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# SPECIAL CALLED CITY COUNCIL REGULAR SESSION

## CITY OF LAKE CITY

April 05, 2023 at 6:00 PM

Venue: City Hall

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## AGENDA

### REVISED

#### Revised 4/3/2023: Item #9 added

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

#### Pledge of Allegiance

Invocation - Mayor Stephen Witt

#### Roll Call

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

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

#### Proclamations

- [1.](#) National Public Safety Telecommunications Week - April 9-15, 2023
- [2.](#) Water Conservation Month - April 2023

**Minutes**3. March 20, 2023 - Regular Session**Approval of Agenda****Public Participation - Persons Wishing to Address Council**

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

**Approval of Consent Agenda - None****Presentations - None****Old Business**Ordinances - NoneOther Items

4. Discussion and Possible Action: Letter from David Kraus, County Manager, dated March 27, 2023 regarding Conditional Acceptance of Richardson Community Center Deed (Mayor Stephen Witt)

**New Business**Ordinances - NoneResolutions

5. City Council Resolution No. 2023-016 - A resolution of the City of Lake City, Florida, adopting a revised Public Record Request Policy; providing for repeal of previous policies; providing for severability; and establishing an effective date.

**Reminder: This item was tabled on 2/21/2023 and will need a motion to remove from the table.**

6. City Council Resolution No. 2023-022 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a contract with Careersource Florida Crown; providing for the implementation of the "Summer Youth Employment Program" to include training and employment opportunities

with the City from June 05, 2023 through July 13, 2023; and providing an effective date.

- [7.](#) City Council Resolution No. 2023-035 - A resolution of the City Council of the City of Lake City, Florida authorizing the Mayor to execute and deliver a deed conveying to the Board of Commissioners of Columbia County, Florida, a parcel of real property with improvements. (Charles Terrace)
- [8.](#) City Council Resolution No. 2023-038 - A resolution of the City Council of the City of Lake City, Florida authorizing the addition of Paul Dyal, as City Manager, and Demetrius Johnson, as Assistant City Manager, as authorized signors of all checks, vouchers, transfers, or disbursements on all bank accounts of the City of Lake City, Florida; and providing for an effective date.
- [9.](#) City Council Resolution No. 2023-043 - A resolution of the City Council of the City of Lake City, Florida authorizing the City's participation in the "Walmart Settlement" as described by the Florida Attorney General; providing for the City's participation in the settlement agreement with Walmart Inc.; providing for the Mayor's execution of the participation agreement; and providing for an effective date.

#### Other Items

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

#### **Departmental Administration**

- [11.](#) Discussion and Possible Action: Consider implementing a 3% convenience fee for all payments on Invoice Cloud and over the counter transactions using a credit/debit card. (Customer Service Director Katrina Medearis)

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

#### **Adjournment**

#### **UPCOMING DATES OF INTEREST**

Tuesday, April 11, 2023 at 6:00 PM Workshop-Redistricting

**CANCELLED** - Thursday, April 13, 2023 at 6:00 PM Workshop-City Hall Assessment

#### **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. National Public Safety Telecommunications Week - April 9-15, 2023

# Proclamation

## **NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK APRIL 9-15, 2023**

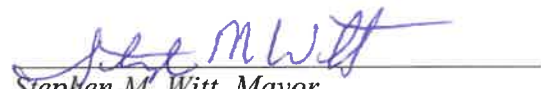
- WHEREAS,** *emergencies can occur at anytime that require law enforcement, fire, or emergency medical services; and*
- WHEREAS,** *Public Safety Telecommunicators are the first contact our residents have with emergency services, and*
- WHEREAS,** *these “Unseen First Responders” provide an essential service to the community and to police and emergency personnel with compassion, understanding and professionalism, and*
- WHEREAS,** *public safety agencies nationwide celebrate how important Public Safety Telecommunicators are in providing support to law enforcement, fire services, emergency medical services and other governmental field personnel, and*
- WHEREAS,** *in 1991, Congress proclaimed the second week of April as a nationally noted week of recognition dedicated to the men and women who serve as Public Safety Telecommunicators, and*
- WHEREAS,** *Lake City wishes to recognize our Public Safety Telecommunicators for their commitment to performing their duties with integrity, accountability, and respect at the highest level of customer service;*

**NOW, THEREFORE,** I, Stephen M. Witt, Mayor of the City of Lake City, Florida, do hereby proclaim April 9-15, 2023 as “**National Public Safety Telecommunicators Week**” in the City of Lake City, and do hereby recognize the Lake City Public Safety Telecommunicators for their outstanding service and commitment to the citizens of Lake City and Columbia County.



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

*In witness whereof I have hereunto set my hand and caused this seal to be affixed this 5<sup>th</sup> day of April 2023.*

  
Stephen M. Witt, Mayor  
City of Lake City

**File Attachments for Item:**

2. Water Conservation Month - April 2023

# Proclamation

## **WATER CONSERVATION MONTH** **APRIL 2023**

**WHEREAS,** *water is a basic and essential need of every living creature; and*

**WHEREAS,** *the State of Florida, Water Management Districts and the City of Lake City Utilities are working together to increase awareness about the importance of water conservation; and*

**WHEREAS,** *the City of Lake City and the State of Florida have designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and*

**WHEREAS,** *the City of Lake City Utilities has always encouraged and supported water conservation, through various educational programs and special events; and*

**WHEREAS,** *every business, industry, school and citizen can make a difference when it comes to conserving water; and*

**WHEREAS,** *every business, industry, school and citizen can help by saving water and thus promote a healthy economy and community; and*

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



Seal of the City of Lake City  
State of Florida

*In witness whereof I have hereunto set my hand and caused this seal to be affixed this 5<sup>th</sup> day of April 2023.*

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

Stephen M. Witt, Mayor  
City of Lake City

23-03



**File Attachments for Item:**

3. March 20, 2023 - Regular Session

The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on March 20, 2023 beginning at 6:00 PM, in the City Council Chambers, located at City Hall 205 North Marion Avenue, Lake City, Florida. Members of the public also viewed the meeting on our YouTube Channel.

#### PLEDGE OF ALLEGIANCE

INVOCATION – Council Member Ricky Jernigan

#### ROLL CALL

Mayor/Council Member  
City Council

Stephen M. Witt  
Jake Hill, Jr.  
C. Todd Sampson  
Chevella Young  
Ricky Jernigan  
Todd Kennon  
Paul Dyal  
Chief Gerald Butler  
Audrey Sikes

City Attorney  
City Manager  
Sergeant-at-Arms  
City Clerk

PROCLAMATIONS – None

#### MINUTES

1. March 6, 2023 Regular Session

**Mr. Sampson made a motion to approve the March 6, 2023 Regular Session minutes as presented. Mr. Hill seconded the motion and the motion carried unanimously on a voice vote.**

#### APPROVAL OF AGENDA

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

PUBLIC PARTICIPATION – PERSONS WISHING TO ADDRESS COUNCIL – None

#### APPROVAL OF CONSENT AGENDA

2. Authorize a budget amendment to transfer \$23,000.00 from contingency (Undesignated CARES Act Funding) to Grants and Aid to Private Organizations to cover the unbudgeted expenses of the Annie Mattox Park Projects identified in City Council Resolution 2022-049.

3. Approval to increase hangar rental rates by \$.03/square foot, bringing the rate to \$0.18/square foot at the Florida Gateway Airport.

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

PRESENTATIONS – None

OLD BUSINESS – None

NEW BUSINESS

Ordinances

4. City Council Ordinance 2023-2244 (first reading) - An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 23-01, relating to voluntary annexation; making findings; annexing certain real property located in Columbia County, Florida, which is reasonably compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida; providing for severability; repealing all ordinances in conflict; and providing an effective date. (Inn of Commerce LLC) **Mr. Sampson made a motion to approve City Council Ordinance No. 2023-2244 on first reading, pursuant to Petition No. ANX 23-01, relating to voluntary annexation; making findings, and annexing certain real property located in Columbia County, Florida, which is reasonably compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.**

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

Resolutions

5. City Council Resolution No. 2023-008 - A resolution of the City Council of the City of Lake City, Florida, accepting the bid from, and authorizing the execution of an agreement with, C & D Industrial Maintenance LLC for preventative and routine maintenance and repair of 25 hangars located at the Lake City Gateway Airport, at a cost not-to-exceed \$12,500.00. **Mr. Hill made a motion to approve City Council Resolution No. 2023-008, accepting the bid from, and authorizing the execution of an agreement with, C & D Industrial Maintenance LLC for preventative and routine maintenance and repair of 25 hangars located at the Lake City Gateway Airport, at a cost not-to-exceed**

**\$12,500.00. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

6. City Council Resolution No. 2023-024 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of an agreement with Flock Group, Inc. for the purchase and use of Flock Safety software and hardware at an annual price not-to-exceed \$81,350.00; providing for an exception to the competitive procurement of the commodity; and providing for an effective date.

Mr. Kennon reported after reviewing the agreement, he determined it should contain Statutory 119 language. His suggestion was to read the resolution by title, with the Council adopting the resolution with the contingency that Flock would adopt the 119 language into the master agreement.

**Mr. Sampson made a motion to approve City Council Resolution No. 2023-024, authorizing the execution of an agreement with Flock Group, Inc. for the purchase and use of Flock Safety software and hardware at an annual price not-to-exceed \$81,350.00; providing for an exception to the competitive procurement of the commodity, and being contingent on Flock adopting the Statutory 119 language. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.**

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

7. City Council Resolution No. 2023-026 - A resolution of the City Council of the City of Lake City, Florida, authorizing the Lake City Police Department to enter into a Memorandum of Understanding with Learning for Life, a Foreign Non-Profit Corporation, which operates and maintains the program known as "Exploring Youth Protection" Training. **Mr. Jernigan made a motion to approve City Council Resolution No. 2023-026, authorizing the Lake City Police Department to enter into a Memorandum of Understanding with Learning for Life, a Foreign Non-Profit Corporation, which operates and maintains the program known as "Exploring Youth Protection" Training. Mr. Sampson seconded the motion.**

Mr. Kennon reported this document would be modified and returned as an addendum, once the Memorandum of Understanding is sent back from Learning for Life, utilizing the Statutory 119 language.

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

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

8. City Council Resolution No. 2023-027 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Amendment Number One to Agreement WG057 with the Florida Department of Environmental Protection; providing for the reimbursement of allowable costs associated with the connection of the Casey Jones RV Park to the City's Wastewater Utility System; providing for an extension of the Agreement to April 30, 2025; and providing for an effective date. **Mr. Sampson made a motion to approve City Council Resolution No. 2023-027, authorizing the execution of Amendment Number One to Agreement WG057 with the Florida Department of Environmental Protection; providing for the reimbursement of allowable costs associated with the connection of the Casey Jones RV Park to the City's Wastewater Utility System, and providing for an extension of the Agreement to April 30, 2025. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.**

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

9. City Council Resolution No. 2023-029 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Grant Agreement with the State of Florida, Department of Transportation, for ten percent (10%) of the allowable costs associated with the design and rehabilitation of Industrial Loop Road at the Lake City Gateway Airport. **Mr. Hill made a motion to approve City Council Resolution No. 2023-029, authorizing the execution of a Grant Agreement with the State of Florida, Department of Transportation, for ten percent (10%) of the allowable costs associated with the design and rehabilitation of Industrial Loop Road at the Lake City Gateway Airport. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.**

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

10. City Council Resolution No. 2023-030 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Grant Agreement with the State of Florida, Department of Transportation, for ten percent (10%) of the allowable costs associated with the participation in the South Airfield Drainage Study at the Lake City Gateway Airport. **Mr. Hill made a motion to approve City Council Resolution No. 2023-030, authorizing the execution of a Grant Agreement with the State of Florida, Department of Transportation, for ten percent (10%) of the allowable costs associated with the participation in the South Airfield Drainage Study at the Lake City Gateway Airport. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

11. City Council Resolution No. 2023-031 - A resolution of the City Council of the City of Lake City, Florida, terminating the Interlocal Agreement between the City and Columbia County, Florida for the engagement of the County's Building Official to act as the City's Building Official.

PUBLIC COMMENT: Noah Walker

Mr. Dyal reported after speaking with County Manager, David Kraus, projects already permitted with the County, will continue as planned. The City will advertise for a Building Official and the County would continue to assist until that position is filled.

