
CITY COUNCIL REGULAR SESSION

CITY OF LAKE CITY

July 17, 2023 at 6:00 PM

Venue: City Hall

AGENDA

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

Pledge of Allegiance

Invocation - Council Member Ricky Jernigan

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

- [1.](#) June 29, 2023 Council Workshop
- [2.](#) July 3, 2023 Regular Session

Approval of Agenda

Public Participation - Persons Wishing to Address Council

Citizens are encouraged to participate in City of Lake City meetings. The City of Lake City encourages civility in public discourse and requests that speakers direct their comments to the Chair. Those attendees wishing to share a document and or comments in writing for inclusion into the public record must email the item to submissions@lcfla.com 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

- [3.](#) Tammy Magstadt, Treasurer Richardson Community Center, funding request
- [4.](#) Gallagher Benefits Presentation - J.D. Curtis, Benefits Consultant, Tyson Johnson and Ryan Whittington
5. Nick Patel - Circle K Highway 90 & I75 (Council Member Jake Hill)

Old Business

Ordinances - None

Resolutions - None

Other Items

6. Discussion and Possible Action: Property next to Wilson Family Theater located at 348 North Marion Avenue (City Manager Paul Dyal)
- [7.](#) Discussion and Possible Action - Tobacco Free Parks (Council Member Ricky Jernigan)
8. Update on Gwen Lake (City Manager Paul Dyal)

New Business

Ordinances

- [9.](#) City Council Ordinance No. 2023-2253 (first reading) - An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 23-02, relating to voluntary annexation; making findings; annexing certain real property located in Columbia County, Florida, which is reasonably compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. (Lake City U Automotive Management, LLC.)

Adopt City Council Ordinance No. 2023-2253 on first reading

Resolutions

- [10.](#) City Council Resolution No. 2023-076 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of the State Highway

Lighting, Maintenance, and Compensation Agreement Work Order with the State of Florida, Department of Transportation; providing for the terms and conditions of maintenance of the State Facilities to be maintained by the City; and establishing an effective date. (ASO25)

- [11.](#) City Council Resolution No. 2023-077 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Grant Agreement with the State of Florida, Department of Financial Services, to facilitate the Public Safety Building Generator and HVAC replacement and reimburse the City for certain costs expended up to an amount of \$422,000.00.
- [12.](#) City Council Resolution No. 2023-078 - A resolution of the City Council of the City of Lake City, Florida, authorizing and adopting a Security and Awareness Training and Testing Policy; and providing an effective date. (Information Technology)
- [13.](#) City Council Resolution No. 2023-079 - A resolution of the City Council of the City of Lake City, Florida, authorizing the Lake City Police Department to apply for the Edward Byrne Memorial Justice Assistance Grant in the amount of \$15,448.00; providing for the procurement of equipment for the use and benefit of the Police Department; and providing for an effective date.

Other Items

- [14.](#) Informational Purposes Only - City Attorney, Robinson, Kennon and Kendron, P.A, invoices for May and June 2023. Folds Walker, LLC invoice for June 2023
15. Update on City Projects (City Manager Paul Dyal)
16. Discussion - September Cleanup Day (Council Member Chevella Young)

Departmental Administration

- [17.](#) Discussion and Possible Action: Staff recommendation to approve proposed FY 23/24 "Tentative" Millage Rate to the Columbia County Tax Appraiser for Truth in Millage (TRIM) Notice advertisement to property owners for the City's Tentative Budget Hearing (City Manager Paul Dyal and Finance Director Angie Taylor Moore)
- [18.](#) Discussion and Possible Action: Staff recommendation to approve the TRIM schedule for FY23/24 (City Manager Paul Dyal and Finance Director Angie Taylor Moore)

Comments by Council Members

Adjournment

YouTube Information

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

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

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

File Attachments for Item:

1. June 29, 2023 Council Workshop

The City Council in and for the citizens of the City of Lake City, Florida, met in Workshop, on June 29, 2023 beginning at 6:00 P.M., 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.

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

PUBLIC COMMENT: Sylvester Warren

ITEMS FOR DISCUSSION

1. Discuss City Hall and Vacant Lots

Supporting documentation attached to agenda:

City Hall Structural Assessment, Tetra Tech, 9-6-2018
City Hall Facade and Structural Reassessment, Tetra Tech, 1-26-2023
Email dated 2-9-2023, Updated cost estimate
City Owned Property and Vacant Lots, 2023

Mr. Dyal requested direction from members on how to proceed with City Hall. He reviewed estimated costs for remodeling and stated it would not be feasible to invest funds into the current City Hall building.

Mr. Jernigan spoke to the importance of safety for staff.

Mr. Sampson referenced page 9 of Tetra Tech's September 6, 2018 Assessment and expressed concern with exterior weight bearing walls that have been eliminated.

Mr. Dyal reported the current City Hall building would be sound for now and recommended building a smaller City Hall, with sufficient meeting area, on the vacant lot next to the current Customer Service and Growth Management building, located at 173 NW Hillsboro Street with the new structure built to allow for future growth. He recommended closing the street and building a walkway to connect the new City Hall building to the Customer Service and Growth Management building. At this time, Mr.

Dyal does not recommend doing anything with the current City Hall building located at 205 North Marion Avenue.

Mr. Dyal reported he has not received a response from the Lake Shore Hospital Authority relating to the City utilizing the donated vacant parcels for use other than a new City Hall building.

Mr. Dyal suggested keeping the Columbia County Bank Building currently housing the Customer Service and Growth Management Departments and selling the other bank building.

Mayor Witt concurred with Mr. Dyals recommendations.

Mr. Sampson recommended for Mr. Dyal to research what is in the best interest for the City and the administration and to compile information on construction of a new City Hall and/or expansion to the building next to the current Customer Service and Growth Management location. Mr. Hill and Mr. Jernigan concurred.

Mr. Dyal confirmed with members, he is to look at options on a cost for construction of a new building for City Hall at the current Customer Service and Growth Management location and options and costs for expansion to the current Customer Service and Growth Management building.

No recommendations were made as to the City owned Vacant Lots.

2. Structuring of Advisory Committees

Supporting documentation attached to agenda:

City Council Ordinance No. 2021-2178

City Council Ordinance No. 2022-2229

Mr. Dyal reported the Standing Advisory Committees had not been meeting and recommended for the Council to meet as a whole and serve as the committee for Beautification Advisory Committee, Community Redevelopment Advisory Committee and the Utility Advisory Committee, maintaining the Airport Advisory Committee as is. He stated the City Council could meet for committee purposes prior to Council Meetings at 5:30 PM with public participation thus allowing input directly to the City Council.

Mr. Sampson recommended handling all the Committees that way.

Mr. Jernigan spoke in support of Mr. Dyal's recommendation.

Ms. Sikes reported Section 2-49 of City Council Ordinance No. 2021-2178 already provides for the City Council to serve as a Committee of the whole council at which the

members could meet in workshop to consider any matter that would normally be brought before any of the standing committees.

Staff will work on elimination of the standing committees (Airport Advisory Committee, Beautification Advisory Committee, Community Redevelopment Advisory Committee, and Utility Advisory Committee) by modification of the ordinance.

PUBLIC PARTICIPATION – PERSONS WISHING TO ADDRESS COUNCIL

- Elena Highland
- Jake Mickelson
- Joshua Garner

ADJOURNMENT

Mr. Hill made a motion to adjourn at 6:45 P.M. Ms. Young seconded the motion and the motion carried unanimously on a voice vote.

Stephen M. Witt, Mayor/Council Member

Audrey Sikes, City Clerk

File Attachments for Item:

2. July 3, 2023 Regular Session

The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on July 3, 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

INTRODUCTION – Assistant City Manager, Dee Johnson introduced BillieJo Bible as the new Human Resources Director.

MINUTES

- June 20, 2023 Regular Session

Mr. Jernigan made a motion to approve the June 20, 2023 Regular Session minutes as presented. Mr. Hill seconded the motion and the motion carried unanimously on a voice vote.

APPROVAL OF AGENDA

Mayor Witt reported due to a scheduling conflict, Sheriff Mark Hunter requested for Item #5 to be moved up on agenda. Mayor Witt suggested placement of Item #5 prior to Item #2. **Mr. Sampson made a motion to approve the agenda as amended. Mr. Jernigan seconded the motion and the motion carried unanimously on a voice vote.**

PUBLIC PARTICIPATION – PERSONS WISHING TO ADDRESS COUNCIL – None

APPROVAL OF CONSENT AGENDA – None

NEW BUSINESS

Resolutions

5. City Council Resolution No. 2023-075 - A resolution of the City Council of the City of Lake City, Florida, authorizing the City and the Lake City Police Department, to enter into a Memorandum of Understanding with the Columbia County Sheriff's Office, and the Columbia County Board of County Commissioners for the purposes of providing Criminal Justice Information Technology Services, Information Exchange, Dispatch Services, and Criminal Justice Agency Oversight.

Note: The Memorandum of Understanding (MOU) was not provided prior to or at the meeting.

Mr. Jernigan made a motion to approve City Council Resolution No. 2023-075, authorizing the City and the Lake City Police Department, to enter into a Memorandum of Understanding with the Columbia County Sheriff's Office, and the Columbia County Board of County Commissioners for the purposes of providing Criminal Justice Information Technology Services, Information Exchange, Dispatch Services, and Criminal Justice Agency Oversight. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.

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

PRESENTATIONS

2. Brooke Frye and Travis George - Tobacco-Free Columbia Partnership (Council Member Ricky Jernigan)

Ms. Frye and Mr. George reported County parks are already tobacco free and encouraged the members to enact an ordinance making City parks tobacco free. The Tobacco Free Partnership would provide signage for the parks.

Ms. Young inquired about enforcement of a tobacco free park. Ms. Frye reported it is socially enforced.

OLD BUSINESS

Ordinances – None

Resolutions

3. City Council Resolution No. 2023-070 - A resolution of the City Council of the City of Lake City, Florida, rescinding the acceptance of the financial assistance award from the Florida Department of Economic Opportunity for approval of the Lake City Community Development Block Grant for fire suppression improvements at the Lake City Gateway Airport. **Mr. Hill made a motion to approve City Council Resolution No. 2023-070, rescinding the acceptance**

of the financial assistance award from the Florida Department of Economic Opportunity for approval of the Lake City Community Development Block Grant for fire suppression improvements at the Lake City Gateway Airport. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.

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

4. City Council Resolution No. 2023-074 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of an Amendment to Traffic Signal Maintenance and Compensation Agreement with the State of Florida, Department of Transportation; and providing for an effective date. **Mr. Sampson made a motion to approve City Council Resolution No. 2023-074, authorizing the execution of an Amendment to Traffic Signal Maintenance and Compensation Agreement with the State of Florida, Department of Transportation. 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

5. City Council Resolution No. 2023-075 - A resolution of the City Council of the City of Lake City, Florida, authorizing the City and the Lake City Police Department, to enter into a Memorandum of Understanding with the Columbia County Sheriff's Office, and the Columbia County Board of County Commissioners for the purposes of providing Criminal Justice Information Technology Services, Information Exchange, Dispatch Services, and Criminal Justice Agency Oversight.

Note: This was heard prior to Item #2.

Other Items

6. Discussion and Possible Action – Allocate additional funds in the amount of \$40,000.00 for demolition/clean-up of abandoned property or hazardous structures (Council Member Chevella Young)

Ms. Young reported there was currently \$10,000.00 in the Operating Expense Contractual Services budget for Growth Management for the purpose of demolition of hazardous structures. She recommended to increase the Fiscal Year 2023 amount by \$40,000.00, for a total of \$50,000.00 for demolition/clean-

up of abandoned property or hazardous structures. She also would like to have an annual allocation of \$50,000.00 in the budget for these purposes.

Ms. Young made a motion to amend the budget to reallocate \$40,000.00 from the Growth Management Salary Account (001.55.524010.12) to Operating Expense Contractual Services Account (001.55.524-030.34) for demolition/clean-up of abandoned property or hazardous structures. The motion also authorizes an annual allocation of \$50,000.00 in the budget for these purposes. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.

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

7. Discussion and Possible Action - City to host the Northeast Florida League Dinner Meeting on Thursday, December 7, 2023 (Council Member Jake Hill)

Mr. Hill reported the Northeast Florida League of Cities alternates the hosting of the Northeast Florida League Dinner Meetings and this year he would like Lake City to host on December 7, 2023. **Mr. Hill made a motion to host the Northeast Florida League Dinner Meeting on Thursday, December 7, 2023. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

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

DEPARTMENTAL ADMINISTRATION – None

COMMENTS BY COUNCIL

Mr. Hill announced on August 5, 2023 he would be hosting the 3rd annual Community Day at Memorial Stadium, from 12:00 – 4:00 P. M.

Mr. Hill expressed concerns regarding diversity at the Lake City Fire Department.

Ms. Young requested monthly updates on City projects including but not limited to the following:

1. Welcome to Lake City sign
2. Sallie Mae Jerry Parking
3. Parking behind the movie theatre
4. Security cameras at Sallie Mae Jerry and Annie Mattox Parks
5. Maintenance on the North end of Marion Street

Ms. Young stated she would get with Ms. Sikes regarding this project list. She asked staff to compile a running project list to track the progress of outstanding items. Ms. Young encouraged members to bring forward any other items they are aware of needing completion. Ms. Young would like a monthly update from the City Attorney, City Manager, Assistant City Manager on outstanding projects.

Mr. Hill expressed concern with recent steam cleaning services of side-walks that stopped at Railroad Street and did not extend down to Bascom Norris and asked Mr. Dyal who paid for those services. Mr. Dyal stated he was unaware of this project and will look into this.

Ms. Young stated it is the responsibility of the city to give further instruction to go all the way down and not stop at Railroad Street and if a business paid for these types of services, the city needs to step in and do the remainder of the street for consistency.

ADJOURNMENT

Mr. Jernigan made a motion to adjourn at 6:25 PM. Mr. Hill seconded the motion and the motion carried unanimously on a voice vote.

Stephen M. Witt, Mayor/Council Member

Audrey Sikes, City Clerk

File Attachments for Item:

3. Tammy Magstadt, Treasurer Richardson Community Center, funding request

Richardson Board Meeting

INCOME			
	County Allocation	\$30,000.00	
	City Allocation	\$50,000.00	
	Pickleball, Cornhole Income	\$3,000.00	
	Rental	\$4,500.00	
Total		\$87,500.00	
EXPENSES			
	Salaries	\$55,422.00	
	Benefits	\$2,128.38	
	Liability & Property	\$3,600.00	
	Website/Social Media	\$400.00	
	Telephone/Cellphone	\$132.00	
	Merchant Fees	\$80.00	
	Office Supplies	\$300.00	
	Janitorial Supplies	\$300.00	
	Printing	\$4,000.00	
	Transportation	\$2,400.00	
	Legal and Accounting Services	\$480.00	
	Program support	\$2,000.00	
	Volunteer/Background Screenings	\$500.00	\$100 per screen - 5 screening
Subtotal		\$71,742.38	
	Admin @ 4%	\$2,869.70	
Total	Total	\$71,742.38	
Net		\$15,757.62	

Current Programs

Summer Camp June 7-July 21	Projected cost: \$24,972.67
Basketball January-April	Projected cost: \$17,000.00
Football August-December	TBD-Run with CYFA.
Pickleball, Cornhole, Volleyball, Vertimax	
Hands of Change First program July 13	Run with volunteers as a pilot program.
Northstar events Back to School, Food pantry, after school tutoring, Resource referrals.	

Future Programs

Esports Gaming competition and events	Projected setup cost: \$12,835.00
CPR Program	TBD-Working with LC Police dept.
Community Garden-restructure and restart	Projected cost: \$5,000.00
Children's Performance Programs	TBD-Working with Library.
Health Fair	
Seniors 90 and older afternoon chat and recording of life stories.	
Cooking programs	TBD-Would need to get kitchen setup with supplies-Working with County Extension services on this.
Arts Program	Working with Hands of Change on this.
Dances	Regular schedule with a DJ provided by sponsors.
Dance classes	TBD
Monthly Events	Themed for time of year.

File Attachments for Item:

4. Gallagher Benefits Presentation - J.D. Curtis, Benefits Consultant, Tyson Johnson and Ryan Whittington



J.D. Curls, Benefits Consultant
Tyson Johnson, Independent Consultant
Ryan Whittington, Voluntary Benefits Consultant



Gallagher

Insurance | Risk Management | Consulting



Agenda

1 Employee Benefits Consulting

2 Compliance Consulting

3 Core Benefits

4 Voluntary Benefits

5 Questions

Employee Benefits Consulting



Employee Benefits Consulting

How you benefit

1 We are an extended part of your professional team. We get you what you need, when you need it, as a result of managing work effectively and delivering on our client service promise.

2 We proactively manage your renewal process, delivering a predictable timeline that allows time to make informed decisions.

3 We execute a holistic approach to organizational wellbeing, leveraging the principles of Gallagher Better WorksSM, so your organization has access to the solutions you need to help build a better workplace.

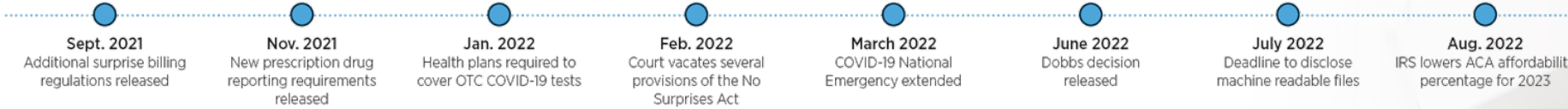


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Deep industry experience for an increasingly complicated landscape



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Compliance Connections
newsletters with more than 600 downloads

30+ **employee benefits attorneys and consultants**

With deep expertise in legislative compliance, including healthcare reform, ERISA, HIPAA, COBRA, FMLA, health and welfare benefit plan design and administration, cafeteria plans and nondiscrimination requirements.

