
CITY COUNCIL REGULAR SESSION

CITY OF LAKE CITY

September 05, 2023 at 6:00 PM

Venue: City Hall

AGENDA

SECOND REVISION

Revised 9/5/2023: Item 6: added, Item 10: updated supporting documents, Item 12: added.

Revised 9/1/2023: Electronic packet created, Item 1: added, Item 4: added, Item 5: added, Item 10: updated to a resolution (this was previous Item 3 on manual agenda), Item 11: 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.

Events Prior to Meeting

5:45 PM CRA Meeting

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 - None**Minutes -** (Due to Hurricane Idalia, minutes will be presented on 9/18/2023)**Approval of Agenda**

1. City Manager Paul Dyal Comments

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 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**

- [2.](#) Lawanda Austin, President, Annie Mattox Park Board, funding request in the amount of \$60,000.00 for programs such as financial literacy, STEM, history, sports, arts (i.e. fine arts, culinary arts) and theater/drama (Council Member Chevella Young)

Old BusinessOrdinances - NoneOther Items

3. Discussion and Possible Action: Drive thru Pharmacy at old drive thru building at City Hall as presented by Dr. Erica Mayo (Council Member Jake Hill, Jr.)
- [4.](#) Discussion and Possible Action - Annie Mattox Park Board, funding request in the amount of \$60,000.00 for programs such as financial literacy, STEM, history, sports, arts (i.e. fine arts, culinary arts) and theater/drama (Council Member Chevella Young)
- [5.](#) Discussion and Possible Action: Funding request in the amount of \$25,000.00 for the Lake City Black Chamber of Commerce (Council Member Jake Hill, Jr.)
- [6.](#) Discussion and Possible Action - relating to the Grant Agreement with Annie Mattox Recreation Center, Inc. regarding the requirement of Level 2 Background Screenings (Council Member Ricky Jernigan)

New Business

Ordinances - NoneResolutions

- [7.](#) City Council Resolution No. 2023-094 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Number Eleven to the continuing contract with Jones Edmunds & Associates, Inc., for the professional services assisting the City with the Bascom Norris/100A Septic-to-Sewer Project; providing for payment for the professional services and assistance at a not to exceed cost of \$75,000.00; and providing an effective date.
- [8.](#) City Council Resolution No. 2023-095 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Number Twelve to the continuing contract with Jones Edmunds & Associates, Inc., for professional services assisting the City with the I-75/SR 47 Infrastructure Extensions Project; providing for payment for the professional services and assistance at a not to exceed cost of \$248,300.00; and providing an effective date.
- [9.](#) City Council Resolution No. 2023-096 - A resolution of the City Council of the City of Lake City, Florida, authorizing the acceptance of the AFG Grant for the replacement of aging air packs for a 5% cost share for a total cost to the City of \$10,413.10.
- [10.](#) City Council Resolution No. 2023-097 - A resolution of the City Council of the City of Lake City, Florida, authorizing an increase to the initial contract price with Bayway Group, LLC, related to janitorial services at four locations within the City; and providing an effective date.
- [11.](#) City Council Resolution No. 2023-098 - A resolution of the City Council of the City of Lake City, Florida amending the Grant Agreement between the City of Lake City, Florida, and Annie Mattox Recreation Center, Inc. dated June 21, 2022; providing for conflicts; providing for severability; and providing for an effective date.
- [12.](#) City Council Resolution No. 2023-103 - A resolution of the City Council of the City of Lake City, Florida, extending the local State of Emergency for the City of Lake City pursuant to Section 252.38(2) Florida Statutes, due to the threat of Hurricane Idalia, providing for waiver of procedures and formalities, delegating authority, and providing an effective date.

Other Items

13. Discussion and Possible Action - Florida Recreation Development Assistance Program, FRDAP Grant (Council Member Chevella Young)

Departmental Administration - None

Comments by Council Members

Adjournment

UPCOMING DATES OF INTEREST

September 11, 2023 6:00 PM Special Called City Council Meeting Tentative Budget Hearing and Public Hearing to Adopt Final Annual Fire Assessment Resolution

September 18, 2023 6:00 PM City Council Meeting Final Budget Hearing

YouTube Information

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

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:

2. Lawanda Austin, President, Annie Mattox Park Board, funding request in the amount of \$60,000.00 for programs such as financial literacy, STEM, history, sports, arts (i.e. fine arts, culinary arts) and theater/drama (Council Member Chevella Young)

Sikes, Audrey

From: Sylvester warren <swarren3rd@icloud.com>
Sent: Tuesday, August 22, 2023 10:02 PM
To: Sikes, Audrey; Dyal, Paul; Johnson, Demetrius; Chevella Young; Witt, Stephen; Jernigan, Ricky; Hill, Jake
Cc: Vanessa; Nathan Gamble; Lajeanne Mizell; Bobby Smith; Dana Jernigan; Mary Williams; Glenel Bowden; Annie Mattox; AJ Washington; Blenda Jones Carter; Davion jones; Davion Jones; Dan Snyder (Achor at TV 20); Danett Pendleton; Lacreasha (CNA) Gray; Pat Moreland
Subject: A request for funding programs at Annie Mattox Park
Attachments: Annie Mattox Undesigned Money Request.pdf

To all elected city officials and administrators: Annie Mattox Park is perfectly suited to host many positive and life changing programs, activities, and services. It is uniquely located in an area that can really serve the challenged, underserved, and overlooked youth in that area. We always say kids are the future, but refuse to put money in place or the services that can truly help foster a productive future. We don't have a girl's club or boy's club! Nothing for young people to do. No alternative for them to choose from. However, we sit back and allow the streets to take our kids instead of investing in programs and services that would compete for our youth. Currently by doing nothing, we are giving the streets our youth. Sad but True! I speak from a background, lifestyle, and experience that knows. Thanks.

Sent from my iPhone

To Whom It May Concern:

The Annie Mattox Board is interested in participating in programs such as financial literacy, STEM, History, Sports, Arts (i.e., Fine Arts, Culinary Arts), and Theater/Drama just to name a few. In addition, the board is interested in taking part in educational competitions such as debates, spelling bees, public speaking, writing competitions, etc.

The Annie Mattox Board is requesting \$60,000.00 (sixty thousand dollars) from the City of Lake City's undesignated money for program. The Annie Mattox Board feels we are best suited for these programs based on our location, board education, and experience. The board consists of members who are educators, pastors, librarians, federal and county employees, entrepreneurs, childcare owners, as well as a retired DOC Warden proving to have a strong background that's well-rounded to fit the needs and to provide expertise and experience for the areas of improvement that we are requesting funding for in the community. The Annie Mattox Board asks that this request be placed on the agenda as soon as possible while funds are available to help change the lives of youth in the community!

As the old saying goes "When one community does better, we all benefit." Thanks!

Humbly submitted,

Lawanda Austin, President

File Attachments for Item:

4. Discussion and Possible Action - Annie Mattox Park Board, funding request in the amount of \$60,000.00 for programs such as financial literacy, STEM, history, sports, arts (i.e. fine arts, culinary arts) and theater/drama (Council Member Chevella Young)

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Cc: Vanessa; Nathan Gamble; Lajeanne Mizell; Bobby Smith; Dana Jernigan; Mary Williams; Glenel Bowden; Annie Mattox; AJ Washington; Blenda Jones Carter; Davion jones; Davion Jones; Dan Snyder (Achor at TV 20); Danett Pendleton; Lacreasha (CNA) Gray; Pat Moreland
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As the old saying goes "When one community does better, we all benefit." Thanks!

Humbly submitted,

Lawanda Austin, President

File Attachments for Item:

5. Discussion and Possible Action: Funding request in the amount of \$25,000.00 for the Lake City Black Chamber of Commerce (Council Member Jake Hill, Jr.)

Sikes, Audrey

From: Sylvester warren <swarren3rd@icloud.com>
Sent: Tuesday, August 22, 2023 9:40 PM
To: Sikes, Audrey; Dyal, Paul; Johnson, Demetrius; Chevella Young; Jernigan, Ricky; Witt, Stephen; Hill, Jake
Cc: Vanessa; Davion jones; Dana Jernigan; Davion Jones; Glenel Bowden; Nathan Gamble; Tasha; Blenda Jones Carter; Schara Wilson; Dan Snyder (Achor at TV 20); Danett Pendleton
Subject: Funding Request for the Lake City Black Chamber of Commerce.
Attachments: Black Chamber Request.pdf

To all elected council members and city administrators: Black business owners have never had any organization in Lake City to represent their needs, desire, info to access to capital, opportunities to learn new skills that would help them become more successful, the concept of group economics, the idea of group buying power, customer service skills, managerial responsibilities and duties, CPA and Booking needs, and the importance of being able to read, write, and understand a budget and a P&L statement. Not to fund such a program tell Black business owners you don't care when all studies show and prove that small businesses are the heart beat of the United States economy. At least this chamber is asking for money to educate business owners instead of asking for money to put on events like beer and wine craft day, firework shows, and other events. This is a need not a want. When portions or sections of business owners do well we all do well. Because that is more jobs and revenue for the city and families.

Sent from my iPhone

To Whom It May Concern:

Lake City Black Chamber is a local organization connected to the National Black Chamber of Commerce. Programs offered by the Lake City Black Chamber are unique because it focuses on a specific group of people who lack soft skills, financial literacy, business etiquette, leadership skills, mentorship, proper business networking and communication skills, customer service training, managerial duties and skills, generational wealth building education, Trust and Will Knowledge, and the importance of life insurance to name a few. Lake City Black Chamber believes funds that are being requested would help to sharpen up and create more black entrepreneurs in the community, which in turn will help the community become more self-sufficient.

All studies and statistical data show the need for black business owners to learn the above mentioned skills and to have an organization to teach and represent them on skills, access to capital, business concepts, business opportunities, and business plans. Lake City Black Chamber of Commerce is requesting \$30,000,00 (thirty thousand dollars) to get financial disadvantaged programs up and running.

The Lake City Black Chamber of Commerce truly feels this is an investment on the potential positive affects it can have now and on future generations. Lake City Black Chamber asks that this email be accepted as formal request for funding in the amount mentioned above. Thanks!