**Mr. Sampson made a motion to table City Council Resolution No. 2023-031 until a Building Official is hired. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Sampson	Aye
Mr. Jernigan	Aye
Mr. Hill	Aye
Ms. Young	Nay
Mayor Witt	Aye

12. City Council Resolution No. 2023-032 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Amendment Number One to Agreement WG044 with the Florida Department of Environmental Protection; providing for the reimbursement of allowable costs associated with the construction of utilities at State Road 47 and Interstate 75 Interchange; providing for an extension of the Agreement to October 31, 2024; and providing for an effective date. **Mr. Sampson made a motion to approve City Council Resolution No. 2023-032, authorizing the execution of Amendment Number One to Agreement WG044 with the Florida Department of Environmental Protection; providing for the reimbursement of allowable costs associated with the construction of utilities at State Road 47 and Interstate 75 Interchange, and providing for an extension of the Agreement to October 31, 2024. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.**

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

13. City Council Resolution No. 2023-033 - A resolution of the City Council of the City of Lake City, Florida, accepting a bid from RS&H, Inc., related to Construction Engineering and Inspection Services for the resurfacing of Patterson Avenue; providing for the award of a Construction Engineering and Inspection Contract; providing for the execution of the Construction Engineering and Inspection Contract for a price not to exceed \$40,242.60; and providing an effective date. **Mr. Hill made a motion to approve City Council Resolution No. 2023-033, accepting a bid from RS&H, Inc., related to Construction Engineering and Inspection Services for the resurfacing of Patterson Avenue; providing for the award of a Construction Engineering and Inspection Contract, and providing for the execution of the Construction Engineering and Inspection Contract for a price not to exceed \$40,242.60. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

14. City Council Resolution No. 2023-034 - A resolution of the City Council of the City of Lake City, Florida, authorizing the City to operate an adult beverage distribution booth on the grounds of City owned property on or around Darby Pavilion for the purpose of selling beer and/or wine to adults who are twenty-one years of age and older at certain hours on April 14 and 15, 2023 during the City

of Lake City Downtown Showdown BBQ Cook-Off special event sponsored by the City. **Mr. Hill made a motion to approve City Council Resolution No. 2023-034, authorizing the City to operate an adult beverage distribution booth on the grounds of City owned property on or around Darby Pavilion for the purpose of selling beer and/or wine to adults who are twenty-one years of age and older at certain hours on April 14 and 15, 2023 during the City of Lake City Downtown Showdown BBQ Cook-Off special event sponsored by the City. Mr. Sampson seconded the motion.**

Ms. Young expressed concern with the distribution of alcohol on City property, Mr. Kennon reported the Suwannee River Breast Cancer Awareness Association would be handling the beverage booth.

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

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

Other Items – None

DEPARTMENTAL ADMINISTRATION – None

COMMENTS BY COUNCIL MEMBERS

City Clerk Audrey Sikes reminded members of the North East Florida League of Cities non-profit program that allows for a \$500 donation. Submitted nominations will be placed on the next agenda.

Mr. Hill asked Mr. Dyal and Mr. Johnson for assistance on getting Gwen Lake Road taken care of.

Mr. Dyal introduced Dee Johnson as the new Assistant City Manager.

Ms. Sikes requested a workshop for redistricting as performed by Kurt Spitzer. Members selected to meet on April 13<sup>th</sup> at 6:00 PM for redistricting and to reschedule the City Hall Assessment workshop. Members selected April 11<sup>th</sup> at 6:00 PM as the secondary date for the redistricting workshop. Mr. Dyal and Ms. Sikes will coordinate the rescheduling of the City Hall Assessment workshop.

ADJOURNMENT

**All matters having been handled, the meeting adjourned at 6:32 PM on a motion made and duly seconded.**

\_\_\_\_\_  
Stephen M. Witt, Mayor/Council Member

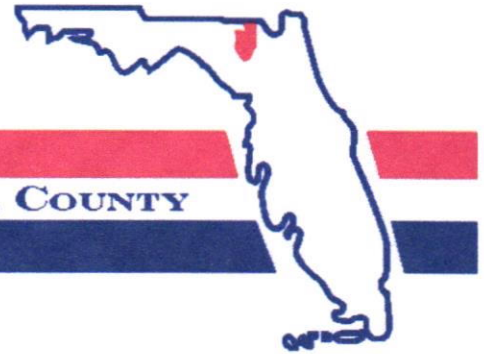
\_\_\_\_\_  
Audrey Sikes, MMC - City Clerk



**File Attachments for Item:**

4. Discussion and Possible Action: Letter from David Kraus, County Manager, dated March 27, 2023 regarding Conditional Acceptance of Richardson Community Center Deed (Mayor Stephen Witt)

District No. 1 - Ronald Williams  
District No. 2 - Rocky Ford  
District No. 3 - Robbie Hollingsworth  
District No. 4 - Everett Phillips  
District No. 5 - Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

March 27, 2023

City of Lake City  
Paul Dyal, City Manager  
Via Hand Delivery

RE: Conditional Acceptance of Richardson Community Center Deed

Dear Paul,

As I am sure you have read in media coverage of the Board of County Commissioners' meeting on March 23, 2023, the Board has agreed to take title to Richardson Community Center on the condition that the City commit no less than \$150,000.00 per year to continuing recreation programs at the center.

If you will recall, prior to the City offering the deed to the County, the Board approved continuing funding of Richardson at \$150,000 per year to augment the City's operational budget for the center. Since the roles would be reversed if the County accepted the deed, the Board would like the City to show the same level of commitment to keeping Richardson operating at a high level to benefit all those who get so much from its many services.

I understand your next City Council meeting will be one week from today. I'm also aware that members of the Council have expressed concern as to whether the City can afford to make the requested commitment. Please keep in mind that funding at \$150,000.00 per year is a small fraction of what it would cost the City to keep Richardson up and running. We hope the Council will agree that the amount requested by the Board is more than fair considering that Richardson is located within the City limits and provides so many services the City might otherwise be asked to provide if Richardson were not there.

You will recall that the County had previously announced on January 6, 2023, that it would vacate Richardson on or before the 31st of this month. Given these recent developments so close to that deadline, we will postpone that move-out date until the expiration of our 90-day notice on April 6, 2023. We hope that we will have received the City's commitment before April 6, 2023, to avoid any break in operation of Richardson.

March 27, 2023  
Letter to Paul Dyal  
Page 2 of 2

If I can answer any questions or be of any further assistance to you, your office, or the Council in bringing this matter to a positive conclusion, please let me know as soon as possible.

Sincerely,

A handwritten signature in blue ink, appearing to be 'DK', with a long horizontal line extending to the right.

David Kraus  
County Manager

Copies to:  
Board of County Commissioners  
Kevin Kirby, Asst. County Manager  
Joel Foreman, County Attorney

**File Attachments for Item:**

5. City Council Resolution No. 2023-016 - A resolution of the City of Lake City, Florida, adopting a revised Public Record Request Policy; providing for repeal of previous policies; providing for severability; and establishing an effective date.

**Reminder: This item was tabled on 2/21/2023 and will need a motion to remove from the table.**

**CITY COUNCIL RESOLUTION NO. 2023-016**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA,  
ADOPTING A REVISED PUBLIC RECORD REQUESTS POLICY;  
PROVIDING FOR REPEAL OF PREVIOUS POLICIES; PROVIDING  
FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE  
DATE.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the “City”), on January 22, 2008, adopted a Public Record Requests Policy (hereinafter the “Policy”) as authorized by Administrative Directive #27; and

**WHEREAS**, the City has coordinated and drafted revisions to the Policy; and

**WHEREAS**, the Policy is intended to establish standard procedures for efficient and timely processing of public record requests and to ensure they are processed in accordance with the City of Lake City Charter, Florida Department of State, requirements of Chapter 119, Florida Statutes, also known as the Public Record Act and Florida Administrative Code Rule 1B-24.001(3)(b); and

**WHEREAS**, the City Council finds that it is in the City’s best interests and the interests of its citizens to adopt the revised Policy, attached hereto as “Exhibit A”, and made a part of this resolution.

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

**Section 1.** The above recitals are all true and accurate and are hereby made a part of this resolution.

**Section 2.** The revised Public Record Requests Policy is hereby adopted and authorized for implementation.

**Section 3.** Conflict. All resolutions or parts of resolutions in conflict herewith are, to the extent of the conflict, hereby repealed.

**Section 4.** Severability. If any provision of this resolution or its application to any person or circumstance is held invalid, the invalidity does not

affect other provision or applications of this resolution which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

**Section 5.** This resolution shall be in effect immediately upon its adoption.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of April 2023.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST

APPROVED AS TO FORM AND  
LEGALITY:

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

By: \_\_\_\_\_  
Thomas J. Kennon, III,  
City Attorney

**Public Record Request Policy**

Effective: \_\_\_\_\_

**PURPOSE**

The objective of this policy is to establish standard procedures for efficient and timely processing of public record requests in accordance with the Florida Department of State, requirements of Chapter 119, Florida Statutes, also known as the Public Record Act and Florida Administrative Code Rule 1B-24.001(3)(b). The City of Lake City is committed to providing a high level of service in an open, transparent setting to assist the public in their right to inspect and obtain copies of City records. This policy replaces Administrative Directive #27.

Under Florida Law, any material prepared in connection with official business that is intended to perpetuate, communicate or formalize knowledge, is a public record. Included are: documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, email or other material, regardless of physical form or characteristic, made or received in connection with the transaction of official business by the City of Lake City.

**SCOPE**

This policy shall apply to all Lake City employees. All City employees should understand that responding to a public records request is a governmental service and there is a reasonability to act accordingly. The public's right to access public records is "virtually unfettered." In the absence of an exemption or exception, records shall be produced no matter how inconvenient or burdensome.

Department Heads should inform all affected employees within their supervision of this policy and its requirements. Department Heads should know and train their employees on which public records are available in their department and what sensitive information those records may contain.

The City Clerk is the municipal officer charged with the responsibility of ensuring the City's public records program meets the mandates of the Public Records Act. The City Clerk is the Public Records Custodian. The Public Records Custodian, or designee, shall be responsible for arranging all training in compliance with the Public Records Act. The City's Public Records Custodian, or designee, will coordinate the response to all public records requests submitted to the City. Department Heads, or their designee, shall act as Public Records Custodian for their respective departments and will assist the City's Public Records Custodian, or designee, when necessary.

**DEFINITIONS**

Actual Cost of Duplication: Defined by Florida Statutes Section 119.011(1), and as may be amended from time to time by the Florida Legislature. The "actual cost of duplication" means the cost of the material and supplies used to duplicate the public record, but does not include labor cost or overhead cost associated with such duplication.

Arbitrary Time for Inspection: While the custodian may reasonably restrict inspection to those hours during which his or her office is open to the public. Record custodians are not authorized to establish an arbitrary time during which records may or may not be inspected.

Confidential Records: Records that are not subject to inspection and releasable only to those persons or entities designated through state statute.

Employee: All individuals employed by the City whether, union, non-union, elected official or contractor.

Exempt Records: Exempt records have a statutory citation allowing the agency to not release the records, however they are not prohibited from disclosing the documents in all circumstances. In addition, reasonable time is allowed to review, redact and produce a record, which may contain information that is exempt from disclosure. The custodian of the record must state in writing and with particularity the reasons for the conclusion that the record is exempt from inspection. FS 119.07(1)(f).

The legislature has often amended the Public Records Act, making some materials exempt from public inspection that were not exempt previously, and removing the exempt status from certain materials that were previously considered exempt. Therefore, when in doubt as to what is or what is not exempt, employees should check with the City Clerk's Office who will work with the employee to research the request.

Public Record: Under Florida Law, any material prepared in connection with official business that is intended to perpetuate, communicate or formalize knowledge, is a public record, with certain exceptions. Section 119.011 (12), Florida Statutes, defines "public records" to include: All documents, papers, letters, maps, books, tapes, photographs, films, sounds recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency which are used to perpetuate, communicate, or formalize knowledge. This includes electronic communications like emails, text messages and electronic data.

Public Records Request: This shall be defined as a request submitted to any City employee by any person, either orally or in writing, to inspect or copy the City's public records.

Redaction: Defined by Florida Statute Section 119.011(13), as may be amended from time to time by the Florida Legislature. "Redact" means to conceal from a copy of an original public record, or to conceal from an electronic image that is available for public viewing, that portion of the record exempt or confidential information.

Readily available documents: Documents that are easily accessible and retrievable within a City department and do not require additional review in order to determine whether they contain exempt information.



Reasonable Time / Reasonable Conditions: The Public Records Act does not contain a specific time limit (such as 24 hours or 10 days) for compliance with public record requests. However, the Florida Supreme Court has stated that the only delay in producing records permitted under Ch. 119, F.S., “is the limited reasonable time allowed the custodian to retrieve the record and delete those portions of the record the custodian asserts are exempt.” Thus, an agency’s unjustified delay in producing public records constitutes an unlawful refusal to provide access to public records. Reasonable conditions mean that inspection must be done during normal business hours excluding identified City holidays.

## **POLICY GUIDELINES**

### **Responsibilities**

The City Clerk, per the City Charter, shall have custody of all the official records, books and documents of the City. However, Per F.S. 119.07(1)(a), every person who has custody of a public record shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions (see definitions), and under the supervision of the custodian of the public records or their designee (as long as the record is not exempt or confidential as outlined in state statute).

### **Retention**

1. Each City of Lake City employee is the custodian of any public record under his or her supervision and control, such as the public records located in an employee’s office desk drawer or any employee’s city emails. As such, each city employee who has public records in his or her custody is required to retain such records in accordance with the records retention schedules established by the Florida Department of State. The record retention schedules, which may be amended from time to time are currently available online at <https://dos.myflorida.com/library-archives/records-management/general-records-schedules/>.
2. Significant advances in information technology have allowed City employees to perform their job functions through the use of numerous electronic devices and systems. For instance, many City employees are equipped with mobile handheld devices on which they can access their City email, send and receive text messages, access the Internet, and receive voicemails. In addition, some City employees may use instant messaging, chat rooms, social networking pages, or other Internet-based tools to accomplish their job that may create or receive public records. If public records are in fact created or received on such devices or systems, City employees are required to retain such records in accordance with Florida’s Public Records Act. All devices and systems used to conduct City business shall have the capability to retain public records created or received by such.
3. City employees’ email and other electronic records are archived using an email archiving software. The City’s information technology personnel are not the custodian of electronic public records for individual City employees or

departments, and City employees shall not rely on information technology personnel to retain public records for which they are the custodian.

