CITY COUNCIL REGULAR SESSION

CITY OF LAKE CITY

September 21, 2026 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.

Events Prior to Meeting - 5:00 PM Community Redevelopment Agency

Pledge of Allegiance

Invocation - Council Member James Carter

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

Approval of Agenda

Proclamations/Awards/Recognitions - None

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.

Budget Hearing

Open Final Hearing on the FY2026-2027 Budget

1. City Council Resolution No. 2026-118 - A resolution of the City of Lake City, Florida, adopting the Millage Rate and Final Levy of Ad Valorem Taxes for Fiscal Year 2026-2027; making certain findings of fact in support of the City adopting said Millage Rate and Final Levy of Ad Valorem Taxes; repealing all prior resolutions in conflict; and providing an effective date.

2. City Council Resolution No. 2026-119 - A resolution of the City of Lake City, Florida, adopting the Final Budget for Fiscal Year 2026-2027; making certain findings of fact in support of the City adopting said Final Budget; repealing all prior resolutions in conflict; and providing an effective date.

Close Hearing

Approval of Consent Agenda

3. City Council Resolution No. 2026-100 - A resolution of the City of Lake City, Florida, approving those certain contracts entitled "Master Agreement for Software," and "Small Municipal Enterprise Agreement" between the City and Environmental Systems Research Institute, Inc., a California Corporation, to provide software licensing for the City GIS Department for a term of three (3) years at a cost not to exceed $92,600 for the full term of the agreement; making certain findings of fact in support of the City approving said agreements; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

4. City Council Resolution No. 2026-107 - A resolution of the City of Lake City, Florida, approving that certain form of annexation agreement for use by City departments and administration; making certain findings of fact in support of the City approving said form of annexation agreement; authorizing non-substantive changes to said form of annexation agreement with the concurrence of the City Attorney; directing the City's departments and administration to utilize said form of annexation agreement in all such cases where it is applicable; repealing all prior resolutions in conflict; and providing an effective date.

5. City Council Resolution No. 2026-111 - A resolution of the City of Lake City, Florida, ratifying an emergency procurement of services for replacement of ten feet of sewer line on a section of US Hwy 90 West; approving payment from the City in the amount of $37,092 to Talcon Group, LLC., a Florida Limited Liability Company, for such services; making certain findings of fact in support of the City ratifying such emergency procurement and approving such payment; authorizing and directing the City Manager to disburse such payment; repealing all prior resolutions in conflict; and providing an effective date.

6. City Council Resolution No. 2026-112 - A resolution of the City of Lake City, Florida, approving Task Assignment No. Eight (8) pursuant to the continuing contract with a vendor, Passero Associates, LLC, a Florida Limited Liability Company, to provide professional engineering services for the repair of roof panels and substructure on Hangars 1 and 2 at the Lake City Gateway Airport; recognizing Task Assignment No. Eight (8) is also labeled by said vendor as vendor's work authorization NO 26-37A; making certain findings of fact in support of the City approving said task assignment; recognizing the authority of the Mayor to execute and bind the City to said task assignment; directing the Mayor to execute and bind the City to said task assignment; authorizing the City Manager with the consent of the City Attorney to make minor changes to the scope of work of the task assignment provided such changes do not increase the quote price in the task assignment; repealing all prior resolutions in conflict; and providing an effective date.

7. City Council Resolution No. 2026-113 - A resolution of the City of Lake City, Florida, approving vendor's Work Authorization No 26-41 as Task Assignment No. Nine (9) pursuant to the continuing contract with Passero Associates, LLC, a Florida Limited Liability Company, to provide professional engineering services to support the Lake City Gateway Airport in an administrative amendment to the Stormwater Pollution Prevention Plan; making findings of fact in support of the City approving said Task Assignment; recognizing the authority of the Mayor to execute and bind the City to said Task Assignment; directing the Mayor to execute and bind the City to said Task Assignment; authorizing the City Manager with the consent of the City Attorney to make minor changes to the scope of work of the Task Assignment provided such changes do not increase the quoted price in the Task Assignment; repealing all prior resolutions in conflict; and providing an effective date.

8. City Council Resolution No. 2026-114 - A resolution of the City of Lake City, Florida approving that certain agreement between the City and the State of Florida Department of Transportation for administration of grant funds from the State of Florida Department of Transportation Public Transportation Grant Program to support the City in procuring an up-to-date property inventory map essential for maintaining airport compliance; making certain findings of fact in support of the City approving said agreement; recognizing said grant requires a funding match from the City in the amount of up to one thousand eight hundred dollars ($1,800); directing the City's Finance Department to earmark and set aside funds in the amount of one thousand eight hundred dollars ($1,800) as the City's required matching funds recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

Presentations - None

Old Business

Ordinances

Open Public Hearing

9. City Council Ordinance No. 2026-2366 (final reading) - An ordinance of the City of Lake City, Florida, amending Chapter 86, entitled "Streets, Sidewalks, and Other Places" of the City of Lake City Code of Ordinances; creating Chapter 86, Article VI, entitled "Mobility Fee System;" adopting the Mobility Plan, adopting the Mobility Fee Technical Report; establishing purpose and intent; providing for definitions, imposition, and exemptions; establishing a Mobility Fee Schedule; providing for determination, agreements, and credits; establishing of a Benefit District and Mobility Fee Fund Account; providing for expenditures, refunds, land development code impact, administration, reports, updates, appeals, vested rights, and penalties; providing for codification, providing for scriveners errors; providing for conflicts; providing for severability; providing for an effective date.

Passed on first reading 9/10/20026

Close Public Hearing

Adopt City Council Ordinance No. 2026-2366 on final reading

Open Public Hearing

10. City Council Ordinance No. 2026-2384 (final reading) - An ordinance of the City of Lake City, Florida, relating to rates, charges, and fees for water and sewer utility service; amending Chapter 102, Article II, Section 102.210.1 of the Code of Ordinances of the City of Lake City, Florida; establishing rates, charges, and fees for water and sewer utility service as of October 1, 2026; making findings of fact in support thereof; repealing all ordinances in conflict herewith and providing an effective date.

Passed on first reading 9/10/2026

Close Public Hearing

Adopt City Council Ordinance No. 2026-2384 on final reading

Open Public Hearing

11. City Council Ordinance No. 2026-2385 (final reading) - An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 26-06, submitted by RMC 47 & 242A, LLC, relating to voluntary annexation; annexing certain real property located in Columbia County, Florida, which is reasonably compact, into the

boundaries of the City of Lake City, Florida; making certain findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. This property is located at the corner of Highway 47 and County Road 242A.

Passed on first reading 9/10/2026

Close Public Hearing

Adopt City Council Ordinance No. 2026-2385 on final reading

Resolutions - None

Other Items - None

New Business

Ordinances - None

Resolutions

12. City Council Resolution No. 2026-092 - A resolution of the City of Lake City, Florida, approving that certain lease agreement between the City and Suwannee Valley Community Coordinated Child Care, Inc., a Florida not for profit corporation, for lease of portions of the real property formerly known as Five Points Elementary School; making certain findings of fact in support of the City approving said lease agreement; recognizing the authority of the Mayor to execute and bind the City to said lease agreement; directing the Mayor to execute and bind the City to said lease agreement; repealing all prior resolutions in conflict; and providing an effective date.

13. City Council Resolution No. 2026-109 - A resolution of the City of Lake City, Florida, approving the write-off of delinquent utility accounts through September 30, 2024 finding the delinquent utility accounts to be uncollectable by the City; directing the City Manager to forward such delinquent accounts to third-party debt collection agencies procured by the City; directing the City Manager to take other actions as are necessary and prudent to collect such debts; repealing all prior resolutions in conflict; and providing an effective date.

14. City Council Resolution No. 2026-115 - A resolution of the City of Lake City, Florida, approving that certain agreement between the City and Computers at Work! Inc., a Florida Corporation doing business as "vTECH io," to replace aging server infrastructure; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

15. City Council Resolution No. 2026-116- A resolution of the City of Lake City, Florida, adopting the evaluation and tabulation of responses to that certain Request for Proposal Number 014-2026 for janitorial services; accepting the proposal from American Janitorial, Inc., a Florida Corporation; making certain findings of fact in support thereof; directing the City Manager to commence negotiation of an agreement with said vendor pursuant to the terms of the request for proposals and the proposal submitted by said vendor; directing the City Manager to present such agreement to the City Council at a future date; repealing all prior resolutions in conflict; and providing an effective date.

16. City Council Resolution No. 2026-120 - A resolution of the City of Lake City, Florida, approving that certain Fourth Amendment to the amended and restated contract for collection & disposal services for solid waste having an effective date of November 30, 2024 between the City and Waste Pro of Florida, Inc., a Florida Corporation; making certain findings of fact in support of the City approving said amendment; recognizing the authority of the Mayor to execute and bind the City to said amendment; repealing all prior resolutions in conflict; and providing an effective date.

17. City Council Resolution No. 2026-124 - A resolution of the City of Lake City, Florida, approving that certain application for funds from the United States Department of Commerce Economic Development Administration for infrastructure improvements to hangars at the Lake City Gateway Airport; making certain findings of fact in support of the City applying for such grant funds; recognizing said grant requires a funding match from the City in the amount of one million five hundred thousand dollars ($1,500,000); directing the City's Finance Department to earmark and set aside funds in the amount of one million five hundred thousand dollars ($1,500,000) as the City's required matching funds; recognizing AAR Airframe MRO - Lake City has committed to fulfill the City's obligation to provide said matching funds; directing the City's Finance Department to de-obligate the City's earmarked matching funds upon receipt of matching funds to be provided by AAR Airframe MRO - Lake City; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

18. City Council Resolution No. 2026-128 - A resolution of the City of Lake City, Florida approving and directing the appropriation and disbursement of City funds for a forgivable loan to Gorman & Company, LLC, a Wisconsin Limited Liability Company in support of the development of affordable housing for senior citizens; conditionally authorizing the forgiveness of the obligation of Gorman & Company, LLC to repay said loan funds; making certain findings of fact in support of the City appropriating, expending, and forgiving the repayment of said funds; providing certain conditions to the authorization to loan said grant funds; repealing all prior resolutions in conflict; and providing an effective date.

19. City Council Resolution No. 2026-129 - A resolution of the City of Lake City, Florida, approving Preferred Governmental Insurance Trust as the workers' compensation insurance carrier for the City commencing on October 1, 2026; making certain findings of fact in support of the City approving said carrier; authorizing the City Manager to direct the payment of insurance premiums in support thereof; directing the City Manager to take such other actions as are necessary and prudent to finalize such insurance policy insuring the City; authorizing and directing the Mayor to execute such insurance applications, contracts, and other documents as are necessary and prudent to give effect hereto; repealing all prior resolutions in conflict; and providing an effective date.

Other Items

20. Discussion: Council Participation in Parades

21. Discussion and Action: Schedule Council Workshop - Recreation Advisory Committee

Departmental Administration - None

Comments by:

City Manager Don Rosenthal

City Attorney Clay Martin

City Clerk Audrey Sikes

Comments by Council Members

Council Member Chevella Young

Council Member Ricky Jernigan

Council Member James Carter

Council Member Tammy Harris

Mayor Noah Walker

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. City Council Resolution No. 2026-118 - A resolution of the City of Lake City, Florida, adopting the Millage Rate and Final Levy of Ad Valorem Taxes for Fiscal Year 2026-2027; making certain findings of fact in support of the City adopting said Millage Rate and Final Levy of Ad Valorem Taxes; repealing all prior resolutions in conflict; and providing an effective date.

CM/rrp
09/16/2026

RESOLUTION NO 2026 – 118

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA, ADOPTING THE MILLAGE RATE AND FINAL LEVY OF AD VALOREM TAXES FOR FISCAL YEAR 2026 – 2027; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY ADOPTING SAID MILLAGE RATE AND FINAL LEVY OF AD VALOREM TAXES; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lake City, Florida, on September 10, 2026 held a public hearing concerning the Fiscal Year 2026-2027 Tentative Millage Rate, as required by Section 200.065, Florida Statutes; and

WHEREAS, at the conclusion of said public hearing on September 10, 2026 the City Council of the City of Lake City, Florida adopted Resolution 2026-096 tentatively establishing the Fiscal Year 2026-2027 Millage Rate at 4.7824 mils; and

WHEREAS, as required by Section 200.065, Florida Statutes, the City of Lake City, Florida provided notice in a newspaper of general circulation in Columbia County, Florida of a final public hearing to be held on September 21, 2026 concerning the Fiscal Year 2026-2027 Final Millage Rate; and

WHEREAS, the City Council of the City of Lake City, Florida, on September 21, 2026 did hold a public hearing concerning the Fiscal Year 2026-2027 Final Millage Rates, as required by Section 200.065, Florida Statutes; and

WHEREAS, at said public hearing the City Council discussed and heard available comments offered by the public regarding the millage rate necessary to fund the budget and the specific purposes for which ad valorem tax revenues are being increased; and

WHEREAS, at said public hearing, the City Council heard available comments offered by the public regarding such proposed final millage rate; and

WHEREAS, at said public hearing, the City Council allowed the general public to speak and to ask questions prior to adoption of such proposed final millage rate by the City Council; now therefore

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

1. ESTABLISHING MILLAGE RATE.

The final operating millage rate for the City of Lake City for fiscal year 2026-2027 is 4.7824 mils, which represents a 0% increase over the rolled-back rate of 4.7824 mils, and such final operating millage rate is hereby adopted.

2. HEARING FOR FINAL ADOPTION.

In accordance with Section 200.065(2), Florida Statutes, the final public hearing for the City Council of the City of Lake City to consider and adopt a final millage rate for fiscal year 2026-2027 for the City of Lake City was held on September 21, 2026 at 6:00 PM or as soon thereafter as such matter could be heard.

3. NOTICE AGENCIES AND TAXING AUTHORITIES.

The City Manager and City Clerk are directed to take all such necessary and proper action in compliance with Section 200.065(2), Florida Statutes, to forward this resolution approving the final millage to the Florida Department of Revenue, Columbia County Property Appraiser, and Columbia County Tax Collector within three days after the final budget hearing.

Section 4. REPEAL OF CONFLICTS.

All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Section 5. EFFECTIVE DATE.

This resolution shall take effect immediately upon its adoption by the City Council of the City of Lake City.

PUBLICLY NOTICED, in a newspaper of general circulation in the City of Lake City, Florida, by the City Clerk of the City of Lake City, Florida on the ____ day of September, 2026.

APPROVED AND ADOPTED, by an affirmative vote of a majority of the membership of the City Council of the City of Lake City, Florida, at a regular meeting, this ____ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

File Attachments for Item:

2. City Council Resolution No. 2026-119 - A resolution of the City of Lake City, Florida, adopting the Final Budget for Fiscal Year 2026-2027; making certain findings of fact in support of the City adopting said Final Budget; repealing all prior resolutions in conflict; and providing an effective date.

CM/rrp
09/16/2026

RESOLUTION NO 2026-119

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2026 – 2027; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY ADOPTING SAID FINAL BUDGET; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lake City, Florida, on September 10, 2026 held a public hearing concerning the Fiscal Year 2026-2027 Tentative Budget, as required by Section 200.065, Florida Statutes; and

WHEREAS, at the conclusion of said public hearing on September 10, 2026 the City Council of the City of Lake City, Florida adopted Resolution 2026-097 tentatively establishing the budget for Fiscal Year 2026-2027 at $96,766,795; and

WHEREAS, as required by Section 200.065, Florida Statutes, the City of Lake City, Florida provided notice in a newspaper of general circulation in Columbia County, Florida of a final public hearing to be held on September 21, 2026 concerning the Fiscal Year 2026-2027 Budget; and

WHEREAS, the City Council of the City of Lake City, Florida, on September 21, 2026 did hold a public hearing concerning the Fiscal Year 2026-2027 Final Budget, as required by Section 200.065, Florida Statutes; and

WHEREAS, at said public hearing, the City Council allowed the general public to speak and to ask questions prior to adoption of such proposed final budget by the City Council; and

WHEREAS, the City of Lake City, Florida set forth the appropriations and revenue estimate for the Budget for fiscal year 2026-2027 in the amount of $96,766,795; now, therefore,

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

Section 1. ADOPTION OF FINAL BUDGET.

The final budget for the City of Lake City for fiscal year 2026-2027 in the form attached hereto is hereby adopted.

Section 2. HEARING FOR FINAL ADOPTION.

In accordance with Section 200.065(2), Florida Statutes, the final public hearing for the City Council of the City of Lake City to consider and adopt a final budget for fiscal year 2026-2027

for the City of Lake City was held on September 21, 2026 at 6:00 PM, or as soon thereafter as such matter could be heard.

Section 3. REPEAL OF CONFLICTS.

All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Section 4. EFFECTIVE DATE.

This resolution shall take effect immediately upon its adoption by the City Council of the City of Lake City.

PUBLICLY NOTICED, in a newspaper of general circulation in the City of Lake City, Florida, by the City Clerk of the City of Lake City, Florida on the 17th day of September, 2026.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this _____ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

BUDGET SUMMARY
CITY OF LAKE CITY
FISCAL YEAR 2026-2027

General Fund 4.7824

ESTIMATED REVENUES		GENERAL FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS	ENTERPRISE FUNDS	TOTAL ALL FUNDS
Taxes:	Millage Per $1000						
Ad Valorem Taxes	**4.7824**	$ 5,711,069		$ 196,132			$ 5,907,201
Non Property Taxes		6,155,233					6,155,233
Charges for Services		650,747		6,445,535		24,574,355	31,670,637
Intergovernmental Revenues		2,464,325		320,958			2,785,283
Capital Grants/Contributions					3,087,660	12,982,275	16,069,935
Franchise Fees and Permits		2,259,918				5,000	2,264,918
Fines and Forfeitures		47,004					47,004
Interfund Charges		1,976,383					1,976,383
Miscellaneous Revenues		503,387		8,500		301,489	813,376
Investment Earnings		1,031,605		114,490		279,060	1,425,155
TOTAL SOURCES		**20,799,671**		**7,085,615**	**3,087,660**	**38,142,179**	**69,115,125**
Transfers In			750,318	685,395		2,652,555	4,088,268
Fund Balances/Reserves/Net Assets		8,986,890		2,227,907	3,678,098	8,670,507	23,563,402
TOTAL REVENUES, TRANSFERS AND BALANCES		**$ 29,786,561**	**$ 750,318**	**$ 9,998,917**	**$ 6,765,758**	**$ 49,465,241**	**$ 96,766,795**
EXPENDITURES							
General Government		$ 9,019,238			$ 3,678,098		$ 12,697,336
Public Safety		10,916,277		4,634,745			15,551,022
Physical Environment		598,272					598,272
Economic Environment				1,502,679		46,071,542	47,574,221
Transportation		7,585,030		3,260,532	3,087,660		13,933,222
Debt Service			750,318	600,961		3,393,699	4,744,978
Health and Welfare		288,500					288,500
Culture and Recreation		197,500					197,500
TOTAL EXPENDITURES		**28,604,817**	**750,318**	**9,998,917**	**6,765,758**	**49,465,241**	**95,585,051**
Transfers Out		1,181,744					1,181,744
Fund Balances/Reserves/Net Assets							-
TOTAL APPROPRIATED EXPENDITURES TRANSFERS, RESERVES AND BALANCES		**$ 29,786,561**	**$ 750,318**	**$ 9,998,917**	**$ 6,765,758**	**$ 49,465,241**	**$ 96,766,795**

The tenative, adopted, and/or final budgets are on file in the office of the City Clerk of the above referenced taxing authority as a public record.

