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# **CITY COUNCIL REGULAR SESSION**

## **CITY OF LAKE CITY**

**June 21, 2021 at 6:00 PM**

**Venue: City Council Chambers, 2nd Floor of City Hall**

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## **AGENDA**

The 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. The meeting will also be available via communications media technology.

**CMT instructions are located at the end of this Agenda.**

### **Pledge of Allegiance**

**Invocation - Council Member Jake Hill, Jr.**

*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.*

### **Roll Call**

**Proclamations - None**

### **Minutes**

- [1.](#) Regular Session June 7, 2021

### **Approval of Agenda**

### **Approval of Consent Agenda**

- [2.](#) Permit application from the Lake City-Columbia County Chamber of Commerce to hold the 4th of July Fireworks Celebration on Saturday, July 3, 2021, from 4:00 p.m. until 10:00 p.m. All supporting documents including certificate of insurance have been provided.

**Presentations**

Mr. Zach Chalifour, CPA, James Moore & Company, Annual Audit for the Year Ended September 30, 2020

3. PowerPoint Presentation

4. Financial Statements

**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@lcfia.com](mailto:submissions@lcfia.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.*

**Old Business**

Ordinances - None

Resolutions

5. City Council Resolution No. 2021-079 - A resolution of the City Council of the City of Lake City, Florida, accepting a bid from Slack Construction, Inc., related to the purchase and installation of a prefabricated metal building on an existing concrete foundation; providing for a contract price not to exceed \$84,173.00; providing for the execution of the contract; and providing an effective date.

**New Business**

Ordinances - None

Resolutions

6. City Council Resolution No. 2021-089 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Number Seven to the Continuing Contract with Jones Edmunds & Associates, Inc., for professional consulting services that amends the scope of work related to the construction of modifications to the reclaimed water production facilities at the Sister's Welcome Road Wastewater Facility; providing for a not-to-exceed contract price of \$59,878.00; and providing for an effective date.
7. City Council Resolution No. 2021-091 - A resolution of the City Council of the City of Lake City, Florida, ratifying the Mayor's extension of the State of Emergency arising from the COVID-10 Public Health Emergency.

8. City Council Resolution No. 2021-095 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Memorandum of Understanding with the Institute for Justice Research and Development at Florida State University and Meridian Behavioral Health to research methods to reduce repeated interaction between law enforcement and individuals who have severe mental health and substance abuse disorders, and to identify ways to optimize the use of crisis stabilization units and post-discharge supports.

### **Departmental Administration**

9. Discussion and Possible Action - Amending the Code of Ordinances and the Land Development Regulations for the allowance of chickens within the City limits. (Dave Young, Growth Management Director)
10. Discussion and Possible Action - Vending Machines and Automated Teller Machines on City owned properties (Dave Young, Growth Management Director)
11. Discussion and Possible Action - Volunteers of America request for the City to donate property for the construction of affordable housing project. (Dave Young, Growth Management Director)

### **Comments by Council Members**

### **Adjournment**

#### **Zoom CMT Information**

Members of the public may attend the meetings **online** at:  
**<https://us02web.zoom.us/j/85143910809>** or

**Telephonic by toll number (no cost to the city), audio only** at: 1-346-248-7799

**Meeting ID:** 851 4391 0809#

Then it will ask for Participant id, just press #.

**Telephonic by toll-free number (cost per minute, billed to the city, zero cost to the caller), audio only** at: 1-888-788-0099

**Meeting ID:** 851 4391 0809#

Then it will ask for Participant id, just press #.

#### **Public Participation**

The public may participate at the appropriate time via: (i) video conference by utilizing the software chat function or raise hand function to request to speak; or (2) telephonically by dialing \*9 to raise hand. The Chair will allow for sufficient time for all participants to be heard.

Those attendees wishing to share a document must email the item to **submissions@lcfla.com** no later than noon on the day of the meeting.

Instructions for meeting attendance and participation are also available at [www.lcfla.com](http://www.lcfla.com) under the calendar entry for the corresponding City Council Regular Session Meeting.

To receive a copy of the agenda packet with supporting documentation, please contact the City Clerk's Office at **clerk@lcfla.com** or **386-719-5826**.

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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. Regular Session June 7, 2021

The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on June 7, 2021 beginning at 6:00 P.M., at the Columbia County School Board Administrative Complex Auditorium located at 372 West Duval Street, Lake City, FL 32055, and via Communications Media Technology.

#### PLEDGE OF ALLEGIANCE

INVOCATION – Mayor Stephen M. Witt

#### ROLL CALL

Mayor/Council Member  
Vice Mayor/Council Member  
City Council

City Attorney  
City Manager  
Sergeant-at-Arms  
City Clerk

Stephen M. Witt  
Chris Greene  
Jake Hill, Jr.  
Eugene Jefferson  
C. Todd Sampson  
Frederick Koberlein, Jr.  
Joseph Helfenberger  
Chief Argatha Gilmore  
Audrey Sikes

PROCLAMATIONS – None

#### MINUTES

1. Regular Session 5-17-2021

**Mr. Jefferson made a motion to approve the May 17, 2021 Regular Session minutes as presented. Mr. Greene seconded the motion and the motion carried unanimously on a voice vote.**

#### APPROVAL OF AGENDA

**Mr. Helfenberger asked to add an Emergency Walk-on Item to the agenda regarding Passero Associates and the bidding on Fire Station No. 2. The Emergency Item was added as Item #19 to the agenda. Mr. Greene made a motion to approve the agenda as amended. Mr. Jefferson seconded the motion and the motion carried unanimously on a voice vote.**

#### APPROVAL OF CONSENT AGENDA

2. Approval for the Lake City Gateway Airport to apply for the Federal Aviation Administration (FAA), Airport Improvement Program (AIP), grant FY2021, in the amount of \$166,520.00 Grant funds will be used toward Taxiway C realignment to meet FAA design standards and Transient Apron Rehabilitation.
3. Approval to award ITB-022-2021 to Lanier Municipal Supply Co., Inc. for the purchase of pipe in the amount of \$73,715.60. Distribution and Collections budgeted \$50,000 for sewer piping for the Orthopedic Lift Station, however, due to the increasing rise in price

for piping the quote received is over budget. Distribution and Collections would like to reallocate \$22,311.50 from the Orthopedic Lift Station upgrades in account #63 and \$1,404.50 from pressure recorders in account #64 to cover the increase in cost.

**Mr. Hill made a motion to approve the consent agenda consisting of items 2 and 3 identified above. Mr. Jefferson seconded the motion and the motion carried unanimously on a voice vote.**

PRESENTATIONS - None

PERSONS WISHING TO ADDRESS COUNCIL

Public Comment: Sylvester Warren thanked everyone involved in the public clean up. He addressed Council on the abandoned house at 914 Aberdeen, securing the Cares Rescue funds, a written policy of redaction of public records, and the email archiver. Mr. Warren asked Mr. Greene for a follow-up on the City Manager evaluation.

Mr. Greene reported he will follow-up with Mr. Helfenberger.

Public Comment: Crystal Constance addressed Council on District 12 and the rehabilitation of housing in the last ten years.

Mr. Helfenberger provided an update on Federal Funds.

Public Comment: Glenel Bowden addressed Council on the legal opinion received by the City and stated the City Attorney should be able to provide a brief summary on this. He also inquired about redistricting and stated this should be conducted by population and not by registered voters.

Public Comment: Stew Lilker addressed Council on minutes, public records, redactions and the legal opinion obtained by the City.

OLD BUSINESS

#### Ordinances

**At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2021-2184. City Council Ordinance No. 2021-2184 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2021-2184. No one asked to be heard regarding City Council Ordinance No. 2021-2184, therefore Mayor Witt closed the public hearing.**

4. City Council Ordinance No. 2021-2184 (final reading) - An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 20-03, relating to voluntary annexation, making findings, 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, into the boundaries of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. (Hunter Farms) - Voluntary Annexation. **Mr. Sampson made a motion to adopt City Council Ordinance No. 2021-2184, on final reading, relating to voluntary annexation, making findings, 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, into the boundaries of the City of Lake City, Florida. Mr. Greene seconded the motion. A roll call vote was taken and the motion passed.

Mr. Sampson	Aye
Mr. Greene	Aye
Mr. Hill	Aye
Mr. Jefferson	Aye
Mayor Witt	Aye

## NEW BUSINESS

### Ordinances

5. City Council Ordinance No. 2021-2190 (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 ten or less acres of land, pursuant to an application, CPA 21-01, by 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 commercial to residential moderate density (less than or equal to 4 dwelling units per acre) of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. **Mr. Greene made a motion to adopt City Council Ordinance No. 2021-2190, on first reading, amending the future land use plan map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of ten or less acres of land, pursuant to an application, CPA 21-01, by 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 commercial to residential moderate density (less than or equal to 4 dwelling units per acre) of certain lands within the corporate limits of the City of Lake City, Florida. Mr. Sampson seconded the motion and the motion carried unanimously on a voice vote.**

Mr. Greene	Aye
Mr. Sampson	Aye
Mr. Hill	Aye
Mr. Jefferson	Aye
Mayor Witt	Aye

6. City Council Ordinance No. 2021-2191 (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 21-03, by the property owners of said acreage, providing for rezoning from commercial general (CG) to residential, single family-2 (RSF-2) of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. **Mr. Jefferson made a motion to adopt City Council Ordinance No. 2021-2191, on first reading, 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 21-03, by the property owners of said acreage, providing for rezoning from commercial general (CG) to residential, single family-2 (RSF-2) of certain lands within the corporate limits of the City of Lake City, Florida. Mr. Hill seconded the motion. A roll call vote was taken and the motion passed.

Mr. Jefferson	Aye
Mr. Hill	Aye
Mr. Sampson	Aye
Mr. Greene	Aye
Mayor Witt	Aye

7. City Council Ordinance No. 2021-2192 (first 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 21-02, by the City Council, providing for amending section 4.16.9 entitled maximum lot coverage by all buildings by changing the floor area ratio from 0.75 to 1.0 within the "ILW" industrial, light and warehousing zoning district; providing for amending section 4.17.9 entitled maximum lot coverage by all buildings by changing the floor area ratio from 0.50 to 1.0 within the "I" industrial zoning district; providing severability; repealing all ordinances in conflict; and providing an effective date. **Mr. Sampson made a motion to adopt City Council Ordinance No. 2021-2192, on first reading, amending the text of the City of Lake City Land Development Regulations, as amended, pursuant to an application, LDR 21-02, by the City Council, providing for amending section 4.16.9 entitled maximum lot coverage by all buildings by changing the floor area ratio from 0.75 to 1.0 within the "ILW" industrial, light and warehousing zoning district; providing for amending section 4.17.9 entitled maximum lot coverage by all buildings by changing the floor area ratio from 0.50 to 1.0 within the "I" industrial zoning district. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion passed.**

Mr. Sampson	Aye
Mr. Jefferson	Aye
Mr. Hill	Aye
Mr. Greene	Aye
Mayor Witt	Aye

8. City Council Ordinance No. 2021-2194 (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 21-04, by the property owner of said acreage; providing for rezoning from residential single-family-3 (RSF-3) to commercial, neighborhood (CN) of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. **Mr. Greene made a motion to adopt City Council Ordinance No. 2021-2194, on first reading, 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**

**21-04, by the property owner of said acreage; providing for rezoning from residential single-family-3 (RSF-3) to commercial, neighborhood (CN) of certain lands within the corporate limits of the City of Lake City, Florida. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion passed.**

<b>Mr. Greene</b>	<b>Aye</b>
<b>Mr. Jefferson</b>	<b>Aye</b>
<b>Mr. Sampson</b>	<b>Aye</b>
<b>Mr. Hill</b>	<b>Aye</b>
<b>Mayor Witt</b>	<b>Aye</b>

9. City Council Ordinance No. 2021-2195 (first reading) - An ordinance of the City Council of the City of Lake City, Florida, amending section 22-4 of article 1 of chapter 22 of the City Code of the City of Lake City; providing for a schedule of permit fees; providing for the relocation or demolition of buildings and structures; providing for the set-up of mobile homes, manufactured homes, and modular homes; providing for the addition of driveway access; providing for the establishment of the City's military veteran building permit discount program, providing for the repeal of conflicts; providing for severability; providing for codification; and providing an effective date. **Mr. Jefferson made a motion to adopt City Council Ordinance No. 2021-2195, on first reading, amending section 22-4 of article 1 of chapter 22 of the City Code of the City of Lake City; providing for a schedule of permit fees; providing for the relocation or demolition of buildings and structures; providing for the set-up of mobile homes, manufactured homes, and modular homes; providing for the addition of driveway access; providing for the establishment of the City's military veteran building permit discount program. Mr. Sampson seconded the motion. A roll call vote was taken and the motion passed.**

<b>Mr. Jefferson</b>	<b>Aye</b>
<b>Mr. Sampson</b>	<b>Aye</b>
<b>Mr. Hill</b>	<b>Aye</b>
<b>Mr. Greene</b>	<b>Aye</b>
<b>Mayor Witt</b>	<b>Aye</b>

## Resolutions

10. City Council Resolution No. 2021-030 - A resolution of the City Council of the City of Lake City, Florida, accepting a bid from Proforce Marketing, Inc., related to the purchase of service duty weapons and accessories; providing for the declaration of certain personal property owned by the City to be surplus to the needs of the Lake City Police Department in accordance with the provisions and requirements of Section 2-183 of the Code of the City; providing for the disposal of the surplus property by trade-in allowances towards the aforementioned purchase of the service duty weapons and accessories; providing for a total purchase price not-to-exceed \$37,712.26; providing for conflicts; and providing an effective date. **Mr. Greene made a motion to adopt City Council Resolution No. 2021-030, accepting a bid from Proforce Marketing, Inc., related to the purchase of service duty weapons and accessories; providing for the declaration of certain personal property owned by the City to be surplus to**

the needs of the Lake City Police Department in accordance with the provisions and requirements of Section 2-183 of the Code of the City; providing for the disposal of the surplus property by trade-in allowances towards the aforementioned purchase of the service duty weapons and accessories; providing for a total purchase price not-to-exceed \$37,712.26. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion passed.

Mr. Greene	Aye
Mr. Jefferson	Aye
Mr. Sampson	Aye
Mr. Hill	Aye
Mayor Witt	Aye

11. City Council Resolution No. 2021-070 - A resolution of the City Council of the City of Lake City, Florida, ratifying the execution of the financial assistance award received from the United States Department of Commerce dated May 3, 2021; providing for the rehabilitation of hangars one (1) and two (2) at the Lake City Gateway Airport; providing for severability; and providing an effective date. **Mr. Jefferson made a motion to adopt City Council Resolution No. 2021-070, ratifying the execution of the financial assistance award received from the United States Department of Commerce dated May 3, 2021; providing for the rehabilitation of hangars one (1) and two (2) at the Lake City Gateway Airport. Mr. Sampson seconded the motion. A roll call vote was taken and the motion passed.**

Mr. Jefferson	Aye
Mr. Sampson	Aye
Mr. Hill	Aye
Mr. Greene	Aye
Mayor Witt	Aye

12. City Council Resolution No. 2021-071 - A resolution of the City Council of the City of Lake City, Florida authorizing the execution of a partial release of easement number 32517, recorded in official records book 1243 page 454, public records of Columbia County, Florida; and providing for an effective date. **Mr. Greene made a motion to adopt City Council Resolution No. 2021-071, authorizing the execution of a partial release of easement number 32517, recorded in official records book 1243 page 454, public records of Columbia County, Florida. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion passed.**

Mr. Greene	Aye
Mr. Jefferson	Aye
Mr. Sampson	Aye
Mr. Hill	Aye
Mayor Witt	Aye

13. City Council Resolution No. 2021-079 - A resolution of the City Council of the City of Lake City, Florida, accepting a bid from Slack Construction, Inc., related to the purchase

and installation of a prefabricated metal building on an existing concrete foundation; providing for a contract price not to exceed \$84,173.00; providing for the execution of the contract; and providing an effective date. **Mr. Jefferson made a motion to adopt City Council Resolution No. 2021-079, but the motion did not receive a second.**

Public Comment: Stew Lilker asked where this building would be located.  
Paul Dyal reported the building would be across from the Utility Annex.

14. City Council Resolution No. 2021-080 - A resolution of the City Council of the City of Lake City, Florida, authorizing the City to join with the State of Florida and other local governmental units as a participant in the Florida Memorandum of Understanding and formal agreements implementing a unified plan; and providing an effective date. **Mr. Greene made a motion to adopt City Council Resolution No. 2021-080, authorizing the City to join with the State of Florida and other local governmental units as a participant in the Florida Memorandum of Understanding and formal agreements implementing a unified plan. Mr. Sampson seconded the motion. A roll call vote was taken and the motion passed.**

Mr. Greene	Aye
Mr. Sampson	Aye
Mr. Hill	Aye
Mr. Jefferson	Aye
Mayor Witt	Aye

Public Comment: Stew Lilker addressed Council regarding descriptions on documents.

15. City Council Resolution No. 2021-083 - A resolution of the City Council of the City of Lake City, Florida, establishing an Airport Master Plan Steering Group to study and provide recommendations related to the Airport Master Plan; providing for the composition of the Airport Master Plan Steering Group; providing for the repeal of conflicting resolutions; and providing for an effective date. **Mr. Hill made a motion to adopt City Council Resolution No. 2021-083, establishing an Airport Master Plan Steering Group to study and provide recommendations related to the Airport Master Plan; providing for the composition of the Airport Master Plan Steering Group. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion passed.**

Mr. Hill	Aye
Mr. Jefferson	Aye
Mr. Sampson	Aye
Mr. Greene	Aye
Mayor Witt	Aye

16. City Council Resolution No. 2021-084 - A resolution of the City Council of the City of Lake City, Florida, authorizing a change in the location of the City Council meetings; providing for remote attendance and the expiration thereof; providing for the repeal of conflicting resolutions; and providing an effective date. **Mr. Greene made a motion to adopt City Council Resolution No. 2021-084, authorizing a change in the location**



of the City Council meetings; providing for remote attendance and the expiration thereof. Mr. Hill seconded the motion. A roll call vote was taken and the motion passed.

Mr. Greene	Aye
Mr. Hill	Aye
Mr. Sampson	Aye
Mr. Jefferson	Aye
Mayor Witt	Aye

Public Comment: Stew Lilker addressed Council regarding meetings being recorded on Zoom.

17. City Council Resolution No. 2021-088 - A resolution of the City Council of the City of Lake City, Florida, ratifying the Mayor's extension of the State of Emergency arising from the COVID-19 Public Health Emergency. **Mr. Greene made a motion to adopt City Council Resolution No. 2021-088, ratifying the Mayor's extension of the State of Emergency arising from the COVID-19 Public Health Emergency. Mr. Sampson seconded the motion. A roll call vote was taken and the motion passed.**

Mr. Greene	Aye
Mr. Sampson	Aye
Mr. Hill	Aye
Mr. Jefferson	Aye
Mayor Witt	Aye

#### Other Items

18. Discussion Item - Scheduling of presentations from Integrity Development Partners, LLC (IDP) regarding Blanche Rentals (Council Member Sampson)

Mr. Sampson requested for Integrity Development Partners to come before council on a regular basis to provide an update on the Blanche.

19. Emergency Walk-on: PA Associates

Mr. Helfenberger presented to Council three bids for the West Side Fire Station from Passero Associates. **Mr. Greene made a motion to approve, on an emergency basis, authorization for the City Manager to negotiate for a further reduction in costs with Oelrich Construction Inc. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion passed.**

Mr. Greene	Aye
Mr. Jefferson	Aye
Mr. Sampson	Aye
Mr. Hill	Aye
Mayor Witt	Aye

## DEPARTMENTAL ADMINISTRATION

Mr. Helfenberger and the Mayor thanked staff, volunteers, and those in the community that participated in the community clean up on Saturday, June 5, 2021.

Mr. Jefferson suggested to send out thank you notes to the community partners for their participation in the community clean up. He also suggested placing a thank you notice in the newspaper.

COMMENTS BY COUNCIL MEMBERS - None

## ADJOURNMENT

**All matters having been handled, the meeting adjourned at 7:00 p.m. on a motion made and duly seconded.**

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Stephen M. Witt, Mayor/Council Member

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Audrey Sikes, MMC City Clerk

**File Attachments for Item:**

2. Permit application from the Lake City-Columbia County Chamber of Commerce to hold the 4th of July Fireworks Celebration on Saturday, July 3, 2021, from 4:00 p.m. until 10:00 p.m. All supporting documents including certificate of insurance have been provided.

# City of Lake City

☐ Darby Pavillion

☒ Special Events

## Application

### Applicant Information

Organization/Applicant Name: Lake City - Columbia County Chamber of Commerce

What is Event For?: Independence Day Festival / Fireworks

Contact Name: Joey Offern

Phone: 386-752-3690

Address: 112 S. Marion Ave

City: Lake City

State: FL

ZIP Code: 32025

Email:

Facility/Park Requested: N/A

Date Of The Event: 7/2/21

Time Requested: 4pm - 10pm

Estimated Attendance: 30,000

### Darby Pavillion Only

Alcohol: ☐ YES ☐ NO

Set Up Time:

Event Time:

Clean Up Time:

### Parade Information

Line Up Place and Time:

Inclement Weather Date:

Anticipated number of vehicles to be used in the parade:

Parade Start Time:

Location and desired route (state starting point, route and point of termination. Use the appropriate street names and direction. Attach a map of the parade route.

### Event Information

Will you be collecting admissions/donations of any type at this event?:

NO

Will any items be sold at this event (including food)?:

yes

What kind?:

Vendor dependent

Are you having other vendors participate in this event?:

yes

Please list:

TBD

Is this event open to the public?:

yes

What Activities are planned?:

TBD

Will tents be used?:

yes

Will bounce houses be used?:

TBD

Will you be serving food?:

yes






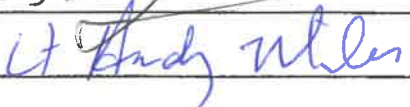
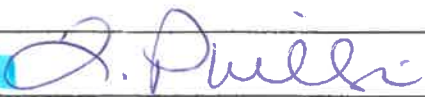
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JUN 14 2021

SK

OFFICE OF THE CHIEF

<b>Services Requested (Fees Apply)</b>			
Security/Crowd Control Requested?:			
Clean Up Requested?:			
Will you need access to electricity?:      If Yes, will you need    20    30    50    Amp Service (please circle one)			
Road/Parking Lot Closure Requested?:      If Yes, please state (using appropriate names) which streets/parking lots are being requested closed; also submit a map showing all road closures or route;			
<i>Real Tex from Mary Bethel to SW Symphony Loop (map attached)</i>			
**Please note clean up, electric, and police presence is an additional fee**			
<b>Organization Information</b>			
Type of Organization (please circle one):    Not for Profit(must provide 501c3 letter)    For Profit    Individual			
Federal ID#: <i>591 - 032804</i>		Tax Exempt #:	
<b>Fee Schedule</b>			
Young's Park: \$50.00 daily fee - \$25.00 electricity fee - under 100 people \$100.00 deposit (refundable after event with satisfactory clean up) 100 or more people \$200.00 deposit (refundable after event with satisfactory clean up) - \$1,000,000 Liability Insurance required for events with more than 100 people attending, listing the City as "Additional Insured".			
Olustee Park (Gazebo): \$100.00 daily fee - \$25.00 electricity fee - under 100 people \$50.00 deposit (refundable after even with satisfactory clean up) 100 or more people \$100.00 deposit (refundable after event with satisfactory clean up) - \$1,000,000 Liability Insurance required for events with more than 100 people attending, listing the City as "Additional Insured". <b>OLUSTEE PARK IS A PASSIVE PARK RENTED FOR CEREMONIAL EVENTS ONLY SUCH AS, BUT NOT LIMITED TO; WREATHS ACROSS AMERICA, HOMELESS CANDLE VIGIL, NATIONAL DAY OF PRAYER, FALLEN HEROES, WEDDINGS (CEREMONY ONLY), AND OTHER SIMILAR USES</b> <b>OLUSTEE PARK IS NOT RENTED TO THE PUBLIC DURING THE MONTHS OF NOVEMBER AND DECEMBER</b>			
Teen Town: \$40.00 per hour usage fee, \$100.00 deposit -) - \$1,000,000 Liability Insurance required for events with more than 100 people attending, listing the City as "Additional Insured".			
Memorial Stadium: \$400.00 per day - \$100.00 per night use of stadium lights - \$200.00 deposit - \$1,000,000 Liability Insurance required listing the City as "Additional Insured".			
Rental Guidelines on the above Parks: *NO ALCOHOL PERMITTED ON THE ABOVE LISTED CITY PROPERTIES, *No vehicles allowed in the park, *No tents, poles or signs allowed in the grass area of the parks, *No nails or tape on the gazebo, *All Trash Cans must be emptied by the organizer.			
<b>Wilson Park Only</b> <b>828 NE Lake Desoto Circle</b> <b>Hours of operation 9am-11pm</b>			
Darby Pavilion Only: \$100 daily fee - includes tables and seating for 160 people, trash receptacles, use of restrooms and warming kitchen. - Required Deposits; up to 100 people \$100.00, up to 500 people \$200.00, over 500 people \$300.00 (deposits will be refunded in the form of a check issued by the City of Lake City provided there is no damage or outstanding fees owed) - \$1,000,000 Liability Insurance required "Additional Insured". <b>THERE ARE NO WAIVERS OF FEE'S OR DEPOSIT'S FOR NON-PROFIT ORGANIZATIONS</b> <b>ONLY CITY SPONSORED EVENTS ARE WAIVED FROM FEE'S AND DEPOSITS</b>			
Fire Pit Water Features: includes wood and City Staff to light <input type="checkbox"/> 10 lighted pits \$200.00 <input type="checkbox"/> 20 lighted pits \$300.00			
Electrician: CITY OF LAKE CITY PERSONNEL ONLY <input type="checkbox"/> over 110 volts breaker fee \$25.00 per breaker    Number Needed?			
Extra Security: Security is required for public/private events with 200+ anticipated attendance or if alcohol will be served. All applications are reviewed by the Lake City Police Department and Security determinations are based on recommendations from that department. Fees are based on a \$25.00 per hour (4 hour minimum) per Officer. Security requirements and costs will be negotiated on a case by case basis. Security fees are paid in advance.			

Staff Use Only		
<b>Approved</b> (All signatures required for approval)	<b>Deposit Amount:</b>  <b>Date Due:</b> 	<b>Map Attached:</b> <b>D.O.T.</b> <b>Approval:</b>  <b>Proof of Insurance:</b>
<b>Denied</b>	<b>Electricity Needed:</b>  <b>Electricity Charge:</b>	<b>Road Closures:</b>  <b>Parking Lot Closures:</b>
<b>Rental Fee:</b> 	<b>Total Received:</b> 	<b>Deposit Returned:</b>  <b>Date:</b> <b>Amount:</b>
<b>Applicant Signature:</b> 		<b>Date:</b> 5/28/21
Department Approval		
<b>Public Works Official:</b> 		<b>Date:</b> 6-11-21
<b>Police Department Official:</b> 		<b>Date:</b> 6/14/21
<b>DOT Release (if applicable)</b>		<b>Date:</b>
<b>City Manager:</b>		<b>Date:</b>
<b>City Council:</b>		<b>Date:</b>
<b>CRA Official:</b>		<b>Date:</b>
<b>Recreation Department Official:</b> 		<b>Date:</b> 5/27/21

**Hold Harmless Agreement:** The Contractor, Vendor, or User hereby promises and agrees to indemnify and save harmless the City of Lake City, a municipal corporation, its officers, agents, and employees, from and against any and all liability, claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including attorney's fees for and on appeal of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement whether by act or omission of the Contractor, Vendor, Officers, agents, servants, employees, or other or because of or due to the more existence of the agreement between the parties.

The applicant will supply a "Certificate of Insurance" reflecting minimum coverage of the amount deemed by City Staff per occurrence for bodily injury and property damage. The City of Lake City, 205 North Marion Avenue, Lake City, FL 32055, must be shown as "Additional Insured" which will be noted on the Certificate. The Certificate will indicate that the applicant's insurance policy will not be cancelled without thirty day prior written notice to the City. The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply a "Certificate of Insurance" to the Lake City Recreation Department no later than five (5) calendar days prior to program/event date.

**Copyright Law:** Licensee assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any event covered under this agreement and licensee agrees to indemnify and hold harmless devices, processes or dramatic rights furnished or used by licensee in connection with the agreement and will defend the City from any such suit or action, regardless of whether it is grounded or fraudulent.

**Certification by Applicant:** I certify that I have read this application and that all information contained in this application is true and correct. Any falsehoods or misrepresentations will constitute a criminal violation of the Florida State Statute. I agree to comply with and be bound by any and all applicable provisions of the city code. I understand the event may be cancelled by the Chief of Police or the Fire Chief should any conditions of the application or city ordinance or state statute be violated, I certify that I am authorized by the organization named herein to act as its agent for the herein described activity. I also have received the notice informing me of my responsibilities and obligations should I cancel the event.

By filing this application, I and the organization on whose behalf this application is made, contract and agree that we will jointly and severally indemnify and hold the City of Lake City harmless against liability, including court costs and attorney's fees, for trial and on appeal, for any and all claims for damage to property or injury to, or death of, persons arising out of or resulting from the approval of the Special Events application or the conduct of the activity or its participants.

[Signature]  
Licensee Signature

5/25/21  
Date

**LICENSEE CERTIFICATION**

I hereby certify that all the information contained herein is true and correct to the best of my knowledge. If any portion is found to be false or misrepresented, such fact may be just cause for immediate revocation of any approval previously given.

Signature of Applicant: [Signature]

Date: 5/25/21

Subscribed and affirmed 5/25/21 By (Print Applicant Name) Joey O'Hern

He/she is personally known to me OR has presented \_\_\_\_\_ as identification and who did take an oath.

Notary Signature and Seal: [Signature]

My commission Expires: 10/29/26



MELISSA HARTLEY  
Notary Public, State of Florida  
My Comm. Expires October 29, 2024  
Commission No. HH 58668

**Americans with Disabilities Act:**

The applicant understands and agrees that it will comply with the obligations of Titles II and III of the Americans with Disabilities Act of 1990 in the conduct of the special event, and further agrees to indemnify, hold harmless and defend the City of Lake City, its elected officials, officers, agents, employees and volunteers, from any claims or liability arising out of or by virtue of the Americans with Disabilities Act.

***The Program/Event will be terminated should licensee cause any violation of Local, State, or City of Lake City Laws and ordinances.***



ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/27/21

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	K & K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, In 46801	CONTACT NAME:	SMALL COMMERCIAL UNIT	
		PHONE (A/C, No, Ext):	877-783-1161	FAX (A/C, No):
		E-MAIL ADDRESS:	SCU@KANDKINSURANCE.COM	
		INSURER(S) AFFORDING COVERAGE	NAIC #	
		INSURER A:	NATIONWIDE MUTUAL INSURANCE CO	23787
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

INSURED LAKE CITY-COLUMBIA CO. CHAMBER OF  
COMMERCE INC.  
162 S. MARION AVE.  
LAKE CITY, FL 320254354

## COVERAGES

CERTIFICATE NUMBER:

2030307

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY 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 INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. NC=NOT COVERED

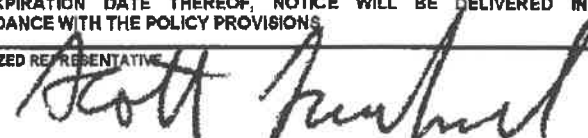
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Owners & Contractors <input checked="" type="checkbox"/> 1M LIQ LIAB W/1M LIQ AGG GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		Y	FWC0031643700	12:01AM 5/26/21	12:01AM 5/26/22	EACH OCCURRENCE 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) 300000 MED EXP (Any one person) NC PERSONAL & ADV INJURY 1000000 GENERAL AGGREGATE 5000000 PRODUCTS-COMP/OP AGG 5000000 Part Lgl Liab NC COMBINED SINGLE LIMIT (Ea Accident) 1000000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			FWC0031643700	12:01AM 5/26/21	12:01AM 5/26/22	BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> DED <input type="checkbox"/> RETENTION <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in Nh) (If yes, describe under DESCRIPTION OF OPERATIONS below)		Y/N N/A				PER-STATUE OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS ADDED AS AN ADDITIONAL INSURED, BUT ONLY FOR LIABILITY CAUSED, IN WHOLE OR IN PART, BY THE ACTS OR OMISSIONS OF THE NAMED INSURED.

## CERTIFICATE HOLDER

## CANCELLATION

CITY OF LAKE CITY 205 N. MARION AVENUE LAKE CITY, FL 32055	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 





**File Attachments for Item:**

3. PowerPoint Presentation

# City of Lake City, Florida

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**Annual Audit for the Year Ended September 30, 2020**

**Presented by: Zach Chalifour, CPA**  
**June 21, 2021**



# Auditors' Reports

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- **Independent Auditors' Report** (pages 1-3)
  - Unmodified Opinion
- **Single Audit Report** (pages 84-85)
  - Federal and State Single Audits
  - No issues of noncompliance
- **Report on Internal Control and Compliance** (pages 86-87)
  - 1 significant deficiency – IT Controls
- **Management Letter Required by Ch. 10.550** (pages 88-89)
  - 1 other recommendation – Utility Billing Rates
- **Independent Accountants' Examination Report** (page 90)
  - In compliance with specified investment statutes

# General Fund (Page 18)

<u>Fund Balance</u>	<u>9/30/2020</u>	<u>9/30/2019</u>	<u>9/30/2018</u>
Nonspendable	\$ 30,277	\$ 23,339	\$ 27,487
Restricted	-0-	-0-	-0-
Committed	-0-	-0-	-0-
Assigned	-0-	-0-	818,920
Unassigned	<u>14,511,105</u>	<u>12,349,309</u>	<u>9,301,081</u>
Total	<u>\$ 14,541,382</u>	<u>\$ 12,372,648</u>	<u>\$ 10,148,988</u>

# General Fund (Continued)

---

Total Assigned/Unassigned Fund Bal.	\$ 14,511,105
2020 Expenditures and Transfers Out	\$ 14,517,135
Percentage Assigned/Unassigned Fund Balance as a percentage of Expenditures and Transfers out:	100.0%
Prior Year Percentage	84.2%
GFOA Minimum Rec. = 2 Months	At least 16.7%

# Other Highlights

---

- Other Governmental Fund Activity
  - Fire Department Fund: \$176,322 restricted fund balance
  - Sales Tax Bond Fund: \$5,706,159 restricted fund balance
  - Airport Capital Projects: \$253,972 restricted fund balance
  - CRA: \$228,787 restricted fund balance
    - Separate CRA audit issued in FY20 for first time – no findings

# Business-Type Funds (Page 25)

---

History of Unrestricted Net Position in Proprietary Funds:

<u>Fund</u>	<u>9/30/2020</u>	<u>9/30/2019</u>	<u>9/30/2018</u>
Water-Sewer	\$ 5,991,353	\$ 5,398,437	\$ 5,666,584
Natural Gas	1,029,751	893,314	635,013



# Pension Funds

- Net Pension Liability – recorded in financial statements
  - Governmental Activities: \$6 million net pension liability and \$2.9 million net pension asset
  - Proprietary Funds: \$2.6 million allocation of General and FRS plans liability
- Net pension liability (asset) history:

<u>Year</u>	<u>General</u>	<u>Police</u>	<u>Fire</u>	<u>FRS</u>
2020	\$ 515,582	\$(2,874,477)	\$ 518,996	\$7,489,739
2019	\$2,300,655	\$(1,464,617)	\$ 344,704	\$6,067,091
2018	\$1,954,820	\$(1,681,598)	\$ 522,732	\$5,094,735

- Funded % with Net Pension Liability measurement:

<u>Year</u>	<u>General</u>	<u>Police</u>	<u>Fire</u>
2020	97.75%	118.99%	95.34%
2019	90.42%	109.64%	96.77%
2018	91.83%	111.42%	95.19%

# Questions?

---



Providing Tax, Auditing, Accounting & Controllershship, Technology Solutions, Consulting, and Wealth Management Services Since 1964.

**File Attachments for Item:**

4. Financial Statements

**CITY OF LAKE CITY, FLORIDA**  
**FINANCIAL STATEMENTS**  
**FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2020**



**MAYOR AND CITY COUNCIL**  
*As of Financial Statement Date*

**Stephen Witt**  
Mayor

**Jake Hill**  
Councilmember

**Todd Sampson**  
Councilmember

**Eugene Jefferson**  
Councilmember

**Chris Greene**  
Councilmember

**APPOINTED OFFICIALS**

**City Manager**  
Joseph Helfenberger

**Finance Director**  
Donna Duncan

**City Attorney**  
Fred Koberlein

**City Clerk**  
Audrey Sikes

# Table of Contents

## Financial Section

Independent Auditors' Report.....	1 - 3
Management's Discussion and Analysis.....	4 - 14
Basic Financial Statements	
Government-wide Financial Statements	
Statement of Net Position.....	16
Statement of Activities.....	17
Fund Financial Statements	
Balance Sheet—Governmental Funds .....	18
Reconciliation of the Balance Sheet – Governmental Funds to the Statement of Net Position.....	19
Statement of Revenues, Expenditures and Changes in Fund	
Balances—Governmental Funds.....	20
Reconciliation of the Statement of Revenues, Expenditures and	
Changes in Fund Balances of Governmental Funds to the Statement of Activities.....	21
Statement of Revenues, Expenditures and Changes in Fund Balances –	
Budget and Actual – General Fund .....	22
Statement of Revenues, Expenditures and Changes in Fund Balance –	
Budget and Actual – Fire Department Fund .....	23
Statement of Revenues, Expenditures and Changes in Fund Balance –	
Budget and Actual – Community Redevelopment Agency Fund .....	24
Statement of Net Position – Proprietary Funds.....	25
Statement of Revenues, Expenses and Changes in Net Position –	
Proprietary Funds .....	26
Statement of Cash Flows – Proprietary Funds .....	27
Statement of Fiduciary Net Position – Fiduciary Funds .....	28
Statement of Changes in Fiduciary Net Position – Fiduciary Funds .....	29
Notes to Financial Statements .....	30 - 64
Required Supplementary Information	
Schedule of Changes in Total OPEB Liability and Related Ratios.....	66
Schedule of Changes in Net Pension Liability and Related Ratios – General Employees' Plan .....	67
Schedule of Changes in Net Pension Liability and Related Ratios – Police Officers' Plan .....	68
Schedule of Changes in Net Pension Liability and Related Ratios – Firemen's Plan.....	69
Schedule of Contributions – General Employees' Plan .....	70
Schedule of Contributions – Police Officers' Plan .....	71
Schedule of Contributions – Firemen's Plan.....	72
Schedules of Investment Returns .....	73
Schedules of Proportionate Share of NPL – FRS/HIS .....	74
Schedules of Schedule of Contributions – FRS/HIS.....	75

## Supplementary Information

Combining Balance Sheet – Nonmajor Governmental Funds .....	77
Combining Schedule of Revenues, Expenditures and Changes in Fund Balances – Nonmajor Governmental Funds .....	78
Schedule of Net Revenues and Debt Service Coverage – Utility System Revenue and Refunding Bonds Series 2010, Series 2013, and Series 2016 Rate Covenant.....	79

## Single Audit

Schedule of Expenditures of Federal Awards and State Financial Assistance .....	80
Notes to the Schedule of Expenditures of Federal Awards and State Financial Assistance .....	81
Schedule of Findings and Questioned Costs.....	82 - 83
Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance in Accordance with the Uniform Guidance and Chapter 10.550, Rules of the Auditor General.....	84 - 85

## Other Reports

Independent Auditors' Report on Internal Control over Financial Reporting and On Compliance and Other Matters Based on an Audit of Financial Statements in Accordance with <i>Government Auditing Standards</i> .....	86 - 87
Independent Auditors' Management Letter Required by Chapter 10.550, Rules of the State of Florida Office of the Auditor General.....	88 - 89
Independent Accountants' Examination Report.....	90
Impact Fee Affidavit.....	91
Summary Schedule of Prior Audit Findings .....	92
Auditee's Response.....	93

## INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor, City Council, and City Manager,  
City of Lake City, Florida:

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Lake City, Florida (the City), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

The City's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

- 1 -

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Daytona Beach, FL 32114-1180  
Telephone: 386-257-4100

133 East Indiana Avenue  
DeLand, FL 32724-4329  
Telephone: 386-738-3300

5931 NW 1st Place  
Gainesville, FL 32607-2063  
Telephone: 352-378-1331

2477 Tim Gamble Place, Suite 200  
Tallahassee, FL 32308-4386  
Telephone: 850-386-6184

Website: [www.jmco.com](http://www.jmco.com) | Email: [info@jmco.com](mailto:info@jmco.com) | Member of AGN International with offices in principal cities worldwide

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of September 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof, and the respective budgetary comparison for the General, Fire Department, and the Community Redevelopment Agency funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

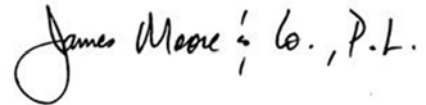
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's financial statements. The combining nonmajor fund financial statements, schedule of net revenues and debt service coverage, and schedule of expenditures of federal awards and state financial assistance as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and Chapter 10.550, Rules of the Florida Auditor General, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining nonmajor fund financial statements, schedule of net revenues and debt service coverage, and schedule of expenditures of federal awards and state financial assistance are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.



### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 8, 2021, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive, flowing style.

Gainesville, Florida  
June 8, 2021

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Lake City, Florida (the City), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended September 30, 2020. Management's discussion and analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the City's financial activity, (c) identify changes in the City's financial position, (d) identify any material deviations from the financial plan, and (e) identify individual fund issues or concerns. We encourage readers to consider the information presented here in conjunction with the City's financial statements.