File Attachments for Item:

6. Discussion and Possible Action - relating to the Grant Agreement with Annie Mattox Recreation Center, Inc. regarding the requirement of Level 2 Background Screenings (Council Member Ricky Jernigan)

CITY COUNCIL RESOLUTION NO. 2023-069

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA AMENDING THE GRANT AGREEMENT BETWEEN THE CITY OF LAKE CITY, FLORIDA, AND ANNIE MATTOX RECREATION CENTER, INC. DATED JUNE 21, 2022; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake City (hereinafter the “City”) authorized the *Grant Agreement Between the City of Lake City, Florida, and Annie Mattox Recreation Center, Inc.* (hereinafter the “Agreement”) pursuant to City Council Resolution No. 2022-049; and

WHEREAS, the City Council desires to amend the Agreement to remove Sections 3.B.ii, a. and b. related to the requirement of Level 2 Screenings; and

WHEREAS, any amendment to the Agreement is conditioned upon the approval of the Annie Mattox Recreation Center, Inc. (hereinafter “AMRC”); and

WHEREAS, the attached Amendment to the Agreement shall be presented to the AMRC for its consideration; and

WHEREAS, the City Council finds that the removal of Sections 3.B.ii, a. and b. is in the best interests of the City.

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 Mayor is authorized to execute the Amendment and present said Amendment to the AMRC for its consideration.

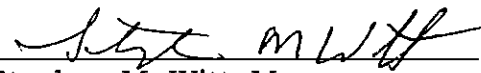
Section 3. All resolutions or parts of resolutions in conflict herewith are and the same are hereby repealed.

Section 4. If any section, subsection, sentence, clause or phrase of this resolution or the particular application thereof shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining section(s), subsection(s), sentences(s), clause(s) or phrases(s) under application shall not be affected hereby.

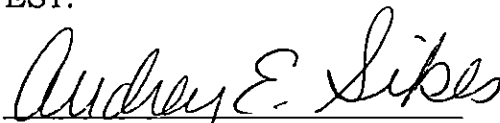
Section 5. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a meeting of the City Council on this 5th day of June 2023.


CITY OF LAKE CITY, FLORIDA

By: 
Stephen M. Witt, Mayor

ATTEST:

By: 
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

By: 
Thomas J. Kennon, III,
City Attorney

AMENDMENT TO GRANT AGREEMENT BETWEEN THE CITY OF LAKE CITY, FLORIDA, AND ANNIE MATTOX RECREATION CENTER, INC.

THIS AMENDMENT to the Grant Agreement between the City of Lake City, Florida, and Annie Mattox Recreation Center, Inc. (hereinafter the "Agreement") is entered into the date of the last party to execute the Amendment to Grant Agreement Between the City of Lake City, Florida, and Annie Mattox Recreation Center, Inc. (hereinafter the "Amendment") by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, having a mailing address of 205 North Marion Avenue, Lake City, Florida 32055 (hereinafter referred to as "City") and the Annie Mattox Recreation Center, Inc., (hereinafter "AMRC"), having a principal address of 901 NE Center Avenue, Lake City, Florida 32055.

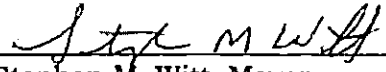
WHEREAS, the City and AMRC entered into the Agreement dated June 21, 2022; and

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


1. Sections 3.B. ii. a. and b. are hereby deleted and removed as an obligation of AMRC.
2. Except as modified in this Amendment, all terms and conditions of the Agreement and any amendments or modifications thereto remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment on the day, month, and year as indicated below their signatures.

CITY OF LAKE CITY, FLORIDA

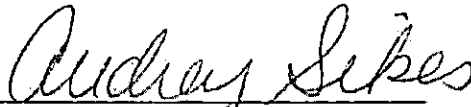
By: 
Stephen M. Witt, Mayor

Approved as to form and legality:

By: 
Thomas J. Kennon, III,
City Attorney

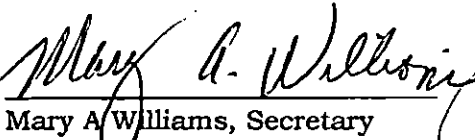
Date: 6.5.23


ATTEST:

By: 
Audrey Sikes, City Clerk

Date: 6.5.23

**ANNIE MATTOX RECREATION
CENTER, INC.**

By: 
Mary A. Williams, Secretary

By: 
Lawanda Austin, President

Date: 6/22/2023

Date: 6-22-2023

The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on June 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 Jake Hill, Jr.

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. June 5, 2023 Regular Session

Mr. Jernigan made a motion to approve the June 5, 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. Jernigan seconded the motion and the motion carried unanimously on a voice vote.

PUBLIC PARTICIPATION – PERSONS WISHING TO ADDRESS COUNCIL

- Sylvester Warren

APPROVAL OF CONSENT AGENDA

- 2. Approval to award Bid No. ITB-011-2023 Purchase of Ground Power Unit (GPU) to Mark C. Pope Associates, Inc., lowest bidder, for \$49,995.00. Funding sources are \$45,000.00 from the Public Transportation Grant Agreement from Florida Department of

Transportation and the remainder of \$4,995.00 from the Airport's Operating Expense/Operating Supplies Account.

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

PRESENTATIONS – None

OLD BUSINESS

Ordinances

At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2023-2250. City Council Ordinance No. 2023-2250 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2023-2250. No one asked to speak on City Council Ordinance No. 2023-2250, therefore Mayor Witt closed the public hearing.

3. City Council Ordinance No. 2023-2250 (final reading) - An ordinance of the City Council of the City of Lake City, Florida, amending the City Code to add a new Section Number 86-110.20 to Article III, Chapter 86, which provides for the partial abandonment of a 20.00 foot water and sewer utility easement as a portion of Parcel 1 of Official Records Book 776, Page 1724, of the Public Records of Columbia County, Florida; providing for conflicts; providing for severability; providing for codification; and providing an effective date. (U-Haul) **Mr. Sampson made a motion to approve City Council Ordinance No. 2023-2250 on final reading, amending the City Code to add a new Section Number 86-110.20 to Article III, Chapter 86, which provides for the partial abandonment of a 20.00 foot water and sewer utility easement as a portion of Parcel 1 of Official Records Book 776, Page 1724, of the Public Records of Columbia County, Florida. 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

At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2023-2251. City Council Ordinance No. 2023-2251 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2023-2251. No one asked to speak on City Council Ordinance No. 2023-2251, therefore Mayor Witt closed the public hearing.

4. City Council Ordinance No. 2023-2251 (final reading) - An ordinance of the City Council of the City of Lake City, Florida, amending the City Code to add a new Section Number 86.110.21 to Article III, Chapter 86, which provides for the permanent closing of all that portion of Waldron street lying wholly in Section 33, Township 3 South, Range 17 East, Columbia County, Florida; providing for conflicts; providing for severability; providing for codification; and providing an effective date. (Tractor Supply) **Mr. Sampson made a motion to approve City Council Ordinance No. 2023-2251 on final reading, amending the City Code to add a new Section Number 86.110.21 to Article III, Chapter 86, which provides for the permanent closing of all that portion of Waldron street lying wholly in Section 33, Township 3 South, Range 17 East, Columbia County, Florida. 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

At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2023-2252. City Council Ordinance No. 2023-2252 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2023-2252. No one asked to speak on City Council Ordinance No. 2023-2252, therefore Mayor Witt closed the public hearing.

5. City Council Ordinance No. 2023-2252 (final reading) - An ordinance of the City Council of the City of Lake City, Florida, revising the boundaries of the four (4) separate Election Districts, consisting of Districts 10, 12, 13, and 14, created by and described in Section 301(C) of Article III of the City Charter, as authorized and required by Section 301(E) of Article III of the City Charter; redefining the boundaries, pursuant to State Law and the Voting Rights Act, of each District 10, 12, 13, and 14 to insure that each separate District has approximately the same number of residents in accordance to 2020 Census Data, by population; providing that the General law of the State of Florida on the subject of Elections shall apply to all City Elections in the absence of conflicts with the City Code and City Charter; providing for the repeal of ordinances in conflict with any of the provisions of this ordinance; providing for severability; providing for codification; and providing for an effective date. **Mr. Hill made a motion to approve City Council Ordinance No. 2023-2252 on final reading, revising the boundaries of the four (4) separate Election Districts, consisting of Districts 10, 12, 13, and 14, created by and described in Section 301(C) of Article III of the City Charter, as authorized and required by Section 301(E) of Article III of the City Charter; redefining the boundaries, pursuant to State Law and the Voting Rights Act, of each District 10, 12, 13, and 14 to insure that each separate District has approximately the same number of residents in accordance to 2020 Census Data, by population; providing that the General**

law of the State of Florida on the subject of Elections shall apply to all City Elections in the absence of conflicts with the City Code and City Charter, and providing for the repeal of ordinances in conflict with any of the provisions of this ordinance. 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

Resolutions – None

Other Items – None

NEW BUSINESS

Ordinances – None

Resolutions

6. City Council Resolution No. 2023-068 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Amendment Number One to the contract between the City and Anderson Columbia Co., Inc., for annual asphalt services; providing for additional costs; and providing for an effective date. **Mr. Sampson made a motion to approve City Council Resolution No. 2023-068 authorizing the execution of Amendment Number One to the contract between the City and Anderson Columbia Co., Inc., for annual asphalt services, and providing for additional costs. 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

7. City Council Resolution No. 2023-069 - A resolution of the City Council of the City of Lake City, Florida, amending the Grant Agreement between the City of Lake City, Florida, and Annie Mattox Recreation Center, Inc. dated June 21, 2022; providing for conflicts; providing for severability; and providing for an effective date.

PUBLIC COMMENT: Befaihtful Coker; Susan Adel; Ben Douglass; Sylvester Warren

Mr. Sampson expressed concerns with removing background checks from anyone being around children and cited Florida Statute Chapter 435.

Mayor Witt suggested background checks across the board for every park, and any employee that would be around children.

Mr. Hill made a motion to approve City Council Resolution No. 2023-069, amending the Grant Agreement between the City of Lake City, Florida, and Annie Mattox Recreation Center, Inc. dated June 21,2022. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.

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

8. City Council Resolution No. 2023-071 - A resolution of the City Council of the City of Lake City, Florida, authorizing the Lake City Police Department to accept the Edward Byrne Memorial Justice Assistance Grant in the amount of \$113,942.00; providing for the procurement of equipment for the use and benefit of the Police Department; and providing for an effective date.

PUBLIC COMMENT: Sylvester Warren

Chief Butler provided a brief update on the grant and what the funds would be used for.