14 **COMPLIANCE TOOLKITS**

- ACA Counting Hours
- Claims and Appeals
- DOL Audit
- Employer Shared Responsibility Payment
- Form W-2 Reporting
- Healthcare Reform Fees
- Medical Loss Ratio
- Preventive Services
- Sections 6055 and 6056 Reporting
- Summaries of Benefits and Coverage (SBC)
- Surprise Billing
- Transparency
- Wellness

Bimonthly
Directions Newsletters
with more than 100 articles and 47k downloads

14k+ **employer questions submitted to our Compliance help desk**

Monthly on-demand webinars, with more than
10k registrations annually

Core Benefits

Medical, Dental, Vision

Basic Life, Voluntary Life

Short Term Disability, Long Term Disability



Carrier		UHC				Florida Blue					
Plan		Current				Proposed					
Commission Level		0%				4%					
Plan Name		Plan 6		Plan 14		BO 05192/3		BO 05770		BC 68	
Plan Type		Choice Plus		Choice Plus		BlueOptions		BlueOptions		BlueCare	
In Network Benefits	Deductible (Single/Family)	Calendar Year (CYD) \$2,500 / \$5,000		Calendar Year (CYD) \$1,000 / \$2,000		Calendar Year (CYD) \$2,500 / \$5,000		Calendar Year (CYD) \$1,000 / \$3,000		Calendar Year (CYD) \$1,000 / \$3,000	
	Coinsurance	20%		20%		20%		20%		20%	
	Maximum OOP (Single/Family)	\$5,000 / \$10,000		\$4,000 / \$8,000		\$5,800 / \$11,600		\$3,500 / \$7,000		\$4,500 / \$9,000	
	PCP Visit	DED + 20%		\$25		DED + 20%		\$0 / \$25		\$0 / \$30	
	Specialist	DED + 20%		\$50		DED + 20%		\$45		\$60	
	Preventive Care	\$0		\$0		\$0		\$0		\$0	
	Urgent Care	DED + 20%		\$35		DED + 20%		\$50		\$65	
	Inpatient Hospital	DED + 20%		DED +20%		DED + 20%		DED + 20%		\$500 per day / \$1500	
	Outpatient Surgical	DED + 20%		DED +20%		DED + 20%		\$150 / DED + 20%		DED + 20% / \$600	
	Routine Lab & X-Ray	DED + 20%		\$0		DED + 20%		\$20 / \$0 / \$50		\$20 / \$0 / \$60	
	Complex Imaging (MRI, CT, PET)	DED + 20%		DED +20%		DED + 20%		\$200		\$500	
Emergency Room	DED + 20%		\$200		DED + 20%		\$200		\$500		
Rx	Deductible	Combined with in-network		\$0		Combined with in-network		\$0		\$0	
	Retail (in-network)	\$10/\$35/\$60		\$10/\$35/\$60		\$10/\$50/\$80		\$10/\$30/\$50		\$10/\$30/\$50	
	Mail Order	\$25/\$87.50/\$150		\$25/\$87.50/\$150		\$25/\$125/\$200		\$25/\$75/\$125		\$25/\$75/\$125	
OON	Deductible	\$5,000 / \$10,000		\$1,000 / \$2,000		\$5,800 / \$10,000		\$3,000 / \$6,000		NA	
	Coinsurance	30%		30%		40%		50%		NA	
	Maximum OOP	\$10,000 / \$20,000		\$6,000 / \$12,000		\$5,800 / \$23,200		\$7,000 / \$14,000		NA	
	Emergency Room	DED + 20%		\$200		DED + 20%		\$200		\$500	
Number of Employees											
Rates	Employee Only	27	\$893.77	52	\$1,023.09	27	\$552.26	52	\$742.81	0	\$684.40
	Employee + Spouse	2	\$1,949.97	22	\$2,232.02	2	\$1,259.14	22	\$1,693.61	0	\$1,560.44
	Employee + Child(ren)	4	\$1,252.90	17	\$1,434.13	4	\$1,104.51	17	\$1,485.62	0	\$1,368.81
	Employee + Family	3	\$2,322.09	24	\$2,657.95	3	\$1,767.22	24	\$2,377.00	0	\$2,190.09
	Monthly Plan Cost	\$40,009.60		\$190,476.13		\$27,149.00		\$158,189.08		\$0.00	
	Percent Change by Plan						-32.14%		-16.95%		#DIV/0!
Cost	Total Annual Cost	\$2,765,829				\$2,224,057					
	Annual \$ Difference	N/A				(\$541,772)					
	Annual % Difference	N/A				-19.59%					

This analysis is for illustrative purposes only, and is not a proposal for coverage or a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. See your policy or contact us for specific information or further details in this regard.

Dental

DENTAL - Effective Date: 10/1/2023	Current	Proposed	
Plan Nickname			
Carrier	Delta Dental	MetLife	MetLife
Plan Name	Dental	Dental - AAFTE	Dental - Retirees
Rate Guarantee	-	1 year	1 year
Participation Requirements	-	58% or 10 lives	58% or 10 lives
In Network			
Deductible: Single	\$50	\$50	\$50
Deductible: Family	\$150	\$150	\$150
Preventative / Basic / Major	100%/80%/50%	100%/80%/50%	100%/80%/50%
Annual Maximum	\$1,500	\$1,500	\$1,500
Major Waiting Period	None	None	None
Endodontic Oral Surgery	Basic	Basic	Basic
Periodontic Oral Surgery	Basic	Basic	Basic
Ortho Coinsurance	50%	50%	50%
Ortho Waiting Period	None	None	None
Ortho Lifetime Max	\$1,000	\$1,000	\$1,000
Rollover Threshold	-	-	-
Rollover Amount	-	-	-
Rollover Account Limit	-	-	-
Out of Network			
Out of Network Reimbursement	90th UCR	90th UCR	90th UCR
Deductible: Single	\$50	\$50	\$50
Deductible: Family	\$150	\$150	\$150
Preventative / Basic / Major	100%/80%/50%	100%/80%/50%	100%/80%/50%
Enrollment			
Employee Only	70	70	5
Employee + Spouse	23	23	1
Employee + Child(ren)	13	13	0
Family	39	25	1
Monthly Premiums			
Employee Only	\$34.99	\$27.83	\$27.83
Employee + Spouse	\$69.90	\$57.18	\$57.18
Employee + Child(ren)	\$74.30	\$63.96	\$63.96
Family	\$114.47	\$100.03	\$100.03
Monthly Premium Per Plan	\$9,487.23	\$6,595.47	\$296.36
Annual Premium Per Plan	\$113,846.76	\$79,145.64	\$3,556.32

Vision

VISION - Effective Date: 10/1/2023	Current	Proposed
Plan Nickname		
Carrier	UnitedHealthcare	MetLife
Plan Name	Vision	Vision
Network	Spectra	Davis
Rate Guarantee	-	4 years
Participation Requirements	-	45%
In Network		
Exams Copay	\$10	\$0
Exams Frequency	12	12
Lenses Copay	\$0	\$0
Lenses Frequency	12	12
Frames Allowance	\$130	\$130
Frames Frequency	24	24
Contact Lenses Allowance	\$150	\$150
Contact Lenses Frequency	12	12
Out of Network		
Exams Copay	\$40	\$45
Lenses Copay	\$40	\$30
Frames Allowance	\$45	\$70
Contact Lenses Allowance	\$150	\$105
Enrollment		
Employee Only	60	60
Employee + Spouse	17	17
Employee + Child(ren)	6	6
Family	23	23
Monthly Premiums		
Employee Only	\$6.55	\$8.21
Employee + Spouse	\$12.09	\$16.42
Employee + Child(ren)	\$12.29	\$19.28
Family	\$22.03	\$29.55
Monthly Premium Per Plan	\$1,178.96	\$1,567.07
Annual Premium Per Plan	\$14,147.52	\$18,804.84

Basic Life



BASIC LIFE - Effective Date: 10/1/2023	Proposed
Plan Nickname	1
Carrier	MetLife
Plan Name	Basic Life AD&D - Option 1
Rate Guarantee	2 years
Participation Requirements	100%
Benefit	
Benefit Amount	1x salary to \$50,000
Maximum Benefit	\$50,000
Benefit Reduction	35% at Age 65, 50% at Age 70
Waiver of Premium	Disabled prior to 60, waiting period 9 months, coverage continues to 65
Portability	Conversion Available
Accelerated Benefit	80% to \$500,000
Guaranteed Issue	\$50,000
AD&D	1x salary to \$50,000
Enrollment	
Employee	226
Monthly Premiums (Rates Per \$1,000)	
Volume	\$9,143,650.00
Basic Life	\$0.181
AD & D	\$0.02
Basic Life AD & D	
Monthly Premium Per Plan	\$1,837.87
Annual Premium Per Plan	\$22,054.48

Short Term Disability



SHORT TERM DISABILITY - Effective Date: 10/1/2023	Proposed
Plan Nickname	
Carrier	MetLife
Contrib/Non-Contributory	Contributory
Plan Name	Short Term Disability
Rate Guarantee	2 years
Participation Requirements	30%
Employer Contribution	0.0000%
Benefit	
Benefit Percentage	60%
Max Weekly Benefit	\$1,500
Min Weekly Benefit	\$25
Max Benefit Duration	12 weeks
Elimination Period - Accident	7 days
Elimination Period - Sickness	7 days
Definition of Disability	<p>Due to a Sickness, or as a direct result of accidental injury; the employee is receiving Appropriate Care and Treatment and complying with the requirements of such treatment, and is unable to earn more than 80% of their predisability earnings.</p> <p>The amount of the employee's gross salary or wages from his/her employer as of the day before his/her disability began.</p> <p>Predisability earnings includes: Basic earnings only.</p>
Earnings Definition	
Covered Disability	Non-Occupational
Pre-existing Conditions	3/12
Guaranteed Issue	\$1,500
Enrollment	
Employee	0
Monthly Premiums	
Rates Per \$10	Less than 45: \$0.498
Covered Weekly Benefits	45: \$0.534
	46: \$0.57
	47: \$0.606
	48: \$0.633
	49: \$0.67
	50: \$0.697
	51: \$0.724
	52: \$0.751
	53: \$0.787
	54: \$0.823
	55: \$0.85
	56: \$0.887
	57: \$0.923
58: \$0.959	
59: \$0.995	
60: \$1.022	
61: \$1.059	
62: \$1.095	
63: \$1.167	
64: \$1.24	
65+: \$1.312	

Long Term Disability



LONG TERM DISABILITY - Effective Date: 10/1/2023	Current	Proposed
Plan Nickname	1	1
Carrier	Lincoln Financial Group	MetLife
Contrib/Non-Contributory	Non-Contributory	Non-Contributory
Plan Name	Long Term Disability	Long Term Disability
Rate Guarantee	2 years	2 years
Participation Requirements	100%	100%
Employer Contribution	100.0000%	100.0000%
Benefit		
Benefit Percentage	60%	60.0%
Max Monthly Benefit	\$5,000	\$7,500
Min Monthly Benefit	\$100	\$100
Max Benefit Duration	SSNRA	RBD w/ SSNRA
Elimination Period	90 days	90 days
Definition of Disability	<p>During the Elimination Period and Own Occupation Period, it means that due to an Injury or Sickness the Insured Employee is unable to perform each of the substantial and material duties of his or her own occupation.</p>	<p>Due to a Sickness, or as a direct result of accidental injury: The employee is receiving Appropriate Care and Treatment and complying with the requirements of such treatment, and during the elimination period and the next 24 months is unable to earn more than 80% of predisability earnings.</p>
Earnings Definition	<p>Employee's average monthly base salary or hourly pay from the Employer before taxes on the Determination Date. Includes: Commissions averaged over 12 months prior.</p>	<p>The amount of the employee's gross salary or wages from his/her employer as of the day before his/her disability began. Predisability earnings includes: Basic earnings only.</p>
Pre-existing Conditions	3/12	3/12
Guaranteed Issue	\$5,000	\$7,500
SS Offset	Family	Family
Mental & Nervous	24 months	24 Months
Enrollment		
Employee	226	226
Monthly Premiums		
Rates Per \$100		\$0.371
Covered Monthly Payroll		\$836,284.00
Monthly Premium Per Plan	\$0.00	\$3,102.61
Annual Premium Per Plan	\$0.00	\$37,231.36

Employee Benefits Consulting

Benefit Advocate Center (BAC) Standard Tier Core Services

Benefits

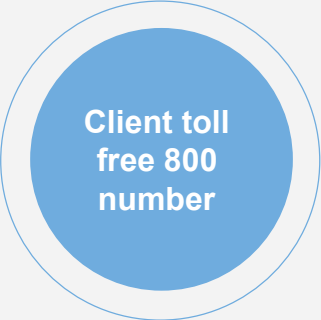
- Provide benefit support for new hires
- Open enrollment support and education
- ID card resolution
- Assist with locating in network providers
- Explain in network and out of network benefits
- Prescription coverage and authorization issues

Eligibility

- Explain eligibility rules and requirements

Claims

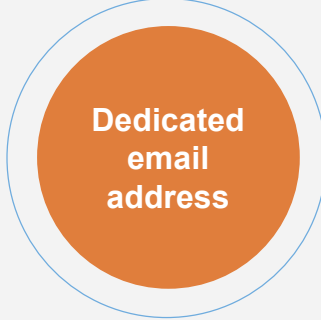
- Balanced billing and outstanding claim issues



Client toll free 800 number



IVR (Phone Tree) with basic routing



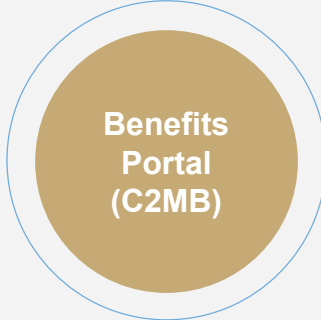
Dedicated email address



HRIS access and navigation support



Multilingual support (300+ languages)



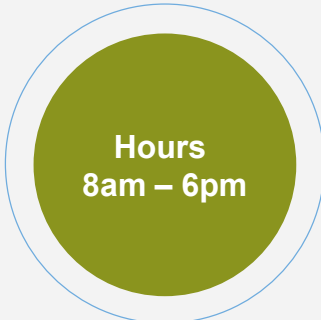
Benefits Portal (C2MB)



Medicare Experts



Monthly Activity and NPS Reporting



Hours 8am – 6pm

Employee Assistance Program



Wellness Program



Voluntary Benefits

Accident, Critical Illness

Hospital Indemnity, Permanent Life Insurance



Carrier Information



Proposal	
1. AM Best/ Financial Rating	A- (Excellent) IX (\$250 Million to \$500 Million)
2. Products Quoted	Accident Insurance Critical HealthEvents Insurance Hospital Indemnity Insurance Life + Care Insurance
3. HSA Compliant	Yes
4. Rate Guarantees	State Filed
5. Employee Eligibility	Actively at Work; 30+ Hours / Week; 30 Days Active Service Required
6. Billing Process/Method	Self-Bill or List-Bill
7. Claims Turnaround Time	10 Business Days
8. Commissions	Acc, CI: 60% Year 1, 5% Years 2+ HI: 55% Year 1, 6% Years 2+ PL: 90% Year 1, 5% Years 2-10, 3% Years 11+

City of Lake City Accident Plans & Rates



Accident Insurance

Group Accident Plan	
1. Issue Ages	Employee: Actively at Work; Ages 18+ Spouse: Ages 18+ Child: Birth to Age 26
2. Participation Requirement	10 Employee Applications
3. Guaranteed Issue	Yes
4. 24 Hour / Off Job	24 Hour
5. Hospital Admission	\$2,000
6. Hospital ICU Admission	Payable Under Hospital Admission
7. Admission Benefit Payments	Either Admission or ICU Admission Benefit is Payable Once Per Covered Accident
8. Hospital Confinement Per Day	\$400 (Up to 365 Days, Beginning Day 2)
9. Hospital ICU Confinement Per Day	\$600 (Up to 15 Days, Beginning Day 2)
10. Confinement Benefit Payments	Confinement and ICU Confinement Benefits Can Be Paid Simultaneously
11. Emergency Room	\$200
12. Non-Emergency Room Care	\$100 Physician's Office / Urgent Care (Virtual Care Accepted)
13. Ambulance Ground / Air	\$200 / \$1,000
14. Physical Therapy	\$50 (Up to 10 Visits)
15. Single Fractures / Dislocations	Up to \$10,000 / Up to \$8,000
16. Lacerations	Up to \$800
17. Accidental Death, Dismemberment & Catastrophic Benefits	Up to \$50,000
18. Wellness	\$50 Per Insured Per Benefit Year
19. Portability	Active Employees Can Port Coverage Until Group Master Policy Terminates, Not Portable if Group Master Policy is Replaced; Ported Policies Remain Active Until Policyholder Terminates Coverage or No Longer Pays Premiums
20. Miscellaneous	None
Rates - 24 Hour	Monthly Premium
25. Employee Only	\$14.74
26. Employee & Spouse	\$23.38
27. Employee & Children	\$30.56
28. Family	\$42.01

City of Lake City Critical Illness Plan Designs & Rates

Critical Illness Insurance


Critical HealthEvents	
Situs State: FL	
1. Issue Ages	Employee: Actively at Work; Age 18+ Spouse: Ages 18+, Not Disabled Child/Dependent GCH: Birth to Age 26
2. Participation Requirement	10 Employee Applications
3. Guaranteed Issue Maximum	Employee: Up to \$30,000 Spouse: 50% of Employee Coverage Amount Child: 25% of Employee Coverage Amount
4. Children Coverage	Additional
5. Pre-Existing Condition Limitations*	Waived
6. Covered Critical Illnesses	Cancer (100%, 50% or 10% Payout Depending on Diagnosis), Heart Attack (100% or 50% Payout Depending on Diagnosis), Stroke (100% or 50% Payout Depending on Diagnosis), Major Organ Failure (Liver, Lung Pancreas or Heart), End-Stage Renal Failure
7. Other Covered Critical Illnesses	<p style="text-align: center;"><u>Covered At 100%</u></p> <p style="text-align: center;">Sudden Cardiac Arrest, Permanent Blindness, Complications of Diabetes - Lower Limb Amputation, Irreversible Loss of Hearing, Occupational HIV, Paralysis, ALS</p> <p style="text-align: center;"><u>Covered At 50%</u></p> <p style="text-align: center;">Coronary Artery Disease (Payout Depending on Diagnosis), Central Nervous Condition: Lupus, Sarcoid, Infection of the Brain; Neurologic Diseases, Dementia/Alzheimer's</p> <p style="text-align: center;"><u>Covered At 10%</u></p> <p style="text-align: center;">Coronary Artery Disease (Payout Depending on Diagnosis), Carcinoma in Situ, Benign Brain, Spinal Cord and Cranial Nerve Tumors, Myelodysplastic Syndrome, Cerebral Vascular Disease: TIA Including RIND Complications of diabetes requiring hospitalization for hyperglycemia, dehydration, Stem cell/bone marrow transplant, Acute Respiratory Distress Syndrome, Coma, Epilepsy, Rheumatoid Arthritis, Type 1 Diabetes</p>
8. Same Illness Diagnosis (Recurrence)	100%, 50%, 10% Payout Depending on Illness/Diagnosis (No Separation Period) No Recurrence for Specified Illness Rider Conditions

City of Lake City Critical Illness Plan Designs & Rates



Critical Illness Insurance

Critical Health Events Situs State: FL	
9. Different Illness Diagnosis	100%, 50%, 10% Payout Depending on Illness/Diagnosis; 1 x Each Illness Per Year (No Separation Period) Specified Illness Rider Conditions 1x Each Illness Per Lifetime
10. Maximum Benefit	Benefit Payout Replenishes Annually; No Limitations on Recurrence, Except for Conditions Covered Under the Specified Illness Rider
11. Benefit Reduction	None
12. Wellness	\$50 Per Insured Per Calendar Year
13. Portability	Active Employees Can Port Coverage Until Group Master Policy Terminates, Not Portable if Group Master Policy is Replaced; Ported Policies Remain Active Until Policyholder Terminates Coverage or No Longer Pays Premiums
14. Miscellaneous	None
Monthly Rates	Monthly Premium \$10,000 Employees Only Spouse & Dependent Rates are Included in the Proposal
	Non-Tobacco Attained Age 10 Total Age Bands
Age 35	\$4.59
Age 45	\$9.99
Age 55	\$22.89

*Diagnosis Look-Back Periods, Treatment/Symptom Free Duration Requirements and Other Restrictions May Apply.
The Policy and Certificate Provide Complete Definitions Regarding Eligibility of Any Claim.

