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# CITY COUNCIL WORKSHOP

## CITY OF LAKE CITY

June 29, 2023 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.

### Call to Order

### 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.***

### Items for Discussion

1. Discuss City Hall and Vacant Lots

Supporting documentation attached:

City Hall Structural Assessment, Tetra Tech, 9-6-2018

City Hall Facade and Structural Reassessment, Tetra Tech, 1-26-2023

Email dated 2-9-2023, Updated cost estimate

City Owned Property and Vacant Lots, 2023

2. Structuring of Advisory Committees

Supporting documentation attached:

City Council Ordinance No. 2021-2178

City Council Ordinance No. 2022-2229

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

**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. Discuss City Hall and Vacant Lots

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City Owned Property and Vacant Lots, 2023



# City of Lake City

## City Hall Structural Assessment

#200-08521-18002  
September 6, 2018

### PRESENTED TO

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

### PRESENTED BY

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## 1.0 EXECUTIVE SUMMARY

Tetra Tech was retained by The City of Lake City to perform a detailed structural assessment of the City Hall building for lateral stability and strength with respect to the interior brick walls that were previously removed. This assessment report provides the City with the information it needs to evaluate whether they should have the building structurally retrofitted if they choose to repair and restore the exterior brick façade.

On August 1, 2018 Tetra Tech performed a visual inspection using non-destructive methods to obtain additional information that was not included in the scope of the first study of the brick façade.

Data was collected during the site visit by various methods including, but not limited to: measurements, photos, visual observation, and conversation with occupants. The exterior walls of the City Hall building are the original load bearing, multiwythe brick. The floors and roof are framed with wood joists and rafters but have undergone modification in several areas. Originally, there were interior load bearing brick walls. They have since been replaced by steel columns and girders. The member sizes and connection detailing for this steel framing appears to be just for gravity loads and does not indicate that they were designed as moment frames to resist lateral loads. So, there is no indication that the new steel framing is meant to replace the lateral stability and strength of the original brick walls. Furthermore, the new steel girders are not connected to the east and west brick walls, so no bracing support is provided by them.

The removal of the interior walls requires the wood floors to act as large diaphragms that transfer the lateral wind loads to the exterior walls. The problem is that the existing floors and roof decks are not detailed and constructed in a manner that is structurally adequate to meet this demand. Older buildings like this do not typically have significant lateral load path connections from the floor deck and framing to the perimeter of the building. It was confirmed onsite that there is not an identifiable load path for in and out-of-plane loads from the east and west walls to the floor diaphragm. The timber joists bearing on the north and south walls do offer some bracing due to the friction developed by the mortar and timber interface in the wall pocket. We also discovered some tie-back rods/anchors were installed to help stabilize the west wall, but it is unknown when these retrofit anchors were installed and what strength capacity they have.

One wall construction detail that could not be confirmed was how the three wythes of brick were tied together to act compositely. It is common for individual brick or rows of bricks to be turned perpendicular to the length of wall to act as headers that bridge and tie the multiple wythes together. This was not evident in the exterior brick pattern of the City Hall. It is assumed that the wythes are likely tied together by internal metal ties. The existence and condition of these ties needs to be confirmed through demolition if brick restoration occurs.

Wind loads used for analysis were based on the 2017 Florida Building Code (FBC) and ASCE 7-10. Specific criteria used were: Ultimate Wind Speed = 120 mph, Exposure B, Risk Category II, and Enclosed Building. Although wind loads were the driving force for lateral analysis, other gravity-based loads like material dead weight and live loads were also considered when applying load combinations.

Presently, the floor and roof diaphragms are irregular shaped with a re-entrant corner on the east side of the building and a large floor opening for a light-well just west of the re-entrant corner. Ties and collectors should have been designed during the 80's renovation to redistribute the diaphragm forces but were not. The diaphragms were analyzed to see what forces should be distributed to the shear walls around the building and the connection forces required to accomplish it. From this analysis it is certain that any future renovation should include structural retrofit of the diaphragm. The retrofit would include a shear collector running along grid 4.4 from grid A to K. Another shear collector is required along grid K, between grids 2 and 4. The shear collectors need to be specifically detailed to collect diaphragm shear forces along their length and transfer the sum of the forces to the shear wall via a specially detailed connection.

Diaphragm to wall anchors are also needed to transfer in-plane and out-of-plane loads. Therefore, a uniform arrangement of wall anchors along all sides of the building and all diaphragm levels is recommended. Other required improvements to the diaphragm strength include transfer straps and members around the large light-well opening to ensure the diaphragm stresses are properly transferred around the opening. New fasteners in the existing floor deck or another means of strengthening should also be installed.

The brick walls were evaluated for in-plane shear stresses around openings, through narrow piers, and the gross wall sections. In addition to shear, compressive and tensile stresses were also evaluated for the bending effect induced by lateral loads. For all the in-plane wind load cases, the walls were found to be compliant with the code required stress levels. ACI 530 allowable stresses for this building are: 37 psi for shear, 500 psi for compression, and 32 psi for tension. One major assumption used in our analysis is that the walls will be restored with all loose brick and cracks repaired appropriately.

Out-of-plane wall stresses were checked based on two conditions. The first assumption was that the individual wythes were not acting compositely since no header blocks were verified during the site visit. This resulted in tension stresses being significantly over allowable limits for all the walls. A second analysis was performed for out-of-plane wind forces assuming full composite action of all brick wythes. In this case, all walls were found to be in compliance with code required stresses.

Code compliance of the brick walls for out-of-plane wind loads is based on multi-wythe composite behavior assumptions and the masonry being in a structurally sound condition. Some of the highest stresses were found near openings where loose and cracked masonry exists. Therefore, the conclusion is that brick restoration and verification of masonry ties between the multi-wythes must occur for the brick walls to be deemed code compliant. If brick ties are not found within the brick walls to justify composite behavior, retrofit type helical tie anchors would need to be installed to correct this issue.

Based on our visual observations and structural analysis, Tetra Tech's opinion is that there are multiple issues with the integrity of the brick walls and lateral strength. The main concerns for the brick walls and building are their lateral stability without the three original interior brick walls, adequate diaphragm strength, perimeter diaphragm connections, diaphragm collectors, brick wythe ties, and brick deterioration above and around the windows. The building appears to be stable for dead and live loads associated with its current occupancy. But, the lateral stability and strength of the building in its current configuration are not adequate to withstand current wind design requirements.

The exposed brick façade on the west and south face need to be repaired to prevent further deterioration and instabilities for the building. This includes repairing cracks, sealing around the windows, and replacement or repair of cracked sills. The mortar joints need to be cleaned, repaired, and tuck pointed. Steel lintels should also be installed above the window openings at the second and third floors. Steel lintels will stabilize the sagging and cracking brick.

Adding diaphragm collectors, diaphragm to wall connections, and strengthening the diaphragm will require extensive demolition of the existing interior floor and ceiling finishes. With this level of work, also comes complications with construction scheduling if the building needs to remain occupied. Our assumption for pricing is that the building would not be occupied, and the contractor would be free to work on the whole building at once. All these factors drive the cost of the project and should be carefully considered.

The rough order of magnitude cost for restoring the brick façade and structurally retrofitting the walls and diaphragms for wind loads would be a minimum of \$1,400,000, and as much as \$3,000,000. The cost range is influenced by unknown factors like final design details, brick and mortar conditions behind the outer wythe, and if brick ties exist within the wall. The brick conditions could be better understood through select demolition if the City wants to pursue these repairs. Costs stated in this report reflect specifically listed unknowns, and so should any decision made regarding whether or not to proceed with a brick restoration effort.

## 2.0 INTRODUCTION

### 2.1 SCOPE OF WORK

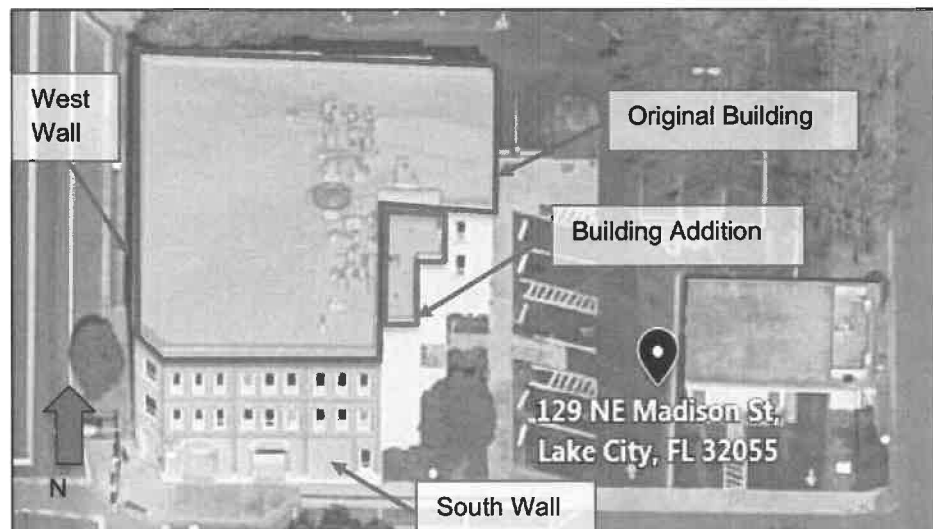
The City of Lake City (the "City") retained Tetra Tech to perform a detailed structural analysis of the City Hall building located at 205 N. Marion Ave., Lake City, FL. The integrity of some of the brick façade is in question and was evaluated in the previous report dated: July 2, 2018. This study takes the next step to evaluate the building's resistance to lateral wind loads as it relates to the interior brick walls that were removed in the 1985 renovation. The City will then be able to determine whether they should have the building structurally retrofitted if they choose to repair and restore the exterior brick façade.

Tetra Tech's scope of work included: make one site visit with a Structural Engineering team to obtain specific details for the existing conditions of the lateral load resisting system, identify existing and missing load paths in the structural systems, analyze the lateral load resisting system for current building code, provide recommendations for repair with associated cost, and deliver an assessment report to summarize the findings. This assessment report will provide the City with the information it needs to evaluate the future use of the building.

### 2.2 BACKGROUND

The City purchased the building around 2005 and currently occupies all three floors. As-built drawings were not available to review for original construction details and building age. It is a three-story building, approximately 23,000 ft<sup>2</sup> with load-bearing multi-wythe brick walls, timber floors, and timber roof framing. An engraved stone on the building façade and historical pictures in the building indicate it was built circa 1911 (See **Photo 1**).

The building was originally constructed as a bank and hotel but has undergone many different renovations and uses throughout its lifespan as noticed in **Photo 2** and **Photo 3**. Most of the changes to the brick façade have been made along the first floor. The original arch shaped openings have since been restored, but the current condition varies from the original in that there is a recessed corridor and entry along the southwest corner of the building. Record drawings were provided for a major renovation and addition project that was performed around 1985. As part of that renovation three interior, load-bearing, multiwythe brick walls were removed and replaced with steel columns and beams. This is the focus of this study and report. The 1985 renovation also included a three-story reinforced cmu addition on east side of the building for a stairwell and elevator (See **Figure 1**).



**Figure 1: Building Aerial View (Looking North)**



## 3.0 SITE INVESTIGATION AND FINDINGS

### 3.1 GENERAL

Tetra Tech visited the City Hall building on August 1, 2018 to collect additional structural information that was not part of the focus of the first study. The following personnel were in attendance from Tetra Tech: Jason Burkett, PE, SE and Justin Greenwell, PE. Steve Roberts from the City provided access throughout the building. The City's primary concern was to assess the lateral stability and strength of the building to determine if structural repairs need to be made if the City opts to move forward with brick restoration.

Data collected during the site visit was primarily obtained by visual observation of exposed surfaces and ceiling spaces. Comparing the available record drawings with the field investigation data, it is Tetra Tech's opinion that the building is generally constructed as indicated on the available as-built drawings and in accordance with typical methods for multiwythe construction from that era.

### 3.2 BRICK WALLS AND FOUNDATIONS

The exterior walls of the City Hall building are load bearing, multiwythe brick. The walls are nominally 13" thick and comprised of 3 wythes of clay brick. The west and south walls also have pilasters that add an additional 4" of thickness between every third window. This pattern creates 4 typical bays on the west side and 3 typical bays on the south wall, as shown in **Photo 3**. The north and east walls are thought to be uniform in thickness, without pilasters, because they were separation walls for previously attached buildings and they are now covered in stucco.

When the building was originally constructed, there were three interior load bearing multiwythe brick walls that aligned with the pilasters on the west face of the building. However, the 1985 renovation removed these load bearing walls and replaced them with five new steel girder lines, see **Figure 2**. The member sizes and connection detailing for this steel framing appears to be just for gravity loads and does not indicate that they were designed as moment frames to resist lateral loads. So, there is no indication that the new steel framing is meant to replace the lateral stability and strength of the original brick walls. Furthermore, the new steel girders are not connected to the east and west brick walls, so no bracing support is provided by them.

Older buildings like this do not typically have significant lateral load path connections from the floor deck and framing to the perimeter of the building. It was confirmed onsite that there is not an identifiable load path for in and out-of-plane loads from the east and west walls to the floor diaphragm. The timber joists bearing on the north and south walls do offer some bracing due to the friction developed by the mortar and timber interface in the wall pocket. We also discovered some tie-back rods/anchors were installed to help stabilize the west wall, but it is unknown when these retrofit anchors were installed. **Photo 4** shows a typical anchor and **Photo 5** shows an example where an anchor does not support the wall as intended due to missing blocking. There are 20 of these wall anchors installed on the west wall of the building, as shown in **Photo 6**.

The brick walls on the south and west faces of the building were the primary focus of previous assessment due to their visible issues. Missing and loose bricks were discovered on the second and third floors by the City and caused concern for the safety of the building occupants and pedestrian traffic adjacent to the building. Details and recommendations regarding the current condition of the brick façade can be found in the report dated: July 2, 2018.

One wall construction detail that could not be confirmed was how the three wythes of brick were tied together to act compositely. It is common for individual brick or rows of bricks to be turned perpendicular to the length of wall to act as headers that bridge and tie the multiple wythes together. This was not evident in the exterior brick pattern of the City Hall. It is assumed that the wythes are likely tied together by internal metal ties. The existence and condition of these ties needs to be confirmed through demolition if brick restoration occurs.

Foundation construction is not known with certainty due to lack of record drawings and not being exposed above grade or by a basement. It is anticipated that the building foundation is comprised of either stone or concrete below grade. In a few places along the west side of the building façade, the multiwythe brick was sitting on what appeared to be a concrete stemwall. It is hard to say for sure since only a small sample was visible and it could have been from later repair or restoration work. Either way, the brick near grade level did not show any signs of cracking or differential settlement in the foundations. Our observation is that the foundations appear stable and are assumed adequate to transfer the loads considered in this structural assessment.

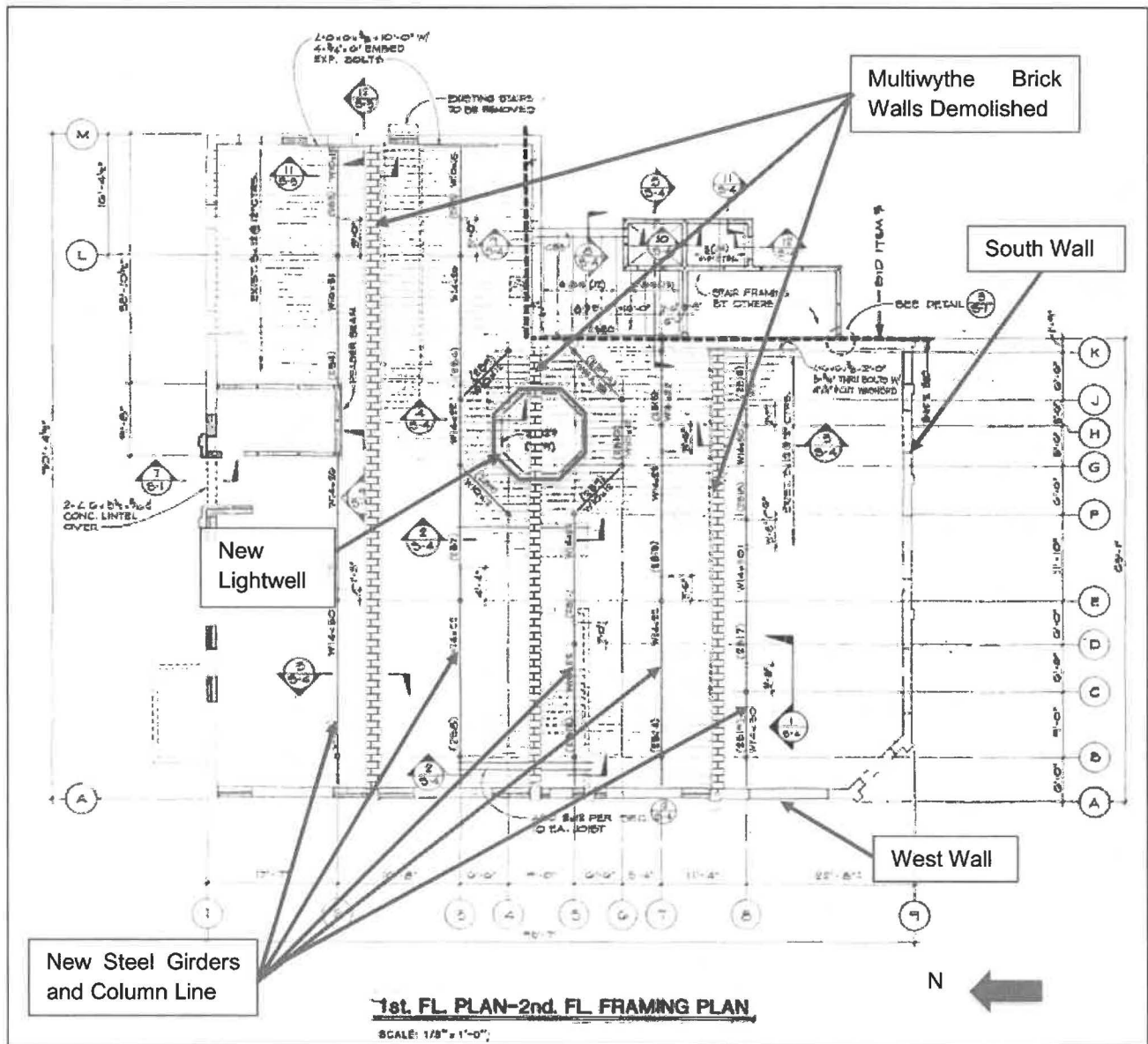


Figure 2: 1985 Renovation - Demolition Plan

### 3.3 FLOORS

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As mentioned in the previous section, the second and third floor framing is constructed of timber. Floor joists are typically 3x12 or 2x12, spanning in the north-south direction, and spaced at 12 inches on center. Joists were originally designed as simple/single spans between the exterior and interior multiwythe brick walls which provided a 22 to 27ft clear span for the various bays. The floor decking consists of the tongue and groove boards approximately 1 inch thick and nailed to the supporting framing members. The tongue and groove boards nailed to the rafters act as a flexible diaphragm that can distribute lateral wind loads to the walls.

The 1985 renovations made significant changes to the support of the timber framed floors that are detailed in the previous report. Some of the joists now have single or double cantilever extensions, but this has not been identified as a structural concern and was not part of this lateral analysis. The main changes that affect the transfer of lateral loads are the new octagonal light well and missing support from interior bearing walls. The effect of these changes is discussed in further detail in the analysis section.

### 3.4 ROOF

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Like the floors, roof framing consists of timber framing but of various types and span directions. There are a combination of beams, trusses, rafters, and knee walls. There was a considerable amount of rework in the 1985 renovation. Like the floor framing, the gravity load bearing members are not a structural concern and are not part of this study. It was noted that hurricane clips had been installed on the roof rafters at some point, but the timeframe is unknown. The hurricane clips on the roof rafter primarily serve to resist wind uplift forces so they were not considered in this study. Roof decking consists of plywood nailed down to the timber framing. Overall, the roof diaphragm was assumed to behave similar to the floors for load distribution purposes.

## 4.0 STRUCTURAL ANALYSIS AND RESULTS

### 4.1 LOADS

Since the primary focus of this study was lateral strength and stability, wind loads were the governing force used to analyze the building. Seismic analysis has not historically been required in Florida due to the low probability and risk. Wind loads used for analysis were based on the 2017 Florida Building Code (FBC) and ASCE 7-10. Specific criteria used were: Ultimate Wind Speed = 120 mph, Exposure B, Risk Category II, and Enclosed Building. Although wind loads were the driving force for lateral analysis, other gravity-based loads like material dead weight and live loads were also considered when applying load combinations.

Main Wind Force Resisting System (MWFRS) pressures were used for calculating forces on shear walls and diaphragms since they provide stability and support for the overall building. These wind forces are generated by wind acting on the surface of the building and then being transferred by an assemblage of components like walls, diaphragms, framing members, and connections. MWFRS pressures were applied as positive pressures on the windward side of the building and negative to the leeward and evaluated from two primary directions of East-West and North-South.

Component and Cladding pressures were used for calculating wind loads when evaluating the out-of-plane strength and stability of the walls since the wind acts directly on the component being evaluated. Component and cladding pressures act both positively and negatively (suction) against the wall surface, with suction forces usually being greater.

### 4.2 FLOOR AND ROOF DIAPHRAGMS

Removal of interior brick walls during the 1985 renovation significantly changed how the diaphragms send load to the shear walls. Previously, the overall diaphragm could be generally described as an assembly of sub-diaphragms bounded by lines of resistance along all sides. Presently, the diaphragm is irregular with a re-entrant corner to the east and a large floor opening west of the reentrant corner. Ties and collectors should have been designed during the 80's renovation to redistribute the diaphragm forces but were not.

The floor and roof decking were assumed to act as flexible diaphragms that transfer laterally applied wind loads based on tributary area and not stiffness. Usually, flexible diaphragms only transfer wind loads to walls that are parallel to the direction of the applied wind load. For wind loads in the E-W direction the lines of lateral resistance are exterior brick walls along grids 1, 4, 4, and 9, as shown in **Figure 2**. Wind loads in the N-S direction are transferred to walls along grids A, K, and M.

To calculate diaphragm forces, the overall floor and roof diaphragms were broken down into two simple sub diaphragms. Namely, one between grids K and M, and one large one between K and A. For this analysis they were assumed to act independently and flexible, which affected the amount of tributary load assigned to each line of resistance. There are no interior walls to contribute to lateral resistance.

Due to the uncertainties in diaphragm fastening patterns and lack of ties and collectors within the diaphragms, internal stress analysis was not performed on the diaphragms. The diaphragms were analyzed to see what forces should be distributed to the shear walls around the building and the connection forces required to accomplish it. From this analysis it is certain that any future renovation should include retrofit of the diaphragm. The retrofit would include a shear collector running along grid 4.4 from grid A to K. Another shear collector is required along grid K, between grids 2 and 4. The shear collectors need to be specifically detailed to collect diaphragm shear forces along their length and transfer the sum of the forces to the shear wall via a specially detailed connection.

Diaphragm to wall anchors are also needed to transfer in-plane and out-of-plane loads. There are some locations that already have some mechanical anchors installed. But, the east wall appears to be the most susceptible to out-of-plane wind load due to unknown connection to the floor and roof diaphragm. While the existing joist bearing pockets on the north and south walls can transfer some force, it is preferred to have a mechanical connection that is more reliable and able to be accurately quantified. Therefore, a uniform arrangement of wall anchors along all sides of the building and all diaphragm levels is recommended.

Other required improvements to the diaphragm strength include transfer straps and members around the large light-well opening to ensure the diaphragm stresses are properly transferred around the opening. Lastly, new fasteners in the existing floor deck or another means of strengthening should also be installed. The current diaphragm fastening patterns were not able to be observed, but they are likely nails which tend to work themselves loose over many years like this building has existed. The diaphragm shear strength values of wood planks are also relatively small, so depending on the arrangement and details of other retrofits different means of diaphragm strengthening may need to be explored.