Mr. Sampson made a motion to approve City Council Resolution No. 2023-071, authorizing the Lake City Police Department to accept the Edward Byrne Memorial Justice Assistance Grant in the amount of \$113,942.00, and providing for the procurement of equipment for the use and benefit of the Police Department. 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

9. City Council Resolution No. 2023-072 - A resolution of the City Council of the City of Lake City, Florida, authorizing the acceptance and execution of a Grant Agreement with the Federal Aviation Administration; providing for improvements to the South airfield drainage study at the Lake City Gateway Airport; providing for the receipt of up to \$148,500.00 in allowable costs; and providing an effective date.

Airport Manager Ed Bunnell provided a brief update on this grant.

Mr. Sampson made a motion to approve City Council Resolution No. 2023-072, authorizing the acceptance and execution of a Grant Agreement with the Federal Aviation Administration; providing for improvements to the South airfield drainage study at the Lake City Gateway Airport, and providing for the receipt of up to \$148,500.00 in allowable costs. 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

10. City Council Resolution No. 2023-073 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a lease agreement with Jayviation, Inc. for the leasing of a parking lot located at the Lake City Gateway Airport for a month-to-month term. **Mr. Hill made a motion to approve City Council Resolution No. 2023-073, authorizing the execution of a lease agreement with Jayviation, Inc. for the leasing of a parking lot located at the Lake City Gateway Airport for a month-to-month term. 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

Other Items

11. Discussion and Possible Action: Designation of Florida League of Cities Voting Delegate (Mayor Witt)

The Florida League of Cities' Annual Conference will be held in Orlando, Florida from August 10-12, 2023. It is important for each municipality to designate one official as "voting delegate" to participate in voting for League leadership and adoption of resolutions that determine the direction of the League.

Mr. Sampson made a motion to designate Mr. Hill as the Florida League of Cities Voting Delegate. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.

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

12. Discussion and Possible Action: Authorize the City Attorney to obtain an opinion from the Attorney General in regards to the constitutional requirement of clemency in the recent appointment of Sylvester Warren to the Planning & Zoning Board/Board of Adjustments/Historic Preservation Agency. (Council Member Todd Sampson)

Mr. Sampson would like to authorize the City Attorney to obtain an opinion from the Attorney General to insure the City is following the law for the state.

PUBLIC COMMENT: Mr. Robinson; Befaitful Coker; Ben Douglass; Glenel Bowden

Ms. Young spoke in support of obtaining an opinion from the Attorney General.

Mr. Sampson suggested vetting future applicants up front.

Mr. Sampson made a motion to authorize the City Attorney to obtain an opinion from the Attorney General in regards to the constitutional requirement of clemency in the recent appointment of Sylvester Warren to the Planning & Zoning Board/Board of Adjustments/Historic Preservation Agency. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.

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

13. Discussion and Possible Action: Interaction between City Clerk and City Attorney; Interaction between City Clerk, City Attorney, and the City Council (Council Member Chevella Young)

Ms. Young expressed concerns with interactions between the City Clerk, City Attorney and City Council in regards to the process of items being placed on the agenda.

Ms. Sikes read from a prepared statement as to the timeline of events and the instruction that her office received from the City Attorney.

Mr. Kennon reported his timeline of events and the conclusion his office came to regarding a clemency issue with an appointment to the Planning and Zoning Board.

PUBLIC COMMENT: Sylvester Warren; Susan Adel; Dennielle Decker; Glenel Bowden; Stew Lilker; Befaitful Coker

Mayor Witt expressed support for Ms. Sikes and Mr. Kennon.

PUBLIC COMMENT: Ben Lofstrom

Mr. Hill addressed scheduling conflicts with the City Attorney.

Mr. Jernigan expressed support for Ms. Sikes, and not Mr. Kennon.

Mr. Hill expressed support for Ms. Sikes.

Mr. Sampson expressed support for Ms. Sikes and requested the City Attorney bills be on every agenda for approval.

Ms. Young and Ms. Sikes mutually agreed to meet and discuss any concerns.

14. Discussion and Possible Action: Attorney Bills (Council Member Chevella Young)

Ms. Young agreed with Mr. Sampson's recommendation of reviewing the attorney bills every month.

Mr. Jernigan suggested reviewing the bills after all actions on topics that are itemized on the bills are completed.

PUBLIC COMMENT: Sylvester Warren - Mayor Witt accepted Sylvester Warren's resignation of the Planning & Zoning Board, Board of Adjustments, and the Historic Preservation Agency; Glenel Bowden

Ms. Sikes confirmed with Mr. Dyal, placement for the attorney bills would be in the section of other items on the agenda.

DEPARTMENTAL ADMINISTRATION

15. Discussion and Possible Action: Consider implementing a 3.5% convenience fee for all payments on Invoice Cloud and over the counter transactions using a credit/debit card (Customer Service Director Katrina Medearis)

Mrs. Medearis reported the City was spending \$77,000.00 in credit card fees and presented members with options on implementing conveniences fees.

Mr. Sampson made a motion to implement a 3.5% convenience fee for credit and debit card transactions at the \$2.50 minimum, and continue to have the e-check and ACH fee be paid by the biller. 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

COMMENTS BY COUNCIL

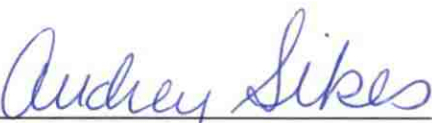
Mayor Witt inquired as to whether members would want to reschedule the upcoming July 3, 2023 Regular Session meeting due to the July 4th Holiday. Members concurred to meet on July 3, 2023.

Ms. Sikes read from a prepared statement thanking staff and the Council for their support.

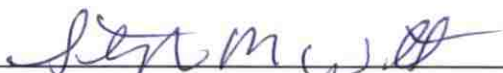
Mayor Witt reminded members of the upcoming June 29, 2023 Workshop.

ADJOURNMENT

Mr. Sampson made a motion to adjourn the meeting at 8:00 P.M. Mr. Jernigan seconded the motion and the motion carried unanimously on a voice vote.



Audrey Sikes, City Clerk



Stephen M. Witt, Mayor/Council Member

File Attachments for Item:

7. City Council Resolution No. 2023-094 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Number Eleven to the continuing contract with Jones Edmunds & Associates, Inc., for the professional services assisting the City with the Bascom Norris/100A Septic-to-Sewer Project; providing for payment for the professional services and assistance at a not to exceed cost of \$75,000.00; and providing an effective date.

MEETING DATE

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Jones Edmunds Task Assignment #12 design and permitting
Bascom Norris/100A Septic-to-Sewer Project

DEPT / OFFICE: Utilities / Distribution & Collections

Originator: Brian Scott, Director of Distribution and Collections		
City Manager Paul Dyal	Department Director Brian Scott	Date 08/09/2023
Recommended Action: City Council consideration to approve Jones Edmunds Task Assignment #11. This task is for the design of Bascom Norris/100A Septic-to-Sewer Project, for a not-to-exceed price of \$75,000.00.		
Summary Explanation & Background: <p>Jones Edmunds has been tasked with a Preliminary Engineering Report (PER) and conceptual layout of a new wastewater collection and transmission system and a new water main distribution system. The proposed services include:</p> <ol style="list-style-type: none"> 1) Preliminary engineering design. 2) Data collection. 3) Preliminary modeling. 4) Environmental assessment. 5) Lift station siting. 6) Conceptual pipe layout. 7) Planning-level cost estimation. <p>The PER will summarize the existing conditions, recommended pipe layout and connection point to the City’s centralized wastewater collection and transmission and water distribution systems, proposed project phasing, and planning-level cost estimates. The neighborhood is connected to the City of Lake City potable water service by distribution mains in backyard easements, but it is not connected to the City wastewater service. Approximately 200 septic systems are in the project area. This project proposes to abandon the septic tanks, install new water mains, relocate service lines and meters from the backyards to the front yard/public right-of-way (ROW), abandon the water mains in place, and remove the service meters from the backyards.</p>		
Alternatives: Residents will continue to have sewer problems and the city will continue having water meter issues.		
Source of Funds: 410.70.536-030.31		
Financial Impact: \$75,000.00		
Exhibits Attached: 1) Jones Edmunds Proposal/Scope of Services.		

CITY COUNCIL RESOLUTION NO. 2023-094

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF TASK ASSIGNMENT NUMBER ELEVEN TO THE CONTINUING CONTRACT WITH JONES EDMUNDS & ASSOCIATES, INC., FOR PROFESSIONAL SERVICES ASSISTING THE CITY WITH THE BASCOM NORRIS/100A SEPTIC-TO-SEWER PROJECT; PROVIDING FOR PAYMENT FOR THE PROFESSIONAL SERVICES AND ASSISTANCE AT A NOT TO EXCEED COST OF \$75,000.00; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the “City”) entered into a Continuing Contract for Professional Services (hereinafter the “Continuing Contract”), with Jones Edmunds & Associates, Inc. (hereinafter “Jones Edmunds”) as authorized by City Council Resolution No. 2019-024 with respect to certain studies, planning, design and construction of improvements to the City water system, wastewater system, reuse water, stormwater systems, gas system, Lake City Gateway Airport, City recreational facilities, City Hall, and City safety facilities and streets (herein collectively the “City Projects”); and

WHEREAS, the Continuing Contract provides that Jones Edmunds shall perform services to the City only when requested and authorized in writing by the City and that each request for services shall be for a specific project, with the scope of the work to be performed by and compensation to be paid to Jones Edmunds for each separate project and be defined by and embodied in a separate Task Assignment; and

WHEREAS, the City desires to enter into Task Assignment Number Eleven with Jones Edmunds and receive assistance towards the connection of

approximately 200 septic systems to the City’s wastewater collection system, abandon the septic tanks, install new water mains, relocate service lines and meters from the backyards to the front yard/public right-of-way, abandon the water mains in place, and remove the service meters from the backyards (hereinafter the “Bascom Norris/100A Project”), pursuant to the terms and conditions of Task Assignment Number Eleven, a copy of which is attached hereto as “Exhibit A” and made a part of this resolution (“Task Assignment Number Eleven”), and in compliance with the Continuing Contract.

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

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

Section 2. The City is hereby authorized to execute Task Assignment Number Eleven with Jones Edmunds for the Bascom Norris/100A Project.