### Financial Highlights

- Assets of the City exceeded its liabilities at the close of the most recent fiscal year by \$99,260,392. Of this amount, \$16,538,225 (unrestricted net assets) may be used to meet the City's ongoing obligations to citizens and creditors.
- The City's total net position increased by \$6,544,088. Government activities generated an increase of \$4,690,296, while the business type activities increased by \$1,853,792.
- As of the close of the fiscal year, the City's governmental funds reported combined ending fund balances of \$21,723,132. Of this total amount \$14,511,105 is available for spending at the City's discretion (unassigned fund balance).

### Overview of the Financial Statements

This management's discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

### Government-Wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private sector business, in that all governmental and business-type activities are consolidated into columns which add up to a total for the primary government.

The *statement of net assets* presents information on all of the City's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the City's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, public safety, highway and streets, airport, physical environment, economic environment, culture and recreation, and health and welfare. Property taxes, utility service taxes, gas taxes, and sales taxes, along with the City's charges for services and interfund charges, finance the majority of these services. The business-type activities include natural gas, and water and wastewater, where the fees for service typically cover all or most of the cost of operation including depreciation.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(continued)

### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: *governmental funds*, *proprietary funds*, and *fiduciary funds*.

### Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term* inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's *near-term* financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's *near-term* financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains eleven individual governmental funds. Information is presented in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General Fund, Fire Department, Airport Capital Projects, Sales Tax Bond and the Community Redevelopment Agency Fund, which are considered to be major funds. Data included in the other governmental funds consists of governmental funds that are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements on page 77 and 78 of this report.

The City adopts an annual appropriated budget for its governmental funds. A budgetary comparison statement has been provided for the major governmental funds to demonstrate compliance with this budget.

### Proprietary Funds

The City maintains one type of proprietary fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City maintains two enterprise funds to account for the following operations: natural gas distribution, and the water and wastewater utilities. The City has no internal service funds.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the natural gas and water and wastewater utility fund, which are considered to be major funds of the City.

### Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The City utilizes fiduciary funds to account for its employees' retirement plans.

# MANAGEMENT'S DISCUSSION AND ANALYSIS

(continued)

## Notes to the Financial Statements

The notes provide additional information which is essential to a full understanding of the data provided in the government-wide and fund financial statements.

## Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the City's progress in funding its obligation to provide pension and other postemployment benefits to its employees.

The combining statements referred to earlier in connection with non-major governmental funds are presented immediately following the required supplementary information.

## Government-Wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. In the case of the City, assets exceeded liabilities by \$99,260,392 at the close of the most recent fiscal year.

## City of Lake City's Net Position

The largest portion of the City's net assets or \$76,772,800 reflects its investment in capital assets (i.e., land, utility plant and improvements, equipment, buildings, improvements, machinery and equipment, and infrastructure). The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. An additional portion of the City's net assets, \$5,949,367 represents resources that are subject to external restrictions on how they may be used (restricted net assets).

The unrestricted net asset balance of \$16,538,225 is intended to be a corporate-style measurement of the City's current financial standing and may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the City is able to report positive balances in all three categories of net assets, both for the government as a whole, as well as for its separate governmental and business-type activities.

	Governmental Activities		Business-Type Activities		Total Primary Government	
	FY 2020	FY 2019	FY 2020	FY 2019	FY 2020	FY 2019
Current and Other Assets	\$ 25,798,197	\$ 18,931,367	\$ 20,706,891	\$ 13,600,735	\$ 46,505,088	\$ 32,532,102
Capital Assets	49,901,375	49,326,443	67,855,541	68,796,936	117,756,916	118,123,379
Total Assets	75,699,572	68,257,810	88,562,432	82,397,671	164,262,004	150,655,481
Deferred Outflow of Resources	3,020,743	3,129,082	1,115,254	1,092,697	4,135,997	4,221,779
Current Liabilities	2,677,119	3,630,263	5,026,515	2,431,652	7,703,634	6,061,915
Long-term liabilities	19,248,365	15,420,853	39,783,916	37,832,445	59,032,281	53,253,298
Total liabilities	21,925,484	19,051,116	44,810,431	40,264,097	66,735,915	59,315,213
Deferred Inflows of Resources	2,170,604	2,401,845	231,090	443,898	2,401,694	2,845,743
Net Position						
Net Investment in Capital Assets	41,965,518	40,810,971	34,807,282	34,239,823	76,772,800	75,050,794
Restricted	3,141,588	2,638,079	2,807,779	2,250,799	5,949,367	4,888,878
Unrestricted	9,517,121	6,484,881	7,021,104	6,291,751	16,538,225	12,776,632
Total net position	\$ 54,624,227	\$ 49,933,931	\$ 44,636,165	\$ 42,782,373	\$ 99,260,392	\$ 92,716,304

MANAGEMENT'S DISCUSSION AND ANALYSIS  
(continued)

**City of Lake City Changes in Net Position**

City of Lake City Changes in Net Position From Statement of Activities						
	<b>Governmental Activities</b>		<b>Business-Type Activities</b>		<b>Total Primary Government</b>	
	<b>FY 20</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 19</b>	<b>FY 20</b>	<b>FY 19</b>
<b>REVENUES</b>						
Program Revenues:						
Charges for services	\$ 4,405,382	\$ 4,306,090	\$ 18,335,132	\$ 18,311,454	\$ 22,740,514	22,617,544
Operating grants and contributions	1,526,313	1,505,580	253,105		1,779,418	1,505,580
Capital grant and contributions	2,429,651	6,325,707	526,092	268,453	2,955,743	6,594,160
Property taxes	3,936,575	3,836,995			3,936,575	3,836,995
Sales taxes	2,830,734	2,719,769			2,830,734	2,719,769
Casualty and fire insurance premium taxes	186,282	180,706			186,282	180,706
Public service taxes	1,395,569	1,459,951			1,395,569	1,459,951
Other taxes	731,630	717,260			731,630	717,260
Franchise and utility taxes	1,332,705	1,409,248			1,332,705	1,409,248
State revenue sharing	443,903	456,034			443,903	456,034
Other governmental revenues	235,150	191,555			235,150	191,555
Investment earnings	128,815	142,531	18,147	23,509	146,962	166,040
Miscellaneous revenues	379,829	162,414	31,839	128,126	411,668	290,540
Loss on disposal of capital assets			(184,300)		(184,300)	-
Total Revenues and transfers	19,962,538	23,413,840	18,980,015	18,731,542	38,942,553	42,145,382
<b>EXPENSES</b>						
General Government	2,197,711	2,216,877			2,197,711	2,216,877
Public Safety	6,783,422	7,628,463			6,783,422	7,628,463
Highway and Streets	2,943,635	3,490,828			2,943,635	3,490,828
Airport	2,651,422	2,548,881			2,651,422	2,548,881
Health and Welfare	249,353	248,075			249,353	248,075
Economic Environment	40,773	51,838			40,773	51,838
Physical Environment	468,975	451,736			468,975	451,736
Culture and Recreation	393,455	561,604			393,455	561,604
Interest on Long Term Debt	453,496	209,550			453,496	209,550
Water and Sewer Utility			13,178,801	12,142,919	13,178,801	12,142,919
Natural Gas Utility			3,037,422	3,450,492	3,037,422	3,450,492
Total Expenses	16,182,242	17,407,852	16,216,223	15,593,411	32,398,465	33,001,263
Increase (Decrease) in net assets before transfers	3,780,296	6,005,988	2,763,792	3,138,131	6,544,088	9,144,119
Transfers	910,000	1,120,000	(910,000)	(1,120,000)	-	-
Increase (Decrease) in net assets	4,690,296	7,125,988	1,853,792	2,018,131	6,544,088	9,144,119
Net Assets -						
Net position - beginning	49,933,931	42,807,943	42,782,373	40,764,242	92,716,304	83,572,185
Net Position - Ending	\$ 54,624,227	\$ 49,933,931	\$ 44,636,165	\$ 42,782,373	\$ 99,260,392	\$ 92,716,304

**Governmental Activities**

Governmental activities before transfers decreased the City's net assets \$2,225,692. Revenues for the City's governmental activities decreased \$3,451,302 and total expenses decreased \$1,225,610 for 2020.

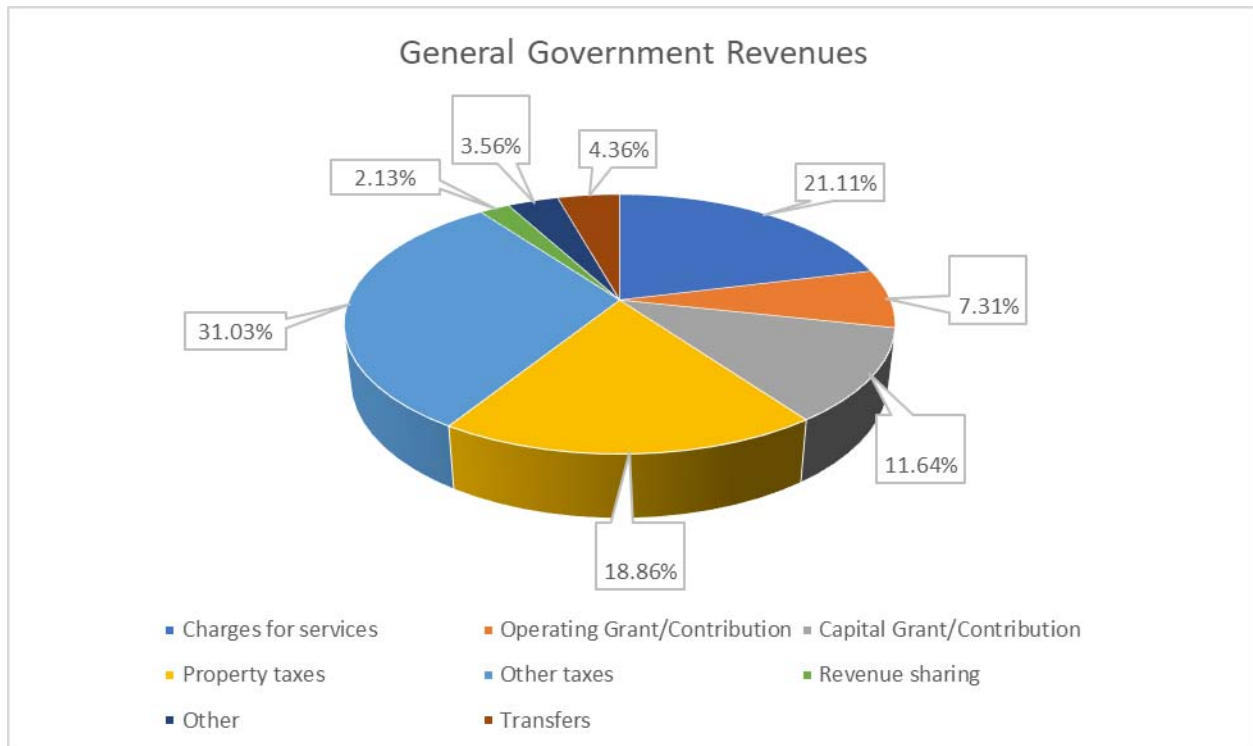
Key elements of the changes in revenues and expenses include:

**Revenue:**

- Charges for services overall in 2020 were up \$99,292. This was mainly attributable to an increase in construction and permitting fees of \$133,610 from growth in the City and outlying areas. Airport rentals also increased \$92,057 due not only to increases in the CPI but one of the newly constructed hangars was occupied during 2020. Culture & recreation had an overall decrease in services of \$92,606 as the Girls' Club daycare center was closed due to the effects of the Covid-19 pandemic. The center is anticipated to remain closed for the foreseeable future.
- Operating grants and contributions revenue increased in 2020 by \$20,733. Collections of local option gas taxes rose \$66,719. However, private source donations fell \$45,445 as the Policemens' Ball event could not be held due to measures undertaken for social distancing for Covid-19.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (continued)

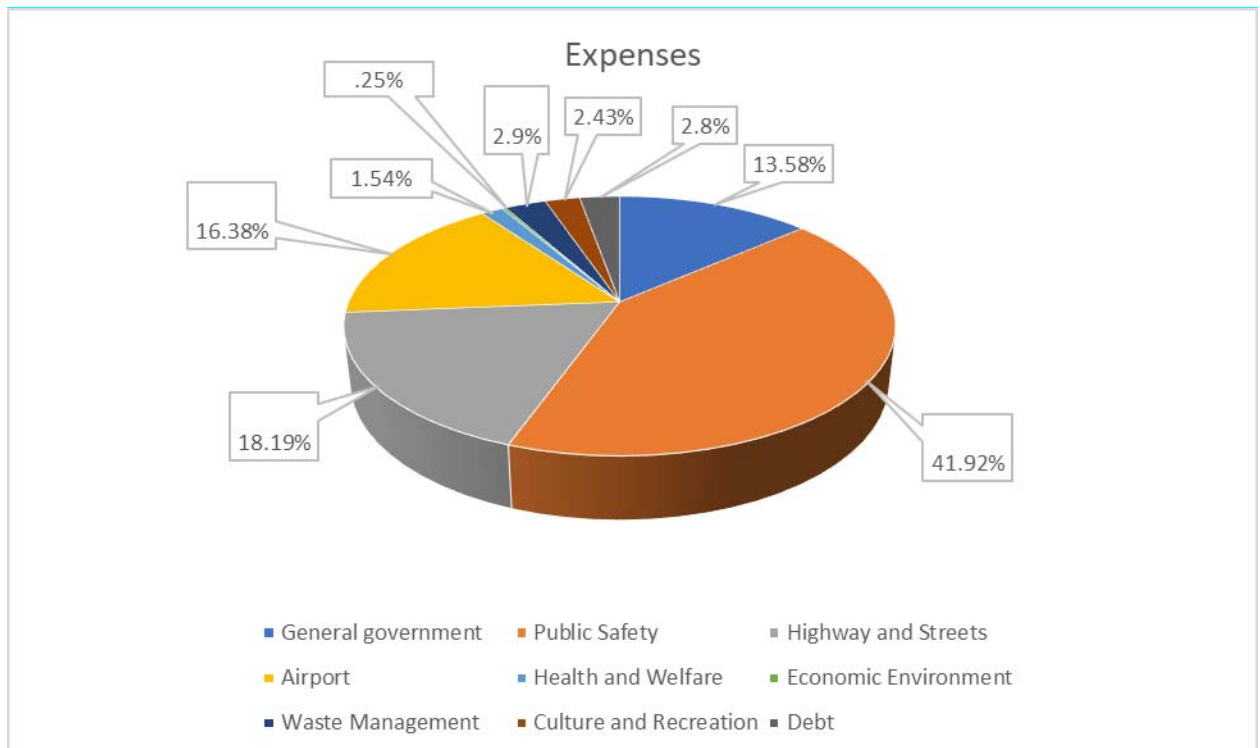
- Capital grants decreased \$3,896,056 in FY 2020. Airport construction projects funded by federal and state grants to resurface Runway 10-28 were completed in 2020 which reduced revenue \$4,401,760. The airport also received CARES Act funding of \$69,000 for amounts expended for covid reimbursement. CDBG grant proceeds of \$315,936 received for commercial revitalization project were fully funded in the prior year. The City billed an additional \$742,237 from FDOT to resurface McFarlane Avenue from Bascom Norris Road to Baya Avenue. Project was completed at year end.
- Property taxes rose \$99,580 as property values increased approximately \$34 million during 2020. The City continues to maintain its ad valorem rate of 4.9 mils.
- Other taxes, which include utility, sales tax, revenue sharing and discretionary sales tax, increased \$21,450 during the year. Sales taxes were up \$110,965 as constituents remained active during the pandemic. Alcoholic beverage licenses increased \$36,719 from the previous year. However, public service taxes and franchise/utility taxes were down \$140,925 as collections during the pandemic affected payment of outstanding billings.
- Investment earnings on accounts declined \$13,716.
- Miscellaneous revenues were up \$217,415. The City received an additional payment from our insurance provider related to the ransomware attack sustained in 2019 of \$187,667.
- Interfund transfers to the General Fund were reduced \$210,000.



## MANAGEMENT'S DISCUSSION AND ANALYSIS (continued)

### Expenses:

- Governmental spending decreased \$1,225,610 from 2019. The breakdown is outlined below.
- Overall general government expenditures increased \$209,103 at the fund level but on a government wide basis costs decreased \$48,805. Most of the increases at the fund level were higher costs for operating supplies and repairs and maintenance for renewals of support services for Information Technology. The City also began payments to Integrity Development Partners per its ten-year contractual agreement to pay rent of \$35,417 per month and rebate annual property taxes. At the government wide level depreciation increased \$84,538 while pension costs decreased \$342,446 due to a favorable investment market during 2020.
- Public Safety expenditures decreased overall \$845,041 in 2020 mostly from changes in net pension and OPEB costs from favorable market conditions and employer contribution rates dropped.
- Highway and Street costs declined \$547,193 in 2020. Professional and contractual services were down due to completion of Lake Shore Hospital bypass road design in 2019. Depreciation and pension costs were also down \$228,706 for the year.
- Airport net expenditures increased \$102,541. Purchases of gas decreased \$46,207 while other current charges decreased \$36,542 as the result of a sales tax audit from the previous year. Depreciation increased \$129,855 as Runway 10-28 was placed into service in 2020.
- Debt services increased \$189,844 in FY 2020. During the year the City borrowed \$9,282,875 to refinance the 2012 Sales Tax Bond. The City refunded \$3,529,615 on the 2012 loan and received loan proceeds of approximately \$5.7 million for closing costs of \$53,260 and to build a new fire station and City Hall. In addition, the first payment of principal and interest became due on the Motorola leased equipment which was purchased in 2019.



## MANAGEMENT'S DISCUSSION AND ANALYSIS (continued)

### Business-type Activities

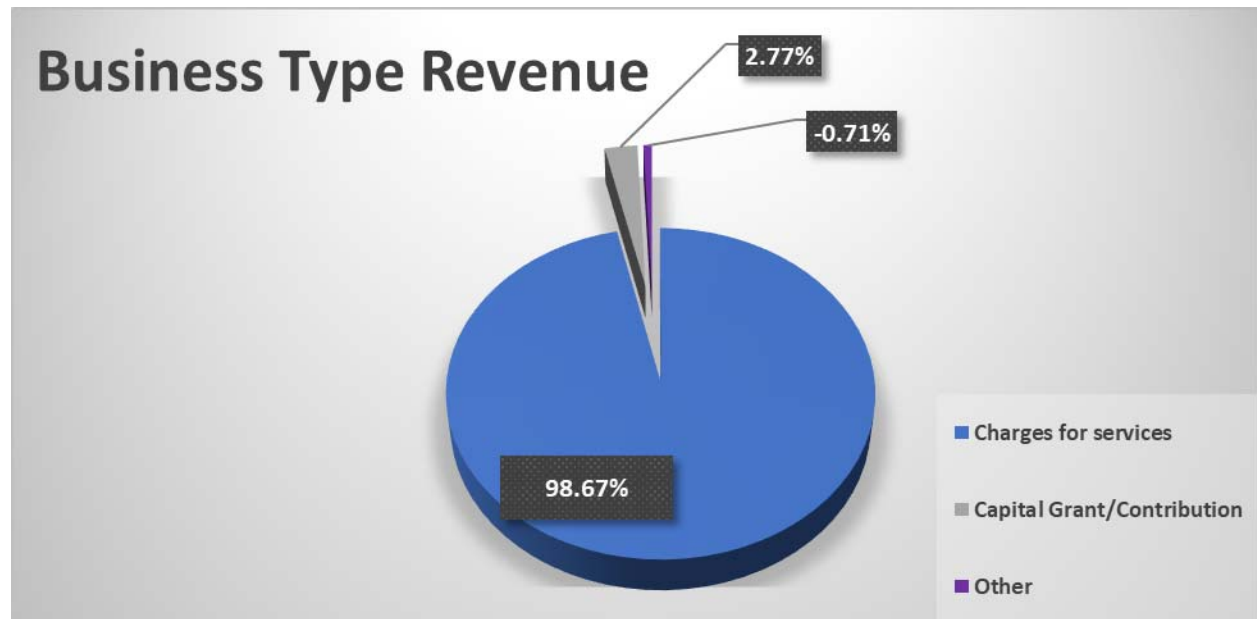
Business-type activities before transfers decreased the City's net assets by \$374,339 for fiscal year 2020 compared to a \$1,036,635 decrease in 2019. Revenues for the City's business-type activities increased \$248,473 while total expenses increased \$622,812 for fiscal year 2020. Elements of the changes in revenues and expenses include:

#### Revenue:

- Charges for services increased \$23,678 from the previous year. Although gas consumption remained about the same as the prior year, natural gas sales decreased \$569,279 as gas prices dropped for the year. Utility penalties also declined as the City temporarily halted charging penalties for late payment of utility bills to assist customers during the pandemic. Water and sewer service charges were up \$470,617 due to a 1% increase in the CPI and consumption increase of 30 million gallons.
- Capital grants increased \$257,639 during FY 2020. The City entered into a grant agreement with the Department of Environmental Protection for \$2,697,456 to design and construct sewer lines to SR 47 and I-75 interchange. The purpose of the grant is to mitigate nitrogen overload from contaminants from septic tank systems in the area by connecting to City sewer. Intense growth is expected in this location due to the high traffic area and interest by developers to build at this intersection. The City billed DEP \$187,590 during 2020.

Impact fees rose \$70,049 from the previous year but Council decided during the year to waive fees for twelve months as a development incentive.

- The City sold the Brandon Brent Water Plant during the year at a loss of \$184,500. Increased maintenance costs and location in the County were the primary contributing factors of the sale.





## MANAGEMENT'S DISCUSSION AND ANALYSIS

(continued)

### Expenses:

- Water and sewer costs increased overall \$1,035,882 during the year. Personnel costs decreased \$110,849 from net pension and OPEB costs while salaries and benefits increased \$158,071 from a 2% increase in cost of living. Depreciation increased \$345,500 during 2020 while interest expense decreased \$265,729 from refinancing of debt 2010A & B bonds at a lower interest rate.

Contract services and materials increased \$824,041. The City spent \$193,939 in engineering services to perform a wastewater capacity study for Bell Road and renewed its agreement with Sensus to provide software maintenance for the City's automatic meter reading system for \$152,708 for five years.

The Water Plant conducted and implemented its AWIA certification which is required by the U. S. EPA to assess and evaluate vulnerabilities, threats and potential hazards to the water system. As a result, the department paid engineering costs of \$68,798 to perform the study. An additional \$40,180 was paid to Hydrocorp to perform testing and inspection of all backflow systems on the City's water system.

Cost to move and set up a generator at the sprayfield increased repairs and maintenance \$96,019 while repairs overall were up in the Distributions and Collections department by \$81,960. Operating supplies costs rose \$106,259 as pricing continues to climb for pipe and materials.

- Natural gas expenses decreased \$413,070. The number of therms of sales of gas remained constant while cost of gas decreased, resulting in a reduction of \$432,673 of gas purchases.

### The City's Funds

As the City completed the year, its governmental funds reported a combined fund balance of \$21,723,132, which is a 56.07% percent increase over the previous year. Approximately 66.80% percent or \$14,511,105 of the fund balance constitutes unassigned fund balance, which is available for spending at the government's discretion. Non-spendable fund balance of .2% is comprised of:

❖ Inventory	\$ 49,805
❖ Prepaids	\$ 2,609

The restricted fund balance of \$7,159,613 constitutes 32.96% which has been obligated for debt service of \$147,400, public safety of \$2,186,740, airport \$764,969, health and welfare \$27,611, capital improvements of \$3,804,106 for the new City Hall to be constructed and community redevelopment of \$228,787.

### Business-type Funds

The City's proprietary fund financial statements provide the same type of information found in the government-wide financial statements, but in more detail. Factors concerning the finances of these funds have been addressed in the discussion of the City's business-type activities.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(continued)

### **Budgetary Highlights – Governmental Activities**

For fiscal year 2020, the City adopted a balanced budget in the General Fund. The General Fund had an original budget of \$15,547,382; the final amended budget was \$16,958,465.

The following is a brief overview of the significant budgeting changes of \$1,413,390 from the original budget to the final budget.

#### **General Fund**

- City received reimbursement from Florida Municipal Insurance Trust (FMIT), our insurance provider, for final reimbursement of costs associated with the ransomware attack in 2019 of \$187,667.
- City received an additional \$67,069 for insurance proceeds from wrecked vehicles.
- Grant was received from Small Outreach Program to resurface SW McFarlane Avenue to Bascom Norris Road and Baya Avenue for \$827,054.
- The City received a donation from the Rotary Club to purchase a water fountain for City owned park.
- Garbage/solid waste services collections increased \$23,127 and were offset by costs of collection.
- The City received insurance premium taxes of \$16,807 greater than the original projection. Insurance premium taxes are used for retirement benefits for the Police pension.
- Grants for overtime of \$40,131 were received for speed and aggressive driving and occupant safety from the Florida Department of Transportation.
- Building permit fees of \$130,433 were received in excess of amounts originally budgeted.
- Court fines and judgment fees of \$22,246 were collected in excess of original budget.

#### **Airport Special Revenue Fund**

- The Airport received funding from the CARES Act to reimburse for expenditures incurred as a result of Covid-19 of \$69,000.

#### **Sales Tax Bond Fund**

- The City borrowed \$9,098,781 to refund the 2012 Sales Tax Bond issue and received additional loan proceeds of \$5,700,000 to build a new City Hall and Fire Station for the west end of town.

MANAGEMENT'S DISCUSSION AND ANALYSIS  
(continued)

**Capital Assets and Debt Administration**

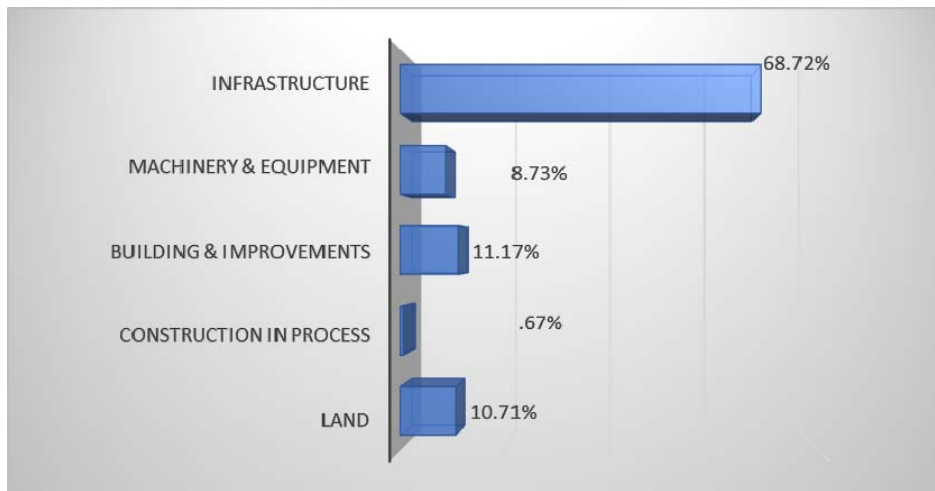
**Capital Assets**

At the end of fiscal year 2020, the City had \$117,756,916 invested in a broad range of capital assets. This amount represents a net decrease of \$366,463 over last year.

**Capital Assets at Year End  
(Net of Depreciation)**

	Governmental Activities		Business-Type Activities		Totals	
	FY 2020	FY 2019	FY 2020	FY 2019	FY 2020	FY 2019
Land	\$ 7,379,013	\$ 7,379,003	\$ 5,234,282	\$ 5,296,782	\$ 12,613,295	\$ 12,675,785
Construction in Process	505,169	11,074,449	279,797	34,102	784,966	11,108,551
Building & Improvements	8,138,216	6,358,627	5,019,780	5,022,084	13,157,996	11,380,711
Machinery & equipment	3,025,374	1,796,004	7,250,770	6,648,503	10,276,144	8,444,507
Infrastructure	30,853,603	22,718,360	50,070,912	51,795,465	80,924,515	74,513,825
<b>Totals</b>	<b>\$ 49,901,375</b>	<b>\$ 49,326,443</b>	<b>\$ 67,855,541</b>	<b>\$ 68,796,936</b>	<b>\$ 117,756,916</b>	<b>\$ 118,123,379</b>

**Capital Assets by Class:**



Major capital asset acquisitions and reclassifications from construction in progress to infrastructure and building improvements for 2020 include:

**General Government**

Wilson Park Amphitheater	CRA	\$1,237,678
Corporate Hangar A-1	Airport	\$1,322,392
Bulk Hangar A-2	Airport	\$ 886,866
Runway 10-28	Airport	\$7,591,056
Motorola Radio System	Police/Fire	\$1,394,357
SW McFarlane Overlay	Public Works	\$ 878,369
Additional street overlays	Public Works	\$ 235,698

**Business Type Activities**

Equipment additions	Water Sewer	\$1,819,622
Infrastructure	Water Sewer	\$ 204,533

Additional information on the City's capital assets can be found in Note 6 of the notes to the financial statements.

MANAGEMENT'S DISCUSSION AND ANALYSIS  
(continued)

**Long-term Debt**

At the end of the current fiscal year, the City had total bond debt outstanding of \$52,965,244 net of unamortized premiums and discounts.

	Governmental Activities		Business-Type Activities		Total	
	2020	2019	2020	2019	2020	2019
Revenue bonds/leases	\$13,642,016	\$8,515,472	\$ 39,323,228	\$ 34,557,113	\$ 52,965,244	\$ 43,072,585

As noted previously, the City borrowed an additional \$5,700,000 to construct a new City Hall and Fire Station. Also, during the year, the Water Sewer Fund refunded its 2010A & B bonds of \$25,893,978 and borrowed an additional \$6,150,250 to make major improvements to its Saint Margaret's Street wastewater facility. By doing so, the plant should be able to maintain its capacity for future needs.

Additional information on the City's long-term debt can be found in Note 8 of the notes to the financial statements.

The City considered many factors when preparing the fiscal year 2020 budgetary estimates. Some of the major considerations were local and national economic factors, which included:

- Seasonally adjusted unemployment rate for Florida in September 2020 was 7.6%, which is up from the previous year rate of 4.4%, while Columbia County averaged 8.1%. Prior to the pandemic it was expected that employment would be at an all-time high. However, implementation of measures to reduce COVID-19 infections resulted in major unemployment for the State and the County.
- Consumer prices twelve-month average increased 1.4% from the previous year for all urban consumers. Food prices increased 3.9% while energy declined 7.7%.
- Property values have continued to increase but have not reached the level they were prior to the 2008 downturn. Even with increases of \$34 million in valuation, the net change from the previous year only produced another \$130,290 in budgeted property taxes overall.
- Revenue projections for state shared revenues were projected upwards by \$143,729 over the previous year.

**Financial Contact**

The City's financial statements are designed to present users with a general overview of the City's finances and to demonstrate the City's accountability. If you have any questions concerning any of the information provided in this report or need additional financial information, contact the City's Finance Director at City Hall located at 205 North Marion Avenue, Lake City, Florida, 32055.

## **BASIC FINANCIAL STATEMENTS**

These basic financial statements contain Government-wide Financial Statements, Fund Financial Statements and Notes to the Financial Statements.

**CITY OF LAKE CITY, FLORIDA**  
**STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2020**

	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
<b>ASSETS</b>			
Equity in pooled cash and cash equivalents	\$ 15,834,804	\$ 8,420,699	\$ 24,255,503
Investments	4,656,346	-	4,656,346
Receivables, net	471,005	2,478,094	2,949,099
Due from other governments	1,909,151	393,252	2,302,403
Inventories	49,805	285,385	335,190
Prepays	2,609	5,171	7,780
Net pension asset	2,874,477	-	2,874,477
Restricted assets:			
Equity in pooled cash	-	9,124,290	9,124,290
Capital assets:			
Capital assets, not being depreciated	7,884,182	5,514,079	13,398,261
Other capital assets, net of depreciation	42,017,193	62,341,462	104,358,655
Total assets	<u>\$ 75,699,572</u>	<u>\$ 88,562,432</u>	<u>\$ 164,262,004</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred loss on bond refunding	\$ -	\$ 122,743	\$ 122,743
Deferred outflows related to pensions	3,010,391	985,653	3,996,044
Deferred outflows related to OPEB	10,352	6,858	17,210
Total deferred outflows	<u>\$ 3,020,743</u>	<u>\$ 1,115,254</u>	<u>\$ 4,135,997</u>
<b>LIABILITIES</b>			
Accounts payable and accrued liabilities	\$ 1,075,971	\$ 555,133	\$ 1,631,104
Customer deposits	100,200	1,166,286	1,266,486
Unearned revenue	24,417	479,033	503,450
Accrued interest payable	117,482	164,285	281,767
Noncurrent liabilities:			
Due within one year:			
Bonds and notes payable	628,098	2,363,933	2,992,031
Capital leases	121,290	-	121,290
Compensated absences	609,661	297,845	907,506
Due in more than one year:			
Bonds and notes payable, net	11,736,314	36,959,295	48,695,609
Capital leases	1,156,314	-	1,156,314
Compensated absences	166,547	107,803	274,350
Total OPEB liability	229,603	152,088	381,691
Net pension liability	5,959,587	2,564,730	8,524,317
Total liabilities	<u>\$ 21,925,484</u>	<u>\$ 44,810,431</u>	<u>\$ 66,735,915</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflows related to pensions	\$ 2,147,391	\$ 215,713	\$ 2,363,104
Deferred inflows related to OPEB	23,213	15,377	38,590
Total deferred inflows	<u>\$ 2,170,604</u>	<u>\$ 231,090</u>	<u>\$ 2,401,694</u>
<b>NET POSITION</b>			
Net investment in capital assets	\$ 41,965,518	\$ 34,807,282	\$ 76,772,800
Restricted for:			
Public safety	284,687	-	284,687
Community redevelopment projects	228,787	-	228,787
Airport	764,969	-	764,969
Debt service	29,918	618,302	648,220
Capital improvements	-	2,189,477	2,189,477
Pension benefits	1,805,616	-	1,805,616
Other purposes	27,611	-	27,611
Unrestricted	9,517,121	7,021,104	16,538,225
Total net position	<u>\$ 54,624,227</u>	<u>\$ 44,636,165</u>	<u>\$ 99,260,392</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF LAKE CITY, FLORIDA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Governmental activities:							
General government	\$ 2,197,711	\$ 16,800	\$ 17,008	\$ -	\$ (2,163,903)	\$ -	\$ (2,163,903)
Public safety	6,783,422	2,515,584	-	12,290	(4,255,548)	-	(4,255,548)
Highway and street	2,943,635	-	1,507,361	927,034	(509,240)	-	(509,240)
Airport	2,651,422	1,321,240	-	1,490,327	160,145	-	160,145
Health and welfare	249,353	-	-	-	(249,353)	-	(249,353)
Economic environment	40,773	-	1,944	-	(38,829)	-	(38,829)
Physical environment	468,975	525,569	-	-	56,594	-	56,594
Culture and recreation	393,455	26,189	-	-	(367,266)	-	(367,266)
Interest on long-term debt	453,496	-	-	-	(453,496)	-	(453,496)
Total governmental activities	16,182,242	4,405,382	1,526,313	2,429,651	(7,820,896)	-	(7,820,896)
Business-type activities:							
Water-sewer utility	13,178,801	14,766,472	253,105	526,092	-	2,366,868	2,366,868
Natural gas	3,037,422	3,568,660	-	-	-	531,238	531,238
Total business-type activities	16,216,223	18,335,132	253,105	526,092	-	2,898,106	2,898,106
Total primary government	<u>\$ 32,398,465</u>	<u>\$ 22,740,514</u>	<u>\$ 1,779,418</u>	<u>\$ 2,955,743</u>	<u>(7,820,896)</u>	<u>2,898,106</u>	<u>(4,922,790)</u>
General revenues:							
Property taxes					3,936,575	-	3,936,575
Sales taxes					2,830,734	-	2,830,734
Casualty and fire insurance premium taxes					186,282	-	186,282
Public service taxes					1,395,569	-	1,395,569
Other taxes					731,630	-	731,630
Franchise and utility taxes					1,332,705	-	1,332,705
State revenue sharing					443,903	-	443,903
Other intergovernmental revenues					235,150	-	235,150
Investment earnings					128,815	18,147	146,962
Miscellaneous revenues					379,829	31,839	411,668
Loss on disposal of capital assets					-	(184,300)	(184,300)
Transfers					910,000	(910,000)	-
Total general revenues and transfers					12,511,192	(1,044,314)	11,466,878
Change in net position					4,690,296	1,853,792	6,544,088
Net position - beginning					49,933,931	42,782,373	92,716,304
Net position - ending					<u>\$ 54,624,227</u>	<u>\$ 44,636,165</u>	<u>\$ 99,260,392</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF LAKE CITY, FLORIDA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2020**

	General	Fire Department	Community Redevelopment Agency	Sales Tax Bond	Airport Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>							
Equity in pooled cash and cash equivalents	\$ 8,373,986	\$ 209,388	\$ 241,124	\$ 5,706,159	\$ 212,212	\$ 1,091,935	\$ 15,834,804
Investments	4,656,346	-	-	-	-	-	4,656,346
Receivables, net	457,220	584	-	-	-	13,201	471,005
Due from other governments	1,785,703	18,750	-	-	104,698	-	1,909,151
Inventories	29,372	-	-	-	-	20,433	49,805
Prepaid items	905	-	-	-	-	1,704	2,609
Total assets	<u>\$ 15,303,532</u>	<u>\$ 228,722</u>	<u>\$ 241,124</u>	<u>\$ 5,706,159</u>	<u>\$ 316,910</u>	<u>\$ 1,127,273</u>	<u>\$ 22,923,720</u>
<b>LIABILITIES</b>							
Accounts payable and accrued liabilities	\$ 759,050	\$ 52,400	\$ 12,237	\$ -	\$ 62,938	\$ 189,346	\$ 1,075,971
Customer deposits	100	-	100	-	-	100,000	100,200
Unearned revenue	3,000	-	-	-	-	21,417	24,417
Total liabilities	<u>762,150</u>	<u>52,400</u>	<u>12,337</u>	<u>-</u>	<u>62,938</u>	<u>310,763</u>	<u>1,200,588</u>
<b>FUND BALANCES</b>							
Nonspendable:							
Inventories	29,372	-	-	-	-	20,433	49,805
Prepaid items	905	-	-	-	-	1,704	2,609
Restricted for:							
Public safety	-	176,322	-	1,902,053	-	108,365	2,186,740
Airport	-	-	-	-	253,972	510,997	764,969
Debt service	-	-	-	-	-	147,400	147,400
Capital improvements	-	-	-	3,804,106	-	-	3,804,106
Community redevelopment	-	-	228,787	-	-	-	228,787
Health and welfare	-	-	-	-	-	27,611	27,611
Unassigned	14,511,105	-	-	-	-	-	14,511,105
Total fund balances	<u>14,541,382</u>	<u>176,322</u>	<u>228,787</u>	<u>5,706,159</u>	<u>253,972</u>	<u>816,510</u>	<u>21,723,132</u>
Total liabilities and fund balances	<u>\$ 15,303,532</u>	<u>\$ 228,722</u>	<u>\$ 241,124</u>	<u>\$ 5,706,159</u>	<u>\$ 316,910</u>	<u>\$ 1,127,273</u>	<u>\$ 22,923,720</u>

The accompanying notes to financial statements are an integral part of this statement.



**CITY OF LAKE CITY, FLORIDA**  
**RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS**  
**TO THE STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2020**

**Fund balances - total governmental funds** \$ 21,723,132

Amounts reported for governmental activities in the statement of activities are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds

Total governmental capital assets	95,501,941	
Less: accumulated depreciation	<u>(45,600,566)</u>	49,901,375

On the governmental fund statements, a net pension liability (asset) is not recorded until an amount is due and payable and the pension plan's fiduciary net position is not sufficient for payment of those benefits (no such liability exists at the end of the current fiscal year). On the statement of net position, the City's net pension liability (asset) of the defined benefit pension plans is reported as a noncurrent liability (asset). Additionally, deferred outflows and deferred inflows related to pensions are also reported.

Net pension liability	(5,959,587)	
Net pension asset	2,874,477	
Deferred outflows related to pensions	3,010,391	
Deferred inflows related to pensions	<u>(2,147,391)</u>	(2,222,110)

On the governmental fund statements, a total OPEB liability is not recorded unless an amount is due and payable (no such liability exists at the end of the current fiscal year). On the Statement of Net Position, the City's total OPEB liability is reported as a noncurrent liability. Additionally, deferred outflows and deferred inflows related to OPEB are also reported.

Total OPEB liability	(229,603)	
Deferred outflows related to OPEB	10,352	
Deferred inflows related to OPEB	<u>(23,213)</u>	(242,464)

Long-term liabilities, including bonds payable and notes payable, are not due and payable in the current period and, therefore, are not reported in the funds. These liabilities, deferred outflows, and other debt-related deferred charges consist of the following:

Bonds and notes payable	(12,364,412)	
Accrued interest payable	(117,482)	
Lease financed purchases	(1,277,604)	
Compensated absences	<u>(776,208)</u>	(14,535,706)

<b>Net position of governmental activities</b>		<u><u>\$ 54,624,227</u></u>
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The accompanying notes to financial statements are an integral part of this statement.

