacant elementary schools in the County.

**Ms. Harris made a motion to approve City Council Resolution No. 2026-039. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.**

<b>Ms. Harris</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Carter</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

### Other Items

20. Discussion and Possible Action – Chief Butler requests balance of the Mariah Fund in the amount of \$142,788.32 to be used by Executive Director of Utilities for the replacement of the worn/damaged playground equipment in our city parks.

Chief Butler provided a brief overview of the reallocation request for the replacement of playground equipment.

**Mr. Carter made a motion to approve the reallocation of the Mariah Funds. Mr. Jernigan seconded the motion.**

Council Member Young spoke in support of the reallocation of the funds for the replacement of playground equipment.

**A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Ms. Carter</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

**Departmental Administration - None**

### **Comments by:**

City Manager Don Rosenthal – Mr. Rosenthal requested permission for Assistant City Manager Johnson to attend a recruitment trip with the County’s Economic Development Department for the airport. Mr. Johnson’s goal is to provide a targeted strategy for recruiting aviation companies at the City’s airport.

**Mr. Carter made a motion to approve travel expenses for Mr. Johnson and Ed Bunnell. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Carter</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Aye</b>
<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Ms. Harris</b>	<b>Aye</b>
<b>Mayor Walker</b>	<b>Aye</b>

City Attorney Clay Martin – None

City Clerk Audrey Sikes – None

### **Comments by Council Members**

Council Member Chevella Young – Ms. Young recognized Airport Director Ed Bunnell for a great job at the airport and suggested more large planters for the downtown area. All members agreed. City Manager Rosenthal reported this would be within his authority to purchase and was currently working with Executive Director of Utilities, Steve Brown, on the task.

Council Member Ricky Jernigan – Mr. Jernigan requested prayers for America’s troops and families abroad; recognized the Procurement, Airport, Human Resources, and Lake City Police Departments, with a special recognition for Lake City Fire Department member Christina Monro for completing the Gate River Run 15k in Jacksonville in her full firefighter gear.

Council Member James Carter – Mr. Carter expressed excitement for citizen attendance and encouraged citizens to return to other meetings.

Council Member Tammy Harris – Ms. Harris thanked citizens and members who checked on her health after the last meeting; recounted receiving early-morning calls from community members who shared citizen feedback about members remarks concerning the Unity Fest; reported the Unity Fest was moving forward and being fully funded by community members through donations. She thanked donors and confirmed the event date would be August 1, 2026.

Mayor Noah Walker – Mayor Walker commended Christina Monro from the Lake City Fire Department for running the Gate River Run 15k in Jacksonville in full firefighting gear; commended Airport Director Ed Bunnell on the aviation fuel certification the City received so that military planes can refuel in Lake City; suggested full restoration of City Parks with the Capital Expenditures account and requested Mr. Rosenthal look into funding; requested a presentation on a quarterly basis on the City’s expenditures overall versus the City’s budget.

Members agreed to award Christina Monro the first City of Lake City Gatekeeper award.

### **Adjournment**

Having no further business, Mayor Walker adjourned the meeting at 7:41 PM.

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Noah Walker, Mayor/Council Member

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Audrey Sikes, City Clerk

**City Council Ordinance No. 2026-2357**  
**Exhibit A**

# ORDINANCE 2026-2357

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ANX 26-02

# Introduction

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- Applicant has requested to annex parcel 08881-000 into the City.
- This parcel is located within the Joint Planning Area and Municipal Service Area, commonly known as Cornerstone Planning Area.

# Location



# Cornerstone Planning Area Adoption

- The City of Lake City adopted the Interlocal Service Boundary Agreement/Joint Planning Area with Columbia County on December 15<sup>th</sup>, 2025, by Ordinance 2025-2345.
- Columbia County adopted the Interlocal Service Boundary Agreement/Joint Planning Area with Columbia County on December 18<sup>th</sup>, 2025, by Ordinance 2025-23.

## Staff Recommendation

- Staff's recommendation is to approve Ordinance 2025-2349.

# QUESTIONS



DEPARTMENT OF GROWTH MANAGEMENT
205 North Marion Avenue
Lake City, FL 32055
Telephone: (386) 752-2031
growthmanagement@lcfla.com

PETITION OF OWNER TO VOLUNTARILY ANNEX REAL PROPERTY TO THE CITY OF LAKE CITY, FLORIDA

Petitioner(s): Scott D. Stewart, as Manager of Lake City 47, LLC

Whose mailing address is: 426 SW Commerce Street, Suite 130, Lake City, FL 32025

Parcel Number: 30-4S-17-08881-000

Hereby partition the City Council of the City of Lake City, Florida, to voluntarily annex the real property of petitioner(s) to the City of Lake City, Florida ("City"), pursuant to and in accordance with the provisions of Chapter 171.044, Florida Statutes, and state(s):

- 1. That petitioner(s) is/are the sole owner(s) of the real property described on Schedule "A" attached hereto and by this reference made a part of this petition) the "Real Property", as evidenced by a deed or other document recorded in Official Record Book 1462, Pages 993 - 994, public records of Columbia County, Florida, copy of which is attached hereto.
2. If the Real Property is annexed to the City, petitioner(s) agree(s) to and will abide by and comply with all existing and future laws, rules and regulations which presently are and from time to time in the future may be in effect within the City.
3. That the Real Property of the petitioner(s) qualifies and is eligible to be annexed to the boundaries of the City, pursuant to the provisions of Chapter 171, Florida Statutes.
4. That the Real Property of the petitioner(s) is presently classified under the Columbia County Land Use Plan for Highway Interchange use and is zoned Commercial Intensive Under the Columbia County zoning ordinance.
5. If not already connected to the City's utility services, petitioner(s) agree(s) to and file an application for a connection to the City's water and sewer utility lines to serve said Real Property upon application for Development Permit and agree(s) to abide by and comply with all the terms and conditions of the city codes, resolutions, and further agree(s) to pay all costs relating to the connection fees, installation costs, impact fees, and service charges.



DEPARTMENT OF GROWTH MANAGEMENT

205 North Marion Avenue

Lake City, FL 32055

Telephone: (386) 752-2031

growthmanagement@lcfla.com

WHEREFORE, petitioner(s) request(s) that the City immediately take action to approve this petition and annex the Real Property into the City.

DATED this 8th day of December, 2025

Signed, sealed and delivered in the presence of:

\*Note: Name must appear as on deed. Attach corporate seal if required\*

Jim Zuber (Witness) Printed Name

(Witness) Signature

(Witness) Printed Name

(Witness) Signature

(Witness) Printed Name

(Witness) Signature

Scott D. Stewart (Owner) Printed Name

(Owner) Signature

(Owner) Printed Name

(Owner) Signature

(Owner) Printed Name

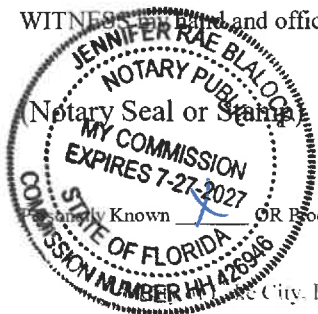
(Owner) Signature

STATE OF Florida

COUNTY OF Columbia

I HEREBY CERTIFY that on this day, 12/09/2025, personally appeared before me, by means of Physical presence or N/A online notarization, who is personally known to me or who has produced N/A as identification, who is person described in and who executed the foregoing instrument and who acknowledged before me that they executed the same for the uses and purposes therein expressed.

WITNESSED and official seal, this 09 day of December, 2025



Signature of Notary Public, State of Florida

Type of Identification Produced



**DEPARTMENT OF GROWTH MANAGEMENT**

205 North Marion Avenue

Lake City, FL 32055

Telephone: (386) 752-2031

*growthmanagement@lcfla.com*

**ITEMS NEEDED FOR ANNEXATION**

1. Application (completely filled out, signed and notarized)
2. Copy of Warranty Deed
3. If Warranty Deed is in a Corporate, Trust or Business name, then a copy of the Charter or documentation showing a list of eligible member(s) must be provided.
4. Three (3) copies of Boundary Survey.
5. Legal Description electronically provided or on a CD in Word Format.



GROWTH MANAGEMENT DEPARTMENT
205 North Marion Ave, Lake City, FL 32055
Phone: 386-719-5750
E-mail: growthmanagement@lcfla.com

AGENT AUTHORIZATION FORM

I, Scott Stewart, as Manager of Lake City 47, LLC (owner name), owner of property parcel number 30-4S-17-08881-000 (parcel number), do certify that

the below referenced person(s) listed on this form is/are contracted/hired by me, the owner, or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are authorized to sign, speak and represent me as the owner in all matters relating to this parcel.

Table with 2 columns: Printed Name of Person Authorized, Signature of Authorized Person. Row 1: Tori Humphries. Row 2: Justin Tabor (with digital signature details).

I, the owner, realize that I am responsible for all agreements my duly authorized agent agrees with, and I am fully responsible for compliance with all Florida Statutes, City Codes, and Land Development Regulations pertaining to this parcel.

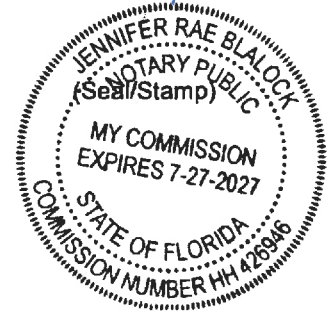
If at any time the person(s) you have authorized is/are no longer agents, employee(s), or officer(s), you must notify this department in writing of the changes and submit a new letter of authorization form, which will supersede all previous lists. Failure to do so may allow unauthorized persons to use your name and/or license number to obtain permits.

Owner Signature (Notarized) [Signature] Date 12.09.2025

NOTARY INFORMATION: STATE OF: Florida COUNTY OF: Columbia

The above person, whose name is Scott Stewart, personally appeared before me and is known by me or has produced identification (type of I.D.) on this N/A day of N/A, 20 N/A

NOTARY'S SIGNATURE [Signature]



**City Council Ordinance No. 2025-2353**  
**Exhibit B**

# COMP PLAN AMENDMENT

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ORDINANCE 2026-2353 for CPA 26-01S

# Introduction

- Parcel 08891-000 has a current Future Land Use designation of Highway Interchange County. Parcel 08881-000 has a Future Land Use designation of Commercial County;
- Petition CPA 26-01S is a request to change the Future Land Use on parcel 08891-000 from Highway Interchange County to Commercial City and change the Future Land Use on parcel 08881-000 from Commercial County to Commercial City;
- The parcel is surrounded by the following Future Land Use designations;
  - North- Highway Interchange County
  - East- Commercial County
  - South- Environmentally Sensitive
  - West- Highway Interchange County and Commercial County

# Location of Parcel 08891-000

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# Location of Parcel 08881-000

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# Joint Planning Area

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## Joint Planning Area Columbia County



■ Planning Area

This product is for informational purposes only and may not have been prepared for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of displayed information. It is not to be used in place of locates.

# Cornerstone Planning Area Adoption

- The City of Lake City adopted the Interlocal Service Boundary Agreement/Joint Planning Area with Columbia County on December 15<sup>th</sup>, 2025, by Ordinance 2025-2345.
- Columbia County adopted the Interlocal Service Boundary Agreement/Joint Planning Area with Columbia County on December 18<sup>th</sup>, 2025, by Ordinance 2025-23.

# Staff Review

## **Suwannee River Water Management-**

There is an existing environmental resource permit (ERP-023-234495-2) that expires September 21, 2028. Parcel 08891-000 does not appear to be part of this project. Any deviations from the permitted plans will require a permit modification. Failure to construct the project by September 21, 2028, will require a new ERP.



## Staff Recommendation

- Staff finds the petition in compliance with the City's Comprehensive Plan and Land Development Regulations. Therefore, staff's recommended action would be for the City Council to approve Ordinance 2026-2353.

# QUESTIONS

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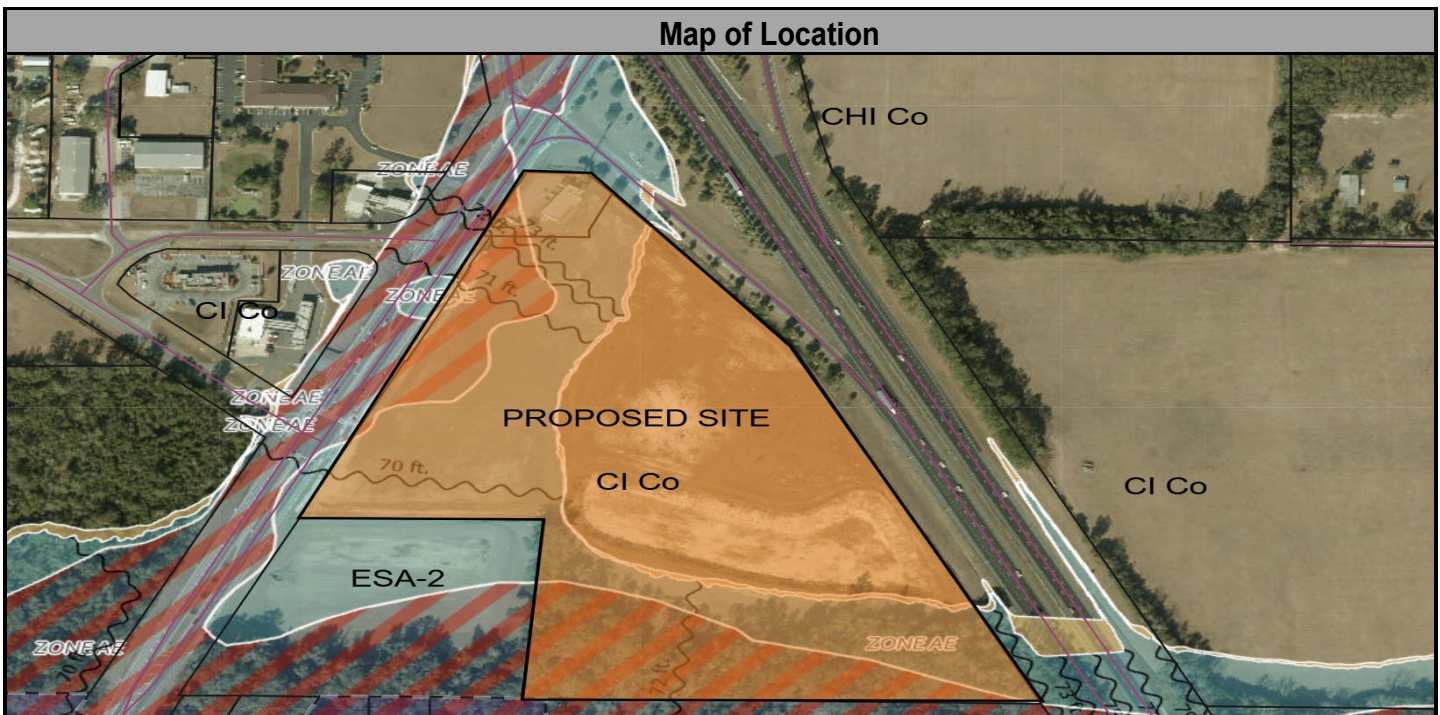
**STAFF ANALYSIS REPORT**

<b>Project Information</b>	
Project Name and Case No.	Lake City 47 LLC and Scott Stewart Z 26-01 and CPA 26-01
Applicant	Justin Tabor, AICP, agent
Owner	Lake City 47 LLC and Scott and Pam Stewart
Requested Action	<ul style="list-style-type: none"> <li>• Change the FLU from Commercial County and Highway Interchange County to Commercial City.</li> <li>• Change the Zoning from Commercial Intensive County and Commercial Highway Interchange County to Commercial Highway Interchange City.</li> </ul>
Hearing Date	02-10-2026
Staff Analysis/Determination	Sufficient for Review
Prepared By	Robert Angelo, Planner II

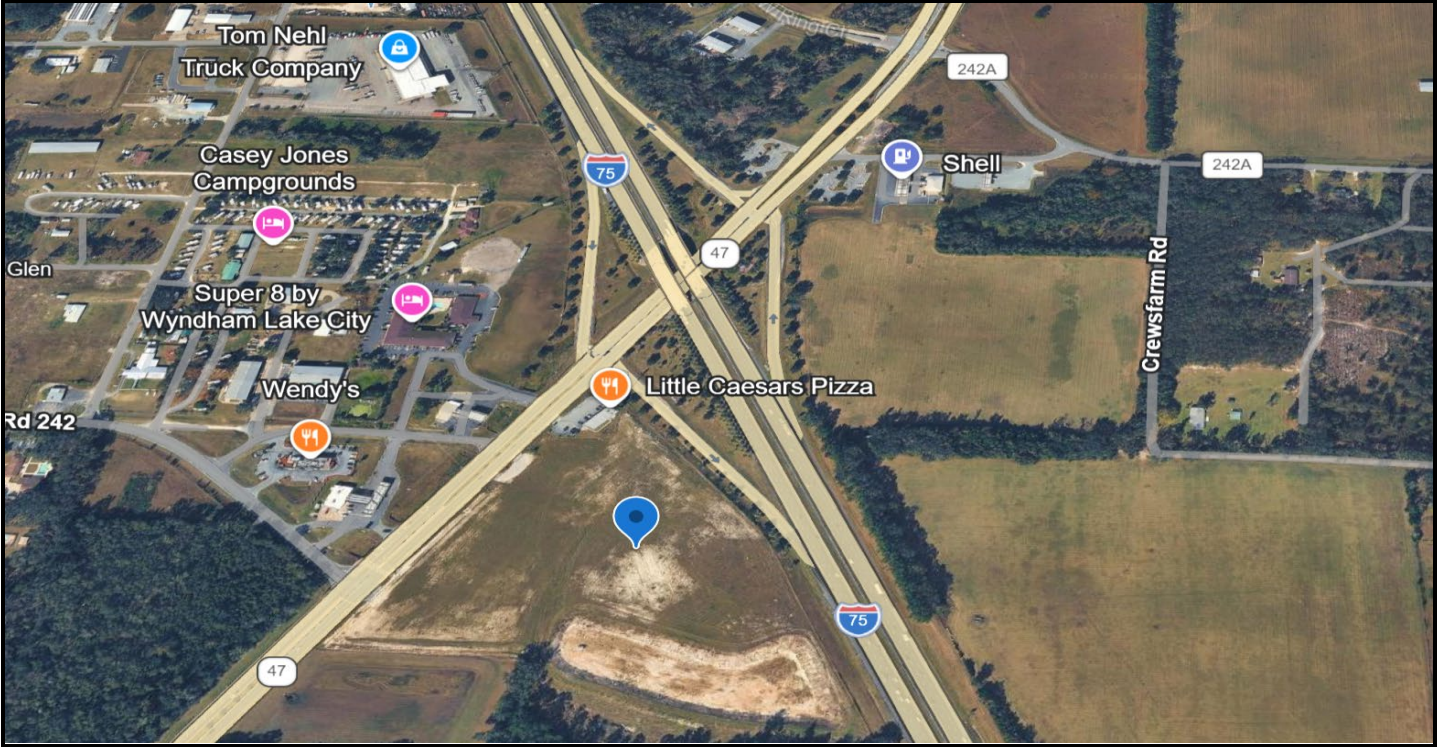
<b>Subject Property Information</b>	
Size	+/- 27.42 Acres
Location	TBD
Parcel Number	08881-000 and 08891-000
Future Land Use	Commercial County and Highway Interchange County
Proposed Future Land Use	Commercial City
Current Zoning District	Commercial Intensive County and Commercial Highway Interchange County
Proposed Zoning	Commercial Highway Interchange City
Flood Zone-BFE	Flood Zone AE   Base Flood Elevation-N/A

<b>Land Use Table</b>				
Direction	Future Land Use	Zoning	Existing Use	Comments
N	Highway Interchange Co.	CHI Co	Vacant	
E	Commercial Co.	CI Co	Vacant	
S		ESA-2	Vacant	
W	Commercial Co.	CI Co	Automotive Self-Service Station	

Zoning Review		
Zoning Requirements	Current Zoning	Proposed Zoning
Minimum lot requirements.	None	None
Minimum yard requirements (setbacks) Front-Each Side-Rear.	F-20, S-10, R-15	F-20, S-10, R-15.
Are any structure within 35 feet of a wetland?	35-foot buffer to wetland	35-foot buffer to wetland.
Max height of signs.	35-foot	35-foot
Max square footage of signs.	1.5 times lot frontage.	1.5 times lot frontage.
Lot coverage of all buildings.	35% and F.A.R. 1.0	F.A.R. 1.0
Minimum landscape requirements.	10 foot if abutting a residential district or none if not.	10 foot if abutting a residential district or none if not.
Minimum number of parking spaces.	NA	NA
Minimum number of ADA parking spaces.	NA	NA
Parking space size requirement.	10' x 20'	10' x 20
'ADA parking space size.	12'x20' with 5'x20' access aisle.	12'x20' with 5'x20' access aisle.



## Map of Location



## Flood and Wetland Map

### National Flood Hazard Layer FIRMette



82°39'40"W 30°2'5"N



### Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRMAP LAYOUT

<b>SPECIAL FLOOD HAZARD AREAS</b>	Without Base Flood Elevation (BFE) <i>Zone A-V, ADP</i>
	With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>
	Regulatory Floodway
<b>OTHER AREAS OF FLOOD HAZARD</b>	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i>
	Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>
	Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i>
	Area with Flood Risk due to Levee <i>Zone D</i>
<b>OTHER AREAS</b>	Area of Minimal Flood Hazard <i>Zone X</i>
	Effective LOMRs
	Area of Undetermined Flood Hazard <i>Zone D</i>
<b>GENERAL STRUCTURES</b>	Channel, Culvert, or Storm Sewer
	Levee, Dike, or Floodwall
<b>OTHER FEATURES</b>	Cross Sections with 1% Annual Chance Water Surface Elevation
	Coastal Transect
	Base Flood Elevation Line (BFE)
	Limit of Study
	Jurisdiction Boundary
	Coastal Transect Baseline
	Profile Baseline
	Hydrographic Feature
<b>MAP PANELS</b>	Digital Data Available
	No Digital Data Available
	Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/28/2026 at 5:24 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRMAP panel number, and FIRMAP effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

## Summary of Staff Analysis

### **Parking**

Rezoning is too conceptual to determine parking requirements. Parking requirements will be reviewed at time of site plan review.

### **Setbacks**

#### **Current Zoning**

The Commercial Highway Interchange County zoning district requires the following setbacks, front- 20 feet, side- None, and rear 15 feet.

The Commercial Intensive County zoning district requires the following setbacks, front- 20 feet, side- None, except where a side yard is provided, then 5 feet, and rear 15 feet.

#### **Proposed Zoning**

The Commercial Highway Interchange County zoning district requires the following setbacks, front- 30 feet, side- 30 feet, and rear 30 feet.

### **Signage**

Rezoning is too conceptual to determine signage requirements. Signage requirements will be reviewed at time of site plan review.

### **Landscaping**

Rezoning is too conceptual to determine landscape requirements. Landscape requirements will be reviewed at time of site plan review.

### **Land Use**

The property is surrounded on the west, south and north by Residential Office zoning and on the east by Residential Single-Family 1 zoning. The property to the east and south is currently used by Lake Shore Hospital Authority and currently does not have a tenant. The property to the north is used for residential. The property to the west is used as parking.

### **Lot Coverage of All Building**

Rezoning is too conceptual to determine lot coverage requirements. Lot coverage requirements will be reviewed at time of site plan review.

### **Wetland and Flood Zone**

There are no known wetlands for this site per Suwannee River Water Management Flood Mapping. The site is in flood zone AE per Suwannee River Water Management Flood Mapping. There is a floodway on the southeastern portion of parcel 08881-000.

**City Council Ordinance No. 2025-2354**  
**Exhibit C**

# REZONING

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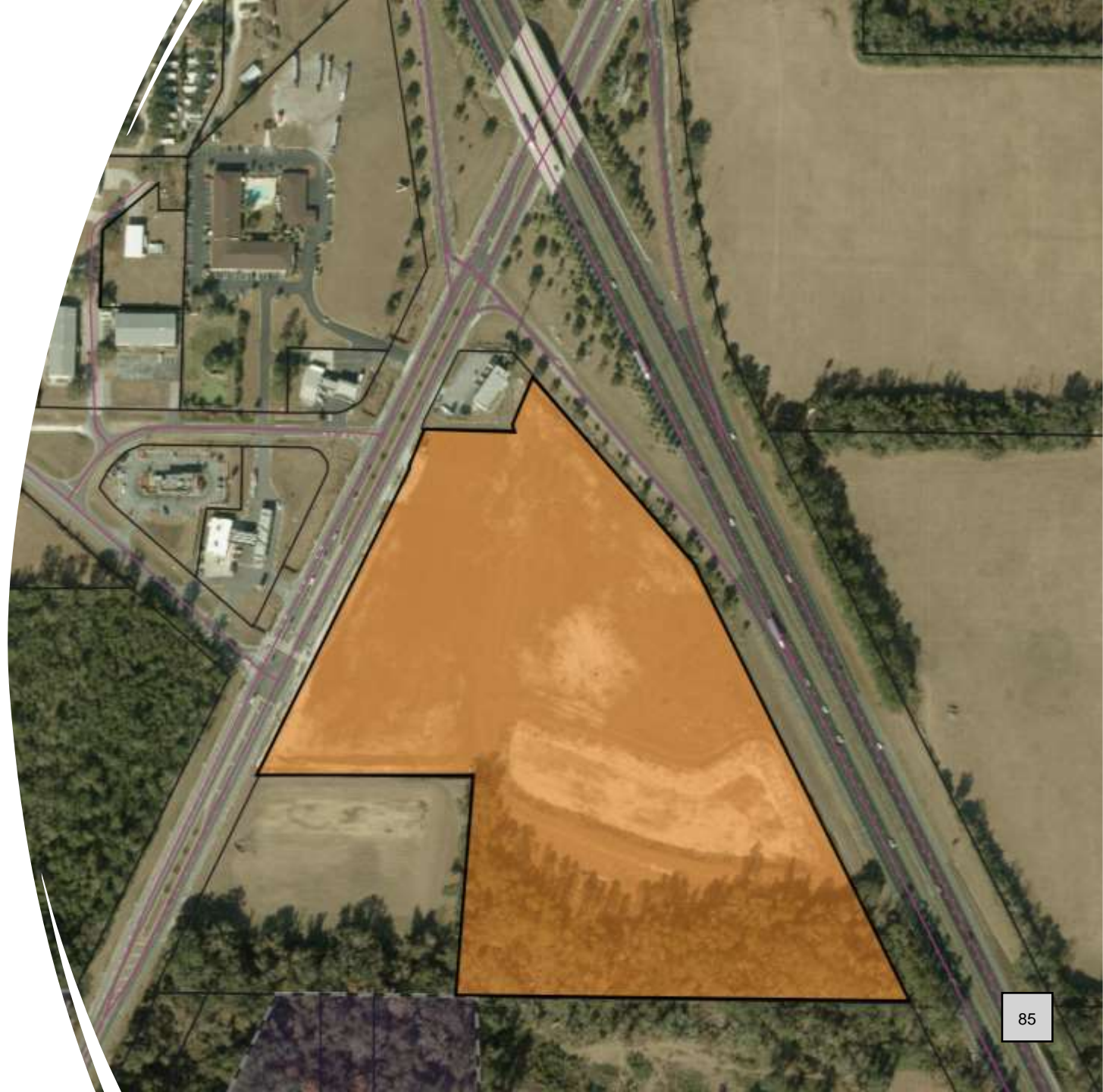
ORDINANCE 2026-2354 for Z 26-01L

# Introduction

- Parcel 08891-000 is currently zoned Commercial Highway Interchange County and Parcel 08881-000 is currently zoned Commercial Intensive County;
- Petition Z 26-01L is a request to change the Zoning on parcel 08891-000 from Commercial Highway Interchange County to Commercial Intensive City and change the Zoning on parcel 08881-000 from Commercial Intensive County to Commercial Intensive City;
- The parcel is surrounded by the following Zoning designations;
  - North- Commercial Highway Interchange County
  - East- Commercial Intensive County
  - South- Environmentally Sensitive Area 2
  - West- Commercial Highway Interchange County and Commercial Intensive County

# Location of Parcel 08881-000

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# Location of Parcel 08891-000

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# Staff Review

## **Suwannee River Water Management-**

There is an existing environmental resource permit (ERP-023-234495-2) that expires September 21, 2028. Parcel 08891-000 does not appear to be part of this project. Any deviations from the permitted plans will require a permit modification. Failure to construct the project by September 21, 2028, will require a new ERP.



## Staff Recommendation

- Staff finds the petition in compliance with the City's Comprehensive Plan and Land Development Regulations. Therefore, staff's recommended action would be for the City Council to approve Ordinance 2026-2354.

# QUESTIONS

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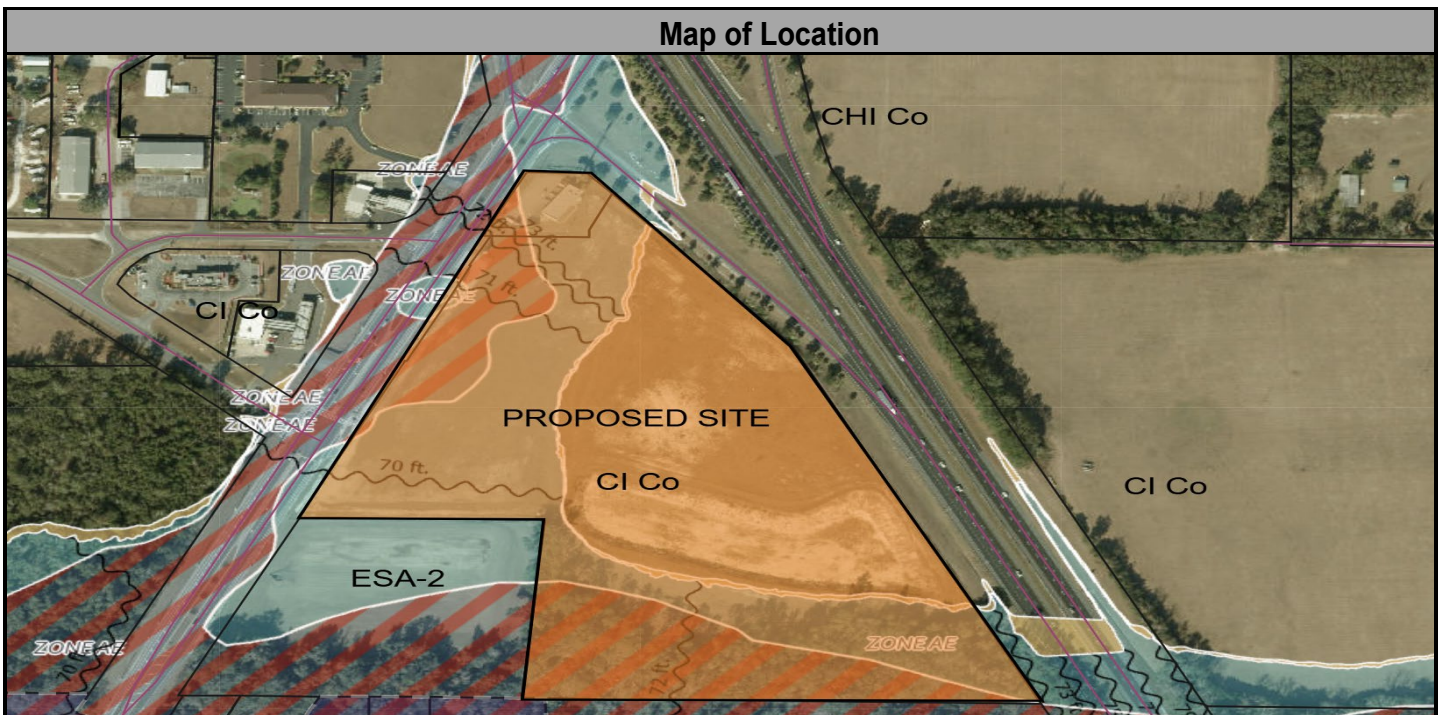
**STAFF ANALYSIS REPORT**

Project Information	
Project Name and Case No.	Lake City 47 LLC and Scott Stewart Z 26-01 and CPA 26-01
Applicant	Justin Tabor, AICP, agent
Owner	Lake City 47 LLC and Scott and Pam Stewart
Requested Action	<ul style="list-style-type: none"> <li>• Change the FLU from Commercial County and Highway Interchange County to Commercial City.</li> <li>• Change the Zoning from Commercial Intensive County and Commercial Highway Interchange County to Commercial Highway Interchange City.</li> </ul>
Hearing Date	02-10-2026
Staff Analysis/Determination	Sufficient for Review
Prepared By	Robert Angelo, Planner II

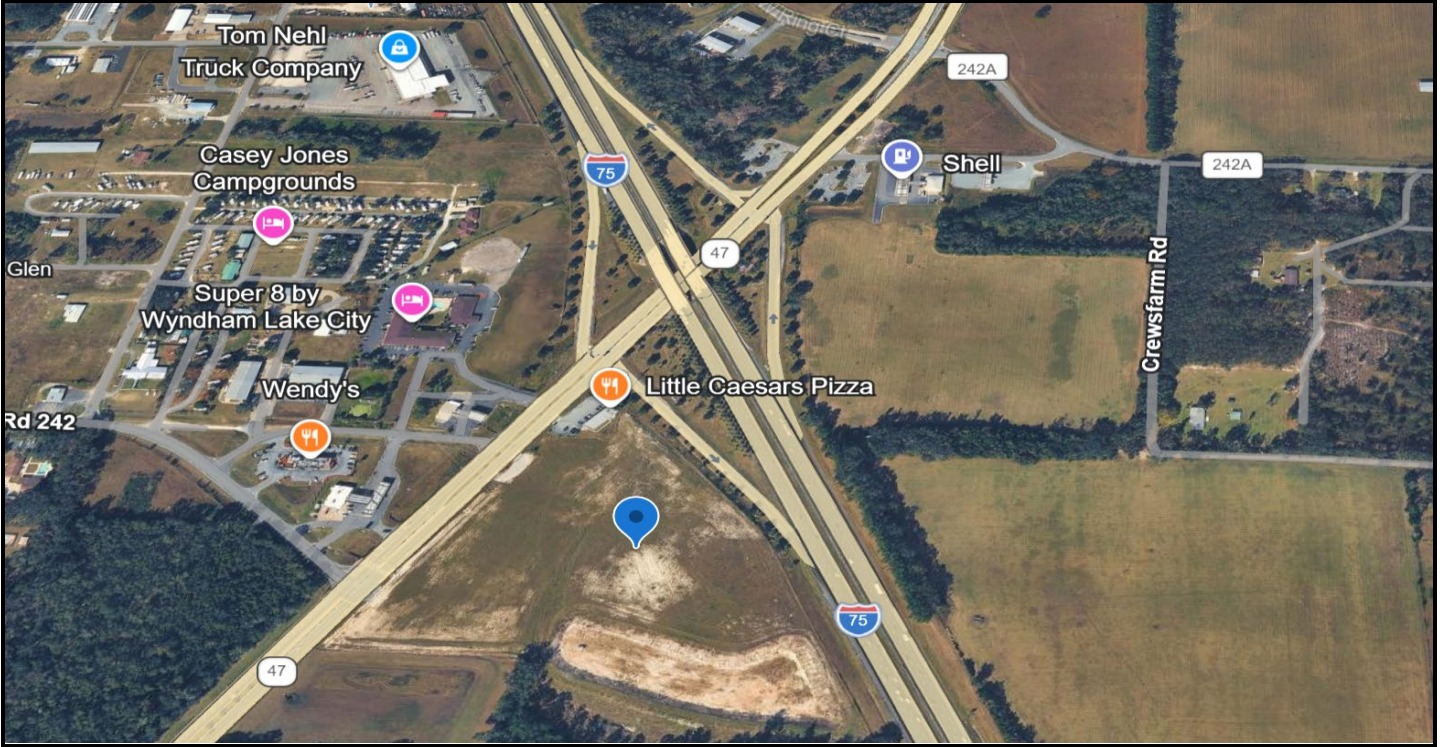
Subject Property Information	
Size	+/- 27.42 Acres
Location	TBD
Parcel Number	08881-000 and 08891-000
Future Land Use	Commercial County and Highway Interchange County
Proposed Future Land Use	Commercial City
Current Zoning District	Commercial Intensive County and Commercial Highway Interchange County
Proposed Zoning	Commercial Highway Interchange City
Flood Zone-BFE	Flood Zone AE   Base Flood Elevation-N/A

Land Use Table				
Direction	Future Land Use	Zoning	Existing Use	Comments
N	Highway Interchange Co.	CHI Co	Vacant	
E	Commercial Co.	CI Co	Vacant	
S		ESA-2	Vacant	
W	Commercial Co.	CI Co	Automotive Self-Service Station	

Zoning Review		
Zoning Requirements	Current Zoning	Proposed Zoning
Minimum lot requirements.	None	None
Minimum yard requirements (setbacks) Front-Each Side-Rear.	F-20, S-10, R-15	F-20, S-10, R-15.
Are any structure within 35 feet of a wetland?	35-foot buffer to wetland	35-foot buffer to wetland.
Max height of signs.	35-foot	35-foot
Max square footage of signs.	1.5 times lot frontage.	1.5 times lot frontage.
Lot coverage of all buildings.	35% and F.A.R. 1.0	F.A.R. 1.0
Minimum landscape requirements.	10 foot if abutting a residential district or none if not.	10 foot if abutting a residential district or none if not.
Minimum number of parking spaces.	NA	NA
Minimum number of ADA parking spaces.	NA	NA
Parking space size requirement.	10' x 20'	10' x 20
'ADA parking space size.	12'x20' with 5'x20' access aisle.	12'x20' with 5'x20' access aisle.



## Map of Location



## Flood and Wetland Map

### National Flood Hazard Layer FIRMette



82°39'40"W 30°2'5"N



### Legend

- SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRMAP LAYOUT
- |                                    |  |
|------------------------------------|--|
| <b>SPECIAL FLOOD HAZARD AREAS</b>  | Without Base Flood Elevation (BFE)<br><i>Zone A-V, ADP</i>   |
|                                    | With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>   |
|                                    | Regulatory Floodway  |
| <b>OTHER AREAS OF FLOOD HAZARD</b> | 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i> |
|                                    | Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>  |
|                                    | Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i>  |
|                                    | Area with Flood Risk due to Levee <i>Zone D</i>  |
| <b>OTHER AREAS</b>                 | Area of Minimal Flood Hazard <i>Zone X</i>   |
|                                    | Effective LOMRs  |
|                                    | Area of Undetermined Flood Hazard <i>Zone D</i>  |
| <b>GENERAL STRUCTURES</b>          | Channel, Culvert, or Storm Sewer   |
|                                    | Levee, Dike, or Floodwall  |
| <b>OTHER FEATURES</b>              | Cross Sections with 1% Annual Chance Water Surface Elevation   |
|                                    | Coastal Transect   |
|                                    | Base Flood Elevation Line (BFE)  |
|                                    | Limit of Study   |
|                                    | Jurisdiction Boundary  |
|                                    | Coastal Transect Baseline  |
|                                    | Profile Baseline   |
|                                    | Hydrographic Feature   |
| <b>MAP PANELS</b>                  | Digital Data Available   |
|                                    | No Digital Data Available  |
|                                    | Unmapped   |
- The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/28/2026 at 5:24 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRMAP panel number, and FIRMAP effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

0 250 500 1,000 1,500 2,000 Feet 1:6,000  
Basemap Imagery Source: USGS National Map 2023

## Summary of Staff Analysis

### **Parking**

Rezoning is too conceptual to determine parking requirements. Parking requirements will be reviewed at time of site plan review.

### **Setbacks**

#### **Current Zoning**

The Commercial Highway Interchange County zoning district requires the following setbacks, front- 20 feet, side- None, and rear 15 feet.

The Commercial Intensive County zoning district requires the following setbacks, front- 20 feet, side- None, except where a side yard is provided, then 5 feet, and rear 15 feet.

#### **Proposed Zoning**

The Commercial Highway Interchange County zoning district requires the following setbacks, front- 30 feet, side- 30 feet, and rear 30 feet.

### **Signage**

Rezoning is too conceptual to determine signage requirements. Signage requirements will be reviewed at time of site plan review.

### **Landscaping**

Rezoning is too conceptual to determine landscape requirements. Landscape requirements will be reviewed at time of site plan review.

### **Land Use**

The property is surrounded on the west, south and north by Residential Office zoning and on the east by Residential Single-Family 1 zoning. The property to the east and south is currently used by Lake Shore Hospital Authority and currently does not have a tenant. The property to the north is used for residential. The property to the west is used as parking.

### **Lot Coverage of All Building**

Rezoning is too conceptual to determine lot coverage requirements. Lot coverage requirements will be reviewed at time of site plan review.

### **Wetland and Flood Zone**

There are no known wetlands for this site per Suwannee River Water Management Flood Mapping. The site is in flood zone AE per Suwannee River Water Management Flood Mapping. There is a floodway on the southeastern portion of parcel 08881-000.

**City Council Ordinance No. 2025-2362**  
**Exhibit D**

# COMP PLAN AMENDMENT

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ORDINANCE 2026-2362 CPA 26-04S

# Introduction

- Parcels 02712-101, 102, 103, 104, 105, 106, and 107, or commonly known as C&W Business Park Sub-Division has a Future Land Use of Residential Medium/High County and Commercial County;
- Petition CPA 26-04S is a request to change the Future Land Use from Residential Medium/High County and Commercial County to Commercial City;
- The parcel is surrounded by the following Future Land Use designations;
  - North- Residential Medium/High County
  - East- Commercial County
  - South- Commercial County
  - West- Commercial County and Residential Medium/High County

# Location of C&W Business Park Sub-Division

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# Staff Review

## **Suwannee River Water Management-**

These parcels are within a permitted master system (ERP-023-207040-1).

Application shall be submitted to verify conformance with master system.

Construction cannot commence until SRWMD ERP has been issued.



## Staff Recommendation

- Staff finds the petition in compliance with the City's Comprehensive Plan and Land Development Regulations. Therefore, staff's recommended action would be for the City Council to approve Ordinance 2026-2362.

# QUESTIONS

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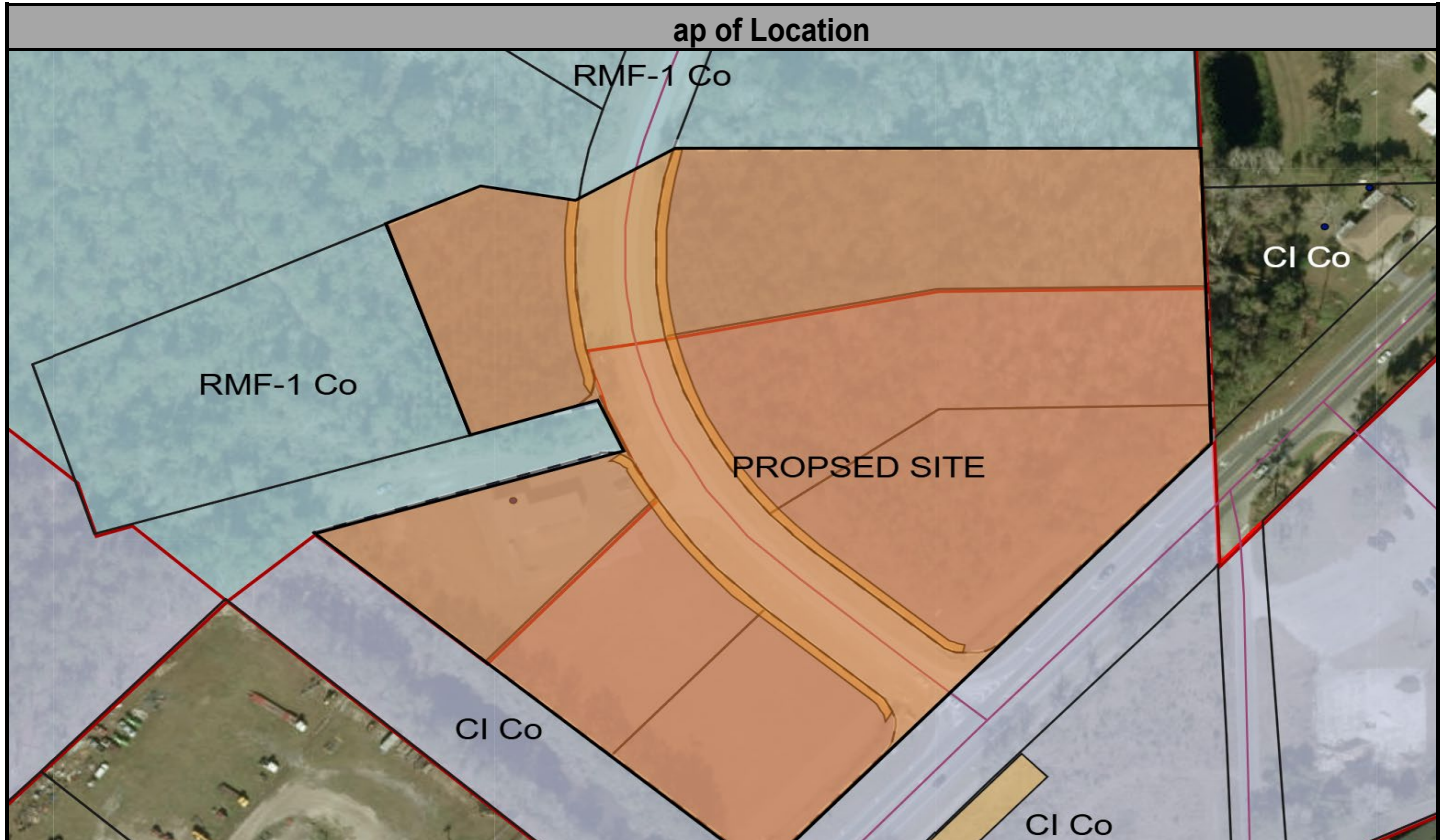
**STAFF ANALYSIS REPORT**

<b>Project Information</b>	
Project Name and Case No.	C&W Business Park Z 26-02S and CPA 26-04S
Applicant	Daniel Crapps, agent
Owner	C&W Land Trust, East Park LLC, Premiere Investments, Chad Strait
Requested Action	<ul style="list-style-type: none"> <li>• Change the FLU from Residential Medium/High County and Commercial County to Commercial City.</li> <li>• Change the Zoning from Residential Multi-Family-1 County and Commercial Intensive County to Commercial Intensive City.</li> </ul>
Hearing Date	03-10-2026
Staff Analysis/Determination	Sufficient for Review
Prepared By	Robert Angelo, Planner II

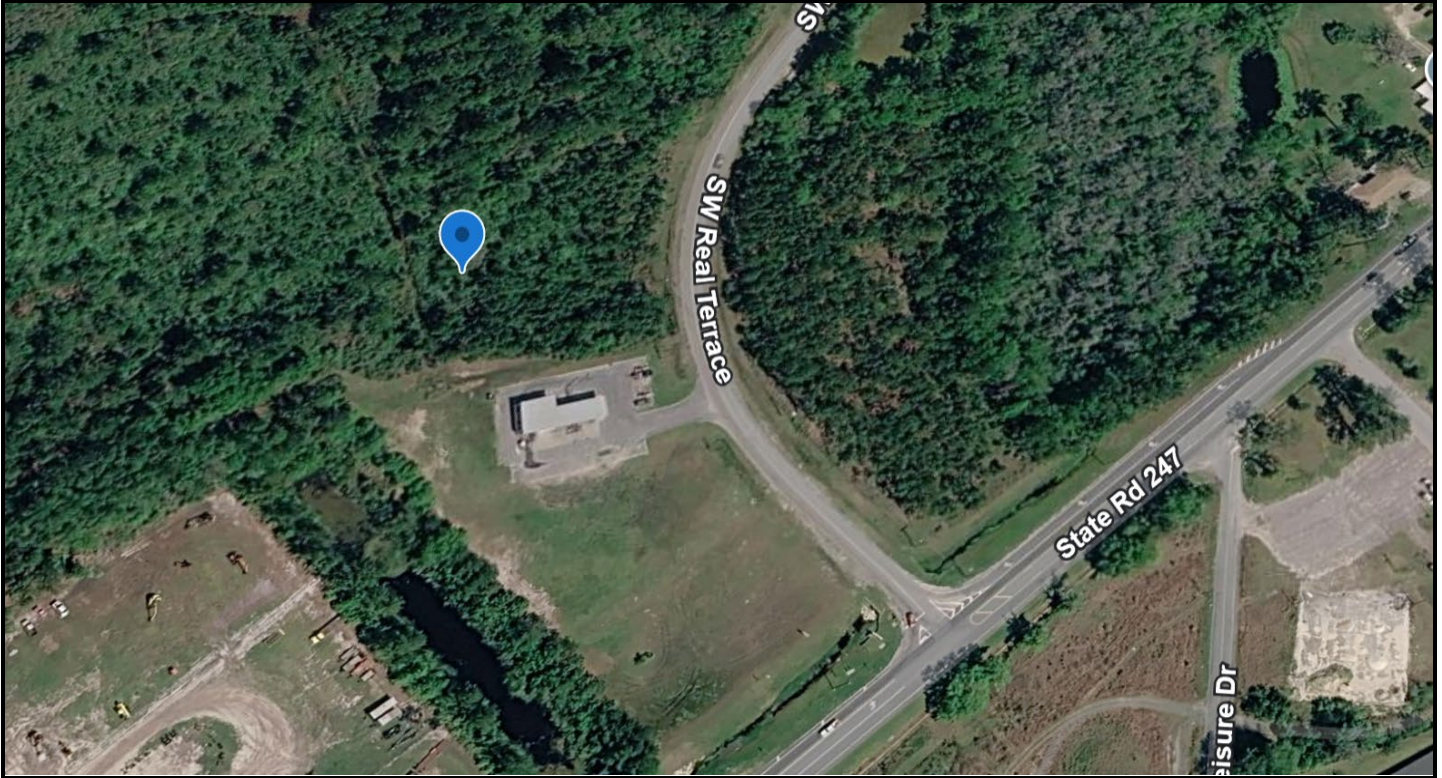
<b>Subject Property Information</b>	
Size	+/- 9.46 Acres
Location	TBD
Parcel Number	02712-101, 102, 103, 104, 105, 106, and 107
Future Land Use	Residential Medium/High County and Commercial County
Proposed Future Land Use	Commercial City
Current Zoning District	Residential Multi-Family 1 County and Commercial Intensive County
Proposed Zoning	Commercial Intensive City
Flood Zone-BFE	Flood Zone X and A Base Flood Elevation-N/A

<b>Land Use Table</b>				
Direction	Future Land Use	Zoning	Existing Use	Comments
North	Residential Medium/High County	RMF-1 County	Vacant	
East	Commercial County	CI County	Office	
South	Commercial County	CI County	Vacant	
West	Commercial County and Residential Medium/High County	CI County And RMF-1 County	Vacant	

Zoning Review		
Zoning Requirements	Current Zoning	Proposed Zoning
Minimum lot requirements.	6,000 SQFT.	None
Minimum yard requirements (setbacks) Front-Each Side-Rear.	Front-20, Side-10, Rear-15	Front-20, Side-0, Rear-15.
Are any structure within 35 feet of a wetland?	35-foot buffer to wetland	35-foot buffer to wetland.
Max height of signs.	18-foot	35-foot
Max square footage of signs.	1.5 times lot frontage.	1.5 times lot frontage.
Lot coverage of all buildings.	35% and 40% depending on the use.	F.A.R. 1.0
Minimum landscape requirements.	10 or 15 foot if abutting a residential district or none if not. Depending on the use.	10 foot if abutting a residential district or none if not.
Minimum number of parking spaces.	NA	NA
Minimum number of ADA parking spaces.	NA	NA
Parking space size requirement.	10' x 20'	10' x 20
'ADA parking space size.	12'x20' with 5'x20' access aisle.	12'x20' with 5'x20' access aisle.



## Map of Location



## Flood and Wetland Map

# EFFECTIVE FLOOD INFORMATION REPORT



### Location Information

County: **COLUMBIA**  
 Parcel: **024S1602712000**  
 Flood Zone: **A, X**  
 Flood Risk: **HIGH**

1% Annual Chance Base Flood Elev\* **Not Applicable**  
 10% Annual Chance Flood Elev\* **Not Applicable**  
 50% Annual Chance Flood Elev\* **Not Applicable**

\* Flood Elevations shown on this report are in NAVD 88 and are derived from FEMA flood mapping products, rounded to the nearest tenth of a foot. For more information, please see the note below

### Legend with Flood Zone Designations

- |  |                            |                   |          |
|--|----------------------------|-------------------|----------|
| 1% Flood -Floodway (High Risk)           | Area Not Included          | CrossSections     | Wetlands |
| 1% Flood - Zone AE (High Risk)           | SFHA Decrease              | County Boundaries |          |
| 1% Flood - Zone A (HighRisk)             | SFHA Increase              | FIRM Panel Index  |          |
| 1% Flood - Zone VE (HighRisk)            | Depressions                | Parcels           |          |
| 0.2% Flood-Shaded Zone X (Moderate Risk) | BaseFlood Elevations (BFE) | River Marks       |          |

### Supplemental Information

Watershed	Map Effective Date	11/2/2018	Special Flood Hazard Area	Yes
FIRM Panel(s)	12023C0291D			

Anywhere it can rain, it can flood  
 Know your risk.



[www.srwmdfloodreport.com](http://www.srwmdfloodreport.com)

The information herein represents the best available data as of the effective date shown. Reliance on the Information is done solely at your own risk. The District makes no warranty, representation or guaranty as to the content, accuracy, timeliness or completeness of the information. Users of the data should refer to the [District's full Disclaimer](#).

The [Federal Emergency Management Agency \(FEMA\) Flood Map Service Center](#) maintains the database of Flood Insurance Studies and Digital Flood Insurance Rate Maps, as well as additional information such as how the Base Flood Elevations (BFEs) and/or floodways have been determined and previously issued Letters of Map Change. Requests to revise flood information may be provided to the District during community review periods, or through the appropriate process with FEMA Change Your Flood Zone Designation | [FEMA.gov](http://FEMA.gov). Information about flood insurance may be obtained at [www.floodsmart.com](http://www.floodsmart.com)

## Summary of Staff Analysis

### **Parking**

Rezoning is too conceptual to determine parking requirements. Parking requirements will be reviewed at time of site plan review.