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

Section 4. Effective Date. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED at a meeting of the City Council this ____ day of September 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

TASK ASSIGNMENT ELEVEN TO THE CONTINUING CONTRACT BETWEEN THE CITY OF LAKE CITY, FLORIDA, AND JONES, EDMUNDS & ASSOCIATES, INC., FOR PROFESSIONAL SERVICES ASSISTING THE CITY WITH THE BASCOM NORRIS/100A SEPTIC-TO-SEWER PROJECT

THIS TASK ASSIGNMENT NUMBER ELEVEN is made and entered into this ____ day of September 2023, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055 (herein referred to as "City") and JONES, EDMUNDS & ASSOCIATES, INC., a Florida limited liability company, having a mailing address of 730 NE Waldo Road, Gainesville, Florida 32641 (herein referred to as "Consultant" or "Contractor")

RECITALS

A. City and Consultant have heretofore entered into a Continuing Contract during March 2019, for professional consulting services as authorized by City Council Resolution No. 2019-024 (the "Continuing Contract").

B. The Continuing Contract provides that Consultant shall perform services to the City only when requested and authorized in writing by City and that each request for services shall be for a specific project, with the scope of the work to be performed by and compensation to be paid to Consultant for each separate project and be defined by and embodied in a separate Task Assignment.

C. The City is in need of additional assistance towards the connection of approximately 200 septic systems to the City's wastewater collection system, abandon the septic tanks, install new water mains, relocate service lines and

meters from the backyards to the front yard/public right-of-way, abandon water mains in place, and remove the service meters from the backyards (hereinafter the “Bascom Norris/100A Project”).

D. The City desires to enter into Task Assignment Eleven with Consultant for its assistance with the Bascom Norris/100A Project pursuant to the terms and conditions contained herein and contained in Consultant's proposed Scope of Services (hereinafter the “Consultant’s Scope”), a copy of which is attached hereto as "Exhibit A".

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

1. **RECITALS**: The above recitals are all true and accurate and are incorporated herein and made a part of Task Assignment Eleven.

2. **PROJECT**: The City hereby engages Consultant and Consultant agrees to furnish to the City the services and work as set forth in the Consultants Scope, attached hereto, within the scheduled timeframe shown in the section titled “Schedule” of the Consultant’s Scope. A Notice to Proceed shall be required for the Consultant’s Scope. City shall be under no obligation to proceed with the Consultant’s Scope.

3. **COMPENSATION TO CONSULTANT**: City shall pay Consultant a fee for the Consultant’s Scope as completed for a total projected cost not to exceed seventy-five thousand dollars and zero cents (\$75,000.00).

4. **PROVISIONS OF CONTINUING CONTRACT**: The terms, provisions, conditions, obligations, and requirements of the Continuing Contract are

incorporated in and made a part of this Task Assignment and shall be binding on, and complied with by, Consultant. Should any conflict arise between the terms and conditions set forth herein and the Continuing Contract, the terms and conditions of the Continuing Contract shall be controlling. Should any conflict arise between the terms and conditions set forth in the attached exhibit with either the Continuing Contract or this Task Assignment, the conflicts shall be construed in favor of the Continuing Contract first and then, if applicable, this Task Assignment.

5. **ATTORNEYS' FEES AND COSTS.** In the event of breach by either party of the Continuing Contract or Task Assignment, the breaching party shall be liable for and agrees to pay, all costs and expenses incurred in the enforcement of this Continuing Contract or Task Assignment Eleven, including reasonable attorneys' fees.

6. **ENTIRE AGREEMENT.** This Task Assignment Eleven and the Continuing Contract constitute the entire agreement between City and Consultant and supersedes all prior written or oral understandings with respect to the project. Should any term or condition of Exhibit A be found to conflict with a term or condition of either this Task Assignment or the Continuing Contract the term or condition of either this Task Assignment or the Continuing Contract shall prevail and be binding. This Task Assignment Eleven may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7. **PARTIES BOUND.** This Task Assignment Number Eleven shall be binding upon and shall inure to the benefit of the City and Consultant, their

successors and assigns.

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

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

b. The City, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity.

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

d. A termination of this Contract under the provisions of this section is not a breach of contract and may not be considered

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

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

9. **Execution in Counterparts and Authority to Sign.** This Task Assignment, any amendments, or change orders related to the Task Assignment, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Task Assignment warrants that he or she is duly authorized to do so and to bind the respective party to the Task Assignment.

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Assignment Number Eleven as of the day and year first above written.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III,
City Attorney

ATTEST:

JONES, EDMUNDS & ASSOCIATES, INC.

By: _____
Angela Witt,
Contracts Administrator

By: _____
Stanley F. Ferreira, Jr.,
Vice President

SCOPE OF SERVICES



Bascom Norris/100A Septic-to-Sewer Project

TO: Paul Dyal
City Manager
692 SW Saint Margarets Street
Lake City, Florida 32025

DATE: July 20, 2023

SUBJECT: City of Lake City Bascom Norris/100A Septic-to-Sewer Project
Jones Edmunds Opportunity No.: 95110-033-22

PROJECT BACKGROUND

The Bascom Norris/100A Septic-to-Sewer (S2S) Project is in central Columbia County adjacent to the northeast border of the City of Lake City, Florida. The Bascom Norris/100A neighborhood is the area bounded by NE Bascom Norris Drive (County Road 100A), NE Washington Street, and NE Voss Road. This part of Columbia County is a historically low-income area with a history of flooding during relatively minor rain events. The neighborhood is connected to the City of Lake City potable water service by distribution mains in backyard easements, but it is not connected to the City wastewater service. Approximately 200 septic systems are in the project area. Columbia County and the City of Lake City want to connect these parcels to the City’s wastewater collection system, abandon the septic tanks, install new water mains, relocate service lines and meters from the backyards to the front yard/public right-of-way (ROW), abandon the water mains in place, and remove the service meters from the backyards.

Jones Edmunds is pleased to provide the following Scope of Services for the Preliminary Engineering Report (PER) and conceptual layout of a new wastewater collection and transmission system and a new water main distribution system. The proposed services include preliminary engineering design – data collection, preliminary modeling, environmental assessment, lift station siting, conceptual pipe layout, and planning-level cost estimation. The PER will summarize the existing conditions, recommended pipe layout and connection point to the City’s centralized wastewater collection and transmission and water distribution systems, proposed project phasing, and planning-level cost estimates.

SCOPE OF SERVICES

PROJECT MANAGEMENT AND KICKOFF MEETING

PROJECT INITIATION AND MANAGEMENT

Jones Edmunds will set up project financial files and prepare a Project Plan (PP) that will be used throughout the project. The PP will summarize the City’s goals and critical success

factors, project schedule, project budgets, communication plan, accounting/invoicing procedures, and project contacts list. Jones Edmunds will monitor project progress (percent complete and schedule) and manage the project in conformance with the PP to the extent possible throughout the Contract.

KICKOFF MEETING WITH CITY PERSONNEL

Jones Edmunds will conduct an in-person Kickoff Meeting at the City of Lake City Utility Annex. During the Kickoff Meeting, the following will be discussed:

- Key project issues and confirmation of the City’s objectives and expectations related to the project.
- Availability of information to be used in the PER.
- Project schedule and communication plan.

Deliverables

Kickoff Meeting agenda and minutes, monthly project updates, and overall project team coordination.

PRELIMINARY DESIGN

Jones Edmunds will provide preliminary design and engineering services before obtaining the topographic survey and developing the detailed Design Drawings and Specifications. This task includes the following subtasks:

- Existing Data Collection/Review and Site Visit.
- Environmental Assessment for Wetlands and Endangered Species.
- Preliminary Layout Development and Lift Station Siting.
- Modeling and Pump Selection.
- PER.

EXISTING DATA COLLECTION AND REVIEW

Jones Edmunds will collect readily available geographic information system (GIS) datasets, such as City infrastructure geodatabases, County parcels, recent high-resolution aerial imagery, National Wetland Inventory, and light detection and ranging (LiDAR) topography. Once these data have been reviewed, Jones Edmunds will perform a walking site visit of the project area to identify route alternatives and potential utility conflicts, assess general site conditions and potential constructability challenges, and develop recommendations for the proposed sewer and water main locations.

ENVIRONMENTAL ASSESSMENT FOR WETLANDS AND ENDANGERED SPECIES

A Jones Edmunds environmental scientist will perform a field investigation in the project area to investigate the presence of wetlands and perform an initial gopher tortoise (GT) survey. This effort will be limited to reviewing publicly available data and a 1-day site visit to delineate wetland boundaries and investigate approximate GT burrow density. The results of the field investigation will be documented in the PER.

PRELIMINARY LAYOUT DEVELOPMENT

Based on the data review and site visits, Jones Edmund will develop a conceptual design-level GIS figure of the proposed sanitary sewer collection and transmission system and water main layouts, indicating the recommended routes for the pipelines and the locations of proposed trenchless installations (by horizontal directional drill [HDD] or jack and bore). Conceptual layout figures will also note easements that the City may need to acquire. The conceptual layout will not include on-lot service connections.

As part of the development of the conceptual gravity main layout, Jones Edmunds will identify potential lift station locations, evaluate up to two site options, and provide a lift station site recommendation in the PER.

SCENARIO MODELING AND PRELIMINARY PUMP SELECTION

Jones Edmunds will estimate wastewater flow rates and water demands for the project area, update the City's hydraulic models with proposed infrastructure improvements, and perform model simulations in Bentley SewerGEMS and WaterGEMS to select wastewater pumps and evaluate the available water system pressure. We will summarize the design criteria, model results, and selected system components in the PER.

Once the preliminary layout is developed, Jones Edmunds will host a Design Review Workshop with the City to discuss the model results and proposed improvements before finalizing the Draft PER.

Deliverables

One electronic PDF of the preliminary design figure, a GIS shapefile of any delineated wetland boundaries, and Design Review Workshop minutes.

After the Design Review Workshop, Jones Edmunds will develop the draft PER.

SCHEDULE

Jones Edmunds will begin work on this project within 2 weeks of receiving a signed Task Assignment and NTP from the City. A draft PER is expected to be submitted to the City for review within 90 days of project commencement, and once City comments are received, a final PER is expected to be submitted within 30 days.

CLARIFICATIONS AND ASSUMPTIONS

The following assumptions are incorporated into this Scope of Services:

- The City will provide requested data within 2 weeks after the Kickoff Meeting.
- The City will provide comments to draft submittals within 15 calendar days.
- This project will not require design or permitting of stormwater systems.
- Archaeological surveying and permitting are excluded from this Scope of Services.
- A GT survey and Temporary Exclusion Permits are excluded from this Scope of Services.

