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# CITY COUNCIL REGULAR SESSION

## CITY OF LAKE CITY

April 01, 2024 at 6:00 PM

Venue: City Hall

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## AGENDA

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

### Pledge of Allegiance

Invocation - Mayor Stephen Witt

### Roll Call

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

***As a reminder, persons are not to openly carry a handgun or carry a concealed weapon or firearm while the governing body is meeting.***

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

### Approval of Agenda

### Proclamations

- [1.](#) Child Abuse Prevention Month - April 2024
- [2.](#) Water Conservation Month - April 2024
- [3.](#) Procurement Month - March 2024

### Public Participation - Persons Wishing to Address Council

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

### **Approval of Consent Agenda**

- [4.](#) March 18, 2024 Regular Session Minutes
- [5.](#) City Council Resolution No. 2024-032 - A resolution of the City of Lake City, Florida, approving that certain Interagency Agreement between the City, the State of Florida Department of Juvenile Justice, the Columbia County Sheriff's Office, and the Columbia County School District implementing the requirements of Subsection 985.04(1)(c), Florida Statutes concerning the sharing of information about juvenile offenders; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said Agreement; directing the Chief of Police of the Lake City Police Department to join the Mayor in executing said Agreement; repealing all prior resolutions in conflict; and providing an effective date.
- [6.](#) City Council Resolution No. 2024-033 - A resolution of the City of Lake City, Florida, adopting the evaluation and tabulation of responses to that certain invitation to Bid number 004-2024 for improvements to a segment of Southwest Grandview Street; accepting the bid from Florida Fill and Grading, Inc., a Florida Corporation as the lowest responsive bid; approving the Agreement with said vendor; making certain findings of fact in support thereof; recognizing the authority of the Mayor to execute and bind the City to said Agreement; directing the Mayor to execute and bind the City to said Agreement; repealing all prior resolutions in conflict; and providing an effective date.
- [7.](#) City Council Resolution No. 2024-034 - A resolution of the City of Lake City, Florida, recognizing a need for the resurfacing of Camp Street in the City of Lake City; recognizing a need for financial assistance through grant funding to complete the resurfacing of Camp Street in the City of Lake City; authorizing the City to apply for that certain grant pursuant to the Small County Outreach Program for Rural Areas of Opportunities in furtherance of resurfacing Camp Street in the City; making certain findings of fact in support of the City applying for said Grant; recognizing the authority of the Mayor to execute such documents; directing the Mayor to execute said documents; repealing all prior resolutions in conflict; and providing an effective date.

### **Presentations**

- [8.](#) City Council Resolution No. 2024-025 - A resolution of the City of Lake City, Florida, changing the name of that certain segment of Northeast Railroad Street

situated between North Marion Avenue and Northeast Davis Avenue; designating the name of said segment henceforth to Northeast Presley Lane within the City of Lake City, Florida; providing for conflicts; providing for severability; providing an effective date.

## **Old Business**

Ordinances - None

Resolutions - None

Other Items

[9.](#) City Manager Hiring Process Update (Mayor Stephen Witt)

10. Additional Street Lighting Update (Mayor Stephen Witt)

## **New Business**

Ordinances

### **Open Quasi-Judicial Proceeding**

#### **Preliminary Matters (Attorney Clay Martin):**

[11.](#) **The City Attorney shall read the ordinance by title.**

City Council Ordinance No. 2024-2260 (first reading) - An ordinance of the City of Lake City, Florida, amending the Future Land Use Plan Map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 23-06, by the property owner of said acreage, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the future land use classification from Residential, Medium Density (less than or equal to 8 dwelling units per acre) to Residential, High Density (less than or equal to 20 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.

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

**13. Swearing in of applicant/appellant, staff and all witnesses collectively by Clerk.**

**14. Clerk should take custody of exhibits.**

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

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

#### **Close Quasi-Judicial Proceeding**

Adopt City Council Ordinance No. 2024-2260 on first reading

#### **Open Quasi-Judicial Proceeding**

#### **Preliminary Matters (Attorney Clay Martin):**

[15.](#) City Council Ordinance No. 2024-2263 (first reading) - An ordinance of the City of Lake City, Florida, amending the Official Zoning Atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of ten or less contiguous acres of land, pursuant to an application, Z 23-07, by the property owner of said acreage; providing for the rezoning from Residential, Single Family-3 (RSF-3) and Residential, Multiple Family -1 (RMF-1) to Residential, Multiple Family-2 (RMF-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.

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

**17. Swearing in of applicant/appellant, staff and all witnesses collectively by Clerk.**



**18. Clerk should take custody of exhibits.**

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

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

**Close Quasi-Judicial Proceeding**

Adopt City Council Ordinance No. 2024-2263 on first reading

Other Items - None

**Departmental Administration**

- [19.](#) Discussion and Possible Action: Approval to use a maximum of \$1.8 million of the remaining ARPA funds to replace the 18-year-old Ladder 1 truck. Currently the build time after purchase of a new replacement ladder truck is two (2) years. (Chief Josh Wehinger)
- [20.](#) Discussion and Possible Action: Requesting approval to reclassify one Maintenance Worker position to Inmate Crew Leader and approve job description. The salary would be the same as for a Maintenance Worker, which is already budgeted for FY 2024 (Executive Director of Utilities Steve Brown)

**Comments by Council Members****Adjournment**

**YouTube Information**

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

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

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

**File Attachments for Item:**

1. Child Abuse Prevention Month - April 2024

# Proclamation

## Child Abuse Prevention Month April 2024


- WHEREAS,** *Lake City's future prosperity depends on nurturing the healthy development of the children currently residing in Lake City; and*
- WHEREAS,** *the abuse and neglect of children can cause severe, costly and lifelong problems, including physical and mental health problems, school failure and criminal behavior, which affect all of society; and*
- WHEREAS,** *research shows that parents and caregivers who have social networks and know how to seek help in times of trouble are more resilient and better able to provide safe environments and nurturing experiences for their children; and*
- WHEREAS,** *individuals, businesses, schools, and faith-based and community organizations must make children a top priority and take action to support the physical, social, emotional and educational development and competency of all children; and*
- WHEREAS,** *children deserve the opportunity to grow and thrive in healthful environments, free from threats of violence and harm; and*
- WHEREAS,** *during the month of April, public and private-sector agencies, child care professionals, child advocates, and residents will be increasing the public's awareness of child abuse and neglect prevention.*

**NOW, THEREFORE, I, Mayor Stephen M. Witt, of the City of Lake City, do hereby proclaim the month of April 2024 as Child Abuse Prevention Month in the City of Lake City and in so doing urge all citizens to join me in observing this month with appropriate programs, ceremonies, and activities.**



Seal of the City of Lake City  
State of Florida

*In witness whereof I have hereunto set my hand and caused this seal to be affixed this 1<sup>st</sup> day of April 2024.*

  
Stephen M. Witt, Mayor  
City of Lake City

24-03

**File Attachments for Item:**

2. Water Conservation Month - April 2024

# Proclamation

## **WATER CONSERVATION MONTH** **APRIL 2024**

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

**NOW, THEREFORE,** I, Stephen M. Witt, Mayor of the City of Lake City, Florida do hereby proclaim April as **WATER CONSERVATION MONTH** and urge each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

*In witness whereof I have hereunto set my hand and caused this seal to be affixed this 5<sup>th</sup> day of April 2024.*



A handwritten signature in blue ink, appearing to read "Stephen M. Witt", is written over a horizontal line.

Stephen M. Witt, Mayor

City of Lake City

Seal of the City of Lake City  
State of Florida

**File Attachments for Item:**

3. Procurement Month - March 2024



# Proclamation

## PROCUREMENT MONTH March 2024

- WHEREAS,** *public procurement organizations are committed to the highest ideals of honor and integrity to merit the respect and confidence of their government agencies as well as the public, whom they serve, ensuring the prudent use of taxpayer dollars, and*
- WHEREAS,** *public procurement is diligently committed to the pursuit of efficiencies and effectiveness in the delivery of goods and services, executing and implementing contracts, developing forecasts and procurement strategies, and cultivating working relationships with suppliers and other departments within the organization, and*
- WHEREAS,** *the City of Lake City provides an environment that is open for business partnerships, where all organizations are afforded an equal opportunity to compete for business within the City, and*
- WHEREAS,** *the City of Lake City supports and practices the public procurement guiding principles of Accountability, Ethics, Impartiality, Professionalism, Service and Transparency, as fundamental tenets of the public procurement profession, and*
- WHEREAS,** *The National Institute of Governmental Purchasing has proclaimed the month of March as Procurement Month to further expand the awareness of the procurement professionals' role to governmental officials, the public, business, and corporate leaders.*

**NOW, THEREFORE, I,** Stephen M. Witt, Mayor of the City of Lake City, do hereby proclaim the month of March 2024 as Procurement Month in the City of Lake City and urge all citizens to join the City Council in recognizing the role of the procurement and contract administration profession within business, industry, and government.



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 1<sup>st</sup> day of April 2024.*

A handwritten signature in blue ink, appearing to read "Stephen M. Witt", is written over a horizontal line.

Stephen M. Witt,  
Mayor City of Lake City



**File Attachments for Item:**

4. March 18, 2024 Regular Session Minutes

The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on March 18, 2024 beginning at 6:00 PM, in the City Council Chambers, located at City Hall 205 North Marion Avenue, Lake City, Florida. Members of the public also viewed the meeting on our YouTube Channel.

#### PLEDGE OF ALLEGIANCE

INVOCATION – Council Member Ricky Jernigan

#### ROLL CALL

Mayor/Council Member  
City Council

Stephen M. Witt

Jake Hill, Jr.

Chevella Young

Ricky Jernigan

James Carter

City Attorney  
Interim City Manager  
Sergeant-at-Arms  
City Clerk

Clay Martin

Dee Johnson

Chief Gerard Butler

Audrey Sikes

PROCLAMATIONS – None

#### MINUTES

1. February 20, 2024 Regular Session Meeting
2. February 26, 2024 Special Called Council Meeting
3. February 26, 2024 Council Workshop
4. March 4, 2024 Regular Session

**Mr. Hill made a motion to approve the February 20, 2024 Regular Session, February 26, 2024 Special Called Council Meeting, February 26, 2024 Council Workshop, and March 4, 2024 Regular Session minutes as presented. Mr. Jernigan seconded the motion and the motion carried unanimously on a voice vote.**

#### APPROVAL OF AGENDA

Mayor Witt reported Item #7 needed to be removed from the agenda as the honoree was unable to attend the meeting. **Mr. Carter made a motion to approve the agenda as amended. Mr. Hill seconded the motion and the motion carried unanimously on a voice vote.**

#### PUBLIC PARTICIPATION – PERSONS WISHING TO ADDRESS COUNCIL

- Sylvester Warren
- Ben Loftstrom
- Brian Pitman

## APPROVAL OF CONSENT AGENDA

5. Approval to transfer funds in the amount of \$34,000.00 from Professional Services, account 410.72.536-030.31, to Capital Outlay Infrastructure, account 410.72.536-060.63, to cover the cost of upgrading Programable Logical Controllers (PLC), soft starters and other intergraded equipment at the Water Treatment Plant. The funds are budgeted for this fiscal year.
6. Approval to award Bid No. ITB-007-2024 Annual Tree Removing, Stump Grinding and Mulching Contract to Looks Great Services of MS, Inc., the lowest bidder.

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

## PRESENTATIONS

7. City Council Resolution No. 2024-025 - A resolution of the City of Lake City, Florida, changing the name of that certain segment of Northeast Railroad Street situated between North Marion Avenue and Northeast Davis Avenue; designating the name of said segment henceforth to Northeast Presley Lane within the City of Lake City, Florida; providing for conflicts; providing for severability; providing an effective date.

This Item was removed during approval of agenda.

OLD BUSINESS – None

NEW BUSINESS

Ordinances – None

Resolutions

8. City Council Resolution No. 2024-024 - A resolution of the City of Lake City, Florida, approving that certain State Highway Lighting, Maintenance, and Compensation work order for Fiscal Year 2024-2025 Agreement with the State of Florida Department of Transportation for maintenance of certain highway lighting facilities located in the City of Lake City; making certain findings of fact in support of the City approving said Agreement; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City said Agreement; repealing all prior resolutions in conflict; and providing an effective date.

PUBLIC COMMENT: Sylvester Warren

**Mr. Hill made a motion to approve City Council Resolution No. 2024-024. Mr. Carter seconded the motion. A roll call vote was taken and the motion carried.**

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

9. City Council Resolution No. 2024-026 - A resolution of the City of Lake City, Florida, authorizing Task Assignment Number One pursuant to the continuing contract with RS&H, Inc., a Florida Corporation; providing for professional construction, engineering, and inspection services associated with improvements to Southwest Grandview Street; making certain findings of fact in support of the City approving said Task Assignment; recognizing the authority of the Mayor to execute and bind the City to said Task Assignment; authorizing the City Manager with the consent of the City Attorney to make minor changes to the scope of work of the Task Assignment provided such changes do not increase the quoted price in the Task Assignment; repealing all prior resolutions in conflict; and providing an effective date.

PUBLIC COMMENT: Sylvester Warren

**Mr. Carter made a motion to approve City Council Resolution No. 2024-026. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.**

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

10. City Council Resolution No. 2024-027 - A resolution of the City of Lake City, Florida, approving that certain Agreement between the City and the State of Florida Department of Transportation for Administration of State Grant Funds pursuant to Financial Project Number 434923-1-94-24 for the design and construction of a hangar at the Lake City Gateway Airport; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the Mayor to execute and bind the City to said Agreement; directing the Mayor to execute and bind the City to said Agreement; repealing all prior resolutions in conflict; and providing an effective date.

PUBLIC COMMENT: Sylvester Warren

**Mr. Hill made a motion to approve City Council Resolution No. 2024-027. Mr. Carter seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Hill	Aye
Mr. Carter	Aye
Ms. Young	Aye
Mr. Jernigan	Aye
Mayor Witt	Aye

11. City Council Resolution No. 2024-030 - A resolution of the City of Lake City, Florida, approving Change Order Number Three to that certain contract between the City and SGS Contracting Services, Inc. as said contract was approved and adopted pursuant to City of Lake City Resolution No. 2023-099; pursuant to said Change Order Number Three extending to May 24, 2024 the date of completion of the Rehabilitation Project at the City of Lake City's Waste Water Treatment Plant as such date of completion was initially set forth in said contract; making certain findings of fact in support of the City approving said Change Order; recognizing the authority of the Mayor to execute and bind the City to said Change Order; repealing all prior resolutions in conflict; and providing an effective date. (St. Margarets) **Mr. Hill made a motion to approve City Council Resolution No. 2024-030. Mr. Carter seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Hill	Aye
Mr. Carter	Aye
Ms. Young	Aye
Mr. Jernigan	Aye
Mayor Witt	Aye

#### Other Items

12. Discussion and Possible Action: Nomination(s) for the Northeast Florida League of Cities \$500.00 donation to a local non-profit agency/organization/entity. All applications must be received by April 10. (Mayor Stephen Witt)

**Mr. Hill made a motion to nominate the North Florida Center of Excellence, Inc. for the Northeast Florida League of Cities Donation to non-profits in the amount of \$500.00. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Hill	Aye
Ms. Young	Aye
Mr. Carter	Aye
Mr. Jernigan	Aye
Mayor Witt	Aye

Note: Mr. Hill provided Ms. Sikes with completed application and supporting documentation.

13. Informational Purposes Only - City Attorney Folds Walker, LLC invoice for January 2024.

#### DEPARTMENTAL ADMINISTRATION

14. Discussion and Possible Action: Approval to create an additional Records Coordinator position (Grade 2) in the Lake City Police Department Records Unit to keep up with the influx of public records request. This position will be funded from the 10 Communications Officer position (Grade 1) being removed from the Police Position Schedule when the Dispatch Center is moved to the County. (Chief Gerald Butler)

Chief Butler explained the need for an additional Records Coordinator position due to the influx of public records requests.