EXHIBIT TO RESOLUTION

Proposed

CITY OF

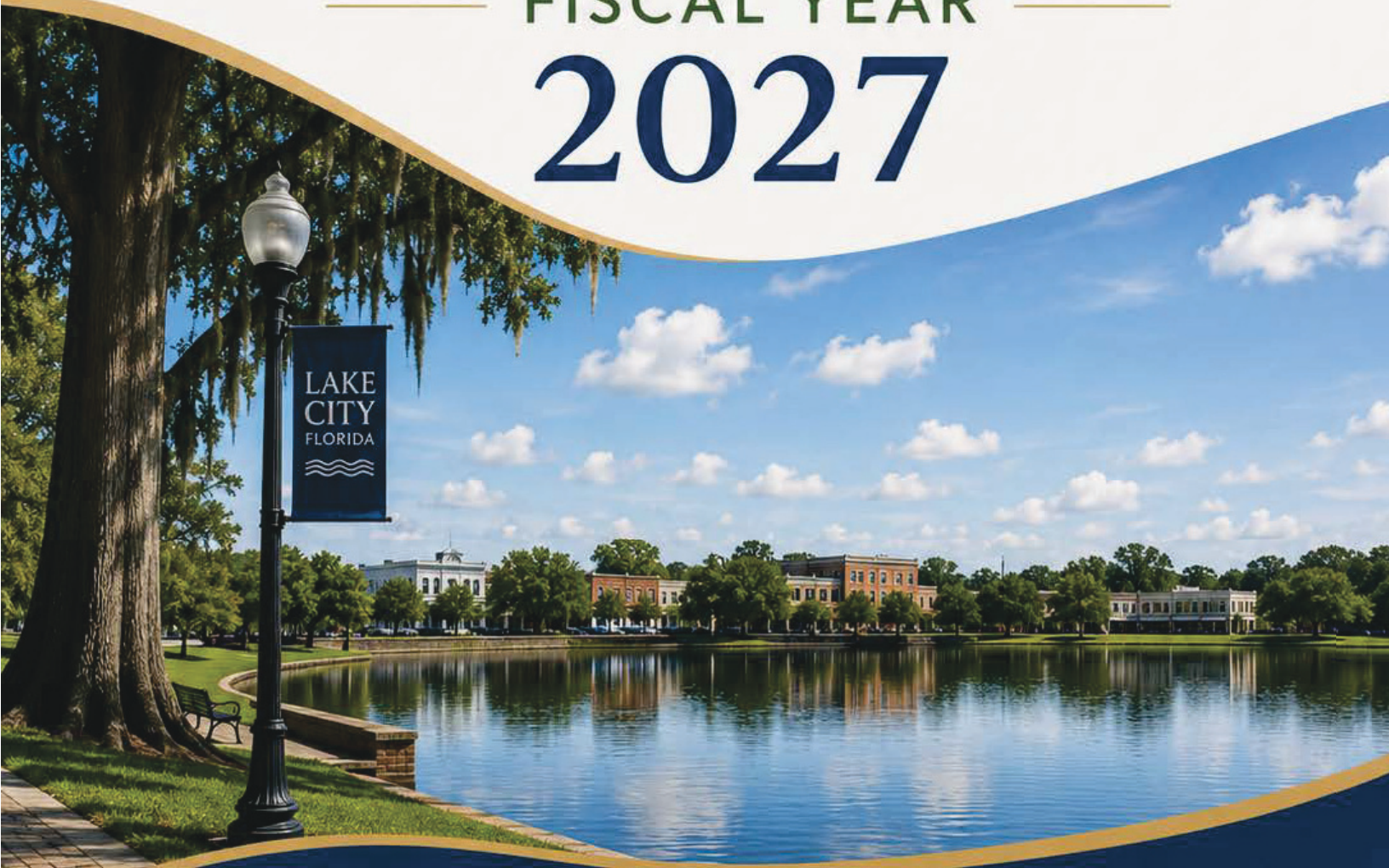
LAKE CITY

Florida's Gateway Est. 1859

BUDGET

FISCAL YEAR

2027



SERVICE | INTEGRITY | SUSTAINABILITY | PARTNERSHIP | PROGRES

Building a Stronger Community, Together.

CITY OF LAKE CITY

Florida's Gateway Est. 1859

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History of Lake City

History of Lake City, FL

Lake City, the county seat of Columbia County, traces its roots to the Indigenous peoples of the western Timucua and northern Utina, followed by Spanish missions in the 1600s. In the early 1800s, a Seminole community known as Halapata Telofa—"Alligator Town"—stood where the city is today. After Florida became a U.S. territory in 1821, American settlers established the town of Alligator alongside the Seminole village. When Columbia County was created in 1832, Alligator became the county seat, and military forts in the area played a role during the Second Seminole War.

Education and public service have long been central to Lake City's development. The Florida Agricultural College, founded here in 1884, later became part of the University of Florida, and the site ultimately evolved into today's Florida Gateway College. Through both World Wars, local facilities supported troop training and veterans' care, laying the groundwork for the Lake City VA Medical Center and strengthening the city's role as a regional service hub. Postwar, forestry, agriculture, and later manufacturing and logistics helped diversify the local economy.

Rail service arrived in 1858, connecting Jacksonville to Alligator and fueling growth. In 1859 the community incorporated as Lake City, reflecting the area's many lakes and marking the beginning of its civic identity. During the Civil War, Lake City's rail line helped move supplies for the Confederacy, and nearby the 1864 Battle of Olustee—Florida's largest Civil War engagement—left a lasting mark on local history. Despite a devastating downtown fire in 1874, the city rebuilt and, by the turn of the 20th century, had become a key railroad junction with landmark buildings such as Hotel Blanche and some of Florida's earliest electric lighting (1891).

Modern Lake City is known as "The Gateway to Florida," positioned at the intersection of Interstates 75 and 10 and continuing a historic role as a crossroads for travel and commerce. With a 2020 population of just over 12,000, the city combines small-town character with regional significance in healthcare, education, distribution, and government services. Recent decades have seen downtown revitalization, community festivals that celebrate its Alligator and Olustee heritage, and investment in modern infrastructure—even navigating 21st-century challenges such as a major cybersecurity incident in 2019. Together, this history reflects a community that grows, rebuilds, and adapts while honoring its unique past.

Introduction

City of Lake City's Fiscal Year 2027

We are pleased to present the City of Lake City's Fiscal Year 2027 budget to the City's elected leaders, residents, businesses, community organizations, and visitors. This budget reflects our commitment to understanding and addressing the diverse needs and interests of our community.

As we enter this new fiscal year, it is important to acknowledge the significant progress made in 2026, which has reinforced our dedication to the community. Our goal is to create an environment where all individuals have the opportunity to thrive.

This budget addresses the critical issues that impact Lake City now and in the future. We are committed to delivering exceptional services that enhance the quality of life for our residents, foster a favorable environment for businesses, and ensure a welcoming atmosphere for visitors.

Lake DeSoto

The FY 2027 budget serves not only as a financial blueprint but also as a tool for envisioning Lake City's future. It prioritizes initiatives that maintain financial responsibility, enhance livability, invest in infrastructure and amenities, promote organizational excellence, support public safety, and drive economic development. Every aspect of this budget highlights the City's commitment to aligning our goals and our dedication to responsible fiscal management.

What we are prioritizing with this budget:

Investing in Infrastructure and Amenities: It is essential to prioritize the maintenance of community spaces that residents can take pride in.

Enhance Livability: We aim to create a city where the quality of life in neighborhoods is actively identified and improved.

Foster a High-Performing Organization: Our goal is to build a strong team of dedicated employees who support the community by adhering to local government best practices, while also focusing on employee development, support, and retention.

Promoting Economic Growth and Tourism: We are committed to pursuing strategic economic development initiatives that attract and retain businesses, promote job creation, and ensure a strong and diverse local economy in Lake City.

The Springs Mural Downtown Lake City – Keith Goodson, Artist

Council Members

Mayor Noah Walker

Chevella Young, District 10

Tammy Harris, District 12

James Carter, District 13

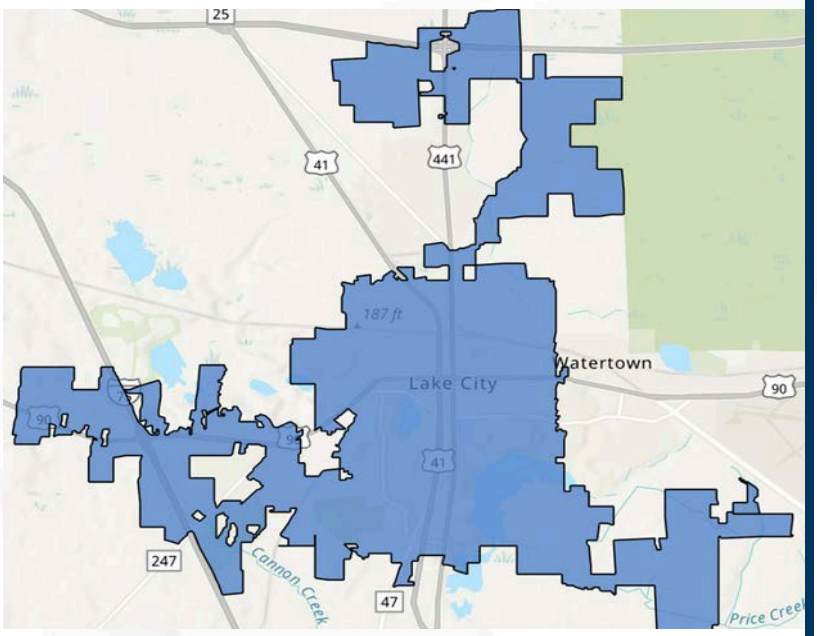
Ricky Jernigan, District 14

City of Lake City at a Glance

Incorporation:1859

Lake City operates as a charter city under a council-manager form of government. This structure ensures effective governance and accountability within the community

County: Columbia



Lake City is located in northern Florida.

It lies near the intersection of Interstate 10 and Interstate 75. Jacksonville is 60 miles to the east, Tallahassee is 106 miles to the west, Gainesville is 46 miles to the south, and Valdosta, Georgia, is 62 miles to the northwest.

Area: 12.25 sq mi

School District

Fort White High School
Columbia High School
Challenge Learning Center
Fort White Middle School
Lake City Middle School
Richardson Middle School
Columbia City Elementary
Eastside Elementary
Fort White Elementary
Melrose Park Elementary
Niblack Elementary
Pinemount Elementary
Summers Elementary
Westside Elementary

Populations and People
Total Population
12,173
P1 | 2020 Decennial Census

Education
Bachelor's Degree or Higher
17.9%
S1501 | 2023 American Community Survey 5-Year Estimates

Housing
Total Housing Units
21,155
H1 | 2020 Decennial Census

Families and Living Arrangements
Total Households
19,691
DP02 | 2023 American Community Survey 5-Year Estimates

CITY OF LAKE CITY

Florida's Gateway Est. 1859

The Budget Process

What is TRIM?

Florida's Truth in Millage (TRIM) law ensures transparency in how local governments set property tax (millage) rates and adopt their annual budget. It requires public notice, public hearings, and strict deadlines.

1. Budget Preparation (April–June)

- Departments submit budget requests (staffing, operations, capital needs).
- Finance compiles requests; City Manager prepares recommended budget.
- Public budget workshops held with City Council.

2. TRIM Calendar Begins (July)

July 1 – Taxable Values Certified

- Property Appraiser certifies taxable values; TRIM deadlines begin.

By July 31 – Proposed Millage Set Council sets:

- Proposed millage rate (maximum possible rate)
- Date/time of First Public Budget Hearing Information sent to Property Appraiser for TRIM notices.

3. Public Notification (August)

Mid–Late August – TRIM Notices Mailed Each property owner receives a notice showing:

- Proposed millage
- Rolled-back rate
- % increase/decrease
- Hearing date/time/location
- Impact on their property

This is the primary public communication tool.

4. Public Hearings & Adoption (September)

First Public Hearing – Early/Mid September

Council must:

- Announce % change from rolled-back rate
- Hold public comment on millage & budget
- Adopt tentative millage and tentative budget

Between Hearings

- Publish "Notice of Budget Hearing" and "Budget Summary" in newspaper.

Second Public Hearing – Late September

Council adopts:

- Final millage rate (cannot exceed July proposed rate)
- Final budget

Fiscal year begins October 1.

5. Final TRIM Requirements

Within 3 Days of Adoption City submits to Florida Department of Revenue:

- Millage & budget ordinances/resolutions
- Required TRIM forms

Final Certification Sent to Property Appraiser & Tax Collector for November tax bills.

6. Public Participation Opportunities

- Budget Workshops
- City Council Meetings
- TRIM Notice review
- First & Second Public Hearings
- Public records available online

Summary at a Glance (Timeline Format)

Budget prep & workshops	**April–June**	**Departments draft budgets; City Manager reviews**
Property Appraiser certifies values	**July 1**	**TRIM calendar begins**
City sets proposed millage	**By July 31**	**Council establishes proposed rate & first hearing date**
TRIM notices mailed	**Mid–Late August**	**Public informed of proposed millage**
First public hearing	**Early–Mid September**	**Tentative millage & budget adopted**
Required ads published	**September**	**Public notice of final hearing**
Second public hearing	**Late September**	**Final millage & final budget adopted**
Submit final TRIM documents	**Within 3 days**	**Sent to FL Dept. of Revenue**
Fiscal year begins	**October 1**	**Budget becomes active**

Budget Amendment Procedures

1. Amendments by Council Motion (within the same fund) The city council may amend the budget by a motion recorded in the minutes to:

- Shift appropriations within a fund (increase one line item while decreasing another), as long as the total fund appropriation does not change.
- Use the reserve for contingencies to increase an appropriation or create a new one within the same fund. Expenditures cannot be charged directly to the contingency reserve.

2. Amendments by Council Resolution The council may amend the budget by resolution to:

- Appropriate funds from the reserve for future construction and improvements for their intended purposes.
- Appropriate unanticipated revenues (e.g., grants, donations, reimbursements) for their specific purpose. These must be added to the correct fund. The resolution may also transfer revenue between funds to properly account for these receipts.

3. Allowable Transfers Between Funds Only three types of interfund transfers are permitted:

- Corrections of errors.
- Transfers already budgeted. Transfers needed to account for unanticipated or increased revenue.

4. Year-End Rules

- Unspent appropriations revert to their original fund at year-end.
- Reserves for sinking funds or future construction cannot be diverted to other uses.

5. Administrative Transfers (City Manager & Finance Director) They may reallocate funds within a department's budget (excluding capital and salary accounts) to:

- Adjust appropriations between purposes within the department.
- Create new appropriations within the department. The total department budget cannot change.

Reporting Requirement: All such administrative transfers must be reported to the city council at least quarterly, including reasons for each transfer.

6. Other Amendments If a needed amendment is not otherwise authorized, the council may approve it by resolution, unless prohibited by law.

Strategic Plan

The Lake City Strategic Plan reflects a unified vision for the future of Lake City. The plan is the result of one of the most inclusive planning efforts in recent city history, which included extensive engagement with city leaders, local businesses, residents, and regional partners.

Planning Process Overview

The plan includes input from a broad range of stakeholders including city staff, elected officials, county and school leaders, business owners, and representatives from HAECO, Weyerhaeuser, and HCA Lake City Hospital. Regional input came from Columbia County, JAXPORT, and state agencies. A community survey drew 546 responses from across all neighborhoods, reflecting diverse voices and strong public investment in Lake City's future.

Implementation Framework

Led by the City Manager and department heads, implementation will begin with key actions in Year 1. Core initiatives will roll out over Years 2–3, with evaluation and institutionalization in Years 4–5. Long-term success depends on continued collaboration with Columbia County, schools, employers, and residents. Lake City is ready to turn potential into progress. This plan charts a clear path forward—preserving our character while creating opportunity for all, through the following initiatives:

Strategic Pillars

Economic Development: Leverage our I-10/I-75 location to grow Lake City Gateway Airport, support the North Florida Mega Industrial Park, and foster small business growth through workforce development and streamlined permitting.

Housing & Community Development: Expand housing options through a new Housing program and public-private partnerships. Focus on neighborhood revitalization, downtown development, and recreation expansion, including a new Recreation Director and Lake DeSoto improvements.

Infrastructure & Sustainable Growth: Expand utility capacity, streamline permitting, and coordinate with county and state partners. Growth will be balanced with natural resource protection and strategic annexation.

Public Safety & Community Engagement: Strengthen community policing, youth programs, and neighborhood engagement to address safety concerns and build trust citywide.

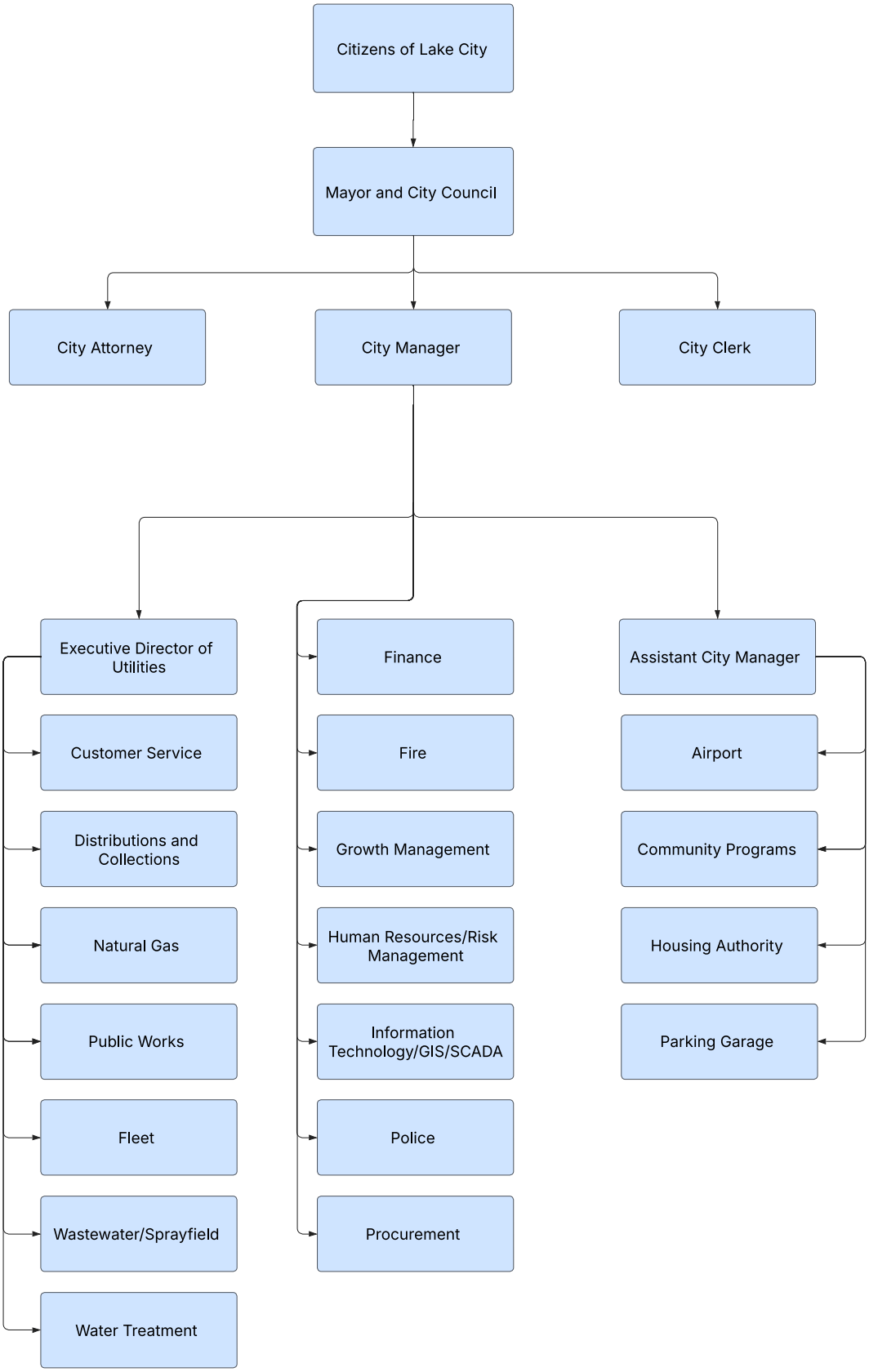
Vision Statement

"Lake City envisions a future where small-town values meet modern opportunity—a welcoming community where everyone has access to quality housing, meaningful employment, and essential services. Our strategic growth will revitalize all neighborhoods, create vibrant recreational amenities, and expand opportunities for residents of all ages and backgrounds. By leveraging our strategic location while honoring our heritage, we will build a strong economy that offers pathways to prosperity for all who call Lake City home."