City of Lake City Hospital Indemnity Plans & Rates



Hospital Indemnity Insurance

Hospital Indemnity Plan	
1. Issue Age	Employee: Actively at Work; No Age Limit Spouse: No Age Limit Child: Birth to Age 26
2. Participation Requirement	5 Enrolled Employees
3. Guaranteed Issue	Yes
4. Pre-Existing Condition Limitations*	None
5. Hospital Admission	\$1,000
6. Hospital Admission ICU	Payable Under Hospital Admission
7. Admission Benefit Payments	Either Admission or ICU Admission Benefit is Payable Once Per Benefit Year
8. Daily Hospital	\$100 (Up to 10 Days, Beginning Day 1)
9. Daily ICU Hospital	\$100 (Up to 10 Days, Beginning Day 1)
10. Confinement Benefit Payments	Confinement and ICU Confinement Benefit Can Be Paid Simultaneously Per Covered Accident / Illness
11. Pregnancy	Covered
12. Wellness	None
13. Portability	Active Employees Can Port Coverage Until Group Master Policy Terminates, Not Portable if Group Master Policy is Replaced; Ported Policies Remain Active Until Policyholder Terminates Coverage or No Longer Pays Premiums
14. Miscellaneous	OnCall Travel Assistance
Rates	Monthly Premium
	Rates Not Banded
15. Employee Only	\$13.38
16. Employee & Spouse	\$29.85
17. Employee & Child(ren)	\$20.95
18. Family	\$38.91

*Diagnosis Look-Back Periods, Treatment/Symptom Free Duration Requirements and Other Restrictions May Apply. The Policy and Certificate Provide Complete Definitions Regard



Insurance | Risk Management | Consulting

City of Lake City Permanent Life Insurance



Permanent Life Insurance

Life + Care™
Situs State: FL

1. Issue Ages	Employee: Actively at Work; Ages 18-75 Spouse: Ages 18-70
2. Participation Requirement	10 Employee Applications
3. Guaranteed Issue - EE	Up to \$100,000
4. Guaranteed Issue - SP	Amount purchased up to 50% of employee benefit; up to \$20,000
5. Guaranteed Issue - Child(ren)	None
6. Waiver of Premium	None
7. Future Purchase Option	None
8. Long Term Care Rider	<p><u>Professional Caregiving</u>: 4% Monthly Benefit When Professional Caregiving Services Are Needed; If Funds Are Needed Immediately a 20% Lump Sum Benefit is Also Available; Money Can Be Used However it is Needed (To Pay For Care in a Assisted Living Facility or Nursing Home, or For Home Health Care or Adult Day Care); 6/6 Pre-Ex</p> <p><u>Family Caregiving</u>: 2% Monthly Benefit When Caregiving Services Are Provided By an Insured's Family Member or Friend; If Funds Are Needed Immediately a 10% Lump Sum Benefit is Also Available; Money Can Be Used However it is Needed (From Home Modifications to Helping Out the Family/Friend Caregiver With Their Financial Needs)</p>
9. Restoration of Benefits	Restores 100% of Death Benefit Reduced By Chronic Care Benefits (Professional & Family Caregiving)
10. Extension of Benefits	<u>None</u>
11. Accelerated Death Benefit Rider	<u>Terminal Illness Benefit</u> : Accelerates 50% of Death Benefit When Life Expectancy is 24 Months or Less
12. Accidental Death Benefit Rider	None
13. Time Span of Coverage	Up to Age 121
14. Portability	Active Employees Can Port Coverage Even if Group Master Policy Terminates or is Replaced; Ported Policies Remain Active Until Policyholder Terminates Coverage or No Longer Pays Premiums
15. Miscellaneous	Benefits Reduce to 1/3 at the Later of Age 70 or 15 Policy Years, Living Benefits Do Not Reduce; No Permanency Requirement: Condition Causing a Need For Care Does Not Have to Be Permanent In Order to Receive Benefits; Non-Forfeiture Benefit: EE May Pay No Further Premiums & Maintain a Death Benefit With Either Extended Term or Reduced Paid- Up Coverage (Premiums Need to Be Paid For At Least 10 Years)
Rates	<p align="center">Monthly Premium \$20,000 Face Amount</p> <p align="center">EE, Non-Tobacco, Death Benefit</p>
16. Age 35	\$16.33
17. Age 45	\$25.86
18. Age 55	\$43.06

Opt-out Program

Key Points

- Incentives to waive a health plan must be addressed in the client’s cafeteria plan document and other plan communications.
- The employee must decline to enroll in the employer-sponsored coverage.
- The employee must provide reasonable evidence that they, and all other individuals in their tax family, will have MEC that is not individual coverage during the period of time they are receiving the opt out incentive; and
- The employer ensures that the opt-out incentive will not be made (and is not made) if the employer knows or has reason to know that the employee or any other member of their tax family does not have (or will not have) the required alternative coverage.
- A lot of employers overlook that substantiation must also be collected for the employee's dependents; it is not enough that the employer obtain documentation that the employee alone has other group coverage.
- Failure to comply with opt-out program laws can result in hefty financial penalties.

Current

Employees are allowed \$200 or \$400 opt-out amount depending on what level of coverage they choose to opt-out of.

Proposed

Replace cash payout with “employer paid” benefits.

- E.g. The City would provide benefits such as Dental, Vision, Hospital Indemnity and Accident at no cost for opt-out employees.
- Remove opt-out program and reinvest the ~\$100K into medical premium.

Questions?



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Insurance | Risk Management | Consulting



Thank You! Disclaimer – GBS

J.D. Curls
Benefits Consultant

137 NW Madison Ave
Lake City, FL 32055

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File Attachments for Item:

7. Discussion and Possible Action - Tobacco Free Parks (Council Member Ricky Jernigan)



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

March 27, 2023

Caroline Harris
Columbia County Board of County Commissioners
Post Office Box 1529
Lake City, FL 32056-1529

Attention: Ellen Snyder

Dear Caroline Harris:

Pursuant to the provisions of Section 125.66, Florida Statutes, this will acknowledge receipt of your electronic copy of Columbia County Ordinance No. 2023-04, which was filed in this office on March 27, 2023.

Sincerely,

Anya Owens
Program Administrator

ACO/wlh

ORDINANCE NO. 2023-04

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA, PROHIBITING SMOKING AND VAPING IN PUBLIC PARKS WITHIN THE UNINCORPORATED COUNTY, PROVIDING FOR SEVERABILITY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, tobacco use causes death and disease and continues to be an urgent public health threat, as evidenced by the following:

1. The World Health Organization (WHO) estimates that tobacco kills up to half of its users, amounting to more than 8 million deaths each year worldwide, including nearly half a million people who die prematurely from smoking in the United States alone¹;
2. Tobacco use causes disease in nearly all organ systems and is responsible for an estimated 87% of lung cancer deaths, 32% of coronary heart disease deaths, and 79% of all chronic obstructive pulmonary disease deaths in the United States²;
3. The estimated economic damage attributable to smoking and exposure to secondhand smoke in the United States is nearly \$300 billion annually³;
4. Despite significant progress, tobacco use remains the leading cause of preventable death and disease in the United States⁴;
5. Specifically, in Florida, 29.4% of cancer related deaths are attributable to smoking⁵.
6. Electronic vapor products have been found to contain nicotine, lead, formaldehyde, and thousands of other chemicals. These products damage DNA and harm parts of the brain responsible for learning and mental health⁶.

¹ U.S. Department of Health and Human Services. The Health Consequences of Smoking: 50 Years of Progress. A Report of the Surgeon General. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health. 2014. Available at: https://www.ncbi.nlm.nih.gov/books/NBK179276/pdf/Bookshelf_NBK179276.pdf

² *Id.*

³ *Id.*

⁴ *Id.*

⁵ State proportion of cancer deaths attributable to smoking from Lortet-Tieulent, J, et al., "State-Level Cancer Mortality Attributable to Cigarette Smoking in the United States," *JAMA Internal Medicine*, published online October 24, 2016.

⁶ Tehrani et al., 2021; Williams, et al., 2019; Romberg et al., 2019; Ogunwale et al., 2017; Latvala et al., 2014;

WHEREAS, secondhand smoke exposure is harmful and widespread, as evidenced by the following:

1. Children exposed to secondhand tobacco smoke have an increased risk of sudden infant death syndrome, asthma, physical and cognitive developmental abnormalities, and cancer;
2. The 2006 U.S. Surgeon General's report, "The Health Consequences of Involuntary Exposure to Tobacco Smoke," concluded that there is no safe level of exposure to secondhand smoke;
3. The World Health Organization in 2007 declared that there is indisputable evidence that implementing 100% smoke-free environments is the only effective way to protect the population from the harmful effects of exposure to secondhand smoke;
4. In Florida, 59% of children between ages 11 and 17 report being exposed to secondhand smoke from cigarettes or electronic vapor products;

WHEREAS, there is emerging evidence that exposure to the aerosol produced by a vapor-generating electronic device may be harmful, as evidenced by the following:

1. E-cigarettes produce an aerosol that contains at least ten chemicals known to cause cancer, birth defects, or other reproductive harm.⁷
2. Bystanders exposed to e-cigarette aerosol can also absorb its nicotine.⁸
3. The aerosol is made up of a high concentration of ultrafine particles, and the particle concentration is higher than in conventional tobacco cigarette smoke.⁹
4. Exposure to fine and ultrafine particles may exacerbate respiratory ailments like asthma and constrict arteries which could trigger a heart attack.¹⁰

National Institute on Drug Abuse, 2020.

⁷ California Tobacco Control Program, California Department of Public Health. State Health Officer's Report on E-Cigarettes: A Community Health Threat. Sacramento, CA. 2015. Available at: <https://www.cdph.ca.gov/Programs/CCDC/DCDC/CTCB/CDPH%20Document%20Library/Policy/ElectronicSmokingDevices/StateHealthEcigReport.pdf>.

⁸ Ballbé M, Martínez-Sánchez JM. Cigarettes vs. E-Cigarettes: Passive Exposure at Home Measured by Means of Airborne Marker and Biomarkers. *Environmental Research* 2014;135:76–80 [accessed 2015 Jun 2].

⁹ Fuoco, F.C.; Buonanno, G.; Stabile, L.; Vigo, P., "Influential parameters on particle concentration and size distribution in the mainstream of e-cigarettes," *Environmental Pollution* 184: 523-529, January 2014.

¹⁰ Grana, R; Benowitz, N; Glantz, S. "Background Paper on E-cigarettes," Center for Tobacco Control Research and Education, University of California, San Francisco and WHO Collaborating Center on Tobacco Control. December 2013.

WHEREAS, tobacco waste is a major, consequential, and persistent source of litter, as evidenced by the following:

1. The roughly 6.3 trillion cigarettes smoked globally each year result in 300 billion packs that produce almost 2 million tons of wastepaper, cellophane, foil, and glue as well as trillions of butts littered across roadways, sidewalks, parks, and other green spaces^{11,12}
2. Both tobacco industry and peer-reviewed research found that most smokers admit littering their cigarette butts^{13,53,54} for example, one study found 74.1% of smokers admitted littering cigarette butts at least once in their life and 55.7% admitted to littering them in the past month¹⁴;
3. In an observational study of nearly 10,000 individuals, 65% of smokers disposed of their cigarette butts as litter¹⁵;
4. Cigarette butts are perennially the most common form of litter collected during cleanup programs worldwide. For example, in 2018, cigarette butts made up nearly 16% of all litter collected through cleanup programs in the U.S. (809,538 out of 5,106,515 items)
5. Cigarette butts are often cast onto sidewalks and streets, and frequently end up in storm drains that flow into streams, rivers, bays, lagoons, and ultimately the ocean¹⁶;
6. As of August 2019, the U.S. Environmental Protection Agency recognizes nicotine- containing electronic smoking devices as acute hazardous waste when disposed properly¹⁷;

WHEREAS, cigarette butts, smokeless tobacco, and electronic smoking devices pose a health threat of poisoning to young children, as evidenced by the following:

¹¹ Novotny TE, Lum K, Smith E, Wang V, Barends R. Cigarettes Butts and the Case for an Environmental Policy on Hazardous Cigarette Waste. *Int J Environ Res Public Health*. 2009;6(5):1691-1705. doi: 10.3390/ijerph6051691.

¹² Novotny TE, Aguinaga Bialous S, Burt L, et al. The environmental and health impacts of tobacco agriculture, cigarette manufacture and consumption. *Bull World Health Organ*. 2015;93(12):877-880. doi: 10.2471/BLT.15.152744.

¹³ Smith EA, Novotny TE. Whose Butt Is It? Tobacco Industry Research About Smokers and Cigarette Butt Waste. *Tob Control*. 2011;20(Suppl 1):i2-9. doi: 10.1136/tc.2010.040105.

¹⁴ Rath JM, Rubenstein R a, Curry LE, Shank SE, Cartwright JC. Cigarette litter: Smokers' attitudes and behaviors. *Int J Environ Res Public Health*. 2012;9(6):2189-203. doi:10.3390/ijerph9062189.

¹⁵ *Id.*

¹⁶ Novotny TE, Lum K, Smith E, Wang V, Barends R. Cigarettes Butts and the Case for an Environmental Policy on Hazardous Cigarette Waste. *Int J Environ Res Public Health*. 2009;6(5):1691-1705. doi: 10.3390/ijerph6051691

¹⁷ Resource Conservation and Recovery Act; EPA Management Standards for Hazardous Waste Pharmaceuticals and Amendment to the P075 Listing for Nicotine, 84 Fed. Reg. § 5816 (August 21, 2019) (to be codified at 40 C.F.R. pt. 266(p)).

1. In 2018, American poison control centers logged nearly 13,000 cases involving exposure to cigarettes, cigarette butts, electronic smoking devices, or other tobacco products, and of these, more than 10,000 (79.0%) occurred in children aged 5 years and younger¹⁸;
2. Among the 10,266 cases of nicotine and tobacco product exposure recorded in 2018 among children 5 years of age and younger by American poison control centers, 50.3% involved cigarettes, 18.4% involved electronic smoking devices, and 8.0% involved other tobacco products¹⁹;
3. The annual number of electronic cigarette exposure cases among children less than 5 years of age reported to American poison control centers increased from 10 in 2010 to 1,835 in 2018, a 14,015% increase²⁰; and
4. Children who ingest tobacco products can experience vomiting, nausea, lethargy, and gagging, with e-liquids potentially posing a greater risk of toxicity or fatality through either ingestion or transdermal absorption²¹;

WHEREAS, Florida cities and counties have the legal authority to adopt local laws that prohibit smoking in public parks.

NOW THEREFORE, in order to provide for the public health, safety, and welfare, reduce unwanted and unwelcome exposure to secondhand smoke, assure cleaner and more hygienic parks for Columbia County, its residents, and visitors, it is the intent of the County Commission, in enacting this ordinance, to prohibit smoking and vaping in parks which are used by or open to the public and to prohibit smoking and vaping waste in those areas thereby affirming and promoting a healthy environment in the County.

Section 1. RECITALS INCORPORATED. The above recitals are incorporated herein.

Section 2. DEFINITIONS. The following words and phrases, whenever used in

¹⁸Gummin DD, Mowry JB, Spyker DA, et al. 2018 Annual Report of the American Association of Poison Control Centers' National Poison Data System (NPDS): 36th Annual Report. *Clin Toxicol.* 2019;57(12):1220-1413. doi: 10.1080/15563650.2019.1677022.

¹⁹ *Id.*

²⁰ Wang B, Liu S, Peroškie A. Poisoning Exposure Cases Involving E-Cigarettes and E-Liquid in the United States, 2010- 2018. *Clin Toxicol.* 2020;58(6):488-494. doi: 10.1080/15563650.2019.

²¹ Chang JT, Rostron BL. Electronic Nicotine Delivery System (ENDS) Liquid Nicotine Exposure in Young Children Present- ing to US Emergency Departments, 2018. *Inj Epidemiol.* 2019;6:43. doi: 10.1186/s40621-019-0219-6.

this part shall have the meanings defined in this section unless the context clearly requires otherwise:

- (a) “Electronic Smoking Device” means an electronic device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah.
- (b) “Park” means all public property specifically designated as being used for outdoor recreational or park purposes and where children regularly congregate. “Outdoor recreational or park purposes” includes, but is not limited to, boating, golfing, camping, swimming, horseback riding, and archaeological, scenic, or scientific sites and applies only to land which is open to the general public.
- (c) “Smoking” means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, filtered cigars, pipe tobacco, and any other lighted tobacco product whether natural or synthetic. “Smoking” also means using an electronic smoking device or any other plant product intended for inhalation, including hookah and marijuana. For the purposes of this policy only, smoking does not include the use of unfiltered cigars (pursuant to Florida Statute 386.209).
- (d) “Tobacco Product” means:
 - (1) any product containing, made, or derived from tobacco, nicotine or nicotine analogues that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus;
 - (2) any electronic smoking device as defined in this [article/chapter] and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or
 - (3) any component, part, accessory, of (1) or (2), whether or not any of these contains tobacco or nicotine, including but not limited to filters, rolling papers, blunt or hemp wraps, hookahs, and pipes.“Tobacco Product” does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.
- (e) “Tobacco Product Waste” means any material that is left over and regularly intended to be discarded after the use or consumption of a tobacco product. Tobacco Product Waste includes, but is not limited to, discarded cigarette butt filters, cigar or cigarillo tips, cigarette packs, cigar or cigarillo wrappers, electronic smoking devices of all types, electronic smoking device cartridges

or refill containers, plastic packaging, foil, or other disposable tobacco product remnants or tobacco product packaging in any form.

- (f) "Vaping" means the inhaling, exhaling, or holding of an activated electronic smoking device.

Section 3. PROHIBITION OF TOBACCO USE IN RECREATIONAL AREAS.

Smoking and the use of all other tobacco products is prohibited in all parks within the incorporated limits of Columbia County, Florida. Unfiltered cigars are exempted under 386.209, Florida Statutes.

Section 4. OTHER REQUIREMENTS AND PROHIBITIONS.