**CITY OF LAKE CITY, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	General	Fire Department	Community Redevelopment Agency	Sales Tax Bond	Airport Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>Revenues</b>							
Taxes	\$ 9,037,649	\$ 64,182	\$ 125,347	\$ -	\$ -	\$ -	\$ 9,227,178
Franchise fees and permits	1,603,474	-	-	-	-	-	1,603,474
Intergovernmental	2,744,608	450	178,971	-	1,359,675	187,917	4,471,621
Charges for services	1,897,858	2,161,738	700	-	-	1,280,631	5,340,927
Fines and forfeitures	68,869	-	-	-	-	-	68,869
Investment income	120,452	1,558	473	6,159	76	97	128,815
Miscellaneous	302,959	-	-	-	-	148,695	451,654
Total revenues	15,775,869	2,227,928	305,491	6,159	1,359,751	1,617,340	21,292,538
<b>Expenditures</b>							
Current:							
General government	3,602,398	-	-	-	-	-	3,602,398
Public safety	4,740,885	2,332,412	-	-	-	845	7,074,142
Highway and street	2,502,674	-	-	-	-	-	2,502,674
Airport	-	-	-	-	62,938	976,190	1,039,128
Health and welfare	249,353	-	-	-	-	-	249,353
Economic environment	-	-	40,773	-	-	-	40,773
Physical environment	468,975	-	-	-	-	-	468,975
Culture and recreation	422,396	-	-	-	-	-	422,396
Capital outlay	1,681,405	97,730	202,570	-	1,591,364	133,515	3,706,584
Debt service:							
Principal retirement	-	-	85,077	-	-	604,106	689,183
Interest and fiscal charges	-	-	18,073	31,438	-	284,455	333,966
Debt insurance costs	-	-	-	53,260	-	-	53,260
Total expenditures	13,668,086	2,430,142	346,493	84,698	1,654,302	1,999,111	20,182,832
<b>Excess (deficiency) of revenues over expenditures</b>	<u>2,107,783</u>	<u>(202,214)</u>	<u>(41,002)</u>	<u>(78,539)</u>	<u>(294,551)</u>	<u>(381,771)</u>	<u>1,109,706</u>
<b>Other financing sources (uses)</b>							
Transfers in	910,000	289,680	-	-	-	697,520	1,897,200
Transfers out	(849,049)	(138,151)	-	-	-	-	(987,200)
Deposit to bond refunding escrow	-	-	-	(3,314,083)	-	-	(3,314,083)
Issuance of long-term debt	-	-	-	9,098,781	-	-	9,098,781
Total other financing sources (uses)	60,951	151,529	-	5,784,698	-	697,520	6,694,698
<b>Net change in fund balances</b>	<u>2,168,734</u>	<u>(50,685)</u>	<u>(41,002)</u>	<u>5,706,159</u>	<u>(294,551)</u>	<u>315,749</u>	<u>7,804,404</u>
<b>Fund balances, beginning of year</b>	12,372,648	227,007	269,789	-	548,523	500,761	13,918,728
<b>Fund balances, end of year</b>	<u>\$ 14,541,382</u>	<u>\$ 176,322</u>	<u>\$ 228,787</u>	<u>\$ 5,706,159</u>	<u>\$ 253,972</u>	<u>\$ 816,510</u>	<u>\$ 21,723,132</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF LAKE CITY, FLORIDA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

**Net change in fund balances - total governmental funds** \$ 7,804,404

Differences in amounts reported for governmental activities in the statement of activities are:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.

Capital outlay expenditures	3,706,584
Depreciation expense	(3,131,652)

Bond and loan proceeds are reported as financing sources in the governmental funds. However, the issuance of debt is reported as long-term debt payable in the statement of net position. Repayment of bond and note principal is an expenditure in the governmental funds, but the repayment of debt principal reduces long-term liabilities in the statement of net position.

These amounts are as follows:

Principal repayment of general long-term debt	4,003,266
Issuance of governmental long-term debt	(9,098,781)

Governmental funds report contributions to defined benefit pension and OPEB plans as expenditures.

However, in the statement of activities, the amount contributed to defined benefit pension plans reduces future total OPEB/net pension liability. Also included in expense in the statement of activities are amounts required to be amortized in future years related to pensions and OPEB.

Change in net pension liability and deferred inflows/outflows related to pensions	1,654,681
Change in total OPEB liability and deferred inflows/outflows related to OPEB	(164,253)

Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available financial resources. In the statement of activities, however, which is presented on the accrual basis, expenses and liabilities are reported regardless of when financial resources are available. In addition, interest on long-term debt is not recognized under the modified accrual basis of accounting until due, rather than as it accrues. These adjustments are as follows:

Amortization of bond discounts and premiums	(31,029)
Change in accrued interest on long-term debt and amortization of loss on refunding	(35,241)
Change in compensated absences liability	(17,683)

<b>Change in net position of governmental activities</b>	<b>\$ 4,690,296</b>
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The accompanying notes to financial statements are an integral part of this statement.

**CITY OF LAKE CITY, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>Budgeted Amounts</b>			<b>Variance with Final Budget - Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>	<b>Actual</b>	
<b>Revenues</b>				
Taxes	\$ 9,056,425	\$ 9,073,232	\$ 9,037,649	\$ (35,583)
Franchise fees and permits	1,613,848	1,744,281	1,603,474	(140,807)
Intergovernmental	1,866,891	2,734,076	2,744,608	10,532
Charges for services	1,982,094	2,002,914	1,897,858	(105,056)
Fines and forfeitures	45,217	67,463	68,869	1,406
Investment income	15,028	102,166	120,452	18,286
Miscellaneous	45,879	312,333	302,959	(9,374)
Total revenues	14,625,382	16,036,465	15,775,869	(260,596)
<b>Expenditures</b>				
Current:				
General government	4,112,783	4,460,368	3,602,398	857,970
Public safety	5,576,133	5,531,206	4,740,885	790,321
Highway and street	2,880,281	2,746,870	2,502,674	244,196
Health and welfare	254,500	257,153	249,353	7,800
Physical environment	448,158	468,978	468,975	3
Culture and recreation	572,496	572,496	422,396	150,100
Capital outlay	1,045,162	2,072,345	1,681,405	390,940
Total expenditures	14,889,513	16,109,416	13,668,086	2,441,330
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(264,131)</u>	<u>(72,951)</u>	<u>2,107,783</u>	<u>2,180,734</u>
<b>Other financing sources (uses)</b>				
Transfers in	910,000	910,000	910,000	-
Transfers out	(657,869)	(849,049)	(849,049)	-
Proceeds from sale of capital assets	12,000	12,000	-	(12,000)
Total other financing sources (uses)	264,131	72,951	60,951	(12,000)
<b>Net change in fund balances</b>	<u>-</u>	<u>-</u>	<u>2,168,734</u>	<u>2,168,734</u>
<b>Fund balances, beginning of year</b>	12,372,648	12,372,648	12,372,648	-
<b>Fund balances, end of year</b>	<u>\$ 12,372,648</u>	<u>\$ 12,372,648</u>	<u>\$ 14,541,382</u>	<u>\$ 2,168,734</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF LAKE CITY, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - FIRE DEPARTMENT FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>Budgeted Amounts</b>			<b>Variance with Final Budget - Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>	<b>Actual</b>	
<b>Revenues</b>				
Taxes	\$ 63,275	\$ 63,275	\$ 64,182	\$ 907
Intergovernmental	-	-	450	450
Charges for services	2,167,620	2,167,620	2,161,738	(5,882)
Investment income	-	-	1,558	1,558
Total revenues	<u>2,230,895</u>	<u>2,230,895</u>	<u>2,227,928</u>	<u>(2,967)</u>
<b>Expenditures</b>				
Current:				
Public safety	2,426,508	2,424,529	2,332,412	92,117
Capital outlay	284,067	147,895	97,730	50,165
Total expenditures	<u>2,710,575</u>	<u>2,572,424</u>	<u>2,430,142</u>	<u>142,282</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(479,680)</u>	<u>(341,529)</u>	<u>(202,214)</u>	<u>139,315</u>
<b>Other financing sources (uses)</b>				
Transfers in	289,680	289,680	289,680	-
Transfers out	-	(138,151)	(138,151)	-
Total other financing sources (uses)	<u>289,680</u>	<u>151,529</u>	<u>151,529</u>	<u>-</u>
<b>Net change in fund balances</b>	<u>(190,000)</u>	<u>(190,000)</u>	<u>(50,685)</u>	<u>139,315</u>
<b>Fund balances, beginning of year</b>	227,007	227,007	227,007	-
<b>Fund balances, end of year</b>	<u>\$ 37,007</u>	<u>\$ 37,007</u>	<u>\$ 176,322</u>	<u>\$ 139,315</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF LAKE CITY, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - COMMUNITY REDEVELOPMENT AGENCY FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>Budgeted Amounts</b>			<b>Variance with Final Budget - Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>	<b>Actual</b>	
<b>Revenues</b>				
Taxes	\$ 134,088	\$ 134,088	\$ 125,347	\$ (8,741)
Intergovernmental	179,604	179,604	178,971	(633)
Charges for services	-	-	700	700
Investment income	100	100	473	373
Miscellaneous	-	-	-	-
Total revenues	<u>313,792</u>	<u>313,792</u>	<u>305,491</u>	<u>(8,301)</u>
<b>Expenditures</b>				
Current:				
Economic environment	51,796	51,796	40,773	11,023
Capital outlay	919,199	919,199	202,570	716,629
Debt service:				-
Principal retirement	85,077	85,077	85,077	-
Interest and fiscal charges	18,073	18,073	18,073	-
Total expenditures	<u>1,074,145</u>	<u>1,074,145</u>	<u>346,493</u>	<u>727,652</u>
<b>Net change in fund balances</b>	<u>(760,353)</u>	<u>(760,353)</u>	<u>(41,002)</u>	<u>719,351</u>
<b>Fund balances, beginning of year</b>	269,789	269,789	269,789	-
<b>Fund balances, end of year</b>	<u><u>\$ (490,564)</u></u>	<u><u>\$ (490,564)</u></u>	<u><u>\$ 228,787</u></u>	<u><u>\$ 719,351</u></u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF LAKE CITY, FLORIDA**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUNDS**  
**SEPTEMBER 30, 2020**

	<b>Business-type Activities - Enterprise Funds</b>		
	<b>Water-Sewer Utility</b>	<b>Natural Gas</b>	<b>Total</b>
<b>ASSETS</b>			
Equity in pooled cash and cash equivalents	\$ 6,503,253	\$ 1,917,446	\$ 8,420,699
Accounts receivable, net	2,132,326	345,768	2,478,094
Due from other governments	383,945	9,307	393,252
Inventories	208,362	77,023	285,385
Prepaid items	-	5,171	5,171
Restricted current assets			
Equity in pooled cash	2,528,218	-	2,528,218
Total current assets	<u>11,756,104</u>	<u>2,354,715</u>	<u>14,110,819</u>
Noncurrent assets:			
Restricted cash	6,596,072	-	6,596,072
Capital assets:			
Land	5,232,743	1,539	5,234,282
Building and improvements	6,817,293	744,805	7,562,098
Infrastructure	84,781,238	3,784,456	88,565,694
Machinery and equipment	16,406,671	1,064,114	17,470,785
Construction in progress	279,797	-	279,797
Accumulated depreciation	(48,383,113)	(2,874,002)	(51,257,115)
Total capital assets, net	<u>65,134,629</u>	<u>2,720,912</u>	<u>67,855,541</u>
Total noncurrent assets	<u>71,730,701</u>	<u>2,720,912</u>	<u>74,451,613</u>
Total assets	<u>\$ 83,486,805</u>	<u>\$ 5,075,627</u>	<u>\$ 88,562,432</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred loss on bond refunding	\$ 122,743	\$ -	\$ 122,743
Deferred outflows related to pensions	831,649	154,004	985,653
Deferred outflows related to OPEB	5,611	1,247	6,858
Total deferred outflows	<u>\$ 960,003</u>	<u>\$ 155,251</u>	<u>\$ 1,115,254</u>
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable and accrued liabilities	\$ 358,608	\$ 196,525	\$ 555,133
Deposits	832,209	334,077	1,166,286
Unearned revenue	70,154	408,879	479,033
Compensated absences	242,220	55,625	297,845
Payable from restricted assets:			
Current maturities on long-term debt	2,363,933	-	2,363,933
Accrued interest payable	164,285	-	164,285
Total current liabilities	<u>4,031,409</u>	<u>995,106</u>	<u>5,026,515</u>
Noncurrent liabilities:			
Bonds and notes payable, net	36,959,295	-	36,959,295
Compensated absences	87,575	20,228	107,803
Total OPEB liability	124,435	27,653	152,088
Net pension liability	2,164,002	400,728	2,564,730
Total noncurrent liabilities	<u>39,335,307</u>	<u>448,609</u>	<u>39,783,916</u>
Total liabilities	<u>\$ 43,366,716</u>	<u>\$ 1,443,715</u>	<u>\$ 44,810,431</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflows related to pensions	\$ 182,009	\$ 33,704	\$ 215,713
Deferred inflows related to OPEB	12,581	2,796	15,377
Total deferred inflows	<u>\$ 194,590</u>	<u>\$ 36,500</u>	<u>\$ 231,090</u>
<b>NET POSITION</b>			
Net investment in capital assets	\$ 32,086,370	\$ 2,720,912	\$ 34,807,282
Restricted for debt service	618,302	-	618,302
Restricted for renewal and replacement	500,000	-	500,000
Restricted for system improvements	1,689,477	-	1,689,477
Unrestricted	5,991,353	1,029,751	7,021,104
Total net position	<u>\$ 40,885,502</u>	<u>\$ 3,750,663</u>	<u>\$ 44,636,165</u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF LAKE CITY, FLORIDA**  
**STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>Business-type Activities - Enterprise Funds</b>		
	<b>Water-Sewer Utility</b>	<b>Natural Gas</b>	<b>Total</b>
<b>Operating revenues</b>			
Charges for services	\$ 14,628,523	\$ 3,568,660	\$ 18,197,183
Other revenues	137,949	-	137,949
Total operating revenues	14,766,472	3,568,660	18,335,132
<b>Operating expenses</b>			
Personal services	3,753,383	766,449	4,519,832
Contractual services and supplies	3,947,441	1,789,947	5,737,388
Internal charges	980,000	300,000	1,280,000
Depreciation	3,258,108	181,026	3,439,134
Total operating expenses	11,938,932	3,037,422	14,976,354
<b>Operating income (loss)</b>	2,827,540	531,238	3,358,778
<b>Nonoperating revenues (expenses)</b>			
Interest earnings	14,703	3,444	18,147
Intergovernmental grants	253,105	-	253,105
Miscellaneous income	31,477	362	31,839
Gain (loss) on disposal of capital assets	(184,300)	-	(184,300)
Debt issuance costs	(165,286)	-	(165,286)
Interest and amortization expense	(1,357,991)	-	(1,357,991)
Interest subsidy	283,408	-	283,408
Total nonoperating revenues (expenses)	(1,124,884)	3,806	(1,121,078)
<b>Income (loss) before contributions and transfers</b>	1,702,656	535,044	2,237,700
Capital contributions and impact fees	338,502	-	338,502
Capital grants	187,590	-	187,590
Transfers out	(667,000)	(243,000)	(910,000)
<b>Change in net position</b>	1,561,748	292,044	1,853,792
<b>Net position, beginning of year</b>	39,323,754	3,458,619	42,782,373
<b>Net position, end of year</b>	\$ 40,885,502	\$ 3,750,663	\$ 44,636,165

The accompanying notes to financial statements are an integral part of this statement.



**CITY OF LAKE CITY, FLORIDA**  
**STATEMENT OF CASH FLOWS**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>Business-type Activities - Enterprise Funds</b>		
	<b>Water-Sewer Utility</b>	<b>Natural Gas</b>	<b>Total</b>
<b>Cash flows from operating activities</b>			
Cash received from customers	\$ 14,418,202	\$ 3,516,485	\$ 17,934,687
Cash paid to employees	(3,962,789)	(822,531)	(4,785,320)
Cash paid to suppliers	(3,683,060)	(1,725,887)	(5,408,947)
Cash paid for interfund charges	(980,000)	(300,000)	(1,280,000)
Other receipts	31,477	-	31,477
Net cash provided by (used in) operating activities	<u>5,823,830</u>	<u>668,067</u>	<u>6,491,897</u>
<b>Cash flows from noncapital financing activities</b>			
Transfers to other funds	(667,000)	(243,000)	(910,000)
Intergovernmental grant proceeds	253,105	-	253,105
Interfund loans	-	(94,328)	(94,328)
Net cash provided by (used in) noncapital financing activities	<u>(413,895)</u>	<u>(337,328)</u>	<u>(751,223)</u>
<b>Cash flows from capital and related financing activities</b>			
Impact fees	338,502	-	338,502
Acquisition and construction of capital assets	(2,413,284)	(336,271)	(2,749,555)
Capital grants	187,590	-	187,590
Proceeds from sale of capital assets	67,878	-	67,878
Principal payments of long-term debt	(27,287,000)	-	(27,287,000)
Proceeds from issuance of long-term debt	32,044,228	-	32,044,228
Debt issuance costs	(165,286)	-	(165,286)
Interest paid	(1,375,053)	-	(1,375,053)
Net cash provided by (used in) capital and related financing activities	<u>1,397,575</u>	<u>(336,271)</u>	<u>1,061,304</u>
<b>Cash flows from investing activities</b>			
Interest received	14,703	3,444	18,147
<b>Net change in cash and cash equivalents</b>	<u>6,822,213</u>	<u>(2,088)</u>	<u>6,820,125</u>
<b>Cash and cash equivalents, beginning of year</b>	<u>8,805,330</u>	<u>1,919,534</u>	<u>10,724,864</u>
<b>Cash and cash equivalents, end of year</b>	<u><u>\$ 15,627,543</u></u>	<u><u>\$ 1,917,446</u></u>	<u><u>\$ 17,544,989</u></u>
<b>Cash and cash equivalents classified as:</b>			
Unrestricted	\$ 6,503,253	\$ 1,917,446	\$ 8,420,699
Restricted	9,124,290	-	9,124,290
Total cash and cash equivalents	<u><u>\$ 15,627,543</u></u>	<u><u>\$ 1,917,446</u></u>	<u><u>\$ 17,544,989</u></u>
<b>Reconciliation of operating income to net cash provided by operating activities:</b>			
Operating income	\$ 2,827,540	\$ 531,238	\$ 3,358,778
Adjustments to reconcile net operating income to net cash provided by operating activities:			
Depreciation	3,258,108	181,026	3,439,134
Gain on disposition of capital assets	31,477	-	31,477
Changes in assets and liabilities:			
Accounts receivable	(53,893)	41,773	(12,120)
Due from other governments	(383,945)	(2,251)	(386,196)
Inventories	28,664	(2,590)	26,074
Prepaid items	126,799	(588)	126,211
Accounts payable and accrued liabilities	108,918	67,238	176,156
Deposits	19,414	(10,404)	9,010
Unearned revenue	70,154	(81,293)	(11,139)
Compensated absences	(10,904)	(13,352)	(24,256)
Net pension liability	(289,244)	(62,441)	(351,685)
Total OPEB liability	90,742	19,711	110,453
Net cash provided by (used in) operating activities	<u><u>\$ 5,823,830</u></u>	<u><u>\$ 668,067</u></u>	<u><u>\$ 6,491,897</u></u>
<b>Non-cash investing, capital, and financing activities:</b>			
Amortization of debt discount/loss on refunding	\$ (113,856)	\$ -	\$ (113,856)

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF LAKE CITY, FLORIDA**  
**STATEMENT OF FIDUCIARY NET POSITION**  
**FIDUCIARY FUNDS**  
**SEPTEMBER 30, 2020**

	<b>Pension Trust Funds</b>
<b>ASSETS</b>	
Cash and cash equivalents with trustee	\$ 4,248,034
Receivables	
Contributions receivable	200,350
Interest and dividends receivable	91,379
Total receivables	291,729
Investments, at fair value	
Corporate bonds	7,051,809
Municipal bonds	1,994,977
Equities	28,162,727
Mutual funds	9,437,246
Total investments	46,646,759
Total assets	\$ 51,186,522
<b>LIABILITIES</b>	
Accounts payable	\$ 191,440
<b>NET POSITION</b>	
Restricted for pensions	\$ 50,995,082

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF LAKE CITY, FLORIDA**  
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**  
**FIDUCIARY FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>Pension Trust Funds</b>
<b>Additions</b>	
Contributions:	
Employer	\$ 1,291,256
Plan members	146,918
State - insurance premium taxes	186,282
Total contributions	<u>1,624,456</u>
Investment earnings	
Net appreciation (depreciation) in fair value of investments	1,592,598
Interest and dividends	2,593,614
Total investment earnings	<u>4,186,212</u>
Less: investment expense	<u>(311,159)</u>
Net investment income (loss)	<u>3,875,053</u>
Total additions	<u>5,499,509</u>
<b>Deductions</b>	
Benefit payments and refunds	3,090,289
Administrative expenses	105,162
Total deductions	<u>3,195,451</u>
<b>Change in net position</b>	<u>2,304,058</u>
<b>Net position restricted for pensions, beginning of year</b>	48,691,024
<b>Net position restricted for pensions, end of year</b>	<u><u>\$ 50,995,082</u></u>

The accompanying notes to financial statements are an integral part of this statement.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(1) Summary of Significant Accounting Policies:**

The financial statements of the City of Lake City, Florida (the City), have been prepared in conformance with accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted body for promulgating governmental accounting and financial reporting principles and the City has adopted the GASB Codification. The following is a summary of the City's significant accounting policies:

(a) **Reporting entity**—The City was incorporated in 1859, under the State of Florida Laws, Chapter 40, Acts of 1858. The City operates under a City Council form of government and provides, under the administration of an appointed City Manager, the following services: public safety (police and fire), public works (streets and infrastructure), recreation, municipal airport services, natural gas services, planning, zoning, water and sewer services, and general and administrative services.

(b) **Blended component units**—The financial activity of The Lake City Community Redevelopment Agency (the Agency), is included in the financial reporting entity as a blended component unit. The Agency was established to provide a method of eliminating blighted areas, expanding employment opportunities, and providing an environment for the social and economic growth of an area designated by City Ordinance. Each member of the City Council is a member of the Agency. The Agency is presented as a governmental fund type.

The accompanying financial statements present the City and its component unit, an entity for which the City is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the government's operations. Thus blended component assets are appropriately presented as funds of the primary government.

(c) **Government-wide and fund financial statements**—The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report aggregated information for the overall government for all of the activities of the primary government. These statements do not report fiduciary funds or fiduciary component units such as retirement trust funds. Those activities are reported only in fund financial statements. The effect of interfund activity has been removed from these statements.

Governmental activities, which normally are supported by taxes, intergovernmental revenues, and other nonexchange revenues, are reported separately from business-type activities, which are financed wholly or partially by fees charged to external parties for goods or services and are reported in enterprise funds.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Indirect costs are included in the program expense reported for individual functions and activities. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

(1) **Summary of Significant Accounting Policies:** (Continued)

(d) **Measurement focus, basis of accounting, and financial statement presentation**—The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. The City considers other reoccurring revenue to be available if they are collected within 90 days of the end of the current fiscal period. Grant and similar revenues are recognized when the related expenditure is incurred.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, pension and other postemployment benefits, and claims and judgments are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The City reports the following major governmental funds:

**General Fund**—The General Fund is the City’s primary operating fund. It accounts for all resources traditionally associated with governments except those required to be accounted for in another fund.

**Fire Department Special Revenue Fund**—The Fire Department Special Revenue Fund accounts for the activities of the Lake City Fire Department and is primarily funded by a fire protection assessment imposed on all nongovernmental real property within the City.

**Community Redevelopment Agency Fund**—The Community Redevelopment Agency Fund accounts for the receipt and expenditures from certain property tax increments which are to be used for specific projects involving community redevelopment.

**Sales Tax Bond Fund**—The Sales Tax Bond Fund accounts for debt service and capital project activity related to the Series 2019 Bonds.

**Airport Capital Projects Fund**—The Airport Capital Projects Fund accounts for capital project activity related to the City’s municipal airport. Fund resources are typically received in the form of local, state, and federal grants.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

(1) **Summary of Significant Accounting Policies:** (Continued)

The City reports the following major proprietary funds:

**Water and Sewer System Fund**—The Water and Sewer System Fund accounts for the activities of the City's water distribution operations.

**Natural Gas Utility Fund**—The Natural Gas Utility Fund accounts for the activities of the City's water distribution operations.

Additionally, the City reports the following fund types:

**Pension Trust Funds**—Accounts for the net position held in trust for defined pension benefits and the related financial activities of the employees' retirement system, which accumulates resources for defined pension benefit payments to the Police Officers' Pension Fund, the Fireman's Pension Trust Fund, and the General Employee's Pension Trust Fund. Assets accumulated and held in trust in defined contribution pension plans (deferred compensation and money purchase retirement plans) are not included in the financial statements, since such amounts immediately vest with the employees.

As a general rule, the effect of the City's interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the City's water and sewer function and various other functions. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments (when applicable). Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating 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 and internal service funds are charges to customers for sales and services. The City recognizes as operating revenue the portion of impact fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds and internal service 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 nonoperating revenues and expenses.

(e) **Budget information**—General governmental revenue and expenditures accounted for in budgetary funds are controlled by a budgetary accounting system in accordance with various legal requirements which govern the City's operations. Budgets are monitored at varying levels of classification detail; however, expenditures cannot legally exceed total appropriations at the individual fund level. Encumbrances are not recorded. Unexpended items at year-end must be reappropriated in the subsequent year.

The City's Finance Director and City Manager, together, are authorized to transfer budgeted amounts within departments within a fund; however, any revisions that increase the total expenditures of any department or fund must be approved by the City Council. The budgetary information presented for the general fund and any major special revenue funds is prepared on the modified accrual basis.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

(1) **Summary of Significant Accounting Policies:** (Continued)

(f) **Deposits and investments**—The City’s cash and cash equivalents include cash on hand, demand deposits and short-term investments that are readily convertible to known amounts of cash. Investments with original maturities of three months or less are considered to be cash equivalents.

The City’s investment policies are governed by state statutes and local resolution. These policies authorize the City to invest in certificates of deposit, money market funds, obligations issued by the U.S. or obligations guaranteed as to principal and interest by the U.S., repurchase agreements collateralized by U.S. securities, and the SBA.

(g) **Property taxes**—The assessment of all properties and the collection of all property taxes are made through the County Property Appraiser and County Tax Collector. General property taxes are recorded as received, in cash, which approximates taxes levied less discounts for the current year.

Taxes are levied on November 1 of each year. All taxes become delinquent on April 1 of the following year. Discounts are allowed for early payment. On or prior to June 1, certificates bearing interest are sold for all uncollected real property taxes. Unsold certificates are held by the County.

(h) **Receivables and payables**—Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds.” Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”

All trade and property tax receivables are reported net of an allowance for doubtful accounts, where appropriate. Unbilled utility service receivables are recorded at year-end. They are calculated by pro-rating cycle billings subsequent to year-end according to the number of days included in the current fiscal year.

(i) **Inventories and prepaid items**—All inventories are valued at cost using the first-in/first-out (FIFO) method. Inventories of governmental funds 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 prepaid items in both government-wide and fund financial statements.

(j) **Restricted assets**—Certain proceeds of enterprise fund revenue bonds, as well as certain resources set aside for their repayments, are classified as restricted assets on the balance sheet because their use is limited by applicable bond covenants. Restricted funds are comprised of the following:

*Sinking funds* - segregated resources generated from operations that are accumulated for making debt service payments over the next twelve months.

*Construction funds* - segregated resources consisting of net bond proceeds from the issuance of revenue bonds and other long-term debt obligations that are restricted to use in construction.

*Renewal and replacement funds* – segregated resources that are set aside to meet unexpected repairs or to fund asset renewal and replacement.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

(1) **Summary of Significant Accounting Policies:** (Continued)

(k) **Capital assets**—Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated assets are recorded at the acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and Improvements	5 – 60 years
Equipment	3 – 20 years
Infrastructure	7 – 60 years

(l) **Compensated absences**—It is the City’s policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vacation pay and sick pay is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

(m) **Long-term obligations**—In the government-wide financial statements and the proprietary funds 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 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.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issue costs, during the current period. The face amount of the 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.



**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

(1) **Summary of Significant Accounting Policies:** (Continued)

(n) **Fund equity**—In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Those classifications are as follows:

*Nonspendable* – The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash such as inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale unless the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned.

*Restricted* – Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation (i.e. when the government assesses, levies, charges, or otherwise mandates payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation.

*Committed* – Fund balance amounts that can only be used for specific purposes pursuant to constraints imposed by ordinance of the City Council are reported as committed fund balance. Those committed amounts cannot be used for any other purpose unless the City removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

*Assigned* – Fund balance amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed, are reported as assigned fund balance, except for stabilization arrangements. The City Council has delegated responsibility to the City Manager and Finance Director pursuant to Ordinance 97-804. In addition, residual balances in capital projects and debt service funds are considered assigned for the general purpose of the respective fund.

*Unassigned* – Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

When both restricted and unrestricted resources are available for use, it is generally the practice of the City to use restricted resources first, then unrestricted resources as they are needed. When unrestricted resources (committed, assigned, and unassigned) are available for use in any governmental fund, it is the City's practice to use committed resources first, then assigned, and then unassigned as needed.

It is the City's policy to strive to maintain a minimum reserve level of 30% of the operating budget for the general fund.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

(1) **Summary of Significant Accounting Policies:** (Continued)

(o) **Deferred outflows/inflows of resources**—In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City has two items, deferred loss on bond refunding in the proprietary funds and government-wide statement of net position, and deferred outflows related to pensions, which qualify for reporting in this category. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. Deferred outflows related to pensions are discussed further in Note (13) and deferred outflows related to OPEB are discussed further in Note (12).

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Currently, the only items in this category consisted of deferred inflows of resources related to pensions, as discussed further in Note (13) and deferred inflows related to OPEB are discussed further in Note (12).

(p) **Net position flow assumption**—Sometimes the City will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to determine amounts reported as restricted and unrestricted net position, it is the City's policy to consider restricted net position to have been used before unrestricted net position is applied.

(q) **Use of estimates**—Management uses estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could vary from the estimates assumed in preparing the financial statements.

(2) **Reconciliation of Government-Wide and Fund Financial Statements:**

(a) **Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position**—Following the governmental fund balance sheet is a reconciliation between fund balance – total governmental funds and net position – governmental activities as reported in the government-wide statement of net position. A detailed explanation of these differences is provided in this reconciliation.

(b) **Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities**—Following the governmental fund statement of revenues, expenditures, and changes in fund balances, there is a reconciliation between net changes in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. A detailed explanation of these differences is provided in this reconciliation.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(3) Cash Deposits and Investments:**

The City's investment policies are governed by Chapter 280 and 218, Florida Statutes, City Code of Ordinances, and the adopted investment policy. The basic allowable investment instruments are as follows:

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.

Securities and Exchange Council 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.

Interest-bearing time deposits or savings accounts in qualified public depositories.

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.

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.

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. 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.

Deposits include cash on hand and amounts held in the City's demand accounts. Each demand account is insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Any balance in excess of FDIC insurance is covered by collateral held by the City's custodial bank, which is pledged to a state trust fund that provides security in accordance with Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.

The Florida Security for Public Deposits Act (the Act) established guidelines for qualification and participation by banks and savings associations, procedures for the administration of the collateral requirements and characteristics of eligible collateral. Under the Act, the qualified public depository must pledge at least 50 percent of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance. Additional collateral, up to a maximum of 125 percent, may be required, if deemed necessary under the conditions set forth in the Act.

Obligations pledged to secure deposits must be delivered to the State Treasurer or, with the approval of the State Treasurer, to a bank, savings association, or trust company provided a power of attorney is delivered to the Treasurer. Under the Act, the pool may assess participating financial institutions on a pro rata basis to fund any shortfall in the event of the failure of a member institution.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(3) Cash Deposits and Investments:** (Continued)

The City measures and records its investments, assets whose use is limited, and restricted assets using fair value measurement guidelines established by GASB Statement No. 72. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- *Level 1:* Quoted prices for identical investments in active markets;
- *Level 2:* Observable inputs other than quoted market prices; and,
- *Level 3:* Unobservable inputs.

As of September 30, 2020, the City's governmental and business-type investment portfolio was composed of the following investments:

Investment Type	Credit Quality Rating (S&P)	Carrying Value	Weighted Average Investment Maturities (in Years)		Fair Value Hierarchy  Classification
			Less Than 1	1 – 5	
FMIT 0-2 Yr High Quality Bond Fund	AAAf/S1	\$ 3,807,147	\$ 3,807,147	\$ -	Level 2
FMIT 1-3 Yr High Quality Bond Fund	AAAf/S2	608,018	-	608,018	Level 2
Florida Prime	AAAm	241,181	241,181	-	N/A
Total Portfolio		<u>\$ 4,656,346</u>	<u>\$ 4,048,328</u>	<u>\$ 608,018</u>	

*Interest Rate Risk:* The City's fixed rate investments are generally tied to bond reserve requirements and are intended to be held until the funds are needed, at maturity. As a means of limiting its exposure to fair value losses arising from rising interest rates, the City's pension funds limit their risk by averaging investment maturities at approximately seven to ten years.

*Credit Risk:* Credit risk is the risk that a debt issuer or other counter-party to an investment will not fulfill its obligations. The City's portfolio is held entirely with public depositories and is invested in SBA funds, as described above.

*Concentration of Credit Risk:* The pension funds' investment policies and practices require investments to be diversified to the extent practicable to control the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which financial instruments are purchased and sold. No more than 3% of the trust fund shall be invested in any one issuer.

*Custodial Credit Risk—Investments:* In the case of investments, this is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City generally utilizes third party custodians to help manage custodial credit risk.

*Foreign Currency Risk:* Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment. The investment policy does not permit general obligations issued by a foreign government and is, therefore, not exposed to foreign currency risk.

***Pension Plans***

The City's Pension Plans are authorized to invest in all of the instruments noted above as well as the following investments:

Bonds, stocks, commingled mutual funds; and foreign securities.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(3) Cash Deposits and Investments:** (Continued)

The following chart shows the City pension funds cash and investment accounts by investment portfolios and their respective maturities (in years):

	<u>Fair Value</u>	<u>Weighted Average Maturity (years)</u>	<u>Credit Rating Range (Moody's)</u>	<u>Fair Value Hierarchy Classification</u>
Corporate bonds	\$ 7,051,809	6.6	AA- to BBB	Level 2
Municipal bonds and government obligations	1,994,977	4.6	AAA- to A-	Level 2
Equities	28,162,727	N/A	NR	Level 1
Mutual funds	9,437,246	N/A	NR	Level 1
Total Portfolio	<u>\$ 46,646,759</u>			

*Interest Rate Risk:* Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. Generally, the longer the time to maturity, the greater the exposure to interest rate risk. The established performance objectives of the Pension Plans require investment maturities to provide sufficient liquidity to pay obligations as they become due. At September 30, 2020, the weighted average maturity in years for each investment type is included in the preceding table.

*Credit Risk:* Credit risk is the risk that a debt issuer or other counter-party to an investment will not fulfill its obligations. The Pension Plans utilize portfolio diversification in order to limit investments to the highest rated securities as rated by nationally recognized rating agencies. The ratings of the investments held at year end are shown above. All are rated within the investment policy guidelines at September 30, 2020.

*Concentration of Credit Risk:* Concentration of credit risk is the risk of loss attributed to the magnitude of an investment in a single issuer. The Fire Pension trust funds policy does not allow more than five (5) percent of its assets in the common stock, capital stock, or convertible securities of any one issuing company, nor shall the aggregate investment in any one issuing company, exceed five (5) percent of the outstanding stock of that company, nor shall the aggregate of its investments at market in common stock, capital stock and convertible securities exceed sixty (60) percent of the fund's total assets. Additionally, policy does not allow more than ten (10) percent of its assets in bonds, nor shall the aggregate of its investments in bonds exceed thirty (30) percent of the fund's total assets. The Police Pension trust funds policy does not allow more than five (5) percent of its assets in the common stock, capital stock, or convertible securities of any one issuing company, nor shall the aggregate investment in any one issuing company, exceed five (5) percent of the outstanding stock of that company, nor shall the aggregate of its investments at market in common stock, capital stock and convertible securities exceed sixty-five (65) percent of the fund's total assets. Additionally, policy does not allow more than ten (10) percent of its assets in bonds, nor shall the aggregate of its investments in bonds exceed thirty-five (35) percent of the fund's total assets. The General Employee Pension trust funds policy does not allow assets in the common stock, capital stock, or convertible securities to exceed seventy (70) percent of the fund's total assets or investments in bonds to exceed thirty (30) percent of the fund's total assets. At September 30, 2020, the investment portfolios met the single issuer limitations.

*Custodial Credit Risk:* Custodial credit risk is the risk that the City may not recover cash and investments held by another party in the event of financial failure. Custodial credit risk is limited since investments are held in independent custodial safekeeping accounts or mutual funds.

*Foreign Currency Risk:* Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment. The Pension trust funds policies allow for variable limitations on the concentration of foreign securities. At September 30, 2020, the investment portfolios met the foreign securities limitations.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(4) Accounts Receivable:**

The City's receivables consisted of the following at September 30, 2020:

	<u>Gross Receivable</u>	<u>Allowance for Doubtful Accounts</u>	<u>Net Receivable</u>
Governmental Activities:			
General Fund			
Accounts receivable	\$ 476,744	\$ (19,524)	\$ 457,220
Fire Department Special Revenue Fund			
Accounts receivable	584	-	584
Nonmajor Governmental Funds			
Accounts receivable	13,201	-	13,201
Total – Governmental Activities	<u>490,529</u>	<u>(19,524)</u>	<u>471,005</u>
Business-Type Activities:			
Water and Sewer Fund			
Accounts receivable	2,455,825	(323,499)	2,132,326
Natural Gas Fund			
Accounts receivable	370,379	(24,611)	345,768
Totals – Business-Type Activities	<u>2,826,204</u>	<u>(348,110)</u>	<u>2,478,094</u>
Totals	<u>\$ 3,316,733</u>	<u>\$ (367,634)</u>	<u>\$ 2,949,099</u>

**(5) Interfund Loans, Advances, Fees, and Transfers:**

The outstanding balances between funds result mainly from the time lag between the dates reimbursable expenditures occur, when transactions are recorded in the accounting system, and when payments between funds are made. As of September 30, 2020, there are no balances due between interfund receivables and payables for the primary government.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(5) Interfund Loans, Advances, Fees, and Transfers:** (Continued)

For the year ended September 30, 2020, individual fund transfers to and from other funds for the primary government were comprised of the following:

	<u>Transfer From</u>	<u>Transfer To</u>
Governmental Activities:		
General Fund:		
Fire Department Fund	\$ -	\$ 289,680
Debt Service Fund	-	559,369
Water and Sewer Fund	667,000	-
Natural Gas Fund	243,000	-
Other Governmental Funds:		
Fire Department Fund:		
General Fund	289,680	-
Debt Service	-	138,151
Debt Service Fund:		
General Fund	559,369	-
Fire Department Fund	138,151	-
	<u>1,897,200</u>	<u>987,200</u>
Business-type Activities:		
Water and Sewer Fund:		
General Fund	-	667,000
Natural Gas Fund:		
General Fund	-	243,000
	<u>-</u>	<u>910,000</u>
Totals – All Funds	<u>\$ 1,897,200</u>	<u>\$ 1,897,200</u>

Transfers are used to move revenues between funds to reflect the activities of the fund with the primary government. The primary government accounts for activities such as budgetary authorizations, subsidies or matching funds for various grant programs, and reimbursements to the general fund for services provided to other funds.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(6) Capital Assets:**

Capital asset activity for the fiscal year ended September 30, 2020 is as follows:

***Governmental activities:***

	<b><u>Beginning Balance</u></b>	<b><u>Increases</u></b>	<b><u>Decreases</u></b>	<b><u>Ending Balance</u></b>
Capital assets not being depreciated:				
Land	\$ 7,379,003	\$ 10	\$ -	\$ 7,379,013
Construction in progress	11,074,449	249,886	(10,819,166)	505,169
Total assets not being depreciated	<u>18,453,452</u>	<u>249,896</u>	<u>(10,819,166)</u>	<u>7,884,182</u>
Capital assets being depreciated:				
Building and Improvements	15,200,718	2,209,258	-	17,409,976
Infrastructure	45,220,607	9,998,844	-	55,219,451
Machinery and equipment	12,921,837	2,067,752	-	14,989,589
Total assets being depreciated	<u>73,343,162</u>	<u>14,275,854</u>	<u>-</u>	<u>87,619,016</u>
Less accumulated depreciation for:				
Building and Improvements	(8,842,091)	(429,669)	-	(9,271,760)
Infrastructure	(22,502,247)	(1,863,601)	-	(24,365,848)
Machinery and equipment	(11,125,833)	(838,382)	-	(11,964,215)
Total accumulated depreciation	<u>(42,470,171)</u>	<u>(3,131,652)</u>	<u>-</u>	<u>(45,601,823)</u>
Total capital assets being depreciated, net	<u>30,872,991</u>	<u>11,144,202</u>	<u>-</u>	<u>42,017,193</u>
Governmental activities capital assets, net	<u>\$ 49,326,443</u>	<u>\$ 11,394,098</u>	<u>\$ (10,819,166)</u>	<u>\$ 49,901,375</u>

***Business-type activities:***

	<b><u>Beginning Balance</u></b>	<b><u>Increases</u></b>	<b><u>Decreases</u></b>	<b><u>Ending Balance</u></b>
Capital assets not being depreciated:				
Land	\$ 5,296,782	\$ -	\$ (62,500)	\$ 5,234,282
Construction in progress	34,102	245,695	-	279,797
Total assets not being depreciated	<u>5,330,884</u>	<u>245,695</u>	<u>(62,500)</u>	<u>5,514,079</u>
Capital assets being depreciated:				
Building and Improvements	7,360,636	201,463	-	7,562,099
Infrastructure	88,288,057	508,887	(231,250)	88,565,694
Machinery and equipment	15,760,460	1,793,872	(84,804)	17,469,528
Total assets being depreciated	<u>111,409,153</u>	<u>2,504,222</u>	<u>(316,054)</u>	<u>113,597,321</u>
Less accumulated depreciation for:				
Building and Improvements	(2,338,552)	(203,767)	-	(2,542,319)
Infrastructure	(36,492,592)	(2,063,086)	60,896	(38,494,782)
Machinery and equipment	(9,111,957)	(1,172,281)	65,480	(10,218,758)
Total accumulated depreciation	<u>(47,943,101)</u>	<u>(3,439,134)</u>	<u>126,376</u>	<u>(51,255,859)</u>
Total capital assets being depreciated, net	<u>63,466,052</u>	<u>(934,912)</u>	<u>(189,678)</u>	<u>62,341,462</u>
Business-type activities capital assets, net	<u>\$ 68,796,936</u>	<u>\$ (689,217)</u>	<u>\$ (252,178)</u>	<u>\$ 67,855,541</u>



**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(6) Capital Assets:** (Continued)

Depreciation expense was charged to functions/programs as follows:

Governmental activities:	
General governmental	\$ 298,527
Public safety	531,327
Transportation	623,597
Airport	1,633,549
Culture and recreation	44,652
Total depreciation expense - governmental activities	<u>\$ 3,131,652</u>
Business-type activities:	
Water and sewer	\$ 3,258,108
Natural gas	181,026
Total depreciation expense - business-type activities	<u>\$ 3,439,134</u>

**(7) Commitments:**

As of September 30, 2020, the City had outstanding commitments on contracts in progress as follows:

<u>Project</u>	<u>Remaining Commitment</u>
Septic to Sewer SR47 & I75	\$ 2,509,866
Ichetucknee Springs Water Quality Improvement	1,741,895
Runway 5/23 Lights	426,968
Restore Gwen Lake Phase 1 & 2	309,931
Airport Master Plan	270,395
Strategic Airport Business Plan	76,666
Tennis Courts	26,600
	<u>\$ 5,362,321</u>

Amounts received or receivable from grantor agencies are subject to audit or adjustment by grantor agencies, principally the federal government. Any disallowed claims including amounts already collected, could constitute liabilities of the applicable funds.