### **Public Records on Personal Electronic Devices**

The City recognizes that a person or entity may communicate with a City employee regarding official City business on a personal system to no fault of the City employee. In such an event, City employees shall request the person or entity to communicate with the City employee on the City issued mobile device or on their official City email account. If possible, the City employee shall copy electronic communication onto their official City device or send a copy of the communication to their City account from their personal device. In addition, if public records are in fact created or received, City employees are required to retain such records and make them available for inspection and copying in accordance with Florida's Public Records Act.

### **Public Records of Terminated Employees**

When an employee's employment with the City is terminated, such employee shall deliver all public records, for which he or she is the custodian, to his or her successor, or, if there is none, to his or her supervisor.

### **Disposal of Public Records**

Each Charter Officer shall ensure that public records are disposed of in compliance with Florida Statutes Sections 119.021(2) and 257.36, as may be amended from time to time, and Florida Administrative Code Rule 1B-24, as may be amended from time to time.

### **Procedures**

These procedures shall provide clarity to department heads and additional guidance to all support personnel.

1. Each department will assign a records custodian and a backup records custodian to coordinate and process record requests involving their department, in coordination with the Clerk's Office. Each department's custodians shall attend the public record software training provided by the Clerk's Office.
2. It is each department's responsibility to ensure key staff are properly trained on their individual responsibilities for managing record requests. The City Clerk's Office will provide required annual public records training either in person or via video to the department's records custodians, all front counter employees and any other employee deemed necessary by the department head. This will ensure department staff remains up-to-date on the ever-changing laws.
3. All public record requests should be processed during the City's normal operating hours of 8:00 a.m. – 5:00 p.m. Monday through Friday (excluding City Observed Holidays).
4. All public record requests, including those that are deemed "readily available" per number 5 below, are to be uploaded into and processed through the designated public record software (as selected by the City Clerk) in order to track and

monitor incoming and outgoing requests and to archive a paper trail for legal purposes. Departments are not allowed to opt out of utilizing the designated public records software. If an employee does not have access to the public record software, they may: send the appropriate records to their departmental records custodian to upload on their behalf or send the records to the Clerk's Office to upload on their behalf. Record requests will be processed through one of two record portals: Public Records Request or Police Records Requests. Subpoenas will be processed separately in the portal. The Clerk's Office will oversee and monitor all three portals to ensure all requests are flowing in a timely manner.

5. Public records cannot be withheld at the request of the sender. Any employee who receives a request for readily available records from their department, should comply immediately by providing a copy of the information as requested (see definitions). The City is not legally allowed to make the requestor wait if the records are "readily available" unless the information is exempt from disclosure. If an employee is unsure, they should check with the City Clerk's Office. For purposes of tracking responses to public record requests, any readily available records released by a department must also be provided to the City Clerk's Office.
6. Requests that involve current or pending litigation or anything personnel related will be processed directly through the City Clerk's Office in coordination with Human Resources and/or Safety Risk Management and/or the City Attorney's Office. Human Resources and/or Safety Risk Management and/or the City Attorney's Office will review and provide appropriate feedback.
7. Each department is responsible for redacting (see definition) the records prior to uploading them into the public record software. If an employee does not have access to the public record software, they will send the redacted records to either their departmental records custodian or the Clerk's Office to upload on their behalf. The Clerk's Office will review to ensure the proper redactions have been made. Reasonable time (see definitions) is allowed to review, redact and produce a record that may contain exempt or confidential information.
8. If the records custodian or departmental designee contends that a record or part of a record is exempt from inspection or production, they must state the basis for the exemption, including the statutory citation to the exemption in writing. The exemption must be on applicable form. Exemptions will be reviewed by the City Clerk's Office.
9. A requestor is not required to show a "legitimate" or "noncommercial interest" as a condition of access. The Public Records Act requires no showing of purpose or "special interest" as a condition of access to public records. Unless authorized by law, an agency may not ask the requestor to produce identification as a condition to providing the records or demand the request be placed in writing, except for healthcare information which is protected by Federal Law.

10. A records custodian is not required to give out “information” from the records of his or her office. For example, the City is not required to produce an employee, such as the Finance Director, to answer questions regarding the financial records of the City. However, it is always in our best interest to answer basic inquiries. Additionally, we do not provide records that do not currently exist via “standing requests”.
11. A custodian or departmental designee is not required to create a new record to respond to a request. We do however, have to provide non-exempt records in the format they exist. For example, a request is for an Excel spreadsheet but we maintain the information in Word. We do not need to create an Excel spreadsheet. However, the Clerk’s Office does not consider “running a report” from a software program as creating a new record, unless there is a charge by the software provider to run the report or an unreasonable amount of time is required to set up the report.
12. A custodian or departmental designee shall provide only what is requested. A request cannot be denied because it is “overbroad”.
13. When the City has been notified of pending litigation, the Clerk’s Office will place a litigation hold on the disposition of any and all records related to the issue. The hold will remain in place until the litigation has concluded and has been notified by the Human Resources Department and/or Safety Risk Management and/or the City Attorney.
14. All public records must be retained in accordance with retention schedules approved by the Department of State. Per F.S. 119.07(1)(h), a public record may not be disposed of for a period of 30 days after the date on which a record request was made.
15. The City Clerk’s Office will assist all departments with public record questions. The Government in the Sunshine Manual, Florida Attorney General Opinions and Florida Statutes are excellent sources of information.

#### **Guidelines for Providing a Public Record**

Florida law states that every person has the right to inspect or copy any public record made or received in connection with the official business of any public body, officer, or employee of the state, or persons acting on their behalf. Requests to view public records do not have to be in writing. Florida law provides that a custodian of public records has no right to require a person to state the reason why an individual desires to inspect or copy a public record. A person requesting a public record does not have to fill out a form to do so. Even though it cannot be required of them, all requestors should be encouraged to input their requests into the public record software program. If they do not want to do this, staff can input it for them. This should assist staff in clarifying the exact scope of the request. Requestors should be asked to specify whether they wish to inspect records or obtain copies.

### **Procedure for Processing Public Records Requests**

Public records requests, other than “readily available documents” described above, will be coordinated by the City Clerk or designee in coordination with the various departments.

1. The Clerk’s Office, upon receipt of a record request via the software portal will:
  - a. Determine exactly what the person is requesting, including what record(s) he/she is looking for and whether he/she wants to view the records or wants a copy of the records. If it is unclear what is being requested, the person will be contacted requesting clarification.
  - b. Determine who has custody of the records, i.e., which department has control of the record.
  - c. Forward the request to each department that may have records pertaining to the request. Email will include:
    - Initial request
    - Ask for estimated time to complete request (if it will take more than 3 business days to complete, the department must provide an estimated time for completion to the Clerk’s Office within 3 business days of receipt of request).
    - Advise a “Special Service Fee” shall be imposed on requests that take more than 30 minutes to complete.
    - Advise an advance deposit of 50% shall be required prior to work being completed if request will require extensive work.
    - Request department to contact the Clerk’s Office with an estimate of time involved to produce the request and an estimate of pages. The Clerk’s Office will notify the requestor of the estimated time involved and cost to produce the record.

Any over payments as a result of an advance deposit will be refunded to the requestor.

2. The department will, upon receipt of a record request from the Clerk’s Office:
  - a. Determine whether the records requested are public records, and if so, identify and redact any and all of the information that is exempt or confidential per state statute.
  - b. Provide an estimate to the Clerk’s Office on the amount of time it will take to comply with the request if it will take more than 30 minutes
  - c. Provide the statutory citation for any exempt or confidential information in writing on applicable form to the Clerk’s Office along with the redacted records.

- d. Be particularly aware of social security numbers, medical information, certain addresses and other personal information on protected persons and their family members (e.g., current or former law enforcement officers, code enforcement officers, and others specifically exempted in Chapter 119 or elsewhere in Florida Statutes).
  - e. Provide duplicate copies of any/all hard copy CD's.
3. The Clerk's Office will, upon receiving the records from the department(s):
  - a. Further review the records to ensure proper redaction, provide additional redaction and/or return to department for redaction corrections, if necessary and calculation of fees.
  - b. Notify requestor that records are ready and cost.
4. The Department will, upon receipt of a request needing correction from the Clerk's Office:
  - a. Make necessary redactions and/or corrections to the records and return to the City Clerk's Office as soon as possible but no later than 3 business days (excluding City Observed Holidays).

### **Human Resources**

All public record requests for anything personnel related, received from an attorney's office (personnel related), or in regards to litigation in respect to lawsuits brought against the City, will be sent ONLY to the Human Resources Director and/or the Safety Risk Management and/or legal to review. Human Resources, Safety Risk Management and legal, in coordination with the City Clerk, will decide how to proceed with the record request. This will include all requests for personnel files as the Clerk's Office is not aware of what items are considered on-going litigation(s) cases.

The Clerk's Office will ensure the record request is uploaded into the public record software and an "acknowledgement of request" is sent.

This will keep Human Resources, Safety Risk Management and the Clerk's Office fully updated and engaged in the request to ensure all items are provided appropriately and per law and to ensure sensitive information is not released.

### **Police and/or Fire Department**

- Record requests made to the Police and/or Fire Department for records regarding their own person (accident reports, incident reports, etc.), from the State Attorney's Office or Public Defenders Office are handled directly by the Police and/or Fire Department and responded to accordingly.

- Any other record requests, including from an attorney or involving a potential law suit, are processed through the Clerk's Office.

### **Requests for E-mail**

In order to provide timely and accurate information, a person requesting e-mails shall provide the date range and key words for the search. No requestor shall be provided direct access to e-mail archives. The Information Technology Department will research the e-mail archives and provide the applicable records. The City Clerk's Office will communicate with requestor regarding any applicable fees. The City Clerk's Office or designee, will review e-mails for exempt information, subject to requirements outlined herein.

### **Fees**

Providing access to public records is a statutory duty imposed by the Legislature and should not be considered a profit-making or revenue generating operation. Public information must be open for inspection without charge unless otherwise expressly provided by law.

- The City of Lake City will follow the fee schedule provided for in F.S. 119.07(4)(a)1 authorizes:
  - .15 per one-sided copy for 8.5 X 11 and 8.5 X 14
  - .20 per each double-sided copy
  - \$1.00 certified copies (only the City Clerk or Deputy Clerk can certify records)
  - .40 per color copy
  - For all other copies, the actual cost of duplication of the public record.
  - CD/DVD/Cassette Tapes/Thumb Drives – actual cost of storage medium
  - Photos: actual cost of duplication
  - Plans: actual cost to send to outside print agency for duplication
- Special Service Fee. 119.07(4)(d) authorizes the imposition of a special service charge to inspect or copy public records when the nature or volume of records to be inspected is such as to require extensive clerical or supervisory assistance, or both. The charge must be reasonable and based on the labor or computer costs actually incurred.
- The City Clerk's Office shall request a 50% deposit or advance payment in cases where a large number of records have been requested or staff time will exceed 30 minutes. The fee shall be communicated to the requestor prior to the work being undertaken. Any difference will be collected or refunded when materials are provided to the requestor.
- The City will provide the first 30 one sided 8 ½ x 11 or 8 ½ x 14 hard copies at no charge.

**OTHER GOVERNMENTAL AGENCIES:** The Clerk's Office generally does not charge other governmental agencies for copies of records, unless extensive time to produce is necessary.

**CURRENT EMPLOYEES:** The Clerk’s Office generally does not charge a current employee who wishes to access copies of their personnel file, unless extensive time (30 minutes) to produce is necessary. However, current employees will be charged for other public record requests made to the City.

**FORMER EMPLOYEES:** The Clerk’s office will charge former employees for any public record requests.

**Penalties**

A person who has been denied the right to inspect and/or copy records may bring a civil action against the agency. In addition to judicial remedies, F.S. 119.10(1)(b) provides that a public officer who knowingly violates the provisions of 119.07(1) is subject to suspension and removal or impeachment and is guilty of a misdemeanor of the first degree, punishable by possible criminal penalties of one year in prison, or \$1,000 fine, or both.

Section 119.10(1)(a), F.S., provides that a violation of any provision of Ch. 119, F.S., by a public officer is a noncriminal infraction, punishable by fine not exceeding \$500.