- (a) No person shall dispose of tobacco product waste in any park.
- (b) The County Manager or their designee shall post at least one clear, conspicuous and unambiguous "No Smoking or Vaping" sign at each point of ingress to the area, and in at least one other conspicuous location where individuals congregate (such as restrooms, playgrounds, or buildings) within each recreational area. For purposes of this section, the County Manager or their designee shall be responsible for the posting of signs in regulated facilities owned or leased in whole or in part by the County. Notwithstanding this provision, the presence or absence of signs shall not be a defense to a charge of smoking in violation of any other provision of this ordinance.

Section 5. COMPLIANCE AND ENFORCEMENT. The success of this policy depends on the consideration and cooperation of both tobacco-users and non-users. Individuals acting in violation of this policy will be reminded and asked to comply. Individuals who violate this policy may be asked to leave the park. Enforcement and fines for violation of this section shall be in accordance with general law.

Section 6. STATUTORY CONSTRUCTION & SEVERABILITY. If any section, subsection or provision of this ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections or provisions of this ordinance or its application to any other person or circumstance. The Board of County Commissioners for Columbia County, Florida, hereby declares that it would have adopted each section,

subsection or provision hereof independently, irrespective of the fact that any one or more other sections, subsections or provisions hereof be declared invalid or unenforceable.

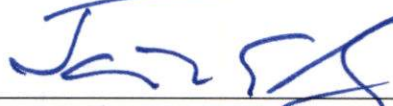
Section 7. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its adoption by Columbia County, Florida in accordance with the provisions of Florida Statutes.

DULY ADOPTED by the Board of County Commissioners of Columbia County, Florida, this 23rd day of March 2023

**BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY, FLORIDA**


By: 
ROCKY FORD, Chair

ATTEST: James M. Swisher, Jr., Clerk of Court


Deputy Clerk

Effective Date: 3/27/23

Approved as to form and legality:


Joel F. Foreman, County Attorney



MODEL FLORIDA TOBACCO-FREE OUTDOOR ORDINANCE

In June 2022, Governor DeSantis signed legislation that grants city and county governments the ability to ban smoking at public parks and beaches. This new law could potentially impact Florida's 67 county park systems and more than 400 city park systems. This model ordinance includes a number of provisions a local government may choose to adopt in order to ban smoking at public parks and beaches and to further advance public health.

A city or county planning to adopt this model ordinance, in whole or in part, should review it with its attorney beforehand to determine suitability. While the model ordinance language can be modified by adding or omitting content concerning activities that a city or county does or does not seek to regulate, doing so may result in an ordinance that does not conform to state law, federal law, and best public health policy practices.

Because provisions within this model ordinance are controlled by statute and rule, the city or county attorney should review any modifications to ensure they conform to state and federal law. The Public Health Law Center provides legal technical assistance to help communities that wish to adopt commercial tobacco control ordinances. We encourage communities to contact us for assistance when considering this model language.

Notice

In order to properly adopt an ordinance, cities and counties in Florida must follow specific processes set out in state statute. [Section 125.66](#) sets out the process for counties; [Section 166.041](#) sets out the process for other municipalities. These statutes include requirements for notice, publication, and form.

Tips for Using This Model Ordinance

The best possible world is one without the death and health harms associated with commercial tobacco use. Communities differ on their readiness and willingness to adopt certain commercial tobacco control policies that are intended to help make that world a reality. As such, this model ordinance represents a balance between state minimum standards, best public health policy practices, and practicality for local governments in Florida. This model ordinance contains several policy components that go beyond state minimum requirements and communities may or may not choose to adopt at this time

While the Public Health Law Center does not lobby, advocate, or directly represent communities, adopting effective commercial tobacco control policies starts early with education, stakeholder and community engagement, and a strong advocacy plan. If a community is unaware of the resources available to them for engaging the community and developing an advocacy plan, or if a city or county is considering adopting an ordinance and is interested in learning about the range of resources available, the Public Health Law Center can provide assistance through our publications and referrals to experts in the field. In certain, limited

circumstances, Public Health Law Center staff may be able to speak at public hearings or work sessions to provide education about particular policy options.

[Disclaimer]

The Public Health Law Center provides information and legal technical assistance on issues related to public health. The Center does not lobby nor does it provide direct legal representation or advice. This document should not be considered legal advice.

Section 1. FINDINGS.

Section 2. DEFINITIONS.

Section 3. PROHIBITION OF TOBACCO USE IN RECREATIONAL AREAS.

Section 4. OTHER REQUIREMENTS AND PROHIBITIONS.

Section 5. PENALTIES AND ENFORCEMENT.

Section 6. STATUTORY CONSTRUCTION & SEVERABILITY.

ORDINANCE NO. [_____]

AN ORDINANCE OF THE [BOARD OF COUNTY COMMISSIONERS OF _____ COUNTY, FLORIDA / CITY COUNCIL OF _____, FLORIDA], PROHIBITING SMOKING AND VAPING IN PUBLIC PARKS AND BEACHES WITHIN THE [CITY/COUNTY]

SECTION 1. FINDINGS

WHEREAS, tobacco use causes death and disease and continues to be an urgent public health threat, as evidenced by the following:

- The World Health Organization (WHO) estimates that tobacco kills up to half of its users, amounting to more than 8 million deaths each year worldwide, including nearly half a million people who die prematurely from smoking in the United States alone¹;
- Tobacco use causes disease in nearly all organ systems and is responsible for an estimated 87% of lung cancer deaths, 32% of coronary heart disease deaths, and 79% of all chronic obstructive pulmonary disease deaths in the United States²;

¹ U.S. Department of Health and Human Services. *The Health Consequences of Smoking: 50 Years of Progress. A Report of the Surgeon General*. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health. 2014. Available at: https://www.ncbi.nlm.nih.gov/books/NBK179276/pdf/Bookshelf_NBK179276.pdf

² *Id.*

- The estimated economic damage attributable to smoking and exposure to secondhand smoke in the United States is nearly \$300 billion annually³;
- Despite significant progress, tobacco use remains the leading cause of preventable death and disease in the United States⁴,
- Specifically, in Florida, 29.4% of cancer related deaths are attributable to smoking.⁵
- Electronic vapor products have been found to contain nicotine, lead, formaldehyde, and thousands of other chemicals. These products damage DNA and harm parts of the brain responsible for learning and mental health.⁶

WHEREAS, secondhand smoke exposure is harmful and widespread, as evidenced by the following:

- Children exposed to secondhand tobacco smoke have an increased risk of sudden infant death syndrome, asthma, physical and cognitive developmental abnormalities, and cancer;
- The 2006 U.S. Surgeon General’s report, "The Health Consequences of Involuntary Exposure to Tobacco Smoke," concluded that there is no safe level of exposure to secondhand smoke;
- The World Health Organization in 2007 declared that there is indisputable evidence that implementing 100% smoke-free environments is the only effective way to protect the population from the harmful effects of exposure to secondhand smoke;
- In Florida, 59% of children between ages 11 and 17 report being exposed to secondhand smoke from cigarettes or electronic vapor products;

WHEREAS, there is emerging evidence that exposure to the aerosol produced by a vapor-generating electronic device may be harmful, as evidenced by the following:

- E-cigarettes produce an aerosol that contains at least ten chemicals known to cause cancer, birth defects, or other reproductive harm.⁷
- Bystanders exposed to e-cigarette aerosol can also absorb its nicotine.⁸
- The aerosol is made up of a high concentration of ultrafine particles, and the particle concentration is higher than in conventional tobacco cigarette smoke.⁹

³ *Id.*

⁴ *Id.*

⁵ State proportion of cancer deaths attributable to smoking from Lortet-Tieulent, J, et al., “State-Level Cancer Mortality Attributable to Cigarette Smoking in the United States,” *JAMA Internal Medicine*, published online October 24, 2016.

⁶ Tehrani et al., 2021; Williams, et al., 2019; Romberg et al., 2019; Ogunwale et al., 2017; Latvala et al., 2014; National Institute on Drug Abuse, 2020.

⁷ California Tobacco Control Program, California Department of Public Health. State Health Officer’s Report on E-Cigarettes: A Community Health Threat. Sacramento, CA. 2015. Available at: <https://www.cdph.ca.gov/Programs/CCDC/DCDC/CTCB/CDPH%20Document%20Library/Policy/ElectronicSmokingDevices/StateHealthEcigReport.pdf>.

⁸ Ballbé M, Martínez-Sánchez JM. Cigarettes vs. E-Cigarettes: Passive Exposure at Home Measured by Means of Airborne Marker and Biomarkers. *Environmental Research* 2014;135:76–80 [accessed 2015 Jun 2].

⁹ Fuoco, F.C.; Buonanno, G.; Stabile, L.; Vigo, P., “Influential parameters on particle concentration and size distribution in the mainstream of e-cigarettes,” *Environmental Pollution* 184: 523-529, January 2014.

- Exposure to fine and ultrafine particles may exacerbate respiratory ailments like asthma, and constrict arteries which could trigger a heart attack.¹⁰

WHEREAS, tobacco waste is a major, consequential, and persistent source of litter, as evidenced by the following:

- The roughly 6.3 trillion cigarettes smoked globally each year result in 300 billion packs that produce almost 2 million tons of wastepaper, cellophane, foil, and glue as well as trillions of butts littered across roadways, sidewalks, parks, and other green spaces^{11,12}
- Both tobacco industry and peer-reviewed research found that most smokers admit littering their cigarette butts^{13,53,54} for example, one study found 74.1% of smokers admitted littering cigarette butts at least once in their life and 55.7% admitted to littering them in the past month¹⁴;
- In an observational study of nearly 10,000 individuals, 65% of smokers disposed of their cigarette butts as litter¹⁵;
- Cigarette butts are perennially the most common form of litter collected during cleanup programs worldwide. For example, in 2018, cigarette butts made up nearly 16% of all litter collected through cleanup programs in the U.S. (809,538 out of 5,106,515 items)
- Cigarette butts are often cast onto sidewalks and streets, and frequently end up in storm drains that flow into streams, rivers, bays, lagoons, and ultimately the ocean¹⁶;
- As of August 2019, the U.S. Environmental Protection Agency recognizes nicotine-containing electronic smoking devices as acute hazardous waste when disposed properly¹⁷;

WHEREAS, cigarette butts, smokeless tobacco, and electronic smoking devices pose a health threat of poisoning to young children, as evidenced by the following:

¹⁰ Grana, R; Benowitz, N; Glantz, S. "Background Paper on E-cigarettes," Center for Tobacco Control Research and Education, University of California, San Francisco and WHO Collaborating Center on Tobacco Control. December 2013.

¹¹ Novotny TE, Lum K, Smith E, Wang V, Barends R. Cigarettes Butts and the Case for an Environmental Policy on Hazardous Cigarette Waste. *Int J Environ Res Public Health*. 2009;6(5):1691-1705. doi: 10.3390/ijerph6051691.

¹² Novotny TE, Aguinaga Bialous S, Burt L, et al. The environmental and health impacts of tobacco agriculture, cigarette manufacture and consumption. *Bull World Health Organ*. 2015;93(12):877-880. doi: 10.2471/BLT.15.152744.

¹³ Smith EA, Novotny TE. Whose Butt Is It? Tobacco Industry Research About Smokers and Cigarette Butt Waste. *Tob Control*. 2011;20(Suppl 1):i2-9. doi: 10.1136/tc.2010.040105.

¹⁴ Rath JM, Rubenstein R a, Curry LE, Shank SE, Cartwright JC. Cigarette litter: Smokers' attitudes and behaviors. *Int J Environ Res Public Health*. 2012;9(6):2189-203. doi:10.3390/ijerph9062189.

¹⁵ *Id.*

¹⁶ Novotny TE, Lum K, Smith E, Wang V, Barends R. Cigarettes Butts and the Case for an Environmental Policy on Hazardous Cigarette Waste. *Int J Environ Res Public Health*. 2009;6(5):1691-1705. doi: 10.3390/ijerph6051691

¹⁷ Resource Conservation and Recovery Act; EPA Management Standards for Hazardous Waste Pharmaceuticals and Amendment to the P075 Listing for Nicotine, 84 Fed. Reg. § 5816 (August 21, 2019) (to be codified at 40 C.F.R. pt. 266(p)).

- In 2018, American poison control centers logged nearly 13,000 cases involving exposure to cigarettes, cigarette butts, electronic smoking devices, or other tobacco products, and of these, more than 10,000 (79.0%) occurred in children aged 5 years and younger¹⁸;
- Among the 10,266 cases of nicotine and tobacco product exposure recorded in 2018 among children 5 years of age and younger by American poison control centers, 50.3% involved cigarettes, 18.4% involved electronic smoking devices, and 8.0% involved other tobacco products¹⁹;
- The annual number of electronic cigarette exposure cases among children less than 5 years of age reported to American poison control centers increased from 10 in 2010 to 1,835 in 2018, a 14,015% increase²⁰; and
- Children who ingest tobacco products can experience vomiting, nausea, lethargy, and gagging, with e-liquids potentially posing a greater risk of toxicity or fatality through either ingestion or transdermal absorption²¹;

WHEREAS, Florida cities and counties have the legal authority to adopt local laws that prohibit smoking in public parks and beaches.

NOW THEREFORE, in order to provide for the public health, safety, and welfare, reduce unwanted and unwelcome exposure to secondhand smoke, assure cleaner and more hygienic parks and beaches for [county/city] its residents and visitors, it is the intent of the [County Board of Supervisors/City Council] , in enacting this ordinance, to prohibit smoking in parks and beaches which are used by or open to the public and to prohibit smoking waste in those areas thereby affirming and promoting a healthy environment in [county/city].

Sec. [____ (*2)]. DEFINITIONS. The following words and phrases, whenever used in this [article / chapter] shall have the meanings defined in this section unless the context clearly requires otherwise:

(a) “Beach” means the publicly owned zone of unconsolidated material that extends landward from the mean low-water line to the place where there is marked change in material or physiographic form, or to the line of permanent vegetation, usually the effective limit of storm waves. “Beach” includes a shore of a body of water covered by sand, gravel, or larger rock fragments.

¹⁸Gummin DD, Mowry JB, Spyker DA, et al. 2018 Annual Report of the American Association of Poison Control Centers’ National Poison Data System (NPDS): 36th Annual Report. *Clin Toxicol.* 2019;57(12):1220-1413. doi: 10.1080/15563650.2019.1677022.

¹⁹

Id.

²⁰ Wang B, Liu S, Peroskie A. Poisoning Exposure Cases Involving E-Cigarettes and E-Liquid in the United States, 2010- 2018. *Clin Toxicol.* 2020;58(6):488-494. doi: 10.1080/15563650.2019.

²¹ Chang JT, Rostron BL. Electronic Nicotine Delivery System (ENDS) Liquid Nicotine Exposure in Young Children Present- ing to US Emergency Departments, 2018. *Inj Epidemiol.* 2019;6:43. doi: 10.1186/s40621-019-0219-6.

(b) “Electronic Smoking Device” means an electronic device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah.

(c) “Park” means all public property specifically designated as being used for outdoor recreational or park purposes and where children regularly congregate. “Outdoor recreational or park purposes” includes, but is not limited to, boating, golfing, camping, swimming, horseback riding, and archaeological, scenic, or scientific sites and applies only to land which is open to the general public.

(d) “Smoking” means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, filtered cigars, pipe tobacco, and any other lighted tobacco product whether natural or synthetic. “Smoking” also means using an electronic smoking device or any other plant product intended for inhalation, including hookah and marijuana. For the purposes of this policy only, smoking does not include the use of unfiltered cigars (pursuant to Florida Statute 386.209).

(e) “Tobacco Product” means:

(1) any product containing, made, or derived from tobacco, nicotine or nicotine analogues that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus;

(2) any electronic smoking device as defined in this [article/chapter] and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or

(3) any component, part, accessory, of (1) or (2), whether or not any of these contains tobacco or nicotine, including but not limited to filters, rolling papers, blunt or hemp wraps, hookahs, and pipes.

“Tobacco Product” does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

(f) “Tobacco Product Waste” means any material that is left over and regularly intended to be discarded after the use or consumption of a tobacco product. Tobacco Product Waste includes, but is not limited to, discarded cigarette butt filters, cigar or cigarillo tips, cigarette packs, cigar or cigarillo wrappers, electronic smoking devices of all types, electronic smoking device cartridges or refill containers, plastic packaging, foil, or other disposable tobacco product remnants or tobacco product packaging in any form.

(g) “Vaping” means the inhaling, exhaling, or holding of an activated electronic smoking device.

Sec. [____ (*3)]. PROHIBITION OF TOBACCO USE IN RECREATIONAL AREAS.

(a) Smoking and the use of all other tobacco products is prohibited in all parks and beaches within [County/City]. Unfiltered cigars are exempted under 386.209, Florida Statutes.

Sec. [____ (*4)]. OTHER REQUIREMENTS AND PROHIBITIONS.

(a) No person shall dispose of tobacco product waste in any park or beach.

(b) [The County/City manager or their designee] shall post at least one clear, conspicuous and unambiguous “No Smoking or Vaping” sign at each point of ingress to the area, and in at least one other conspicuous location where individuals congregate (such as restrooms, playgrounds, or buildings) within each recreational area. For purposes of this section, the [County/City Manager or their designee] shall be responsible for the posting of signs in regulated facilities owned or leased in whole or in part by the [County/City]. Notwithstanding this provision, the presence or absence of signs shall not be a defense to a charge of smoking in violation of any other provision of this ordinance.

Sec. [____ (*5)]. COMPLIANCE AND ENFORCEMENT.

The success of this policy depends on the consideration and cooperation of both tobacco-users and non-users. Individuals acting in violation of this policy will be reminded and asked to comply. Individuals who violate this policy may be asked to leave the park or beach. Enforcement and fines for violation of this section shall be in accordance with ordinance #XXX.*

Sec. [____ (*6)]. STATUTORY CONSTRUCTION & SEVERABILITY.

If any section, subsection or provision of this ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections or provisions of this ordinance or its application to any other person or circumstance. [The Board of County Commissioners/City Council] hereby declares that it would have adopted each section, subsection or provision hereof independently, irrespective of the fact that any one or more other sections, subsections or provisions hereof be declared invalid or unenforceable.

EFFECTIVE DATE

This policy shall take effect on _____

***TIPS FOR EQUITABLE ENFORCEMENT**

Clear and accessible signage is a key to a successful enforcement strategy. Posting signs throughout parks and beaches will serve as a reminder to visitors, and a deterrent. Additionally, Criminal penalties as punishment for violation of this ordinance are strongly discouraged. Limiting law enforcement involvement with enforcement may be an equity measure for communities that are historically overpoliced. Lastly, if there are any fine structures or community service penalties in place, those accused of violating the ordinance should have Due Process rights and communities may consider a graduated enforcement scheme where fines are minimal (i.e warning first, removal from park or beach second, minimal fine imposed as a last resort).

File Attachments for Item:

9. City Council Ordinance No. 2023-2253 (first reading) - An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 23-02, relating to voluntary annexation; making findings; annexing certain real property located in Columbia County, Florida, which is reasonably compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. (Lake City U Automotive Management, LLC.)