### **Setbacks**

#### Current Zoning

The Residential Multi-Family 1 zoning district requires the following setbacks, front- 20 feet, side- 10, and rear 15 feet.

#### Proposed Zoning

The Commercial Intensive City zoning district requires the following setbacks, front- 20 feet, side- 10 feet, and rear 15 feet.

### **Signage**

Rezoning is too conceptual to determine signage requirements. Signage requirements will be reviewed at time of site plan review.

### **Landscaping**

Rezoning is too conceptual to determine landscape requirements. Landscape requirements will be reviewed at time of site plan review.

### **Land Use**

The property is surrounded on the north by Residential Multi-Family 1 County zoning and on the west, east and south by Commercial Intensive County zoning and Residential Multi-Family 1 County. The property to the east is currently used for office space. The property to the north, south, and west is vacant.

### **Lot Coverage of All Building**

Rezoning is too conceptual to determine lot coverage requirements. Lot coverage requirements will be reviewed at time of site plan review.

### **Wetland and Flood Zone**

There are no known wetlands for this site per Suwannee River Water Management Flood Mapping. The site is in flood zone X and A per Suwannee River Water Management Flood Mapping.

**City Council Ordinance No. 2025-2363**  
**Exhibit E**

# REZONING

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ORDINANCE 2026-2363 for Z 26-02S

# Introduction

- Parcels 02712-101, 102, 103, 104, 105, 106, and 107, or commonly known as C&W Business Park Sub-Division is currently zoned Residential Multi-Family 1 County and Commercial Intensive County;
- Petition Z 26-02S is a request to change the Zoning from Residential Multi-Family 1 County and Commercial Intensive County to Commercial Intensive City;
- The parcel is surrounded by the following Future Land Use designations;
  - North- Residential Multi-Family 1 County
  - East- Commercial Intensive County
  - South- Commercial Intensive County
  - West- Commercial Intensive County and Residential Multi-Family 1 County

# Location of C&W Business Park Sub-Division

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# Staff Review

## **Suwannee River Water Management-**

These parcels are within a permitted master system (ERP-023-207040-1).

Application shall be submitted to verify conformance with master system.

Construction cannot commence until SRWMD ERP has been issued.



## Staff Recommendation

- Staff finds the petition in compliance with the City's Comprehensive Plan and Land Development Regulations. Therefore, staff's recommended action would be for the City Council to approve Ordinance 2026-2363.

# QUESTIONS

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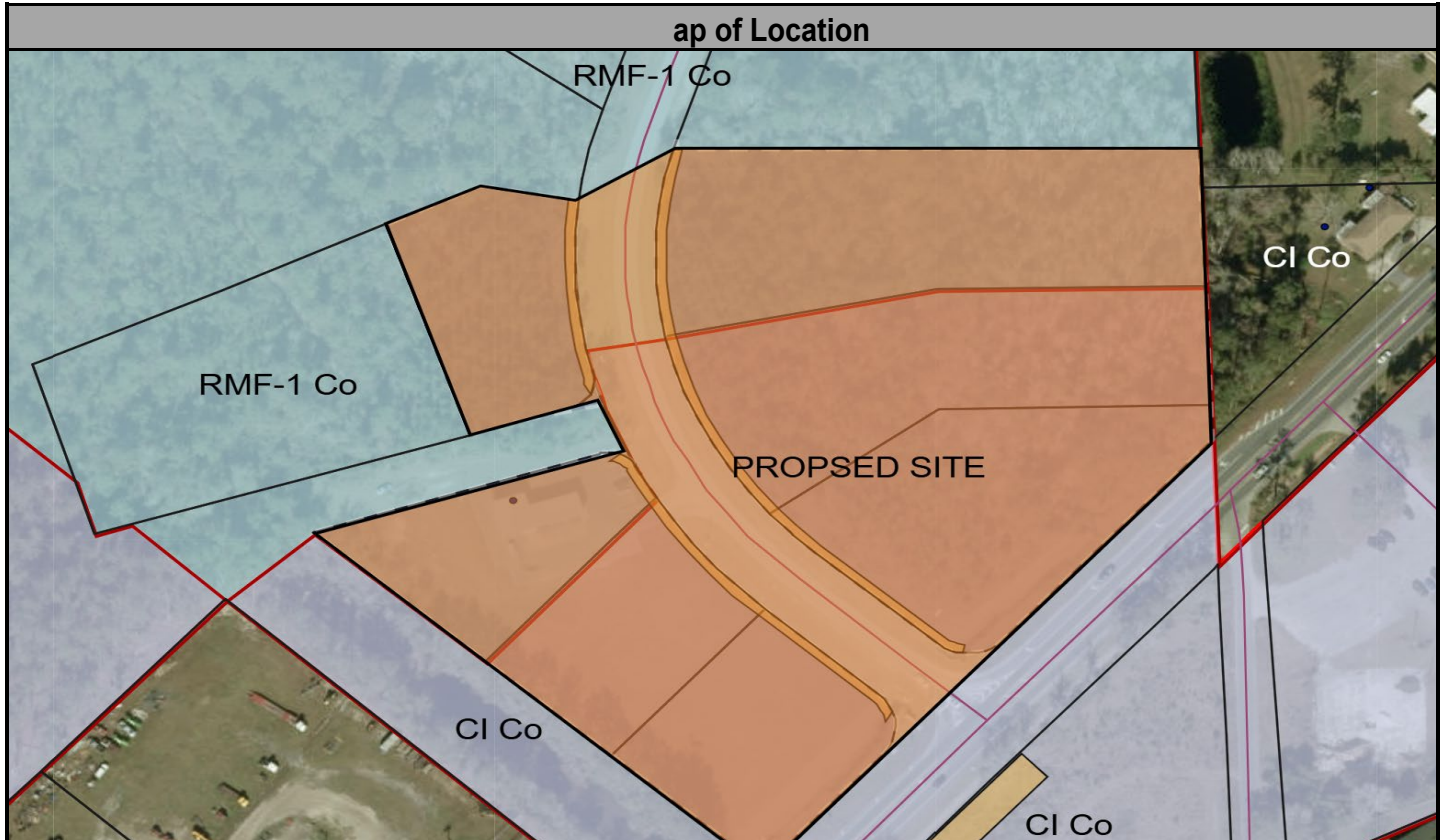
**STAFF ANALYSIS REPORT**

<b>Project Information</b>	
Project Name and Case No.	C&W Business Park Z 26-02S and CPA 26-04S
Applicant	Daniel Crapps, agent
Owner	C&W Land Trust, East Park LLC, Premiere Investments, Chad Strait
Requested Action	<ul style="list-style-type: none"> <li>• Change the FLU from Residential Medium/High County and Commercial County to Commercial City.</li> <li>• Change the Zoning from Residential Multi-Family-1 County and Commercial Intensive County to Commercial Intensive City.</li> </ul>
Hearing Date	03-10-2026
Staff Analysis/Determination	Sufficient for Review
Prepared By	Robert Angelo, Planner II

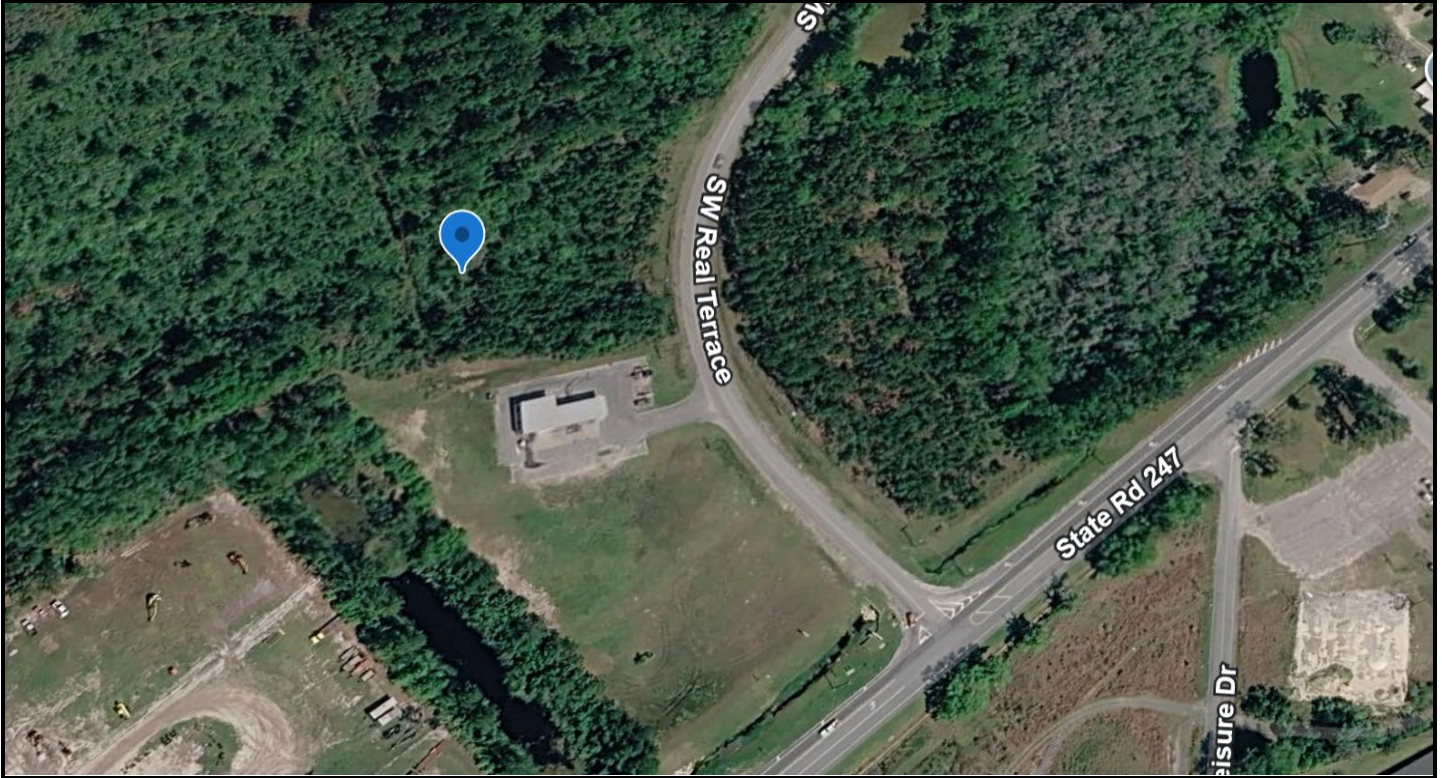
<b>Subject Property Information</b>	
Size	+/- 9.46 Acres
Location	TBD
Parcel Number	02712-101, 102, 103, 104, 105, 106, and 107
Future Land Use	Residential Medium/High County and Commercial County
Proposed Future Land Use	Commercial City
Current Zoning District	Residential Multi-Family 1 County and Commercial Intensive County
Proposed Zoning	Commercial Intensive City
Flood Zone-BFE	Flood Zone X and A Base Flood Elevation-N/A

<b>Land Use Table</b>				
Direction	Future Land Use	Zoning	Existing Use	Comments
North	Residential Medium/High County	RMF-1 County	Vacant	
East	Commercial County	CI County	Office	
South	Commercial County	CI County	Vacant	
West	Commercial County and Residential Medium/High County	CI County And RMF-1 County	Vacant	

Zoning Review		
Zoning Requirements	Current Zoning	Proposed Zoning
Minimum lot requirements.	6,000 SQFT.	None
Minimum yard requirements (setbacks) Front-Each Side-Rear.	Front-20, Side-10, Rear-15	Front-20, Side-0, Rear-15.
Are any structure within 35 feet of a wetland?	35-foot buffer to wetland	35-foot buffer to wetland.
Max height of signs.	18-foot	35-foot
Max square footage of signs.	1.5 times lot frontage.	1.5 times lot frontage.
Lot coverage of all buildings.	35% and 40% depending on the use.	F.A.R. 1.0
Minimum landscape requirements.	10 or 15 foot if abutting a residential district or none if not. Depending on the use.	10 foot if abutting a residential district or none if not.
Minimum number of parking spaces.	NA	NA
Minimum number of ADA parking spaces.	NA	NA
Parking space size requirement.	10' x 20'	10' x 20
'ADA parking space size.	12'x20' with 5'x20' access aisle.	12'x20' with 5'x20' access aisle.



## Map of Location



## Flood and Wetland Map

### EFFECTIVE FLOOD INFORMATION REPORT



#### Location Information

County: **COLUMBIA**  
 Parcel: **024S1602712000**  
 Flood Zone: **A, X**  
 Flood Risk: **HIGH**

1% Annual Chance Base Flood Elev\* **Not Applicable**  
 10% Annual Chance Flood Elev\* **Not Applicable**  
 50% Annual Chance Flood Elev\* **Not Applicable**

\* Flood Elevations shown on this report are in NAVD 88 and are derived from FEMA flood mapping products, rounded to the nearest tenth of a foot. For more information, please see the note below

#### Legend with Flood Zone Designations

- |  |                            |                   |          |
|--|----------------------------|-------------------|----------|
| 1% Flood -Floodway (High Risk)           | Area Not Included          | CrossSections     | Wetlands |
| 1% Flood - Zone AE (High Risk)           | SFHA Decrease              | County Boundaries |          |
| 1% Flood - Zone A (HighRisk)             | SFHA Increase              | FIRM Panel Index  |          |
| 1% Flood - Zone VE (HighRisk)            | Depressions                | Parcels           |          |
| 0.2% Flood-Shaded Zone X (Moderate Risk) | BaseFlood Elevations (BFE) | River Marks       |          |

#### Supplemental Information

Watershed	Map Effective Date	11/2/2018	Special Flood Hazard Area	Yes
FIRM Panel(s)	12023C0291D			

Anywhere it can rain, it can flood  
 Know your risk.



[www.srwmdfloodreport.com](http://www.srwmdfloodreport.com)

The information herein represents the best available data as of the effective date shown. Reliance on the Information is done solely at your own risk. The District makes no warranty, representation or guaranty as to the content, accuracy, timeliness or completeness of the information. Users of the data should refer to the [District's full Disclaimer](#).

The [Federal Emergency Management Agency \(FEMA\) Flood Map Service Center](#) maintains the database of Flood Insurance Studies and Digital Flood Insurance Rate Maps, as well as additional information such as how the Base Flood Elevations (BFEs) and/or floodways have been determined and previously issued Letters of Map Change. Requests to revise flood information may be provided to the District during community review periods, or through the appropriate process with FEMA Change Your Flood Zone Designation | [FEMA.gov](http://FEMA.gov). Information about flood insurance may be obtained at [www.floodsmart.com](http://www.floodsmart.com)

## Summary of Staff Analysis

### **Parking**

Rezoning is too conceptual to determine parking requirements. Parking requirements will be reviewed at time of site plan review.

### **Setbacks**

#### Current Zoning

The Residential Multi-Family 1 zoning district requires the following setbacks, front- 20 feet, side- 10, and rear 15 feet.

#### Proposed Zoning

The Commercial Intensive City zoning district requires the following setbacks, front- 20 feet, side- 10 feet, and rear 15 feet.

### **Signage**

Rezoning is too conceptual to determine signage requirements. Signage requirements will be reviewed at time of site plan review.

### **Landscaping**

Rezoning is too conceptual to determine landscape requirements. Landscape requirements will be reviewed at time of site plan review.

### **Land Use**

The property is surrounded on the north by Residential Multi-Family 1 County zoning and on the west, east and south by Commercial Intensive County zoning and Residential Multi-Family 1 County. The property to the east is currently used for office space. The property to the north, south, and west is vacant.

### **Lot Coverage of All Building**

Rezoning is too conceptual to determine lot coverage requirements. Lot coverage requirements will be reviewed at time of site plan review.

### **Wetland and Flood Zone**

There are no known wetlands for this site per Suwannee River Water Management Flood Mapping. The site is in flood zone X and A per Suwannee River Water Management Flood Mapping.

**City Council Ordinance No. 2025-2364**  
**Exhibit F**

# COMP PLAN AMENDMENT

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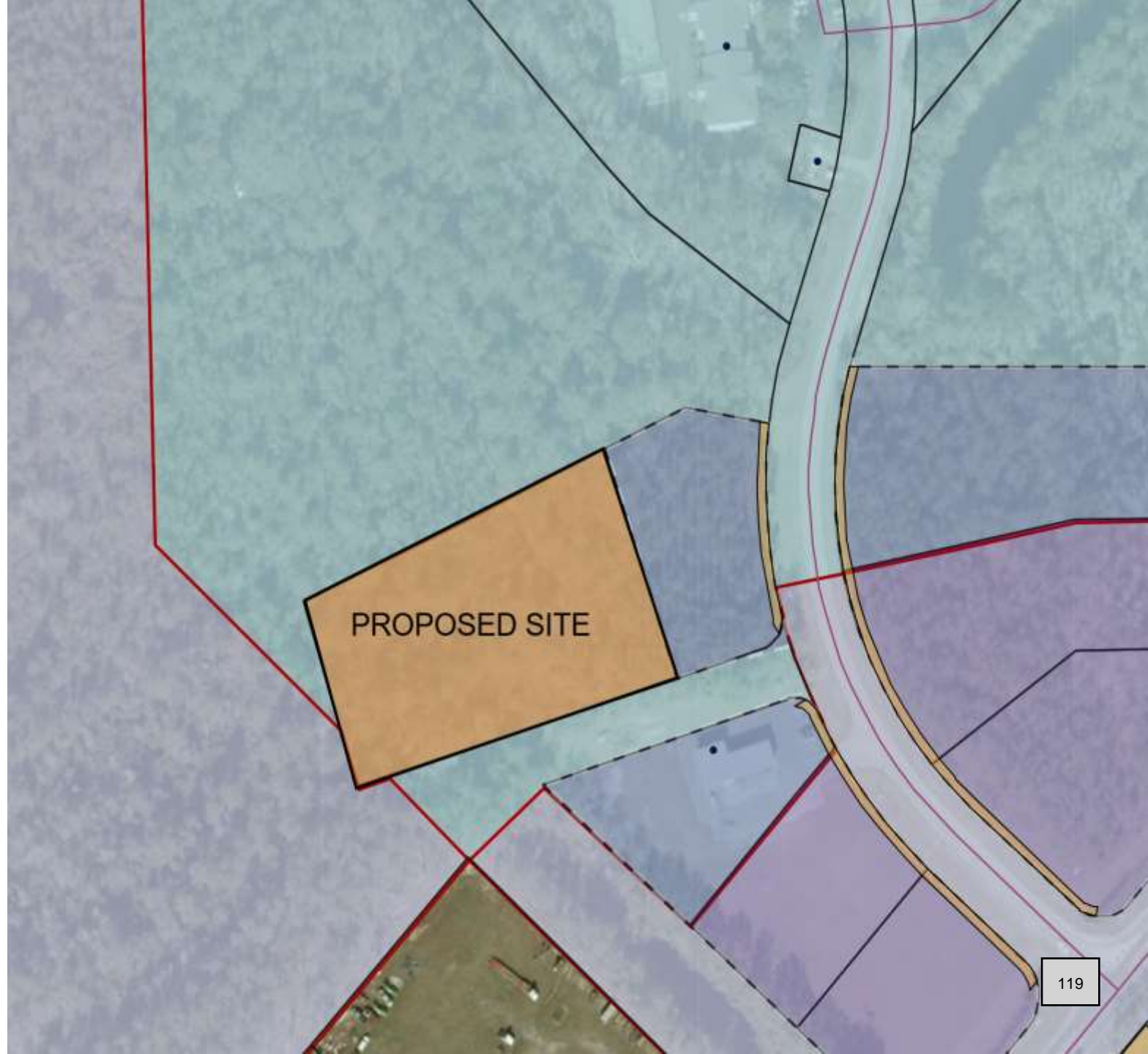
ORDINANCE 2026-2364 for CPA 26-05S

# Introduction

- Parcel 02712-009 has a current Future Land Use designation of Residential Medium/High County;
- Petition CPA 26-05S is a request to change the Future Land Use on parcel 02712-009 from Residential Medium/High County to Commercial City;
- The parcel is surrounded by the following Future Land Use designations;
  - North- Residential Medium/High County
  - East- Residential Medium/High County
  - South- Residential Medium/High County and Commercial County
  - West- Commercial County

# Location of Parcel 02712-009

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# Staff Review

**Suwannee River Water Management-**  
Project is within mapped permit boundary of ERP-023-207040-1. Application will need to be submitted to SRWMD to verify compliance with the master system prior to development of the lot.

## Staff Recommendation

- Staff finds the petition in compliance with the City's Comprehensive Plan and Land Development Regulations. Therefore, staff's recommended action would be for the City Council to approve Ordinance 2026-2364.

# QUESTIONS

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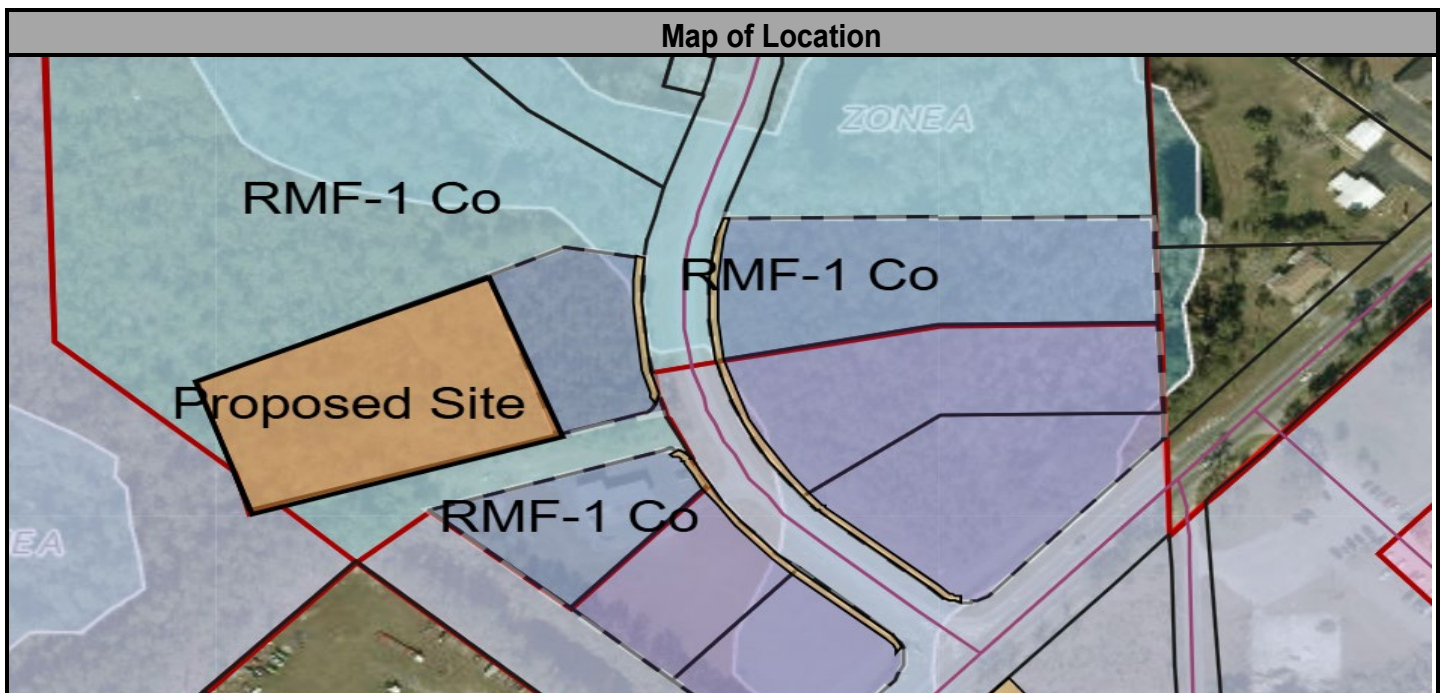
**STAFF ANALYSIS REPORT**

<b>Project Information</b>	
Project Name and Case No.	East Park LLC Z 26-03S and CPA 26-05S
Applicant	Brian Pitman P.E., agent
Owner	East Park LLC
Requested Action	<ul style="list-style-type: none"> <li>• Change the FLU from Residential Medium/High County to Commercial City.</li> <li>• Change the Zoning from Residential Multi-Family-1 County to Commercial Intensive City.</li> </ul>
Hearing Date	03-10-2026
Staff Analysis/Determination	Sufficient for Review
Prepared By	Robert Angelo, Planner II

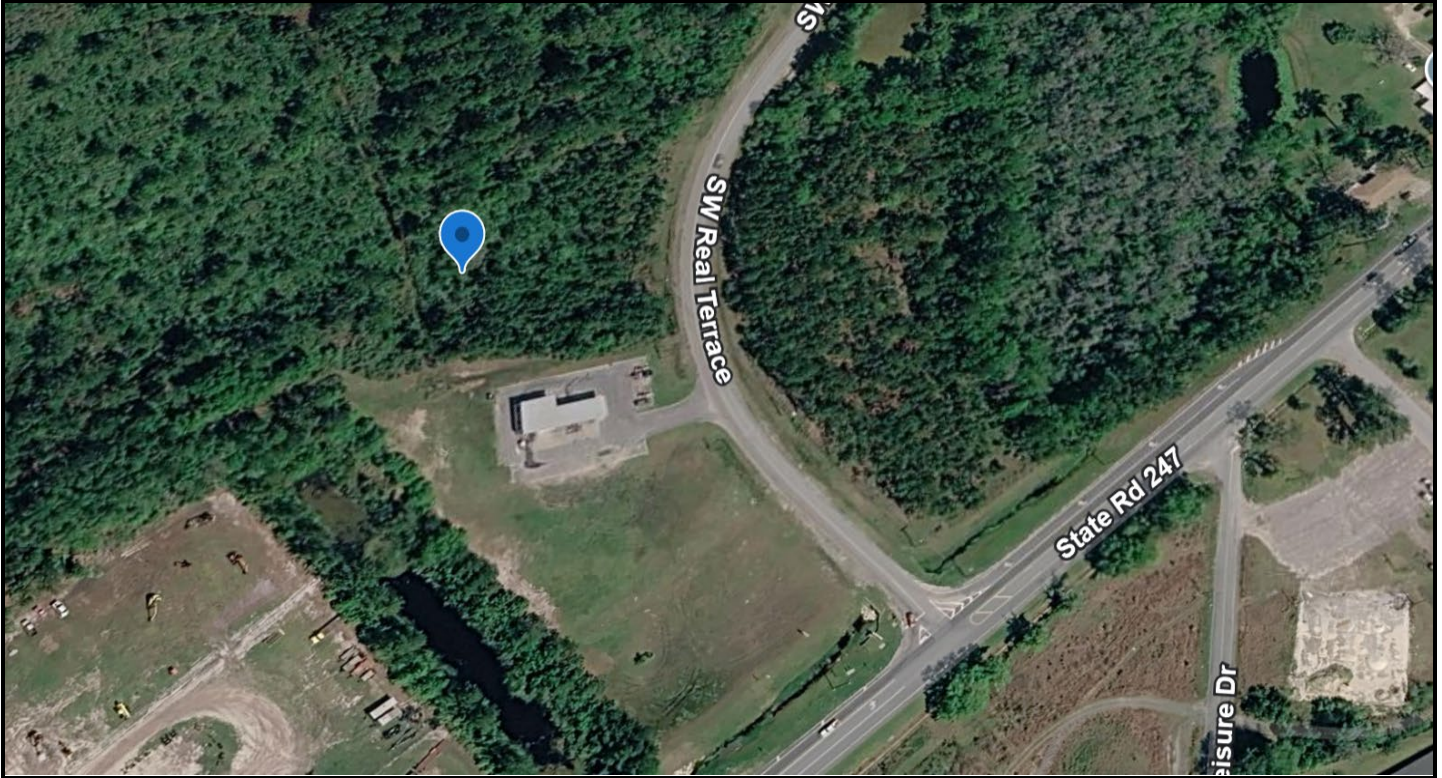
<b>Subject Property Information</b>	
Size	+/- 2.04 Acres
Location	TBD
Parcel Number	02712-009
Future Land Use	Residential Medium/High County
Proposed Future Land Use	Commercial City
Current Zoning District	Residential Multi-Family 1 County
Proposed Zoning	Commercial Intensive City
Flood Zone-BFE	Flood Zone X Base Flood Elevation-N/A

<b>Land Use Table</b>				
Direction	Future Land Use	Zoning	Existing Use	Comments
North	Residential Medium/High County	RMF-1 County	Vacant	
East	Residential Medium/High County	RMF-1 County	Vacant	
South	Residential Medium/High County	RMF-1 County	Car Wash	
West	Commercial County	CI County	Vacant	

Zoning Review		
Zoning Requirements	Current Zoning	Proposed Zoning
Minimum lot requirements.	6,000 SQFT.	None
Minimum yard requirements (setbacks) Front-Each Side-Rear.	Front-20, Side-10, Rear-15	Front-20, Side-0, Rear-15.
Are any structure within 35 feet of a wetland?	35-foot buffer to wetland	35-foot buffer to wetland.
Max height of signs.	18-foot	35-foot
Max square footage of signs.	1.5 times lot frontage.	1.5 times lot frontage.
Lot coverage of all buildings.	35% and 40% depending on the use.	F.A.R. 1.0
Minimum landscape requirements.	10 or 15 foot if abutting a residential district or none if not. Depending on the use.	10 foot if abutting a residential district or none if not.
Minimum number of parking spaces.	NA	NA
Minimum number of ADA parking spaces.	NA	NA
Parking space size requirement.	10' x 20'	10' x 20
'ADA parking space size.	12'x20' with 5'x20' access aisle.	12'x20' with 5'x20' access aisle.



## Map of Location



## Flood and Wetland Map

### EFFECTIVE FLOOD INFORMATION REPORT



#### Location Information

County: **COLUMBIA**  
 Parcel: **024S1602712000**  
 Flood Zone: **A, X**  
 Flood Risk: **HIGH**

1% Annual Chance Base Flood Elev\* **Not Applicable**  
 10% Annual Chance Flood Elev\* **Not Applicable**  
 50% Annual Chance Flood Elev\* **Not Applicable**

\* Flood Elevations shown on this report are in NAVD 88 and are derived from FEMA flood mapping products, rounded to the nearest tenth of a foot. For more information, please see the note below

#### Legend with Flood Zone Designations

- 1% Flood -Floodway (High Risk)
- Area Not Included
- CrossSections
- Wetlands
- 1% Flood - Zone AE (High Risk)
- SFHA Decrease
- County Boundaries
- 1% Flood - Zone A (HighRisk)
- SFHA Increase
- FIRM Panel Index
- 1% Flood - Zone VE (HighRisk)
- Depressions
- Parcels
- 0.2% Flood-Shaded Zone X (Moderate Risk)
- BaseFlood Elevations (BFE)
- River Marks

#### Supplemental Information

Watershed	Map Effective Date	11/2/2018	Special Flood Hazard Area	Yes
FIRM Panel(s)	12023C0291D			

Anywhere it can rain, it can flood  
 Know your risk.



[www.srwmdfloodreport.com](http://www.srwmdfloodreport.com)

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## Summary of Staff Analysis

### **Parking**

Rezoning is too conceptual to determine parking requirements. Parking requirements will be reviewed at time of site plan review.

### **Setbacks**

#### **Current Zoning**

The Residential Multi-Family 1 zoning district requires the following setbacks, front- 20 feet, side- 10, and rear 15 feet.

#### **Proposed Zoning**

The Commercial Intensive City zoning district requires the following setbacks, front- 20 feet, side- 10 feet, and rear 15 feet.

### **Signage**

Rezoning is too conceptual to determine signage requirements. Signage requirements will be reviewed at time of site plan review.

### **Landscaping**

Rezoning is too conceptual to determine landscape requirements. Landscape requirements will be reviewed at time of site plan review.

### **Land Use**

The property is surrounded on the east, south and north by Residential Multi-Family 1 zoning and on the west by Commercial Intensive County zoning. The property to the south is currently used as a car wash facility. The property to the north, east, and west is vacant.

### **Lot Coverage of All Building**

Rezoning is too conceptual to determine lot coverage requirements. Lot coverage requirements will be reviewed at time of site plan review.

### **Wetland and Flood Zone**

There are no known wetlands for this site per Suwannee River Water Management Flood Mapping. The site is in flood zone X per Suwannee River Water Management Flood Mapping.

**City Council Ordinance No. 2025-2365**  
**Exhibit G**

# REZONING

---

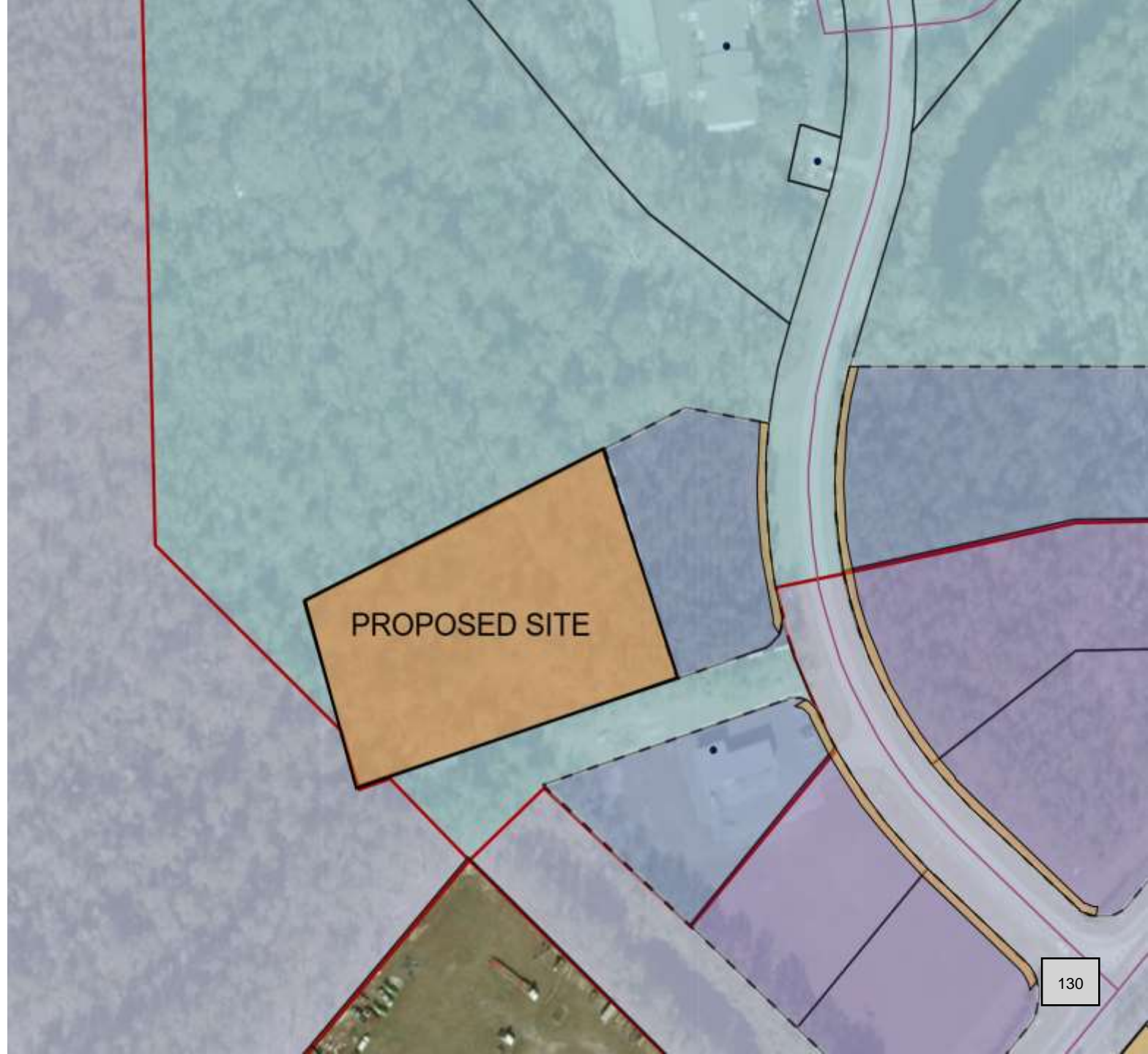
ORDINANCE 2026-2365 for Z 26-03S

# Introduction

- Parcels 02712-009, has a currently zoned Residential Multi-Family 1 County;
- Petition Z 26-03S is a request to change the Zoning on parcel 02712-009 from Residential Multi-Family 1 County to Commercial Intensive City;
- The parcel is surrounded by the following Future Land Use designations;
  - North- Residential Multi-Family 1 County
  - East- Residential Multi-Family 1 County
  - South- Residential Multi-Family 1 County and Commercial Intensive County
  - West- Commercial Intensive County

# Location of Parcel 02712-009

---



# Staff Review

**Suwannee River Water Management-**  
Project is within mapped permit boundary of ERP-023-207040-1. Application will need to be submitted to SRWMD to verify compliance with the master system prior to development of the lot.

## Staff Recommendation

- Staff finds the petition in compliance with the City's Comprehensive Plan and Land Development Regulations. Therefore, staff's recommended action would be for the City Council to approve Ordinance 2026-2365.

# QUESTIONS

---



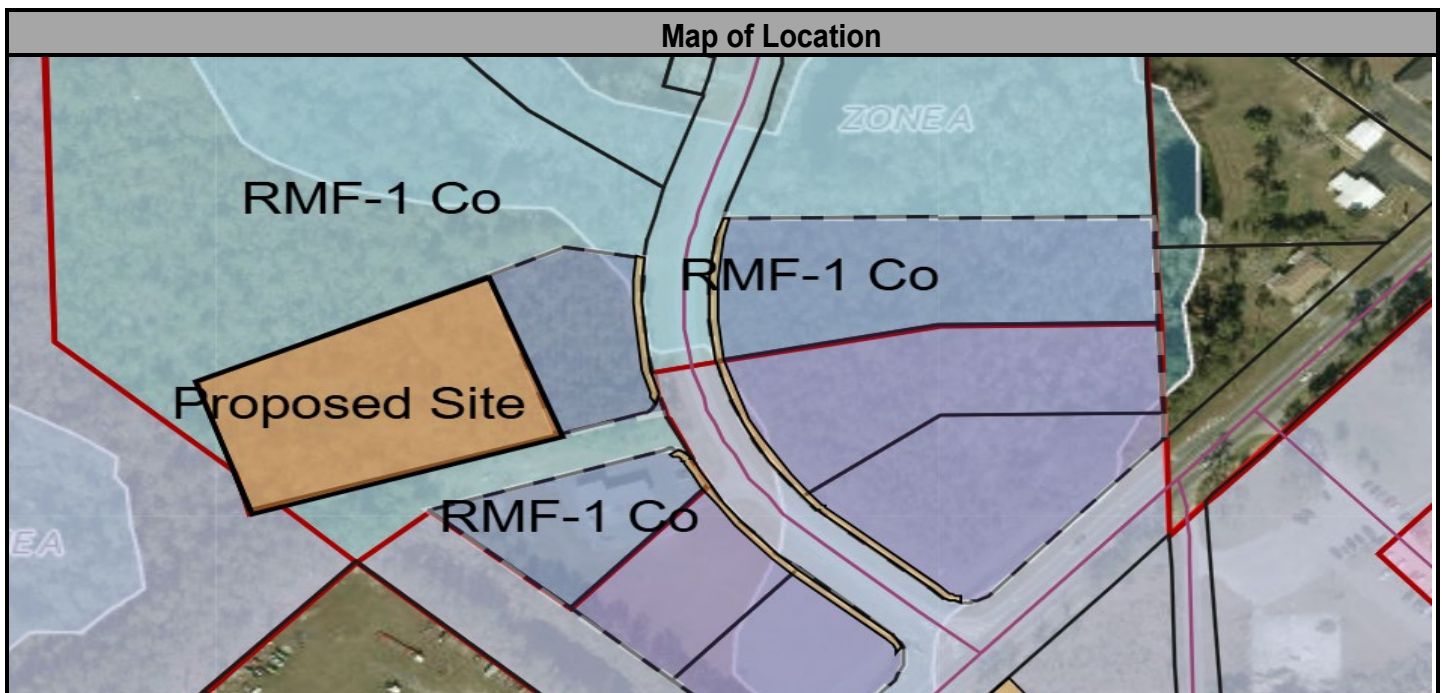
**STAFF ANALYSIS REPORT**

Project Information	
Project Name and Case No.	East Park LLC Z 26-03S and CPA 26-05S
Applicant	Brian Pitman P.E., agent
Owner	East Park LLC
Requested Action	<ul style="list-style-type: none"> <li>Change the FLU from Residential Medium/High County to Commercial City.</li> <li>Change the Zoning from Residential Multi-Family-1 County to Commercial Intensive City.</li> </ul>
Hearing Date	03-10-2026
Staff Analysis/Determination	Sufficient for Review
Prepared By	Robert Angelo, Planner II

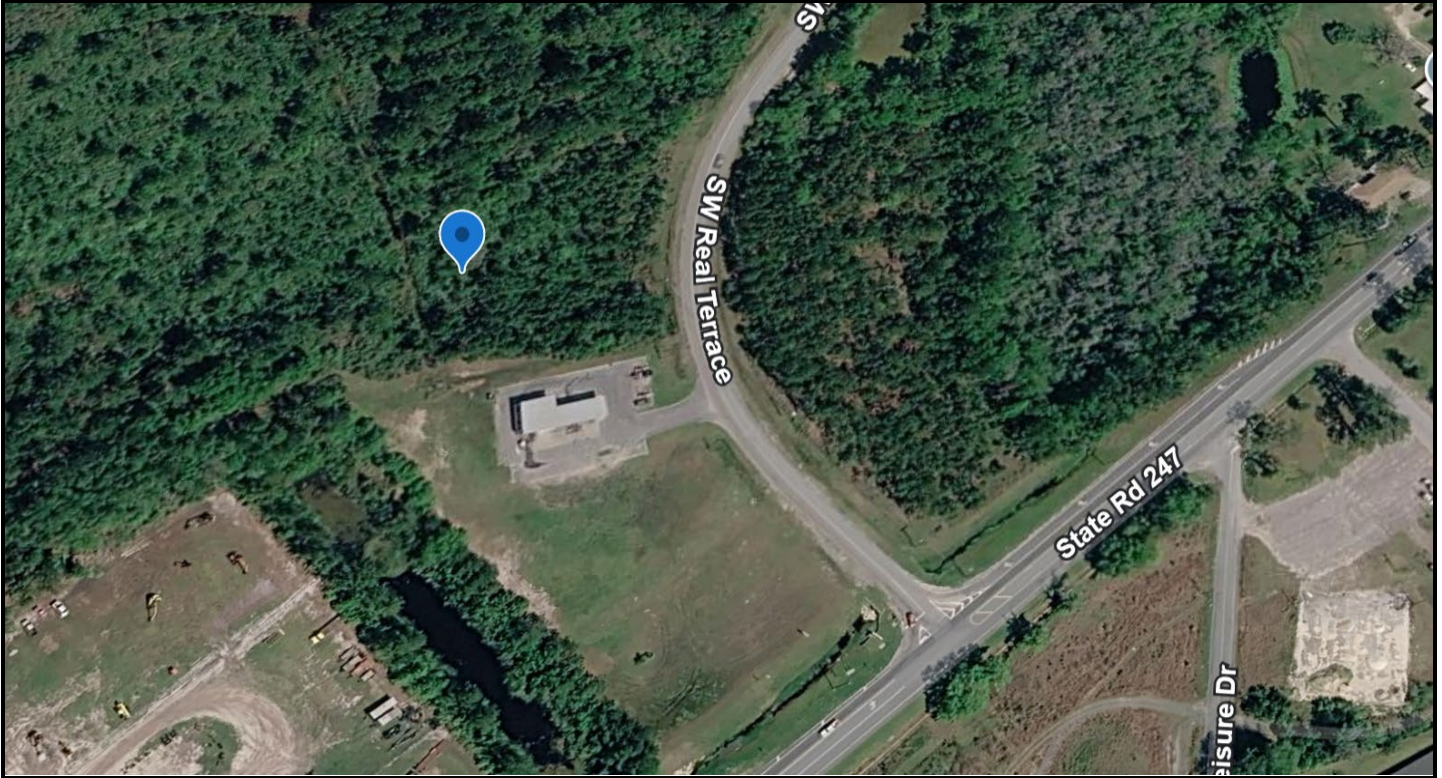
Subject Property Information	
Size	+/- 2.04 Acres
Location	TBD
Parcel Number	02712-009
Future Land Use	Residential Medium/High County
Proposed Future Land Use	Commercial City
Current Zoning District	Residential Multi-Family 1 County
Proposed Zoning	Commercial Intensive City
Flood Zone-BFE	Flood Zone X Base Flood Elevation-N/A

Land Use Table				
Direction	Future Land Use	Zoning	Existing Use	Comments
North	Residential Medium/High County	RMF-1 County	Vacant	
East	Residential Medium/High County	RMF-1 County	Vacant	
South	Residential Medium/High County	RMF-1 County	Car Wash	
West	Commercial County	CI County	Vacant	

Zoning Review		
Zoning Requirements	Current Zoning	Proposed Zoning
Minimum lot requirements.	6,000 SQFT.	None
Minimum yard requirements (setbacks) Front-Each Side-Rear.	Front-20, Side-10, Rear-15	Front-20, Side-0, Rear-15.
Are any structure within 35 feet of a wetland?	35-foot buffer to wetland	35-foot buffer to wetland.
Max height of signs.	18-foot	35-foot
Max square footage of signs.	1.5 times lot frontage.	1.5 times lot frontage.
Lot coverage of all buildings.	35% and 40% depending on the use.	F.A.R. 1.0
Minimum landscape requirements.	10 or 15 foot if abutting a residential district or none if not. Depending on the use.	10 foot if abutting a residential district or none if not.
Minimum number of parking spaces.	NA	NA
Minimum number of ADA parking spaces.	NA	NA
Parking space size requirement.	10' x 20'	10' x 20
'ADA parking space size.	12'x20' with 5'x20' access aisle.	12'x20' with 5'x20' access aisle.



## Map of Location



## Flood and Wetland Map

### EFFECTIVE FLOOD INFORMATION REPORT



#### Location Information

County: **COLUMBIA**  
 Parcel: **024S1602712000**  
 Flood Zone: **A, X**  
 Flood Risk: **HIGH**

1% Annual Chance Base Flood Elev\* **Not Applicable**  
 10% Annual Chance Flood Elev\* **Not Applicable**  
 50% Annual Chance Flood Elev\* **Not Applicable**

\* Flood Elevations shown on this report are in NAVD 88 and are derived from FEMA flood mapping products, rounded to the nearest tenth of a foot. For more information, please see the note below

#### Legend with Flood Zone Designations

- |  |                            |                   |          |
|--|----------------------------|-------------------|----------|
| 1% Flood -Floodway (High Risk)           | Area Not Included          | CrossSections     | Wetlands |
| 1% Flood - Zone AE (High Risk)           | SFHA Decrease              | County Boundaries |          |
| 1% Flood - Zone A (HighRisk)             | SFHA Increase              | FIRM Panel Index  |          |
| 1% Flood - Zone VE (HighRisk)            | Depressions                | Parcels           |          |
| 0.2% Flood-Shaded Zone X (Moderate Risk) | BaseFlood Elevations (BFE) | River Marks       |          |

#### Supplemental Information

Watershed	Map Effective Date	11/2/2018	Special Flood Hazard Area	Yes
FIRM Panel(s)	12023C0291D			

Anywhere it can rain, it can flood  
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## Summary of Staff Analysis

### **Parking**

Rezoning is too conceptual to determine parking requirements. Parking requirements will be reviewed at time of site plan review.

### **Setbacks**

#### **Current Zoning**

The Residential Multi-Family 1 zoning district requires the following setbacks, front- 20 feet, side- 10, and rear 15 feet.

#### **Proposed Zoning**

The Commercial Intensive City zoning district requires the following setbacks, front- 20 feet, side- 10 feet, and rear 15 feet.

### **Signage**

Rezoning is too conceptual to determine signage requirements. Signage requirements will be reviewed at time of site plan review.

### **Landscaping**

Rezoning is too conceptual to determine landscape requirements. Landscape requirements will be reviewed at time of site plan review.

### **Land Use**

The property is surrounded on the east, south and north by Residential Multi-Family 1 zoning and on the west by Commercial Intensive County zoning. The property to the south is currently used as a car wash facility. The property to the north, east, and west is vacant.

### **Lot Coverage of All Building**

Rezoning is too conceptual to determine lot coverage requirements. Lot coverage requirements will be reviewed at time of site plan review.

### **Wetland and Flood Zone**

There are no known wetlands for this site per Suwannee River Water Management Flood Mapping. The site is in flood zone X per Suwannee River Water Management Flood Mapping.

**File Attachments for Item:**

6. City Council Resolution 2026-022 - A resolution of the City of Lake City, Florida, adopting that certain Financial Policy Manual and the associated financial policies set forth therein; making certain findings of fact in support of the City adopting said manual and policies; making certain findings of fact in support thereof; directing the City Manager to implement said policy manual and associated financial policies; repealing all prior resolutions in conflict; and providing an effective date.

# RESOLUTION NO 2026 - 022

## CITY OF LAKE CITY, FLORIDA

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA ADOPTING THAT CERTAIN FINANCIAL POLICY MANUAL AND THE ASSOCIATED FINANCIAL POLICIES SET FORTH THEREIN; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY ADOPTING SAID MANUAL AND POLICIES; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT THEREOF; DIRECTING THE CITY MANAGER TO IMPLEMENT SAID POLICY MANUAL AND ASSOCIATED FINANCIAL POLICIES; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Lake City (the "City") has made significant progress in its financial management and compliance with generally accepted accounting principles; and

WHEREAS, the City recognizes it should be constantly improving its financial management and compliance; and

WHEREAS, the City has established certain financial policies from time to time, with varying degrees of formality; and

WHEREAS, the City Council desires to clearly establish certain additional financial policies to aid in financial discussions and decisions; and

WHEREAS, the City Council now wishes to formalize, memorialize and clearly define the financial policies of the City of Lake City and set standards for present and future implementation; and

WHEREAS, adopting financial policies for the City in the form of the Financial Policy Manual attached as an exhibit hereto is in the public or community interest and for the public welfare; now therefore

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. The City Council finds it is in the best interests of the City and its residents that sound, carefully constructed, and fully enforceable financial policies be established in the form of the exhibit attached hereto; and
2. Adopting financial policies for the City in the form of the Financial Policy Manual attached as an exhibit hereto is in the public or community interest and for the public welfare; and
3. In furtherance thereof, the Financial Policy Manual in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
4. The City Manager of the City of Lake City is the officer of the City duly designated by the City's Charter to implement administrative policies, rules, and procedures as are adopted by the City Council of the City of Lake City; and

5. The City Manager is directed to and shall implement the Financial Policy Manual and associated policies therein in accordance with its terms and this resolution; and
6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
7. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_ day of April, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

---

Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

---

Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

---

Clay Martin, City Attorney

# **City of Lake City**

## **Financial Policy Manual**

Over the last several years, the City of Lake City (the “City”) has made significant progress in its financial management and compliance with generally accepted accounting principles (GAAP). Several policies were adopted by the City Council in an effort to bolster its financial management practices and provide direction for strategic planning.

The City recognizes there are still significant improvements to be made, and while these policies are currently practiced, the City will follow recommendations of the National Advisory Council on State and Local Budgeting, the American Institute of Certified Public Accountants (AICPA), the Government Finance Officers Association (GFOA), Generally Accepted Accounting Principles (GAAP), and the Government Accounting Standards Board (GASB) to formally adopt all required policies.

This Financial Policy Manual sets forth the basic framework for the overall financial management of the City. Operating independently of changing economic circumstances and conditions, the provisions of this Financial Policy Manual help the decision-making process of the City Council and administration. The provisions of this Financial Policy Manual provide guidelines for evaluating both current and future activities and programs.

Most of the provisions of this policy represent long-standing practices of the City and have helped maintain financial stability. In creating this Financial Policy Manual, the City Council seeks to formalize and improve current practices, clearly define the financial discipline of the City, and set standards to be maintained in the future.

Noah Walker, Mayor  
Audrey Sikes, City Clerk  
Chavella Young, Council Member  
Tammy Harris, Council Member  
James Carter, Council Member  
Ricky Jernigan, Council Member

Don Rosenthal, City Manager  
Demetrius Johnson, Assistant City Manager  
Angela T. Moore, Finance Director  
Cheryl Jacks, Assistant Finance Director

# Financial Policy Manual

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# Financial Policy Manual

## City of Lake City, Florida

### SECTION 1 DEFINITIONS

In this Financial Policy, the following words and terms shall have the corresponding designated meaning:

- 1.01 “AICPA” means the *American Institute of Certified Public Accountants*.
- 1.02 “Capital Asset” means Fixed Asset.
- 1.03 “Capital Improvement” means large capital purchases and construction projects costing more than \$5,000; and includes all real property expenditures and other expenditures having a life expectancy of at least one (1) year.
- 1.04 “Finance Director” means either the City Manager or, if so designated, the individual designated in writing by the City Manager to fulfill the obligations of “finance director” as set forth in this Financial Policy Manual.
- 1.05 “Fixed Asset” means assets having a useful life beyond a single reporting period and include land and land improvements, easements, buildings, vehicles, machinery and equipment, works of art and historical treasures, and Infrastructure.
- 1.06 “Fund Balance” means the difference between assets and liabilities in specified fund of the City, or the net position of a specified fund of the City calculated according to generally accepted accounting principles.
- 1.07 “GAAFR” means the most recent edition of the *Governmental Accounting, Auditing, and Financial Reporting Blue Book* published by the *Government Finance Officers Association*.
- 1.08 “GAAP” means the generally accepted accounting principles as promulgated by the *Governmental Accounting Standards Board*.
- 1.09 “GASB” means the *Government Accounting Standards Board*.
- 1.10 “GFOA” means the *Government Finance Officers Association*.
- 1.11 “Infrastructure” means those fixed assets having long lives and usually being stationary in nature, including, but not limited to roads, bridges, tunnels, sewer systems, and lighting systems, but excluding buildings unless part of a network of infrastructure assets (such as a toll booth).
- 1.12 “Reserve” means additional available, liquid resources, such as cash and investments outside the budget, to be used if appropriated funds are insufficient.

1.13 “*Truth-in-Millage*” or “*TRIM*” means the requirements of Chapter 200, Florida Statutes.