### 4.3 BRICK WALLS

With the diaphragm load transfer assumptions discussed previously, the in-plane shear loads were then applied to each exterior shear wall for the respective wind load cases. The brick walls were evaluated for in-plane shear stresses around openings, through narrow piers, and the gross wall sections. In addition to shear, compressive and tensile stresses were also evaluated for the bending effect induced by lateral loads. For all the in-plane wind load cases, the walls were found to be compliant with the code required stress levels of ACI 530. Allowable stresses used in the analysis were: 37 psi for shear, 500 psi for compression, and 32 psi for tension. One major assumption used in our analysis is that the walls will be restored with all loose brick and cracks repaired appropriately.

Out-of-plane wall stresses were checked based on two conditions. The first assumption was that the individual wythes were not acting compositely since no header blocks were verified during the site visit. For this case the bending moment was divided by the number of wythes (3) and bending stresses were calculated based on the width of one brick. This resulted in tension stresses being significantly over allowable limits for all the walls. Even the axial compression from floor dead and live loads were not enough to bring the stresses back into code compliance. The calculations assumed continuous vertical span conditions. Flexural stresses governed, while axial compressive stresses were low and a non-issue. A second analysis was performed for out-of-plane wind forces assuming full composite action of all brick wythes. In this case, all walls were found to be in compliance with code required stresses.

Code compliance of brick walls for out-of-plane wind loads is based on multi-wythe composite behavior assumptions and the masonry being in a structurally sound condition. Some of the highest stresses were found near openings where loose and cracked masonry exists. Therefore, the conclusion is that brick restoration and verification of masonry ties between the multi-wythes must occur for the brick walls to be deemed code compliant. If brick ties are not found within the brick walls to justify composite behavior, retrofit type helical tie anchors would need to be installed to correct this issue.

## 5.0 CONCLUSIONS AND RECOMMENDATIONS

### 5.1 GENERAL

Based on our visual observations and structural analysis, Tetra Tech's opinion is that there are multiple issues with the integrity of the brick walls and lateral strength. The main concerns for the brick walls and building are their lateral stability without the three original interior brick walls, adequate diaphragm strength, perimeter diaphragm connections, diaphragm collectors, brick wythe ties, and brick deterioration above and around the windows. The building appears to be stable for dead and live loads associated with its current occupancy. But, the lateral stability and strength of the building in its current configuration are not adequate to withstand current wind design requirements.

The exposed brick façade on the west and south face need to be repaired to prevent further deterioration and instabilities for the building. This includes repairing cracks, sealing around the windows, and replacement or repair of cracked sills. The mortar joints need to be cleaned, repaired, and tuck pointed. There is a lot of missing, cracked, and deteriorated mortar that provides opportunity for water intrusion into the wall and building. Steel lintels should also be installed above the window openings at the second and third floors. Steel lintels will stabilize the sagging and cracking brick. Unfortunately, repairing the brick and installing the lintels is a tedious process that is hard to quantify before the work begins due to the complexity and unknowns that may be encountered. Costs stated in the next section will reflect this uncertainty, and so should any decision made regarding a brick restoration effort.

Adding diaphragm collectors, diaphragm to wall connections, and strengthening the diaphragm will require extensive demolition of the existing interior floor and ceiling finishes. Until proven non-existent, the effort and cost of adding brick ties between the multi-wythes will not be considered due to the likelihood of them being in place. Another cost consideration is that the retrofitting work would likely trigger other miscellaneous interior renovations. With this level of work, also comes complications with construction scheduling if the building needs to remain occupied. Our assumption for pricing is that the building would not be occupied and the contractor would be free to work on the whole building at once. All these factors drive the cost of the project and should be carefully considered.

### 5.2 OPINION OF PROBABLE COST

The Rough Order of Magnitude (ROM) costs associated with repairing and restoring the brick façade and making structural retrofit repairs at City Hall, including design fees and contingency, is described in the following and summarized in **Figure 3**. This represents a Class 4 cost estimate based on a feasibility study, which has an expected accuracy range of from -30% to +50%. Assumptions for brick repair and restoration take into consideration partial removal of existing and installation of new components. Structural retrofits are assumed to occur in one phase with the building being vacated for the duration of construction. The costs are rounded up to the nearest \$1,000 and are based on experience and R.S. Means Cost Estimating Manuals.

The rough order of magnitude cost for restoring the brick façade and structurally retrofitting the walls and diaphragms for wind loads would be a minimum of \$1,400,000, and as much as \$3,000,000. The cost range is influenced by unknown factors like final design details, brick and mortar conditions behind the outer wythe, and if brick ties exist within the wall. The brick conditions could be better understood through select demolition if the City wants to pursue these repairs.

<b>CITY HALL BRICK FAÇADE AND STRUCTURAL RESTORATION</b>	
<b>Brick Restoration</b>	
Window Sealant and Sill Replacement	\$50,000
Waterproofing Spray	\$60,000
Brick Repair and Mortar Tuck Pointing	\$100,000
Brick Resetting and Window Lintels	\$185,000
Wall Anchor Repairs	\$20,000
Subtotal	\$415,000
30% Contingency	\$125,000
Design Fees	\$42,000
Total	\$582,000
<b>Structural Retrofitting</b>	
Diaphragm Strengthening	\$75,000
Diaphragm Perimeter Connections	\$525,000
Diaphragm Collectors	\$150,000
Flooring Demo and Replacement	\$88,000
Ceiling Demo and Replacement	\$42,000
Roofing Demo and Replacement	\$96,000
Subtotal	\$976,000
30% Contingency	\$293,000
Design Fees	\$196,000
Total	\$1,465,000
Retrofit Total	\$1,391,000
Contingency Total	\$418,000
Design Fees Total	\$238,000
<b>TOTAL CONSTRUCTION COST</b>	<b>\$2,047,000</b>

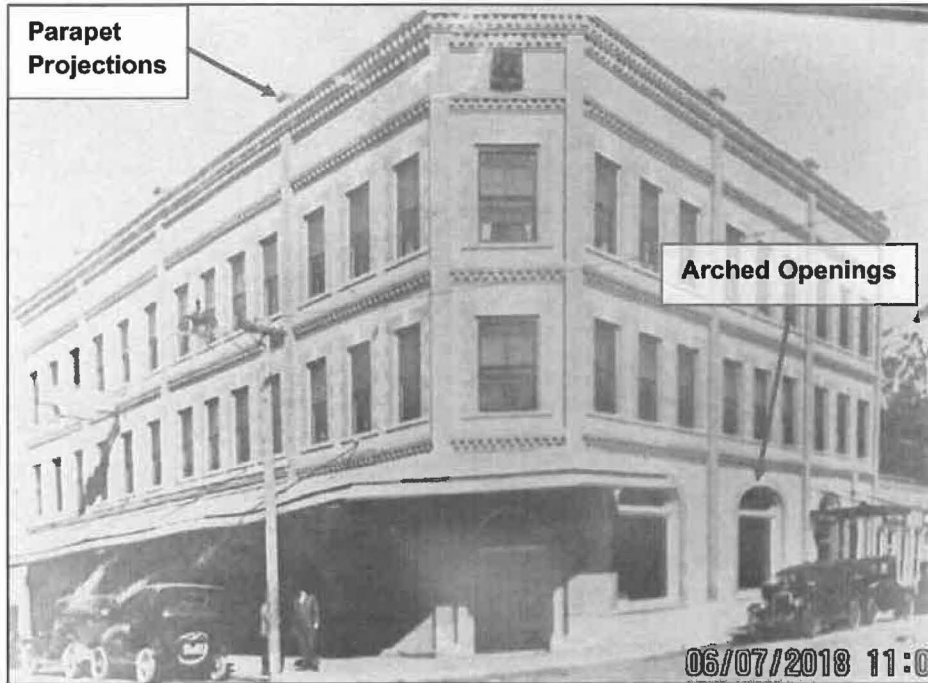
**Figure 3: Rough Order of Magnitude Cost Summary**

## 6.0 DISCLAIMER

The observations, recommendations and conclusions offered in this report are based on limited visual observation made during the site visit and record drawings made available. The general assumption is that structural members and connections that were not observed, were constructed in a typical manner throughout the building. Nothing in this report should be construed as a warranty for how the building was constructed or the future performance of this building, and none is offered. Proper interpretation of this report is the responsibility of the persons who authorized this report. No inferences other than those included herein should be made without first contacting Tetra Tech for written concurrence.



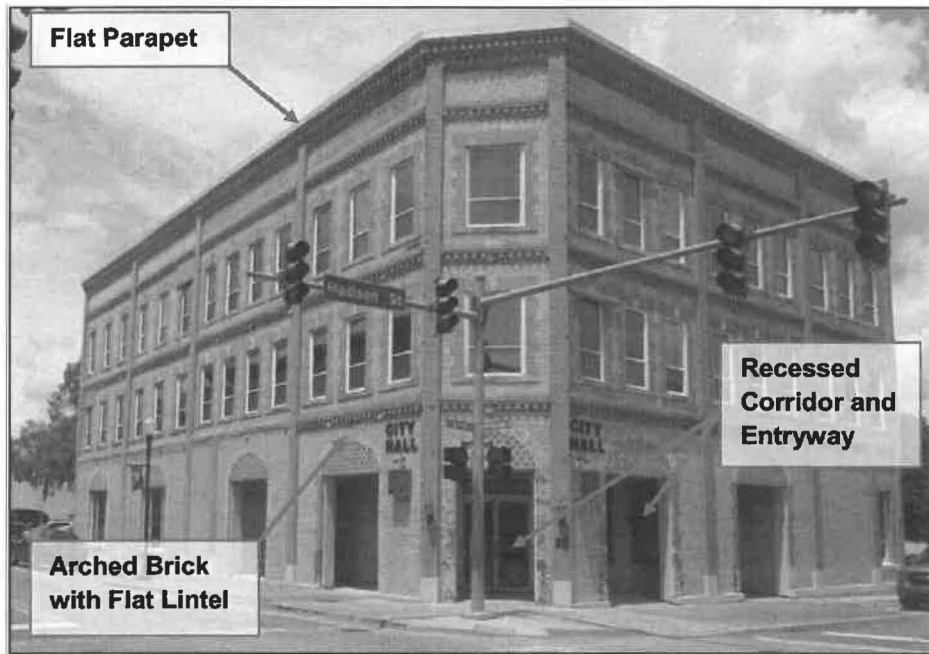
**APPENDIX: PHOTOS**



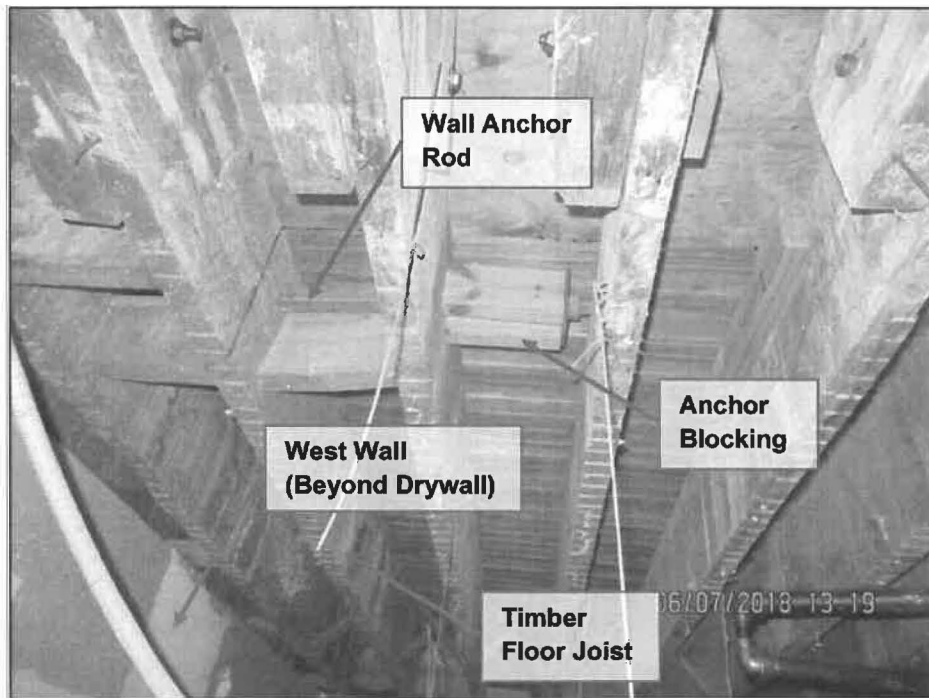
*Photo 1: Original Building*



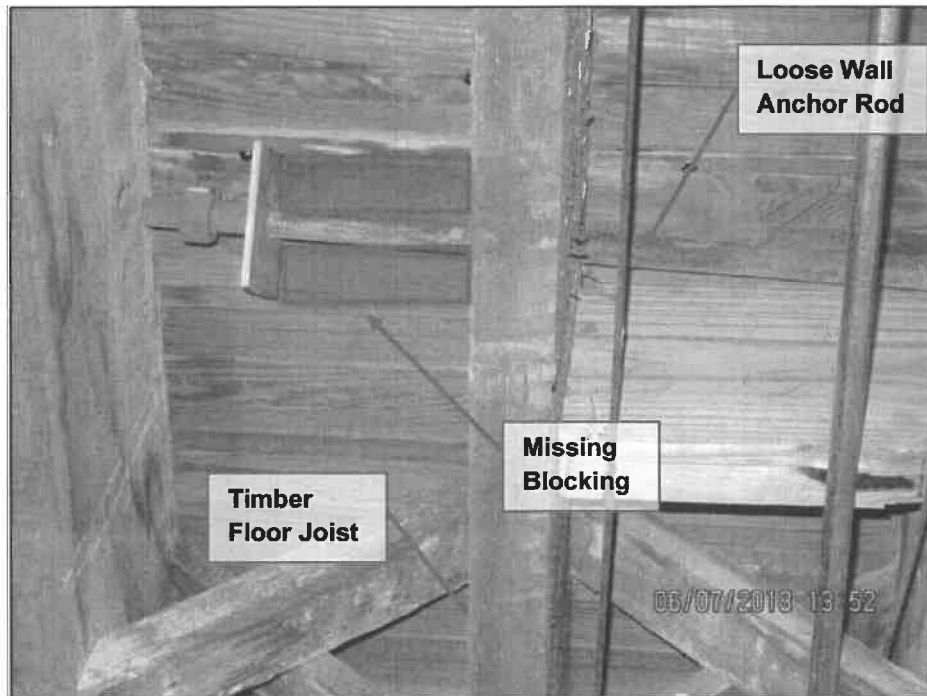
*Photo 2: Building with Modifications*



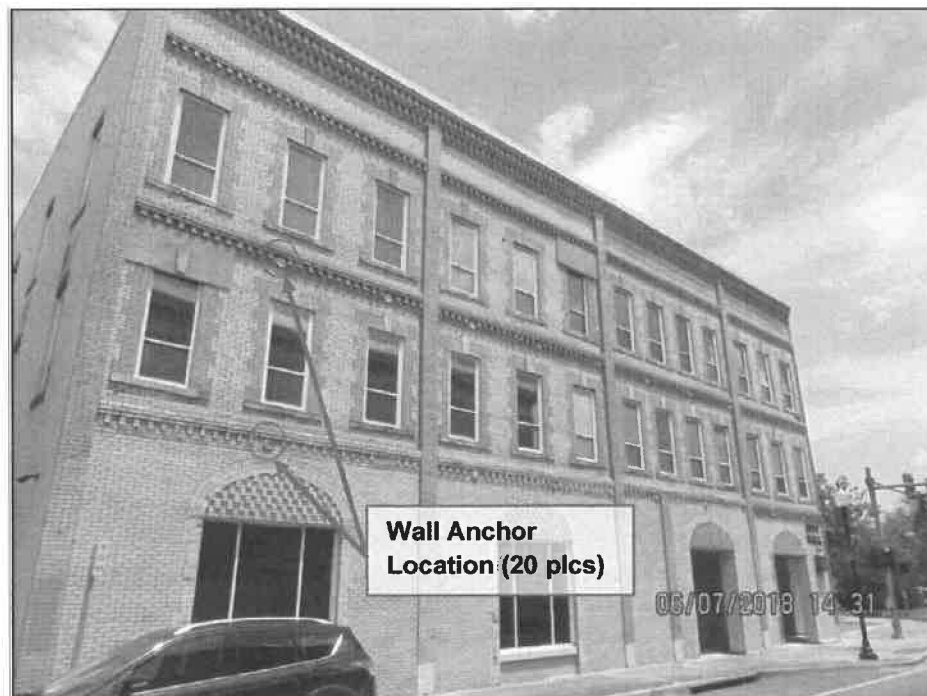
*Photo 3: Building - Present Day*



*Photo 4: Retrofit Wall Anchor (West Wall)*



**Photo 5: Loose Wall Anchor**



**Photo 6: West Facade Anchor Locations**

# MEMO

---

**To:** Paul Dyal

---

**From:** Jason Burkett, P.E.

---

**Date:** 1-26-23

---

**Subject:** City Hall Building Façade and Structure Reassessment

---

In response to the request of the City of Lake City, Tetra Tech has reviewed the previous reports it provided and conducted a follow-up visual assessment of the City Hall building in Lake City. A very brief summary of the previous reports is provided below for context only. Both previous reports should be referenced for additional information and the history of the building.

The first report was issued on July 2, 2018, after an initial visual assessment. This report outlined several concerns with the brick façade condition and interior bearing walls that were removed and replaced with steel framing in a renovation. Following the recommendation of Tetra Tech, the City hired a contractor to install a net on the exterior of the two walls with exposed brick to provide immediate protection for pedestrians from loose bricks that may potentially fall along the sidewalk or street.

Tetra Tech issued a second report on September 6, 2018, after being requested to perform a detailed structural analysis of the building's lateral force resistance systems. Lake City wanted to know if the building met current wind load requirements in its condition and what would need to be done to strengthen the building if it didn't meet current codes. It was confirmed that the removal of the interior bearing walls had reduced the building's ability to resist current code required wind pressures. Tetra Tech outlined the general recommendations for strengthening the building's lateral resistance systems and gave a verbal recommendation that the building should not be occupied in high wind events (+60 mph) unless the building is retrofitted and strengthened.

For the current request, Jason Burkett met with Dean Smith on January 5, 2023, at the City Hall building to review the present condition and look for any changes. Visual observations were made around the perimeter of the building, on the roof, and inside the building, including above the ceiling. After completing our site visit, these observations were compared with our original assessment that occurred on June 7, 2018. Below is a summary of our new findings and recommendations:

1. Netting has been installed on the South and West faces of the building above the first floor where there is exposed brick. The netting appeared to be in good condition and securely anchored to the roof parapet. The South and West walls appeared to be in the same or similar condition as observed in our original assessment. It should be noted that the netting did obscure visual observations slightly and made it difficult to follow mortar joints and judge their alignment. It is recommended to monitor the integrity of the netting for signs of dry rotting over time and check the manufacturer's literature for life expectancy. The safety net needs to be in place and of sound strength until the brick façade is restored or the hazard is mitigated.
2. Mildew on the north face of the building in select locations below windows and near stucco joints. Our recommendation is to clean the wall to remove the mildew and monitor these locations to see if the mildew returns or if water is wicking from the brick wall that is behind the stucco. If water is in the multi-wythe brick wall, it will lead to deterioration of the wall section and compromise its integrity. If there is a point of water intrusion (i.e. at the parapet or around the window) it needs to be located and sealed to prevent damage.

- Hairline stucco cracks on the East wall were observed. They appeared to be related to infilled openings in the brick wall and shrinkage. They did not appear to be related to building movement or stability. It is our recommendation to seal any cracks that are visible in the stucco to prevent water intrusion and deterioration of the brick wall behind it.

There were no new findings on the building's interior or above the ceiling. The original report should be referenced for all the previously recorded conditions and findings. Our conclusion is the structural stability and façade conditions of the building generally remain the same as noted in previous reports. All the previous recommendations still stand plus the few minor ones noted in this memo.

Please do not hesitate to call or email with questions or for further assistance.



This item has been digitally signed and sealed by Jason L. Burkett, PE on the date adjacent to the seal.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Jason Burkett, PE #69879  
Senior Structural Engineer

**Reference Photos**



**Photo 1: West Building Face**



Photo 2: South Building Face



**Photo 3: North Building Face**





**Photo 4: Net Anchors on Roof Parapet**

## Sikes, Audrey

---

**From:** Dyal, Paul  
**Sent:** Tuesday, March 7, 2023 1:28 PM  
**To:** Dyal, Paul  
**Subject:** FW: Tetra Tech Proposal - City Hall Building Facade Assessment

**From:** Burkett, Jason <Jason.Burkett@tetrattech.com>  
**Sent:** Thursday, February 9, 2023 3:22 PM  
**To:** Dyal, Paul <DyalP@lcfla.com>  
**Cc:** Johnson, Demetrius <JohnsonD@lcfla.com>; Smith, Dean <SmithD@lcfla.com>  
**Subject:** RE: Tetra Tech Proposal - City Hall Building Facade Assessment

Our cost estimating resource says about a 36% increase in building cost over the last 5 years. Which is equivalent to a little less than 6.5% escalation each year. Therefore,  $1.36 \times 2.047 = \$2.784M$ . Let me know if you have any other questions.

Thanks,



**Jason Burkett, PE, SE, GPCP** | Structural Discipline Leader  
Direct (502) 569-9024 | Business (502) 584-5555 | Mobile (502) 758-5891  
[jason.burkett@tetrattech.com](mailto:jason.burkett@tetrattech.com)

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---

**From:** Dyal, Paul <[DyalP@lcfla.com](mailto:DyalP@lcfla.com)>  
**Sent:** Monday, January 30, 2023 4:02 PM  
**To:** Burkett, Jason <[Jason.Burkett@tetrattech.com](mailto:Jason.Burkett@tetrattech.com)>  
**Cc:** Johnson, Demetrius <[JohnsonD@lcfla.com](mailto:JohnsonD@lcfla.com)>; Smith, Dean <[SmithD@lcfla.com](mailto:SmithD@lcfla.com)>  
**Subject:** RE: Tetra Tech Proposal - City Hall Building Facade Assessment

 **CAUTION:** This email originated from an external sender. Verify the source before opening links or attachments. 

Good afternoon Jason,

Thank you for the report. It's good to know you didn't visually see too much difference from the first assessment. In the original report, the rough cost summary was \$2,047,000. Do you have a rough estimate at today's cost?

*Respectfully,*

**Paul Dyal**  
City Manager/  
Executive Director of Utilities  
City of Lake City  
692 SW St. Margarets Street

Lake City, FL 32025  
Office: 386-719-5815  
Fax: 386-758-5449  
Email: [dyalp@lcfla.com](mailto:dyalp@lcfla.com)



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---

**From:** Burkett, Jason <[Jason.Burkett@tetrattech.com](mailto:Jason.Burkett@tetrattech.com)>  
**Sent:** Thursday, January 26, 2023 11:54 PM  
**To:** Smith, Dean <[SmithD@lcfla.com](mailto:SmithD@lcfla.com)>  
**Cc:** Johnson, Demetrius <[JohnsonD@lcfla.com](mailto:JohnsonD@lcfla.com)>; Dyal, Paul <[DyalP@lcfla.com](mailto:DyalP@lcfla.com)>  
**Subject:** RE: Tetra Tech Proposal - City Hall Building Facade Assessment

See attached for our reassessment memo outlining our findings and previous reports. Please let me know if you need anything else or want to have a phone call to discuss it.