Conclusion

The comprehensive process has resulted in a strategic plan that truly reflects the community's priorities and vision. By bringing together diverse viewpoints and proficiencies, Lake City has developed a roadmap that addresses immediate needs while positioning the community for long-term success. The strategic goals and initiatives outlined the priorities identified through the process. They reflect Lake City's commitment to creating a vibrant, safe, and economically sustainable community that preserves its small-town character while embracing strategic growth and development.

Organizational Chart



CITY OF LAKE CITY

Florida's Gateway Est. 1859

Budget Summary

Fund Balance

	Fund	Beginning Fund Balance	Revenue	Expenses	Surplus/Deficit	Ending Fund Balance
001	General Fund	27,476,548	20,799,671	29,786,561	(8,986,890)	18,489,658
103	Community Redevelopment Agency	1,803,239	522,590	1,605,829	(1,083,239)	720,000
110	Fire Special Assessment	390,592	4,498,122	4,888,714	(390,592)	0
140	Airport	1,635,363	2,750,298	3,504,374	(754,076)	881,287
204	Debt Service	147,398	750,318	750,318	0	147,398
304	Sales Tax Bond	3,678,098	0	3,678,098	(3,678,098)	0
341	Airport Construction	0	3,087,660	3,087,660	0	0
410	Water-Sewer Utility	12,225,324	20,789,500	26,670,646	(5,881,146)	6,344,178
412	Water-Sewer Construction	1,200,899	12,982,275	13,395,982	(413,707)	787,192
413	Impact Fee Trust Fund	3,707,255	276,901	2,652,555	(2,375,654)	1,331,601
420	Natural Gas Utility	6,664,272	6,746,058	6,746,058	0	6,664,272
	Total	**58,928,988**	**73,203,393**	**96,766,795**	**(23,563,402)**	**35,365,586**

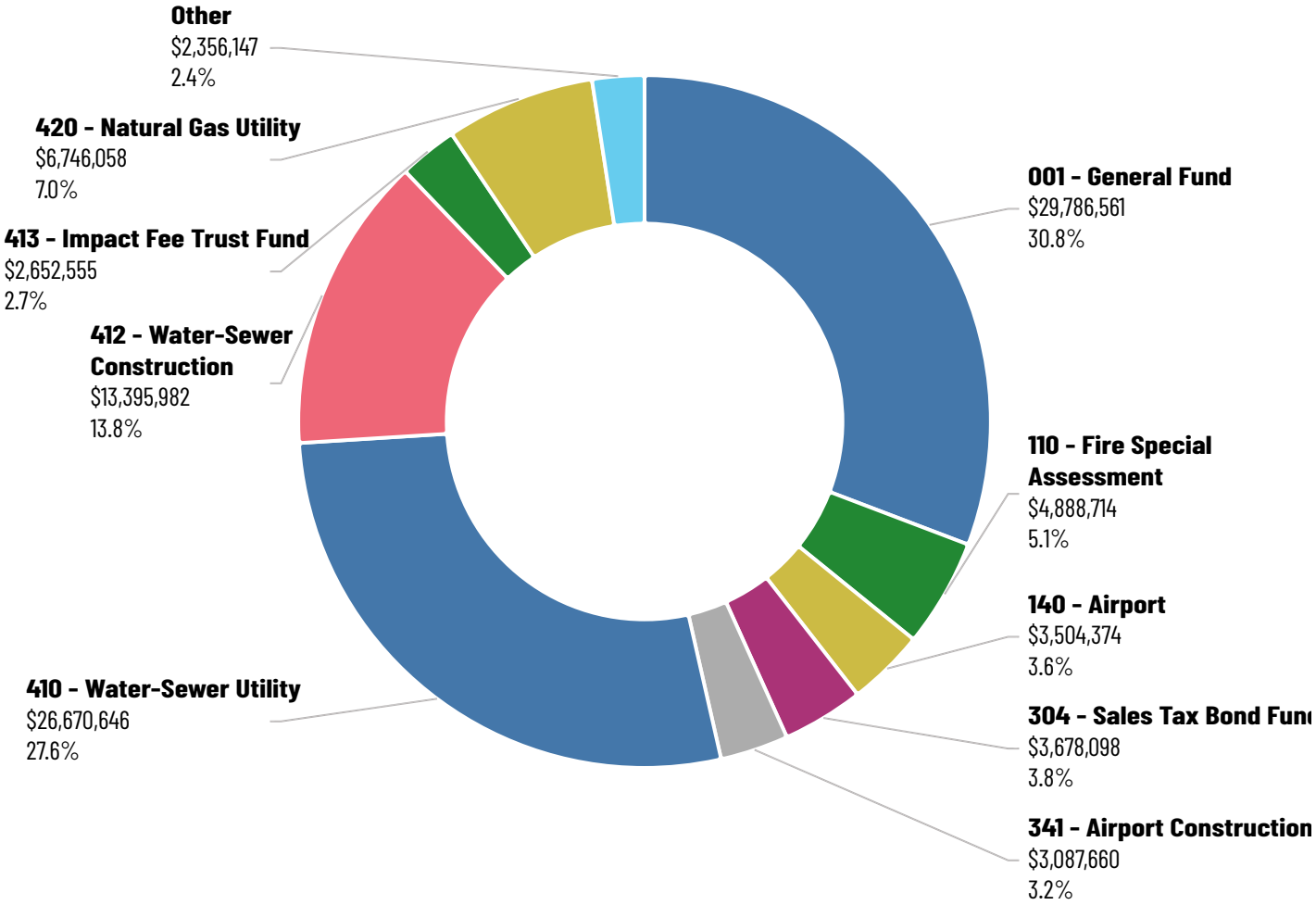
Fund balance for the City as a whole reflects a deficit of $23,563,402. However, the City has committed $31,884,531 within the Capital Improvement Plan for planned infrastructure and other long-term investments. This can be found on page 285. It lists all the City's capital projects planned for fiscal year 2027. This is an appropriate budget presentation because prior years' surplus may be used to fund one-time capital expenditures. Using accumulated surplus for nonrecurring capital costs is fiscally sound, as it avoids relying on ongoing operating revenues to support one-time projects. With the Capital projects at $31,884,531 minus the $23,563,402 deficit would actually give the City a $8,321,129 surplus.

All Funds Summary

Fund	FY 2026	FY 2027	Difference	% Change
Expense				
001 - General Fund	28,281,913	29,786,561	1,504,648	5.3%
103 - Community Redevelopment Agency	975,089	1,605,829	630,740	64.7%
110 - Fire Special Assessment	4,486,529	4,888,714	402,185	9.0%
140 - Airport	3,029,061	3,504,374	475,313	15.7%
204 - Debt Service	844,441	750,318	(94,123)	(11.1)%
304 - Sales Tax Bond Fund	3,613,036	3,678,098	65,062	1.8%
341 - Airport Construction	1,526,388	3,087,660	1,561,272	102.3%
410 - Water-Sewer Utility	31,739,435	26,670,646	(5,068,789)	(16.0)%
412 - Water-Sewer Construction	881,828	13,395,982	12,514,154	1,419.1%
413 - Impact Fee Trust Fund	4,096,817	2,652,555	(1,444,262)	(35.3)%
420 - Natural Gas Utility	6,695,197	6,746,058	50,861	0.8%
Expense Total	**86,169,734**	**96,766,795**	**10,597,061**	**12.3%**

Fund	FY 2026	FY 2027	Difference	% Change
Revenue				
001 - General Fund	28,281,913	29,786,561	1,504,648	5.3%
103 - Community Redevelopment Agency	975,089	1,605,829	630,740	64.7%
110 - Fire Special Assessment	4,486,529	4,888,714	402,185	9.0%
140 - Airport	3,029,061	3,504,374	475,313	15.7%
204 - Debt Service	844,441	750,318	(94,123)	(11.1)%
304 - Sales Tax Bond Fund	3,613,036	3,678,098	65,062	1.8%
341 - Airport Construction	1,526,388	3,087,660	1,561,272	102.3%
410 - Water-Sewer Utility	31,739,435	26,670,646	(5,068,789)	(16.0)%
412 - Water-Sewer Construction	881,828	13,395,982	12,514,154	1,419.1%
413 - Impact Fee Trust Fund	4,096,817	2,652,555	(1,444,262)	(35.3)%
420 - Natural Gas Utility	6,695,197	6,746,058	50,861	0.8%
Revenue Total	**86,169,734**	**96,766,795**	**10,597,061**	**12.3%**

Total Revenues by All Funds Chart



Total Expenses by Fund

	001 General	103 CRA	110 Fire Assessment	140 Airport	161 CDBG	204 Debt Service	304 Sale Tax	341 Airport Construction	410 Water/Sewer	412 W/S Construction	413 Impact Trust	420 Natural Gas	Total 2027	Total 2026	$ Variance	% Variance
Personnel Services																
Personnel Services Salary	9,181,392	47,180	2,274,125	403,839	—	—	—	—	4,487,703	—	—	874,024	17,268,263	16,541,353	(726,910)	(4.2)%
Personnel Services Overtime	425,000	—	160,000	10,000	—	—	—	—	127,500	—	—	10,000	732,500	730,000	(2,500)	(0.3)%
Personnel Services Special Pay Incentive	19,379	—	19,101	—	—	—	—	—	—	—	—	—	38,480	40,299	1,819	4.7%
Personnel Services FICA	722,079	3,609	181,904	31,707	—	—	—	—	349,956	—	—	67,855	1,357,110	1,285,475	(71,635)	(5.3)%
Personnel Services Retirement Contributions	1,574,179	6,611	403,486	57,853	—	—	—	—	676,616	—	—	124,854	2,843,599	2,541,370	(302,229)	(10.6)%
Personnel Services Life, Health & Disability	2,621,147	43,948	565,895	40,710	—	—	—	—	1,460,221	—	—	238,475	4,970,396	4,054,341	(916,055)	(18.4)%
Personnel Services Workers Compensation	230,552	52	93,474	6,839	—	—	—	—	71,328	—	—	14,070	416,315	384,727	(31,588)	(7.6)%
Personnel Services Unemployment Compensation	—	—	—	630	—	—	—	—	—	—	—	—	630	—	(630)	(100.0)%
Personnel Services Total	**14,773,728**	**101,400**	**3,697,985**	**551,578**	—	**—**	**—**	**—**	**7,173,324**	**—**	**—**	**1,329,278**	**27,627,293**	**25,577,565**	**(2,049,728)**	**(7.4)%**
Operating Expenses																
Operating Expense Professional Services	506,290	83,000	65,278	50,000	—	—	—	—	975,500	—	—	32,000	1,712,068	1,378,184	(333,884)	(19.5)%
Operating Expense Accounting & Auditing	36,300	6,000	5,000	3,500	—	—	—	—	32,750	—	—	8,500	92,050	91,050	(1,000)	(1.1)%
Operating Expense Contractual Services	1,498,308	7,108	162,672	136,836	—	—	—	—	670,869	—	—	29,994	2,505,787	2,316,522	(189,265)	(7.6)%
Operating Expense Travel	207,545	5,500	12,000	8,000	—	—	—	—	54,250	—	—	25,500	312,795	284,365	(28,430)	(9.1)%
Operating Expense Communication Services	273,849	4,896	29,155	16,625	—	—	—	—	190,882	—	—	31,090	546,497	584,412	37,915	6.9%
Operating Expense Postage	24,845	—	1,000	500	—	—	—	—	54,550	—	—	1,200	82,095	77,695	(4,400)	(5.4)%
Operating Expense Utility Services	605,760	10,275	72,000	71,350	—	—	—	—	1,135,040	—	—	17,350	1,911,775	1,762,797	(148,978)	(7.8)%
Operating Expense Rental & Leases	998,643	—	46,275	25,192	—	—	—	—	389,659	—	—	127,433	1,587,202	1,499,772	(87,430)	(5.5)%
Operating Expense Insurance	405,574	13,983	66,339	78,438	—	—	—	—	455,156	—	—	96,012	1,115,502	1,447,569	332,067	29.8%
Operating Expense Repair & Maintenance	1,458,636	34,500	142,682	124,492	—	—	—	—	1,104,837	—	—	135,012	3,000,159	3,213,693	213,534	7.1%
Operating Expense Printing & Binding	10,400	700	250	500	—	—	—	—	6,000	—	—	600	18,450	16,139	(2,311)	(12.5)%

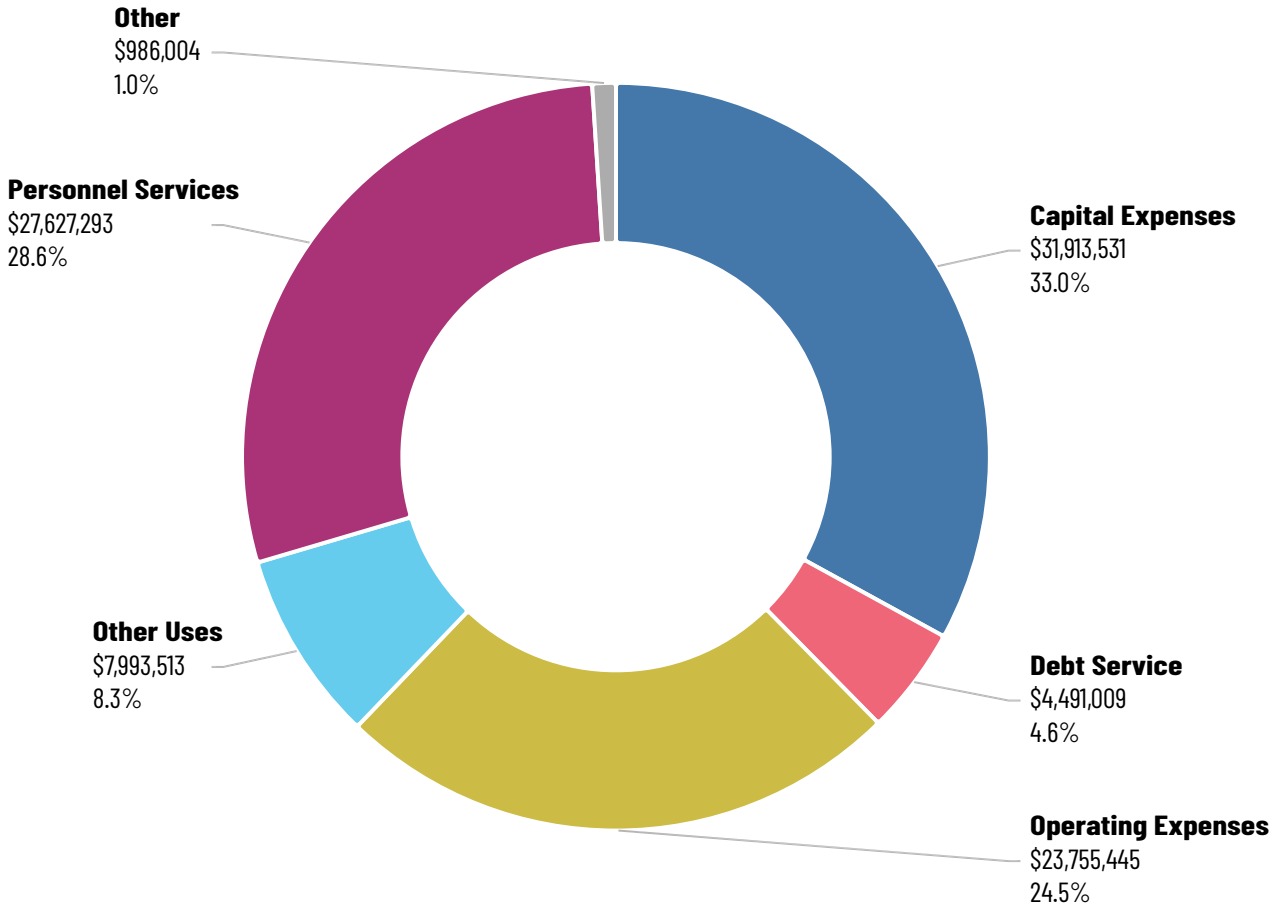
Total Expenses by Fund

	001 General	103 CRA	110 Fire Assessment	140 Airport	161 CDBG	204 Debt Service	304 Sale Tax	341 Airport Construction	410 Water/Sewer	412 W/S Constr uction	413 Impact Trust	420 Natural Gas	Total 2027	Total 2026	$ Variance	% Variance
Operating Expense Promotional Activities	41,610	—	5,000	10,000	—	—	—	—	9,000	—	—	6,000	71,610	61,310	(10,300)	(14.4)%
Operating Expense Other Current Charges	336,800	600,000	92,038	10,000	—	—	—	—	225,200	—	—	3,771,545	5,035,583	4,864,246	(171,337)	(3.4)%
Operating Expense Office Supplies	48,600	—	1,500	2,500	—	—	—	—	25,200	—	—	2,500	80,300	69,800	(10,500)	(13.1)%
Operating Expense Operating Supplies	1,077,190	31,000	116,040	1,099,475	—	—	—	—	2,373,776	—	—	277,709	4,975,190	5,070,118	94,928	1.9%
Operating Expense Road Material & Supplies	75,800	—	—	—	—	—	—	—	135,000	—	—	—	210,800	210,800	—	—%
Operating Expense Books, Subscription & Membership	79,749	700	10,392	505	—	—	—	—	12,315	—	—	6,950	110,611	94,944	(15,667)	(14.2)%
Operating Expense Training	213,865	1,100	50,751	2,000	—	—	—	—	93,000	—	—	26,255	386,971	367,815	(19,156)	(5.0)%
Operating Expenses Total	**7,899,764**	**798,762**	**878,372**	**1,639,913**	—	—	—	—	**7,942,984**	—	—	**4,595,650**	**23,755,445**	**23,411,231**	**(344,214)**	**(1.4)%**
Capital Expenses																
Capital Outlay Land	—	—	—	—	—	—	—	—	227,500	—	—	—	227,500	2,500	(225,000)	(98.9)%
Capital Outlay Building	382,404	—	—	112,000	—	—	3,678,098	1,788,415	34,500	—	—	—	5,995,417	4,865,637	(1,129,780)	(18.8)%
Capital Outlay Infrastructure	2,836,783	602,517	—	—	—	—	—	1,299,245	16,006,482	—	—	117,000	20,862,027	17,839,965	(3,022,062)	(14.5)%
Capital Outlay Machinery & Equipment	1,416,799	—	58,388	52,000	—	—	—	—	3,261,400	—	—	40,000	4,828,587	2,411,606	(2,416,981)	(50.1)%
Capital Expenses Total	**4,635,986**	**602,517**	**58,388**	**164,000**	—	—	**3,678,098**	**3,087,660**	**19,529,882**	—	—	**157,000**	**31,913,531**	**25,119,708**	**(6,793,823)**	**(21.3)%**
Debt Service																
Debt Service Principal	—	96,447	—	210,427	—	570,867	—	—	2,973,082	—	—	—	3,850,823	3,702,349	(148,474)	(3.9)%
Debt Service Interest	—	6,703	—	33,415	—	179,451	—	—	420,617	—	—	—	640,186	677,297	37,111	5.8%
Debt Service Total	—	**103,150**	—	**243,842**	—	**750,318**	—	—	**3,393,699**	—	—	—	**4,491,009**	**4,379,646**	**(111,363)**	**(2.5)%**
Grants and Aid																
Grants and Aid Aid to Private Organizations	986,004	—	—	—	—	—	—	—	—	—	—	—	986,004	1,060,504	74,500	7.6%
Grants and Aid Total	**986,004**	—	—	—	—	—	—	—	—	—	—	—	**986,004**	**1,060,504**	**74,500**	**7.6%**
Other Uses																
Other Uses Intragovernmental Transfers Airport Construction	—	—	—	750,000	—	—	—	—	—	—	—	—	750,000	—	(750,000)	(100.0)%

Total Expenses by Fund

	001 General	103 CRA	110 Fire Assessment	140 Airport	161 CDBG	204 Debt Service	304 Sale Tax	341 Airport Construction	410 Water/Sewer	412 W/S Constr uction	413 Impact Trust	420 Natural Gas	Total 2027	Total 2026	$ Variance	% Variance
Other Uses Intragovernmental Transfers Debt Service	496,349	—	253,969	—	—	—	—	—	—	—	—	—	750,318	844,441	94,123	12.5%
Other Uses Intragovernmental Transfers Fire Special Assessments	685,395	—	—	—	—	—	—	—	—	—	—	—	685,395	685,395	—	—%
Other Uses Intragovernmental Transfers Water Sewer	—	—	—	—	—	—	—	—	2,652,555	—	—	—	2,652,555	—	(2,652,555)	(100.0)%
Other Uses Other Uses Allocations	—	—	—	55,041	—	—	—	—	1,584,039	—	—	337,303	1,976,383	1,330,000	(646,383)	(32.7)%
Other Uses Other Uses Bad Debts	9,335	—	—	—	—	—	—	—	142,700	—	—	10,412	162,447	162,447	—	—%
Other Uses Other Uses Contingency	300,000	—	—	100,000	—	—	—	—	300,000	—	—	316,415	1,016,415	1,655,253	638,838	62.9%
Other Uses Total	**1,491,079**	**—**	**253,969**	**905,041**	**—**	**—**	**—**	**—**	**4,679,294**	**—**	**—**	**664,130**	**7,993,513**	**6,621,080**	**(1,372,433)**	**(17.2)%**
Total	**$ 29,786,561**	**$ 1,605,829**	**$ 4,888,714**	**$ 3,504,374**	**$ —**	**$ 750,318**	**$ 3,678,098**	**$ 3,087,660**	**$ 42,719,183**	**$ —**	**$ —**	**$ 6,746,058**	**$96,766,795**	**$86,169,734**	**$ (10,597,061)**	**$ (11.0)%**

Total Expenditures by All Funds Chart



CITY OF LAKE CITY

Florida's Gateway Est. 1859

General Fund

REVENUES ASSUMPTIONS

AD VALOREM TAXES

The City of Lake City has multiple revenue sources to fund the City's services. The methods used to project those revenues include historical trends of ten years or more, estimates from the State of Florida for revenues it collects and disburses, and analyzing the current and expected economic conditions for the local area as well as the nation.