PUBLIC COMMENT: Sylvester Warren

**Mr. Jernigan made a motion to approve an additional Records Coordinator position (Grade 2) in the Lake City Police Department Records Unit. Mr. Carter seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Jernigan</b>	<b>Aye</b>
<b>Mr. Carter</b>	<b>Aye</b>
<b>Mr. Hill</b>	<b>Aye</b>
<b>Ms. Young</b>	<b>Nay</b>
<b>Mayor Witt</b>	<b>Aye</b>

#### COMMENTS BY COUNCIL MEMBERS

Mr. Carter recognized Water Treatment Plan Director Mike Osborne, and employees Brandon Chasteen, John Conyers, Earl Crossman, Daniel Moore, Aubrey Parrish, and Al Sloan, after touring the facility.

Members discussed the City Manager interview process scheduled for next month. Ms. Sikes provided a draft interview process for review.

Mr. Hill requested an update on the Gwen Lake Project. Mr. Johnson reported the information on the grant was still pending at this time.

#### ADJOURNMENT

**Mr. Jernigan made a motion to adjourn at 6:43 PM. Mr. Carter seconded the motion and the motion carried unanimously on a voice vote.**

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Stephen M. Witt, Mayor/Council Member

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Audrey Sikes, City Clerk

**File Attachments for Item:**

5. City Council Resolution No. 2024-032 - A resolution of the City of Lake City, Florida, approving that certain Interagency Agreement between the City, the State of Florida Department of Juvenile Justice, the Columbia County Sheriff's Office, and the Columbia County School District implementing the requirements of Subsection 985.04(1)(c), Florida Statutes concerning the sharing of information about juvenile offenders; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said Agreement; directing the Chief of Police of the Lake City Police Department to join the Mayor in executing said Agreement; repealing all prior resolutions in conflict; and providing an effective date.

## **RESOLUTION NO 2024 - 032**

### **CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA, APPROVING THAT CERTAIN INTERAGENCY AGREEMENT BETWEEN THE CITY, THE STATE OF FLORIDA DEPARTMENT OF JUVENILE JUSTICE, THE COLUMBIA COUNTY SHERIFF'S OFFICE, AND THE COLUMBIA COUNTY SCHOOL DISTRICT IMPLEMENTING THE REQUIREMENTS OF SUBSECTION 985.04(1)(c), FLORIDA STATUTES CONCERNING THE SHARING OF INFORMATION ABOUT JUVENILE OFFENDERS; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; DIRECTING THE CHIEF OF POLICE OF THE LAKE CITY POLICE DEPARTMENT TO JOIN THE MAYOR IN EXECUTING SAID AGREEMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Department of Juvenile Justice (the "DJJ") supervises juvenile offenders within Columbia County; and

**WHEREAS**, the City of Lake City, Florida (the "City") provides law enforcement and public safety services to the City via the Lake City Police Department (the "LCPD"); and

**WHEREAS**, the Columbia County Sheriff's Office (the "CCSO") provides law enforcement and public safety services to Columbia County, Florida; and

**WHEREAS**, the Columbia County School District (the "CCSD") provides a system of public education to Columbia County, Florida; and

**WHEREAS**, each of the DJJ, the LCPD, the CCSO, and the CCSD (collectively, the "Agencies") routinely encounter and provide services to juvenile criminal offenders; and

**WHEREAS**, from time to time it is necessary that the Agencies exchange information regarding juvenile offenders within Columbia County; and

**WHEREAS**, the Agencies are required to comply with all state and federal laws relating to students pursuant to §§985.04(1)(c), Florida Statutes; and

**WHEREAS**, the Agencies desire to implement the requirements contained in §§985.04(1)(c), Florida Statutes; and

**WHEREAS**, the City of Lake City, Florida ("City"), by and through its Police Department, desires to enter into the referenced interagency agreement in the form attached as an Exhibit hereto (the "Agreement"); and

**WHEREAS**, complying with Florida Statute and exchanging information with the DJJ, the CCSO, and the CCSD pursuant to the terms of the Agreement by adopting the terms of the Agreement is in the public interest and in the interests of the City; now therefore

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



1. Complying with Florida Statute and exchanging information with the DJJ, the CCSO, and the CCSD pursuant to the terms of the Agreement by adopting the terms of the Agreement is in the public interest and in the interests of the City; and
2. In furtherance thereof, the Agreement in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and
4. The Mayor of the City of Lake City is authorized to execute on behalf of and bind the City to the terms of the Agreement; and
5. The Mayor of the City of Lake City is directed to execute on behalf of and bind the City to the terms of the Agreement; and
6. The Chief of Police of the Lake City Police Department is directed to join the Mayor in executing the Agreement; and
7. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
8. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

**APPROVED AND ADOPTED**, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of April, 2024.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

\_\_\_\_\_  
Hon. Stephen M. Witt, Mayor

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

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

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Clay Martin, City Attorney

## **INTERAGENCY AGREEMENT REGARDING SHARING INFORMATION ABOUT JUVENILE OFFENDERS**

**THIS INTERAGENCY AGREEMENT** (hereinafter referred to as “Interagency Agreement”) is made this 5<sup>th</sup> day of March, 2024, by and between The Columbia County School District, State of Florida, Department of Juvenile Justice Probation and Community Intervention (DJJ-C03 or DJJ), Columbia County Sheriff’s Office (CCSO), and the Lake City Police Department (LCPD) (hereinafter referred to collectively as “Parties” or Agencies”).

### **1. Agreement**

- A. The purpose of this agreement is to implement the requirements contained in subsection 985.04 (1)(c), Florida Statutes.**
- B. Personal identifiable information may be released, without consent of the student or the student’s parents to parties to this Interagency Agreement pursuant to s. 1002.221(2)(c), Florida Statutes.
- C. All parties agree to promote a coordinated effort among agencies and staff to implement the provisions of s. 985.04(1)(c), Florida Statutes.
- D. All parties agree to participate in Interagency planning meetings, as appropriate
- E. All parties to this Interagency Agreement shall cooperate in the dissemination of information relating to students pursuant to any agreement entered into by the parties pursuant to s. 985.04(1)(c), Florida Statutes.
- F. All parties are required to comply with all state and/or federal laws related to records use, security, dissemination, and retention/ destruction. Consequences for any violation shall be governed in accordance with the law.
- G. All parties shall comply with s. 943.0525, Florida Statutes and shall maintain confidentiality of information that is not otherwise exempt from s. 119.071(1), Florida Statutes, or as otherwise provided by law.

### **Columbia County School District’s Responsibilities:**

- A. Notify the appropriate school personnel in writing pursuant to s. 985.04(4), Florida Statutes, and other applicable statutes in accordance with adopted school board policies.
- B. Designate and inform all parties to this Interagency Agreement of the name, address, and telephone number or numbers of the contact person or persons by geographic region, to be responsible for receiving juvenile arrest information.
- C. Request juvenile criminal history information only for purposes of assessment, placement, or school safety, security of persons and property, pursuant S. 985.04(1)(b), Florida Statutes, (2024).
- D. Designate and inform the CCSO and LCPD of the name, address, and telephone number or numbers of the contact person to be responsible for receiving confidential criminal history information, pursuant to s. 985.04(1)(b), Florida Statutes. (2024).

- E. Ensure that information obtained through the criminal history database is disseminated only to appropriate Columbia County School District personnel and carries an appropriate warning regarding the reliability, confidentiality and control of further dissemination.
- F. Provide notification to any classroom teacher when a juvenile who has been placed in a probation or commitment program for a felony offense, is being assigned to their classroom.

**Department of Juvenile Justice Responsibilities:**

- A. Immediately notify the Columbia County Sheriff's Office upon learning of the move or other relocation into, out of, or within Columbia County, of a juvenile offender who has been adjudicated delinquent or guilty, or had adjudication of delinquency or guilt withheld, of a violent misdemeanor or violent felony, as defined in s. 985.047(2)(b), Florida Statutes. (2024).
- B. Share dispositional, placement and case management information with the appropriate agency or agencies for purposes of assessment, placement and enhanced supervision of juveniles referred to the DJJ for sexual offenses, pursuant to s. 985.047(2)(d), Florida Statutes. (2024).
- C. Ensure that information disseminated pursuant to this Interagency Agreement carries an appropriate warning regarding the reliability, confidentiality and control of further dissemination. Such warning shall be in accordance with the Florida Department of Law Enforcement Criminal Justice Information System User Agreement requirements.

**Sheriff of Columbia County:**

- A. Promptly provide notification to Columbia County School District Superintendent, or his or her designee (s), of juveniles arrested within Columbia County for crimes of violence or violations of law which would be a felony if committed by an adult, pursuant Florida Statute 985.04 (2024).
- B. Provide Florida summary criminal history information to the Columbia County School District Superintendent, or his or her designee(s), upon request, regarding juveniles who are students enrolled in or about to be enrolled in the school district of Columbia County when necessary for assessment, placement or security of persons or property. Further, the Sheriff will establish, and forward to the Columbia County School District Superintendent the internal procedures of the CCSO for receiving, processing and providing information pursuant to such requests, pursuant Florida Statute 985.04 (2024).
- C. Ensure that information disseminated pursuant to this Agreement carries an appropriate warning regarding the reliability, confidentiality and control of further dissemination. Such warning shall be in accordance with the Florida Department of Law Enforcement Criminal Justice Information System User Agreement requirements.
- D. Provide information to the Columbia County School District Superintendent or his or her designee(s), concerning those students who meet the statutory definition under Florida Statute 874.03(2), as a criminal gang member.

- E. Notify the Columbia County School District Superintendent, or his or her designee(s) the name and address of any employee of the school district who is arrested and/or charged with a felony or with a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance. Notification to the Columbia County School District Superintendent, or his or her designee(s) shall be within 48 hours of the arrest or charge and shall include the specific charge for which the employee was arrested/charged.

**Lake City Police Department Responsibilities:**

- A. Immediately provide notification to the Columbia County School District of juveniles within the school district of Columbia County arrested or taken into custody from crimes of violence or violations of law which would be a felony if committed by an adult, pursuant to s. 985.04 Florida Statutes, (2024).
  - B. Provide Florida summary criminal history information to the Columbia County School District upon request regarding juveniles who are students enrolled in or about to be enrolled in the school district of Columbia County when necessary for assessment, placement or security of persons or property. Further, the Police Chief, or his or her designee, will establish and forward to the Columbia County School District the internal procedures of the LCPD for receiving, processing and providing information pursuant to such requests.
  - C. Ensure that information disseminated pursuant to this Interagency Agreement carries an appropriate warning regarding the reliability, confidentiality, and control of further dissemination. Such warning shall be in accordance with the Florida Department of Law Enforcement Criminal Justice Information System User Agreement requirements.
  - D. Provide information to the Columbia County School District concerning those students who meet the statutory definition of a criminal gang member pursuant to s. 874.03(2), Florida Statutes.
  - E. Notify the Columbia County School District of the name and address of any employee of the school district who is arrested or charged with a felony, or with a misdemeanor, involving the abuse of a minor child, or the sale or possession of a controlled substance. Notification to the Columbia County School District Superintendent, or his or her designee(s), shall be within 48 hours of the arrest or charge and shall include the specific charge for which the employee was arrested/charged.
2. **Term of Agreement** The term of this Interagency Agreement shall take effect on the date the last party executes the same ("Effective Date"). This Interagency Agreement shall renew every five years unless terminated by either party by providing sixty (60) days advance written notice to the other parties. This Agreement may be modified or amended upon written agreement of all parties.

3. **Notices**

- A. All notices, demands, or other writings required to be given or made or sent pursuant to this Agreement, or which may be given or made or sent by either party to the other, shall be deemed to have been fully transmitted when in writing and addressed as follows:

Columbia County Sheriff's Office  
4917 US Hwy 90 East,  
Lake City Florida 32055

Lake City Police Department  
225 NW Main Blvd,  
Lake City Florida 32055

Department of Juvenile Justice Circuit 03  
690 E Duval Street,  
Lake City Florida 32055

Columbia County School District  
372 W Duval Street,  
Lake City Florida 32055

- B. All notices required, or which may be given hereunder, shall be considered properly given if (1) personally delivered, (2) sent by certified United States mail, return receipt request, (3) sent by FedEx or other equivalent overnight letter delivery company, or (4) sent by email with delivery and read receipt.
- C. The effective date of such notices shall be the date personally delivered, or if sent by mail, the date of the postmark, or if sent by overnight letter delivery company, the date the notice was picked up by the overnight delivery company, or the date of the read receipt.
- D. Parties may designate other parties or addresses to which notices shall be sent to notify, in writing, the other party in a manner designated for the filling of notice hereunder.
4. **Entire Agreement** This document embodies the entire agreement and understanding between the parties with respect to the subject matter hereto and supersedes all prior agreements, representation and understandings wither oral, written, or otherwise relating thereto. This Interagency Agreement may not be modified or terminated except as provided herein.
5. **Counterparts** This Interagency Agreement may be executed in counterparts to expedite its implementation and Effective Date.

**IN WITNESS WHEREOF**, this Interagency Agreement has been executed by, and on behalf of, the Columbia County School District, CCSO, LPD, DJJ-C03, on this \_\_\_\_\_ day of \_\_\_\_\_.

COLUMBIA COUNTY SCHOOL DISTRICT

By: \_\_\_\_\_  
Alex L. Carswell, Jr., Superintendent

Date: \_\_\_\_\_

COLUMBIA COUNTY SHERIFF'S OFFICE

By: \_\_\_\_\_  
Mark Hunter, Sheriff

Date: \_\_\_\_\_

CITY OF LAKE CITY, FLORIDA, LAKE CITY POLICE  
DEPARTMENT

By: \_\_\_\_\_  
Gerald Butler, Chief

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

ATTEST:

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

DEPARTMENT OF JUVENILE JUSTICE

By: Rebecca Rogers  
Rebecca Rogers, DJJ-C3 Chief Probation Officer

Date: 3/5/2024

**File Attachments for Item:**

6. City Council Resolution No. 2024-033 - A resolution of the City of Lake City, Florida, adopting the evaluation and tabulation of responses to that certain invitation to Bid number 004-2024 for improvements to a segment of Southwest Grandview Street; accepting the bid from Florida Fill and Grading, Inc., a Florida Corporation as the lowest responsive bid; approving the Agreement with said vendor; making certain findings of fact in support thereof; recognizing the authority of the Mayor to execute and bind the City to said Agreement; directing the Mayor to execute and bind the City to said Agreement; repealing all prior resolutions in conflict; and providing an effective date.