**Jason Burkett, PE, SE, GPCP** | Structural Discipline Leader  
Direct (502) 569-9024 | Business (502) 584-5555 | Mobile (502) 758-5891  
[jason.burkett@tetrattech.com](mailto:jason.burkett@tetrattech.com)

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# CITY OWNED PROPERTIES 2023

PREPARED FOR :  
CITY COUNCIL



## City Owned Parcels Within the City

Parcel ID	Name of Owner	GIS Acres	Deed Acres	Notes	Zoning District
11073-000	CITY OF LAKE CITY	0.343464			Agricultural
11223-000	CITY OF LAKE CITY	0.275497			Residential, (Conventional) Single Family
11044-000	CITY OF LAKE CITY	1.289019	1.28 Ac	Richardson Community Park	
11479-000	CITY OF LAKE CITY	0.331856			Residential, (Conventional) Single Family
11183-001	CITY OF LAKE CITY	0.072932		Lift Station	
10825-000	CITY OF LAKE CITY	0.39574			Residential, (Conventional) Single Family
11356-000	CITY OF LAKE CITY, FLORIDA	0.967915			Industrial/Residential, Office
12050-000	CITY OF LAKE CITY	0.428969			Commercial, General
12006-000	CITY OF LAKE CITY	0.415815			Commercial, Central Business District
05862-000	CITY OF LAKE CITY	13.679761	10 Ac	Memorial Cemetery	
12047-002	CITY OF LAKE CITY	0.095899			Commercial, General
05869-000	CITY OF LAKE CITY	10.620412	10.75 Ac		Residential, (Conventional) Single Family
12187-000	CITY OF LAKE CITY	3.863272	4.78 Ac		Residential, (Conventional) Single Family
12064-000	CITY OF LAKE CITY FLORIDA	0.261471		Rotary Childrens Playground	
12066-000	CITY OF LAKE CITY, FLORIDA	0.259949		Wilson Park	
12022-000	CITY OF LAKE CITY FLORIDA	0.264971		Wilson Park	
11987-000	CITY OF LAKE CITY, FLORIDA	0.888812			Commercial, Central Business District
11983-000	CITY OF LAKE CITY, FLORIDA	1.011314	1.01 Ac	Customer Service/Growth Management	Commercial, Central Business District
11957-000	CITY OF LAKE CITY, FLORIDA	0.726276			Commercial, Central Business District
12024-000	CITY OF LAKE CITY FLORIDA	0.107812		Wilson Park	
12023-000	CITY OF LAKE CITY FLORIDA	0.166538		Wilson Park	
12187-001	CITY OF LAKE CITY	2.142369	2.23 Ac	Memorial Stadium	Residential, (Conventional) Single Family
12067-000	CITY OF LAKE CITY	0.284291		Wilson Park	
12026-000	CITY OF LAKE CITY FLORIDA	0.130402		Wilson Park	
12025-000	CITY OF LAKE CITY FLORIDA	0.367777		Wilson Park	
13095-000	CITY OF LAKE CITY	0.353761			
12021-000	CITY OF LAKE CITY, FLORIDA	0.133562			Commercial, Central Business District
12623-000	CITY OF LAKE CITY	0.414418		Wilson Park	
12622-000	CITY OF LAKE CITY	0.216745		Wilson Park	
12624-000	CITY OF LAKE CITY	0.463103		Wilson Park	
12621-000	CITY OF LAKE CITY	0.512692		Wilson Park	
12620-000	CITY OF LAKE CITY	0.150753		Wilson Park	
12631-000	CITY OF LAKE CITY	0.470939		Parking Lot	Commercial, Central Business District
12619-000	CITY OF LAKE CITY	0.279586		Wilson Park	
12627-000	CITY OF LAKE CITY	0.117548		Wilson Park	
12626-000	CITY OF LAKE CITY	0.275886		Wilson Park	
12649-000	CITY OF LAKE CITY	0.276488		Parking Lot	Commercial, Central Business District
12650-001	CITY OF LAKE CITY	0.239878		Parking Lot	Commercial, Central Business District
12300-000	CITY OF LAKE CITY	0.681413			Residential, (Conventional) Single Family
12652-000	CITY OF LAKE CITY	0.059266		Parking Lot	Commercial, Central Business District
12300-001	CITY OF LAKE CITY	0.262752		Teen Town	Residential, (Conventional) Single Family
12302-000	CITY OF LAKE CITY	0.345901		Racquet Ball Courts	Residential, (Conventional) Single Family
12663-000	CITY OF LAKE CITY	0.569822		Parking Lot	Residential, Office
12667-000	CITY OF LAKE CITY	0.939749		City Hall	Commercial, Central Business District
12674-000	CITY OF LAKE CITY, FLORIDA	0.184266		Parking Lot	Commercial, Central Business District
12675-001	CITY OF LAKE CITY	0.369606		Parking Lot	Commercial, Central Business District
12680-000	CITY OF LAKE CITY	0.88495		Public Safety Building	Commercial, Central Business District
12305-000	CITY OF LAKE CITY	4.485834	4.13 Ac	Youngs Park	
12666-001	CITY OF LAKE CITY	0.088653		Parking Lot	Residential, Office
12665-000	CITY OF LAKE CITY	0.095558		Parking Lot	Residential, Office
12690-000	CITY OF LAKE CITY	0.765057		Olustee Park	
12681-000	CITY OF LAKE CITY CITY HALL.	0.904069		Parking Lot	Commercial, Central Business District
12698-000	CITY OF LAKE CITY	0.100965		Olustee Park	
12712-000	CITY OF LAKE CITY	0.175687			Commercial, Central Business District
12700-000	CITY OF LAKE CITY	0.121252		Parking Lot	
12703-000	CITY OF LAKE CITY	0.144565		Parking Lot	
12705-000	CITY OF LAKE CITY	0.187002		Parking Lot	
12999-000	CITY OF LAKE CITY	0.836894		Water Tower	
06055-000	CITY OF LAKE CITY	0.195134			Residential, (Conventional) Single Family
13066-000	CITY OF LAKE CITY	0.221389			Residential, (Conventional) Single Family
06262-003	CITY OF LAKE CITY	0.009207			Commercial, Neighborhood
13389-000	CITY OF LAKE CITY	0.145677			Residential, (Conventional) Single Family
12778-000	CITY OF LAKE CITY	0.71594		Womans Club	
12598-000	CITY OF LAKE CITY	1.13715	1.2 Ac		Residential, (Conventional) Single Family
12370-001	CITY OF LAKE CITY	6.89725	7 Ac	Lake Montgomery	
12809-000	CITY OF LAKE CITY	0.737868		Lake Isabella Park	
13604-000	CITY OF LAKE CITY	0.138916			Residential, (Conventional) Single Family

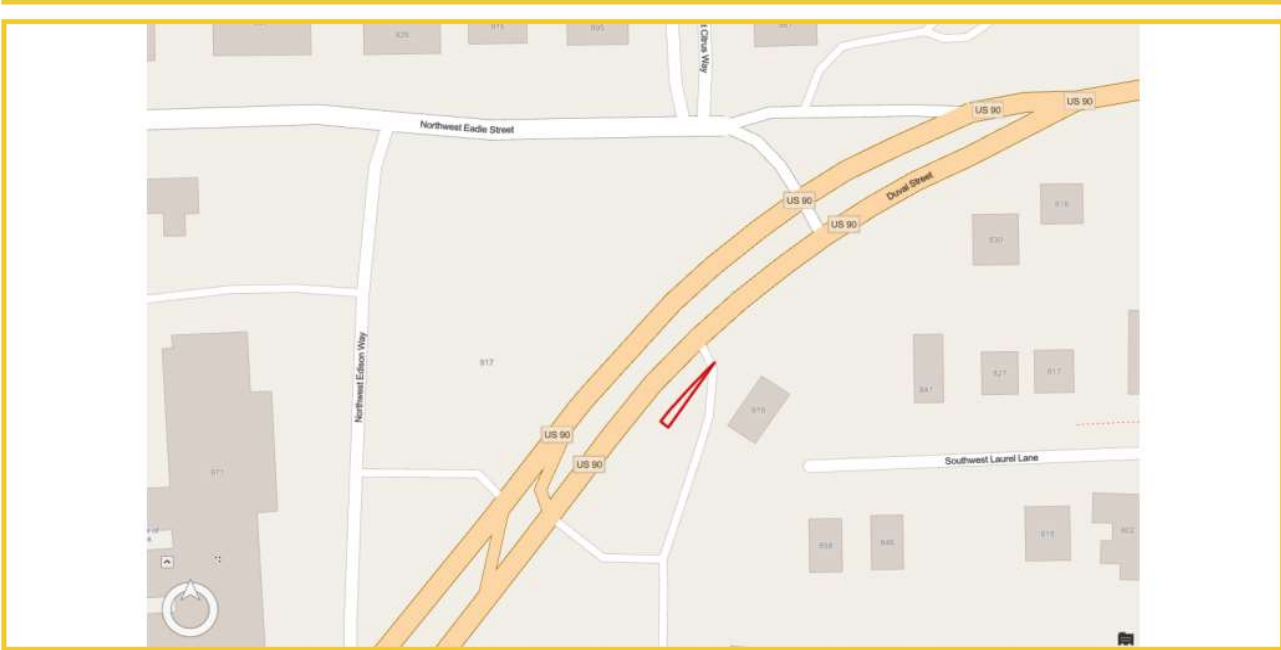
02463-195	CITY OF LAKE CITY	4.668228	4.57 Ac		Commercial, General
13505-000	CITY OF LAKE CITY	0.178075		Lift Station	
13538-001	CITY OF LAKE CITY	0.116908			Residential, (Conventional) Single Family
02465-199	CITY OF LAKE CITY	0.02509			
02465-198	CITY OF LAKE CITY	0.06102		Lift Station	
02574-003	CITY OF LAKE CITY	0.020928			
07976-008	CITY OF LAKE CITY	12.684037	12.64 Ac		Residential, (Conventional) Single Family
07976-130	CITY OF LAKE CITY	0.493978		Retention Pond	
07979-149	CITY OF LAKE CITY	0.54422		Retention Pond	
07976-131	CITY OF LAKE CITY	0.15501			Residential, (Conventional) Single Family
02700-001	CITY OF LAKE CITY	2.847734	2.94 Ac		Residential, (Mixed) Single Family/mobile Home
07610-001	CITY OF LAKE CITY	0.322529		Drainage Ditch	
02710-023	CITY OF LAKE CITY	0.129733		Lift Station	
02709-009	CITY OF LAKE CITY	0.138552			Residential, (Mixed) Single Family/mobile Home
07596-099	CITY OF LAKE CITY	1.041175	1.04 Ac	Retention Pond	
08018-499	CITY OF LAKE CITY	2.442637	2.44 Ac	Retention Pond	
02461-999	CITY OF LAKE CITY	0.225705		Lift Station	
02462-399	CITY OF LAKE CITY	0.504307			Residential, (Conventional) Single Family - Columb
02462-199	CITY OF LAKE CITY	2.204737	2.28 Ac	Retention Pond	
07940-099	CITY OF LAKE CITY	0.755356	<Null>	Drainage Ditch	
13998-098	CITY OF LAKE CITY	0.116845	<Null>	Drainage Ditch	
11231-002	CITY OF LAKE CITY	0.111915	<Null>	Lift Station	
11241-000	CITY OF LAKE CITY	0.152511			Industrial
08029-150	CITY OF LAKE CITY	3.267341	3.27 Ac		Residential, Mobile Home
02465-197	CITY OF LAKE CITY	1.806701	1.82 Ac	Retention Pond	
02461-011	CITY OF LAKE CITY	0.208484		American Lane Park	
07675-005	CITY OF LAKE CITY	0.015289		Lift Station	
02464-006	CITY OF LAKE CITY, FLORIDA	0.944045	<Null>	Fire Station 2	
12614-000	CITY OF LAKE CITY	0.049889			Residential, Office
02664-099	CITY OF LAKE CITY	1.739559	1.74 Ac	Retention Pond	
12858-000	CITY OF LAKE CITY	0.034435	<Null>		Commercial, Intensive
11042-000	CITY OF LAKE CITY	2.381296	1.82 Ac	Richardson Community Park	
12778-001	CITY OF LAKE CITY	7.825745	7.83 Ac	Lake Isabella	
13121-000	CITY OF LAKE CITY	26.046627	25.00 Ac	Lake Desoto	
12386-999	CITY OF LAKE CITY	27.30542	26 Ac	Lake Montgomery	
12302-001	CITY OF LAKE CITY	4.244191	4.24 Ac		Residential, (Conventional) Single Family
06048-001	CITY OF LAKE CITY, FLORIDA	0.249342	<Null>		
06000-999	CITY OF LAKE CITY	7.797216	7.80 Ac	Gwen Lake	
07976-098	CITY OF LAKE CITY	1.032239	1.03 Ac	Drainage Ditch	
07684-099	CITY OF LAKE CITY	1.215381	1.21 Ac	Drainage Ditches	
02712-005	CITY OF LAKE CITY	0.06955		Lift Station	
02556-004	CITY OF LAKE CITY	0.057392		Lift Station	
02560-001	CITY OF LAKE CITY	0.117196		Lift Station	
02634-003	CITY OF LAKE CITY	0.155331			Commercial, Intensive - Columbia County
07600-000	CITY OF LAKE CITY	130.908236	129.31 Ac	Alligator Lake & Drainage	
07659-001	CITY OF LAKE CITY	7.595706	7.69 Ac		Residential, (Conventional) Single Family
08040-000	CITY OF LAKE CITY	38.34862	38.60 Ac	Partial UT Annex & WWTP / Ball Field	Residential, (Conventional) Single Family/
07976-005	CITY OF LAKE CITY	15.685963	14 Ac	WWTP & UT Annex	Residential, (Conventional) Single Family
12650-000	CITY OF LAKE CITY	0.102529		Parking Lot	Commercial, Central Business District
12648-000	CITY OF LAKE CITY	0.40232			Commercial, Central Business District
12646-001	CITY OF LAKE CITY	0.122027			Commercial, Central Business District
12601-000	CITY OF LAKE CITY	0.459209			Residential, (Conventional) Single Family







# City Owned Parcels



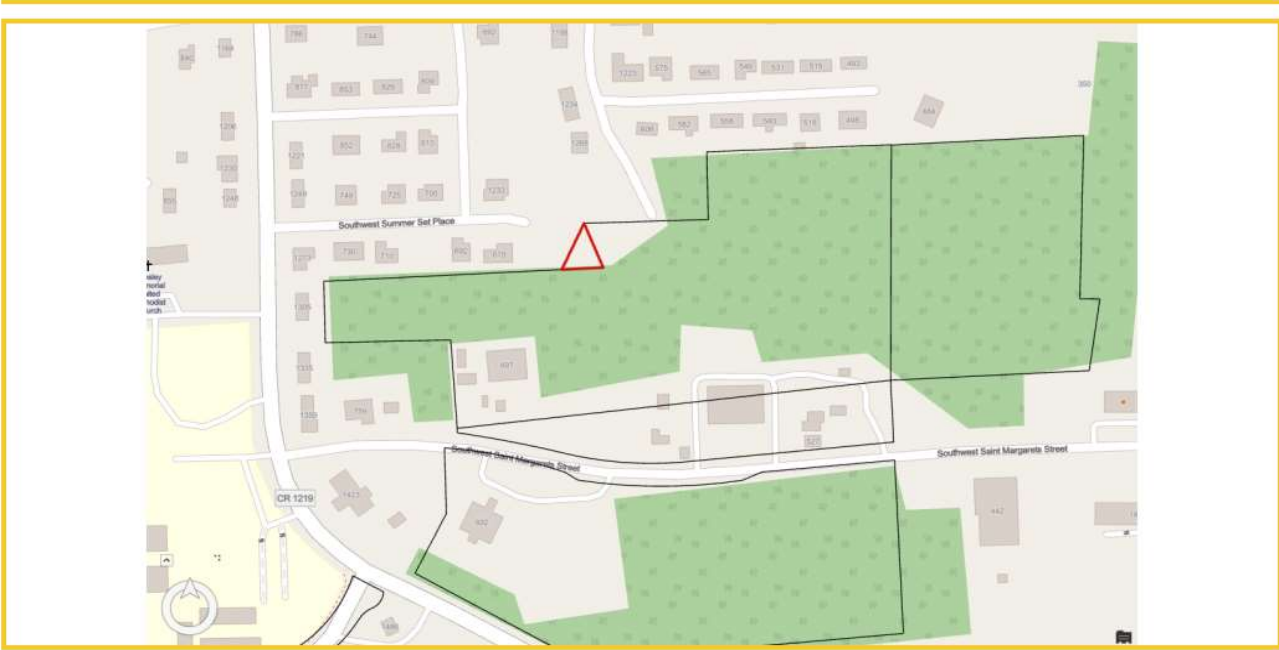
Parcel 06262-003 is owned by City Of Lake City. This parcel is zoned Commercial, Neighborhood and is 0.01 acres.

# City Owned Parcels



Parcel 07976-005 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 15.69 acres.

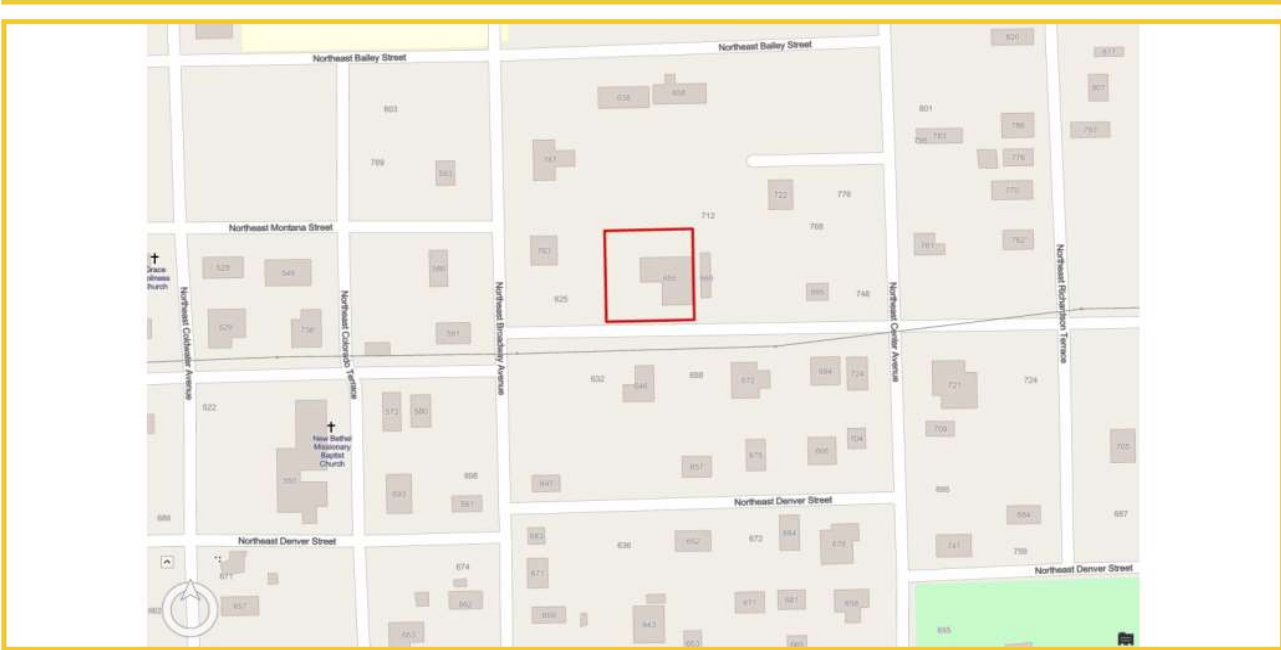
# City Owned Parcels



Parcel 07976-131 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 0.16 acres.



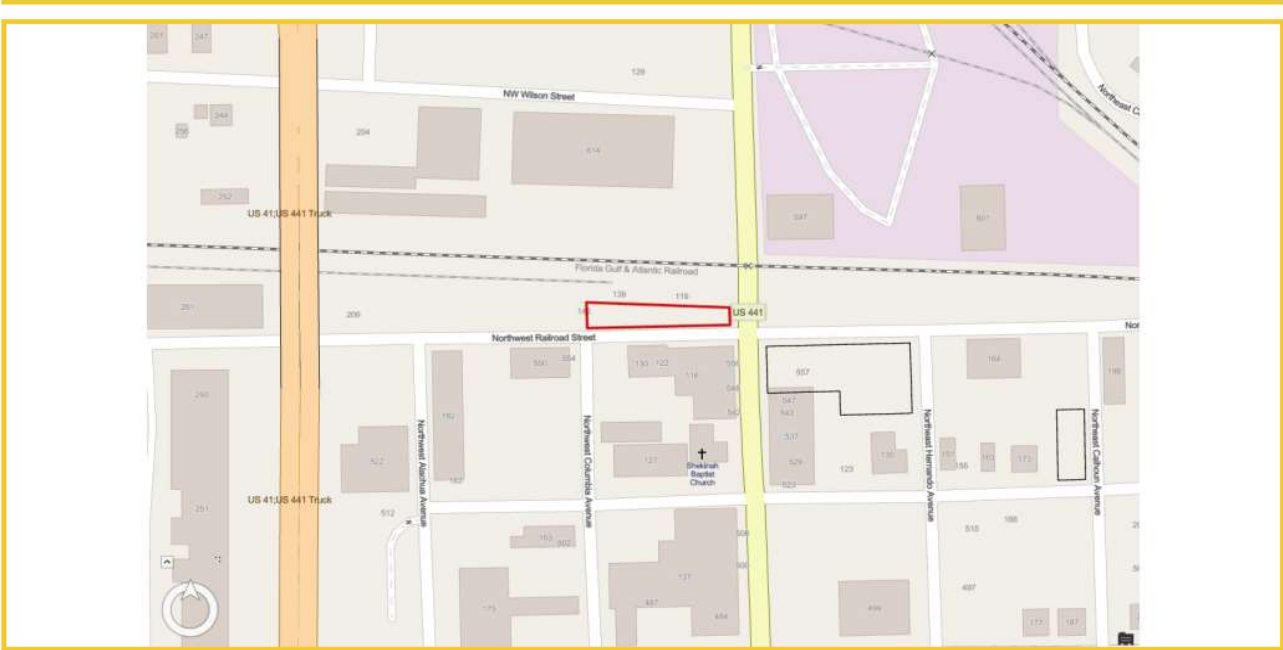
# City Owned Parcels



Parcel 10825-000 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 0.40 acres.

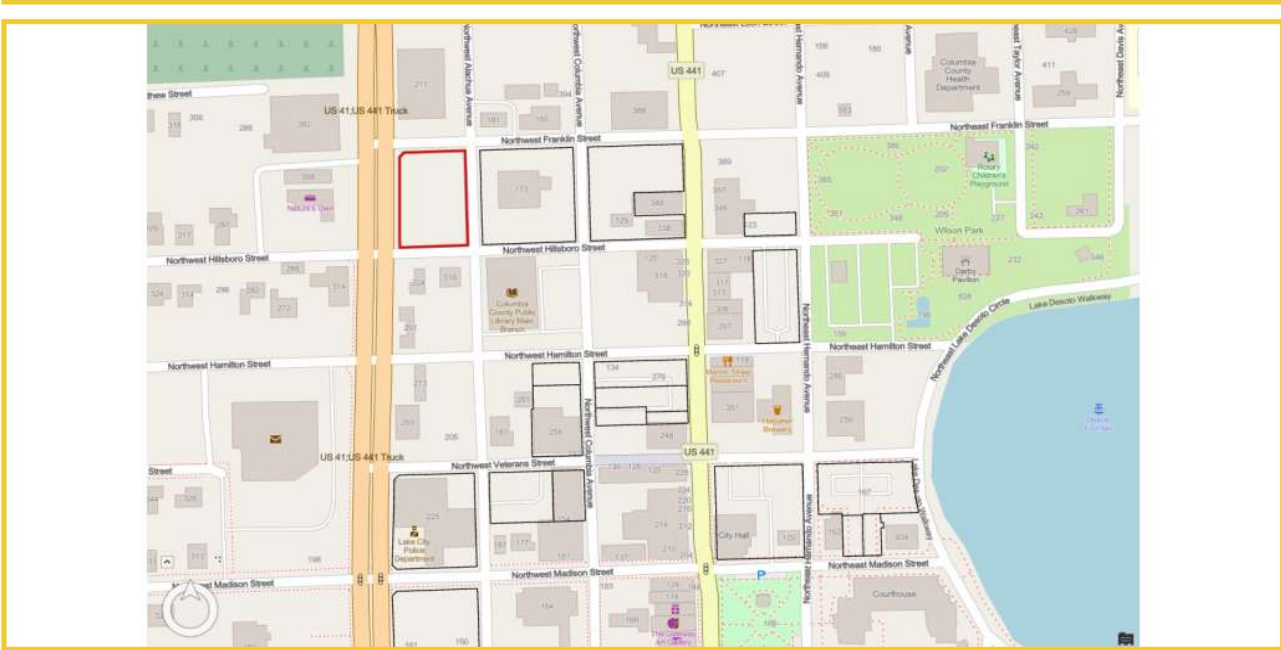


# City Owned Parcels



Parcel 11241-000 is owned by City Of Lake City. This parcel is zoned Industrial and is 0.15 acres.