- The City will coordinate with the County and other necessary parties on activities related to zoning, comprehensive planning, fire-department approvals, building-permitting approvals, and easement acquisition.
- The City will acquire all required easements/properties, legal descriptions, and official boundary surveys. Professional services related to these activities are excluded from this Scope of Services and may be provided under an additional scope and fee, if necessary.

COMPENSATION

We propose to perform the Scope of Services for a lump-sum fee of \$75,000.

Jones Edmunds appreciates this opportunity to offer our continuing professional engineering services to the City of Lake City and we look forward to working with the City on this important project. If you have any questions or wish to discuss any aspect of the proposed Scope of Services, please contact me at 352-377-5821 or jsbell@jonesedmunds.com.

Sincerely,



Jamie Sortevik Bell, PE, CFM
Department Manager
730 NE Waldo Road
Gainesville, Florida 32641

File Attachments for Item:

8. City Council Resolution No. 2023-095 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Number Twelve to the continuing contract with Jones Edmunds & Associates, Inc., for professional services assisting the City with the I-75/SR 47 Infrastructure Extensions Project; providing for payment for the professional services and assistance at a not to exceed cost of \$248,300.00; and providing an effective date.

CITY COUNCIL RESOLUTION NO. 2023-095

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF TASK ASSIGNMENT NUMBER TWELVE TO THE CONTINUING CONTRACT WITH JONES EDMUNDS & ASSOCIATES, INC., FOR PROFESSIONAL SERVICES ASSISTING THE CITY WITH THE I-75/SR 47 INFRASTRUCTURE EXTENSIONS PROJECT; PROVIDING FOR PAYMENT FOR THE PROFESSIONAL SERVICES AND ASSISTANCE AT A NOT TO EXCEED COST OF \$248,300.00; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the “City”) entered into a Continuing Contract for Professional Services (hereinafter the “Continuing Contract”), with Jones Edmunds & Associates, Inc. (hereinafter “Jones Edmunds”) as authorized by City Council Resolution No. 2019-024 with respect to certain studies, planning, design and construction of improvements to the City water system, wastewater system, reuse water, stormwater systems, gas system, Lake City Gateway Airport, City recreational facilities, City Hall, and City safety facilities and streets (herein collectively the “City Projects”); and

WHEREAS, the Continuing Contract provides that Jones Edmunds shall perform services to the City only when requested and authorized in writing by the City and that each request for services shall be for a specific project, with the scope of the work to be performed by and compensation to be paid to Jones Edmunds for each separate project and be defined by and embodied in a separate Task Assignment; and

WHEREAS, the City desires to enter into Task Assignment Number Twelve with Jones Edmunds and receive assistance towards the designing and

permitting of a further expansion of the City’s centralized wastewater collection and transmission system near the I-75/State Road 47 (SR-47) interchange (hereinafter the “I-75/SR 47 Infrastructure Extensions Project”), pursuant to the terms and conditions of Task Assignment Number Twelve, a copy of which is attached hereto as “Exhibit A” and made a part of this resolution (“Task Assignment Number Twelve”), and in compliance with the Continuing Contract.

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

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

Section 2. The City is hereby authorized to execute Task Assignment Number Twelve with Jones Edmunds for the I-75/SR 47 Infrastructure Extensions Project.

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

Section 4. Effective Date. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED at a meeting of the City Council this ____ day of September 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 A

TASK ASSIGNMENT TWELVE TO THE CONTINUING CONTRACT BETWEEN THE CITY OF LAKE CITY, FLORIDA, AND JONES, EDMUNDS & ASSOCIATES, INC., FOR PROFESSIONAL SERVICES ASSISTING THE CITY WITH THE I-75/SR 47 INFRASTRUCTURE EXTENSIONS PROJECT

THIS TASK ASSIGNMENT NUMBER TWELVE is made and entered into this ____ day of September 2023, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055 (herein referred to as "City") and JONES, EDMUNDS & ASSOCIATES, INC., a Florida limited liability company, having a mailing address of 730 NE Waldo Road, Gainesville, Florida 32641 (herein referred to as "Consultant" or "Contractor")

RECITALS

A. City and Consultant have heretofore entered into a Continuing Contract during March 2019, for professional consulting services as authorized by City Council Resolution No. 2019-024 (the "Continuing Contract").

B. The Continuing Contract provides that Consultant shall perform services to the City only when requested and authorized in writing by City and that each request for services shall be for a specific project, with the scope of the work to be performed by and compensation to be paid to Consultant for each separate project and be defined by and embodied in a separate Task Assignment.

C. The City is in need of additional assistance towards the designing and permitting of a further expansion of the City's centralized wastewater collection and transmission system near the I-75/State Road 47 (SR-47)

interchange (hereinafter the “I-75/SR 47 Infrastructure Extensions Project”).

D. The City desires to enter into Task Assignment Twelve with Consultant for its assistance with the I-75/SR 47 Infrastructure Extensions Project pursuant to the terms and conditions contained herein and contained in Consultant's proposed Scope of Services (hereinafter the “Consultant’s Scope”), a copy of which is attached hereto as "Exhibit A".

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

1. **RECITALS**: The above recitals are all true and accurate and are incorporated herein and made a part of Task Assignment Twelve.

2. **PROJECT**: The City hereby engages Consultant and Consultant agrees to furnish to the City the services and work as set forth in the Consultants Scope, attached hereto, within the scheduled timeframe shown in the section titled “Schedule” of the Consultant’s Scope. A Notice to Proceed shall be required for each of the two (2) tasks identified in the Consultant’s Scope. City shall be under no obligation to proceed with any of the tasks.

3. **COMPENSATION TO CONSULTANT**: City shall pay Consultant a fee for each of the two (2) tasks identified in the Consultant’s Scope as each task is completed for a total projected cost not to exceed two hundred forty-eight thousand, three hundred dollars and zero cents (\$248,300.00).

4. **PROVISIONS OF CONTINUING CONTRACT**: The terms, provisions, conditions, obligations, and requirements of the Continuing Contract are incorporated in and made a part of this Task Assignment and shall be binding

on, and complied with by, Consultant. Should any conflict arise between the terms and conditions set forth herein and the Continuing Contract, the terms and conditions of the Continuing Contract shall be controlling. Should any conflict arise between the terms and conditions set forth in the attached exhibit with either the Continuing Contract or this Task Assignment, the conflicts shall be construed in favor of the Continuing Contract first and then, if applicable, this Task Assignment.

5. **ATTORNEYS' FEES AND COSTS.** In the event of breach by either party of the Continuing Contract or Task Assignment, the breaching party shall be liable for and agrees to pay, all costs and expenses incurred in the enforcement of this Continuing Contract or Task Assignment Twelve, including reasonable attorneys' fees.

6. **ENTIRE AGREEMENT.** This Task Assignment Twelve and the Continuing Contract constitute the entire agreement between City and Consultant and supersedes all prior written or oral understandings with respect to the project. Should any term or condition of Exhibit A be found to conflict with a term or condition of either this Task Assignment or the Continuing Contract the term or condition of either this Task Assignment or the Continuing Contract shall prevail and be binding. This Task Assignment Twelve may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7. **PARTIES BOUND.** This Task Assignment Number Twelve shall be binding upon and shall inure to the benefit of the City and Consultant, their successors and assigns.

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

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

b. The City, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity.

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

d. A termination of this Contract under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this

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

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

9. **Execution in Counterparts and Authority to Sign.** This Task Assignment, any amendments, or change orders related to the Task Assignment, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Task Assignment warrants that he or she is duly authorized to do so and to bind the respective party to the Task Assignment.

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Assignment Number Twelve as of the day and year first above written.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III,
City Attorney

ATTEST:

JONES, EDMUNDS & ASSOCIATES, INC.

By: _____
Angela Witt,
Contracts Administrator

By: _____
Stanley F. Ferreira, Jr.,
Vice President

**CITY OF LAKE CITY
STATE ROAD 47 INFRASTRUCTURE EXTENSIONS
DESIGN AND PERMITTING SERVICES
JONES EDMUNDS OPPORTUNITY NO. 95110-313-22
JULY 20, 2023**

BACKGROUND

The City of Lake City has prioritized reducing nutrient loading to the Lower Sante Fe and Ichetucknee Rivers and Springs. A series of wastewater improvement projects south of the City have been identified to address pollution concerns in environmentally sensitive areas. These projects extend sewer mains, reduce the number of on-site sewage treatment and disposal systems (OSTDSs) also known as septic tanks, and reduce overall nutrient loading.

SCOPE OF SERVICES

The Jones Edmunds Team (Design Team) has been tasked with designing and permitting a further expansion of the City’s centralized wastewater collection and transmission system near the I-75/State Road 47 (SR-47) interchange. The *SR-47 Infrastructure Extensions Project* will include new water, wastewater, and natural gas services. The following proposed infrastructure extensions are included in this project Scope of Services:

- North Force Main (FM) Extension:
 - Approximately 700 linear feet (LF) of 6-inch FM from the lift station (LS) on SW Ring Court to the east side of SR-47. The new FM will manifold into the existing LS’s discharge FM on SW Ring Court.
- South Infrastructure Extensions:
 - Approximately 3,000 LF of 8-inch FM and 4-inch natural gas main from the intersection of SW Windswept Glen and SW Arrowhead Terrace, along County Road (CR) 242A, to the east side of SR-47.
 - Approximately 1,200 LF of 12-inch water main from the intersection of SW Arrowhead Terrace and CR-242A to the east side of SR-47.

TASK 1 – DESIGN

The Design Team will work with City staff during the design process to accomplish the tasks described below.

TASK 1.1 – PROJECT MANAGEMENT

Kickoff Meeting: The Design Team will schedule a Kickoff Meeting within 14 days of receiving a Notice to Proceed to discuss various topics with the City including, but not limited to, the following:

- Identify the roles and responsibilities of the Design Team and City staff.
- Establish the project schedule.

- Develop a coordination and communication plan.
- Discuss project goals and critical success factors.
- Discuss design elements, City standards, and level-of-design expectations for each deliverable.

After the Kickoff Meeting, the Design Team will hold monthly Progress Meetings with the City for the duration of the design phase. We will communicate with the City via telephone, email, and written correspondence as needed.

City Responsibility: Make pertinent staff available to meet with the Design Team and assign a Project Manager.