<b>MEETING DATE</b>

# CITY OF LAKE CITY

## Report to Council

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

**SUBJECT:** SW Grandview Street Resurfacing

**DEPT / OFFICE:** Public Works

<b>Originator:</b> Brenda Karr		
<b>City Manager</b> Dee Johnson	<b>Department Director</b> Steve Brown	<b>Date</b> 2/14/2024
<b>Recommended Action:</b> Award lowest bidder, Florida Fill & Grading Inc. contract for ITB-004-2024 SW Grandview Street Resurfacing		
<b>Summary Explanation &amp; Background:</b> <p>City of Lake City was awarded \$629,027.92 through a SCOP grant with Florida Department of Transportation for SW Grandview Street resurfacing. Florida Fill &amp; Grading Inc. was the lowest bidder for ITB-004-2024 for a cost of \$532,461.00 for construction.</p>		
<b>Alternatives:</b> <p>Not award contract</p>		
<b>Source of Funds:</b> <p>FL. Department of Transportation SCOP Grant 441428-2-54-01</p>		
<b>Financial Impact:</b> <p>None</p>		
<b>Exhibits Attached:</b> ITB-004-2024 Solicitation, Bid Tabulation, Florida Fill & Grading Proposal, Grandview Street Plans, Standard General Conditions, Construction Contract, Notice of Award		



## **RESOLUTION NO 2024-033**

### **CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA ADOPTING THE EVALUATION AND TABULATION OF RESPONSES TO THAT CERTAIN INVITATION TO BID NUMBER 004-2024 FOR IMPROVEMENTS TO A SEGMENT OF SOUTHWEST GRANDVIEW STREET; ACCEPTING THE BID FROM FLORIDA FILL AND GRADING, INC., A FLORIDA CORPORATION AS THE LOWEST RESPONSIVE BID; APPROVING THE AGREEMENT WITH SAID VENDOR; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT THEREOF; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 2-178(d) of the Code of Ordinances of the City of Lake City (the, "City") requires the procurement of supplies and contractual services based on a competitive bid process; and

**WHEREAS**, in accordance with said provision of the City's Code of Ordinances, the City solicited bids pursuant to Invitation to Bid number 004-2024 (the "ITB") seeking a vendor to perform, among other things, milling and resurfacing services (the "Services") in furtherance of resurfacing a segment of Southwest Grandview Street (the "Project"); and

**WHEREAS**, the responses to the ITB were evaluated by the City through an evaluation and tabulation process; and

**WHEREAS**, said ITB evaluation and tabulation process determined Florida Fill and Grading, Inc., a Florida corporation (the "Vendor") was the bidder responding to the ITB with the lowest responsive bid in the amount not to exceed \$532,461.00; and

**WHEREAS**, the City desires to and does accept the Vendor's bid; and

**WHEREAS**, in furtherance of completing the Project, pursuant to the ITB the Vendor and the City desire to enter into that certain contract to complete the Project by adopting the terms of the proposed contract with Vendor in the form of the Exhibit attached hereto (the "Agreement"); and

**WHEREAS**, completing the Project by engaging the Vendor's services pursuant to the Agreement is in the public interest and in the interests of the City; now therefore

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

1. Accepting the Vendor's bid pursuant to the evaluation and tabulation results arising from the ITB, and engaging the Vendor to provide the products and services in the Agreement to complete the Project

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is in the public or community interest and for public welfare; and

2. In furtherance thereof, the Agreement in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and
4. The Mayor of the City of Lake City is directed to execute on behalf of and bind the City to the terms of the Agreement;
5. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
6. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

**APPROVED AND ADOPTED**, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of April, 2024.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

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Stephen M. Witt, Mayor

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

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Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Clay Martin, City Attorney

**CITY OF LAKE CITY**  
**INVITATION TO BID (ITB) 004-2024**  
**SW Grandview Street Resurfacing**  
**ENGINEER'S PROJECT NUMBER L230404CLC**

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**NOTICE TO CONTRACTORS**

Notice is hereby given that sealed bids will be received entirely online. Bidders shall create a FREE account with OpenGov by signing up at <https://procurement.opengov.com/portal/lcfla> . Once you have completed account registration, browse back to this page, click on "Submit Response", and follow the instructions to submit the electronic response.

Bids shall be submitted via the City's e-Procurement Portal, OpenGov, no later than Friday, February 2, 2024 at 2:00 pm. Late proposals shall not be accepted.

Bids must be submitted via the [City's e-Procurement Portal, OpenGov](#) and may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

Projects Direct Link: <https://procurement.opengov.com/portal/lcfla/projects/67446>

Any uncertainty regarding the time will be resolved against the Bidder. Bids will not be accepted via any alternative methods. Bid opening will be promptly at 2:15 PM online, anyone following the bid should be able to see the bid results at that time online.

The project involves the milling and resurfacing of SW Grandview Street from Faith Road to McFarlane Avenue. Items of work include but are not limited to milling, asphalt paving, grassing, signs, and pavement markings

The Bid Forms and Construction specifications may be obtained from the City of Lake City's website [www.lcfla.com/procurement/page/bids](http://www.lcfla.com/procurement/page/bids) . Deadline for questions regarding specifications and/or bid documents must be received in the OpenGov system before **4:00 PM** on **Friday, January 19, 2024**. All questions must be submitted via the City of Lake City's website.

The successful bidder will be required to furnish a 5% bid bond with bid submittal, and if selected, furnish the Procurement Department with a payment and performance bond and proof liability insurance prior to commencing work.

The City of Lake City reserves the right to reject any or all bids, to add to the contract or delete from the contract to stay within their funding capabilities and award the contract in the best interest of the City of Lake City.

**CITY OF LAKE CITY**  
**INVITATION TO BID (ITB) 004-2024**  
**SW Grandview Street Resurfacing**  
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**BID PROPOSAL**

THE UNDERSIGNED hereby propose to furnish all materials, labor, and supervision for the construction of the subject project including conformance with the construction requirements and specifications for the following unit prices:

**ALL ITEMS MAY BE INCREASED, DECREASED, OR OMITTED AS DIRECTED BY THE ENGINEER.**

**ALL MATERIALS AND CONSTRUCTION SHALL CONFORM TO BOTH THE REQUIREMENTS OF THE LATEST FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION AND THE LATEST FDOT DESIGN STANDARDS.**

**ALL INCIDENTAL WORK INCLUDED IN THESE ITEMS  
ALL UNIT PRICE AND TOTAL SPACES MUST BE FILLED IN TO CORRELATE WITH EACH ITEM**

**PROJECT TOTAL 532,461.00**

FIRM NAME Florida Fill & Grading, Inc.

ADDRESS 1110 SW Sisters Welcome Rd.

CITY, STATE, ZIP Lake City, FL 32025

TELEPHONE 386-755-2298

FAX # 386-755-5522

E-MAIL ADDRESS Charles@floridafill.com cc: jeanette@floridafill.com

Charles A. Boone, Jr.

Authorized Representative (PLEASE PRINT OR TYPE)

SIGNATURE Charles A. Boone

DATE 1/23/24

***This form must be included with your bid proposal***

**CITY OF LAKE CITY**  
**INVITATION TO BID (ITB) 004-2024**  
**SW Grandview Street Resurfacing**  
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**General Requirements**

**I. General.**

The project involves the milling and resurfacing of SW Grandview Street from Faith Road to McFarlane Avenue. Items of work include but are not limited to milling, asphalt paving, grassing, signs, and pavement markings.

**II. Contract Time**

The contract time shall be 95 days from the date of contract execution. The contractor will be required to return executed contract to the City of Lake City Procurement Department within 14 days of City Council approval. Time can be extended by mutual agreement of both parties. Liquidated damages shall be \$300.00 per day. No work is allowed on Sundays, and/or City designated holidays.

Contractor shall provide a construction schedule with the bid package detailing time frames/lines showing how the project will be constructed. The schedule will be taken into consideration in the bid review process and bids submitted without the schedule could be reason for a bid to not receive full consideration.

**III. Construction and Materials**

All construction methods and materials shall conform to the requirements of the latest edition of the Florida Department of Transportation Design Standards and Florida Department of Transportation Standard Specifications for Road and Bridge Construction.

**IV. Maintenance of Traffic**

Contractor shall provide Maintenance of Traffic and it shall conform to the requirements of the latest edition of the Florida Department of Transportation Design Standards.

Flagging will be required and only one traffic lane may be closed between the hours of 8:30 A.M. to 4:30 P.M. only.

All construction signage shall be provided by the contractor.

**V. Compensation**

Payment shall be made on a monthly basis on work completed with 10% retainage.

**CITY OF LAKE CITY**  
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**General Instructions to Bidders**

These instructions will bind bidders and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder:
  - A. The ability, capacity and skill of bidder to perform required service.
  - B. Whether the bidder can perform service promptly or within specified time.
  - C. The character, integrity, reputation, judgment, experience and efficiency of bidder.
  - D. The performance of previous contracts with The City of Lake City.
  - E. The suitability of equipment or material for City use.
  - F. The ability of bidder to provide future maintenance.
2. Payment Terms are net (30) unless otherwise specified. Favorable terms, discounts, may be offered and will be considered in determining low bids if they are deemed to be advantageous to the City.
3. All bids should be entered in the " Pricing Proposal" section online. All unit prices will be calculated in the OpenGov system to decrease the margin of error. Unit prices prevail.
4. All requested information shall be included in the envelope. All desired information must be included for your bid to receive full consideration.
5. If anything on the bid request is not clear, you should contact the engineering firm immediately.
6. Quote all prices F.O.B. our warehouse or as specified in bid documents.
7. No responsibility shall attach to any City representative or employee for the premature opening of bids not properly addressed or identified.
8. If only one (1) bid is received, the bid may be rejected and re-advertised or excepted if determined to be in the best interest of the City.
9. OpenGov will not allow any late Bids to be submitted. Please allow yourself sufficient time to upload your bid prior to the due date and time.
10. Telephone and facsimile bids will not be accepted.
11. Bid Bonds must be sent to City of Lake City, Attn: Procurement, 205 N. Marion Ave., Lake City, FL 32055. They must be received no later than the due date and time of the

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bid. The envelope must state the name and number of the bid on the front.

12. All bidders must be recognized dealers in the materials or equipment specified and is qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Office and the City Manager that he has the requisite organization, capital, plant, stock ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
13. Any alterations, erasures, additions, or admissions of required information or any changes to specifications or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, that is; a variation that affects price, quantity, and quality or delivery date (when delivery is required by a specific time).
14. When requested, samples will be furnished to the City free of expense, properly marked for identification and accompanied by a list where there is more than one (1) sample. The City reserves the right to mutilate or destroy any sample submitted whenever it may be to the best interest of the City to do so for the purpose of testing.
15. The City will reject any material, supplies or equipment that did not meet the specifications, even though the bidder lists the trade names or names of such material on the bid or price quotation form.
16. The unauthorized use of patented articles is done entirely at the risk of the successful bidder.
17. The ESTIMATED QUANTITY given in the specifications or advertisements is for the purpose of bidding only. The City may purchase more or less than the estimated quantity and the vendor must not assume that such estimated quantity is part of the contract.
18. Only the latest model equipment as evidenced by the manufacture's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. The equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specification, all equipment catalogued by the manufacturer as standard or required by the State of Florida shall be furnished with the equipment. Where required by the State of Florida Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Florida Department of Revenue.
19. Prospective bidders are required to examine the location of the proposed work or delivery and determine, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.

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20. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Procurement Department, its designee and /or the department to which they are delivered. If defective material, equipment, or supplies are discovered, the contractor, upon being instructed by the Procurement Department or designee, shall remove, or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the City will in no way lessen the responsibility of the Contractor release him from his obligation to perform and deliver to the City sound and satisfactory materials, equipment, or supplies. The Contractor agrees to pay the costs of all tests upon defective material, equipment, or supplies or allow the costs to be deducted from any monies due him from the City.
21. Unless otherwise specified by the Procurement Department all materials, supplies, or equipment quoted herein must be delivered within thirty (30) days from the day of notification or exceptions noted on bid sheets.
22. A contract will not be awarded to any corporation, firm, or individual who is, from any cause, in arrears to the City or who has failed in former contracts with the City to perform work satisfactorily, either to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.
23. Reasonable grounds for supposing that any bidder is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he is interested.
24. Submitting a proposal when the bidder intends to sublet the contract may be a cause for rejection of bids or cancellation of the contract.
25. Unless otherwise specified the City reserves the right to award each items separately or on a lump sum basis whichever is in the best interest of the City.
26. The City reserves the right to reject any and/or all quotations, to waive any minor discrepancies in the bids for all bidders equally, quotations, or specifications, when deemed to be in the best interest of the City and also to purchase any part, all or none of the materials, supplies, or equipment specified.
27. Failure of the bidder to sign the bid or have the signature of an authorized representative or agent on the bid proposal in the space provided will be cause for rejection of the bid. Signature must be written in ink. Typewritten or printed signatures will not be acceptable.
28. Any bidder may withdraw his bid at any time before the time set for the opening of the bids. No bid may be withdrawn in the sixty (60) day period after bids are opened.



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29. It is mutually understood and agreed that if at any time the Procurement Department or designee shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or executing the same in bad faith, the Procurement Department or his designee shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter to address given in the proposal. If after three (3) working days of notification the conditions are not corrected to the satisfaction of the City, the City shall thereupon have the power to take whatever action deemed necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the City out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amounts of such excess to the City on notice made by the Procurement Department or his designee of the excess due.
30. If the bidder proposes to furnish any item of foreign make or product, he shall write "foreign" together with the name of the originating country opposite such item on a proposal.
31. Any complaint from bidders relative to the invitation to bid or attached specifications shall be made prior to the time of opening bids; otherwise, the bidder waives any such complaint.
32. Contracts may be cancelled by the City with or without cause on thirty (30) days advance written notice.
33. All contractors submitting bids for road projects in excess of \$150,000 must be pre-qualified with the Florida Department of Transportation and shall provide proof of such qualification upon request.
34. Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Procurement Department for the City of Lake City, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays and legal holidays), after the posting of the bid tabulation.
35. A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to the City of Lake City, may not submit a bid on a contract with the City of Lake City for the construction or repair of a public building or public work, may not submit bids on leases of real property to the City of Lake City, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with

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the City of Lake City, and may not transact business with the City of Lake City for a period of 36 months from the date of being placed on the convicted vendor list.

36. 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>
37. The City of Lake City 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 City in order to perform the service.
  - b. Upon request from the City'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 City.
  - d. 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.

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- e. A Contractor who fails to provide the public records to the City within a reasonable time may be subject to penalties under section 119.10, Florida Statutes.

**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 CITY CLERK'S OFFICE AT 386-719-5756, 386-719-5826, [CITYCLERK@LCFLA.COM](mailto:CITYCLERK@LCFLA.COM), WITH AN OFFICE LOCATED AT 205 NORTH MARION AVENUE, LAKE CITY, FLORIDA 32055.**

38. It is the sole responsibility of the bidder to acknowledge the addenda in the OpenGov system, any that are issued will be sent by email by the system. You will not be able to submit your bid without acknowledgement of any addendum.
39. Any existing materials demolished within right of way may be retained by the City of Lake City.

**CITY OF LAKE CITY**  
**INVITATION TO BID (ITB) 004-2024**  
**SW Grandview Street Resurfacing**  
**ENGINEER'S PROJECT NUMBER L230404CLC**

**CONFLICT OF INTEREST STATEMENT**

STATE OF FLORIDA, CITY OF Lake City

Before me, the undersigned authority, personally appeared Jeanette S. Boone, who was duly sworn deposes and states:

1. I am the President of Florida Fill & Grading, Inc. with a local office in Lake City, FL and principal office in Lake City, FL and principal office in N/A.  
City & State City & State
2. The above named entity is submitting a Proposal for the City of Lake City ITB 004-2024 described as Invitation to Bid, SW Grandview Street.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. 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.
5. 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.
6. Neither the entity nor its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. 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.
9. 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.
10. 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.

DATED this 23<sup>rd</sup> day of January 2024.

Jeanette S. Boone  
(Affiant)

Jeanette S. Boone, President

Typed Name and Title

Sworn to and subscribed before me this 23<sup>rd</sup> day of January 2024.

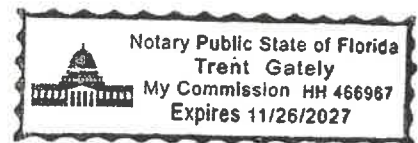
Personally Known \_\_\_\_\_ Or produced identification X

Identification type: Drivers License

Notary Public-State of Florida

Printed, typed, or stamped commissioned name of notary public.