Adopt City Council Ordinance No. 2023-2253 on first reading

ORDINANCE NO. 2023-2253

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, PURSUANT TO PETITION NO. ANX 23-02, RELATING TO VOLUNTARY ANNEXATION; MAKING FINDINGS; ANNEXING CERTAIN REAL PROPERTY LOCATED IN COLUMBIA COUNTY, FLORIDA, WHICH IS REASONABLY COMPACT, AND CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF LAKE CITY, FLORIDA, INTO THE BOUNDARIES OF THE CITY OF LAKE CITY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the owner of certain real property more particularly described herein below, has petitioned that the same be voluntarily annexed and incorporated into the boundaries of the City of Lake City, Florida, hereinafter referred to as the City.

WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City of Lake City, Florida, hereinafter referred to as the City Council, to annex real property into the corporate boundaries of the City of Lake City, Florida, hereinafter referred to as the City;

WHEREAS, Sections 171.011 through 171.094, Florida Statutes, as amended, the Municipal Annexation or Contraction Act, empowers the City Council to annex real property into the corporate boundaries of the City, pursuant to a petition voluntarily filed by the owner of certain real property; and

WHEREAS, the owner of certain real property more particularly described herein below, has petitioned that the same be voluntarily annexed and incorporated into the boundaries of the City.

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

Section 1. Pursuant to a petition, ANX 23-02, by Lake City U Automotive Management, LLC, the owner of real property, as described below and depicted on Schedule A: Location Map, attached hereto and incorporated as part of this ordinance, which real property is contiguous to the existing boundaries of the City and is reasonably compact, has petitioned the City to have said real property annexed into the City.

A parcel of land lying in Section 31, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described as follows: Lots 14, 15, 16, and 17 of Midtown Commercial Center Subdivision as recorded in the Public Records of Columbia County, Florida, and Lot 14 of Ridgewood Manor Subdivision as recorded in the Public Records of Columbia County, Florida.

Containing 2.92 acres, more or less.

AND

A parcel of land lying in Section 31, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described as follows: Commence at the Northeast corner of the West 1/2 of the Southwest 1/4 of the Southwest 1/4 of said Section 31; thence South 87°23'33" West 18.00 feet, along the North line of the West 1/2 of the Southwest 1/4 of the Southwest 1/4 of said Section 31, to the Northeast corner of Lot 14 of Ridgewood Manor Subdivision as recorded in the Public Records of Columbia County, Florida; thence South 123.48 feet, along the East line of said Lot 14, to the Southeast corner of said Lot 14; thence North 87°23'33" West 18.00 feet to the East line of the West 1/2 of the Southwest 1/4 of the Southwest 1/4 of said Section 31; thence North 123.48 feet, along the East line of the West 1/2 of the Southwest 1/4 of the Southwest 1/4 of said Section 31, to the Northeast corner of the West 1/2 of the Southwest 1/4 of the Southwest 1/4 of said Section 31 and the Point of Beginning.

Containing 0.05 acre, more or less.

All said lands containing 2.97 acres, more or less.

Section 2. The City Council of the City of Lake City, Florida, hereinafter referred to as the City Council, finds that the petition bears the signatures of all owners of the real property in the area proposed to be annexed.

Section 3. The City Council finds that the real property, described in Section 1 above, presently is contiguous to the boundaries of the City that said real property meets the criteria established by Chapter 171, Florida Statutes, as amended, and that said real property should be annexed to the boundaries of the City.

Section 4. The real property, described in Section 1 above and depicted on Schedule A: Location Map, attached hereto and incorporated as part of this ordinance, is hereby annexed to the boundaries of the City, and said real property in every way is a part of the City.

Section 5. The boundaries of the City are hereby redefined to include the real property described in Section 1 hereof.

Section 6. Annexation. The real property, described in Section 1 above, shall continue to be classified as follows: COMMERCIAL under the land use classifications as designated on the Future Land Use Plan Map of the County Comprehensive Plan and classified as COMMERCIAL, INTENSIVE (CI) under the zoning districts as designated on the Official Zoning Atlas of the County Land Development Regulations until otherwise changed or amended by appropriate ordinance of the City.

Section 7. Effective January 1, 2024, all real property lying within the boundaries of the City, as hereby redefined, shall be assessed for payment of municipal ad valorem taxes, and shall be subject to all general and special assessments.

Section 8. All persons who have been lawfully engaged in any occupation, business, trade or profession, within the area, described in Section 1 above, upon the effective date of this ordinance under a valid license or permit issued by the County and all other necessary state or federal regulatory agencies, may continue such occupation, business, trade or profession within the entire boundaries of the City, as herein defined, upon securing a valid occupational license from the City, which shall be issued upon payment of the appropriate fee, without the necessity of taking or passing any additional examination or test which otherwise is required relating to the qualification of such occupations, businesses, trades or professions.

Section 9. The City Clerk is hereby directed to file, within seven (7) days of the effective date of this ordinance, a certified copy of this ordinance with the following:

- a) Florida Department of State, Tallahassee, Florida;
- b) Florida Office of Economic and Demographic Research, Tallahassee, Florida;
- c) Clerk of the Circuit Court of the County;
- d) Chief Administrative Officer of the County;
- e) Property Appraiser of the County;
- f) Tax Collector of the County; and
- g) All public utilities authorized to conduct business within the City.

Section 10. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 11. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 12. Effective Date. This ordinance shall become effective upon adoption.

PASSED UPON FIRST READING on the 17th day of July 2023.

PASSED AND DULY ADOPTED UPON SECOND AND FINAL READING, in regular session with a quorum present and voting, by the City Council this _____ day of _____ 2023.

Attest:

CITY COUNCIL OF THE
CITY OF LAKE CITY, FLORIDA

Audrey Sikes, City Clerk

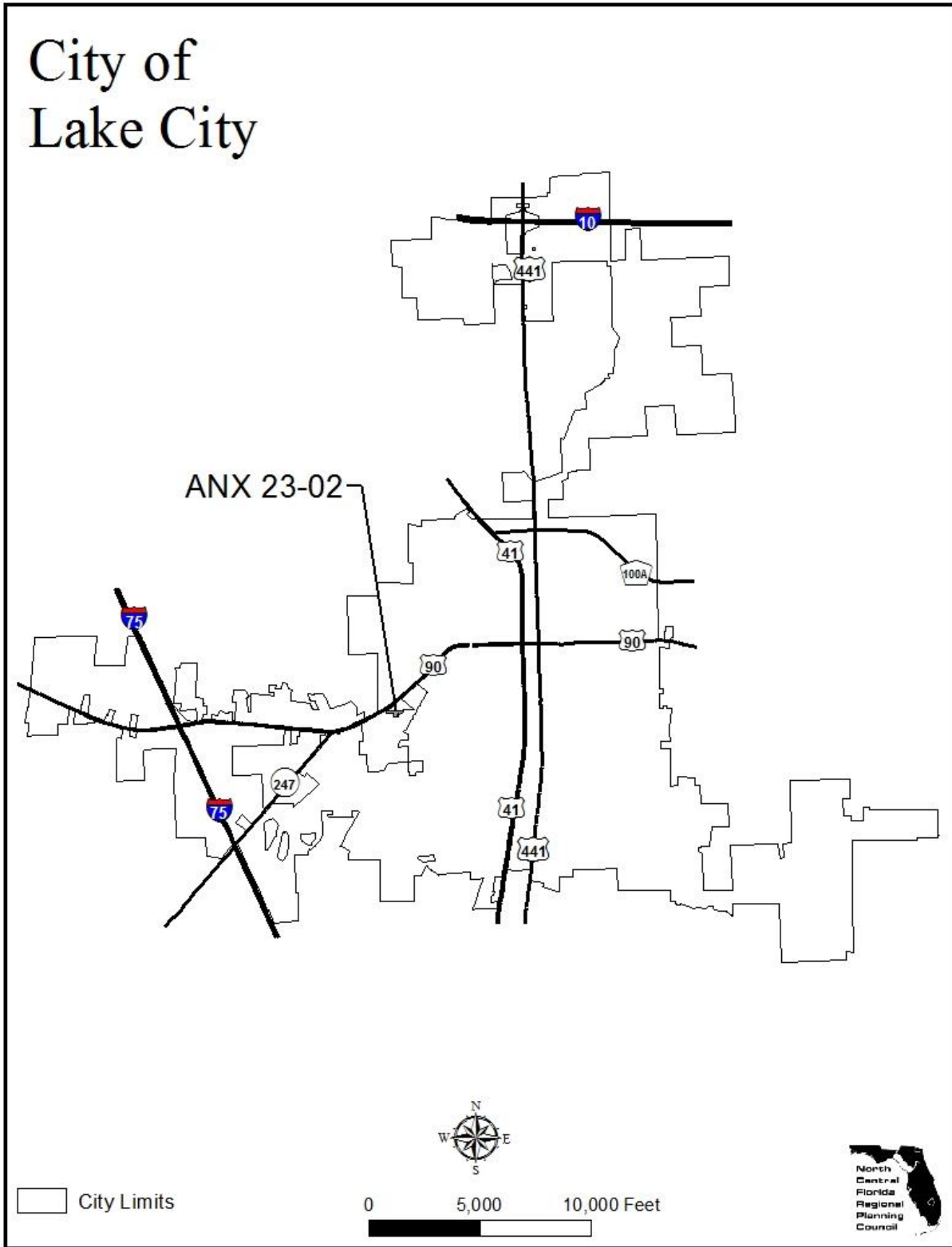
Stephen M. Witt, Mayor

APPROVED AS TO FORM AND LEGALITY:

Thomas J. Kennon III, City Attorney

First Reading Only

Schedule A: Location Map



Record of Vote on First Reading

	For	Against	Absent	Abstain
Stephen Witt, Mayor/Council Member	_____	_____	_____	_____
Jake Hill, Jr., Council Member	_____	_____	_____	_____
Todd Sampson, Council Member	_____	_____	_____	_____
Ricky Jernigan, Council Member	_____	_____	_____	_____
Chevella Young, Council Member	_____	_____	_____	_____

Certification

I, Audrey Sikes, City Clerk for the City of Lake City, Florida, hereby certify that the above record vote is an accurate and correct record of the votes taken on the Ordinance by the City Council of the City of Lake City.

AUDREY E. SIKES, MMC
City Clerk

File Attachments for Item:

10. City Council Resolution No. 2023-076 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of the State Highway Lighting, Maintenance, and Compensation Agreement Work Order with the State of Florida, Department of Transportation; providing for the terms and conditions of maintenance of the State Facilities to be maintained by the City; and establishing an effective date. (ASO25)

CITY COUNCIL RESOLUTION NO. 2023-076

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF THE STATE HIGHWAY LIGHTING, MAINTENANCE, AND COMPENSATION AGREEMENT WORK ORDER WITH THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION; PROVIDING FOR THE TERMS AND CONDITIONS OF MAINTENANCE OF THE STATE FACILITIES TO BE MAINTAINED BY THE CITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the State of Florida, Department of Transportation (hereinafter the “Department”) has identified sites where lighting systems are located on the State Highway System within the jurisdictional boundaries of the City of Lake City, Florida (hereinafter the “City”); and

WHEREAS, the City entered into the State Highway Lighting, Maintenance, and Compensation Agreement with the Department through City Council Resolution 2021-164 to undertake the maintenance and operation of lighting on the State Highway System; and

WHEREAS, the Department is authorized pursuant to Sections 333.044 and 335.055, Florida Statutes, to enter into the *State Highway Lighting Maintenance, and Compensation Agreement Work Order* (hereinafter the “Work Order”) attached hereto as “Exhibit A”, and the City has the authority to enter into this Work Order and to undertake the maintenance and operation of lighting on the State Highway System as detailed in the Work Order; and

WHEREAS, the City Council finds that authorizing the execution of the Work Order and accepting the sum of one hundred eighty-three thousand three hundred seven dollars and twenty-eight cents (\$183,307.28), for the fiscal year 2023-2024, for the City to maintain the lighting systems listed within the Agreement and Work Order 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 City is hereby authorized to execute the *State Highway Lighting Maintenance, and Compensation Agreement Work Order* with the Department.

Section 3. The City Manager and City Attorney are authorized to make such reasonable changes and modifications to the *State Highway Lighting Maintenance, and Compensation Agreement Work Order* 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 the *State Highway Lighting Maintenance, and Compensation Agreement Work Order* 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 the Department 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 July 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

STATE HIGHWAY LIGHTING MAINTENANCE, AND COMPENSATION AGREEMENT WORK ORDER

Contract Number: ASO25
Maintaining Agency: City of Lake City
Financial Project No: 414406-1-78-03
Fiscal Year: 2023-2024

1.0 PURPOSE

This work order summarizes the method and limits of compensation to be made to the Maintaining Agency for FDOT fiscal year **23/24** for the maintenance of highway lighting on the State Highway System as prescribed in the original agreement executed on November 9, 2021.

2.0 COMPENSATION AND PAY PROCESSING

For the satisfactory completion of all services detailed in the original agreement for the fiscal year beginning July 1, 2023, and ending June 30, 2024, the DEPARTMENT will pay the MAINTAINING AGENCY a total lump sum amount of **\$183,307.28**. The basis of compensation is as described in Exhibit A.

The MAINTAINING AGENCY shall invoice the DEPARTMENT for services rendered at the end of the fiscal year in a format acceptable to the DEPARTMENT.

3.0 AUTHORIZATION

This Work Order for **City of Lake City** will not be considered as authorized unless it is signed and returned by the MAINTAINING AGENCY to the DEPARTMENT, whereby the DEPARTMENT’S final signature is required to fully authorize compensation for services beginning July 1, 2023 and ending June 30, 2024.

MAINTAINING AGENCY

BY: (signature) _____ Date: _____

Printed Name: _____

Printed Title: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

BY: (signature) _____ Date: _____

Printed Name: Jennifer Curls

Printed Title: District Two Maintenance Contracts Administrator

EXHIBIT A

STATE HIGHWAY LIGHTING, MAINTENANCE, AND COMPENSATION AGREEMENT

For Fiscal Year 2023-2024

1.0 PURPOSE

This exhibit defines the method and limits of compensation to be made to the **MAINTAINING AGENCY** for the services described in this Agreement and method by which payments will be made.

2.0 FACILITIES

The lighting or lighting systems listed below, or in an attached spreadsheet, or other electronic forms are included with this Agreement and represent the Facilities to be maintained by the **MAINTAINING AGENCY**.

3.0 COMPENSATION

For the satisfactory completion of all services detailed in this Agreement, **FDOT** will pay the **MAINTAINING AGENCY** the Total Sum as provided in Section 2 of the Agreement. The **MAINTAINING AGENCY** will receive one single payment at the end of each fiscal year for satisfactory completion of service.

The per-light unit rate shall increase by 3% each fiscal year. E.g., the per-light unit rate of \$318.37 in fiscal year 2022-2023 shall increase to \$327.92 in fiscal year 2023-2024.

Beginning fiscal year 2023-2024 the total lump sum amount is calculated at 100%.

Type of Light	# of lights	LED or HPS	Unit rate	Total
High Mast		HPS		0.00
Standard	559	HPS	327.92	183,307.28
Underdeck		HPS		0.00
Sign		HPS		0.00
High Mast		LED		0.00
Standard		LED		0.00
Underdeck		LED		0.00
Sign		LED		0.00

**Florida Department of Transportation Highway Lighting Maintenance and Compensation Agreement
Inventory**

ASO25

CITY OF LAKE CITY

Brenda Karr, Procurement Specialist 386-758-5407 Karrblcfla.com

State Road Number	County	Begin Milepost or Nearest Cross Road	End Milepost or Nearest Cross Road	Number of Lights Being Currently Maintained Within These Limits	Type of Light(s): High Mast, Standard, Underdeck, or Sign	# of Outages	LED or HPS
AS025							
US 441	Columbia	Malone Street	US 90	60	Standard	0	LED
US 41	Columbia	North of SR 100	SR 47	113	Standard	25	56-HPS & 55-LED
US 90	Columbia	West City Limits	East City Limits	235	Standard	5	113-HPS & 122-LED
US 90	Columbia	Westside Park & Ride		7	Standard	0	HPS
10 A Baya Ave	Columbia	US 90 West	City Limits	78	Standard	5	LED
SR 47	Columbia	US 41	Michigan Avenue	63	Standard	0	LED
Bascom Norris	Columbia	US 41	US 441	3	Standard	0	HPS
TOTAL # OF LIGHTS BEING MAINTAINED:				559			

File Attachments for Item:

11. City Council Resolution No. 2023-077 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Grant Agreement with the State of Florida, Department of Financial Services, to facilitate the Public Safety Building Generator and HVAC replacement and reimburse the City for certain costs expended up to an amount of \$422,000.00.

CITY COUNCIL RESOLUTION NO. 2023-077

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT WITH THE STATE OF FLORIDA, DEPARTMENT OF FINANCIAL SERVICES, TO FACILITATE THE PUBLIC SAFETY BUILDING GENERATOR AND HVAC REPLACEMENT AND REIMBURSE THE CITY FOR CERTAIN COSTS EXPENDED UP TO AN AMOUNT OF \$422,000.00.

WHEREAS, the City of Lake City, Florida (hereinafter the “City”), applied for and has been awarded a grant from the State of Florida, Department of Financial Services (hereinafter the “Department”), allowing for the City to seek reimbursement for costs, up to four hundred twenty-two thousand dollars and zero cents (\$422,000.00), associated with the Public Safety Building Generator and HVAC replacement (hereinafter the “Project”); and

WHEREAS, the City Council finds that accepting the aforementioned grant awarded by the Department 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 true and accurate and are incorporated herein and made a part of this resolution.

Section 2. The city administration is hereby authorized to accept the Department grant and apply for reimbursement of allowable costs up to an amount of four hundred twenty-two thousand dollars and zero cents (\$422,000.00) associated with the Project.

Section 3. The Mayor, or city administration, is authorized to execute any and all documentation relating to the Department grant.

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



DIVISION OF
STATE FIRE MARSHAL
FLORIDA DEPARTMENT OF FINANCIAL SERVICES



June 26, 2023

City of Lake City

Re: Lake City Public Safety Building Generator and HVAC Replacement

To Whom It May Concern,

On behalf of the Division of the State Fire Marshal, it is my privilege to inform you that the 2023 Florida Legislature has appropriated funds to support your project and/or equipment purchase. This letter serves as your notice of award in the amount of \$422,000. These grant funds are available for reimbursement as early as July 1, 2023, once all requirements have been met.

Lauren Tingle is the assigned Contract Manager for your grant and will be your main point of contact for all matters related to your grant agreement and reimbursement of funds. There are several steps that must be completed before reimbursement can be issued, starting with confirming receipt and acceptance of your award.

To accept this award, please confirm contact information with the included form and send to Lauren.Tingle@myfloridaCFO.com. Once your form is received, an initial meeting will be scheduled to discuss the scope of your project and next steps.