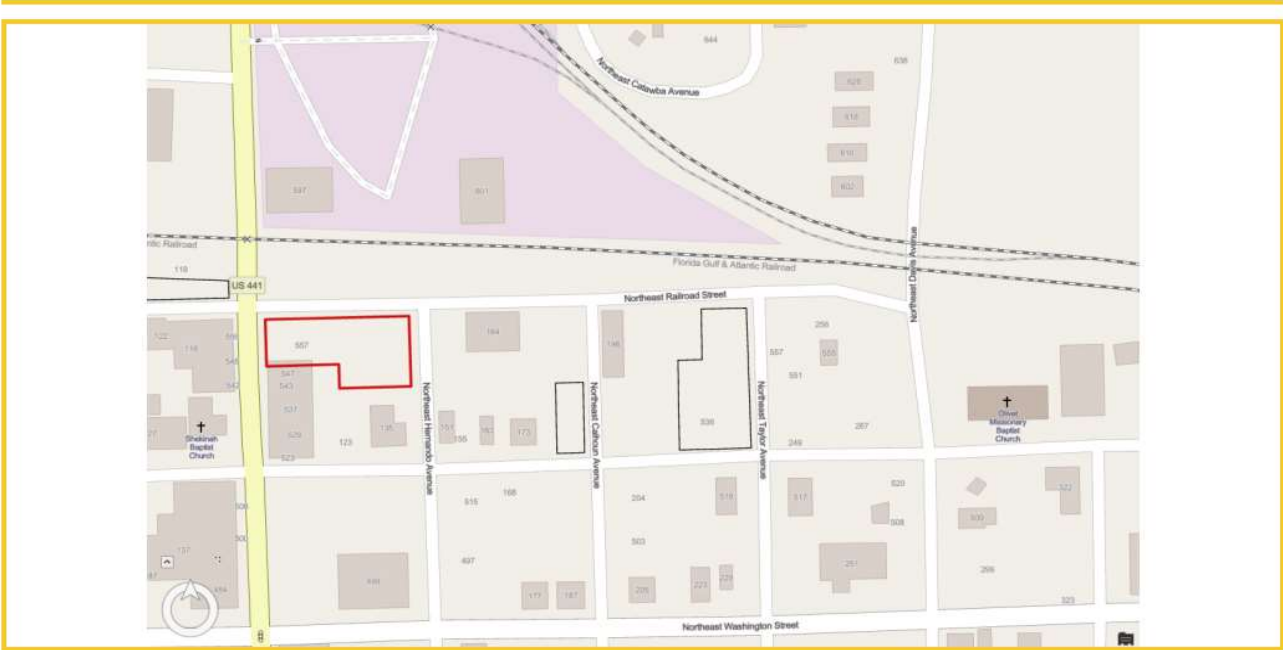
# City Owned Parcels



Parcel 11957-000 is owned by City Of Lake City, Florida. This parcel is zoned Commercial, Central Business District and is 0.73 acres.

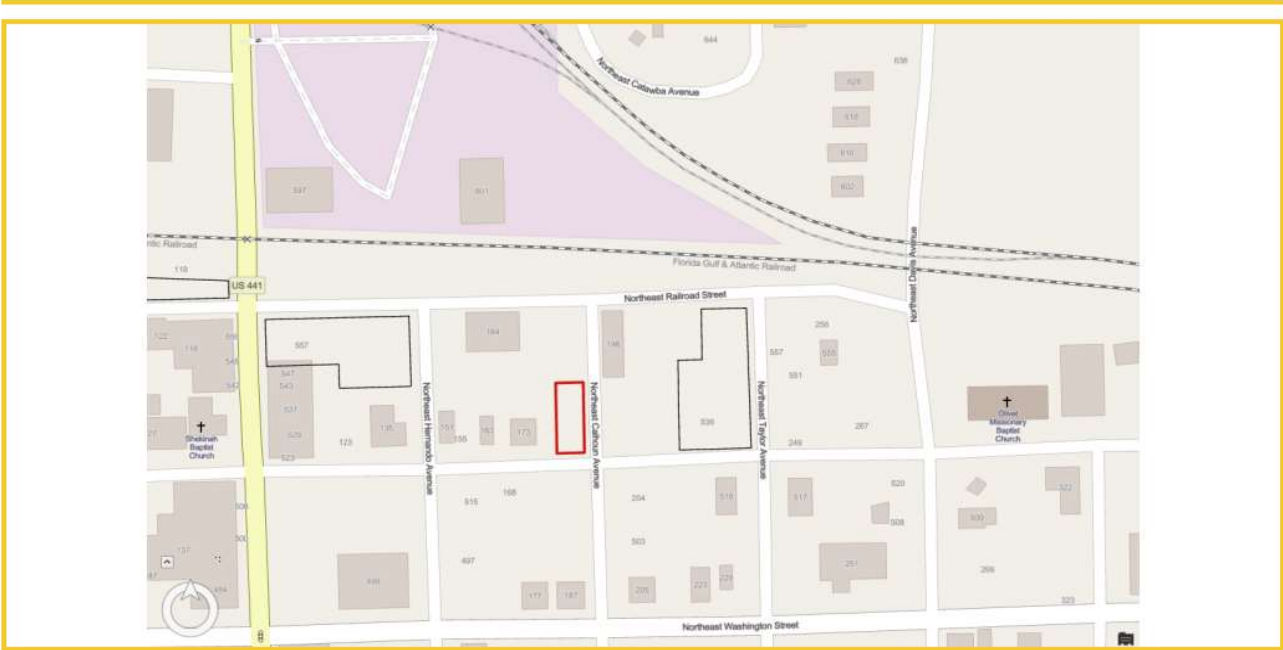


# City Owned Parcels



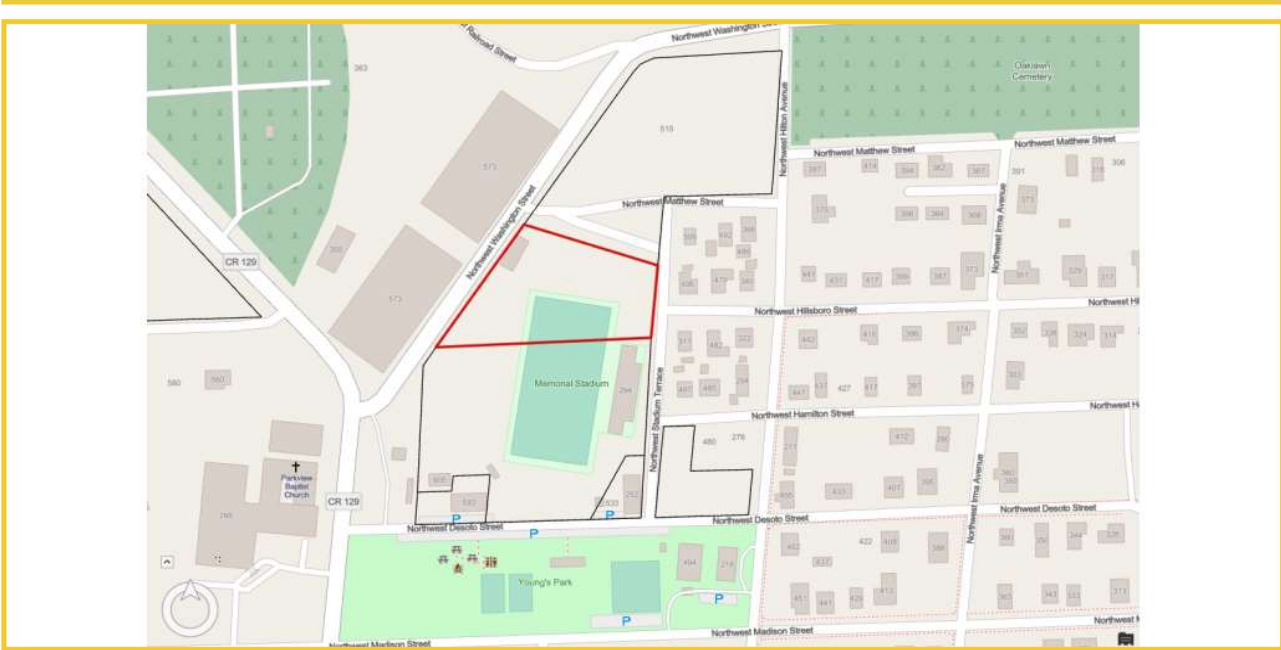
Parcel 1206-000 is owned by City Of Lake City. This parcel is zoned Commercial, Central Business District and is 0.42 acres.

# City Owned Parcels



Parcel 12047-002 is owned by City Of Lake City. This parcel is zoned Commercial, General and is 0.10 acres.

# City Owned Parcels



Parcel 12187-001 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 2.14 acres.

# City Owned Parcels



Parcel 12300-000 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 0.68 acres.

# City Owned Parcels



Parcel 12300-001 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 0.26 acres.

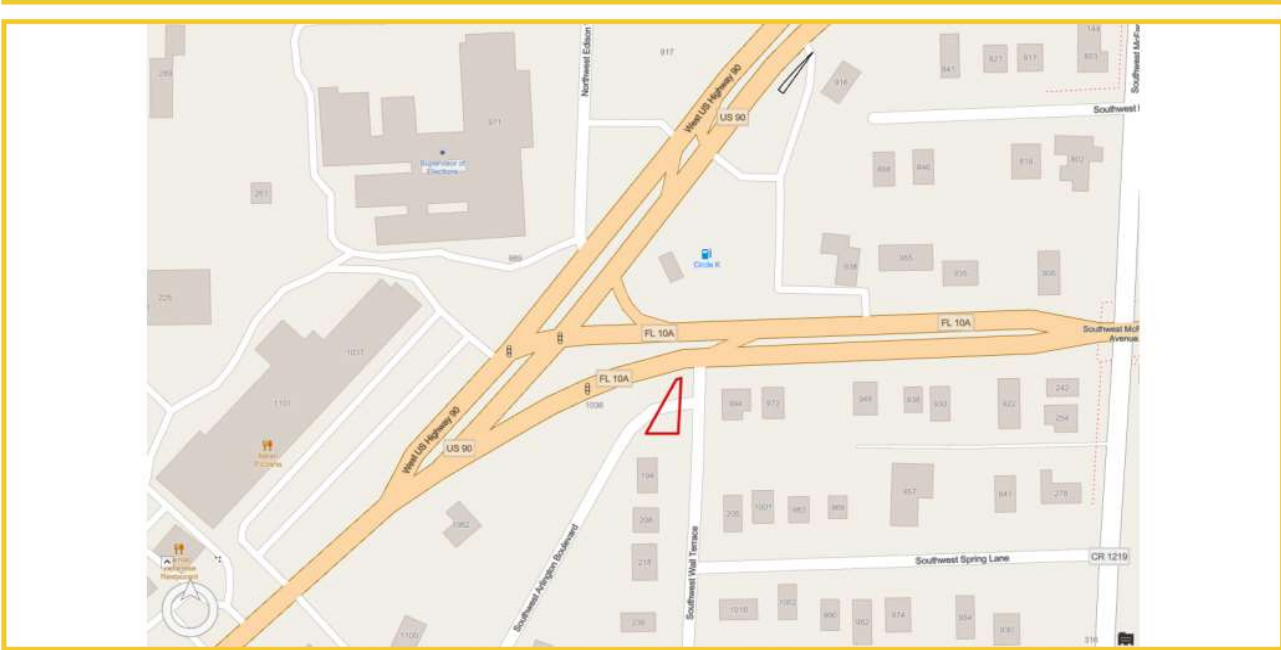


# City Owned Parcels



Parcel 12302-001 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 4.24 acres.

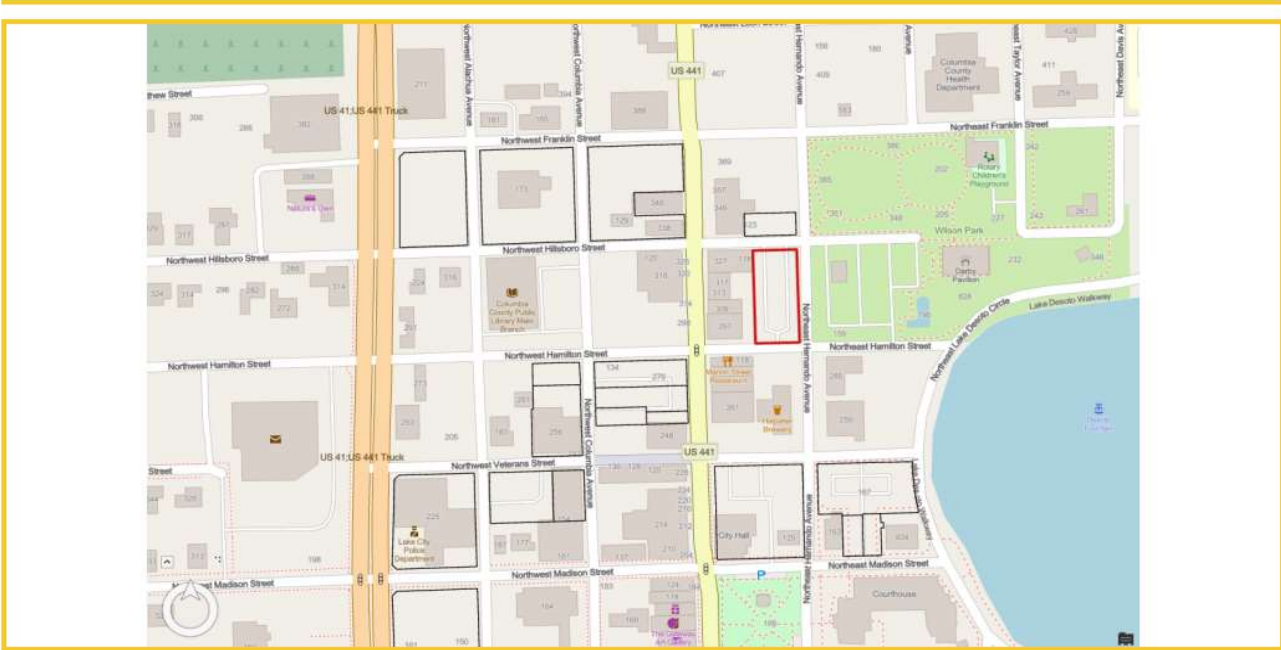
# City Owned Parcels



Parcel 12614-000 is owned by City Of Lake City. This parcel is zoned Residential, Office and is 0.05 acres.

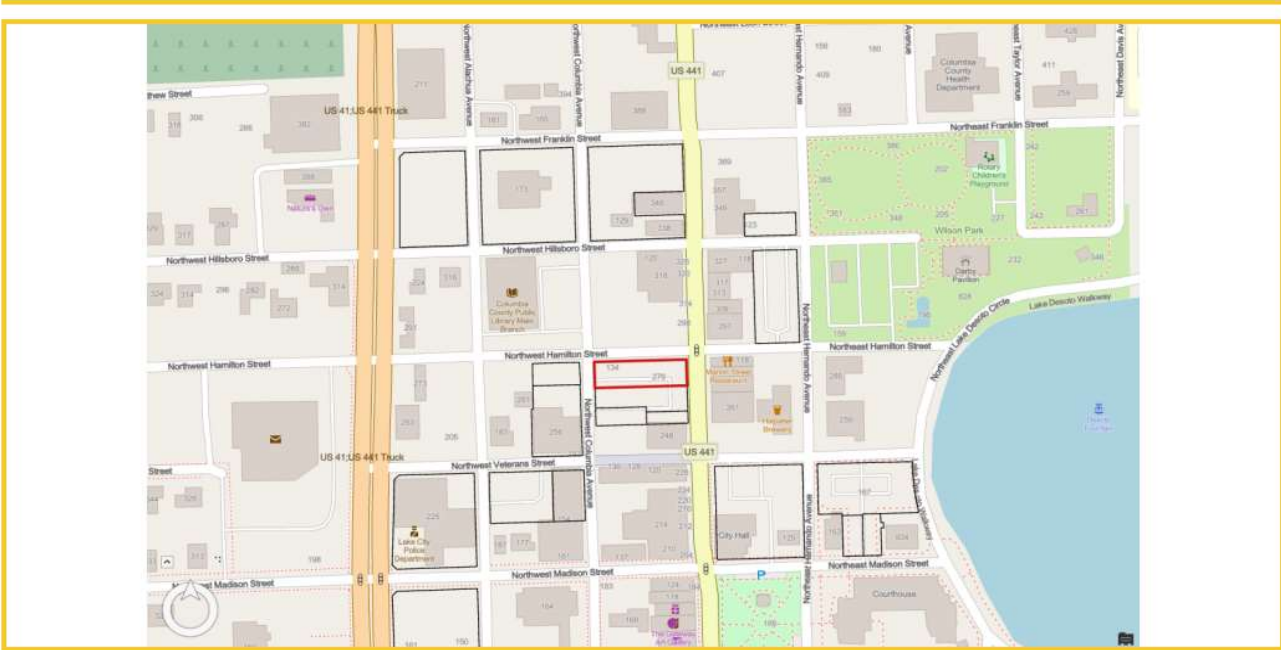


# City Owned Parcels



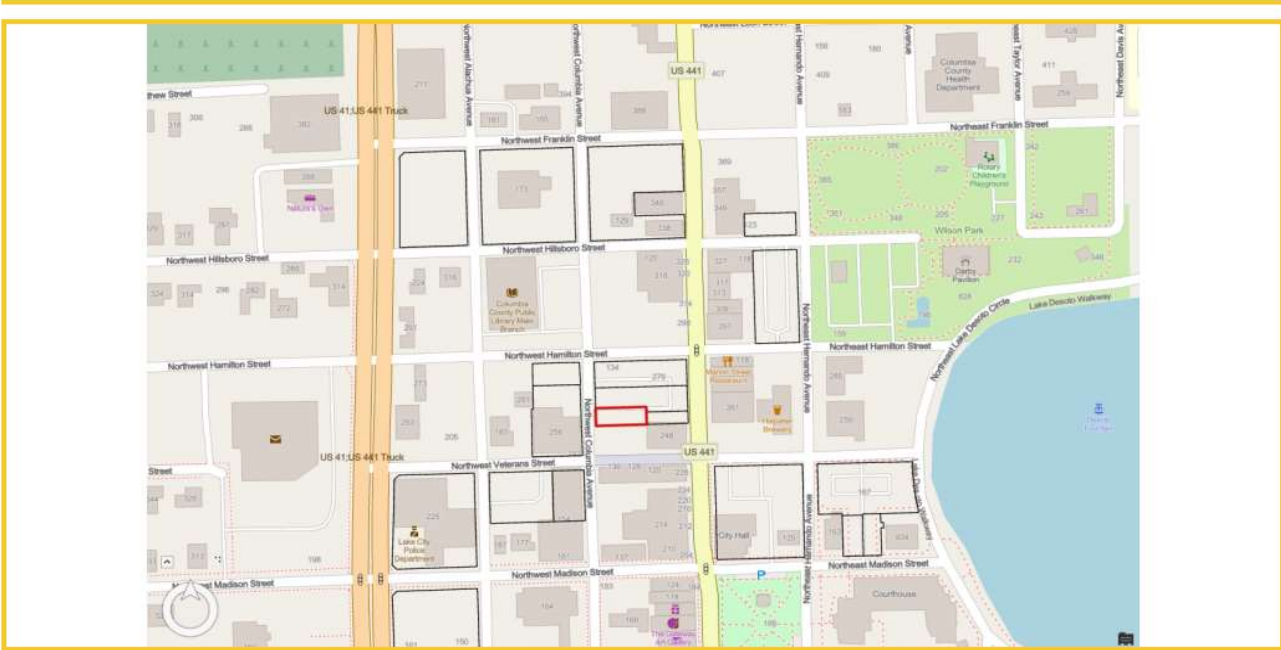
Parcel 12631-000 is owned by City Of Lake City. This parcel is zoned Commercial, Central Business District and is 0.47 acres.

# City Owned Parcels



Parcel 12649-000 is owned by City Of Lake City. This parcel is zoned Commercial, Central Business District and is 0.28 acres.

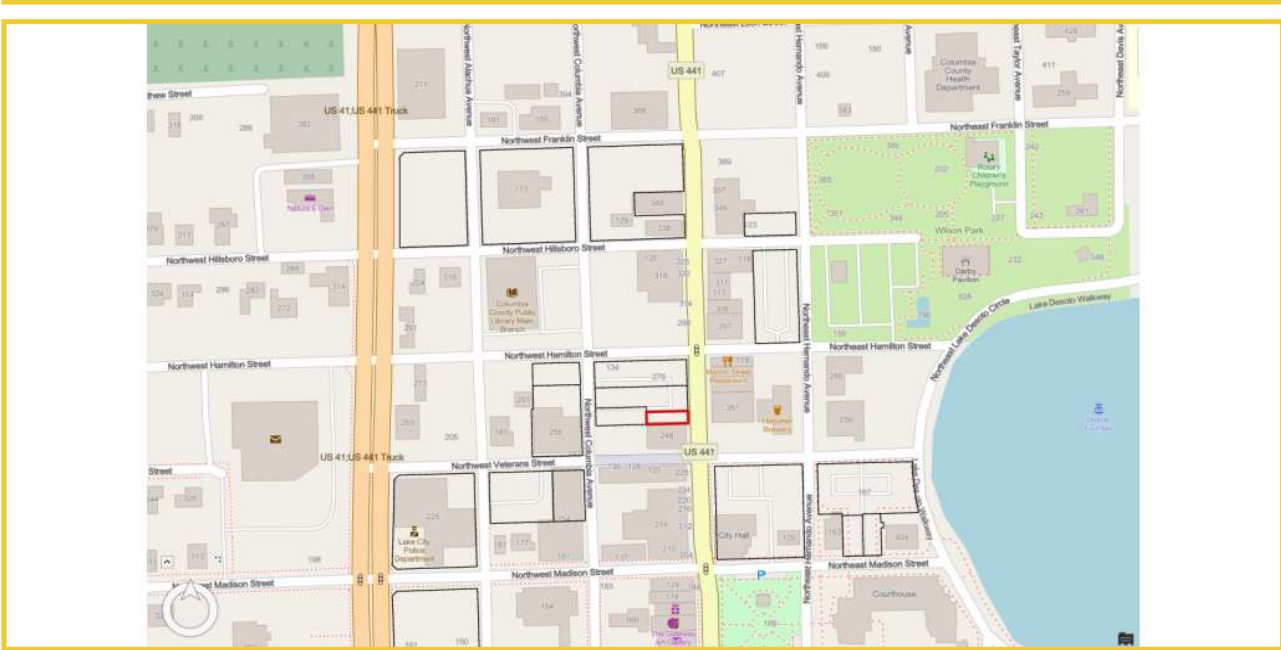
# City Owned Parcels



Parcel 12650-000 is owned by City Of Lake City. This parcel is zoned Commercial, Central Business District and is 0.10 acres.