My commission expires: 11/26/2027



**THIS FORM MUST BE INCLUDED WITH BID PROPOSAL**

**CITY OF LAKE CITY**  
**INVITATION TO BID (ITB) 004-2024**  
**SW Grandview Street Resurfacing**  
**ENGINEER'S PROJECT NUMBER L230404CLC**

**DRUG FREE WORKPLACE CERTIFICATE**

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, Florida Fill & Grading, Inc. (print or type name of firm) 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"

James H. Boase  
Authorized Signature

1/23/24  
Date Signed

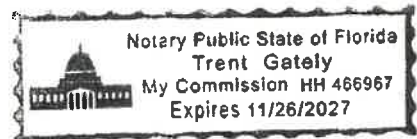
State of Florida

County of Columbia

Sworn to and subscribed before me this 23<sup>rd</sup> day of January 2024.

Personally known          or Produced Identification ☒

(Specify type of identification) Drivers License



Signature of Notary: [Signature]

My Commission Expires: 11/26/2027

**THIS FORM MUST BE INCLUDED WITH BID PROPOSAL**



**CITY OF LAKE CITY**  
**INVITATION TO BID (ITB) 004-2024**  
**SW Grandview Street Resurfacing**  
**ENGINEER'S PROJECT NUMBER L230404CLC**

**SWORN STATEMENT UNDER SECTION**  
**287.133(3)(n), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Proposal No. 004 - 2024.
2. This sworn statement is submitted by Florida Fill & Grading, Inc. whose business address is 1110 SW Sisters Welcome Rd., Lake City, FL 32025 and (if applicable) its Federal Identification No.(FEIN) is 59-3315607. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement N/A.
3. My name is Jeanette S. Boone and my relationship to the entity named above is President.
4. 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.
5. 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.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. 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

**CITY OF LAKE CITY**  
**INVITATION TO BID (ITB) 004-2024**  
**SW Grandview Street Resurfacing**  
**ENGINEER'S PROJECT NUMBER L230404CLC**

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.

7. 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.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

☒ 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 an 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)

☐ 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)

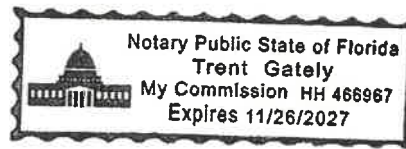
☐ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

**CITY OF LAKE CITY  
INVITATION TO BID (ITB) 004-2024  
SW Grandview Street Resurfacing  
ENGINEER'S PROJECT NUMBER L230404CLC**

Signature: Jeanette Boone Date 1/23/24  
STATE OF Florida  
COUNTY OF Columbia

Personally appeared before me, the undersigned authority, Jeanette S. Boone, Pros, who  
after first being sworn by me, affixed his/her signature in the space provided above on  
this 23<sup>rd</sup> day of January 2024.

Trent Gately  
Notary Public, State at large  
My Commission Expires: 11/26/2027



**THIS FORM MUST BE INCLUDED WITH BID PROPOSAL**



**CITY OF LAKE CITY  
INVITATION TO BID (ITB) 004-2024  
SW Grandview Street Resurfacing  
ENGINEER'S PROJECT NUMBER L230404CLC**

**DISPUTES DISCLOSURE FORM**

**Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.**

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?

YES \_\_\_\_\_ NO   X  

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?

YES \_\_\_\_\_ NO   X  

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?

YES \_\_\_\_\_ NO   X  

If yes, 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.

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, ITB 004-2024, Invitation to Bid for SW Grandview Street.

1/23/24  
Date

Jeanette S. Boone, Pres.  
Authorized Signature

Jeanette S. Boone, President  
Title Printed or Typed Name and Title

**THIS FORM MUST BE INCLUDED WITH BID PROPOSAL**

**CITY OF LAKE CITY  
INVITATION TO BID (ITB) 004-2024  
SW Grandview Street Resurfacing  
ENGINEER'S PROJECT NUMBER L230404CLC**

**NON-COLLUSION AFFIDAVIT**

STATE OF Florida

COUNTY OF Columbia

Jeanette S. Boone, being duly sworn, deposes and says that:

1. He/She is President of Florida Fill & Grading, Inc., the Bidder,  
Title Company Name  
that has submitted the attached proposal;

2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

3. Such Proposal is genuine and is not a collusive or sham proposal;

4. 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

5. 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.

SIGNED Jeanette Boone

TITLE President

Sworn to and subscribed before me this 23<sup>rd</sup> day of January 2024.

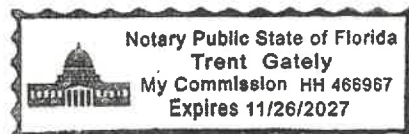
Personally known            or Produced Identification x

Drivers License  
(Specify type of identification)

Theresa

Signature of Notary

My Commission Expires: 11/26/2027



**THIS FORM MUST BE INCLUDED WITH PROPOSAL**

**CITY OF LAKE CITY**  
**INVITATION TO BID (ITB) 004-2024**  
**SW Grandview Street Resurfacing**  
**ENGINEER'S PROJECT NUMBER L230404CLC**

**REFERENCES**

List three (3) client/customer references including company name, address, contact person, telephone number and length of time services provided. (Note: only list those client/customers in which a similar type of equipment/product of scope of work/service was provided.)

1. Company Name: Columbia County BCC  
Address: 135 NE Hernando Ave., Ste. 203, Lake City, FL 32056  
Business Phone #: 386.758.1005  
Contact Person: Chad Williams  
Email: chad\_williams@columbiacountyfla.com  
Length of time services provided: 4 months
2. Company Name: City of High Springs  
Address: 23718 W US Hwy 27, High Springs, FL 32643  
Business Phone #: 386.454.2134  
Contact Person: Thomas Henry  
Email: thentry@highsprings.us  
Length of time services provided: 1.5 months
3. Company Name: City of Lake City  
Address: 205 N. Marion Ave., Lake City, FL 32055  
Business Phone #: 386.752.2031  
Contact Person: Steve Brown  
Email: browns@lcfla.com  
Length of time services provided: 1 week

**THIS FORM MUST BE INCLUDED WITH BID PROPOSAL**

**CITY OF LAKE CITY  
INVITATION TO BID (ITB) 004-2024  
SW Grandview Street Resurfacing  
ENGINEER'S PROJECT NUMBER L230404CLC**

**E-VERIFY AFFIRMATION STATEMENT**

RFP/Bid /Contract No:

004-2024

Project Description:

Resurfacing of SW Grandview St. from Faith Rd. to McFarlane Ave.

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.

Contractor/Proposer/ Bidder Company Name:

Florida Fill & Grading, Inc.

Authorized Company Person's Signature:

Granette Boone

Authorized Company Person's Title:

President

Date:

1/23/24

**THIS FORM MUST BE INCLUDED WITH BID PROPOSAL**

**CITY OF LAKE CITY  
INVITATION TO BID (ITB) 004-2024  
SW Grandview Street Resurfacing  
ENGINEER'S PROJECT NUMBER L230404CLC**

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**CITY OF LAKE CITY  
BIDDER'S CHECK LIST**

**BIDS MAY NOT BE CONSIDERED** if the following documents and/or attachments are not completely filled out and submitted with your bid.

**Before sending in your bid, please make sure you have completed all of the following:**

**FORMS**

- ☒ Conflict of Interest
- ☒ Drug Free Work Place
- ☒ Public Entity Crime Statement
- ☒ Disputes Disclosure
- ☒ Non-Collusion Affidavit
- ☒ References
- ☒ E-verify Affirmation Statement



**PLEASE INITIAL**





# Document A310™ – 2010

## Bid Bond

**CONTRACTOR:**

(Name, legal status and address)

Florida Fill & Grading, Inc.  
1110 SW Sisters Welcome Road  
Lake City, FL 32025

**OWNER:**

(Name, legal status and address)

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

**BOND AMOUNT:** \$5% of Bid Amount

**PROJECT:** 004-2024 / SW Grandview Street Resurfacing

(Name, location or address, and Project number, if any)

Uninterruptible Power Supply (UPS)

**SURETY:**

(Name, legal status and principal place of business)

Endurance Assurance Corporation  
12890 Lebanon Road  
Mount Juliet, TN 37122-2870

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Init.

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User Notes:

(1177639241)

Signed and sealed this 10 day of January, 2024

Leslie Boone  
(Witness)

John H. White  
(Witness)

Florida Fill & Grading, Inc.

(Contractor as Principal)

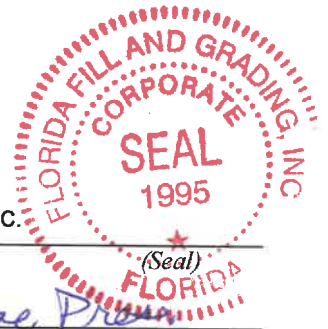
Jeanette Boone, President  
(Title) Jeanette Boone / President

Endurance Assurance Corporation

(Surety)

(Seal)

Jeremy Toton  
(Title) Jeremy Toton / Attorney-in-Fact



Exhibit

## **Additions and Deletions Report for** **AIA<sup>®</sup> Document A310<sup>™</sup> – 2010**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 14:55:14 on 01/10/2013.

### **PAGE 1**

#### **Uninterruptible Power Supply (UPS)**

Exhibit





KNOW ALL BY THESE PRESENTS, that **Endurance Assurance Corporation**, a Delaware corporation ("EAC"), **Endurance American Insurance Company**, a Delaware corporation ("EAIC"), **Lexon Insurance Company**, a Texas corporation ("LIC"), and/or **Bond Safeguard Insurance Company**, a South Dakota corporation ("BSIC"), each, a "Company" and collectively, "**Sompo International**," do hereby constitute and appoint: **Jeremy Toton** as true and lawful Attorney(s)-in-Fact to make, execute, seal, and deliver for, and on its behalf as surety or co-surety; bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking so made, executed and delivered shall obligate the Company for any portion of the penal sum thereof in excess of the sum of **One Hundred Million Dollars (\$100,000,000.00)**.

Such bonds and undertakings for said purposes, when duly executed by said attorney(s)-in-fact, shall be binding upon the Company as fully and to the same extent as if signed by the President of the Company under its corporate seal attested by its Corporate Secretary.

This appointment is made under and by authority of certain resolutions adopted by the board of directors of each Company by unanimous written consent effective the 30<sup>th</sup> day of March, 2023 for BSIC and LIC and the 17<sup>th</sup> day of May, 2023 for EAC and EAIC, a copy of which appears below under the heading entitled "Certificate".

This Power of Attorney is signed and sealed by facsimile under and by authority of the following resolution adopted by the board of directors of each Company by unanimous written consent effective the 30<sup>th</sup> day of March, 2023 for BSIC and LIC and the 17<sup>th</sup> day of May, 2023 for EAC and EAIC and said resolution has not since been revoked, amended or repealed:

RESOLVED, that the signature of an individual named above and the seal of the Company may be affixed to any such power of attorney or any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signature or seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, each Company has caused this instrument to be signed by the following officers, and its corporate seal to be affixed this 25th day of May, 2023.

**Endurance Assurance Corporation**  
By: *Richard M Appel*  
Richard Appel; SVP & Senior Counsel



**Endurance American Insurance Company**  
By: *Richard M Appel*  
Richard Appel; SVP & Senior Counsel



**Lexon Insurance Company**  
By: *Richard M Appel*  
Richard Appel; SVP & Senior Counsel



**Bond Safeguard Insurance Company**  
By: *Richard M Appel*  
Richard Appel; SVP & Senior Counsel

**ACKNOWLEDGEMENT**

On this 25th day of May, 2023, before me, personally came the above signatories known to me, who being duly sworn, did depose and say that he/she is an officer of each of the Companies; and that he executed said instrument on behalf of each Company by authority of his office under the by-laws of each Company.

By: *Amy Taylor*

Amy Taylor, Notary Public - My Commission Expires 3/9/27

**CERTIFICATE**

I, the undersigned Officer of each Company, DO HEREBY CERTIFY that:

1. That the original power of attorney of which the foregoing is a copy was duly executed on behalf of each Company and has not since been revoked, amended or modified; that the undersigned has compared the foregoing copy thereof with the original power of attorney, and that the same is a true and correct copy of the original power of attorney and of the whole thereof;
2. The following are resolutions which were adopted by the board of directors of each Company by unanimous written consent effective 30<sup>th</sup> day of March, 2023 for BSIC and LIC and the 17<sup>th</sup> day of May, 2023 for EAC and EAIC and said resolutions have not since been revoked, amended or modified:

"RESOLVED, that each of the individuals named below is authorized to make, execute, seal and deliver for and on behalf of the Company any and all bonds, undertakings or obligations in surety or co-surety with others: RICHARD M. APPEL, MATTHEW E. CURRAN, MARGARET HYLAND, SHARON L. SIMS, CHRISTOPHER L. SPARRO, and be it further

RESOLVED, that each of the individuals named above is authorized to appoint attorneys-in-fact for the purpose of making, executing, sealing and delivering bonds, undertakings or obligations in surety or co-surety for and on behalf of the Company."

3. The undersigned further certifies that the above resolutions are true and correct copies of the resolutions as so recorded and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal this 10 day of January, 2024.

By: *Daniel S. Lurie*

Daniel S. Lurie, Secretary

**NOTICE: U. S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC)**

No coverage is provided by this Notice nor can it be construed to replace any provisions of any surety bond or other surety coverage provided. This Notice provides information concerning possible impact on your surety coverage due to directives issued by OFAC. Please read this Notice carefully.

The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency". OFAC has identified and listed numerous foreign agents, front organizations, terrorists, terrorist organizations, and narcotics traffickers as "Specially Designated Nationals and Blocked Persons". This list can be located on the United States Treasury's website - <https://www.treasury.gov/resource-center/sanctions/SDN-List>.

In accordance with OFAC regulations, if it is determined that you or any other person or entity claiming the benefits of any coverage has violated U.S. sanctions law or is a Specially Designated National and Blocked Person, as identified by OFAC, any coverage will be considered a blocked or frozen contract and all provisions of any coverage provided are immediately subject to OFAC. When a surety bond or other form of surety coverage is considered to be such a blocked or frozen contract, no payments nor premium refunds may be made without authorization from OFAC. Other limitations on the premiums and payments may also apply.

Any reproductions are void.

Surety Claims Submission: [LexonClaimAdministration@sompo-intl.com](mailto:LexonClaimAdministration@sompo-intl.com)

Telephone: 615-553-9500 Mailing Address: Sompo International; 12890 Lebanon Road; Mount Juliet, TN 37122-2870

## **Certification of Document's Authenticity**

**AIA® Document D401™ – 2003**

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 14:55:14 on 01/10/2013 under Order No. 6871475021\_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A310™ – 2010, Bid Bond, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

Jeremy Toton / Attorney-in-Fact

(Title)

January 10, 2024

(Dated)

**File Attachments for Item:**

7. City Council Resolution No. 2024-034 - A resolution of the City of Lake City, Florida, recognizing a need for the resurfacing of Camp Street in the City of Lake City; recognizing a need for financial assistance through grant funding to complete the resurfacing of Camp Street in the City of Lake City; authorizing the City to apply for that certain grant pursuant to the Small County Outreach Program for Rural Areas of Opportunities in furtherance of resurfacing Camp Street in the City; making certain findings of fact in support of the City applying for said Grant; recognizing the authority of the Mayor to execute such documents; directing the Mayor to execute said documents; repealing all prior resolutions in conflict; and providing an effective date.

<b>MEETING DATE</b>

# CITY OF LAKE CITY

## Report to Council

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

**SUBJECT:** FDOT SCOP Grant for Camp Street

**DEPT / OFFICE:** Public Works

<b>Originator:</b> Brenda Karr		
<b>City Manager</b> Dee Johnson	<b>Department Director</b> Steve Brown	<b>Date</b> 3/13/2024
<b>Recommended Action:</b> Approve request for City of Lake City to apply for the SCOP (Small County Outreach for Rural Areas of Opportunities) for Camp Street in the amount of \$647,150.35.		
<b>Summary Explanation &amp; Background:</b>  These grant funds will be used for design, engineering, and construction of Camp Street for resurfacing. Estimated Cost Breakdown: Design: \$69,528.55 Construction: \$534,835.00 <u>Consultant Engineering Inspection (CEI): \$42,786.80</u> Total Estimated Project Costs: \$647,150.35		
<b>Alternatives:</b>  Not apply for Grant.		
<b>Source of Funds:</b>  Grant		
<b>Financial Impact:</b>  \$647,150.35 Grant Amount if approved.		
<b>Exhibits Attached:</b>  FDOT SCOP Grant Application with location map and cost estimate.		