Ad Valorem or property taxes account for 8.49% of the annual recurring revenues and 27.85% of the City's General Fund Operating fund's annual recurring revenue. The percentage of General Fund revenues derived from property taxes continues to increase reflecting the increase in housing values and new construction. Property taxes are levied against real estate and certain tangible personal, non-real estate property held for commercial purposes as well as railroad companies.

Under Florida law, each county's property appraiser must certify the Ad Valorem tax roll to each authority levying taxes within the county by July 1st. The annual tax roll is the sum of all currently assessed valuations net of homestead exemptions, various other exemptions, deletions of any demolitions and the addition of new construction to the property tax roll. Each levying authority must then adopt a preliminary millage rate by legislative action no later than August 4th of each year and file this preliminary millage rate with the property appraiser.

Millage is an expression of the tax rate per thousand dollars of assessed valuation levied. This preliminary millage rate is typically the maximum rate that the jurisdiction will adopt. The property appraiser will use this preliminary millage rate to prepare a notice of proposed taxes that is mailed out to each taxpayer no later than August 24th.

Each taxing authority must hold two public hearings on the proposed millage rate and the budget before the tax rate and budget can be formally adopted. At the first public hearing, the jurisdiction will adopt a tentative millage rate and a tentative budget. After the first public hearing, the taxing authority must advertise at least two days but not more than five days in advance of the second and final public hearing on the proposed tax levy and budget.

For purposes of determining whether the jurisdiction is required to publish a notice of a tax increase, the local jurisdiction must calculate its "rolled-back" millage rate. The "rolled-back rate" is the millage rate required to yield the same property tax revenues that were collected in the prior year from the properties that were on the tax roll in the prior year. Any proposed millage rate that is higher than the "rolled-back rate" must be advertised as a tax increase. However, if the tentative millage adopted at the first public hearing is higher than the preliminary millage originally advertised, a notice must be sent to each taxpayer by first class mail indicating the taxes to be paid under the tentatively adopted millage rate as well as the taxes that would be paid under the preliminary millage rate that was originally advertised in the notice of proposed taxes.

The second public hearing is scheduled to take place in September within 15 days of the first public hearing, prior to the beginning of the new fiscal year on October 1st. At the final public hearing, the tentative millage and budget are again discussed, and then a final millage rate and budget are adopted by the governing body. The final adopted millage rate cannot be higher than the tentative millage rate adopted at the first public hearing. The fiscal year 2025-2026 millage rate for the City of Lake City is 4.9000 mills or $4.90 per thousand dollars of assessed valuation. Local taxing authorities are required to adopt certain increases in their millage rates with a super-majority vote of their governing body. The taxing authority may adopt a millage rate of the rolled-back rate plus the percentage change in Florida per capita personal income by a simple majority vote. To adopt a millage rate of up to 110% of the rolled-back rate plus the percentage change in Florida per capita personal income, the taxing authority must get the approval of two-thirds of the membership of its governing body. To go above the 110% limit and up to the statutory limit, the taxing authority must receive the unanimous approval of the membership of its governing body; for jurisdictions with a governing body of nine or more members, a three-fourths approval is required rather than a unanimous vote. The taxing authority may also levy an amount above the 110% threshold if approved by referendum. Finally, if the taxing authority levies a millage rate that is less than the majority vote maximum rate in a given year, the savings is factored into the calculation of the maximum majority vote millage rate amount for the following year (the "adjusted rolled-back rate").

In Florida, tax bills are sent to taxpayers on November 1st and are due by the following March 31st. Taxpayers may elect to pay their taxes in November and receive a 4% discount on their tax bill. The discount decreases by 1% per month thereafter (e.g., 3% discount in December), until there is no discount allowed in the month of March. For this reason, taxing authorities in Florida may budget and levy taxes on the basis that 95% of the tax levy will be collected (maximum 4% discount plus 1% allowance for uncollectible accounts). For the City of Lake City, the calculation of the new-year ad valorem revenue is the assessed valuation tax roll multiplied by the millage multiplied by 95.0%, a slightly higher percentage based upon historical collection rates.

STATE SHARED REVENUE

This section includes those revenues collected by the State and shared, in part with local governments through statutory revenue sharing formulas. They include municipal fuel tax, cigarette tax, and sales taxes. Once the State collects the revenue it allocates the funding based on varied, changing and complex formulas. The revenue received is not always indicative of the revenue generated by the City and should not be used to draw any assumptions about the City's financial health. Covid significantly impacted this revenue in FY 20 with a 0.0% reduction in revenue from the prior year. The FY 25 budget assumes revenue will remain flat.

F.S. 218.23 (2) Any unit of local government which is consolidated as provided by s. 9, Art. VIII of the State Constitution of 1885, as preserved by s. 6(e), Art. VIII, 1968 revised constitution, shall receive an annual distribution from the Revenue Sharing Trust Fund for Counties equal to $6.24 times its population based on the Office of Economic and Demographic Research estimate. This revenue source, along with the County's population, has seen an average of 0.0% growth.

F.S. 206.41 (1) (c) An additional tax of 1 cent per net gallon, which is designated as the "municipal fuel tax" and which shall be used for the purposes described in s. 206.605. The proceeds of the municipal fuel tax imposed pursuant to s. 206.41(1)(c), after deducting the service charge pursuant to chapter 215 and the administrative costs incurred by the department in collecting, administering, enforcing, and distributing the tax, which administrative costs may not exceed 2 percent of collections, shall be transferred into the Revenue Sharing Trust Fund for Municipalities.

FS: 212.20(6)(d) details the distribution of this revenue. The first distribution is to the State's general revenue which is detailed in 212.20(6)(d)1. Once that distribution is made, 8.9743% of the remaining revenue goes to the Counties in the form of the Local Government ½ Cent Sales Tax. The next distribution is for those Counties that qualify in F.S 218.65 for emergency distribution. They receive 0.0966%. The County disbursement is for 2.081% and the Municipal disbursement is 1.3653%. This total funding is divvied up based on population and collections based on F.S. 218.245.

The remaining balance is disbursed pursuant to F.S 212.20(6)(d)6. The FY 26 budget amount is provided by the Florida Department of Revenue and estimated by the State's general revenue estimating conference. The total amount is then disbursed in equal monthly disbursements. The FY 26 budget amount is provided by the Florida Department of Revenue and estimated by the State's general revenue estimating conference. The total amount is then disbursed in equal monthly disbursements.

LOCAL OPTION SALES TAX

Estimates are typically based on historical trends which take into consideration the effects of weather upon the various utilities as well as the growth in the number of users. The City estimates the franchise fee based on historical performance. The five-year average growth is 0.0%.

UTILITY SERVICE TAX & FRANCHISE FEES

The city received franchise fees resulting from agreements for natural gas and manufactured gas distributors for years. In 2015, the city began collecting a 6 % franchise fee on electric, water and sewer services. Pursuant to Florida Statute 166.231 (1)(a), The City levies a 10 % utility service tax on the purchase of electricity, metered natural gas, liquefied petroleum gas either metered or bottled, manufactured gas either metered or bottled, and water service. A Utility Service Tax in Florida—officially called the Municipal Public Service Tax (MPST)—is a local tax that cities and some counties charge on certain utility services. Its purpose is to help fund local government services such as police, fire protection, parks, road maintenance, and other municipal operations.

COMMUNICATION SERVICE TAX

Florida Statute 202.19 allows the City levies a Communication Services Tax at the rate of 5.22% on the purchase of communication services (generally, telephone, wireless and cable television services) as defined by Florida Statute 202. The tax is collected by the State and then remitted to the city, after deducting an administrative fee.

LOCAL OPTION FUEL TAXES

6 Cent Local Option Gas Tax - Fund 10403: The City levied six cents upon every gallon of motor fuel and diesel fuel sold in the County. The FY 25 budget assumes no growth.

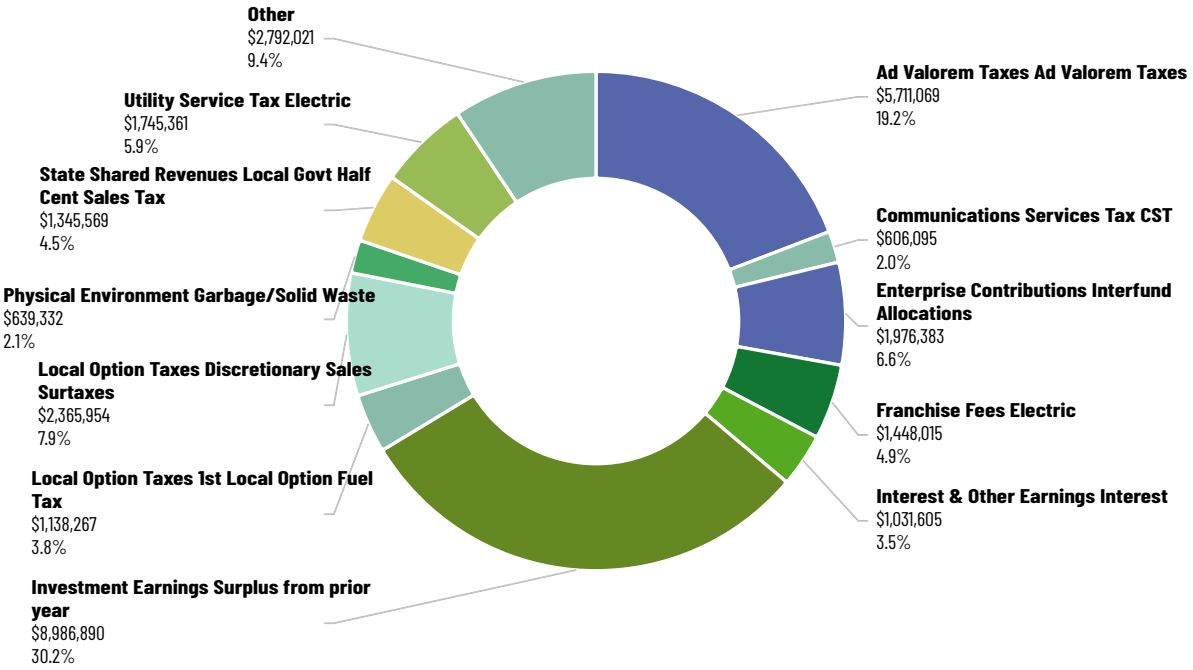
OTHER REVENUE SOURCES

Other Revenue Sources include Local Government Half Cent Sales Tax Revenue Shared, Municipal Sales Tax Revenue Shared, County Municipal Fuel Tax Revenue Shared, Constitutional Fuel Tax , County Fuel Tax , Alcoholic Beverage Licenses, Auto License, Air Pollution Control Fee, Cigarette Tax , Insurance Agent Licenses, Mobile Home Licenses, Municipal Fuel Tax Refund Special Fuel, and Motor Fuel Use Tax, County Fuel Tax Refund and Local Government Half Cent Sales Tax

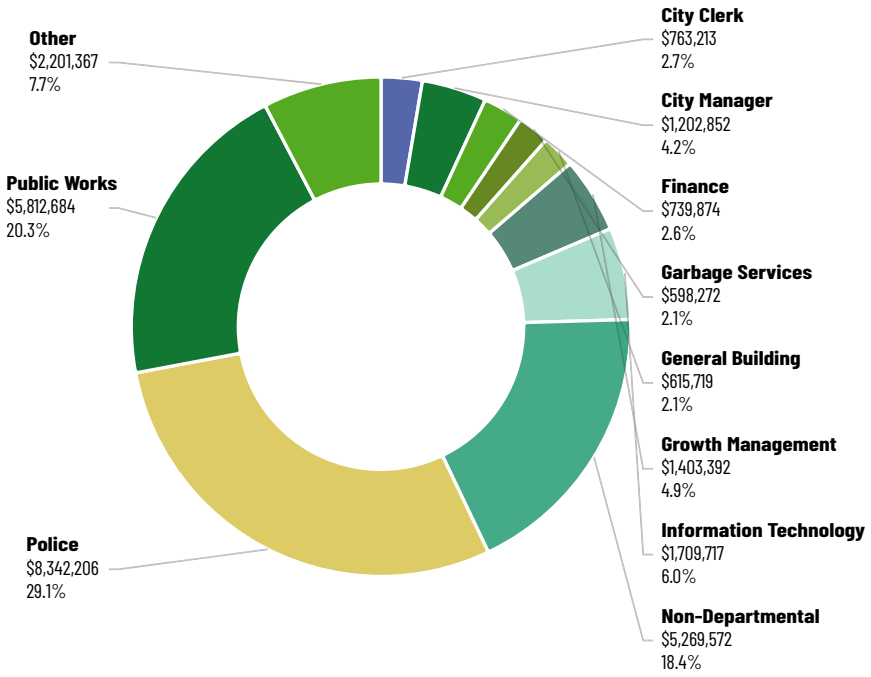
The budget is based on a deep analysis of ten years of historical actuals by month for each individual revenue. The State of Florida publishes annual estimates for several of these revenues for each jurisdiction in late July. The proposed budget is balanced and presented to City Council before these state estimates are published. The distribution formula, "The proportion for each municipal government shall be computed by dividing the population of that municipality by the sum of the total county population plus two thirds of the incorporated area population."

		FY 2026	FY 2027	Difference	% Change
General Fund					
001-311.00	Ad Valorem Taxes Ad Valorem Taxes	5,491,910	5,711,069	219,159	4.0%
001-312.41	Local Option Taxes 1st Local Option Fuel Tax	1,165,697	1,138,267	(27,430)	(2.4)%
001-312.52	Local Option Taxes Insurance Premium Police	186,188	186,188	0	—%
001-312.60	Local Option Taxes Discretionary Sales Surtaxes	2,296,599	2,365,954	69,355	3.0%
001-314.10	Utility Service Tax Electric	1,649,347	1,745,361	96,014	5.8%
001-314.80	Utility Service Tax LP Gas	13,730	14,162	432	3.1%
001-315.00	Communications Services Tax CST	622,793	606,095	(16,698)	(2.7)%
001-316.10	Local Business Tax Occuptional Licenses	100,772	98,556	(2,216)	(2.2)%
001-316.11	Local Business Tax License Penalties	633	650	17	2.7%
001-322.10	Building Permit Fees Construction Permits	297,412	373,132	75,720	25.5%
001-322.11	Building Permit Fees Plan Review Fees	13,862	9,751	(4,111)	(29.7)%
001-322.20	Building Permit Fees Electrical Permits	27,547	14,873	(12,674)	(46.0)%
001-322.30	Building Permit Fees Plumbing Permits	14,801	8,618	(6,183)	(41.8)%
001-322.31	Building Permit Fees Mechanical Permits	39,835	15,580	(24,255)	(60.9)%
001-322.40	Building Permit Fees Inspection Fees	0	3,000	3,000	100.0%
001-323.10	Franchise Fees Electric	1,394,779	1,448,015	53,236	3.8%
001-323.70	Franchise Fees Solid Waste	321,069	344,585	23,516	7.3%
001-329.03	Other Permits, Fees, Spec Assess Zoning Fees	15,100	42,364	27,264	180.6%
001-335.12.01	State Shared Revenues Proceeds Motor Fuel Tax	113,963	114,386	423	0.4%
001-335.12.02	State Shared Revenues Proceeds Sales/Use Tax	655	661	6	0.9%
001-335.14	State Shared Revenues Mobile Home License Tax	4,183	6,596	2,413	57.7%
001-335.15	State Shared Revenues Alcoholic Beverage License Tax	13,397	21,570	8,173	61.0%
001-335.16	State Shared Revenues Disc Sales Tax	540,341	546,143	5,802	1.1%
001-335.18	State Shared Revenues Local Govt Half Cent Sales Tax	1,381,227	1,345,569	(35,658)	(2.6)%
001-335.19.01	State Shared Revenues Oth Gen Govt Traffic Signal	156,775	200,306	43,531	27.8%
001-335.19.02	State Shared Revenues Oth Gen Govt State Hwy Lighting	194,471	194,471	0	—%
001-335.49	State Shared Revenues Other Trans - Fuel Tax Refund	21,275	25,848	4,573	21.5%
001-338.00	Shared Rev From Other Local Units County Occup License	9,725	8,775	(950)	(9.8)%
001-343.40	Physical Environment Garbage/Solid Waste	649,242	639,332	(9,910)	(1.5)%
001-347.20.03	Culture/Recreation Parks & Recreation Park & Building	6,455	7,915	1,460	22.6%
001-349.00.01	Other Charges for services Other Charges for services Code Enforcement Fees	0	3,500	3,500	100.0%

		FY 2026	FY 2027	Difference	% Change
001-351.10	Court Ordered Judgmt & Fines Court Fines	43,611	44,574	963	2.2%
001-351.50.01	Court Ordered Judgmt & Fines Traffic 2nd $ Funding	3,373	2,430	(943)	(28.0)%
001-361.10	Interest & Other Earnings Interest	1,041,753	1,031,605	(10,148)	(1.0)%
001-362.00	Rents and Royalties Rents	29,415	24,000	(5,415)	(18.4)%
001-362.01	Rents and Royalties Rent Refund	356,177	315,356	(40,821)	(11.5)%
001-364.00	Sale/Disposition of Fixed Assets Proceeds	15,000	11,000	(4,000)	(26.7)%
001-365.00	Sale/Surplus Material Material-Scrap	3,689	2,100	(1,589)	(43.1)%
001-366.00	Contributions- Private Source & Donations Donations	17,365	15,500	(1,865)	(10.7)%
001-369.90	Other Misc Revenue Revenue	116,371	121,681	5,310	4.6%
001-369.90.01	Other Misc Revenue Revenue Restitution	13,417	13,750	333	2.5%
001-369.90.14	Other Misc Revenue Revenue Tech Fee	3,000	0	(3,000)	(100.0)%
001-382.00	Enterprise Contributions Interfund Allocations	1,330,000	1,976,383	646,383	48.6%
001-390.00	Investment Earnings Surplus from prior year	8,564,959	8,986,890	421,931	4.9%
	General Fund Total	**28,281,913**	**29,786,561**	**1,504,648**	**5.3%**