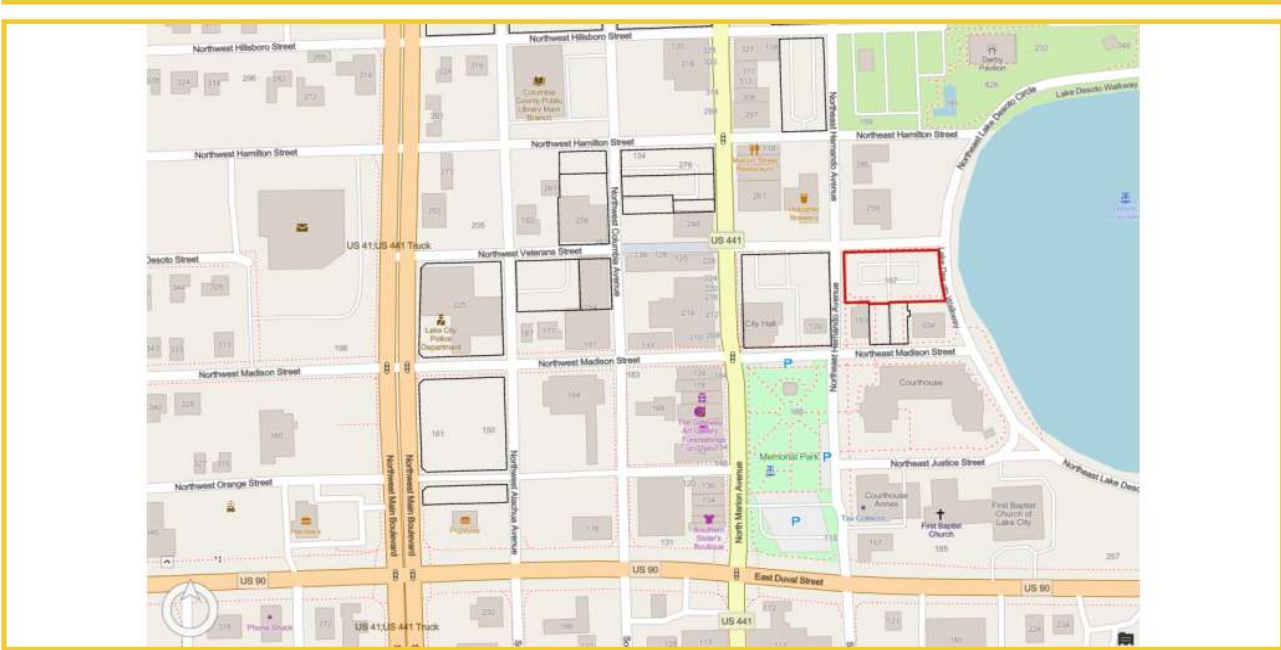


# City Owned Parcels



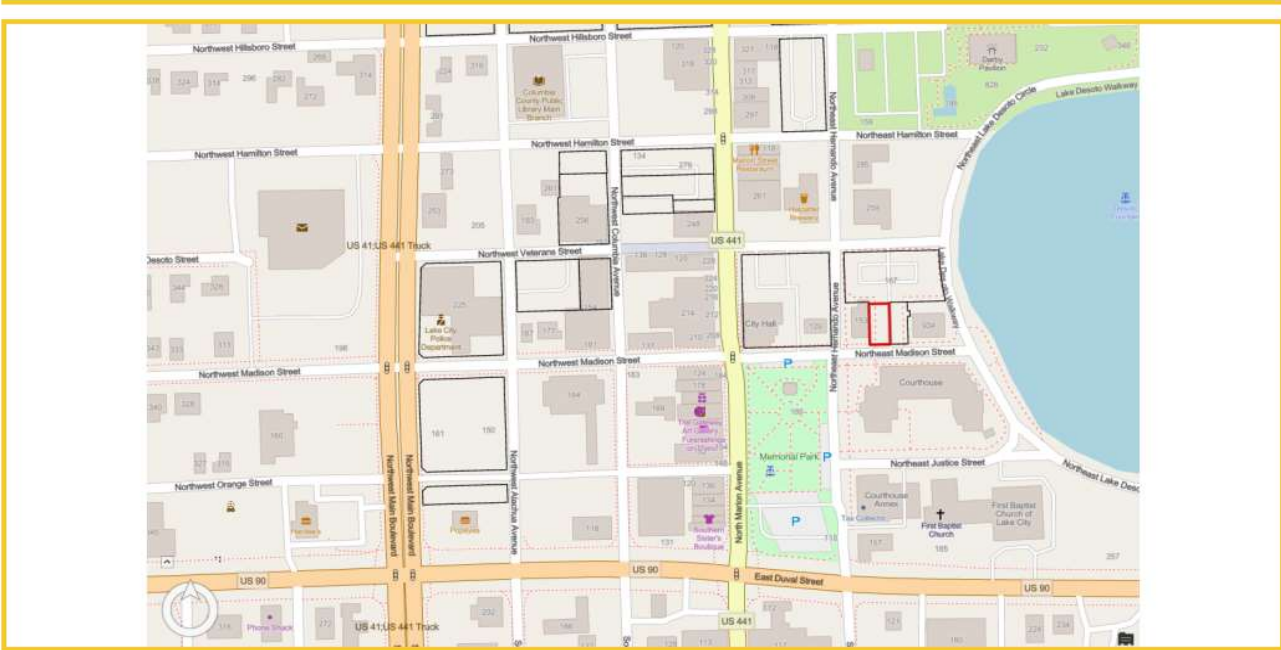
Parcel 12652-000 is owned by City Of Lake City. This parcel is zoned Commercial, Central Business District and is 0.06 acres.

# City Owned Parcels



Parcel 12663-000 is owned by City Of Lake City. This parcel is zoned Residential, Office and is 0.57 acres.

# City Owned Parcels



Parcel 12665-000 is owned by City Of Lake City. This parcel is zoned Residential, Office and is 0.10 acres.

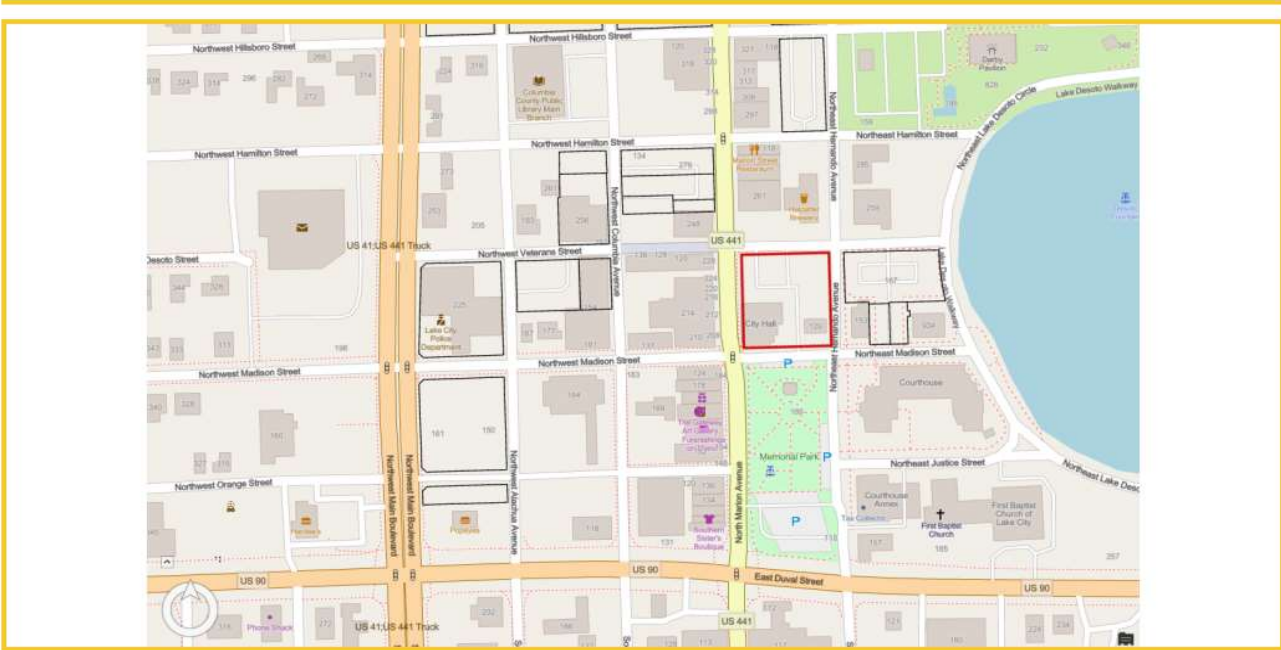
# City Owned Parcels



Parcel 12666-001 is owned by City Of Lake City. This parcel is zoned Residential, Office and is 0.09 acres.

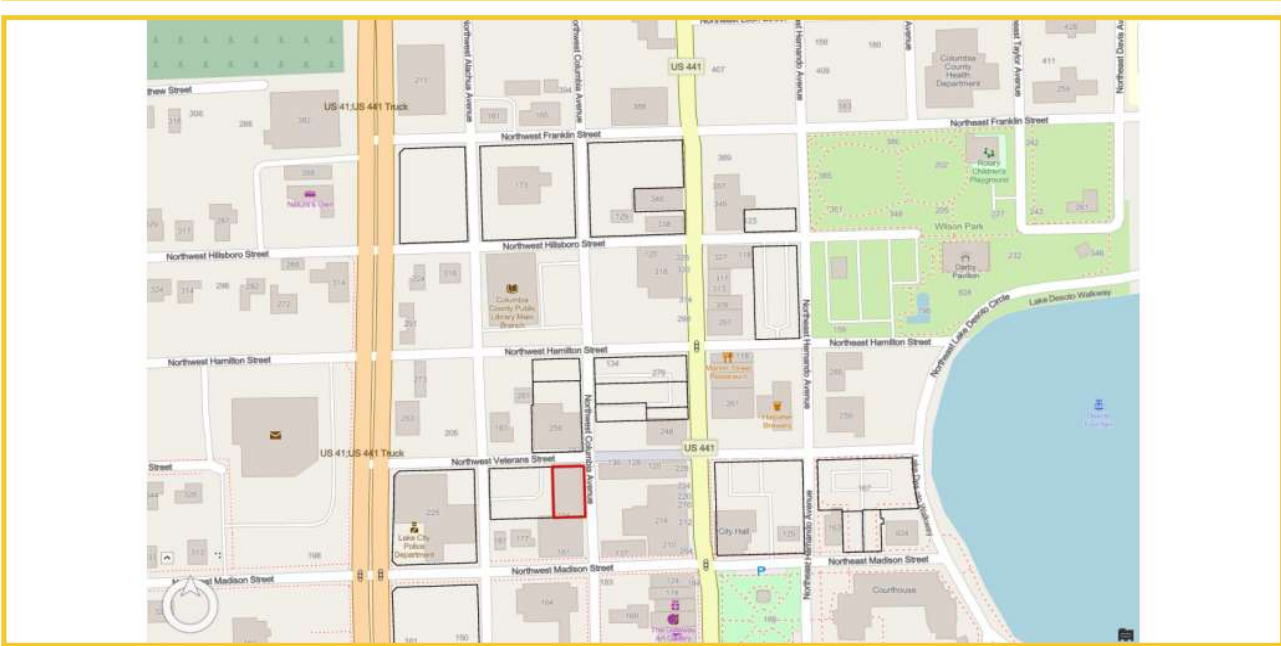


# City Owned Parcels



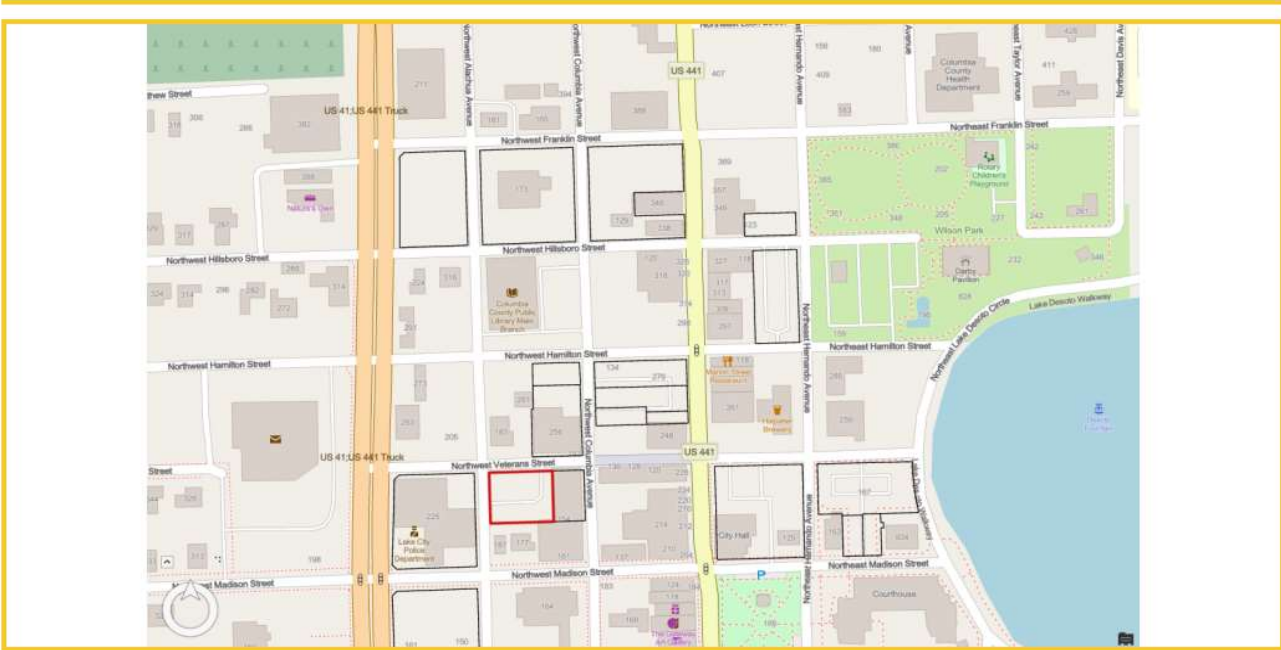
Parcel 12667-000 is owned by City Of Lake City. This parcel is zoned Commercial, Central Business District and is 0.94 acres.

# City Owned Parcels



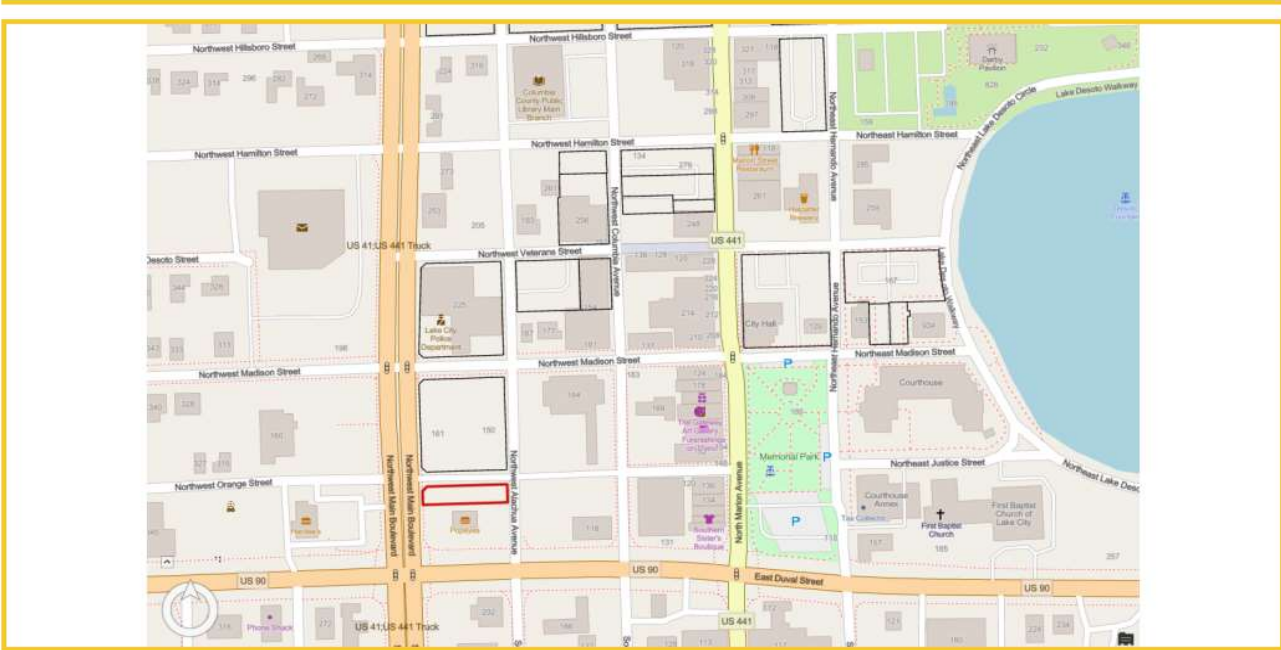
Parcel 12674-000 is owned by City Of Lake City, Florida. This parcel is zoned Commercial, Central Business District and is 0.18 acres.

# City Owned Parcels



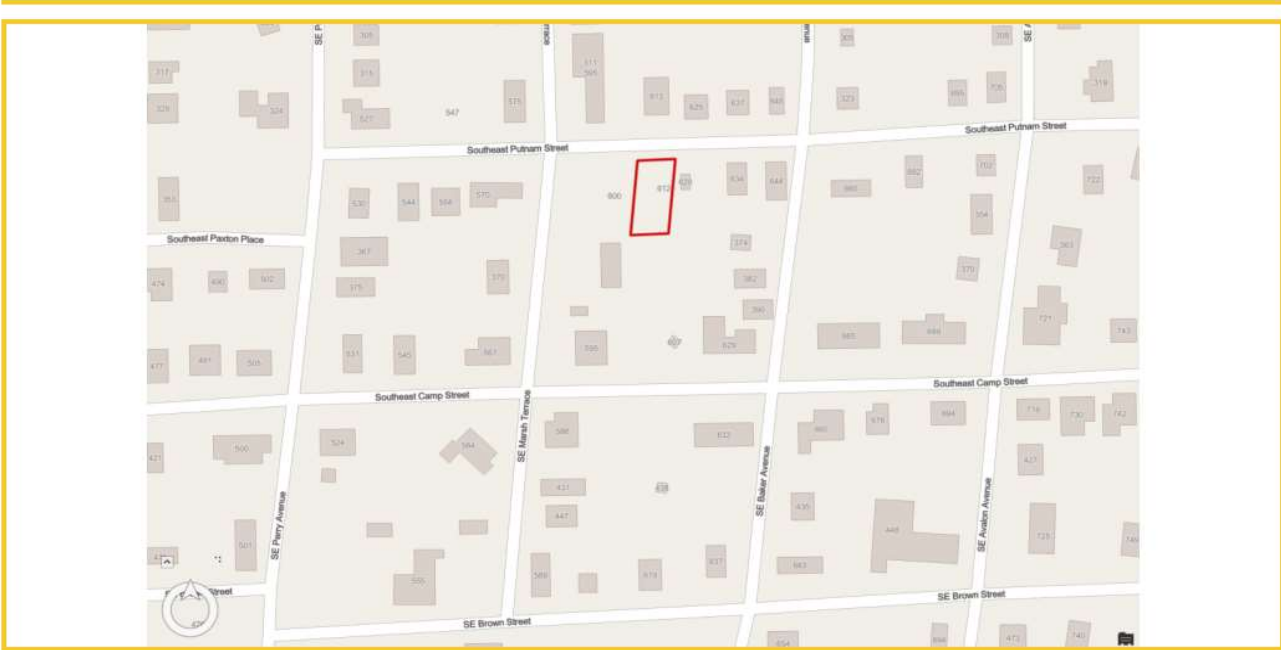
Parcel 12675-001 is owned by City Of Lake City. This parcel is zoned Commercial, Central Business District and is 0.37 acres.

# City Owned Parcels



Parcel 12712-000 is owned by City Of Lake City. This parcel is zoned Commercial, Central Business District and is 0.18 acres.

# City Owned Parcels



Parcel 13604-000 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 0.14 acres.

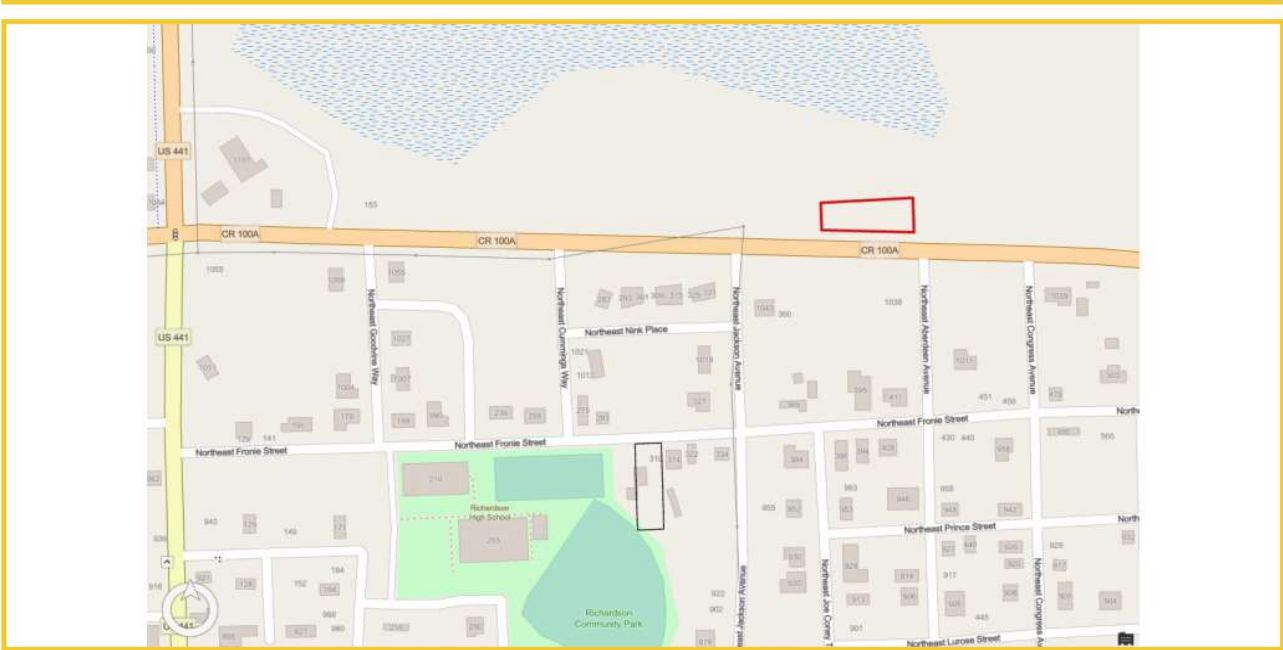
# City Properties

Vacant Lots

**City Owned Parcels - Vacant**

Parcel ID	NAME	GIS Acres	Deed Acres	Notes	Parcel #	Zoning District
11073-000	City Of Lake City	0.34		Vacant	00-00-00-11073-000	Agricultural
11356-000	City Of Lake City	0.97		Vacant	00-00-00-11356-000	Industrial/Residential, Office
12050-000	City Of Lake City	0.43		Vacant	00-00-00-12050-000	Commercial, General
05869-000	City Of Lake City	10.62	10.75 Ac	Vacant	30-35-17-05869-000	Residential, (Conventional) Single Family
12187-000	City Of Lake City	3.86	4.78 Ac	Vacant	00-00-00-12187-000	Residential, (Conventional) Single Family
11987-000	City Of Lake City	0.89		Vacant - Old Bank Building	00-00-00-11987-000	Commercial, Central Business District
11957-000	City Of Lake City	0.73		Vacant - Adjacent to Customer Service Building	00-00-00-11957-000	Commercial, Central Business District
12021-000	City Of Lake City	0.13		Vacant	00-00-00-12021-000	Commercial, Central Business District
12681-000	City Of Lake City	0.90		Vacant - PD Parking	00-00-00-12681-000	Commercial, Central Business District
13066-000	City Of Lake City	0.22		Vacant	33-35-17-13066-000	Residential, (Conventional) Single Family
13389-000	City Of Lake City	0.15		Vacant	00-00-00-13389-000	Residential, (Conventional) Single Family
12598-000	City Of Lake City	1.14	1.2 Ac	Vacant	00-00-00-12598-000	Residential, (Conventional) Single Family
02463-195	City Of Lake City	4.67	4.57 Ac	Vacant	34-35-16-02463-195	Commercial, General
13538-001	City Of Lake City	0.12		Vacant	00-00-00-13538-001	Residential, (Conventional) Single Family
07976-008	City Of Lake City	12.68	12.64 Ac	Vacant - Some Water Drainage	06-45-17-07976-008	Residential, (Conventional) Single Family
02700-001	City Of Lake City	2.85	2.94 Ac	Vacant - Adjacent to County Retention Pond	01-45-16-02700-001	Residential, (Mixed) Single Family/mobile Home
02709-009	City Of Lake City	0.14		Vacant	01-45-16-02709-009	Residential, (Mixed) Single Family/mobile Home
02462-399	City Of Lake City	0.50		Vacant	34-35-16-02462-399	Residential, (Conventional) Single Family - Columb
08029-150	City Of Lake City	3.27	3.27 Ac	Vacant	06-45-17-08029-150	Residential, Mobile Home
12858-000	City Of Lake City	0.03	<Null>	Vacant	33-35-17-12858-000	Commercial, Intensive
07659-001	City Of Lake City	7.60	7.69 Ac	Vacant - Behind St Margarets WWTP	05-45-17-07659-001	Residential, (Conventional) Single Family
12648-000	City Of Lake City	0.40		Vacant	00-00-00-12648-000	Commercial, Central Business District
12646-001	City Of Lake City	0.12		Vacant	00-00-00-12646-001	Commercial, Central Business District
12601-000	City Of Lake City	0.46		Vacant	00-00-00-12601-000	Residential, (Conventional) Single Family