## **RESOLUTION NO 2024-034**

### **CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA RECOGNIZING A NEED FOR THE RESURFACING OF CAMP STREET IN THE CITY OF LAKE CITY; RECOGNIZING A NEED FOR FINANCIAL ASSISTANCE THROUGH GRANT FUNDING TO COMPLETE THE RESURFACING OF CAMP STREET IN THE CITY OF LAKE CITY; AUTHORIZING THE CITY TO APPLY FOR THAT CERTAIN GRANT PURSUANT TO THE SMALL COUNTY OUTREACH PROGRAM FOR RURAL AREAS OF OPPORTUNITIES IN FURTHERANCE OF RESURFACING CAMP STREET IN THE CITY; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPLYING FOR SAID GRANT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE SUCH DOCUMENTS; DIRECTING THE MAYOR TO EXECUTE SAID DOCUMENTS; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** Camp Street in the City of Lake City (the “City”) is in disrepair and in need of resurfacing; and

**WHEREAS,** the City is financially constrained and unable to resurface Camp Street without financial assistance from other funding sources; and

**WHEREAS,** the State of Florida Department of Transportation (the “Agency”) has available certain funds through its Small County Outreach Program for Rural Areas of Opportunities grant program (the “Grant Program”) for the purpose of assisting financially constrained communities like the City; and

**WHEREAS,** the City desires to apply for certain grant funds (the “Grant Funds”) from the Grant Program for design, engineering and construction services in furtherance of resurfacing Camp Street in the City (the “Project”); and

**WHEREAS,** the Agency requires the City to submit an application in the form attached as an exhibit hereto (the “Application”) as a condition of being considered for an award of the Grant Funds from the Grant Program in furtherance of funding the Project; and

**WHEREAS,** submitting the Application to be considered for an award of the Grant Funds from the Grant Program in furtherance of funding the Project is in the public interest and in the interests of the City; now therefore

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

1. Submitting the Application to be considered for an award of the Grant Funds from the Grant Program in furtherance of funding the Project is in the public interest and in the interests of the City; and

- 
2. In furtherance thereof, the Application in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
  3. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and
  4. The Mayor of the City of Lake City is authorized to execute on behalf of and bind the City to the terms of the Application; and
  5. The Mayor of the City of Lake City is directed to execute on execute on behalf of and bind the City to the terms of the Application;
  6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
  7. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

**APPROVED AND ADOPTED**, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of April, 2024.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

---

Stephen M. Witt, Mayor

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

---

Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

---

Clay Martin, City Attorney



FLORIDA DEPARTMENT OF TRANSPORTATION  
**RURAL ROADWAY ASSISTANCE**  
CONSOLIDATED FUNDING APPLICATION

**PROJECT TITLE:** Camp Street Resurfacing

**Priority Ranking Number:** 1

*Applicants must provide FDOT with the agency's or the MPO/TPO priority ranking for each project.*

**APPLICANT INFORMATION**

**A. Agency Name:** City of Lake City (FL)

**B. Agency Contact:** Demetrius Johnson  
**Title:** Interim City Manager

**Mailing Address:** 205 N Marion Ave  
*Street Address*

Lake City FL 32055  
*City State Zip Code*

**Telephone:** 386-758-5407

**Email Address:** johnsond@lcfla.com

**PROGRAM**

*Select the Rural Roadway Assistance program that you wish to apply for.*

*Note: Not all project types are eligible for every program.*

- ☐ Small County Outreach Program (SCOP)  
☒ Small County Outreach Program for Rural Areas of Opportunities (SCOP-Municipalities)  
☐ Small County Road Assistance Program (SCRAP)

**ELIGIBILITY CRITERIA**

*Note: Eligible transportation facilities shall be publicly owned and maintained.*

**ROAD JURISDICTION (Check all that apply):**

- ☒ On the municipal or community road system  
☐ On the County road system  
☐ Combination of on and off the State Highway system.  
☐ The maintaining agency has an established pavement management plan including this roadway.

**ELIGIBILITY CRITERIA (Check all that apply):**

- ☒ The physical condition of the roadway necessitates improvements requested.  
☒ The road is located in a fiscally constrained County.  
☐ The road is used as an evacuation route (as shown on <https://www.floridadisaster.org/planprepare/disaster-preparedness-maps/>).  
☐ The road has high levels of agricultural travel.  
☐ The road is considered a major arterial route.  
☒ The road is considered a feeder road.



## PROJECT TYPE

*\*Note: Not all project types are eligible activities for each program*

The Department has determined that the benefits of certain low-cost safety features greatly exceed the cost to construct these features.

The following low-cost safety features must be included on flush shoulder rural roadways with posted speeds of 50mph or greater:

1. Pavement markings materials per [FDOT Design Manual, Chapter 230](#).
2. Audible and Vibratory Treatments per [FDOT Design Manual, Chapter 210](#) and [FDOT Standard Plans, Index 546-020](#).

- ☒ **ROAD RESURFACING/RESTORATION** - Work to mill and resurface or place additional layers of surfacing on highway pavement, shoulders, and bridge decks; and necessary incidental work to extend the structural integrity of these features for a substantial period of time. Work must meet **Florida Greenbook** standards.
- ☐ **ROAD RECONSTRUCTION** - Improve or upgrade existing facilities to meet **Florida Greenbook** standards without increasing capacity. Includes the widening of existing lanes and the addition of paved shoulders to an existing paved road.
- ☐ **PAVING UNPAVED ROADS** - Paving of an existing lime rock or dirt road.
- ☒ **SAFETY IMPROVEMENTS** - Construct roadway related safety improvements to mitigate crashes.

Additional consideration will be given to projects that include safety features in addition to those required above and listed on the following website:

1. Proven FHWA Safety Countermeasures. <https://safety.fhwa.dot.gov/provencountermeasures/>

- ☐ **REPAIR OR REHABILITATION OF BRIDGES** - Bridge replacement is not eligible.
- ☐ **LANE ADDITION** - Adding through lane(s) to an existing paved road. *\*Capacity improvements are not an eligible activity for SCOP-Municipalities projects.*
- ☐ **ADD TURN LANES** - Adding auxiliary lanes to an existing paved road.
- ☐ **DRAINAGE IMPROVEMENTS** - Addressing road related drainage improvements.
- ☐ **INTERSECTION IMPROVEMENTS** - Reconstructing, adding, or upgrading signals.

## ROADWAY CHARACTERISTICS

### A. Roadway Condition:

Describe the physical condition of the roadway for which funding is being requested:

Roadway surface and adjoining curb/sidewalks is in very poor condition.

Describe the applicant's efforts to keep the roads within its jurisdiction in satisfactory condition:

Applicant's has provided "patch work", as funding has allowed, at the most critical areas of this roadway in order to keep roadway in semi-operable condition.

### B. Detailed Project Description (Include: name of roadway(s) for which funding is requested, type(s) and scope of work to be performed, project/roadway features, customary roadway use and anticipated changes, special project considerations, and other key information):

Project proposes resurfacing of 0.795 miles of 20 foot wide existing roadway along with miscellaneous roadside safety improvements. Said safety improvements include but are not limited to replacement and repair of broken sidewalk and curb. Also includes replacement and addition of signage. This is a highly trafficked roadway used by a number of businesses and residential home owners. This is an area of fast increasing use/population, which in turn will compound the need for improvement to this roadway.



**C. Project Length (In Miles):** 0.795

**D. Project Limits**

South or West Termini:

US 441 (Main Blvd) to SE Ermine Ave

North or East Termini:

☒ A location map is attached (required).

**E. Resurfacing, Reconstruction, or Widening of Existing Paved Roads:**

Number of Lanes: Existing: 2

Lane Width (ft.): Existing: 10

Paved Shoulder Width (ft.): Existing: n/a

Proposed: n/a

Proposed Safety Edge: Yes: ☐ No: ☒

**F. Dirt Road Paving:**

Number of Lanes: Existing:

Lane Width (ft.): Existing:

Paved Shoulder Width (ft.): Existing:

Proposed:

Proposed Safety Edge: Yes: ☐ No: ☐

**G. Typical Section:**

- ☒ Typical sections are attached. Include a Typical Section depicting existing and proposed features and dimensions and right of way lines. Summarize any special project characteristics in the project scope description above.

Provide additional details such as required Design Variations for typical section here, as needed.

**H. Right of Way:**

- ☒ No Right-of-Way acquisition is proposed.
- ☒ Existing right-of-way width from C/L in feet: 30

Describe the existing right-of-way ownerships along the project; when the right-of-way was obtained; and how ownership is documented, i.e., plats, deeds, prescriptions, easements:

**Check all that apply if ownership is by more than one instrument:**

- ☐ Former DOT Right of Way (Right of Way was conveyed to County prior to June 10, 1995)
- ☒ Plat (Ownership is documented via plat of a city or subdivision)
- ☒ Deed (Ownership is documented via one or more deeds, frequently shown on a right of way map)
- ☐ Maintenance Map (Maintenance Map is already filed)
- ☐ Maintenance Map in Progress (Maintenance map in works)
- ☐ Prescriptive Use (Roadway presumed dedicated in accordance with FS 95.361)
- ☐ Other (Explain below):

Select all work types included in the project described in the application, including work types that will not be supported by the requested funds; and identify the funding source for all non-FDOT supported activities, and the importance of the non-FDOT supported activity to the overall success of the project.

Note: Not all project types are eligible activities for each program

**BRIDGES**

- ☐ Repair or Rehabilitation and meets eligibility criteria in Section 1.
- ☐ No work to existing bridge is proposed.
- ☒ There is not a bridge within the project limits.

Please explain:

#### **ROADWAY:**

- ☒ Existing curb and gutter to remain
- ☐ Widen for bike-lane
- ☐ Re-stripe for bike lane
- ☐ Sidewalk or shared use path

Please explain:

#### **MEDIAN:**

- ☒ No existing median
- ☐ Existing median width:
- ☐ Proposed median width:

Please explain:

#### **DRAINAGE/PERMIT**

- ☐ Existing closed drainage system to remain.
- ☐ Existing open drainage system to remain.
- ☒ No new drainage proposed.
- ☐ Drainage improvements required:

Please explain:

#### **SAFETY IMPROVEMENTS**

- ☒ Upgrade or add signage
- ☐ Upgrade or add guardrail
- ☒ Clear zone violations mitigation
- ☒ Existing cross slope or super-elevation corrections
- ☐ Upgrade or add guardrail
- ☒ Upgrade or add pavement markings (reference FDOT Design Manual)  
*\*Required on flush shoulder rural roadways with posted speeds of 50mph or greater.*
- ☐ Upgrade or add Audible and Vibratory Treatments (reference FDOT Design Manual)  
*\*Required on flush shoulder rural roadways with posted speeds of 50mph or greater.*
- ☐ Add Safety Edge where there are no paved shoulders
- ☐ Add proven FHWA Safety Countermeasure(s): (insert countermeasure here)

Please explain:

#### **ADA**

- ☐ No modifications proposed.
- ☒ Verified all crosswalks, sidewalks, curb ramps and other pedestrian features for compliance with ADA standards.
- ☒ ADA improvements required: Replacement of sidewalk segments needed

Please explain:

#### **SCHOOL ZONE**

- ☐ Existing flashing school zone signal.
- ☐ Existing school zone signs without flashing beacons.
- ☐ High emphasis cross walk at un-signalized crossing, determine if signal warranted.
- ☒ No school zones within the project limits.

Please explain:

#### **UTILITIES**

- ☐ Sub-surface relocation is required.  
☐ Utility Coordination is required.  
☒ No utility relocation required.

Please explain:

#### **RAILROAD**

- ☐ Rail crossing within project limits.  
☐ Replace all railroad signal equipment and gates.  
☒ There is no railroad owned or operated right of way within the project limits.

Please explain (*Owner must be identified*):

### **PROJECT COSTS**

*Include all costs and funding sources, including costs not eligible for FDOT reimbursement.*

#### **A. MATCHING FUNDS**

Are matching funds proposed and committed for this project?

*Note: Applicants for SCOP funding must provide 25% of the project costs. This requirement can only be waived in counties that qualify under the Rural Economic Development Initiative (REDI) Program.*

Yes: ☐ No: ☒

Is the applicant eligible for and requesting waiver of any required match? Yes: ☒ No: ☐

If matching funds are proposed, explain the source and any limitations of those funds:

#### **B. COST ESTIMATE**

*Provide a summary of the estimated costs for the work proposed.*

PHASE OF WORK	GRANT FUNDS Requested	LOCAL FUNDS Committed
Design <sup>1</sup>	\$69,528.55	\$0
Construction	\$534,835.00	\$0
Consultant Engineering Inspection (CEI) <sup>1</sup>	\$42,786.80	\$0
Other:	\$	\$
<b>TOTAL ESTIMATED PROJECT COSTS:</b>	<b>\$647,150.35</b>	<b>\$0</b>

- ☒ Detailed Design and Construction cost estimate is attached. (*Use template provided with application materials in GAP.*)

Design Estimates should provide details for each activity. Construction Estimates should use FDOT typical pay items to allow for verification of eligible project costs. **Estimate should be prepared and signed by a Professional Engineer.**

***Note**<sup>1</sup>: Pursuant to Section 337.14(7), F.S., design and CEI services **cannot** be performed by the same entity.*

### **PROJECT IMPLEMENTATION**

#### **A. Will the project be maintained by applicant?**

Yes: ☒ No: ☐

If not, describe how will the project be maintained and attach any existing agreements

with the maintenance entity:

**B. Will the project delivery be managed by the applicant?**

Yes: ☒ No: ☐

If not, provide the contact information for the managing agency:

**C. Design to be conducted by:**

- ☐ Agency staff
- ☐ County staff
- ☒ FDOT pre-qualified consultant <sup>1</sup>
- ☐ Non-FDOT pre-qualified consultant <sup>1</sup>

**D. CEI to be conducted by:**

- ☐ Agency staff
- ☐ County staff
- ☒ FDOT pre-qualified consultant <sup>1</sup>
- ☐ Non-FDOT pre-qualified consultant <sup>1</sup>

**Note<sup>1</sup>:** Pursuant to Section 337.14(7), F.S., design and CEI services cannot be performed by the same entity.

**E. Is the project consistent with the applicable local government comprehensive plan?**

Yes: ☒ No: ☐ (Explain below):

**F. Is the project included in the MPO Long Range Transportation Plan (LRTP)?**

Yes: ☒ No: ☐ (Explain below):

### Certification of Project by Agency

I hereby certify that the proposed project herein described is supported by City of Lake City (applicant) and that said entity:

- (1) Shall provide any required local funding for cost overruns and/or non-participating project costs;
- (2) Shall enter into the State Funded Grant Agreement with the Florida Department of Transportation to perform the work;
- (3) Shall certify that no additional right of way is required to perform the work;
- (4) Has the legal right to construct the project within the identified right of way;
- (5) Shall acquire necessary permits required to construct the project;
- (6) Is responsible for all costs associated with utility relocation(s); and
- (7) Shall support other actions necessary to fully implement the proposed project.

I further certify that the estimated costs included herein are reasonable and that City of Lake City (applicant) will follow through on the project once programmed in the Florida Department of Transportation's Work Program. I understand that failure to deliver the project within the fiscal year programmed and/or significant increases in estimated costs could cause the project to be removed from the Work Program and/or significantly increase the Agency's local funds participation.