Congratulations, I look forward to working with you on this important project.

Sincerely,

JoAnne E. Rice, Director
Division of State Fire Marshal

FLORIDA DEPARTMENT OF FINANCIAL SERVICES

JoAnne E. Rice • Assistant Director
Division of State Fire Marshal
200 E. Gaines St. • Tallahassee, FL 32399-0340 • Tel. 850-413-3610 • Fax 850-922-1235
Email • joanne.rice@myfloridacfo.com

File Attachments for Item:

12. City Council Resolution No. 2023-078 - A resolution of the City Council of the City of Lake City, Florida, authorizing and adopting a Security and Awareness Training and Testing Policy; and providing an effective date. (Information Technology)

CITY COUNCIL RESOLUTION NO. 2023-078

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA AUTHORIZING AND ADOPTING A SECURITY AND AWARENESS TRAINING AND TESTING POLICY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City (hereinafter the “City”) has identified a need for the education and training of City employees and contractors related to technical security controls; and

WHEREAS, the City has coordinated and drafted a Security Awareness Training and Testing Policy (hereinafter the “Policy”); and

WHEREAS, the Policy is intended to inform and train all City employees and contractors regarding their information security obligations; and

WHEREAS, the City Council finds that it is in the best interests of the City to adopt the Policy, a copy of which is attached hereto as “Exhibit A” and made a part of this resolution.

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

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

Section 2. The Security Awareness Training and Testing Policy is hereby adopted and authorized for implementation.

[Remainder of this page left blank intentionally.]

Section 3. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a meeting of the City Council this _____ day of July 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

City of Lake City

CHAPTER: Information Technology SECTION: SUBJECT: Security Awareness and Training	Policy #:
	Department: Information Technology
	Effective Date: 7-17-2023
	City Manager: Paul Dyal
	Page: 1 of 7

Security Awareness Training and Testing

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1. Purpose

Technical security controls are a vital part of our information security framework but are not in themselves sufficient to secure all information assets. Effective information security also requires the awareness and proactive support of all staff, supplementing and making full use of the technical security controls. This is obvious in the case of social engineering attacks and other current exploits being used, which specifically target vulnerable humans rather than IT and network systems.

Lacking adequate information security awareness, staff is less likely to recognize or react appropriately to information security threats and incidents, and are more likely to place information assets at risk of compromise. In order to protect information assets, all workers must be informed about relevant, current information security matters, and motivated to fulfill their information security obligations.

1.1 Objective

This policy specifies the City of Lake City internal information security awareness and training program to inform and assess all staff regarding their information security obligations.

1.2 Scope

This policy applies throughout the organization as part of the corporate governance framework. It applies regardless of whether staff use computer systems and networks, since all staff are expected to protect all forms of information assets including computer data, written materials/paperwork, and intangible forms of knowledge and experience. This policy also applies to third party employees working for the organization whether they are explicitly bound (e.g. by contractual terms and conditions) or implicitly bound (e.g. by generally held standards of ethics and acceptable behavior) to comply with our information security policies.

1.3 Audience

In general, this policy applies to all City of Lake City employees and contractors with access to City of Lake City systems, networks, company information, nonpublic personal information, personally identifiable information, and/or customer data.

1.4 Document Changes and Feedback

This policy will be updated and re-issued as needed to reflect, among other things, changes to applicable law, update or changes to City of Lake City requirements, technology, and the results or findings of any audit.

2. Policy Requirements

All awareness training must fulfill the requirements for the security awareness program as listed below:

- The information security awareness program should ensure that all staff achieve and maintain at least a basic level of understanding of information security matters, such as general obligations under various information security policies, standards, procedures, guidelines, laws, regulations, contractual terms, and generally held standards of ethics and acceptable behavior.
- Additional training is appropriate for staff with specific obligations towards information security that are not satisfied by basic security awareness, for example Information Risk and Security Management, Security Administration, Site Security and IT/Network Operations personnel. Such training requirements must be identified in departmental/personal training plans and funded accordingly. The

training requirements will reflect relevant prior experience, training and/or professional qualifications, as well as anticipated job requirements.

- Security awareness and training activities should commence as soon as practicable after staff joins the organization, generally through attending information security induction/orientation as part of the onboarding process. The awareness activities should continue on a continuous basis thereafter in order to maintain a reasonably consistent level of awareness.
- Where necessary and practicable, security awareness and training materials and exercises should suit their intended audiences in terms of styles, formats, complexity, technical content, etc. Everyone needs to know why information security is so important, but the motivators may be different for workers focused on their own personal situations or managers with broader responsibilities to the organization and their staff.
- The company will provide staff with information on the location of the security awareness training materials, along with security policies, standards, and guidance on a wide variety of information security matters.

2.1 City of Lake City Information Security Awareness Training

The City of Lake City Information Technology (IT) department requires that each employee upon hire and at least monthly thereafter successfully complete assigned Corvid Cyberdefense security courses. Certain staff may be required to complete additional training modules depending on their specific job requirements upon hire. Staff will be given a reasonable amount time to complete each course so as to not disrupt business operations.

2.2 Simulated Social Engineering Exercises

The City of Lake City IT department will conduct periodic simulated social engineering exercises including but not limited to: phishing (e-mail), vishing (voice), smishing (SMS), USB testing, and physical assessments. The City of Lake City IT department will conduct these tests at random throughout the year with no set schedule or frequency. The City of Lake City IT department may conduct targeted exercises against specific departments or individuals based on a risk determination.

2.3 Remedial Training Exercises

From time to time City of Lake City staff may be required to complete remedial training courses or may be required to participate in remedial training exercises with members of the City of Lake City IT department as part of a risk-based assessment.

3. Compliance & Non-Compliance with Policy

Compliance with this policy is mandatory for all staff, including contractors and leadership. The City of Lake City IT department will monitor compliance and non-compliance with this policy and report to the department Director in the results of unsatisfactory training and social engineering exercises.

The penalties for non-compliance are described in Appendix A of this policy.

3.1 Non-Compliance Actions

Certain actions or non-actions by City of Lake City personnel may result in a non-compliance event (Failure).

A Failure includes but is not limited to:

- Failure to complete required training within the time allotted
- Failure of a social engineering exercise

Failure of a social engineering exercise includes but is not limited to:

- Clicking on a URL within a phishing test
- Replying with any information to a phishing test
- Opening an attachment that is part of a phishing test
- Enabling macros that are within an attachment as part of a phishing test
- Allowing exploit code to run as part of a phishing test
- Entering any data within a landing page as part of a phishing test
- Transmitting any information as part of a phishing test
- Replying with any information to a smishing test
- Plugging in a USB stick or removable drive as part of a social engineering exercise
- Failing to follow company policies in the course of a physical social engineering exercise

Certain social engineering exercises can result in multiple Failures being counted in a single test. The maximum number of Failure events per social engineering exercise is two.

The City of Lake City IT department may also determine, on a case by case basis, that specific Failures are a false positive and should be removed from that staff member's total Failure count.

3.2 Compliance Actions

Certain actions or non-actions by City of Lake City personnel may result in a compliance event (Pass).

A Pass includes but is not limited to:

- Successfully identifying a simulated social engineering exercises
- Not having a Failure during a social engineering exercise (Non-action)
- Reporting real social engineering attacks to the IT department

3.3 Removing Failure Events through Passes

Each Failure will result in a Remedial training or coaching event as described in Appendix A of this document. Subsequent Failures will result in escalation of training or coaching. De-escalation will occur when a successful Pass has taken place.

4. Responsibilities and Accountabilities

Listed below is an overview of the responsibilities and accountabilities for managing and complying with this policy program.

The Director of Information Technology is accountable for running an effective information security awareness and training program that informs and motivates workers to help protect the organization's and the organization's customer's information assets.

The Information Technology Department is responsible for developing and maintaining a comprehensive suite of information security policies (including this one), standards, procedures and guidelines that are to be mandated and/or endorsed by management where applicable. Working in conjunction with other

corporate functions, it is also responsible for conducting suitable awareness, training, and educational activities to raise awareness and aid understanding of staff's responsibilities identified in applicable policies, laws, regulations, contracts, etc.

All Directors and Managers are responsible for ensuring that their staff and other workers within their responsibility participate in the information security awareness, training, and educational activities where appropriate and required.

All Staff are personally accountable for completing the security awareness training activities, and complying with applicable policies, laws, and regulations at all times.

Appendix A – Schedule of Failure Penalties

The following table outlines the penalty of non-compliance with this policy. Steps not listed here may be taken by the City of Lake City IT team to reduce the risk that an individual may pose to the company.

Failure Count	Resulting Level of Remediation Action
First Failure	Mandatory completion of Remedial Corvid Training
Second Failure	Mandatory completion of Remedial Corvid Training
Third Failure	Mandatory completion of Remedial Corvid Training
Fourth Failure	Face to face meeting with their Director and IT Director <ul style="list-style-type: none"> - Possibility that additional administrative and technical controls will be implemented to prevent further Failure events
Fifth Failure	Formal in-person training with IT Director and notification to their Director <ul style="list-style-type: none"> - Possibility that additional administrative and technical controls will be implemented to prevent further Failure events
Sixth and Subsequent Failures	Potential for Termination of Employment or Employment Contract

Appendix B – Methods for Determining Staff Risk Ratings

The following is a list of situations that may increase a risk rating of a City of Lake City staff member. Higher risk ratings may result in an increased sophistication of social engineering tests and an increase in frequency and/or type of training and testing.

- Staff member email resides within a recent Email Exposure Check report
- Staff member is a Director, Elected Official, or City Management member (High value target)
- Staff member possesses access to significant company confidential information
- Staff member possesses access to significant company systems
- Staff member maintains a weak password
- Staff member has repeated company policy violations

APPROVAL

City Manager – Paul Dyal _____

File Attachments for Item:

13. City Council Resolution No. 2023-079 - A resolution of the City Council of the City of Lake City, Florida, authorizing the Lake City Police Department to apply for the Edward Byrne Memorial Justice Assistance Grant in the amount of \$15,448.00; providing for the procurement of equipment for the use and benefit of the Police Department; and providing for an effective date.

MEETING DATE
8-7-23

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

**SUBJECT: Edward Byrne Justice Assistance Grant FY2023
Grant Application**

DEPT / OFFICE: Police

Originator:
Chief Gerald Butler

City Manager Paul Dyal-City Manager	Department Director Chief Gerald Butler 	Date 7-7-23
---	---	-----------------------

Recommended Action:

Approve request for Lake City Police Department to apply for the Edward Byrne Memorial Justice Assistance Grant FY2023 in the amount of \$15,448.00

Summary Explanation & Background:

These Grant funds will be used to purchase a golf cart to be used by the Lake City Police Department in providing services to the City for special events. This will allow LCPD to access any areas where citizens are congregating and where officer’s service might be needed. The remainder of the funds will be used to purchase lights and striping on the golf cart.

	<u>Amount</u>
Golf cart, including lights and striping	\$15,448.00

Alternatives:
Budget equipment in FY2025

Source of Funds:
Grant/General Fund

Financial Impact:
\$15,448.00 Grant Amount. If purchase exceeds Grant, expenses will be paid from forfeiture monies or general fund.

Exhibits Attached:
Due to expected increase in pricing, no attachment. Vendors state they cannot provide a quote at this time. (If approved to apply for Grant, and if Grant funds are awarded, 3 bids will be obtained prior to acceptance of Grant funds.)

CITY COUNCIL RESOLUTION NO. 2023-079

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE LAKE CITY POLICE DEPARTMENT TO APPLY FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT IN THE AMOUNT OF \$15,448.00; PROVIDING FOR THE PROCUREMENT OF EQUIPMENT FOR THE USE AND BENEFIT OF THE POLICE DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the “City”), by and through the Lake City Police Department (hereinafter the “Police Department”) desires to apply for the Edward Byrne Memorial Justice Assistance Grant (hereinafter the “Grant”) in the amount of fifteen thousand, four hundred forty-eight dollars and zero cents (\$15,448.00) to purchase equipment for the use and benefit of the Police Department in their tactical enforcement and apprehension duties; and

WHEREAS, the City Council finds that applying for the aforementioned Grant 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 true and accurate and are incorporated herein and made a part of this resolution.

Section 2. The City, by and through the Lake City Police Department, is hereby authorized to apply for the Edward Byrne Memorial Justice Assistance in the amount of fifteen thousand, four hundred forty-eight dollars and zero cents (\$15,448.00).

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

Section 4. This resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED at a meeting of the City Council this ____ day of August 2023.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

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

File Attachments for Item:

14. Informational Purposes Only - City Attorney, Robinson, Kennon and Kendron, P.A, invoices for May and June 2023. Folds Walker, LLC invoice for June 2023

Robinson, Kennon and Kendron, P. A.

582 West Duval Street
Lake City, FL 32055 USA

Ph:(386) 755-1334

Fax:(386) 755-1336

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

July 11, 2023

Attention:

File #: 00801-001

Inv #: 6991

RE: City of Lake City - General Legal Services

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
May-01-23	Reviewed agenda packet for meeting on 5/1. Attended council meeting. Made final review of Agreement with Benesch. Reviewed and finalized release and satisfaction of lien regarding Jack Mott property. Review revised contract with RS&H, Inc. and conference with Alysha regarding proposed changes not made to contract.	2.80	476.00	TJK
	Telephone conference with Danielle regarding P&Z Meeting scheduled for 5/2. Telephone conference with Robert Angelo regarding Agenda items for 5/2. Reviewed materials for Gateway RV Park.	1.30	221.00	TJK
	Received P&Z meeting agendas. Printed and forwarded the same to Danielle and Todd for review. Coordinated meeting with Danielle and Todd to discuss P&Z meeting agendas.	0.20	14.00	ALJ
May-02-23	Attended monthly meeting. Finalize review of Tennis and Aspire Dental documentation. Telephone conference with Robert Angelo, Danielle Adams and Chris Lydick regarding agenda items and meeting procedure.	3.30	561.00	TJK
	Dictated draft of Satisfaction and Release of Lien. Dictated draft of letter from Dyal to	0.70	119.00	TJK

Williams regarding Lake Shore Hospital Authority lots.

	Worked on revisions to Med Trans Agreement. Updated, formatted, and disseminated the same to appropriate individuals.	0.40	28.00	ALJ
	Worked on revisions to RS&H Agreement. Updated, formatted, and disseminated the same to appropriate individuals.	0.70	49.00	ALJ
	Received request from Brenda Karr regarding RS&H Agreement. Discussed the same with Mr. Kennon and advised Brenda of the same.	0.20	14.00	ALJ
May-03-23	Reviewed agenda for Agenda Preparation Meeting, and attended Agenda Preparation Meeting. Worked on response to 119 request regarding legal opinion on gun sign display. Attended meeting with County officials on Richardson committee.	3.70	629.00	TJK
	Attended Agenda Preparation Meeting.	1.33	93.10	ALJ
	Received draft agenda for Agenda Preparation Meeting. Reviewed and revised the same, and forwarded to Todd and Danielle for preparation of the upcoming meeting.	0.50	35.00	ALJ
May-04-23	Received Housing Bill SB102 from Robert Angelo. Printed and forwarded the same to Danielle and Todd for review.	0.20	14.00	ALJ
May-05-23	Telephone conference with Danielle Adams regarding sequence of Circle K appeal and documents to provide to Board of Adjustment.	0.30	51.00	TJK
	Telephone conference with Mr. Dyal and Audrey regarding Annie Mattox issues. Reviewed Annie Mattox Interlocal Agreement.	0.40	68.00	TJK
May-08-23	Reviewed email from Michelle regarding Resolution 2023-036, reviewed ordinance regarding price owed to FDOT for 47 and dictated email to Michelle. Made final review of Resolution 2023-053 regarding chlorine contact chamber. Reviewed legal description and made final review of Ordinance 2023-2247 regarding Tidal Wave and vacating easement. Dictated email to Clay Martin at Folds & Walker regarding Tunsil Road	2.90	493.00	TJK

	Easement. Reviewed documentation regarding SE Magnolia Loop watermain extension and dictated Resolution 2023-057 and Task Assignment 8 with NFPS, and made final revisions of the same upon drafting.			
	Received email from Michelle Cannon requesting confirmation of recording of Satisfaction. Sent email confirmation regarding recording of Satisfaction.	0.10	7.00	ALJ
	Received request from Michelle Cannon regarding Resolution 2023-036 and amounts utilized. Discussed the same with Mr. Kennon, and advised resolution is still sufficient and will not need to go before council again.	0.20	14.00	ALJ
	Received Newly Codified Comprehensive Plan. Printed and forwarded the same to Todd and Danielle for review.	0.20	14.00	ALJ
	Worked on Resolution 2023-055 authorizing Task Assignment 1 with Wetland Solutions. Updated, formatted, and disseminated the same to appropriate individuals.	2.50	175.00	ALJ
	Worked on correspondence to Clay Martin regarding easement/deed issue for property owner. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Worked on Resolution 2023-053 authorizing Amendment Two to FDEP Agreement LPR0016. Updated, formatted, and disseminated the same to appropriate individuals.	1.30	91.00	ALJ
May-09-23	Reviewed Pace financing information from Joel. Reviewed and revised drafts of satisfaction of liens for Yves Barroughkh. Dictated instructions for execution. Telephone conference with Nate Sweat regarding satisfactions and closing.	0.70	119.00	TJK
	Sent email to Audrey with Exhibit A for Ordinance 2023-2247.	0.20	14.00	ALJ
	Forwarded copy of Ordinance 2023-2247 to Client.	0.20	14.00	ALJ

	Worked on Resolution 2023-057 related to Task Assignment Number Eight with NFPS. Updated, formatted, and disseminated the same to appropriate individuals.	2.20	154.00	ALJ
May-10-23	Organized sign variance documents. Telephone conference with Guy Norris. Preparation for Appeal process for Circle K.	1.40	238.00	TJK
	Worked on Audit Letter for the City. Updated, formatted, and forwarded the same to Danielle for review.	1.50	105.00	ALJ
May-11-23	Dictated email to Mr. Norris regarding re-scheduling of Appeal hearing to the Board of Adjustment.	0.30	51.00	TJK
	Reviewed Annie Mattox interlocal Agreement regarding background screenings. Reviewed email concerning vendor time-frame for tennis courts. Revised Dyal letter to Williams regarding City lots.	0.60	102.00	TJK
	Worked on correspondence to Guy Norris regarding Circle K Appeal. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Coordinated meeting with Mr. Kennon and Clay Martin to discuss easement/deed issues.	0.20	14.00	ALJ
May-15-23	Reviewed agenda and attended monthly meeting. Conference with Clay Martin regarding Tunsil easement. Forwarded lien documents to Nate Sweat. Printed property appraiser information and cards of deeds regarding Tunsil easement. Telephone conference with Audrey regarding Agenda items and dictated draft deeds for Tunsil Road issues.	3.80	646.00	TJK
	Worked on correspondence to Dale Williams for LSHA property. Updated, formatted, and forwarded to Paul Dyal for review/distribution.	0.20	14.00	ALJ
	Forwarded executed release of lien to Mr. Sweat.	0.10	7.00	ALJ
	Worked on final draft audit letter. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ

May-16-23	Telephone conference with Sylvester Warren regarding Annie Mattox situation. Dictated email to Danielle regarding issues with Annie Mattox. Dictated draft email to attorney White regarding Bingo Station and dictated draft request for Attorney General Opinion regarding Bingo machines.	1.30	221.00	TJK
	Worked on correspondence regarding Coker appeal. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
May-17-23	Made final review of Ordinance 2023-2251. Researched issues for Police Advisory Board. Telephone conferece with Jeff Hampton's office regarding Tunsil Road easement. Made final review of Ordinance 2023-2250. Conference with law clerk regarding felon holding position on Planning & Zoning Board. Dictated draft Resolution for Tunsil Road easement.	1.10	187.00	TJK
	Research constitutional issue regarding prohibitions on holding public office	1.00	170.00	KGV
	Pull relevant statutes and portion of FL constitution regarding public office position	0.70	119.00	KGV
	Pull reqs for submitting request for Agency Fees opinion	0.10	17.00	KGV
	Received email with attachments regarding historic sign. Printed and forwarded the same to Todd and Danielle for review.	0.20	14.00	ALJ
May-18-23	Telephone conference with Sikes regarding Warren and public records requests. Reviewed legal research on convicted felon and dictated email to Danielle regarding Warren issue. Telephone conference with Robert Angelo and meeting with Angelo as to land use issue.	2.10	357.00	TJK
	Emailed letter and resolution to Danielle at Folds Walker regarding Annie Maddox Grant.	0.10	7.00	LAC
	Emailed letter to Danielle at Folds Walker regarding Sylvester Warren.	0.10	7.00	LAC
	Emailed draft letter regarding Bingo Station to Chief Butler.	0.10	7.00	LAC

May-19-23	Telephone consultation with Joel Foreman regarding Zoom hearings for Code Enforcement. Reviewed notices for special magistrate hearings. Telephone conference with Sova regarding Zoom meetings. Researched interlocal agreement for mass annexations. Revised the Notice of Hearing for code violations.	1.20	204.00	TJK
	Worked on correspondence related to bingo station. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Worked on Ordinance vacating right of way for U-Haul. Updated, formatted, and disseminated the same to appropriate individuals.	1.10	77.00	ALJ
May-22-23	Reviewed email from Danielle regarding cameras at Annie Mattox Park and dictated response. Telephone conference with Sylvester Warren regarding CRA and Historical District. Telephone conference with Audrey Sikes regarding various issues.	0.90	153.00	TJK
	Reviewed correspondence regarding Police Pension Board and dictated draft resolution.	0.60	102.00	TJK
	Worked on correspondence related to Annie Mattox cameras. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Worked on correspondence related to Annie Mattox level 2 screenings. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Received telephone call from Sylvester Warren; emailed message to Mr. Kennon.	0.10	7.00	LAC
May-23-23	Final review of Resolution regarding Police Pension Board and dictated instructions to confirm election with Mrs. Sikes. Worked on draft of Interlocal Agreement with County for annexation and reviewed statutes regarding annexation.	1.30	221.00	TJK
	Worked on Ordinance 2023-2251 vacating right of way for Tractor Supply. Updated,	1.10	77.00	ALJ

	formatted, and disseminated the same to appropriate individuals.			
May-24-23	Reviewed Agenda Preparation Agenda and attended Agenda Preparation Meeting.	1.90	323.00	TJK
	Attended Agenda Preparation Meeting.	1.63	114.10	ALJ
	Worked on draft Ordinance 2023-2252 related to redistricting for the City. Updated, formatted, and forwarded the same to Audrey for review.	1.20	84.00	ALJ
	Received draft agenda for Agenda Preparation Meeting. Updated and forwarded the same to Danielle and Todd for review and preparation for upcoming meeting.	0.50	35.00	ALJ
	Worked on Ordinance 2023-2252 related to redistricting. Updated, formatted, and disseminated the same to appropriate individuals.	2.00	140.00	ALJ
	Worked on correspondence related to Senate Bill. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
May-25-23	Reviewed legal authority as to holding office and telephone conference with Sylvester Warren. Reviewed correspondence from Supervisor of Elections. Received ITB 411 and made revisions to Ordinance 2023-2252. Finalized Notice of Hearing for Code Enforcement Special Magistrate and forwarded the same to Sova to review. Telephone conference with Audrey regarding various agenda items. Draft easement and revised associated resolution regarding Tunsil Road Easement.	2.30	391.00	TJK
	Research reqs for restoration of civil rights - pull relevant material from Florida Commission on Offender Review - Pull Fla. Sta. ch. 940	0.40	68.00	KGV
	Worked on Resolution 2023-060 related to the appointment of Robert Milligan and Tim Parisi to the Police Pension Board. Updated, formatted, and disseminated the same to appropriate individuals.	1.20	84.00	ALJ

	Worked on Special magistrate Notice of Hearing. Updated, formatted, and forwarded the same to Marshall Sova.	1.10	77.00	ALJ
May-26-23	Telephone conference with Danielle regarding Sylvester Warren. Reviewed legal research as to felony issue.	0.40	68.00	TJK
May-30-23	Made final review and revisions to Resolution 2023-058 and associated Easement. Telephone conference with Robert Angelo. Final review of Ordinance 2023-2252 relate dto redistricts. Dictated email to Danielle regarding various issues. Research on clemency issue, an ddictated draft of Resolution 2023-061 rescinding Resolution 2023-059.	1.70	289.00	TJK
	Worked on Resolution 2023-058 authorizing the execution of an easement. Updated, formatted, and disseminated the same to appropriate individuals.	1.60	112.00	ALJ
	Worked on Ordinance 2023-2252 related to redistricting. Updated, formatted, and disseminated the same to appropriate individuals.	1.00	70.00	ALJ
	Worked on Resolution 2023-061 authorizing the third installment of ARPA funds. Updated, formatted, and forwarded the same to the attorney for review.	1.00	70.00	ALJ
May-31-23	Work on presentation for P&Z Board for financial disclosure.	0.40	68.00	TJK
	Dictated email to Sikes regarding Resolution 2023-061. Reviewed email concerning tobacco free ordinance and dictated email to Danielle.	0.60	102.00	TJK
	Drafted letter to Danielle at Folds Walker; emailed letter to Danielle with draft resolution.	0.20	14.00	LAC
Jun-01-23	Reviewed revisions to Resolution 2023-061 related to the third installment of ARPA funds. Dictated instructions to revise the same.	0.30	51.00	TJK
	Worked on correspondence to Audrey regarding ARPA funds. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ

	Worked on correspondence to Audrey regarding NCFRPC Ordinances. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
Jun-02-23	Reviewed documentation concerning graduation token policy and dictated draft of Resolution 2023-067 related to graduation token policy. Reviewed supporting documentation relating to retirement bonus policy and dictated draft of Resolution 2023-066. Telephone consultation with Audrey Sikes regarding various agenda items.	2.10	357.00	TJK
	Telephone conference with Chris Lydick regarding financial disclosures and upcoming agenda issues.	0.30	51.00	TJK
	Worked on Report to Council regarding Warren and P&Z Board. Updated, formatted, and forwarded the same to Danielle for review.	0.20	14.00	ALJ
	Worked on Resolution 2023-061 authorizing the third installment of ARPA funds to the County. Updated, formatted, and disseminated the same to appropriate individuals.	1.20	84.00	ALJ
	Worked on Resolution 2023-062 rescinding Resolution 2023-003. Updated, formatted, and disseminated the same to appropriate individuals.	1.40	98.00	ALJ
	Worked on Resolution 2023-066 amending the Personnel Manual - Retirement Bonus Policy. Updated, formatted, and disseminated the same to appropriate individuals.	1.00	70.00	ALJ
	Worked on Resolution 2023-067 amending the Personnel Manual - Graduation Token Policy. Updated, formatted, and disseminated the same to appropriate individuals.	1.00	70.00	ALJ
	Worked on Report to Council regarding Warren and P&Z Board. Updated, formatted, and disseminated to appropriate individuals.	0.20	14.00	ALJ
	Worked on revisions to Resolution 2023-066 amending the Personnel Manual - Retirement Bonus Policy. Updated, formatted, and disseminated the same to appropriate individuals.	0.60	42.00	ALJ

	Worked on correspondence to Danielle regarding Sylvester Warren email received. Updated, formatted, and forwarded the same to Danielle.	0.40	28.00	ALJ
	Worked on Resolution 2023-063 rescinding Resolution 2023-059. Updated, formatted, and disseminated the same to appropriate individuals.	1.20	84.00	ALJ
	Worked on Resolution 2023-065 and corresponding Task Assignment Two with Wetland Solutions related to Gwen Lake. Updated, formatted, and disseminated the same to appropriate individuals.	2.20	154.00	ALJ
	Received email request from City administration regarding Amendment No. 1 Ichetucknee Quality and Quantity Enhancement LP12031. Sent email to City administration requesting additional information for attorney review for preparation of a corresponding resolution.	0.10	7.00	ALJ
Jun-05-23	Telephone conference with Audrey and Danielle regarding agenda items. Finalized review of Resolution 2023-059 and reviewed supporting documentation. Dictated draft of Resolution 2023-064 and made final review of the same. Attended Council meeting. Prepared updates for Council meeting on 6/5. Telephone conference with Joel Foreman regarding Richardson funding issues. Reviewed materials on Police Advisory Boards. Reviewed Laurel Lane issues. Telephone conference with Chief Butler regarding level 2 screenings. Reviewed correspondence related to revisions to Ordinance 2023-2251 related to Tractor Supply vacating easement.	8.10	1,377.00	TJK
	Worked on Resolution 2023-064 authorizing Amendment One to Agreement LP12031 with FDEP. Updated, formatted, and disseminated the same to appropriate individuals.	1.40	98.00	ALJ
	Worked on Resolution 2023-059 appointing Sylvester Warren to P&Z Board. Updated, formatted, and disseminated the same to appropriate individuals.	1.00	70.00	ALJ

	Worked on revisions to Ordinance 2023-2251 vacating right of way for Tractor Supply. Updated, formatted, and disseminated the same to appropriate individuals.	0.70	49.00	ALJ
	Sent email to City administration to coordinate Agenda Preparation Meetings for June.	0.10	7.00	ALJ
Jun-06-23	Telephone conference with Chris Lydick. Attended P&Z meeting. Reviewed agenda and supporting documents. Finalized Financial Disclosure presentation. Telephone conference with Audrey regarding Warren's status.	3.00	510.00	TJK
	Organized and reviewed information concerning combined dispatch system with Columbia County for upcoming meeting with Foreman on 6/9/23.	0.40	68.00	TJK
Jun-07-23	Attended Agenda Preparation Meeting. Dictated email to Chief Butler regarding railroad noise issue. Reviewed License Agreement regarding Richardson, and dictated an email to Ms. Sikes regarding the same. Researched issue on shopping carts per Todd Sampson.	2.80	476.00	TJK
Jun-08-23	Researched LDR provisions for parking requirements in dental office and utilizing other property for parking spaces.	0.60	102.00	TJK
	Reviewed Resolution related to Annie Mattox and Grant Agreement. Dictated draft Resolution to amend the Grant Agreement and drafted the Amendment to Grant Agreement.	1.20	204.00	TJK
Jun-09-23	Reviewed MOU related to combined communications and draft of proposed Interlocal Agreement. Conference with Stephen and meeting with Joel Foreman regarding combined communications.	1.80	306.00	TJK
	Telephone conference with Robert Angelo regarding scheduling of next P&Z/Board of Adjustment meeting.	0.20	34.00	TJK
	Worked on correspondence to Chief Butler regarding Railroad issues. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ

	Worked on correspondence to Lester McKellum regarding Tax Deferral. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Sent email to Chief Butler requesting additional documentation regarding U Visa Request Inquiry.	0.10	7.00	ALJ
Jun-12-23	Telephone conference with Audrey Sikes regarding agenda items.	0.20	34.00	TJK
	Telephone conference with Robert Angelo regarding Circle K issues.	0.20	34.00	TJK
	Reviewed supporting documentation and original contract with Anderson Columbia and dictated draft of Resolution 2023-068. Dictated draft of Amendment One to Contract.	0.60	102.00	TJK
Jun-13-23	Dictated email to Mr. Sampson regarding shopping carts. Final review and revisions to Resolution 2023-069.	0.40	68.00	TJK
Jun-14-23	Dictated email to Guy Norris regarding scheduling of Board of Adjustment appeal.	0.20	34.00	TJK
	Reviewed supporting documentation from LCPD regarding Byrne Grant and prior resolution 2022-103. Dictated, reviewed, and finalized Resolution 2023-071 regarding the same. Email to Ms. Sikes regarding cost breakdown. Reviewed and finalized Resolution 2023-068 and Amendment One to contract with Anderson Columbia.	1.10	187.00	TJK
	Worked on correspondence to Guy Norris regarding Appeal. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Worked on correspondence to Audry Sikes regarding the License Agreement. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Worked on Resolution 2023-069 and the corresponding Amendment to the Annie Mattox Agreement. Updated, formatted, and disseminated the same to appropriate individuals.	2.10	147.00	ALJ

Jun-15-23	Dictated draft letter to Florida Gulf Railroad regarding noise issues. Telephone conference with Jeff Castle with Florida Gulf.	0.40	68.00	TJK
	Worked on correspondence to Mr. Castle regarding Railroad issues. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Worked on correspondence to Stew Lilker regarding Clemency. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Worked on Resolution 2023-071 accepting the Edward Byrne Memorial Justice Assistance Grant. Updated, formatted, and disseminated the same to appropriate individuals.	1.10	77.00	ALJ
Jun-16-23	Worked on Resolution 2023-068 and corresponding Amendment One to the Contract with Anderson Columbia. Updated, formatted, and disseminated the same to appropriate individuals.	2.00	140.00	ALJ
Jun-18-23	Worked on procedural outline for Circle K appeal.	0.70	119.00	TJK
Jun-20-23	Reviewed Agenda packet and supporting documentation. Telephone conference with Audrey Sikes regarding agenda items. Attended Council meeting.	3.20	544.00	TJK
	Reviewed and revised draft of Interlocal Agreement with the County regarding annexations of enclaves.	0.40	68.00	TJK
Jun-21-23	Revisions to final draft of Interlocal Agreement for Annexation of Enclaves. Finalize and email letter to Mr. Angelo with copy of draft Interlocal Agreement for Annexation of Enclaves. Email copies of same to Ms. Sikes, Mr. Dyal, Mr. Johnson, Ms. Cannon, Ms. Bruner and Mr. Brown. Finalize and email letter to Joel Foreman with with copy of draft Interlocal Agreement for Annexation of Enclaves. Email copies of same to Mr. Dyal, Mr. Johnson, Ms. Cannon, Ms. Bruner and Mr. Brown.	0.50	35.00	MBS
Jun-22-23	Reviewed Ordinance on committee structure.	2.70	459.00	TJK

	Attended Agenda Preparation Meeting. Telephone conference with Danielle regarding IT Security Agreement.			
Jun-23-23	Telephone conference with Ron Williams Jr. regarding Annie Mattox.	0.10	17.00	TJK
	Telephone conference with Danielle Adams regarding Historic District and Circle K Appeal. Telephone conference with Robert Angelo regarding Laurel Lane. Office consultation with Robert Angelo and Steve Brown regarding Laurel Lane, Circle K appeal, and plat issues.	2.00	340.00	TJK
Jun-26-23	Telephone conference with Guy Norris regarding Circle K appeal. Telephone conference with Robert Angelo regarding Circle K appeal.	0.40	68.00	TJK
	Reviewed documentation concerning FDOT Traffic Maintenance Agreement and dictated draft of Resolution 2023-074 related to the same.	0.60	102.00	TJK
	Forwarded email from Guy Norris regarding Appeal to Danielle for review.	0.10	7.00	ALJ
	Coordinated upcoming Agenda Preparation Meeting with City administration.	0.20	14.00	ALJ
	Sent email to City administration for the status of the Traffic Signal Maintenance Agreement Amendment. Called and spoke with Cheryl Jacks to forward a copy of the Agreement once received.	0.20	14.00	ALJ
	Sent email to City administration for the Street Lighting Maintenance Agreement per the Agenda Preparation Meeting.	0.10	7.00	ALJ
Jun-27-23	Attended Joint meeting with County regarding combined law enforcement and fire dispatch. Reviewed proposed Master Control Agreement prior to meeting. Reviewed email from Warren. Telephone conference with Ron Williams Jr. Finalized Resolution 2023-074. Reviewed agenda and supporting documents for Special meeting. Reviewed Interlocal with County regarding fire suppression grant and document confirming acceptance of the Grant.	4.00	680.00	TJK

	Telephone conference with Joel Foreman regarding Interlocal Agreement and fire suppression. Reviewed draft of revised Master Agreement and telephone conference with Chief Butler.			
	Dictated email to Guy Norris regarding appeal process and dictated email to Danielle regarding Circle K appeal. Reviewed appeal.	0.90	153.00	TJK
	Sent email to Dee Johnson requesting additional information regarding EDA Grant for Fire Suppression.	0.10	7.00	ALJ
	Forwarded executed copy of Resolution 2021-078 to Joel Foreman for review prior to phone conference with Mr. Kennon.	0.10	7.00	ALJ
	Worked on correspondence to Guy Norris regarding the Appeal. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
Jun-28-23	Telephone conference with Audrey Sikes regarding Agenda items. Reviewed second draft of Management Control Agreement and telephone conference with Joel Foreman regarding requested changes by Chief Butler. Telephone conference with Chief Butler regarding revisions to Agreement and issues.	2.60	442.00	TJK
	Worked on Resolution 2023-074 related to the Traffic Signal Maintenance Amendment. Updated, formatted, and disseminated the same to appropriate individuals.	1.65	115.50	ALJ
	Worked on Resolution 2023-075 related to the MOU and Management Control Agreement. Updated, formatted, and disseminated the same to appropriate individuals.	1.00	70.00	ALJ
Jun-29-23	Telephone conference with Audrey Sikes regarding concealed carry issue and workshop. Attended workshop. Reviewed email from Chief Butler regarding Fla. Stat. 790.08 and weapon destruction. Reviewed email on dual office holding and dictated email to Danielle for research assistance. Worked on legal research regarding firearms in vehicles and personnel policy. Legal research regarding Mr. Bowden serving on Police Pension Board.	3.20	544.00	TJK

	Reviewed draft of sequence of presentations. Zoom conference with Scott Walker and Danielle Adams regarding Circle K Appeal. Zoom conference with Walker and Adams and attorney Raimey with Circle K. Zoom conference with Guy NORris, Scott Walker, and Danielle Adams regarding Circle K Appeal. Organized documents for appeal.	2.10	357.00	TJK
Jun-30-23	Telephone conference with Robert Angelo regarding Circle K appeal. Reviewed LDR's regarding Board of Adjustment procedures.	0.30	51.00	TJK
	Worked on correspondence to Danielle regarding Todd Sampson. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Totals	139.51	<u>\$18,495.70</u>	

DISBURSEMENTS

Jun-19-23	Photocopy Expense 357 @ 0.20		71.40	
Jun-26-23	Photocopies 110 @ 0.20		22.00	
Jul-06-23	Photocopies 157 @ 0.20		31.40	
	Totals		<u>\$124.80</u>	
	Total Fee & Disbursements			<u>\$18,620.50</u>
	Previous Balance			8,913.10
	Previous Payments			8,913.10
	Balance Now Due			<u>\$18,620.50</u>

TAX ID Number 20-2029910

PAYMENT DETAILS

Jun-26-23	For Services Rendered			8,913.10
	Total Payments			<u>\$8,913.10</u>

Thank you!