# City Owned Parcels

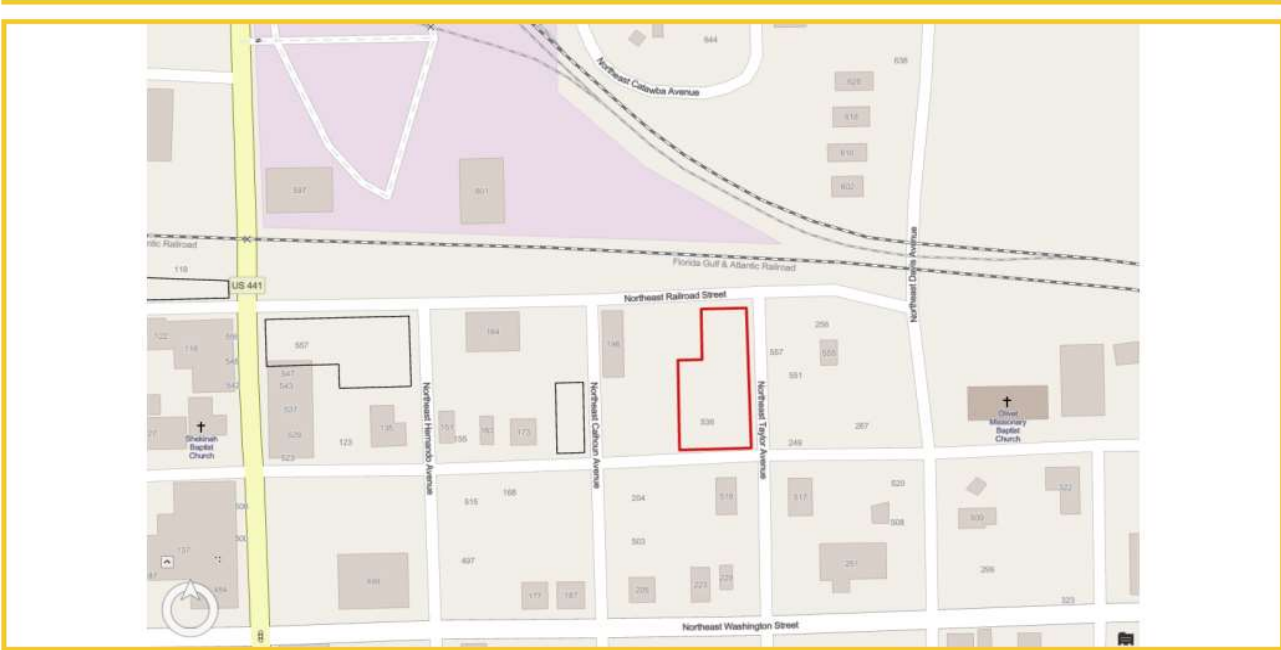


Parcel 11073-000 is owned by City Of Lake City. This parcel is zoned Agricultural and is 0.34 acres.





# City Owned Parcels



Parcel 12050-000 is owned by City Of Lake City. This parcel is zoned Commercial, General and is 0.43 acres.

# City Owned Parcels



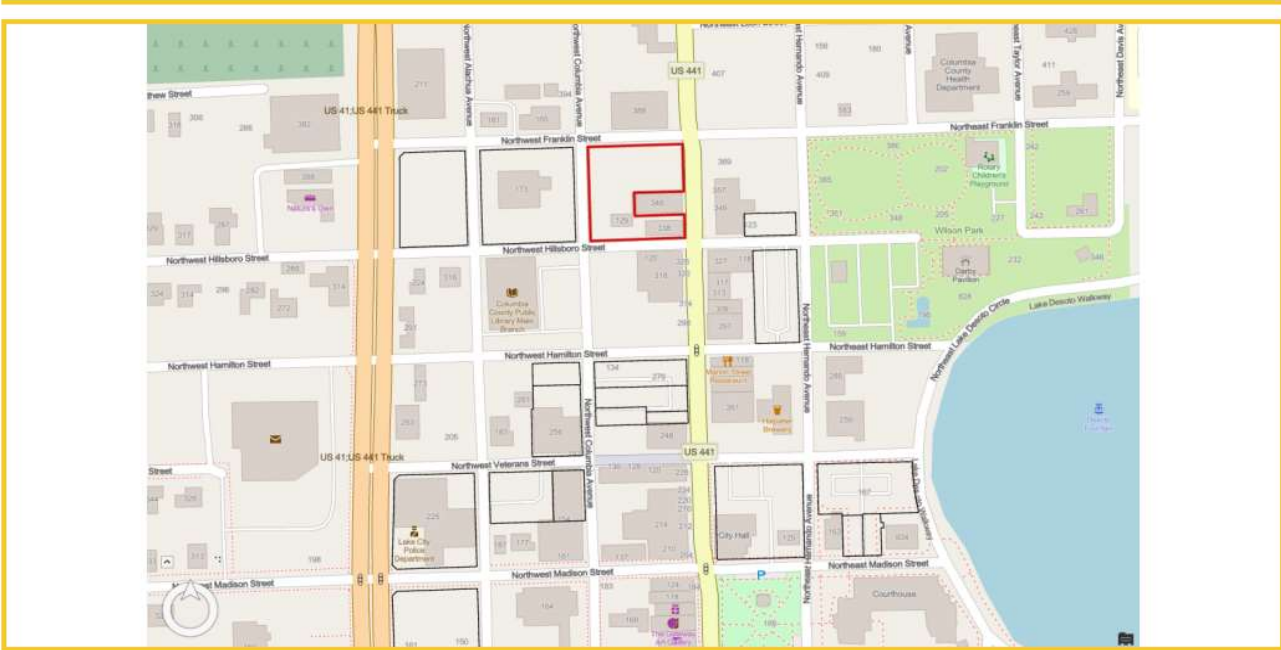
Parcel 05869-000 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 10.62 acres.

# City Owned Parcels



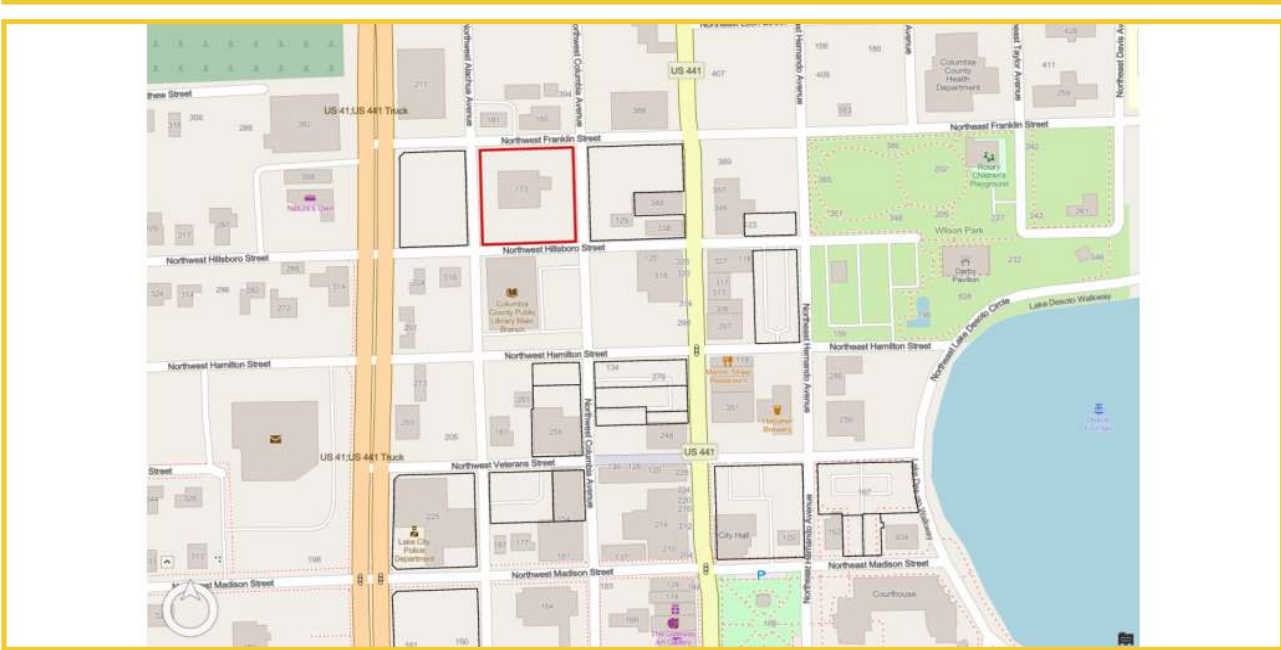
Parcel 12187-000 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 3.86 acres.

# City Owned Parcels



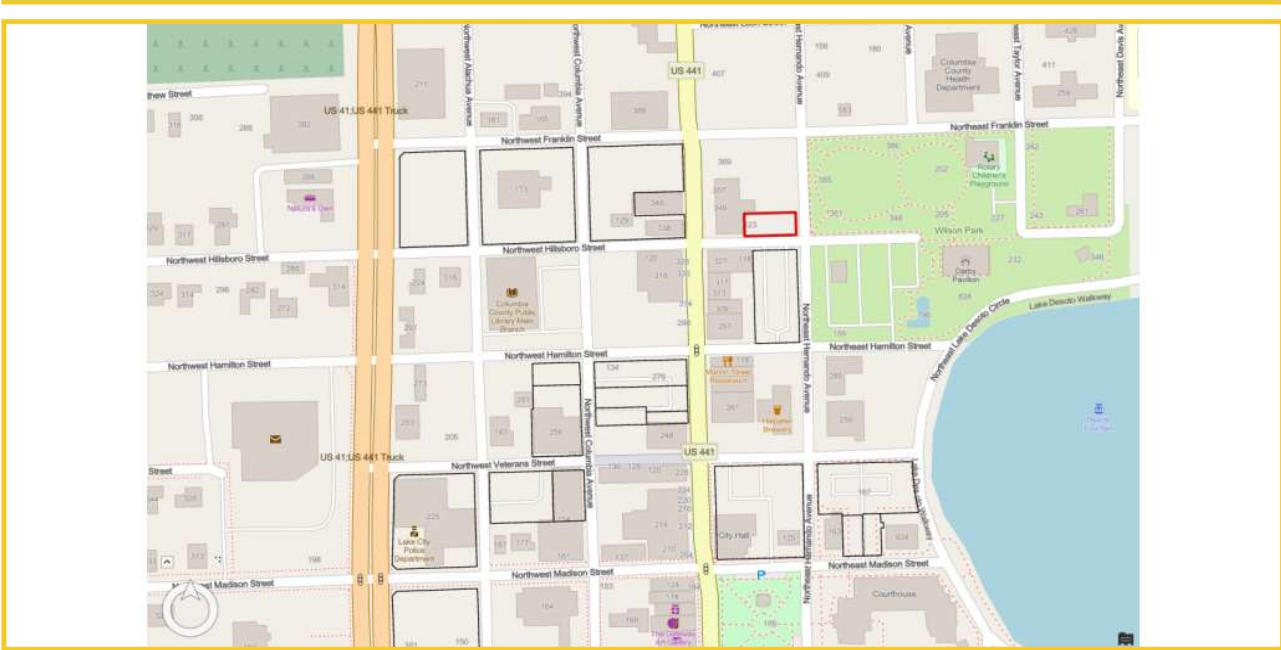
Parcel 11987-000 is owned by City Of Lake City, Florida. This parcel is zoned Commercial, Central Business District and is 0.89 acres.

# City Owned Parcels



Parcel 11983-000 is owned by City Of Lake City, Florida. This parcel is zoned Commercial, Central Business District and is 1.01 acres. Current Customer Service/Growth Management location.

# City Owned Parcels



Parcel 12021-000 is owned by City Of Lake City, Florida. This parcel is zoned Commercial, Central Business District and is 0.13 acres.

# City Owned Parcels



Parcel 12681-000 is owned by City Of Lake City City Hall.. This parcel is zoned Commercial, Central Business District and is 0.90 acres.



# City Owned Parcels



Parcel 13066-000 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 0.22 acres.

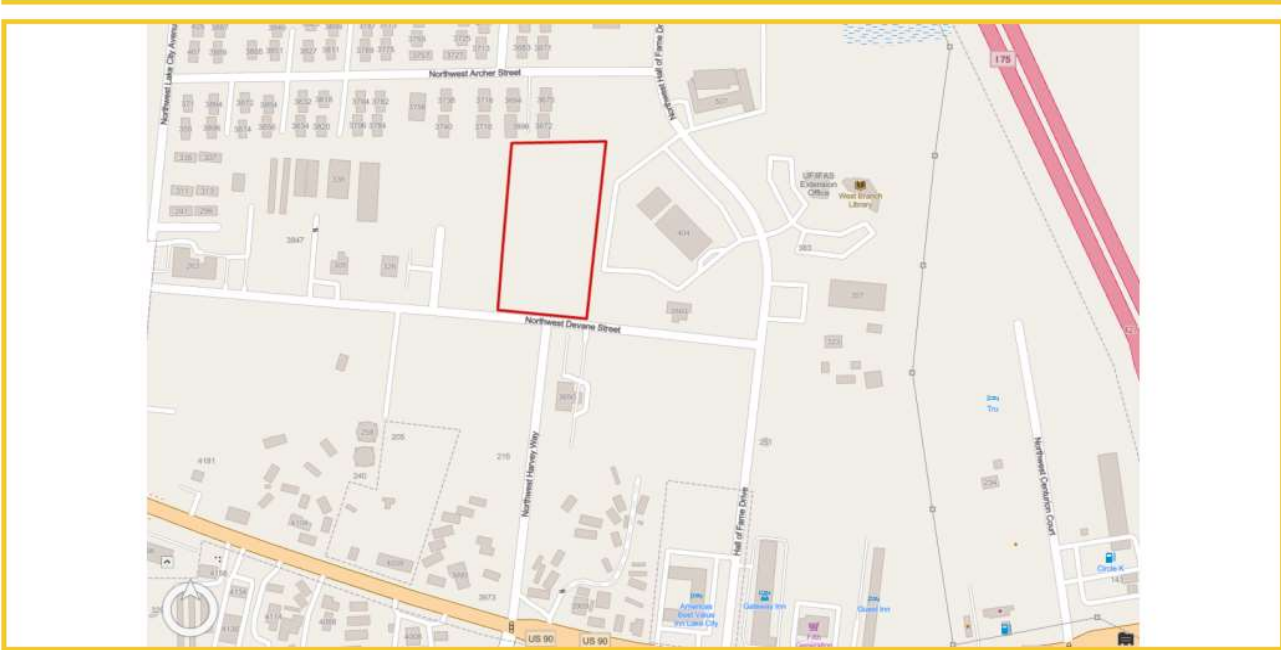
# City Owned Parcels



Parcel 13389-000 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 0.15 acres.



# City Owned Parcels



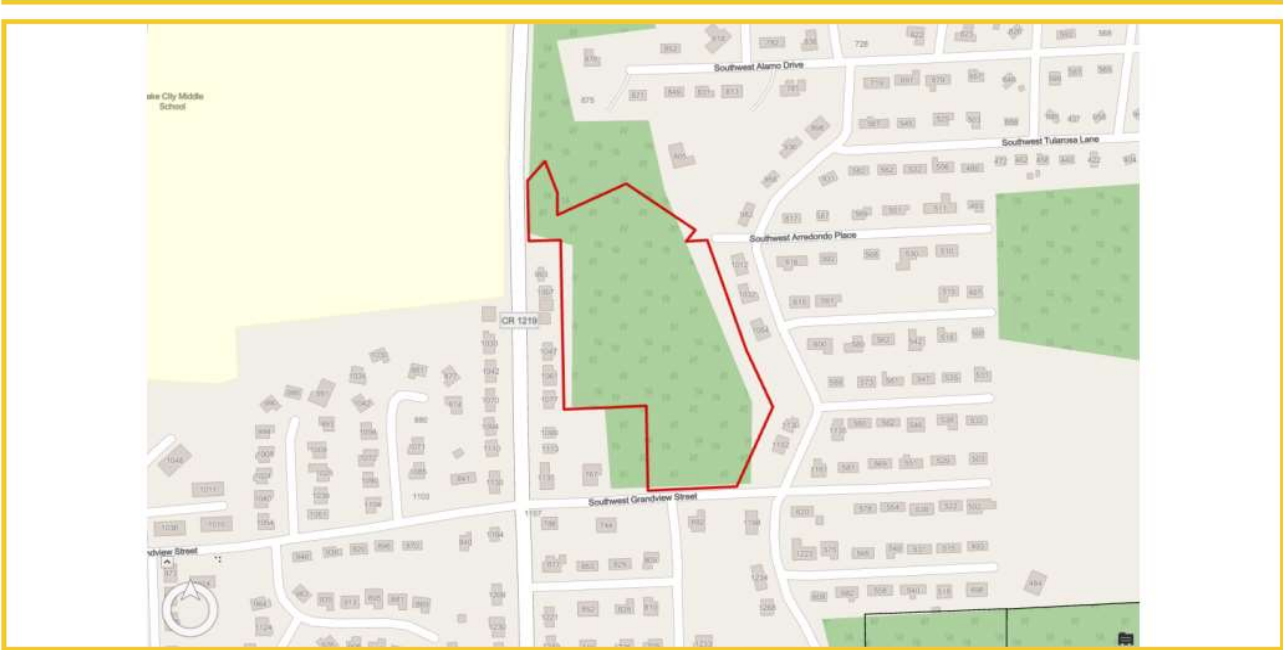
Parcel 02463-195 is owned by City Of Lake City. This parcel is zoned Commercial, General and is 4.67 acres.

# City Owned Parcels



Parcel 13538-001 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 0.12 acres.

# City Owned Parcels



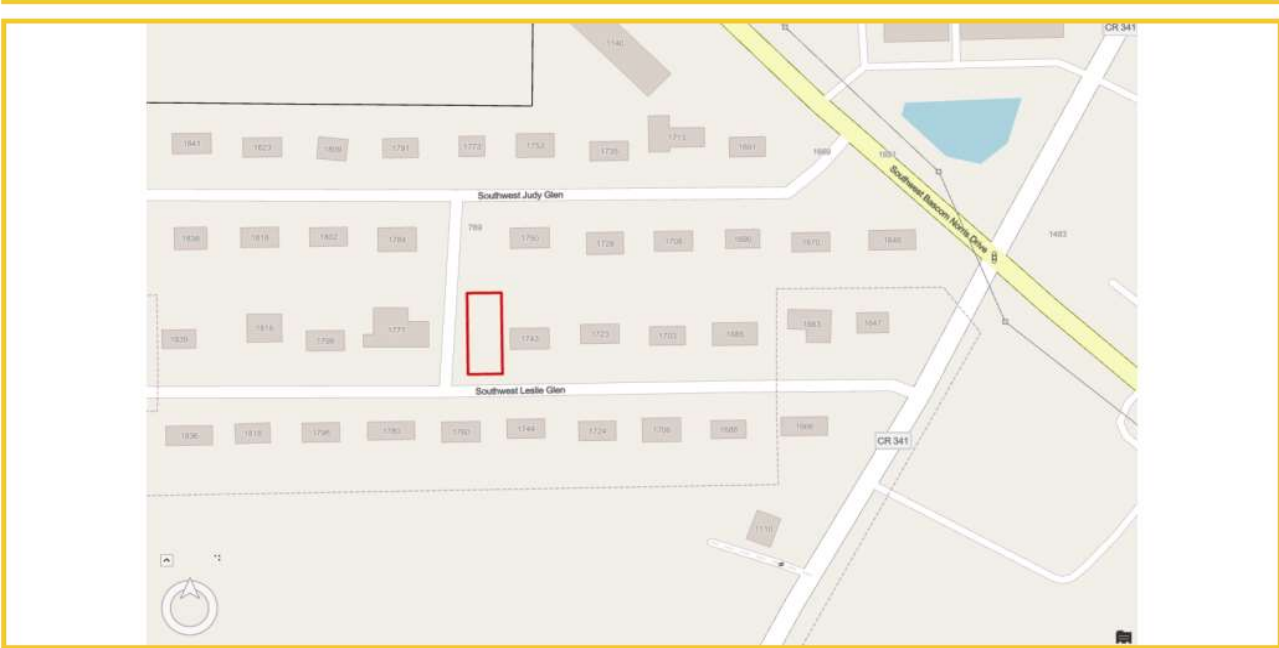
Parcel 07976-008 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 12.68 acres.

# City Owned Parcels



Parcel 02700-001 is owned by City Of Lake City. This parcel is zoned Residential, (Mixed) Single Family/Mobile Home and is 2.85 acres.