## **SECTION 2 ACCOUNTING, AUDITING & FINANCIAL REPORTING**

2.01 The City will adhere to a policy of full and open disclosure of all financial operations.

2.02 The City will:

- (a) Comply with prevailing federal, state, and local statutes and regulations.
- (b) Conform to generally accepted accounting principles as promulgated by GASB, the AICPA, and the GFOA.
- (c) The Finance Director, with review by the City Manager, will establish and maintain written procedures to safeguard City financial assets.

2.03 Accounting records for general government operations are to be maintained on a modified accrual basis, with revenues recorded when measurable and available and expenditures recorded when the services or goods are received and liabilities incurred.

2.04 Accounting records for the City's pension plans and enterprise funds are to be maintained on an accrual basis with revenues recorded when earned and expenses recorded when the liabilities are incurred.

2.05 The City will produce an Annual Comprehensive Financial Report in accordance with generally accepted accounting practices as outlined by GASB.

2.06 An independent audit will be performed annually and presented to the City Council at a regularly scheduled meeting.

2.07 The City shall adopt all applicable accounting and financial reporting standards established from time to time by GASB as the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

2.08 Accounting standards and protocols not specifically addressed in this Financial Policy Manual, in the absence of an applicable state or federal law, shall be governed by the applicable GASB standard.

## **SECTION 3 REVENUES**

3.01 User Fees and Charges

- (a) The City will periodically review its user fees and charges.

- (b) In establishing or changing user fees and charges, the City will consider the operating, direct, indirect, and capital costs of providing the service.
  - (c) The City will consider market rates and charges levied by other municipalities of similar size for like services in establishing rates, fees and charges.
  - (d) The City will establish, administer, and revise user fees and charges in accordance with applicable Florida Statutes and any other governing legal requirements.
- 3.02 Enterprise operations will be self-supporting.
- 3.03 The City will pursue State and Federal grants.
- 3.04 The City will comply with Chapter 200, Florida Statutes (i.e., Truth In Millage or “TRIM”) with regard to the adoption of the annual property tax levy.
- 3.05 The City will take all necessary measures in pursuing all revenues due for services provided. This policy will hold true for revenues generated in operating, enterprise, and special revenue funds.

#### **SECTION 4 EXPENDITURES**

- 4.01 The City will maintain a level of expenditures that will provide for the public's well-being and safety of the residents of the community.
- 4.02 The annual operating budget will include the capital projects identified in the periodic duly adopted Capital Improvement Plan.
- 4.03 A performance-based employee compensation package consistent with comparable communities will be maintained to recruit and retain qualified employees.

#### **SECTION 5 SIGNATURE AUTHORITY**

All checks, drafts or other withdrawal orders issued against the City's funds on deposit with an authorized depository may be signed by any two of the following: City Manager, Finance Director, or Assistant City Manager.

#### **SECTION 6 DEBT MANAGEMENT**

The City will follow a policy of full disclosure on every financial report and bond prospectus. General obligation debt will not be used for enterprise activities without designating a corresponding revenue source to retire such general obligation debt.

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- 6.01 Debt financing may only be used in the following circumstances:
- (a) The City will confine long-term borrowing to capital improvements, capital projects, and moral obligations for one-time capital improvements.
  - (b) When the useful project life will exceed the term of the financing.
  - (c) When project revenues or specific resources can be proven to be sufficient to cover the long-term debt.
  - (d) For projects that will benefit the residents of Lake City.
- 6.02 The City will maintain good communication with bond rating agencies about its financial condition.
- 6.03 The term for repayment of debt issued to finance projects shall be kept as short as financially possible. The City desires to maintain a debt repayment term of not greater than thirty (30) years whenever feasible. However, in no case should the debt repayment term exceed the useful life of the equipment, improvement, or project being financed.
- 6.04 Due to the heavy burden placed on Lake City property owners by overlapping taxing districts, the City Council has maintained a practice of managing the amount of debt service provided through property taxes. The City shall continue this practice to the extent possible.
- 6.05 The City Council will strive to utilize methods of borrowing that result in the lowest debt service costs.
- 6.06 The City will use revenue sources other than property taxes to support the debt service whenever possible. If general obligation debt is utilized in such instances where a revenue or funding source other than property taxes has been identified, that portion of the debt service shall be supported by the non-property tax revenue or funding sources, and the Finance Director shall take all actions necessary to abate the levy of property taxes which would be otherwise required to service such debt.
- 6.07 Funding and debt service for all capital projects should consider potential impacts on the City's bond rating.
- 6.08 Funding of capital projects and related debt service should not impact the City's ability to accommodate future needs.
- 6.09 It is acknowledged the offering statements issued in conjunction with a bond issue are critical to the sale and marketing of bonds. As such, this document should not include

material misstatements or omissions and requires careful review before issuance. While other individuals may participate and assist in the preparation of the offering statement, at a minimum, the Finance Director shall review and approve an offering statement before its release.

- 6.10 The Finance Director shall maintain adequate records related to the bond transaction.
- 6.11 The Finance Director shall be the designated compliance officer in relation to monitoring bond issues and related *United States Securities and Exchange Commission* filing requirements.

## **SECTION 7 FUND BALANCES AND RESERVES**

Purpose: To maintain the City's credit rating, meet seasonal cash flow shortfalls, provide for unexpected contingencies, and continue to provide City services by establishing an unrestricted fund balance reserve in the City's general and enterprise funds.

- 7.01 The Fund Balance Reserve for a fund is to be used for unanticipated reductions in state, development or other anticipated revenues as well as emergency and contingency expenditure needs.
- 7.02 The City shall continue to demonstrate a strong capacity to meet its financial commitments by improving its bond rating, developing and capturing all potential revenue sources, and attaining a minimum operating fund reserve of fifty (50) percent of operating expenses, or as required by credit rating agencies.
- 7.03 The Fund Balance Reserve for a fund shall be funded each year at the time of budget approval.
- 7.04 A reduction in projected expenditures shall be evaluated and considered prior to use of any Fund Balance Reserve funds.
- 7.05 Use of the Fund Balance Reserve funds may reflect a change in budgeting policy in future years and therefore strictly requires the approval of the City Council in all instances.
- 7.06 Any excess Capital Fund Balance Reserve amount shall be included in the next fiscal year budget. Excess Fund Balance Reserves under this policy are actual undesignated fund balance dollars demonstrated to be available on the year-end financial statements.
- 7.07 Oversight of the Fund Balance Reserve policy and the day-to-day management and administrative responsibility for the policy is delegated to the Finance Director.

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## **SECTION 8 BUDGET PREPARATION AND IMPLEMENTATION**

The budget provides the annual financial plan for the management of the City's activities. The document compiles the financial data needed to support the comprehensive decision making/policy development processes. The budget is based on the goals of the City Council as presented in the Capital Improvement Plan, the City's financial policies, and department operations.

### **8.01 Annual Budget**

- (a) Budgets will be adopted on a basis consistent with generally accepted accounting principles.
- (b) An Annual budget should be adopted by the City Council before the beginning of the fiscal year in accordance with TRIM.
- (c) Estimates of annual revenues and expenses for budgetary purposes will be made through conservative, objective, and analytical processes.
- (d) One-time revenues will be used only to fund one-time expenses.
- (e) Budgetary control is maintained at the fund level.
- (f) Budgetary authority lapses at the end of the fiscal year, other than year-end budget amendments.
- (g) Budget amendments that alter the total expenditures of any fund must be approved by the City Council.
- (h) The City will attempt to maintain its present service levels for all priority and essential services.
- (i) When budgeted expenditures exceed anticipated revenues, fund balances/contingency, if adequate, will be used to balance the budget.
- (j) Expenditures may not legally exceed budgeted appropriations at the fund level.

### **8.02 Enterprise Funds and Enterprise Fund Allocation**

**Purpose:** The purpose of this enterprise fund allocation policy is to establish guidelines for the allocation of enterprise fund resources to support operations typically funded through the General Fund in a manner that is transparent, legally compliant, and consistent with sound municipal financial practices.

**Scope:** This enterprise fund allocation policy applies to all municipal enterprise funds operated by the City, including but not limited to water, sewer, natural gas, and airport operations.

- (a) Municipal enterprise funds are designed to be self-supporting through user fees and service charges. However, enterprise funds may provide financial support to operating departments typically funded through the General Fund by interfund transfers that are expressly permitted under state law and applicable accounting standards.

Enterprise funds routinely benefit from services provided by operating departments typically funded through the General Fund, including, but not limited to:

- Finance and Accounting
- Human Resources
- Legal Services
- Information Technology
- Public Safety
- Executive and Administrative Management

Interfund transfers may be used to recover the cost of these shared services, provided the allocation methodology is reasonable, documented, and consistently applied.

- (b) The City shall not transfer more than **ten (10) percent of the gross revenues** generated from water, sewer, natural gas, or airport services to fund or finance non-enterprise related governmental services.
- (c) All transfers must:
- (i) Be supported by a documented cost allocation plan or statutory authority;
  - (ii) Be approved through the City's annual budget process; and
  - (iii) Comply with all bond covenants, grant requirements, and GASB guidelines.
- (d) The Finance Director is responsible for:
- (i) Developing and maintaining the cost allocation methodology;
  - (ii) Ensuring compliance with statutory transfer limits; and
  - (iii) Reporting interfund transfers as part of the annual budget and financial statements.
- (e) The chief administrator of each operational department shall cooperate with the Finance Director to ensure accurate allocation of shared service costs.
- (f) This policy shall be reviewed periodically and updated as necessary to remain

compliant with legal requirements and best financial practices.

### 8.03 Capital Improvement Plan

- (a) The City will develop a multi-year plan for Capital Improvements, updated periodically and will budget all Capital Improvements in accordance with the plan.
- (b) The Capital Improvement Plan should cover, at a minimum, a period of five (5) years and shall be updated, or at least reviewed, annually.
- (c) The Capital Improvement Plan shall also identify all funding sources to support capital outlay.
- (d) The City will maintain its physical assets at a level adequate to protect the Capital Improvements and to minimize future maintenance and replacement cost.
- (e) The operating budget will provide for adequate maintenance and orderly replacement of Capital Improvements and equipment from current revenues where possible.
- (f) Capital investment objectives will be prioritized by the City Council and appropriately reflected in the capital budget.
- (g) The Capital Improvement Plan shall include all Capital Improvements. An item not meeting the definition of a Capital Improvement should be accommodated within the annual operating budgets.

### 8.04 Financial Analysis

Trend analysis can provide insight into projecting future revenues and expenses based on historic activities.

- (a) Trend analysis of key revenue sources shall be maintained for a minimum of a three (3) year look-back period.
- (b) Revenue trend analysis shall be reviewed regularly.
- (c) The City Manager, in conjunction with the Finance Director, will maintain a budgetary control system to ensure adherence to the budget and will prepare periodic reports comparing actual revenues and expenditures with budgeted amounts.
- (d) The Finance Director will present monthly budget reports to the City Manager.

## SECTION 9 FIXED ASSETS

Purpose: The purpose of this fixed asset policy is to provide control and accountability over fixed assets and to gather and maintain information needed for the preparation of financial

statements. The City's fixed asset policy is herein established to safeguard City assets and to ensure compliance with GASB Statement No. 34 (and any successor thereto) for governmental financial reporting.

Overview: This policy is hereby established to safeguard and address the City's investment in property, which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards, including GAAP, and GAAFR.

Further, this policy is meant to reflect the City's desire to meet the reporting requirements set forth in GASB Statement No. 34. Specifically, GASB Statement No. 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. GASB Statement No. 34 also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense. If GASB adopts a revision or successor to GASB Statement No. 34, this Financial Policy Manual shall be read to incorporate those adopted changes as minimum requirements.

#### 9.01 Inventory, Valuing, Capitalizing, and Depreciation

- (a) Inventory: Responsibility for control of fixed assets will rest with the operating department wherein the asset is located. The Finance Director shall ensure that such control is maintained by establishing an inclusive fixed asset inventory schedule. Asset purchases below the capitalization threshold will not be included in the fixed asset inventory.

Each operating department will be responsible for the control of fixed assets for its department. Each head of an operating department shall ensure such control is maintained by establishing a fixed asset inventory schedule for such operating department. The inventory schedule will include the following for each asset:

- Asset Description — A description of the asset (serial #, model#)
- Asset Classification (Land and Land Improvements, Building and Building Improvements, Vehicles, Machinery and Equipment, and Infrastructure Assets)
- Department name and physical location of asset
- Date asset was purchased/acquired and or disposed of
- Historical and Replacement cost of Asset
- Method of acquisition (purchased or donated)

- Estimated useful life

This list for an operating department will be maintained, updated, and reviewed by the head of the operating department and given to the Finance Director annually.

(b) Valuing Fixed Assets

Fixed assets should be valued at actual cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges). In the absence of historical cost information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value at the time of transfer and acceptance of the donation. Replacement costs will be updated annually.

(c) Capitalizing

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes, an item must be at or above the capitalization threshold and have a useful life of at least one year(s).

Fixed Assets should be capitalized if they meet the following criteria:

- Tangible useful life of more than one year
- Cost exceeds designated threshold

Fixed Assets include the following major classes of assets:

- (i) Land and Land Improvements — Capitalized value is to include the purchase price plus costs such as legal fees, fees for professionals to perform due diligence at the time of acquisition, closing fees, and filing fees; and improvements such as parking lots, fences, pedestrian bridges, landscaping.
- (ii) Building and Building Improvements — Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include reroofing, electrical/plumbing, carpet replacement, and HVAC.
- (iii) Vehicles — Costs include purchase price plus costs such as title & registration.
- (iv) Machinery and Equipment — Assets included in this category are heavy/construction equipment, traffic equipment, generators, and controlled inventory.
- (v) Infrastructure Assets — Infrastructure assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Included in this category are roads/streets, water & sewer system, wells, water tanks, water towers, and

drainage systems.

- (vi) Assets not Capitalized — Fixed assets below the capitalization threshold on a unit basis but warranting "control" shall be inventoried at the operating department level, and an appropriate list will be maintained.

(d) Depreciation

Depreciation is computed on a straight-line method with depreciation at year-end. As such, the following costs for improvements are expensed as opposed to being capitalized:

- Road Resurfacing/Sealing — depending on cost
- Sidewalk/Curb Patching
- Re-Alignment of Sewer Line Manhole Restorations
- Water Main Repairs
- Projects in process will be added to the asset base as the projected expenses are incurred. However, the project will first need to meet its individual threshold (\$50,000 for building projects and infrastructure projects as determined by project).

## 9.02 Removing Fixed Assets from Inventory

Fixed assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the operating department inventory listing and reported to the Finance Director, and approved by the City Council.

(a) Donations or Transfer

Each operating department must remove from inventory those Fixed Assets which have been designated as surplus assets pursuant to City policies and ordinances, and have been transferred from City ownership by sale, donation, or otherwise.

When a Fixed Asset is transferred from one operating department of the City to another operating department of the City, the operating department relinquishing custody and control of such asset shall remove such asset from its inventory, and the operating department receiving such asset shall add such asset to its inventory of Fixed Assets.

(b) Lost or Stolen Property

When suspected or known losses of inventoried assets occur, the operating department having control of such inventoried assets should conduct a search for the missing property. The search should include transfer to another department, storage,

scrapping, and surplus property. If the missing property is not found, such operating department must contact the Finance Director.

## SECTION 10 SIGNIFICANT ACCOUNTING POLICIES

### 10.01 Financial Statements

The government-wide financial statements are prepared in accordance with GAAP. GASB is responsible for establishing standards for accounting and reporting to ensure consistency and comparability in government financial reports for state and local governments through its pronouncements (i.e., "Statements" and "Interpretations"). The more significant accounting policies of the City established in GAAP and used by the City are described below.

#### (a) Reporting Entity

The City is the primary governmental entity for financial reporting. In determining the financial reporting entity, the City complies with the provisions of GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units - an Amendment of GASB Statement No. 14*, and includes all component units having a significant operational or financial relationship with the City. Based upon the criteria set forth in the GASB Statement No. 39, there are no component units included in the reporting entity.

#### (b) Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, both governmental and business-like activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability/deferred inflow is incurred or economic asset used. Revenues, expenses, gains, losses, assets/deferred outflows, and liabilities/deferred inflows resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when "measurable and available." Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within sixty days after year-end. The City recognizes property taxes when they become both measurable and available in accordance with GASB Codification Section P70. A sixty-day availability period is used for revenue recognition for all other governmental fund revenues. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general

obligation bond principal and interest which is recorded monthly.

In applying the susceptible to accrual concept under the modified accrual basis, those revenues susceptible to accrual are property taxes, sales and use taxes, franchise taxes, licenses, interest revenue, and charges for services. All other revenues are not susceptible to accrual because generally they are not measurable until received in cash.

All proprietary, pension trust and agency funds utilize the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services. The City also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

(c) Cash and Investments

Cash and cash equivalents on the Statement of Net Position are considered to be cash on hand, demand deposits, cash with Financial agent. For the purpose of the proprietary funds' "Statement of Cash Flows," cash and cash equivalents are considered to be cash on hand, demand deposits, cash with Financial agent, and all highly liquid investments with an original maturity of three months or less.

Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on national exchanges are valued at the last reported sales price. Investments that do not have any established market, if any, are reported at estimated fair value.

(d) Prepays

Prepays are valued at cost, which approximates market. The cost of governmental fund-type prepays are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepays in both the government-wide and fund financial statements.

(e) Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as expenditures/expenses at the time of issuance.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

## **SECTION 11 PENSION AND RETIREMENT BENEFITS**

The pension and retirement benefits of former and current City employees is administered through three separately funded, single-employer defined benefit plans; and through City-participation in the Florida Retirement System. In addition to pension and retirement benefits, the City also provides certain other post-employment benefits.

### **11.01 City-Managed Pension Plan Funding and Governance.**

The City maintains three separately funded single-employer, defined benefit pension plans (collectively, the “City Pension Plans”), each governed by a separate board of trustees.

#### **(a) Funding of the City Pension Plans**

- (i) The financial health of the City Pension Plans and the ability of each pension plan to provide the statutory benefits to the participants over time depends on the City adequately funding the City Pension Plans.
- (ii) The actuarially determined funding level of the City Pension Plans is a recognized means to provide a measure of the financial health of a pension fund.
- (iii) The actuarially determined funding level is subject to constant change due to investment returns, changes in eligible compensation of participants, among other factors.
- (iv) The City will provide the required contributions and funding on an annual basis

as required by state and federal law.

- (v) Notwithstanding the goals and objectives of the City Council with respect to the City Pension Plans, each City Pension Plan is governed by a board of trustees exercising independent judgment regarding the investments made and held by each City Pension Plan, and the investment returns derived from such investments.
- (vi) Subject to the independent judgment of the board of trustees of each City Pension Plan, each City Pension Plan should endeavor to maintain an actuarially determined funding level of 80% or better.

(b) Governance of the City Pension Plans

(i) The Firefighters' Plan

The *City of Lake City Municipal Firefighters' Pension Trust Fund* (the "Firefighters' Plan") covers all of the City's fire and rescue personnel, subject to the following:

- 1) The Firefighters' Plan is a single-employer, defined benefit plan that provides retirement, disability, and death benefits to full-time firefighters.
- 2) The Firefighters' Plan is administered by the firefighters' pension trust fund board of trustees established by Section 70-123, City of Lake City Code of Ordinances. The Board is comprised of two appointees of the City Council, two members elected by the membership, and one member elected by the other four and appointed by the City Council.
- 3) The City Council has the authority to establish and amend the benefit provisions of the plan.

(ii) The Police Officers' Plan

The *City of Lake City Municipal Police Officers' Pension Trust Fund* (the "Police Officers' Plan") covers all of the City's police officers, subject to the following:

- 1) The Police Officers' Plan is a single-employer, defined benefit plan that provides retirement, disability, and death benefits to full-time police officers.
- 2) The Police Officers' Plan is administered by the police pension trust fund board of trustees established by Section 70-93, City of Lake City Code of Ordinances. The Board is comprised of two appointees of the City Council, two members elected by the membership, and one member elected by the other four and appointed by the City Council.

- 3) The City Council has the authority to establish and amend the benefit provisions of the plan.

(iii) The Lake City Employees' Plan

The *Lake City Employees' Retirement Plan* (the "Lake City Employees' Plan"), commonly known as *The General City Employees Retirement Plan*, covers regular, full-time City employees not classified as full-time sworn police officers or firefighters, subject to the following:

- 1) The participating employee must have been employed by the City before January 1, 2006, and otherwise eligible to participate in the Lake City Employees' Plan. As of January 1, 2006, the Lake City Employees' Plan was closed to all new employees and participating employees were given the option to withdraw from the plan.
- 2) The Lake City Employees' Plan is a single-employer, defined benefit plan that provides retirement, disability, and death benefits to eligible regular full-time employees not classified as full-time sworn police officers or firefighters.
- 3) The Lake City Employees' Plan is administered by a Board of Trustees established by City of Lake City Ordinance No. 2007-1098, as amended. The Board is comprised of two appointees of the City Council, two members elected by the membership, and one member elected by the other four and appointed by the City Council.
- 4) The City Council has the authority to establish and amend the benefit provisions of the plan.

#### 11.02 The Florida Retirement System

Employees other than police and fire employees, and employees participating in the Lake City Employees' Plan may participate in the Florida Retirement System.

- (a) The Florida Retirement System (FRS) is a statewide, multiple-employer retirement system administered by the State of Florida. Eligible City employees who are not members of the Police Officers', Firefighters', or the closed General Employees' Pension Trust Fund pension plans participate in FRS in accordance with Chapter 121, Florida Statutes.
- (b) The FRS is administered by the State of Florida Department of Management Services (DMS), Division of Retirement. The City does not administer the plan, set benefits, or manage investments. All plan governance, benefit structures, actuarial assumptions, and administrative rules are established by the State of Florida.

- (c) The Florida Legislature has the authority to establish and amend the benefit provisions, contribution rates, and administrative requirements of the FRS.
- (d) The City is required to comply with all statutory contribution requirements and reporting obligations as determined by the State.
- (e) The Florida Retirement System is administered by the State of Florida, Department of Administration, Division of Retirement to provide retirement and survivor benefits to participating public employees, and contributions are made by actuary assumption and employee contributions. City contributions are based on actuarial estimates prepared by the actuary engaged by the State of Florida DMS Division of Retirement and incorporated into the budget. The employee contributions are made as deductions at the time of each payroll.

These plans contain the assets, liabilities and net position of each respective plan.

The City should levy 100% of the annual actuarially determined contribution to the City Pension Plans, as determined by an independent actuary.

Although they are legally separate from the City, the City Pension Plans are reported as if they were part of the primary government, because the sole purpose of the City Pension Plans is to provide retirement benefits for the City's employees. The plans are reported as fiduciary funds, and specifically as pension trust funds, due to the fiduciary responsibility exercised over the plans.

#### 11.03 Other Post-Employment Benefits (OPEB)

- (a) The City offers post-employment health care insurance benefits for its eligible retired employees through a single employer defined benefit plan.
- (b) Eligible employees must qualify for retirement under one of the City's retirement plans.
- (c) Elected officials are eligible for benefits if they qualify for retirement through the Florida Retirement System.
- (d) All retirees contribute as defined by plan.
- (e) Retirees and their dependents are permitted to remain covered under the City's respective health care plans as long as they pay a full premium applicable to the coverage elected. This conforms to the minimum required of Florida governmental employers per Chapter 112.08, Florida Statutes. The Other Post-Employment Benefit Plan does not issue a stand-alone report.

**SECTION 12 CONFLICTS OF INTEREST**

In addition to complying with Chapter 112, Part III, Florida Statutes (“Code of Ethics for Public Officers and Employees”), the City will not enter into contracts or transactions with any corporation, partnership, association, or other organization in which the Mayor, a member of the City Council, or a member of executive staff is a director, officer, or otherwise has a financial interest without prior approval by an affirmative vote of the majority of disinterested members of the City Council, following consultation with the City Attorney to ensure no statutes or other laws prohibit any such transaction.

**SECTION 13 INVESTMENT POLICY (ADDENDUM #1)**

**AMENDED AND RESTATED  
INVESTMENT POLICY STATEMENT**

**EFFECTIVE APRIL 18, 2011**

**AUTHORIZED BY CITY COUNCIL RESOLUTION NO. 2011-024**

**EXHIBIT**

City of Lake City  
Office of the City Clerk  
RECORD COPY

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**AMENDED AND RESTATED  
INVESTMENT POLICY STATEMENT**

**THIS AMENDED AND RESTATED INVESTMENT POLICY STATEMENT of the City of Lake City, Florida (“Investment Policy Statement” or “IPS”) approved and adopted by City Council Resolution No. 2011-024 effective April 18, 2011, required by Section 218.415, Florida Statutes, as amended.**

## 1. PURPOSE

The City of Lake City at various times has excess public funds available which are not being used to meet the needs of the City’s current expenses and obligations. Pursuant to Florida Statute 218.415, the City of Lake City (hereinafter “City”) hereby establishes this investment policy statement to provide guidelines for the City’s investment objectives. These policies are designed to minimize risk and preserve the safety and liquidity of surplus monetary assets.

## 2. SCOPE

In accordance with Florida Statute 218.415, this policy sets forth the investment objectives and parameters for the management of excess public funds of the City. These policies are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed and an investment return competitive with comparable funds and financial market indices. This policy applies to all funds and investments of the City except the Pension Funds and funds related to bond issues whose investments are covered by the covenants of the indebtedness. The Finance Director, with approval of the City Manager or his designee, may consolidate, where practicable and allowable, for the purpose of investment, cash balances and investments from all funds covered by this policy to maximize investment earnings and reduce risk to capital. The investment of funds shall comply with all controlling state statutes, ordinances and covenants covering the City’s investments.

## 3. INVESTMENT OBJECTIVES

The investment objectives of the City are as follows:

**A. Safety of Capital:** The primary objective of this investment program is to maintain the safety of principal of funds within the portfolio.

**B. Liquidity of funds:** The City’s investment portfolio will remain sufficiently liquid to enable the City to meet all current operating requirements that might be reasonably anticipated.

**C. Investment Income:** The City's investment portfolio shall be designed to obtain a competitive rate of return on investments to maximize income, provided that the safety of capital and liquidity of funds objectives have been met.

#### 4. PERFORMANCE MEASUREMENT

The Finance Director, in conjunction with the City Manager or his designee, will annually review the investment portfolio to ensure that investment objectives are being met. Average rates of return on treasury bills, repurchase agreements, investments with state-certified public depositories, State Board of Administration Local Government Surplus Trust Fund (SBA Pool) and Florida Municipal Investment Trust shall be compared to determine that income maximization has been achieved.

#### 5. PRUDENCE AND ETHICAL STANDARDS

**Prudence** - The level of prudence to be used by investment officials shall be the Prudent Person Rule and shall be applied in the context of managing the overall investment program.

The Prudent Person standard is as follows:

Investments should be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

**Ethics and Conflicts of Interest** – The City Manager, Finance Director and other authorized personnel shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Any responsible employee, manager or director shall disclose any material financial interests in any financial institutions or depository that might be detrimental to the implementation and performance of the investment program. Any immaterial personal business activity, such as having a bank or investment account at any institution where investments may be held is not subject to this rule.

#### 6. LISTING OF AUTHORIZED INVESTMENTS

Consistent with Florida Statutes the following investments will be permitted by this policy:

(a) The Local Government Surplus Funds Trust Fund (SBA) or other state sponsored funds – The State Board of Administration (SBA) pools investments for local governments while providing safety and liquidity.

(b) Securities and Exchange Commission registered money market and closed end mutual funds with an investment grade securities rating from a nationally recognized rating agency, investing solely in investments otherwise authorized for the City to invest in directly..

(c) Interest-bearing time deposits or savings accounts in qualified public depositories as defined in s. 280.02.

(d) Direct obligations of the United States Treasury and agencies and instrumentalities. Securities will include, but not be limited to treasury bills, notes, bonds and any other obligations whose principal and interest is fully guaranteed by the United States of America or any of its agencies or instrumentalities.

(h) Certificates of deposit – Non-negotiable interest bearing time certificates of deposit in banks organized under the laws of the United States and doing business and situated in Florida, provided such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes or otherwise allowable by statute (CDARS Programs).

(i) Repurchase agreements – Overnight (sweep) repurchase agreements collateralized by any security eligible for pledge to the Florida Chief Financial officer for security of local government funds as provided by Chapter 280, Florida Statutes. Any authorized institution that the City transacts overnight (sweep) repurchase agreements must have on file an executed copy of the Master Repurchase Agreement. The City may only transact repurchase agreements with financial institutions that are Well Capitalized as that term is defined by the Federal Deposit Insurance Corporation. If at any time the City becomes aware that a financial institution's capital has fallen below that threshold, that institution is not an eligible counterparty for the City in a repurchase agreement context.

#### Prohibited Investments:

In accordance with the objectives of safety and liquidity, some investments may be considered highly risky and are, therefore, prohibited by this policy:

1. Reverse repurchase agreements.

2. Derivative instruments. A derivative instrument is a financial instrument (or more simply, an agreement between two parties) that has a value based on the expected future price movements of the asset to which it is linked – called the underlying asset, such as a share or currency. These include, but are not limited to futures contracts, options, interest rate swaps, forward contracts, etc.

## 7. MATURITY AND LIQUIDITY REQUIREMENTS

Investments should be made subject to the cash flow needs and such cash flows are subject to revisions as market conditions and the City's needs change. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

## 8. PORTFOLIO COMPOSITION

The composition of the portfolio of securities shall be comprised of assets meeting the criteria for safety, cash flow and income needs. Speculative type securities shall not be included in the portfolio of assets based upon prudent investment practices of individuals responsible for investment strategies. The portfolio shall be diversified to the extent practicable based on risk, cash flow determinations and income considerations. The City will invest in only investment grade securities with a modified duration at purchase of less than 5.

## 9. RISK AND DIVERSIFICATION

Assets held in accounts shall be diversified to the extent practicable so that there shall be no concentration of a specific maturity, issuer, instrument, dealer or bank in order to control the risk of loss. Diversification strategies may need to be addressed periodically by appropriate responsible individuals. The following elements will be included when determining risk and diversification:

- Limiting investments to avoid over concentration in securities from a specific issuer or business sector ( excluding U.S. Treasury and agency securities)
- Limiting investment in securities to only investment grade instruments
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

## 10. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

The Finance Director will maintain an approved list of qualified public depositories, investment institutions and/or dealers for the purchase and sale of securities.

## 11. THIRD-PARTY CUSTODIAL AGREEMENTS

The City shall establish safekeeping accounts with financial institutions or securities broker. All securities purchased by, and all collateral obtained by, the City shall be properly designated as an asset of the City and held in safekeeping by a third party custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping except by the Finance Director, with approval by the City Manager or his designee. Securities transactions between a broker-dealer and the custodian involving purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, excepting repurchase agreements to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. The City will not do investment business (purchase or sale) with any custodian; the custodian provides safekeeping\accounting services only.

## 12. MASTER REPURCHASE AGREEMENT

Approved institutions and brokers transacting repurchase agreements shall be required to execute and perform as stated in the Master Repurchase Agreement. All repurchase agreement transactions shall adhere to the requirements of the Master Repurchase Agreement or other agreement that the counterparty shall provide and is approved by legal counsel.

## 13. BID REQUIREMENT

The City Manager or his designee, after determining cash flow needs and amount of excess funds available, shall direct the Finance Director to contact qualified banks and/or approved broker/dealers to receive competitive quotes for securities or other investments which meet the objectives of the investment plan. The Finance Director or his (her) designee shall contact at least three institutions to provide bids. A record of these quotes will be maintained in the Finance Department. The bid process is not required for daily repurchase agreement with the depository bank nor for securities regularly quoted on an exchange or other transparent liquid market.

## 14. INTERNAL CONTROLS

The Finance Director shall establish a system of internal controls and operational procedures that are maintained in writing. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees. No person may engage in an investment transaction except as authorized under the terms of this policy. All investments shall at all times be under the dual control of the Finance Manager, and the City Manager or designee.

Independent auditors as a normal part of the annual financial audit to the City shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

The City shall maintain adequate fidelity bond coverage in such an amount to cover the anticipated transactions by the authorized officials.

## 15. CONTINUING EDUCATION

A minimum of eight hours of continuing education in subjects related to investment practices and products shall be completed during each fiscal year by the staff member(s) directly responsible for directing the investment decisions pertaining to those funds subject to the scope of this policy.

## 16. REPORTING

The Finance Director shall prepare annually the City's Investment report for submission to the City Council. The report shall include securities in the portfolio by class or type, book value, income earned and market value as of the report date. Such reports shall be available to the public. The Finance Director shall periodically provide the City Manager, on an interim basis, a listing of the investments owned (other than repurchase agreements), a schedule of the fair market value vs. the book value of the securities, and a schedule of the ratings of the securities. The Finance Director shall periodically monitor and advise the City Manager of any security whose cost vs. book value is a loss greater than 20%, or where the rating of the security has declined. The Finance Director will promptly review any security whose rating has declined below investment grade with the expectation it will be liquidated in due course.

**SECTION 14 PURCHASING POLICY AND PROCEDURES (ADDENDUM #2)**



# **PROCUREMENT POLICIES & PROCEDURES MANUAL**

**205 N MARION AVE  
LAKE CITY, FL 32055  
[procurement@lcfla.com](mailto:procurement@lcfla.com)  
386.758.5407**

Revised 10.6.2023

**EXHIBIT**

## PROCUREMENT DEPARTMENT

### VISION STATEMENT

To contribute ethically, quantitatively, and qualitatively to the strategic goals of the City by employing technology and best practices to achieve efficiency, transparency, cost savings, and fairness in the City's procurement efforts.

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### MISSION STATEMENT

The Procurement Department is committed to the fair, equitable, and timely acquisition of goods and services for the City of Lake City and to cultivating an ethical and professional environment. Using technology, competition and best practices, we strive to bring the greatest value to the City and its residents in an efficient and cost-effective manner.

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### VALUES STATEMENT

The primary objectives of a first-class procurement organization extend beyond the traditional belief that procurement's primary role is to obtain goods and services in response to internal needs. These primary objectives include:

- *Support operational requirements*
- *Manage the purchasing and contracting process equitably, efficiently, and effectively*
- *Develop strong relationships with other functional groups and stakeholders*
- *Support organizational goals and objectives*

The Procurement Department embraces the Values and Guiding Principles of Public Procurement, which are:

- *Accountability*
- *Ethics*
- *Impartiality*
- *Professionalism*
- *Services*
- *Transparency*

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## INTRODUCTION

This policy and procedural manual is intended to provide basic orientation information for the operational activities of the Procurement Department of the City of Lake City, Florida. It is not intended to be a detailed guide describing each aspect of all of the department's internal specific procedures. However, this manual is intended to provide sufficient procedural detail to enable City departments and vendors to be fully aware of, and comply with, City purchasing policies.

In the event there is any contradiction between these guidelines and City, County, State or Federal legislation, the legislation shall prevail. The funding source(s) of procurement action may determine which legislation shall be adhered to, as applicable.

The basic purchasing policies of the City of Lake City are conducted on the basis of full and open competition to the greatest extent possible, with award being made to:

- i. the lowest responsive responsible bidder under Invitations to Bid;
- ii. the best value proposer under Requests for Proposals that involve pricing as a competitive selection factor;
- iii. the highest ranked technical proposer(s) with which a fair and reasonable price may subsequently be negotiated under solicitations that do not involve pricing as an initial competitive selection factor;
- iv. that all specifications or statements of work included in City purchasing actions accurately describe the essential needs of the City, and contain no artificial or arbitrary requirements that limit competition or increase cost;
- v. that each purchasing action is conducted in accordance with the best interests of the City, and with the highest level of integrity and fairness to all involved parties throughout the acquisition cycle;
- vi. that all City purchasing operations be conducted in compliance with federal, state, and local laws as applicable and ensure the highest degree of ethical standards;
- vii. and that transparency and community inclusion be sustained throughout the purchasing process.

## VENDOR ENROLLMENT AND REGISTRATION

The City of Lake City does not require vendors or any firm, individual or organization to register in advance with the City in order to receive information regarding current solicitations. However,

vendors are encouraged to visit the Procurement Department's webpage at [www.procurement/lcfla.com](http://www.procurement/lcfla.com). The City also uses the vendor database maintained by OpenGov. Vendors are encouraged to visit the OpenGov website at [www.procurement.opengov/portal/lcfla](http://www.procurement.opengov/portal/lcfla) to register to receive notices of City Solicitations.

## PROCUREMENT ORGANIZATION AND AUTHORITY

### GENERAL INFORMATION AND POLICY

The Procurement Department is the purchasing, contracting and warehousing unit of the City of Lake City government. It is the responsibility of the Procurement Department to issue and maintain purchasing policies, procedures and guidelines for the City's departments. It is also the responsibility of the Procurement Department to issue solicitations at the authorization levels established within the purchasing guidelines.

The Procurement Department's goal is to provide the City with the required goods and services in the most cost effective manner and at the time and place necessary to help ensure that the City provides the public timely and quality service. The following policies and procedures, including stated approval authorization levels, apply to all expenditures and contracts.

Technical specification reviews, prior to solicitation advertisement, must be completed by the requesting departments and returned to the Procurement Department in a timely manner.

To obtain the best value for the taxpayer and to promote equitable economic participation by all segments of our community, the Procurement Department is mandated to utilize a competitive bidding process, with the award being made to the lowest, responsive and responsible bidder. Section 2-178 of the City's Code of Ordinances establishes purchasing procedures for the competitive bidding process and associated alternative processes. These procedures also allow for the use of other than full and open competition should it be determined to be in the best interest of the City.

All purchases shall be made in compliance with Florida Statutes, the City Code of Ordinances, these purchasing guidelines and public procurement best practices. No person may make any purchase utilizing City funds unless specifically authorized to do so by the City Code of Ordinances, resolution, or designation by the City Council or the City Manager. Payment for any unauthorized purchase may be the responsibility of the person placing the order (see "Unauthorized Purchases" section of these guidelines for further information).

The Procurement Director is responsible for implementing programs and initiatives to improve competition. This includes, but is not limited to, assuring effective and efficient market research, ensuring contracting opportunities for small business entities, scrutinizing sole source requests, reviewing change orders, and challenging specifications and statements of work (SOWs) to ensure no artificial barriers limit or reduce competition.

EXCEPTIONS

A. Certain purchases made by the City are authorized for direct purchase if approved by the City Manager. The current list includes, but is not limited to the following:

- i. Utilities
- ii. Employee Benefits/Contracts with Third Parties for Payroll Deduction
- iii. Debt Service Payments
- iv. Pension Payments
- v. Unemployment Compensation
- vi. Tax Withholding Payments
- vii. Section 457 (Deferred Compensation) Contributions
- viii. Retirement Plan Contributions
- ix. Investments
- x. Postage
- xi. Recording Fees
- xii. Advertisements
- xiii. Maintenance services or repair of equipment when considered to be in the best interest of the City.
- xiv. On-going payments and fees for maintenance and support of existing software technology.

B. Certain purchases made by the City are exempt from the competitive processes outlined in this Manual. A partial list of purchases exempt from the competitive process is shown below. A complete list is located in Chapter 287.057 of the *Florida Statutes*:

- i. Artistic services
- ii. Lectures by individuals

- iii. Auditing services
- iv. Legal services
- v. Services or commodities provided by governmental agencies
- vi. Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration

When appropriate, the City shall encourage and actively promote local, minority and small business enterprises to bid on City purchases.

The purchasing guidelines may not govern every purchasing situation that may arise. In the event a specific purchase is not covered by these guidelines, the purchase shall be made based on these objectives following consultation with the Procurement Director.

#### **RESPONSIVENESS AND RESPONSIBILITY DETERMINATIONS**

The City shall award its contracts to the responsive, responsible vendor offering the best value, and whose offer or proposal is technically compliant with the City's requirements. Award shall be made to the bidder or proposer offering the lowest price, being the highest ranked, or as otherwise prescribed in the solicitation or by prevailing legislation. The use of the term bidder shall be understood to include any participant in the City's procurement process and the term bid shall be understood to include any offer in response to a solicitation. The following is intended to be used as general guidelines:

1. Bidder responsiveness refers to a bidder's unequivocal promise, as shown on the face of its offer, to provide the items or services called for by the material terms of the solicitation. A responsive bid means one submitted at the correct time and place, in the correct format, containing all required information, signatures, and affidavits. A bid that deprives the government of the assurance that the contract will be entered into in accordance with its terms is not responsive. Any omission is normally not curable, as a bidder submitting an incomplete or qualified bid could opt in or out of the process at its will, depriving the City of a valid offer and placing that bidder at a material advantage over other bidders who have made firm offers.

The determination of responsiveness is based on the application of bid requirements and legal precedent to facts provided by City staff. The Procurement Director has the authority to decide whether a bid is responsive or non-responsive.

2. Bidder responsibility refers to whether the bidder can perform as provided in the bid. In general, solicitation requirements for information relating to a bidder's financial condition, capability, experience and past performance pertain to a bidder's responsibility. The term responsibility is not limited in its meaning to financial resources and ability.

Under its definition, the City has discretionary power to make determinations upon the honesty and integrity of the bidder necessary to a good faith performance of a contract, upon a bidder's skill and business judgment, its experience and its facilities for carrying out the contract, the bidder's previous conduct under other contracts, and the quality of its previous work. The type of information bearing on a bidder's ability to perform may be furnished up to the time of recommendation to award.

In the event the City has knowledge of facts which may exist that would render a bidder non-responsible, the Procurement Director shall conduct a responsibility review and inquiry as may be reasonably required to make the affirmative finding of responsibility as a condition of recommending the bidder for award. City departments shall advise in a timely manner, the Procurement Director, of knowledge of any facts that may render a bidder non-responsible. Given the variety of goods and services purchased by the City and the unique issues that may arise, the issues of responsibility must be addressed on a case-by-case basis.

A determination of bidder responsibility shall be made, on a contract-by-contract basis. A responsible bidder is a bidder which the City affirmatively determines (prior to the award of a contract) has the ability, capability and skill to perform under the terms of the contract; can provide the materials or service promptly within the time specified, without delay or interference; and has a satisfactory record of integrity and business ethics.

- a. In making the determination of whether the bidder has the capability to perform the contract the City may consider factors including, but not limited to, the following:
  - i. past performance of the bidder, its principals, affiliates, or supervisory personnel in the execution of prior City contracts;
  - ii. any information which the City may obtain relating to the performance of the bidder, its principals, affiliates, or supervisory personnel on contracts with third parties, including without limitation, contracts with other governmental entities;
  - iii. financial performance and capability, including without limitation, pending and unsatisfied claims;
  - iv. qualifications and past performance of the personnel who will have supervisory responsibility for the performance of the specific City contract;
  - v. licensing, certifications and other permits; and any significant changes in the bidder's financial position or business organization.
- b. In making the determination whether the bidder has a satisfactory record of integrity and business ethics, the City may consider factors including, but not limited to, the following:
  - i. pending criminal charges against the contractor, its principals, affiliates, or

- supervisory personnel;
- ii. criminal conviction of bidder, its principals, affiliates, or supervisory personnel;
- iii. debarment of the bidder, its principals, affiliates, or supervisory personnel in the City of Lake City or any other jurisdiction;
- iv. pending disciplinary proceedings against the bidder, its principals, affiliates, or supervisory personnel;
- v. pending enforcement cases, civil judgments, citations, or notices of violation of regulatory authorities with jurisdiction over the goods or services to be rendered, or any adverse determination resulting therefrom, including, but not limited to, those related to environmental protection, the health and safety of labor, and determinations by any government entity;
- vi. pending investigation related to, or arising from allegations of dishonesty illegal or fraudulent business practices;
- vii. efforts by the bidder to redress any breach of prior contracts, and compliance with settlement agreements to redress any contract deficiency;
- viii. inaccurate, incomplete, or fraudulent accounting practices;
- ix. efforts by the bidder to remediate any of the adverse conditions mentioned herein, including compliance with the terms and conditions of any compliance agreement; and
- x. the preponderance of the evidence, nature and credibility of any and all facts underlying any of the above-cited investigations, allegations, charges, accusations, proceedings or indictments.

In evaluating the factors above, the City shall give priority to acts or legal proceedings occurring within the past five (5) years, and any violation or deficiency that is continuous or uncured. Additionally, at any time, the City may require that the bidder submit documentary evidence and other proof necessary to evaluate the factors identified above.

Generally, prospective prime contractors are responsible for determining the responsibility of their prospective subcontractors. Determinations of prospective subcontractor responsibility may affect the City's determination of the prospective prime contractor's responsibility. A prospective contractor may be required to provide written evidence of a proposed interest to do so, and the City may directly determine a prospective subcontractor's responsibility. In this case, the same standards used to determine a prime contractor's responsibility shall be used.

Specific questions relevant to the unique responsibility issues of the procurement will be developed in advance. In the event a bidder is determined to be non-responsible, the Procurement Director shall make, sign, and place in the contract file a determination of non-responsibility, which shall state the basis for the determination. All documents and reports supporting a determination of non-responsibility shall also be included in the contract file.

3. In addition to responsiveness and responsibility determinations, the Procurement Department, in collaboration with the City requesting department, shall ensure that the goods or services to be procured are technically compliant with the specifications and requirements of the City's solicitation. The requesting department shall act as subject matter experts in determination whether the offered goods or services are technically compliant with the specifications of the solicitation.

### **ADVANCED ACQUISITION PLANNING**

The Procurement Department, in collaboration with the various City departments, procures a wide range of supplies and services for the on-going and future operations of the City. In the past, the Procurement Department's function essentially commenced upon receipt of r e q u i s i t i o n s and relevant supporting documentation from the requesting departments. While this approach may be sufficient for some purchases, it may not be appropriate for most major acquisitions. Advance acquisition planning is especially necessary for major procurements and should be conducted in accordance with sound business practices and in a timely manner. Advance acquisition planning involves the Procurement Department, in collaboration with the requesting departments, reviewing specifications and statements of work to determine that the purpose of the acquisition is clear, and that the minimum requirements are clearly defined and stated in terms of performance and/or functionality when possible. It should also include market research and analysis to determine sources of supply and available solutions in the market place.

Advanced acquisition planning results in effective competitive solicitations, accurate budgetary projections, timely procurement of goods and services, consideration of multiple products or solutions, and enhanced competition.

It is often the case that procurement actions are delayed due to circumstances such as conflicting or unanticipated workloads, redundant requirements, repetitive after-the-fact revision of specifications or solicitation provisions, or initially unconsidered competition or business utilization issues. The best to minimize the potential for such delays is to identify and resolve such concerns during the initial planning phases for a given purchase.

It is the Procurement Department's desire, intent, and goal to work with departments at the earliest point possible in the acquisition cycle. The acquisition cycle begins when a department perceives a need for a given product or service and decides to purchase that good or service. The Procurement Department can provide a significant value-added service by working collaboratively with requesting

departments in the early phases of the acquisition cycle. Such early coordination will minimize or even eliminate procurement pitfalls such as those addressed above. It is the Procurement Department's mission to ensure that City purchases are completed in the most effective and timely manner possible. The Procurement Department considers Advance Acquisition Planning to be a major element towards achieving that goal.

#### **CONE OF SILENCE**

All solicitations, once advertised and until the appropriate authority has approved an award recommendation, are under the "Cone of Silence". Respondents or persons acting on their behalf may not contact any employee or officer of the executive or legislative branch concerning any aspect of the solicitation, except in writing to the Procurement Department or as provided in the solicitation document. Violation of this provision may be grounds for rejecting a response.

#### **ADDENDUM**

The Procurement Department may issue an addendum in response to any inquiry received, prior to the close of the solicitation period, which changes, adds, or clarifies the terms, provisions, or requirements of the solicitation. The vendor should not rely on any representation, statement, or explanation whether written or verbal, other than those made in the solicitation document or in the addenda issued. Where there appears to be a conflict between the solicitation and any addenda, the last addendum issued shall prevail.

It is the vendor's responsibility to ensure receipt of all addenda, and any accompanying documentation. The vendor is required to submit with its bid or proposal a signed "Acknowledgement of Addenda" form, when any addenda have been issued.

#### **NON-COLLUSION AFFIDAVIT**

Any bidder or proposer which submits a bid or proposal in response to a City solicitation shall submit an affidavit under the penalty of perjury, on a form provided by the City stating either that the contractor is not related to any other parties bidding in the competitive solicitation or identifying all related parties with which it has colluded in offering a bid in the solicitation; or attesting that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted to the satisfaction of the City.

Any person or entity that fails to submit the required affidavit shall be ineligible for contract award. The Non-Collusion Affidavit will be included in all solicitations and bidders or proposers must submit the executed document with their bid proposals.

### **DISPUTE RESOLUTION**

Any dispute arising out of or relating to City contracts shall be resolved by following the procedure below:

- a. The department and/or vendor shall bring details of dispute to the attention of the Procurement Director or designee;
- b. The Procurement Director shall obtain details of the dispute from both parties and forward to the City Manager to recommend a reasonable and fair solution acceptable to both parties, which shall be incorporated into an agreement;
- c. The agreement shall contain details as to the responsibilities of each party to include:
  - i. Actions to be taken;
  - ii. Follow-up schedule;
  - iii. Assessment of damages, penalties, or fees;
  - iv. Periodic monitoring must be done by City staff to ensure that disputes are dealt with in a timely manner and closed out.
- d. If the dispute cannot be resolved through the previous steps, the City Attorney will be consulted for appropriate legal action (litigation, arbitration, mediation).

### **TECHNICAL SPECIFICATIONS, SCOPE OF SERVICES, AND STATEMENTS OF WORK**

Technical Specifications, Scope of Services, or Statements of Work should be stated in terms of function, performance or design. The type of specifications selected is to be based on the requesting department's minimum requirements and the market available to satisfy those requirements. Design specifications are the least desirable type of specifications. Functional or performance types of specifications are preferred to increase the potential for full and open competition.

Requesting departments should consider the following factors in developing specifications:

- a. Does it describe the needs in terms of function or performance required?
- b. Does it clearly state the minimum requirements acceptable to the City?
- c. Does it indicate the end usage or expected results?

- d. Is it clear, concise, and understandable?
- e. Does it encourage competition by considering more than one source of supply?
- f. Are standard specifications available?
- g. Are the specifications tailored to more than one vendor?
- h. If a specific brand and model are referenced, have you included the term "or approved equal"?  
If not, have you included a reason why an equal is not acceptable?
- i. Is there anything unusual to be considered?

### **PURCHASING AUTHORIZATION LEVELS**

#### **PURCHASES LESS THAN \$5,000**

Single or multiple purchases of goods, commodities and services that are less than \$5,000 require departmental approval. These purchases are to be made from vendors who supply the item at a reasonable price and with an appropriate quality level, using sound purchasing practices and common sense. These purchasing practices may include, but are not limited to, verbal quotations or written records of telephone/e-mail quotations. Quotes are not required, but recommended.

Each department may establish more stringent rules to govern purchases up to \$5,000, as they deem appropriate.

#### **PURCHASES GREATER THAN OR EQUAL TO \$5,000 BUT LESS THAN \$15,000**

Single or multiple purchases of goods, commodities and services that are greater than \$5,000 and less than \$15,000 require at least two (2) documented quotations as provided below.

Quotations may be solicited by telephone, email or fax. In cases when the requirements cannot adequately be expressed orally, a written request for quotation must be sent to potential bidders. Documentation of the quotations requested and received must be attached to the Purchase Order or Purchasing Card Transaction.

If at least two (2) or more bidders cannot be identified, or if other than the lowest quote is being recommended for purchase, the reasons shall be documented and attached to the Purchase Order or Purchasing Card Transaction.

The purchase shall be approved by the Procurement Department and City Manager's office in advance. In certain emergency circumstances, a purchase may be made after receiving verbal approval from the City Manager. Information on any emergency purchase receiving verbal approval by the City Manager must be delivered to the Procurement Department within twenty-four hours. A memo stating the reason for the emergency purchase must be attached to the purchase order, must be signed by the Department Head and approved by the City Manager.

PURCHASES GREATER THAN OR EQUAL TO \$15,000 BUT LESS THAN \$35,000

A minimum of three (3) written quotes must be obtained on single or multiple purchases of services and commodities that are greater than or equal to \$15,000 but less than \$35,000.

All quotations must be on company letterhead and attached to the purchase order or attached to the approved purchasing card transaction. In certain emergency circumstances, a purchase may be made after receiving verbal approval from the City Manager. Information on any emergency purchase receiving verbal approval by the City Manager must be delivered to the Procurement Department within twenty-four hours. A memo stating the reason for the emergency purchase must be attached to the purchase order or purchasing card transaction, must be signed by the Department Head and approved by the City Manager.

Written agreements shall be reviewed by the Procurement Director and executed by the City Manager or designee when applicable.

PURCHASES GREATER THAN OR EQUAL TO \$35,000

For purchases of \$35,000 or more, formal bids or solicitations shall be obtained as provided in "Formal Bid/RFP Process".

A market research summary will be conducted by the Procurement Department for all purchases that fall within this authorization level. Requesting departments should also conduct their own market research to supplement the market intelligence that influences the purchasing decision.

Responses shall be solicited using a bidders' list and by publishing notice of an invitation to bid in a newspaper of general circulation throughout the City.

Advertisement for bids shall be published at least two weeks in advance of the bid opening date. Any bids for public works projects, construction or that require a pre-bid conference shall be advertised at least 30 days in advance of the bid opening date

All contracts to be awarded pursuant to Requests for Proposals, Requests for Qualifications or formal bids shall be approved by the City Council.

Purchases without competitive bidding may be made under the following circumstances:

Budgeted items may be purchased at a unit price in competitively solicited contracts awarded by any and all states, counties, municipalities, or governmental agencies, including, but not limited to, special districts, school boards, community colleges, state universities, cooperative agreements or any nonprofit organization. The items must be offered for sale to the City at the same terms, conditions, and unit price awarded in such contract, and such purchases are to the economic advantage of the City.

Sole Source Purchases: Purchases are directed on one source because of standardization, warranty, or

other factors, even though other competitive sources may be available.

**Single Source Purchases:** Purchases are directed on one source because of standardization, warranty, or other factors, even though other competitive sources may be available.

**Proprietary Purchases:** An item produced and marketed by a person or company having the exclusive right to manufacture and sell it.

**Mechanical Repairs to vehicles or equipment.**

### **SOLICITATION PREPARATION**

Requesting departments shall be involved in the preparation of solicitations to ensure that project or product specific requirements are adequately addressed in the solicitation document. Requesting departments may also be involved after solicitation issuance in the conducting of pre-bid (or pre-proposal) conferences, and the preparation of any requisite solicitation addenda.