During 2018, the City entered into a development agreement related to the redevelopment of the Blanche Hotel property, in which the City agreed to make a one-time grant of \$1,000,000 to the developer, construct certain infrastructure related to the redevelopment project, and execute a 10-year guaranteed rental agreement. Under this agreement, the City commits to making rent advance payments in the amount of \$35,417 per month for 10 years starting upon completion of the renovation project. The advanced rent will be refunded to the City in the form of a percentage of all rents collected by the developers monthly and a percentage of annual cash distributions, as defined in the agreement. Any rent advances not refunded will be repaid to the City upon the developer's refinancing of its original loans for development of the Blanche Hotel in no less than fifteen years, with interest, commencing on the date of refinancing. The developer's loan is secured by a subordinated mortgage and security agreement which encumbers the real estate, improvements, and other property of the developer. The \$1,000,000 grant was paid during the fiscal year ended September 30, 2018.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(8) Long-Term Liabilities:**

Long-term liability activity for the year ended September 30, 2020, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<b>Governmental activities:</b>					
Bonds payable:					
Revenue bonds and notes	\$ 7,152,144	\$ 9,098,781	\$ (3,886,513)	\$ 12,364,412	\$ 628,098
Compensated absences	758,525	617,641	(599,958)	776,208	609,661
Capital leases	1,394,357	-	(116,753)	1,277,604	121,290
Governmental activities – Total long-term liabilities	<u>\$ 9,305,026</u>	<u>\$ 9,716,422</u>	<u>\$ (4,603,224)</u>	<u>\$ 14,418,224</u>	<u>\$ 1,359,049</u>
<b>Business-type activities:</b>					
Bonds payable:					
Revenue bonds	\$ 34,566,000	\$ 32,044,228	\$(27,287,000)	\$ 39,323,228	\$ 2,363,933
Add deferred amount:					
Original issue (premium)	110,007	-	(110,007)	-	-
Total bonds and notes payable	34,676,007	32,044,228	(27,397,007)	39,323,228	2,363,933
Compensated absences	429,904	277,450	(301,706)	405,648	297,845
Business-type activities – Total long-term liabilities	<u>\$ 35,105,911</u>	<u>\$ 32,321,678</u>	<u>\$(27,698,713)</u>	<u>\$ 39,728,876</u>	<u>\$ 2,661,778</u>

Bond, notes and capital lease payable in the City's governmental activities at September 30, 2020, were comprised of the following obligations:

Series 2019 Sales Tax Revenue and Refunding Bonds, was issued to refund Series 2012 Sales Tax Revenue and Refunding Bonds and to finance public capital projects, due in payments of principal plus interest at 2.472% semi-annually on June 20 and December 20 of each year until final maturity on December 20, 2034. Pledged by proceeds of local government half-cent sales tax revenue, including investment income of certain funds.	\$ 8,921,553
Series 2015 Community Redevelopment Agency Revenues Note, was issued to fund the construction of redevelopment projects in the Community Redevelopment Area, due in payments of principal plus interest at 1.80% semi-annually on April 1 and October 1 of each year until final maturity on April 1, 2030. Pledged by Community Redevelopment Agency tax increment revenues.	940,129
Series 2017 Airport Revenue Bonds was issued to construct certain capital improvements at the Lake City Gateway airport, due in payments of principal plus interest at 2.58% semi-annually on April 1 and October 1 of each year until final maturity on April 1, 2032. Pledged by local communications services tax and airport revenues.	2,502,730
Capital lease agreement entered into in July 2019 for police equipment, due in payments of principal plus interest at 3.89% annually on July 1 of each year until final maturity on July 1, 2029.	1,277,604
Total revenue bonds, notes and capital lease payable	<u>\$ 13,642,016</u>

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(8) Long-Term Liabilities:** (Continued)

Annual debt service requirements to maturity for the City's governmental activities bonds, notes and capital leases payable are as follows:

<b>Year Ending September 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2021	\$ 749,388	\$ 347,919	\$ 1,097,307
2022	769,333	327,974	1,097,307
2023	789,834	307,473	1,097,307
2024	810,907	286,399	1,097,307
2025	832,571	264,735	1,097,307
2026-2030	4,338,764	976,829	5,315,593
2031-2035	5,351,219	452,990	5,804,209
<b>Total</b>	<b>\$ 13,642,016</b>	<b>\$ 2,964,319</b>	<b>\$ 16,606,335</b>

Bonds payable in the City's business-type activities at September 30, 2020, were comprised of the following obligations:

Series 2013 Utility System Refunding Revenue Bonds, were issued in the amount of \$3,057,200 to refund Series 2003 Revenue and Refunding bonds and to finance improvements to the City's water and sewer system. Due serially with interest at 1.27%, payable in semi-annual installments due on January 1 and July 1 through July 1, 2023. Pledged by water and sewer fund revenues.	\$ 480,000
Series 2016 Utility System Refunding Revenue Bonds, were issued in the amount of \$9,547,000 to refund the State Revolving Fund Loan and construct improvements to the City's water and sewer system. Due in payments of principal plus interest at 1.79% semi-annually with payments on December 15 and June 15 through June 15, 2029. Principal and interest are payable solely from and secured by a lien on the net revenues of the City's water and sewer utility systems	6,799,000
Series 2020A Utility System Refunding Revenue Bonds, were issued in the amount of \$28,893,978 to refund Utilities Revenue Bonds Series 2010A and 2010B. Due in payments of principal plus interest at an interest rate of 1.34% beginning in 2021 on January 1 and July 1 of each year until final maturity on July 1, 2035.	25,893,978
Series 2020B Utility System Revenue Bonds were issued in the amount of \$6,150,250 to refund Utilities Revenue Bonds Series 2010A and 2010B. Due in payments of principal plus interest at an interest rate of 2.69% beginning in 2021 on January 1 and July 1 of each year until final maturity on July 1, 2040.	6,150,250
<b>Total revenue bonds payable</b>	<b>\$ 39,323,228</b>

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(8) Long-Term Liabilities:** (Continued)

Annual debt service requirements to maturity for the City's business-type activities bonds payable are as follows:

<b>Year Ending September 30,</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2021	\$ 2,363,933	\$ 628,838	\$ 2,992,771
2022	2,403,928	592,205	2,996,133
2023	2,441,733	553,481	2,995,214
2024	2,586,850	513,719	3,100,569
2025	2,629,119	472,124	3,101,243
2026-2030	13,205,885	1,714,123	14,920,008
2031-2035	11,833,964	751,908	12,585,872
2036-2040	1,857,816	140,185	1,998,001
<b>Total</b>	<b>\$ 39,323,228</b>	<b>\$ 5,366,583</b>	<b>\$ 44,689,811</b>

**(9) Tax Abatements:**

City entered into an agreement with a local corporation to abate certain ad valorem taxes in exchange for economic incentives. Article VII, Section 3 of the Florida Constitution and Section 16.1995, Florida Statutes, and the electorate of the City, have granted City Council the authority to grant property tax exemptions for new business and expansions of existing businesses. The City Council approved Ordinance 2019-006, granting the corporation an ad valorem tax exemption for a term of five years. Amount of taxes abated for year ended September 30, 2020, is \$8,109.

**(10) Contingencies and Uncertainties:**

The City is engaged in various liability claims incidental to the conduct of its general government operations at September 30, 2020. The outcomes of established claims are included in these financial statements. In the opinion of the City's legal counsel, no legal proceedings are pending or threatened against the City which are not covered by applicable insurance which would inhibit its ability to perform its operations or materially affect its financial condition.

As part of operating the City's natural gas system, the City has committed to purchase various quantities of natural gas, at fixed and variable prices, over the next several years. These contracts allow the City to secure a reliable supply of natural gas for its customers. Currently, the anticipated demand for natural gas by the City's customers exceeds the supply scheduled in advance by the City.

During the year ended September 30, 2020, local, U.S., and world governments have encouraged self-isolation to curtail the spread of the global pandemic, coronavirus disease (COVID-19), by mandating temporary work stoppage in many sectors and imposing limitations on travel and size and duration of group meetings. Most industries are experiencing disruption to business operations and the impact of reduced consumer spending. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and any government actions to mitigate them. Accordingly, while management cannot quantify the financial and other impact to the City as of June 8, 2021, management believes that a material impact on the City's financial position and results of future operations is reasonably possible.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(11) Risk Management:**

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters, all of which is satisfactorily insured by limited risk, high deductible commercial general liability insurance. Commercial insurance policies are also obtained for other risks of loss, including employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

The City is a member of the Florida Municipal Self-Insurance fund (the Fund). The fund was created to allow members to pool their liabilities pursuant to provisions in Florida Workers' Compensation Law. The City pays an annual premium to the Fund for workers' compensation coverage. The Fund's underwriting and rate setting policies were established after consulting with an independent actuary. The Fund is no assessable and the City has no liability for future deficits of the Fund, if any.

**(12) Other Postemployment Benefits (OPEB):**

**Plan Description**—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.

**Benefits Provided**—The Other Post Employment Benefit Plan is a single-employer benefit plan administered by the City. Retirees are charged whatever the insurance company charges for the type of coverage elected, however, the premiums charged by the insurance company are based on a blending of the experience among younger active employees and older retired employees. The older retirees actually have a higher cost which means the City is actually subsidizing the cost of the retiree coverage because it pays all or a significant portion of the premium on behalf of the active employee. GASB No. 75 calls this the "implicit rate subsidy."

**Plan Membership**—At October 1, 2020, the date of the latest actuarial valuation, plan participation consisted of the following:

Active Members	227
Inactive Members	4
	<u>231</u>

**Total OPEB Liability**—The City's total OPEB liability of \$381,691 was measured as of September 30, 2020, and was determined by an actuarial valuation as of that date.

**Actuarial Assumptions and Other Inputs**—The total OPEB liability in the September 30, 2020 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods in the measurement, unless otherwise specified:

Inflation	5%
Salary increases	4%
Discount rate	3.43%
Healthcare cost trend rate	5%
Retirees' share of benefit-related costs	100.00%

The City does not have a dedicated Trust to pay retiree healthcare benefits. The discount rate was based the 20 Year Municipal Bond Rate as of September 30, 2020. Mortality rates were based on the Florida Retirement System Mortality Table.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(12) Other Postemployment Benefits (OPEB):** (Continued)

Changes in the OPEB liability for the fiscal year ended September 30, 2020, were as follows:

	<u><b>Total OPEB Liability</b></u>
Balance at September 30, 2019	\$ 129,911
Changes for a year:	
Service cost	30,155
Interest	44,414
Difference between expected and actual experience	13,789
Changes of assumptions	(39,452)
Benefit payments – implicit rate subsidy	(61,624)
Change in actuarial methodology	264,498
Net changes	<u>251,780</u>
Balance at September 30, 2020	<u><u>\$ 381,691</u></u>

*Sensitivity of the total OPEB liability to changes in the discount rate:*

The following presents the total OPEB liability of the City calculated using the discount rate of 3.43%, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1% lower (2.43%) or 1% higher (4.43%) than the current rate:

	<u><b>1% Decrease</b></u>	<u><b>Current Discount Rate</b></u>	<u><b>1% Increase</b></u>
Total OPEB Liability	\$ 410,151	\$ 381,691	\$ 355,258

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rate:*

The following presents the total OPEB liability of the City as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1% lower (4%) or 1% higher (6%) than the current healthcare cost trend rates (5%):

	<u><b>1% Decrease</b></u>	<u><b>Current Trend Rates</b></u>	<u><b>1% Increase</b></u>
Total OPEB Liability	\$ 349,116	\$ 381,691	\$ 419,289

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(12) Other Postemployment Benefits (OPEB):** (Continued)

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources**

For the year ended September 30, 2020, the City recognized OPEB expense of \$22,023. At September 30, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes of assumptions	\$ 12,257	\$ 38,590
Differences – actual/expected experience	4,953	-

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

2021	\$ 2,740
2022	2,740
2023	2,740
2024	2,740
2025	1,864
Thereafter	8,556

**(13) Employee Retirement Systems and Pension Funds:**

**A. Florida Retirement System**

**Plan Description and Administration**

The entity participates in the Florida Retirement System (FRS), a multiple-employer, cost-sharing defined public employee retirement system which covers all of the entity's full-time employees. The System is administered by the State of Florida, Department of Administration, Division of Retirement to provide retirement and survivor benefits to participating public employees. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. The FRS is a single retirement system administered by the Department of Management Services, Division of Retirement, and consists of two cost-sharing, multiple-employer retirement plans and other nonintegrated programs. These include a defined-benefit pension plan (Plan), with a Deferred Retirement Option Program (DROP), and a defined-contribution plan, referred to as the FRS Investment Plan (Investment Plan).

In addition, all regular employees of the entity are eligible to enroll as members of the Retiree Health Insurance Subsidy (HIS) Program. The HIS is a cost-sharing, multiple-employer defined benefit pension plan established and administered in accordance with section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of the state-administered retirement systems in paying their health insurance costs. Eligible retirees and beneficiaries receive a monthly HIS payment equal to the number of years of service credited at retirement multiplied by \$5. The minimum payment is \$30 and the maximum payment is \$150 per month, pursuant to section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under one of the state-administered retirement systems must provide proof of eligible health insurance coverage, which can include Medicare.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(13) Employee Retirement Systems and Pension Funds:** (Continued)

**Benefits Provided and Employees Covered**

Employees enrolled in the Plan prior to July 1, 2011, vest at six years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at eight years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Members of both Plans may include up to four years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement plan and/or class to which the member belonged when the service credit was earned.

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest.

Employees may elect to participate in the Investment Plan in lieu of the FRS defined-benefit plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. The Investment Plan is funded by employer and employee contributions that are based on salary and membership class (Regular, DROP, etc.). Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Employees in the Investment Plan vest at one year of service.

**Financial Statements**

Financial statements and other supplementary information of the FRS are included in the State's Comprehensive Annual Financial Report, which is available from the Florida Department of Financial Services, Bureau of Financial Reporting Statewide Financial Reporting Section by mail at 200 E. Gaines Street, Tallahassee, Florida 32399-0364; by telephone at (850) 413-5511; or at the Department's Web site ([www.myfloridacfo.com](http://www.myfloridacfo.com)). An annual report on the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from:

Florida Department of Management Services  
Division of Retirement, Research and Education Services  
P.O. Box 9000  
Tallahassee, FL 32315-9000  
850-488-5706 or toll free at 877-377-1737



**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(13) Employee Retirement Systems and Pension Funds:** (Continued)

**Contributions**

The entity participates in certain classes of FRS membership. Each class has descriptions and contribution rates in effect at September 30, 2020, as follows (contribution rates are in agreement with the actuarially determined rates):

<u>FRS Membership Plan &amp; Class</u>	<u>Through June 30, 2020</u>	<u>After June 30, 2020</u>
Regular Class	8.47%	10.00%
Elected Officers	48.82%	49.18%
Senior Management Service	25.40%	27.29%
Special Risk Regular	25.48%	24.45%
DROP from FRS	9.92%	9.95%

Current-year employer HIS contributions were made at a rate of 1.66% of covered payroll.

For the plan year ended June 30, 2020, actual contributions made for employees participating in FRS and HIS were as follows:

Entity Contributions – FRS	\$ 423,596
Entity Contributions – HIS	92,697
Employee Contributions – FRS	167,525

**Net Pension Liability, Pension Expense, and Deferred Outflows and Inflows of Resources Related to Pensions**

At September 30, 2020, the entity reported a net pension liability related to FRS and HIS as follows:

<u>Plan</u>	<u>Net Pension Liability</u>
FRS	\$ 5,525,645
HIS	1,964,094
Total	<u>\$ 7,489,739</u>

The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The employer proportion of the net pension liability was based on a projection of the organization's long-term share of contributions to the pension plan relative to the projected contributions of all participating governmental entities, as actuarially determined. At June 30, 2020 and June 30, 2019, the organization's proportionate share of the FRS and HIS net pension liabilities were as follows:

<u>Plan</u>	<u>2020</u>	<u>2019</u>
FRS	0.012749094%	0.012380148%
HIS	0.016086160%	0.016118867%

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(13) Employee Retirement Systems and Pension Funds:** (Continued)

For the plan year ended June 30, 2020, pension expense was recognized related to the FRS and HIS plans as follows:

FRS	\$	1,263,496
HIS		220,836
Total	\$	<u>1,484,332</u>

*Deferred outflows/inflows related to pensions:*

At September 30, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	FRS		HIS	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 211,478	\$ -	\$ 80,343	\$ (1,515)
Changes of assumptions	1,000,318	-	211,196	(114,204)
Net different between projected and actual investment earnings	329,002	-	1,568	-
Change in proportionate share	303,599	(31,395)	97,420	(3,008)
Contributions subsequent to measurement date	135,721	-	24,982	-
	<u>\$ 1,980,118</u>	<u>\$ (31,395)</u>	<u>\$ 415,509</u>	<u>\$ (118,727)</u>

The above amounts for deferred outflows of resources for contributions related to pensions resulting from Town contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the year ended September 30, 2021. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions being amortized for a period of greater than one year will be recognized in pension expense in succeeding years as follows:

Year	Amount
2021	\$ 471,391
2022	609,788
2023	511,034
2024	340,053
2025	123,801
Thereafter	28,735
Total	<u>\$ 2,084,802</u>

*Actuarial assumptions:*

The actuarial assumptions for both defined benefit plans are reviewed annually by the Florida Retirement System Actuarial Assumptions Conference. The FRS has a valuation performed annually. The HIS Program has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the FRS was completed in 2019 for the period July 1, 2013, through June 30, 2018. Because HIS is funded on a pay-as-you-go basis, no experience study has been completed.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(13) Employee Retirement Systems and Pension Funds:** (Continued)

The total pension liability for each of the defined benefit plans was determined by an actuarial valuation, using the entry age normal actuarial cost method. Inflation increases for both plans is assumed at 2.40%. Payroll growth, including inflation, for both plans is assumed at 3.25%. Both the discount rate and the long-term expected rate of return used for FRS investments is 6.80%. This rate decreased from the prior year rate, which was 6.90%. The plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. Because HIS Program uses a pay-as-you-go funding structure, a municipal bond rate of 2.21% was used to determine the total pension for the program. This rate decreased from the prior year rate, which was 3.50%. Mortality assumptions for both plans were based on the PUB-2010 base table varies by member category and sex, projected generationally with Scale MP-2018 details.

*Long-term expected rate of return:*

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in October 2020, the FRS Actuarial Assumptions conference reviewed long-term assumptions developed by both Milliman's capital market assumptions team and by a capital market assumptions team from Aon Hewitt Investment Consulting, which consults to the Florida State Board of Administration. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the long-term target asset allocation. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Arithmetic Expected Rate of Return</u>
Cash	1.0%	2.2%
Fixed income	19.0%	3.0%
Global equities	54.2%	8.0%
Real estate	10.3%	6.4%
Private equity	11.1%	10.8%
Strategic investments	4.4%	5.5%
Total	<u>100.0%</u>	

*Sensitivity of the net pension liability to changes in the discount rate:*

The following presents the proportionate shares of the FRS and HIS net pension liability of the City calculated using the current discount rates, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current rate:

<u>Plan</u>	<u>Current Discount Rate</u>	<u>NPL with 1% Decrease</u>	<u>NPL at Current Discount Rate</u>	<u>NPL with 1% Increase</u>
FRS	6.80%	\$ 8,823,527	\$ 5,525,645	\$ 2,771,240
HIS	2.21%	2,270,405	1,964,094	1,713,379

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(13) Employee Retirement Systems and Pension Funds:** (Continued)

**B. City-Sponsored Defined Benefit Pension Plans**

**Plan Description and Administration**

The City maintains three separate single-employer, defined benefit pension plans: The City of Lake City Municipal Firefighters' Pension Trust Fund (the Fire Plan) covers all of the City's fire and rescue personnel; the City of Lake City Municipal Police Officers' Pension Trust Fund (the Police Plan) covers all of the City's police officers; the City of Lake City Employees' Retirement Plan Fund (the General Employees Plan) covers other general employees of the City. These plans contain the assets, liabilities and net position of each respective plan.

All financial activity is reported within the accompanying financial statements. Investments are reported at fair value and are managed by third party money managers. The City's independent custodian and the individual money managers price each instrument (using various third-party pricing sources) and reconcile material differences. Investments that do not have an established market are reported at estimated fair value. Performance reporting, manager fees, and the City's asset valuation are based on the custodian's determination of value.

The City also has a Deferred Retirement Option Program for eligible Police and Fire Plan participants. The DROP Plan allows members who have met the eligibility requirement for normal retirement to have their retirement benefits deposited monthly into a DROP account, earning interest, while simultaneously continuing to work (but not earning additional credit for retirement) for up to thirty-six months (3 years) for General and Fire Plan and sixty months (5 years) for Police Plan. Employees who enter the DROP Program have an option of either receiving their earned compensated absences when they enter the program in one lump sum, or to receive the lump sum at the end of their employment with the City. The purpose of this program is to provide a way for retirees to accumulate additional savings while continuing employment.

Costs incurred by each of the plans for administration of the plans, which includes legal and actuarial fees, trustee fees and investment advisory fees, are borne by the respective retirement plans and are included in the actuarial analysis of the required funding amounts.

**Benefits Provided and Employees Covered**

Each Plan provides retirement, disability, and death benefits to plan participants and beneficiaries. Cost of living adjustments are provided to retirees and beneficiaries in accordance with the respective plan provisions. Each of the Plans has contracted with an actuary to provide an actuarial valuation of each plan as of October 1 of each year. Current membership in the employee retirement plans was composed of the following at October 1, 2019:

	<b>General Employees' Plan</b>	<b>Police Officers' Plan</b>	<b>Firemen's Plan</b>
Retirees and beneficiaries currently receiving benefits, including DROP participants and disabled retirees	101	25	22
Vested terminated employees	10	20	2
Active participants	18	36	22
Total current membership	<u>129</u>	<u>81</u>	<u>46</u>

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(13) Employee Retirement Systems and Pension Funds:** (Continued)

*General Employees' Plan*

The General Employees' Plan is a single-employer, defined benefit plan that provides retirement, disability, and death benefits to regular full-time employees who are not classified as full-time sworn police officers or firefighters. As of January 1, 2006, the General Employees' Plan was closed to all new employees and participating employees were given the option to withdraw from the plan.

The General Employees' Plan is administered by a Board of Trustees established by City Ordinance. 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. The City Council has the authority to establish and amend the benefit provisions of the plan.

For non-elected members, normal retirement is generally available upon the earlier of: 1) attainment of age sixty-two and the completion of ten years of credited service, or 2) completion of thirty years of credited service regardless of age. For elected members, normal retirement is available upon attainment of age sixty-two and completion of eight years of credited service. Early retirement is available with reduced benefit upon the attainment of age fifty-two and the completion of ten years of credited service for non-elected members and attainment of age fifty-two and the completion of eight years of service in excess of fifteen years.

For non-elected members, the normal retirement benefit shall be equal to 2.00% of final average earnings times the first fifteen years of credited service plus 2.50% of final average earnings times credited service in excess of fifteen years. For elected members, the normal retirement benefit shall be equal to 3.00% of final average earnings times the first fifteen years of credited service plus 3.50% of final average earnings time credited service in excess of fifteen years.

Benefit terms also provide for a disability benefit, an annual 2% cost-of-living adjustment to members who completed at least twenty years of credited service and a health supplement.

The funding policy is established by City Ordinance, which may be amended by the City Council. The City is required to contribute at an actuarially determined rate. Plan members are required to contribute 2% of their annual covered salary.

The Board of Trustees is responsible for establishing and amending the General Employees Plan investment policies.

*Police Officers' Plan*

The Police Officers' Plan is a single-employer, defined benefit plan that provides retirement, disability, and death benefits to full-time police officers.

The Police Officers' Plan is administered by a Board of Trustees established by City Ordinance. 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. The City Council has the authority to establish and amend the benefit provisions of the plan.

Normal retirement is available upon the earlier of: 1) attainment of age fifty-five and completion of ten years of credited service, or 2) attainment of age fifty-two and completion of twenty-five years of credited service. Early retirement is available with reduced benefit upon the attainment of age fifty and the completion of ten years of credited service.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(13) Employee Retirement Systems and Pension Funds:** (Continued)

The normal retirement benefit shall be equal to 3.00% of final compensation times years of credited service. Benefit terms also provide for a disability benefit, an annual 2% cost-of-living adjustment to members who have attained age sixty and a health supplement.

The funding policy is established by City Ordinance, which may be amended by the City Council. The City is required to contribute at an actuarially determined rate. Plan members are required to contribute 5% of their annual covered salary.

The Board of Trustees is responsible for establishing and amending the Police Plan investment policies.

*Firemen's Plan*

The Firemen's Plan is a single-employer, defined benefit plan that provides retirement, disability, and death benefits to full-time firefighters.

The Firemen's Plan is administered by the Firemen's Pension Board. 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. The City Council has the authority to establish and amend the benefit provisions of the plan.

Normal retirement is available upon the earlier of: 1) attainment of age fifty-five and completion of ten years of credited service, or 2) attainment of age fifty-two and completion of twenty-five years of credited service. Early retirement is available with reduced benefit upon the attainment of age fifty and the completion of ten years of credited service.

The normal retirement benefit shall be equal to 2.75% of final compensation times years of credited service. Benefit terms also provide for a disability benefit, an annual 2% cost-of-living adjustment to members who have attained age sixty and a health supplement.

The funding policy is established by City Ordinance, which may be amended by the City Council. The City is required to contribute at an actuarially determined rate. Plan members are required to contribute 5% of their annual covered salary.

The Board of Trustees is responsible for establishing and amending the Fire Plan investment policies.

**Financial Statements**

The financial statements of the plans are prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due. The City's contributions are recognized when due and a formal commitment to provide the contributions has been made. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. All plan investments are reported at fair value. The City's single-employer pension plans do not issue stand-alone financial statements

**Contributions**

The State of Florida also makes contributions to the Firefighters' and Police Officers' Retirement Plans in accordance with Chapter 175 and Chapter 185 of the Florida Statutes as amended by the State Legislature. This contribution by the State of Florida is first recognized as revenue in the General Fund before being transferred to the Pension Fund. The City's actual annual contribution for each plan is determined by subtracting estimated employee contributions and actual State of Florida contributions from the total annual required contribution as determined by the actuary.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(13) Employee Retirement Systems and Pension Funds:** (Continued)

Contributions to the City's pension plans for the year ended September 30, 2020, were as follows:

	<b>General Employees' Plan</b>	<b>Police Officers' Plan</b>	<b>Firemen's Plan</b>	<b>Total</b>
Employee contributions	\$ 13,594	\$ 85,175	\$ 48,149	\$ 146,918
City contributions	793,600	185,478	312,178	1,291,256
State contributions	-	122,100	64,182	186,282
Total contributions	<u>\$ 807,194</u>	<u>\$ 392,753</u>	<u>\$ 424,509</u>	<u>\$ 1,624,456</u>

**Investment Policy**

See Note (3) for additional discussion of the investment policies for each of the Plans. The following was the asset allocation policy for each of the plans at September 30, 2020:

	<b>Target Asset Allocation</b>		
<b>Asset Class</b>	<b>General Employees' Plan</b>	<b>Police Officers' Plan</b>	<b>Firemen's Plan</b>
Domestic equities	90%	50%	60%
Bonds	5%	0%	30%
Cash and equivalents	2%	0%	0%
Real estate	3%	0%	0%
International equities	0%	15%	10%
Broad market fixed income	0%	30%	0%
Non-core fixed income	0%	5%	0%

**Net Pension Liability**

The components of the net pension liability of the pension plans at September 30, 2020, were as follows:

	<b>General Employees' Plan</b>	<b>Police Officers' Plan</b>	<b>Firemen's Plan</b>	<b>Total</b>
Total pension liability	\$ 22,890,277	\$ 15,132,949	\$ 11,131,958	\$ 49,155,184
Plan fiduciary net position	<u>(22,374,695)</u>	<u>(18,007,426)</u>	<u>(10,612,962)</u>	<u>(50,995,083)</u>
Net pension liability (asset)	<u>\$ 515,582</u>	<u>\$ (2,874,477)</u>	<u>\$ 518,996</u>	<u>\$ (1,839,899)</u>

Plan fiduciary net position as percentage of total pension liability	97.75%	118.99%	95.34%	103.74%
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The total pension liability was determined by actuarial valuation as of October 1, 2018 and measurement dates of September 30, 2020, using the following actuarial assumptions to all measurement periods.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

(13) **Employee Retirement Systems and Pension Funds:** (Continued)

	<b>General Employees' Plan</b>	<b>Police Officers' Plan</b>	<b>Firemen's Plan</b>
Inflation	3.25%	2.50%	2.75%
Salary increases	4.00-7.00%	Service based	4.00-7.00%
Investment rate of return	7.65%	7.50%	7.65%
Mortality table	FRS Tables	FRS Tables	FRS Tables

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long term expected rate of return by weighting the expected future real rates.

Best estimates of arithmetic real rates of return for each major class included in the pension plan's target asset allocation as of September 30, 2020, are summarized in the following table:

	<b>Long Term Expected Real Rate of Return</b>		
<b>Asset Class</b>	<b>General Employees' Plan</b>	<b>Police Officers' Plan</b>	<b>Firemen's Plan</b>
Domestic equities	8.33%	7.50%	5.70%
Bonds	0.26%	n/a	1.65%
Cash and equivalents	0.04%	n/a	n/a
Real estate	0.22%	n/a	n/a
International equities	n/a	8.50%	1.05%
Broad market fixed income	n/a	2.50%	n/a
Non-core fixed income	n/a	3.50%	n/a

*Discount rate:*

The discount rate used to measure the total pension liability for each pension plan varied as discussed on the following pages. The projection of cash flows used to determine the discount rate assumed the plan member contributions will be made at the current contribution rate and that City contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.



**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(13) Employee Retirement Systems and Pension Funds:** (Continued)

*Changes in net pension liability:*

Changes in each plan's net pension liability were as follows:

	<b>General Employees' Plan</b>		
	<b>Total Pension Liability (a)</b>	<b>Plan Fiduciary Net Position (b)</b>	<b>Net Pension Liability (a – b)</b>
Beginning Balance	\$ 24,021,927	\$ 21,721,272	\$ 2,300,655
Changes for year:			
Service cost	61,012	-	61,012
Interest	1,800,627	-	1,800,627
Differences between expected/actual experience	(502,409)	-	(502,409)
Changes of assumptions	(792,801)	-	(792,801)
Contributions – employer	-	793,601	(793,601)
Contributions – employee	-	13,594	(13,594)
Net investment income	-	1,580,006	(1,580,006)
Benefit payments, including refunds	(1,698,079)	(1,698,079)	-
Administrative expenses	-	(35,699)	35,699
Net changes	<u>(1,131,650)</u>	<u>653,423</u>	<u>(1,785,073)</u>
Ending Balance	<u>\$ 22,890,277</u>	<u>\$ 22,374,695</u>	<u>\$ 515,582</u>

	<b>Police Officers' Plan</b>		
	<b>Total Pension Liability (a)</b>	<b>Plan Fiduciary Net Position (b)</b>	<b>Net Pension Liability (asset) (a – b)</b>
Beginning Balance	\$ 15,192,253	\$ 16,656,870	\$ (1,464,617)
Changes for year:			
Service cost	337,030	-	337,030
Interest	1,133,857	-	1,133,857
Changes in benefit terms	-	-	-
Differences between expected/actual experience	(550,169)	-	(550,169)
Changes of assumptions	(178,322)	-	(178,322)
Contributions – employer	-	185,478	(185,478)
Contributions – state	-	122,100	(122,100)
Contributions – employee	-	85,175	(85,175)
Net investment income	-	1,794,659	(1,794,659)
Benefit payments, including refunds	(801,700)	(801,700)	-
Administrative expenses	-	(35,156)	35,156
Net changes	<u>(59,304)</u>	<u>1,350,556</u>	<u>(1,409,860)</u>
Ending Balance	<u>\$ 15,132,949</u>	<u>\$ 18,007,426</u>	<u>\$ (2,874,477)</u>

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(13) Employee Retirement Systems and Pension Funds:** (Continued)

	<b>Firemen's Plan</b>		
	<b>Total Pension Liability (a)</b>	<b>Plan Fiduciary Net Position (b)</b>	<b>Net Pension Liability (a - b)</b>
Beginning Balance	\$ 10,657,586	\$ 10,312,882	\$ 344,704
Changes for year:			
Service cost	135,094	-	135,094
Interest	813,550	-	813,550
Differences between expected/actual experience	75,794	-	75,794
Changes of assumptions	40,444	-	40,444
Contributions – employer	-	312,178	(312,178)
Contributions – state	-	64,182	(64,182)
Contributions – employee	-	48,149	(48,149)
Net investment income	-	523,436	(523,436)
Benefit payments, including refunds	(590,510)	(590,510)	-
Administrative expenses	-	(57,355)	57,355
Net changes	474,372	300,080	174,292
Ending Balance	\$ 11,131,958	\$ 10,612,882	\$ 518,996

*Sensitivity of the net pension liability to changes in the discount rate:*

The following presents the net pension liability of the City calculated using the selected discount rates, as well as what the City's net pension liability (NPL) would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current rate:

<b>Plan</b>	<b>Current Discount Rate</b>	<b>NPL with 1% Decrease</b>	<b>NPL at Current Discount Rate</b>	<b>NPL with 1% Increase</b>
General Employees	7.65%	\$ 2,742,404	\$ 515,582	\$ (1,380,146)
Police	7.50%	(982,428)	(2,874,477)	(4,435,373)
Fire	7.65%	1,879,978	518,996	(486,923)
Total		\$ 3,639,954	\$ (1,839,899)	\$ (6,302,442)

For the year ended September 30, 2020, the annual-money weighted rate of return on each pension plan investments, net of pension plan investment expense was as follows:

	<b>General Employees Plan</b>	<b>Police Officers' Plan</b>	<b>Firemen's Plan</b>
Annual money-weighted rate of return	7.18%	11.03%	4.81%

The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

**Pension Expense and Deferred Outflows and Inflows of Resources Related to Pensions**

For the year ended September 30, 2020, the City recognized pension expense of \$(1,256,985), \$ 296,550, and \$ 84,534 in the General Employees, Police Officers', and Firemen's pension plans, respectively, for a total of \$(875,901).

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(13) Employee Retirement Systems and Pension Funds:** (Continued)

At September 30, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>General Employees' Plan</b>		<b>Police Officers' Plan</b>		<b>Firemen's Plan</b>	
	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ -	\$ -	\$ 62,024	\$ (681,081)	\$ 199,825	\$ (313,078)
Changes of assumptions	-	-	-	(142,656)	68,314	-
Net different between projected and actual investment earnings	680,903	(523,182)	-	(307,148)	589,351	(245,837)
	<u>\$ 680,903</u>	<u>\$ (523,182)</u>	<u>\$ 62,024</u>	<u>\$ (1,130,885)</u>	<u>\$ 857,490</u>	<u>\$ (558,915)</u>

Amounts reported as deferred outflows and deferred inflows of resources related to pensions being amortized for a period of greater than one year will be recognized in pension expense in succeeding years as follows:

	<b>General Employees' Plan</b>	<b>Police Officers' Plan</b>	<b>Firemen's Plan</b>
2021	\$ (144,929)	\$ (464,033)	\$ 29,171
2022	66,684	(205,185)	83,573
2023	222,469	(141,535)	93,654
2024	13,497	(258,108)	72,804
2025	-	-	19,373
Thereafter	-	-	-

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

(13) **Employee Retirement Systems and Pension Funds:** (Continued)

**C. Pension Fund Financial Statements**

The City does not issue separate financial statements for General Employees' Police Officers', or Firemen's Pension Plan. The basic financial statements of the City include a Statement of Fiduciary Net Position and a Statement of Changes in Fiduciary Net Position that presents a single column presented by fund type for all pension trust funds. Presented below are the financial statements for each pension trust fund as of and for the year ended September 30, 2020:

**STATEMENT OF FIDUCIARY NET POSITION**

	<u>General Plan</u>	<u>Police Plan</u>	<u>Fire Plan</u>	<u>Total</u>
<b>ASSETS</b>				
Cash and cash equivalents with trustee	\$ 2,858,698	\$ 937,254	\$ 452,082	\$ 4,248,034
Receivables				
Contributions receivable	-	136,168	64,182	200,350
Interest and dividends receivable	34,776	30,152	26,451	91,379
Total receivables	<u>34,776</u>	<u>166,320</u>	<u>90,633</u>	<u>291,729</u>
Investments, at fair value				
Corporate bonds	610,608	4,911,978	1,529,223	7,051,809
Municipal bonds	599,782	-	1,395,195	1,994,977
Equities	8,851,550	12,143,262	7,167,915	28,162,727
Mutual funds	9,437,246	-	-	9,437,246
Total investments	<u>19,499,186</u>	<u>17,055,240</u>	<u>10,092,333</u>	<u>46,646,759</u>
Total assets	<u>\$ 22,392,660</u>	<u>\$ 18,158,814</u>	<u>\$ 10,635,048</u>	<u>\$ 51,186,522</u>
<b>LIABILITIES</b>				
Accounts payable	<u>\$ 17,965</u>	<u>\$ 151,389</u>	<u>\$ 22,086</u>	<u>\$ 191,440</u>
<b>NET POSITION</b>				
Restricted for pensions	<u>\$ 22,374,695</u>	<u>\$ 18,007,425</u>	<u>\$ 10,612,962</u>	<u>\$ 50,995,082</u>

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

(13) **Employee Retirement Systems and Pension Funds:** (Continued)

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**

	<u>General Plan</u>	<u>Police Plan</u>	<u>Fire Plan</u>	<u>Total</u>
<b>Additions</b>				
Contributions:				
Employer	\$ 793,600	\$ 185,478	\$ 312,178	\$ 1,291,256
Plan members	13,594	85,175	48,149	146,918
State - insurance premium taxes	-	122,100	64,182	186,282
Total contributions	<u>807,194</u>	<u>392,753</u>	<u>424,509</u>	<u>1,624,456</u>
Investment earnings				
Net appreciation (depreciation) in fair value of investments	478,919	865,315	248,364	1,592,598
Interest and dividends	1,250,454	1,000,143	343,017	2,593,614
Total investment earnings	<u>1,729,373</u>	<u>1,865,458</u>	<u>591,381</u>	<u>4,186,212</u>
Less: investment expense	<u>(149,366)</u>	<u>(70,800)</u>	<u>(90,993)</u>	<u>(311,159)</u>
Net investment income (loss)	<u>1,580,007</u>	<u>1,794,658</u>	<u>500,388</u>	<u>3,875,053</u>
Total additions	<u>2,387,201</u>	<u>2,187,411</u>	<u>924,897</u>	<u>5,499,509</u>
<b>Deductions</b>				
Benefit payments and refunds	1,698,079	801,700	590,510	3,090,289
Administrative expenses	35,699	35,156	34,307	105,162
Total deductions	<u>1,733,778</u>	<u>836,856</u>	<u>624,817</u>	<u>3,195,451</u>
<b>Change in net position</b>	<u>653,423</u>	<u>1,350,555</u>	<u>300,080</u>	<u>2,304,058</u>
<b>Net position restricted for pensions, beginning of year</b>	21,721,272	16,656,870	10,312,882	48,691,024
<b>Net position restricted for pensions, end of year</b>	<u><u>\$22,374,695</u></u>	<u><u>\$18,007,425</u></u>	<u><u>\$10,612,962</u></u>	<u><u>\$50,995,082</u></u>

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2020**

**(14) Recent Accounting Pronouncements:**

The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial statements. Listed below are pronouncements with required implementation dates effective for fiscal years subsequent to September 30, 2020, that have not yet been implemented. Management has not currently determined what, if any, impact implementation of the following will have on the City's financial statements:

- (a) GASB issued Statement No. 84, *Fiduciary Activities*, in January 2017. GASB 84 improves guidance regarding the identification and reporting of fiduciary activities. The provisions in GASB 84 are effective for periods beginning after December 15, 2019.
- (b) GASB issued Statement No. 87, *Leases*, in June 2017. GASB 87 aims to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. The provisions in GASB 87 are effective for periods beginning after June 15, 2021.