Design Team Deliverables: An agenda for the Kickoff Meeting and meeting minutes for distribution to City staff as documentation of the proceedings.

TASK 1.2 – PRE-DESIGN

The Design Team will perform a field investigation along the proposed pipeline routes to verify the presence of wetlands and endangered/listed species and perform an initial GT survey. This effort will be limited to reviewing publicly available data and 1 day of site investigation to verify wetland boundaries, identify endangered/listed species, and ascertain approximate GT burrow density. If GTs are present, approximate locations will be flagged, global-positioning system (GPS)-located, and identified on a map. The results of the field visit will be documented in a Pre-Design Technical Memorandum (TM) and will be used as needed in the design and permitting of this project.

A survey and geotechnical investigation were previously conducted for the *North FM Extension* project area during the now-complete *SR 47/I-75 Wastewater Improvements Project* design phase. The geotechnical investigation was completed in June 2020, and surveying was completed in August 2020. Therefore, additional survey and geotechnical work for this project will only be performed for the *South Infrastructure Extensions* project area.

The Design Team includes JCH Consulting, Inc. for performing a utility survey, topographic survey, and utility locates within the limits of the proposed utility routes that will include but are not limited to:

- Property lines, easement lines, and right-of-way (ROW) lines within the survey limits, including any proposed ROW lines in areas of future road improvements.
- All aboveground utilities and structures, fencing, roads/pavement, driveways, sidewalks, power poles, panels, tree lines, etc., within the survey limits.
- Any wetland delineation or GT flags placed during the Design Team field investigation.

The Design Team also includes GSE Engineering and Consulting, Inc. to perform geotechnical investigations along the proposed utility routes. The work will consist of two standard penetration tests (SPTs) on either side of each directional drill location, shallow SPTs along any deep utilities, and hand-auger borings approximately every 500 feet along the rest of the utility route.

City Responsibility: Make pertinent staff available to review the proposed utility routes and key decision makers that can assist with any identified conflicts, issues, or mitigation strategies.

Design Team Deliverables: A Pre-Design TM summarizing the field investigation findings, including a geographic information system (GIS) map identifying approximate wetland boundaries and GT locations along the utility route for the City’s review and approval before authorizing the geotechnical exploration and survey work. One electronic signed-and-sealed copy of the geotechnical report and the survey will be provided once they are approved by the Design Team Engineer of Record (EOR).

TASK 1.3 – DESIGN SERVICES

The Design Team will prepare incremental design documents for the *North FM Extension* and *South Infrastructure Extensions*. We will progress through each review stage followed by conducting a video teleconference with the City to collaborate and confirm project elements.

We expect the Drawings to include the following sheets:

- Title Sheet
- Legend, Index, and Abbreviations
- General Notes
- Key Map
- Two Existing Conditions and Geometry Plans
- Five Water/Wastewater Plan Sheets
- Two Water/Wastewater Profile Sheets
- One Potable Water Profile Sheet
- Three Gas Plan Sheets
- One Gas Profile Sheet
- Two Horizontal Directional Drill (HDD) Sheets
- General Details
- Water Details
- Sewer Details
- Gas Details
- Erosion Control Details

City Responsibility: Make pertinent staff available to meet with the Design Team, review submittals, provide feedback in 2 weeks or less, provide requested information within 7 days, and provide the Design Team with access to the site.

Design Team Deliverables: The Design Documents consisting of Design Drawings, Technical Specifications (including front ends provided by Jones Edmunds), and cost estimates at the following intervals:

- 60% Design Drawings and draft Technical Specifications consisting of PDFs.
- Final Design Drawings, Final Technical Specifications, and an Engineer’s Opinion of Probable Construction Cost (EOPCC) consisting of PDFs.
- Issue for Construction (IFC) Documents consisting of PDFs.

- Two sets of final, signed-and-sealed, half-size (11-inch-by-17-inch) Design Drawings and two sets of bound, signed-and-sealed Technical Specifications.

TASK 1.4 – BIDDING SERVICES

The Design Team will provide the following support services:

- Attend a pre-bid meeting.
- Answer questions received from bidders regarding the Design Drawings and Technical Specifications.
- Draft up to two addenda.
- Attend the bid opening.
- Review bids.
- Check general conformance with the public solicitation requirements.
- Provide Engineer’s bid evaluation letter.
- Issue conformed Contract Documents.

City Responsibility: Make pertinent staff available for meetings, advertise the public solicitation, distribute the public solicitation, track the public solicitation, post any addenda, host meetings, award bids, final review of submitted bids, evaluate available budgets/ funding, and contracting.

Design Team Deliverables: An Engineer’s evaluation of qualified bidders, conformed documents, and meeting minutes for distribution to City staff as documentation of the proceedings.

TASK 2 – PERMITTING

FDEP, the Florida Department of Transportation (FDOT), and Columbia County will need to review the project. The Design Team will schedule and attend a pre-application meeting with FDOT to discuss the project concepts and confirm permitting requirements.

The Design Team will use the approved 60% Design Drawings to prepare the permit applications to FDEP, FDOT, and the County. We will prepare the permit documents for the City’s signature and submit the permit applications.

City Responsibility: The City will sign the permit applications and pay the application fees.

Deliverables:

- FDEP *Domestic Wastewater Collection/Transmission System* permit application package.
- FDEP *Environmental Resource Permit* general permit application package.
- FDOT *Utility Permit* application package.
- County *ROW Permit* application.

One Request for Additional Information (RAI) response to the above agency submittals are included. Permit fees are not included in the Fee Estimate. If wetlands are impacted by project construction, a *Section 404 General Permit* may be required. A *Section 404 General Permit* is not included in this Scope of Services and Fee Estimate.

SCHEDULE

This project is expected to begin within 2 weeks of receipt of a signed Notice to Proceed. Table 1 summarizes the expected project milestone schedule.

Table 1 **Expected Project Milestone Schedule**

Task	Duration
Task 1 – DESIGN	
▪ Kickoff meeting	14 days
▪ Pre-Design TM	30 days
▪ Design Services	
▪ 60% Design Plans and Specifications	90 days
▪ Final Documents and Specifications; Draft Permit Applications	60 days
▪ IFC Documents	30 days
▪ Bidding Services	90 days
Task 2 – PERMITTING	Included in Task 1

COMPENSATION

Services included under this Scope of Services will be invoiced on a lump-sum, percent-complete basis as described in the Basic Contract for Professional Consulting Service for a total fee of \$248,300 as described in Table 2.

Table 2 **Task Fees**

Tasks	Fee
Task 1 – Design	\$238,100
Task 2 – Permitting	\$10,200
Total	\$248,300

EXCLUSIONS AND CONDITIONS

All items included in this Scope of Services are specifically listed in this document. The following are specific exclusions to and conditions of this Scope of Services:

- Permitting fees are excluded and assumed to be paid directly by the City.
- Groundwater remediation services are excluded.
- Federal Emergency Management Agency (FEMA) flood map revisions are excluded.
- Land and easement acquisition services are excluded.
- The City shall take 2 weeks or less for deliverable reviews.
- Design of utility mains will be presented in plan-view only except for connection points, areas of significant utility conflict, and any HDD locations.
- The City will coordinate with Columbia County regarding any activities related to zoning, comprehensive planning, fire department approvals, building permitting approvals, and easement acquisition.
- Landscape plans are excluded.
- Wetland mitigation design and permitting are excluded.
- GT permitting and relocation are excluded.
- Archaeological surveying and permitting are excluded.
- The project site is assumed to be free of soil and groundwater contamination or other unsuitable materials.
- A tree removal and/or mitigation permit, if required, will be obtained by the Contractor.
- Water use permitting required by the Suwannee River Water Management District (SRWMD) for dewatering activities is excluded; if required, the Contractor will obtain any necessary dewatering permits.
- Revisions to the Design Plans and Technical Specifications due to a change in existing conditions at the site during design are excluded.
- Changes to the approved pipeline route will require additional scope and fee.
- Lift station design and permitting are excluded.

File Attachments for Item:

9. City Council Resolution No. 2023-096 - A resolution of the City Council of the City of Lake City, Florida, authorizing the acceptance of the AFG Grant for the replacement of aging air packs for a 5% cost share for a total cost to the City of \$10,413.10.

MEETING DATE
9/5/2023

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Request to hire Firehouse Grants to apply for AFG grant to replace air-packs

DEPT / OFFICE: Fire Department

Originator: Joshua Wehinger, Fire Chief

City Manager Paul Dyal	Department Director Joshua Wehinger	Date 8/14/2023
----------------------------------	---	--------------------------

Recommended Action:
Acceptance of the Assistance to Firefighters Grant awarded August 14th, 2023.

In December of last year, the Council approved the hiring of Firehouse Grant Writers to write a grant to replace the Fire Departments aging air packs. The week of August 8th, we were notified by Congress Woman Kat Cammack that we had been awarded the grant. In order to utilize these funds, the Council will need to agree to accept this grant. There is a 5% cost share on this grant for a total of \$10,413.10 that we can cover within our budget.

Alternatives:

Source of Funds: Account 64 \$14,888.00 set aside for lap tops for trucks

Financial Impact: Cost savings of close to \$208,000.00

Exhibits Attached:

CITY COUNCIL RESOLUTION NO. 2023-096

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE ACCEPTANCE OF THE AFG GRANT FOR THE REPLACEMENT OF AGING AIR PACKS FOR A 5% COST SHARE FOR A TOTAL COST TO THE CITY OF \$10,413.10.

WHEREAS, the City of Lake City, Florida (hereinafter the “City”), through a voice vote at the November 2022 City Council meeting, voted to hire Firehouse Grant Writers (hereinafter “FGW”) to apply for grants on behalf of the Lake City Fire Department (hereinafter “LCFD”); and

WHEREAS, FGW applied for the Fiscal Year (FY) 2022 Assistance to Firefighters Grant (hereinafter “AFG”) on behalf of the LCFD; and

WHEREAS, the City has been awarded the AFG Grant and has been approved for \$208,261.90 in Federal funding; and

WHEREAS, as a condition of the grant, the City is required to contribute non-Federal funds equal to or greater than 5.00% of the Federal funds awarded or \$10,413.10 for a total approved budget of \$218,675.00; and

WHEREAS, the City Council finds that it is in the best interests of the City to accept the aforementioned AFG Grant pursuant to the terms and conditions of the Award Letter attached hereto and made a part of this Resolution.