Robinson, Kennon and Kendron, P. A.
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Fax:(386) 755-1336

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

July 11, 2023

Attention:

File #: 00801-009

Inv #: 6992

RE: Hart v. City of Lake City

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
May-17-23	Reviewed lawsuit filed by James Hart against LCPD, and dictated email to Audrey for response to Complaint by Florida League of Cities.	1.00	190.00	TJK
May-22-23	Worked on correspondence regarding summons and complaint received. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Totals	1.20	\$204.00	
	Total Fee & Disbursements			\$204.00
	Balance Now Due			\$204.00

TAX ID Number 20-2029910

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

July 11, 2023

Attention:

File #: 00801-010

Inv #: 6993

RE: Ronnie Mitchell v. City of Lake City

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
May-22-23	Reviewed Complaint and Summons. Dictated response to Audrey Sikes.	0.30	57.00	TJK
May-25-23	Worked on correspondence related to summons and complaint received. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Totals	0.50	<u>\$71.00</u>	
	Total Fee & Disbursements			<u>\$71.00</u>
	Balance Now Due			<u>\$71.00</u>

TAX ID Number 20-2029910

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

July 11, 2023

Attention:

File #: 00801-011

Inv #: 6994

RE: Malcolm Graves v. City of Lake City

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
May-23-23	Received request from Susan Erdelyi regarding assignment of Shannon Kelly to Graves matter. Researched and reviewed KLO emails and forwarded the same to Ms. Erdelyi.	0.40	28.00	ALJ
Jun-05-23	Received email from Susan Erdelyi with Notice of Taking Deposition scheduled for August 28, 2023. Reviewed the Notice and file status.	0.30	51.00	TJK
	Totals	0.70	\$79.00	
	Total Fee & Disbursements			\$79.00
	Balance Now Due			\$79.00

TAX ID Number 20-2029910

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

July 11, 2023

Attention:

File #: 00801-012

Inv #: 6995

RE: City of Lake City v. Rosa Scott/Livingston - Eminent Domain

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Jun-15-23	Review file, draft Petition in Eminent Domain for Rosa Scott parcel, draft Declaration of Taking, pull Resolution and other exhibits	1.50	285.00	JCB
	Review file, draft Petition in Eminent Domain for Livingston parcel, Draft Declaration of Taking, pull Resolution and other exhibits, draft questions to T. Kennon	2.00	380.00	JCB
	Totals	3.50	\$665.00	
	Total Fee & Disbursements			\$665.00
	Balance Now Due			\$665.00

TAX ID Number 20-2029910

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

July 11, 2023

Attention:

File #: 00801-014

Inv #: 6996

RE: Angelina McConnell v. LCPD

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Jun-07-23	Reviewed summons and complaint filed against LCPD by Angelina McConnell and dictated email to Mrs. Sikes regarding the same.	0.40	76.00	TJK
Jun-09-23	Worked on correspondence to Audrey regarding McConnell lawsuit. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.00	ALJ
	Totals	0.60	\$90.00	
	Total Fee & Disbursements			\$90.00
	Balance Now Due			\$90.00

TAX ID Number 20-2029910

Robinson, Kennon and Kendron, P. A.
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Ph:(386) 755-1334

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City of Lake City - Airport
 205 N. Marion Avenue
 Lake City, FL
 32055 USA

July 11, 2023

Attention:

File #: 01579-001

Inv #: 7000

RE: City of Lake City - Airport

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
May-01-23	Reviewed materials from DOE and Dyal regarding hangar fire suppression grant. Telephone conference with Meagan Logan regarding land swap and drainage study overlap. Worked on draft letter to FAA regarding land swap with Gateway College.	1.10	187.00	TJK
May-02-23	Dictated revision to Menaurd Lease at Airport.	0.20	34.00	TJK
May-03-23	Worked on Resolution 2023-054 authorizing the DOT Grant Agreement. Updated, formatted, and disseminated the same to appropriate individuals.	2.95	206.50	ALJ
May-08-23	Made final review of Resolution 2023-56 and associated contract with ABS aviation. Telephone conference with Paul Dyal regarding airport issues and ABS Contract.	0.40	68.00	TJK
May-09-23	Reviewed email from Paul Dyal regarding Resolution 2023-056 and associated contract and dictated instructions to revise contract and forward the same to Sikes.	0.20	34.00	TJK
	Worked on Resolution 2023-056 related to Airport Appraisal Services. Updated, formatted, and disseminated the same to appropriate individuals.	2.30	161.00	ALJ

May-11-23	Finalized letter to FAA regarding Gateway and City exchange of lots.	0.20	34.00	TJK
May-15-23	Coordinated a meeting with Mr. Kennon and Ed Bunnell to discuss Jay property Lease.	0.20	14.00	ALJ
May-16-23	Office consultation with Ed Bunnell regarding Jayviation Lease. Revised Lease for Jayviation. Reviewed existing Jayviation Lease.	0.70	119.00	TJK
May-17-23	Worked on hangar lease template/real property and lease for Jayviation.	0.70	119.00	TJK
May-22-23	Worked on Jayiatiion Lease. Updated, formatted, and disseminated the same to appropriate individuals.	1.00	70.00	ALJ
Jun-09-23	Reviewed draft of Lease Agreement with Jayviation and dictated modifications. Reviwed Resolution 2023-078 related to DEO Grant for fire suppression.	1.00	170.00	TJK
	Sent email to Dee Johnson requesting additional documentation regarding the fire suppression EDA Grant.	0.10	7.00	ALJ
Jun-12-23	Worked on revisions to Hangar Lease for Jayviation. Updated, formatted, and forwarded the same to Ed Bunnell for further review and comment.	0.50	35.00	ALJ
Jun-14-23	Reviewed supporting documentation from FAA, emails from client, and dictated, reviewed, and finalized Resolution 2023-072.	0.50	85.00	TJK
Jun-15-23	Dictated, reviewed, and finalized Resolution 2023-073 regarding Jayviation.	0.40	68.00	TJK
	Worked on Resolution 2023-073 related to the Lease Agreement with Jayviation. Updated, formatted, and disseminated the same to appropriate individuals.	1.80	126.00	ALJ
	Worked on Resolution 2023-072 related to the execution fo the FAA Grant Agreement. Updated, formatted, and disseminated the same to appropriate individuals.	3.50	245.00	ALJ
Jun-27-23	Dictated follow up letter to FFA regarding land swap with Florida Gateway College.	0.30	51.00	TJK

Jun-28-23	Reviewed supporting documentation regarding fire suppression grant and Interlocal Agreement with County. Dictated draft of Resolution 2023-070.	0.60	102.00	TJK
	Worked on correspondence to Ms. Maull regarding the property transfer with FGC and Airport. Prepared the same for mailing and disseminated copies via email to appropriate individuals.	0.30	21.00	ALJ
Jun-29-23	Finalized review of Resolution 2023-070 regarding fire suppression.	0.20	34.00	TJK
	Worked on Resolution 2023-070 rescinding the application for fire suppression improvements through Resolution 2021-078. Updated, formatted, and disseminated the same to appropriate individuals.	1.10	77.00	ALJ
	Totals	20.25	<u>\$2,067.50</u>	

DISBURSEMENTS

Jun-28-23	Postage Expense		0.63	
	Totals		<u>\$0.63</u>	
	Total Fee & Disbursements			<u>\$2,068.13</u>
	Previous Balance			2,239.50
	Previous Payments			2,239.00
	Balance Now Due			<u>\$2,068.63</u>

TAX ID Number 20-2029910

PAYMENT DETAILS

Jun-26-23	For Services Rendered		2,239.00	
	Total Payments		<u>\$2,239.00</u>	

Thank you!



Folds Walker, LLC

527 E University Ave
Gainesville, FL 32601
US
kim@foldswalker.com
www.foldswalker.com
O: 352-372-1282

INVOICE

Number	1328
Issue Date	7/5/2023
Matter	668900 - GENERAL REPRESENTATION
Email	taylor@lcfcla.com

Bill To:

CITY OF LAKE CITY

Pay Now

Time Entries

Time Entries	Billed By	Rate	Hours	Subtotal
6/2/2023 REVIEW CLEMENCY RULES; REVIEW RESTORATION OF CIVIL RIGHTS PROCESS AND AMENDMENT FOUR; SEND PROPOSED REVISIONS TO REPORT TO COUNCIL	Danielle C. Adams	\$170.00	0.70	\$119.00
6/5/2023 TELEPHONE CONFERENCE WITH AUDREY SIKES RE RESOLUTION NUMBER AND NECESSITY OF REDACTION OF ATTORNEY BILLS FOR LITIGATION MATTERS	Danielle C. Adams	\$170.00	0.10	\$17.00
6/5/2023 TELEPHONE CONFERENCE WITH TJK RE TONIGHT'S COMMISSION MEETING	Danielle C. Adams	\$170.00	0.20	\$34.00
6/5/2023 TELEPHONE CONFERENCE WITH ALJ RE CURFEW ORDINANCE	Danielle C. Adams	\$170.00	0.30	\$51.00
6/5/2023 EMAIL CORRESPONDENCE WITH AUDREY SIKES RE PUBLIC PARKS; TELEPHONE CONFERENCE WITH AUDREY SIKES RE TONIGHT'S MEETING AND PUBLIC PARKS ISSUE	Danielle C. Adams	\$170.00	0.30	\$51.00
6/6/2023 REVIEW CASE LAW UPDATE FROM DISTRICT COURT OF APPEAL; DRAFT LETTER TO TODD RE SAME	Danielle C. Adams	\$170.00	0.20	\$34.00
6/7/2023 ATTEND AGENDA PREP MEETING	Danielle C. Adams	\$170.00	1.50	\$255.00
6/8/2023 DRAFT CODE SECTION REGULATING HOURS IN PUBLIC PARKS AND PROVIDING PENALTIES	Danielle C. Adams	\$170.00	0.50	\$85.00

Time Entries	Billed By	Rate	Hours	Subtotal
6/29/2023 REVIEW FILE AND RESEARCH CIRCLE K MATTER, ZOOM WITH TODD AND DCA, ZOOM CONFERENCE WITH TODD, MARSHAL RAINEY AND DCA	S. Scott Walker	\$170.00	3.90	\$663.00
6/29/2023 ZOOM CONFERENCE WITH TJK RE CIRCLE K APPEAL; ZOOM CONFERENCE WITH MARSHALL RAINEY RE CIRCLE K APPEAL PROCEDURE; REVIEW LDC FOR APPEALS PROCEDURE	Danielle C. Adams	\$170.00	2.50	\$425.00
6/30/2023 REVIEW EMAIL FROM MARSHALL RAINEY ABOUT SUBSTANTIAL CHANGE AND LACK THEREOF	Danielle C. Adams	\$170.00	0.10	\$17.00
6/30/2023 EMAIL CORRESPONDENCE WITH GUY NORRIS RE SCHEDULING OF NEXT BOA HEARING AND PROCEDURAL PROCESS FOR AN APPEAL	Danielle C. Adams	\$170.00	0.10	\$17.00
		Time Entries Total	10.40	\$1,768.00

Total (USD)	\$1,768.00
Paid	\$0.00
Balance	\$1,768.00
Total Outstanding	\$1,768.00

Terms & Conditions

DUE AND PAYABLE UPON RECEIPT. SUBJECT TO 1% PER MONTH FINANCE CHARGE AFTER 30 DAYS.

In the event the balance of this invoice is submitted for collection, the Plaintiff shall be entitled to a reasonable attorney's fee and costs.

Timekeeper Totals

Name	Rate	Hours	Total
Danielle C. Adams	\$170.00	6.50	\$1,105.00
S. Scott Walker	\$170.00	3.90	\$663.00

Trust Account Balance

Date	Item	Amount	Balance
7/13/2023	Current Balance		\$0.00

 Pay Now

File Attachments for Item:

17. Discussion and Possible Action: Staff recommendation to approve proposed FY 23/24 “Tentative” Millage Rate to the Columbia County Tax Appraiser for Truth in Millage (TRIM) Notice advertisement to property owners for the City’s Tentative Budget Hearing (City Manager Paul Dyal and Finance Director Angie Taylor Moore)



CERTIFICATION OF TAXABLE VALUE

Reset Form

Print Form

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2023	County : COLUMBIA
Principal Authority : CITY OF LAKE CITY	Taxing Authority : CITY OF LAKE CITY

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	817,002,112	(1)
2.	Current year taxable value of personal property for operating purposes	\$	208,308,582	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	1,818,125	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	1,027,128,819	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	6,554,102	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	1,020,574,717	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	951,180,634	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Number 3 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser: Electronically Certified by Property Appraiser	Date :	6/30/2023 11:21 AM	

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	4.9000	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	4,660,785	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	4,660,785	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	1,020,574,717	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	4.5668	per \$1000	(16)
17.	Current year proposed operating millage rate	4.9000	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	5,032,931	(18)

Continued on page 2

Proposed Rate
Same as Prior
Year.

x .95
4,781,284

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs



STOP HERE - SIGN AND SUBMIT

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	4,660,785	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		4.5668 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	4,690,692	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	5,032,931	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		4.9000 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		7.30 %	(27)

First public budget hearing	Date :	Time :	Place :
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S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :			Date :	
	Title :		Contact Name and Contact Title :		
	PAUL DYAL, CITY MANAGER		ANGELA T. MOORE, FINANCE DIRECTOR		
	Mailing Address :		Physical Address :		
205 N MARION AVENUE		205 N MARION AVE			
City, State, Zip :		Phone Number :		Fax Number :	
LAKE CITY, FL 32055		386/719-5844		386/758-5488	

**CERTIFICATION OF TAXABLE VALUE
INSTRUCTIONS**

“Principal Authority” is a county, municipality, or independent special district (including water management districts).

“Taxing Authority” is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check “Yes” if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check “Yes” if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. “Dependent special district” (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district’s governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

“Independent special district” (ss. 200.001(8)(e) and 189.403(3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

“Non-voted millage” is any millage not defined as a “voted millage” in s. 200.001(8)(f), F.S.

Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.



CERTIFICATION OF TAXABLE VALUE

Reset Form

Print Form

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2023	County : COLUMBIA
Principal Authority : CITY OF LAKE CITY	Taxing Authority : CITY OF LAKE CITY

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	817,002,112	(1)
2.	Current year taxable value of personal property for operating purposes	\$	208,308,582	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	1,818,125	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	1,027,128,819	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	6,554,102	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	1,020,574,717	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	951,180,634	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Number 3 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)

Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.		
SIGN HERE	Signature of Property Appraiser:	Date :	
	Electronically Certified by Property Appraiser	6/30/2023 11:21 AM	

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	4.9000	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	4,660,785	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	4,660,785	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	1,020,574,717	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	4.5668	per \$1000	(16)
17.	Current year proposed operating millage rate	4.5668	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	4,690,692	(18)

Roll Back Rate x .95
4,456,157

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input type="checkbox"/> Independent Special District	(19)
		<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs



STOP HERE - SIGN AND SUBMIT

22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. (The sum of Line 13 from all DR-420 forms)	\$	4,660,785	(22)
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24.	Current year aggregate rolled-back taxes (Line 4 multiplied by Line 23, divided by 1,000)	\$	4,690,692	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. (The sum of Line 18 from all DR-420 forms)	\$	4,690,692	(25)
26.	Current year proposed aggregate millage rate (Line 25 divided by Line 4, multiplied by 1,000)		4.5668 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate (Line 26 divided by Line 23, minus 1 , multiplied by 100)		0.00 %	(27)

First public budget hearing	Date :	Time :	Place :
------------------------------------	--------	--------	---------

S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :			Date :	
	Title :		Contact Name and Contact Title :		
	PAUL DYAL, CITY MANAGER		ANGELA T. MOORE, FINANCE DIRECTOR		
	Mailing Address :		Physical Address :		
205 N MARION AVENUE		205 N MARION AVE			
City, State, Zip :		Phone Number :		Fax Number :	
LAKE CITY, FL 32055		386/719-5844		386/758-5488	

CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

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- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

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Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check "Yes" if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check "Yes" if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. "Dependent special district" (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

"Independent special district" (ss. 200.001(8)(e) and 189.403 (3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

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Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.

File Attachments for Item:

18. Discussion and Possible Action: Staff recommendation to approve the TRIM schedule for FY23/24 (City Manager Paul Dyal and Finance Director Angie Taylor Moore)

2023-2024 BUDGET PLANNING CALENDAR

City of Lake City Workshop and Public Hearings

DATE	TIME	DESCRIPTION	TRIM CALENDAR ITEM
July 17, 2023 - Monday	6:00 PM	Council Meeting	Council Approval of Proposed Millage Rate for TRIM Notice Requirements, Consider/Approve FY 23/24 TRIM Schedule
August 7, 2023 - Monday	6:00 PM	Council Meeting	Preliminary Resolution for Non Ad Valorem Fire Assessment
August 15, 2023-Tuesday	4:00 PM	Budget Workshop	Workshop – General Fund/ CRA/Fire/Airport. Consideration/adoption of Preliminary Fire Assessment Resolution.
August 16, 2023-Wednesday	4:00 PM	Budget Workshop	Workshop – Enterprise Funds - (Admin/GIS/Gas/Distrib&Coll/ WWTP/Sprayfield/Water Plant)
August 18-19, 2023		Recommended Date	Mailing/ Publication of Notice of Proposed rates Fire Special Assessment.
September 11, 2023 – Monday	6:00 PM	Special Meeting	Tentative TRIM/ Budget Hearing/Public Hearing to adopt Annual Resolution Approving Final Assessment Roll for Non Ad Valorem Fire Assessment
September 15, 2023 – Friday		NO LATER THAN	Certify Fire Assessment Roll to County Tax Collector Public Advertisement – Millage and Budget
September 18, 2023 - Monday	6:00 PM	Council Meeting	FY 2023-2024 Final Trim/Budget Hearing

NOTE: Dates for Tentative and Final Public Hearings are subject to change to avoid conflict with BOCC and School Board Hearings