		FY 2026	FY 2027	Difference	% Change
01	Council	402,924	409,712	6,788	1.7%
02	City Manager	1,217,782	1,012,893	(204,889)	(16.8)%
03	City Clerk	763,213	618,030	(145,183)	(19.0)%
04	Human Resources	472,399	453,715	(18,684)	(4.0)%
05	Non-Departmental	5,345,852	2,974,382	(2,371,470)	(44.4)%
06	Finance	754,373	784,776	30,403	4.0%
07	Information Technology	1,717,091	2,499,901	782,810	45.6%
08	Procurement	381,703	354,824	(26,879)	(7.0)%
09	Vehicle Maintenance	394,857	442,634	47,777	12.1%
10	General Building	616,719	650,115	33,396	5.4%
11	Police	8,342,206	9,157,097	814,891	9.8%
12	Safety/Risk Mgmt	0	325,823	325,823	100.0%
15	Public Works	5,268,770	7,585,030	2,316,260	44.0%
16	Public Assistance	568,500	486,000	(82,500)	(14.5)%
18	Garbage Services	598,272	598,272	0	—%
55	Growth Management	1,437,252	1,433,357	(3,895)	(0.3)%
	Total	**28,281,913**	**29,786,561**	**1,504,648**	**5.3%**

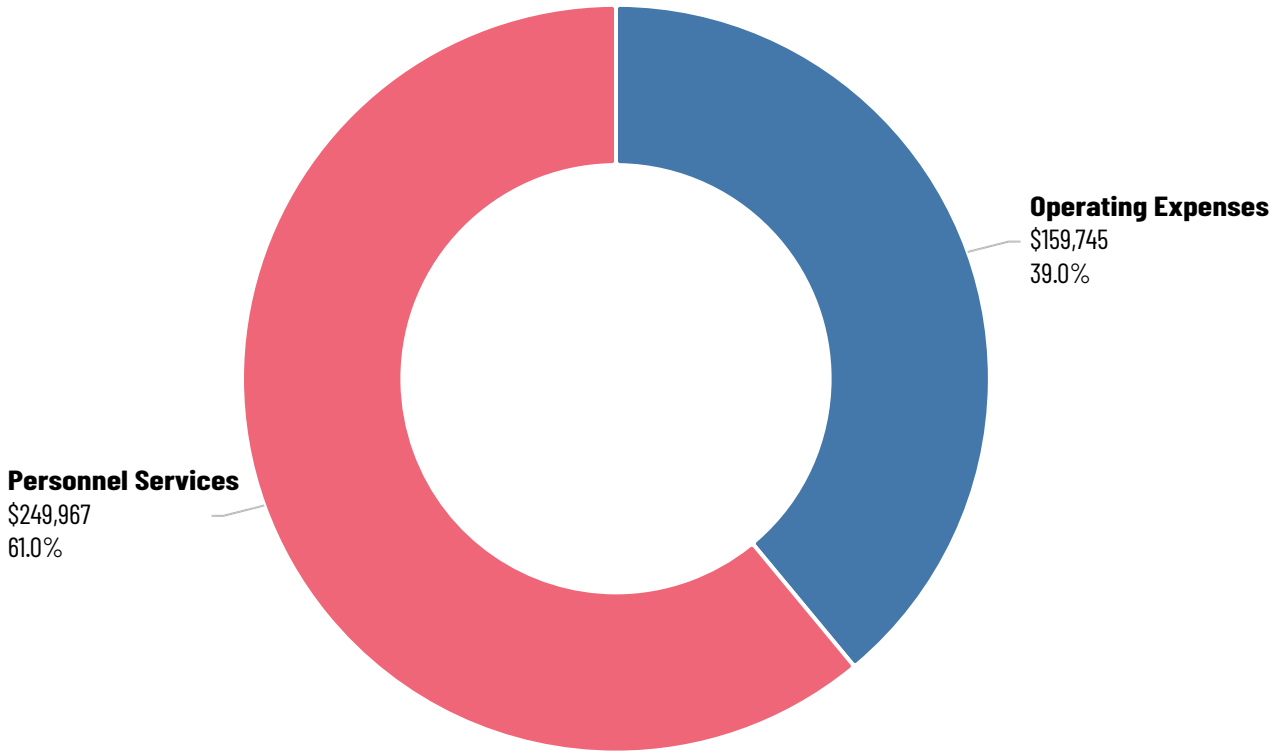


Council

The City Council provides the residents of Lake City with transparent, accountable, and forward-thinking leadership that represents the voice of the community; to adopt policies and make decisions that promote health, safety, and quality of life for all residents; and to ensure responsible stewardship of public resources while promoting sustainable growth and a high quality of life for future generations.

City Council

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.01.511-010.12	Salary	109,759	112,212	95,165	115,573	3,361	3.0%
001.01.511-010.21	FICA	8,305	9,273	7,006	9,472	199	2.1%
001.01.511-010.22	Retirement Contributions	64,800	67,530	56,392	58,274	(9,256)	(13.7)%
001.01.511-010.23	Life, Health & Disability	38,727	39,476	34,398	66,512	27,036	68.5%
001.01.511-010.24	Workers Compensation	294	158	126	136	(22)	(13.9)%
	Personnel Services Total	**221,886**	**228,649**	**193,086**	**249,967**	**21,318**	**9.3%**
Operating Expenses							
001.01.511-030.31	Professional Services	0	1,800	0	1,800	0	—%
001.01.511-030.34	Contractual Services	0	45,000	99	0	(45,000)	(100.0)%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
001.01.511-030.40	Travel	46,638	69,250	25,130	92,120	22,870	33.0%
001.01.511-030.41	Communication Services	3,203	3,600	2,377	3,600	0	—%
001.01.511-030.42	Postage	31	100	0	100	0	—%
001.01.511-030.46	Repair & Maintenance	0	400	0	400	0	—%
001.01.511-030.47	Printing & Binding	812	1,550	130	2,100	550	35.5%
001.01.511-030.48	Promotional Activities	4,738	9,650	5,296	14,550	4,900	50.8%
001.01.511-030.49	Other Current Charges	4,013	2,500	2,958	2,500	0	—%
001.01.511-030.51	Office Supplies	35	600	88	600	0	—%
001.01.511-030.52	Operating Supplies	12,089	15,850	5,423	14,600	(1,250)	(7.9)%
001.01.511-030.54	Books, Subscription & Membership	6,648	7,275	5,314	7,275	0	—%
001.01.511-030.55	Training	11,101	16,700	5,717	20,100	3,400	20.4%
	Operating Expenses Total	**89,310**	**174,275**	**52,532**	**159,745**	**(14,530)**	**(8.3)%**
	Total	**311,195**	**402,924**	**245,619**	**409,712**	**6,788**	**1.7%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
001.01.511-030.31	Paralegal Services for Special Meetings	1,800
	Operating Expense Professional Services Total	**1,800**
Operating Expense Travel		
001.01.511-030.40	Airport Conference (2027)	8,220
001.01.511-030.40	City Council Travel Allowance - Annual	9,000
001.01.511-030.40	Congressional Black Caucus (2027)	8,000
001.01.511-030.40	Ethics Training - Mileage Expense	350
001.01.511-030.40	FLC Fast FLY-In (2027)	10,000
001.01.511-030.40	FLC IEMO Training - Basic/Advanced	6,000
001.01.511-030.40	FLC Leadership Class	2,000
001.01.511-030.40	FLC Legislative Action Days Conference (2027)	4,000
001.01.511-030.40	FLC Legislative Conference (2026)	4,500
001.01.511-030.40	Florida Black Caucus of Local Elected Officials (2027)	1,600
001.01.511-030.40	Florida League of Cities Conference (2027)	7,500
001.01.511-030.40	Florida League of Mayors Events	2,000
001.01.511-030.40	Florida Redevelopment Conference FRA (Harris)	1,950
001.01.511-030.40	FREDA Rural Counties Day - Tallahassee (2027)	2,500
001.01.511-030.40	FREDA Rural Economic Summit (Harris)	2,000
001.01.511-030.40	Misc. Travel	5,000
001.01.511-030.40	National League of Cities Summit (2026)	12,500
001.01.511-030.40	NEFL and SRL Dinner Meeting - Mileage Expense	2,000
001.01.511-030.40	NEFL Board of Director Expense (Young)	1,000
001.01.511-030.40	SRL Board of Director Expense (Mayor)	1,000
001.01.511-030.40	Tallahassee Legislative Travel	1,000
	Operating Expense Travel Total	**92,120**
Operating Expense Communication Services		
001.01.511-030.41	AT&T Mobility	3,600
	Operating Expense Communication Services Total	**3,600**
Operating Expense Postage		
001.01.511-030.42	Postage	100
	Operating Expense Postage Total	**100**
Operating Expense Repair & Maintenance		
001.01.511-030.46	Misc. Repair and Maintenance	400
	Operating Expense Repair & Maintenance Total	**400**

Expenditure Detail

		FY 2027
Operating Expense Printing & Binding		
001.01.511-030.47	Business Cards/Letterhead/Envelopes	1,500
001.01.511-030.47	Gatekeeper Award Supplies	250
001.01.511-030.47	Misc. Copy Reproductions	50
001.01.511-030.47	Proclamation Supplies	300
	Operating Expense Printing & Binding Total	**2,100**
Operating Expense Promotional Activities		
001.01.511-030.48	Annual Community Unity Day - Backpack Giveaway	2,000
001.01.511-030.48	Bereavement and/or Birth Celebration Boxes/Cards	2,000
001.01.511-030.48	Bereavement/Get Well Soon Cards	100
001.01.511-030.48	CHS Football Program Ad	300
001.01.511-030.48	CHS Yearbook Ad	300
001.01.511-030.48	Florida League of Cities Ad Quality Cities Publication	450
001.01.511-030.48	Lake City Reporter - Ad - Chamber Guide	2,000
001.01.511-030.48	Law Enforcement Torch Run	300
001.01.511-030.48	Misc. Promotional Items	3,000
001.01.511-030.48	National Night Out	500
001.01.511-030.48	Parade - Candy and supplies	2,000
001.01.511-030.48	Parade Registration Fees	100
001.01.511-030.48	Public Outreach	1,000
001.01.511-030.48	Trunk or Treat	500
	Operating Expense Promotional Activities Total	**14,550**
Operating Expense Other Current Charges		
001.01.511-030.49	Lake City Reporter Notices - Election/Misc	2,500
	Operating Expense Other Current Charges Total	**2,500**
Operating Expense Office Supplies		
001.01.511-030.51	Office Supplies	600
	Operating Expense Office Supplies Total	**600**
Operating Expense Operating Supplies		
001.01.511-030.52	Council Photo Project - Historical Photos	2,000
001.01.511-030.52	Council Photo Session and Framing	400
001.01.511-030.52	Framing for Proclamations	1,000
001.01.511-030.52	Host NEFL/SRL Dinner Meeting	3,000
001.01.511-030.52	Incoming/Outgoing Council Reception	2,000
001.01.511-030.52	Logo Apparel	1,500

Expenditure Detail

		FY 2027
001.01.511-030.52	Meeting Supplies	200
001.01.511-030.52	Miscellaneous Supplies/Expenses	1,000
001.01.511-030.52	Townhall Meetings	1,000
001.01.511-030.52	Various Dinners, Luncheons and Events	2,500
	Operating Expense Operating Supplies Total	**14,600**
Operating Expense Books, Subscription & Membership		
001.01.511-030.54	Chamber of Commerce - Annual Dues	1,750
001.01.511-030.54	Florida Black Caucus of Local Elected Officials - Dues	450
001.01.511-030.54	Florida League of Cities - Annual Dues	2,069
001.01.511-030.54	Florida League of Mayors - Annual Dues	395
001.01.511-030.54	Government in the Sunshine Manuals and Materials	250
001.01.511-030.54	Lake City Reporter - Subscription - Proof of Publication	100
001.01.511-030.54	National League of Cities	1,701
001.01.511-030.54	North Florida Economic Development	250
001.01.511-030.54	Northeast Florida League of Cities - Annual Dues	100
001.01.511-030.54	Quality Cities Subscription	60
001.01.511-030.54	Suwannee River League of Cities - Annual Dues	150
	Operating Expense Books, Subscription & Membership Total	**7,275**
Operating Expense Training		
001.01.511-030.55	Airport Conference	3,100
001.01.511-030.55	Congressional Black Caucus	400
001.01.511-030.55	FLC Fast Fly-In	500
001.01.511-030.55	FLC IEMO Training - Basic/Advanced	1,625
001.01.511-030.55	FLC Leadership Class	1,100
001.01.511-030.55	FLC Legislative Action Days Conference	500
001.01.511-030.55	FLC Legislative Conference	1,625
001.01.511-030.55	Florida Black Caucus of Local Elected Officials	550
001.01.511-030.55	Florida League of Cities Conference	3,000
001.01.511-030.55	Florida League of Mayors Events	250
001.01.511-030.55	Florida Redevelopment Conference (FRA) (Harris)	400
001.01.511-030.55	FREDA Rural Counties Day- Tallahassee	250
001.01.511-030.55	FREDA Rural Economic Summit (Harris)	400
001.01.511-030.55	Misc Training	1,400
001.01.511-030.55	National League of Cities Summit	5,000
	Operating Expense Training Total	**20,100**
	Total	**159,745**

Department Positions

Account	Position	FY 2026	FY 2027
Council			
001.01.511	Council Member	4	4
	Mayor	1	1
	Total	**5**	**5**

City Manager

Don Rosenthal, City Manager

Accomplishments:

We have improved the working relationship between the City of Lake City and Columbia County to promote a teamwork approach to our mutual problems, while looking for opportunities to be successful together. This approach has resulted in a considerable increase in joint funding for Water/Sewer and Gas projects within Columbia County. We look forward to working with Columbia County on other mutually beneficial projects.

Goals:

To continue to exercise good general and financial management along with utilizing innovative approaches to both old City problems and new City opportunities.

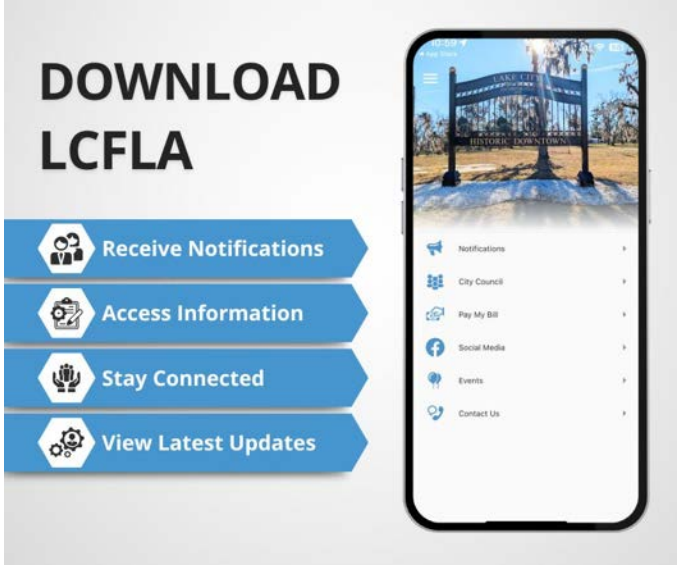
Objectives:

- Implement the 5-year Strategic Plan, working on Economic Development, Housing & Community Development, Infrastructure & Sustainable Growth, and Public Safety & Community Engagement
- Support the Department heads in their efforts to implement the Strategic Plan
- Look for opportunities to work on projects with the County that are mutually beneficial to both the County and the City of Lake City
- Create the Housing Authority
- Consolidation of Columbia County and Lake City's Fire Departments into a Fire District

City Manager's Office – Serving Lake City with Vision & Accountability

Who We Are

The City Manager's Office is the heartbeat of Lake City's local government—where leadership meets action. We work every day to ensure that the goals of the City Council are effectively carried out, city departments are running smoothly, and residents receive responsive and high-quality services.



What We Do for You

Put Plans into Action: We take the policies passed by City Council and make sure they're implemented in real life—across parks, roads, public safety, and beyond.

Manage the City Budget Responsibly: Every dollar matters. We carefully prepare and oversee Lake City's budget so public funds are used efficiently and transparently.

Plan for the Future: From roads to housing to local businesses, we lead initiatives that keep Lake City growing, safe, and sustainable.

Keep You Informed and Involved: Whether through public forums, newsletters, or social media, we work to engage our community in meaningful ways.

Collaborate Beyond City Limits: We work with county, state, and federal agencies to bring valuable programs, funding, and partnerships to Lake City.

Support City Staff: Our team helps ensure city employees have the support and leadership they need to serve residents effectively.

Where Your Tax Dollars Go – Fiscal Year Highlights

Staffing: Funding supports the City Manager, Assistant Manager, a Community Programs Director, and a dedicated team focused on strategic leadership and community responsiveness.

Technology Improvements: Investments will continue in digital services that make it easier to connect with City Hall and access city resources.

Emergency Preparedness: Budget includes support for resilience planning and readiness programs to protect our community during unexpected events.

Community Engagement: Increased funding for outreach—more public meetings and better online access to city updates.

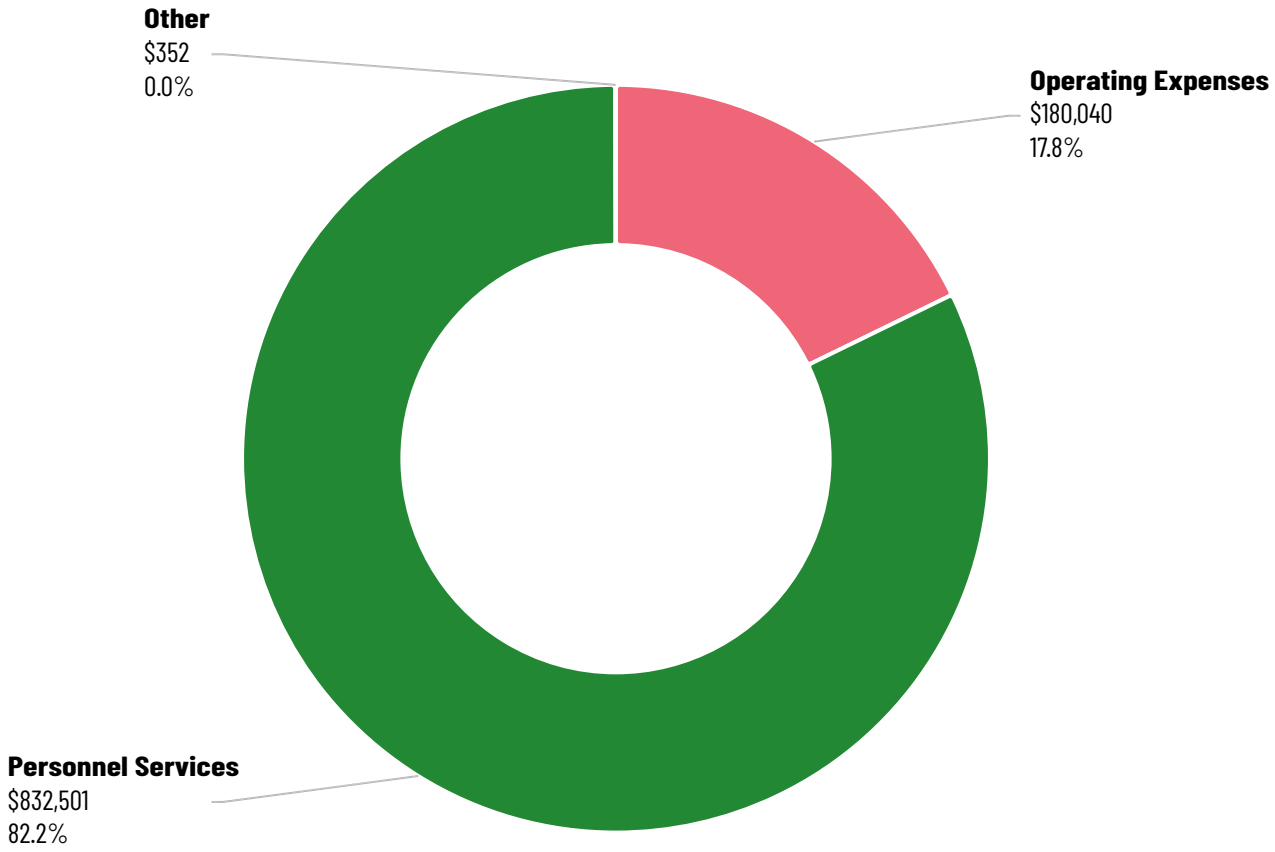
Why This Matters

As Lake City continues to grow and thrive, it's crucial that our city leadership stays strong, transparent, and future-focused. This budget supports a City Manager's Office that remains committed to excellence, equity, and responsive governance. Our mission is to serve every resident with integrity, care, and accountability.