## **REQUIRED SUPPLEMENTARY INFORMATION**

**CITY OF LAKE CITY, FLORIDA**  
**SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY**  
**AND RELATED RATIOS**  
**LAST 10 FISCAL YEARS**  
**(UNAUDITED)**

	<u>2020</u>	<u>2019</u>	<u>2018</u>
<b>Total OPEB Liability</b>			
Service cost	\$ 30,155	\$ 5,703	\$ 6,136
Interest	44,414	5,361	5,232
Difference between expected and actual experience	13,789	-	-
Changes of assumptions	(39,452)	6,934	(6,155)
Benefit payments - implicit rate subsidy	(61,624)	(21,046)	(19,532)
Change in actuarial methodology	264,498	-	-
Net change in total OPEB liability	<u>251,780</u>	<u>(3,048)</u>	<u>(14,319)</u>
Total OPEB liability - beginning of year	129,911	132,959	147,278
<b>Total OPEB liability - end of year</b>	<u><u>\$ 381,691</u></u>	<u><u>\$ 129,911</u></u>	<u><u>\$ 132,959</u></u>

Notes to Schedule:

Valuation date: 10/1/2020

Changes of assumptions. Changes of assumptions and other changes reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

2020	3.43%
2019	3.58%
2018	4.18%

\*10 years of data will be presented as it becomes available.



**CITY OF LAKE CITY, FLORIDA**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS**  
**GENERAL EMPLOYEES' PENSION PLAN**  
**SEPTEMBER 30, 2020**  
**(UNAUDITED)**

<b>Fiscal Year Ending September 30,</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Total Pension Liability</b>							
Service cost	\$ 61,012	\$ 60,437	\$ 93,780	\$ 92,950	\$ 126,321	\$ 151,095	\$ 193,901
Interest	1,800,627	1,790,729	1,765,941	1,661,505	1,652,136	1,604,706	1,642,659
Difference between actual and expected experience	(502,409)	2,584	141,087	-	(241,541)	52,506	(512,911)
Changes of assumptions	(792,801)	-	-	1,052,237	-	40,814	39,439
Benefit payments including refunds of contributions	(1,698,079)	(1,755,133)	(1,540,109)	(1,379,802)	(1,385,504)	(1,190,298)	(1,139,297)
Net change in total pension liability	(1,131,650)	98,617	460,699	1,426,890	151,412	658,823	223,791
Total pension liability - beginning	24,021,927	23,923,310	23,462,611	22,035,721	21,884,309	21,225,486	21,001,695
<b>Total pension liability - ending (a)</b>	<b>\$ 22,890,277</b>	<b>\$ 24,021,927</b>	<b>\$ 23,923,310</b>	<b>\$ 23,462,611</b>	<b>\$ 22,035,721</b>	<b>\$ 21,884,309</b>	<b>\$ 21,225,486</b>
<b>Total Fiduciary Net Position</b>							
Contributions - employer	\$ 793,601	\$ 904,774	\$ 959,005	\$ 960,362	\$ 903,328	\$ 985,384	\$ 1,089,395
Contributions - employee	13,594	14,057	16,597	19,425	23,359	26,763	31,280
Net investment income	1,580,006	623,945	2,324,679	2,453,755	1,575,111	(252,263)	1,690,061
Benefit payments, including refunds of contributions	(1,698,079)	(1,755,133)	(1,540,109)	(1,379,802)	(1,385,504)	(1,190,298)	(1,144,518)
Administrative expense	(35,699)	(34,861)	(38,286)	(32,166)	(38,134)	(39,845)	(34,060)
Net change in plan fiduciary net position	653,423	(247,218)	1,721,886	2,021,574	1,078,160	(470,259)	1,632,158
Plan fiduciary net position - beginning	21,721,272	21,968,490	20,246,604	18,225,030	17,146,870	17,617,129	15,984,971
<b>Plan fiduciary net position - ending (b)</b>	<b>\$ 22,374,695</b>	<b>\$ 21,721,272</b>	<b>\$ 21,968,490</b>	<b>\$ 20,246,604</b>	<b>\$ 18,225,030</b>	<b>\$ 17,146,870</b>	<b>\$ 17,617,129</b>
<b>Net pension liability - ending (a) - (b)</b>	<b>\$ 515,582</b>	<b>\$ 2,300,655</b>	<b>\$ 1,954,820</b>	<b>\$ 3,216,007</b>	<b>\$ 3,810,691</b>	<b>\$ 4,737,439</b>	<b>\$ 3,608,357</b>
Plan fiduciary net position as a percentage of the total pension liability	97.75%	90.42%	91.83%	86.29%	82.71%	78.35%	83.00%
Covered payroll	\$ 757,478	\$ 855,211	\$ 1,015,616	\$ 1,087,009	\$ 1,129,111	\$ 1,496,576	\$ 1,625,433
Net pension liability as a percentage of covered payroll	68.07%	269.02%	192.48%	295.86%	337.49%	316.55%	221.99%

\*10 years of data will be presented as it becomes available.

**CITY OF LAKE CITY, FLORIDA**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS**  
**POLICE OFFICERS' PENSION PLAN**  
**SEPTEMBER 30, 2020**  
**(UNAUDITED)**

Fiscal Year Ending September 30,	2020	2019	2018	2017	2016	2015	2014
<b>Total Pension Liability</b>							
Service cost	\$ 337,030	\$ 340,336	\$ 368,645	\$ 341,397	\$ 437,718	\$ 425,461	\$ 432,783
Interest	1,133,857	1,099,762	1,041,883	1,050,183	1,014,179	969,009	906,193
Changes in benefit terms	-	-	-	-	(132,292)	-	-
Difference between actual and expected experience	(550,169)	(185,395)	155,061	(741,233)	(303,219)	(118,614)	-
Changes of assumptions	(178,322)	-	-	-	587,453	-	-
Benefit payments including refunds of contributions	(801,700)	(791,895)	(739,201)	(837,333)	(609,763)	(536,201)	(506,056)
Net change in total pension liability	(59,304)	462,808	826,388	(186,986)	994,076	739,655	832,920
Total pension liability - beginning	15,192,253	14,729,445	13,903,057	14,090,043	13,095,967	12,356,312	11,523,392
<b>Total pension liability - ending (a)</b>	<u>\$ 15,132,949</u>	<u>\$ 15,192,253</u>	<u>\$ 14,729,445</u>	<u>\$ 13,903,057</u>	<u>\$ 14,090,043</u>	<u>\$ 13,095,967</u>	<u>\$ 12,356,312</u>
<b>Total Fiduciary Net Position</b>							
Contributions - employer	\$ 185,478	\$ 237,500	\$ 296,710	\$ 297,723	\$ 514,483	\$ 689,254	\$ 605,655
Contributions - state	122,100	117,283	105,293	112,064	118,886	95,363	95,877
Contributions - employee	85,175	87,382	93,893	85,582	84,732	88,082	84,726
Net investment income	1,794,659	633,430	1,379,459	1,595,827	1,279,744	(359,178)	1,184,164
Benefit payments, including refunds of contributions	(801,700)	(791,895)	(739,201)	(837,333)	(609,763)	(536,201)	(506,056)
Administrative expense	(35,156)	(37,873)	(37,338)	(33,774)	(44,309)	(33,094)	(20,159)
Net change in plan fiduciary net position	1,350,556	245,827	1,098,816	1,220,089	1,343,773	(55,774)	1,444,207
Plan fiduciary net position - beginning	16,656,870	16,411,043	15,312,227	14,092,138	12,748,365	12,804,139	11,359,932
<b>Plan fiduciary net position - ending (b)</b>	<u>\$ 18,007,426</u>	<u>\$ 16,656,870</u>	<u>\$ 16,411,043</u>	<u>\$ 15,312,227</u>	<u>\$ 14,092,138</u>	<u>\$ 12,748,365</u>	<u>\$ 12,804,139</u>
<b>Net pension liability (asset) - ending (a) - (b)</b>	<u>\$ (2,874,477)</u>	<u>\$ (1,464,617)</u>	<u>\$ (1,681,598)</u>	<u>\$ (1,409,170)</u>	<u>\$ (2,095)</u>	<u>\$ 347,602</u>	<u>\$ (447,827)</u>
Plan fiduciary net position as a percentage of the total pension liability	118.99%	109.64%	111.42%	110.14%	100.01%	97.35%	103.62%
Covered payroll	\$ 1,703,503	\$ 1,747,646	\$ 1,877,855	\$ 1,711,639	\$ 1,694,648	\$ 1,819,061	\$ 1,694,522
Net pension liability as a percentage of covered payroll	-168.74%	-83.81%	-89.55%	-82.33%	-0.12%	19.11%	-26.43%

\*10 years of data will be presented as it becomes available.

**CITY OF LAKE CITY, FLORIDA**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS**  
**FIREMEN'S PENSION PLAN**  
**SEPTEMBER 30, 2020**  
**(UNAUDITED)**

<b>Fiscal Year Ending September 30,</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Total Pension Liability</b>							
Service cost	\$ 135,094	\$ 99,824	\$ 153,355	\$ 141,339	\$ 129,860	\$ 129,239	\$ 120,314
Interest	813,550	826,579	786,676	750,730	723,418	661,734	594,942
Difference between actual and expected experience	75,794	(521,796)	341,659	-	(83,851)	212,813	759,502
Changes of assumptions	40,444	-	-	173,054	-	204,390	-
Benefit payments including refunds of contributions	(590,510)	(625,468)	(801,078)	(425,576)	(431,420)	(449,619)	(369,386)
Net change in total pension liability	474,372	(220,861)	480,612	639,547	338,007	758,557	1,105,372
Total pension liability - beginning	10,657,586	10,878,447	10,397,835	9,758,288	9,420,281	8,661,724	7,556,352
<b>Total pension liability - ending (a)</b>	<b>\$ 11,131,958</b>	<b>\$ 10,657,586</b>	<b>\$ 10,878,447</b>	<b>\$ 10,397,835</b>	<b>\$ 9,758,288</b>	<b>\$ 9,420,281</b>	<b>\$ 8,661,724</b>
<b>Total Fiduciary Net Position</b>							
Contributions - employer	\$ 312,178	\$ 355,220	\$ 314,888	\$ 368,917	\$ 305,436	\$ 254,845	\$ 294,336
Contributions - state	64,182	63,423	63,787	-	-	-	-
Contributions - employee	48,149	46,851	41,533	43,185	41,491	41,979	41,811
Net investment income	523,436	168,343	1,124,631	1,111,293	1,066,780	(289,594)	971,584
Benefit payments, including refunds of contributions	(590,510)	(625,468)	(801,078)	(425,576)	(431,420)	(449,619)	(369,386)
Administrative expense	(57,355)	(51,202)	(61,945)	(54,477)	(43,425)	(38,590)	(30,193)
Other	-	-	-	-	-	32,341	-
Net change in plan fiduciary net position	300,080	(42,833)	681,816	1,043,342	938,862	(448,638)	908,152
Plan fiduciary net position - beginning	10,312,882	10,355,715	9,673,899	8,630,557	7,691,695	8,140,333	7,232,181
<b>Plan fiduciary net position - ending (b)</b>	<b>\$ 10,612,962</b>	<b>\$ 10,312,882</b>	<b>\$ 10,355,715</b>	<b>\$ 9,673,899</b>	<b>\$ 8,630,557</b>	<b>\$ 7,691,695</b>	<b>\$ 8,140,333</b>
<b>Net pension liability - ending (a) - (b)</b>	<b>\$ 518,996</b>	<b>\$ 344,704</b>	<b>\$ 522,732</b>	<b>\$ 723,936</b>	<b>\$ 1,127,731</b>	<b>\$ 1,728,586</b>	<b>\$ 521,391</b>
Plan fiduciary net position as a percentage of the total pension liability	95.34%	96.77%	95.19%	93.04%	88.44%	81.65%	93.98%
Covered payroll	\$ 1,019,505	\$ 793,729	\$ 879,278	\$ 861,178	\$ 834,327	\$ 805,330	\$ 808,371
Net pension liability as a percentage of covered payroll	50.91%	43.43%	59.45%	84.06%	135.17%	214.64%	64.50%

\*10 years of data will be presented as it becomes available.

**CITY OF LAKE CITY, FLORIDA  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF CONTRIBUTIONS  
GENERAL EMPLOYEES' PENSION PLAN  
SEPTEMBER 30, 2020  
(UNAUDITED)**

<b>Fiscal Year</b>	<b>Actuarially Determined Contribution (ADC)</b>	<b>Contributions in Relation to ADC</b>	<b>Contribution Deficiency (Excess)</b>	<b>Covered Payroll</b>	<b>Contributions as Percentage of Employee Payroll</b>
2020	\$ 798,065	\$ 824,353	\$ (26,288)	\$ 757,478	108.83%
2019	930,235	939,834	(9,599)	855,211	109.89%
2018	974,284	996,166	(21,882)	1,015,616	98.08%
2017	995,683	997,576	(1,893)	1,087,009	91.77%
2016	976,209	938,332	37,877	1,129,111	83.10%
2015	988,182	1,023,568	(35,386)	1,496,576	68.39%
2014	1,123,502	1,130,821	(7,319)	1,625,433	69.57%

Notes to Schedule:

Valuation Date: 10/1/2019

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method:	Individual Entry Age, Level Percent of Pay
Amortization Method:	Level Dollar, Closed
Remaining Amortization Period:	10 to 15 Years Based on Year Established
Asset Valuation Method:	Actuarial Value, Based on 5-year Recognition of Returns Greater or Less Than the Assumed Investment Return.
Inflation:	2.75%
Investment Rate of Return:	7.65%
Salary Increases:	7% to 4%
Retirement Age:	100% at Normal Retirement Eligibility Date
Mortality:	FRS Mortality Table

\*10 years of data will be presented as it becomes available

**CITY OF LAKE CITY, FLORIDA  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF CONTRIBUTIONS  
POLICE OFFICERS' PENSION PLAN  
SEPTEMBER 30, 2020  
(UNAUDITED)**

<b>Fiscal Year</b>	<b>Actuarially Determined Contribution (ADC)</b>	<b>Contributions in Relation to ADC</b>	<b>Contribution Deficiency (Excess)</b>	<b>Covered Payroll</b>	<b>Contributions as Percentage of Employee Payroll</b>
2020	\$ 294,706	\$ 307,578	\$ (12,872)	\$ 1,703,503	18.06%
2019	328,557	354,783	(26,226)	1,747,646	20.30%
2018	339,892	402,003	(62,111)	1,877,855	21.41%
2017	373,137	409,787	(36,650)	1,711,639	23.94%
2016	460,944	633,369	(172,425)	1,694,648	37.37%
2015	598,956	784,617	(185,661)	1,819,061	43.13%
2014	701,532	701,532	-	1,694,522	41.40%

Notes to Schedule:

Valuation Date: 10/1/2018

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method: Entry Age Normal Actuarial Cost Method  
Amortization Method: Level Percentage of Pay, Closed  
Remaining Amortization Period: 30 Years (as of 10/1/2015 Valuation)  
Mortality: RP-2000 Table with No Projection - (Disabled Lives Set Forward 5 Years)  
Retirement Age: Earlier of Age 55 and 10 Years of Service, or Age 52 with 25 Years of Service  
Interest Rate: 7.50% per Year Compounded Annually, Net of Investment Related Expenses  
Salary Increases: 15.00% in first year of employment and 5.00% per year during each subsequent year, until the assumed retirement age.  
Early Retirement: Commencing with the Attainment of Early Retirement Status, Members are Assumed to Retire with an Immediate Subsidized Benefit at the Rate of 5% per Year  
Payroll Growth: 1.00% per Year  
Cost of Living Adjustment: 2.00% per Year Beginning at Age 60  
Asset Valuation Method: Each Year, the Prior Actuarial Value of Assets is Brought Forward Utilizing the Historical Geometric 4-Year Average Market Value Return; it is Possible that Over Time this Technique will Produce an Insignificant Bias Above or Below Market Value  
Termination and Disability Rate: See Table Below

<b>Age</b>	<b>Percent Terminating During the Year</b>	<b>Percent Becoming Disabled During the Year</b>
20	9.00%	0.15%
30	7.50%	0.20%
40	3.90%	0.35%
50	1.20%	0.90%

\*10 years of data will be presented as it becomes available.

**CITY OF LAKE CITY, FLORIDA  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF CONTRIBUTIONS  
FIREMEN'S PENSION PLAN  
SEPTEMBER 30, 2020  
(UNAUDITED)**

<b>Fiscal Year</b>	<b>Actuarially Determined Contribution (ADC)</b>	<b>Contributions in Relation to ADC</b>	<b>Contribution Deficiency (Excess)</b>	<b>Covered Payroll</b>	<b>Contributions as Percentage of Employee Payroll</b>
2020	\$ 296,723	\$ 390,944	\$ (94,221)	\$ 1,019,505	38.35%
2019	382,219	434,865	(52,646)	793,729	54.79%
2018	384,222	393,349	(9,127)	879,278	44.74%
2017	382,832	383,213	(381)	861,178	44.50%
2016	382,832	317,272	65,560	834,327	38.03%
2015	249,267	264,721	(15,454)	805,330	32.87%
2014	292,123	303,916	(11,793)	808,371	37.60%

Notes to Schedule:

Valuation Date: 10/1/2018

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method:	Individual Entry Age, Level Percent of Pay
Amortization Method:	Level Dollar, Closed
Remaining Amortization Period:	10 to 15 Years Based on Year Established
Asset Valuation Method:	Actuarial Value, Based on 5-year Recognition of Returns Greater or Less Than the Assumed Investment Return.
Inflation:	2.75%
Investment Rate of Return:	7.65%
Salary Increases:	7% to 4%
Retirement Age:	100% at Normal Retirement Eligibility Date
Mortality:	FRS Mortality Table

\*10 years of data will be presented as it becomes available.

**CITY OF LAKE CITY, FLORIDA  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULES OF INVESTMENT RETURNS  
SEPTEMBER 30, 2020  
(UNAUDITED)**

<b>For the Year Ending September 30,</b>	<b>General Employees' Pension Plan</b>	<b>Police Officers' Pension Plan</b>	<b>Firemen's Pension Plan</b>
2020	7.18%	11.03%	4.81%
2019	7.01%	3.91%	1.39%
2018	8.68%	9.11%	9.57%
2017	14.41%	11.49%	13.03%
2016	9.97%	10.06%	14.81%
2015	-0.82%	-2.79%	-2.72%
2014	11.31%	10.38%	14.75%

\*10 years of data will be presented as it becomes available.

**CITY OF LAKE CITY, FLORIDA**  
**SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY**  
**LAST 10 FISCAL YEARS**  
**(UNAUDITED)**

	As of the Plan Year Ended June 30,						
	2020	2019	2018	2017	2016	2015	2014
<b>Florida Retirement System (FRS)</b>							
Proportion of the net pension liability	0.012749094%	0.012380148%	0.011489332%	0.010534545%	0.010698858%	0.011407846%	0.009832049%
Proportionate share of the net pension liability	\$ 5,525,645	\$ 4,263,551	\$ 3,460,646	\$ 3,116,048	\$ 2,701,470	\$ 1,473,476	\$ 599,900
Covered payroll	5,584,157	5,391,958	5,043,764	4,883,093	4,722,366	4,587,672	3,918,194
Proportionate share of the net pension liability as a percentage of covered payroll	98.95%	79.07%	68.61%	63.81%	57.21%	32.12%	15.31%
Plan fiduciary net position as a percentage of the total pension liability	78.85%	82.61%	84.26%	83.89%	84.88%	92.00%	96.09%
<b>Health Insurance Subsidy Program (HIS)</b>							
Proportion of the net pension liability	0.016086160%	0.016118867%	0.015439074%	0.015319547%	0.015298419%	0.015115116%	0.013187655%
Proportionate share of the net pension liability	\$ 1,964,094	\$ 1,803,540	\$ 1,634,089	\$ 1,638,037	\$ 1,782,967	\$ 1,541,506	\$ 1,233,078
Covered payroll	5,584,157	5,391,958	5,043,764	4,883,093	4,722,366	4,587,672	3,918,194
Proportionate share of the net pension liability as a percentage of covered payroll	35.17%	33.45%	32.40%	33.55%	37.76%	33.60%	31.47%
Plan fiduciary net position as a percentage of the total pension liability	3.00%	2.63%	2.15%	1.64%	0.97%	0.50%	0.99%

Note 1: GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, information is presented for only those years for which information is available.



**CITY OF LAKE CITY, FLORIDA  
SCHEDULE OF CONTRIBUTIONS  
LAST 10 FISCAL YEARS  
(UNAUDITED)**

	<b>As of the Plan Year Ended June 30,</b>						
	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Florida Retirement System (FRS)</b>							
Contractually required contribution	\$ 423,596	\$ 383,874	\$ 327,437	\$ 274,240	\$ 260,909	\$ 278,133	\$ 215,364
Contributions in relation to the contractually required contribution	423,596	383,874	327,437	274,240	260,909	278,133	215,364
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 5,584,157	\$ 5,391,958	\$ 5,043,764	\$ 4,883,093	\$ 4,722,366	\$ 4,587,672	\$ 3,918,194
Contributions as a percentage of covered payroll	7.59%	7.12%	6.49%	5.62%	5.52%	6.06%	5.50%
<b>Health Insurance Subsidy Program (HIS)</b>							
Contractually required contribution	\$ 92,697	\$ 89,507	\$ 83,726	\$ 81,075	\$ 78,414	\$ 57,779	\$ 45,176
Contributions in relation to the contractually required contribution	92,697	89,507	83,726	81,075	78,414	57,779	45,176
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 5,584,157	\$ 5,391,958	\$ 5,043,764	\$ 4,883,093	\$ 4,722,366	\$ 4,587,672	\$ 3,918,194
Contributions as a percentage of covered payroll	1.66%	1.66%	1.66%	1.66%	1.66%	1.26%	1.15%

Note 1: GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, information is presented for only those years for which information is available.

## **SUPPLEMENTARY INFORMATION**

**CITY OF LAKE CITY, FLORIDA  
COMBINING BALANCE SHEET  
NONMAJOR GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2020**

	<b>Special Revenue Funds</b>						<b>Total Nonmajor Governmental Funds</b>
	<b>Airport</b>	<b>Seized Assets</b>	<b>Special Police</b>	<b>Drug Task Force Grant</b>	<b>CDBG Housing</b>	<b>Debt Service</b>	
<b>ASSETS</b>							
Equity in pooled cash and cash equivalents	\$ 616,205	\$ 68,861	\$ 61,304	\$ (383)	\$ 27,611	\$ 318,337	\$ 1,091,935
Receivables, net	13,201	-	-	-	-	-	13,201
Inventories	20,433	-	-	-	-	-	20,433
Prepaid items	1,704	-	-	-	-	-	1,704
Total assets	<u>\$ 651,543</u>	<u>\$ 68,861</u>	<u>\$ 61,304</u>	<u>\$ (383)</u>	<u>\$ 27,611</u>	<u>\$ 318,337</u>	<u>\$ 1,127,273</u>
<b>LIABILITIES</b>							
Accounts payable and accrued liabilities	\$ 18,409	\$ -	\$ -	\$ -	\$ -	\$ 170,937	\$ 189,346
Customer deposits	100,000	-	-	-	-	-	100,000
Unearned revenue	-	21,417	-	-	-	-	21,417
Total liabilities	<u>118,409</u>	<u>21,417</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>170,937</u>	<u>310,763</u>
<b>FUND BALANCES</b>							
Nonspendable:							
Inventories	20,433	-	-	-	-	-	20,433
Prepaid items	1,704	-	-	-	-	-	1,704
Restricted for:							
Public safety	-	47,444	61,304	(383)	-	-	108,365
Airport	510,997	-	-	-	-	-	510,997
Debt service	-	-	-	-	-	147,400	147,400
Health and welfare	-	-	-	-	27,611	-	27,611
Total fund balances	<u>533,134</u>	<u>47,444</u>	<u>61,304</u>	<u>(383)</u>	<u>27,611</u>	<u>147,400</u>	<u>816,510</u>
Total liabilities and fund balances	<u>\$ 651,543</u>	<u>\$ 68,861</u>	<u>\$ 61,304</u>	<u>\$ (383)</u>	<u>\$ 27,611</u>	<u>\$ 318,337</u>	<u>\$ 1,127,273</u>

**CITY OF LAKE CITY, FLORIDA**  
**COMBINING SCHEDULE OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE**  
**NONMAJOR GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

	<b>Special Revenue Funds</b>					<b>Total Nonmajor Governmental Funds</b>
	<b>Airport</b>	<b>Seized Assets</b>	<b>Special Police</b>	<b>Drug Task Force Grant</b>	<b>CDBG Housing</b>	<b>Debt Service</b>
<b>Revenues</b>						
Intergovernmental	\$ 130,652	\$ -	\$ -	\$ 57,265	\$ -	\$ -
Charges for services	1,280,631	-	-	-	-	-
Investment income	58	39	-	-	-	-
Miscellaneous	140,609	-	8,086	-	-	-
Total revenues	<u>1,551,950</u>	<u>39</u>	<u>8,086</u>	<u>57,265</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>						
Current:						
Public safety	-	-	462	383	-	-
Airport	976,190	-	-	-	-	-
Capital outlay	76,250	-	-	57,265	-	-
Debt service:						
Principal retirement	175,860	-	-	-	-	428,246
Interest and fiscal charges	67,981	-	-	-	-	216,474
Total expenditures	<u>1,296,281</u>	<u>-</u>	<u>462</u>	<u>57,648</u>	<u>-</u>	<u>644,720</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>255,669</u>	<u>39</u>	<u>7,624</u>	<u>(383)</u>	<u>-</u>	<u>(644,720)</u>
<b>Other financing sources (uses)</b>						
Transfers in	-	-	-	-	-	697,520
<b>Net change in fund balances</b>	<u>255,669</u>	<u>39</u>	<u>7,624</u>	<u>(383)</u>	<u>-</u>	<u>52,800</u>
<b>Fund balances, beginning of year</b>	277,465	47,405	53,680	-	27,611	94,600
<b>Fund balances, end of year</b>	<u>\$ 533,134</u>	<u>\$ 47,444</u>	<u>\$ 61,304</u>	<u>\$ (383)</u>	<u>\$ 27,611</u>	<u>\$ 147,400</u>

**CITY OF LAKE CITY, FLORIDA**  
**SCHEDULE OF NET REVENUES AND DEBT SERVICE COVERAGE**  
**UTILITY SYSTEM REVENUE AND REFUNDING BONDS**  
**SERIES 2013 AND SERIES 2016 RATE COVENANT**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

<b>Gross revenues</b>	
Charges for services	\$ 14,628,523
Interest	14,703
Miscellaneous income	170,424
Total gross revenues	<u>14,813,650</u>
Operating expenses, excluding interest, amortization, and depreciation	9,513,110
<b>Net revenues</b>	<u><u>\$ 5,300,540</u></u>
<b>Current annual debt service</b>	
2013 Bonds	\$ 168,653
2016 Bonds	821,992
Total current annual debt service	<u><u>\$ 990,645</u></u>
<b>Debt service coverage ratio</b>	<u><u>5.35</u></u>
<b>Required minimum debt service coverage ratio</b>	<u><u>1.25</u></u>

**CITY OF LAKE CITY, FLORIDA**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**AND STATE FINANCIAL ASSISTANCE**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

<b>Federal/State Agency / Pass-Through Entity / Federal/State Program</b>	<b>CFDA / CSFA Number</b>	<b>Contract / Grant Number</b>	<b>Expenditures</b>
<b>FEDERAL AWARDS</b>			
<u>U.S. Department of Transportation</u>			
Direct Programs:			
Airport Improvement Program	20.106	3-12-0039-023-2018	\$ 1,159,961
Airport Improvement Program	20.106	3-12-0039-024-2020	62,938
Airport Improvement Program	20.106	3-12-0039-025-2020	69,000
Total Airport Improvement Program			<u>1,291,899</u>
Passed through Florida Department of Transportation			
State and Community Highway Safety	20.600	SC-20-13-12	30,000
National Priority Safety Programs	20.616	M2HVE-20-20-08	12,714
Total Highway Safety Cluster			<u>42,714</u>
Total U.S. Department of Transportation			<u>1,334,613</u>
<u>U.S. Department of Justice</u>			
Passed through State of Florida Department of Law Enforcement			
Edward Byrne Memorial Justice Assistance Grant	16.738	2017-MU-BX-0187	47,266
Total U.S. Department of Justice			<u>47,266</u>
<b>Total Federal Awards</b>			<u><u>\$ 1,381,879</u></u>
<b>STATE FINANCIAL ASSISTANCE</b>			
<u>State of Florida Department of Environmental Protection</u>			
Direct Programs:			
Florida Springs Grant Program	37.052	LP12030	\$ 187,590
Florida Springs Grant Program	37.052	LP12031	58,105
Total Florida Department of Environmental Protection			<u>245,695</u>
<u>Department of Economic Opportunity</u>			
Direct Programs:			
Regional Rural Development and Rural Infrastructure Fund	40.042	D0130	<u>195,000</u>
<u>State of Florida Department of Transportation</u>			
Direct Programs:			
Small County Outreach Program	55.009	441428-1-54-01	<u>829,522</u>
Direct Programs:			
Aviation Grant Programs	55.004	445447-1-94-01	61,652
Aviation Grant Programs	55.004	445909-1-94-01	52,200
Total Aviation Grant Programs			<u>113,852</u>
Total Florida Department of Transportation			<u>943,374</u>
<b>Total State Financial Assistance</b>			<u><u>\$ 1,384,069</u></u>

The accompanying notes to the schedule of expenditures of federal awards  
and state financial assistance are an integral part of this schedule.

**CITY OF LAKE CITY, FLORIDA**  
**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**AND STATE FINANCIAL ASSISTANCE**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2020**

(1) **Basis of Presentation:**

The accompanying schedule of expenditures of federal awards and state financial assistance includes the federal and state grant activity of the City of Lake City, Florida, and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and Section 215.97, Florida Statutes. Because the Schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the City.

(2) **Summary of Significant Accounting Policies:**

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-122, *Cost Principles for Non-Profit Organizations*, or the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

No grant awards were passed through to subrecipients.

(3) **De Minimis Indirect Cost Rate Election:**

The City has elected not to use the 10 percent de minimis indirect cost rate as allowed under Uniform Guidance.

(4) **Contingency:**

Project expenditures are subject to audit and adjustment. If any expenditures were to be disallowed by the grantor agency as a result of such an audit, any claim for reimbursement to the grantor agency would become a liability of the City. In the opinion of management, all project expenditures included on the accompanying schedule are in compliance with the terms of the project agreements and applicable federal and state laws and regulations.

**CITY OF LAKE CITY, FLORIDA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

**A. Summary of Auditors' Results:**

***Financial Statements:***

Type of audit report issued on the financial statements: *Unmodified*

Internal control over financial reporting:

Material weakness(es) identified? \_\_\_\_\_ yes      X   no

Significant deficiency(ies) identified?   X   yes    \_\_\_\_\_ none reported

Noncompliance material to financial statements noted? \_\_\_\_\_ yes      X   no

***Federal Awards:***

Internal control over major Federal programs:

Material weakness(es) identified? \_\_\_\_\_ yes      X   no

Significant deficiency(ies) identified? \_\_\_\_\_ yes      X   none reported

Type of auditor's report issued on compliance for major Federal programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? \_\_\_\_\_ yes      X   none reported

Auditee qualified as a low-risk auditee? \_\_\_\_\_ yes      X   no

Dollar threshold used to distinguish between type A and type B programs:   \$750,000  

Identification of major Federal programs:

CFDA Number	Program Name
20.106	Airport Improvement Program

***State Financial Assistance:***

Internal control over major State projects:

Material weakness(es) identified? \_\_\_\_\_ yes      X   no

Significant deficiency(ies) identified? \_\_\_\_\_ yes      X   none reported



Type of auditor's report issued on compliance for major State projects:

*Unmodified*

Any audit findings disclosed that are required to be reported for state financial assistance projects in accordance with Chapter 10.550?

\_\_\_\_\_ yes      X   none reported

Dollar threshold used to distinguish between type A and type B programs:

\$415,221

Identification of major State programs:

<u>CSFA Number</u>	<u>Program Name</u>
55.009	Small County Outreach Program

**B. Financial Statement Findings:**

**2020-001 Information Technology Matters**

*Criteria:* The City's information technology (IT) environment plays a key role in the financial reporting process, and safeguards should be in place to protect the integrity and security of all financial data.

*Condition:* Various areas for improvement were identified during our analysis of the City's IT environment. The specific areas are exempt from public access provided by Florida Statutes 119.07(1) and 286.001 and other laws and rules requiring public access or disclosure. This exemption is addressed under Florida Statute 281.301, Security systems; records and meetings exempt from public access or disclosure.

*Cause:* Certain IT policies, procedures, and/or best practices were not implemented and/or updated in recent years.

*Effect:* The exploitation of certain deficiencies could result in the compromise of the integrity and/or security of the City's data as it relates to financial reporting.

*Recommendation:* Recommendations have been provided to management in a separate letter exempt from public disclosure for the same reasons as noted in the "Condition" paragraph.

**C. Federal Program Findings and Questioned Costs:** None.

**D. State Project Findings and Questioned Costs:** None.

**E. Summary Schedule of Prior Audit Findings:** See schedule of prior audit findings as listed in the table of contents.

**F. Corrective Action Plan:** See Auditee's Response to findings as listed in the table of contents.

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND STATE PROJECT AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE AND CHAPTER 10.550, RULES OF THE AUDITOR GENERAL**

To the Honorable Mayor, City Council, and City Manager,  
City of Lake City, Florida:

**Report on Compliance for Each Major Federal Program and State Project**

We have audited the City of Lake City, Florida's (the City) compliance with the types of compliance requirements described in the *OMB Compliance Supplement*, and the requirements described in the Department of Financial Services' *State Projects Compliance Supplement*, that could have a direct and material effect on each of the City's major federal programs and state projects for the year ended September 30, 2020. The City's major federal programs and state projects are identified in the summary of auditors' results section of the accompanying schedule of findings.

***Management's Responsibility***

Management is responsible for compliance with the requirements of federal and state statutes, regulations, and the terms and conditions of its federal awards and state projects applicable to its federal programs and state projects.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the City's major federal programs and state projects based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.550, Rules of the Auditor General. Those standards, the Uniform Guidance, and Chapter 10.550, Rules of the Auditor General, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program or state project occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program and state project. However, our audit does not provide a legal determination of the City's compliance.

- 84 -

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Tallahassee, FL 32308-4386  
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### ***Opinion on Each Major Federal Program and State Project***

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs and state projects for the year ended September 30, 2020.

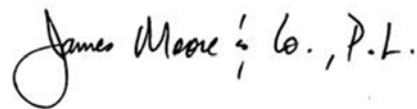
### **Report on Internal Control over Compliance**

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program and state project to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and state project and to test and report on internal control over compliance in accordance with the Uniform Guidance and Chapter 10.550, Rules of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program or state project on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program or state project will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program or state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and Chapter 10.550, Rules of the Auditor General. Accordingly, this report is not suitable for any other purpose.



Gainesville, Florida  
June 8, 2021

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT  
AUDITING STANDARDS***

To the Honorable Mayor, City Council, and City Manager,  
City of Lake City, Florida:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Lake City, Florida (the City), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated June 8, 2021.

***Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. We did identify a deficiency in internal controls that we consider to be a significant deficiency in internal controls, as described in schedule of findings and questioned costs as item 2020-001.

- 86 -

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Telephone: 352-378-1331

2477 Tim Gamble Place, Suite 200  
Tallahassee, FL 32308-4386  
Telephone: 850-386-6184

### ***Compliance and Other Matters***

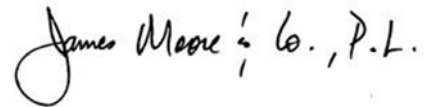
As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Management's Response to Findings**

The City's response to the findings identified in our audit are outlined as listed in the table of contents. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive, flowing style.

Gainesville, Florida  
June 8, 2021

**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED  
BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA  
OFFICE OF THE AUDITOR GENERAL**

To the Honorable Mayor, City Council, and City Manager,  
City of Lake City, Florida:

**Report on the Financial Statements**

We have audited the financial statements of City of Lake City, Florida (the City), as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated June 8, 2021.

**Auditors' Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit requirements for Federal Awards* (Uniform Guidance); and Chapter 10.550, Rules of the Auditor General.

**Other Reporting Requirements**

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditors' Report on Compliance for Each Major Federal Program and State Project and Report on Internal Control over Compliance; Schedule of Findings and Questioned Costs; and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated June 8, 2021, should be considered in conjunction with this management letter.

**Prior Audit Findings**

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. Current year comment 2020-001, previously reported as 2019-001 and 2018-002, remains uncorrected from the second preceding audit. The following is a summary of prior year recommendations:

**2019-001 Assessment of Information Technology Controls** – Corrective action not fully taken.  
See partial repeat comment 2020-001.

**2019-002 Account Review, Adjustments and Timeliness** – Corrective action taken.

**Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the primary government and component units of the reporting entity is disclosed in Note 1 of the basic financial statements.

- 88 -

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## Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the City has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the City, did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the City. It is management's responsibility to monitor the City's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

**2020-002 Utility Billing Rates** – During our testing of utility billing, we noted a data entry error from when the City made CPI adjustments for rate changes into the billing system. The City billed customers with a higher CPI rate during the months of Oct 2019 to June 2020. Upon review of management's estimate, the net impact of improper customer billings was approximately \$9,500 of additional revenue collected by the City to be credited back to customers. We recommend the City implement an additional review process for any future rate adjustments, to help ensure all such adjustments are properly calculated and entered into the billing software.

## Additional Matters

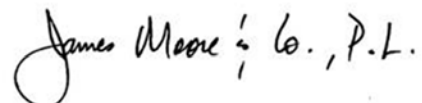
Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

## Management's Response to Findings

The City's responses to the findings identified in our audit are outlined as listed in the table of contents. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

## Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, City Council, management, others within the City, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



Gainesville, Florida  
June 8, 2021

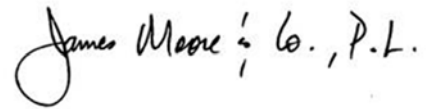
## INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

To the Honorable Mayor, City Council, and City Manager,  
City of Lake City, Florida:

We have examined the City of Lake City, Florida's (the City) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2020. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on the City's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the City complied with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2020, in all material respects. An examination involves performing procedures to obtain evidence about the City's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of risks of material noncompliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the City of Lake City, Florida complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.



Gainesville, Florida  
June 8, 2021

- 90 -

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Telephone: 850-386-6184





Phone (386) 752-2031

205 N. Marion Ave.  
Lake City, FL 32055

FAX (386) 758-5488

### AFFADAVIT

BEFORE ME, the undersigned authority, personally appeared Donna Duncan, who being duly sworn, deposes and says on oath that:

1. I am the Chief Financial Officer of City of Lake City which is a local governmental entity of the State of Florida;
2. The City of Lake City adopted Ordinance No. 93-735, as amended, implementing an impact fee; and
3. The City of Lake City has complied and, as of the date of this Affidavit, remains in compliance with Section 163.31801, Florida Statutes.

FURTHER AFFIANT SAYETH NAUGHT.

Donna Duncan  
Chief Financial Officer of the Entity

STATE OF FLORIDA  
COUNTY OF Columbia

SWORN TO AND SUBSCRIBED before me this 4th day of June, 2021.

Donna L. Reese  
NOTARY PUBLIC  
Print Name Donna L. Reese

Personally known            or produced identification

Type of identification produced:

My Commission Expires:

06/02/2022



Donna L. Reese  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# GG215020  
Expires 6/2/2022

## SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

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### **2019-001 Assessment of Information Technology Controls**

*Partial corrective action taken. See current year Auditee's Response for ongoing corrective action.*

### **2019-002 Account Review, Adjustments, and Timeliness**

*Corrective action taken.*

AUDITEE'S RESPONSE TO:  
Independent Auditors' Management Letter  
June 8, 2021

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**2020-001 Information Technology Matters**

Management agrees with the recommendations noted and is in the process of developing a plan to implement.

**2020-002 Utility Billing Rates**

The City has subsequently implemented a final review by the Finance Department to ensure the accuracy of the billing rates prior to entering rates into the accounting system.

**File Attachments for Item:**

5. City Council Resolution No. 2021-079 - A resolution of the City Council of the City of Lake City, Florida, accepting a bid from Slack Construction, Inc., related to the purchase and installation of a prefabricated metal building on an existing concrete foundation; providing for a contract price not to exceed \$84,173.00; providing for the execution of the contract; and providing an effective date.