### **SOLICITATION ADVERTISEMENT**

The Procurement Department shall publish all announcements and advertisements for solicitations falling within the purchasing authorization levels in accordance with City policies and procedures and all related directives and ordinances.

### **PRE-BID AND PRE-PROPOSAL CONFERENCES**

A pre-bid conference shall be scheduled for Invitations to Bid where it is deemed advisable to allow potential proposers to consult with Procurement staff and the requesting department(s) to ensure clarity of the required goods or services and, if applicable, to view the site where the work is to be performed. A pre-proposal conference may be scheduled for Requests for Proposal solicitations. This conference, if necessary, shall be scheduled roughly in the middle of the solicitation period to allow enough time for vendors to prepare for the conference, and to consider the information provided during the course of the conference.

Attendance at Pre-bid and Pre-proposal conferences by vendors is generally mandatory. However, vendor attendance at such conferences may be made optional depending upon the specific requirements of the project. The "Cone of Silence" is not applicable during pre-bid and pre-proposal conferences and/or site visits.

### **ADDENDA TO SOLICITATION DOCUMENTS**

There may be occasions when it will be necessary to change the specifications, terms, or conditions of a given solicitation during the course of the bid (or proposal) period. Such changes may be required in response to requesting department requests or clarifications, contractor questions (submitted in writing per the "Cone of Silence"), or other reasons. Such changes shall be formalized by the issuance of solicitation addenda by the Procurement Department, to all potential vendors that have obtained

the solicitation document. The addenda becomes part of, and supersedes, the solicitation document.

### **OPENING OF BIDS AND CLOSING OF PROPOSALS**

Sealed bids under the Invitation to Bid process shall be opened by the Procurement Department or online on the City's e-procurement portal, anyone following the bid will have access to the bid tabulation. Bids will be opened at the place, date and time specified in the solicitation or any subsequent addendum. In proposals submitted under the Requests for Proposals process, only the names of the respondents shall be read at the time and place specified in the solicitation or any subsequent addendum. No further bids or proposals from a given vendor will be accepted after the deadline for receipt identified in the solicitation.

### **LATE BIDS OR PROPOSALS**

The City will not accept late bids or proposals under any circumstances. All late bids or proposals will be returned to the sender unopened.

### **OFFER (BID OR PROPOSAL) REQUIREMENTS**

Each offer shall meet all the requirements of the specific solicitation, unless waived as an irregularity or informality by the Procurement Director or designee.

### **TIED BIDS**

Tied bids are offers where one or more responsive and responsible bidders offer the same low price for an item or group of items, depending on the method of award. In such instances, if Florida Statute 255.04 does not apply, the tie shall be broken by the City Manager or designee flipping a coin in the presence of the Procurement Director or designee.

### **RECOMMENDATION FOR AWARD**

Recommendation for award(s) within the purchase authorization levels shall be made to the lowest responsive and responsible vendor(s) whenever possible (note: the RFP process is based on a "best value" evaluation). The City Manager or designee, subject to further delegation of authority, shall have the authority to recommend and award such contracts. All such awards shall be completed in accordance with the City's established internal purchasing policies and procedures.

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## APPEAL AND PROTEST PROCEDURES

### BID/PROPOSAL PROTEST PROCEDURE - NOTICES

Immediately after a recommendation is made of the intended award of contract, the Procurement Department shall post a tabulation of the bid/proposal evaluation results with intended award recommendations. Posting shall be in a location in City Hall designated for postings and shall be on display for public viewing.

Any person adversely affected by the decision of award may file a formal written protest within seventy-two (72) consecutive hours (excluding Saturdays, Sundays and legal holidays) from the time of initial posting by the Procurement Department. Protestors shall file their written protests with the City between the hours of 8:00 a.m. and 4:30 p.m. Written protests shall contain, at a minimum:

- i. The name of the petitioner;
- ii. The petitioner's address and phone number, and fax number;
- iii. The name of the petitioner's representative, if applicable;
- iv. The title and bid number of the solicitation;
- v. A plain clear statement of the grounds on which the protest is based; and
- vi. Specific information regarding the relief to which the petitioner deems itself entitled and/or the remedy requested.

A written protest is considered received by the City when it is delivered to and received by the Procurement Director or designee. Delivery to and receipt by any other City employee or staff member shall not constitute receipt by the City of Lake City. Protests submitted via email do not meet the requirements of this section.

Failure to file a timely formal written protest within the time period specified shall constitute a waiver by the vendor of all rights of protest under the Bid/Proposal Protest Procedure.

In the event of a timely protest and/or appeal, the City shall not proceed further with the solicitation or with the award of the bid/contract until all administrative remedies have been exhausted, unless the City Manager determines that the award of the contract without delay is immediately necessary to protect the public health, safety, and welfare.

Within five (5) days (excluding Saturdays, Sundays and legal holidays) of receipt of the formal written protest, the City Manager shall attempt to settle or resolve the dispute, with or without a hearing at the City Attorney's sole discretion. A decision will be rendered in writing and shall state the reasons for the action taken. A copy of the decision of the City Manager, after consultation with the City Attorney shall be mailed or otherwise furnished immediately to the protestor. The decision of the City Manager under this section shall be final and conclusive on the protestor.

Failure to follow the protest procedures or failure to meet any deadline set forth herein shall automatically nullify any protest or claim brought by an aggrieved bidder, offeror, or contractor.

### **FORMAL ITB AND RFP PROCESS**

All purchases to be made through a formal ITB or RFP process shall be conducted at the discretion of the Procurement Director or designee.

All specifications must be reviewed and approved by the Procurement Director or designee.

The Procurement Director or designee shall be authorized to publish an advertisement for the solicitation of bids or proposals.

Piggybacking on GSA, state agencies, counties, municipalities, and other competitively solicited bids is permitted with the approval of the City Manager or his designee. Contracts awarded by other government agencies and not-for-profit organizations, can be used on a direct award basis when those contracts were awarded based on full and open price competition. The City

Manager or designee shall have the authority to approve the purchase of capital items and projects that have been detailed and approved by City Council in the adopted budget or amended budget. The department must specifically identify the contract being piggybacked and include that information in the documents to be sent to the Procurement Department. The Procurement Department will review documentation, request additional information if necessary, and complete the departmental checklist granting approval or non-approval of use pursuant to applicable procurement laws and regulations.

### **AUTHORITY TO EXERCISE OPTIONS TO RENEW (OTR)**

An Option to Renew (OTR) contract contains a provision providing for the option to renew at the expiration of the initial term of the contract. The City Council must authorize the award of any contract where the cumulative value of the initial term of the contract and any option to renew terms will exceed Thirty-Five Thousand Dollars (\$35,000). Authorization to exercise future OTRs of contracts must be contained in the language of the written solicitation.

### **REQUEST FOR INFORMATION (RFI)**

A Request for Information (RFI) is a written solicitation prepared and issued for the purpose of seeking information, comments, or reactions from the industry by a certain date and time. A RFI may be used during the market research phase of an acquisition to assist the City in identifying potential proposers, approaches, prices, or other relevant information. The RFI precedes the issuance of a Request for Proposals or Request for Qualifications. Contract awards cannot be made on responses to an RFI.

### **REQUEST FOR QUALIFICATIONS (RFQ)**

A Request for Qualifications (RFQ) is used to obtain statements of qualifications from proposers when the scope of services cannot, or has not, been completely established by the City. That situation requires the identification of specific qualifications in order to evaluate responding proposers. A Request for Qualifications includes, but is not limited to, a brief explanation of the purpose of the Request for Qualifications, a description of the service to be purchased, required qualifications, instructions for response, and evaluation and selection criteria. These types of contract awards are generally not based solely upon price. Instead, there is an extensive evaluation, which may include such criteria as qualifications and experience of principals and staff, technical superiority, financial stability, experience and history of the firm and references.

Florida Statute 287.055 identifies the requirements for the selection of architectural, engineering, landscape architectural and surveying/mapping services for a project the basic construction cost of which is estimated to exceed the threshold amount provided in s. 287.017 for category five or for a planning or study activity when the fee for professional services exceeds, the threshold amount provided in s.287.017 for category two.

### **REQUEST FOR PROPOSALS (RFP)**

A Request for Proposal (RFP) is a solicitation whose associated award evaluation and vendor selection process is predicated on a best value evaluation, rather than strictly upon award to the lowest priced responsive and responsible vendor. This type of evaluation is a sensitive and demanding process, and detailed guidelines have been developed to ensure such evaluations are conducted in an appropriate and accurate manner. The following section provides an overview of those procedures to enable departments to prepare for, and participate in, negotiated acquisitions in conjunction with the Procurement Department.

## FORMATION AND PERFORMANCE OF EVALUATION/SELECTION COMMITTEES

The Procurement Director, or designee, is responsible for the review of all proposals for responsiveness before distributing them to the Evaluation Committee. A proposer is considered responsive if the proposal conforms in all material respects to the terms and conditions in the solicitation.

### EVALUATION COMMITTEE TEAM MEMBERS

The City Manager, or designee, will determine the number and makeup of the Evaluation Committee.

- a. Each member must have no personal or financial interest in any vendor or firm which has submitted a proposal to the City.
- b. Each member must have a professional interest that the recommendations of the Committee can be supported and defended legally and ethically.
- c. Each member must have a professional interest that the recommendations of the Committee will lead to the selection of a vendor which will provide goods or services that is the best value for the City.

The Procurement Director, or designee, shall serve as the Evaluation Committee Facilitator, and may not award points for proposals.

### INITIAL MEETING OF THE EVALUATION COMMITTEE

The Procurement Director, or designee, shall conduct an initial meeting with each member of the Evaluation Committee to ensure that each member has a clear understanding of their duties and responsibilities in the selection process. A copy of these guidelines, the solicitation and any addenda, each proposer's submittal, and a copy of the evaluation criteria will be distributed to Committee members.

### CONFLICT OF INTEREST

Once proposals have been received, and it is known which proposers are involved in the evaluation competition, each member of the Evaluation Committee will be informed. Each member will be asked if the member has a personal or financial interest in any proposer, and if the member understands and can perform impartially within the Evaluation Committee guidelines. If a conflict of interest exists or appears to exist, that member will be disqualified from the Committee.

### COMMITTEE RULES AND PROCEDURES

All evaluators on the Committee are required to apply sound and unbiased judgement in awarding points to the proposals for the purpose of ranking them.

It is very important that all Evaluation Committee members read the solicitation thoroughly and have a clear understanding of the requirements and evaluation criteria before attempting to

evaluate the proposals. All questions should be directed to the Procurement Director.

- a. The Evaluation Committee meetings must follow the requirements of Florida Statute 286.011 for public meetings and meetings must be noticed at least 72 hours in advance. These meetings are open to the general public, which may include proposers which have submitted responses to the City's solicitations. Meetings will be recorded and all recordings are available for the general public to listen to upon scheduling an appointment with the Procurement Department.
- b. Evaluation Committee members are prohibited from communicating with anyone, either verbally or in writing, regarding the proposals, outside of the scheduled and publicly noticed Evaluation Committee meetings. Violations of FS 286.011 are serious and have legal and ethical ramifications. If a vendor or proposer contacts a Committee member, the member must refer the vendor or proposer to the Procurement Department. Committee members are prohibited from participating in individual meetings, informal consultations, lunches, entertainment or any other direct or indirect contact with vendors or proposers.
- c. After receipt of proposals, each Committee member must review and evaluate each proposal independently, without discussing their evaluation with other Committee members.
- d. Evaluations must be based on the criteria established in the solicitation. All criteria must be scored. If a member elects to score only some of the proposals or criteria, the evaluations completed by that member will be thrown out in order to prevent skewing of the final scores.
- e. Evaluations must be both qualitative and quantitative based on the evaluation criteria outlined in the solicitation. If a member scores a zero (0) in any category, that member must identify the deficiency and provide a written explanation for the zero (0) score. All scores and comments become part of the solicitation and contract file and are subject to disclosure under the Florida Public Records Law. Committee members should have a reasonable, rational, and consistent basis for their scores, and be prepared to explain their scores in the event of a protest or inquiry.
- f. Prior to the Evaluation Committee meeting in a public forum, any questions, clarifications, or additional information requested from a proposer by a member must be submitted in writing through the Procurement Department. The Procurement Department is responsible for obtaining a written response from the proposer and sharing the response with all Committee members prior to the first publicly advertised meeting.
- g. Score sheets must be completed prior to the Committee meeting where rankings will be determined. After the Evaluation Committee members have independently completed the initial review and scoring of all proposals, the Committee will convene at a publicly posted meeting to openly discuss the proposals. Members may adjust their initial scoring based on their interpretation of any additional information gained from the Committee's discussions. After all discussions have been completed each Committee member shall finalize their scores. Each member is required to sign the score-sheet and any note pages and submit them to the Procurement Director as part of the public record.

- h. Score sheets will be tabulated and ranked from the highest to the lowest by the Procurement Director.
- i. Depending on the outcome of the scoring, the Committee will recommend one of the following:
  - a. Recommend to begin negotiations to enter into a contract with the highest ranked proposer; or
  - b. Short-list the top ranked proposers and request scheduling of oral presentations
- j. If the Committee recommends awarding the contract to the highest ranked proposal, no further action is required by the Evaluation Committee.
- k. If oral presentations are requested, the Evaluation Committee shall identify which proposers will be asked to provide oral presentations. The Evaluation Committee may request oral presentations from as many proposers as necessary; however, it is recommended that the Committee come to a consensus and request presentations only from the top-ranked proposers.
- l. When oral presentations are requested by the Evaluation Committee, the members shall submit a written request to the Procurement Director for specific areas needing additional explanation and/or clarification or any other information the Committee would like the proposers to provide during the oral presentations.
- m. All proposers selected for oral presentations will be notified in writing of the publicly posted meeting by the Procurement Director or designee, identifying the date, time, and location of the presentations.
- n. Prior to the oral presentations, the Procurement Director, or designee, will provide the evaluation criteria and score sheets to the Evaluation Committee.
- o. During the oral presentations, Committee members will be able to ask questions of the proposers for a clear understanding of each proposer's position.
- p. After oral presentations are completed, the Committee will have the opportunity to continue discussions among themselves. After discussions are completed, each member shall finalize their scores. Each member is required to sign the score sheet and any note pages, and submit them to the Director of Procurement as part of the public record.
- q. Score sheets will be tabulated and ranked from the highest to the lowest by the Procurement Director. The award recommendation will be for the proposer with the highest ranked score.
- r. The Procurement Director shall work with the City department on a recommendation to award for processing through the City Manager and/or the City Council, as appropriate.

- s. Florida Statutes require that all internal workings of the Evaluation Committee be kept confidential until the Committee has completed its work and all proposers have been officially notified of the selection.

### **REJECTION OF BIDS OR PROPOSALS**

The City Council may reject any and all bids or proposals or parts of all bids or proposals when such rejection is in the best interest of the City. Rejection of bids or proposals may also be protested. A bid or proposal may be rejected if any of the following conditions exist:

- a. The bid or proposal does not conform to the technical specifications and/or solicitation documents;
- b. Insufficient financial resources and/or lack of technical ability, physical capacity and/or skill of the vendor to perform the contract or the service required;
- c. Inability of the vendor to perform the contract or provide the service within the time specified without delays or interference;
- d. Previous and existing non-compliance by the vendor with laws and ordinances relating to the contract or services;
- e. Inadequate quality or performance on previous contracts for goods and/or services;
- f. Vendor has been declared to be in default on any City or public entity contract, or debarred or suspended by any public entity;
- g. Taking exceptions to the terms, conditions and specifications of the bid or proposal;
- h. Non-conformance with minority business and/or disadvantaged business enterprise provisions and requirements, where applicable;
- i. When the City determines that the price quoted is not fair and reasonable;
- j. Insufficient competition;
- k. Any other cause in the best interest of the City.

### **ACCESSING CONTRACTS FROM OTHER GOVERNMENT AGENCIES AND NOT-FOR-PROFIT ORGANIZATIONS**

The City may purchase goods or services from contracts awarded by all state, county, city or governmental agencies, including school boards, community colleges, or state university system cooperatives bid agreements or any nonprofit organization which is a direct affiliate of any such state, county, city or governmental agency when the bidder awarded a contract

agrees to offer for sale to the city, at the same terms, conditions and unit price awarded in such contract, and such are to the economic advantage of the City.

Before any purchase controlled by this section can be made, vendors shall comply with all City requirements prior to recommendation of approval by the Procurement Department, the City Manager, or the City Council. A copy of the contract or award documents shall be obtained from the government agency. If these documents are not available, copies of specific pages with information on the contract number and its expiration date, terms and conditions, the item(s) description and price, warranty period, payment terms, FOB terms, and other pertinent information shall be obtained. Contracts awarded by other government agencies and not-for-profit organizations, can be used on a direct award basis when those contracts were awarded based on full and open price competition.

When accessing another entity's contract, staff is to carefully review the terms and conditions of that contract, noting that vendors can provide services only in those categories in which they were awarded on the competitively solicited proposal or bid.

## **SOLE/SINGLE SOURCE PURCHASES**

### **POLICY**

It is the policy of the City of Lake City to purchase its goods and services through a full open and competitive process. However, when competition is not available or when it is determined in the best interest of the City to utilize other than full and open competition, City legislation authorizes the execution of purchases by other methods, such as a Sole/Single Source or Emergency basis (specific guidance on emergency actions is contained in a separate section of this guide - this section pertains only to sole/single source acquisitions).

One of the Procurement Department's primary goals is to foster full and open competition in the acquisition of goods and services for the City departments. The Procurement Director will review all Sole/Single Source requests to determine the appropriate acquisition approach. The Department will also perform industry and product market research to determine if alternative sources of supply are available. The Procurement Department will work closely with requesting departments to ensure that contract scope and work requirements are expressed in terms of performance or functionality whenever practical.

When the requesting department has decided internally that full and open competition is not in the City's best interests, the appropriate justification for that decision must be submitted to the Procurement Department for approval to waive the competitive process. Using the appropriate justification form, the requesting department must indicate the purpose of the acquisition, the uniqueness of the item or service, why waiving the competitive process is in the City's best interests, that market research has been performed by the requesting department to support its decision, and what proposed actions will enhance competition in future acquisitions.

## DEFINITIONS

A sole source purchase is the acquisition of a good or service for which there is only one source that can provide the good or service and an equal product or service is not available from any other source. A single source purchase is the acquisition of a good or service whereby purchases are directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available.

The Procurement Department may negotiate with the vendor(s) to obtain the best possible contractual arrangements for the City.

## PROCESS

The Procurement Department will review all justifications to determine the appropriate acquisition approach. This will include evaluating specifications and statements of work to ensure that no artificial barriers or unnecessary restrictions prohibit or reduce competition. The Department will work closely with requesting departments to ensure that minimum requirements are expressed in terms of performance or functionality. The Department shall perform product and industry market research in order to determine if alternative sources of supply may be available to meet the requirements.

To make the administration of non-competitive acquisition effective and efficient, and to avoid redundant efforts, requesting departments must submit a completed sole/single source justification form to the Procurement Department for review and approval prior to entering into any type of discussions with a proposed supplier. Both advance acquisition planning, and early Procurement Department involvement in the planning process, are key to a successful procurement, competitive or otherwise.

It is the responsibility of the requesting department to justify in writing to the Procurement Department why it is in the City's best interest to waive the competitive process. For all sole/single source, the requesting department must submit a fully completed justification form to the Procurement Department supported by:

- a. Specifications or statement of work that clearly establishes the minimum performance or functional requirements of the product(s) or service(s);
- b. Description of the requesting department's unique need that precludes full and open competition;
- c. Evidence that the supplier is the exclusive distributor or authorized repair or service center or has exclusive territorial rights (if applicable);
- d. Evidence of proprietary rights (if applicable);
- e. Vendor proposal or quote (if any); and
- f. Any other supporting documentation

Upon receipt of a signed justification for a sole or single source, the Procurement Department shall make a determination through a review of the material and appropriate market research. If it is determined that more than one source is present in the market, the Department will provide the requesting department with a written market research summary and a recommendation on the appropriate procurement process to follow. If it is determined that a sole/single source does exist, approval of the sole/single source will be granted for a period not to exceed twenty-four months, after which time, a new signed justification will be required.

#### AWARD

When all requirements are met, and the Procurement Director or designee is satisfied that there is only one source of supply, or determines that a non-competitive situation exists for goods or services to be purchased, full and open competition may be waived. The City Manager shall consider, and may present the Sole/Single Source purchase request to the City Council for award. All vendors must comply with all City requirements prior to award. Additional funds and/or extensions of time that may be requested during the c o n t r a c t period are subject to the authority levels for all such contract modifications. A record of the sole/single source shall be maintained by the Procurement Department.

#### EMERGENCY PURCHASES

An emergency purchase shall be defined as an unforeseen or unanticipated urgent and immediate need for equipment, supplies, or services where the protection of life, health, safety or welfare of the community or the preservation of public properties would not be possible using normal purchasing procedures.

Before any purchase controlled by this section is made, the requesting department shall contact the City Manager for concurrence, explain the nature of the emergency, and provide a written certification of the emergency. Unless precluded by the nature of the emergency situation, vendors are to comply with all City purchasing requirements, including but not limited to City affidavits, prior to recommendation of approval by the Procurement Director, City Manager or the City Council.

If the item or service cannot be obtained from a vendor with an existing City contract, the requesting department should obtain quotations, whenever possible, from active City vendors. The requesting department shall be responsible for obtaining from the contracted vendor the necessary affidavits, insurance certificates, proof of proper licenses, trade certificates, permits, etc., as the emergency work may require.

As soon as possible, the requesting department shall submit to the Procurement Department the following documentation:

- a. Emergency documentation with appropriate signatures;
- b. Vendor(s)'s written quotation(s);
- c. Department's justification and/or explanation of circumstances for emergency purchase, to include a clear definition of the products and/or services sought and how and where it will be used; and
- d. Any other supporting documentation, as may be applicable.

#### AUTHORITY TO AWARD EMERGENCY PURCHASES

In the event a Department Director, or an authorized designee, determines that an emergency situation exists which requires an immediate response, a contract may be awarded regardless of the amount of expenditure. A purchase order will be approved by the Procurement Department upon receipt of acceptable supporting documentation from the requesting department. However, if the expenditure is in excess of \$35,000, the City Manager may present the circumstances to the City Council for its ratification.

#### MONITORING EMERGENCY PURCHASE REQUESTS

The Procurement Department shall report to the City Manager, through the Procurement Director, any City requesting department procurement practices that reflect poor operational planning or management and have the potential effect of defeating the purpose of the procurement process.

#### EMERGENCY DISASTER PURCHASES

Emergency disaster purchases are those purchases needed due to unforeseen acts of nature, to include but not limited to: hurricanes, tornados, floods, fire, etc.; and only when the City Manager or designee declares that a state of emergency exists.

For acquisitions of this type, the following procedures apply:

- a. The Requesting Department Director or designee, after verbal consultations with the City Manager, shall have the authority to enter into any contract when the City Manager determines that such work is necessary to preserve the life and safety of City residents and the wider community;
- b. The Requesting Department Director or designee shall first contract with vendors which are already on City contracts for the goods or services needed;
- c. All disaster purchases that are acquired without full and open competition or under an existing contract must be subsequently ratified by the City Manager or City Council, as appropriate.

#### REQUEST TO MODIFY A CONTRACT OR PURCHASE ORDER

When a requesting department requires a change to a purchase order or to modify a contract, the request must be submitted to Procurement Department for review and approval. Before submitting a request to modify a purchase order or contract, the requesting department should review the following conditions:

- a. Valid requirements have been established;
- b. Funds are available to cover the purchase; and

- c. Appropriate justification is included with the request package.

The requesting department shall submit its request, together with all supporting documentation, to the Procurement Department for review and determination as follows:

- d. Justification and/or explanation for request to modify the purchase order or contract. If goods and/or services are going to be used for the first time, state what the department was using before; and
- e. Any other supporting documentation as may be applicable.

Modifications and change orders to contracts and purchase orders require approval at the established authorization levels. Requesting departments may not proceed with any action on modified contracts or purchase orders until approval has been received from the Procurement Director, the City Manager, or the City Council, as appropriate.

### **MONITORING AND REPORTING VENDOR PERFORMANCE**

Vendor performance is any action or inaction by a vendor under a contract, purchase order or other binding agreement with the City of Lake City. Any action or inaction by a vendor, which does not comply with the contractual terms and conditions, will be considered nonperformance and is to be documented and reported to the Procurement Department. Nonperformance includes but is not limited to, late or non-deliveries, substandard or unacceptable goods and/or service levels, habitual under or over shipments, and unauthorized subcontracting or contract assignments.

The requesting department shall appoint contract managers, who shall be responsible for monitoring vendor performance as it relates to the terms and conditions of the contract(s) and/or purchase order(s) issued. Vendor nonperformance actions are to be documented and reported to the Procurement Department for appropriate action aimed at correcting vendor performance, placing the vendor on probation for a period of time, suspension from bidding on City contracts, vendor debarment, and/or contract termination.

#### **ACTION BY REQUESTING DEPARTMENT**

The non-performing vendor should first be contacted by telephone to discuss the problems being experienced. A mutual understanding should be reached, if possible, and a time frame for corrective action established.

The requesting department should convene a meeting with the vendor to help resolve problems, whenever possible. Should the vendor continue to not meet the requirements, the requesting department should submit a memo to the Procurement Director, attach any available documentation to substantiate the problem, including a copy of any letters sent to the vendor or records of meetings (as applicable).

After receiving the vendor nonperformance, the Procurement Department will review the documentation to determine the appropriated course of action. This action may include: calling the vendor, sending vendor a "Notice to Cure", or scheduling a meeting with the vendor.

Where progressive steps aimed at correcting vendor performance have proven futile, the City Manager or designee may request a meeting to determine the next course of action. The vendor and the requesting department will be invited to this meeting. After listening to all parties, the City Manager or designee may:

- a. Establish a probation period for the vendor to correct all noncompliance problems;
- b. Terminate the contract for default;
- c. Terminate the contract for convenience; or
- d. Find no action necessary.

A copy of all written actions or documents will be provided to the requesting department. The final decision and formal action will be filed in the contract folder for future use in determining vendor responsibility in future award recommendations.

For contracts up to \$35,000, the City Manager or designee may terminate for convenience or default in accordance with the relevant provision of the contract. For contracts greater than \$35,000, the City Manager will recommend to the City Council the best course of action to safeguard the interests of the City.

### **OFFER GUARANTEE, PERFORMANCE AND PAYMENT BONDS, AND INSURANCE**

#### **BID OR OFFER GUARANTEE**

A bid deposit to guarantee the vendor's intention to enter into a contract with the City, not to exceed ten percent (10%) of the estimated total bid price, may be required by the Procurement Department. If a bid or offer deposit or bid or offer bond is required, it shall be in the form and amount specified in the solicitation.

#### **PERFORMANCE AND PAYMENT BONDS**

The Procurement Department may require performance and payment bonds from the vendor selected for contract award in such amounts as may be deemed reasonably necessary to protect the best interests of the City. The bonds shall be in the form supplied by the City (no other form will be accepted) and in the amounts required by the solicitation.

#### **INSURANCE**

The Procurement Department may require insurance coverage from the vendor selected for award as may be deemed reasonably necessary to protect the best interest of the City. The insurance coverage shall be in the form and amount(s) as required by the solicitation.

Awards may be contingent upon submission of required insurance coverage and performance and payment bonds. If the vendor selected for award fails to fulfill these requirements the following default

actions will be followed.

- a. For contracts up to \$35,000, the City Manager or designee may render the vendor in default, re-award the contract to the next lowest responsive/responsible vendor, and subject the defaulted vendor to re-procurement charges or to forfeiture of the bid/offer bond, or security in an amount equal to the damages sustained by the City as a result of the default.
- b. For contracts greater than \$35,000, the City may re-award to a new vendor who participated in the solicitation, but was not awarded any portion of the contract. The City Manager will obtain the approval from the City Council.

### **MARKET RESEARCH**

Market research must be conducted in anticipation of City procurement in order to ensure that specifications are suitable for fair and open competition. Market research is the foundation for developing an effective solicitation and successful contract that includes terms and conditions consistent with sound business practices and procurement laws.

#### **PURPOSE OF MARKET RESEARCH**

The primary purpose of market research in public procurement is to determine the availability of sources of supply or alternatives solutions that will meet minimum requirements. Market research should always begin with the intent to satisfy a legitimate City requirement or need. The need should be stated in terms of performance or functionality whenever practical. This means that the minimum requirements must be clearly understood and defined before market research can begin. Once the need has been established, market research must be conducted in order to determine the capability of the marketplace to meet the need of the City.

Market research includes identifying the attributes of existing products, processes or services that meet minimum requirements, or identifying the characteristics that of a yet to be identified product, process or service must possess. Effective market research should provide adequate information regarding existing products or services, qualified sources, industry trends, pricing, and what other entities are doing to meet the same or similar requirements. Failure to conduct thorough market research may result in requests for sole source purchases that cannot be adequately justified.

It is extremely important that the integrity of the procurement process be sustained at the highest standards and that suppliers are given a fair opportunity to compete for City business. In anticipation of a City procurement, market research must be conducted to ensure that specifications are not exclusionary, restrictive or favor any one vendor or proposer.

#### **WHEN TO CONDUCT MARKET RESEARCH**

When planning for a purchase (prior to or during the development of specifications or statements of work) of any dollar amount, the requesting department should conduct market research. Contact, whenever possible, a minimum of three different sources to determine if existing products or services

are available to meet requirements or if existing products or services can be modified to meet requirements.

#### MARKET RESEARCH TECHNIQUES

Research should include, whenever practical:

- a. The industry trends and customary terms and conditions regarding warranties, acceptance and inspection;
- b. Buyer financing – method and best practices;
- c. Standard maintenance support;
- d. Capable sources (including small businesses)
- e. General pricing information and availability of product(s);
- f. Competitive factors such as quality, product features, speed of technology and typical lead time;
- g. Commercial practices, other government entities practices; and industry support capabilities and practices; and
- h. Environmental issues – recovery and disposal of products and energy efficiency standards as might be appropriate.

#### EXTENT OF MARKET RESEARCH

As indicated before, a minimum of three potential sources must be sought prior to or during the planning of a pending acquisition. However, the extent of market research may vary depending on factors such as urgency, the estimated dollar value, complexity, past experience and the amount of information already available. In some circumstances, the Procurement Department may perform the market research.

It is important to remember that market research is not a substitute for full and open competition. It is not to be used to determine which product or service, supplier or proposer is best. Market research is conducted to determine the availability of products or services that meet the City's minimum requirements and to ensure that specifications are not exclusionary or otherwise restrictive.

#### SOURCES OF RESEARCH DATA

There are a variety of sources for information. However, perhaps the first place to start is with the City's (or DemandStar's) own database of vendors. Departments may also contact one or more of the following:

- a. Subject matter experts within the City, other governments or private industry;

- b. Publications and trade journals from industry;
- c. Marketing organization, professional associations and tradeshows;
- d. Colleagues from other jurisdictions;
- e. NIGP website: [www.NIGP.org](http://www.NIGP.org); or
- f. Web searches using Internet search engines like Yahoo, Google, etc.

#### **COOPERATIVE PURCHASING**

The City Manager or designee shall have the authority to join with other units of government in cooperative purchasing plans when the best interests of the City would be served. Cooperative purchases may take the following forms:

- a. One entity "piggybacking" on the contract of another. These contracts must have been awarded through full and open competition.
- b. Entities joining together to bid.

#### **PURCHASE OF USED EQUIPMENT**

Used equipment may be purchased within the following guidelines.

##### **a. PURCHASE FROM DEALER/MANUFACTURER/AUCTION**

The appropriate Department Head shall submit a written request to the Procurement Director and City Manager requesting authority to purchase an item at auction. The request shall include:

- i. An estimated cost and a maximum bid amount.
- ii. A justification for purchasing used, rather than new equipment.
- iii. The result of an inspection by a mechanic or other qualified technician, indicating the condition of the equipment, estimated repair cost if not operational, annual maintenance costs, and expected life of equipment after acquired by the City.

The City Manager must approve the request in writing and indicate the approved maximum bid amount prior to the auction.

After approval, the Department Head may bid up to the maximum bid amount to purchase the equipment.

- a. A purchase order must be prepared as part of this procedure.
- b. Must be purchased from agencies/entities.

The Department Head shall submit a written request to the Procurement Director and City Manager requesting authority to negotiate the purchase of an item from another agency or entity. The request shall include:

- i. An estimated cost and a maximum offer amount.
- ii. A justification for purchasing used, rather than new equipment.
- iii. The result of an inspection by a mechanic or other qualified technician, indicating the condition of the equipment, estimated repair cost of not operational, annual maintenance costs and expected life of equipment after acquired by the City.

The City Manager must approve the request in writing and indicate the approved maximum offer amount prior to the commencement of negotiations.

After approval, the Department Head shall negotiate a price with the agency or entity, not offering more than the maximum as approved above.

The Department Head shall prepare a purchase order as part of this procedure.

Under no circumstances shall an unauthorized employee offer to purchase used equipment from an individual, including an employee of the City.

#### **CHANGE ORDERS AND AMENDMENTS**

Contracts must be amended in the same manner in which they were executed, and at the requisite authorization levels, unless the contract provides for an alternative method of amendment.

#### **SALES TAX EXEMPTION**

The City of Lake City is exempt from paying Florida State Sales Tax. All employees who purchase goods or services on behalf of the City shall supply each vendor with a copy of the City's tax exemption certificate or number to avoid being assessed state sales taxes. Employees will not be reimbursed for the payment of state sales tax, except for travel outside the State of Florida.

The Sales Tax Exemption privilege is for the purchase of goods exclusively for use of the City of Lake City. City employees are expressly prohibited from purchasing goods or supplies for personal use using the City's tax exemption number/certificate.

### EXCELLENCE IN PUBLIC PROCUREMENT – CODE OF ETHICS

The Procurement Department of the City of Lake City embraces and subscribes to the professional standards of the Code of Ethics of NIGP – The Institute for Public Procurement. Those professional standards are:

- Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
- Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
- Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Resists encroachment on control of personnel in order to preserve integrity as a professional manager.
- Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.
- Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- Subscribes to and supports the professional aims and objectives of NIGP – The Institute for Public Procurement.

**File Attachments for Item:**

7. City Council Resolution No. 2026-041 - A resolution of the City of Lake City, Florida, approving that certain agreement for State Highway Lighting, Maintenance, and Compensation for the State of Florida Fiscal Year 2026-2027 with the State of Florida Department of Transportation; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

**RESOLUTION NO 2026 – 041**  
**CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN AGREEMENT FOR STATE HIGHWAY LIGHTING, MAINTENANCE, AND COMPENSATION FOR THE STATE OF FLORIDA FISCAL YEAR 2026-2027 WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID AGREEMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the State of Florida Department of Transportation (the “Agency”) has made certain improvements to highway lighting facilities in the City of Lake City (the “City”); and

**WHEREAS**, the City and the Agency desire that the City maintain certain said highway lighting facilities; and

**WHEREAS**, the Agency and City entered into an agreement on November 9, 2021 (the “Agreement”) whereby the City would maintain certain said highway lighting facilities; and

**WHEREAS**, the Agency and City have extended the term of the Agreement on an annual basis since the adoption of said Agreement; and

**WHEREAS**, the Agency and the City desire to extend the Agreement for a term commencing on July 1, 2026 and continuing through June 30, 2027 (the “Extension”); and

**WHEREAS**, among the terms of the Extension are that the Agency shall compensate the City in the amount of two hundred thousand three hundred six dollars and forty seven cents (\$200,306.47); and

**WHEREAS**, the Agency and the City mutually desire to enter into the Extension in the form of the Exhibit attached hereto; and

**WHEREAS**, approving the Extension obligating the City to maintain said highway lighting facilities in the City in exchange for compensation for same is in the public interest and in the interests of the City; now therefore

**BE IT RESOLVED** by the City of Lake City, Florida:

1. Approving the Extension obligating the City to maintain certain highway lighting facilities in the City in exchange for compensation from the Agency for same is in the public or community interest and for public welfare; and
2. In furtherance thereof, the Extension in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and
4. The Mayor of the City of Lake City is authorized and directed to execute on behalf of and bind the City to the terms of the Extension; and
5. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
6. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

**APPROVED AND ADOPTED**, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of April, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

\_\_\_\_\_  
Noah E. Walker, Mayor

ATTEST, BY THE CITY CLERK OF THE CITY OF  
LAKE CITY, FLORIDA:

\_\_\_\_\_  
Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Clay Martin, City Attorney

**STATE HIGHWAY LIGHTING MAINTENANCE, AND COMPENSATION AGREEMENT WORK ORDER**

**Contract Number:** ASO25  
**Maintaining Agency:** City of Lake City  
**Financial Project No:** 414406-1-78-03  
**Fiscal Year:** 2026-2027

**1.0 PURPOSE**

This work order summarizes the method and limits of compensation to be made to the Maintaining Agency for FDOT fiscal year 26/27 for the maintenance of highway lighting on the State Highway System as prescribed in the original agreement executed on November 9, 2021.

**2.0 COMPENSATION AND PAY PROCESSING**

For the satisfactory completion of all services detailed in the original agreement for the fiscal year beginning July 1, 2026, and ending June 30, 2027, the DEPARTMENT will pay the MAINTAINING AGENCY a total lump sum amount of \$200,306.47. The basis of compensation is as described in Exhibit A.

The MAINTAINING AGENCY shall invoice the DEPARTMENT for services rendered at the end of the fiscal year in a format acceptable to the DEPARTMENT.

**3.0 AUTHORIZATION**

This Work Order for City of Lake City will not be considered as authorized unless it is signed and returned by the MAINTAINING AGENCY to the DEPARTMENT, whereby the DEPARTMENT’S final signature is required to fully authorize compensation for services beginning July 1, 2026 and ending June 30, 2027.

**MAINTAINING AGENCY**

BY: (signature) \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: Noah walker

Printed Title: \_\_\_\_\_

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**

BY: (signature) \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: Jennifer Curls

Printed Title: District Two Maintenance Contracts Administrator

**EXHIBIT A**

**STATE HIGHWAY LIGHTING, MAINTENANCE, AND COMPENSATION AGREEMENT**

For Fiscal Year 2026-2027

**1.0 PURPOSE**

This exhibit defines the method and limits of compensation to be made to the **MAINTAINING AGENCY** for the services described in this Agreement and method by which payments will be made.

**2.0 FACILITIES**

The lighting or lighting systems listed below, or in an attached spreadsheet, or other electronic forms are included with this Agreement and represent the Facilities to be maintained by the **MAINTAINING AGENCY**.

**3.0 COMPENSATION**

For the satisfactory completion of all services detailed in this Agreement, **FDOT** will pay the **MAINTAINING AGENCY** the Total Sum as provided in Section 2 of the Agreement. The **MAINTAINING AGENCY** will receive one single payment at the end of each fiscal year for satisfactory completion of service.

<b>Type of Light</b>	<b># of lights</b>	<b>LED or HPS</b>	<b>Unit rate</b>	<b>Total</b>
High Mast				0.00
Standard	559	LED/HPS	\$358.33	\$200,306.47
Underdeck				0.00
Sign				0.00



**File Attachments for Item:**

8. City Council Resolution No. 2026-042 - A resolution of the City Council of the City of Lake City, Florida, declaring certain tangible personal property owned by the City to be surplus to its needs and beyond economic repair pursuant to Section 2-183 of the City of Lake City Code of Ordinances; making certain findings of fact in support of the City disposing of said property pursuant to Section 2-183, as set forth herein; authorizing the City Manager to remove such surplus property from the list of assets of the City upon disposal as set forth herein; repealing all prior resolutions in conflict; and providing an effective date.

Meeting Date
<b>4-6-26</b>

# *City of Lake City Report to Council*

AGENDA	
Section	
Item No.	

**SUBJECT: Donating  
Surplus Lawn Equip.**

**DEPT. / OFFICE:  
Public Works**

<b>Originator:</b>																														
Steve Brown																														
<b>City Manager</b>	<b>Department Director</b>	<b>Date</b>																												
Don Rosenthal	Steve Brown	3-12-26																												
<b>Recommended Action:</b>																														
Donate surplus lawn equipment to the Florida Department of Corrections (FDOC).																														
<b>Summary Explanation &amp; Background:</b>																														
<p>When we have a mower or piece of lawn equipment that is costing too much to repair, or at the end of its life, we usually put it to the side to be disposed of.</p> <p>In the past few years, we have donated surplus items to the FDOC. We would like to do the same this year.</p> <p>The FDOC has requested any donations of lawn equipment, specifically the following mowers:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Equipment # E-469</td> <td style="width: 25%;">Grasshopper Mower Model 227</td> <td style="width: 25%;">Serial # 6066759</td> <td style="width: 25%;">April 2011</td> </tr> <tr> <td>Equipment # E-459</td> <td>Grasshopper Mower Model 227</td> <td>Serial # 6061332</td> <td>Est. 2011</td> </tr> <tr> <td>Equipment # E-461</td> <td>Grasshopper Mower Model 227</td> <td>Serial # 6061334</td> <td>Est. 2011</td> </tr> <tr> <td>Equipment # E-487</td> <td>Grasshopper Mower Model 227</td> <td>Serial # 6215650</td> <td>Est. 2011</td> </tr> <tr> <td>Equipment # E-458</td> <td>Grasshopper Mower Model 227</td> <td>Serial # 6061331</td> <td>Est. 2011</td> </tr> <tr> <td>Equipment # E-495</td> <td>Grasshopper Mower Model 227</td> <td>Serial # 6313726</td> <td>Est. 2011</td> </tr> <tr> <td>Equipment # E-470</td> <td>Grasshopper Mower Model 227</td> <td>Serial # 6066750</td> <td>Est. 2011</td> </tr> </table>			Equipment # E-469	Grasshopper Mower Model 227	Serial # 6066759	April 2011	Equipment # E-459	Grasshopper Mower Model 227	Serial # 6061332	Est. 2011	Equipment # E-461	Grasshopper Mower Model 227	Serial # 6061334	Est. 2011	Equipment # E-487	Grasshopper Mower Model 227	Serial # 6215650	Est. 2011	Equipment # E-458	Grasshopper Mower Model 227	Serial # 6061331	Est. 2011	Equipment # E-495	Grasshopper Mower Model 227	Serial # 6313726	Est. 2011	Equipment # E-470	Grasshopper Mower Model 227	Serial # 6066750	Est. 2011
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Equipment # E-470	Grasshopper Mower Model 227	Serial # 6066750	Est. 2011																											
<b>Alternatives:</b>																														
Sell for parts.																														
<b>Source of Funds:</b>																														
N/A																														
<b>Financial Impact:</b>																														
None																														
<b>Exhibits Attached:</b>																														

## RESOLUTION NO 2026 - 042

### CITY OF LAKE CITY, FLORIDA

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, DECLARING CERTAIN TANGIBLE PERSONAL PROPERTY OWNED BY THE CITY TO BE SURPLUS TO ITS NEEDS AND BEYOND ECONOMIC REPAIR PURSUANT TO SECTION 2-183 OF THE CITY OF LAKE CITY CODE OF ORDINANCES; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY DISPOSING OF SAID PROPERTY PURSUANT TO SECTION 2-183, AS SET FORTH HEREIN; AUTHORIZING THE CITY MANAGER TO REMOVE SUCH SURPLUS PROPERTY FROM THE LIST OF ASSETS OF THE CITY UPON DISPOSAL AS SET FORTH HEREIN; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City Manager of the City of Lake City, Florida (the "City"), has received from the public works department of the City a detailed list of items of property described on "Exhibit A" attached hereto (the "Property") which are no longer used by the department; and

WHEREAS, the City Manager has determined that no other department of the City has any use for the Property and requests City Council find such Property to be surplus to the needs of the City; and

WHEREAS, the City Council further finds the Property to be obsolete, non-serviceable, or beyond economic repair; and

WHEREAS, the City Council finds the Property is surplus to the needs of the City and the value of each item listed on Exhibit "A" is estimated to be less than \$6,000.00; and

WHEREAS, the Florida Department of Corrections (the "FDOC") has requested a donation of lawn equipment such as the Property; and

WHEREAS, the City Manager has determined transferring ownership of the Property to FDOC as a donation is the most efficient and cost-effective means of disposing of the Property; and

WHEREAS, the City Council directs the Property be removed from the list of assets of the City upon disposition of the Property as set forth herein; and

WHEREAS, disposing of the Property as set forth herein is in the public or community interest and for public welfare; now therefore

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BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Donating the Property to FDOC as set forth herein is in the public or community interest and for public welfare; and
2. The Property described on "Exhibit A" is hereby declared surplus to the City's needs, and is obsolete, non-serviceable, or beyond economic repair; and
3. The City Manager is authorized and directed to dispose of the Property by donating same to FDOC; and
4. The City Manager is authorized and directed to remove the Property from the City's list of assets; and
5. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
6. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

**APPROVED AND ADOPTED**, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of April, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

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Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL OF  
THE CITY OF LAKE CITY, FLORIDA:

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Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

---

Clay Martin, City Attorney

City of Lake City, Florida  
Surplus Items

Equipment # E-469	Grasshopper Mower Model 227	Serial # 6066759	April 2011
Equipment # E-459	Grasshopper Mower Model 227	Serial # 6061332	EST. 2011
Equipment # E-461	Grasshopper Mower Model 227	Serial # 6061334	EST. 2011
Equipment # E-487	Grasshopper Mower Model 227	Serial # 6215650	EST. 2011
Equipment # E-458	Grasshopper Mower Model 227	Serial # 6061331	EST. 2011
Equipment # E-495	Grasshopper Mower Model 227	Serial # 6313726	EST. 2011
Equipment # E-470	Grasshopper Mower Model 227	Serial # 6066750	EST. 2011

EXHIBIT "A"

**File Attachments for Item:**

9. Recoil Trampoline Park - Trent Coggins



**Recoil Trampoline Park Economic Impact Report (2024)**

MBA 7920

By Elizabeth Flail, Sariah Caldwell, Kelsey O. Grant, and Mary Boatright

## Executive Summary

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Recoil has grown into one of Lowndes County’s most influential recreational tourism drivers, shaping not just visitor traffic but the broader regional economy. What began as a niche entertainment venue has become a reliable generator of new spending, local job support, and measurable tax revenue. The 2024 economic impact analysis demonstrates that Recoil is no longer a passive attraction—it functions as a true economic engine for South Georgia. Recoil Trampoline Park has become one of the most important recreational, social, and economic anchors within Lowndes County. Recoil injects new dollars into Lowndes County through three primary channels: payroll, operational purchasing, and visitor spending. Payroll alone contributed nearly \$420,000, ensuring wages are retained and recirculated locally. Operational spending on goods and services added another \$747,237, supporting area vendors, service providers, and contractors.

However, the largest single source of economic activity comes from visitor spending, which totaled more than \$2.48 million. This includes admission revenues, as well as the on-site dollars spent by families, youth groups, traveling teams, and regional visitors who chose Recoil as their destination activity. When combined, these categories produced a total of \$3.65 million in direct spending flowing immediately into the Lowndes County economy. Its central location inside Valdosta strengthens this impact by increasing accessibility for local and regional visitors. Survey data confirm that convenience of location was the top motivating factor for local visitors. This structural advantage enhances spending capture, repeat visitation, and the attraction of non-local guests—who account for over 45 percent of total attendance. Among those non-local visitors, 36 percent spent additional money in restaurants, hotels, and retail stores in Lowndes County.

The economic ripple continues beyond direct spending; indirect and induced impacts add more than \$3.6 million to the regional economy, raising the total footprint to \$7.3 million. Recoil's role extends beyond entertainment; it operates as a regional tourism generator, drawing families, sports teams, and youth groups into Valdosta. Its presence also supports surrounding commercial areas and contributes more than \$187,000 in tax revenues annually. The broader implication is clear: Recoil acts as a regional attractor that recaptures spending that might otherwise leave the local market. Families from surrounding counties now travel into Lowndes County, where they spend money across multiple sectors. This not only supports local businesses but also creates a measurable impact on jobs, sales tax receipts, and household earnings

## **Project Background**

Recoil opened in 2019 as a modern indoor trampoline and adventure park. Over the past five years, it has evolved into a key recreational hub for families, students, tourists, and visiting sports organizations. Its positioning within the core of Valdosta provides high accessibility, close proximity to hotels, and immediate adjacency to food, retail, and service establishments. This central location strengthens its ability to capture spending that might otherwise leave Lowndes County for larger entertainment markets such as Tallahassee or Jacksonville. To determine market drivers and the factors influencing customer behavior, a five-question survey was developed and distributed to Recoil visitors through email and on-site distribution (Appendix B).

## Methods

This analysis uses a hybrid approach combining direct financial data provided by Recoil, visitor survey data, and regional multipliers from the University of Georgia's Selig Center for Economic Growth. Direct impacts represent on-site spending, payroll, and operational purchases. Indirect impacts reflect supply-chain activity triggered by Recoil's vendor purchases, while induced impacts measure household spending supported by wages in the recreation, retail, and service sectors. Economic activity does not end with the initial purchase. Using the UGA Selig Center regional multipliers for South Georgia, this study quantifies how Recoil's operations generate additional rounds of spending throughout the region.

**Indirect impacts (0.38):** These occur when Recoil purchases goods and services from local vendors. For example, money spent on supplies, maintenance, food vendors, and contracted services circulates again as those businesses make their own purchases. This generated more than \$1.38 million in secondary economic activity.

**Induced impacts (0.62):** These reflect household spending. When employees and vendor-supported workers spend their wages at grocery stores, restaurants, gas stations, and retail shops in Lowndes County, the regional economy expands further. Induced impacts reached \$2.26 million in 2024.

The visitor survey adds a behavioral dimension to the study. Responses quantify travel distance, spending patterns, location preferences, and economic behaviors of local versus non-local visitors. The survey ran for approximately two months and was distributed through email and later accessed through a QR code at the facility. More than 200 responses were collected, strengthening the validity of Recoil's documented impact on Lowndes

County. The prevalence of non-local travelers supported the use of regional tourism multipliers. All estimates are conservative and based on verified 2024 operational data.

## **Economic Contributions**

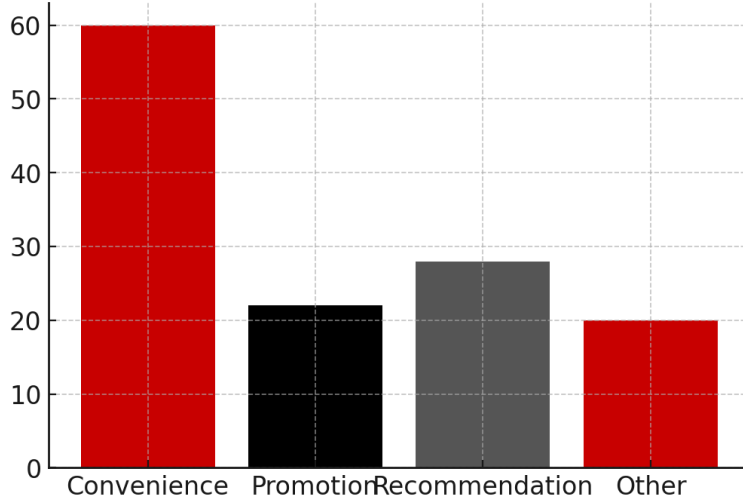
Recoil generated \$3.65 million in direct economic activity in 2024. Payroll contributed \$419,895, operational purchases totaled \$747,237, and visitor spending exceeded \$2.48 million. Indirect effects added \$1.38 million and induced impacts contributed \$2.26 million, producing a final economic output value of \$7.3 million. The magnitude of this figure reflects Recoil's ability to draw steady inflows of regional spending. When all components are combined, the total economic output reaches \$7.3 million—a substantial return relative to Recoil's operational scale

## **Visitor and Market Analysis**

The integrated visitor survey strongly validates the regional multiplier selection. Nearly 46% of visitors are non-local, meaning their spending represents new dollars entering the county. This is an unusually high non-local share for a mid-sized attraction. This demonstrates Recoil's ability to draw spending into the county that would not otherwise occur locally. Among those non-local visitors: 36% spent additional money elsewhere in Lowndes County (restaurants, shopping, hotels). 10.88% stayed overnight, directly impacting lodging revenue. 37% traveled more than 25 miles, confirming Recoil as a true regional draw. Visitors reported motivations consistent with higher-spend categories, including family entertainment, group outings, team travel, and weekend activities. These behaviors align perfectly with tourism-driven economic models and justify the use of the UGA Selig Center regional multipliers. Visitor survey findings reveal that Recoil functions as both a local recreation hub and a regional tourism destination. Among local respondents,

the most frequently cited reason for selecting Recoil was 'Convenience of Location.' This confirms the economic role of Recoil's central placement within Valdosta, ensuring ease of access for families, students, and recreational visitors. Centrality increases visitation frequency, reduces travel friction, and enhances local spending retention.

Primary Reason Local Visitors Chose Recoil (Survey Q5)



## Competitive Context

Recoil operates in a regional market that includes Urban Air (Tallahassee), Flight Adventure Park (Jacksonville), and several smaller family entertainment venues. Despite larger metro populations in Tallahassee and Jacksonville, Recoil continues to attract non-local visitors because of its accessibility, reputation, and central location within Valdosta’s commercial corridor.

Industry benchmarks indicate that Urban Air locations in comparable markets generate between \$2.5 million and \$4.5 million annually in gross revenue. Recoil’s visitor spending patterns—including its strong draw of travelers from surrounding counties—places it within this competitive range despite operating in a smaller market. Its ability to recapture regional entertainment spending is directly tied to its proximity to hotels, restaurants, and retail stores.