Applicant Signature

Demetrius Johnson

Name

Interim City Manager

Title

Date 3-13-2024

Additional Applicant Signature \*If Applicable

Click here to enter text

Name

Click here to enter text

Title

Click here to enter text

Date

LOCATION MAP

CAMP STREET, from Main Blvd to Ermine Ave





## ESTIMATED PROJECT COST

### CAMP STREET RESURFACING

from Main Boulevard to Ermine Avenue (4,195')

City of Lake City

Project Scope: Mill and resurface the existing travel lanes, upgrade ADA ramps, install new signs and pavement markings

Pay Item No.	Pay Item Description	Quantity	Units	Unit Price	Total Cost
101-1	Mobilization	1	LS	\$34,729.00	\$34,729.00
101-2	Maintenance of Traffic	1	LS	\$24,544.00	\$24,544.00
104-1-3	Sediment Barrier	100	LF	\$5.00	\$500.00
110-1-1	Clearing & Grubbing	1	LS	\$6,500.00	\$6,500.00
110-4-10	Removal of Existing Concrete	74	SY	\$59.50	\$4,403.00
286-1	Turnout Construction	200	SY	\$29.00	\$5,800.00
327-70	Milling Existing Asphalt Pavement, 1.5" AVG DEPTH	9447.0	SY	\$4.00	\$37,788.00
334-1-53	Superpave Asphaltic Conc. Traffic C, 1.5"	810.0	TN	\$195.00	\$157,950.00
425-5-1	Adjust Manhole Tops	8.0	EA	\$1,200.00	\$9,600.00
425-6	Adjust Valve Covers	3.0	EA	\$900.00	\$2,700.00
520-1-7	Curb and Gutter, Type E	127.0	LF	\$65.00	\$8,255.00
522-1	Concrete Sidewalk, 4"	77.0	SY	\$95.00	\$7,315.00
527-2	Detectable Warning Surface	128.0	SF	\$55.00	\$7,040.00
570-1-2	Performance Turf, Sod	150	SY	\$4.25	\$637.50
700-1-11	Single Post Sign F&I Ground Mount, Up To 12 SF	30	AS	\$550.00	\$16,500.00
706-1-3	Retroreflective Pavement Markers	105	EA	\$5.60	\$588.00
710-90	Painted Pavement Markings, Final Surface	1	LS	\$7,000.00	\$7,000.00
711-11-125	Thermoplastic, Standard, White, Solid, 24" For Stop Bar	527	LF	\$245.00	\$129,115.00
711-16-101	Thermoplastic, Standard, Other Surfaces, White, Solid, 6"	1.59	GM	\$2,450.00	\$3,885.50
711-16-201	Thermoplastic, Standard, Other Surfaces, Yellow, Solid, 6"	1.59	GM	\$2,500.00	\$3,975.00
999-1	Paving Fabric for crack relief	1	LS	\$31,000.00	\$31,000.00
999-2	Unknowns	1	LS	\$35,000.00	\$35,000.00
Construction Cost				\$534,835.00	
Design Fee				\$69,528.55	
CEI Fee				\$42,786.80	
<b>TOTAL PROJECT COST</b>					<b>\$647,150.35</b>

This opinion of Estimated Construction Cost is made on the basis of the Engineer's best judgment as an experienced and qualified professional generally familiar with the construction industry. However, since Engineer has no control over the market cost of labor, materials, equipment or services furnished by others, the Engineer cannot and does not guarantee that bids or actual Construction Cost will not vary from this estimate.

**File Attachments for Item:**

8. City Council Resolution No. 2024-025 - A resolution of the City of Lake City, Florida, changing the name of that certain segment of Northeast Railroad Street situated between North Marion Avenue and Northeast Davis Avenue; designating the name of said segment henceforth to Northeast Presley Lane within the City of Lake City, Florida; providing for conflicts; providing for severability; providing an effective date.



## **RESOLUTION NO 2024 - 025**

### **CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA, CHANGING THE NAME OF THAT CERTAIN SEGMENT OF NORTHEAST RAILROAD STREET SITUATED BETWEEN NORTH MARION AVENUE AND NORTHEAST DAVIS AVENUE; DESIGNATING THE NAME OF SAID SEGMENT HENCEFORTH TO NORTHEAST PRESLEY LANE WITHIN THE CITY OF LAKE CITY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida (the "City") certain members of the Presley family have performed numerous good deeds, and initiatives having untold positive effects on the community; and

**WHEREAS**, the legacies of those members of the Presley family will continue to reverberate for generations to come and be built upon by others; and

**WHEREAS**, it has been requested the City honor and commemorate the legacy the Presley Family by renaming that certain segment of Northeast Railroad Street situated between North Marion Avenue and Northeast Davis Avenue; and

**WHEREAS**, in furtherance thereof, the City desires that henceforth the aforementioned segment of road be designated as Northeast Presley Lane; and

**WHEREAS**, the after the name change contemplated herein, the relevant plat will conform to Chapter 86, Article IV, Sec. 86-114 Lake City Code, and will continue to meet all state requirements for such street name change; and

**WHEREAS**, renaming the aforementioned segment of road as set forth herein is in the public interest and for the public welfare; now therefore

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

1. The City hereby changes to Northeast Presley Lane that segment of what is currently designated as Northeast Railroad Street being situated between North Marion Avenue and Northeast Davis Avenue within the City of Lake City, Florida, as set forth in that certain Petition for Street Name Change attached as an Exhibit hereto and made part hereof; and
2. The public works, road, and other relevant staff of the City are authorized and directed to take all actions consistent herewith, including changing the signage on the designated road segment to reflect the name change set forth herein; and

- 
3. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
  4. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

**APPROVED AND ADOPTED**, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of April, 2024.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

---

Stephen M. Witt, Mayor

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

---

Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

---

Clay Martin, City Attorney



130 260 390 520 650 780 910 1040 1170 1300 ft

## PETITION FOR STREET NAME CHANGE

### Application Type: Property Owner Petition for Street Name Change

1. **Date:** \_\_\_\_\_
2. **Applicant/Property Owner Name:** City of Lake City
3. **Current Street Name:** NE Railroad Street
4. **Specific Location:** Beginning at the intersection of Marion Avenue and NE Railroad Street ending at the intersection of Davis Avenue and NE Railroad Street
5. **Proposed New Street Name:** Presley Lane
6. **Purpose of the Request:** To commemorate the outstanding dignitaries of the Presley family for all their good deeds, positive effects on the community, the legacies that the Presley family has left and those that they continue to build upon! The Presley family is a very prominent family in our community and are extremely deserving to be honored. The petition is being made to eliminate negative connotations associated with the current name in a growing community and to highlight positive works of a prominent family who continues to impact the lives of both young adults, and adults!

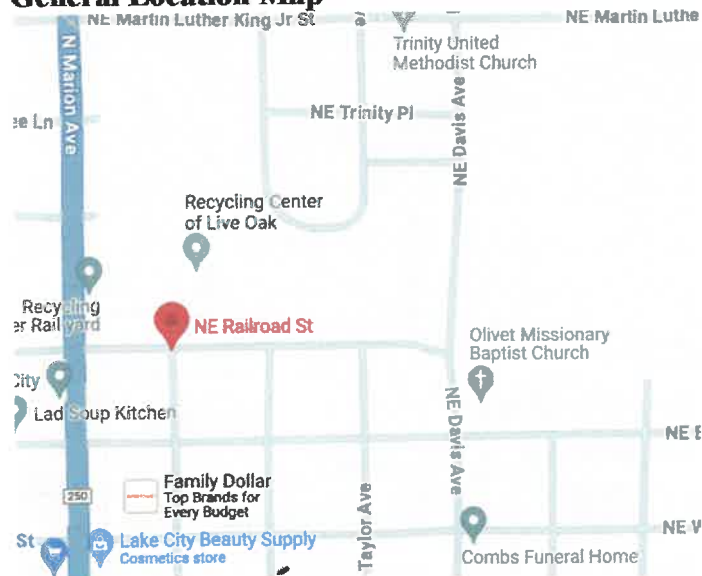
We, the undersigned, hereby petition the name change of NE Railroad Street as described in this application.

\_\_\_\_\_  
Property Owner/Representative Name

\_\_\_\_\_  
Property Owner/Representative Signature

\_\_\_\_\_  
Date

### General Location Map





## PETITION FOR STREET NAME CHANGE

### Application Type: Property Owner Petition for Street Name Change

1. Date: 2/11/24
2. Applicant/Property Owner Name: Dr. Dale Tompkins/Church On The Way
3. Current Street Name: NE Railroad Street
4. Specific Location: Beginning at the intersection of Marion Avenue and NE Railroad Street ending at the intersection of Davis Avenue and NE Railroad Street
5. Proposed New Street Name: Presley Lane
6. Purpose of the Request: To commemorate the outstanding dignitaries of the Presley family for all their good deeds, positive effects on the community, the legacies that the Presley family has left and those that they continue to build upon! The Presley family is a very prominent family in our community and are extremely deserving to be honored. The petition is being made to eliminate negative connotations associated with the current name in a growing community and to highlight positive works of a prominent family who continues to impact the lives of both young adults, and adults!

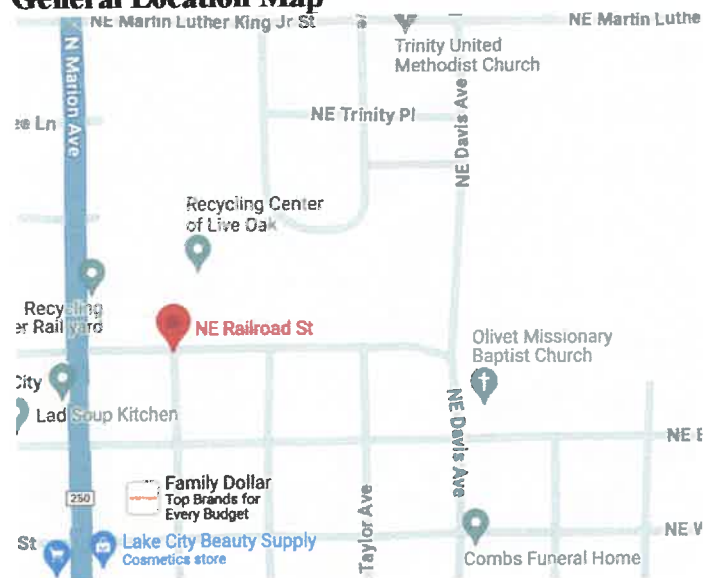
We, the undersigned, hereby petition the name change of NE Railroad Street as described in this application.

Dale Tompkins  
Property Owner/Representative Name

Dale Tompkins  
Property Owner/Representative Signature

2/11/24  
Date

### General Location Map



## PETITION FOR STREET NAME CHANGE

### Application Type: Property Owner Petition for Street Name Change

1. **Date:** 02/12/2024
2. **Applicant/Property Owner Name:** Charles L Williams
3. **Current Street Name:** NE Railroad Street
4. **Specific Location:** Beginning at the intersection of Marion Avenue and NE Railroad Street ending at the intersection of Davis Avenue and NE Railroad Street
5. **Proposed New Street Name:** Presley Lane
6. **Purpose of the Request:** To commemorate the outstanding dignitaries of the Presley family for all their good deeds, positive effects on the community, the legacies that the Presley family has left and those that they continue to build upon! The Presley family is a very prominent family in our community and are extremely deserving to be honored. The petition is being made to eliminate negative connotations associated with the current name in a growing community and to highlight positive works of a prominent family who continues to impact the lives of both young adults, and adults!

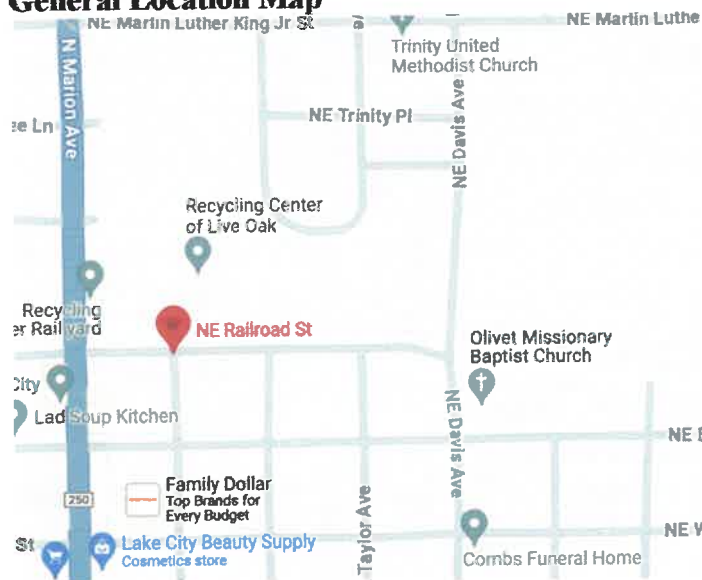
We, the undersigned, hereby petition the name change of NE Railroad Street as described in this application.

Charles L Williams  
Property Owner/Representative Name

[Signature]  
Property Owner/Representative Signature

02/12/2024  
Date

### General Location Map



## PETITION FOR STREET NAME CHANGE

### Application Type: Property Owner Petition for Street Name Change

1. **Date:** 02/11/24
2. **Applicant/Property Owner Name:** Timothy Morgan
3. **Current Street Name:** NE Railroad Street
4. **Specific Location:** Beginning at the intersection of Marion Avenue and NE Railroad Street ending at the intersection of Davis Avenue and NE Railroad Street
5. **Proposed New Street Name:** Presley Lane
6. **Purpose of the Request:** To commemorate the outstanding dignitaries of the Presley family for all their good deeds, positive effects on the community, the legacies that the Presley family has left and those that they continue to build upon! The Presley family is a very prominent family in our community and are extremely deserving to be honored. The petition is being made to eliminate negative connotations associated with the current name in a growing community and to highlight positive works of a prominent family who continues to impact the lives of both young adults, and adults!

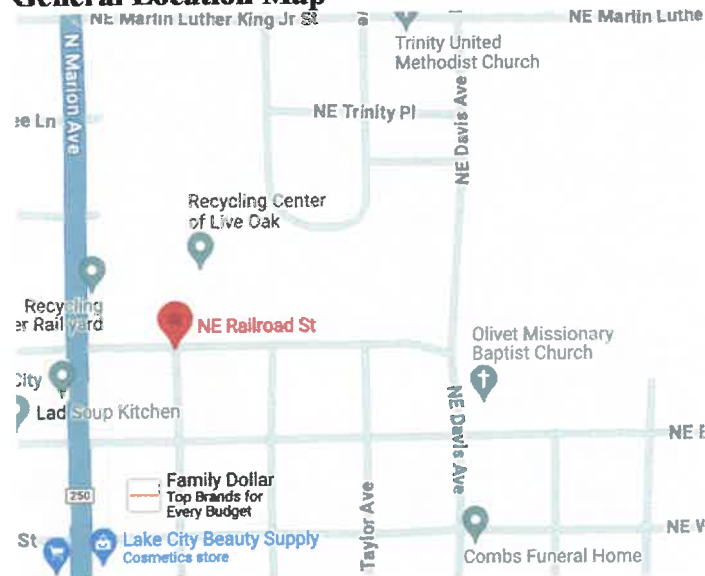
We, the undersigned, hereby petition the name change of NE Railroad Street as described in this application.

Timothy Morgan  
Property Owner/Representative Name

Timothy Morgan  
Property Owner/Representative Signature

02/11/24  
Date

### General Location Map



## PETITION FOR STREET NAME CHANGE

### Application Type: Property Owner Petition for Street Name Change

1. **Date:** 2-15-2024
2. **Applicant/Property Owner Name:** Olivet Missionary Baptist Church Inc.
3. **Current Street Name:** NE Railroad Street
4. **Specific Location:** Beginning at the intersection of Marion Avenue and NE Railroad Street ending at the intersection of Davis Avenue and NE Railroad Street
5. **Proposed New Street Name:** Presley Lane
6. **Purpose of the Request:** To commemorate the outstanding dignitaries of the Presley family for all their good deeds, positive effects on the community, the legacies that the Presley family has left and those that they continue to build upon! The Presley family is a very prominent family in our community and are extremely deserving to be honored. The petition is being made to eliminate negative connotations associated with the current name in a growing community and to highlight positive works of a prominent family who continues to impact the lives of both young adults, and adults!