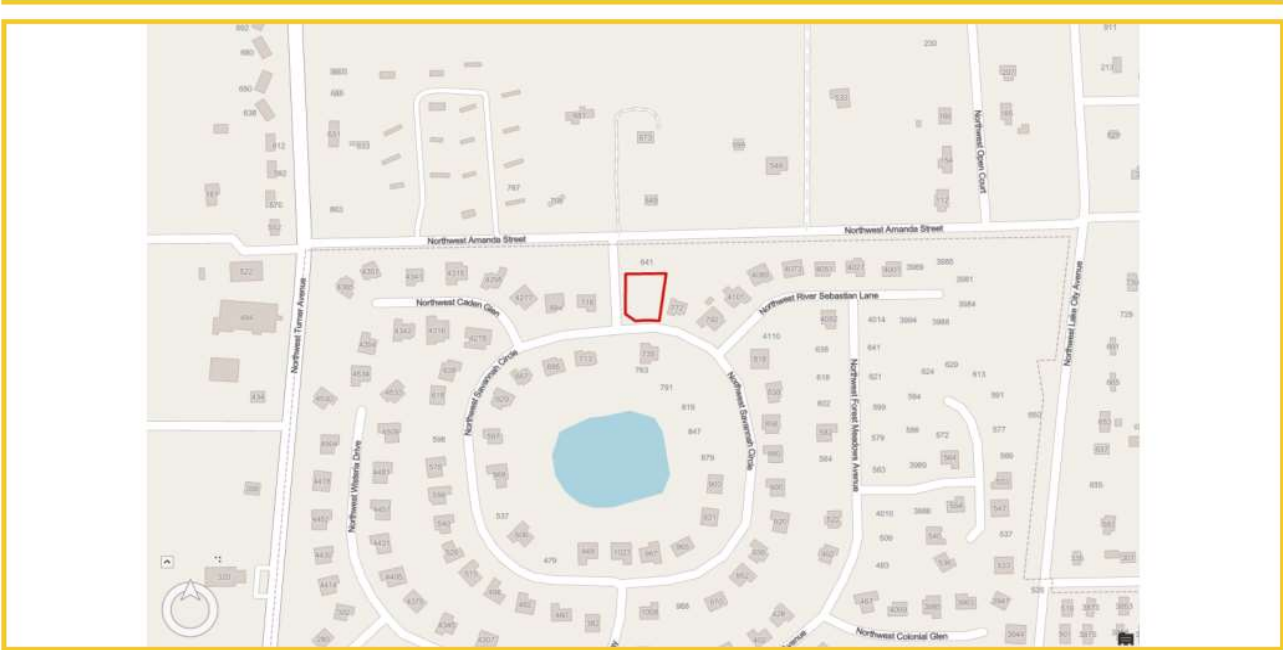
# City Owned Parcels



Parcel 02709-009 is owned by City Of Lake City. This parcel is zoned Residential, (Mixed) Single Family/mobile Home and is 0.14 acres.

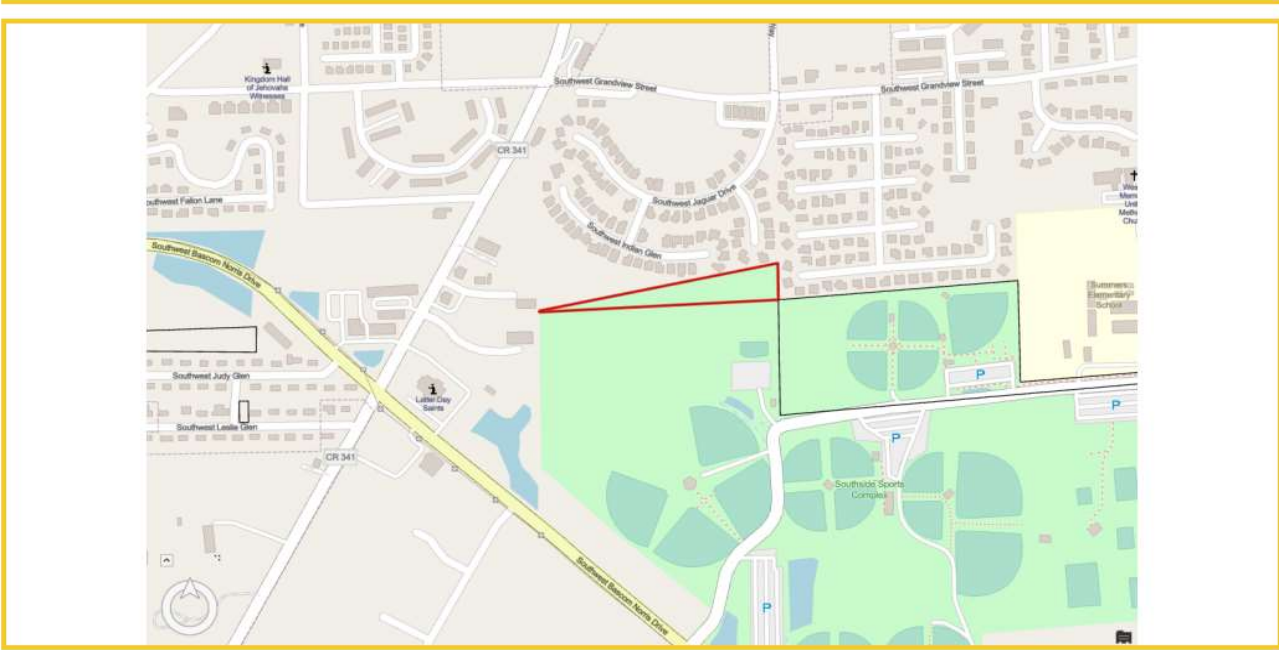


# City Owned Parcels



Parcel 02462-399 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family - Columb and is 0.50 acres.

# City Owned Parcels



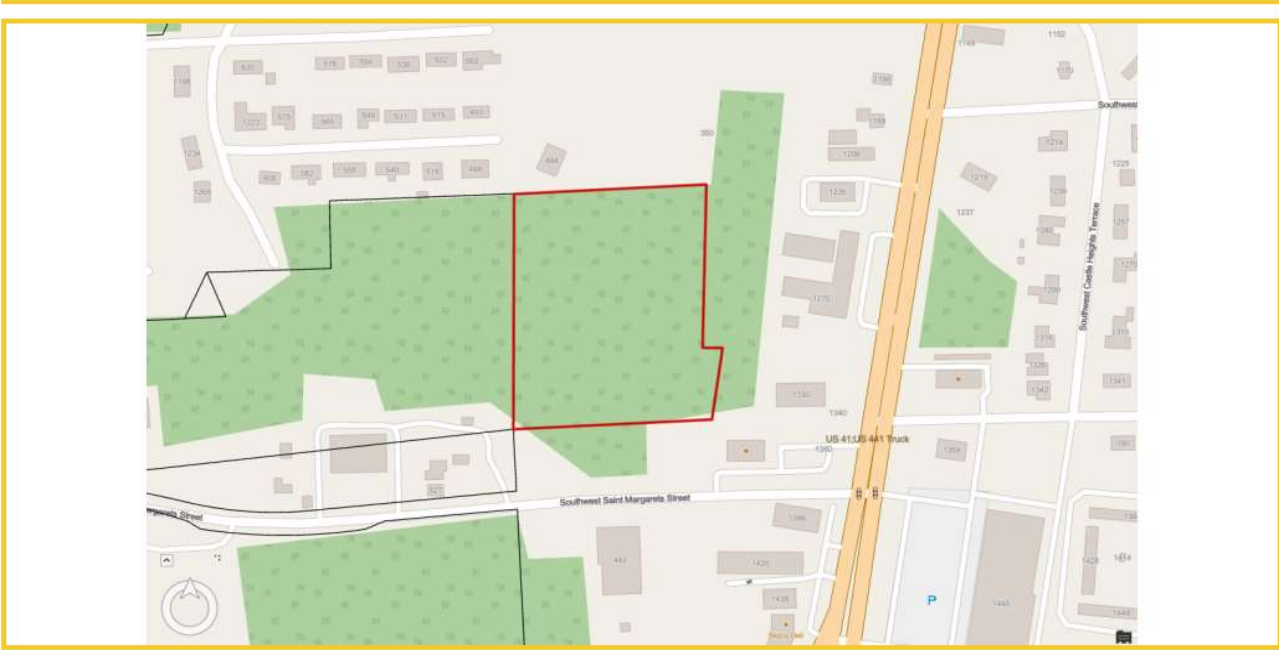
Parcel 08029-150 is owned by City Of Lake City. This parcel is zoned Residential, Mobile Home and is 3.27 acres.

# City Owned Parcels



Parcel 12858-000 is owned by City Of Lake City. This parcel is zoned Commercial, Intensive and is 0.03 acres.

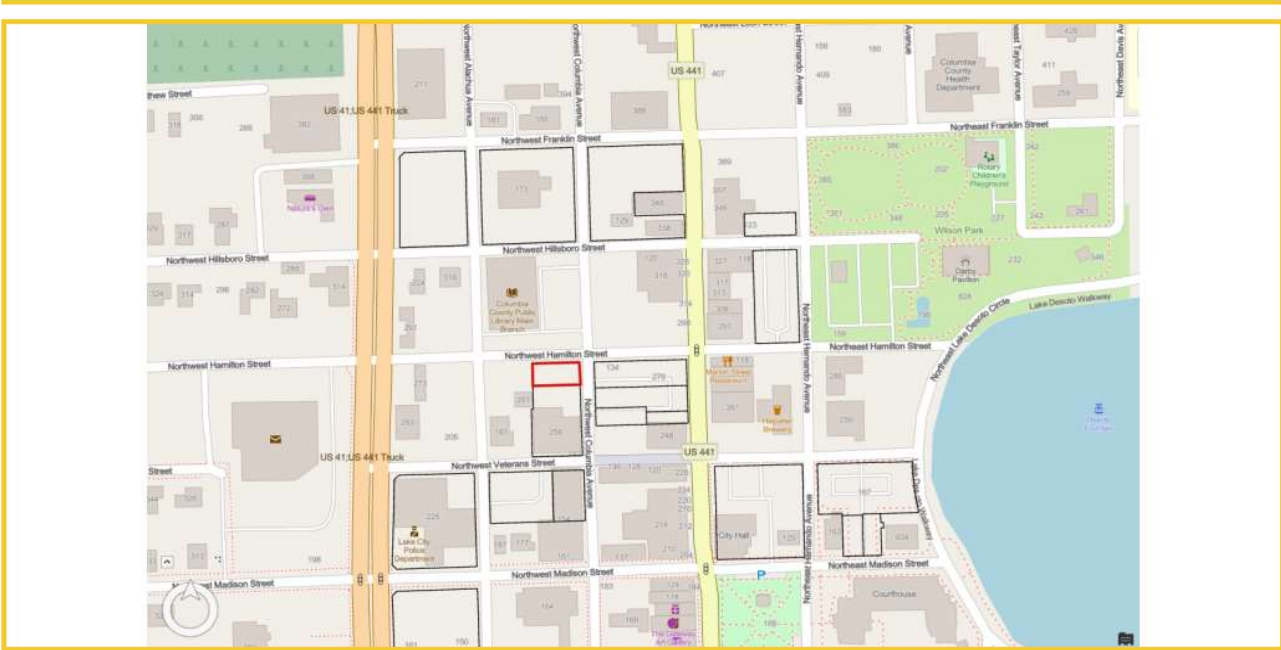
# City Owned Parcels



Parcel 07659-001 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 7.60 acres.

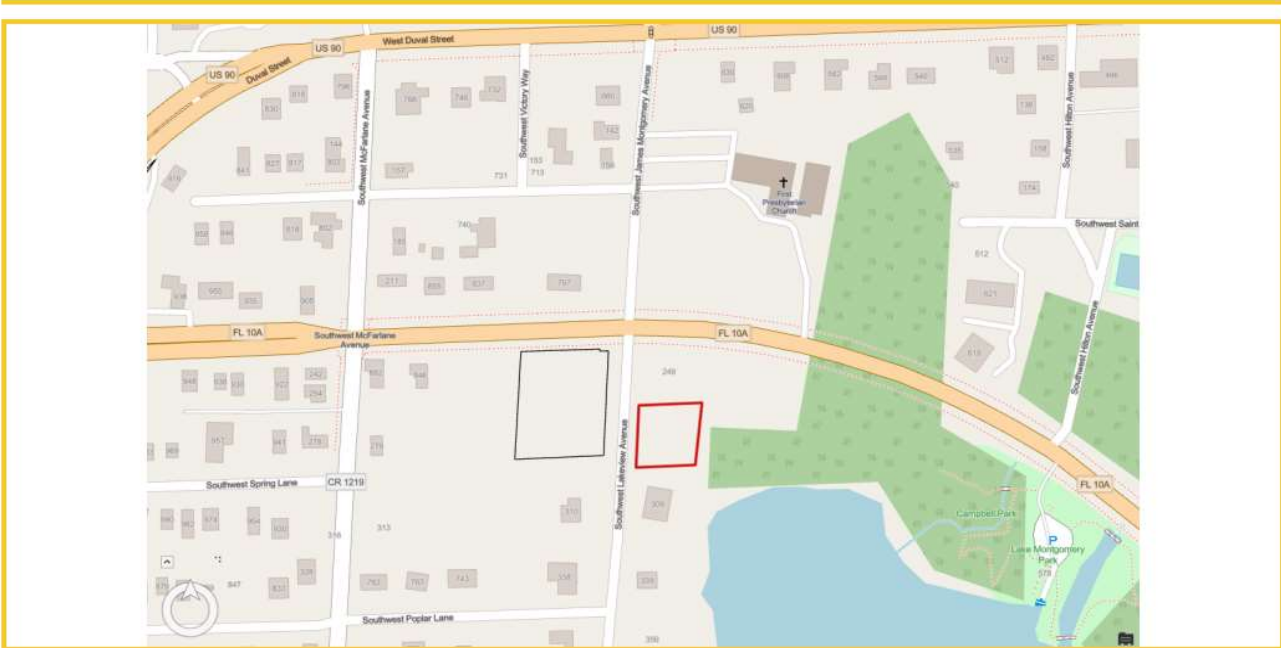


# City Owned Parcels



Parcel 12646-001 is owned by City Of Lake City. This parcel is zoned Commercial, Central Business District and is 0.12 acres.

# City Owned Parcels



Parcel 12601-000 is owned by City Of Lake City. This parcel is zoned Residential, (Conventional) Single Family and is 0.46 acres.

# City Properties

## Overview

City Property includes all real property owned by the City, other than public streets and utility easements, and all property held in a proprietary capacity by the City, which are not subject to the right-of-way.



**File Attachments for Item:**

2. Structuring of Advisory Committees

Supporting documentation attached:

City Council Ordinance No. 2021-2178

City Council Ordinance No. 2022-2229

**ORDINANCE 2021-2178**

**AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING CHAPTER 2, ARTICLE 2, OF THE CITY CODE OF ORDINANCES; PROVIDING FOR AMENDMENTS TO THE RULES OF MEETINGS OF THE CITY COUNCIL AND SPECIAL STANDING COMMITTEES; PROVIDING FOR AMENDMENTS TO THE COMPOSITION, FUNCTIONS, AND RESPONSIBILITIES OF VARIOUS SPECIAL STANDING COMMITTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS** the City Council adopted rules of its meetings in 1968, and said rules were codified in the City Code of Ordinances and from time to time said rules have been amended; and

**WHEREAS** the City Council finds that it is in the best interests of the citizens of the City of Lake City that the rules of meetings be updated; and

**WHEREAS** it is the intent of the City Council that its rules fully provide its deliberations and actions be conducted and taken openly in order that the members of the public may be fully informed; and

**WHEREAS** it is the intent of the City Council that it provide universal rules for the meetings of the City Council and its Special Standing Committees; and

**WHEREAS** it is the finding of the City Council that the members of the public must be fully informed if they are to be intelligently advised as to the conduct of public business by the Council; and

**WHEREAS** the City Council further finds that it is in the best interests of the City to find and provide opportunities for the public to be heard on propositions before the Council; and

**WHEREAS** the City Council further finds that it is in the best interests of the citizens of the City of Lake City to minimize the expenses and delays associated with future amendments to the rules of meetings.

**NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA AS FOLLOWS:**

**Section 1.** The above recitals are true and accurate and adopted and incorporated herein.

**Section 2.** The following Sections of Chapter 2, Article 2 of the City Code of Ordinances titled "City Council" which pertain to rules of meetings are amended as follows (words ~~stricken~~ are deletions; words underlined are additions):

## **Article II. City Council**

### Section 2-31 ~~Regular~~ Meetings of the City Council

- (a) The City Council shall determine and establish by ordinance or resolution the rules governing its own proceedings and the time and place for holding its meetings.
- (b) The presiding officer of the city council shall be the mayor or, in his or her absence, the vice-mayor. The presiding officer, or a majority of the city council shall preserve strict order and decorum at all regular and special meetings of the council.
- (c) Before proceeding with the business of the city council, the city clerk shall call the roll of the councilmembers, the city manager, the city attorney, and the sergeant-at-arms.
- (d) Every question coming before the city council shall be stated and the decision of the council shall be announced.
- (e) Unless a councilmember declares a conflict, his or her silence shall be recorded as an affirmative vote.
- (f) The presiding officer shall vote on all questions; the presiding officer shall be the last name called on the roll.
- (g) The presiding officer shall sign all ordinances and resolutions adopted by the council during the officer's presence. The city clerk and city attorney shall also sign as appropriate.
- (h) The city clerk, or a designee, shall be present at all meetings of the city council and shall keep a record of the council proceedings as required by law. The city clerk shall also enter in full all ordinances and resolutions in an ordinance book and a resolution book, provided and kept for those purposes. Said books may be maintained electronically and shall be public records. Furthermore, the city clerk shall cause all ordinances to be codified in the Code of Ordinances.
- (i) ~~(a)Time. T~~ Unless otherwise duly scheduled and properly noticed, the city council shall hold regular meetings on the first and third Monday of each

month, commencing at 6:00 p.m., ~~or at such other hour of said day as may be designated by the mayor or written notice given to the council members, city manager, city clerk, city attorney and local news media at least 24 hours prior to said meeting.~~ However, when the day fixed for any regular meeting of the city council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day that is not a holiday without further notice.

- (j) ~~(b)~~ *Place.* All regular or special meetings of the city council shall be held in the city council's chambers at the City Hall in Lake City, Florida, or at such other location anywhere, within Columbia County, Florida, as may be designated by the caller of the meeting in the notice calling the meeting.

#### Section 2-32. - Special meetings.

The mayor, the city manager or three or more councilmembers ~~of the city council~~ may call special or emergency meetings of the council; provided, however, that each councilmember shall be given reasonable at least 12 hours' written notice. ~~Such~~ which notice shall be served personally upon each councilmember: personally, electronically, or left at his or her usual place of residence. ~~Whenever practicable, each member shall receive 12 hours' notice.~~ The notice calling the special meeting shall state the date and hour of the meeting and the purpose for which such meeting is called, and no business shall be transacted at such meeting, except such as is stated in the notice.

#### Section 2-33. Meetings open to public.

Except as specifically permitted by law, all ~~All~~ meetings of the city council shall be open to the public, and ~~any visitors~~ the public shall have access to the minutes and records of such meetings at all reasonable times.

#### Section 2-34. - Agenda.

All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the city council shall, ~~at least six business hours prior to each council meeting,~~ be delivered to the city clerk, whereupon the city clerk shall immediately arrange a list of such matters according to the order of business, the Agenda, and furnish each councilmember, of the city council the city manager, and the city attorney with a copy of the Agenda prior to the council meeting ~~and~~ as far in advance of the meeting as time for preparation will permit. No matter shall be considered by the city council at any meeting unless it shall have been first submitted to the city clerk and placed upon the Agenda as provided in this section; ~~unless, for emergency matters,~~ such requirement is waived by the unanimous consent of the councilmembers.

~~□ Sec. 2 35. Presiding officer.~~

~~□ (a) The presiding officer of the city council shall be the mayor or, in his absence, the vice mayor. The presiding officer shall preserve strict order and decorum at all regular and special meetings of the council. He shall state every question coming before the city council, announce the decision of the council on all subjects and decide all questions of order, subject, however, to an appeal to the council, in which event a majority vote of the council shall govern and conclusively determine such question of order. He shall vote on all questions, his name to be called last. He shall sign all ordinances and resolutions adopted by the council during his presence.~~

~~(b) In the event of the absence of the mayor, the vice mayor shall sign ordinances or resolutions as then adopted.~~

~~□ Sec. 2 36. Call to order; presiding officer.~~

~~□ The mayor, or in his absence, the vice mayor shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the council to order. In the absence of the mayor, the mayor may appoint one of the other members of the council as vice mayor during his absence. If the mayor fails to appoint a vice mayor to preside during his absence, the remaining members of the council shall select and designate one of the councilmembers to act as mayor during the absence of the mayor. The vice mayor shall preside at the meetings and shall assume all the duties of the mayor during the mayor's absence.~~

~~Section. 2 37. Roll call.~~

~~Before proceeding with the business of the city council, the city clerk shall call the roll of the members, and the names of those present shall be entered in the minutes. The roll call shall include the city attorney and sergeant at arms.~~

~~Section. 2-38. - Quorum.~~

~~Three councilmembers of the city council shall constitute a quorum at any regular or special meeting of the city council. In the absence of a quorum, the presiding officer may, or shall, at the insistence of any plurality of the councilmembers present, adjourn the meeting from day to day until such time as a quorum may be present. A councilmember of the city council may be compelled to attend any meeting of the council upon unanimous vote of those attending the meeting. The presiding officer shall instruct the chief of police sergeant-at-arms or his the designated officer to bring such absent councilmember or councilmembers to said meeting forthwith; provided, however, that no councilmember shall be compelled to attend any meeting if such councilmember is sick or ill or otherwise incapacitated and unable to physically be present.~~

Section. 2-39. - Order of business.

~~Promptly a~~ At the hour set by the city council, ~~for on the day of~~ each regular or special meeting, the councilmembers of the city council, the city manager, the city clerk, the city attorney, and the sergeant at arms chief of police shall take their regular stations ~~in the council chambers~~ at the meeting site, and the business of the council shall be taken up for consideration and disposition. ~~in the following order: The Agenda prepared by the city clerk in accordance with Section 2-34 shall initially be considered as the order of business. It may be amended as necessary or appropriate prior to adoption by the council.~~

~~(1) Roll call.~~

~~(2) Approval of minutes of previous meeting.~~

~~(3) Petitions, remonstrances and communications.~~

~~(4) Introduction and adoption of resolutions and ordinances.~~

~~(5) Report of department heads and committees.~~

~~(6) Unfinished business.~~

~~(7) New business.~~

~~(8) Miscellaneous.~~

~~(9) Appropriations.~~

~~(10) Adjournment.~~

Section. 2-40. - Reading of minutes.

Unless a reading of the minutes of a council meeting is requested by a councilmember of the council, such minutes may be approved without reading, ~~if the city clerk has previously furnished each member with a synopsis thereof.~~ At least three days prior to each meeting, the city clerk shall furnish each councilmember of the city council and the city attorney with a copy of the minutes of the preceding meeting.

Section. 2-41. - Rules of debate.

(a) Debate from chair. The mayor or vice-mayor or such other councilmember of the city council as may be presiding may move, second and

debate from the chair, subject only to such limitations of debate as are by these rules imposed on all councilmembers and shall not be deprived of any of the rights and privileges of the councilmember by reason of being his acting as the presiding officer.

(b) Getting the floor; improper references to be avoided. Every councilmember desiring to speak shall address the chair, and, upon recognition by the presiding officer, shall confine ~~himself~~ all comments to the question under debate, avoiding all personalities and indecorous language.

(c) Interruptions. A councilmember, once recognized, shall not be interrupted when speaking unless it be to call him or her to order, or as otherwise provided in this section. If a councilmember, while speaking, is called to order, ~~he~~ the councilmember shall cease speaking until the question of order be determined, and, if in order, ~~he~~ the councilmember shall be permitted to proceed.

(d) Privilege of closing debate. The councilmember moving the adoption of an ordinance or resolution or any motion shall have the privilege of closing the debate.

(e) Motion to reconsider. A motion to reconsider any action taken by the council may be made only on the day such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session of the council. Such motion shall be made by one of the prevailing side, but may be seconded by any councilmembers, and may be made at any time and have precedence over all other motions or while a councilmember has the floor; it shall be debatable. Nothing in this section shall be construed to prevent any councilmember of the council from making or remaking the same or any other motion at a subsequent meeting of the council.

(f) Remarks of councilmember; entry in minutes. A councilmember may request, through the presiding officer, the privilege of having an abstract of ~~his~~ the councilmember's statement on any subject under consideration by the councilmember entered in the minutes. If the city council consents thereto, such statement shall be entered in the minutes.

(g) Synopsis of debate; entry in minutes. The clerk may ~~be directed by the presiding officer, with consent of the council,~~ to enter in the minutes a synopsis of the discussion on any question coming regularly before the council.