## Fiscal Impact

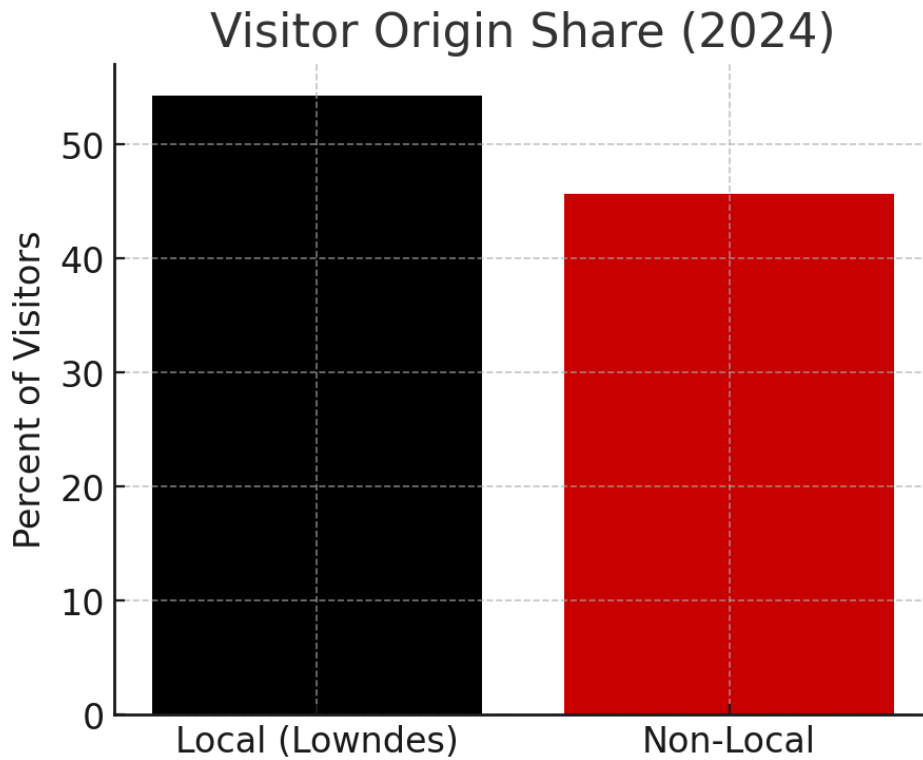
Recoil’s fiscal contributions extend beyond visitor spending and operational circulation. In 2024, the park generated a total of \$187,324.46 in state, federal, and local tax revenue. Payroll-related taxes—including state withholding, Social Security, Medicare, and federal payroll taxes—totaled \$54,754.36. Additionally, Recoil generated \$132,570.10 in combined local and state sales taxes. This revenue directly supports public services, infrastructure, and community assets.

For a single mid-sized recreational facility, this fiscal contribution is notable. Sales taxes generated from visitor purchases—including both admission spending and additional in-county spending by non-local visitors—support municipal operations such as public

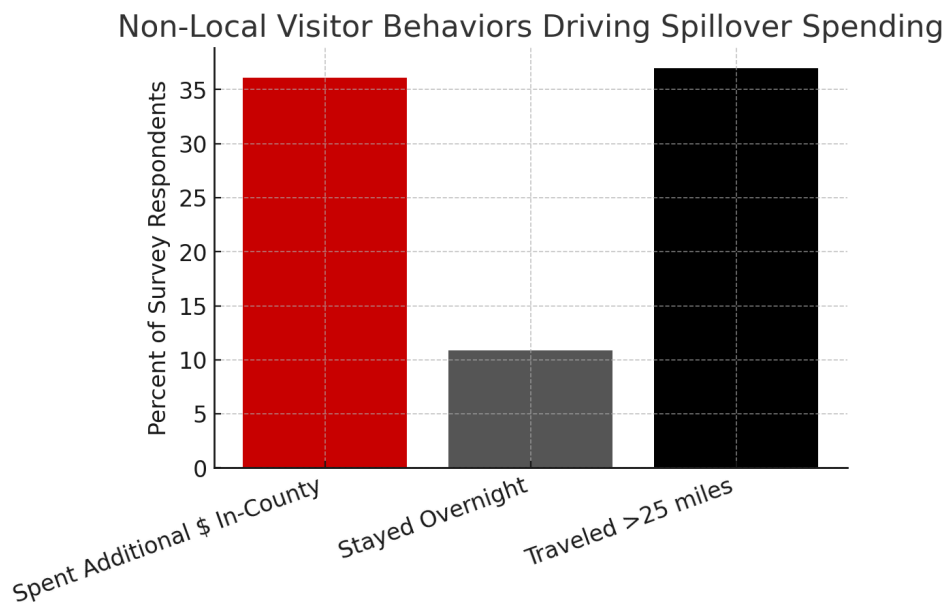
safety, road improvements, and parks and recreation services. The presence of Recoil therefore strengthens the county’s tax base while diversifying its sources of revenue.

### Non-Local Visitor Spending and Spillover Effects

A defining feature of Recoil’s impact profile is its strong ability to attract non-local visitors—nearly 46% of surveyed guests lived outside Lowndes County. In tourism economics, non-local visitors represent “new money” entering a community; their dollars expand local output, labor income, and jobs as they circulate through multiple industries. Consistent with input-output tourism models, these expenditures generate both indirect supply-chain activity and induced household spending when local businesses and employees re-spend earnings in the county.



Survey findings indicate that non-local trips to Recoil are rarely single-purpose. More than one-third of respondents reported additional spending elsewhere in Valdosta during the same visit, commonly at restaurants, retail stores, and fuel stations. Additionally, 10.88% of visitors stayed overnight, creating direct demand for local lodging. This “trip bundling” behavior strengthens spillover impacts by linking Recoil to hospitality and retail sectors and increasing the share of visitor spending retained locally.



These spillover effects are amplified by Recoil’s central Valdosta location. Tourism literature shows that attractions positioned within dense commercial corridors capture higher secondary spending because they reduce travel friction and place visitors close to complementary goods and services such as food, shopping, and hotels. Recoil’s survey results align with this model: convenience of location was the top motivation for local visitors, and the same accessibility supports non-local guests in extending their visit into other parts of the city.

Taken together, Recoil functions as a regional ‘destination node.’ It draws visitors from surrounding counties, lengthens their time in Valdosta, and increases total per-trip spending beyond admissions. These dynamics are precisely the mechanisms by which recreational tourism assets enhance county-wide economic performance.

### **Tourism Leakage and Regional Spending Recapture**

Tourism leakage refers to the portion of visitor spending that leaves the local economy, typically through travel to out-of-county attractions or through purchases made with businesses headquartered elsewhere. In the absence of Recoil, many families and youth groups reported that they would travel to Tallahassee, Jacksonville, or other larger metro areas to access similar entertainment. This would shift not only admission revenue, but also restaurant, retail, and lodging expenditures outside Lowndes County.

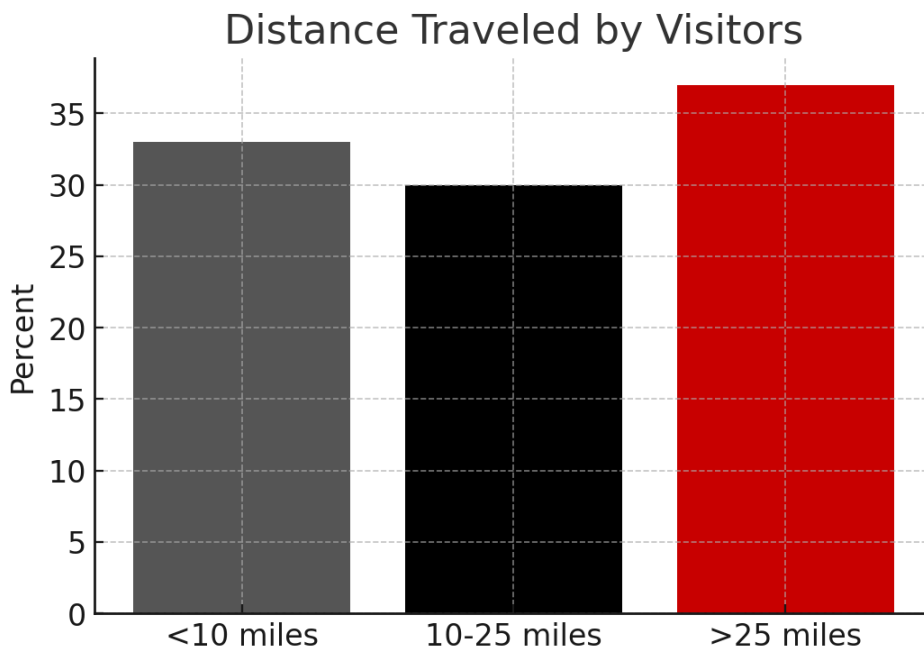
Recoil reduces leakage by providing a competitive entertainment experience centrally located within Valdosta. Families who would otherwise travel 70–120 miles instead choose a local option, keeping dollars circulating through the county’s restaurants, fuel stations, retail stores, and hotels. This recapture effect explains why non-local visitors accounted for 45.68% of attendance and generated substantial spillover spending.

## Competitive Comparison: Recoil vs. Urban Air

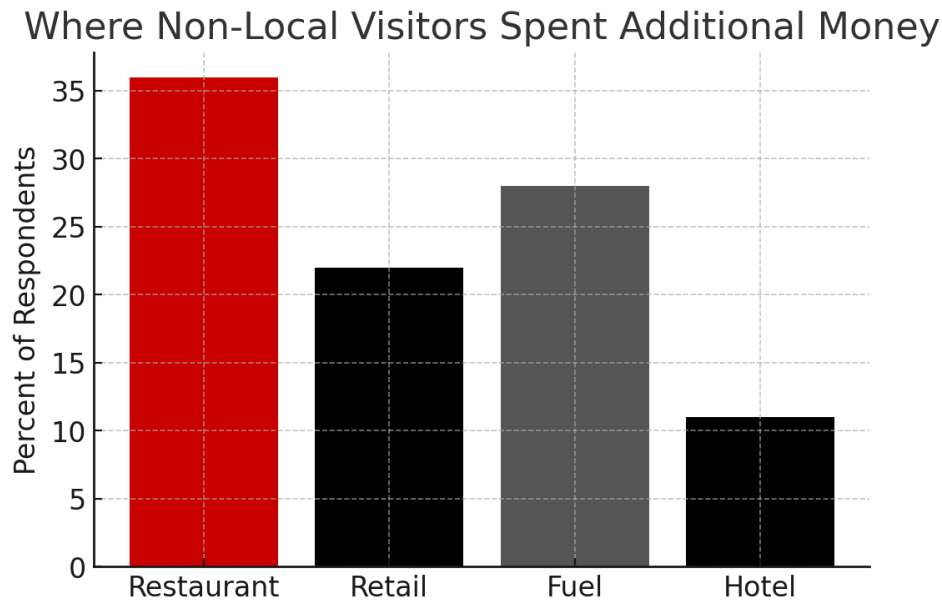
Urban Air, located in Tallahassee, operates in a larger metropolitan area and typically generates annual revenues between \$2.5M and \$4.5M depending on market size and facility offerings. Flight Adventure Park in Jacksonville serves an even larger population base with similar annual revenue profiles. Despite these competitive pressures, Recoil maintains a strong regional draw attributable to its accessibility, pricing structure, and central location within a dense commercial zone.

Survey data and spending patterns indicate that Recoil successfully competes for regional customers who might otherwise visit Urban Air. When visitors choose Recoil instead of Tallahassee, the average trip distance is shorter, increasing the likelihood of same-day restaurant and retail spending within Valdosta. Meanwhile, Urban Air’s suburban placement requires additional travel time and limits spontaneous spillover spending opportunities.

### Visitor Travel Distance Distribution



## Spillover Spending Categories



## Discussion and Economic Implications

Recoil's economic importance extends beyond its annual spending totals. The park functions as a regional entertainment hub, drawing visitors from surrounding counties who would likely travel to Tallahassee or Jacksonville in the absence of a centrally located family entertainment venue. This inflow of non-local dollars reduces economic leakage and increases local revenue retention.

Location emerges as a critical factor. Survey findings indicate that 'Convenience of Location' was the most significant driver for local visitation. Centrally located recreational facilities tend to sustain higher visitation frequency and stronger per-visitor spending because they eliminate barriers related to travel time, traffic, and access. For Recoil, proximity to core retail, dining corridors, and lodging clusters amplifies its economic multiplier effect by supporting spillover spending.

If Recoil were positioned outside Valdosta’s primary commercial area, visitor travel patterns—and by extension, local spending capture—would likely shift. While this report takes no advocacy stance regarding site decisions, the data demonstrate that centrality is an economic strength. Attractions located near high-density commercial zones yield higher indirect and induced impacts, benefitting surrounding businesses and increasing fiscal returns.

## Conclusion

Recoil’s 2024 performance confirms that recreational attractions can play a powerful and measurable role within a county’s economic structure. The venue stimulates direct spending, attracts non-local dollars, supports local jobs, and generates substantial tax revenue while enhancing the quality of life for residents. With more than \$7.3 million in total economic impact and a visitor base that consistently reaches beyond county lines, Recoil demonstrates the extent to which recreation-driven destinations can anchor a regional economy. Survey results further validate that location is the primary factor influencing visitation, reinforcing the concept that strategic geographic placement enhances tourism capture, strengthens spending retention, and boosts overall regional economic vitality. Recoil’s ability to attract visitors from across South Georgia—while simultaneously circulating dollars within the local economy—positions it as a uniquely impactful asset for Valdosta and Lowndes County.

In addition to its immediate financial contributions, Recoil provides long-term value by supporting sustained commercial activity in surrounding business districts. Its presence encourages spending at restaurants, retail stores, fuel stations, and lodging establishments, creating a multiplier effect that benefits a wide range of local enterprises. The park’s

consistent draw of families, youth groups, and traveling sports organizations also underscores its role as a reliable tourism generator, contributing to year-round economic stability rather than seasonal fluctuations. With strong fiscal contributions, a stable tourism pull, and proven influence on regional spending patterns, Recoil stands as a significant contributor to the long-term economic health of the community. Its continued operation within the commercial heart of Valdosta supports not only recreation but also sustainable economic growth, investment attraction, and the ongoing development of a thriving regional tourism ecosystem.

## **Appendix A: Definitions and Multipliers**

- Direct Impact: Immediate spending from payroll, operations, and admissions.
- Indirect Impact: Supply chain purchases generated by Recoil's spending.

- Induced Impact: Household spending from wages supported by Recoil-related employment.
- Output Multiplier: UGA Selig Center regional multiplier (Total: 2.0).

## **Appendix B: Survey Instrument Overview**

Survey questions focused on visitor origin, spending behavior, location importance, and travel distance. Responses from 205 participants were analyzed.

## **Appendix C: Fiscal Tables**

Total Tax Revenue (2024): \$187,324.46

- Payroll Taxes: \$54,754.36
- Sales Taxes: \$132,570.10

## **References**

University of Georgia Selig Center for Economic Growth. (2024). Regional Multipliers Database.

Bureau of Labor Statistics. (2024). Consumer Expenditure Survey.

Recoil Visitor Survey Data (2024). SurveyMonkey.

Cumulus Analytics Group. (2024). Valdosta Visitor Demographics Report



**JUMP | LASER TAG | VIRTUAL REALITY | ARCADE**

# "MY TOWN NEEDS SOMETHING LIKE THIS" - 2017





## PHASE ONE - WALL TO WALL TRAMPOLINES 2019

DODGEBALL, MAIN COURT, BASKETBALL, NINJA COURSE, TRAPEZE AND FOAM PITS



# PHASE TWO - SAVE THE BASE LASER TAG 2021

ONE OF A KIND -  
A10 WARTHOG AND HH-60



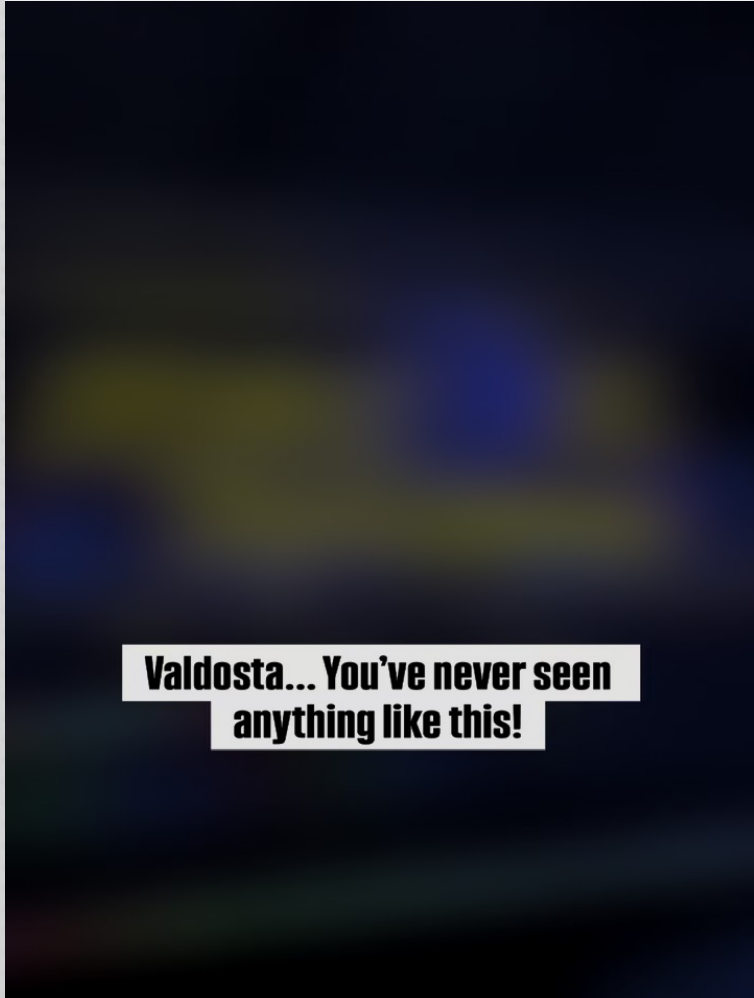
## PHASE THREE - 5D HYPERDECK 2023

INCLUDES MOTION AND WEATHER ELEMENTS

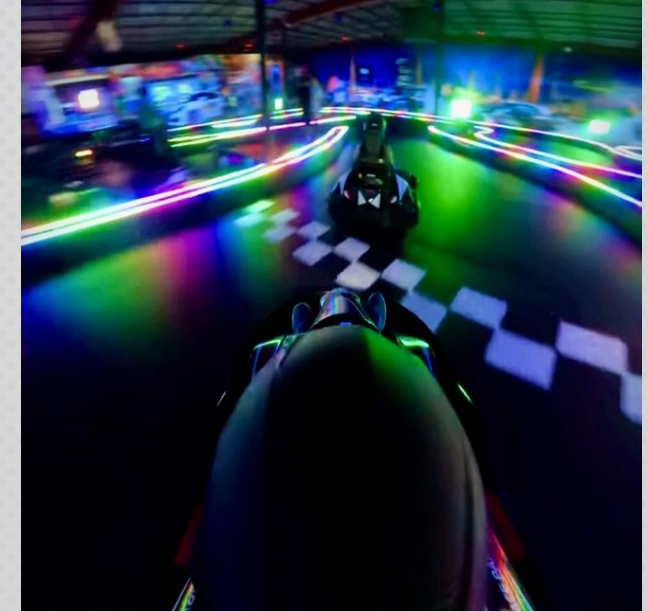


# PHASE FOUR - SOUTH GEORGIA'S LARGEST ARCADE 2023

5400 SQ FEET



**Valdosta... You've never seen anything like this!**



## **PHASE FIVE - RECOIL RACING AUGUST 2025**

**GLOW IN THE DARK GO KART RACING**



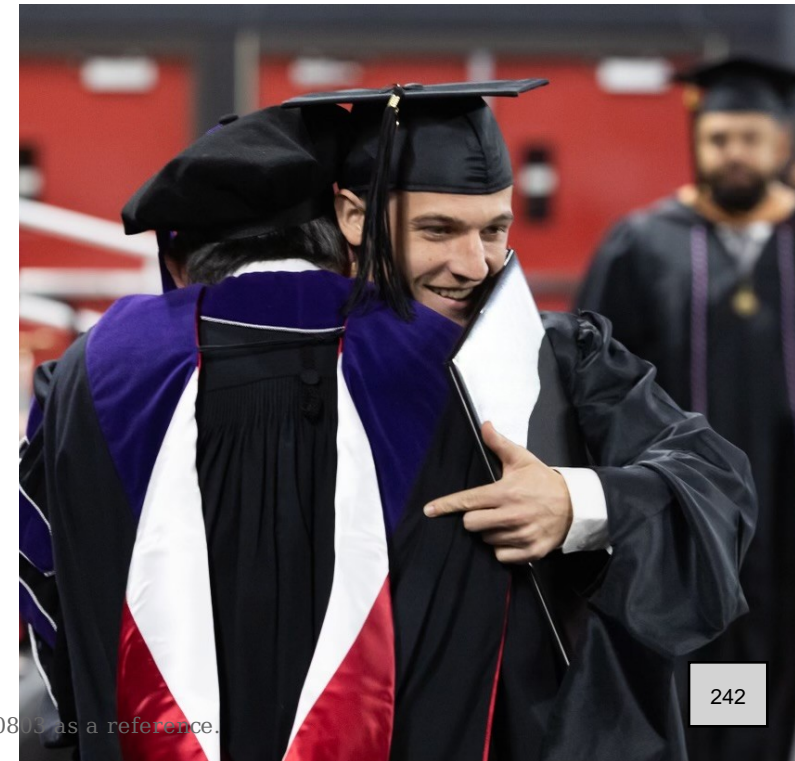
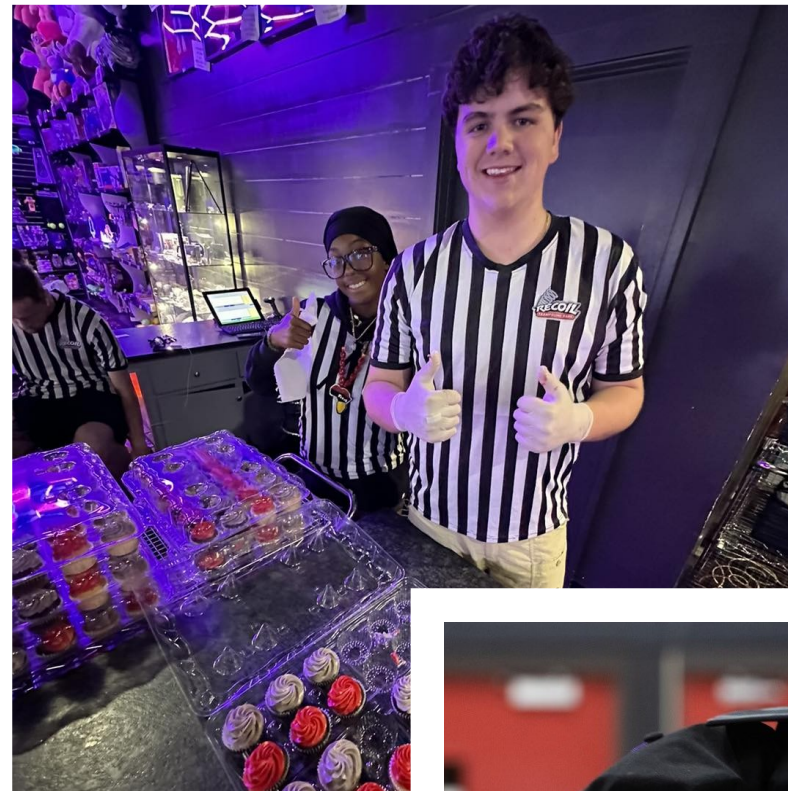
# PHASE SIX - CLIMBING WALLS, ROPES COURSE, AND CONSTRUCTION ZONE

## JANUARY 2026



# ECONOMIC IMPACT

- \$419,895.38 IN PAYROLL (2024)
  - 53 EMPLOYEES
  - 16-21 YOA
  - TYPICALLY, THE GROUP WITH THE HIGHEST RATE OF UNEMPLOYMENT
- \$146,055.44 IN SALES TAX REVENUE (2024)
- MANAGER TO MBA PROGRAM
  - 4<sup>TH</sup> GRADUATE - DEC 2025

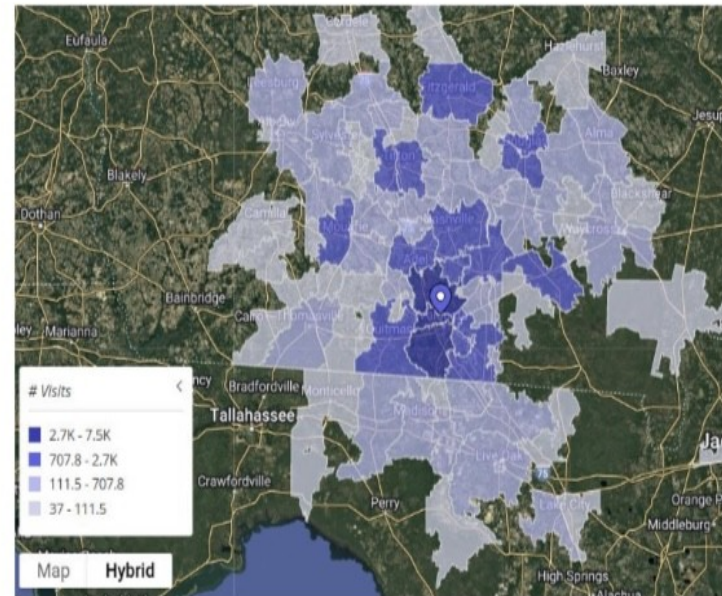


- **49,361 PAYING PATRONS (2024)**
  - 22,002 LOWNDES COUNTY – 44.6%
  - 19,943 VERIFIED NON-LOWNDES COUNTY – **40.4%**
  - 7,416 – BLANK

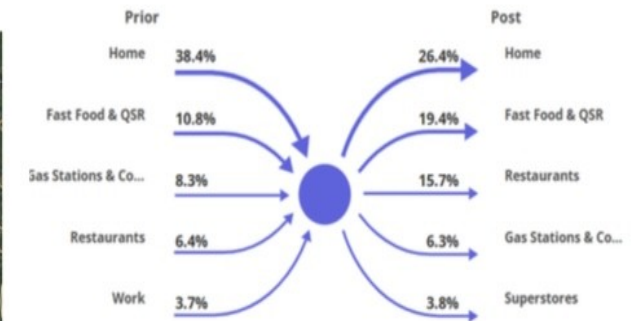
- **AVG DRIVE TIME - 45 MIN**
  - NATIONAL AVG = 20-25 MIN
- **ADDITIONAL LOCAL SPEND**
  - 52.3% FOOD
  - 18.4% GAS/SHOPPING
  - 10% HOTEL STAY

# TOURISM IMPACT

Key Zipcodes (By Visitor Home)



Visitor Journey (Prior and Post)



Prior			Post		
Rank	Name	Foot-Traffic	Rank	Name	Foot-Traffic
1	Wendy's / N Oak St...	1.8%	1	Wendy's / N Oak St...	2.6%
2	Walmart / Inner Pe...	1.4%	2	Chick-fil-A / Inner P...	2.6%
3	Jac's Bowling Lane...	1%	3	Texas Roadhouse / ...	2.3%
4	Valdosta Mall / No...	0.9%	4	Walmart / Inner Pe...	2.1%
5	Dollar General / N ...	0.9%	5	Cicis / Norman Dr, ...	1.2%



**QUESTIONS?**

**File Attachments for Item:**

10. City Council Ordinance No. 2026-2367 (first reading) - An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 26-03, submitted by Elizabeth Steely, relating to voluntary annexation; annexing certain real property located in Columbia County, Florida, which is reasonably compact, and contiguous to the boundaries of the City of Lake City, Florida; making certain findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. (Located on Northwest Turner Avenue)

# ORDINANCE 2026-2367

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ANX 26-03

# Introduction

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- Applicant has requested to annex parcel 02440-003 into the City.
- This parcel is located on the NW Turner Rd..

# Location

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## Staff Recommendation

- Staff's recommendation is to approve Ordinance 2026-2367.

# QUESTIONS

**ORDINANCE NO. 2026-2367**  
**CITY OF LAKE CITY, FLORIDA**

1           **AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, PURSUANT TO**  
2           **PETITION NO. ANX 26-03, SUBMITTED BY ELIZABETH STEELY, RELATING**  
3           **TO VOLUNTARY ANNEXATION; ANNEXING CERTAIN REAL PROPERTY**  
4           **LOCATED IN COLUMBIA COUNTY, FLORIDA, WHICH IS REASONABLY**  
5           **COMPACT, AND CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF**  
6           **LAKE CITY, FLORIDA, INTO THE BOUNDARIES OF THE CITY OF LAKE CITY,**  
7           **FLORIDA; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT THEREOF;**  
8           **PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT;**  
9           **PROVIDING AN EFFECTIVE DATE.**

10       **WHEREAS**, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City  
11       of Lake City, Florida, (the “City Council”), to annex real property into the corporate boundaries of  
12       the City of Lake City, Florida, (the “City”); and

13       **WHEREAS**, Sections 171.011 through 171.094, Florida Statutes, as amended, the Municipal  
14       Annexation or Contraction Act, empowers the City Council to annex real property into the  
15       corporate boundaries of the City, pursuant to a petition voluntarily filed by the owner of certain  
16       real property; and

17       **WHEREAS**, Elizabeth Steely, the owner of certain real property more particularly described herein  
18       below (the “Real Property”), has petitioned that the same be voluntarily annexed and  
19       incorporated into the boundaries of the City; now therefore

20       **BE IT ORDAINED** by the People of the City of Lake City, Florida:

- 21       1. Pursuant to a petition, ANX 26-03, by Elizabeth Steely, the owner of the Real Property, said  
22       Real Property being described below and depicted on Schedule A: Location Map, attached  
23       hereto and incorporated as part of this ordinance, which Real Property is contiguous to the  
24       existing boundaries of the City and is reasonably compact, has petitioned the City to have  
25       said Real Property annexed into the City:

26               **A parcel of land lying in Section 33, Township 3 South, Range 16 East, Columbia**  
27               **County, Florida. Being more particularly described as follows:**

28               **Commence at the Southeast corner of the Northeast 1/4 of the Northeast 1/4 of**  
29               **said Section 33; thence North 05°50’28” East, along the East line of said Section**  
30               **33, being also the centerline of Turner Road, 150.61 feet; thence North 89°21’20”**  
31               **West 30.12 feet to the Westerly right-of-way line of said Turner Road and the**  
32               **Point of Beginning; thence continue North 89°21’20” East 285.00 feet; thence**

33           **North 05°25'44" East 162.82 feet; thence South 84°09'32" East 285.00 feet to the**  
34           **Westerly right-of-way line of Turner Road; thence South 05°50'28" West, along**  
35           **said Westley right-of-way line of Turner Road 137.00 feet to the Point of**  
36           **Beginning.**

37           **Containing 0.98 acre, more or less.**

- 38           2. The City Council finds the petition bears the signatures of all owners of the Real Property in  
39           the area proposed to be annexed.
- 40           3. The City Council finds the Real Property is presently contiguous to the boundaries of the City,  
41           meets the criteria established by Chapter 171, Florida Statutes, as amended, and should be  
42           annexed to the boundaries of the City.
- 43           4. The Real Property is hereby annexed to the boundaries of the City, and in every way is a part  
44           of the City.
- 45           5. The boundaries of the City are hereby redefined to include the Real Property.
- 46           6. Annexation. The Real Property shall continue to be classified as follows: COMMERCIAL under  
47           the land use classifications as designated on the Future Land Use Plan Map of the Columbia  
48           County Comprehensive Plan and classified as COMMERCIAL, INTENSIVE (CI) under the zoning  
49           districts as designated on the Official Zoning Atlas of the Columbia County Land Development  
50           Regulations until otherwise changed or amended by appropriate ordinance of the City.
- 51           7. Effective January 1, 2027, all real property lying within the boundaries of the City, as hereby  
52           redefined, shall be assessed for payment of municipal ad valorem taxes, and shall be subject  
53           to all general and special assessments.
- 54           8. All persons who have been lawfully engaged in any occupation, business, trade or profession,  
55           within the area, described in Section 1 above, upon the effective date of this ordinance under  
56           a valid license or permit issued by the County and all other necessary state or federal  
57           regulatory agencies, may continue such occupation, business, trade or profession within the  
58           entire boundaries of the City, as herein defined, upon securing a valid occupational license  
59           from the City, which shall be issued upon payment of the appropriate fee, without the  
60           necessity of taking or passing any additional examination or test which otherwise is required  
61           relating to the qualification of such occupations, businesses, trades or professions.
- 62           9. The City Clerk is hereby directed to file, within seven (7) days following the effective date of  
63           this ordinance, a certified copy of this ordinance with the following:
- 64           a) Florida Department of State, Tallahassee, Florida;
- 65           b) Florida Office of Economic and Demographic Research, Tallahassee, Florida;
- 66           c) Clerk of the Circuit Court of Columbia County;
- 67           d) Chief Administrative Officer of Columbia County;

- 68 e) Property Appraiser of Columbia County;  
69 f) Tax Collector of Columbia County; and  
70 g) All public utilities authorized to conduct business within the City.
- 71 10. Severability. It is the declared intent of the City Council that if any section, sentence, clause,  
72 phrase, or provision of this ordinance is for any reason held or declared to be  
73 unconstitutional, void, or inoperative by a court or agency of competent jurisdiction, such  
74 holding of invalidity or unconstitutionality shall not affect the remaining provisions of this  
75 ordinance and the remainder of this ordinance, after the exclusion of such part or parts, shall  
76 be deemed to be valid.
- 77 11. Conflict. All ordinances and resolutions, or parts of ordinances and resolutions in conflict  
78 with this ordinance are, to the extent they conflict with this ordinance, repealed.
- 79 12. Effective Date. This ordinance shall be effective on the date of final adoption by the City  
80 Council of the City of Lake City, Florida.

APPROVED, UPON FIRST READING, by the City Council of the City of Lake City at a regular meeting,  
on the \_\_\_\_\_ day of \_\_\_\_\_ 2026.

PUBLICLY NOTICED, in a newspaper of general circulation in the City of Lake City, Florida, by the  
City Clerk of the City of Lake City, Florida on the 9th of April 2026 and 16th day of April 2026.

APPROVED AND ADOPTED UPON SECOND READING, by an affirmative vote of a majority of a  
quorum present of the City Council of the City of Lake City, at a regular meeting this \_\_\_\_\_ day  
of \_\_\_\_\_ 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

\_\_\_\_\_  
Noah E. Walker, Mayor

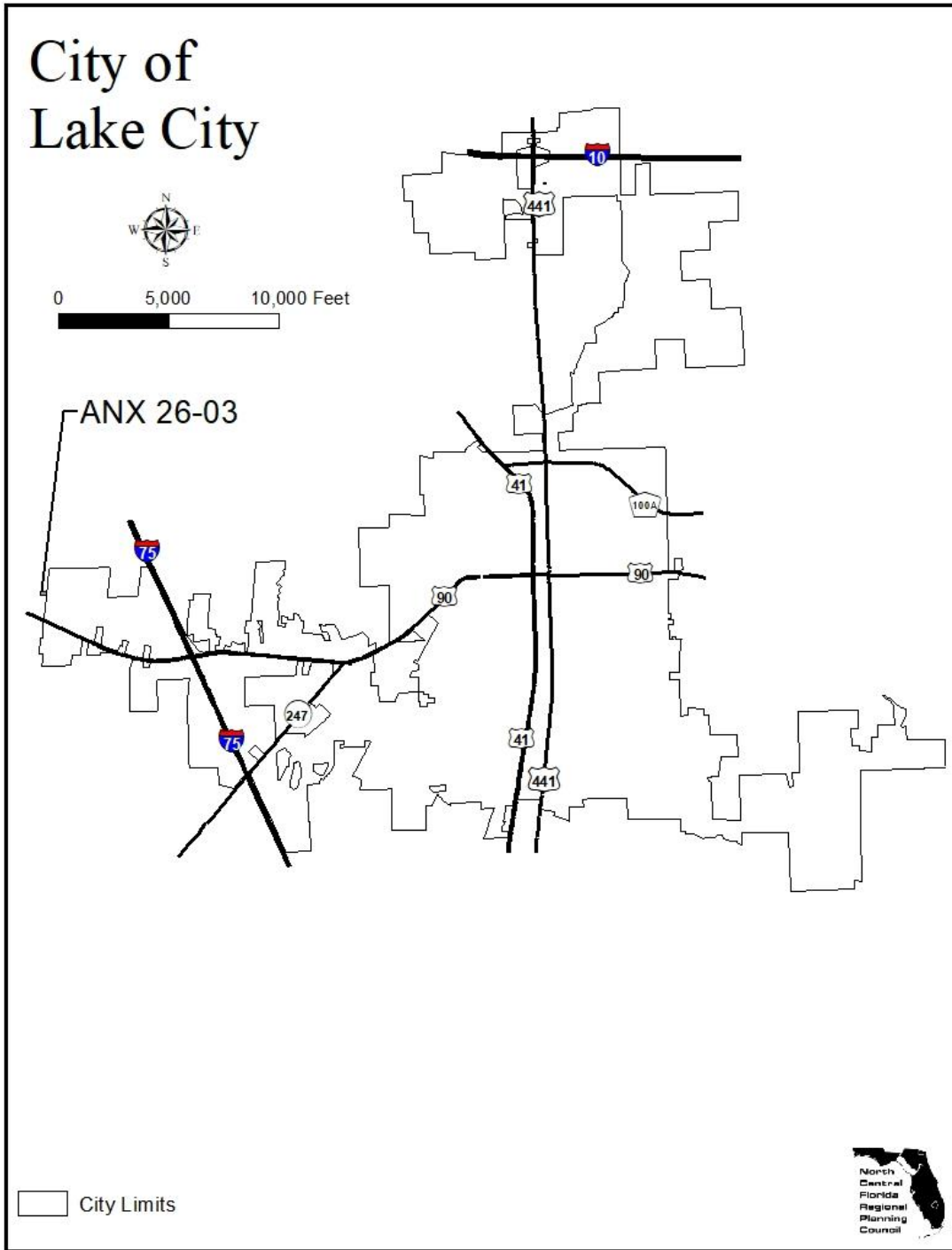
ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

\_\_\_\_\_  
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Clay Martin, City Attorney

### Schedule A: Location Map



**File Attachments for Item:**

11. City Council Ordinance No. 2026-2353 (final reading) - An ordinance of the City of Lake City, Florida, amending the Future Land Use Plan Map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 26-01S, by Justin Tabor, Senior Planner, North Florida Professional Services, Inc., as agent for Lake City 47, LLC, a Florida Limited Liability Company, and Pam Stewart and Scott D. Stewart, the property owners of said acreage, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the Future Land Use Classification from County Highway Interchange to City Commercial of certain lands within the Corporate Limits of the City of Lake City, Florida; making findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. (SW quadrant of I75 and SR 47)

Passed on first reading on 3/16/26

# COMP PLAN AMENDMENT

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ORDINANCE 2026-2353 for CPA 26-01S

# Introduction

- Parcel 08891-000 has a current Future Land Use designation of Highway Interchange County. Parcel 08881-000 has a Future Land Use designation of Commercial County;
- Petition CPA 26-01S is a request to change the Future Land Use on parcel 08891-000 from Highway Interchange County to Commercial City and change the Future Land Use on parcel 08881-000 from Commercial County to Commercial City;
- The parcel is surrounded by the following Future Land Use designations;
  - North- Highway Interchange County
  - East- Commercial County
  - South- Environmentally Sensitive
  - West- Highway Interchange County and Commercial County

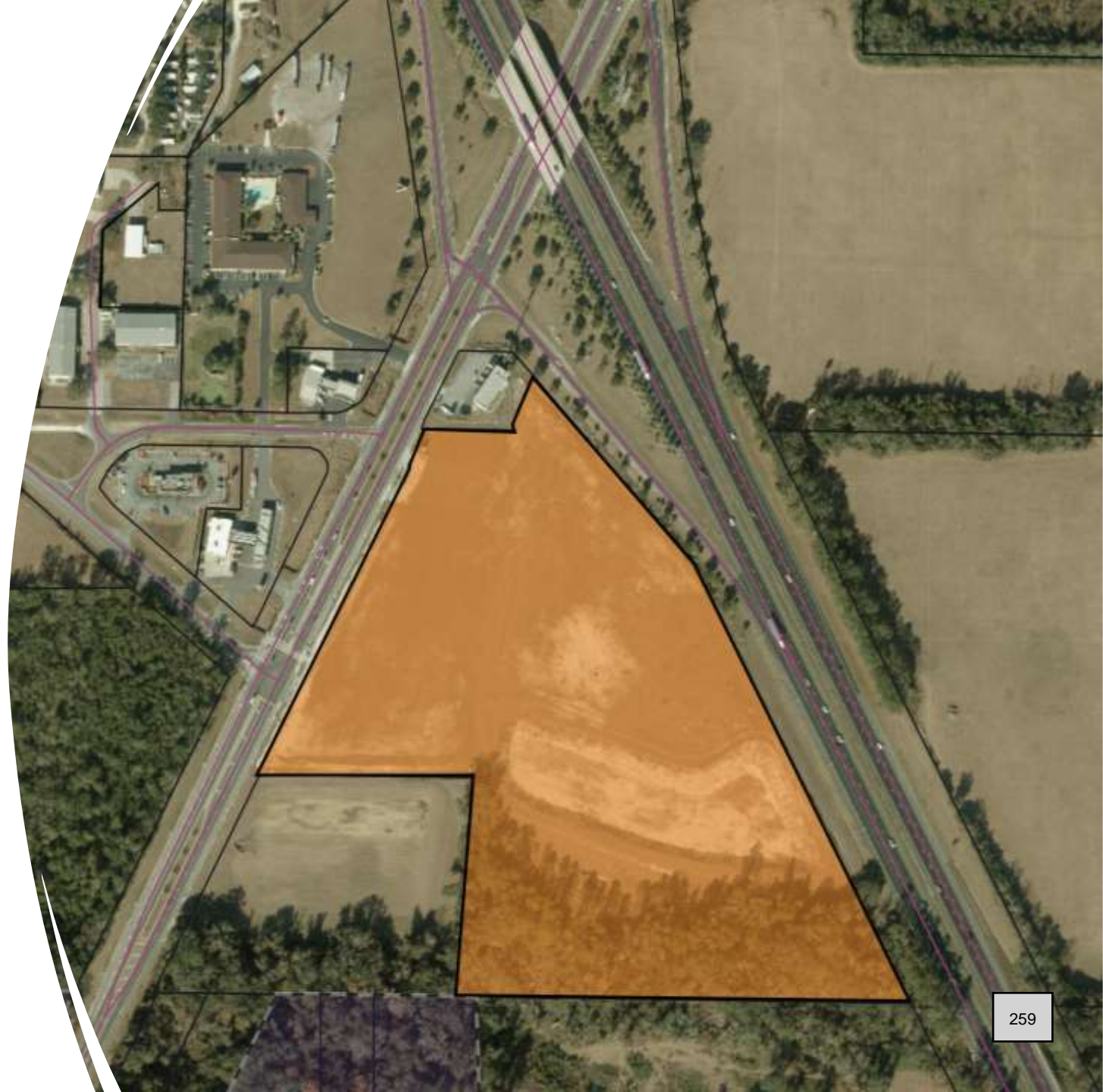
# Location of Parcel 08891-000

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# Location of Parcel 08881-000

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# Joint Planning Area

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**Joint Planning Area  
Columbia County**



■ Planning Area

This product is for informational purposes only and may not have been prepared for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of displayed information. It is not to be used in place of locates.

# Cornerstone Planning Area Adoption

- The City of Lake City adopted the Interlocal Service Boundary Agreement/Joint Planning Area with Columbia County on December 15<sup>th</sup>, 2025, by Ordinance 2025-2345.
- Columbia County adopted the Interlocal Service Boundary Agreement/Joint Planning Area with Columbia County on December 18<sup>th</sup>, 2025, by Ordinance 2025-23.

# Staff Review

## **Suwannee River Water Management-**

There is an existing environmental resource permit (ERP-023-234495-2) that expires September 21, 2028. Parcel 08891-000 does not appear to be part of this project. Any deviations from the permitted plans will require a permit modification. Failure to construct the project by September 21, 2028, will require a new ERP.



## Staff Recommendation

- Staff finds the petition in compliance with the City's Comprehensive Plan and Land Development Regulations. Therefore, staff's recommended action would be for the City Council to approve Ordinance 2026-2353.

# QUESTIONS

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## ORDINANCE NO. 2026-2353

### CITY OF LAKE CITY, FLORIDA

1 AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE  
2 FUTURE LAND USE PLAN MAP OF THE CITY OF LAKE CITY COMPREHENSIVE  
3 PLAN, AS AMENDED; RELATING TO AN AMENDMENT OF 50 OR LESS ACRES  
4 OF LAND, PURSUANT TO AN APPLICATION, CPA 26-01S, BY JUSTIN TABOR,  
5 SENIOR PLANNER, NORTH FLORIDA PROFESSIONAL SERVICES, INC., AS  
6 AGENT FOR LAKE CITY 47, LLC, A FLORIDA LIMITED LIABILITY COMPANY,  
7 AND PAM STEWART AND SCOTT D. STEWART, THE PROPERTY OWNERS OF  
8 SAID ACREAGE, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN  
9 SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS  
10 AMENDED; PROVIDING FOR CHANGING THE FUTURE LAND USE  
11 CLASSIFICATION FROM COUNTY HIGHWAY INTERCHANGE TO CITY  
12 COMMERCIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE  
13 CITY OF LAKE CITY, FLORIDA; MAKING FINDINGS OF FACT IN SUPPORT  
14 THEREOF; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN  
15 CONFLICT; PROVIDING AN EFFECTIVE DATE

16 **WHEREAS**, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City  
17 of Lake City, Florida, (the "City Council") to prepare, adopt and implement a comprehensive plan;  
18 and

19 **WHEREAS**, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community  
20 Planning Act, empowers and requires the City Council to prepare, adopt, and implement a  
21 comprehensive plan; and

22 **WHEREAS**, an application for an amendment, as described below, has been filed with the city;  
23 and

24 **WHEREAS**, the Planning and Zoning Board of the City of Lake City, Florida, (the "Board") has been  
25 designated as the Local Planning Agency of the City of Lake City, Florida, (the "LPA"); and

26 **WHEREAS**, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land  
27 Development Regulations, the Board, serving also as the LPA, held the required public hearing,  
28 with public notice having been provided, on said application for an amendment, as described  
29 below, and at said public hearing, the Board, serving also as the LPA, reviewed and considered all  
30 comments received during said public hearing and the Concurrency Management Assessment  
31 concerning said application for an amendment, as described below, and recommended to the  
32 City Council approval of said application for an amendment, as described below; and

33 **WHEREAS**, the City Council held the required public hearing, with public notice having been  
34 provided, under the procedures established in Sections 163.3161 through 163.3248, Florida  
35 Statutes, as amended, on said application for an amendment, as described below, and at said  
36 public hearing, the City Council reviewed and considered all comments received during said  
37 public hearing, including the recommendation of the Board, serving also as the LPA, and the  
38 Concurrence Management Assessment concerning said application for an amendment, as  
39 described below; and

40 **WHEREAS**, the City Council has determined and found said application for an amendment, as  
41 described below, to be compatible with the Land Use Element objectives and policies, and those  
42 of other affected elements of the Comprehensive Plan; and

43 **WHEREAS**, the City Council has determined and found that approval of said application for an  
44 amendment, as described below, would promote the public health, safety, morals, order,  
45 comfort, convenience, appearance, prosperity or general welfare; now therefore

46 **BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA:**

- 47 1. Pursuant to an application, CPA 26-01S, by Justin Tabor, Senior Planner, North Florida  
48 Professional Services, Inc., as agent for Lake City 47, LLC, a Florida Limited Liability Company,  
49 and Pam Stewart and Scott D. Stewart, to amend the Future Land Use Plan Map of the  
50 Comprehensive Plan by changing the land use classification of certain lands, the land use  
51 classification is hereby changed from COUNTY HIGHWAY INTERCHANGE to CITY  
52 COMMERCIAL on property described, as follows:

53 **(ORB 1370, PG. 513)**

54 **PARCEL ONE**

55 **The Southeast 1/4 of the Northwest 1/4, all as lies South and West interstate**  
56 **Highway 75, LESS AND EXCEPT the North 20.5 feet thereof.**

57 **AND**

58 **BEGIN at the Northeast corner of the Southwest 1/4 of the Northwest 1/4,**  
59 **Section 30, Township 4 South, Range 17 East, and run thence South 00°53' East,**  
60 **along the East line of said Southwest 1/4 of the Northwest 1/4, 1323.71 feet to**  
61 **the Southeast corner of said Southwest 1/4 of the Northwest 1/4; thence run**  
62 **North 89°09' West, along the South line of said Southwest 1/4 of Northwest**  
63 **1/4, 148.0 feet; thence run North 04°55' East, 1326.47 feet to the North line of**  
64 **said Southwest 1/4 of the Northwest 1/4; thence run South 89°07' East, 13.98**  
65 **feet to the POINT OF BEGINNING. LESS the North 20.5 feet thereof.**

66 **AND**

67 **An easement 14.0 feet in width and lying 7.0 feet on each side of the following**

68 described centerline: **COMMENCE** at the point of intersection of the East right-  
69 of-way of State Road No. 47 and the South line of the Southwest 1/4 of the  
70 Northwest 1/4, Section 30, Township 4 South, Range 17 East and run thence  
71 North 26°16' East, along said right-of-way line, 191.54 feet for a POINT OF  
72 BEGINNING; thence run South 89°09' East, parallel to said South line of the  
73 Southwest 1/4 of the Northwest 1/4, 810.0 feet, more or less.

74 **AND**

75 The North 20.5 feet of that part of the South 1/2 of the Northwest 1/4 lying East  
76 of the right-of-way of State Road No. 47 and West of the right-of-way of I-75.  
77 LESS a strip of land 41.0 feet in width and lying 20.5 feet on each side of the  
78 following described centerline: **BEGIN** at the Northwest corner of the  
79 Southeast 1/4 of the Northwest 1/4, Section 30, Township 4 South, Range 17  
80 East and run thence South 89°17' East, along the North line of said Southeast  
81 1/4 of the Northwest 1/4, 157.83 feet to the West right-of-way line of Interstate  
82 Highway No. 75.

83 All lying and being in Section 30, Township 4 South, Range 17 East, Columbia  
84 County, Florida.

85 **PARCEL TWO**

86 **COMMENCE** at the Northwest corner of the Southeast 1/4 of the Northwest 1/4  
87 and run North 00°33' East, 182.62 feet; thence run South 40°09' East to the  
88 South line of the Northeast 1/4 of Northwest 1/4; thence run North 89°17'  
89 West, along said South line of the Northeast 1/4 of Northwest 1/4, 157.83 feet  
90 to the POINT OF BEGINNING.

91 **AND**

92 **COMMENCE** at the Southeast corner of the Southwest 1/4 of the Northwest 1/4  
93 of Section 30, Township 4 South, Range 17 East, Columbia County, Florida and  
94 run North 89°16'25" West, along the South line of said Southwest 1/4 of  
95 Northwest 1/4, 147.77 feet to the POINT OF BEGINNING; thence continue North  
96 89°16'25" West, 727.97 feet to the East right-of-way line of State Road No. 47;  
97 thence North 26°16' East, along said East right-of-way line, 1234.36 feet; thence  
98 South 89°16' East, 200.00 feet; thence North 26°16' East, 200.00 feet; thence  
99 South 89°16' East, 18.57 feet; thence South 05°32'30" West, 1298.75 feet to the  
100 POINT OF BEGINNING. All lying and being in Section 30, Township 4 South,  
101 Range 17 East, Columbia County, Florida.

102 **LESS AND EXCEPT** additional right-of-way for State Road No. 47.