<b>REFERENCES</b>	Tools: <ul style="list-style-type: none"><li>• F.S. 119</li><li>• Florida Government in the Sunshine Manual</li><li>• Public Records – A Guide for Law Enforcement Agencies</li><li>• Office of the Attorney General website: <a href="http://www.myfloridalegal.com">http://www.myfloridalegal.com</a></li><li>• First Amendment Foundation website <a href="http://www.myfloridalegal.com">http://www.myfloridalegal.com</a></li></ul>
<b>AUTHORITY</b>	City Clerk
<b>CREATION/ REVISION DATES</b>	06/07/2021 (creation) 06/16/2021 (revised) 02/09/2023 (revised)
<b>PROCEDURE OWNER</b>	City Clerk



## ADMINISTRATIVE DIRECTIVE #27

### **Public Records Request**

The City of Lake City will follow Florida Statute Chapter 119 as it relates to public records.

To ensure full compliance with the law the following procedures are to be utilized by all city staff in response to a public records or information request.

#### **Procedures**

All public requests (excluding Police and Fire incident related reports) for records or information must be forwarded to the City Clerk's office. This includes written and unwritten requests. It is very important that any staff coming in contact with a public records request know the following: the requestor does not have to provide the request in writing, the requestor does not have to provide his/her name and can make an anonymous request, and the requestor can not be asked to provide a reason for the request or any other information.

In processing an unwritten public records or information request, please make sure the information or documents being requested is clearly understood. Once a request has been received, the City has an obligation to comply with the request. It shall be the responsibility of the staff person or designee of the department director to condense any unwritten request into memo format or email to the City Clerks office. If you are uncertain about the request, please do not hesitate to ask the requestor to contact the City Clerks office directly at 719-5756.

Written requests for public records or information should be directly forwarded to the City Clerks office for processing.

Upon receipt of any public records request the City Clerks office will assign a tracking number. The content of the request will determine the department the request is then forwarded to. At times several different departments may be involved in fulfilling the same public records request. Any department receiving notification of an official public records or information request shall respond in a timely manner. The City Clerks office will be responsible for the release of all public records or information requests. In the absence of the City Clerk and the Deputy City Clerk for any period of time exceeding twenty four hours the City Managers Office shall serve as the designate for all public records requests.

#### **Fees**

The City of Lake City follows Florida Statute Chapter 119.07 relating to the imposition of charges for public records. If the nature or volume of public records requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency, or both, the agency may charge, in addition to the actual cost of duplication a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both.

The City of Lake City defines "extensive" as follows: more than fifteen (15) minutes to locate, research, review and redact, copy, and/or answer questions and re-file the material.

Occasionally, requestor may need to review records directly on City computers. The City of Lake City shall permit records to be inspected and copied, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public records. Because of exemptions to Chapter 119 of the Florida Statutes, there may be sensitive information the public is not authorized to see. These reviews need to be scheduled through the City Clerks office.

It is important to note the Public Records Act does not require the City to produce an employee to answer questions regarding the records produced. However, the City Manager may elect or authorize a designee to answer questions regarding records or information produced.

Listed below are the duplication fees for public records

Paper size 8 1/2 " x 11", 8 1/2" x 14, or 11" x 17"

1-15 pages:	Free (no charge)
16+ pages:	\$0.15 per page
Double sided copies	\$.20 per page

Paper size (Plans)

Actual cost of duplication

Certified Copy

1+ pages:	\$1.00 per certified document
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Postage Fees

Actual cost of mailing

Audio Tape and CD fees

Audio tapes	\$2.00 (or the exchange of an equivalent tape)
Data CD	\$5.00 (or the exchange of an equivalent CD)
Audio CD	\$5.00 (or the exchange of an equivalent CD)

Audio tapes and/or CDs (if applicable) will take a couple of days to reproduce.

Electronic Requests

The City of Lake City will not charge requestors for electronic production of documents providing the documents are in electronic form and the request does not exceed fifteen (15) minutes to email. Requests exceeding the fifteen (15) minutes may be assessed staff time.

Staff Time

Please note any public records or information requests taking more than fifteen (15) minutes to complete may be assessed staff time. The City of Lake City will not exceed \$25.00 per hour on any staff time charged. Requests requiring extensive resources may require a deposit.

If you have any questions about these procedures or fees, please contact City Clerk Audrey Sikes at 719-5756 or Deputy City Clerk Michele Greene at 719-5826.

1-22-2008

Date approved by City Council

Stephen M. Witt

Authorized Signature-Mayor Stephen M. Witt

**File Attachments for Item:**

6. City Council Resolution No. 2023-022 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a contract with Careersource Florida Crown; providing for the implementation of the "Summer Youth Employment Program" to include training and employment opportunities with the City from June 05, 2023 through July 13, 2023; and providing an effective date.

MEETING DATE
4-5-23

# CITY OF LAKE CITY

## Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

**SUBJECT:** Summer Youth Employment Program 2023

**DEPT / OFFICE:** Lake City Police Department

**Originator:**

Chief Gerald Butler

**City Manager**

Paul Dyal

**Department Director**

Chief Gerald Butler

**Date**

3-14-23

**Recommended Action:** Approve Summer Youth Agreement for 2023 between CareerSource Florida Crown, City of Lake City, and Columbia County. This will continue the positive outcome of the program offered in 2019 (2020 did not have a program due to COVID-19), 2021, and 2022.

**Summary Explanation & Background:** In 2019, the Lake City Police Department approached CareerSource Florida Crown to develop a partnership to offer a Summer Youth Employment Program which would provide employment to youth ages 16-18, with an extension for 19 year-olds graduating that year.

The Lake City Police Department supports diversion programs; therefore, this employment program will also be offered to youth who have committed misdemeanor crimes. There are several expected outcomes of this program:

1. Participants receive income to assist with school supplies and family needs
2. Bridge the gap between law enforcement officers and the community by fostering positive relationships
3. Participants will become more productive and contributing members of the community.

This year, there are 30 employers who will be participating with approximately 40 students to fill positions with those employers.

**Alternatives:** Limited summer employment opportunities for youth of the community to interact with the police and other employers.

**Source of Funds:**

FY 23 Budget line item 001.11.521-030.49

**Financial Impact:**

None-already budgeted in FY 23.

**Exhibits Attached:**

After Action Report/Summary 2022

Summer Youth Agreement 2023

Summer Youth Employment Program 2022 Summary

Promotional Flier for 2023

2023 Facts Sheet

Budget page from FY23 for Council approved line item funding



# LAKE CITY POLICE DEPARTMENT



## After-Action Report

Detail Type/Event: Summer Youth Employment Program Date: 08/05/2022

Location: LCPD / CareerSource Florida Crown OIC: Chief Butler

### **OFFICER(S) / Officials INVOLVED:**

Chief Butler, CRC Hardison

### **SEQUENCE OF EVENTS:**

03/01/2022	Flyers out to schools and social media
03/01/2022	Employer identified and committed
3/30/2022	Meet with Department Heads and Businesses for employer buy-in and to identify workload (pending 2p-4p at LCPD Training room or CCSB auditorium)
4/26/2022	Meet with interested youth and guardians at Parkview Baptist Church Fellowship Hall at 6pm
05/20/2022	Youth Applications due to FL Crown by 6pm (This is a Friday)
5/31-6/3	Interviews
6/6-6/9	Soft Skills Training
6/9	Students are introduced to their employers
6/13	First week of work
6/20	Second week of work – Monday, June 19 <sup>th</sup> paid holiday, all students off
6/27	Third week of work
7/4	Fourth week of work – Monday, July 4 <sup>th</sup> paid holiday, all students off
7/11	Fifth week of work
7/18	Sixth and final week of work – last day is 7/21

Crowd Size: 41 Hostility Level: N/A

LEO Injuries: N/A Civilian Injuries: N/A Deaths Associated: N/A

Associated Reports/DTR's: N/A

Total Manpower: 2 Final Est. OT Costs: N/A

Weather: Clear Impact on Event: N/A

Command Staff Notified: Yes

Assisting Agencies: CareerSource Florida Crown

Known Deficiencies none

## **OPERATIONAL SUMMARY:**

The Summer Youth Work Program was initiated in 2019 by then Chief Argatha Gilmore of the Lake City Police Department (LCPD) to provide a deterrent for the youth of Lake City / Columbia County. During summer months, school is not in session and youth activities are limited. Historical statistics suggest that there is a correlation between idle youth and increased mischief activities such as petty crime. The program intent was to reduce the number of idle youth while providing a work opportunity that would earn the youths resume building experience and professional references.

Funding for the 2022 year was obtained through the combined efforts of the City of Lake City, Columbia County, and CareerSource Florida Crown. The City of Lake City and Columbia County each provided \$25,000. CareerSource Florida Crown was able to utilize funding received through the State of Florida Welfare Transition program. This combined funding was able to provide fifty (50) student salaries. In attempt to compete with state minimum wage increases, student salaries have increased from the pilot year of \$8.46 to \$9 per hour in 2021 and \$12.50 an hour in 2022.

To provide a balanced work / life scheduled it was determined students would work thirty-two (32) hours a week. The work scheduled was Monday through Thursday 8:00 a.m. until 5:00 p.m. with a one-hour lunch break from 12:00 p.m. until 1:00 p.m. Thursday's students would return from lunch to the Lake City Police Department Training Room, to participate in a weekly, one-hour, developmental session provided various guest speakers. The developmental session, coined *Nugget for Success*, was held from 3:30 p.m. until 4:30 p.m. Starting at 4:30 p.m. through 5:00 p.m. paychecks were distributed to students. This time will also be utilized for students to share their learning experiences. If needed, working schedules would be altered to fit the need of the employer, while adhering to Florida working laws for minors. In order to progress through the program students were required to complete 28 hours of Soft Skills training, unpaid, with CareerSource Florida Crown.

With this scheduled, students were eligible to earn \$2400 over the course of the program.

Forty-one (41) students working 32 hours a week, at a payrate of \$12.50 an hour, resulted in a possible salary payout of \$98,400.

### **Employer Requirements**

Local employers that would provide students with resume building work experience and reference were identified. In previous years this was done by personal contact between the Job Coach and LCPD Liaison. This year, CareerSource Florida Crown assigned their Business Services team to coordinate with local business and organizations. This provided additional benefits to the local business and organizations and CareerSource Florida Crown. This decision also resulted in easier collection of contacts.

A meeting was held with previous and interested employers on March 30, 2022. This informative meeting provided information to the employers and gave them an opportunity to ask questions. They were provided with the 2022 Program Facts Sheet (Attachment I Facts sheet)

The City of Lake City provided jobs within the following departments: Police with one (1) position, Airport with one (1) position, Customer Service with one (1) position, Community Programs with one (1) position, Distribution/Collections with one (1) position, Water Plant with one (1) position, and City Clerk Office with one (1) position.

Columbia County provided jobs within the following departments: Library with one (1) position, UF Extension offices with two (2) positions, Public Works with three (3) positions, Fire Department Office with one (1) position, and Richardson Community Center with three (3) positions.

The Columbia County School System provided jobs at the following locations: School Board Warehouse with four (4) positions, Columbia High School with four (4) positions, Pathways Academy with one (1) position, Ft. White High School with two (2) positions.

The listed organizations provided the following jobs: Florida Gateway College with one (1) positions, NorthStar Family Resource Center with one (1) position, SnS Mowers with one (1) position, Chelsea Flores State Farm with one (1) position, Van Carpet One with one (1) positions. Sunstop with four (4) positions, Haeco with two (2) positions, CiCi's Florist with one (1) position, and CARC with one (1) position.

Employers were advised this program was established to provide work experience that may otherwise be difficult for students to obtain and students should not be utilized primarily for cleaning and janitorial services.

Additionally, employers were informed that any and all disciplinary issues should be reported to the Job Coach, Abraham Perry, or LCPD Liaison, Community Relations Coordinator Ashley Hardison, as students would be provided with twenty-eight (28) hours of Soft Skills and professionalism training prior to being placed with an employer.

### **Program Requirements**

In order to be accepted into the program, students were required to:

- be between the ages of sixteen (16) and eighteen (18) years-old
  - graduating students can be nineteen (19) years-old
- be actively enrolled in school or have graduated in 2022
- have reliable transportation
- live in the designated county

### **Initial Meeting with Interested Students and Guardians**

During this meeting students and guardians were provided an overview of the program and potential work assignments. The expectations of the students were discussed in depth.

#### **Student Expectations**

- During the course of the program students were expected to
  - follow the organizational policy and procedures as it applied to their positions
  - wear appropriate attire
  - not utilize cell phones during work hours
  - remain professional while at work
  - interact professionally with co-workers, employers, and customers

### **Selection Process**

Students were sought through advertisement at local schools including but not limited to: Columbia High School, Ft. White High School, and Pathways Academy. Flyers were delivered to local churches and recreational areas. An "event" was created through Facebook and shared on social media. (Attachment II – Advertisement)

All interested students and guardians were advised to attend the mandatory meeting scheduled for April 26, 2022.

Students were informed applications would be accepted no later than 6:00 p.m. on May 20<sup>th</sup>, 2022. This information was provided through various forms of communication, to include the advertisements and reiterated at the informative meeting. (Attachment III – Application)

Fifty-five (55) applications were received. Incomplete applications were not considered and removed from the selection process. Those applications that were not actively enrolled in school or had graduated before 2022 were removed from the selection process.