<b>MEETING DATE</b>
May 17, 2021

# CITY OF LAKE CITY

## Report to Council

COUNCIL AGENDA	
<b>SECTION</b>	
<b>ITEM NO.</b>	

**SUBJECT:** D&C Utility Annex Shop Building

**DEPT / OFFICE:** Distribution & Collections

<b>Originator:</b> Brian Scott, Director of Distribution and Collections		
<b>City Manager</b> Joseph Helfenberger	<b>Department Director</b> Paul Dyal	<b>Date</b> 05-11-2021
<b>Recommended Action:</b> Award lowest bidder, Slack Contruction, the bid for (1) 50' x 50' x 16' Metal Building Bid # ITB-016-2021.		
<b>Summary Explanation &amp; Background:</b> <p>On April 22, 2021, bids were received and evaluated. The low bid was found to be Slack Construction, Bid # ITB-016-2021. Staff recommends awarding the bid to Slack Construction based on bid review for (1) 50' x 50' x 16' metal building at a total lump sum bid of \$84,173.00.</p> <p>The purpose of the metal building is to provide a larger space for the city's in-house welding and equipment repairs shop, which helps to save in otherwise costly repairs.</p> <p>The funds for the shop building will come from various items in the department's 64 account:</p> <ul style="list-style-type: none"> <li>▪ Cubicles (\$2,478.71 remaining)</li> <li>▪ Flat Bed Trailer (\$12,547.50 remaining)</li> <li>▪ Heater for New Shop (\$4,000 remaining)</li> <li>▪ Walk Behind Concrete Saw (\$5,276.69 remaining)</li> </ul> <p>Total: \$24,302.90, plus the original budgeted amount of \$60,000 for a grand total of \$84,302.90.</p>		
<b>Alternatives:</b> None.		
<b>Source of Funds:</b> 410.78.536-060.64		
<b>Financial Impact:</b> \$84,173.00		
<b>Exhibits Attached:</b> 1) ITB-016-2021		

**CITY COUNCIL RESOLUTION NO. 2021-079**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, ACCEPTING A BID FROM SLACK CONSTRUCTION, INC., RELATED TO THE PURCHASE AND INSTALLATION OF A PREFABRICATED METAL BUILDING ON AN EXISTING CONCRETE FOUNDATION; PROVIDING FOR A CONTRACT PRICE NOT TO EXCEED \$84,173.00; PROVIDING FOR THE EXECUTION OF THE CONTRACT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the “City”) requires the purchase and installation of a 50’ wide x 50’ long x 16’ high prefabricated metal building on an existing 12” slab (hereinafter the “Project”); and

**WHEREAS**, section 2-178(d) of the City Code requires the procurement of supplies and contractual services based on a competitive bid process and a formal contract to be entered when procuring services valued in excess of \$20,000.00; and

**WHEREAS**, an Invitation to Bid ((ITB-016-2021) hereinafter “ITB”) was advertised and the city administration recommends that the Project be awarded to Slack Construction, Inc. (hereinafter “Slack Construction”); and

**WHEREAS**, the City Council finds that it is in the City’s best interest to award the contract to Slack Construction for the aforementioned Project pursuant to and in accordance with the terms, provisions, conditions, and requirements of the “*Contract between the City of Lake City, Florida and Slack Construction Inc.*” (hereinafter the “Contract”) attached hereto as “Exhibit A”.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are all true and accurate and are incorporated herein and made a part of this Resolution.

**Section 2.** The Contract is awarded to Slack Construction and the execution of the same is authorized.

**Section 3.** The City Manager and City Attorney are authorized to make such reasonable changes and modifications to the Agreement as may be deemed necessary to be in the best interest of the City and its citizens. Provided however, that any such changes or modifications shall not cause the payment to Slack Construction to exceed the Agreement pricing. The Mayor is authorized and directed to execute and deliver the Agreement in the name of, and on behalf of, the City with such changes, amendments, modifications, omissions, and additions made by the City Manager and City Attorney. Execution by the Mayor and Slack Construction shall be deemed to be conclusive evidence of approval of such changes, amendments, modifications, omissions, and additions.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of June 2021.

**CITY OF LAKE CITY, FLORIDA**

By: \_\_\_\_\_  
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

By: \_\_\_\_\_  
Audrey E. Sikes, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.,  
City Attorney

**CONTRACT BETWEEN CITY OF LAKE CITY, FLORIDA AND  
SLACK CONSTRUCTION, INC.**

**THIS CONTRACT** made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2021, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, with a mailing address of 205 North Marion Avenue, Lake City, Florida 32055 (herein referred to as "City") and SLACK CONSTRUCTION, INC., with a mailing address of P.O. Box 53, Ocala, Florida 34478, (herein referred to as "Contractor").

**WHEREAS**, the City desires Contractor to purchase and install a 50' wide x 50' long x 16' high prefabricated metal building on an existing 12" slab, more specifically described in the Contract documents; and

**WHEREAS**, section 2-178, Code of the City of Lake City, Florida requires a competitive bidding process and a formal contract to be entered when procuring services valued in excess of \$20,000.00; and

**WHEREAS**, the City invited bids through an Invitation to Bid (ITB-016-2021), and the Contractor was selected as the lowest responsible bidder; and

**WHEREAS**, the City desires to enter into a contract with the Contractor to memorialize the City and Contractors intentions and obligations.

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. **Recitals**: The above recitals are all true and accurate and are incorporated herein and made a part of this Contract.
2. **Definitions**: The following definitions of terms associated with this Contract are provided to establish a common understanding between both parties



to this Contract, as to the intended usage, implication, and interpretation of terms pertaining to this Contract:

(a) "CITY" means the City Council of the City of Lake City, Florida, and any official and/or employee thereof who shall be duly authorized to act on the City's behalf relative to this Contract.

(b) "CONTRACT" means the terms, conditions, and covenants expressed herein in addition to all the terms, conditions, and covenants of Invitation to Bid (ITB-016-2021) reasonably inferred to the City and including all addendum (hereinafter referred to as "ITB"), attachments, and general conditions, all of which are incorporated herein and made an essential part of this agreement between the parties.

(c) "CONTRACTOR" means Slack Construction, Inc., which has executed this Contract, and which shall be legally obligated, responsible, and liable for providing and performing any and all of the services and/or work of sub-contractors, required under the covenants, terms, and provisions contained in this Contract and any and all amendments to this Contract.

(d) "SERVICES" means professional services for the purchase and installation of a 50' x 50' x 16' prefabricated metal building on an existing 12" slab. Specifically, the services and responsibilities listed within the sections titled "SCOPE OF WORK AND RELATED REQUIREMENTS", "TERMS AND CONDITIONS", found within the ITB.

(e) "SUB-CONTRACTOR" means any individual or firm offering professional services which is engaged by the Contractor or one of its sub-contractors in

providing and performing the professional services, work, and materials for which the Contractor is contractually obligated, responsible, and liable to provide and perform under this Contract and any and all amendments thereto. The City shall not be a party to, responsible, or liable for, or assume any obligation whatsoever for any agreement entered into between the Contractor and any sub-contractor or any sub-sub-contractor.

(f) "PARTIES" means the signatories to this Contract.

3. **Engagement of Contractor:** City hereby engages Contractor to provide City with the services identified herein and within the ITB.

4. **Term of Contract:** The Contractor shall fully complete all work required under this Contract within sixty (60) calendar days immediately following delivery of the equipment necessary to substantially perform the services. The Contractor shall not commence any work until the Contractor has provided the City's Procurement Department with proof of insurance coverages. The term of this Contract may be extended only by a written agreement of the parties.

5. **Compensation and Method of Payment:** City agrees to pay the Contractor compensation for its services rendered to the City not to exceed the amount shown in Contractor's Bid which is a total of eighty-four thousand one hundred seventy-three dollars and zero cents (\$84,173.00). One payment shall be made to Contractor upon receipt of Contractor's one invoice which shall be submitted at the completion and acceptance of the Contractor's work. City reserves the right to withhold an amount City deems necessary to pay any claims for labor and services rendered and materials provided to Contractor or sub-Contractor in

furtherance of this Contract.

6. **Insurance:** Contractor agrees to and shall procure and maintain insurance during the term of this Contract and shall provide proof of the following insurance coverages to the City Procurement Department prior to the commencement of work:

- (a) Comprehensive commercial general liability insurance covering as insured the Contractor and City with limits of liability of not less than \$1,000,000.00 for coverage of bodily injury or death to any person or persons, property damage, premises-operations, independent contractors, products/completed operations; and
- (b) Comprehensive automobile liability insurance covering all owned, hired, and non-owned vehicles with coverage limits of not less than \$200,000.00 per person and \$300,00.00 per occurrence and \$200,00.00 property damages; and
- (c) Worker's compensation insurance for the benefit of the employees of Contractor, as required by the laws of the State of Florida; and
- (d) Professional liability insurance for "errors and omissions" covering as insured the Contractor with not less than \$1,000,000.00 limit of liability.

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of the Contract. This Contract does not limit the types of insurance Contractor may desire to obtain or be required to obtain by law. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability or obligations under the Contract. All insurance

policies shall be through Insurers authorized to write policies in Florida. All certificates shall provide that the policy or policies of insurance shall not be changed or canceled until at least ten (10) days prior written notice shall have been given to City. As to insurance other than workers compensation and professional liability insurance, the coverage shall name City as an additional insured for City's vicarious liability resulting from the conduct of Contractor and other employed or utilized sub-Contractors in the performance of the services.

7. **Indemnity:** Contractor is an independent contractor and agrees to indemnify, and hold harmless the City and its agents, and employees from and against all suits, actions, claims, damages, costs, charges, and expenses, including court costs and attorneys' fees, of any character caused by or brought because of any injury or damage, received or sustained by any person, persons, or property caused by or resulting from any asserted negligent act, errors, or omissions of Contractor or its agents, employees, or sub-contractors.

The indemnity required hereunder shall not be limited by reason of the specifications of any particular insurance coverage in this Contract.

Notwithstanding any other provisions of this Contract, neither party will be responsible to the other party for consequential damages, including, but not limited to, loss of profit, loss of investment, or business interruption.

8. **Liability:** The Contractor shall be and agrees to be and remain liable for any and all damages, losses, and expenses incurred by the City caused by the errors, omissions, negligence, or delays of the Contractor, or by any sub-contractor engaged by the Contractor in providing, performing and furnishing services, work

or materials pursuant to this Contract and any and all damages, losses, and expenses to the City caused by the Contractor's negligent performance of any of its obligations contained in this Contract. The Contractor shall be liable and agrees to be liable for and shall indemnify and hold City harmless for any and all claims, suits judgments, or damages, losses and expenses, including court costs, expert witness and professional consultation services, and attorney fees arising out of the Contractor's errors, omissions, negligence, breaches of contract or delays, or those of any and all sub-contractors engaged by the Contractor during the providing, performing and furnishing of services or materials pursuant to this Contract.

9. **Licenses and Compliance with Regulations:** The Contractor agrees to and shall obtain and maintain throughout the period that this Contract is in effect, all licenses and authorizations as are required to do business in the State of Florida, including, but not limited to, licenses required by any federal and state boards and other governmental agencies responsible for regulating and licensing the services provided and performed by Contractor pursuant to this Contract.

Contractor agrees to and will abide by and comply in accordance with the laws, statutes, ordinances, codes, rules, regulations, and requirements of any and all governmental agencies which may regulate or have jurisdiction over the services to be provided and performed by Contractor for the City, and by any sub-contractor engaged by the Contractor.

10. **Timely Accomplishment of Services and Liquidated Damages:** The timely and expeditious accomplishment and completion by the Contractor of all services provided pursuant to this Contract is of the essence. The Contractor agrees

to employ, engage, retain, and/or assign an adequate number of personnel throughout the period of this Contract so that all services provided pursuant to this Contract will be provided, performed, and completed in a diligent, continuous, expeditious, and timely manner throughout.

Time is of the essence in the Contract and all obligations thereunder. If the Contractor fails to complete the Services within sixty (60) calendar days after delivery of the necessary equipment, the City shall be entitled to retain or recover from the Contractor, as liquidated damages and not as a penalty, the sum of three hundred dollars and zero cents (\$300.00) per calendar day, commencing on the first day following expiration of the contract time and continuing until the actual date of completion. Such liquidated damages are hereby agreed to be a reasonable estimate of damages the City will incur as a result of delayed completion of the Services. The City may deduct liquidated damages as described in this paragraph from any unpaid amounts then or thereafter due the Contractor under this Agreement. Any liquidated damages not so deducted from any unpaid amounts due the Contractor shall be payable to the City at the demand of the City, together with interest from the date of the demand at the maximum allowable rate.

11. **Controlling Law:** This Contract is to be governed by the laws of the State of Florida. If any term or provision of the Contract is found to be illegal or unenforceable such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. It is further agreed and understood that in the event of any dispute between the City and Contractor arising out of any interpretation or compliance with any of the terms, conditions, and requirements of

this Contract proper venue for filing any lawsuit with respect to any such disputes shall lie in Columbia County, Florida. It is intended and understood that this venue provision shall survive any bankruptcy filing.

12. **Attorneys' Fees and Costs:** In the event of default by either party under the terms of the Contract, the defaulting party shall be liable for, and agrees to pay all costs and expenses incurred in the enforcement of this Contract, including reasonable attorneys' fees as well as fees, costs, and expenses in the collection of said expenses.

13. **Other litigation:** The Contractor shall notify the City of any legal actions filed against it for a violation of any laws, rules, codes ordinances, or licensing requirements within thirty (30) days of the action being filed. The Contractor shall notify the City of any legal actions filed against it by a government subdivision or for any claims of sub-Contractors or materialmen. Failure to notify the City of a legal action within thirty (30) days of the action shall be grounds for termination.

14. **Public Records:** The Contractor shall comply with all public records laws.

a. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

City Clerk, City of Lake City  
205 North Marion Avenue  
Lake City, Florida 32055  
386-719-5826 or 386-719-5756

b. The Contractor shall comply with public records laws, specifically the Contractor shall:

1. Keep and maintain public records required by the City to perform the services.

2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this Chapter 119 of Florida Statutes or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the City.

If the Contractor considers any portion of any documents, data, or records submitted to the City to be confidential, proprietary, trade secret, or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution, or other law, Contractor must simultaneously provide the City with a separate redacted copy of the information it claims as confidential and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Contract name and number, and it shall be clearly titled "Confidential." The redacted copy should only redact those portions of material that the Contractor claim are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

4. Upon completion of the contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public



records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

5. Failure of the Contractor to provide the above described public records to the City within a reasonable time may subject Contractor to penalties under 119.10, Florida Statutes, as amended.

15. **E-VERIFY**: As a condition precedent to entering into this Contract, and in compliance with Section 448.095, Fla. Stat., Contractor and its subcontractors shall, register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021.

a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of the subcontractor's affidavit as part of and pursuant to the records retention requirements of this Contract.

b. The City, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section

448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity.

c. The City, upon good faith belief that a subcontractor knowingly violated the provisions of this section, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.

d. A termination of this Contract under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Contractor acknowledges that upon termination of this Contract by the City for a violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the City as a result of termination of any contract for a violation of this section.

e. Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the subcontractors to include these clauses in any lower-tier subcontracts. Contractor shall be responsible for compliance by any subcontractor or lower-tier subcontractor with the clauses set forth in this section.

16. **Entire Agreement:** Incorporated herein, and made a part hereof, are the Invitation to Bid (ITB-016-2021) and all Addendum, and all attachments thereto, and the Contractor's response to the ITB. With those incorporations, this Contract constitutes the entire agreement between City and Contractor and

supersedes all prior written or oral understandings. Should any term or condition of the documents referenced within this paragraph be found to conflict with a term or condition of this contract the term or condition of this contract shall prevail and be binding. This Contract may only be amended, supplemented, modified, or canceled by a duly executed written instrument adopted by resolution.

17. **Effective and Binding:** This Contract shall not become effective or binding upon City unless and until the City Council of City shall have authorized the Mayor of the City to execute the same by the adoption of an official resolution.

18. **Effective Date:** It is agreed by City and Contractor that the effective date is that date first written above.

*[Remainder of this page left blank intentionally. Signature page to follow.]*

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Contract as of the day and year first above written.

**CITY OF LAKE CITY, FLORIDA**

By: \_\_\_\_\_  
Stephen M. Witt,  
Mayor

ATTEST:

Approved as to form and legality:

By: \_\_\_\_\_  
Audrey Sikes, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.,  
City Attorney

ATTEST:

**SLACK CONSTRUCTION, INC.**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Cynthia C Slack, CEO

\_\_\_\_\_  
Printed Name/Title

## INVITATION TO BID

ITB-016-2021

REBID - PURCHASE AND INSTALLATION OF 50 X 50 X 16  
PREFABRICATED METAL BUILDING ON EXISTING 12" SLAB

City of Lake City  
205 N. Marion Ave.  
Lake City, FL 32055

RELEASE DATE: March 11, 2021

DEADLINE FOR QUESTIONS: March 26, 2021

RESPONSE DEADLINE: April 22, 2021, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/lcfla>

City of Lake City  
INVITATION TO BID

Rebid - Purchase and Installation of 50 X 50 X 16 Prefabricated Metal  
Building on Existing 12" Slab

- I. Introduction.....
- II. Instruction To Bidders.....
- III. Scope of Work and Related Requirements.....
- IV. Terms and Conditions .....
- V. Pricing Proposal .....
- VI. Vendor QuestionnaireAttachments:
  - A - FRONT (4)
  - B - BACK (4)
  - C - LEFT (8)
  - D - RIGHT (3)

## 1. INTRODUCTION

### 1.1. Summary

#### INVITATION TO BID

ITB-016-2021

Sealed bids will be accepted by the City of Lake City, Florida until Thursday, April 22, 2021 at 2:00 pm, local time through the City's e-Procurement Portal, ProcureNow. Any bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a bid is received will be resolved against the Bidder. Bids will not be accepted through any other means. Bid opening will be promptly at 2:15 pm in the City Council Chambers located on the 2nd floor in City Hall, at which time all bids will be publicly opened and read aloud for the purchase and installation of:

Rebid - Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab

Any deviation from the specifications must be explained in detail under "Clarifications and Exceptions", as part of the Bidder's Response, and each deviation must be itemized by number and must specifically refer to the applicable specification paragraph and page. Otherwise it will be considered that items offered are in strict compliance with these specifications and the successful Bidder will be held responsible for meeting the specification.

All questions related to this ITB shall be submitted in writing through the [ProcureNow](#) Question/Answer Tab via the City's e-Procurement portal, on or before, Question & Answer Submission Date by Question & Answer Submission Time. Please include the section title for each question, if applicable, in order to ensure that questions asked are responded to correctly.

All questions must be in writing and directed to the Procurement Director. All questions will be answered in writing. Any answers which may alter the scope of work will be answered in the form of addenda. Any and all addenda must be acknowledged through the City's e-Procurement Portal. Deadline for receiving questions is Friday, March 26, 2021 at 5:00 pm. Questions received after this date and time will not be considered.

Bidder may not withdraw his/her bid for a period of sixty (60) days following the opening of the responses.

The City of Lake City is exempt from State Use Tax, State Retail Tax and Federal Excise Tax. The bid price must be net, exclusive of taxes. Bidder's proposal must be dated, signed by authorized representative, title, firm name, address, and telephone number.

Local Vendor Preference: City of Lake City Administrative Policy #18 states that the bid of a resident of Columbia County, Florida will have a 5% preference over the bid submitted by any non-resident of Columbia County. A resident is defined as an individual whose primary residence is within Columbia County, Florida, a partnership whose principals are all residents of Columbia County, Florida, partnership or other business entity whose principal place of business is within Columbia County, Florida, or which maintains a full time business office open to the public within Columbia County, Florida. With these and

other contributing factors the City Council reserves the right to award a bid or contract in the best interest of the City.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any Bidder desirous of protesting a bid for any reason must file a written notice of bid protest with the City Manager's office within 72 hours following posting of notice of intended award. All protest will be in writing stating the bid being protested and the specific reason of the protest. All protest will be signed by the Protestor and include all detail for a complete and thorough review. The decision of the City Manager, after consultation with the City Attorney will be issued within five (5) working days of the receipt of the protest, unless additional time is agreed upon by all parties involved should circumstance warrant such a delay.

By submission of his/her bid, the Bidder certifies that:

- A. The bid has been arrived at by the Bidder independently and has been submitted without collusion with any other vendor of materials, supplies, or equipment described in the Invitation to Bid.
- B. The contents of the bid have not been communicated by the Bidder, his/her employees or agents, to his/her best knowledge and belief, to any person not an employee or agent of the Bidder or his surety in any bond furnished herewith and will not be communicated to any such person prior to the official opening of the bids.

The City of Lake City reserves the right to accept or reject any/all bids and to award the contract in the best interest of the City of Lake City, Florida.

CITY OF LAKE CITY, FLORIDA

Joseph Helfenberger

City Manager

## **1.2. Contact Information**

### **Dee Johnson**

Procurement Coordinator

205 N. Marion Avenue

Lake City, FL 32055

Email: [johnsond@lcfla.com](mailto:johnsond@lcfla.com)

Phone: [\(386\) 719-5816](tel:(386)719-5816)

### **Department:**

Procurement



### 1.3. Timeline

<b>Release Project Date</b>	March 11, 2021
<b>Question Submission Deadline</b>	March 26, 2021, 5:00pm
<b>Question Response Deadline</b>	April 2, 2021, 5:00pm
<b>Proposal Submission Deadline</b>	April 22, 2021, 2:00pm

## 2. INSTRUCTION TO BIDDERS

### 2.1. Overview

The City of Lake City is accepting bids for Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab.

Bidders shall create a FREE account with ProcureNow by signing up at <https://secure.procurenow.com/signup>. Once you have completed account registration, browse back to this page, click on "Submit Response", and follow the instructions to submit the electronic response.

### 2.2. Submittal Deadline

Bids shall be submitted via the City's e-Procurement Portal, ProcureNow, no later than Thursday, April 22, 2021 at 2:00 pm. Late proposals shall not be accepted.

Bids must be submitted via the [City's e-Procurement Portal, ProcureNow](#) and may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

### 2.3. Pre-Bid Site Visit

Site visits are by appointment only. Please contact Savannah Dunn at 386-758-5492 or [dunns@lcfla.com](mailto:dunns@lcfla.com) to arrange a site visit.

### 2.4. Questions

All questions related to this ITB shall be submitted in writing via the ProcureNow Question/Answer Tab via the [City's e-Procurement portal](#), on or before, Friday, April 2, 2021 by 5:00 pm. All questions submitted and answers provided shall be electronically distributed via email to bidders following this solicitation on the City's e-Procurement Portal.

### 2.5. Addenda

Addenda notifications will be emailed to all persons on record as following this ITB.

### **3. SCOPE OF WORK AND RELATED REQUIREMENTS**

#### **3.1. General Scope of Work**

The contractor shall purchase and install one (1) new prefabricated metal building. Drawings shall be provided for placement of doors. Shop drawings shall be provided and approved by the City of Lake City before manufacturing begins. The building shall comply with all State, Federal and local laws and ordinances.

The successful Contractor shall be responsible for providing all engineered drawings and specifications required to obtain the appropriate building permits. Intended use for building will be as a workshop. Electrical will not be needed.

#### **3.2. Specifications**

The contractor shall provide the following:

1. Building dimensions shall be 50' width, 50' length and 16 foot height.
2. Building shall be clear span frame and have an eave height in the front and back of 16 feet.
3. Existing slab is twelve (12") inches thick. No drawings are available for pre-existing slab. If footers are needed it will be the responsibility of the contractor.
4. The roof pitch shall be designed as gable type system with minimum 3:12 pitch, with the gutters and downspouts ensuring any runoff are directed away from the building.
5. Roof and Side walls shall be 26 Gauge Galvalume Plus
6. Only premium stainless steel screws will be used and must contain an integral rubber washer.
7. Gutter and down spouts – 26 gauge color gutter and down spouts.
8. Doors: Drawings are for informational purposes only for the placement of doors.  
  
Personnel doors - quantity of two (2) exterior commercial metal doors, 36" X 80" with standard door locks.  
  
Roll up doors – quantity of three (3) - Two (2) 16' X 14' coiling roll up with chain drive. One (1) 12' X 12' coiling roll up with chain drive.
9. Spray Insulation only and has to be a minimum three (3) inch thickness in roof and walls.

10. Wind load requirement is 140 MPH (mile per hour) and shall meet FBC (Florida Building Code) latest edition.

11. Lean-To - 50' wide X 20' Length Over Hang on Left End Side (Noted in attachments)

NOTE: The City of Lake City will select colors.

### 3.3. Permitting

The successful contractor shall be responsible for providing all required drawings and specifications required to obtain the appropriate building permits. Permit fees will be paid for by the contractor. The awarded bidder shall secure permits and arrange for inspections as required.

### 3.4. Employees

- A. Contractor shall be responsible for the appearance of all working personnel assigned to the project. Personnel shall be clean and appropriately dressed at all times. Personnel must wear property identification at all times (company shirts, ID badges, etc.)
- B. All personnel of the Contractor shall be considered to be, at all times, the sole employees of the Contractor, under the Contractor's sole direction, and not an employee or agent of the City of Lake City. The Contractor shall supply competent and physically capable employees and the City of Lake City may require the Contractor to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on city property is not in the best interest of the City of Lake City. The City of Lake City shall not have any duty to implement or enforce such requirements.
- C. Contractor shall assign an "on-duty" supervisor who speaks and reads English.
- D. Contractor shall have its employees refrain from the use of tobacco products in the City's buildings or grounds. Tobacco use will be allowed in designated areas only.
- E. Contractor shall be solely responsible for receiving all materials and equipment at site.

### 3.5. Delivery

Freight charges must be included in the proposal. Delivery will be to the City of Lake City Utility Annex located at 692 SW St. Margarets Street, Lake City FL 32025. Contractor shall be represented on-site at time of delivery for materials/equipment acceptance.

### 3.6. Installation

Successful Bidder must provide all materials, supplies and labor for the complete installation of the building. Complete installation of the building, footers, etc. shall be the responsibility of the Contractor.

### **3.7. Protection of Property/Property Conditions**

- A. If property is damaged performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the bidder in a manner acceptable to the City of Lake City.
- B. Bidder shall notify the Contract Manager for the City of the work site having pre-existing damage before beginning the work. Failure to do so shall obligate the bidder to make repairs as addressed in this solicitation.
- C. Bidder shall be responsible for securing all work areas to be safe.

### **3.8. Safety**

The Contractor shall be responsible for the safe conduct of his/her personnel during the execution of the work detailed herein. The Contractor shall meet or exceed the standards set for by the Occupational Safety and Health Administration (OSHA) and requirements established by the Federal, State, and Local agencies. Should an unsafe condition be identified during the execution of this work, the Contractor will immediately suspend such activity until a safe method can be employed.

### **3.9. Storage of Materials**

Contractor shall discuss material and/or equipment storage areas with the City Contract Manager.

### **3.10. Disposal of Waste**

The successful Contractor shall be responsible for the daily disposal of all waste materials, debris, and any and all excess materials, containers, etc. at an off-site location in accordance with local, state and federal regulations. The City dumpsters are not to be used by the Contractor. Disposal of waste materials shall be in a proper manner in accordance with all environmental guidelines and regulations.

Contractor may choose to bring a construction dumpster for their use, which will need to be removed at the end of project.

Location of temporary dumpster must be approved by City Project Manager prior to placement.

### **3.11. Hours of Work**

- A. The successful Contractor will perform installation Monday through Friday from 7:00 AM to 4:00 PM.
- B. Extended working hours may be available upon request and approval by the City of Lake City prior to the commencement of the work specified under this contract.

### **3.12. Traffic Control**

No traffic control will be needed. Contractor must conduct the project to ensure minimum interference with facility and yard operations.

### 3.13. Warranty

- A. The Contractor agrees that the goods furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such goods and that the rights and remedies provided therein are in addition to and do not limit those available to the City of Lake City by any other clause of this solicitation. A copy of this warranty shall be furnished with the bid. At a minimum, all work shall be guaranteed by the Contractor against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the date of final acceptance of the entire project by the City of Lake City in writing.
- B. The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in this solicitation and under the contract shall be new, in first class condition, and in accordance with the ITB documents. The Contractor further warrants that all workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified at their respective trades. Defects discovered during the warranty period shall be corrected by the Contractor to the City of Lake City's satisfaction.
- C. Minimum Manufacturers 20-year limited rust through warranty on frame and panels.

## 4. TERMS AND CONDITIONS

### 4.1. Licenses/Qualifications

All Contractor's must be qualified and licensed under the laws, rules and regulations of the State of Florida and the City of Lake City, Florida to perform the work required by these contract documents. Contractor's qualifications including equipment to be used for this project will be subject to review and approval by the City prior to award.

### 4.2. Insurance

- A. Without limiting Contractor's indemnification, it is agreed that the successful Contractor will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Contractor's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.
- B. Statutory Workers Compensation insurance as required by the State of Florida.
- C. Commercial General Liability insurance to provide coverage of not less than \$1,000,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
- D. Business Vehicle/Umbrella Liability insurance with a minimum limit of \$200,000 per occurrence, and \$300,000 for all claims arising out of the same incident or occurrence, for property damage and personal injury. Notice, these limits may change according to Florida law and the protections afforded to the City pursuant to sovereign immunity for liability.

### 4.3. Indemnity

Successful contractor will indemnify and hold Owner and Owner's agents harmless from any loss, cost, damage or injury sustained by any persons (s) as a result of the actions of employees or officers of the Contractor, subcontractors or suppliers.

### 4.4. Schedule

- A. Upon receipt of all required documents a Notice to Proceed will be issued.
- B. The successful Contractor must complete all work within Sixty (60) calendar days after delivery of materials.

#### 4.5. [Special Conditions](#)

- A. Extended time may be allowed for the completion of this project due to inclement weather.
- B. Decisions to allow days added to the contract due to inclement weather will be based upon weather records as recorded with the State of Florida, Division of Forestry located in Lake City, Florida and approved by the City of Lake City Project Manager.
- C. In the event additional days are awarded the contractor must notify the City of Lake City Procurement department at the beginning of work stoppage and each succeeding day until work can be safely resumed.

#### 4.6. [Contract/Award](#)

- A. The successful Contractor will execute the contract within ten (10) calendar days following issuance of Notice of Award. Upon receipt of required documents, a Notice to Proceed will be issued.
- B. Award shall be made to the most responsive responsible bidder.

#### 4.7. [Payment](#)

Payment will be based on: (a) City's acceptance of work, and (b) submitted evidence, if requested by the City, that all payrolls, materials, bills, and indebtedness connected with the work have been paid. The City may withhold an amount as may be necessary to pay such claims for labor and services rendered and materials involved with the work. Payment to Contractor will be made within thirty (30) calendar days of receipt of invoice, assuming there are no contested amounts with the invoice.

#### 4.8. [Or Equal](#)

Any manufacturers' names, trade names, brand names or catalogue numbers used in the specifications are for the purpose of describing and establishing general performance and quality levels. Such references are not intended to be restrictive. Bids are invited on these and comparable brands or products provided the quality of the proposed products meet or exceed the quality of the specifications listed for any item. All requests for "or equal" consideration must be received prior to the deadline for receiving questions.

#### 4.9. [Change Orders](#)

- A. Notify the City of Lake City of any conditions in the project area that are not addressed within the specifications that may require a change order.
- B. Change orders to the scope of work or additional work requested by the City of Lake City must be in written form and initiated by the Contractor.
- C. All changes or additions will be approved by the City of Lake City prior to work being initiated.



#### 4.10. Experience/References

Bidders must provide a statement of qualifications and include with their proposal a minimum of Three (3) references for similar project in the last Five (5) years. The list of references must be submitted as a part of the bidder response as provided within the vendor questionnaire. All reference materials provided become the property of the City of Lake City and also become public record.

#### 4.11. Addendum

It will be the sole responsibility of the bidder to contact the Purchasing Department prior to submitting a bid to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their bid. Failure to submit acknowledgement of any addendum that affects the bid price is considered a major irregularity and will be cause for rejection of the bid.

#### 4.12. Required Documents

The enclosed documents must be executed and returned with bid proposal or the proposal may be considered non-responsive. (Conflict of Interest Statement, Disputes Disclosure Form, Drug Free Workplace Certificate, Non-Collusion Affidavit of Proposer, References, Public Entity Crime Statement and E-Verify Affirmation Statement.

#### 4.13. Public Entity Crime

Public Entity Crimes – Section 287.133 (3) (n) of the Florida Statutes requires that a vendor/contractor submit a sworn statement concerning Public Entity crimes. Bidders are required to submit the enclosed form with their bid, failure to do so may be reason for rejection of bid. This is now in the form of a question, questions are in section 6.

#### 4.14. Employment Eligibility Verification (E-Verify)

In accordance with State of Florida, Office of the Governor, Executive Order 11-116 (superseding Executive Order 11-02; Verification of Employment Status), in the event performance of this Agreement is or will be funded using state or federal funds, the CONTRACTOR must comply with the Employment Eligibility Verification Program (“E-Verify Program”) developed by the federal government to verify the eligibility of individuals to work in the United States and 48 CFR 52.222-54 (as amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR must (1) enroll in the E-Verify Program, (2) use E-Verify to verify the employment eligibility of all new hires working in the United States, except if the CONTRACTOR is a state or local government, the CONTRACTOR may choose to verify only new hires assigned to the Agreement; (3) use E-Verify to verify the employment eligibility of all employees assigned to the Agreement; and (4) include these requirement in certain subcontracts, such as construction. Information on registration for and use of the E-Verify Program can be obtained via the internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

#### **4.15. Public Record**

The Owner is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's public records law. Specifically, the Contractor shall:

- A. Keep and maintain public records required by the public agency to perform the service.
- B. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- D. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (386) 719-5826 OR (386) 719-5756, CITYCLERK@LCFLA.COM, CITY CLERKS OFFICE, 205 N MARION AVE., LAKE CITY, FL, 32055.**

#### **4.16. Payment And Performance Bonds**

Payment and performance bonds are not a requirement of this bid.

#### **4.17. Additional Information**

The City of Lake City reserves the right to request any additional information needed for clarification from any Bidder for evaluation purposes.

## 5. PRICING PROPOSAL

### **PURCHASE AND INSTALLATION OF 50 X 50 X 16 PREFABRICATED METAL BUILDING ON EXISTING 12" SLAB**

Line Item	Description	Items	Total Cost	Comments
ITEM 1	Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab	1		

## 6. VENDOR QUESTIONNAIRE

### 6.1. References\*

As per the [Terms and Conditions](#), please provide the company name, address, contact person, telephone number and length of time services, using the following format, of at least three (3) client/customer references.

**\*Note: only list those client/customers in which a similar type of equipment/product of scope of work/service was provided.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Length of time services provided: \_\_\_\_\_

\*Response required

### 6.2. Title and Organization\*

Please provide your title and organization's name.

\*Response required

### 6.3. Local Office\*

Please provide the city and state for your local office. If you do not have a local office, please type "N/A".

\*Response required

### 6.4. Principal Office\*

Please provide the city and state for your Principal Office.

\*Response required

### 6.5. Conflict of Interest Statement\*

- A. The above named entity is submitting a Bid for the City of Lake City ITB-016-2021 described as Rebid - Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab.
- B. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

- C. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
- D. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
- E. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
- F. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
- G. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
- H. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of lake City.
- I. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

☐ Please confirm

\*Response required

#### 6.6. [Disputes Disclosure Form\\*](#)

Please select all that pertain to your organization. To answer yes, click on the options that pertain to your organization.

*Select all that apply*

- ☐ Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
- ☐ Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
- ☐ Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
- ☐ None

\*Response required

#### 6.7. Disputes Disclosure Form - Explanation\*

If you answered yes for any in the previous question, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved. If you selected none, please type "N/A".

\*Response required

#### 6.8. Disputes Disclosure Form - Acknowledgement\*

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City.

☐ Please confirm

\*Response required

#### 6.9. Drug Free Workplace Certificate\*

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, as an authorized signatory on behalf of our organization, publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (\*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.

- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

☐ Please confirm

\*Response required

#### 6.10. Non-Collusion Affidavit\*

- A. By submitting a response to this solicitation, the Bidder Acknowledges that he/she is authorized to submit the attached response on behalf of their organization for:  
ITB-016-2021, Rebid - Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab;
- B. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
- C. Such Proposal is genuine and is not a collusive or sham proposal;
- D. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lake City, Florida or any person interested in the proposed Contract; and;
- E. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

☐ Please confirm

\*Response required

#### 6.11. E-Verify Affirmation Statement\*

ITB-016-2021-Rebid - Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

(a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,

(b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

☐ Please confirm

\*Response required

### 6.12. Bidder's Checklist\*

By submitting a response to this solicitation, the bidder acknowledges that they have read, understand and agree to all requirements and that they have completed in their entirety all required documents and/or attachments as a part of their bid submission.

☐ Please confirm

\*Response required

### 6.13. Clarifications and Exceptions\*

Please explain in detail any deviation from the specifications. Each deviation must be itemized by number and must specifically refer to the applicable specification. Otherwise it will be considered that items offered are in strict compliance with these specifications and the successful Bidder will be held responsible for meeting the specification. If there will not be any deviation, please type "N/A".

\*Response required

### 6.14. Sworn Statement Under Section 287.133(3)(n), Florida Statutes on Public Entity Crimes

#### 6.14.1. Federal Identification No. (FEID)\*

Please provide your FEIN number here.

\*Response required

#### 6.14.2. Acknowledgments\*

- A. This sworn statement is submitted with ITB-016-2021.
- B. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any



other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.

- C. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
- D. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes means:
  - 1. A predecessor or successor of a person convicted of a public entity crime; or
  - 2. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
- E. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

☐ Please confirm

\*Response required

**6.14.3. *Please indicate which statement applies.\****

Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement.

*Select all that apply*

- ☐ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

- ☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies - option 3, 4 or 5))
- ☐ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)
- ☐ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)
- ☐ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

\*Response required

#### **6.14.4. Required Documents**

Please upload your Final Order if you selected Option 3 or Option 4 above.

#### **6.14.5. Describe Action Taken**

Please describe any action taken by, or pending with, the Department of General Services, if you selected Option 5 above.



City of Lake City  
Procurement

Karen Nelmes, CPPB, NIGP-CPP, Procurement Director  
205 N. Marion Ave., Lake City, FL 32055

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**PROPOSAL DOCUMENT REPORT**

ITB No. ITB-016-2021

Rebid - Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab

RESPONSE DEADLINE: April 22, 2021 at 2:00 pm

Report Generated: Tuesday, June 1, 2021

**Slack Construction, Inc. Proposal**

**CONTACT INFORMATION**

**Company:**

Slack Construction, Inc.

**Email:**

lakis@slackconstruction.com

**Contact:**

Laci Smith

**Address:**

2011 Ne 8th Rd  
Ocala, FL 34470

**Phone:**

N/A

**Website:**

N/A

**Submission Date:**

Apr 21, 2021 4:00 PM

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Apr 21, 2021 3:38 PM by Laci Smith*

## QUESTIONNAIRE

### 1. References\*

As per the [Terms and Conditions](#), please provide the company name, address, contact person, telephone number and length of time services, using the following format, of at least three (3) client/customer references.

**\*Note: only list those client/customers in which a similar type of equipment/product of scope of work/service was provided.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Length of time services provided: \_\_\_\_\_

City of Lake City (Lake City Gateway Airport)

3524 E US Hwy 90

Lake City, FL

386-752-1066

Brad Byrd

byrdb@lcfla.com

Construction of two airport hangar- 2018

PROPOSAL DOCUMENT REPORT

ITB No. ITB-016-2021

Rebid - Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab

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City of Cross City  
Cross City Airport  
508 NE 241st Street  
Cross City, FL  
Clint Beauchamp  
clint.beauchamp@andersoncolumbia.com  
Apron Repair - 2019

Passero and Associates  
4730 Casa Cola Way Ste. 200  
St. Augustine, FL  
Chris Nardone  
cnardone@passero.com  
Multiple project over the last 5 years with various clients

**2. Title and Organization\***

Please provide your title and organization's name.

Assistant Project Manager, Slack Construction, Inc.

**3. Local Office\***

Please provide the city and state for your local office. If you do not have a local office, please type "N/A".

Ocala, FL

**4. Principal Office\***

Please provide the city and state for your Principal Office.

Ocala, FL

**5. Conflict of Interest Statement\***

- A. The above named entity is submitting a Bid for the City of Lake City ITB-016-2021 described as Rebid - Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab.
- B. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
- C. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
- D. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
- E. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
- F. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
- G. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
- H. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of lake City.
- I. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

Confirmed

**6. Disputes Disclosure Form\***

Please select all that pertain to your organization. To answer yes, click on the options that pertain to your organization.

None

**7. Disputes Disclosure Form - Explanation\***

If you answered yes for any in the previous question, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved. If you selected none, please type "N/A".

N/A

**8. Disputes Disclosure Form - Acknowledgement\***

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City.

Confirmed

**9. Drug Free Workplace Certificate\***

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, as an authorized signatory on behalf of our organization, publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United

States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (\*) statement to acknowledge their receipt.

- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Confirmed

#### 10. Non-Collusion Affidavit\*

- A. By submitting a response to this solicitation, the Bidder Acknowledges that he/she is authorized to submit the attached response on behalf of their organization for:  
ITB-016-2021, Rebid - Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab;
- B. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
- C. Such Proposal is genuine and is not a collusive or sham proposal;
- D. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lake City, Florida or any person interested in the proposed Contract; and;



- E. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Confirmed

#### **11. E-Verify Affirmation Statement\***

ITB-016-2021-Rebid - Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

(a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,

(b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Confirmed

#### **12. Bidder's Checklist\***

By submitting a response to this solicitation, the bidder acknowledges that they have read, understand and agree to all requirements and that they have completed in their entirety all required documents and/or attachments as a part of their bid submission.

Confirmed

#### **13. Clarifications and Exceptions\***

Please explain in detail any deviation from the specifications. Each deviation must be itemized by number and must specifically refer to the applicable specification. Otherwise it will be considered that items offered are in strict compliance with these specifications and the successful Bidder will be held responsible for meeting the specification. If there will not be any deviation, please type "N/A".

N/A

#### 14. Sworn Statement Under Section 287.133(3)(n), Florida Statutes on Public Entity Crimes

FEDERAL IDENTIFICATION NO. (FEID)\*

Please provide your FEIN number here.

59-3444220

#### ACKNOWLEDGMENTS\*

- A. This sworn statement is submitted with ITB-016-2021.
- B. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
- C. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
- D. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
  - 1. A predecessor or successor of a person convicted of a public entity crime; or
  - 2. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A

PROPOSAL DOCUMENT REPORT

ITB No. ITB-016-2021

Rebid - Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab

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person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- E. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

Confirmed

PLEASE INDICATE WHICH STATEMENT APPLIES.\*

Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement.

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

REQUIRED DOCUMENTS

Please upload your Final Order if you selected Option 3 or Option 4 above.

No response submitted

DESCRIBE ACTION TAKEN

Please describe any action taken by, or pending with, the Department of General Services, if you selected Option 5 above.