103 **LESS AND EXCEPT** (ORB 1516, PG. 2417)

104           **A parcel of land in Section 30, Township 4 South, Range 17 East, Columbia**  
105           **County, Florida, described as follows:**

106           **COMMENCE at the North end of the proposed right-of-way line for Parcel 103**  
107           **per Florida Department of Transportation Right-of-Way map Section 29020-**  
108           **2501, State Road No. 47, Station 300+46.935, and run South 25°20'36" West,**  
109           **along the East right-of-way line of State Road No. 47, a distance of 71.99 feet**  
110           **to the POINT OF BEGINNING; thence South 64°39'24" East, a distance of 5.00**  
111           **feet; thence South 25°20'36" West, along a line parallel to the East right-of-way**  
112           **line of State Road No. 47, a distance of 304.57 feet; thence North 64°39'24"**  
113           **West, a distance of 5.00 feet to a point on the East right-of-way line of State**  
114           **Road No. 47; thence North 25°20'36" East, along said East right-of-way line of**  
115           **State Road No. 47, a distance of 304.57 feet to the POINT OF BEGINNING.**  
116           **Containing 0.03 acres (1523 square feet), more or less.**

117           **AND ALSO (ORB 1462, PG. 993) COMMENCE at the Northeast corner of the**  
118           **Southwest 1/4 of the Northwest 1/4 of Section 30, Township 4 South, Range 17**  
119           **East, and run thence South 89°48'22" West along the North line of said**  
120           **Southwest 1/4 of Northwest 1/4 13.70 feet; thence South 4°36'22" West 20.57**  
121           **feet to the South line of an easement; thence South 89°48'22" West along said**  
122           **South line of easement 18.20 feet for a POINT OF BEGINNING; thence South**  
123           **25°20'22" West parallel to State Road No. 47, 200.00 feet; thence South**  
124           **89°48'22" West parallel to said South line of easement 200.00 feet to the East**  
125           **line of State Road No. 47; thence North 25°20'22" East along said East line of**  
126           **State Road No. 47, 200.00 feet to said South line of easement; thence North**  
127           **89°48'22" East along said South line of easement 200.00 feet to the POINT OF**  
128           **BEGINNING.**

129           **LESS AND EXCEPT approximately 11 feet off the West side thereof for right-of-**  
130           **way. Lying and being in Columbia County, Florida.**

131           **LESS AND EXCEPT (ORB 1475, PG 147)**

132           **COMMENCE at the Southwest corner of the Northeast 1/4 of the Northwest**  
133           **1/4, Section 30, Township 4 South, Range 17 East, Columbia County, Florida and**  
134           **run thence North 00°23'36" W, along the West line of said Northeast 1/4 of**  
135           **Northwest 1/4, 20.50 feet to the POINT OF BEGINNING; thence continue North**  
136           **00°23'36" West, still along said West line, 162.14 feet to the Southwesterly right**  
137           **of way line of State Road No. 93 (Interstate Highway No. 75); thence South**  
138           **41°09'12" East, along said Southwesterly right of way, 77.31 feet; thence South**  
139           **25°35'04" West, 115.23 feet to the POINT OF BEGINNING. Containing 0.09**  
140           **acres, more or less.**

141 **AND ALSO (ORB 1395, 533) The South 20.5 feet of the Northeast 1/4 of**  
142 **Northwest 1/4 lying West of Interstate 75 and the North 20.5 feet of the**  
143 **Southeast 1/4 of Northwest 1/4 lying West of Interstate 75, all being in Section**  
144 **30, Township 4 South, Range 17 East, Columbia County, Florida.**

145 **LESS AND EXCEPT Parcels 102A and 102B per Florida Department of**  
146 **Transportation Right-of-Way maps for State Road No. 47, Section 29020-2501,**  
147 **being more particularly described as follows:**

148 **PARCEL 102A**

149 **A parcel of land in the Northwest quarter of Section 30, Township 4 South,**  
150 **Range 17 East, Columbia County, Florida, being more particularly described as**  
151 **follows: COMMENCE at the Southwest corner of the Northwest quarter of**  
152 **Section 30, Township 4 South, Range 17 East; thence North 89°56'48" East,**  
153 **along the South line of said Northwest quarter, a distance of 173.498 meters**  
154 **(569.22 feet) to the Easterly existing right of way line of State Road No. 47 for**  
155 **a POINT OF BEGINNING; thence departing said South line, North 25°20'36" East,**  
156 **along said Easterly existing right of way line, a distance of 378.261 meters**  
157 **(1,241.01 feet); thence departing said Easterly existing right of way line, North**  
158 **89°52'18" East, a distance of 3.981 meters (13.06 feet); thence South 25°20'36"**  
159 **West, a distance of 206.369 meters (677.06 feet); thence run North 89°56'47"**  
160 **East, a distance of 1.291 meters (4.24 feet); thence South 25°20'36" West, a**  
161 **distance of 171.897 meters (563.97 feet) to said South line of the Northwest**  
162 **quarter; thence South 89°56'48" West, along said South line, a distance of 5.269**  
163 **meters (17.29 feet) to the POINT OF BEGINNING. Containing 1559.9 square**  
164 **meters (16,791 square feet), more or less.**

165 **PARCEL 102B**

166 **A parcel of land in the Northwest quarter of Section 30, Township 4 South,**  
167 **Range 17 East, Columbia County, Florida, being more particularly described as**  
168 **follows: COMMENCE at the Southwest corner of the Northwest quarter of**  
169 **Section 30, Township 4 South, Range 17 East; thence North 89°56'48" East,**  
170 **along the South line of said Northwest quarter, a distance of 178.767 meters**  
171 **(586.51 feet) to the POINT OF BEGINNING; thence continue North 89°56'48"**  
172 **East, along said South line, a distance of 217.163 meters (712.48 feet); thence**  
173 **departing said South line, North 04°38'14" East, a distance of 155.808 (511.18);**  
174 **thence run South 89°56'47" West, a distance of 156.180 meters (512.40 feet);**  
175 **thence run South 25°20'36" West, a distance of 171.897 meters (563.97 feet) to**  
176 **the POINT OF BEGINNING. Containing 2.8987 hectares (7.163 acres), more or**  
177 **less.**

178 **PARCEL 103**

179 A parcel of land in the Northwest quarter of Section 30, Township 4 South,  
180 Range 17 East, Columbia County, Florida, being more particularly described as  
181 follows: COMMENCE at the Southwest corner of the Northwest quarter of  
182 Section 30, Township 4 South, Range 17 East; thence North 89°56'48" East,  
183 along the South line of said Northwest quarter, a distance of 173.498 meters  
184 (569.22 feet) to the Easterly existing right of way line of State Road No. 47;  
185 thence departing said South line, North 25°20'36" East, along said Easterly  
186 existing right of way line, a distance of 378.261 meters (1,241.01 feet) for a  
187 POINT OF BEGINNING; thence continue North 25°20'36" East, along said  
188 Easterly existing right of way line, a distance of 60.960 meters (200.00 feet);  
189 thence departing said Easterly existing right of way line, North 89°52'18" East,  
190 a distance of 3.981 meters (13.06 feet); thence South 25°20'36" West, a  
191 distance of 60.960 meters (200.00 feet); thence South 89°52'18" West, a  
192 distance of 3.981 meters (13.06 feet) to the POINT OF BEGINNING. Containing  
193 219.1 square meters (2,358 square feet), more or less.

194 **ALTOGETHER** Containing 27.19 acres, more or less.

195 **AND**

196 A parcel of land lying in Section 30, Township 4 South, Range 17 East, Columbia  
197 County, Florida. Being more particularly described as follows: Commence at  
198 the Southeast corner of the Northwest 1/4 of said Section 30; thence North  
199 00°22'20" West, along the East line of the Northwest 1/4 of the Northwest 1/4,  
200 a distance of 20.50 feet to a point on the Northerly right-of-way line of a county  
201 road for a Point of Beginning; thence South 89°48'22" West, along said  
202 Northerly right-of-way line of said county road, 207.41 feet to the Easterly right-  
203 of-way of State Road 47; thence North 33°46'40" East, along the Easterly right-  
204 of-way line of said State Road 47, a distance of 217.86 feet to the Southwesterly  
205 right-of-way line of Interstate 75 (State Road 93); thence South 88°24'42" East,  
206 along said Southwesterly right-of-way line of Interstate 75 (State Road 93), a  
207 distance of 71.43 feet; thence South 00°22'20" East, along the East line of said  
208 Northwest 1/4 of the Northwest 1/4 of Section 30, a distance of 162.56 feet to  
209 the Point of Beginning.

210 **AND**

211 The North 1/2 of the following: a strip of land 41.00 feet in width lying 20.50  
212 feet North and 20.50 feet South of the following described survey line: Begin at  
213 the Southeast corner of the Northwest 1/4 of the Northwest 1/4 of Section 30,  
214 Township 4 South, Range 17 East, Columbia County, Florida; thence West, along

215 **the South boundary of the said Northwest 1/4 of the Northwest 1/4 of said**  
216 **Section 30, a distance of 275.00 feet, to the centerline of State Road 47, less**  
217 **and except that part of the above-described property lying within the right-of-**  
218 **way of said State Road 47.**

219 **AND**

220 **Commence at the Southwest corner of the NW 1/4 of the Northwest 1/4,**  
221 **Section 30, Township 4 South, Range 17 East, Columbia County, Florida; thence**  
222 **North 00°23'36" West, along the West line of said NW 1/4 of the Northwest 1/4**  
223 **of Section 30, a distance of 20.50 feet to the Point of Beginning; thence continue**  
224 **North 00°23'36" West, sill along said West line, 162.14 feet to the**  
225 **Southwesterly right-of-way line of Interstate Highway 75 (State Road 93);**  
226 **thence South 41°09'12" East, along said Southwesterly right-of- way line, 77.31**  
227 **feet; thence South 25°35'04" West 115.23 feet to the Point of Beginning.**

228 **Containing 0.81 acre, more or less.**

229 **Total of all said lands containing 28.00 acres, more or less.**

230 2. Severability. It is the declared intent of the City Council that, if any section, sentence, clause,  
231 phrase, or provision of this ordinance is for any reason held or declared to be  
232 unconstitutional, void, or inoperative by a court or agency of competent jurisdiction, such  
233 holding of invalidity or unconstitutionality shall not affect the remaining provisions of this  
234 ordinance and the remainder of this ordinance, after the exclusion of such part or parts, shall  
235 be deemed to be valid.

236 3. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby  
237 repealed to the extent of such conflict.

238 4. Effective Date. Subject to the following, this ordinance shall become effective upon adoption.

239 The effective date of this plan amendment shall be thirty-one (31) days following the date of  
240 adoption of this plan amendment. However, if any affected person files a petition with the  
241 Florida Division of Administrative Hearings pursuant to Section 120.57, Florida Statutes, as  
242 amended, to request a hearing to challenge the compliance of this plan amendment with  
243 Sections 163.3161 through 163.3248, Florida Statutes, as amended, within thirty (30) days  
244 following the date of adoption of this plan amendment, this plan amendment shall not  
245 become effective until the Florida Department of Commerce or the Florida Administration  
246 Commission, respectively, issues a final order determining this plan amendment is in  
247 compliance. No development orders, development permits or land uses dependent on this  
248 plan amendment may be issued or commence before it has become effective. If a final order  
249 of noncompliance is issued, this plan amendment may nevertheless be made effective by  
250 adoption of a resolution affirming its effective status, a copy of which resolution shall be sent

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251 to the Florida Department of Commerce, Division of Community Development, 107 East  
252 Madison Street, Caldwell Building, First Floor, Tallahassee, Florida 32399-4120.

253 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021,  
254 Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as  
255 amended.

256 **PASSED** upon first reading this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

257 **PASSED AND DULY ADOPTED**, upon second and final reading, in regular session with a quorum  
258 present and voting, by the City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

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Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

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Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Clay Martin, City Attorney

**Record of Vote on First Reading**

	For	Against	Absent	Abstain
Noah Walker, Mayor/Council Member	<u>✓</u>	_____	_____	_____
Tammy Harris, Council Member	<u>✓</u>	_____	_____	_____
Chevella Young, Council Member	<u>✓</u>	_____	_____	_____
Ricky Jernigan, Council Member	<u>✓</u>	_____	_____	_____
James Carter, Council Member	<u>✓</u>	_____	_____	_____

**Certification**

I, Audrey Sikes, City Clerk for the City of Lake City, Florida, hereby certify that the above record vote is an accurate and correct record of the votes taken on the Ordinance by the City Council of the City of Lake City.

  
\_\_\_\_\_  
AUDREY SIKES, MMC  
City Clerk

# Business Impact Estimate

Proposed ordinance's title/reference: Ordinance 2026-2353- AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE FUTURE LAND USE PLAN MAP OF THE CITY OF LAKE CITY COMPREHENSIVE PLAN, AS AMENDED; RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND, PURSUANT TO AN APPLICATION, CPA 26-01S, BY JUSTIN TABOR, SENIOR PLANNER, NORTH FLORIDA PROFESSIONAL SERVICES, INC., AS AGENT FOR LAKE CITY 47, LLC, A FLORIDA LIMITED LIABILITY COMPANY, AND PAM STEWART AND SCOTT D. STEWART, THE PROPERTY OWNERS OF SAID ACREAGE, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR CHANGING THE FUTURE LAND USE CLASSIFICATION FROM COUNTY HIGHWAY INTERCHANGE TO CITY COMMERCIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE CITY, FLORIDA; MAKING FINDINGS OF FACT IN SUPPORT THEREOF; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law<sup>1</sup> for the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
  - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

<sup>1</sup> See Section 166.041(4)(c), Florida Statutes.

**File Attachments for Item:**

12. City Council Ordinance No. 2026-2354 (final reading) - An ordinance of the City of Lake City, Florida, amending the Official Zoning Atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of ten or more contiguous acres of land, pursuant to an application, Z 26-01L, by Justin Tabor, Senior Planner, North Florida Professional Services, Inc., as agent for Lake City 47, LLC, a Florida Limited Liability Company, and Pam Stewart and Scott D. Stewart, the property owners of said acreage; providing for rezoning from County Commercial, Intensive (CI) and County Commercial, Highway Interchange (CHI) to City Commercial, Highway Interchange (CHI) of certain lands within the Corporate Limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; providing an effective date. (SW quadrant of I75 and SR47)

Passed on first reading on 3/16/26

# REZONING

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ORDINANCE 2026-2354 for Z 26-01L

# Introduction

- Parcel 08891-000 is currently zoned Commercial Highway Interchange County and Parcel 08881-000 is currently zoned Commercial Intensive County;
- Petition Z 26-01L is a request to change the Zoning on parcel 08891-000 from Commercial Highway Interchange County to Commercial Intensive City and change the Zoning on parcel 08881-000 from Commercial Intensive County to Commercial Intensive City;
- The parcel is surrounded by the following Zoning designations;
  - North- Commercial Highway Interchange County
  - East- Commercial Intensive County
  - South- Environmentally Sensitive Area 2
  - West- Commercial Highway Interchange County and Commercial Intensive County

# Location of Parcel 08881-000

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# Location of Parcel 08891-000

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# Staff Review

## **Suwannee River Water Management-**

There is an existing environmental resource permit (ERP-023-234495-2) that expires September 21, 2028. Parcel 08891-000 does not appear to be part of this project. Any deviations from the permitted plans will require a permit modification. Failure to construct the project by September 21, 2028, will require a new ERP.



## Staff Recommendation

- Staff finds the petition in compliance with the City's Comprehensive Plan and Land Development Regulations. Therefore, staff's recommended action would be for the City Council to approve Ordinance 2026-2354.

# QUESTIONS

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## **ORDINANCE NO. 2026-2354**

### **CITY OF LAKE CITY, FLORIDA**

1           **AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE**  
2           **OFFICIAL ZONING ATLAS OF THE CITY OF LAKE CITY LAND DEVELOPMENT**  
3           **REGULATIONS, AS AMENDED; RELATING TO THE REZONING OF TEN OR**  
4           **MORE CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z**  
5           **26-01L, BY JUSTIN TABOR, SENIOR PLANNER, NORTH FLORIDA**  
6           **PROFESSIONAL SERVICES, INC., AS AGENT FOR LAKE CITY 47, LLC, A**  
7           **FLORIDA LIMITED LIABILITY COMPANY, AND PAM STEWART AND SCOTT D.**  
8           **STEWART, THE PROPERTY OWNERS OF SAID ACREAGE; PROVIDING FOR**  
9           **REZONING FROM COUNTY COMMERCIAL, INTENSIVE (CI) AND COUNTY**  
10          **COMMERCIAL, HIGHWAY INTERCHANGE (CHI) TO CITY COMMERCIAL,**  
11          **HIGHWAY INTERCHANGE (CHI) OF CERTAIN LANDS WITHIN THE**  
12          **CORPORATE LIMITS OF THE CITY OF LAKE CITY, FLORIDA; PROVIDING**  
13          **SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN**  
14          **EFFECTIVE DATE**

15          **WHEREAS**, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City  
16          of Lake City, Florida, (the “City Council”), to prepare, adopt and enforce land development  
17          regulations; and

18          **WHEREAS**, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community  
19          Planning Act, requires the City Council to prepare and adopt regulations concerning the use of  
20          land and water to implement the comprehensive plan; and

21          **WHEREAS**, an application for an amendment, as described below, has been filed with the City;  
22          and

23          **WHEREAS**, the Planning and Zoning Board of City of Lake City, Florida, (the “Board”), has been  
24          designated as the Local Planning Agency of the City of Lake City, Florida, (the “LPA”); and

25          **WHEREAS**, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land  
26          Development Regulations, the Board, serving also as the LPA, held the required public hearing,  
27          with public notice having been provided, on said application for an amendment, as described  
28          below, and at said public hearing, the Board, serving also as the LPA, reviewed and considered all  
29          comments received during said public hearing and the Concurrency Management Assessment  
30          concerning said application for an amendment, as described below, and recommended to the  
31          City Council approval of said application for an amendment, as described below; and

32          **WHEREAS**, pursuant to Section 166.041, Florida Statutes, as amended, the City Council held the  
33          required public hearing, with public notice having been provided, on said application for an

34 amendment, as described below, and at said public hearing, the City Council reviewed and  
35 considered all comments received during said public hearing, including the recommendation of  
36 the Board, serving also as the LPA, and the Concurrency Management Assessment concerning  
37 said application for an amendment, as described below; and

38 **WHEREAS**, the City Council has determined and found that approval of said application for an  
39 amendment, as described below, would promote the public health, safety, morals, order,  
40 comfort, convenience, appearance, prosperity or general welfare; now therefore

41 **BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA:**

42 1. Pursuant to an application, Z 26-01L, by Justin Tabor, Senior Planner, North Florida  
43 Professional Services, Inc., as agent for Lake City 47, LLC, a Florida Limited Liability Company,  
44 and Pam Stewart and Scott D. Stewart, to amend the Official Zoning Atlas of the Land  
45 Development Regulations by changing the zoning district of certain lands, the zoning district  
46 is hereby changed from COUNTY COMMERCIAL, INTENSIVE (CI) and COUNTY COMMERCIAL,  
47 HIGHWAY INTERCHANGE (CHI) to CITY COMMERCIAL, HIGHWAY INTERCHANGE (CHI) on  
48 property described, as follows:

49 **FROM COUNTY COMMERCIAL, INTENSIVE (CI) to CITY COMMERCIAL, HIGHWAY**  
50 **INTERCHANGE:**  
51 **(ORB 1370, PG. 513)**

52 **PARCEL ONE**

53 **The Southeast 1/4 of the Northwest 1/4, all as lies South and West interstate**  
54 **Highway 75, LESS AND EXCEPT the North 20.5 feet thereof.**

55 **AND**

56 **BEGIN at the Northeast corner of the Southwest 1/4 of the Northwest 1/4,**  
57 **Section 30, Township 4 South, Range 17 East, and run thence South 00°53' East,**  
58 **along the East line of said Southwest 1/4 of the Northwest 1/4, 1323.71 feet to**  
59 **the Southeast corner of said Southwest 1/4 of the Northwest 1/4; thence run**  
60 **North 89°09' West, along the South line of said Southwest 1/4 of Northwest 1/4,**  
61 **148.0 feet; thence run North 04°55' East, 1326.47 feet to the North line of said**  
62 **Southwest 1/4 of the Northwest 1/4; thence run South 89°07' East, 13.98 feet to**  
63 **the POINT OF BEGINNING. LESS the North 20.5 feet thereof.**

64 **AND**

65 **An easement 14.0 feet in width and lying 7.0 feet on each side of the following**  
66 **described centerline: COMMENCE at the point of intersection of the East right-**  
67 **of-way of State Road No. 47 and the South line of the Southwest 1/4 of the**  
68 **Northwest 1/4, Section 30, Township 4 South, Range 17 East and run thence**  
69 **North 26°16' East, along said right-of-way line, 191.54 feet for a POINT OF**  
70 **BEGINNING; thence run South 89°09' East, parallel to said South line of the**  
71 **Southwest 1/4 of the Northwest 1/4, 810.0 feet, more or less.**

72           **AND**  
73           **The North 20.5 feet of that part of the South 1/2 of the Northwest 1/4 lying East**  
74           **of the right-of-way of State Road No. 47 and West of the right-of-way of I-75.**  
75           **LESS a strip of land 41.0 feet in width and lying 20.5 feet on each side of the**  
76           **following described centerline: BEGIN at the Northwest corner of the Southeast**  
77           **1/4 of the Northwest 1/4, Section 30, Township 4 South, Range 17 East and run**  
78           **thence South 89°17' East, along the North line of said Southeast 1/4 of the**  
79           **Northwest 1/4, 157.83 feet to the West right-of-way line of Interstate Highway**  
80           **No. 75.**  
81           **All lying and being in Section 30, Township 4 South, Range 17 East, Columbia**  
82           **County, Florida.**

83           **PARCEL TWO**  
84           **COMMENCE at the Northwest corner of the Southeast 1/4 of the Northwest 1/4**  
85           **and run North 00°33' East, 182.62 feet; thence run South 40°09' East to the South**  
86           **line of the Northeast 1/4 of Northwest 1/4; thence run North 89°17' West, along**  
87           **said South line of the Northeast 1/4 of Northwest 1/4, 157.83 feet to the POINT**  
88           **OF BEGINNING.**

89           **AND**  
90           **COMMENCE at the Southeast corner of the Southwest 1/4 of the Northwest 1/4**  
91           **of Section 30, Township 4 South, Range 17 East, Columbia County, Florida and**  
92           **run North 89°16'25" West, along the South line of said Southwest 1/4 of**  
93           **Northwest 1/4, 147.77 feet to the POINT OF BEGINNING; thence continue North**  
94           **89°16'25" West, 727.97 feet to the East right-of-way line of State Road No. 47;**  
95           **thence North 26°16' East, along said East right-of-way line, 1234.36 feet; thence**  
96           **South 89°16' East, 200.00 feet; thence North 26°16' East, 200.00 feet; thence**  
97           **South 89°16' East, 18.57 feet; thence South 05°32'30" West, 1298.75 feet to the**  
98           **POINT OF BEGINNING. All lying and being in Section 30, Township 4 South,**  
99           **Range 17 East, Columbia County, Florida.**

100           **LESS AND EXCEPT additional right-of-way for State Road No. 47.**

101           **LESS AND EXCEPT (ORB 1516, PG. 2417)**

102           **A parcel of land in Section 30, Township 4 South, Range 17 East, Columbia**  
103           **County, Florida, described as follows:**

104           **COMMENCE at the North end of the proposed right-of-way line for Parcel 103**  
105           **per Florida Department of Transportation Right-of-Way map Section 29020-**  
106           **2501, State Road No. 47, Station 300+46.935, and run South 25°20'36" West,**  
107           **along the East right-of-way line of State Road No. 47, a distance of 71.99 feet to**  
108           **the POINT OF BEGINNING; thence South 64°39'24" East, a distance of 5.00 feet;**

109           thence South 25°20'36" West, along a line parallel to the East right-of-way line  
110           of State Road No. 47, a distance of 304.57 feet; thence North 64°39'24" West, a  
111           distance of 5.00 feet to a point on the East right-of-way line of State Road No.  
112           47; thence North 25°20'36" East, along said East right-of-way line of State Road  
113           No. 47, a distance of 304.57 feet to the POINT OF BEGINNING. Containing 0.03  
114           acres (1523 square feet), more or less.

115           **AND ALSO (ORB 1462, PG. 993) COMMENCE** at the Northeast corner of the  
116           Southwest 1/4 of the Northwest 1/4 of Section 30, Township 4 South, Range 17  
117           East, and run thence South 89°48'22" West along the North line of said  
118           Southwest 1/4 of Northwest 1/4 13.70 feet; thence South 4°36'22" West 20.57  
119           feet to the South line of an easement; thence South 89°48'22" West along said  
120           South line of easement 18.20 feet for a POINT OF BEGINNING; thence South  
121           25°20'22" West parallel to State Road No. 47, 200.00 feet; thence South  
122           89°48'22" West parallel to said South line of easement 200.00 feet to the East  
123           line of State Road No. 47; thence North 25°20'22" East along said East line of  
124           State Road No. 47, 200.00 feet to said South line of easement; thence North  
125           89°48'22" East along said South line of easement 200.00 feet to the POINT OF  
126           BEGINNING.

127           **LESS AND EXCEPT** approximately 11 feet off the West side thereof for right-of-  
128           way. Lying and being in Columbia County, Florida.

129           **LESS AND EXCEPT (ORB 1475, PG 147)**

130           **COMMENCE** at the Southwest corner of the Northeast 1/4 of the Northwest 1/4,  
131           Section 30, Township 4 South, Range 17 East, Columbia County, Florida and run  
132           thence North 00°23'36" W, along the West line of said Northeast 1/4 of  
133           Northwest 1/4, 20.50 feet to the POINT OF BEGINNING; thence continue North  
134           00°23'36" West, still along said West line, 162.14 feet to the Southwesterly right  
135           of way line of State Road No. 93 (Interstate Highway No. 75); thence South  
136           41°09'12" East, along said Southwesterly right of way, 77.31 feet; thence South  
137           25°35'04" West, 115.23 feet to the POINT OF BEGINNING. Containing 0.09 acres,  
138           more or less.

139           **AND ALSO (ORB 1395, 533)** The South 20.5 feet of the Northeast 1/4 of  
140           Northwest 1/4 lying West of Interstate 75 and the North 20.5 feet of the  
141           Southeast 1/4 of Northwest 1/4 lying West of Interstate 75, all being in Section  
142           30, Township 4 South, Range 17 East, Columbia County, Florida.

143           **LESS AND EXCEPT** Parcels 102A and 102B per Florida Department of  
144           Transportation Right-of-Way maps for State Road No. 47, Section 29020-2501,  
145           being more particularly described as follows:

146           **PARCEL 102A**

147 **A parcel of land in the Northwest quarter of Section 30, Township 4 South, Range**  
148 **17 East, Columbia County, Florida, being more particularly described as follows:**  
149 **COMMENCE at the Southwest corner of the Northwest quarter of Section 30,**  
150 **Township 4 South, Range 17 East; thence North 89°56'48" East, along the South**  
151 **line of said Northwest quarter, a distance of 173.498 meters (569.22 feet) to the**  
152 **Easterly existing right of way line of State Road No. 47 for a POINT OF**  
153 **BEGINNING; thence departing said South line, North 25°20'36" East, along said**  
154 **Easterly existing right of way line, a distance of 378.261 meters (1,241.01 feet);**  
155 **thence departing said Easterly existing right of way line, North 89°52'18" East, a**  
156 **distance of 3.981 meters (13.06 feet); thence South 25°20'36" West, a distance**  
157 **of 206.369 meters (677.06 feet); thence run North 89°56'47" East, a distance of**  
158 **1.291 meters (4.24 feet); thence South 25°20'36" West, a distance of 171.897**  
159 **meters (563.97 feet) to said South line of the Northwest quarter; thence South**  
160 **89°56'48" West, along said South line, a distance of 5.269 meters (17.29 feet) to**  
161 **the POINT OF BEGINNING. Containing 1559.9 square meters (16,791 square**  
162 **feet), more or less.**

163 **PARCEL 102B**

164 **A parcel of land in the Northwest quarter of Section 30, Township 4 South, Range**  
165 **17 East, Columbia County, Florida, being more particularly described as follows:**  
166 **COMMENCE at the Southwest corner of the Northwest quarter of Section 30,**  
167 **Township 4 South, Range 17 East; thence North 89°56'48" East, along the South**  
168 **line of said Northwest quarter, a distance of 178.767 meters (586.51 feet) to the**  
169 **POINT OF BEGINNING; thence continue North 89°56'48" East, along said South**  
170 **line, a distance of 217.163 meters (712.48 feet); thence departing said South**  
171 **line, North 04°38'14" East, a distance of 155.808 (511.18); thence run South**  
172 **89°56'47" West, a distance of 156.180 meters (512.40 feet); thence run South**  
173 **25°20'36" West, a distance of 171.897 meters (563.97 feet) to the POINT OF**  
174 **BEGINNING. Containing 2.8987 hectares (7.163 acres), more or less.**

175 **PARCEL 103**

176 **A parcel of land in the Northwest quarter of Section 30, Township 4 South, Range**  
177 **17 East, Columbia County, Florida, being more particularly described as follows:**  
178 **COMMENCE at the Southwest corner of the Northwest quarter of Section 30,**  
179 **Township 4 South, Range 17 East; thence North 89°56'48" East, along the South**  
180 **line of said Northwest quarter, a distance of 173.498 meters (569.22 feet) to the**  
181 **Easterly existing right of way line of State Road No. 47; thence departing said**  
182 **South line, North 25°20'36" East, along said Easterly existing right of way line, a**  
183 **distance of 378.261 meters (1,241.01 feet) for a POINT OF BEGINNING; thence**  
184 **continue North 25°20'36" East, along said Easterly existing right of way line, a**  
185 **distance of 60.960 meters (200.00 feet); thence departing said Easterly existing**

186 right of way line, North 89°52'18" East, a distance of 3.981 meters (13.06 feet);  
187 thence South 25°20'36" West, a distance of 60.960 meters (200.00 feet); thence  
188 South 89°52'18" West, a distance of 3.981 meters (13.06 feet) to the POINT OF  
189 BEGINNING. Containing 219.1 square meters (2,358 square feet), more or less.

190 ALTOGETHER Containing 27.19 acres, more or less.

191 FROM COUNTY COMMERCIAL, HIGHWAY INTERCHANGE (CHI) to CITY  
192 COMMERCIAL, HIGHWAY INTERCHANGE:

193 A parcel of land lying in Section 30, Township 4 South, Range 17 East, Columbia  
194 County, Florida. Being more particularly described as follows: Commence at the  
195 Southeast corner of the Northwest 1/4 of said Section 30; thence North  
196 00°22'20" West, along the East line of the Northwest 1/4 of the Northwest 1/4,  
197 a distance of 20.50 feet to a point on the Northerly right-of-way line of a county  
198 road for a Point of Beginning; thence South 89°48'22" West, along said Northerly  
199 right-of-way line of said county road, 207.41 feet to the Easterly right-of-way of  
200 State Road 47; thence North 33°46'40" East, along the Easterly right-of-way line  
201 of said State Road 47, a distance of 217.86 feet to the Southwesterly right-of-  
202 way line of Interstate 75 (State Road 93); thence South 88°24'42" East, along said  
203 Southwesterly right-of-way line of Interstate 75 (State Road 93), a distance of  
204 71.43 feet; thence South 00°22'20" East, along the East line of said Northwest  
205 1/4 of the Northwest 1/4 of Section 30, a distance of 162.56 feet to the Point of  
206 Beginning.

207 AND

208 The North 1/2 of the following: a strip of land 41.00 feet in width lying 20.50 feet  
209 North and 20.50 feet South of the following described survey line: Begin at the  
210 Southeast corner of the Northwest 1/4 of the Northwest 1/4 of Section 30,  
211 Township 4 South, Range 17 East, Columbia County, Florida; thence West, along  
212 the South boundary of the said Northwest 1/4 of the Northwest 1/4 of said  
213 Section 30, a distance of 275.00 feet, to the centerline of State Road 47, less and  
214 except that part of the above-described property lying within the right-of-way  
215 of said State Road 47.

216 AND

217 Commence at the Southwest corner of the NW 1/4 of the Northwest 1/4, Section  
218 30, Township 4 South, Range 17 East, Columbia County, Florida; thence North  
219 00°23'36" West, along the West line of said NW 1/4 of the Northwest 1/4 of  
220 Section 30, a distance of 20.50 feet to the Point of Beginning; thence continue  
221 North 00°23'36" West, sill along said West line, 162.14 feet to the Southwesterly  
222 right-of-way line of Interstate Highway 75 (State Road 93); thence South  
223 41°09'12" East, along said Southwesterly right-of- way line, 77.31 feet; thence  
224 South 25°35'04" West 115.23 feet to the Point of Beginning.

225 **All said lands containing 0.81 acre, more or less.**

226 **Total of all said lands containing 28.00 acres, more or less.**

227 2. Severability. If any provision or portion of this ordinance is declared by any court of  
228 competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining  
229 provisions and portions of this ordinance shall remain in full force and effect.

230 3. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby  
231 repealed to the extent of such conflict.

232 4. Effective Date. Subject to the following, this ordinance shall become effective upon adoption.

233 The effective date of this amendment, Z 26-01L, to the Official Zoning Atlas shall be the same  
234 date as the effective date of Future Land Use Plan Map Amendment, CPA 26-01S. If Future  
235 Land Use Plan Map Amendment, CPA 26-01S, does not become effective, this amendment, Z  
236 26-01L, to the Official Zoning Atlas shall not become effective. No development orders,  
237 development permits or land uses dependent on this amendment, Z 26-01L, to the Official  
238 Zoning Atlas may be issued or commence before it has become effective.

239 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021,  
240 Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as  
241 amended.

242 **PASSED** upon first reading this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

243 **PASSED AND DULY ADOPTED**, upon second and final reading, in regular session with a quorum  
244 present and voting, by the City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

\_\_\_\_\_  
Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

\_\_\_\_\_  
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Clay Martin, City Attorney

**Record of Vote on First Reading**

	For	Against	Absent	Abstain
Noah Walker, Mayor/Council Member	<u>✓</u>	_____	_____	_____
Tammy Harris, Council Member	<u>✓</u>	_____	_____	_____
Chevella Young, Council Member	<u>✓</u>	_____	_____	_____
Ricky Jernigan, Council Member	<u>✓</u>	_____	_____	_____
James Carter, Council Member	<u>✓</u>	_____	_____	_____

**Certification**

I, Audrey Sikes, City Clerk for the City of Lake City, Florida, hereby certify that the above record vote is an accurate and correct record of the votes taken on the Ordinance by the City Council of the City of Lake City.

  
\_\_\_\_\_  
AUDREY SIKES, MMC  
City Clerk

# Business Impact Estimate

Proposed ordinance's title/reference: Ordinance 2026-2354- AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS OF THE CITY OF LAKE CITY LAND DEVELOPMENT REGULATIONS, AS AMENDED; RELATING TO THE REZONING OF TEN OR MORE CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 26-01L, BY JUSTIN TABOR, SENIOR PLANNER, NORTH FLORIDA PROFESSIONAL SERVICES, INC., AS AGENT FOR LAKE CITY 47, LLC, A FLORIDA LIMITED LIABILITY COMPANY, AND PAM STEWART AND SCOTT D. STEWART, THE PROPERTY OWNERS OF SAID ACREAGE; PROVIDING FOR REZONING FROM COUNTY COMMERCIAL, INTENSIVE (CI) AND COUNTY COMMERCIAL, HIGHWAY INTERCHANGE (CHI) TO CITY COMMERCIAL, HIGHWAY INTERCHANGE (CHI) OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE CITY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law<sup>1</sup> for the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
  - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

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<sup>1</sup> See Section 166.041(4)(c), Florida Statutes.

**File Attachments for Item:**

13. City Council Ordinance No. 2026-2362 (final reading) - An ordinance of the City of Lake City, Florida, amending the Future Land Use Plan Map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 26-04S, by Daniel Crapps, Trustee of C & W Land Trust, property owner of Lots 1, 2 and 3 of the C & W Business Park Subdivision and as agent for Eastpark, LLC, a Florida Limited Liability Company, property owner of Lot 7 of the C & W Business Park Subdivision; Premiere Investments, LLC, a Florida Limited Liability Company, property owner of Lot 6 of the C & W Business Park Subdivision; and Chad R. Strait, property owner of Lots 4 and 5 of the C & W Business Park Subdivision, the property owners of said acreage, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the Future Land Use Classification from County Residential, Medium/High Density (Less than or equal to 14 dwelling units per acre) and County Commercial to City Commercial of certain lands within the Corporate Limits of the City of Lake City, Florida; making findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. (Intersection of Real Terrace and Hwy 247, Branford Hwy)

Passed on first reading on 3/16/26

# COMP PLAN AMENDMENT

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ORDINANCE 2026-2362 CPA 26-04S

# Introduction

- Parcels 02712-101, 102, 103, 104, 105, 106, and 107, or commonly known as C&W Business Park Sub-Division has a Future Land Use of Residential Medium/High County and Commercial County;
- Petition CPA 26-04S is a request to change the Future Land Use from Residential Medium/High County and Commercial County to Commercial City;
- The parcel is surrounded by the following Future Land Use designations;
  - North- Residential Medium/High County
  - East- Commercial County
  - South- Commercial County
  - West- Commercial County and Residential Medium/High County

# Location of C&W Business Park Sub-Division

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# Staff Review

## **Suwannee River Water Management-**

These parcels are within a permitted master system (ERP-023-207040-1).

Application shall be submitted to verify conformance with master system.

Construction cannot commence until SRWMD ERP has been issued.



## Staff Recommendation

- Staff finds the petition in compliance with the City's Comprehensive Plan and Land Development Regulations. Therefore, staff's recommended action would be for the City Council to approve Ordinance 2026-2362.

# QUESTIONS

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## ORDINANCE NO. 2026-2362

### CITY OF LAKE CITY, FLORIDA

1 AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE  
2 FUTURE LAND USE PLAN MAP OF THE CITY OF LAKE CITY  
3 COMPREHENSIVE PLAN, AS AMENDED; RELATING TO AN  
4 AMENDMENT OF 50 OR LESS ACRES OF LAND, PURSUANT TO AN  
5 APPLICATION, CPA 26-04S, BY DANIEL CRAPPS, TRUSTEE OF C & W  
6 LAND TRUST, PROPERTY OWNER OF LOTS 1, 2 AND 3 OF THE C & W  
7 BUSINESS PARK SUBDIVISION AND AS AGENT FOR EASTPARK, LLC, A  
8 FLORIDA LIMITED LIABILITY COMPANY, PROPERTY OWNER OF LOT 7  
9 OF THE C & W BUSINESS PARK SUBDIVISION; PREMIERE  
10 INVESTMENTS, LLC, A FLORIDA LIMITED LIABILITY COMPANY,  
11 PROPERTY OWNER OF LOT 6 OF THE C & W BUSINESS PARK  
12 SUBDIVISION; AND CHAD R. STRAIT, PROPERTY OWNER OF LOTS 4  
13 AND 5 OF THE C & W BUSINESS PARK SUBDIVISION, THE PROPERTY  
14 OWNERS OF SAID ACREAGE, UNDER THE AMENDMENT  
15 PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH  
16 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR  
17 CHANGING THE FUTURE LAND USE CLASSIFICATION FROM COUNTY  
18 RESIDENTIAL, MEDIUM/HIGH DENSITY (LESS THAN OR EQUAL TO 14  
19 DWELLING UNITS PER ACRE) AND COUNTY COMMERCIAL TO CITY  
20 COMMERCIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS  
21 OF THE CITY OF LAKE CITY, FLORIDA; MAKING FINDINGS OF FACT IN  
22 SUPPORT THEREOF; PROVIDING SEVERABILITY; REPEALING ALL  
23 ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE

24 **WHEREAS**, Section 166.021, Florida Statutes, as amended, empowers the City Council of the  
25 City of Lake City, Florida, (the "City Council") to prepare, adopt and implement a  
26 comprehensive plan; and

27 **WHEREAS**, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the  
28 Community Planning Act, empowers and requires the City Council to prepare, adopt, and  
29 implement a comprehensive plan; and

30 **WHEREAS**, an application for an amendment, as described below, has been filed with the city;

31 and

32 **WHEREAS**, the Planning and Zoning Board of the City of Lake City, Florida, (the “Board”) has  
33 been designated as the Local Planning Agency of the City of Lake City, Florida, (the “LPA”); and

34 **WHEREAS**, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land  
35 Development Regulations, the Board, serving also as the LPA, held the required public hearing,  
36 with public notice having been provided, on said application for an amendment, as described  
37 below, and at said public hearing, the Board, serving also as the LPA, reviewed and considered  
38 all comments received during said public hearing and the Concurrency Management  
39 Assessment concerning said application for an amendment, as described below, and  
40 recommended to the City Council approval of said application for an amendment, as described  
41 below; and

42 **WHEREAS**, the City Council held the required public hearing, with public notice having been  
43 provided, under the procedures established in Sections 163.3161 through 163.3248, Florida  
44 Statutes, as amended, on said application for an amendment, as described below, and at said  
45 public hearing, the City Council reviewed and considered all comments received during said  
46 public hearing, including the recommendation of the Board, serving also as the LPA, and the  
47 Concurrency Management Assessment concerning said application for an amendment, as  
48 described below; and

49 **WHEREAS**, the City Council has determined and found said application for an amendment, as  
50 described below, to be compatible with the Land Use Element objectives and policies, and  
51 those of other affected elements of the Comprehensive Plan; and

52 **WHEREAS**, the City Council has determined and found that approval of said application for an  
53 amendment, as described below, would promote the public health, safety, morals, order,  
54 comfort, convenience, appearance, prosperity or general welfare; now therefore

55 **BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA:**

- 56 1. Pursuant to an application, CPA 26-04S, by Daniel Crapps, as trustee of C & W Land Trust,  
57 property owner of Lots 1, 2 and 3 of the C & W Business Park Subdivision; and as agent  
58 for: EastPark, LLC, a Florida Limited Liability Company, property owner of Lot 7 of the C &  
59 W Business Park Subdivision; Premiere Investments, LLC, a Florida Limited Liability  
60 Company, property owner of Lot 6 of the C & W Business Park Subdivision; and Chad R.  
61 Strait, property owner of Lots 4 and 5 of the C & W Business Park Subdivision; to amend  
62 the Future Land Use Plan Map of the Comprehensive Plan by changing the land use  
63 classification of certain lands, the land use classification is hereby changed from COUNTY

64 RESIDENTIAL, MEDIUM/HIGH DENSITY (less than or equal to 14 dwelling units per acre)  
65 and COUNTY COMMERCIAL to CITY COMMERCIAL on property described, as follows:

66 **A parcel of land lying in Section 2, Township 4 South, Range 16 East, Columbia**  
67 **County, Florida. Being more particularly described as follows: Lots 1 thru 7**  
68 **of the C & W Business Park Subdivision, as recorded in the Public Records of**  
69 **Columbia County, Florida.**

70 **Containing 9.46 acres, more or less.**

71 2. Severability. It is the declared intent of the City Council that, if any section, sentence,  
72 clause, phrase, or provision of this ordinance is for any reason held or declared to be  
73 unconstitutional, void, or inoperative by a court or agency of competent jurisdiction, such  
74 holding of invalidity or unconstitutionality shall not affect the remaining provisions of this  
75 ordinance and the remainder of this ordinance, after the exclusion of such part or parts,  
76 shall be deemed to be valid.

77 3. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby  
78 repealed to the extent of such conflict.

79 4. Effective Date. Subject to the following, this ordinance shall become effective upon  
80 adoption.

81 The effective date of this plan amendment shall be thirty-one (31) days following the date  
82 of adoption of this plan amendment. However, if any affected person files a petition with  
83 the Florida Division of Administrative Hearings pursuant to Section 120.57, Florida  
84 Statutes, as amended, to request a hearing to challenge the compliance of this plan  
85 amendment with Sections 163.3161 through 163.3248, Florida Statutes, as amended,  
86 within thirty (30) days following the date of adoption of this plan amendment, this plan  
87 amendment shall not become effective until the Florida Department of Commerce or the  
88 Florida Administration Commission, respectively, issues a final order determining this plan  
89 amendment is in compliance. No development orders, development permits or land uses  
90 dependent on this plan amendment may be issued or commence before it has become  
91 effective. If a final order of noncompliance is issued, this plan amendment may  
92 nevertheless be made effective by adoption of a resolution affirming its effective status, a  
93 copy of which resolution shall be sent to the Florida Department of Commerce, Division of  
94 Community Development, 107 East Madison Street, Caldwell Building, First Floor,  
95 Tallahassee, Florida 32399-4120.

96 5. Authority. This ordinance is adopted pursuant to the authority granted by Section  
97 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida  
98 Statutes, as amended.

- 
- 99 **PASSED** upon first reading this \_\_\_\_\_ day of \_\_\_\_\_ 2026.  
100 **PASSED AND DULY ADOPTED**, upon second and final reading, in regular session with a quorum  
101 present and voting, by the City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

---

Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

---

Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Clay Martin, City Attorney

**Record of Vote on First Reading**

	For	Against	Absent	Abstain
Noah Walker, Mayor/Council Member	<u>✓</u>	_____	_____	_____
Tammy Harris, Council Member	<u>✓</u>	_____	_____	_____
Chevella Young, Council Member	<u>✓</u>	_____	_____	_____
Ricky Jernigan, Council Member	<u>✓</u>	_____	_____	_____
James Carter, Council Member	<u>✓</u>	_____	_____	_____

**Certification**

I, Audrey Sikes, City Clerk for the City of Lake City, Florida, hereby certify that the above record vote is an accurate and correct record of the votes taken on the Ordinance by the City Council of the City of Lake City.

  
\_\_\_\_\_  
AUDREY SIKES, MMC  
City Clerk

# Business Impact Estimate

Proposed ordinance's title/reference: Ordinance 2026-2362- AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE FUTURE LAND USE PLAN MAP OF THE CITY OF LAKE CITY COMPREHENSIVE PLAN, AS AMENDED; RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND, PURSUANT TO AN APPLICATION, CPA 26-04S, BY DANIEL CRAPPS, TRUSTEE OF C & W LAND TRUST, PROPERTY OWNER OF LOTS 1, 2 AND 3 OF THE C & W BUSINESS PARK SUBDIVISION AND AS AGENT FOR EASTPARK, LLC, A FLORIDA LIMITED LIABILITY COMPANY, PROPERTY OWNER OF LOT 7 OF THE C & W BUSINESS PARK SUBDIVISION; PREMIERE INVESTMENTS, LLC, A FLORIDA LIMITED LIABILITY COMPANY, PROPERTY OWNER OF LOT 6 OF THE C & W BUSINESS PARK SUBDIVISION; AND CHAD R. STRAIT, PROPERTY OWNER OF LOTS 4 AND 5 OF THE C & W BUSINESS PARK SUBDIVISION, THE PROPERTY OWNERS OF SAID ACREAGE, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 15 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR 16 CHANGING THE FUTURE LAND USE CLASSIFICATION FROM COUNTY RESIDENTIAL, MEDIUM/HIGH DENSITY (LESS THAN OR EQUAL TO 14 DWELLING UNITS PER ACRE) AND COUNTY COMMERCIAL TO CITY COMMERCIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE CITY, FLORIDA; MAKING FINDINGS OF FACT IN SUPPORT THEREOF; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law<sup>1</sup> for the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
  - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

<sup>1</sup> See Section 166.041(4)(c), Florida Statutes.

- b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

**File Attachments for Item:**

14. City Council Ordinance No. 2026-2363 (final reading) - An ordinance of the City of Lake City, Florida, amending the Official Zoning Atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an application, Z 26-02S, by Daniel Crapps, Trustee of C & W Land Trust, Property Owner of Lots 1, 2 and 3 of the C & W Business Park Subdivision and as agent for Eastpark, LLC, a Florida Limited Liability Company, property owner of Lot 7 of the C & W Business Park Subdivision; Premiere Investments, LLC, a Florida Limited Liability Company, property owner of, Lot 6 of the C & W Business Park Subdivision; and Chad R. Strait, property owner of Lots 4 and 5 of the C & W Business Park Subdivision, the property owners of said acreage; providing for rezoning from County - Commercial, Intensive (CI) and County - Residential, Multiple-Family-1 (RMF-1) to City - Commercial, Intensive (CI) of certain lands within the Corporate Limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; providing an effective date. (Intersection of Real Terrace and Hwy 247, Branford Hwy)

Passed on first reading on 3/16/26

# REZONING

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ORDINANCE 2026-2363 for Z 26-02S

# Introduction

- Parcels 02712-101, 102, 103, 104, 105, 106, and 107, or commonly known as C&W Business Park Sub-Division is currently zoned Residential Multi-Family 1 County and Commercial Intensive County;
- Petition Z 26-02S is a request to change the Zoning from Residential Multi-Family 1 County and Commercial Intensive County to Commercial Intensive City;
- The parcel is surrounded by the following Future Land Use designations;
  - North- Residential Multi-Family 1 County
  - East- Commercial Intensive County
  - South- Commercial Intensive County
  - West- Commercial Intensive County and Residential Multi-Family 1 County

# Location of C&W Business Park Sub-Division

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# Staff Review

## **Suwannee River Water Management-**

These parcels are within a permitted master system (ERP-023-207040-1).

Application shall be submitted to verify conformance with master system.

Construction cannot commence until SRWMD ERP has been issued.



## Staff Recommendation

- Staff finds the petition in compliance with the City's Comprehensive Plan and Land Development Regulations. Therefore, staff's recommended action would be for the City Council to approve Ordinance 2026-2363.

# QUESTIONS

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## ORDINANCE NO. 2026-2363

### CITY OF LAKE CITY, FLORIDA

1 AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE  
2 OFFICIAL ZONING ATLAS OF THE CITY OF LAKE CITY LAND  
3 DEVELOPMENT REGULATIONS, AS AMENDED; RELATING TO THE  
4 REZONING OF LESS THAN TEN CONTIGUOUS ACRES OF LAND,  
5 PURSUANT TO AN APPLICATION, Z 26-02S, BY DANIEL CRAPPS, TRUSTEE  
6 OF C & W LAND TRUST, PROPERTY OWNER OF LOTS 1, 2 AND 3 OF THE  
7 C & W BUSINESS PARK SUBDIVISION AND AS AGENT FOR EASTPARK,  
8 LLC, A FLORIDA LIMITED LIABILITY COMPANY, PROPERTY OWNER OF  
9 LOT 7 OF THE C & W BUSINESS PARK SUBDIVISION; PREMIERE  
10 INVESTMENTS, LLC, A FLORIDA LIMITED LIABILITY COMPANY,  
11 PROPERTY OWNER OF, PROPERTY OWNER OF LOT 6 OF THE C & W  
12 BUSINESS PARK SUBDIVISION; AND CHAD R. STRAIT, PROPERTY OWNER  
13 OF LOTS 4 AND 5 OF THE C & W BUSINESS PARK SUBDIVISION, THE  
14 PROPERTY OWNERS OF SAID ACREAGE; PROVIDING FOR REZONING  
15 FROM COUNTY - COMMERCIAL, INTENSIVE (CI) AND COUNTY -  
16 RESIDENTIAL, MULTIPLE-FAMILY-1 (RMF-1) TO CITY - COMMERCIAL,  
17 INTENSIVE (CI) OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF  
18 THE CITY OF LAKE CITY, FLORIDA; PROVIDING SEVERABILITY;  
19 REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE  
20 DATE

21 **WHEREAS**, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City  
22 of Lake City, Florida, (the "City Council"), to prepare, adopt and enforce land development  
23 regulations; and

24 **WHEREAS**, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community  
25 Planning Act, requires the City Council to prepare and adopt regulations concerning the use of  
26 land and water to implement the comprehensive plan; and

27 **WHEREAS**, an application for an amendment, as described below, has been filed with the City;  
28 and

29 **WHEREAS**, the Planning and Zoning Board of City of Lake City, Florida, (the "Board"), has been  
30 designated as the Local Planning Agency of the City of Lake City, Florida, (the "LPA"); and

31 **WHEREAS**, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land

32 Development Regulations, the Board, serving also as the LPA, held the required public hearing,  
33 with public notice having been provided, on said application for an amendment, as described  
34 below, and at said public hearing, the Board, serving also as the LPA, reviewed and considered all  
35 comments received during said public hearing and the Concurrency Management Assessment  
36 concerning said application for an amendment, as described below, and recommended to the  
37 City Council approval of said application for an amendment, as described below; and

38 **WHEREAS**, pursuant to Section 166.041, Florida Statutes, as amended, the City Council held the  
39 required public hearing, with public notice having been provided, on said application for an  
40 amendment, as described below, and at said public hearing, the City Council reviewed and  
41 considered all comments received during said public hearing, including the recommendation of  
42 the Board, serving also as the LPA, and the Concurrency Management Assessment concerning  
43 said application for an amendment, as described below; and

44 **WHEREAS**, the City Council has determined and found that approval of said application for an  
45 amendment, as described below, would promote the public health, safety, morals, order,  
46 comfort, convenience, appearance, prosperity or general welfare; now therefore

47 **BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA:**

48 1. Pursuant to an application, Z 26-02S, by Daniel Crapps, as trustee of C & W Land Trust,  
49 property owner of Lots 1, 2 and 3 of the C & W Business Park Subdivision; and as Agent for  
50 EastPark, LLC, a Florida Limited Liability Company, property owner of Lot 7 of the C & W  
51 Business Park Subdivision; Premiere Investments, LLC, a Florida Limited Liability Company,  
52 property owner of Lot 6 of the C & W Business Park Subdivision; and Chad R. Strait, property  
53 owner of Lots 4 and 5 of the C & W Business Park Subdivision, to amend the Official Zoning  
54 Atlas of the Land Development Regulations by changing the zoning district of certain lands,  
55 the zoning district is hereby changed from COUNTY - COMMERCIAL, INTENSIVE (CI) and  
56 COUNTY - RESIDENTIAL, MULTIPLE-FAMILY-1 (RMF-1) to CITY - COMMERCIAL, INTENSIVE (CI)  
57 on property described, as follows:

58 **A parcel of land lying in Section 2, Township 4 South, Range 16 East, Columbia**  
59 **County, Florida. Being more particularly described as follows: Lots 1 thru 7 of**  
60 **the C & W Business Park Subdivision, as recorded in the Public Records of**  
61 **Columbia County, Florida.**

62 **Containing 9.46 acres, more or less.**

63 2. Severability. If any provision or portion of this ordinance is declared by any court of  
64 competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining  
65 provisions and portions of this ordinance shall remain in full force and effect.

66 3. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby  
67 repealed to the extent of such conflict.

- 68 4. Effective Date. Subject to the following, this ordinance shall become effective upon adoption.  
69 The effective date of this amendment, Z 26-02S, to the Official Zoning Atlas shall be the same  
70 date as the effective date of Future Land Use Plan Map Amendment, CPA 26-04S. If Future  
71 Land Use Plan Map Amendment, CPA 26-04S, does not become effective, this amendment, Z  
72 26-02S, to the Official Zoning Atlas shall not become effective. No development orders,  
73 development permits or land uses dependent on this amendment, Z 26-02S, to the Official  
74 Zoning Atlas may be issued or commence before it has become effective.
- 75 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021,  
76 Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as  
77 amended.
- 78 **PASSED** upon first reading this \_\_\_\_\_ day of \_\_\_\_\_ 2026.
- 79 **PASSED AND DULY ADOPTED**, upon second and final reading, in regular session with a quorum  
80 present and voting, by the City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

\_\_\_\_\_  
Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

\_\_\_\_\_  
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Clay Martin, City Attorney

**Record of Vote on First Reading**

	For	Against	Absent	Abstain
Noah Walker, Mayor/Council Member	<u>✓</u>	_____	_____	_____
Tammy Harris, Council Member	<u>✓</u>	_____	_____	_____
Chevella Young, Council Member	<u>✓</u>	_____	_____	_____
Ricky Jernigan, Council Member	<u>✓</u>	_____	_____	_____
James Carter, Council Member	<u>✓</u>	_____	_____	_____

**Certification**

I, Audrey Sikes, City Clerk for the City of Lake City, Florida, hereby certify that the above record vote is an accurate and correct record of the votes taken on the Ordinance by the City Council of the City of Lake City.

  
\_\_\_\_\_  
AUDREY SIKES, MMC  
City Clerk

# Business Impact Estimate

Proposed ordinance's title/reference: Ordinance 2026-2363- AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS OF THE CITY OF LAKE CITY LAND DEVELOPMENT REGULATIONS, AS AMENDED; RELATING TO THE REZONING OF LESS THAN TEN CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 26-02S, BY DANIEL CRAPPS, TRUSTEE OF C & W LAND TRUST, PROPERTY OWNER OF LOTS 1, 2 AND 3 OF THE C & W BUSINESS PARK SUBDIVISION AND AS AGENT FOR EASTPARK, LLC, A FLORIDA LIMITED LIABILITY COMPANY, PROPERTY OWNER OF LOT 7 OF THE C & W BUSINESS PARK SUBDIVISION; PREMIERE INVESTMENTS, LLC, A FLORIDA LIMITED LIABILITY COMPANY, PROPERTY OWNER OF, PROPERTY OWNER OF LOT 6 OF THE C & W BUSINESS PARK SUBDIVISION; AND CHAD R. STRAIT, PROPERTY OWNER OF LOTS 4 AND 5 OF THE C & W BUSINESS PARK SUBDIVISION, THE PROPERTY OWNERS OF SAID ACREAGE; PROVIDING FOR REZONING FROM COUNTY - COMMERCIAL, INTENSIVE (CI) AND COUNTY - RESIDENTIAL, MULTIPLE-FAMILY-1 (RMF-1) TO CITY - COMMERCIAL, INTENSIVE (CI) OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE CITY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law<sup>1</sup> for the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
  - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

<sup>1</sup> See Section 166.041(4)(c), Florida Statutes.