A total of forty-six (46) applicants were interviewed. Interviews were arranged over a two-day period, resulting in twenty-three (23) interviews per day. The applicants were each asked six (6) interview questions (Attachment IV – Interview questions) and scored (Attachment V – Score Sheet) by a panel of two (2) interviewers. The interview panel consisted of



the CareerSource Florida Crown Job Coach and LCPD Liaison. All student records, including payroll, are maintained by and stored with CareerSource Florida Crown.

Students that scored the highest in the interview process were selected to move forward in the program.

### **Soft Skills Training**

Soft skills training week was the students first week in the program. However, this was an unpaid training week that provided the students the opportunity to receive a *Florida Ready to Work Certificate*. “Florida Ready to Work is an innovative, new workforce education and economic development program. The centerpiece of the program is the Florida Ready to Work credential, a career readiness certificate that certifies a Florida student/jobseeker has the fundamental job skills necessary to succeed in today’s rapidly changing and competitive economy. Florida Ready to Work is sponsored and funded by the State of Florida. The program is administered by the Florida Department of Economic Opportunity.” (<http://www.floridareadytowork.com/>)

The expectations of the student were discussed, to include attire, etiquette, cell phone use, behavior, and more. A full overview of the soft skill program will be provided by CareerSource Florida Crown. (Attachment VI – Soft Skills Overview)

### **Employer Assignments**

Students were placed in work assignments based upon age, interview performance, and success in the soft skills program. One work site requested students that were eighteen (18) years-old due to liability and heavy machinery.

On June 9, 2022 a Meet and Greet was arranged for students and employers at City Hall Council Chambers. During this meeting all students and employers were informed of the expectations of the students and of the expectations of the employers.

### **Weekly Developmental Sessions – Nugget for Success**

Each Thursday from 3:30 p.m. until 4:30 p.m. the students were provided a developmental session at the Lake City Police Department. The schedule, topic, and speaker are listed below:

Date	Topic	Speaker
6/16	Resume, Cover Letter, and Applications	Zulima Martinez - Library
6/23	Interview Skills	Abraham & Keaven – CareerSource Florida Crown
6/30	Communication	Travis George - FGC
7/7	Professionalism	Mr. Mobley - NSFRC
7/14	Ethics	Chief Gerald Butler – Lake City Police Department
7/21	Teamwork and Collaboration	Chelsea Flores – Chelsea Flores State Farm

### **Disciplinary Issues**

In the instance there is a disciplinary issue the following will be utilized: progressive discipline will be provided in each case, with supporting documentation. (Attachment VII – example Progressive Discipline) If an issue continues and termination is required, a termination meeting will be held with the student, guardians, Chief of Police, CareerSource Florida Crown Director, Job Coach, and LCPD Liaison. All involved will be provide copies of the documents, and the documents will be reviewed. The guardians will be involved in the process to have direct communication and information.

## Participating Employers Contact Information

Location	Contact Person	e-mail	phone
City Airport	Florence Straugh	StraughF@lcfla.com	386-752-1066
City GIS	Jason Dumas	DumasJ@lcfla.com	386-758-5400 x 458
City Dist & Collections	Brian Scott / Shelby Waldron	scottb@lcfla.com Waldrons@lcfla.com	386-758-5492
City Clerk's Office	Audrey Sikes	SikesA@lcfla.com	386-719-5756
City Customer service	Katrina Medearis	MedearisK@lcfla.com	386-719-5782
City Community Programs	Terri Phillips	PhillipsT@lcfla.com	386-758-5427
City Police Dept	Ashley Hardison	hardisona@lcfla.com	386-719-5742 c:386-984-6392
City Water Plant	Mike Osborn	OsbornM@lcfla.com	386-466-3352 c:386-247-1111
County - Library	Katrina Evans	kevans@columbiacountyfla.com	386-758-1018
County - Ext Offices	Heather Janney	hfutch@ufl.edu	386-752-1512
County - Public Works	Charyll Bradley	charyl bradley@columbiacountyfla.com	386-758-1561
County - Fire Dept	Sandara Davis	sdavis@columbiacountyfla.com	386-754-7057
County - Richardson Center	Chevella Young	cyoung@columbiacountyfla.com	386-754-7096
School Board	Casey Starling	starlinga@columbiak12.com	386-755-8000
School - CHS	Trey Hosford / Candace Starling	hosfordt@columbiak12.com	386-755-8080 x1802
School - Pathways	Makeeba Murphy	murphym@columbiak12.com	386-755-8296
School - Ft. White	A. Giddens	giddensa@columbiak12.com	386-319-7272
NorthStar	Philip Mobley	philip.mobley@pfsf.org	386-758-3333
Florida Gateway College	Travis George	Travis.George@fgc.edu	
Sunstop			
Haeco (18)	Michele Monroe	michele.monroe@haeco.aero	386-668-4410
SnS Mowers	Kevin	kevin@ssmowers.com	386-755-2957
State Farm	Chelsea Flores	chelsea@chelseaflores.com	386-209-2177
CC Florist	Christin/Ashely-	gkrhodes0523@icloud.com	(386) 754-5200
CARC	Mary Norman		386-752-1880
Vann Carpet One	Matt Vann	mattvann77@comcast.net	386-752-3420

## **Celebration / Completion Ceremony**

The program was concluded with a Celebration Ceremony. The ceremony was held the Friday following the last day of the program. Employers, City Officials, and County Officials were invited to attend. Students were allowed to bring up to two guests.

Planning for this event started before Soft Skills training. CareerSource took the lead for planning and arranged for catering and decorations. This ceremony was business-casual and provided a relaxed atmosphere.

CareerSource Florida Crown incorporated a raffle for the students who attended the ceremony. Students won gift cards, a smart tv, a laptop, and various other prizes. The students seemed to greatly enjoy the raffle.

Job Coach Abraham Perry was the guest speaker. He provided an energetic and inspiring motivation speech.

## **Program Summary**

The 2022 year provided the best group of students thus far. Forty-one (41) students started the program. Thirty-eight (38) students completed the program. Of the students who completed the program, six (6) were offered a job with their employer: Khambrell White, Nathaniel Johnson-Adams, Pearline Simmons, Amelia Edwards, D'Shawn Brown, and Austin Maddox.

Two (2) students voluntarily left the program: Andrew Rowe left to attend an out of State summer program and Jahnessiah Mitchell moved to another city.

One (1) student was terminated from the program: Jaydin Williams was counseled with by his employer for inappropriate work behavior. He was counseled with by Job Coach Perry on a different occasion for inappropriate work behavior. On the final incident, he was picked up from the job site and escorted to CareerSource Florida Crown by LCPD Liaison Hardison. The employer contacted LCPD Liaison Hardison advised of the previous disciplinary intervention and included that Jaydin was observed attempting to break into a tool box on the job site and told a job site employee he was feeling sick because he had been drinking beer while on lunch. Upon arrival to CareerSource Florida Crown, Executive Director Robert Jones was advised of the incidents and determined Jaydin would be immediately terminated from the program.

Overall, the feedback comment received the most concerned communication. This was noted from students, employers, and program facilitators.

## **Employer Feedback**

Attachment VIII – Columbia County Extension Offices / UF IFAS

Attachment IX – Columbia High School

Attachment X – HAECO

Attachment XI – City Water Plant

Attachment XII – Columbia County Public Library

Attachment XIII – S&S Mowers

## **Considerations for future planning:**

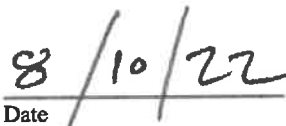
Some of these considerations remain from previous years as a reminder:

- It is vital to the success of the program to begin advertising and recruitment approximately eight to ten weeks before applications are due.
  - In an effort to involve more students with barriers, reach out to guidance counselors who may be able to assist in identifying students.
- The program needs to be capped at 50 students.

- If more students are added, larger facilities are going to be required to compete soft skills training and Nugget for Success.
  - If there are more than 50 students an additional job coach will be required to support the work load.
- Employers should be identified between January and the end of March of the program year.
  - All contracts, agreements, and employer training need to be completed prior to program kick off.
  - Employers will be provided a schedule of events related to the program.
  - Employers need additional timesheet and evaluation training.
- Begin identifying student participants in January.
  - Informative flyers explaining the program requirements and expectations will be created.
  - Begin accepting applications March 1
    - Due date for beginning of May.
  - Interviews should be conducted:
    - Middle of May
    - Soft Skill training starts one to two weeks after end of school year.
    - Employer / Student meeting Thursday of soft skills (group photo).
      - Take a group photo of all students and employers.
- In 2021, additional employers were added after the students were interviewed because there were not enough positions. This resulted in employers not being able to attend the initial meetings which provide a better understanding of the program. It is critical to ensure there are enough student positions *prior* to interviews being conducted and to secure the employers before the student application deadline.
- Interviews require about 10 minutes and should be scheduled in 15-minute intervals.
- In 2021, A number of students were added to the program after the official dead line for applications. Many of these students were attending schools that had summer classes and some students had football practice.
  - To maintain the integrity of the program, it is in the best interest of all parties involved that exceptions are not made. If a student is unable to attend the program due to extracurriculars, the student must decide which program in which they want to participate.
  - If students are going to be accepted into the program that are enrolled in private school or a school that has summer class, separate requirements and disciplinary procedures need to be established. This is necessary as the students are earning school credit for their employment.
- If the Job Coach or Community Relations Coordinator are unavailable, information should be relayed to the organization's administrative assistant. Currently those individuals are Sue Tuell at the Lake City Police Department [tuells@lcfla.com](mailto:tuells@lcfla.com) and Vann Brown at CareerSource Florida Crown [vbrown@careersourceflcrown.com](mailto:vbrown@careersourceflcrown.com)
- Holding the Completion Ceremony during the week and after the last day of the program resulted in the majority of students attending and a large number of employers. Many students reported they would be going on vacation at the end of the program. Having the event on a weekend would have greatly reduced attendance.
  - There was an issue with the event location kitchen and air conditioning system. In the future and if possible, someone should check the ceremony location the morning of the event to ensure a smooth and comfortable ceremony.
  - City Council Member nor County Commissioners were initially invited to attend the completion ceremony. In the future it would be beneficial to create a list of those who, other than the students, will receive an invitation.
- Business services was a great help in identifying employers. However, we still need someone assigned to be point of contact for all businesses so there is not any confusion about when work starts, the type of job the student will be doing, or the placement of the student. Abraham was left off the project until interviews started, we did not know what all the jobs entailed.
- Need contact information for student and guardian. Especially if student is 18+. A student was not properly contacted because they were not living with their guardian.

- Speak with students about phone etiquette during soft skills, how to ask for days off, how to contact their employer, how to reach out about questions. This is specifically about calling / texting late in the evening and not during business hours.
- Some students did not know where they were supposed to be on the first day of work.
- Is it possible to schedule soft skills for a set number of students per day so students remain engaged?
  - Students reported they were "sitting around" for extended periods of time.
- Nugget for Success
  - give speakers more direction such as Communication in the workplace, professional communication,
  - Address mental health and modern ideas of "normal"
    - Students are more aware of ableism due to social media and information sharing. They know things like "not making eye contact" are not always a sign of disrespect and could be a result of being on the Autism spectrum or having anxiety.
  - Focus on workplace skills
  - Make it interactive
  - Provide learning aids such as PowerPoints
- Have students complete a survey on the last day - program improvements
- Request employer feedback, have employers complete a survey
- It would be beneficial if there were documented assignments for those coordinating the program such as responsibility, back up, contact info, etc.
- If possible, require employers to attend the employer meeting and meet and greet to improve communication.

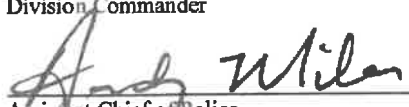
  
Event Coordinator

  
Date

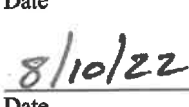
\_\_\_\_\_  
Shift Commander/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Commander

  
Assistant Chief of Police

\_\_\_\_\_  
Date

  
Date

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

Cc: Operations Division Commander  
Patrol Division Commander  
Chief of Police



# SUMMER YOUTH EMPLOYMENT PROGRAM



Resume  
Building



Weekly  
Pay



Real Work  
Experience



**Applications Due  
To CareerSource by 5pm,  
Friday, April 28**

## Requirements:

- Must be enrolled in school or graduate this year or have a GED
- Ages 16 to 18, 19 if graduating this year
- Must attend all meetings

For info contact:  
CareerSource Florida Crown  
Jessica or Joanna 386-755-9026

Lake City Police Department  
Ashley Hardison 386-719-5742





# EVENT NOTICE:

## 2023 Summer Youth Employment Program

CareerSource Florida Crown, Lake City Police Department, The City of Lake City, and Columbia County are excited to announce the 2023 Summer Youth Employment Program.

The Summer Youth Employment Program was developed to create positive relationships between youth and law enforcement. This is accomplished by youth and their families experiencing a beneficial relationship and program through their local police department and community.

Student work schedules are Monday through Thursday 8am - 5pm with a 1-hour lunch break from 12pm-1pm.

Students are paid \$12.50 hourly. They will receive an additional two day's pay for Juneteenth and Independence Day *if* they attend the end of program banquet, giving them the potential to earn \$2,450.