Working Together, With and For the Community

This leadership team doesn't just manage a city—they nurture it. Guided by the City Council's vision and inspired by the energy of its people, they work collaboratively to serve with integrity, foster partnerships, and ensure every resident feels seen, heard, and supported.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.02.512-010.12	Salary	505,002	687,080	464,693	561,352	(125,728)	(18.3)%
001.02.512-010.14	Overtime	70	0	209	0	0	—%
001.02.512-010.21	FICA	37,292	45,211	34,287	42,606	(2,605)	(5.8)%
001.02.512-010.22	Retirement Contributions	127,325	143,853	106,285	121,191	(22,662)	(15.8)%
001.02.512-010.23	Life, Health & Disability	64,676	118,553	58,270	106,734	(11,819)	(10.0)%
001.02.512-010.24	Workers Compensation	1,137	783	522	618	(165)	(21.1)%
	Personnel Services Total	**735,500**	**995,480**	**664,265**	**832,501**	**(162,979)**	**(16.4)%**
Operating Expenses							
001.02.512-030.40	Travel	36,090	9,800	14,159	15,850	6,050	61.7%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
001.02.512-030.41	Communication Services	3,646	3,920	2,927	4,000	80	2.0%
001.02.512-030.42	Postage	31	70	32	70	0	—%
001.02.512-030.44	Rental & Leases	22,685	21,449	28,992	30,920	9,471	44.2%
001.02.512-030.46	Repair & Maintenance	12,235	11,500	2,887	4,000	(7,500)	(65.2)%
001.02.512-030.49	Other Current Charges	101,932	148,500	116,315	91,000	(57,500)	(38.7)%
001.02.512-030.51	Office Supplies	4,154	3,800	1,808	3,800	0	—%
001.02.512-030.52	Operating Supplies	17,129	8,200	10,262	9,500	1,300	15.9%
001.02.512-030.54	Books, Subscription & Membership	6,546	5,913	8,896	11,350	5,437	91.9%
001.02.512-030.55	Training	12,570	9,150	4,704	9,550	400	4.4%
	Operating Expenses Total	**217,018**	**222,302**	**190,982**	**180,040**	**(42,262)**	**(19.0)%**
Capital Expenses							
001.02.512-060.64	Machinery & Equipment	0	0	0	352	352	100.0%
	Capital Expenses Total	**0**	**0**	**0**	**352**	**352**	**100.0%**
	Total	**952,518**	**1,217,782**	**855,247**	**1,012,893**	**(204,889)**	**(16.8)%**

Expenditure Detail

		FY 2027
Operating Expense Travel		
001.02.512-030.40	FAPPO Conference (Asst. CM)	1,200
001.02.512-030.40	FFEA Conference (CP Director)	1,200
001.02.512-030.40	Florida Airport Council Conference (CM)	2,200
001.02.512-030.40	Florida Training Emergency Management (CM)	1,550
001.02.512-030.40	FRA Conference (CP Director)	1,200
001.02.512-030.40	FREDA Rural Summit (CM)	1,000
001.02.512-030.40	ICMA Conference (Asst. CM & CM)	5,500
001.02.512-030.40	NIGP Conference (Asst. CM)	2,000
	Operating Expense Travel Total	**15,850**
Operating Expense Communication Services		
001.02.512-030.41	AT&T Mobility	2,900
001.02.512-030.41	Verizon	1,100
	Operating Expense Communication Services Total	**4,000**
Operating Expense Postage		
001.02.512-030.42	Postage	70
	Operating Expense Postage Total	**70**
Operating Expense Rental & Leases		
001.02.512-030.44	Chevrolet Tahoe 2025	14,820
001.02.512-030.44	Chevrolet Traverse 2020	2,928
001.02.512-030.44	Chevrolet Traverse 2024	10,572
001.02.512-030.44	Konica Copier	2,600
	Operating Expense Rental & Leases Total	**30,920**
Operating Expense Repair & Maintenance		
001.02.512-030.46	Misc. Repairs and Maintenance	500
001.02.512-030.46	Vehicle Maintenance	3,500
	Operating Expense Repair & Maintenance Total	**4,000**
Operating Expense Other Current Charges		
001.02.512-030.49	Annual Community Coat Giveaway	5,000
001.02.512-030.49	Black History Month Event	3,000
001.02.512-030.49	Christmas Tree Lighting Event	5,000
001.02.512-030.49	Concert Event	15,000
001.02.512-030.49	Farm to Table Event	8,000
001.02.512-030.49	Growers and Makers Market	5,000

Expenditure Detail

		FY 2027
001.02.512-030.49	Holiday Market	5,000
001.02.512-030.49	Independence Day Celebration	20,000
001.02.512-030.49	Marketing/Promotional Videos	5,000
001.02.512-030.49	MLK Event	3,000
001.02.512-030.49	Sick Week Pit Stop Car Show	5,000
001.02.512-030.49	Strongman Competition Downtown Event	10,000
001.02.512-030.49	Veteran's Park Evening Markets	2,000
	Operating Expense Other Current Charges Total	**91,000**
Operating Expense Office Supplies		
001.02.512-030.51	Office Supplies	3,800
	Operating Expense Office Supplies Total	**3,800**
Operating Expense Operating Supplies		
001.02.512-030.52	Computers - Replacement	2,000
001.02.512-030.52	Fuel	3,500
001.02.512-030.52	Operating Supplies	2,000
001.02.512-030.52	Shirts/Uniforms	1,000
001.02.512-030.52	Trunk or Treat Candy	1,000
	Operating Expense Operating Supplies Total	**9,500**
Operating Expense Books, Subscription & Membership		
001.02.512-030.54	Canva Subscription	120
001.02.512-030.54	Eventeny Software Subscription	2,880
001.02.512-030.54	FFEA Dues (CP Director)	250
001.02.512-030.54	Go Gov App	5,000
001.02.512-030.54	ICMA Dues (Asst. City Manager)	1,000
001.02.512-030.54	ICMA Dues (City Manager)	1,500
001.02.512-030.54	Lake City Reporter	300
001.02.512-030.54	Rise Vision Subscription	300
	Operating Expense Books, Subscription & Membership Total	**11,350**
Operating Expense Training		
001.02.512-030.55	FAPPO Conference (Asst. CM)	500
001.02.512-030.55	FFEA Conference (CP Director)	750
001.02.512-030.55	Florida Airport Council Conference (CM)	1,200
001.02.512-030.55	Florida Training Emergency Management	500
001.02.512-030.55	FRA Conference (CP Director)	500
001.02.512-030.55	FREDA Rural Summit (CM)	500

Expenditure Detail

		FY 2027
001.02.512-030.55	ICMA Conference (Asst CM & CM)	2,000
001.02.512-030.55	NIGP Conference (Asst. CM)	1,100
001.02.512-030.55	Other Training	2,500
	Operating Expense Training Total	**9,550**
Capital Outlay Machinery & Equipment		
001.02.512-060.64	2019 Ford Fusion (Purchase)	352
	Capital Outlay Machinery & Equipment Total	**352**
	Total	**180,392**

Department Positions

Account	Position	FY 2026	FY 2027
City Manager			
001.02.512	Administrative Assistant	1	1
	Assistant City Manager	1	1
	City Manager	1	1
	Community Program Director	1	1
	Grant Writer	1	0
	Executive Assistant	1	1
	Total	**6**	**5**

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
1	2019	FORD FUSION	17,172	30,000	
2	2025	CHEVROLET TAHOE	3,022	70,000	
3	2020	CHEVROLET TRAVERSE	7,371	43,000	
4	2024	CHEVROLET TRAVERSE	8,464	43,000	
		Total		**186,000**	

City Clerk

Audrey Sikes, City Clerk

Accomplishments:

Successfully earned the Florida Certified Professional Clerk designation, joining a small group of seventeen other clerks statewide with this advanced credential. The office completed a full update of the City's Code of Ordinances and maintained timely, statute-compliant responses to public records requests. Electronic agenda, records management, and public-records systems continued to streamline meeting preparation and improve access. The Clerk's Office also provided professional legislative support in accordance with Sunshine Law and the City Charter, and upheld accurate, transparent administration of municipal election responsibilities.

Goals:

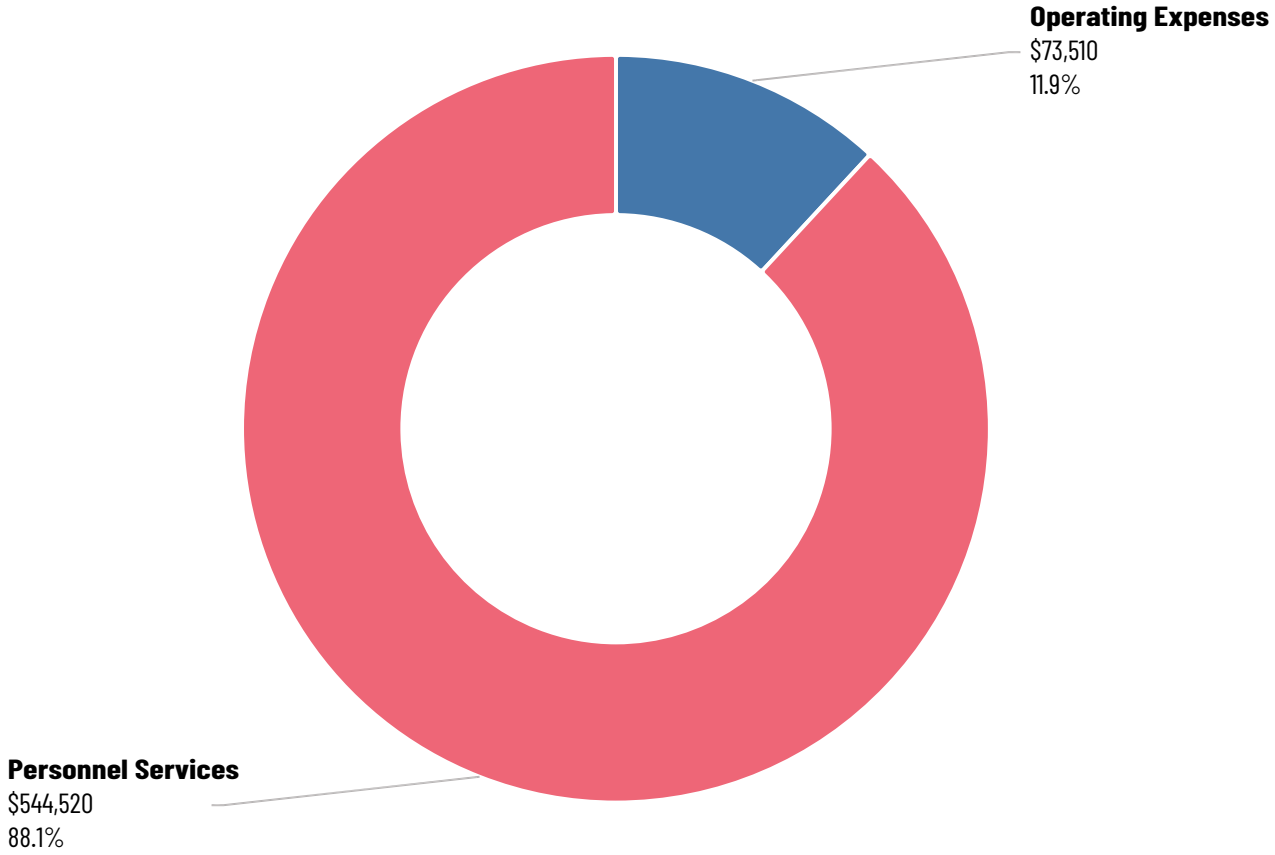
Provide transparent, accessible public records by delivering statute-compliant responses, maintaining organized and secure records, and expanding digital accessibility in accordance with state requirements.

Objectives:

- Support the legislative process by preparing agendas, minutes, and official records in compliance with applicable laws while using electronic systems to improve efficiency and access.
- Ensure legal and ethical compliance by administering oaths, safeguarding official records, and guiding staff and officials on the Charter, Code, and Florida Statutes.
- Improve operational efficiency and strengthen administrative support by refining workflows, expanding paperless processes, maintaining the online Code of Ordinances, accurately codifying records, supporting City Council operations, and administering municipal elections with fairness and transparency.

The mission of the City Clerk's Office is to uphold the principles of open government in accordance with Florida's Sunshine Laws. As the official custodian of the City's records, qualifying officer for municipal elections, and liaison between the public and the City Council, we are dedicated to ensuring transparency, preserving the integrity of public records, and supporting accessible governance. We are committed to delivering exceptional, professional service to the City Council, staff, and citizens of our community.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.03.512-010.12	Salary	287,933	449,572	263,883	320,702	(128,870)	(28.7)%
001.03.512-010.14	Overtime	0	0	1,520	0	0	—%
001.03.512-010.21	FICA	19,690	29,848	18,359	24,580	(5,268)	(17.6)%
001.03.512-010.22	Retirement Contributions	62,788	78,652	57,789	70,590	(8,062)	(10.3)%
001.03.512-010.23	Life, Health & Disability	75,037	105,657	64,228	128,295	22,638	21.4%
001.03.512-010.24	Workers Compensation	649	507	298	353	(154)	(30.4)%
	Personnel Services Total	**446,096**	**664,236**	**406,079**	**544,520**	**(119,716)**	**(18.0)%**
Operating Expenses							
001.03.512-030.31	Professional Services	0	15,200	3,332	11,700	(3,500)	(23.0)%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
001.03.512-030.34	Contractual Services	6,322	10,000	4,232	10,000	0	—%
001.03.512-030.40	Travel	4,660	11,150	535	6,800	(4,350)	(39.0)%
001.03.512-030.41	Communication Services	27,075	26,332	24,284	19,860	(6,472)	(24.6)%
001.03.512-030.42	Postage	635	775	669	775	0	—%
001.03.512-030.44	Rental & Leases	2,176	2,800	2,202	3,100	300	10.7%
001.03.512-030.46	Repair & Maintenance	45	150	0	150	0	—%
001.03.512-030.47	Printing & Binding	75	250	130	250	0	—%
001.03.512-030.48	Promotional Activities	292	1,100	0	500	(600)	(54.5)%
001.03.512-030.49	Other Current Charges	703	1,700	1,913	1,700	0	—%
001.03.512-030.51	Office Supplies	1,555	1,500	1,382	1,500	0	—%
001.03.512-030.52	Operating Supplies	4,814	17,540	7,213	11,370	(6,170)	(35.2)%
001.03.512-030.54	Books, Subscription & Membership	1,410	1,680	925	1,180	(500)	(29.8)%
001.03.512-030.55	Training	2,441	8,800	1,140	4,625	(4,175)	(47.4)%
	Operating Expenses Total	**52,201**	**98,977**	**47,957**	**73,510**	**(25,467)**	**(25.7)%**
	Total	**498,297**	**763,213**	**454,035**	**618,030**	**(145,183)**	**(19.0)%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
001.03.512-030.31	Civic Plus - Code on the Internet Fee (10/1/2025)	1,700
001.03.512-030.31	Civic Plus - Code Subscription	10,000
	Operating Expense Professional Services Total	**11,700**
Operating Expense Contractual Services		
001.03.512-030.34	Records Destruction - Shredding	5,800
001.03.512-030.34	Records Retention - Mini Storage	4,200
	Operating Expense Contractual Services Total	**10,000**
Operating Expense Travel		
001.03.512-030.40	ADA and/or Misc. Training	1,500
001.03.512-030.40	FACC Fall Academy	1,450
001.03.512-030.40	FACC Summer Academy	1,850
001.03.512-030.40	FRMA Certification Training	2,000
	Operating Expense Travel Total	**6,800**
Operating Expense Communication Services		
001.03.512-030.41	AT&T Mobility	600
001.03.512-030.41	Civic Plus -Agenda Management Platform Annual Fee	8,000
001.03.512-030.41	CommonLook Online with Allyant - ADA software	1,500
001.03.512-030.41	MCCI - Just FOIA Public Records Request Annual Fee	9,760
	Operating Expense Communication Services Total	**19,860**
Operating Expense Postage		
001.03.512-030.42	Mailing Correspondence - Annexations	700
001.03.512-030.42	Mailing Correspondence - Misc	50
001.03.512-030.42	Mailing Correspondence - Public Records	25
	Operating Expense Postage Total	**775**
Operating Expense Rental & Leases		
001.03.512-030.44	Konica Copier Lease	3,100
	Operating Expense Rental & Leases Total	**3,100**
Operating Expense Repair & Maintenance		
001.03.512-030.46	Misc. Maintenance	150
	Operating Expense Repair & Maintenance Total	**150**

Expenditure Detail

		FY 2027
Operating Expense Printing & Binding		
001.03.512-030.47	Business Cards/Letterhead/Envelopes/Misc.	250
	Operating Expense Printing & Binding Total	**250**
Operating Expense Promotional Activities		
001.03.512-030.48	Public Outreach	500
	Operating Expense Promotional Activities Total	**500**
Operating Expense Other Current Charges		
001.03.512-030.49	Credit Card Fees (Authorization Fees)	1,000
001.03.512-030.49	Credit Card Fees (Monthly Charges)	300
001.03.512-030.49	Public Record Request Expenditures	400
	Operating Expense Other Current Charges Total	**1,700**
Operating Expense Office Supplies		
001.03.512-030.51	Misc. Supplies	1,500
	Operating Expense Office Supplies Total	**1,500**
Operating Expense Operating Supplies		
001.03.512-030.52	Community "Shred-It" Days	5,000
001.03.512-030.52	Drop Box - Annual Fee 5/1/2025- 5/1/2026	120
001.03.512-030.52	Logo Apparel	1,200
001.03.512-030.52	Miscellaneous Items	1,000
001.03.512-030.52	New Scanner	1,450
001.03.512-030.52	Recording Fees	1,700
001.03.512-030.52	Storage Boxes - Records Retention	200
001.03.512-030.52	Various dinners/luncheons/events	700
	Operating Expense Operating Supplies Total	**11,370**
Operating Expense Books, Subscription & Membership		
001.03.512-030.54	FACC Annual Membership Dues	150
001.03.512-030.54	FRMA Membership Dues	600
001.03.512-030.54	Government in the Sunshine Materials	80
001.03.512-030.54	IIMC Annual Membership Dues	350
	Operating Expense Books, Subscription & Membership Total	**1,180**
Operating Expense Training		
001.03.512-030.55	Development/Misc. Training	1,000
001.03.512-030.55	FACC Fall Academy	475

Expenditure Detail

		FY 2027
001.03.512-030.55	FACC Summer Academy	400
001.03.512-030.55	FRMA Certification Training	750
001.03.512-030.55	Tuition Assistance	2,000
	Operating Expense Training Total	**4,625**
	Total	**73,510**

Department Positions

Account	Position	FY 2026	FY 2027
City Clerk			
001.03.512	ADA Remediation Specialist	1	0
	City Clerk	1	1
	Deputy City Clerk	1	1
	Executive Specialist to City Clerk	1	1
	Records Management Supervisor	1	1
	Total	**5**	**4**

Human Resources

BillieJo Bible, Human Resource Director

Accomplishments:

The Human Resources Department continued to foster a work environment that promotes employee engagement, retention, and teamwork, ensuring directors and staff feel confident seeking assistance and support. Efforts to strengthen talent acquisition and workforce planning included implementing new recruitment software and expanding strategies to attract qualified candidates. Employee morale was enhanced through the annual holiday celebration and the employee recognition awards luncheon, while partnerships with the County supported youth in exploring career pathways.