**File Attachments for Item:**

15. City Council Ordinance No. 2026-2364 (final reading) - An ordinance of the City of Lake City, Florida, amending the Future Land Use Plan Map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 26-05S, by Brian Pitman, P.E., as agent for Eastpark, LLC, a Florida Limited Liability Company, the property owner of said acreage, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the Future Land Use Classification from County Residential, Medium/High Density (less than or equal to 14 dwelling units per acre) to City Commercial of certain lands within the Corporate Limits of the City of Lake City, Florida; making findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. (West of Real Terrace and East of I75 and also West of C&W Business Park, which is at the intersection of Real Terrace and Hwy 247, Brandford Hwy)

Passed on first reading on 3/16/26

# COMP PLAN AMENDMENT

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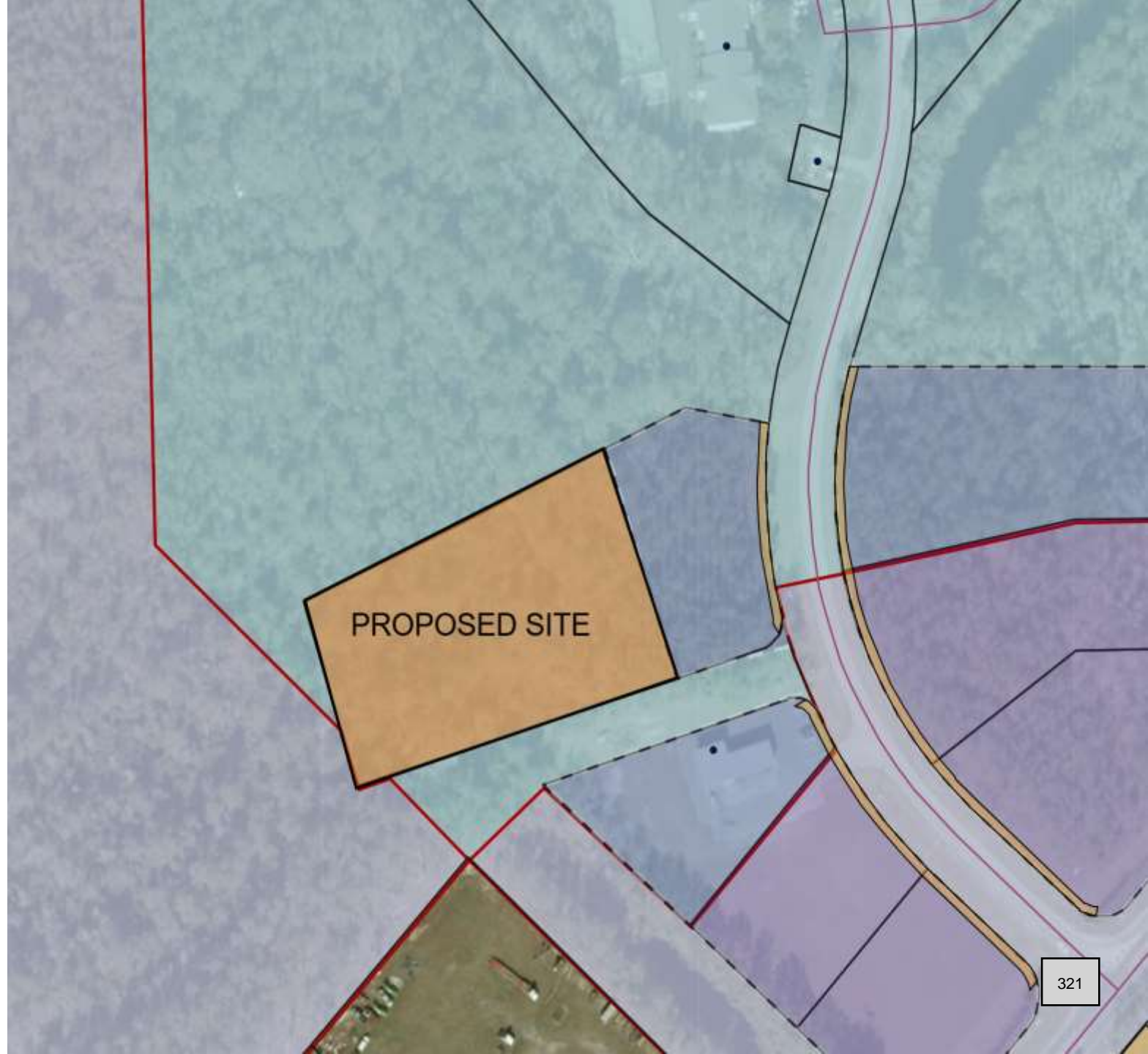
ORDINANCE 2026-2364 for CPA 26-05S

# Introduction

- Parcel 02712-009 has a current Future Land Use designation of Residential Medium/High County;
- Petition CPA 26-05S is a request to change the Future Land Use on parcel 02712-009 from Residential Medium/High County to Commercial City;
- The parcel is surrounded by the following Future Land Use designations;
  - North- Residential Medium/High County
  - East- Residential Medium/High County
  - South- Residential Medium/High County and Commercial County
  - West- Commercial County

# Location of Parcel 02712-009

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# Staff Review

**Suwannee River Water Management-**  
Project is within mapped permit boundary of ERP-023-207040-1. Application will need to be submitted to SRWMD to verify compliance with the master system prior to development of the lot.



## Staff Recommendation

- Staff finds the petition in compliance with the City's Comprehensive Plan and Land Development Regulations. Therefore, staff's recommended action would be for the City Council to approve Ordinance 2026-2364.

# QUESTIONS

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## ORDINANCE NO. 2026-2364

### CITY OF LAKE CITY, FLORIDA

1 AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE FUTURE  
2 LAND USE PLAN MAP OF THE CITY OF LAKE CITY COMPREHENSIVE PLAN, AS  
3 AMENDED; RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND,  
4 PURSUANT TO AN APPLICATION, CPA 26-05S, BY BRIAN PITMAN, P.E., AS AGENT  
5 FOR EASTPARK, LLC, A FLORIDA LIMITED LIABILITY COMPANY, THE PROPERTY  
6 OWNER OF SAID ACREAGE, UNDER THE AMENDMENT PROCEDURES  
7 ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES,  
8 AS AMENDED; PROVIDING FOR CHANGING THE FUTURE LAND USE  
9 CLASSIFICATION FROM COUNTY RESIDENTIAL, MEDIUM/HIGH DENSITY (LESS  
10 THAN OR EQUAL TO 14 DWELLING UNITS PER ACRE) TO CITY COMMERCIAL OF  
11 CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE CITY,  
12 FLORIDA; MAKING FINDINGS OF FACT IN SUPPORT THEREOF; PROVIDING  
13 SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN  
14 EFFECTIVE DATE

15 **WHEREAS**, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City  
16 of Lake City, Florida, (the "City Council") to prepare, adopt and implement a comprehensive plan;  
17 and

18 **WHEREAS**, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community  
19 Planning Act, empowers and requires the City Council to prepare, adopt, and implement a  
20 comprehensive plan; and

21 **WHEREAS**, an application for an amendment, as described below, has been filed with the city;  
22 and

23 **WHEREAS**, the Planning and Zoning Board of the City of Lake City, Florida, (the "Board") has been  
24 designated as the Local Planning Agency of the City of Lake City, Florida, (the "LPA"); and

25 **WHEREAS**, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land  
26 Development Regulations, the Board, serving also as the LPA, held the required public hearing,  
27 with public notice having been provided, on said application for an amendment, as described  
28 below, and at said public hearing, the Board, serving also as the LPA, reviewed and considered all  
29 comments received during said public hearing and the Concurrency Management Assessment  
30 concerning said application for an amendment, as described below, and recommended to the  
31 City Council approval of said application for an amendment, as described below; and

32 **WHEREAS**, the City Council held the required public hearing, with public notice having been

33 provided, under the procedures established in Sections 163.3161 through 163.3248, Florida  
34 Statutes, as amended, on said application for an amendment, as described below, and at said  
35 public hearing, the City Council reviewed and considered all comments received during said  
36 public hearing, including the recommendation of the Board, serving also as the LPA, and the  
37 Concurrency Management Assessment concerning said application for an amendment, as  
38 described below; and

39 **WHEREAS**, the City Council has determined and found said application for an amendment, as  
40 described below, to be compatible with the Land Use Element objectives and policies, and those  
41 of other affected elements of the Comprehensive Plan; and

42 **WHEREAS**, the City Council has determined and found that approval of said application for an  
43 amendment, as described below, would promote the public health, safety, morals, order,  
44 comfort, convenience, appearance, prosperity or general welfare; now therefore

45 **BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA:**

46 1. Pursuant to an application, CPA 26-05S, by Brian Pitman, P.E., as agent for EastPark, LLC, a  
47 Florida Limited Liability Company; to amend the Future Land Use Plan Map of the  
48 Comprehensive Plan by changing the land use classification of certain lands, the land use  
49 classification is hereby changed from COUNTY RESIDENTIAL, MEDIUM/HIGH DENSITY (less  
50 than or equal to 14 dwelling units per acre) to CITY COMMERCIAL on property described, as  
51 follows:

52 **A parcel of land lying in Section 2, Township 4 South, Range 16 East, Columbia**  
53 **County, Florida. Being more particularly described as follows: Commence at the**  
54 **Westernmost corner of Lot 7 of the C & W Business Park Subdivision, as recorded**  
55 **in the Public Records of Columbia County, Florida; thence South 18°13'57" East,**  
56 **along the Westerly line of said Lot 7, a distance of 257.92 feet the Southernmost**  
57 **corner of said Lot 7; thence South 71°46'03" West 386.00 feet; thence North**  
58 **18°13'57" West 206.25 feet; thence North 64°08'35" East 389.44 feet to the**  
59 **Point of Beginning.**

60 **Containing 2.04 acres, more or less.**

61 2. Severability. It is the declared intent of the City Council that, if any section, sentence, clause,  
62 phrase, or provision of this ordinance is for any reason held or declared to be  
63 unconstitutional, void, or inoperative by a court or agency of competent jurisdiction, such  
64 holding of invalidity or unconstitutionality shall not affect the remaining provisions of this  
65 ordinance and the remainder of this ordinance, after the exclusion of such part or parts, shall  
66 be deemed to be valid.

67 3. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby  
68 repealed to the extent of such conflict.

- 69 4. Effective Date. Subject to the following, this ordinance shall become effective upon adoption.  
70 The effective date of this plan amendment shall be thirty-one (31) days following the date of  
71 adoption of this plan amendment. However, if any affected person files a petition with the  
72 Florida Division of Administrative Hearings pursuant to Section 120.57, Florida Statutes, as  
73 amended, to request a hearing to challenge the compliance of this plan amendment with  
74 Sections 163.3161 through 163.3248, Florida Statutes, as amended, within thirty (30) days  
75 following the date of adoption of this plan amendment, this plan amendment shall not  
76 become effective until the Florida Department of Commerce or the Florida Administration  
77 Commission, respectively, issues a final order determining this plan amendment is in  
78 compliance. No development orders, development permits or land uses dependent on this  
79 plan amendment may be issued or commence before it has become effective. If a final order  
80 of noncompliance is issued, this plan amendment may nevertheless be made effective by  
81 adoption of a resolution affirming its effective status, a copy of which resolution shall be sent  
82 to the Florida Department of Commerce, Division of Community Development, 107 East  
83 Madison Street, Caldwell Building, First Floor, Tallahassee, Florida 32399-4120.
- 84 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021,  
85 Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as  
86 amended.

87 **PASSED** upon first reading this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

88 **PASSED AND DULY ADOPTED**, upon second and final reading, in regular session with a quorum  
89 present and voting, by the City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

\_\_\_\_\_  
Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

\_\_\_\_\_  
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Clay Martin, City Attorney

**Record of Vote on First Reading**

	For	Against	Absent	Abstain
Noah Walker, Mayor/Council Member	<u>✓</u>	_____	_____	_____
Tammy Harris, Council Member	<u>✓</u>	_____	_____	_____
Chevella Young, Council Member	<u>✓</u>	_____	_____	_____
Ricky Jernigan, Council Member	<u>✓</u>	_____	_____	_____
James Carter, Council Member	<u>✓</u>	_____	_____	_____

**Certification**

I, Audrey Sikes, City Clerk for the City of Lake City, Florida, hereby certify that the above record vote is an accurate and correct record of the votes taken on the Ordinance by the City Council of the City of Lake City.

  
\_\_\_\_\_  
AUDREY SIKES, MMC  
City Clerk

# Business Impact Estimate

Proposed ordinance's title/reference: Ordinance 2026-2364- AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE FUTURE LAND USE PLAN MAP OF THE CITY OF LAKE CITY COMPREHENSIVE PLAN, AS AMENDED; RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND, PURSUANT TO AN APPLICATION, CPA 26-05S, BY BRIAN PITMAN, P.E., AS AGENT FOR EASTPARK, LLC, A FLORIDA LIMITED LIABILITY COMPANY, THE PROPERTY OWNER OF SAID ACREAGE, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR CHANGING THE FUTURE LAND USE CLASSIFICATION FROM COUNTY RESIDENTIAL, MEDIUM/HIGH DENSITY (LESS THAN OR EQUAL TO 14 DWELLING UNITS PER ACRE) TO CITY COMMERCIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE CITY, FLORIDA; MAKING FINDINGS OF FACT IN SUPPORT THEREOF; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law<sup>1</sup> for the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
  - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

<sup>1</sup> See Section 166.041(4)(c), Florida Statutes.

**File Attachments for Item:**

16. City Council Ordinance No. 2026-2365 (final reading) - An ordinance of the City of Lake City, Florida, amending the Official Zoning Atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten acres of land, pursuant to an application, Z 26-03S, by Brian Pitman, P.E., as agent for Eastpark, LLC, a Florida Limited Liability Company, the property owner of said acreage; providing for rezoning from County-Residential, Multiple-Family-1 (RMF-1) to City-Commercial, Intensive (CI) of certain lands within the Corporate Limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; providing an effective date. (West of Real Terrace and East of I75 and also West of C&W Business Park, which is at the intersection of Real Terrace and Hwy 247, Brandford Hwy)

Passed on first reading on 3/16/26

# REZONING

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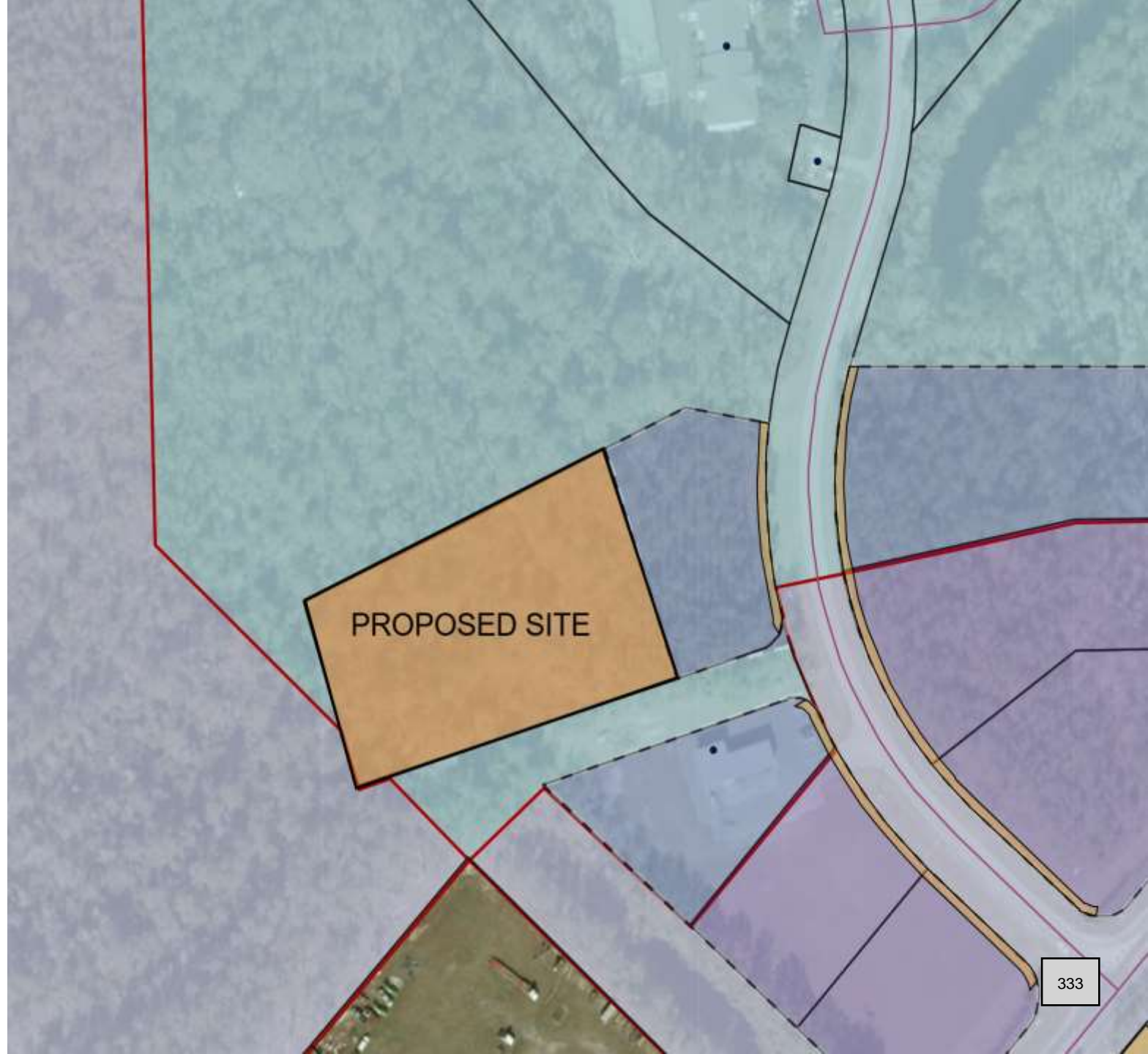
ORDINANCE 2026-2365 for Z 26-03S

# Introduction

- Parcels 02712-009, has a currently zoned Residential Multi-Family 1 County;
- Petition Z 26-03S is a request to change the Zoning on parcel 02712-009 from Residential Multi-Family 1 County to Commercial Intensive City;
- The parcel is surrounded by the following Future Land Use designations;
  - North- Residential Multi-Family 1 County
  - East- Residential Multi-Family 1 County
  - South- Residential Multi-Family 1 County and Commercial Intensive County
  - West- Commercial Intensive County

# Location of Parcel 02712-009

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# Staff Review

**Suwannee River Water Management-** Project is within mapped permit boundary of ERP-023-207040-1. Application will need to be submitted to SRWMD to verify compliance with the master system prior to development of the lot.



## Staff Recommendation

- Staff finds the petition in compliance with the City's Comprehensive Plan and Land Development Regulations. Therefore, staff's recommended action would be for the City Council to approve Ordinance 2026-2365.

# QUESTIONS

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## ORDINANCE NO. 2026-2365

### CITY OF LAKE CITY, FLORIDA

1           **AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE**  
2           **OFFICIAL ZONING ATLAS OF THE CITY OF LAKE CITY LAND**  
3           **DEVELOPMENT REGULATIONS, AS AMENDED; RELATING TO THE**  
4           **REZONING OF LESS THAN TEN ACRES OF LAND, PURSUANT TO AN**  
5           **APPLICATION, Z 26-03S, BY BRIAN PITMAN, P.E., AS AGENT FOR**  
6           **EASTPARK, LLC, A FLORIDA LIMITED LIABILITY COMPANY, THE**  
7           **PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR REZONING**  
8           **FROM COUNTY - RESIDENTIAL, MULTIPLE-FAMILY-1 (RMF-1) TO CITY -**  
9           **COMMERCIAL, INTENSIVE (CI) OF CERTAIN LANDS WITHIN THE**  
10          **CORPORATE LIMITS OF THE CITY OF LAKE CITY, FLORIDA; PROVIDING**  
11          **SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING**  
12          **AN EFFECTIVE DATE**

13          **WHEREAS**, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City  
14          of Lake City, Florida, (the “City Council”), to prepare, adopt and enforce land development  
15          regulations; and

16          **WHEREAS**, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community  
17          Planning Act, requires the City Council to prepare and adopt regulations concerning the use of  
18          land and water to implement the comprehensive plan; and

19          **WHEREAS**, an application for an amendment, as described below, has been filed with the City;  
20          and

21          **WHEREAS**, the Planning and Zoning Board of City of Lake City, Florida, (the “Board”), has been  
22          designated as the Local Planning Agency of the City of Lake City, Florida, (the “LPA”); and

23          **WHEREAS**, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land  
24          Development Regulations, the Board, serving also as the LPA, held the required public hearing,  
25          with public notice having been provided, on said application for an amendment, as described  
26          below, and at said public hearing, the Board, serving also as the LPA, reviewed and considered all  
27          comments received during said public hearing and the Concurrence Management Assessment  
28          concerning said application for an amendment, as described below, and recommended to the  
29          City Council approval of said application for an amendment, as described below; and

30          **WHEREAS**, pursuant to Section 166.041, Florida Statutes, as amended, the City Council held the  
31          required public hearing, with public notice having been provided, on said application for an

32 amendment, as described below, and at said public hearing, the City Council reviewed and  
33 considered all comments received during said public hearing, including the recommendation of  
34 the Board, serving also as the LPA, and the Concurrency Management Assessment concerning  
35 said application for an amendment, as described below; and

36 **WHEREAS**, the City Council has determined and found that approval of said application for an  
37 amendment, as described below, would promote the public health, safety, morals, order,  
38 comfort, convenience, appearance, prosperity or general welfare; now therefore

39 **BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA:**

40 1. Pursuant to an application, Z 26-03S, by Brian Pitman, P.E., as agent for EastPark, LLC, a Florida  
41 Limited Liability Company, to amend the Official Zoning Atlas of the Land Development  
42 Regulations by changing the zoning district of certain lands, the zoning district is hereby  
43 changed from COUNTY - RESIDENTIAL, MULTIPLE-FAMILY-1 (RMF-1) to CITY - COMMERCIAL,  
44 INTENSIVE (CI) on property described, as follows:

45 **A parcel of land lying in Section 2, Township 4 South, Range 16 East, Columbia**  
46 **County, Florida. Being more particularly described as follows: Commence at the**  
47 **Westernmost corner of Lot 7 of the C & W Business Park Subdivision, as recorded**  
48 **in the Public Records of Columbia County, Florida; thence South 18°13'57" East,**  
49 **along the Westerly line of said Lot 7, a distance of 257.92 feet the Southernmost**  
50 **corner of said Lot 7; thence South 71°46'03" West 386.00 feet; thence North**  
51 **18°13'57" West 206.25 feet; thence North 64°08'35" East 389.44 feet to the**  
52 **Point of Beginning.**

53 **Containing 2.04 acres, more or less.**

54 2. Severability. If any provision or portion of this ordinance is declared by any court of  
55 competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining  
56 provisions and portions of this ordinance shall remain in full force and effect.

57 3. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby  
58 repealed to the extent of such conflict.

59 4. Effective Date. Subject to the following, this ordinance shall become effective upon adoption.  
60 The effective date of this amendment, Z 26-03S, to the Official Zoning Atlas shall be the same  
61 date as the effective date of Future Land Use Plan Map Amendment, CPA 26-05S. If Future  
62 Land Use Plan Map Amendment, CPA 26-05S, does not become effective, this amendment, Z  
63 26-03S, to the Official Zoning Atlas shall not become effective. No development orders,  
64 development permits or land uses dependent on this amendment, Z 26-03S, to the Official  
65 Zoning Atlas may be issued or commence before it has become effective.

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66 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021,  
67 Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as  
68 amended.

69 **PASSED** upon first reading this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

70 **PASSED AND DULY ADOPTED**, upon second and final reading, in regular session with a quorum  
71 present and voting, by the City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

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Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

---

Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Clay Martin, City Attorney

**Record of Vote on First Reading**

	For	Against	Absent	Abstain
Noah Walker, Mayor/Council Member	<u>✓</u>	_____	_____	_____
Tammy Harris, Council Member	<u>✓</u>	_____	_____	_____
Chevella Young, Council Member	<u>✓</u>	_____	_____	_____
Ricky Jernigan, Council Member	<u>✓</u>	_____	_____	_____
James Carter, Council Member	<u>✓</u>	_____	_____	_____

**Certification**

I, Audrey Sikes, City Clerk for the City of Lake City, Florida, hereby certify that the above record vote is an accurate and correct record of the votes taken on the Ordinance by the City Council of the City of Lake City.

  
\_\_\_\_\_  
AUDREY SIKES, MMC  
City Clerk

# Business Impact Estimate

Proposed ordinance's title/reference: Ordinance 2026-2365- AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS OF THE CITY OF LAKE CITY LAND DEVELOPMENT REGULATIONS, AS AMENDED; RELATING TO THE REZONING OF LESS THAN TEN ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 26-03S, BY BRIAN PITMAN, P.E., AS AGENT FOR EASTPARK, LLC, A FLORIDA LIMITED LIABILITY COMPANY, THE PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR REZONING FROM COUNTY - RESIDENTIAL, MULTIPLE-FAMILY-1 (RMF-1) TO CITY - COMMERCIAL, INTENSIVE (CI) OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE CITY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law<sup>1</sup> for the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
  - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

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<sup>1</sup> See Section 166.041(4)(c), Florida Statutes.

**File Attachments for Item:**

17. City Council Ordinance No. 2026-2359 (final reading) - An ordinance of the City of Lake City, Florida; amending City Code Chapter 70, Article V, Firefighters' Retirement, adding a new Section 70-136 for the purpose of purchasing prior military service; adding a new Section 70-137 for the purpose of purchasing prior firefighter service; providing for severability; providing for conflicts; and providing an effective date.

Passed on first reading on 3/16/26

## ORDINANCE NUMBER 2026-2359

### CITY OF LAKE CITY, FLORIDA

1           **AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA; AMENDING**  
2           **CITY CODE CHAPTER 70, ARTICLE V, FIREFIGHTERS' RETIREMENT,**  
3           **ADDING A NEW SECTION 70-136 FOR THE PURPOSE OF PURCHASING**  
4           **PRIOR MILITARY SERVICE; ADDING A NEW SECTION 70-137 FOR THE**  
5           **PURPOSE OF PURCHASING PRIOR FIREFIGHTER SERVICE; PROVIDING**  
6           **FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN**  
7           **EFFECTIVE DATE.**

8           **WHEREAS**, the City of Lake City desires its firefighters be provided the opportunity to purchase  
9           prior military and prior firefighter service as a recruiting tool; and

10          **WHEREAS**, the ability to purchase service is recognized as permissible in both Chapter 175,  
11          Florida Statutes, and the Internal Revenue Code; and

12          **WHEREAS**, the City Council desires to add these provisions to the City of Lake City Code of  
13          Ordinances (the "Code"); and

14          **WHEREAS**, amending the Code in the foregoing form and substance is in the public interest and  
15          in the interests of the City; now, therefore:

16          **BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA:**

17          **SECTION 1. PURCHASE OF PRIOR MILITARY SERVICE**

18                 Chapter 70, Article V, Section 70-136 of the City of Lake City Code of Ordinances is hereby  
19                 created as follows:

20                 **Sec. 70-136. MILITARY SERVICE PRIOR TO EMPLOYMENT.**

21                 The years or fractional parts of years that a Firefighter serves or has served on active  
22                 duty in the military service of the Armed Forces of the United States, the United  
23                 States Merchant Marine or the United States Coast Guard, voluntarily or  
24                 involuntarily and honorably or under honorable conditions, prior to first and initial  
25                 employment with the District Fire Department shall be added to years of Credited  
26                 Service provided that:

- 27                 1. The Member contributes to the Fund the sum that he/she would have  
28                 contributed, based on his/her Salary and the Member contribution rate in  
29                 effect at the time that the Credited Service is requested, had he/she been a  
30                 Member of the System for the years or fractional parts of years for which  
31                 he/she is requesting credit plus amounts actuarially determined such that the  
32                 crediting of service does not result in any cost to the Fund plus payment of

- 33 costs for all professional services rendered to the Board in connection with the  
34 purchase of years of Credited Service.
- 35 2. Multiple requests to purchase Credited Service pursuant to this Section may be  
36 made at any time prior to Retirement.
- 37 3. Payment by the Member of the required amount shall be made within six (6)  
38 months of the request for credit, but not later than the retirement date, and  
39 shall be made in one (1) lump sum payment upon receipt of which Credited  
40 Service shall be given.
- 41 4. The maximum credit under this Section shall be four (4) years.
- 42 5. Credited Service purchased pursuant to this Section shall count for all purposes,  
43 except vesting and eligibility for not-in-line of duty disability benefits.

44 **SECTION 2: PURCHASE OF PRIOR FIRE SERVICE**

45 Chapter 70, Article V, Section 70-137 of the City of Lake City Code of Ordinances is hereby  
46 created as follows:

47 **Sec. 70-137. PRIOR FIRE SERVICE.**

48 Unless otherwise prohibited by law, and except as provided for in Section 1, the  
49 years or fractional parts of years that a Member previously served as a full-time  
50 Firefighter with the City during a period of previous employment and for which  
51 period Accumulated Contributions were withdrawn from the Fund, or the years and  
52 fractional parts of years that a member served as a Firefighters for any other  
53 municipal, county or state law enforcement department or as a Firefighter for any  
54 other municipal, county, state or special district fire department in the State of  
55 Florida shall be added to years of Credited Service provided that:

- 56 1. The Member contributes to the Fund the sum that they would have  
57 contributed, based on his/her Salary and the Member contribution rate in  
58 effect at the time that the Credited Service is requested, had he/she been a  
59 Member of the System for the years or fractional parts of years for which  
60 he/she is requesting credit plus amounts actuarially determined such that the  
61 crediting of service does not result in any cost to the Fund plus payment of  
62 costs for all professional services rendered to the Board in connection with the  
63 purchase of years of Credited Service.
- 64 a. The member salary used as the initial salary for the projected salary will be  
65 the salary for the member for the year preceding each purchase of service  
66 credits.
- 67 b. The calculation of the full actuarial cost will be made using the assumptions  
68 used in the actuarial valuation performed prior to the purchase of the  
69 service credits.

- 70           2. Multiple requests to purchase Credited Service pursuant to this Section may be  
71           made at any time prior to Retirement.
- 72           3. Payment by the Member of the required amount shall be made within six (6)  
73           months of the request for credit, but not later than the retirement date, and  
74           shall be made in one (1) lump sum payment upon receipt of which Credited  
75           Service shall be given.
- 76           4. The maximum credit under this Section for service other than with City shall be  
77           five (5) years of Credited Service and shall count for all purposes, except vesting  
78           and eligibility for not-in-line of duty disability benefits. There shall be no  
79           maximum purchase of credit for prior service with the City and such credit shall  
80           count for all purposes, including vesting.
- 81           5. In no event, however, may Credited Service be purchased pursuant to this  
82           Section for prior service with any other municipal, county fire department, if  
83           such prior service forms or will form the basis of a retirement benefit or pension  
84           from a different employer's retirement system or plan as set forth in Florida  
85           Statutes §112.65.
- 86           6. For purposes of determining credit for prior service as a Firefighter as  
87           provided for in this Section, in addition to service as a Firefighter in this State,  
88           credit may be purchased by the Member in the same manner as provided  
89           above for federal, other state, county or municipal service if the prior service  
90           is recognized by the Division of State Fire Marshal, as provided under Chapter  
91           633, Florida Statutes, or the Firefighter provides proof to the Board that such  
92           service is equivalent to the service required to meet the definition of a  
93           Firefighter under Section 70-122, above.

94   **SECTION 3: PURCHASE OF PRIOR FIRE SERVICE**

95           Chapter 70, Article V, Section 70-138 through Section 70-150 of the City of Lake City Code of  
96           Ordinances is hereby amended as follows:

97           **Sec. ~~70-136~~ 70-138 – 70-150. RESERVED.**

98   **SECTION 4: PROVIDING FOR CODIFICATION**

99   It is the intention of the City Council that the provisions of this Ordinance shall become and be  
100   made part of the Code of Ordinances of the City of Lake City, Florida. The Sections of this  
101   Ordinance may be renumbered, re-lettered and the word "Ordinance" may be changed to  
102   "Section", "Article" or such other word or phrase in order to accomplish such intention. The  
103   correction of typographical errors which do not affect the intent or substance of the ordinance  
104   may be authorized by the City Clerk or the City Clerk's designee with the consent of the City  
105   Attorney without public hearing, by filing a corrected or re-codified copy of the same with the  
106   City.

107 **SECTION 5: PROVIDING FOR SEVERABILITY**

108 If any clause, section, or other part or application of this Ordinance shall be held in any court of  
109 competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or  
110 application shall be considered as eliminated and shall not affect the validity of the remaining  
111 portions or applications which shall remain in full force and effect.

112 **SECTION 6: PROVIDING FOR REPEAL OF ORDINANCES AND RESOLUTIONS IN CONFLICT**

113 All ordinances or parts of ordinances, resolutions or parts of resolutions in conflict herewith are  
114 hereby repealed to the extent of such conflict.

115 **SECTION 7: PROVIDING FOR AN EFFECTIVE DATE**

116 This Ordinance shall become effective immediately upon adoption, unless otherwise provided.

117 **APPROVED, UPON FIRST READING**, by the City Council of the City of Lake City at a regular  
118 meeting on the \_\_\_\_ day of March, 2026.

119 **PUBLICALLY NOTICED**, in a newspaper of general circulation in the City of Lake City, Florida, by  
120 the City Clerk of the City of Lake City, Florida, on the \_\_\_\_ day of March, 2026.

121 **APPROVED AND ADOPTED UPON SECOND READING**, by an affirmative vote of a majority of a  
122 quorum present of the City Council of the City of Lake City, at a regular meeting this \_\_\_\_ day of  
123 April, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

\_\_\_\_\_  
Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

\_\_\_\_\_  
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Clay Martin, City Attorney

**Record of Vote on First Reading**

	For	Against	Absent	Abstain
Noah Walker, Mayor/Council Member	<u>✓</u>	_____	_____	_____
Tammy Harris, Council Member	<u>✓</u>	_____	_____	_____
Chevella Young, Council Member	<u>✓</u>	_____	_____	_____
Ricky Jernigan, Council Member	<u>✓</u>	_____	_____	_____
James Carter, Council Member	<u>✓</u>	_____	_____	_____

**Certification**

I, Audrey Sikes, City Clerk for the City of Lake City, Florida, hereby certify that the above record vote is an accurate and correct record of the votes taken on the Ordinance by the City Council of the City of Lake City.

  
\_\_\_\_\_  
AUDREY SIKES, MMC  
City Clerk

# **Business Impact Estimate**

*This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.*

Proposed ordinance's title/reference:

## **ORDINANCE NUMBER 2025-2359**

**AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, PERTAINING TO THE POLICE OFFICERS' PENSION PLAN BOARD OF TRUSTEES; AMENDING CHAPTER 70, ARTICLE V, FIREFIGHTERS' RETIREMENT, ADDING A NEW SECTION 70-136 FOR THE PURPOSE OF PURCHASING PRIOR MILITARY SERVICE; ADDING A NEW SECTION 70-137 FOR THE PURPOSE OF PURCHASING PRIOR FIREFIGHTER SERVICE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law<sup>1</sup> for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
  - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

<sup>1</sup> See Section 166.041(4)(c), Florida Statutes.

- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

This ordinance allows firefighters to purchase prior military and/or prior firefighter service. This change serves the public interests because it serves as a recruiting tool.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

(a) An estimate of direct compliance costs that businesses may reasonably incur. There is no direct compliance cost to businesses ;

(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible There are no new charges or fees imposed by this ordinance. ; and

(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs. There are no regulatory costs.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: None.

4. Additional information the governing body deems useful (if any):

*[You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate. For example: City staff solicited comments from businesses in the City as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on City website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect only businesses].* The proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed Ordinance does not affect only businesses. See attached No Cost Impact letter prepared by the actuary for the Lake City Firefighters' Retirement Plan.

**File Attachments for Item:**

18. City Council Resolution No. 2026-036 - A resolution of the City Council of the City of Lake City, Florida, authorizing the City to participate in the Florida Brownfields Redevelopment Program provided for in and authorized by the "Brownfields Redevelopment Act" created under the provisions of Sections 376.77-376.85 Florida Statutes, as amended; designating certain lands within the City located at 2932 N US Highway 441, Lake City, Florida, and identified as Property Appraiser's parcel number 17-3S-17-05000-003, as a Brownfield area for the purpose of environmental remediation, rehabilitation and economic development as provided for in the act; providing for notification to the Department of Environmental Protection of the City's decision to designate a Brownfield area for rehabilitation; providing for an effective date.

<b>MEETING DATE</b>

# CITY OF LAKE CITY

## Report to Council

COUNCIL AGENDA	
<b>SECTION</b>	
<b>ITEM NO.</b>	

**SUBJECT:**

**DEPT / OFFICE:**

<b>Originator:</b> Richard Benderson		
<b>City Manager</b> Don Rosenthal	<b>Department Director</b> Scott Thomason	<b>Date</b> 12.23.2025
<b>Recommended Action:</b> Request approval from City Council to add property to Brownfield designation.		
<b>Summary Explanation &amp; Background:</b> This is an administrative request is to expand the existing Brownfield Area in the City of Lake City to include the referenced property 2932 N US Highway 441. A 1.26 acre tract of land owned by Ms. Ceclia Davis. Ms. Davis has expressed interest and requested that her property be added to the Brownfield Area after being made aware of the resources that are available for redevelopment and assistance for properties in the designated Brownfield area.		
<b>Alternatives:</b>		
<b>Source of Funds:</b> None		
<b>Financial Impact:</b> None		
<b>Exhibits Attached:</b>		

# STAFF REPORT

## I. GENERAL DATA

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**MEETING DATE:** January 5, 2026  
**SUBJECT:** Brownfield Site Designation 2932 N US Hwy 441  
**APPLICANT:** Administrative  
**PROJECT MANAGER:** Richard Benderson, Principal Planner  
**STAFF RECOMMENDATION:** Approval of Designation

## II. ITEM SUMMARY

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### SUMMARY

This is an administrative request is to expand the existing Brownfield Area in the City of Lake City to include the referenced property 2932 N US Highway 441. A 1.26 acre tract of land owned by Ms. Ceclia Davis. Ms. Davis has expressed interest and requested that her property be added to the Brownfield Area after being made aware of the resources that are available for redevelopment and assistance for properties in the designated Brownfield area.

Florida's Brownfields Redevelopment Program (administered by the Florida Department of Environmental Protection, FDEP) encourages voluntary cleanup and reuse of contaminated, underused or vacant properties by offering a regulatory pathway (BSRA → SRCO), state tax incentives and links to federal brownfields grants. Recent 2025 statutory changes broaden participation, clarify closure for portions of larger sites, and make it easier for local governments and some federally-regulated sites to participate.

### SITE INFORMATION

2932 North US Highway 441, the property is 1.26+/- Acres generally located of North vacant land and single family residences; South of single family property; East of single family property; and West of Target Distribution Center.

**Parcel ID:** 17-3S-17-05000-003

**Acreege:** 1.26+/- Acres



### **SITE INFORMATION**

2932 North US Highway 441, the property is 1.26+/- Acres generally located of North vacant land and single family residences; South of single family property; East of single family property; and West of Target Distribution Center.

**Parcel ID: 17-3S-17-05000-003**

**Acreage: 1.26+/- Acres**

### **III. BACKGROUND**

The property located at 2932 North US Highway 441, was annexed into the city on September 3, 2024, after the establishment of through out the city in 2008 and site specific in 2011 designation.

### **IV. INTENT**

The intent of this request is to add the referenced property, 2932 North US Highway 441 to the city's brownfield list therefore allowing the property to be eligible for brownfield designated resources.

### **V. PUBLIC NOTICE**

Public notice requirements have been by providing, notices were published per statutes.

### **VI. STAFF ASSESSMENT AND CONCLUSION**

Staff has reviewed the property at 2932 North US Highway 441 for potential inclusion as a Brownfield site under the Florida Brownfields Redevelopment Act (Sections 376.77-376.85, Florida Statutes). The Act defines a Brownfield site as real property where expansion, redevelopment, or reuse is complicated by actual or perceived environmental contamination.

Historical records and site assessments indicate prior commercial uses that have resulted in perceived or confirmed contamination, hindering full economic utilization. This aligns with the Act's criteria, as the property qualifies as underused due to environmental concerns.

Designation would enable voluntary cleanup through a Brownfield Site Rehabilitation Agreement, providing liability protections, regulatory incentives, and access to financial tools such as tax credits. The site's location along a key corridor supports economic revitalization, job creation, and community benefits consistent with the Act's goals of reducing environmental hazards and promoting redevelopment.

Staff believes the property fully qualifies under the Florida Brownfields Redevelopment Act and strongly recommends its addition to the Brownfield site designation to facilitate safe rehabilitation and productive reuse.

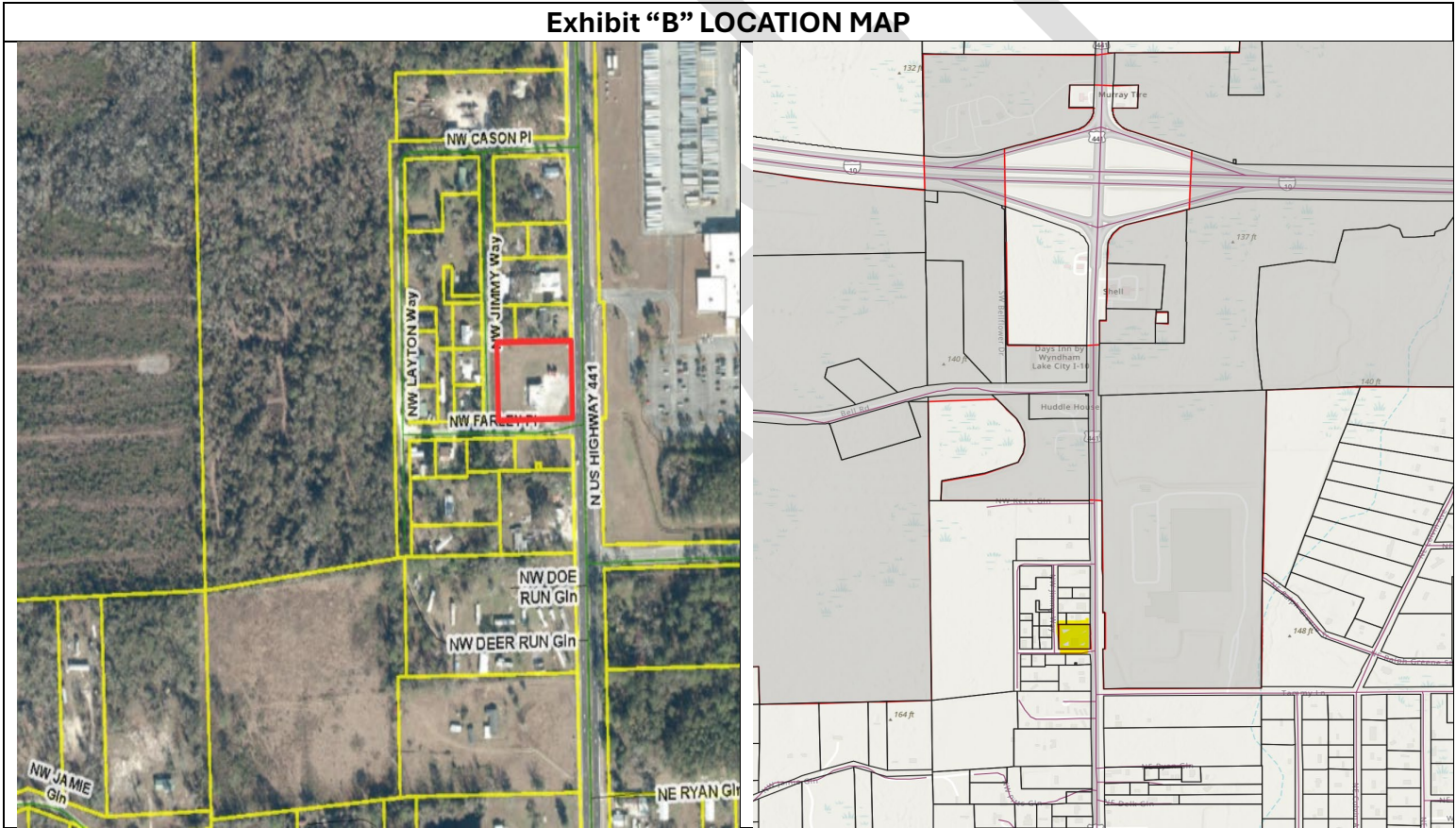
DRAFT

**EXHIBIT "A"**  
**Lake City FL Legal Description**  
**2932 North US Highway 441**

Parcel Number: 17-3S-05000-003

A parcel of land lying in Section 17, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described as follows: Commence at the Southeast Corner of SW 1/4 of NW 1/4, Section 17, Township 3 South, Range 17 East, and run thence South 89°47' West along the South line of said SW 1/4 of NW 1/4 , 66.6 feet to the West right-of-way line of U.S. Highway No. 441, thence run North 0°13' West along said West right-of-way line, 370 feet for a POINT OF BEGINNING; thence run South 89°47' West on a perpendicular to said West right-of-way line, 256.0 feet, thence run North 0°13' West parallel to said West right-of-way line, 215 feet, thence run North 89°47' East on a perpendicular, 256.0 feet to said right-of-way line of U.S. Highway No. 441, thence run South 0°13' East along said West right-of-way line, 215 feet to the POINT OF BEGINNING. Said lands lying in the E 1/2 of SW 1/4 of NW1/4, Section 17, Township 3 South, Range 17 East, Columbia County, Florida.

**Exhibit "B" LOCATION MAP**



**CITY COUNCIL RESOLUTION 2026-XX**

## **RESOLUTION NO 2026 - 036**

### **CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE CITY TO PARTICIPATE IN THE FLORIDA BROWNFIELDS REDEVELOPMENT PROGRAM PROVIDED FOR IN AND AUTHORIZED BY THE "BROWNFIELDS REDEVELOPMENT ACT" CREATED UNDER THE PROVISIONS OF SECTIONS 376.77-376.85 FLORIDA STATUTES, AS AMENDED; DESIGNATING CERTAIN LANDS WITHIN THE CITY LOCATED AT 2932 N US HIGHWAY 441, LAKE CITY, FLORIDA, AND IDENTIFIED AS PROPERTY APPRAISER'S PARCEL NUMBER 17-3S-17-05000-003, AS A BROWNFIELD AREA FOR THE PURPOSE OF ENVIRONMENTAL REMEDIATION, REHABILITATION AND ECONOMIC DEVELOPMENT AS PROVIDED FOR IN THE ACT; PROVIDING FOR NOTIFICATION TO THE DEPARTMENT OF ENVIRONMENTAL PROTECTION OF THE CITY'S DECISION TO DESIGNATE A BROWNFIELD AREA FOR REHABILITATION; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Florida Brownfields Redevelopment Act, (the "Act") authorizes and provides for designation by resolution, of certain lands as a "Brownfield Area", and for the corresponding provision of environmental remediation, rehabilitation and economic development for such areas; and

**WHEREAS**, in December 2008 the City Council adopted Resolution 2008-082 designating the area therein as a brownfield area pursuant to the Act; and

**WHEREAS**, in November 2001 the City Council adopted Resolution 2011-095 designating the area therein as a brownfield area pursuant to the Act and

**WHEREAS**, the City of Lake City, Florida (the "City") has designated the land more particularly described in Exhibit "A" and as depicted on the map as Exhibit "B" attached hereto and incorporated herein by reference as a Brownfield Area; and

**WHEREAS**, on March 16, 2026, a public hearing was held near the area to be designated to provide an opportunity for public input on the size of the area, the objectives for rehabilitation, job opportunities and other economic developments anticipated, neighborhood residents' considerations, and relevant local concerns in accordance with Section 376.80(2)(a), Florida Statutes; and

**WHEREAS**, the City has considered the criteria set forth in Section 376.80(2)(a), Florida Statutes,

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as amended, namely:

- a. Whether the Brownfield area warrants economic development and has a reasonable potential for such activities; and
- b. Whether the proposed area to be designated represents a reasonably focused approach and is not overly large in geographic coverage; and
- c. Whether the area has potential to interest the private sector in participating in rehabilitation; and
- d. Whether the area contains sites or parts of sites suitable for limited recreational open space, cultural, or historical preservation purposes; and

**WHEREAS**, the City wishes to notify the Florida Department of Environmental Protection of its decision to designate a Brownfield Area for remediation, rehabilitation, and economic development for purposes set forth in the Act; and

**WHEREAS**, the procedures set forth in Section 376.80 of the Act, as amended, including the notice and public hearing requirements set forth in Section 376.80(2)(a) of the Act and Sections 166.041 and 166.041(3)(c)(2), Florida Statutes, as amended, have been complied with; now, therefore,

**BE IT RESOLVED** by the City Council of the City of Lake City, Florida:

1. The recitals and findings set forth in the preamble to this Resolution are hereby adopted by reference thereto and incorporated herein as if fully set forth in this section.
2. The land described in Exhibit "A" and depicted on the map as Exhibit "B" attached hereto and incorporated herein by reference, located entirely within the incorporated area of the City, is hereby designated as a Brownfield Area for environmental remediation, rehabilitation, and economic development as set forth in the Act, under the following terms and conditions:
  - a. The designation of the Brownfield Area by this resolution does not render the City responsible for the costs and liabilities associated with site remediation, rehabilitation, economic development, or source removal, as those terms are defined in the Act.
  - b. Nothing in this resolution shall be deemed to prohibit, limit, or amend the authority and power of the City, otherwise legally available, to designate any other property or properties as a Brownfield Area, or to modify, amend, or withdraw the designation as established herein.
  - c. If a property owner within the Brownfield Area requests, in writing, to have his or her

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property removed from the Brownfield Area, the City shall grant the request.

d. In accordance with Section 376.80(1), Florida Statutes, as amended, the City hereby directs the City Manager of the City to notify the Florida Department of Environmental Protection of the City's decision to designate this Brownfield Area for the purposes of remediation, rehabilitation, and economic development.

e. This resolution shall become effective upon its adoption.

**APPROVED AND ADOPTED**, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of March, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

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Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

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Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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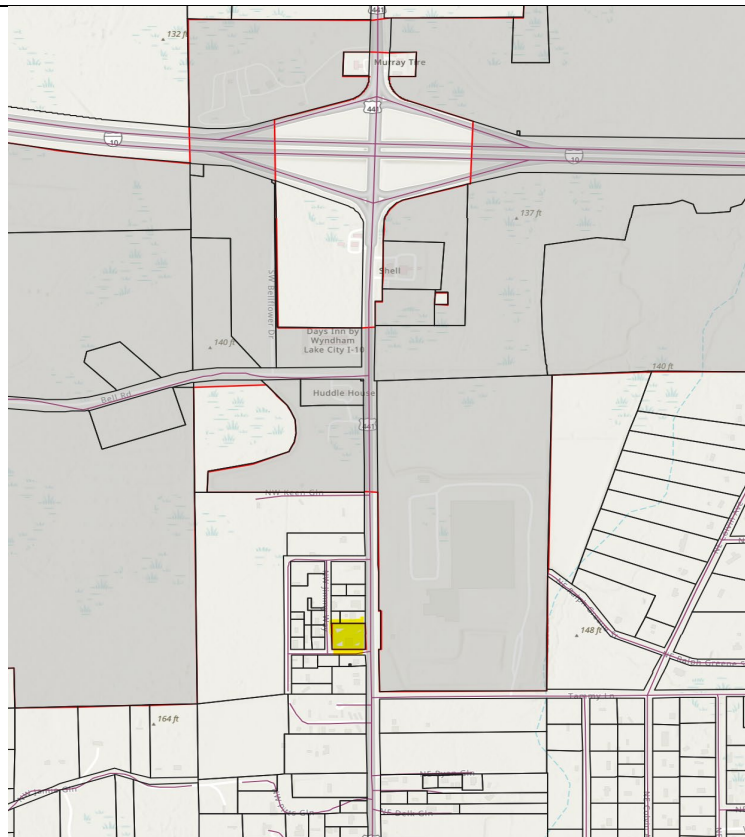
Clay Martin, City Attorney

**EXHIBIT "A"**  
**Lake City Fl Legal Description**  
**2932 North US Highway 441**

Parcel Number: 17-3S-05000-003

A parcel of land lying in Section 17, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described as follows: Commence at the Southeast Corner of SW 1/4 of NW 1/4, Section 17, Township 3 South, Range 17 East, and run thence South 89°47' West along the South line of said SW 1/4 of NW 1/4, 66.6 feet to the West right-of-way line of U.S. Highway No. 441, thence run North 0°13' West along said West right-of-way line, 370 feet for a POINT OF BEGINNING; thence run South 89°47' West on a perpendicular to said West right-of-way line, 256.0 feet, thence run North 0°13' West parallel to said West right-of-way line, 215 feet, thence run North 89°47' East on a perpendicular, 256.0 feet to said right-of-way line of U.S. Highway No. 441, thence run South 0°13' East along said West right-of-way line, 215 feet to the POINT OF BEGINNING. Said lands lying in the E 1/2 of SW 1/4 of NW 1/4, Section 17, Township 3 South, Range 17 East, Columbia County, Florida.

**Exhibit "B" LOCATION MAP**



**File Attachments for Item:**

19. City Council Resolution No. 2026-040 - A resolution of the City of Lake City, Florida, approving that certain application for Emergency Medical Services Program Ground Ambulance Service Provider License of the City of Lake City to the State of Florida Department of Health; making certain findings of fact in support of the City approving and submitting said application; recognizing the authority of and directing the Mayor to execute and submit said application to the State of Florida Department of Health; repealing all prior resolutions in conflict; and providing an effective date.