### Requirements:

- Must be enrolled in school, home school program, or have received their GED.
- Ages 16-18, 19 if graduating in 2023
- Must attend all meetings
- Complete unpaid Soft Skills training, students can earn the Florida Ready to work Credential
- Have transportation

### Schedule/Important dates:

- Thursday, April 6<sup>th</sup>
  - Student and Guardian meeting at 6pm at the Columbia County School Board. This meeting will be available via Zoom.
- Friday, April 28<sup>th</sup>
  - Applications due to CareerSource Florida Crown no later than 5pm
- May 30<sup>th</sup> through June 2<sup>nd</sup>
  - Mandatory Soft Skills training
- June 5<sup>th</sup>
  - First day of work
- July 13<sup>th</sup>
  - Last day of work
- July 14<sup>th</sup>
  - Banquet

**\*Applications will be available in the near future. \***



# SUMMER YOUTH EMPLOYMENT PROGRAM

VOL. 4

2023



## Providing a positive student work experience

### OUR PROGRAM

The Summer Youth Employment Program was developed to create positive relationships between youth and law enforcement. This is accomplished by youth and their families experiencing a beneficial relationship and program through their local police department, CareerSource Florida Crown, and the community.

### STUDENT REQUIREMENTS

- Between the ages of 16 and 18
- May be 19 if graduating this year
- Must be currently enrolled in school, graduating this year, or have their GED
- Must attend all meetings
- Must apply by deadline
- Must complete SoftSkills training

### WHAT WE PROVIDE

CareerSource Florida Crown, in conjunction with the Lake City Police Department, will provide planning, mentorship, and soft skills training. In addition, they will coordinate all aspects of the program and provide oversight, ensuring employers are adequately supported. When necessary, assist with redirection and correction of unfavorable behaviors.



Follow Us On Social Media @lcflapd





### 2021

- 46 students were selected to participate
- 2 students dropped out for personal reasons
- 44 students completed the program
- Culmination Ceremony not held due to COVID-19
- 21 employers participated to provide jobs
- Students earned \$9 hour



### EMPLOYER EXPECTATIONS

- Provide working and learning experiences which students may not otherwise be afforded at their age
- Provide a job description
- Complete necessary agreement paperwork
- Check-in with Florida Crown and LCPD as needed



### 2022

- 41 students were selected to participate
- 2 students dropped out for personal reasons
- 38 students completed the program
- Culmination Ceremony well attended
- 26 employers participated to provide jobs
- Students earned \$12.50 hour



### SCHEDULE

- SoftSkills training will be conducted May 30 - June 2
- Students will begin work on Monday, June 5, 2023
- Students work Monday – Thursday from 8am until 5pm with a one-hour lunch
- On Thursdays, students will report to the designated training site at 1pm for weekly training
- Students' last day of work July 13
- Students will earn \$12.50 hour

001.11.521-030.48	Recruiting/Crime Prevention Supplies	2,000.00
001.11.521-030.48	Swearing-In Ceremonies	500.00
Account	<b>030.48 - Operating Expense Promotional Activities Totals</b>	<b>\$9,635.00</b>

**Account 030.49 - Operating Expense Other Current Charges**

001.11.521-030.49	Awards Banquet	2,400.00
001.11.521-030.49	Policeman's Ball	25,600.00
001.11.521-030.49	Summer Youth Program	25,000.00
Account	<b>030.49 - Operating Expense Other Current Charges</b>	<b>\$53,000.00</b>

**Account 030.51 - Operating Expense Office Supplies**

001.11.521-030.51	Copier Paper	1,500.00
001.11.521-030.51	Office Supplies	2,000.00
001.11.521-030.51	Thermal Paper (Patrol)	3,000.00
001.11.521-030.51	Toner Cartridges for Printers	1,500.00
Account	<b>030.51 - Operating Expense Office Supplies Totals</b>	<b>\$8,000.00</b>

**Account 030.52 - Operating Expense Operating Supplies**

001.11.521-030.52	Ammunition, Firearms, Targets and Supplies, Firearms	63,000.00
001.11.521-030.52	Axon Taser 7 (qty 47) (Year 1 of 5)	24,117.00
001.11.521-030.52	Ballistic Vest (CIU, CID)	925.00
001.11.521-030.52	Ballistic Vest with Carrier	21,600.00
001.11.521-030.52	Brother Thermal Printer	2,500.00
001.11.521-030.52	Carpet and Tile Cleaning	1,200.00
001.11.521-030.52	Cleaning Supplies	3,000.00
001.11.521-030.52	Clothing Allowance Support Bureau	4,000.00
001.11.521-030.52	Clothing Cleaning Allowance	30,000.00
001.11.521-030.52	Crimefile to Smartcop data conversion	30,000.00
001.11.521-030.52	Desktops	21,000.00
001.11.521-030.52	Diesel Fuel for Generator	1,000.00
001.11.521-030.52	Dispatch Headsets	3,000.00
001.11.521-030.52	Evidence Supplies	4,500.00
001.11.521-030.52	Facelogic Program	999.00
001.11.521-030.52	General Medical Supplies	5,000.00
001.11.521-030.52	Investigative Supplies	3,500.00
001.11.521-030.52	IT Operating Supplies	12,000.00
001.11.521-030.52	K-9 Officer (Canine)	15,000.00
001.11.521-030.52	K-9 Supplies and Services	7,500.00
001.11.521-030.52	Keys	500.00
001.11.521-030.52	Leads Online Program	3,200.00
001.11.521-030.52	New Vehicle Radio Uplift	2,000.00
001.11.521-030.52	Police Explorers Clothing	1,000.00
001.11.521-030.52	Police Explorers Operating Expenses	5,000.00
001.11.521-030.52	Power Inverters	2,000.00
001.11.521-030.52	Rise Vision - Digital Device	450.00
001.11.521-030.52	Smartcop Upgrades	3,000.00
001.11.521-030.52	Tough Books Laptops	4,000.00
001.11.521-030.52	Trane Computer Replacement	2,300.00
001.11.521-030.52	Uniform Cleaning (Returned)	500.00
001.11.521-030.52	Uniforms and Accessories	15,000.00
001.11.521-030.52	Vehicle Fuel	300,000.00
001.11.521-030.52	Wicking Polos	3,000.00
Account	<b>030.52 - Operating Expense Operating Supplies Totals</b>	<b>\$595,791.00</b>

RECEIVED

SEP 22 2022 *SR*

**CITY COUNCIL RESOLUTION NO. 2023-022**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF A CONTRACT WITH CAREERSOURCE FLORIDA CROWN; PROVIDING FOR THE IMPLEMENTATION OF THE “SUMMER YOUTH EMPLOYMENT PROGRAM” TO INCLUDE TRAINING AND EMPLOYMENT OPPORTUNITIES WITH THE CITY FROM JUNE 05, 2023 THROUGH JULY 13, 2023; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida, (hereinafter the “City”) by and through its Lake City, Police Department (hereinafter the “Police Department”) has historically joined with CareerSource Florida Crown (hereinafter “CSFC”) to provide employment assistance to adolescents; and

**WHEREAS**, the City, Police Department, and CSFC desire to provide employment assistance again through the “Summer Youth Employment Program”; and

**WHEREAS**, the City, Police Department, and CSFC desire to provide training and employment opportunities to the youth of the surrounding communities that will benefit the communities; and

**WHEREAS**, the City, Police Department, and CSFC have found benefits from working together in the past and desire to continue the working relationship; and

**WHEREAS**, the City, Police Department and CSFC desire to enter into the *Lake City Summer Youth Employment Program Agreement Between CareerSource Florida Crown and the City of Lake City and Columbia County*, a copy of which is attached hereto and made a part of this resolution (hereinafter the “Summer Youth Employment Agreement”).

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

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

**Section 2.** The City is hereby authorized, for and on behalf of its Police Department, to enter into the Summer Youth Employment Agreement with CSFC.

**Section 3.** The Mayor is authorized to execute the Summer Youth Employment Agreement for, and on behalf of, the City.

**PASSED AND ADOPTED** at a meeting of the City Council on this \_\_\_\_ day of April 2023.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

By: \_\_\_\_\_  
Thomas J. Kennon, III,  
City Attorney

**CareerSource Florida Crown  
Region 07**

**Summer Youth Agreement**

**with**

**The City of Lake City**

**And**

**Columbia County**

**subrecipient ☐ or vendor ☒**

**March 13, 2023**

**LAKE CITY SUMMER YOUTH EMPLOYMENT PROGRAM AGREEMENT  
BETWEEN CAREERSOURCE FLORIDA CROWN AND THE CITY OF LAKE CITY  
AND COLUMBIA COUNTY**

This **AGREEMENT** is entered into between CareerSource Florida Crown (**hereinafter referred to as “CSFC”**), located at 1389 US Highway 90 West, Suite 170-B, Lake City, Florida 32055  
and

**City of Lake City (hereinafter referred to as CLC)** located at 205 N. Marion Ave, Lake City, FL 32055

and

**Columbia County, (hereinafter referred to as CC)** located at 135 N.E. Hernando Ave, Lake City, FL 32055.

**1. TERMS and CONDITIONS:**

CSFC, CLC and CC will provide employment assistance under the Summer Youth Program as follows:

- A. All participants designated for the Summer Youth Program must meet eligibility requirements per the CSFC. CSFC will establish and certify eligibility of all participants prior to their enrollment in the program.
- B. The Summer Youth Program consists of one (1) week of mandatory soft skills training, unpaid. Once the soft skills training is complete, the participant will have the opportunity to complete up to six (6) weeks of paid work experience.
- C. The rate of compensation for the Summer Youth Program is \$12.50 per hour for 32 hours per week maximum. Each participant will receive a 1099 at the end of year in order to file taxes as no taxes will be deducted.
- D. Funds from CSFC in conjunction with the City of Lake City and Columbia County will be used to compensate participants in the Summer Youth Employment Program.
- E. CSFC cannot pay overtime.
- F. The CSFC will not negotiate a contract with an Employer who is involved in a labor dispute, has employees in active layoff status, or is in violation of Davis-Bacon Labor practices.
- G. No contract will be negotiated, or Trainee placed, with an employer that discriminates in its training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations, age, or because of their participation in Federal Grant Programs.

- H. CSFC will not negotiate a contract if the implementation of that contract would displace any current employee or infringe upon the promotional opportunities of any current employee.
- I. CSFC will not negotiate a contract with an Employer that has relocated from another area in the United States within the last one hundred twenty (120) days, if, by relocating, any employees experienced a layoff.
- J. CSFC will evaluate the progress and quality of training on a continuous basis.
- K. CSFC will provide a Job Coach/Developer who will be working with the participant to ensure they are meeting the requirements of the position.
- L. The CLC, CC, and CSFC will work with the Job coach/Developer to determine job duties and skills training.
- M. Contracts through the Summer Youth Program may **NOT** be made with businesses and agencies that can directly benefit from services and are represented on the CSFC Board of Directors.
- N. Once approved, CSFC will provide an executed contract for the employer(s) listed within this document.
- O. Participants will provide completed weekly timesheets to CSFC for processing of payments.
- P. Employer agrees to forward all training documentation relating to the training to CSFC.
- Q. Once training is complete, the Participant will be required to complete a post-employment debriefing.

This **AGREEMENT** shall commence on **June 05, 2023**, or the date on which this **AGREEMENT** has been signed by both parties. This **AGREEMENT** shall terminate no later than **July 13, 2023**.

It is understood and agreed to by the Contractor that CSFC may use information regarding this **AGREEMENT** in its grant applications.

## **2. Termination:**

### **a) Termination at Will:**

This **AGREEMENT** may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery, to the individuals identified

### **b) Termination for Breach:**

Unless EMPLOYER breach is waived by CSFC in writing, the CSFC may, upon written notice of breach to EMPLOYER, terminate this **AGREEMENT** upon no less than seventy-two (72) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver or breach of any provision of this **AGREEMENT** shall not be deemed to be waiver of any other breach and shall not be construed to be a modification of terms to the **AGREEMENT**

## **3. Notice of Contact:**

### **The name, title and address of the representative for the CSFC:**

Van Brown or Elizabeth Wetherington  
CareerSource Florida Crown  
1389 US Hwy. 90 West, Suite 170-B, Lake City, FL 32055  
(386) 755-9026, ext. 3219 or 3132

### **The name, title and address of the representative for EMPLOYER:**

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

Columbia County  
135 N.E. Hernando Ave  
Lake, City, FL 32055



In the event that either party designates a different representative following the execution of this ***AGREEMENT***, notice of the name, title and address of the new representative will be rendered in writing to the other party and said notification attached to the original copies of the ***AGREEMENT***.

This ***AGREEMENT*** contains all the terms and conditions agreed upon by both parties.

**IN WITNESS** thereof, the parties hereto have caused this ***AGREEMENT*** to be executed by their undersigned agreed upon by both parties.