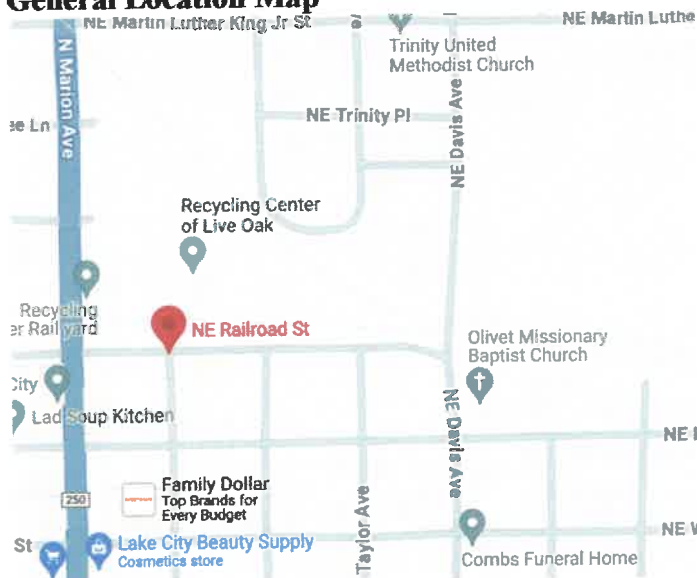
We, the undersigned, hereby petition the name change of NE Railroad Street as described in this application.

Carlos Johnson  
Property Owner/Representative Name

[Signature]  
Property Owner/Representative Signature

2-15-2024  
Date

### General Location Map





## PETITION FOR STREET NAME CHANGE

### Application Type: Property Owner Petition for Street Name Change

1. **Date:** 2/16/24
2. **Applicant/Property Owner Name:** Annie L. Vaughn; C/O Herma Vaughn White
3. **Current Street Name:** NE Railroad Street
4. **Specific Location:** Beginning at the intersection of Marion Avenue and NE Railroad Street ending at the intersection of Davis Avenue and NE Railroad Street
5. **Proposed New Street Name:** Presley Lane
6. **Purpose of the Request:** To commemorate the outstanding dignitaries of the Presley family for all their good deeds, positive effects on the community, the legacies that the Presley family has left and those that they continue to build upon! The Presley family is a very prominent family in our community and are extremely deserving to be honored. The petition is being made to eliminate negative connotations associated with the current name in a growing community and to highlight positive works of a prominent family who continues to impact the lives of both young adults, and adults!

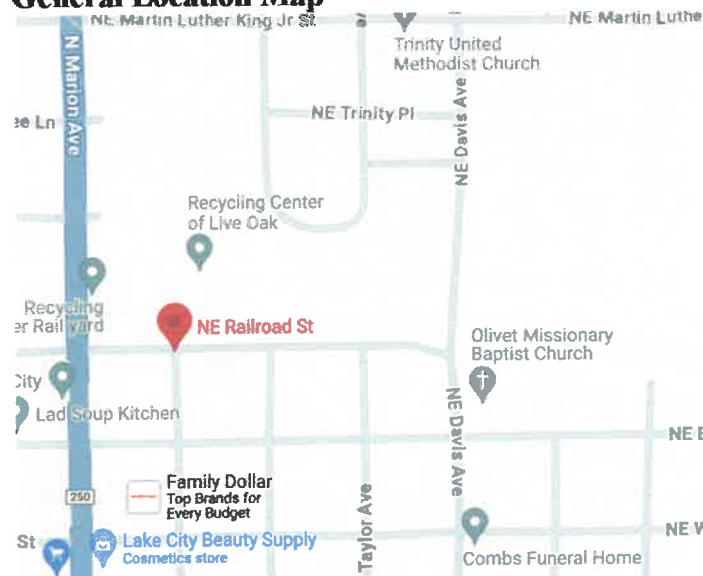
We, the undersigned, hereby petition the name change of NE Railroad Street as described in this application.

[Signature]  
Property Owner/Representative Name

[Signature]  
Property Owner/Representative Signature

2/16/24  
Date

### General Location Map



February 15, 2024

I, John Gizzie, representative for Louise Crosley am in agreeance with the change of the street name, NE Railroad Street, to Presley Lane in Lake City, FL.

Regards,

John Gizzie

Exhibit

## PETITION FOR STREET NAME CHANGE

Application Type: Property Owner Petition for Street Name Change

1. Date: Feb, 19, 2024
2. Applicant/Property Owner Name: HEGA Financial
3. Current Street Name: NE Railroad Street
4. Specific Location: Beginning at the intersection of Marion Avenue and NE Railroad Street ending at the intersection of Davis Avenue and NE Railroad Street
5. Proposed New Street Name: Presley Lane
6. Purpose of the Request: To commemorate the outstanding dignitaries of the Presley family for all their good deeds, positive effects on the community, the legacies that the Presley family has left and those that they continue to build upon! The Presley family is a very prominent family in our community and are extremely deserving to be honored. The petition is being made to eliminate negative connotations associated with the current name in a growing community and to highlight positive works of a prominent family who continues to impact the lives of both young adults, and adults!

We, the undersigned, hereby petition the name change of NE Railroad Street as described in this application.

Peter Vey  
Property Owner/Representative Name

P. Vey  
Property Owner/Representative Signature

2/19/24  
Date

### General Location Map



**File Attachments for Item:**

9. City Manager Hiring Process Update (Mayor Stephen Witt)

Meeting Date
April 1, 2024

# CITY OF LAKE CITY

## Report to Council

AGENDA	
Section	
Item No.	

**SUBJECT:** City Manager Interview Process

**DEPT. / OFFICE:** City Council

<b>Originator:</b> Audrey Sikes, City Clerk		
<b>Interim City Manager</b> Dee Johnson	<b>Department Director</b> City Council	3/24
<b>Recommended Action:</b> N/A		
<b>Summary Explanation &amp; Background:</b> <p>After compiling availability, candidates were emailed the schedule of interview times. Candidates Gerald Butler and Don Rosenthal have confirmed interview acceptance. Candidate Juan Guerra withdrew due to acceptance of a new position. The revised interview schedule is attached.</p>		
<b>Alternatives:</b> N/A		
<b>Source of Funds:</b> N/A		
<b>Financial Impact:</b> N/A		
<b>Exhibits Attached:</b>  Revised City Manager Interview Schedule		

## **City of Lake City, FL City Manager Interview Schedule**

### **Wednesday**

<b><u>Day 1 (April 24)</u></b>	<b><u>Tour of the City with Council Member Ricky Jernigan</u></b>
8:30 AM – 4:00 PM	Group Tour (Gerald Butler, Don Rosenthal)

### **Thursday**

<b><u>Day 2 (April 25)</u></b>	<b><u>Tour of City Facilities and Director Q &amp; A Sessions</u></b>
8:30 AM – 11:30 AM	Group Tour of City Facilities (Interim City Manager Dee Johnson)
1:00 PM – 2:00 PM	Department Directors Q & A Session (Gerald Butler)
2:00 PM – 3:00 PM	Department Directors Q & A Session (Don Rosenthal)
5:30 PM – 6:30 PM	Meet 'n Greet (City Council Chambers) Refreshments will be served

### **Friday**

<b><u>Day 3 (April 26)</u></b>	<b><u>One on One Interviews and Interview with Council via Special Meeting</u></b>
8:30 AM – 9:00 AM	One on One Interview (Mayor Stephen Witt/Gerald Butler)
8:30 AM – 9:00 AM	One on One Interview (Council Member Chevella Young/Don Rosenthal)
9:00 AM – 9:30 AM	One on One Interview (Council Member James Carter/Gerald Butler)
9:00 AM – 9:30 AM	One on One Interview (Council Member Jake Hill, Jr./Don Rosenthal)
9:30 AM – 10:00 AM	One on One Interview (Council Member Chevella Young/Gerald Butler)
9:30 AM – 10:00 AM	One on One Interview (Mayor Stephen Witt/Don Rosenthal)
10:00 AM – 10:30 AM	One on One Interview (Council Member Jake Hill, Jr./Gerald Butler)
10:00 AM – 10:30 AM	One on One Interview (Council Member James Carter/Don Rosenthal)
1:00 PM	Special Called City Council Meeting for Candidate Interviews
1:00 PM	Candidate Interview with Council (Gerald Butler)
2:00 PM	Candidate Interview with Council (Don Rosenthal)

Note: A time is not scheduled for Council Member Ricky Jernigan to participate in the one on one interviews per his request.

**Day 3 Schedule for Candidate Gerald Butler**

8:30 AM – 9:00 AM	One on One Interview (Mayor Stephen Witt/)
9:00 AM – 9:30 AM	One on One Interview (Council Member James Carter)
9:30 AM – 10:00 AM	One on One Interview (Council Member Chevella Young)
10:00 AM – 10:30 AM	One on One Interview (Council Member Jake Hill, Jr.)
1:00 PM	Candidate Interview with Council

**Day 3 Schedule for Candidate Don Rosenthal**

8:30 AM – 9:00 AM	One on One Interview (Council Member Chevella Young)
9:00 AM – 9:30 AM	One on One Interview (Council Member Jake Hill Jr.)
9:30 AM – 10:00 AM	One on One Interview (Mayor Stephen Witt)
10:00 AM – 10:30 AM	One on One Interview (Council Member James Carter)
2:00 PM	Candidate Interview with Council

**Day 3 Schedule for Council Member/Mayor Stephen Witt**

8:30 AM – 9:00 AM	One on One Interview (Gerald Butler)
9:30 AM – 10:00 AM	One on One Interview (Don Rosenthal)
1:00 PM	Candidate Interview with Council (Gerald Butler)
2:00 PM	Candidate Interview with Council (Don Rosenthal)

**Day 3 Schedule for Council Member James Carter**

9:00 AM – 9:30 AM	One on One Interview (Gerald Butler)
10:00 AM – 10:30 AM	One on One Interview (Don Rosenthal)
1:00 PM	Candidate Interview with Council (Gerald Butler)
2:00 PM	Candidate Interview with Council (Don Rosenthal)

**Day 3 Schedule for Council Member Jake Hill, Jr.**

9:00 AM – 9:30 AM	One on One Interview (Don Rosenthal)
10:00 AM – 10:30 AM	One on One Interview (Gerald Butler)
1:00 PM	Candidate Interview with Council (Gerald Butler)
2:00 PM	Candidate Interview with Council (Don Rosenthal)

**Day 3 Schedule for Council Member Ricky Jernigan**

1:00 PM	Candidate Interview with Council (Gerald Butler)
2:00 PM	Candidate Interview with Council (Don Rosenthal)

Note: A time is not scheduled for Council Member Ricky Jernigan to participate in the one on one interviews per his request.

**Day 3 Schedule for Council Member Chevella Young**

8:30 AM – 9:00 AM	One on One Interview (Don Rosenthal)
9:30 AM – 10:00 AM	One on One Interview (Gerald Butler)
1:00 PM	Candidate Interview with Council (Gerald Butler)
2:00 PM	Candidate Interview with Council (Don Rosenthal)



**File Attachments for Item:**

**11. The City Attorney shall read the ordinance by title.**

City Council Ordinance No. 2024-2260 (first reading) - An ordinance of the City of Lake City, Florida, amending the Future Land Use Plan Map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 23-06, by the property owner of said acreage, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the future land use classification from Residential, Medium Density (less than or equal to 8 dwelling units per acre) to Residential, High Density (less than or equal to 20 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.

## ORDINANCE NO. 2024-2260

### CITY OF LAKE CITY, FLORIDA

1        **AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE FUTURE**  
2        **LAND USE PLAN MAP OF THE CITY OF LAKE CITY COMPREHENSIVE PLAN, AS**  
3        **AMENDED; RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND,**  
4        **PURSUANT TO AN APPLICATION, CPA 23-06, BY THE PROPERTY OWNER OF**  
5        **SAID ACREAGE, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN**  
6        **SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED;**  
7        **PROVIDING FOR CHANGING THE FUTURE LAND USE CLASSIFICATION FROM**  
8        **RESIDENTIAL, MEDIUM DENSITY (LESS THAN OR EQUAL TO 8 DWELLING UNITS**  
9        **PER ACRE) TO RESIDENTIAL, HIGH DENSITY (LESS THAN OR EQUAL TO 20**  
10       **DWELLING UNITS PER ACRE) OF CERTAIN LANDS WITHIN THE CORPORATE**  
11       **LIMITS OF THE CITY OF LAKE CITY, FLORIDA; PROVIDING SEVERABILITY;**  
12       **REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE**  
13       **DATE**

14       WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City of Lake  
15       City, Florida, hereinafter referred to as the City Council, to prepare, adopt and implement a  
16       Comprehensive Plan;

17       WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community Planning  
18       Act, empowers and requires the City Council to prepare, adopt and implement a Comprehensive Plan;

19       WHEREAS, an application, CPA 23-06, for an amendment, as described below, to the Future Land Use Plan  
20       Map of the City of Lake City's Comprehensive Plan has been filed with the City;

21       WHEREAS, the Planning and Zoning Board of the City of Lake City, Florida, hereinafter referred to as the  
22       Planning and Zoning Board has been designated as the Local Planning Agency of the City of Lake City,  
23       Florida, hereinafter referred to as the Local Planning Agency;

24       WHEREAS, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land Development  
25       Regulations, the Planning and Zoning Board, serving also as the Local Planning Agency, held the required  
26       public hearing, with public notice having been provided, on said application for an amendment, as  
27       described below, and at said public hearing, the Planning and Zoning Board, serving also as the Local  
28       Planning Agency, reviewed and considered all comments and documents received during said public  
29       hearing including matters of concurrency management concerning said application for an amendment, as  
30       described below, to the Future Land Use Map of the City's Comprehensive Plan and recommended to the  
31       City Council's approval of said application for amendment, as described below, to the Future Land Use  
32       Map of the City's Comprehensive Plan;

33       WHEREAS, the City Council held the required public hearings, with public notice having been provided,  
34       under the procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended,  
35       on said application for an amendment, as described below, and at said public hearings, the City Council

reviewed and considered all comments received during said public hearing, including the recommendation of the Planning and Zoning Board, serving also as the Local Planning Agency, and the matters of concurrency management concerning said application for an amendment, as described below;

WHEREAS, the City Council has determined and found said application for an amendment, as described below, to be compatible with the Land Use Element objectives and policies, and those of other affected elements of the Comprehensive Plan; and

WHEREAS, the City Council has determined and found that approval of said application for an amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare; now therefore,.

BE IT ENACTED by the People of the City of Lake City, Florida, as follows:

Section 1. Future Land Use Map Amended. Pursuant to an application, CPA 23-06, by David M. Winsberg, to amend the Future Land Use Plan Map of the Comprehensive Plan by changing the land use classification of certain lands, the land use classification totaling 50 acres or less is hereby changed from RESIDENTIAL, MEDIUM DENSITY (less than or equal to 8 dwelling units per acre) to RESIDENTIAL, HIGH DENSITY (less than or equal to 20 dwelling units per acre) on property described, as follows:

A parcel of land lying in Section 30, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly describes as follows: The East 1/2 of the East 1/2 of the Southwest 1/4 of the Northeast 1/4 of said Section 30, North of Magnolia Heights Subdivision as recorded in the Public Records of Columbia County, Florida, and less the right-of-way of Northwest Early Street (formerly known as Fronnie Street).

Containing 5.30 acres, more or less.