**RESOLUTION NO 2026 - 040**  
**CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN APPLICATION FOR EMERGENCY MEDICAL SERVICES PROGRAM GROUND AMBULANCE SERVICE PROVIDER LICENSE OF THE CITY OF LAKE CITY TO THE STATE OF FLORIDA DEPARTMENT OF HEALTH; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING AND SUBMITTING SAID APPLICATION; RECOGNIZING THE AUTHORITY OF AND DIRECTING THE MAYOR TO EXECUTE AND SUBMIT SAID APPLICATION TO THE STATE OF FLORIDA DEPARTMENT OF HEALTH; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Lake City (“City”) through its fire department presently offers basic life support services as that term is defined in Section 401.23, Florida Statutes, the *Raymond H. Alexander, M.D., Emergency Medical Transportation Services Act* (the “Act”); and

WHEREAS, the City desires to expand the scope of services offered by its fire department to offer advanced life support services as that term is defined in the Act; and

WHEREAS, the Act requires City be licensed to offer advanced life support services by the State of Florida Department of Health (the “Agency”); and

WHEREAS, the fire department of the City has compiled and prepared an application for license to offer advanced life support services in the form of the Exhibit attached hereto (the “Application”); and

WHEREAS, approving and submitting the Application to the Agency for approval by the Agency would allow the City to begin offering advanced life support services by and through its fire department; and

WHEREAS, approving and submitting the Application to the Agency for approval by the Agency to allow the City to begin offering advanced life support services by and through its fire department is in the public interest and in the interests of the City; now therefore

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Approving and submitting the Application to the Agency for approval by the Agency to allow the City to begin offering advanced life support services by and through its fire department is in the public or community interest and for public welfare; and

2. In furtherance thereof, the Application in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and
4. The Mayor of the City of Lake City is authorized to execute on behalf of and bind the City to the terms of the Application; and
5. The Mayor of the City of Lake City is directed to execute on behalf of and bind the City to the terms of the Application; and
6. The Mayor and City Manager of the City of Lake City are authorized and directed to submit said completed and executed Application to the State of Florida Department of Health; and
7. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
8. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of March, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

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Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

---

Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

---

Clay Martin, City Attorney

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
EMERGENCY MEDICAL SERVICES PROGRAM  
GROUND AMBULANCE SERVICE PROVIDER LICENSE APPLICATION

Type of application (Check all that apply):

New  Renewal \_\_\_\_\_  
 ALS  BLS Transport \_\_\_\_\_  
 Change of Name  Change of Address

1. Name of Service Lake City Fire Department Provider ID# \_\_\_\_\_  
 Mailing address 225 NW Main Blvd. City Lake City State FL  
 Physical address of records 225 NW Main Blvd. City Lake City State FL  
 County Columbia Zip Code 32055 Phone Number 386-752-3312  
 Fax Number \_\_\_\_\_ 24 Hour Number \_\_\_\_\_  
 Internet E-mail address tompkinsr@lcfla.com

Manager's Name \_\_\_\_\_ Title \_\_\_\_\_

Type of Ownership (check all that apply):

Private \_\_\_\_\_ City  Not for Profit \_\_\_\_\_  
 Volunteer \_\_\_\_\_ County \_\_\_\_\_ Special Tax District \_\_\_\_\_  
 Fire Department  Hospital Based \_\_\_\_\_ Other (Describe) \_\_\_\_\_  
 Corporation \_\_\_\_\_ For Profit \_\_\_\_\_

2. Medical Director Colby Redfield  
 Mailing Address 2626 Capital Medical Blvd.  
 City Tallahassee State FL Zip Code 32308  
 Phone Number 850-766-0068 Fax Number \_\_\_\_\_  
 Florida License Number ME 12622 Exp. Date 01-31-2028  
 D.E.A. Certificate Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

(Attach separate sheet if more than one Medical Director. Also attach copy of Florida medical license and D.E.A. certificate for each)

3. Provide name of owner(s) or list all officers, directors and share holders (if a corporation) (attach separate sheet if necessary)

Name	Address	Position

4. List the address and/or describe the location of your base station and all substations (attach separate sheet if necessary).

225 NW Main Blvd. Lake City, FL, 32055

5. Identify the counties to be served by your service.

Columbia

- 
6. You must have communication capability between your ambulance and hospital. List means of communication:  
Columbia County Radio 700 mhz System
- 
7. Attach the following:
- Attachment #1 Certificate of Public Convenience and Necessity (for each county in which you operate).
  - Attachment #2 Application for ambulance permit(s) DH Form 1510 (multiple vehicle permit application).
  - Attachment #3 Insurance verification - copy of insurance policy, certificate of insurance or certificate of self-insurance showing limits of auto liability coverage and expiration date. Must also list schedule of vehicles covered if not blanket coverage or self insured.
  - Attachment #4 Trauma Transport Protocols signed by the current Medical Director.
  - Attachment #5 Verification of Medical Director employment, (i.e. fully executed contract, letter of agreement, etc.)
  - Attachment #6 Copy of the Medical Director's Florida medical license.
  - Attachment #7 Copy of the Medical Director's D.E.A. certificate if ALS
8. If you are permitting aircraft under an ALS license application, please attach the following information:
- Attachment #8 Application(s) for air ambulance permit(s) - for each aircraft requested. Must be completed and signed.
  - Attachment #9 Medical Malpractice/professional liability insurance for all air medical crew members and medical director.
  - Attachment #10 Insurance verification - copy of insurance policy, certificate of insurance or certificate of self-insurance showing limits of coverage, policy expiration date and FAA number of each aircraft
  - Attachment #11 Pilot licensure - Copy of each pilot's commercial license and current medical certificate.
  - Attachment #12 Air worthiness certificate- Copy of the air worthiness certificate for each aircraft permit you are applying for.
9. Fees are established by §401.34, Florida Statutes. Check or money order should be made payable to Emergency Medical Services. All fees are nonrefundable.

10. Check the box that applies

I hereby certify that this service will provide continuous service on a 24-hour day, 7-day week basis.

I hereby certify that this service will provide interfacility transport only and may not be available 24 hours a day 7 days a week.

11. I, the undersigned, a representative of the above service do hereby attest that this licensee meets all requirements for operation of an ambulance service in the state as provided in Chapters 395 and 401, Florida Statutes, and Chapter 64J-1, Florida Administrative Code. I further acknowledge any violations or discrepancies discovered will subject this service and it's authorized representatives to actions and penalties provided by law.

To the best of my knowledge, all statements on this application are true and correct.

**NOTARY SEAL**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
My commission Expires      Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

**FALSE OFFICIAL STATEMENTS:** Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree. § 837.06, Florida Statutes.

STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
EMERGENCY MEDICAL SERVICES  
APPLICATION FOR VEHICLE PERMIT(S)

EMS Provider Lake City Fire Department Provider # \_\_\_\_\_  
 Business Address 225 NW Main Blvd.  
 City Lake City State FL Zip Code 32055 County Columbia


	PERMIT TYPE						VEHICLE DATA			
	DUPLICATE	NEW	CURRENT PERMIT #	ALS		BLS	YEAR	MAKE	MODEL	V.I.N.
				TRANS	NON-TRANS	TRANS				
1		X			X		2021	Ford	F550	1FD0W5GT9NEC49057
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Enclose Permit Fee(s). **Do not send cash.** Checks should be made payable to Emergency Medical Services and mailed to 4052 Bald Cypress Way, Bin A22, Tallahassee, Florida 32399-1738. **All fees are nonrefundable** §401.34(1), Florida Statute, (F.S.).

*I, the undersigned representative of the above named firm, do hereby affirm that all equipment and medical supplies required by Chapter 401, F.S., and Rule 64J-1, Florida Administrative Code (F.A.C.), are present and in working order on the above described vehicles. I also affirm that the equipment and medical supplies in the required quantities will be continuously maintained at the specified level. I further affirm that the above described vehicles will be staffed, during operation, in accordance with Chapters 395 and 401, F.S., and Chapter 64J-1, F.A.C.*

 Assistant Fire Chief 3-4-2026  
 SIGNATURE TITLE DATE

**FALSE OFFICIAL STATEMENTS:** § 837.06, F.S.: Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

<b>CERTIFICATE OF COVERAGE</b>		<b>ISSUED ON: 3/11/2026</b>	
<b>COVERAGE PROVIDED BY: PREFERRED GOVERNMENTAL INSURANCE TRUST</b>			
<b>PACKAGE AGREEMENT NUMBER: PK FL1 0122002 25-01</b>		<b>COVERAGE PERIOD: 10/1/2025 TO 10/1/2026 12:01 AM</b>	
<b>COVERAGES:</b> This is to certify that the agreement below has been issued to the designated member for the coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the agreement described herein subject to all the terms, exclusions and conditions of such agreement.			
Mail to: Certificate Holder <b>Proof of Insurance</b>		<i>Designated Member</i> <b>City of Lake City</b> <b>205 N Marion Ave</b> <b>Lake City, Florida 32055-3918</b>	
<b>LIABILITY COVERAGE</b> <input checked="" type="checkbox"/> <b>Comprehensive General Liability, Bodily Injury, Property Damage and Personal Injury:</b> Limit: \$3,000,000                      \$10,000 Deductible <input checked="" type="checkbox"/> <b>Employee Benefits Liability</b> Limit: \$3,000,000                      \$10,000 Deductible <input checked="" type="checkbox"/> <b>Employment Practices Liability</b> Limit: \$3,000,000                      \$10,000 Deductible <input checked="" type="checkbox"/> <b>Public Officials Liability</b> Limit: \$3,000,000                      \$10,000 Deductible <input checked="" type="checkbox"/> <b>Law Enforcement Liability</b> Limit: \$3,000,000                      \$10,000 Deductible		<b>WORKERS' COMPENSATION COVERAGE</b> <b>WC AGREEMENT NUMBER:</b>  <b>Self Insured Workers' Compensation</b>  <b>Statutory Workers' Compensation</b>  <b>Employers Liability</b> Each Accident By Disease Aggregate Disease	
<b>PROPERTY COVERAGE</b> <input checked="" type="checkbox"/> <b>Buildings &amp; Personal Property</b> Limit: Per Schedule on file with Trust                      \$10,000 Deductible <i>Note: See coverage agreement for wind, flood, and other deductibles.</i> <input checked="" type="checkbox"/> <b>Inland Marine – Rented, Borrowed and Leased Equipment</b> Limit: \$1,000,000 TIV                      See Schedule for Deductible <input checked="" type="checkbox"/> <b>Inland Marine – All other</b> Limit: \$1,535,778 TIV                      See Schedule for Deductible		<b>AUTOMOBILE COVERAGE</b> <input checked="" type="checkbox"/> <b>Automobile Liability</b> Limit: \$1,000,000                      \$0 Deductible <input checked="" type="checkbox"/> All Owned <input checked="" type="checkbox"/> Specifically Described Autos <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos <input checked="" type="checkbox"/> <b>Automobile Physical Damage</b> <input checked="" type="checkbox"/> Comprehensive See Schedule for Deductible <input checked="" type="checkbox"/> Collision See Schedule for Deductible <input checked="" type="checkbox"/> Hired Auto with limit of \$500,000  Garage Keepers Liability Limit Liability Deductible Comprehensive Deductible Collision Deductible	
<b>CRIME COVERAGE</b> <input checked="" type="checkbox"/> <b>Employee Dishonesty</b> Limit: \$500,000                      \$0 Deductible <input checked="" type="checkbox"/> <b>Forgery or Alteration</b> Limit: \$500,000                      \$0 Deductible <input checked="" type="checkbox"/> <b>Theft Disappearance &amp; Destruction</b> Limit: \$500,000                      \$0 Deductible <input checked="" type="checkbox"/> <b>Computer Fraud</b> Limit: \$500,000                      \$0 Deductible			
NOTE: Additional Covered Party status is excluded for non-governmental entities. The most we will pay is further limited by the limitations set forth in Section 768.28(5), Florida Statutes (2010) or the equivalent limitations of successor law which are applicable at the time of loss.			
Description of Operations/ Locations/ Vehicles/Special items-(This section completed by member's agent, who bears complete responsibility and liability for its accuracy):			
This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the agreement above.			
Administrator <b>Public Risk Underwriters®</b> <b>P.O. Box 958455</b> <b>Lake Mary, FL 32795-8455</b>		CANCELLATIONS SHOULD ANY OF THE ABOVE DESCRIBED AGREEMENT BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE COVERAGE AGREEMENT PROVISIONS.	
Producer Arthur J. Gallagher Risk Management Services, Inc. - Jacksonville/Yulee 501 Riverside Avenue, Suite 1000 Jacksonville, Florida, 32202		 <hr/>	
		AUTHORIZED REPRESENTATIVE	
PGIT-CERT (1/19) PRINT FORM			



3/11/2026

**Proof of Insurance**

,

**Re: Coverage Agreement - PK FL1 0122002 25-01**

**City of Lake City**

**Effective Date: 10/1/2025 to 10/1/2026**

**To Whom It May Concern:**

**Preferred Governmental Insurance Trust is unable to name non-governmental entities as an additional covered party due to Florida Statute 768.28.**

**Non-governmental entities do not enjoy sovereign immunity protection under Florida law. Coverage through the Preferred Governmental Insurance Trust is predicated upon the concept of sovereign immunity among all its members. Accordingly, entities which are not eligible for sovereign immunity protection under F.S. 768.28 may not be an additional covered party under the Preferred coverage agreement.**

**We appreciate your understanding.**

**Margaret E. Gross, CPCU  
Director of Underwriting**

*\*\*If Additional Covered Party status was not requested on the attached certificate, the provisions in this letter do not apply.\*\**

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Administered by PUBLIC RISK UNDERWRITERS  
P.O. Box 958455 ♦ Lake Mary, FL 32795-8455 ♦ Phone: 321-832-1450 ♦ Fax: 321-832-1489

Unit Number	VIN	Year	Vehicle Make	Model	Vehicle Type	Reported Value
001	5729	1926	American LaFrance	Lafrance Fire Truck	Heavy Truck	\$57,500.00
002	3066	1982	Lowboy	35 Ton Muvall Trailer	Trailer - NO CHARGE	\$12,000.00
003	4591	1981	Other	Trailer	Trailer - NO CHARGE	\$0.00
004	6303	1972	Other	Hobb Limerock Trailer	Trailer - NO CHARGE	\$0.00
005	5690	1995	Vac-Con	Sewer Cleaner	Heavy Truck	\$174,905.00
006	4211	1997	Ford	LT-9000 Dump Truck	Garbage Truck	\$62,524.00
007	6443	1997	Ford	L-9501 Truck	Light Truck	\$46,817.00
008	4464	1997	Ford	L-9000 Truck	Light Truck	\$46,817.00
009	4125	2001	Sterling	M8500 SA Dump Truck	Garbage Truck	\$49,893.00
010	6541	2000	Other	Terex Amida Trailer	Trailer - NO CHARGE	\$4,537.00
011	6674	2002	Ford	Truck	Light Truck	\$70,469.00
012	1671	2002	Chevrolet	Trailer	Trailer - NO CHARGE	\$55,000.00
013	5627	2002	Other	Orr Trailer	Trailer - NO CHARGE	\$4,600.00
014	2287	2004	Ford	F-750 Truck	Heavy Truck	\$33,000.00
015	7657	2006	Interstate	Tilting Trailer	Trailer - NO CHARGE	\$15,000.00
016	5589	2007	Freightliner	Dump Truck	Garbage Truck	\$61,979.00
017	1519	2006	E-One	Ladder Fire Truck	Fire Truck	\$595,260.00
018	2478	2007	International	Lift Truck	Semi Trailer	\$100,000.00
019	8176	2008	Other	Soue Utility Trailer	Trailer - NO CHARGE	\$5,840.00
020	7208	2008	Chevrolet	High Cube Van	Medium Truck	\$216,600.00
021	6394	2010	Mack	Semi Truck Tractor	Semi Trailer	\$96,760.00
022	3432	2011	GMC	Savana	Medium Truck	\$29,560.00
023	5294	2012	Mack	Dump Truck	Heavy Truck	\$132,585.00
024	5295	2012	Mack	Dump Truck	Heavy Truck	\$132,585.00
025	6736	2011	E-One	Rescue Pumper	Fire Truck	\$299,960.00
026	6846	2012	Other	Hurricane Utility Trailer	Trailer - NO CHARGE	\$3,400.00
027	9766	2012	Ford	F-650 Truck	Heavy Truck	\$135,600.00
028	716TA	2011	Cargo	Utility Trailer	Trailer - NO CHARGE	\$3,000.00
029	8182	2013	E-One	Rescue/Pumper	Fire Truck	\$350,000.00
030	1587	2008	Ford	F-150	Light Truck	\$15,000.00
031	2266	2013	Big Tex	Utility Trailer	Trailer - NO CHARGE	\$6,770.00
032	6773	2014	Ford	F550	Heavy Truck	\$82,500.00
033	3220	2015	Ford	F-650 Truck	Heavy Truck	\$122,465.00
034	8179	2015	International	Jet Refueler	Semi Trailer	\$222,000.00
035	2566	2016	Ford	F-150 Reg Cab 4X2	Light Truck	\$16,240.00
036	2565	2016	Ford	F-150 Reg Cab 4X2	Light Truck	\$15,993.00
037	2568	2016	Ford	F-150 Super Cab 4X2	Light Truck	\$17,160.00
038	8406	2015	Utility	Utility Trailer	Trailer - NO CHARGE	\$1,000.00
039	6459	2016	Ford	F-350	Medium Truck	\$56,465.00
040	2210	2016	Ford	Transit Connect	Medium Truck	\$12,286.00
041	4102	2016	International	Truck	Semi Trailer	\$141,192.00
042	7069	2016	Ford	F-550	Heavy Truck	\$33,982.00
043	4036	2016	Ford	Van	Medium Truck	\$20,714.00
044	7819	2006	Kenworth	T300 Fire Engine 1	Fire Truck	\$50,000.00
045	2149	2012	Mack	GU713	Heavy Truck	\$50,000.00
046	4213	2017	Ford	Interceptor SUV	Police Car	\$35,000.00
047	4210	2017	Ford	Interceptor SUV	Police Car	\$35,000.00
048	4214	2017	Ford	Interceptor SUV	Police Car	\$35,000.00
049	4211	2017	Ford	Interceptor SUV	Police Car	\$35,000.00
050	4209	2017	Ford	Interceptor SUV	Police Car	\$35,000.00
051	4208	2017	Ford	Interceptor SUV	Police Car	\$35,000.00
052	9595	2017	Diamond Back	Cargo 5200 Trailer	Trailer - NO CHARGE	\$7,400.00
053	4206	2017	Ford	Interceptor Suv	Police Car	\$33,000.00
054	3709	2000	Chevrolet	Truck-White	Light Truck	\$105,000.00
055	2402	2006	Ford	Taurus	Private Passenger	\$16,500.00
056	9670	2017	Polaris	Ranger	Light Truck	\$11,000.00
057	2630	2017	Ford	Interceptor SUV	Police Car	\$35,600.00
058	3123	2017	Ford	Interceptor SUV	Police Car	\$35,600.00
059	2626	2017	Ford	Interceptor SUV	Police Car	\$35,600.00
060	2628	2017	Ford	Interceptor SUV	Police Car	\$35,600.00
061	2629	2017	Ford	Interceptor SUV	Police Car	\$35,600.00
062	3122	2017	Ford	Interceptor SUV	Police Car	\$36,000.00
063	7143	2019	Ford	F-250	Light Truck	\$25,000.00
064	5307	2019	Ford	F-550	Heavy Truck	\$44,000.00
065	5308	2019	Ford	F-550	Heavy Truck	\$44,000.00
066	5007	2019	Ford	F-250	Light Truck	\$25,000.00
067	5006	2019	Ford	F-250	Light Truck	\$20,000.00

068	6373	2019	Big Tex	22PH-208K-SMR	Trailer - NO CHARGE	\$11,000.00
069	1128	2019	Ford	F-150	Light Truck	\$36,000.00
070	5787	2019	Ford	Fusion	Private Passenger	\$25,000.00
071	5097	2019	Ford	F-550	Heavy Truck	\$44,000.00
072	5216	2020	Other	Texas Trailer FB2320	Trailer - NO CHARGE	\$11,000.00
073	9811	2020	Cargo	BL824TA3 Trailer	Trailer - NO CHARGE	\$9,500.00
074	7566	2020	Chevrolet	Silverado 1500	Light Truck	\$17,000.00
075	7714	2020	Chevrolet	Traverse	Private Passenger	\$22,000.00
076	7656	2020	Chevrolet	Traverse	Private Passenger	\$22,000.00
077	7396	2020	Chevrolet	Traverse	Private Passenger	\$22,000.00
078	3795	2020	Chevrolet	Silverado 1500	Light Truck	\$16,000.00
079	7621	2020	Chevrolet	Colorado	Medium Truck	\$25,000.00
080	2938	2020	Chevrolet	Silverado 1500	Light Truck	\$20,000.00
081	3608	2020	Chevrolet	Silverado 1500	Light Truck	\$16,000.00
082	7309	2020	Chevrolet	Silverado 1500	Light Truck	\$16,000.00
083	3174	2020	Chevrolet	Silverado 2500 HD	Medium Truck	\$35,000.00
084	7620	2020	Chevrolet	Colorado	Medium Truck	\$25,000.00
085	2660	2020	Chevrolet	Silverado 1500	Light Truck	\$17,000.00
086	7794	2020	GMC	Terrain	Private Passenger	\$23,700.00
087	7433	2020	GMC	Terrain	Private Passenger	\$23,700.00
088	6233	2020	GMC	Terrain	Private Passenger	\$23,200.00
089	7394	2020	Chevrolet	Tahoe	Light Truck	\$28,200.00
090	3064	2020	Chevrolet	Silverado	Light Truck	\$28,500.00
091	2989	2020	Chevrolet	Silverado 1500 DBL C	Light Truck	\$28,500.00
092	3476	2020	Chevrolet	Silverado 1500 CRW C	Light Truck	\$24,700.00
093	3179	2020	Chevrolet	Silverado 1500 CRW C	Light Truck	\$30,000.00
094	6083	2020	GMC	Terrain	Private Passenger	\$23,200.00
095	4910	2020	Chevrolet	Silverado 2500HD DBL	Medium Truck	\$30,200.00
096	7371	2020	Chevrolet	Traverse	Private Passenger	\$29,900.00
097	7441	2020	Chevrolet	Tahoe	Light Truck	\$35,600.00
098	7249	2020	Chevrolet	Silverado 1500 Dbl C	Light Truck	\$25,800.00
099	4745	2020	Chevrolet	Silverado 1500 Crew	Light Truck	\$26,400.00
100	3910	2020	Chevrolet	2500 Hd DBL Cab	Medium Truck	\$30,200.00
101	6227	2020	Other	Kemi Util Hydraulic TRLR	Trailer - NO CHARGE	\$30,600.00
102	4732	2020	Chevrolet	Silverado 2500HD	Medium Truck	\$35,900.00
103	3966	2020	Chevrolet	Tahoe	Light Truck	\$43,300.00
104	2961	2020	Chevrolet	Malibu	Private Passenger	\$12,700.00
105	3664	2020	Chevrolet	Silverado 1500	Light Truck	\$25,200.00
106	3508	2020	Chevrolet	Silverado 1500	Light Truck	\$16,200.00
107	7114	2020	Chevrolet	Tahoe	Light Truck	\$28,400.00
108	2815	2020	Chevrolet	Tahoe	Light Truck	\$33,000.00
109	3987	2020	Chevrolet	Tahoe	Light Truck	\$43,300.00
110	6925	2020	Chevrolet	Silverado 1500	Light Truck	\$18,200.00
111	1517	2021	Mack	Flatbed Dump Truck	Heavy Truck	\$119,200.00
112	1518	2021	Mack	Flatbed Dump Truck	Heavy Truck	\$119,200.00
113	8474	2020	Ford	F-550	Heavy Truck	\$134,400.00
114	4553	2020	Chevrolet	Silverado 2500HD	Medium Truck	\$35,900.00
115	1535	2020	Ford	Transit 150	Medium Truck	\$18,300.00
116	5830	2020	Ford	F-150	Light Truck	\$36,000.00
117	2774	2020	Ford	Police Interceptor	Police Car	\$43,500.00
118	2776	2020	Ford	Police Interceptor	Police Car	\$43,500.00
119	2777	2020	Ford	Police Interceptor	Police Car	\$35,200.00
120	2775	2020	Ford	Police Interceptor	Police Car	\$38,400.00
121	106	2020	Ford	F-350	Medium Truck	\$39,200.00
122	4728	2021	Other	6X12 Utility Trailer	Trailer - NO CHARGE	\$2,900.00
123	3972	2020	Chevrolet	Silverado 2500HD	Medium Truck	\$28,300.00
124	4055	2020	Chevrolet	Silverado 2500HD	Medium Truck	\$25,600.00
125	3676	2009	Sterling	4X4 Altec Bucket TRK	Heavy Truck	\$54,200.00
126	1122	2021	Utility	Trailer	Trailer - NO CHARGE	\$1,900.00
127	1061	2020	Ford	F-150 XL 4X4 Super C	Light Truck	\$41,002.00
128	2163	2020	Chevrolet	Silverado 5500	Heavy Truck	\$54,885.00
129	6513	2021	Chevrolet	Silverado 1500	Light Truck	\$31,641.00
130	9720	2021	Vac-Con	Sewer Cleaner	Heavy Truck	\$402,610.00
131	3257	2021	Chevrolet	Silverado 1500	Light Truck	\$27,301.00
132	6909	2021	Chevrolet	Silverado 2500HD	Medium Truck	\$43,004.00
133	6854	2021	Chevrolet	Silverado 2500HD	Medium Truck	\$40,104.00
134	6696	2021	Chevrolet	Silverado 2500HD	Medium Truck	\$40,556.00
135	5679	2021	Chevrolet	Silverado 2500HD	Medium Truck	\$33,813.00

136	6079	2021	Chevrolet	Silverado 2500HD	Medium Truck	\$41,599.00
137	6239	2021	Chevrolet	Silverado 2500HD	Medium Truck	\$41,184.00
138	2466	2021	Chevrolet	Silverado 1500	Light Truck	\$26,389.00
139	413	2021	Chevrolet	Silverado 1500	Light Truck	\$27,226.00
140	4055	2021	Chevrolet	Silverado 2500HD	Medium Truck	\$35,318.00
141	165	2020	Ford	F350 XI 4X4	Medium Truck	\$52,223.00
142	9107	2021	Chevrolet	Silverado 1500	Light Truck	\$27,599.00
143	898	2021	Chevrolet	Silverado 1500	Light Truck	\$32,047.00
144	7572	2021	Chevrolet	Silverado 3500H Reg	Medium Truck	\$39,741.00
145	4713	2006	Freightliner	Lift Truck	Heavy Truck	\$109,449.00
146	9057	2022	Ford	F-550	Heavy Truck	\$140,690.00
147	3285	2021	Chevrolet	Silverado 1500 4X2	Light Truck	\$26,763.00
148	3127	2021	Chevrolet	Traverse SUV	Private Passenger	\$34,764.00
149	5679	2021	Chevrolet	Silverado 2500HD 4X2	Medium Truck	\$33,813.00
150	6079	2021	Chevrolet	Silverado 2500HD 4X2	Medium Truck	\$41,599.00
151	898	2021	Chevrolet	Silverado 1500 4X4	Light Truck	\$32,161.00
152	6267	2021	Chevrolet	Silverado 5500 HD	Heavy Truck	\$54,408.00
153	6266	2021	Chevrolet	Silverado 5500 HD	Heavy Truck	\$54,061.00
154	6265	2021	Chevrolet	Silverado 5500 HD	Heavy Truck	\$52,777.00
155	6039	2021	Chevrolet	Silverado 5500 HD	Heavy Truck	\$58,321.00
156	5582	2021	Ford	Interceptor	Police Car	\$46,526.00
157	5581	2021	Ford	Interceptor	Police Car	\$47,082.00
158	5580	2021	Ford	Interceptor	Police Car	\$47,082.00
159	4514	2021	Chevrolet	Silverado 3500HD 4X4	Medium Truck	\$37,316.00
160	3109	2022	Tymco	600 Street Sweeper	Heavy Truck	\$309,159.00
161	4579	2021	Chevrolet	Silverado 3500	Medium Truck	\$44,922.00
162	2061	2023	Mack	Dump Truck	Heavy Truck	\$130,470.00
163	2303	2023	Ford	Interceptor SUV	Police Car	\$55,770.00
164	8537	2022	Dodge	Ram Cargo Van	Heavy Truck	\$44,778.00
165	2580	2023	Ford	Interceptor SUV	Police Car	\$55,770.00
166	2281	2023	Ford	Interceptor SUV	Police Car	\$55,770.00
167	2472	2023	Ford	Interceptor SUV	Police Car	\$55,770.00
168	2499	2023	Ford	Interceptor SUV	Police Car	\$55,770.00
169	5298	2023	Ford	Interceptor SUV	Police Car	\$55,770.00
170	1FM5K8AB7PGA62474	2023	Ford	Interceptor SUV	Police Car	\$55,770.00
171	4481	2023	Ford	Interceptor SUV	Police Car	\$55,770.00
172	5172	2023	Ford	Interceptor SUV	Police Car	\$55,770.00
173	5150	2024	Other	Texas Trailer	Trailer - NO CHARGE	\$8,100.00
174	3127	2023	Other	AVS Custom Utility TRLR	Trailer - NO CHARGE	\$2,450.00
175	5161	2024	Other	Texas Utility Trailer	Trailer - NO CHARGE	\$14,305.00
176	9303	2024	Chevrolet	2500	Medium Truck	\$42,737.00
177	6664	2024	Chevrolet	2500	Medium Truck	\$42,737.00
178	1689	2023	Other	J&E Utility Trailer	Trailer - NO CHARGE	\$6,923.00
179	1690	2023	Other	J&E Utility Trailer	Trailer - NO CHARGE	\$6,923.00
180	1138	2024	Chevrolet	Silverado 1500	Light Truck	\$42,737.00
181	6685	2024	Big Tex	Utility Trailer	Trailer - NO CHARGE	\$12,830.00
182	5045	2024	Chevrolet	Silverado 2500	Medium Truck	\$65,532.00
183	1135	2024	Other	J&E Utility Trailer	Trailer - NO CHARGE	\$6,923.00
184	7031	2019	Dodge	Ram 5500 W/Jet-Eye	Heavy Truck	\$162,600.00
185	9712	2024	Chevrolet	Traverse	Private Passenger	\$43,902.00
186	9807	2020	Chevrolet	Silverado 1500	Light Truck	\$25,200.00
187	16V1D2122T5444495	1996	Big Tex	16' Dump Trailer	Trailer - NO CHARGE	\$16,515.00
188	1FTFX1L54SKF10989	2025	Ford	F150 Super Cab 4X4	Light Truck	\$67,131.00
189	1FBZX2YM0KKA27703	2019	Ford	Transit 350	Medium Truck	\$43,904.00
190	1FMJU1H84REB17844	2024	Ford	Expedition	Light Truck	\$55,770.00
191	1FD7X2A63JEB41203	2018	Ford	F250	Light Truck	\$19,141.00
192	1FM5K8AR0HGB92627	2017	Ford	Interceptor SUV	Police Car	\$35,852.00
193	1FM5K8AR6HGB93121	2017	Ford	Interceptor SUV	Police Car	\$35,852.00
194	1FM5K8AR0JGA83767	2018	Ford	Interceptor SUV	Police Car	\$38,658.00
195	1FM5K8AR0JGA83763	2018	Ford	Interceptor SUV	Police Car	\$38,658.00
196	1FM5K8AR0JGA83761	2018	Ford	Interceptor SUV	Police Car	\$38,658.00
197	1FM5K8AR0JGA83766	2018	Ford	Interceptor SUV	Police Car	\$38,658.00
198	1FM5K8AR0JGA83758	2018	Ford	Interceptor SUV	Police Car	\$38,658.00
199	1FM5K8AR0JGA83759	2018	Ford	Interceptor SUV	Police Car	\$38,658.00
200	1FM5K8R1HGB93124	2017	Ford	Interceptor SUV	Police Car	\$35,852.00
201	1FM5K8AR0JGA83765	2018	Ford	Interceptor SUV	Police Car	\$35,831.00
202	1FTW2A69GEB86727	2016	Ford	F250	Light Truck	\$32,433.00
203	3C7WRMFL3TG240963	2026	Dodge	RAM 5500 w/ crane truck	Heavy Truck	\$214,493.00

204	3HAEKTATXRL099903	2024	International	HV607	Heavy Truck	\$727,016.00
205	1GCPACED2TZ232396	2026	Chevrolet	Silverado 1500	Light Truck	\$42,695.00
206	1GCPACED6TZ231980	2026	Chevrolet	Silverado 1500	Light Truck	\$45,539.00
207	3GCPABEK7TG207535	2026	Chevrolet	Silverado 1500	Light Truck	\$45,539.00
208	1GCPABEK0TZ231515	2026	Chevrolet	Silverado 1500	Light Truck	\$45,539.00
209	3GCUKAED7TG212410	2026	Chevrolet	Silverado 1500	Police Car	\$54,166.00
210	3GCPABEK0TG207537	2026	Chevrolet	Silverado 1500	Light Truck	\$44,409.00
211	3GCUKAED4TG211599	2026	Chevrolet	Silverado 1500	Police Car	\$54,166.00
212	1GCPACED3TZ231905	2026	Chevrolet	Silverado 1500	Light Truck	\$48,364.00
213	1GCPACED2TZ232012	2026	Chevrolet	Silverado 1500	Light Truck	\$48,364.00

# Lake City Fire Department

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225 NW Main Blvd. • Lake City, FL 32055 • (386) 752-3312

## MEMORANDUM

**Date:** February 27, 2026  
**To:** Florida Department of Health, Bureau of Emergency Medical Oversight (EMS)  
**From:** Dr. Colby Redfield, Medical Director  
**Subject:** Cervical Spine Immobilization Equipment

This memorandum serves as authorization for Lake City Fire Department to utilize any adjustable, cervical immobilization collar which is commercially manufactured for both adults and pediatric patients.

Although our agency has transitioned away from the routine use of head immobilizers and backboards for spinal precautions, the agency is authorized to utilize any commercially manufactured head immobilizer device in instances where it may be prudent to do so. If a commercially manufactured head immobilizer device is not available, health care providers are authorized to improvise and fashion a device from available resources (rolled towels, etc.).



Colby Redfield, M.D.  
Medical Director

# Lake City Fire Department

# Trauma Transport Protocols

## I. DISPATCH PROCEDURES

All requests for Emergency Medical Services will be routed through the Columbia County Combined Dispatch Center (CDC). The Columbia County CDC is the Primary Public Safety Answering Point (PSAP) for all requests for Emergency Medical Services and is operated by the Columbia County Board of County Commissioners.

### 1. Access

The public may access Emergency Medical Services through the Columbia County CDC by dialing "911" or (386)758-2362 on any landline telephone or Cellular telephone.

- The public may access emergency medical services by physically arriving at any LCFD station.
- Any public Safety agency may access the Columbia County CDC by dialing "911" on any telephone or by dialing (386)758-2362 on any telephone
- Any public Safety agency with the capabilities may access Columbia County CDC via radio, Regional Medical Communications Frequency, or Statewide Med 8 channel.

### 2. Information Solicited from the 911 caller

- Caller's address and phone number
- Address of emergency
- Nature of emergency
- Number of patients, if possible
- Type of emergency i.e. illness or injury
- Extent and/or severity of illness or injury
- Location i.e. house, street, and any information including cross-street Possible or actual hazards i.e. fire, water hazards, assailant, etc.

The Columbia County CDC Personnel will provide responding units with all available information concerning the incident.

### 3. Dispatching Emergency Vehicle(s)

The Columbia County CDC Personnel will identify and dispatch the most appropriate ALS Medic Unit as determined by:

- Geographical Location (Zones 1 through 5)
- Nature of emergency
- Number of patients as reported
- Extent and/or severity of illness as reported
- EMS Officer in Charge

Emergency Medical Services responders will be dispatched immediately upon notification of the incident. Further information will be relayed to responding units as obtained.

### 4. Requesting Assistance

While responding to the scene of an emergency, personnel may request assistance from other emergency response agencies using the following procedures:

- On-scene personnel will contact the dispatcher via radio or telephone and request appropriate additional resources as needed for treatment and transport, including specific request for ATU, Ground, or Water Transport.
- The dispatcher will contact the agency requested and will then notify personnel of the requested agency's disposition and ETA.

## II. Trauma Patient Assessment:

### Adult Trauma (age 16 and older)

Any ONE of the following:

- The patient requires active airway assistance (other than supplemental oxygen).
- The heart rate is greater than 120 beats per minute without a radial pulse.
- The Systolic B/P is less than 90 mmHg without a radial pulse.
- Best Motor Response (BMR) is less than or equal to 4 or the Glasgow Coma Scale is less than or equal to 12. If patient's GCS is normally 12 or less, a decline of 2 points or more shall be considered grounds for designating the patient as a trauma alert.
- There is 2<sup>nd</sup> or 3<sup>rd</sup> degree burns greater than or equal to 15% of the total body surface area.
- There is amputation proximal to the wrists or ankles.
- There is penetrating injury to the head, neck, or torso excluding superficial wounds where the depth of the wound can be determined.
- There are 2 or more long-bone fracture sites (humerus, radius/ulna, femur, and tibia/fibula).

- There is paralysis, loss of sensation, or suspicion of spinal cord injury.

or

Any TWO OR MORE of the following:

- The respiratory rate is 30 breaths per minute or greater.
- Sustained heart rate is 120 beats per minute or greater.
- Best Motor Response (BMR) is 5 or less on the Glasgow Coma Scale. ● There is a major de-gloving injury or a flap avulsion greater than 5 inches.
- There is a gunshot wound (GSW) to an extremity.
- There is one long-bone fracture from a Motor Vehicle Collision (MVC) or a fall of 10 feet or greater.
- The patient's age is 55 or older.
- The patient was ejected from a motor vehicle (excluding motorcycle, moped, ATV, or open body of a pick-Up truck).
  - Steering Wheel deformity caused by patient impact.

#### Pediatric Trauma

A pediatric patient is any patient with a physical and anatomical characteristic of a person 15 years of age or younger.

Any ONE of the following:

- The patient requires active airway assistance such as intubation, or the patient's breathing is assisted with manual jaw thrust, active airway suctioning, or through the use of other airway adjuncts to assist ventilatory efforts.
- The patient presents with an altered mental status that includes: drowsiness, lethargy, the inability to follow commands, unresponsiveness (voice or pain).
- There is the presence of paralysis, loss of sensation or motor function, or there is suspicion of a spinal cord injury.
- The patient has a faint or non-palpable radial or femoral pulse, a systolic blood pressure of less than 50 mmHg, or sustained tachycardia greater than 160 beats per minute. ● There is evidence of an open long-bone (humerus, radius/ulna, femur, and tibia/fibula) fracture. There are multiple fracture sites or multiple dislocations.
- The patient has a major soft tissue disruption including major de-gloving injury, major flap avulsion, 2<sup>nd</sup> or 3<sup>rd</sup> degree burns to 10% or more of the total body surface area.
- Amputation proximal to a wrist or ankle.
- Any penetrating injury to the head, neck, or torso, (excluding superficial wounds where the depth of the wound can be determined).

or Any

TWO OR MORE of the following:

- There was a loss of consciousness or the patient exhibits symptoms of amnesia.
  - The radial or pedal pulses are not palpable or the Systolic Blood Pressure is less than 90 mmHg.
    - The patient reveals signs or symptoms of a single, closed long-bone fracture.  
Long-bone fractures do not include isolated wrist or ankle fractures.
    - The patient has a weight less than 11 Kg or the body length is equivalent to this weight on a pediatric length based emergency tape.

EMT or Paramedic may issue a "Trauma Alert" if in his or her judgment, the trauma patient's condition warrants it. The reasoning will be documented on the Lake City Fire Department Emergency Medical Services Patient Care Report as required in Section 64J-2, FAC.

### III. ISSUING A TRAUMA ALERT:

Upon determining that a trauma victim meets the criteria listed in the Adult Trauma Scorecard Methodology or the Pediatric Trauma Scorecard Methodology, the patient will be classified as a "Trauma Alert Patient". The EMS personnel will contact the Columbia County Combined Communications Dispatch Center to issue a "Trauma Alert" using the words "Trauma Alert" and the criteria that the patient meets.

The dispatcher shall notify the State-Approved Trauma Center (SATC) State-Approved Pediatric Trauma Referral Center (SAPTRC) or receiving hospital that they will be receiving a "Trauma Alert" patient.

### IV. TRANSPORT DESTINATION CRITERIA:

All trauma alert patients must be transported to a SAPTRC or SAPTC nearest the location of the incident if the incident is within 30 minutes by ground or air transport or 50 miles by air transport. Historically in Union County, ground transportation to the trauma center(s) is more expedient than air transportation. The use of ATU will be considered if there is excessive delay as a result of extended extrication, multiple patients, mechanical breakdown, remote location or other extenuating circumstances.

#### Trauma Centers and Receiving Hospitals

##### Adult Trauma Centers

- Level I – UF Health TraumaOne Trauma Center, Jacksonville, FL UF Health Shands, Gainesville, FL

##### Pediatric Trauma Referral Centers

- Wolfson's Pediatric Hospital, Jacksonville, FL
- UF Health Shands, Gainesville, FL

##### Primary Receiving Hospital

- Lake Butler Hospital, Lake Butler, FL

- HCA Starke, Starke, FL
- HCA Florida Lake City, Lake City, FL

#### Isolated Spinal Cord Injuries

- UF Health TraumaOne Trauma Center, Jacksonville, FL
- UF Health Shands, Gainesville, FL

#### Burn Centers

- Isolated burn injuries meeting Trauma Alert criteria may be transported directly to UF Health in Gainesville, FL. If other associated Trauma is present, triage should direct the patient to the closest SAPTC or SATC trauma center.

#### Transporting to a hospital other than a SATC or SAPTRC

Trauma Alert patients may be transported to a hospital other than a SATC or SAPTC under the following conditions:

- If an ATU is unavailable and ground transport time to the SATC or SAPTC is greater than 60 minutes.
- Unable to secure a patent airway
- Imminent Exsanguinations where Blood or Blood Products are required If the patient is a trauma arrest.
- Extenuating Circumstances (such as severe weather, MCI, trauma center internal disaster, etc)

#### V. TRANSFER OF PATIENT CARE INFORMATION:

Lake City Fire Department Emergency Medical Services transport vehicle personnel shall provide documentation of all recorded information to the receiving hospital at the time the patient is transferred. This will include all pertinent incident information, patient identification, and patient care information. Lake City Fire Department Emergency Medical Services Personnel will provide documentation of all obtained information the trauma center, receiving hospital, or provider assuming patient care (ATU, other EMS agency, ect.). To include:

- Time of injury if different from the time of the call
- Date of injury if different from day of call      County of injury
- County of residence of patient
- Cause of injury
- Injury site/type
- Trauma alert criteria if met as defined in Rule 64J-2.004 or 64J-2.005, F.A.C. Protective devices if motor vehicle crash, bicycle or marine crash

Lake City Fire Department Emergency Medical Services shall ensure that an accurate, complete patient care record is prepared for each patient. The transporting EMS provider shall have the patient care record as (defined

in subsection 64J-1.001(17), F.A.C., and required in Rule 64J-1.014, F.A.C.), available upon request within 24 hours of the time of dispatch in response to the request for emergency medical assistance.

The accurate and complete patient care record shall include all known information listed below and the known information defined under subsection 64J-1.001(18), F.A.C.;

- Date of call
- Time of call
- The service name
- Incident ID number
- Lead crew signature or identification number
- Service name for any other licensed service providing care
- Name of first responder agency
  - The patient's full name or unique identification number if the name is unknown
  - The patient's age
- Patient assessment information (e.g., airway, breathing, circulation, pupils, skin and vitals) taken on scene and en route
  - times taken for vitals
  - The initial vitals taken by a non-transport service before the arrival of the transport unit
  - The patient's medical history, current medications, allergies, and chief complaint
- Interventions attempted (e.g., airway, breathing, circulation, and secondary interventions) ■
  - Medication(s) administered; including the time, medication, dose and route

## VI. INTER-HOSPITAL TRANSFER:

1. Upon request from Lake Butler Hospital for a transfer of a trauma alert patient to a trauma center, the Columbia County Combined Dispatch Center will notify the most readily available Columbia County ALS transport unit.
2. In the event that a Lake City Fire Department Emergency Medical Services ALS Medic Unit is not able to affect the transfer within 30 minutes, the Columbia County Combined Dispatch Center will notify the requesting hospital. The CDC will offer to provide assistance in obtaining an ATU or other means of transport.

## VII. STATEMENT OF MEDICAL DIRECTION

As the Medical Director of the Lake City Fire Department, I developed and / or directed the development of the trauma transport protocols presented in this document.

Colby Redfield  
Printed Name of Medical Director

[Signature]  
Signature of Medical Director

ME126222  
M.D. / D.O. License Number

11/24/25  
Approval Date

**COLUMBIA COUNTY, FLORIDA  
RESOLUTION NO. 2025R-54**

**A RESOLUTION OF THE BOARD OF COUNTY  
COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA,  
ISSUING A CERTIFICATE OF PUBLIC CONVENIENCE  
AND NECESSITY TO THE CITY OF LAKE CITY FIRE  
DEPARTMENT, IN ACCORDANCE WITH SECTION 401.25,  
FLORIDA STATUTE**

**WHEREAS**, Chapter 401, Florida Statutes, Part III, Section 401.25, provides for licensure by the State of Florida Department of Health of entities providing basic life support or advanced life support transportation services; and

**WHEREAS**, Chapter 401, Florida Statutes, Part III, subsection 401.25(2)(d), provides that a condition precedent to such licensure is a Certificate of Public Convenience and Necessity from each county in which the applicant will operate; and

**WHEREAS**, the City of Lake City Fire Department ("Lake City") , shall provide Advance Life Support (ALS) emergency medical services, ambulance and transportation services for the citizens of Columbia County, Florida; and

**WHEREAS**, need has been demonstrated for Lake City to provide these essential services to the citizens of this County; and

**WHEREAS**, Lake City has indicated that it shall comply with all requirements of Chapter 401, Florida Statutes, Part III.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA**, hereby certifies that public convenience and necessity will be served by the City of Lake City Fire Department, providing emergency medical services, ambulance and transportation services within Columbia County.

Lake City shall in no way interfere with or cause confusion with respect to the performance of contractual emergency 9-1-1 services (EMS) provided by any third-party to the County.

Lake City shall utilize lights and sirens within Columbia County only when such use is justified by a patient's condition.


In issuing this certificate, the Board of County Commissioners attests that any recommendations of municipalities within the service area were considered.

This certificate shall expire upon the expiration or termination of Lake City's license issued by the State of Florida or five years from the date of this resolution, whichever occurs first.

**PASSED AND DULY** adopted by the Board of County Commissioners of Columbia County Florida, this 18<sup>th</sup> day of December, 2025.

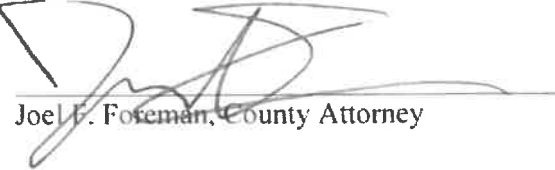
**ATTEST:**

**BOARD OF COUNTY COMMISSIONERS  
COLUMBIA COUNTY, FLORIDA**

  
James M. Swisher, Jr., Clerk of Courts

By:   
Tim Murphy, Chairman

(SEAL)

Approval as to form and correctness:  
  
Joel E. Foreman, County Attorney

## ATTESTATION QUESTIONS

1. Do you hold a board certification in addiction psychiatry or addiction medicine from one of the following associations; American Board of Medical Specialties, American Board of Addiction Medicine, American Osteopathic Association?

Yes     No

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2. Have you graduated, in good standing, from an accredited school of allopathic medicine, osteopathic medicine, dental surgery, dental medicine, physician assistant, or advance practice nursing in the United States during the 5-year period immediately preceding the date on which you first submitted a registration or renewal and the curriculum included not less than 8 hours of training?\*\*\*

Yes     No

\*\*\* A. Treating and managing patients with opioid or other substance use disorders, including the appropriate clinical use of all drugs approved by the Food and Drug Administration for the treatment of opioid use disorder or

B. The safe pharmacological management of dental pain and screening, brief intervention, and referral for appropriate treatment of patients with or at risk of developing opioid and other substance use disorders

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3. Have you completed not less than 8 hours of training with one or more of the following from the approved training requirements?\*\*\*

Yes     No

\*\*\* The American Society of Addiction Medicine, the American Academy of Addiction Psychiatry, the American Medical Association, the American Osteopathic Association, the American Dental Association, the American Association of Oral and Maxillofacial Surgeons, the American Psychiatric Association, or any other organization accredited by the Accreditation Council for Continuing Medical Education (ACCME) of the Commission for Continuing Education Provider Recognition (CCEPR)

**Application Certification:**

**WARNING:** 21 USC 843(d), states that any person who knowingly or intentionally furnishes false or fraudulent information in the application is subject to a term of imprisonment of not more than 4 years, and a fine under Title 18 of not more than \$250,000, or both.

By typing my full name in the space below, I hereby certify that the foregoing information furnished on this electronic DEA application is true and correct and understand that this constitutes an electronic signature for purposes of this electronic DEA application only.

\* Name of Applicant (For individual registrants, the registrant themselves **MUST** complete this E-Signature) or name of Officer of the Corporation/Company

e-Signature: COLBY REDFIELD

This electronic DEA application must be certified by the applicant/registrant, if an individual; by a partner of the applicant, if a partnership; or by an officer of the applicant, if a corporation, corporate division, association, trust, or other entity. See 21 C.F.R § 1301.13(j) for more information on who can certify this application

**ADDITIONAL INFORMATION**

Form 224                      Form 224 Approved OMB Form No. 1117-0014 Expires: 06/30/2026(12 minutes)

1. No registration will be issued unless a completed application form has been received (21 CFR 1301.13).
2. In accordance with the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless it displays a valid OMB control number. The OMB number for this collection is (See Above). Public reporting burden for this collection of information is estimated to average (See Above) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information.
3. The Debt Collection Improvements Act of 1996 (31 U.S.C. §7701) requires that you furnish your Taxpayer Identification Number (TIN) or Social Security Number (SSN) on this application. This number is required for debt collection procedures if your fee is not collectible.
4. **PRIVACY ACT NOTICE:**  
Providing information other than your SSN or TIN is voluntary; however, failure to furnish it will preclude processing of the application. The authorities for collection of this information are §§302 and 303 of the Controlled Substances Act (CSA) (21 U.S.C. §§ 822 and 823). The principle purpose for which the information will be used is to register applicants pursuant to the CSA. The information may be disclosed to other Federal law enforcement and regulatory agencies for law enforcement and regulatory purposes, State and local law enforcement and regulatory agencies for law enforcement and regulatory purposes, and person registered under the CSA for the purpose of verifying registration. For further guidance regarding how your information may be used or disclosed, and a complete list of the routine uses of this collection, please see the DEA System of Records Notice "Controlled Substances Act Registration Records" (DEA-005), 52 FR 47208, December 11, 1987, as modified.

**File Attachments for Item:**

20. Discussion and Possible Action - Suwannee River League of Cities has asked the City of Lake City to host a Quarterly Meeting on Thursday, July 23, 2026. (Mayor Noah Walker)

Meeting Date
4/6/2025

# CITY OF LAKE CITY

## Report to Council

**SUBJECT:** Hosting Suwannee River League of Cities Dinner Meeting  
**DEPT. / OFFICE:** City Clerk

<b>Originator:</b> Audrey Sikes, City Clerk												
<b>City Manager</b> Don Rosenthal	<b>Department Director</b> City Council	3/31/26										
<b>Recommended Action:</b> <p>Motion to host the July 23, 2026, Suwannee River League of Cities Quarterly Meeting at the Blanche Hotel. The motion also authorizes Mayor Walker to serve as the point of contact for staff on coordination of event details. The motion authorizes the Suwannee River League of Cities to reimburse the City of Lake City for hosting expenses if necessary. The motion authorizes an amount not to exceed \$1,500 from the Council Expense Accounts for the purchase of welcome/promotional items and door prizes for attendees.</p>												
<b>Summary Explanation &amp; Background:</b> <p>Mayor Walker is requesting to host the Suwannee River League of Cities Quarterly Dinner Meeting on Thursday, July 23, 2026, from 6:00 PM – 8:00 PM at the Blanche Hotel. The guest speaker at this event will be the Florida League of Cities President, Holly Smith, Vice Mayor of Sanibel.</p> <p>The Suwannee River League of Cities will provide an operating budget of up to \$4,000 to cover the costs such as venue, catering, networking reception and decorations for the event. Door prizes would be at the sole expense of the City.</p> <p>The City would be responsible for selecting and organizing the venue, decorations, catering, and networking reception for the estimated 60 attendees.</p> <p>Mayor Walker has received a generous offer from the Blanche Hotel to host at their venue at no charge.</p> <p>Estimated cost breakdown (Funded by Suwannee River League of Cities):</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr><td style="padding-right: 20px;">Venue – Blanche Hotel</td><td>\$ No Charge</td></tr> <tr><td>Decorations</td><td>\$ 800.00 (estimate)</td></tr> <tr><td>Networking Reception</td><td>\$1,100.00 (estimate)</td></tr> <tr><td><u>Catering</u></td><td><u>\$2,100.00 (estimate 60 @ \$35)</u></td></tr> <tr><td></td><td>\$4,000.00</td></tr> </table> <p>Door Prizes and Promotional Welcome Gifts \$1,500.00 (City of Lake City Expense)</p>			Venue – Blanche Hotel	\$ No Charge	Decorations	\$ 800.00 (estimate)	Networking Reception	\$1,100.00 (estimate)	<u>Catering</u>	<u>\$2,100.00 (estimate 60 @ \$35)</u>		\$4,000.00
Venue – Blanche Hotel	\$ No Charge											
Decorations	\$ 800.00 (estimate)											
Networking Reception	\$1,100.00 (estimate)											
<u>Catering</u>	<u>\$2,100.00 (estimate 60 @ \$35)</u>											
	\$4,000.00											
<b>Alternatives:</b> Not host the event												
<b>Source of Funds:</b> Sufficient funds exist in the Council Operating Expense Accounts to cover costs associated with hosting the event.												
<b>Financial Impact:</b> Amount not to exceed \$1,500.00												
<b>Exhibits Attached:</b> N/A												