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

Section 1. The above recitals are true and accurate and are incorporated

herein and made a part of this resolution.

Section 2. The City hereby accepts the AFG Grant pursuant to the terms of the Award Letter.

Section 3. The Mayor, or City administration, is authorized to execute any and all documentation relating to the AFG Grant.

PASSED AND ADOPTED at a meeting of the City Council this ____ day of September 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

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 08/07/2023

Angela Taylor
CITY OF LAKE CITY
205 N MARION AVENUE
LAKE CITY, FL 32055

EMW-2022-FG-02248



Dear Angela Taylor,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2022 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of \$208,261.90 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00% of the Federal funds awarded, or \$10,413.10 for a total approved budget of \$218,675.00. Please see the FY 2022 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2022 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in blue ink that reads "P. Williams". The signature is written in a cursive, flowing style.

PAMELA WILLIAMS
Assistant Administrator, Grant Programs

Summary Award Memo

Program: Fiscal Year 2022 Assistance to Firefighters Grant

Recipient: CITY OF LAKE CITY

UEI-EFT: MYB6D4DLBJD9

DUNS number: 020983110

Award number: EMW-2022-FG-02248

Summary description of award

The purpose of the Assistance to Firefighters Grant program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2022 Assistance to Firefighters Grants funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

Amount awarded table

The amount of the award is detailed in the attached Obligating Document for Award.

The following are the budgeted estimates for object classes for this award (including Federal share plus your cost share, if applicable):

Object Class	Total
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$218,675.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect charges	\$0.00
Federal	\$208,261.90
Non-federal	\$10,413.10
Total	\$218,675.00
Program Income	\$0.00

Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2022 AFG NOFO.

Approved request details:

Personal Protective Equipment (PPE)

SCBA: SCBA Unit includes: Harness/Backpack, Face Piece and 2 cylinders

DESCRIPTION

NFPA 1981 compliant SCBA with harness/regulator, and facemask.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	25	\$8,730.00	\$218,250.00	Equipment

Face Pieces (not associated with SCBA requests)

DESCRIPTION

NFPA 1981 compliant SCBA face mask to ensure all of our firefighters have an individually-assigned, fit-tested mask.

	QUANTITY	UNIT PRICE	TOTAL	BUDGET CLASS
Cost 1	1	\$425.00	\$425.00	Equipment

Agreement Articles

Program: Fiscal Year 2022 Assistance to Firefighters Grant

Recipient: CITY OF LAKE CITY

UEI-EFT: MYB6D4DLBJD9

DUNS number: 020983110

Award number: EMW-2022-FG-02248

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Article 1**Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency. II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002. III. By accepting this agreement, recipients, and their executives, as defined in 2 C.F.R. § 170.315, certify that their policies are in accordance with OMB’s guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

Article 2**General Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. I. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS. II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel. III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance. V. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. DHS Civil Rights Evaluation Tool | Homeland Security. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

Article 3**Acknowledgement of Federal Funding from DHS**

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article 4**Activities Conducted Abroad**

Recipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

<p>Article 5</p>	<p>Age Discrimination Act of 1975 Recipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.</p>
<p>Article 6</p>	<p>Americans with Disabilities Act of 1990 Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.</p>
<p>Article 7</p>	<p>Best Practices for Collection and Use of Personally Identifiable Information Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.</p>
<p>Article 8</p>	<p>Civil Rights Act of 1964 – Title VI Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.</p>
<p>Article 9</p>	<p>Civil Rights Act of 1968 Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. § 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)</p>

Article 10 Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article 11 Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article 12 Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

Article 13 Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons.

Article 14 Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

<p>Article 15</p>	<p>E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.</p>
<p>Article 16</p>	<p>Energy Policy and Conservation Act Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.</p>
<p>Article 17</p>	<p>False Claims Act and Program Fraud Civil Remedies Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)</p>
<p>Article 18</p>	<p>Federal Debt Status All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)</p>
<p>Article 19</p>	<p>Federal Leadership on Reducing Text Messaging while Driving Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.</p>
<p>Article 20</p>	<p>Fly America Act of 1974 Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.</p>

<p>Article 21</p>	<p>Hotel and Motel Fire Safety Act of 1990 Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a</p>
<p>Article 22</p>	<p>John S. McCain National Defense Authorization Act of Fiscal Year 2019 Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons</p>
<p>Article 23</p>	<p>Limited English Proficiency (Civil Rights Act of 1964, Title VI) Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited and additional resources on http://www.lep.gov.</p>
<p>Article 24</p>	<p>Lobbying Prohibitions Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.</p>
<p>Article 25</p>	<p>National Environmental Policy Act Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq. and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans</p>

<p>Article 26</p>	<p>Nondiscrimination in Matters Pertaining to Faith-Based Organizations It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.</p>
<p>Article 27</p>	<p>Non-Supplanting Requirement Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.</p>
<p>Article 28</p>	<p>Notice of Funding Opportunity Requirements All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.</p>
<p>Article 29</p>	<p>Patents and Intellectual Property Rights Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.</p>
<p>Article 30</p>	<p>Procurement of Recovered Materials States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.</p>
<p>Article 31</p>	<p>Rehabilitation Act of 1973 Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. § 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.</p>

Article 32 Reporting of Matters Related to Recipient Integrity and Performance
General Reporting Requirements: If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article 33 Reporting Subawards and Executive Compensation
Reporting of first tier subawards. Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article 34 Required Use of American Iron, Steel, Manufactured Products, and Construction Materials
Recipients must comply with the “Build America, Buy America” provisions of the Infrastructure Investment and Jobs Act and E.O. 14005. Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless: (1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; (2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and (3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project. Waivers When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. Information on the process for requesting a waiver from these requirements is on the website below. (a) When the federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the

application of the domestic content procurement preference in any case in which the agency determines that: (1) applying the domestic content procurement preference would be inconsistent with the public interest; (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent. A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described at “Buy America” Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov. The awarding Component may provide specific instructions to Recipients of awards from infrastructure programs that are subject to the “Build America, Buy America” provisions. Recipients should refer to the Notice of Funding Opportunity for further information on the Buy America preference and waiver process.

Article 35 SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article 36 Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article 37 Trafficking Victims Protection Act of 2000 (TVPA)

Trafficking in Persons. Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.

Article 38 Universal Identifier and System of Award Management

Requirements for System for Award Management and Unique Entity Identifier Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

Article 39 USA PATRIOT Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

Article 40 Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article 41 Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

Article 42 Environmental Planning and Historic Preservation (EHP) Review

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. General guidance for FEMA's EHP process is available on the DHS/FEMA Website. Specific applicant guidance on how to submit information for EHP review depends on the individual grant program and applicants should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific grant program. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archaeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

Article 43**Applicability of DHS Standard Terms and Conditions to Tribes**

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to sub-recipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

Article 44**Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/ GMD Call Center at (866) 927-5646 or via e-mail to: ASK-GMD@fema.dhs.gov if you have any questions.

Article 45**Disposition of Equipment Acquired Under the Federal Award**

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state sub-recipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state sub-recipients must follow the disposition requirements in accordance with state laws and procedures.

Article 46**Prior Approval for Modification of Approved Budget**

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308. For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article 47**Indirect Cost Rate**

2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.

Article 48**Award Performance Goals**

FEMA will measure the recipient's performance of the grant by comparing the number of items requested in its application, the numbers acquired (ordered, paid, and received) within the period of performance. In order to measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient is required to report on the recipients compliance with the applicable industry, local, state and national standards described in the NOFO.

Obligating document

1. Agreement No. EMW-2022-FG-02248	2. Amendment No. N/A	3. Recipient No. 596000352	4. Type of Action AWARD	5. Control No. WX01191N2023T		
6. Recipient Name and Address CITY OF LAKE CITY 205 N MARION AVE LAKE CITY, FL 32055		7. Issuing FEMA Office and Address Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 1-866-927-5646		8. Payment Office and Address FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20742		
9. Name of Recipient Project Officer Angela Taylor		9a. Phone No. 3867195844	10. Name of FEMA Project Coordinator Assistance to Firefighters Grant Program		10a. Phone No. 1-866-274-0960	
11. Effective Date of This Action 08/07/2023	12. Method of Payment OTHER - FEMA GO	13. Assistance Arrangement COST SHARING		14. Performance Period 08/14/2023 to 08/13/2025 Budget Period 08/14/2023 to 08/13/2025		
15. Description of Action a. (Indicate funding data for awards or financial changes)						
Program Name Abbreviation	Assistance Listings No.	Accounting Data(ACCS Code)	Prior Total Award	Amount Awarded This Action + or (-)	Current Total Award	Cumulative Non-Federal Commitment
AFG	97.044	2023-F2-GB01 - P410-xxxx-4101-D	\$0.00	\$208,261.90	\$208,261.90	\$10,413.10
Totals			\$0.00	\$208,261.90	\$208,261.90	\$10,413.10
b. To describe changes other than funding data or financial changes, attach schedule and check here: N/A						
16. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address) This field is not applicable for digitally signed grant agreements						

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)	DATE
18. FEMA SIGNATORY OFFICIAL (Name and Title)	DATE
PAMELA WILLIAMS, Assistant Administrator, Grant Programs	08/07/2023

File Attachments for Item:

10. City Council Resolution No. 2023-097 - A resolution of the City Council of the City of Lake City, Florida, authorizing an increase to the initial contract price with Bayway Group, LLC, related to janitorial services at four locations within the City; and providing an effective date.