(h) Rules of order. Except in conflict with the provisions of this section, Robert's Rules of Order, Newly Revised, shall govern the deliberations of the council.

Section. 2-42. - Addressing the council through presentation.

Any person desiring to address the council through presentation shall first notify the city clerk of such desire and state the purpose or matter he desires to bring before the council. The city clerk shall place the request upon the agenda under its proper heading of business, provided the person seeking to address the council has made his request of the city clerk ~~six hours~~ prior to the final completion of the Agenda. meeting; provided, however, that under the following headings of business, unless the presiding officer rules otherwise, any qualified person may address the council without securing such prior permission:

~~(1) Written communications. Interested parties or their authorized representatives may address the council or councilmembers by written communications at any time in regard to matters then under discussion.~~

~~(2) Oral communications.~~

~~Taxpayers or residents of the city, or their authorized legal representatives, may address the council by oral communication on any matter concerning the city's business, or any matter over which the council has control; provided, however, that preference shall be given to those persons who may have notified the city clerk in advance of their desire to speak in order that the same may appear on the agenda of the council.~~

~~(3) Reading of protests, petitions or communications. Interested persons or their authorized representatives may address the council by reading of protests, petitions, or communications relating to zoning, sewer and street proceedings; hearings on protests, appeals and petitions; or similar matters, in regard to matters then under consideration.~~

Section. 2-43. - Addressing the council after motion made.

After a motion is made by the council, no person shall address the council without first securing the permission of the presiding officer so to do.

Section. 2-44. - Public Participation; mManner of addressing council; time limit.

During the Public Participation portion of the meeting, any member of the public may address the city council concerning: an Agenda item, the city's business, or any matter over which the council has control. The address may include the reading of protests, petitions, or communications.

Each person addressing the council shall stand at the podium or take a seat in front of the council, shall give his or her name and address in an audible tone of voice for the records, and unless further time is granted by the council, shall limit his or her address to ~~15~~ 3 minutes. All remarks shall be addressed



to the council as a body and not to any councilmember or other individual. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a councilmember of the council, without the permission of the presiding officer.

~~Section. 2-45. — Silence constitutes affirmative vote.~~

~~Unless a member of the council states that he is not voting, his silence shall be recorded as an affirmative vote.~~

Section. 2-46. - Decorum.

(a) By councilmembers. While the council is in session, the councilmembers must preserve order and decorum, and a councilmember shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the council nor disturb any councilmember while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise provided in this section.

(b) By persons. Except as specifically set forth herein, any member of the public making oral comments to the council shall abide by all rules of discussion and decorum applicable to councilmembers. Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while ~~addressing the council attending a meeting shall be barred removed~~ by the presiding officer from ~~further audience before the council the meeting~~, unless permission to continue is granted by a majority vote of the council.

Section. 2-47. - Enforcement of decorum.

The chief of police, or such members of the police department as ~~he~~ may be designated, shall be sergeant-at-arms of the council meetings. ~~He, or they,~~ The sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the council meeting. Upon instructions of the presiding officer, it shall be the duty of the sergeant-at-arms to ~~place~~ remove from the meeting any person who violates the order and decorum of the meeting, ~~under arrest, and cause him to be prosecuted under the provisions of this article, the complaint to be signed by the presiding officer.~~ It shall also be the duty of the sergeant-at-arms to compel absent members of the council to attend any meetings upon instructions from the presiding officer or other members of the council as provided in this ~~section~~ Article.

Section. 2-48. - Special standing committees.

(1) Findings. The city hereby finds that it can best provide for the safety, welfare, health needs and development of the city and make the most effective

use of its powers and provide services and facilities to the community by creating and establishing various committees of city council-members and non-city council-members who shall study, evaluate and recommend to the city council the various services and facilities needed to provide the citizens of the city the most efficient and effective government. To that end, the following standing advisory committees of the city council are established:

a. Airport advisory committee.

1. There is hereby created and established an airport advisory committee (the "airport committee") which shall consist of two city councilmembers, together with ~~three~~ four non-council members, consisting of the city manager or their designee, ~~executive director of administrative services and the airport manager, and two additional non-councilmembers to be appointed by the mayor with the consent and approval by resolution of the city council.~~

2. Functions and responsibilities of airport committee. The airport committee shall:

i. Study, investigate, develop, assist, advise and recommend to the city council ~~on any and all~~ those matters pertaining to the needs of the airport and the promotion of the airport for both aviation~~al~~ and non-aviation~~al~~ purposes;

ii. Study the needs of and develop plans for the maintenance of all airport facilities including runways;

iii. Coordinate activities at the airport including special events, lease negotiations, landlord-tenant issues, Federal Aviation Administration and Florida Department of Transportation project activities;

iv. Coordinate the development and preparation of five-year work programs, airport master plans, timber management to avoid height obstructions; and

v. Provide city council with recommendations regarding airport master plans, obtain grants, budgeting, staffing, airport improvements, economic development of the airport industrial park and plans to promote the airport.

b. Beautification advisory committee.

1. There is hereby created and established a beautification advisory committee (the "beautification committee") which shall consist of two city

councilmembers, together with such non-council members appointed by the mayor with the consent and approval by resolution of the city council.

2. Functions and responsibilities of the beautification committee. The beautification committee shall:

i. Study, investigate, develop, assist, advise and recommend to the city council any and all matters pertaining to beautification, sanitation, environment and citizens' participation relating thereto;

ii. Advise and recommend plans to organizations and groups in the city and promote public interest in the general improvement of the appearance of the city;

~~iii. Participate with and serve as the city's representative on the joint city-county beautification committee;~~

~~iii~~ ~~iv~~. Develop plans and make preparations for the annual Florida Arbor Day, National Arbor Day (tree give away program), and for the City to be designated each year as Tree City USA;

iv ~~v~~. Prepare, locate sites, and install and erect appropriate "Welcome to Lake City" signs.

~~v~~ ~~vi~~. Initiate, promote and assist in the implementation of general community beautification.

~~vi~~ ~~vii~~. promote, cooperate with and coordinate the activities of individuals, agencies, organization and groups, public or private, whose plans, activities and programs bear on the appearance of the city.

~~vii~~ ~~viii~~. Prepare both general and specific proposals for improving the appearance of the city. such proposals may include suggested goals and standards for the aesthetic enhancement of the city or any part thereof, including public ways and areas, open spaces, and public and private buildings and projects.

viii ~~ix~~. Participate in appropriate ways in the implementation of such proposals. This participation may including making studies of the visual assets and liabilities of the community, including surveys and inventories of an appropriate nature, with particular attention to the appearance of properties along the major streets and thoroughfares of the city.

~~ix~~ ~~z~~. Develop and supervise programs of the city and citizens cooperation to protect and upgrade such properties, consisting of, but not limited to contacts and discussions with citizen groups, business groups and individuals to encourage cooperative improvement of the city's appearance.

~~3. The two council members of the beautification committee shall represent the city at the city county joint beautification committee, as it may exist from time to time.~~

c. Community redevelopment advisory committee.

1. There is hereby created and established a community redevelopment advisory committee (herein "CRAC") ~~of the city council,~~ which shall consist of the mayor, and one city council member ("council members"), a member ~~("county board member") representing the Columbia County Board of County Commissioners (the "county board"), a member ("chamber member") representing the Lake City Columbia County Chamber of Commerce (the "chamber member"), and seven and six~~ non-council members ("~~non council~~ public members"). The council members and ~~seven~~ six non-council members shall be appointed by the mayor by resolution with the consent and approval of the city council. ~~The county board member shall be a person designated from time to time in writing by the county board and whose designation shall be ratified and confirmed by resolution of the city council. The initial designated chamber member shall serve an initial term ending December 31, 2014. On January 1, 2015, and annually thereafter, the chamber member shall be the duly elected and acting president of the chamber whose name shall be certified to the city and whose designation shall be ratified and confirmed by resolution of the city council. The seven non council~~ six public members shall be either a resident of the city and/or operate a business in the city (preferably within the CRA area).

2. Functions and responsibilities of the community redevelopment advisory committee. The community redevelopment advisory committee shall:

i. study, investigate, develop, assist, advise and recommend to the city community redevelopment agency ("CRA") in all matters pertaining to the promotion and development of the city's commercial and residential CRA areas through use of tax increment financing ("TIF") funds.

ii. Advise and recommend plans to organizations and groups in the city and promote public interest in the general improvement of the appearance of the city.

iii. Study, develop, and recommend amendments to the CRA plan and for the expenditure and growth of CRA tax increment funds.

iv. Study, investigate, develop and recommend to the CRA various ways to promote the development of the city's downtown and neighborhoods, including, but not limited to, work with the beautification committee to resolve the on-going challenge of landscape maintenance and improvements of the appearance of major intersections in the city.

v. o study and recommend to the CRA amendments to the city codes and ordinances to address vacant and dilapidated housing, commercial buildings and unsightly vacant lots and developing a master list of such identifiable properties.

vi. Review and study of zoning and land use regulations relating to the downtown district and making recommendations to the planning and zoning board for amendments to the zoning regulations which would improve and promote new development in the downtown and CRA area.

vii. Perform periodic review of the community redevelopment plan and when appropriate submit recommendations to the CRA for changes.

viii. Make written recommendations to the CRA on plan implementation, including developing an annual work program, setting project priorities, and developing incentives to further CRA efforts.

ix. Hold public meetings for the purpose of receiving citizen input related to the CRA area and to report such information to the CRA.

x. Evaluate and provide recommendations to the CRA on the expenditure or use of local, state and/or federal funds for redevelopment activities within the CRA area.

d. Utility advisory committee.

1. There is hereby created and established the utility advisory committee (the "utility committee") which shall consist of two city councilmembers, together with non-councilmembers to be appointed by the mayor with the consent and approval by resolution of the city council.

2. Functions and responsibilities of the utility committee. The utility committee shall:

i. Study, investigate, develop, assist, advise and recommend to the city council ~~any and all~~ those matters pertaining to the city utility systems and referred to the utility committee by either the city manager or city council;

ii. Recommend from time to time to the city council action on establishing new kinds of utility services, preserving and expanding existing utility services, on the financial needs of the utility systems, on making any changes in the utility rates and charges and on making any changes in service which may be beneficial to the public;

iii. Initiate and review utility master planning efforts in the areas of water, sewer, natural gas and stormwater projects. Review and recommend approval of projects and requests for extension of water, sewer and gas lines for new development. Provide recommendations regarding major annual maintenance programs, i.e., lift station rehabilitation, leak detection programs, water tank refurbishment, systems enhancements, pilot programs to explore new or innovative operational techniques, utility standards, outside engineering proposals involving engineering services for water, sewer, gas and drainage projects.

iv. Except as otherwise provided for herein or in the City Code, the city council shall take no action with respect to making major improvements to the existing utility systems, extending and providing new developments and subdivisions with utility services, or make any changes in the utility rates and charges, without first receiving from the utility committee its recommendations relating to such changes.

(2) Appointment of advisory committee members. Except as otherwise provided for herein, both city council members and non-council members on each of the respective advisory committees created herein shall be appointed by the mayor with the consent and approval by resolution adopted by the city council. The mayor shall designate the chairperson, who shall be the committee presiding officer, of each of the respective advisory committees. Members of all advisory committees created herein shall serve without compensation.

(3) Mayor ~~to be~~ as ex-officio member of committees. The mayor may serve as an ex-officio member of each committee created in this section.

(4) Role of non-council advisory committee members. The role of the non-council members on each of the advisory committees shall be to act in an advisory

capacity to the councilmembers of each respective advisory committee with staff support, recommendations, suggestions and such data and information relating and pertaining to the functions, responsibilities and duties of the respective advisory committees to assist and help the city council members of the respective advisory committees in reaching prudent decisions and recommendations to city council and to the CRA as to the CRAC. Said members shall be entitled to make motions and vote on all matters coming before the respective advisory committees.

(5) Role of advisory committees. The role of each advisory committee created herein is advisory only and all of the recommendations and decisions of each respective advisory committee must be submitted in writing to the city council, or to the CRA as to the CRAC, for its discussions and considerations at a regular or special meeting and shall be subject to the approval or disapproval of or modification by the city council, or CRA as to the CRAC.

(6) Creation of additional committees. The city council may, from time to time, by resolution, establish and create additional advisory committees of the city council or other citizens' committees. The number of members, the purpose, function and responsibilities of any such additional committees or boards shall be stated in the resolution creating any additional committee. The members of any such additionally created committee shall be appointed by the mayor with the consent and approval by resolution adopted by the city council with one of such members being appointed chairperson thereof by the mayor.

(7) Term. Except as provided for herein, the members of each of the standing advisory committees herein created and established shall be appointed for a term of two years and, subject to being reappointed by the mayor may serve on an advisory committee for one or more consecutive terms. Members reappointed to serve on an advisory committee may be reappointed by the mayor with the consent and approval by resolution of the city council. Vacancies occurring on an advisory committee for reasons other than the expiration of terms shall immediately be reported to the city council. Vacancies shall be filled in the same manner that the original appointments are made and shall be filled for the unexpired term of the member whose place has become vacant. ~~The initial members of each advisory committee shall be appointed for a period terminating September 30, 2013. Thereafter~~ The term of all members shall be for two years commencing October 1, 2013 of each year.

(8) Committee rules. Each advisory committee herein created and established shall abide by the rules for the city council meetings. Notwithstanding the foregoing, if necessary, a committee may adopt special rules for the transaction of its business, and shall keep minutes of its discussions, findings, and recommendations, all of which shall be open to public inspection. Robert's Rules of Order, newly revised, as amended from time to time shall govern the deliberations of each advisory committee.

(9) City attorney. The city attorney shall render each committee legal advice when and as needed.

(10) Committee secretary. The city clerk or their designee shall serve as the secretary to each committee created by the city council, with the duty to:

a. Provide reasonable notice of each meeting of the committee to all members of the committee, members of the city council, city attorney and local news media ~~at least 24 hours~~ (excluding Saturday, Sunday and holidays) prior to the meeting;

b. Record and make, or cause to be made, the minutes of each committee meeting; which shall include the committee discussions, findings, and recommendations, all of which shall be open to public inspection.

c. Within no less than ~~seven~~ five days prior to each meeting furnish copies of the minutes of each preceding committee meeting to all members of the committee, the city manager, city council members and the city attorney.

(11) Committee meetings. Each advisory committee herein created shall hold meetings when and as needed as determined by its respective chairperson, the mayor, or the city manager. The chairperson of each committee shall establish the time and place of any meeting which shall be noticed in writing at least five days prior to the meeting and shall be open to the public and shall comply with and abide by the requirements of the laws of Florida regarding public meetings, ~~including the provisions and requirements of F.S. chs. 112, 119 and F.S. § 286.~~

(12) Committees advisory to council, or CRA as to the CRAC. Committees herein created and established by the city council shall act only in an advisory capacity to the city council, or the CRA as to the CRAC, and shall have no authority to legally obligate the city or CRA in any way whatsoever. Each committee shall report its recommendations to the city council, or the CRA as to the CRAC, at a regular or special meeting of the city council so that the city council or CRA may determine if the recommendations of the committee should be accepted in whole or part and implemented by formal action of the city council, or CRA as to the CRAC.

Notwithstanding any provision in this section to the contrary, the committee of the whole shall have the right to consider and make recommendations to the city council on any and all matters without first having received recommendations from any of the respective committees.

None of the respective advisory committees shall have the authority to enter into contracts for and on behalf of the city which financially obligates the city or CRA for the expenditure of either CRA or city funds.



Section. 2-49. - Committee of the whole council.

(a) Committee of the whole council. There is hereby created and established the committee of the whole, which shall consist of all councilmembers of the city council. The mayor shall be the chairman of the committee.

(b) Functions and responsibilities of the committee of the whole council. The committee of the whole council shall:

(1) Schedule and conduct workshop meetings to consider any matter pertaining to the functioning of the city, including any of the functions and responsibilities assigned to any of the special committees created in Section 2-48 of this article;

(2) Represent the city and serve on any joint city-county committee composed of the councilmembers of the city council, the Columbia County Board of Commissioners and, when applicable, the Mayor of Fort White.

(c) The mayor, or in his or her absence, the vice mayor, shall preside at all meetings of the committee of the whole and the rules of proceedings of the council shall apply and be observed in all meetings of the committee of the whole as far as such rules may be applicable. The committee of the whole shall meet as often as is necessary to do so in order to carry out the business or matters referred to it by the council. The mayor or any two councilmembers of the council may call a meeting of the committee of the whole upon reasonable 24 hours written notice to all members, the city manager, the city attorney and the city clerk. All meetings shall be open to the public. The city clerk shall serve as the secretary of the committee of the whole.

Section. 2-50. - Councilmembers may file protests against council action.

Any councilmember shall have the right to have the reasons for his or her dissent from, or protest against, any action of the council entered on the minutes.

Section. 2-51. - Ordinances, resolutions, motions and contracts.

(a) Preparation of ordinances. All ordinances shall be ~~prepared~~ reviewed by the city attorney. No ordinance shall be prepared for presentation to the council unless ordered by a majority vote of the council, or requested in writing by the mayor or the City Manager, or prepared by the city attorney on his or her own initiative.

(b) Approval by city attorney. All ordinances, resolutions and contract documents shall, before presentation to the council, have been approved as to form and legality by the city attorney.

(c) Introduction for passage or approval. Introduction for passage of ordinances, motions and contracts shall be as follows:

(1) Ordinances, resolutions, and other matters or subjects requiring action by the council must be introduced and sponsored by a councilmember ~~of the council~~, or the city attorney may present ordinances, resolutions, and other matters or subjects to the council, and any councilmember may assume sponsorship thereof by moving that such ordinances, resolutions, matters or subjects be adopted; otherwise, they shall not be considered.

(2) Every proposed ordinance or resolution shall be introduced in written or printed form and shall not contain more than one subject and matters properly connected therewith. The subject shall be clearly stated in the title.

(3) Except as provided in F.S. § 166.041(3)(c), a proposed ordinance may be read by title, or in full, on at least two separate days and shall, at least ten days prior to adoption, be noticed once in a newspaper of general circulation in the city.

(4) The city council may, by a two-thirds vote, enact an emergency ordinance without complying with the requirements of subsection (c)(3) of this section. However, no emergency ordinance or resolution shall be enacted which establishes or amends the actual zoning map designation of a parcel of land or that changes the actual list of permitted, conditional, or prohibited uses within a zoning category.

(5) All ordinances or resolutions passed by the council shall become effective ten days after passage or as otherwise provided therein.

(6) The enacting clause of all ordinances shall be "be it enacted by the people of the City of Lake City, Florida." The affirmative vote of a majority of councilmembers present shall be necessary to adopt any ordinance or resolution, and the passage of all ordinances and resolutions shall be taken by yeas and nays and be entered upon the minutes.

Section. 2-52. - Adjournment.

A motion to adjourn shall always be in order and decided without debate.

**Section 3.** Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

**Section 4.** Conflicts. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this ordinance are hereby repealed to the extent inconsistent herewith.

**Section 5.** Codification. It is the intention of the City Council of the City of Lake City, Florida, that the provisions of this ordinance shall become and be made a part of the Code of the City of Lake City, Florida, and the sections may be renumbered in order to accomplish such intentions.

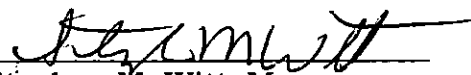
**Section 6:** This ordinance shall take effect immediately upon its adoption.

**PASSED** upon first reading this 16<sup>th</sup> day of February 2021.

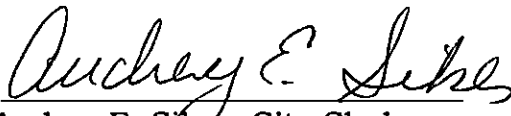
**NOTICE PUBLISHED** on the 19<sup>th</sup> day of February 2021.

**PASSED AND ADOPTED** on the 1<sup>st</sup> day of March 2021.

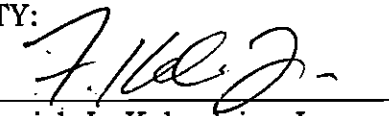
**CITY OF LAKE CITY, FLORIDA**

By:   
Stephen M. Witt, Mayor

ATTEST:

By:   
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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

**ORDINANCE 2022-2229**

**AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING CHAPTER 2, ARTICLE 2, OF THE CITY CODE OF ORDINANCES; PROVIDING FOR AMENDMENTS TO THE RULES OF CITY COUNCIL MEETINGS; PROVIDING FOR TRAINING OF APPOINTEES TO SPECIAL STANDING COMMITTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS** the City Council adopted rules of its meetings in 1968, and said rules were codified in the City Code of Ordinances and from time to time said rules have been amended; and

**WHEREAS** the City Council finds that it is in the best interests of the citizens of the City of Lake City that the rules of meetings be updated; and

**WHEREAS** it is the intent of the City Council that it provide universal rules for the meetings of the City Council and its Special Standing Committees; and

**WHEREAS** it is the finding of the City Council that the members of the public must be fully informed if they are to be intelligently advised as to the conduct of public business by the Council; and

**WHEREAS** the City Council further finds that it is in the best interests of the City to find and provide opportunities for the public to be heard on propositions before the Council; and

**WHEREAS** the City Council further finds that it is in the best interests of the City and the appointees to special standing committees that all appointees receive specialized training within three months of their appointment and bi-annually thereafter.

**NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA AS FOLLOWS:**

**Section 1.** The above recitals are true and accurate and adopted and incorporated herein.

**Section 2.** The following Sections of Chapter 2, Article 2 of the City Code of Ordinances titled "City Council" which pertain to rules of meetings and special standing committees are amended as follows (words ~~stricken~~ are deletions; words underlined are additions):

## Article II. City Council

\*\*\*

Section. 2-42. - Addressing the council through presentation.

Any person desiring to address the council through presentation shall first notify the city clerk of such desire and state the purpose or matter he desires to bring before the council. If the proposal and presenter are sponsored by a city councilmember ~~T~~the city clerk shall place the request upon the agenda under its proper heading of business, provided the person seeking to address the council has made his request of the city clerk ~~six hours~~ prior to the final completion of the Agenda.

~~Written communications.~~ Interested parties or their authorized representatives may address the council or councilmembers by written communications at any time.

\*\*\*

Section. 2-48. - Special standing committees.

(1) Findings. \*\*\*

\*\*\*

(8) Ethics training of advisory committee members. Every advisory committee member shall attend and successfully complete ethics training within the first three months of his or her appointment or reappointment. Ethics training shall be successfully completed bi-annually. The ethics training must include, at a minimum, the following subjects:

a. the Code of Ethics for Public Officers and Employees;

b. the public records and public meetings laws of this state.

~~(8)~~ (9) Committee rules. \*\*\*

~~(9)~~ (10) City attorney. \*\*\*

~~(10)~~ (11) Committee secretary. \*\*\*

~~(11)~~ (12) Committee meetings. \*\*\*

~~(12)~~ (13) Committees advisory to council, or CRA as to the CRAC. \*\*\*

\*\*\*

**Section 3.** Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

**Section 4.** Conflicts. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this ordinance are hereby repealed to the extent inconsistent herewith.

**Section 5.** Codification. It is the intention of the City Council of the City of Lake City, Florida, that the provisions of this ordinance shall become and be made a part of the Code of the City of Lake City, Florida, and the sections may be renumbered in order to accomplish such intentions.


**Section 6.** This ordinance shall take effect immediately upon its adoption.

**PASSED** upon first reading this 5<sup>th</sup> day of JULY 2022.

**NOTICE PUBLISHED** on the 8<sup>th</sup> day of JULY 2022.

**PASSED AND ADOPTED** on the 18<sup>th</sup> day of JULY 2022.

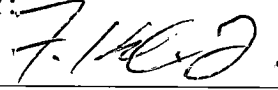
**CITY OF LAKE CITY, FLORIDA**

By:   
Stephen M. Witt, Mayor

ATTEST:

By:   
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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