Goals:

The Department will continue to provide strong support to directors and staff, while prioritizing the recruitment and retention of high-quality employees.

Objectives:

- Digitize the new-hire onboarding process and transition personnel file archiving to electronic formats.
- Continue providing responsive support to directors and staff as operational needs arise.

Human Resources Overview:

The Human Resources Department's mission is to support the goals and challenges of the City of Lake City by providing services that promote a work environment that is characterized by fair treatment of staff, open communications, personal accountability, trust and mutual respect. We will seek and provide solutions to workplace issues that support and optimize the operating principles of the organization. This includes the operational duties of Risk & Safety.

It is the purpose of Human Resources to provide effective human resource management by developing and implementing policies, programs and services that contribute to the attainment of City and employee goals which include, but are not limited to: maintaining a diverse workplace, employee training, recruitment, retention, leadership, assistance, competitive wages and benefits, support of employees and management, and a safe and secure work environment.

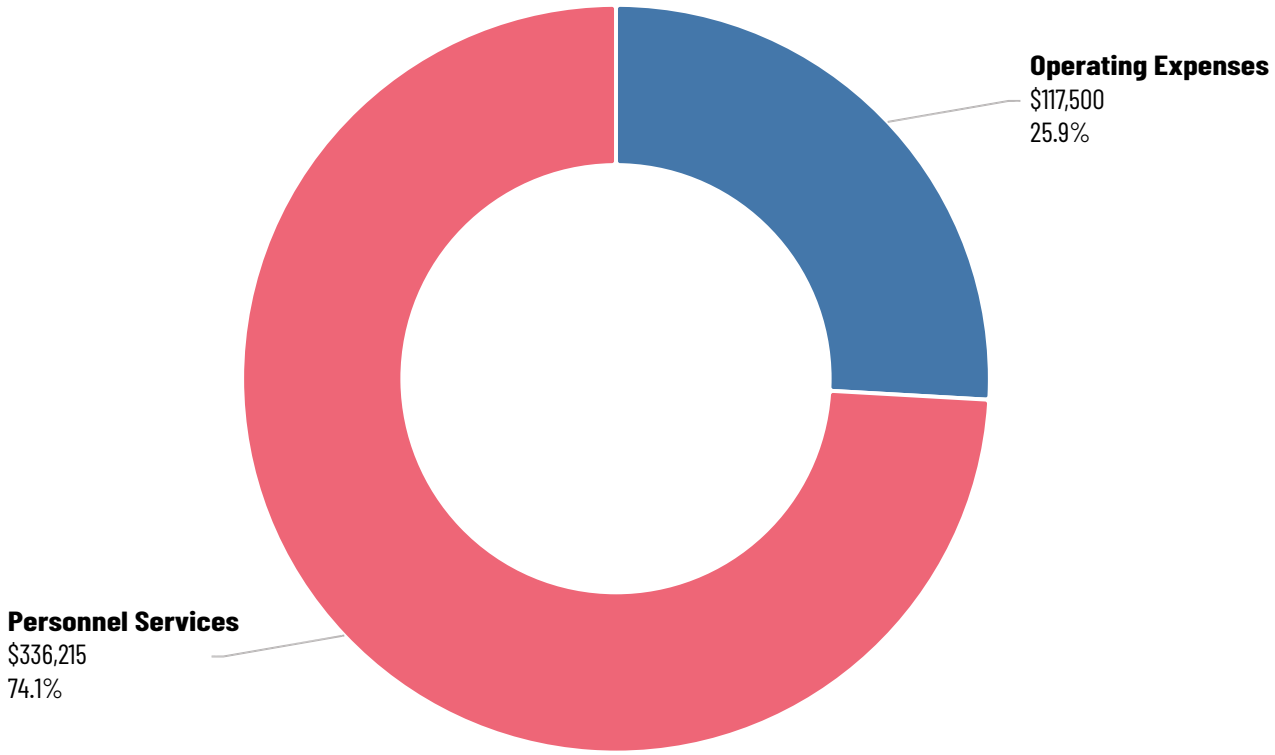
Projects and functions that have been successful in the past year included: implementing NeoGov software for recruitment, Employee Holiday Party in December, Employee Recognition Luncheon in April, partnering with the local schools and colleges career fairs, partnering with the Police Department for Active Shooter training, and partnering with the Police Department to sponsor the Summer Youth Work Program.

Employee Holiday Party in December

Employee Recognition Luncheon in April

Partnering with the local schools and colleges career fairs

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.04.513-010.12	Salary	206,931	224,840	183,151	211,868	(12,972)	(5.8)%
001.04.513-010.21	FICA	15,219	17,200	13,257	16,208	(992)	(5.8)%
001.04.513-010.22	Retirement Contributions	53,349	56,478	48,428	51,118	(5,360)	(9.5)%
001.04.513-010.23	Life, Health & Disability	28,563	53,467	35,120	56,788	3,321	6.2%
001.04.513-010.24	Workers Compensation	466	292	205	233	(59)	(20.2)%
	Personnel Services Total	**304,528**	**352,277**	**280,161**	**336,215**	**(16,062)**	**(4.6)%**
Operating Expenses							
001.04.513-030.31	Professional Services	25,685	29,500	20,576	19,150	(10,350)	(35.1)%
001.04.513-030.34	Contractual Services	37,535	31,020	32,774	51,420	20,400	65.8%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
001.04.513-030.40	Travel	7,055	7,250	2,519	7,800	550	7.6%
001.04.513-030.41	Communication Services	1,056	2,172	909	1,500	(672)	(30.9)%
001.04.513-030.42	Postage	58	300	61	300	0	—%
001.04.513-030.44	Rental & Leases	1,702	2,500	1,026	2,500	0	—%
001.04.513-030.46	Repair & Maintenance	0	100	60	100	0	—%
001.04.513-030.47	Printing & Binding	307	300	0	300	0	—%
001.04.513-030.48	Promotional Activities	11,676	15,000	14,708	17,000	2,000	13.3%
001.04.513-030.49	Other Current Charges	5,066	4,000	2,432	4,000	0	—%
001.04.513-030.51	Office Supplies	1,043	1,500	1,010	1,500	0	—%
001.04.513-030.52	Operating Supplies	4,283	6,000	5,131	6,000	0	—%
001.04.513-030.54	Books, Subscription & Membership	1,364	1,930	999	1,930	0	—%
001.04.513-030.55	Training	3,425	18,550	2,305	4,000	(14,550)	(78.4)%
	Operating Expenses Total	**100,255**	**120,122**	**84,509**	**117,500**	**(2,622)**	**(2.2)%**
	Total	**404,783**	**472,399**	**364,670**	**453,715**	**(18,684)**	**(4.0)%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
001.04.513-030.31	Affirmative Action Plan	4,500
001.04.513-030.31	Immunizations	700
001.04.513-030.31	Pre-Employee Physical Public Safety	8,325
001.04.513-030.31	Pre-Employment Drug Screen 10-Panel	1,000
001.04.513-030.31	Pre-Employment Drug Screen 5-Panel	1,375
001.04.513-030.31	Pre-Employment Physical General	3,250
	Operating Expense Professional Services Total	**19,150**
Operating Expense Contractual Services		
001.04.513-030.34	Employee Assistance Program	4,000
001.04.513-030.34	Flex Employee Debit Service	1,980
001.04.513-030.34	Flex Plan Renewal	440
001.04.513-030.34	NeoGov - Application Software	25,000
001.04.513-030.34	Wellness	20,000
	Operating Expense Contractual Services Total	**51,420**
Operating Expense Travel		
001.04.513-030.40	HR Conference	1,800
001.04.513-030.40	NeoGov Conference	6,000
	Operating Expense Travel Total	**7,800**
Operating Expense Communication Services		
001.04.513-030.41	AT&T Mobility	1,500
	Operating Expense Communication Services Total	**1,500**
Operating Expense Postage		
001.04.513-030.42	Postage	300
	Operating Expense Postage Total	**300**
Operating Expense Rental & Leases		
001.04.513-030.44	Konica Copier Lease	2,500
	Operating Expense Rental & Leases Total	**2,500**
Operating Expense Repair & Maintenance		
001.04.513-030.46	Repair and Maintenance	100
	Operating Expense Repair & Maintenance Total	**100**

Expenditure Detail

		FY 2027
Operating Expense Printing & Binding		
001.04.513-030.47	Envelopes	300
	Operating Expense Printing & Binding Total	**300**
Operating Expense Promotional Activities		
001.04.513-030.48	Awards / Banquets	15,000
001.04.513-030.48	Recruiting Promotional Items	2,000
	Operating Expense Promotional Activities Total	**17,000**
Operating Expense Other Current Charges		
001.04.513-030.49	COBRA Fees	3,000
001.04.513-030.49	General Employment Advertisement	1,000
	Operating Expense Other Current Charges Total	**4,000**
Operating Expense Office Supplies		
001.04.513-030.51	Office Supplies / Personnel folders	1,500
	Operating Expense Office Supplies Total	**1,500**
Operating Expense Operating Supplies		
001.04.513-030.52	City Shirts	500
001.04.513-030.52	Computers - Replacement	4,000
001.04.513-030.52	Misc Operating Expenses	1,500
	Operating Expense Operating Supplies Total	**6,000**
Operating Expense Books, Subscription & Membership		
001.04.513-030.54	Notary Renewal	200
001.04.513-030.54	Poster Compliance	700
001.04.513-030.54	SHRM Membership	530
001.04.513-030.54	Updated Human Resources Manuals	500
	Operating Expense Books, Subscription & Membership Total	**1,930**
Operating Expense Training		
001.04.513-030.55	HR Personnel Annual Training	3,000
001.04.513-030.55	HR Training Material / Onboarding	1,000
	Operating Expense Training Total	**4,000**
	Total	**117,500**

Department Positions

Account	Position	FY 2026	FY 2027
Human Resources			
001.04.513	Director of Human Resources	1	1
	HR Generalist	1	1
	HR Admin Assistant	1	1
	Total	**3**	**3**

City Attorney

Clay Martin, City Attorney

Accomplishments: The City Attorney's Office provided consistent legal support to all departments and charter officers, ensuring daily operations complied with applicable laws while identifying needed updates to ordinances, policies, and procedures. The office maintained strong partnerships with legal counsel across Columbia County and resolved the severance dispute involving a former city manager, protecting the City's interests. It also led negotiations and closing for the acquisition of the NFMIP Wastewater Treatment Plant and finalized the purchase of the former Five Points Elementary School to support future redevelopment. These actions reflect the office's commitment to effective legal stewardship and advancing the City's long-term goals.

Goals:

Key accomplishments from FY2025 carried into FY2026, including resolving the severance dispute involving a former city manager, protecting the City's interests and closing a long-standing issue. The office also negotiated and closed the acquisition of the NFMIP Wastewater Treatment Plant, expanding operational capacity without additional staffing, and finalized the purchase of the former Five Points Elementary School to support future redevelopment. These actions demonstrate the office's commitment to strong legal stewardship and advancing the City's long-term goals.

Objectives:

- Cooperate with the City Council, charter officers, and departments to advance the City's Strategic Plan by carrying out City Council directives on matters of legal importance and enforcing the City's legal rights.
- Provide consistent, day-to-day legal support to front-line City staff as they navigate issues with legal implications.
- Prioritize, develop, and revise ordinances, policies, and procedures to ensure clarity, compliance, and alignment with state and federal law.
- Strengthen internal collaboration by offering timely legal guidance that supports informed decision-making across all departments.

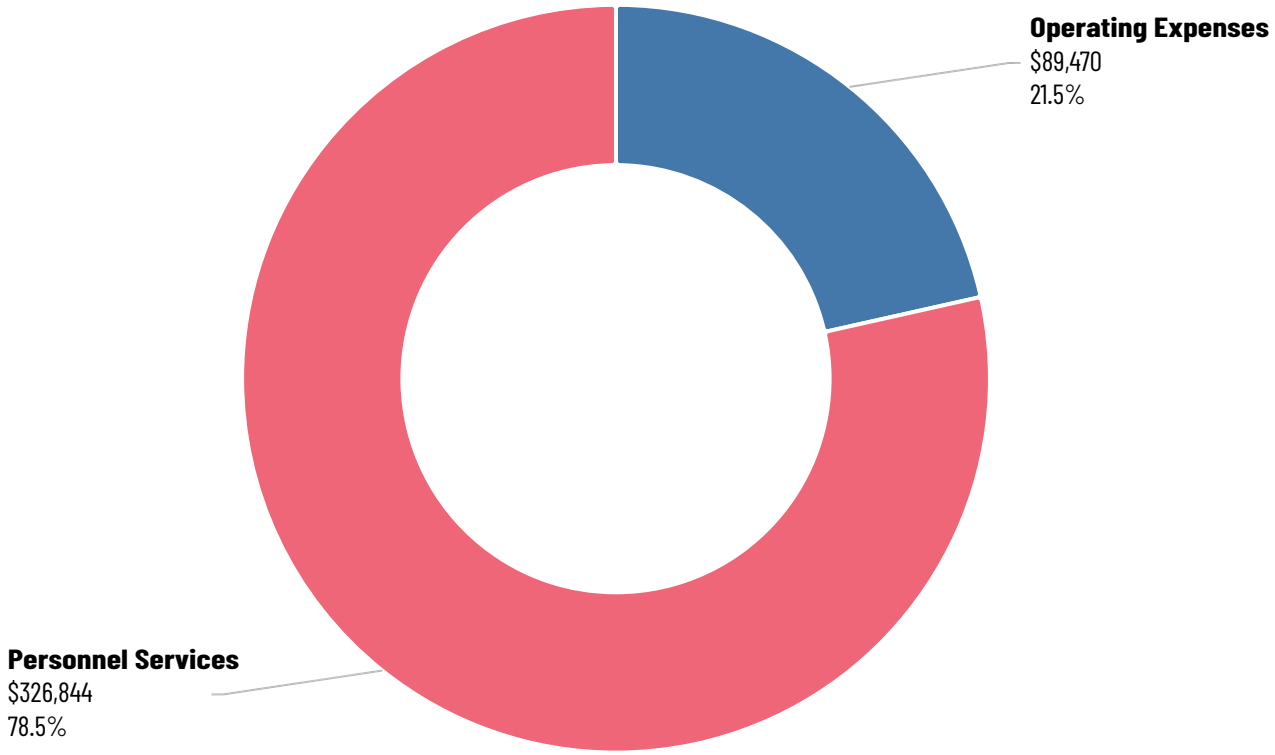
City Attorney Overview:

The City Attorney's Office is committed to a culture of customer service and collaboration. The office views each City department as a valued client and strives to provide responsive, solution-oriented legal support. A strong emphasis is placed on continued legal education and training to empower City staff with the knowledge and tools needed to carry out their responsibilities lawfully and effectively.

Clay Martin is the City's in-house City Attorney. As a charter officer, he provides legal counsel to the City Council, City Manager, City Clerk, and the City's departments and boards. The City Attorney provides legal guidance on a broad range of municipal matters, including land use, contracts, public records, employment law, and code enforcement, in addition to preparing most ordinances and resolutions to be considered by the City Council.

The City Attorney's Office remains dedicated to being a reliable and accessible resource for all City departments by helping ensure legally sound day-to-day operations which are in the best interests of the community we serve.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.05.514-010.12	Salary	62,369	302,456	192,199	227,559	(74,897)	(24.8)%
001.05.514-010.21	FICA	4,698	17,400	14,416	17,408	8	0.0%
001.05.514-010.22	Retirement Contributions	16,867	63,943	52,969	62,155	(1,788)	(2.8)%
001.05.514-010.23	Life, Health & Disability	3,471	52,322	14,335	19,472	(32,850)	(62.8)%
001.05.514-010.24	Workers Compensation	226	283	217	250	(33)	(11.7)%
	Personnel Services Total	**87,631**	**436,404**	**274,136**	**326,844**	**(109,560)**	**(25.1)%**
Operating Expenses							
001.05.514-030.31	Professional Services	166,274	100,000	34,255	55,000	(45,000)	(45.0)%
001.05.514-030.40	Travel	3,237	7,390	3,750	4,700	(2,690)	(36.4)%
001.05.514-030.41	Communication Services	518	1,920	1,268	720	(1,200)	(62.5)%
001.05.514-030.42	Postage	0	1,000	1	100	(900)	(90.0)%
001.05.514-030.44	Rental & Leases	0	2,000	2,709	3,500	1,500	75.0%
001.05.514-030.47	Printing & Binding	144	500	0	200	(300)	(60.0)%
001.05.514-030.49	Other Current Charges	18,435	15,000	7,873	10,000	(5,000)	(33.3)%
001.05.514-030.51	Office Supplies	89	6,500	1,011	2,000	(4,500)	(69.2)%
001.05.514-030.52	Operating Supplies	9,029	10,500	1,044	8,900	(1,600)	(15.2)%
001.05.514-030.54	Books, Subscription & Membership	615	1,400	3,339	1,900	500	35.7%
001.05.514-030.55	Training	1,025	3,350	1,790	2,450	(900)	(26.9)%
	Operating Expenses Total	**199,365**	**149,560**	**57,040**	**89,470**	**(60,090)**	**(40.2)%**
	Total	**286,996**	**585,964**	**331,175**	**416,314**	**(169,650)**	**(29.0)%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
001.05.514-030.31	External Legal Services	55,000
	Operating Expense Professional Services Total	**55,000**
Operating Expense Travel		
001.05.514-030.40	FL Municipal Attorney Asso. Annual Meeting	2,000
001.05.514-030.40	Misc. Conferences	1,500
001.05.514-030.40	Tallahassee Legislative Meetings	1,200
	Operating Expense Travel Total	**4,700**
Operating Expense Communication Services		
001.05.514-030.41	Verizon	480
001.05.514-030.41	Zoom	240
	Operating Expense Communication Services Total	**720**
Operating Expense Postage		
001.05.514-030.42	Postage	100
	Operating Expense Postage Total	**100**
Operating Expense Rental & Leases		
001.05.514-030.44	Konica Lease	3,500
	Operating Expense Rental & Leases Total	**3,500**
Operating Expense Printing & Binding		
001.05.514-030.47	Business Cards, Envelops, etc.	200
	Operating Expense Printing & Binding Total	**200**
Operating Expense Other Current Charges		
001.05.514-030.49	Lake City Reporter - Legal Ads	10,000
	Operating Expense Other Current Charges Total	**10,000**
Operating Expense Office Supplies		
001.05.514-030.51	Office Supplies	2,000
	Operating Expense Office Supplies Total	**2,000**
Operating Expense Operating Supplies		
001.05.514-030.52	Court Filing Fees	2,000
001.05.514-030.52	Operating Supplies	2,000
001.05.514-030.52	Research Platform - Lexis/WestLaw	4,600
001.05.514-030.52	Various Local Events	300
	Operating Expense Operating Supplies Total	**8,900**

Expenditure Detail

		FY 2027
Operating Expense Books, Subscription & Membership		
001.05.514-030.54	Misc. Attorney Membership	1,000
001.05.514-030.54	Rotary Dues	900
	Operating Expense Books, Subscription & Membership Total	**1,900**
Operating Expense Training		
001.05.514-030.55	Continuing Legal Education	500
001.05.514-030.55	Developmental Training for Assistant	500
001.05.514-030.55	FL Municipal Attorney Asso. Annual Meeting	600
001.05.514-030.55	Misc. Conference	750
001.05.514-030.55	Tallahassee Legislative Meetings	100
	Operating Expense Training Total	**2,450**
	Total	**89,470**