N/A

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PROPOSAL DOCUMENT REPORT

Invitation to Bid - Rebid - Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab

Page 9

**PRICE TABLES**

**PURCHASE AND INSTALLATION OF 50 X 50 X 16 PREFABRICATED METAL BUILDING ON EXISTING 12" SLAB**

Line Item	Description	Items	Total Cost	Comments
ITEM 1	Purchase and Installation of 50 X 50 X 16 Prefabricated Metal Building on Existing 12" Slab	1	\$84,173.00	

**File Attachments for Item:**

6. City Council Resolution No. 2021-089 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Number Seven to the Continuing Contract with Jones Edmunds & Associates, Inc., for professional consulting services that amends the scope of work related to the construction of modifications to the reclaimed water production facilities at the Sister's Welcome Road Wastewater Facility; providing for a not-to-exceed contract price of \$59,878.00; and providing for an effective date.

**CITY COUNCIL RESOLUTION NO. 2021-089**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF TASK ASSIGNMENT NUMBER SEVEN TO THE CONTINUING CONTRACT WITH JONES EDMUNDS & ASSOCIATES, INC., FOR PROFESSIONAL CONSULTING SERVICES THAT AMENDS THE SCOPE OF WORK RELATED TO THE CONSTRUCTION OF MODIFICATIONS TO THE RECLAIMED WATER PRODUCTION FACILITIES AT THE SISTER'S WELCOME ROAD WASTEWATER FACILITY; PROVIDING FOR A NOT-TO-EXCEED CONTRACT PRICE OF \$59,878.00; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the "City") and Jones Edmunds & Associates, Inc., (hereinafter "Jones Edmunds") entered into Task Assignment Number Nine to the Continuing Contract (hereinafter the "Continuing Contract"), authorized by City Council Resolution No. 2019-024 with respect to certain studies, planning, design and construction of improvements to the City water system, wastewater system, reuse water, stormwater systems, gas system, Lake City Gateway Airport, City recreational facilities, City Hall, City safety facilities and streets (herein collectively the "City Projects"); and

**WHEREAS**, the Continuing Contract provides that Jones Edmunds shall perform services to the City only when requested to and authorized in writing by the City and that each request for services shall be for a specific project, with the scope of the work to be performed by and compensation to be paid to Jones Edmunds for each separate project and be defined by and embodied in a separate Task Assignment; and

**WHEREAS**, the City Council and Jones Edmunds executed Task Assignment Number Nine pursuant to City Council Resolution 2018-019, for design and construction phase services for modifications to the reclaimed water production facilities at the Sisters Welcome Road Wastewater Facility (hereinafter the "Project"); and

**WHEREAS**, the City Council and Jones Edmunds desire to amend the

scope of work and fee for the Project identified in Task Assignment Number Nine (2018), a copy of which is attached hereto as “Exhibit A”; and

**WHEREAS**, Jones Edmunds has proposed additional services to the scope of work identified in Task Assignment Nine (2018), and a related fee for compensation of \$59,878.00, pursuant to the terms and conditions of Task Assignment Number Seven, a copy of which is attached hereto as “Exhibit B” and made a part of this resolution (“Task Assignment Number Seven”), and in compliance with the Continuing Contract; and

**WHEREAS**, the city administration has found that \$9,878.00, remains unspent from Task Assignment Nine (2018) and that said unspent funds should be used to procure Task Assignment Seven; and

**WHEREAS**, the City Council finds that the execution of Task Assignment Number Seven with Jones Edmunds pursuant to the terms and conditions of Task Assignment Number Seven is in the best interest of the City and its citizens.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are all true and accurate and are incorporated herein and made a part of this Resolution.

**Section 2.** The City is hereby authorized to enter into Task Assignment Number Seven with Jones Edmunds for the additional services.

**Section 3.** The City Manager and City Attorney are authorized to make such reasonable changes and modifications to Task Assignment Number Seven. as may be deemed necessary to be in the best interest of the City and its citizens. Provided however, that any such changes or modifications shall not cause the payment to Jones Edmunds to exceed the amended price. The Mayor is authorized and directed to execute and deliver the Contract in the name of, and on behalf of, the City with such changes, amendments, modifications, omissions, and additions made by the City Manager and City Attorney. Execution by the Mayor and Jones Edmunds shall be deemed to be conclusive evidence of

approval of such changes, amendments, modifications, omissions, and additions.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of June 2021.

**CITY OF LAKE CITY, FLORIDA**

By: \_\_\_\_\_  
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

By: \_\_\_\_\_  
Audrey E. Sikes, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.,  
City Attorney



FLK/cnj  
02/28/18

**CITY COUNCIL RESOLUTION NO. 2018-019**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING TASK ASSIGNMENT NUMBER NINE TO ITS BASIC CONTRACT WITH JONES EDMUNDS & ASSOCIATES, INC., A FLORIDA CORPORATION ("JONES EDMUNDS"), FOR THE CONSULTANT TO PROVIDE THE CITY WITH DESIGN AND PROFESSIONAL SERVICES DURING THE CONSTRUCTION OF MODIFICATIONS TO THE RECLAIMED WATER PRODUCTION FACILITIES AT THE SISTERS WELCOME ROAD WASTEWATER FACILITY; AND TO PAY JONES EDMUNDS FOR ITS SERVICES FOR TASK ASSIGNMENT NUMBER NINE A LUMP SUM NOT-TO-EXCEED AMOUNT OF \$86,340.00.**

**WHEREAS**, the City of Lake City, Florida ("City") entered into a Basic Contract for Professional Services with Jones Edmunds & Associates, Inc. ("Jones Edmunds") effective February 3, 2014 (the "Basic Contract"), as authorized by City Council Resolution No. 2014-008 with respect to certain studies, planning, design and construction of improvements to the City water system, wastewater system, reuse water, stormwater systems, gas system, Lake City Gateway Airport ("Airport"), City recreational facilities, City Hall, City safety facilities and streets (herein collectively the "City Projects"); and

**WHEREAS**, the Basic Contract provides that Jones Edmunds shall perform services to the City only when requested to and authorized in writing by City and that each request for services shall be for a specific project, with the scope of the work to be performed by and compensation to be paid to Jones Edmunds for each separate project and be defined by and embodied in a separate Task Assignment; and

**WHEREAS**, the City desires to enter into Task Assignment Number Nine during the construction of modifications to the reclaimed water production facilities at the Sisters Welcome Road Wastewater Facility ("Additional Services"), pursuant to the terms and conditions of Task Assignment Number Nine, a copy of which is attached hereto as "Exhibit A" and made a part of this resolution ("Task Assignment Number Nine"), and in compliance with the Basic Contract.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are all true and accurate and are incorporated herein and made a part of this resolution.

**Section 2.** The City is hereby authorized to enter into Task Assignment Number Nine with Jones Edmunds for the Additional Services.

**Section 3.** The City Manager and City Attorney are authorized to make such reasonable changes and modifications to Task Assignment Number Nine as may be deemed necessary to be in the best interest of the City and its citizens. The Mayor is authorized and directed to execute and deliver Task Assignment Number Nine in the name and on behalf of the City, with such changes, amendments, modifications, omissions, and additions made by the City Manager and City Attorney, if any. Execution by the Mayor and Jones Edmunds shall be deemed to be conclusive evidence of approval of such changes, amendments, modifications, omissions, and additions, if any.

**PASSED AND ADOPTED** at a meeting of the City Council on this 5<sup>th</sup> day of March, 2018..

**CITY OF LAKE CITY, FLORIDA**

BY: Stephen M. Witt  
Stephen M. Witt, Mayor

ATTEST:

Audrey E. Sikes  
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND  
LEGALITY:

Frederick L. Koberlein, Jr.  
Frederick L. Koberlein, Jr.,  
City Attorney

**TASK ASSIGNMENT NUMBER NINE TO THE BASIC  
CONTRACT BETWEEN THE CITY OF LAKE CITY,  
FLORIDA, AND JONES EDMUNDS & ASSOCIATES, INC.,  
A FLORIDA CORPORATION, FOR PROFESSIONAL  
CONSULTING SERVICES**

THIS TASK ASSIGNMENT NUMBER NINE made and entered into this \_\_\_\_ day of March, 2018, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055, with a mailing address of 205 North Marion Avenue, Lake City, Florida 32055 (herein referred to as "City") and JONES EDMUNDS & ASSOCIATES, INC., a Florida corporation (herein referred to as "Consultant"), with a mailing address of 730 NE Waldo Road, Gainesville, Florida 32641.

**RECITALS**

A. City and Consultant have heretofore entered into a Basic Contract for professional consulting services as authorized by City Resolution No. 2014-008 (the "Basic Contract").

B. The Basic Contract provides that Consultant shall perform services to the City only when requested to and authorized in writing by City and that each request for services shall be for a specific project, with the scope of the work to be performed by and compensation to be paid to Consultant for each separate project and be defined by and embodied in a separate Task Assignment.

C. The City is in need of professional services and assistance of Consultant to its Basic Contract with Jones Edmunds for the design and professional services during

the construction of modifications to the reclaimed water production facilities at the Sisters Welcome Road Wastewater Facility (the "Facility") and desires to enter in to this Task Assignment Number Nine with Consultant for such services pursuant to the terms and conditions contained herein and any attachments.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. **RECITALS**: The above recitals are all true and accurate and are incorporated herein and made a part of this Task Assignment Number Nine.

2. **PROJECT**: The City hereby engages Consultant and Consultant agrees to furnish City with design and professional services during the construction of modifications to the reclaimed water production facilities at the Facility pursuant to and in accordance with the terms and conditions contained herein and the Proposal dated January 4, 2018 attached hereto as "Exhibit A".

3. **COMPENSATION TO CONSULTANT**: City shall pay Consultant for design and professional services under this Task Assignment Number Nine a lump sum and not-to-exceed amount of \$86,340.00.

4. **PROVISIONS OF BASIC CONTRACT**. The terms, provisions, conditions, and requirements of the Basic Contract are incorporated herein and made a part of this agreement and shall be complied with by Consultant.

5. **ATTORNEYS' FEES AND COSTS**. In the event of breach by either party of the Basic Contract or any Task Assignment, the breaching party shall be liable for, and agrees to pay, all costs and expenses incurred in the enforcement of this Basic

Contract or any Task Assignment, including reasonable attorneys' fees.

6. **ENTIRE AGREEMENT**. This Task Assignment Number Nine, along with the Basic Contract, constitutes the entire agreement between City and Consultant and supercedes all prior written or oral understandings with respect to the project. This Task Assignment Number Nine may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7. **PARTIES BOUND**. This Task Assignment Number Nine shall be binding upon and shall inure to the benefit of City and Consultant, their successors and assigns.

(Remainder of this page intentionally left blank)

(signatures begin on next page)

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Assignment Number Nine as of the day and year first above written.

**CITY OF LAKE CITY, FLORIDA**

By: *Stephen M. Witt*  
STEPHEN M. WITT, Mayor

ATTEST:  
By: *Audrey E. Sikes*  
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND  
LEGALITY:

By: *F. Koberlein, Jr.*  
Frederick L. Koberlein, Jr.,  
City Attorney

Signed, sealed and delivered  
in the presence of the following  
witnesses to the Consultant:

*Linda Lyles*  
Witness

Linda Lyles

Print Name

*Amanda Sullivan*  
Witness

Amanda Sullivan

Print Name

**JONES EDMUNDS & ASSOCIATES,  
INC.**

By: *Kenneth S. Vogel*

Name: Kenneth S. Vogel, PE

Managing Director &

Title: Senior Vice President

*BJCerman 3/20/2018*





Integrity • Knowledge • Service

February 22, 2018

Paul Dyal, Assistant City Manager  
Utilities & Public Works  
City of Lake City  
692 SW Saint Margarets Street  
Lake City, Florida 32025



2-22-18  
3-5-18  
Agenda

TASK # 8

RE: City of Lake City, Florida  
Professional Engineering Services for Sisters Welcome Road Reclaimed Water System  
Modifications  
Jones Edmunds Opportunity No.: 95110-460-17

Dear Mr. Dyal:

Pursuant to your request, Jones Edmunds & Associates, Inc. is pleased to provide the following Scope of Work, Schedule, and Fees for design and services during construction of modifications to the reclaimed water production facilities at the Sisters Welcome Road Wastewater Facility.

## DESIGN SERVICES

### TASK 1 – PROJECT KICKOFF MEETING

Jones Edmunds will prepare and conduct a Kickoff Meeting with City staff at the project site to identify and discuss the critical aspects of the project and establish lines of communication for the project. Jones Edmunds and the City will work together to prepare a general layout of the proposed facilities and develop a schedule for the work activities. The general layout developed during the kickoff meeting will be the basis for preparing the design submittals described in Task 3, 4, and 6. Therefore, it will be important to develop an accurate general layout to avoid significant deviations to the design documents that may result in schedule and fee adjustments.

### TASK 2 – PREAPPLICATION MEETING WITH FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP)

Jones Edmunds will coordinate with the City to schedule a Preapplication Meeting with FDEP to present the proposed project, discuss the permit application requirements for construction of the project, and present the schedule for requesting minor modifications to the Domestic Wastewater Facility Permits for the Kicklighter and Saint Margarets Street wastewater treatment facilities. A key item of discussion will be the proposed use of the existing chlorine contact basin to meet Class 3 reliability requirements. The meeting will be held at FDEP's office in Jacksonville.

### **TASK 3 – CONCEPTUAL DESIGN (30% DESIGN)**

The Conceptual Design Phase will define the design basis for the size and configuration of the new chlorine contact chamber (CCC), size of new sodium hypochlorite storage tanks, and capacity of the new chemical feed system. Drawings will be prepared to show an overall plan of the existing Sisters Welcome facilities and piping arrangement, existing facilities in the area of the disk filter unit, layout of the new CCC and chemical storage tanks, proposed piping configuration between the disk filter effluent piping and new CCC, and configuration and dimensions of the new CCC. A list of specification sections and a project cost opinion will be prepared.

Jones Edmunds will provide the City with two full-size (22-inch-x-34-inch) sets and one electronic (pdf) file of the 30% Conceptual Design Drawings, Specifications List, and Cost Opinion for review. A review meeting will be held at the project site two weeks after the 30% submittal to finalize the size and layout of proposed facilities and resolve any areas of concern. Jones Edmunds will provide an agenda and meeting minutes summarizing the findings of the meeting.

Included in 30% Design will be geotechnical data provided by the City's geotechnical firm, Cal-Tech Testing. The City will contract directly with Cal-Tech based on the Scope of Work provided by Jones Edmunds and testing results will include recommendations for the design of the foundation of the CCC.

### **TASK 4 – PROJECT DESIGN DEVELOPMENT (90% DESIGN)**

The Contract Documents will include detailed Drawings, front-end Bid Documents, and Technical Specifications needed for bidding and constructing the proposed new facilities. These documents will be submitted to the City at the 90% level of design completion and a review meeting will be held two weeks after the 90% submittal to resolve any remaining areas of concern. The documents submitted at the 90% level will be essentially complete pending final review.

For the 90% review, Jones Edmunds will provide the City with two full-size (22-inch-x-34-inch) sets of the 90% Drawings, two hard copies of the Specifications Book, and one electronic (pdf) file of the 90% Drawings and updated Cost Opinion. Jones Edmunds will provide an agenda and meeting minutes summarizing the findings of the meeting.

### **TASK 5 – PERMITTING ASSISTANCE**

Jones Edmunds will prepare the Application and supporting documents for obtaining an FDEP permit for construction of the proposed facilities and coordinate execution and submittal of the Application Package by the City. Jones Edmunds will also prepare requests for minor modification of the Domestic Wastewater Facility Permits for the Kicklighter and Saint Margarets Street wastewater treatment facilities. These requests for minor modifications will be prepared and submitted as scheduled during the Preapplication Meeting with FDEP. We will respond to a maximum of (2) RAIs from FDEP.



## **TASK 6 – FINAL CONSTRUCTION DOCUMENTS**

Jones Edmunds will prepare final Construction Documents (Drawings, front-end Bid Documents, Technical Specifications, and FDEP Construction Permit) based on comments from the 90% review and any permitting comments by FDEP. The Opinion of Probable Construction Cost will be updated if necessary.

Jones Edmunds will provide two signed and sealed full-size (22-inch-x-34-inch) sets of the final Drawings, two signed and sealed hard copies of the Specifications, and one electronic (pdf) set of final Drawings, Specifications, and updated Cost Opinion.

## **TASK 7 – BIDDING SERVICES AND SUPPORT**

Jones Edmunds will:

- Coordinate with the City to establish the date, time, and location for opening bids for construction of the project and provide the City with the Advertisement for Bids.
- Sell Bidding Documents to prospective bidders and provide the City with a list of plan holders each Friday during the bidding process.
- Respond to up to two plan holder requests for information (RFIs) during bidding.
- Issue up to two Addenda.
- Review the bids received for conformity to the Bidding Documents and prepare a tabulation of the bids.
- Prepare and submit a recommendation of award to the City.

## **PROFESSIONAL SERVICES DURING CONSTRUCTION (PSDC)**

### **TASK 1 – CONTRACT DOCUMENTS PREPARATION**

Jones Edmunds will conform the Drawings and Specifications to include changes made by Addenda during bidding and information in the bid submitted by the successful bidder.

Jones Edmunds will prepare and transmit final Construction Documents to the successful bidder for execution of the Construction Contract and use during construction.

### **TASK 2 – CONSTRUCTION MEETINGS AND SITE VISITS**

Jones Edmunds will:

1. Set up, coordinate, and attend the Preconstruction Meeting.
2. Make up to four visits to the project site to determine the work is proceeding in accordance with the Contract Documents.

3. Perform one walkthrough at Substantial Completion to determine the Contractor's compliance with the Contract Documents and develop a punch list of items to be corrected or completed.
4. Provide the Certificate of Substantial Completion with a letter and punch list to the Contractor identifying necessary items to be completed to reach Substantial Completion.
5. Perform one walkthrough at Final Completion to determine the Contractor's compliance with the Contract Documents and completion of the punch list.

### **TASK 3 – SHOP DRAWING SUBMITTALS**

Jones Edmunds will:

1. Log Contractor submittals and a maximum of (2) resubmittals.
2. Review Contractor submittals and resubmittals for conformance with the approved project Specifications and Drawings.
3. Provide comments to the Contractor regarding the submittals.

### **TASK 4 – CONTRACTOR RFIs**

Jones Edmunds will:

1. Respond in writing to Contractor requests for clarification of the approved project Specifications and Drawings.
2. Provide a copy of each response to the City.

### **TASK 5 – PROJECT CLOSEOUT/RECORD DRAWINGS**

Jones Edmunds will:

1. Prepare and review Contract Closeout Documents in accordance with the Contract Documents.
2. Review the Contractor's Record Drawings (in CAD format).
3. Establish the end date for project warranty.

## **ASSUMPTIONS AND EXCLUSIONS**

1. The City will provide as-built records, wastewater flow records, design and permitted capacities, and other available information as required for the design of the proposed facilities.
2. No additional topographical surveying will be required.
3. Modifications to the reclaimed water production facilities supervisory control and data acquisition (SCADA) system will be provided by a contractor/integrator under separate contract with the City.
4. Significant deviations to the general layout agreed upon during the kickoff meeting will be justification for requests for additional fee and/or schedule adjustments, depending on the time and work required to adjust the design documents.

5. The City will pay all permit application fees, if any.
6. No pre-bid meeting will be held for this project.
7. The project construction time will not exceed 180 calendar days and the City shall provide full time Resident Observation for the project.
8. Specifications and front end documents will be based on EJCDC 2007 version.
9. The City will complete their reviews and review meetings will be held within 2 weeks of submittals.
10. In the event FDEP requires a Major Permit Modification instead of a Minor Permit Modification, we will submit a proposal for the additional time required to complete a Major Permit Application.

## SCHEDULE

### Design Services

(Schedule is sequential from Notice to Proceed unless otherwise noted)

1	Hold Kickoff meeting, meet with FDEP, and submit 30% design to City for review	6 weeks
2	Complete 90% design and submit to City for review	6 weeks (After receipt of City's 30% Comments)
3	Complete FDEP permitting	4 weeks (After receipt of City's 90% Comments)
4	Complete final Construction Documents	2 weeks (After receipt of FDEP permits)
5	Complete bidding and award	8 weeks (After completion of final construction documents)

### Professional Services During Construction

(Schedule is sequential from Notice of Award by City)

1	Prepare and transmit Contract Documents and attend Preconstruction Meeting	4 weeks
2	(Four site visits, shop drawing review, RFIs, Substantial Completion walkthrough, and punch list	20 weeks
3	Final Completion walkthrough, Record Drawings, and Closeout Documents	4 weeks

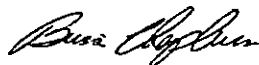
## COMPENSATION

Jones Edmunds proposes to perform the tasks for this project on a lump-sum basis in accordance with our February 18, 2014 Basic Contract for Professional Consulting Services as follows:

<b>Design Services</b>		
1	Project Kickoff Meeting	\$ 4,275
2	Pre-application Meeting with FDEP	\$ 1,560
3	Conceptual Design (30% Design)	\$15,503
4	Project Design Development (90% Design)	\$34,546
5	Permitting Assistance:	
	a. FDEP Construction Permit	\$ 2,205
	b. Kicklighter Permit Modification	\$ 1,947
	c. Saint Margarets Permit Modification	\$ 1,947
6	Final Construction Documents	\$ 8,147
7	Bidding Services and Support	\$ 4,078
	<b>Subtotal</b>	<b>\$73,993</b>
<b>Professional Services During Construction</b>		
1	Contract Documents Preparation	\$ 1,695
2	Construction Meetings and Site Visits (six meetings/visits)	\$ 4,310
3	Shop Drawing Submittals	\$ 3,706
4	Contractor RFIs	\$ 1,707
5	Project Closeout/Record Drawings	\$ 929
	<b>Subtotal</b>	<b>\$12,347</b>
	<b>TOTAL</b>	<b>\$86,340</b>

If you have any questions or comments, please feel free to contact me at (904) 744-5401 or bhepburn@jonesedmunds.com.

Sincerely,



Brian F. Hepburn, MPA  
Project Manager  
8657 Baypine Road, Suite 300  
Jacksonville, Florida 32256-8634

# EXHIBIT A

## City of Lake City

### SISTERS WELCOME PAR SYSTEM UPGRADES

Jones Edmunds File No. 95110-460-17

1/22/2018



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Task	Project Manager	Chief Engineer	Senior Engineer	CAD Designer	Senior Technical Editor	Senior Admin	Construct Coord.	Total Hours	Total Labor	GSE Engineering & Consulting, Inc. (Structural)	Travel, CAD Charges, Printing	Cost
<b>DESIGN SERVICES</b>	\$170	\$220	\$215	\$115	\$110	\$85	\$66					
Task 1: Project Kick-Off Meeting	6	6	8					20	\$4,060		\$215	\$4,275
Task 2: Preapplication Meeting with FDEP	4	4						8	\$1,560			\$1,560
Task 3: Conceptual Design (30% Design)	8	24	16	40				88	\$14,680		\$823	\$15,503
Task 4: Project Design Development (90% Design)	16	32	20	80	2	4		154	\$23,820	\$8,250	\$2,476	\$34,546
Task 5: Permitting Assistance												
FDEP Construction Permit	2	8						10	\$2,100		\$105	\$2,205
Kicklighter Permit Modification	1	8						9	\$1,930		\$17	\$1,947
Saint Margarets Permit Modification	1	8						9	\$1,930		\$17	\$1,947
Task 6: Final Construction Documents	2	8	4	16	1	32		63	\$7,630		\$517	\$8,147
Task 7: Bidding Services and Support	4	8	4	2			8	26	\$4,050		\$28	\$4,078
Subtotals	44	106	52	138	3	36	8	387	\$61,760	\$8,250	\$3,983	\$73,993
<b>PROFESSIONAL SERVICES DURING CONSTRUCTION</b>												
Task 1: Contract Documents Preparation	1	2		4			2	9	\$1,200		\$495	\$1,695
Task 2: Construction Meetings and Site Visits	23							23	\$3,910		\$400	\$4,310
Task 3: Shop Drawing Submittals		10	3				13	26	\$3,690		\$16	\$3,706
Task 4: Contractor Requests for Information (RFIs)		4	2				6	12	\$1,700		\$7	\$1,707
Task 5: Project Closeout/Record Drawings	1	2	1				1	5	\$890		\$39	\$929
Subtotals	25	18	6	4	0	0	22	75	\$11,390		\$957	\$12,347
<b>Totals</b>	<b>69</b>	<b>124</b>	<b>58</b>	<b>142</b>	<b>3</b>	<b>36</b>	<b>30</b>	<b>462</b>	<b>\$73,150</b>	<b>\$8,250</b>	<b>\$4,940</b>	<b>\$86,340</b>

**TASK ASSIGNMENT SEVEN TO THE CONTINUING CONTRACT BETWEEN THE CITY OF LAKE CITY, FLORIDA, AND JONES, EDMUNDS & ASSOCIATES, INC., AMENDING PREVIOUS TASK ASSIGNMENT NINE (2018) TO THE CONTINUING CONTRACT FOR PROFESSIONAL CONSULTING SERVICES DURING THE CONSTRUCTION OF MODIFICATIONS TO THE RECLAIMED WATER PRODUCTION FACILITIES AT THE SISTER'S WELCOME ROAD WASTEWATER FACILITY.**

THIS TASK ASSIGNMENT NUMBER SEVEN is made and entered into this \_\_\_\_ day of June 2021, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055 (herein referred to as "City") and JONES, EDMUNDS & ASSOCIATES, INC., a Florida limited liability company, having a mailing address of 730 NE Waldo Road, Gainesville, Florida 32641 (herein referred to as "Consultant")

**RECITALS**

A. City and Consultant have heretofore entered into a Continuing Contract during March 2019, for professional consulting services as authorized by City Council Resolution No. 2019-024 (the "Continuing Contract").

B. The Continuing Contract provides that Consultant shall perform services to the City only when requested to and authorized in writing by City and that each request for services shall be for a specific project, with the scope of the work to be performed by and compensation to be paid to Consultant for each separate project and be defined by and embodied in a separate Task Assignment.

C. The City Council and Consultant executed Task Assignment Number Nine pursuant to City Council Resolution 2018-019, for design and

construction phase services for modifications to the reclaimed water production facilities at the Sisters Welcome Road Wastewater Facility.

D. The City desires to amend Task Assignment Nine and enter into this Task Assignment Seven with Consultant for its professional services pursuant to the terms and conditions contained in Consultant's proposed Scope of Services (hereinafter "Supplemental Agreement"), a copy of which is attached hereto as "Exhibit A".

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. **RECITALS**: The above recitals are all true and accurate and are incorporated herein and made a part of Task Assignment Seven.
2. **PROJECT**: The City hereby engages Consultant and Consultant agrees to furnish to the City the services and work as set forth in the Supplemental Agreement, attached hereto, within two hundred (200) calendar days from the Consultant's receipt of a Notice to Proceed. A Notice to Proceed shall be required for each of the four (4) tasks identified in the Supplemental Agreement. City shall be under no obligation to proceed with any of the tasks.
3. **COMPENSATION TO CONSULTANT**: City shall pay Consultant a fee for each of the four (4) tasks identified in the Supplemental Agreement as each task is completed for a total projected cost not to exceed \$59,878.00.
4. **PROVISIONS OF CONTINUING CONTRACT**: The terms, provisions, conditions, obligations, and requirements of the Continuing Contract are

incorporated in to, and made a part of, this Task Assignment and shall be binding on, and complied with by, Consultant.

5. **ATTORNEYS' FEES AND COSTS.** In the event of breach by either party of the Continuing Contract or Task Assignment, the breaching party shall be liable for and agrees to pay, all costs and expenses incurred in the enforcement of this Continuing Contract or Task Assignment Seven, including reasonable attorneys' fees.

6. **ENTIRE AGREEMENT.** This Task Assignment Seven and the Continuing Contract constitute the entire agreement between the City and Consultant and supersedes all prior written or oral understandings with respect to the project. Should any of the provisions of this Task Assignment and the Continuing Contract conflict with the provisions of the attachments hereto, the provisions of this Task Assignment and the Continuing Contract shall control. This Task Assignment Seven may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7. **PARTIES BOUND.** This Task Assignment Number Seven shall be binding upon and shall inure to the benefit of the City and Consultant, their successors and assigns.

8. **E-VERIFY.** As a condition precedent to entering into this Contract, and in compliance with Section 448.095, Fla. Stat., Contractor and its subcontractors shall, register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021.



- a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of the subcontractor's affidavit as part of and pursuant to the records retention requirements of this Contract.
- b. The City, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity.
- c. The City, upon good faith belief that a subcontractor knowingly violated the provisions of this section, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.
- d. A termination of this Contract under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Contractor acknowledges that upon termination of this Contract by the City for a violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the City as a result of termination of any contract for a violation of

this section.

e. Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the subcontractors to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Task Assignment Number Seven as of the day and year first above written.

**CITY OF LAKE CITY, FLORIDA**

By: \_\_\_\_\_  
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

By: \_\_\_\_\_  
Audrey E. Sikes, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.,  
City Attorney

ATTEST:

**JONES, EDMUNDS & ASSOCIATES, INC.**

By: \_\_\_\_\_  
Angela Witt,  
Contracts Administrator

By: \_\_\_\_\_  
Stanley F. Ferreira, Jr.,  
Vice President



May 10, 2021

Paul Dyal  
Executive Director of Utilities  
City of Lake City  
692 SW Saint Margarets Street  
Lake City, Florida 32025

RE: City of Lake City, Florida  
Professional Engineering Services for Sisters Welcome Road Reclaimed Water  
System Modifications  
Jones Edmunds Project No.: 08504-026-01

Dear Mr. Dyal:

Pursuant to your request, Jones Edmunds is pleased to provide the following amendment to the Scope and Fee for design and construction phase services for modifications to the reclaimed water production facilities at the Sisters Welcome Road Wastewater Facility.

## **DESIGN SERVICES**

### **TASK 1 – CONSTRUCTION DOCUMENTS UPDATE**

Jones Edmunds will review the 2018 design plans for completeness and accuracy, coordinate with the structural subcontractor, update the plans as needed, and provide final signed-and-sealed drawings to the City.

Jones Edmunds will review the 2018 front-end documents and technical specifications for completeness and accuracy, update the content of the specifications as needed, and update the formatting of the technical specifications from the 2007 Engineers Joint Contract Documents Committee (EJCDC) to the 2018 EJCDC standard.

### **TASK 2 – BIDDING SERVICES AND SUPPORT**

Jones Edmunds will:

- Coordinate with the City to establish the date, time, and location for opening bids for construction of the project and provide the City with the Advertisement for Bids.
- Attend one pre-bid meeting.
- Respond to up to two plan-holder requests for information (RFIs) during bidding.
- Issue up to two Addenda.

- Review the bids received for conformity to the Bidding Documents and prepare a tabulation of the bids.
- Prepare and submit a bid evaluation letter to the City.

## **PROFESSIONAL SERVICES DURING CONSTRUCTION (PSDC)**

### **TASK 1 – CONSTRUCTION MEETINGS AND SITE VISITS**

Jones Edmunds will:

- Set up, coordinate, and attend the Preconstruction Meeting.
- Attend six monthly progress meetings. We assume that the Contractor will lead the meetings.
- Conduct up to 12 site visits to the project site to observe the work progress. This assumes one site visit every 2 weeks over the construction contract time. One site visit each month will be conducted on the same day as the progress meeting.
- Perform one walkthrough at Substantial Completion to determine the Contractor's compliance with the Contract Documents and develop a punch list of items to be corrected or completed.
- Provide the Certificate of Substantial Completion with a letter and punch list to the Contractor identifying necessary items to be completed to reach Substantial Completion.
- Perform one walkthrough at Final Completion to determine the Contractor's compliance with the Contract Documents and completion of the punch list.

### **TASK 2 – SHOP DRAWING SUBMITTALS**

Jones Edmunds will:

- Review up to 36 Contractor submittals and resubmittals for conformance with the approved project Specifications and Drawings.
- Provide a copy of each response to the City.

### **TASK 3 – CONTRACTOR RFIs**

Jones Edmunds will:

- Respond in writing to up to 12 Contractor RFIs of the approved project Specifications and Drawings.
- Provide a copy of each response to the City.

## TASK 4 – PROJECT CLOSEOUT/RECORD DRAWINGS

Jones Edmunds will:

- Prepare and review Contract Closeout Documents in accordance with the Contract Documents, including as-built drawings, and provide the original files to the City.
- Review the Contractor's Record Drawings (in CAD format).
- Establish the end date for project warranty.

## ASSUMPTION AND EXCLUSIONS

- The sodium chloride (NaCl) storage tanks were designed to match existing containment vats that the City would like to repurpose for this project; modifications to this aspect of the design are excluded from this scope and fee.
- Modifications to the reclaimed water production facilities supervisory control and data acquisition (SCADA) system will be provided by a contractor/integrator under separate contract with the City.
- The project construction time will not exceed 200 calendar days and the City shall provide fulltime Resident Observation for the project.

## SCHEDULE

### Design Services

Task	Description	Period
1	Construction Documents Update	6 weeks
2	Bidding Services and Support	12 weeks

Note: The schedule is sequential from Notice to Proceed unless otherwise noted.

### Professional Services During Construction (PSDC)

Description	Period
Preconstruction Meeting	4 weeks
Up to 12 site visits, shop drawing review, RFIs, Substantial Completion walkthrough, and punch list	20 weeks
Final Completion walkthrough, Record Drawings, and Closeout Documents	4 weeks

Note: The schedule is sequential from Notice to Award by the City.

## COMPENSATION

Jones Edmunds proposed to perform the tasks for this project on a lump-sum basis as follows:

Task	Description	Amount (\$)
<b>Design Services</b>		
1	Construction Documents Update	9,878
2	Bidding Services and Support	10,000
<b>Professional Services Subtotal</b>		<b>19,878</b>
<b>Professional Services During Construction (PSDC)</b>		
1 – 4	PSDC	40,000
<b>TOTAL</b>		<b>59,878</b>

If you have any questions or comments, please contact me at (352) 377-5821 or [jsbell@jonesedmunds.com](mailto:jsbell@jonesedmunds.com).

Sincerely,



Jamie Sortevik Bell, PE, CFM  
Engineer  
730 NE Waldo Road  
Gainesville, Florida 32641

**File Attachments for Item:**

7. City Council Resolution No. 2021-091 - A resolution of the City Council of the City of Lake City, Florida, ratifying the Mayor's extension of the State of Emergency arising from the COVID-10 Public Health Emergency.

**CITY COUNCIL RESOLUTION NO. 2021-091**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKE CITY, FLORIDA, RATIFYING THE MAYOR'S  
EXTENSION OF THE STATE OF EMERGENCY ARISING  
FROM THE COVID-19 PUBLIC HEALTH EMERGENCY.**

**WHEREAS**, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

**WHEREAS**, on March 1, 2020, the Governor issued Executive Order number 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

**WHEREAS**, on April 3, 2020, the Governor issued Executive Order 20-91 and Executive Order 20-92 directing all persons in Florida to limit their movements and personal interactions outside of their home only to those necessary to obtain or provide essential services or conduct essential activities; and

**WHEREAS**, on April 29, 2020, the Governor issued Executive Order 20-112 initiating "Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery"; and

**WHEREAS**, on May 8, 2020, the Governor issued Executive Order 20-114 extending the statewide state of emergency until July 7, 2020; and

**WHEREAS**, on June 5, 2020, the Governor's Executive Order 20-139 initiated "Phase 2: Safe. Smart. Step-by-Step. Plan for Florida's Recovery" and extended the exceptions provided for in Executive Order 20-69, relating to local government meetings, until June 30, 2020; and

**WHEREAS**, on July 7, 2020, the Governor issued Executive Order 20-166 extending the statewide state of emergency, as well as those exceptions provided for in Executive Order 20-69, until September 5, 2020; and

**WHEREAS**, on July 29, 2020, the Governor issued Executive Order 20-179 amending order 20-69 creating statutory exceptions related to budget hearings and extending the statewide state of emergency until September 1, 2020; and



**WHEREAS**, on August 7, 2020, the Governor issued Executive Order 20-193 extending the statewide state of emergency, as well as those exceptions provided for in Executive Order 20-69, until October 1, 2020; and

**WHEREAS**, on September 4, 2020, the Governor issued Executive Order 20-213 extending the statewide state of emergency, as well as those exceptions provided for in Executive Order 20-52; and

**WHEREAS**, on September 30, 2020, the Governor issued Executive Order 20-246 extending the statewide state of emergency, as well as those exceptions provided for in Executive Order 20-69; and

**WHEREAS**, on November 3, 2020, the Governor issued Executive Order 20-276 extending the statewide state of emergency until January 2, 2021; and

**WHEREAS**, on December 29, 2020, the Governor issued Executive Order 20-316 extending the statewide state of emergency until February 27, 2021; and

**WHEREAS**, on February 26, 2021, the Governor issued Executive Order 21-45 extending the statewide state of emergency until April 27, 2021; and

**WHEREAS**, on April 27, 2021, the Governor issued Executive Order 21-94 extending the statewide state of emergency until 12:01 a.m. on June 26, 2021; and

**WHEREAS**, the CDC continues to recommend community preparedness and everyday prevention measures be taken by all individuals and families in the United States; and

**WHEREAS**, pursuant to City Council Resolution 2020-45 the Mayor is authorized to extend the City's state of emergency related to COVID-19, and the Mayor has issued his Proclamation extending the current state of emergency, a copies of which are attached hereto as "Exhibit A, and B"; and

**WHEREAS**, the City Council, in order to protect the welfare and safety of the citizens of the City and their property, finds it necessary to ratify the Mayor's extension of the state of emergency proclaimed by the Mayor.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are all true and accurate and are incorporated herein and made a part of this resolution.

**Section 2.** The City Council ratifies and extends the state of emergency declared pursuant to the Mayor's Proclamations as well the provisions included in City Council Resolution 2020-033.

**Section 3.** This resolution shall be effective immediately upon adoption.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of June 2021.

**CITY OF LAKE CITY, FLORIDA**

By: \_\_\_\_\_  
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

By: \_\_\_\_\_  
Audrey E. Sikes, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.,  
City Attorney

# Proclamation

## STATE OF EMERGENCY EXTENSION COVID-19

- WHEREAS,** *COVID-19 continues to pose an imminent health hazard and an increased risk of infection to residents of the County and healthcare, first responders, and emergency medical service workers caring for patients with COVID-19; and*
- WHEREAS,** *COVID-19 is spread amongst the population by various means of exposure, including the propensity to spread person to person and the propensity to attach to surfaces for prolonged periods of time, thereby spreading from surface to person and causing increased infections to persons; and*
- WHEREAS,** *public health experts have consistently recommended avoiding close physical interaction between person in order to slow the spread of COVID-19, and the CDC has updated and further restricted its distancing guidelines; and*
- WHEREAS,** *on April 16, 2020, the White House and Centers for Disease Control and Prevention ("CDC") released Guidelines for Opening Up America Again, a three-phased approach based on the advice of public health experts; and*
- WHEREAS,** *data collected by the State Department of Health indicates a flattening of the curve of COVID-19 reported cases, including a downward trajectory of hospital visits for influenza like illnesses and COVID-19 like syndromic cases, a decrease in percent-positive test results, and an increase in hospital capacity since March 1, 2020; and*
- WHEREAS,** *City Council Resolution 2020-045 extended the state of emergency and vested the authority to extend the state of emergency in the Mayor; and*
- WHEREAS,** *this Proclamation is issued to extend the state of emergency for seven (7) days effective June 8, 2021.*

**NOW, THEREFORE, I, Stephen M. Witt, Mayor of the City of Lake City, Florida, do hereby extend the State of Emergency due to the COVID-19 health concerns for an additional seven (7) days effective June 8, 2021.**



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 8<sup>th</sup> day of June 2021.*

  
Stephen M. Witt, Mayor  
City of Lake City



# Proclamation

## STATE OF EMERGENCY EXTENSION COVID-19

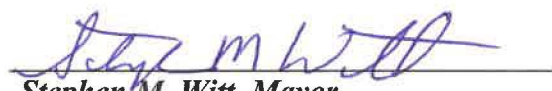
- WHEREAS,** *COVID-19 continues to pose an imminent health hazard and an increased risk of infection to residents of the County and healthcare, first responders, and emergency medical service workers caring for patients with COVID-19; and*
- WHEREAS,** *COVID-19 is spread amongst the population by various means of exposure, including the propensity to spread person to person and the propensity to attach to surfaces for prolonged periods of time, thereby spreading from surface to person and causing increased infections to persons; and*
- WHEREAS,** *public health experts have consistently recommended avoiding close physical interaction between person in order to slow the spread of COVID-19, and the CDC has updated and further restricted its distancing guidelines; and*
- WHEREAS,** *on April 16, 2020, the White House and Centers for Disease Control and Prevention ("CDC") released Guidelines for Opening Up America Again, a three-phased approach based on the advice of public health experts; and*
- WHEREAS,** *data collected by the State Department of Health indicates a flattening of the curve of COVID-19 reported cases, including a downward trajectory of hospital visits for influenza like illnesses and COVID-19 like syndromic cases, a decrease in percent-positive test results, and an increase in hospital capacity since March 1, 2020; and*
- WHEREAS,** *City Council Resolution 2020-045 extended the state of emergency and vested the authority to extend the state of emergency in the Mayor; and*
- WHEREAS,** *this Proclamation is issued to extend the state of emergency for seven (7) days effective June 15, 2021.*

**NOW, THEREFORE, I, Stephen M. Witt, Mayor of the City of Lake City, Florida, do hereby extend the State of Emergency due to the COVID-19 health concerns for an additional seven (7) days effective June 15, 2021.**



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 15<sup>th</sup> day of June 2021.*

  
Stephen M. Witt, Mayor  
City of Lake City

**File Attachments for Item:**

8. City Council Resolution No. 2021-095 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Memorandum of Understanding with the Institute for Justice Research and Development at Florida State University and Meridian Behavioral Health to research methods to reduce repeated interaction between law enforcement and individuals who have severe mental health and substance abuse disorders, and to identify ways to optimize the use of crisis stabilization units and post-discharge supports.