AND

A parcel of land lying in Section 30, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly describes as follows: Commence at the intersection of the centerlines of Northwest Early Street (formerly known as Fronnie Street) and Northwest Cray Way (formerly known as South Carolina Street); thence North 89°02'37" East 25.02 feet; thence North 02°26'28" East 85.04 feet to the Point of Beginning; thence continue North 02°26'28" East 359.16 feet; thence South 89°46'26" East 109.89 feet; thence South 02°26'28" West 356.89 feet; thence South 89°02'37" West 110.00 feet to the Point of Beginning.

Containing 0.91 acre, more or less.

AND

A parcel of land lying in Section 30, Township 3 South, Range 17 East, Columbia

County, Florida. Being more particularly describes as follows: Commence at the intersection of centerlines of Northwest Early Street (formerly known as Fronnie Street) and Northwest Cray Way (formerly known as South Carolina Street); thence North 89°02'37" East 25.02 feet; thence North 02°26'28" East 444.20 feet; thence North 89°46'26" West 50.04 feet to the Point of Beginning; thence South 02°26'28" West 331.85 feet; thence South 89°02'37" West 214.94 feet; thence North 01°40'48" West 336.23 feet; thence South 89°46'26" East 238.90 feet to the Point of Beginning

Containing 1.74 acres, more or less.

All said lands containing 7.95 acres, more or less.

Section 2. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 3. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. Effective Date of Ordinance. This ordinance shall be effective upon adoption.

Section 5. Effective Date of Implementation of Plan Amendment. The effective date of this plan amendment shall be thirty-one (31) days following the date of adoption of this plan amendment. However, if any affected person files a petition with the Florida Division of Administrative Hearings pursuant to Section 120.57, Florida Statutes, as amended, to request a hearing to challenge the compliance of this plan amendment with Sections 163.3161 through 163.3248, Florida Statutes, as amended, within thirty (30) days following the date of adoption of this plan amendment, this plan amendment shall not become effective until Florida Commerce or the Florida Administration Commission, respectively, issues a final order determining this plan amendment is in compliance. No development orders, development permits or land uses dependent on this plan amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued, this plan amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to Florida Commerce, Division of Community Development, 107 East Madison Street, Caldwell Building, First Floor, Tallahassee, Florida 32399-4120.

Section 6. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

PASSED upon first reading this 1st day of April 2024.

DONE, THE PUBLIC NOTICE, in a newspaper of general circulation in the City of Lake City, Florida, by the City Clerk of the City of Lake City, Florida on the \_\_\_\_ day of \_\_\_\_\_, 2024.

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PASSED AND DULY ADOPTED, upon second and final reading, in regular session with a quorum present and voting, by the City Council this \_\_\_\_\_ day of April 2024.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

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

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

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

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Clay Martin, City Attorney

First Reading Only

**File Attachments for Item:**

15. City Council Ordinance No. 2024-2263 (first reading) - An ordinance of the City of Lake City, Florida, amending the Official Zoning Atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of ten or less contiguous acres of land, pursuant to an application, Z 23-07, by the property owner of said acreage; providing for the rezoning from Residential, Single Family-3 (RSF-3) and Residential, Multiple Family -1 (RMF-1) to Residential, Multiple Family-2 (RMF-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.

# ORDINANCE NO. 2024-2263

## CITY OF LAKE CITY, FLORIDA

1        **AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE**  
2        **OFFICIAL ZONING ATLAS OF THE CITY OF LAKE CITY LAND DEVELOPMENT**  
3        **REGULATIONS, AS AMENDED; RELATING TO THE REZONING OF TEN OR LESS**  
4        **CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 23-07, BY**  
5        **THE PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR REZONING**  
6        **FROM RESIDENTIAL, SINGLE FAMILY-3 (RSF-3) AND RESIDENTIAL, MULTIPLE**  
7        **FAMILY-1 (RMF-1) TO RESIDENTIAL, MULTIPLE FAMILY-2 (RMF-2) OF CERTAIN**  
8        **LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE CITY, FLORIDA;**  
9        **PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND**  
10       **PROVIDING AN EFFECTIVE DATE**

11       WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City of Lake  
12       City, Florida, hereinafter referred to as the City Council, to prepare, adopt and enforce land  
13       development regulations;

14       WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community Planning  
15       Act, requires the City Council to prepare and adopt regulations concerning the use of land and water to  
16       implement the comprehensive plan;

17       WHEREAS, an application for an amendment, as described below, has been filed with the City;

18       WHEREAS, the Planning and Zoning Board of City of Lake City, Florida, hereinafter referred to as the  
19       Planning and Zoning Board, has been designated as the Local Planning Agency of the City of Lake City,  
20       Florida, hereinafter referred to as the Local Planning Agency;

21       WHEREAS, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land Development  
22       Regulations, the Planning and Zoning Board, serving also as the Local Planning Agency, held the required  
23       public hearing, with public notice having been provided, on said application for an amendment, as  
24       described below, and at said public hearing, the Planning and Zoning Board, serving also as the Local  
25       Planning Agency, reviewed and considered all comments and documents received during said public  
26       hearing, including matters of concurrency management concerning said application for an amendment,  
27       as described below, and recommended to the City Council approval of said application for an  
28       amendment, as described below;

29       WHEREAS, pursuant to Section 166.041, Florida Statutes, as amended, the City Council held the required  
30       public hearings, with public notice having been provided, on said application for an amendment, as  
31       described below, and at said public hearing, the City Council reviewed and considered all comments  
32       received during said public hearing, including the recommendation of the Planning and Zoning Board,  
33       serving also as the Local Planning Agency, and the matters of concurrency management concerning said  
34       application for an amendment, as described below; and

35       WHEREAS, the City Council has determined and found that approval of said application for an

amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity, or general welfare; now therefore,

BE IT ENACTED by the People of the City of Lake City, Florida, as follows:

Section 1. Pursuant to an application, Z 23-07, by David M. Winsberg, to amend the Official Zoning Atlas of the Land Development Regulations by changing the zoning district of certain lands, the zoning district is hereby changed from RESIDENTIAL, SINGLE FAMILY-3 (RSF-3) and RESIDENTIAL, MULTIPLE FAMILY-1 (RMF-1) to RESIDENTIAL, MULTIPLE FAMILY-2 (RMF-2) on property described, as follows:

From RESIDENTIAL, SINGLE FAMILY-3 (RSF-3) to MULTIPLE FAMILY-2 (RMF-2):

A parcel of land lying in Section 30, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly describes as follows: The East 1/2 of the East 1/2 of the Southwest 1/4 of the Northeast 1/4 of said Section 30, North of Magnolia Heights Subdivision as recorded in the Public Records of Columbia County, Florida, and less the right-of-way of Northwest Early Street (formerly known as Fronnie Street).

Containing 5.30 acres, more or less.

From RESIDENTIAL, MULTIPLE FAMILY-1 (RMF-1) to MULTIPLE FAMILY-2 (RMF-2):

A parcel of land lying in Section 30, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly describes as follows: Commence at the intersection of the centerlines of Northwest Early Street (formerly known as Fronnie Street) and Northwest Cray Way (formerly known as South Carolina Street); thence North 89°02'37" East 25.02 feet; thence North 02°26'28" East 85.04 feet to the Point of Beginning; thence continue North 02°26'28" East 359.16 feet; thence South 89°46'26" East 109.89 feet; thence South 02°26'28" West 356.89 feet; thence South 89°02'37" West 110.00 feet to the Point of Beginning.

Containing 0.91 acre, more or less.

AND

A parcel of land lying in Section 30, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly describes as follows: Commence at the intersection of centerlines of Northwest Early Street (formerly known as Fronnie Street) and Northwest Cray Way (formerly known as South Carolina Street); thence North 89°02'37" East 25.02 feet; thence North 02°26'28" East 444.20 feet; thence North 89°46'26" West 50.04 feet to the Point of Beginning; thence South 02°26'28" West 331.85 feet; thence South 89°02'37" West 214.94 feet; thence North 01°40'48" West 336.23 feet; thence South 89°46'26" East 238.90 feet to the Point of Beginning

Containing 1.74 acres, more or less.

All said lands containing 7.95 acres, more or less.



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Section 2. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 3. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. Effective Date of Ordinance. This ordinance shall become effective upon adoption.

Section 5. The effective date of this amendment, Z 23-07, to the Official Zoning Atlas shall be the same date as the effective date of Future Land Use Plan Map Amendment, CPA 23-06. If Future Land Use Plan Map Amendment, CPA 23-06, does not become effective, this amendment, Z 23-07, to the Official Zoning Atlas shall not become effective. No development orders, development permits or land uses dependent on this amendment, Z 23-07, to the Official Zoning Atlas may be issued or commence before it has become effective.

Section 6. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

PASSED upon first reading this 1st day of April 2024.

DONE, THE PUBLIC NOTICE, in a newspaper of general circulation in the City of Lake City, Florida, by the City Clerk of the City of Lake City, Florida on the \_\_\_\_ day of \_\_\_\_\_, 2024.

PASSED AND DULY ADOPTED, upon second and final reading, in regular session with a quorum present and voting, by the City Council this \_\_\_\_ day of April 2024.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

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

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

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

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Clay Martin, City Attorney

First Reading Only

**File Attachments for Item:**

19. Discussion and Possible Action: Approval to use a maximum of \$1.8 million of the remaining ARPA funds to replace the 18-year-old Ladder 1 truck. Currently the build time after purchase of a new replacement ladder truck is two (2) years. (Chief Josh Wehinger)

<b>MEETING DATE</b>
3/18/2024

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Request funds to replace aging Ladder truck

DEPT / OFFICE: Fire Department

<b>Originator: Joshua Wehinger, Fire Chief</b>		
<b>City Manager</b> Demetrius Johnson	<b>Department Director</b> Joshua Wehinger	<b>Date</b> 2/21/2024
<b>Recommended Action:</b> Utilize a portion of the remaining ARPA funds to purchase/replace Ladder 1		
<b>Summary Explanation &amp; Background:</b> <p>I am requesting permission to utilize a portion of the remaining ARPA funds to replace our 18 year old ladder truck. This truck was purchased in 2006 and is a 75 foot reach ladder. Due to the age and use, we currently are spending a lot of money each year in maintenance costs in order to keep it in service. This truck with it’s limited reach is holding back some of the growth within our City. Currently we can only build a structure that is 6 stories as this is the highest our ladder will reach. The foot print of the Lake City HCA hospital currently does not allow us to reach all areas of the extended floors. This restricts us if there was ever a need for a rescue or to fight a large fire.</p> <p>Currently the build time after purchase of a new replacement ladder truck is 2 years. It is my opinion that we utilize funds that we currently have in the ARPA in order to purchase this new truck as soon as possible. I am requesting a maximum amount of 1.8 million to replace Ladder 1 immediately.</p>		
<b>Alternatives: continue to fund repairs and limit the growth of our community</b>		
<b>Source of Funds: ARPA</b>		
<b>Financial Impact: None</b>		
<b>Exhibits Attached:</b>		



# LAKE CITY LADDER ONE REPLACEMENT

Discussion of ladder truck  
replacement





# Objective

- Overview of Lake City's current ladder truck.
- Discussion of new tower truck
- Sources of funding



# Ladder One

- Built in 2005 (almost 20 years old)
- 75' Ariel ladder
- 2000 gpm pump
- Responds to all Structure Fires, Fire Alarms and Gas leaks
- Also used for High Angle Rescues



# Ladder One Concerns

- Maintenance costs has increased due to age. \$45,000 in the 5 years
- Risk of equipment failure on scene as truck ages
- Outdated mechanics and onboard equipment
- Outside of life expectancy for an emergency vehicle



# Benefits of an Aerial Apparatus

- Lower ISO rating
- Quick deployment for high rise
- Elevated water source
- Able to carry specialized equipment



# Funding

- Utilize ARPA funds for a one-time capital expense
- Money returned every year will go to replace apparatuses.





# AWARDED GRANTS

- \$500,000 appropriations grant for Station 2 (2021 awarded)
- \$728,000 SAFER grant to hire 3 new personnel (2022 awarded)
- \$422,000 appropriations to replace the HVAC and generator at the Public Safety Building (2023 awarded)
- \$208,000 AFG Grant (2023 awarded)
- \$800,000 appropriations to replace engine 1 (Current 2024)
- \$200,000 appropriations to remodel Fire Station 1 (Current 2024)



# QUESTIONS



**File Attachments for Item:**

20. Discussion and Possible Action: Requesting approval to reclassify one Maintenance Worker position to Inmate Crew Leader and approve job description. The salary would be the same as for a Maintenance Worker, which is already budgeted for FY 2024 (Executive Director of Utilities Steve Brown)

Meeting Date

CITY OF LAKE CITY

Report To Council

AGENDA	
Section	
Item No.	

SUBJECT:                    Inmate Crew Leader position

DEPT. / OFFICE:        Public Works

<b>Originator:</b> Steve Brown, Executive Director of Utilities		
<b>City Manager</b> Dee Johnson	<b>Department Director</b> Steve Brown	
<b>Recommended Action:</b> Change one Maintenance Worker Position to Inmate Crew Leader and approve job description.		
<b>Summary Explanation &amp; Background:</b> Current employee assigned duties of Inmate Crew Leader, however City does not have an approved position for an Inmate Crew Leader. In order to properly evaluate the employee, there should be a job description for this position. The salary would be the same as for a Maintenance Worker.		
<b>Alternatives:</b>		
<b>Source of Funds:</b> Already budgeted for 2024 fiscal year.		
<b>Financial Impact:</b> None		
<b>Exhibits Attached:</b> Job Description for Inmate Crew Leader		

# City of Lake City, FL

## Classification Description

Classification Title: INMATE CREW LEADER  
Department: PUBLIC WORKS

Pay Grade: 4  
FLSA Status: Non-Exempt

### General Description

Semi-skilled manual and lead work in multiple operations within Public Works, while coordinating activities of inmate labor crew. Work is performed under the general supervision of the Public Works Supervisor.

### Nature of Work

#### Essential Functions:

- Supervise inmates in road and highway maintenance and/or construction.
- Reviews and participates in the work of crews performing construction and maintenance projects.
- Drives truck, loads and unloads materials, checks condition of vehicle, report needed repairs.
- Performs semi-skilled tasks requiring the use of hand and/or power tools.
- Prepares records and reports on work completed.
- Layout and reviews the work of inmate crew.
- Assure equipment is serviced and properly maintained.
- May operate a variety of road maintenance and construction equipment.
- Investigates complaints and takes appropriate action or refers to superiors.
- Must have the ability to perform the essential functions of this position with or without reasonable accommodations.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers, bucket trucks, transport truck, chainsaw and heavy equipment.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified



parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of landscape and turf maintenance and installation and related equipment;
- Knowledge in asphalt work;
- Knowledge of storm water piping and retention pond and ditch maintenance;
- Ability to perform heavy manual labor under adverse weather conditions;
- Ability to follow written and oral instructions;
- Ability to complete daily work sheets and keep records;
- Ability to lead a crews;
- Ability to read and write;
- Skill at landscape and turf maintenance and installation techniques; and
- Skill and operation and preventative maintenance of the tools and equipment related to the position.

**Minimum Qualifications:** High school graduation or possession of an acceptable equivalency diploma (GED). Three (3) years experience in equipment operations and supervision or any equivalent combination of training and experience. Valid Florida Driver's License required.

## **ESSENTIAL PHYSICAL SKILLS**

- Heavy (up to 50 pounds) lifting and carrying
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Tasks may involve: reaching, pushing, walking, standing, crawling, kneeling, bending, stooping, driving
- Use both hands simultaneously while standing or sitting, requires pushing, pulling, twisting, bending, and climbing.

## **Environmental Conditions:**

- Works inside
- Works outside in various weather conditions with: dust, fumes, chemicals
- Works on uneven surfaces

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

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**Signature**

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**Date**

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**Print Name**