**CareerSource Florida Crown**

\_\_\_\_\_  
Robert Jones, Executive Director

\_\_\_\_\_  
Date

**City of Lake City**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Official Title

\_\_\_\_\_  
Date

**Columbia County**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Official Title

\_\_\_\_\_  
Date

**File Attachments for Item:**

7. City Council Resolution No. 2023-035 - A resolution of the City Council of the City of Lake City, Florida authorizing the Mayor to execute and deliver a deed conveying to the Board of Commissioners of Columbia County, Florida, a parcel of real property with improvements.  
(Charles Terrace)

**CITY COUNCIL RESOLUTION NO. 2023-035**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA AUTHORIZING THE MAYOR TO EXECUTE AND DELIVER A DEED CONVEYING TO THE BOARD OF COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA, A PARCEL OF REAL PROPERTY WITH IMPROVEMENTS.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the “City”) holds title to real property which abuts the road commonly known as “Charles Terrace” and which property is best described as a right of way along Charles Terrace; and

**WHEREAS**, the real property described in the attached City Deed is located on the western edge of Parcel No.: 30-45-16-03246-000 and which is required for the County to widen and pave Charles Terrace; and

**WHEREAS**, the City of Lake City, Florida (hereinafter the "City"), desires to convey to the Board of County Commissioners, Columbia County, Florida (hereinafter the “County”) “Charles Terrace”, together with improvements to the County; and

**WHEREAS**, the City Council finds that it is in the best interests of the City to grant the Mayor the authority to execute and deliver the *City Deed* to the County.

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

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

**Section 2.** The City is hereby authorized to convey the real property to the County by execution of the *City Deed*.

**Section 3.** The City Manager and City Attorney are authorized to make such reasonable changes and modifications to the Deed as may be deemed legal and necessary and in the best interest of the City and its citizens. The Mayor is authorized and directed to execute and deliver the Deed in the name and on behalf of the City, with such changes, amendments, modifications, omissions, and additions made by the City Manager and City Attorney. Execution by the Mayor shall be deemed to be conclusive evidence of approval of such changes, amendments, modifications, omissions, and additions.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_\_ day of April 2023.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

By: \_\_\_\_\_  
Thomas J. Kennon, III,  
City Attorney

Prepared by and return to:  
Joel F. Foreman  
PO BOX 550  
Lake City, FL 32056

From a legal description provided  
by grantee and without title insurance.

### **CITY DEED**

**THIS DEED** is made and given this \_\_\_\_ day of March 2023 by the **CITY OF LAKE CITY, FLORIDA**, a Florida municipality, whose mailing address is 205 N. Marion Avenue, Lake City, FL 32055, hereinafter referred to as "Grantor", to **COLUMBIA COUNTY, FLORIDA**, a political subdivision of the State of Florida, whose mailing address is P.O. Box 1529, Lake City, FL 32055, hereinafter called "Grantee".

**WITNESSETH**, that the said Grantor, for and in consideration of the sum of ten dollars in hand paid by the Grantee, the receipt whereof is hereby acknowledged, and pursuant to unanimous vote of the City Council in regular session on the \_\_\_\_ day of March 2023, hereby grants, bargains, and sells to the said Grantee, forever, the described land and improvements, lying and being in Columbia County, Florida, described as:

Part of the Northwest ¼ of Section 30, Township 4 South, Range 16 East, Columbia County, Florida, being more particularly described as follows:

For a POINT OF REFERENCE, COMMENCE at the Southwest corner of said Section 30, thence run North 00°54'11" West, along the West line of said Section 30, being also the existing East right-of-way line of SW Charles Terrace, a distance of 2648.15 feet to the Southwest corner of the Northwest ¼ of said Section 30 and the POINT OF BEGINNING; thence North 00°19'40" West, along the West line of said Section 30, being also the existing East right-of-way line of SW Charles Terrace, a distance of 1321.40 feet; thence South 89°45'06" East a distance of 28.43 feet; thence South 00°15'21" East a distance of 393.05 feet; thence South 00°34'44" East a distance of 928.50 feet; thence North 89°33'10" West a distance of 32.00 feet to the POINT OF BEGINNING. Containing 0.89 acres, more or less.

TAX PARCEL #: 30-4S-16-03246-000

**IN WITNESS WHEREOF**, the said Grantor has caused these presents to be executed in its name by the City Council the day and year aforesaid.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST

APPROVED AS TO FORM AND LEGALITY

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

By: \_\_\_\_\_  
Thomas J. Kennon, III, City Attorney

**File Attachments for Item:**

8. City Council Resolution No. 2023-038 - A resolution of the City Council of the City of Lake City, Florida authorizing the addition of Paul Dyal, as City Manager, and Demetrius Johnson, as Assistant City Manager, as authorized signors of all checks, vouchers, transfers, or disbursements on all bank accounts of the City of Lake City, Florida; and providing for an effective date.

**CITY COUNCIL RESOLUTION NO. 2023-038**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA AUTHORIZING THE ADDITION OF PAUL DYAL, AS CITY MANAGER, AND DEMETRIUS JOHNSON, AS ASSISTANT CITY MANAGER, AS AUTHORIZED SIGNORS OF ALL CHECKS, VOUCHERS, TRANSFERS, OR DISBURSEMENTS ON ALL BANK ACCOUNTS OF THE CITY OF LAKE CITY, FLORIDA; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, past City Managers, Finance Directors, and Assistant City Managers of the City of Lake City, Florida (hereinafter the “City”) have been authorized to sign all checks, vouchers, or disbursements on all bank accounts of the City, which authorize the disbursement and payment of funds from said bank accounts; and

**WHEREAS**, through Resolution 2021-194, Paul Dyal, as Interim City Manager was added as an additional signatory option on all checks, vouchers, or disbursements on all City bank accounts; and

**WHEREAS**, Paul Dyal has since been appointed as City Manager; and

**WHEREAS**, through Resolution 2022-04, Demetrius Johnson, as Interim Assistant City Manager was added as an additional signatory option on all checks, vouchers, or disbursements on all City bank accounts; and

**WHEREAS**, Demetrius Johnson has since been appointed as Assistant City Manager; and

**WHEREAS**, the City Council finds that it is necessary and in the best interest of the City to authorize the addition of Paul Dyal, as City Manager, and Demetrius Johnson, as the Assistant City Manager, as additional signatory

option on all checks, vouchers, or disbursements on all City bank accounts.

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

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

**Section 2.** That Paul Dyal, as City Manager, and Demetrius Johnson, as Assistant City Manager, are hereby authorized as additional signatory, available to sign all checks, vouchers, or disbursements of any kind on all bank accounts of the City of Lake City, Florida, which authorize the disbursement and payment of funds from said bank accounts.

**Section 3.** Effective Date. This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of April 2023.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST

APPROVED AS TO FORM AND  
LEGALITY:

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

By: \_\_\_\_\_  
Thomas J. Kennon, III,  
City Attorney



**File Attachments for Item:**

9. City Council Resolution No. 2023-043 - A resolution of the City Council of the City of Lake City, Florida authorizing the City's participation in the "Walmart Settlement" as described by the Florida Attorney General; providing for the City's participation in the settlement agreement with Walmart Inc.; providing for the Mayor's execution of the participation agreement; and providing for an effective date.

**CITY COUNCIL RESOLUTION NO. 2023-043**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA AUTHORIZING THE CITY'S PARTICIPATION IN THE "WALMART SETTLEMENT" AS DESCRIBED BY THE FLORIDA ATTORNEY GENERAL; PROVIDING FOR THE CITY'S PARTICIPATION IN THE SETTLEMENT AGREEMENT WITH WALMART INC.; PROVIDING FOR THE MAYOR'S EXECUTION OF THE PARTICIPATION AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the "City") has joined with the Florida Attorney General in the *State of Florida, Office of the Attorney General, Department of Legal Affairs v. Walmart Inc.* (Fla. Cir. Ct. Pasco County); and

**WHEREAS**, after years of negotiations a settlement agreement has been reached that would resolve the litigation; and

**WHEREAS**, the Florida Attorney General has attained a settlement known as the "Walmart Settlement", a copy of which is available online at: [http://myfloridalegal.com/webfiles.nsf/WF/GPEY-CKDJFT/\\$file/Walmart Florida Settlement Execution+Copy.pdf](http://myfloridalegal.com/webfiles.nsf/WF/GPEY-CKDJFT/$file/Walmart%20Florida%20Settlement%20Execution+Copy.pdf); and

**WHEREAS**, the Florida Attorney General has encouraged local governmental entities to participate in the settlement by executing the *Subdivision Settlement Participation Form* attached hereto; and

**WHEREAS**, failure to participate in the proposed settlement will result in the City not receiving any of the referenced settlement funds; and

**WHEREAS**, the City is participating in other Opioid settlements with the Attorney General; and

**WHEREAS**, the City Council finds that it is in the best interest of the City and its citizens to participate in the referenced settlement.

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

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

**Section 2.** The Mayor is authorized to execute the *Subdivision Settlement Participation Form* for and on behalf of the City.

**Section 3.** Effective Date. This resolution shall take effect upon its adoption.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of April 2023.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

By: \_\_\_\_\_  
Thomas J. Kennon, III,  
City Attorney

## EXHIBIT D

### SUBDIVISION SETTLEMENT PARTICIPATION FORM

Governmental Entity:	State:
Authorized Official:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement and Release dated [\_\_\_\_], 2022, among Walmart (defined below), the State of Florida and its Office of the Attorney General (“*Walmart Settlement*”),<sup>1</sup> and acting through the undersigned authorized official, hereby elects to participate in the Walmart Settlement, release all Released Claims against all Releasees, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Walmart Settlement, understands that all terms in this Subdivision Settlement Participation Form have the meanings defined therein, and agrees that by signing this Subdivision Settlement Participation Form, the Governmental Entity elects to participate in the Walmart Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall immediately cease any and all litigation activities as to the Releasees and Released Claims and, within the later of 7 days following the entry of the Consent Judgment or 7 days of the Execution Date of this Subdivision Settlement Participation Form, voluntarily dismiss with prejudice any Released Claims that it has filed.
3. The Governmental Entity agrees to the terms of the Walmart Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Walmart Settlement and expressly agreeing to the Releases provided for therein, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date of the Release.
5. The Governmental Entity agrees to use any monies it receives through the Walmart Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the Court for purposes limited to the Court’s role as provided in, and for resolving disputes to the extent provided in, the Walmart Settlement.

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<sup>1</sup> The defined terms in the Walmart Settlement shall have the same meaning in this Subdivision Settlement Participation Form.

7. The Governmental Entity has the right to enforce those rights given to it in the Walmart Settlement.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Walmart Settlement, including, but not limited to, all provisions of Section D and E, and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Releasee in any forum whatsoever. The releases provided for in the Walmart Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Releasees the broadest possible bar against any liability relating in any way to any Released Claims and extend to the full extent of the power of the Governmental Entity to release Claims. The Walmart Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Walmart Settlement.
10. In connection with the releases provided for in the Walmart Settlement, the Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

**General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release, and that if known by him or her would have materially affected his or her settlement with the debtor or released party.

As a Releasor, the Governmental Entity may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but the Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date of the Release, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entity's decision to participate in the Walmart Settlement.

11. Nothing herein is intended to modify in any way the terms of the Walmart Settlement, to which the Governmental Entity hereby agrees. To the extent this Subdivision Settlement Participation Form is interpreted differently from the Walmart Settlement in any respect, the Walmart Settlement controls.

I have all necessary power and authorization to execute this Subdivision Settlement Participation Form on behalf of the Governmental Entity.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

(the "Execution Date of this Subdivision Settlement Participation Form")

**File Attachments for Item:**

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

**APPLICATION FOR NEFLC DONATION TO NON-PROFIT**  
**AGENCY/ENTITY/ORGANIZATION**

*Contribution/donation of \$500 PER MEMBER CITY.*

*If more than one application is submitted per member city, the \$500 may be split between applicants.*

(Please print or type)

**NAME** of Agency/Organization \_\_\_\_\_

**CONTACT INDIVIDUAL:** \_\_\_\_\_

**E-MAIL** for Contact Individual: \_\_\_\_\_

**PHONE** No. for Contact Individual: \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Function/mission of Organization: \_\_\_\_\_

**Attach Proof of Non-Profit Status.** Attach informational brochure or other printed material/information if available

Other Comments: \_\_\_\_\_

Submitted by: \_\_\_\_\_

On behalf of \_\_\_\_\_

Printed name/Municipality

Date

***PLEASE NOTE ALL DONATIONS WILL BE REPORTED TO THE IRS ON OUR 2022/23 FORM 990***

*Contributions of \$500 per eligible agency/entity PER MEMBER CITY. If a member city submits more than one application, the \$500 may be split between applicants.*

**PLEASE SUBMIT THIS FORM BEFORE April 10, 2023 along with proof of non-profit status to:**

Betsy Jordan, Executive Director [neflc.exdir@gmail.com](mailto:neflc.exdir@gmail.com)  
Northeast Florida League of Cities, PO Box 262, Palatka, FL 32178-0262

**by e-mail OR**  
**by mail**



**APPLICATION FOR NEFLC DONATION TO NON-PROFIT**  
**AGENCY/ENTITY/ORGANIZATION**

*Contribution/donation of \$500 PER MEMBER CITY.*

*If more than one application is submitted per member city, the \$500 may be split between applicants.*

(Please print or type)

NAME of Agency/Organization Lake City Heat Inc.

CONTACT INDIVIDUAL: Christopher Caroline

E-MAIL for Contact Individual: Cdine30@gmail.com

PHONE No. for Contact Individual: 386-697-5775

MAILING ADDRESS: 273 SW Montgomery Dr.