**CITY COUNCIL RESOLUTION NO. 2021-095**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH THE INSTITUTE FOR JUSTICE RESEARCH AND DEVELOPMENT AT FLORIDA STATE UNIVERSITY AND MERIDIAN BEHAVIORAL HEALTH TO RESEARCH METHODS TO REDUCE REPEATED INTERACTIONS BETWEEN LAW ENFORCEMENT AND INDIVIDUALS WHO HAVE SEVERE MENTAL HEALTH AND SUBSTANCE ABUSE DISORDERS, AND TO IDENTIFY WAYS TO OPTIMIZE THE USE OF CRISIS STABILIZATION UNITS AND POST-DISCHARGE SUPPORTS.**

**WHEREAS**, the City of Lake City, Florida (hereinafter “City”) by and through the Lake City Police Department (hereinafter the “LCPD”), previously entered into a Memorandum of Understanding (hereinafter the “MOU”) with the Institute for Justice Research and Development-Florida State University and Meridian Behavioral Health, as authorized by Resolution 2020-140, to participate in research methods to reduce repeated interactions between law enforcement and individuals who have severe mental health and substance abuse disorders, and to identify ways to optimize the use of crisis stabilization units and post-discharge supports; and

**WHEREAS**, the City Council finds it to be in the best interests of the City to renew the MOU with the Institute for Justice Research and Development-Florida State University and Meridian Behavioral Health, a copy of which is attached hereto and made a part of this resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are adopted and hereby incorporated by reference.

**Section 2.** The City, by and through the LCPD, is hereby authorized to renew the MOU with the Institute for Justice Research and Development-Florida State University and Meridian Behavioral Health.

**Section 3.** The Mayor and Chief of Police are authorized to execute the MOU for and on behalf of the City.

**Section 4.** This resolution shall take effect immediately.

**PASSED AND ADOPTED** by the City Council on the \_\_\_\_ day of June 2021.

**CITY OF LAKE CITY, FLORIDA**

By: \_\_\_\_\_  
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

By: \_\_\_\_\_  
Audrey E. Sikes, City Clerk

By: \_\_\_\_\_  
Frederick L. Koberlein, Jr.,  
City Attorney



**FLORIDA STATE UNIVERSITY**  
**COLLEGE OF SOCIAL WORK**  
*Institute for Justice Research and Development*

**Memorandum of Understanding (MOU)**  
**between**  
**Lake City Police Department**  
**and**  
**Institute for Justice Research and Development-Florida State University**  
**And**  
**Meridian Behavioral Health**

This MOU is between Lake City Police Department (hereinafter "LCPD"), Meridian Behavioral Health (hereinafter "Meridian"), and the Florida State University Institute for Justice Research and Development (hereinafter "IJRD"). The purpose of this agreement is to (1) engage in a research study that aims to identify ways to reduce the number of repeated interactions between individuals who have severe mental health and substance use disorders and law enforcement agencies, (2) identify ways to optimize the use of crisis stabilization units and post discharge supports. The term of the agreement is August 2021 through July 2022.

**The parties hereby agree to collaborate on projects that are mutually beneficial and advance the mission of all organizations. The parties agree to perform the following activities during the course of this MOU:**

**IJRD is responsible for**

- Providing a video training of the current state of evidence of best practices.
- Coordinating meetings and focus groups with law enforcement professionals.
- Maintaining anonymity of any data collected from officers.
- Providing a written report and a presentation of the results of the study.
- Maintaining political neutrality so IJRD will not engage in political pursuits in the performance of this agreement.

**LCPD agrees to**

- Law enforcement will participate in individual meetings and/or focus groups with the research team. The Chief can specify whether they would like individual meetings or focus groups for their staff.
  - The number of law enforcement officers interviewed will depend on the size of the agency and the chief/sheriff's preferences.
  - There will be no more than 2 data collection meetings/focus groups per law enforcement official and the researchers anticipate that these meetings will last no longer than 60 minutes.
  - The purpose of the meetings are to collect information about law enforcement officer experiences and perception around coming into contact with civilians who are in mental health or substance abuse crisis, and solicit any recommendations they have to increase the likelihood that will not have repeat encounters with these civilians.
- The opportunity to review and contribute to joint publications.





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### **Meridian Agrees to**

- Collaborate with IJRD in developing a training video of current state of evidence of best practices
- Cultivate the research-practitioner partnership, build capacity, and exchange ideas in an effort to study utilization of crisis stabilization units (CSU) among law enforcement as an alternative to jail, barriers and facilitators of CSUs with mobile and technology-assisted aftercare.
- The opportunity to review and contribute to joint publications.

### **Benefits for the collaborators**

Law enforcement will benefit from a training on the current state of evidence of best practices, participation in a research study that will inform the agency of ways to decrease repeated interactions with individuals with mental health and substance abuse crises, and collaboration with a behavioral health organization that can assist in delivering services to citizens and agencies.

IJRD will benefit by advancing the knowledge base of police response with individuals in mental health and substance abuse crisis and the utilization of crisis stabilization units.

Meridian will benefit from collaboration with law enforcement department on ways to provide services with individuals in mental health or substance abuse crisis.

Collaborators can review and determine if other efforts are deemed necessary and beneficial by the parties hereto.

### **Contacts**

Argatha Gilmore  
Chief of Police – Lake City Police Department  
225 NW Main Blvd., Suite 102  
Lake City FL 32055-3964  
Email: [GilmoreA@lcfla.com](mailto:GilmoreA@lcfla.com)  
Phone: 386-758-5484

Donald Savoie  
President/Chief Executive Officer  
Meridian Behavioral Healthcare  
4300 SW 13<sup>th</sup> Street  
Gainesville, Florida 32608  
Email: [don\\_savoie@MBHCI.org](mailto:don_savoie@MBHCI.org)  
Phone: (352) 374-5600

Kerensa P. Lockwood, PhD  
Director of Implementation and Administration  
Institute for Justice Research and Development  
Florida State University  
2010 Levy Avenue, Suite 3400  
Tallahassee, Florida 32310-5712  
Email: [klockwood@fsu.edu](mailto:klockwood@fsu.edu)  
Phone: (850) 644-4753



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### **Termination**

This MOU may be terminated at any time upon the mutual consent of both parties or unilaterally by either party upon no less than thirty (30) calendar days' notice. Notice shall be delivered by express mail or other method whereby a receipt of delivery may be obtained.

### **Participant Confidentiality**

Program participant confidentiality is of the utmost concern. Program Participant information must remain confidential to the extent allowed by law in accordance with applicable local, state and federal laws. Information obtained in connection with the direct services to any client must not be disclosed without the client's signed consent, except as required by law. Unless given client consent to release such information or such release is required by law, names of clients must remain confidential as well as other personally identifying information that, alone or in conjunction with other data, is likely to disclose a client's identity and/or location. Nothing contained herein may prohibit any disclosure permitted by a client or required by law, including, but not limited to, disclosure for purposes of monitoring, audit, oversight, or evaluation of the MOU.

### **Non-Disclosure of Confidential and Proprietary Information**

Each party hereto (and/or its respective affiliated entities) is the owner of certain confidential and proprietary information relating to its business and the business model processes and related analytics, data and predictive trends information and services being provided during the trauma-informed care Intervention process, including without limitation, the business model process of said services and the designs thereof, creative proprietary materials, concepts, development plans, marketing materials and plans, customer information, databases, business plans, internal electronic mail documents, demographic or sales strategies, licenses, agreements, copyrighted or trademarked material, strategic partnering plans, management models, financial data, as well as all information marked as confidential, for convenience herein called the **"Confidential Information."** The parties hereto may determine to share such Confidential Information, by granting a perpetual, nonexclusive, non-sublicensable, non-assignable, limited-right use, including the right to publish and make derivative works thereof; provided that with respect to any use of any Confidential Information, whether in whole or in part, the Disclosing Party shall be properly attributed as the source of the information used by the Receiving Party. Each party hereto acknowledges and agrees that all Confidential Information is and shall remain the sole property of the Disclosing Party and that FSU and/or FSU-IJRD has the right to publish its own content for academic purposes.

Any and all notes, analyses, drawing, compilations, studies, interpretations or other documents prepared by or on behalf of each party hereto which contain, reflect or are based upon, in whole or in part, the Confidential Information furnished to the Receiving Party, regardless of the medium, whether written, oral or otherwise, by Disclosing Party hereunder shall also be deemed





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*Institute for Justice Research and Development*

to be Confidential Information. Further, all Confidential Information is considered by Disclosing Party to be confidential and proprietary to it.

Likewise, ownership of intellectual property, including all legal rights relating to inventions, patent applications, copyrights, trademarks, and any other legally protectable information, including but not limited to, the data, reports, report templates and formats, information, results, statistics, predictive trends, and other materials utilized, created, discovered, and otherwise applied to the trauma-informed care evaluation shall vest in the party whose personnel conceived the subject matter, and such party may perfect legal protection therein in its own name and at its own expense. The party personnel who makes an intellectual property claim of authorship, inventorship, or other ownership rights shall provide prior notice to the parties of this agreement of any intellectual property filing.

The parties hereto do not wish (i) to make the Confidential Information generally public or common knowledge, or (ii) to allow the Receiving Party to profit from or otherwise use such Confidential Information. Consequently, Confidential Information shall only be disclosed and used in accordance with the terms and conditions expressly set forth in this MOU and governing public record laws.

### **Confidential Information and Non-Disclosure**

As a condition to Disclosing Party furnishing certain Confidential Information to the Receiving Party, Disclosing Party requires that the Receiving Party agree (i) to treat as confidential, (ii) not to disclose or otherwise use, and (iii) not to copy, summarize or otherwise reproduce, any written, oral, or other information Disclosing Party or its agents furnish to the Receiving Party whether furnished on or after the Effective Date. In order for Confidential Information to be protected in accordance with this MOU, such information must be disclosed by Disclosing Party to the Receiving Party in writing or other tangible form.

1. **Exclusions.** The term “**Confidential Information**” does not include information that (i) becomes generally available to the public other than as a result of a disclosure by the Receiving Party or its Representatives (as hereinafter defined), (ii) the Receiving Party can document was available to it on a non-confidential basis, prior to its disclosure by or on behalf of Disclosing Party, from a source that is not known to be bound by a confidentiality, non-disclosure or similar agreement, or (iii) the Receiving Party can document was developed independently by the Receiving Party prior to the date received by Receiving Party.
2. **Use of Confidential Information.** The Receiving Party agrees that it will not exploit or otherwise use the Confidential Information for its own benefit or the benefit of any third party in any way detrimental to Disclosing Party or otherwise, and that such information will be kept confidential by the Receiving Party and each of the Receiving Party’s Representatives. Notwithstanding anything to the contrary in this MOU, the Confidential Information may be disclosed by the Receiving Party to its and its affiliates’ directors, officers, employees, agents and consultants (collectively, the “**Representatives**”) acting on



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*Institute for Justice Research and Development*

the Receiving Party's behalf who need to know such information strictly for the purpose of evaluating certain cooperative activities between the parties; provided, however, that prior to the Receiving Party's disclosure of any Confidential Information, such Representatives shall be informed of the confidential nature of such information and shall be directed by the Receiving Party, and shall agree to treat such information confidentially, in accordance with the terms of this MOU.

3. Notice of Required Disclosure. In the event that the Receiving Party is required by a court or governmental entity (by oral questions, interrogatories, requests for information or documents, subpoena, civil investigative demand or similar process) to disclose any Confidential Information or other information supplied to it or its Representatives in the course of these dealings, it is agreed that the Receiving Party will provide Disclosing Party with prompt notice of such request(s) so that Disclosing Party may seek an appropriate protective order and/or waive compliance with the provisions of this MOU.
  
4. Return of Confidential Information. In the event of the first to occur of (i) request by Disclosing Party; or (ii) the termination of discussions between the parties after the Receiving Party has been furnished with Confidential Information; the Receiving Party will promptly redeliver to Disclosing Party all Confidential Information and other information provided by or on behalf of Disclosing Party to the Receiving Party and all copies or reproductions thereof. Disclosing Party may, in its discretion, request that the Receiving Party destroy rather than return the Confidential Information and other information provided by or on behalf of Disclosing Party, in which event the Receiving Party will promptly destroy all such information and will execute and shall thereafter deliver to Disclosing Party a certification attesting to the full and complete destruction of such information and any and all copies and reproductions thereof. Notwithstanding the foregoing, the Receiving Party and its Representatives may retain the minimum number of copies of the Confidential Information to the extent necessary to comply with applicable law and document retention policies, which shall be used solely for such purposes, and one copy of the Confidential Information in the Receiving Party's and its Representatives' archives, which shall be used solely for the Receiving Party's and its Representatives' confirming and performing the Receiving Party's obligations under this MOU, and neither the Receiving Party nor its Representatives shall be required to expunge Confidential Information from automatic computer archiving conducted as part of established document retention policies. Notwithstanding the return or destruction of Confidential Information, the Receiving Party and its Representatives shall continue to be bound by their obligations of confidentiality and other obligations hereunder.
  
5. No Representation and Warranty. The Receiving Party acknowledges and agrees that Disclosing Party makes no representation or warranty, whether express or implied, about the accuracy or completeness of the Confidential Information under this MOU, nor does Disclosing Party have any duty or obligation to update or otherwise supplement the Confidential Information under this MOU. The Receiving Party agrees that neither Disclosing Party nor its directors, officers, employees, agents or consultants will have any



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liability to the Receiving Party or the Receiving Party's Representatives resulting from the accuracy or use of the Confidential Information consistent with the terms of this agreement.

**Liability**

Each party shall be responsible for the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law. Nothing in this agreement shall be construed as waiving any lawful defense or extending liability of the State of Florida beyond the provisions established under Florida law.

**Independent Agreement or and Use of Name**

The relationship of the parties under this agreement is that of independent parties and they are not agents, employees, partners or joint venturers of one another. No party has the authority to bind any other party in any agreement or to incur any debts or obligations on behalf of any other party, and no party (including any employee or other representative of a party) shall take any action that attempts or purports to bind any other party in any agreement or to incur any debts or obligations on behalf of any other party, without the affected party's prior written approval. Neither party may use the other party's name in any advertising or publicity statements without such party's prior written consent.

**Nondiscrimination**

As a condition of this MOU, each party hereto agrees that it will take all necessary actions to ensure that, in connection with any work under this MOU, each party, its associates and subcontractors will not discriminate in the treatment or employment of any individual or groups of individuals on the grounds of race, color, religion, national origin, age, sex, or handicap unrelated to job performance, either directly, indirectly or through contracts or other arrangements. Each Entity shall also comply with all applicable requirements of the Americans with Disabilities Act, 42 U.S.C.A. §§12101-12213, as amended.

**Agreement Assignment**

Neither party hereto shall assign this agreement, in whole or in part, without the prior written consent of the other party.

**Governing Law and Venue**

This MOU and any amendments thereto shall be governed by the laws of the State of Florida. Venue for all legal proceedings arising out of this MOU shall be in the state or federal court with competent jurisdiction in Leon County, Florida, and the parties waive any objection that such venue is improper or inconvenient.



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**Entire Agreement**

This agreement embodies the entire and complete agreement of the parties hereto, superseding all oral or written previous and contemporary agreements between the parties and relating to matters in this agreement, and, except as otherwise provided herein, cannot be modified without written agreement of the parties to be attached to and made a part of this agreement.

**Notice**

The parties have identified the following individuals as responsible for the management and administration of this agreement. These individuals are responsible for enforcing performance of the agreement terms and conditions and shall serve as liaison regarding issues arising out of this agreement and for receipt of all notices required to be given hereunder:

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<b>For FSU:</b> Kerensa Lockwood, PhD Director of Implementation and Administration FSU Institute for Justice and Development 2010 Levy Avenue, Suite 3400 Tallahassee, FL 32310-5712 Email: <a href="mailto:klockwood@fsu.edu">klockwood@fsu.edu</a> Phone: (850) 644-4753	<b>For Lake City Police Department:</b> Argatha Gilmore Chief of Police – Lake City Police Department 225 NW Main Blvd., Suite 102 Lake City FL 32055-3964 Email: <a href="mailto:GilmoreA@lcfla.com">GilmoreA@lcfla.com</a> Phone: 386-758-5484
<b>For Meridian Behavioral Health:</b> Donald Savoie President/Chief Executive Officer 4300 SW 13th Street Gainesville, Florida 32608 Email: <a href="mailto:don_savoie@MBHCL.org">don_savoie@MBHCL.org</a> Phone: (352) 374-5600	

**IN WITNESS WHEREOF**, the parties have executed this Memorandum of Understanding as of the Effective Date.

**Florida State University**  
**College of Social Work**

DocuSigned by:  
James Clark

183CED215E49426  
James Clark, PhD  
Dean

College of Social Work  
Date: 6/1/2021 | 10:12 AM EDT

**Lake City Police Department**

Argatha Gilmore  
Chief of Police  
Date:

**Florida State University**

**Institute for Justice Research & Development**

DocuSigned by:  
Kerensa P. Lockwood

695E1A07BB0747D...  
Kerensa P. Lockwood, PhD  
Director of Implementation and Administration  
FSU Institute for Justice Research and Development  
Date: 5/19/2021 | 11:45 AM EDT

DocuSigned by:  
Meridian Behavioral Health:

43F20BFA35A0400...  
Donald Savoie  
President/Chief Executive Officer  
Date: 6/1/2021 | 7:15 AM PDT

**File Attachments for Item:**

9. Discussion and Possible Action - Amending the Code of Ordinances and the Land Development Regulations for the allowance of chickens within the City limits. (Dave Young, Growth Management Director)



Meeting Date
June 21, 2021

# *City of Lake City* *Report to Council*

AGENDA	
Section	
Item No.	

**SUBJECT:** Ordinance to allow chickens within City limits

**DEPT. / OFFICE:** GROWTH MANAGEMENT

Originator: David C. Young, CBO		
<b>City Manager</b>  JOSEPH HELFENBERGER	<b>Department Director</b>  DAVID YOUNG	<b>Date</b>  6/7/21
<b>Recommended Action:</b> This Report to Council is for the City Council to determine if they wish for Growth Management to proceed with the amending of the Code of Ordinances and the Land Development Regulation for the allowance of chickens within the City limits.		
<b>Summary Explanation &amp; Background:</b>  A request by a citizen at a City Council meeting requesting that the City allow for residents of the City of Lake City be allowed to have chickens at their homes for fresh eggs.		
<b>Alternatives:</b> The ordinance not amended and chickens remain as not allowed with the City limits		
<b>Source of Funds:</b>  All funds for advertising this amending of the Ordinance would be from the Growth Management Department		
<b>Financial Impact:</b> Growth Management Code Enforcement would have to inspect the property(s) and, upon approval, issue the permit for the residents to have chickens.		
<b>Exhibits Attached:</b> Copy of proposed ordinance for the allowing of chickens with the City limits.		



## ORDINANCE NO. 2021-XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA AMENDING THE CITY CODE OF ORDINANCES TO AMEND CHAPTER 14 - ANIMALS, SECTION 14-71. – CERTAIN ANIMALS PROHIBITED IN CITY, AND LAND DEVELOPMENT REGULATIONS, SECTION 4.5 RESIDENTIAL, SINGLE FAMILY, 4.5.4 – PROHIBITED USES AND STRUCTURES; PROVIDING FOR SEVERABILITY, CONFLICTS, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the concept of local sustainability and a desire for fresher food products has inspired an interest in backyard food production; and

WHEREAS, the City Council recognizes the general trend in society to pursue a green lifestyle and to incorporate fresher products into diets, a lifestyle which can be supported by allowing residents to keep and raise a limited number of chickens on their single-family property for the purposes of producing their own eggs for consumption; and

WHEREAS, the City Council also recognizes the desire of all residents to live in a clean and pleasant environment that is free of excessive odor, noise, vermin, and disease; and

WHEREAS, to ensure the long-term viability of residential neighborhoods and conformity and compatibility with surrounding uses, the amendment provides that the accommodation of chickens in Residential, Single Family areas shall not cause undue noise, odor, and unsanitary conditions within the community; and

WHEREAS, many communities around the state have been exploring how to compatibly integrate backyard chickens into the urban residential setting; and

WHEREAS, other local governments have found in passing ordinances allowing the keeping of chickens in Residential, Single Family areas that up to four (4) chickens are sufficient to meet the needs of the average family's egg consumption; and

WHEREAS, the City Council implemented a program to permit the keeping of up to four (4) chickens on an occupied detached single-family as an accessory use, subject to the terms and conditions of this Ordinance; and

WHEREAS, the City Council finds that this Ordinance will be in the best interest of the residents of the City of Lake City, and that this Ordinance is consistent with the Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Lake City, Florida, as follows:

### SECTION I

Chapter 14, Section 14-71. - "Certain animals prohibited in city" of the City Code of the City of Lake City is hereby amended as follows:

Section 14-71. -Certain animals prohibited in city.

It shall be unlawful for any person to keep, raise, breed, maintain or sell livestock on any property within the city limits. No livestock shall be permitted to run or roam at-large upon any of the public streets, highways, parks, or private property within the city.

A special exemption to this section is granted by Article 4 – Zoning Regulations, Section 14-71. - Backyard Chicken-keeping Program. The holder of a valid backyard chicken-keeping permit is allowed up to a maximum of four (4) chickens by this section;

## SECTION II

A special exemption to the Lake City Land Development Regulations. – Section 4.5 – “RSF” Residential, Single Family, 4.5.4 – Prohibited Uses and Structures, and 4.5.5 – Special Exceptions for the permitting and allowance of backyard chicken-keeping program. a valid backyard chicken-keeping permit

Chapter 4, Section 4.5.4. - "Prohibited Uses and Structures" of the City of Lake City Land Development Code is hereby amended as follows:

### Section 4.5.4 Exception. - B a c k y a r d Chicken-keeping Program.

(a) Intent. The intent of this Ordinance is to establish and implement a permanent Backyard Chicken-keeping Program allowing residents to keep or raise chickens on developed and occupied detached single-family properties subject to the terms and conditions of this Ordinance.

- (1) For the purpose of this Section, the term "chicken" refers to female chickens only (i.e. hens).
- (2) This Ordinance does not authorize persons to violate applicable restrictive covenants and homeowners' association rules and regulations. The City does not police or enforce private restrictive covenants and homeowners' association rules and regulations. Persons applying for and receiving permits under this Ordinance are solely responsible for compliance with all applicable restrictive covenants and homeowners' association rules and regulations.

(b) General conditions for backyard chicken-keeping in certain residential zoning districts.

- (1) Persons desiring to participate in the backyard chicken-keeping program under this Ordinance shall apply for and obtain a perm.it from the Growth Management Department prior to keeping chickens.
- (2) If a tenant or person applying for a permit for backyard chicken-keeping is not a fee simple owner of the subject property, the fee simple owner must join in and consent to the application.
- (3) In order to obtain a permit under this Ordinance, persons applying for a permit for the keeping of chickens must show that they can meet the requirements of this Ordinance by providing a sketch plan of the back yard including all required structures and approval from a Homeowners' Association where applicable.

- (4) The City may conduct site inspections of the subject property to make compliance determinations under this Ordinance prior to and after issuance of a permit. The permit applicant shall provide forty-eight (48) hour notice to the city prior to performing of the inspections.
- (5) The City may deny a permit application if it is determined that the person(s) applying for a permit cannot meet the requirements of this Ordinance. The issuance of a permit for the keeping of chickens is conditioned upon and subject to the intent and conditions of this Ordinance.

- 
- (6) By applying for a permit under this Ordinance, persons applying for such permit thereby:
- a. Agree to the terms and conditions of this Ordinance,
  - b. Grant the City and its officers, employees and agents a right-of-entry upon the subject property (including the rear yard) for inspection purposes to ensure compliance with this Ordinance prior to and after the issuance of a permit,
  - c. Agree to remove chickens and chicken coops and enclosures upon the termination or expiration of a permit and/or this Ordinance, and
  - d. Hold the City and its officials, officers, employees and agents harmless concerning matters relating to or concerning the permit and this Ordinance.

As a condition of obtaining a permit, the Planning and Zoning Department may require persons applying for a permit to sign an agreement, in a form acceptable to the Planning and Zoning Department, incorporating the agreements of this subsection (6).

- (7) Up to four (4) chickens may be kept on an occupied detached single-family or single duplex property upon receiving a permit from the Planning and Zoning Department. Regardless of the underlying future land use designation, chickens shall not be kept on properties developed with commercial uses, mobile home/manufactured home park, triplexes, townhomes and apartments or other multifamily properties. \_\_\_\_\_.
- (8) Existing developed and occupied detached single-family or a single duplex residence that were lawfully approved to raise chickens prior to adoption of this ordinance, shall be grandfathered and allowed to continue the use without requiring a permit.
- (9) Every person who owns, controls, keeps, maintains or harbors chickens shall keep them confined on the premises at all times within a chicken coop or chicken pen unless a person is supervising the chickens within the confines of a fenced rear yard on the same premises as the coop. After a person has completed the personal interaction and supervision of chickens within the confines of the fenced rear yard, the chickens shall be returned to the coop or pen enclosure.
- (10) Ducks, geese, turkeys, guineas, pigeons, pea fowl, roosters, or any other poultry or fowl are not allowed under the provisions of this Ordinance, except in agricultural districts. Where otherwise permitted, nothing contained in this section shall prohibit any duly licensed business entity in such business from keeping for sale any reasonable number of such poultry or domestic fowl which are less than ten weeks of age, provided the same are maintained within the business structure.

(11) Chickens shall be kept for personal use only. Selling chickens, eggs, or chicken manure, or the breeding of chickens for commercial purposes is prohibited.

(12) Chickens shall not be bred or slaughtered on premises.

(c) Location and requirements for chicken coops and enclosures. Backyard chicken-keeping shall be permitted as an accessory use within single-family residential zoning districts, where the lot or parcel is developed and occupied by a single-family detached or a single duplex residence. Chickens shall not be kept on residential property with mobile home/manufactured home parks, triplexes, townhomes and apartments or other multi-family properties.

Permission for backyard chicken-keeping shall be subject to the following standards and conditions:

- (1) The maximum size of the coop and pen area shall be one hundred and twenty (120) square feet.
- (2) The maximum height of a coop and the pen fence around the coop shall be six (6) feet, as measured from the existing grade to the highest part of the coop or fence.
- (3) The coop and pen area shall be located in the rear yard of the developed and occupied single-family detached or a single duplex property.
- (4) The coop and pen shall be set back a minimum of five (5) feet from the side and rear lot lines and a minimum of twenty (20) feet from any side street, so long as the coop and pen area shall be at least twenty-five (25) feet from any residential structure on an adjoining lot.
- (5) Chicken coops and pens shall be completely screened from adjacent roadways and neighboring parcels by a six-foot tall opaque fence or wall erected on the property line. A chain-link fence, chain-link fence with slats, or similar fence shall not constitute an opaque wall or fence.
- (6) Nothing in this section shall prevent construction of a coop and pen to abut the rear of an applicant's house, so long as it otherwise meets the requirements of this Code.
- (7) Chicken coops shall be covered and ventilated, and a fenced pen enclosure/run is required. The coop and pen must be constructed in a way that establishes a clean, safe and pleasant environment free of odor, vermin, noise, and disease.
- (8) All enclosures for the keeping of chickens shall be so constructed and maintained as to prevent rodents or other pests from being harbored underneath, within, or within the walls of the enclosure. Chicken coops must be impermeable to rodents, wild birds, predators and weather, including all openings, ventilation holes, doors and gates. Enclosures shall be kept in neat condition, including provision of clean, dry bedding materials and regular removal of waste materials, so as to not create an odor.
- (9) Once a backyard chicken-keeping permit has been issued, the location will be subject to an annual inspection to ensure that the area is being maintained in a manner that is safe and sanitary for the animals and does not create a nuisance for the neighbors.

- (10) If a resident decides not to continue with their permit, or if the permit is revoked, per Subsection (e), the resident is responsible for finding appropriate homes for the chickens within thirty (30) days. In addition, a final inspection shall be completed in thirty (30) days to ensure that the chickens, coop, and pen have been removed from the property.
- (11) The city council hereby establishes the legal authority for a fee to cover processing costs for new permit applications, and a fee for annual renewals of any existing permits for residential backyard chicken keeping as currently established or as hereafter adopted by resolution by the city council from time to time.

(d) Health, sanitation and nuisance as applied to the keeping of chickens.

- (1) Chickens shall be housed at all times within a covered coop or fenced pen area, except that they may be removed from the coop or fenced pen area by a resident or visitor of the home, provided the resident keeps them under his or her continuous custody and control while they are outside the coop or fenced pen area.
- (2) Chickens must be secured within the chicken coop during non-daylight hours.
- (3) Chickens shall not be permitted to trespass on neighboring properties, run at large, be released or set free at any time.
- (4) Chicken coops and runs shall be maintained in a clean and sanitary condition at all times. Chickens shall not be permitted to create a nuisance consisting of odor, noise or pests, or contribute to any other nuisance condition.
- (5) If a chicken is injured or bitten by a family dog or neighbor's dog, said dog shall not be classified as a dangerous dog pursuant to Section 14-40 of the Lake City Code of Ordinances, as amended.
- (6) All deceased chickens shall be properly disposed of off-site within 24 hours of expiring.
- (7) In a public health emergency declared by the Columbia County Health Department, including but not limited to an outbreak of Avian Flu or West Nile virus, immediate corrective action shall be required, in accordance with applicable public health regulations and procedures and Animal Control.

(e) Revocation and transfer of permits

- (1) Revocation. A permit may be revoked by the city for the following reasons:
- a. If a permit holder fails to obtain chickens within six (6) months of obtaining the permit.
- b. If a permit holder discontinues raising chickens for a six (6) month period.
- c. If any condition of the chicken-keeping permit has been violated, the city may revoke the permit immediately if the violation has not been remedied within seven (7) days after written notice of the violation.
- d. Without affording the permit holder the opportunity to remedy a violation as set forth above, revocation shall occur if there are more than three separate violations occurring in a 90-day period arising from the backyard chickens.

- e. If revoked, neither the resident nor anyone else on the same premises may reapply for a period for twelve (12) months from the date of revocation. All chickens and the chicken coop must be removed from the property during any time the permit is revoked.
  - f. A person aggrieved by a decision to deny or revoke a chicken-keeping permit may appeal to the Growth Management Director.
- (2) Transfer. A permit issued pursuant to this section shall not be transferred to a subsequent propertyowner. Any subsequent property owner will be required to reapply for a permit pursuant to this section if the subsequent property owner wants chickens.
  - (3) Relocation. Any active permit holder who relocates to a new location may apply for a chicken. keeping permit without having to be waitlisted behind property owners who do not currently have a permit. The reason is to allow continuity of ownership for existing chickens in the City of Lake City
  - (4) Cancellation. If a participant chooses to discontinue backyard chicken-keeping, they must provide notice to the city and remove the coop and pen within thirty (30) days of the notice being given.
- (t) Violations. In the event that a violation of this Ordinance occurs, the City shall have the right to one or more of the following remedies or actions:
    - (1) Institute code enforcement proceedings and prosecute code violations against the violator and the property owner of the real property where the violation occurs;
    - (2) Take any other action or remedy authorized by law or in equity, including but not limited to, instituting an action in court to enjoin violating actions, in which case the violating person shall be liable to the City for reimbursement of the City's attorneys' fees and costs concerning such action; and
    - (3) Revoke the permit for the keeping of chickens

### SECTION III SEVERABILITY.

It is declared to be the intent of the City Council that, if any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

### SECTION IV CONFLICTS.

This action supersedes all codes and ordinances of the City or parts of, in conflict with this ordinance, to the extent of the conflict.



## SECTION V   CODIFICATION.

Sections I and II of this Ordinance shall be codified in the Code of Lake City. The codifier is authorized to make editorial changes not affecting the substance of this ordinance in the substitution of "article" for "ordinance," "section" for "paragraph," or otherwise take such editorial license.

**File Attachments for Item:**

10. Discussion and Possible Action - Vending Machines and Automated Teller Machines on City owned properties (Dave Young, Growth Management Director)

Meeting Date
June 21, 2021

# *City of Lake City*

## *Report to Council*

AGENDA	
Section	
Item No.	

**SUBJECT:** Placement of Vending Machines and/or Automated Teller Machines (ATM) on City Property

**DEPT. / OFFICE:** GROWTH MANAGEMENT

<b>Originator:</b> David C. Young, Director of Growth Management		
<b>City Manager</b>	<b>Department Director</b>	<b>Date</b>
JOSEPH HELFENBERGER	DAVID YOUNG	6/4/21
<b>Recommended Action:</b> If the City Council approves the placement of vending machines and/or automated teller machines on City owned properties, this should be performed through Procurement on an advertised bid process that would be open to all.		
<b>Summary Explanation &amp; Background:</b>  We have been approached by an individual requesting Business Tax Receipt information on their interest in placing Automated Teller Machines (ATM) on city owned properties, in particular the City of Lake Airport.		
<b>Alternatives:</b> Not allow privately owned vending machines and/or Automated Teller Machines to be placed on City properties.		
<b>Source of Funds:</b> There would be no outlay of capital by the City		
<b>Financial Impact:</b> Leasing of spaces for vending machines and/or Automated Teller Machines within City owned properties would create a source of revenue for the City.		
<b>Exhibits Attached:</b>		

**File Attachments for Item:**

11. Discussion and Possible Action - Volunteers of America request for the City to donate property for the construction of affordable housing project. (Dave Young, Growth Management Director)

Meeting Date
<b>June 21, 2021</b>

# *City of Lake City*

## *Report to Council*

AGENDA	
Section	
Item No.	

**SUBJECT:** Parcel 12187-000 located at 515 NW Matthew Street

**DEPT. / OFFICE:** GROWTH MANAGEMENT

<b>Originator: Volunteers of America</b>		
<b>City Manager</b>  <b>JOSEPH HELFENBERGER</b>	<b>Department Director</b>  <b>DAVID YOUNG</b>	<b>Date</b>  <b>06/01/21</b>
<b>Recommended Action:</b> Growth Management recommends that this property be posted for sale to the highest bidder on GOV.DEAL by the City.		
<b>Summary Explanation &amp; Background:</b>  The Volunteers of America would like to have the City of Lake City donate this property to Volunteers of America for the construction of affordable housing project.  This parcel is located and divided by NW Matthews Street and directly attached to the parcel for the football stadium on the South, NW Hilton Avenue on the East and NW Washington Street on the West and North.		
<b>Alternatives:</b> This 4.78-acre parcel could be listed for sale to the highest bidder by the City on GOV.DEAL and the proceeds utilized for repair of homes for low income persons.		
<b>Source of Funds:</b>  Donation: Cost of transfer to Volunteers of America – Growth Management		
<b>Financial Impact:</b> Budget impact of Growth Management funds		
<b>Exhibits Attached:</b> Letter from Volunteers of America and Columbia County Property Appraiser print out and Staff Analysis		

# LAKE CITY GROWTH MANAGEMENT

## STAFF ANALYSIS REPORT

Project Information	
Project Name and Case No.	RTC – Volunteers of America
Applicant	Volunteers Of America – James M Stringfellow, CEO
Owner	City of Lake City
Requested Action	Volunteers of America request the City donate this 4.78-acre parcel to Volunteers of America for an Affordable Housing project.
Hearing Date	June 21, 2021
Staff Analysis/Determination	
Prepared By	David C. Young, Director

Subject Property Information	
Size	4.78 Acres
Location	515 NW Matthews Street
Parcel Number	12187-000
Future Land Use	Recreation
Current Zoning District	Residential, Single Family - 3
Flood Zone	Not in a flood zone

Land Use Table				
Direction	Future Land Use	Zoning	Existing Use	Comments
North	Industrial	Industrial	Storage Yard	
South	Recreational and Residential – Medium Density (<8 d.u. per acre)	RSF-3	Football Stadium and residential homes	
East	Public and Residential – Medium Density (<8 d.u. per acre)	RSF-3	Residential homes and cemetery	
West	Industrial	Industrial	Warehouse	

Summary of Request
Volunteers of America would like the City to donate this parcel to the Volunteers of America for the construction of an affordable housing project.

**Staff Analysis.**

Growth Management recommends, if the City has no future plans for the recreational use of this parcel, that this 4.78-acre parcel be posted on the GOV.DEAL site for auction of this parcel to the highest bidder and the funds generated be utilized for the repair and revitalization of homes for the low-income property owners.



Volunteers of America®

FLORIDA

*Alex Bueno*  
*Board Chair*

*Janet Stringfellow*  
*President & CEO*

May 24, 2021

Growth Management Department  
City of Lake City, FL

Re: Land Donation Proposal

To Whom It May Concern:

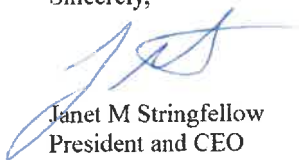
Our Mission is for Volunteers of America of Florida to engage Floridians in need to create positive life changes through compassionate support services. Our Vision is for Volunteers of America of Florida to strive to provide premier human services and experiences with superior results for individuals and families in need.

Proposal presented to: Lake City Council  
Proposal presented on: May 25, 2021

Proposal objective: this proposal has been prepared with the objective of requesting you to make a land donation to Volunteers of America of Florida for an Affordable Housing Project. Per our discussions with David Young, we are interested in a property owned by the city (515 Matthews St, Lake City Florida 32055) The current Zoning is Residential, Single Family-3 (RSF-3). We would like to work with the city to re-zone it for Multi- Family.

If you have any further questions please contact Travis Brown, VP Housing and Development at 912-210-7513, [tbrown@voa-fla.org](mailto:tbrown@voa-fla.org).

Sincerely,



Janet M Stringfellow  
President and CEO

405 Central Avenue, Suite 100, Saint Petersburg, FL 33701-3866, 727 369 8500  
[info@voa-fla.org](mailto:info@voa-fla.org) ♦ [www.voa-fla.org](http://www.voa-fla.org)



Parcel: << 00-00-00-12187-000 (40758) >>

Aerial Viewer Pictometry Google Maps

2019 2016 2013 2010 2007 2005 ☒ Sales

### Owner & Property Info

Owner	CITY OF LAKE CITY 205 N MARION AVE LAKE CITY, FL 32055		
Site	515 MATTHEW ST, LAKE CITY		
Description*	N DIV: BEG NE COR, RUN W 460 FT, S 350 FT, W 262.5 FT, S 311 FT, E 480.2 FT, N 296.17 FT, E 243 FT, N 363.83 FT TO POB, EX A PARCEL DEEDED TO SCHOOL BOARD DESC ORB 778-680. PART OF BLOCK 126		
Area	4.78 AC	S/T/R	30-3S-17
Use Code**	MUNICIPAL IMP (8900)	Tax District	1

\*The Description above is not to be used as the Legal Description for this parcel in any legal transaction.

\*\*The Use Code is a FL Dept. of Revenue (DOR) code and is not maintained by the Property Appraiser's office. Please contact your city or county Planning & Zoning office for specific zoning information.

### Property & Assessment Values

2020 Certified Values		2021 Working Values	
Mkt Land	\$364,379	Mkt Land	\$364,380
Ag Land	\$0	Ag Land	\$0
Building	\$0	Building	\$0
XFOB	\$0	XFOB	\$0
Just	\$364,379	Just	\$364,380
Class	\$0	Class	\$0
Appraised	\$364,379	Appraised	\$364,380
SOH Cap [?]	\$0	SOH Cap [?]	\$0
Assessed	\$364,379	Assessed	\$364,380
Exempt	OTHER \$364,379	Exempt	04 \$364,380
Total Taxable	county:\$0 city:\$0 other:\$0 school:\$0	Total Taxable	county:\$0 city:\$0 other:\$0 school:\$0



### ▼ Sales History

Sale Date	Sale Price	Book/Page	Deed	V/I	Qualification (Codes)	RCode
NONE						

### ▼ Building Characteristics

Bldg Sketch	Description*	Year Blt	Base SF	Actual SF	Bldg Value
NONE					

### ▼ Extra Features & Out Buildings (Codes)

Code	Desc	Year Blt	Value	Units	Dims
NONE					

### ▼ Land Breakdown

Code	Desc	Units	Adjustments	Eff Rate	Land Value
8900	MUNICIPAL (MKT)	208,217.000 SF (4.780 AC)	1.0000/1.0000 1.0000/ /	\$2 /SF	\$364,380





## Columbia County Property Appraiser

Jeff Hampton | Lake City, Florida | 386-758-1083

**PARCEL: 00-00-00-12187-000 (40758) | MUNICIPAL IMP (8900) | 4.78 AC**

N DIV: BEG NE COR, RUN W 460 FT, S 350 FT, W 262.5 FT, S 311 FT, E 480.2 FT, N 296.17 FT, E 243 FT, N 363.83 FT TO POB, EX A PARCEL DEEDED TO SCHOOL B

**Owner: CITY OF LAKE CITY**

205 N MARION AVE  
LAKE CITY, FL 32055

**Site:** 515 MATTHEW ST, LAKE CITY

**Sales**

**Info**

NONE

### 2021 Working Values

Mkt Lnd	\$364,380	Appraised	\$364,380
Ag Lnd	\$0	Assessed	\$364,380
Bldg	\$0	Exempt	\$364,380
XFOB	\$0	Total	county:\$0 city:\$0
Just	\$364,380	Taxable	other:\$0 school:\$0

### NOTES:



Columbia County, FL

This information, was derived from data which was compiled by the Columbia County Property Appraiser Office solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. No warranties, expressed or implied, are provided for the accuracy of the data herein, it's use, or it's interpretation. Although it is periodically updated, this information may not reflect the data currently on file in the Property Appraiser's office.

[GrizzlyLogic.com](http://GrizzlyLogic.com)