MEETING DATE

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Janitorial Services at Four Locations

DEPT / OFFICE: Procurement

Originator: Brenda Karr		
City Manager Paul Dyal	Department Director	Date 8/14/2023
Recommended Action: Request approval to accept price increase for Janitorial Services from ITB-014-2022 with Bayway Group LLC, that was approved originally on RES.2022-059		
Summary Explanation & Background: This was approved on RES.2022-059 (June 21, 2022) to accept lowest bid for ITB-014-2022 in which was Bayway Group LLC. Vendor is requesting an increase due to additional areas being cleaned, labor wages, and supply increases. Three companies submitted proposals at the time of BID, these requested increases will be less than the annual amount of the other proposals. Contract term was for one (1) year with two (2) additional one (1) extensions with mutual agreement between the City of Lake City and Bayway Group LLC. Current contract will expire on 7/01/2024 unless extended for an additional year.		
Alternatives: Not accept request for increase and go back out for BID.		
Source of Funds: Budgeted in: 001.10.519-030.34 ; 001.11.521-030.34 ; 001.07.513-030.46 If approved increases will need to be imposed on 2024 Fiscal Year Budget.		
Financial Impact: Total increase annually will be \$4554.17		
Exhibits Attached: ITB-014-2022 Solicitation, Bid Tabulation, Res. 2022-059, Bayway Increase Request		

CITY COUNCIL RESOLUTION NO. 2023-097

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING AN INCREASE TO THE INITIAL CONTRACT PRICE WITH BAYWAY GROUP, LLC, RELATED TO JANITORIAL SERVICES AT FOUR LOCATIONS WITHIN THE CITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the “City”) entered into a *Contract between the City of Lake City, Florida and The Bayway Group, LLC., d/b/a Bayway Services* (hereinafter the “Contract”) through City Council Resolution 2022-059; and

WHEREAS, The Bayway Group, LLC., d/b/a Bayway Services (hereinafter “Bayway”) has determined a need for an increase in the Contract amount due to additional areas being cleaned, labor wages, and supply increases; and

WHEREAS, the City administration has determined that the requested increase is less than the annual amount of the other three (3) proposals received in response to ITB-014-2022; and

WHEREAS, the City Council finds that it is in the City’s best interest to authorize an increase to the initial Contract price with Bayway pursuant to the pricing sheet attached hereto.

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 Administration is authorized to increase the initial Contract price with Bayway pursuant to the pricing sheet attached hereto.

[Remainder of this page left blank intentionally.]

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

PASSED AND ADOPTED at a meeting of the City Council this ____ day of September 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

Facility	Description	Quantity	Unit of Measur	Unit Cost	Annual Total	New Unit Cost	New Annual	Unit Difference	Total Difference
Lake City Public Safety Building:	ALTERNATE DAY CLEANING	(52weeksx3)156	Dollars	\$99.98	\$15,596.88	\$124.76	\$19,462.56	\$24.78	\$3,865.68
City Hall 205 N Marion	ALTERNATE DAY CLEANING	(52 weeksx3)156	Dollars	\$89.00	\$13,884.00	\$114.99	\$17,938.44	\$25.99	\$4,054.44
City Hall 173 Hillsborough	ALTERNATE DAY CLEANING	(52 weeksx3)156	Dollars	\$39.90	\$6,224.40	\$51.55	\$8,041.80	\$11.65	\$1,817.40
Information Technology	ALTERNATE DAY CLEANING	(52 weeksx3)156	Dollars	\$45.00	\$7,020.00	\$48.15	\$7,511.44	\$3.15	\$491.44
Alternate #1	Carpet Cleaning	1 Off	Dollars	\$199.90	\$199.99				\$199.99
Alternate#2	Trash Collection Public Safety Building	(52 Weeksx1)52	Dollars	\$49.90	\$2,594.80				\$2,594.80
Additional Request 2022	Down Stairs City Hall 205 N Marion	(52 Weeks) 52	Dollars	\$240.00	\$2,880.00				\$2,880.00
					\$48,400.07		\$52,954.24		

Notes

Alternate #1, #2 And Additional request 2022 are now included in new unit costs

Increase includes Florida State Minimum wage Increase and Chemical Increases

Increase is supported by the following 32 hours calculated labor mandatory \$1.00 per hour increase plus employment tax and workers compensation for 2022 \$2163 and 2023 \$2163 in addition to supply increases ranging from 8% to 27%

	Actual Increase	\$4,554.17
	% Increase	9.41%

File Attachments for Item:

11. City Council Resolution No. 2023-098 - A resolution of the City Council of the City of Lake City, Florida amending the Grant Agreement between the City of Lake City, Florida, and Annie Mattox Recreation Center, Inc. dated June 21, 2022; providing for conflicts; providing for severability; and providing for an effective date.

CITY COUNCIL RESOLUTION NO. 2023-098

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA AMENDING THE GRANT AGREEMENT BETWEEN THE CITY OF LAKE CITY, FLORIDA, AND ANNIE MATTOX RECREATION CENTER, INC. DATED JUNE 21, 2022; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake City (hereinafter the “City”) authorized the *Grant Agreement Between the City of Lake City, Florida, and Annie Mattox Recreation Center, Inc.* (hereinafter the “Agreement”) pursuant to City Council Resolution No. 2022-049; and

WHEREAS, the Annie Mattox Recreation Center, Inc. (hereinafter “AMRC”) has additional funding from projects described in the Agreement; and

WHEREAS, City Council desires to amend the Agreement to utilize the additional funding for various projects at the Annie Mattox Park (hereinafter the “Park”); and

WHEREAS, any amendment to the Agreement is conditioned upon the approval of the AMRC; and

WHEREAS, the City Council finds that it is in the City’s best interests to utilize the additional funding for various projects at the Park as further described in “Exhibit A” attached hereto.

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 AMRC is authorized to utilize the additional funding from the Agreement for various projects at the Park.

Section 3. All resolutions or parts of resolutions in conflict herewith are and the same are hereby repealed.

Section 4. If any section, subsection, sentence, clause or phrase of this resolution or the particular application thereof shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining section(s), subsection(s), sentences(s), clause(s) or phrases(s) under application shall not be affected hereby.

Section 5. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a meeting of the City Council on this 5th day of September 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

DESCRIPTION	VENDOR	COST
Drinking Fountain w/Bottle Filler (x2)	Global Industrial Co.	\$4,478.00
Outdoor Trash Can	Global Industrial Co.	\$1,691.99
Picnic Tables Octagon (x6)	Grainger	\$5,071.08
Bleachers (3rows)	The Park Catalog	\$1,150.00
Basketball Rim & Net (x4)	Dick's	\$279.92
Total Cost		\$12,670.99

Annie Mattox Board is requesting the remaining funds of \$579, be dispersed to them for removal of the BBQ pit area and concrete poured there for a seating area.

File Attachments for Item:

12. City Council Resolution No. 2023-103 - A resolution of the City Council of the City of Lake City, Florida, extending the local State of Emergency for the City of Lake City pursuant to Section 252.38(2) Florida Statutes, due to the threat of Hurricane Idalia, providing for waiver of procedures and formalities, delegating authority, and providing an effective date.

CITY COUNCIL RESOLUTION NUMBER 2023-103

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, EXTENDING THE LOCAL STATE OF EMERGENCY FOR THE CITY OF LAKE CITY PURSUANT TO SECTION 252.38(2) FLORIDA STATUTES, DUE TO THE THREAT OF HURRICANE IDALIA, PROVIDING FOR WAIVER OF PROCEDURES AND FORMALITIES, DELEGATING AUTHORITY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, safeguarding the lives and property of its citizens is an innate responsibility of the governing body of each political subdivision of the state; and

WHEREAS, the National Hurricane Center has recognized the danger to residents of Florida from Hurricane Idalia; and

WHEREAS, the City of Lake City, Florida (hereinafter the “City”) has high hazards in the event of a hurricane; and

WHEREAS, the current forecast margin of error of the National Hurricane Center requires avoidance of undue delay in preparing for timely evacuation if need, therefore, is determined; and

WHEREAS, Hurricane Idalia has the potential for causing extensive injury to persons or loss of life, and damage to private property as well as damage to public utilities, public buildings, public communication systems, public streets and road, and public drainage systems; and

WHEREAS, the Governor of the State of Florida has issued Executive Order NUMBER 23-171 (State of Emergency for 33 Counties in Preparation for Invest 93L) recognizing the danger posed and the serious threat to the lives and property of residents of the City; and

WHEREAS, Sections 252.38 (2) and (3), Florida Statutes authorizes and encourages a municipality to declare a State of Local Emergency and to waive the procedures and formalities otherwise required of a municipality by law to take whatever prudent action is necessary to ensure the safety, health, and welfare of the people of the City of Lake City, Florida including, but not limited to:

1. Entering contracts.
2. Incurring obligations.
3. Employment of permanent and temporary workers.
4. Utilization of volunteer workers.
5. Rental of equipment.
6. Acquisition and distribution of supplies, materials either with or without compensation of supplies, materials, and facilities.
7. Appropriation and expenditure of public funds.

WHEREAS, pursuant to City Council Resolution 2023-100, the Mayor is authorized to extend the City's state of emergency.

1. **BE IT RESOLVED** that a State of Local Emergency is hereby declared, effective immediately for all territory within the legal boundaries of the incorporated area of the City of Lake City, Florida.
2. **BE IT FURTHER RESOLVED** that the Mayor on behalf of the City Council hereby waives all procedures and formalities required by law and act to adopt this declaration of local emergency as provided in Section 252.38, Florida Statutes.
3. **BE IT FURTHER RESOLVED** that the Mayor on behalf of the City Council hereby delegates to the City Manager of the City or designee, all authority as provided in Section 252.38, to discharge the duties and exercise the powers of:
 - a) Performance of public work and taking whatever action is necessary to ensure the health, safety, and welfare of the community.
 - b) Entering into contracts.
 - c) Incurring obligations.
 - d) Employment of permanent and temporary workers.
 - e) Utilization of volunteer workers.
 - f) Rental of equipment.
 - g) Acquisition and distribution of supplies and materials with or without compensation.
 - h) Appropriation and expenditure of public funds.
 - i) The specific limits on the authority of the City manager to expend funds and enter into agreements.

4. **BE IT FURTHER RESOLVED** the foregoing enumeration is not exclusive; the City Manager shall have the power to do all things necessary as conditions dictate, as provided in Chapter 252, Florida Statutes.
5. **BE IT FURTHER RESOLVED** as provided in Chapter 252, Florida Statutes, all normal formalities related to procurement, hours of employment of City employees, notice provisions and other procedures usually followed or required by law are hereby waived.
6. **BE IT FURTHER RESOLVED** during the pendency of this emergency and for so long as it is recommended to limit public gatherings, the City Council for the City of Lake City may meet using technology methods which would allow them to appear via remote means and for the public to appear and participate remotely.
7. **BE IT FURTHER RESOLVED** that this Local State of Emergency will be in effect until any multi-jurisdictional state of emergency that includes the City and relates to **IDALIA** is lifted or for a period of seven (7) days from the date hereof, whichever period is longer, unless the City Council votes to end it earlier.

DONE, this 5th day of September 2023.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA:

Stephen Witt, Mayor

Attest:

Approved as to Form and Legality:

Audrey Sikes, City Clerk

Todd Kennon, III, Esq.,
City Attorney