Lake City, FL 32025

Type of Organization: Youth Basketball Program

Function/mission of Organization: \_\_\_\_\_

**Attach Proof of Non-Profit Status.** Attach informational brochure or other printed material/information if available

Other Comments: \_\_\_\_\_

Submitted by: Chevella Young, Councilwoman

On behalf of City of Lake City 3/30/23  
Printed name/Municipality Date

**PLEASE NOTE ALL DONATIONS WILL BE REPORTED TO THE IRS ON OUR 2022/23 FORM 990**

*Contributions of \$500 per eligible agency/entity PER MEMBER CITY. If a member city submits more than one application, the \$500 may be split between applicants.*

**PLEASE SUBMIT THIS FORM BEFORE April 10, 2023 along with proof of non-profit status to:**

Betsy Jordan, Executive Director [neflc.exdir@gmail.com](mailto:neflc.exdir@gmail.com)  
Northeast Florida League of Cities, PO Box 262, Palatka, FL 32178-0262

**by e-mail OR**  
**by mail**



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Not For Profit Corporation  
LAKE CITY HEAT, INC

### Filing Information

<b>Document Number</b>	N22000001490
<b>FEI/EIN Number</b>	NONE
<b>Date Filed</b>	02/14/2022
<b>Effective Date</b>	02/13/2022
<b>State</b>	FL
<b>Status</b>	ACTIVE

### Principal Address

273 SW MONTGOMERY DR  
LAKE CITY, FL 32025

### Mailing Address

273 SW MONTGOMERY DR  
LAKE CITY, FL 32025

### Registered Agent Name & Address

CARODINE, CHRISTOPHER L  
273 SW MONTGOMERY DR  
LAKE CITY, FL 32025

### Officer/Director Detail

#### **Name & Address**

Title P

CARODINE, CHRISTOPHER L  
273 SE MONTGOMERY DR  
LAKE CITY, FL 32025

Title VP

PERTEE, TROYNESHAR  
490 SW BRANDY WAY  
LAKE CITY, FL 32024

Title T

<div><div>BOWLING, BRIAN 6930 SW CR 240 LAKE CITY, FL 32024</div><div>Title S</div><div>BOWLING, DEENICIA 6930 SW CR 240 LAKE CITY, FL 32024</div><div><div>Annual Reports</div><div>No Annual Reports Filed</div></div><div><div>Document Images</div><div><div>02/14/2022 -- Domestic Non-Profit</div><div>View image in PDF format</div></div></div></div>
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**File Attachments for Item:**

11. Discussion and Possible Action: Consider implementing a 3% convenience fee for all payments on Invoice Cloud and over the counter transactions using a credit/debit card.  
(Customer Service Director Katrina Medearis)

MEETING DATE
April 5, 2023

# CITY OF LAKE CITY

## Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

**SUBJECT:** Credit Card Fees

**DEPT / OFFICE:** Customer Service

<b>Originator:</b> Katrina Medearis		
<b>City Manager</b> Paul Dyal	<b>Department Director</b> Katrina Medearis	<b>Date</b> 03/16/2023
<p><b>Recommended Action:</b> Charge a 3% convenience fee across the board for all payments on Invoice Cloud &amp; over the counter transactions using credit/debit card</p>		
<p><b>Summary Explanation &amp; Background:</b> Over the last few years our credit card fees have significantly increased, and that number is continuing to rise as more people tend to use their credit/debt cards versus using cash or checks. Most banks, credit unions, and prepaid cards are offering direct deposit up to 2 days early, and many of our customers are taking advantage of that and paying bills using those same cards.</p>		
<p><b>Alternatives:</b> *Continue to absorb the cost of the credit card fees which Finance is projected to be \$120,000-\$150,000 for the year. * Charge 3% convenience fee across the board for all payments on Invoice Cloud and in person over the counter transactions using a credit/debit card.</p>		
<p><b>Source of Funds:</b></p>		
<p><b>Financial Impact:</b> Finance is estimating \$120,000 to \$150,000 in credit card fees</p>		
<p><b>Exhibits Attached:</b> See attached</p>		

*Over the last few years, our credit card fees have significantly increased, and that number is continuing to rise as more people tend to use their credit/debit cards versus using cash or checks. Most banks, credit unions, and prepaid cards are offering direct deposit up to 2 days early, and many of our customers are taking advantage of that and paying bills using those same cards. In a three month period we had an increase of 1400 customers using credit/debit to pay their utility bills compared to the same three months the previous year. We talked about a few options which are below.*

*-The City will continue to absorb the cost which could be roughly \$120,00-\$150,000 for the year.*

*-Charge 3% convenience fee across the board for all payments on Invoice Cloud & over the counter transactions using a credit/debit card.*

*I have included the number of transactions from over the counter (Bridgepay) and through Invoice Cloud.*

*Thank you in advance for all your help in this matter.*



What are you looking for?

Current Monthly Summary ☆

Current Month Payment Summary		
Payment Type	Number Of Transactions	Total Paid
Credit/Debit Card	2008	\$268,091.43
EFT (Check)	214	\$52,057.00
PayPal	52	\$4,866.15
PayPal Credit	3	\$310.33
Total	2277	\$325,324.91
Paperless Statistics		
Invoice Type	Paperless	
Utility	3617	
Customer Registration Statistics		
Customer Count	Registered Count	Registered %
9966	2851	28.61

Monthly Invoice Summary		
Invoice Count		
4918		
Auto-Pay Statistics		
Invoice Type	AutoPay	
Utility	804	
Pay By Text Registration Statistics		
Customer Count	Registered Count	Registered %
905	672	74.25

<b>Merchant Account Name</b>	<b>Lake City Utility</b>
<b>Merchant Account ID</b>	<b>79001</b>
<b>Report Date Range</b>	<b>03/01/2023 to 03/16/2023</b>

<b>Batch Date/Time (E Batch ID</b>	<b>Account Type</b>	<b>Merchant Account</b>	<b>Sales Count</b>	<b>Batch Amount</b>
03/16/2023 4:54 PM 965190302	MASTERCARD CREDIT	Lake City Utility	2	412.68
03/16/2023 4:54 PM 965190302	VISA CREDIT	Lake City Utility	21	2,379.84
03/15/2023 4:39 PM 964982602	DISCOVER CREDIT	Lake City Utility	1	407.80
03/15/2023 4:39 PM 964982602	MASTERCARD CREDIT	Lake City Utility	3	371.92
03/15/2023 4:39 PM 964982602	VISA CREDIT	Lake City Utility	16	2,357.23
03/14/2023 4:33 PM 960367602	DISCOVER CREDIT	Lake City Utility	3	391.70
03/14/2023 4:33 PM 960367602	MASTERCARD CREDIT	Lake City Utility	3	354.51
03/14/2023 4:33 PM 960367602	VISA CREDIT	Lake City Utility	23	2,785.91
03/13/2023 4:40 PM 960122702	MASTERCARD CREDIT	Lake City Utility	13	1,390.36
03/13/2023 4:40 PM 960122702	VISA CREDIT	Lake City Utility	32	3,304.87
03/09/2023 4:42 PM 959695103	MASTERCARD CREDIT	Lake City Utility	3	257.18
03/09/2023 4:42 PM 959695103	VISA CREDIT	Lake City Utility	18	2,521.78
03/10/2023 4:38 PM 959668002	MASTERCARD CREDIT	Lake City Utility	7	892.79
03/10/2023 4:38 PM 959668002	VISA CREDIT	Lake City Utility	41	5,152.95
03/08/2023 4:48 PM 959458303	MASTERCARD CREDIT	Lake City Utility	3	328.59
03/08/2023 4:48 PM 959458303	VISA CREDIT	Lake City Utility	18	1,644.67
03/07/2023 4:34 PM 959037702	MASTERCARD CREDIT	Lake City Utility	8	1,872.80
03/07/2023 4:34 PM 959037702	VISA CREDIT	Lake City Utility	29	2,735.96
03/06/2023 4:35 PM 959027503	MASTERCARD CREDIT	Lake City Utility	16	2,064.91
03/06/2023 4:35 PM 959027503	VISA CREDIT	Lake City Utility	36	4,122.59
03/03/2023 4:45 PM 958346202	DISCOVER CREDIT	Lake City Utility	1	240.00
03/03/2023 4:45 PM 958346202	MASTERCARD CREDIT	Lake City Utility	17	1,602.81
03/03/2023 4:45 PM 958346202	VISA CREDIT	Lake City Utility	56	7,436.51
03/02/2023 4:35 PM 958121402	MASTERCARD CREDIT	Lake City Utility	4	633.05
03/02/2023 4:35 PM 958121402	VISA CREDIT	Lake City Utility	40	4,655.29
03/01/2023 4:39 PM 957833402	MASTERCARD CREDIT	Lake City Utility	10	1,400.73
03/01/2023 4:39 PM 957833402	VISA CREDIT	Lake City Utility	43	4,957.43
<b>Total</b>			<b>467</b>	<b>56,676.86</b>



**Merchant Account Name** Lake City Utility**Merchant Account ID** 79001**Report Date Range** 02/01/2023 to 02/28/2023

Batch Date/Time (ET)	Account Type	Merchant Account	Sales Count	Batch Amount
02/28/2023 4:46 PM	DISCOVER CREDIT	Lake City Utility	1	159.60
02/28/2023 4:46 PM	MASTERCARD CREDIT	Lake City Utility	8	1,086.63
02/28/2023 4:46 PM	VISA CREDIT	Lake City Utility	66	9,313.98
02/24/2023 4:36 PM	MASTERCARD CREDIT	Lake City Utility	9	1,470.34
02/24/2023 4:36 PM	VISA CREDIT	Lake City Utility	25	3,586.58
02/22/2023 4:34 PM	DISCOVER CREDIT	Lake City Utility	1	100.00
02/22/2023 4:34 PM	MASTERCARD CREDIT	Lake City Utility	5	799.95
02/22/2023 4:34 PM	VISA CREDIT	Lake City Utility	11	2,183.30
02/17/2023 4:46 PM	MASTERCARD CREDIT	Lake City Utility	5	333.95
02/17/2023 4:46 PM	VISA CREDIT	Lake City Utility	25	3,577.84
02/16/2023 4:54 PM	MASTERCARD CREDIT	Lake City Utility	2	138.11
02/16/2023 4:54 PM	VISA CREDIT	Lake City Utility	22	2,654.78
02/23/2023 4:38 PM	MASTERCARD CREDIT	Lake City Utility	1	104.90
02/23/2023 4:38 PM	VISA CREDIT	Lake City Utility	21	3,204.39
02/21/2023 4:35 PM	MASTERCARD CREDIT	Lake City Utility	5	674.61
02/21/2023 4:35 PM	VISA CREDIT	Lake City Utility	28	3,087.31
02/13/2023 4:42 PM	MASTERCARD CREDIT	Lake City Utility	9	908.21
02/13/2023 4:42 PM	VISA CREDIT	Lake City Utility	35	4,620.06
02/15/2023 4:32 PM	DISCOVER CREDIT	Lake City Utility	1	135.01
02/15/2023 4:32 PM	MASTERCARD CREDIT	Lake City Utility	2	230.63
02/15/2023 4:32 PM	VISA CREDIT	Lake City Utility	15	2,220.75
02/14/2023 4:44 PM	MASTERCARD CREDIT	Lake City Utility	2	114.28
02/14/2023 4:44 PM	VISA CREDIT	Lake City Utility	19	2,598.72
02/10/2023 4:43 PM	MASTERCARD CREDIT	Lake City Utility	7	793.44
02/10/2023 4:43 PM	VISA CREDIT	Lake City Utility	48	5,402.21
02/08/2023 4:40 PM	DISCOVER CREDIT	Lake City Utility	1	54.52
02/08/2023 4:40 PM	MASTERCARD CREDIT	Lake City Utility	1	85.00
02/08/2023 4:40 PM	VISA CREDIT	Lake City Utility	22	2,862.30
02/07/2023 5:05 PM	VISA CREDIT	Lake City Utility	0	(199.27)
02/07/2023 4:50 PM	MASTERCARD CREDIT	Lake City Utility	7	702.52
02/07/2023 4:50 PM	VISA CREDIT	Lake City Utility	19	2,339.80
02/06/2023 4:40 PM	MASTERCARD CREDIT	Lake City Utility	9	921.55
02/06/2023 4:40 PM	VISA CREDIT	Lake City Utility	36	3,338.55
02/02/2023 4:50 PM	MASTERCARD CREDIT	Lake City Utility	9	1,161.97
02/02/2023 4:50 PM	VISA CREDIT	Lake City Utility	43	5,003.91
02/03/2023 4:35 PM	MASTERCARD CREDIT	Lake City Utility	17	1,722.46
02/03/2023 4:35 PM	VISA CREDIT	Lake City Utility	53	7,295.87
02/01/2023 4:41 PM	MASTERCARD CREDIT	Lake City Utility	10	937.28
02/01/2023 4:41 PM	VISA CREDIT	Lake City Utility	31	5,207.02
<b>Total</b>			<b>631</b>	<b>80,933.06</b>