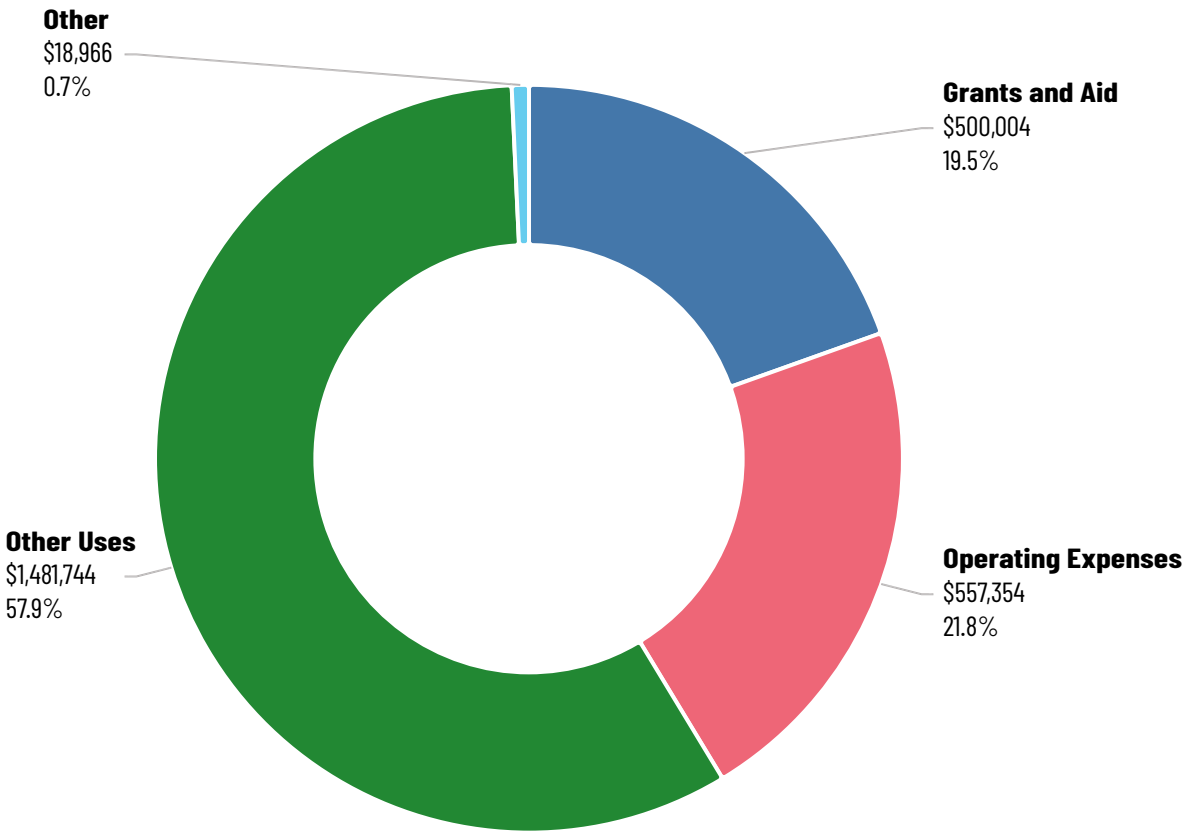
Non-Departmental

The Non-Departmental budget serves as a centralized account for citywide expenditures that are not directly attributable to any one department. This section provides funding for functions and obligations that benefit the City of Lake City as a whole, ensuring operational continuity, fiscal responsibility, and administrative efficiency.

Key expenditures within the Non-Departmental budget include general government obligations such as citywide insurance premiums, financial advisory and auditing services, debt service payments, and interfund transfers. Additionally, this category includes contingency reserves for unforeseen events.

By consolidating these essential but non-program-specific costs, the Non-Departmental budget provides transparency and ensures that shared services are effectively managed. It reflects the City's dedication to sound financial stewardship and the prudent allocation of resources across all operational areas.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.05.519-010.22	Retirement Contributions	7,902	7,350	17,214	18,966	11,616	158.0%
	Personnel Services Total	**7,902**	**7,350**	**17,214**	**18,966**	**11,616**	**158.0%**
Operating Expenses							
001.05.519-030.31	Professional Services	106,874	104,000	87,949	104,000	0	—%
001.05.519-030.32	Accounting & Auditing	36,585	36,300	34,627	36,300	0	—%
001.05.519-030.42	Postage	1,308	2,100	1,411	2,100	0	—%
001.05.519-030.43	Utility Services	1,659	2,880	1,385	2,880	0	—%
001.05.519-030.45	Insurance	507,987	589,343	363,740	405,574	(183,769)	(31.2)%
001.05.519-030.46	Repair & Maintenance	0	0	1,670	0	0	—%
001.05.519-030.49	Other Current Charges	6,578	6,500	6,217	6,500	0	—%
001.05.519-030.52	Operating Supplies	429	0	1,144	0	0	—%
	Operating Expenses Total	**661,419**	**741,123**	**498,142**	**557,354**	**(183,769)**	**(24.8)%**
Grants and Aid							
001.05.519-080.82	Aid to Private Organizations	719,125	492,004	460,959	500,004	8,000	1.6%
	Grants and Aid Total	**719,125**	**492,004**	**460,959**	**500,004**	**8,000**	**1.6%**
Other Uses							
001.05.519-090.91.02	Intragovernmental Transfers	0	1,943,544	1,943,544	0	(1,943,544)	(100.0)%
001.05.519-090.91.08	Intragovernmental Transfers	925,056	685,395	628,279	685,395	0	—%
001.05.519-090.91.12	Intragovernmental Transfers	590,471	590,472	444,647	496,349	(94,123)	(15.9)%
001.05.519-090.99.02	Other Uses	0	300,000	0	300,000	0	—%
	Other Uses Total	**1,515,527**	**3,519,411**	**3,016,470**	**1,481,744**	**(2,037,667)**	**(57.9)%**
	Total	**2,903,973**	**4,759,888**	**3,992,784**	**2,558,068**	**(2,201,820)**	**(46.3)%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
001.05.519-030.31	Bond Financial Advisor - PFM	15,000
001.05.519-030.31	Financial Consultant - NJN	39,000
001.05.519-030.31	Lobbyist Services	45,000
001.05.519-030.31	Strategic Planning Update	5,000
	Operating Expense Professional Services Total	**104,000**
Operating Expense Accounting & Auditing		
001.05.519-030.32	Audit	36,300
	Operating Expense Accounting & Auditing Total	**36,300**
Operating Expense Postage		
001.05.519-030.42	Postage for Tax Roll	2,100
	Operating Expense Postage Total	**2,100**
Operating Expense Utility Services		
001.05.519-030.43	Florida Power & Light	2,880
	Operating Expense Utility Services Total	**2,880**
Operating Expense Insurance		
001.05.519-030.45	Property Insurance	405,574
	Operating Expense Insurance Total	**405,574**
Operating Expense Other Current Charges		
001.05.519-030.49	FFSB Service Fees	6,500
	Operating Expense Other Current Charges Total	**6,500**
Grants and Aid Aid to Private Organizations		
001.05.519-080.82	Blanche Hotel - Rent Abatement	425,004
001.05.519-080.82	Blanche Hotel - Tax Abatement	75,000
	Grants and Aid Aid to Private Organizations Total	**500,004**
Other Uses Intragovernmental Transfers Debt Service		
Other Uses Intragovernmental Transfers Fire Special Assessments		
001.05.519-090.91.12	2019 Sales Tax Bond- Principal & Interest	382,390
001.05.519-090.91.12	Motorola Lease #1 - Principal & Interest	113,959
001.05.519-090.91.08	Fire Special Assessment - Exempt Properties	437,064

Expenditure Detail

		FY 2027
001.05.519-090.91.08	General Fund Transfer for 3 FF Positions	248,331
	Other Uses Intragovernmental Transfers Debt Service Total	**496,349**
	Other Uses Intragovernmental Transfers Fire Special Assessments Total	**685,395**
Other Uses Other Uses Contingency		
001.05.519-090.99.02	Contingency	300,000
	Other Uses Other Uses Contingency Total	**300,000**
	Total	**2,539,102**

Finance

Angela Taylor Moore, Finance Director

Accomplishments:

The Finance Department strengthened the City's fiscal management and transparency by improving expenditure monitoring, refining mid-year budget reviews, and providing departments with focused financial guidance to support strategic decision-making. These efforts ensured resources remained aligned with organizational priorities throughout the year. The department also maintained its strong commitment to accuracy and compliance, achieving another FY2025 audit with zero findings, reinforcing confidence in the City's financial stewardship. Additionally, the City was honored as the 2026 Tyler Excellence Award Winner in Performance & Innovation – Digital Services, supported by Finance's leadership in modernizing financial processes and advancing digital transformation. Together, these accomplishments highlight Finance's dedication to responsible oversight, continuous improvement, and long-term fiscal stability.

Goals:

The Finance Department aims to strengthen the City's financial management practices by enhancing internal controls, improving the accuracy and timeliness of financial reporting, and supporting informed decision-making across all levels of City leadership. A key goal for FY27 is to continue refining the annual budget process to ensure transparency, accountability, and alignment with the City's strategic priorities. The department will also focus on modernizing financial operations through the use of new software and digital tools, improving workflow efficiency and increasing public access to financial information. By maintaining strong compliance practices, supporting departments in effective budget execution, and pursuing grant funding and alternative revenue sources, Finance will continue to uphold the City's fiscal stability while contributing to broader organizational innovation—reflected in the City's recognition as the 2026 Tyler Excellence Award Winner in Performance & Innovation – Digital Services.

Objectives:

- Deliver clear, reliable financial information to City Council, management, and the public to support strong, well-informed decision-making across all levels of government.
- Strengthen internal controls and streamline core financial processes—including accounts payable, receivable, payroll, and purchasing—to improve accuracy, efficiency, and accountability.
- Work closely with City departments throughout the budget cycle to help them plan, manage, and optimize the use of available funds in alignment with strategic priorities.
- Actively seek grant opportunities and alternative revenue sources that can help advance City projects while reducing the financial burden on local taxpayers.
- Expand the use of modern financial software and digital tools to enhance transparency, improve data accuracy, and increase efficiency across all financial operations.

The Finance Department of the City of Lake City serves as a cornerstone of fiscal stewardship, accountability, and transparency. Its primary mission is to ensure the responsible management of public funds in support of the City's strategic objectives and operational needs. Through a combination of rigorous financial controls, modern technology, and professional expertise, the department supports all municipal functions with integrity and efficiency.

Budgeting and Financial Reporting

The Finance Department plays a central role in the development and administration of the City's annual budget. Working in collaboration with all departments, the team prepares a balanced budget aligned with City priorities and available resources. Comprehensive financial reporting is maintained throughout the year, including monthly budget-to-actual reviews, quarterly reports to leadership, and the preparation of the Annual Comprehensive Financial Report (ACFR), which complies with Governmental Accounting Standards Board (GASB) requirements. Transparency and accessibility of financial information remain a core focus to build trust with residents and stakeholders.

Accounts Payable and Accounts Receivable

The department oversees the timely and accurate processing of all City disbursements through its Accounts Payable division, ensuring vendor payments are made in accordance with contracts and procurement policies. The Accounts Receivable function is responsible for billing, tracking, and collecting revenues owed to the City, including utility billing, permits, fines, and various service charges. Both functions utilize modern accounting systems that support automation, reduce error, and improve cash flow tracking.

Payroll Administration

Managing the City's payroll system is another essential duty of the Finance Department. Payroll services encompass processing biweekly payrolls, maintaining employee compensation records, managing tax withholdings, and ensuring compliance with federal and state labor laws. The department collaborates closely with Human Resources to support employee benefits administration and year-end reporting such as W-2s and 1099s.

Grant Management

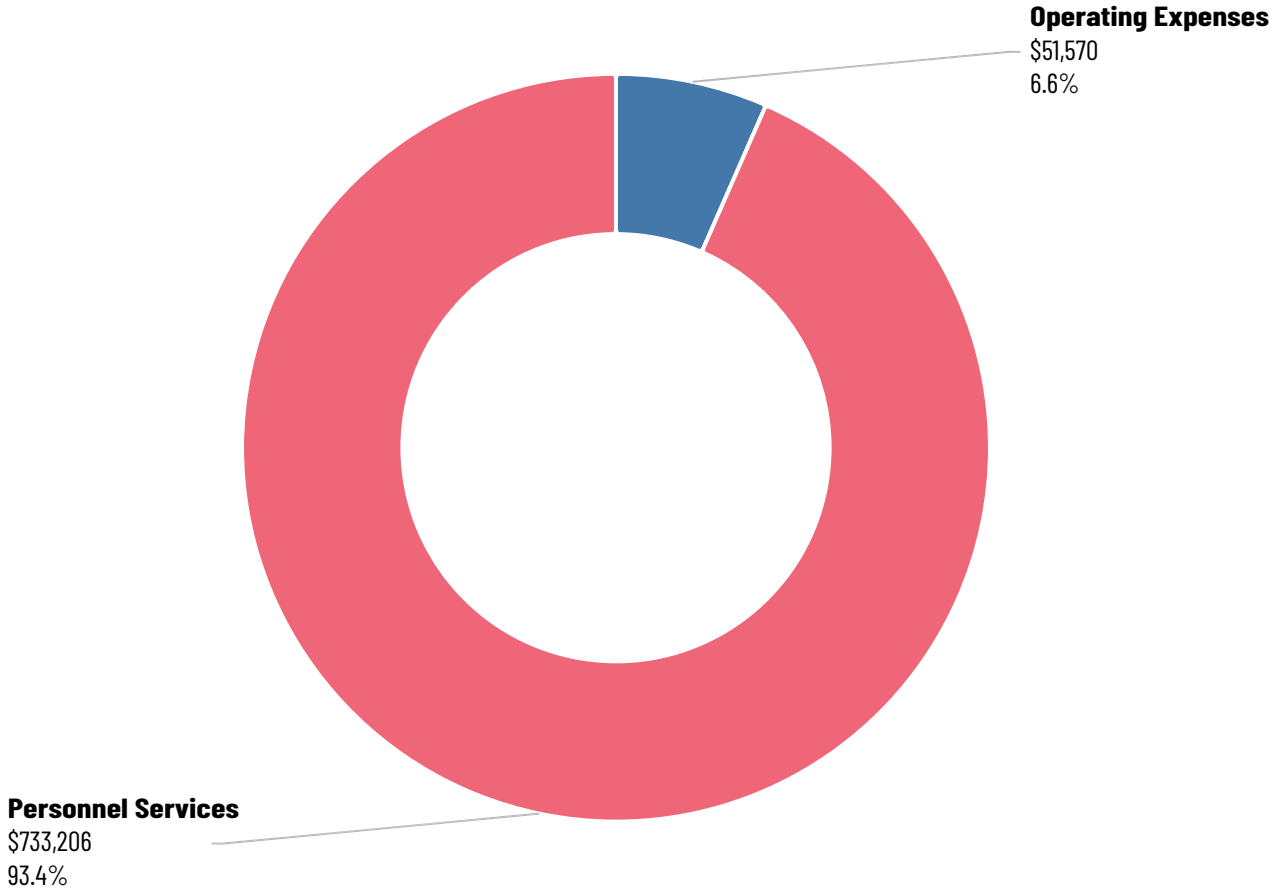
The City benefits from numerous federal, state, and local grants to support critical infrastructure, community development, and public safety programs. The Finance Department administers a centralized Grant Management Program, ensuring all grant funds are tracked, drawn down timely, and expended according to program guidelines. Staff are responsible for grant accounting, reimbursement requests, compliance reporting, and audit readiness. This coordinated approach helps maximize available funding while reducing risks of noncompliance.

Internal Controls and Audit

The Finance Department maintains a strong internal control environment to safeguard public assets and support operational integrity. Procedures are routinely reviewed and updated to mitigate risks of fraud, waste, or mismanagement. The department also coordinates the City's annual external audit and implements recommendations to continually enhance financial practices.

Through its commitment to excellence and fiscal responsibility, the Finance Department ensures fiscal responsibility and supports the City's transparency and growth and remains committed to serving residents with integrity and efficiency.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.06.513-010.12	Salary	439,075	464,240	403,063	483,945	19,705	4.2%
001.06.513-010.21	FICA	32,140	35,514	29,404	37,022	1,508	4.2%
001.06.513-010.22	Retirement Contributions	88,780	93,356	86,611	103,979	10,623	11.4%
001.06.513-010.23	Life, Health & Disability	59,885	90,164	62,950	107,727	17,563	19.5%
001.06.513-010.24	Workers Compensation	991	604	456	533	(71)	(11.8)%
	Personnel Services Total	**620,870**	**683,878**	**582,484**	**733,206**	**49,328**	**7.2%**
Operating Expenses							
001.06.513-030.31	Professional Services	3,784	8,000	4,500	5,000	(3,000)	(37.5)%
001.06.513-030.40	Travel	17,119	19,850	14,756	11,600	(8,250)	(41.6)%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
001.06.513-030.41	Communication Services	1,062	2,000	1,109	2,000	0	—%
001.06.513-030.42	Postage	2,223	2,500	1,693	2,500	0	—%
001.06.513-030.44	Rental & Leases	2,997	3,200	2,779	5,750	2,550	79.7%
001.06.513-030.46	Repair & Maintenance	1,726	3,375	2,644	4,500	1,125	33.3%
001.06.513-030.51	Office Supplies	3,532	6,000	3,458	6,000	0	—%
001.06.513-030.52	Operating Supplies	7,622	14,900	12,304	7,300	(7,600)	(51.0)%
001.06.513-030.54	Books, Subscription & Membership	640	1,270	1,361	1,470	200	15.7%
001.06.513-030.55	Training	4,862	9,400	7,821	5,450	(3,950)	(42.0)%
	Operating Expenses Total	**45,568**	**70,495**	**52,424**	**51,570**	**(18,925)**	**(26.8)%**
	Total	**666,438**	**754,373**	**634,908**	**784,776**	**30,403**	**4.0%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
001.06.513-030.31	Other Post Employment Benefits Study (OPEB)	5,000
	Operating Expense Professional Services Total	**5,000**
Operating Expense Travel		
001.06.513-030.40	FGFOA Conference	5,000
001.06.513-030.40	FGFOA One Day Seminars	1,000
001.06.513-030.40	GFOA Conference	5,600
	Operating Expense Travel Total	**11,600**
Operating Expense Communication Services		
001.06.513-030.41	Cell Phone - AT&T Mobility	1,000
001.06.513-030.41	iPad Service - AT&T Mobility	1,000
	Operating Expense Communication Services Total	**2,000**
Operating Expense Postage		
001.06.513-030.42	Postage	2,500
	Operating Expense Postage Total	**2,500**
Operating Expense Rental & Leases		
001.06.513-030.44	Konica Copier Lease	5,750
	Operating Expense Rental & Leases Total	**5,750**
Operating Expense Repair & Maintenance		
001.06.513-030.46	Fixed Asset Software Maintenance	3,000
001.06.513-030.46	Miscellaneous repairs	1,500
	Operating Expense Repair & Maintenance Total	**4,500**
Operating Expense Office Supplies		
001.06.513-030.51	Budget Books & Supplies	1,000
001.06.513-030.51	Check Stock & Ink	500
001.06.513-030.51	Office Supplies	4,500
	Operating Expense Office Supplies Total	**6,000**
Operating Expense Operating Supplies		
001.06.513-030.52	Computer Monitors & Mounts	1,600
001.06.513-030.52	Miscellaneous Operating Supplies	2,000
001.06.513-030.52	Office Chairs	700
001.06.513-030.52	Office Desk	2,000

Expenditure Detail

		FY 2027
001.06.513-030.52	Printer supplies	1,000
	Operating Expense Operating Supplies Total	**7,300**
Operating Expense Books, Subscription & Membership		
001.06.513-030.54	FGFOA Membership Dues	300
001.06.513-030.54	GFOA Membership Dues	600
001.06.513-030.54	North Florida FGFOA Dues	100
001.06.513-030.54	Notary Renewal	400
001.06.513-030.54	Women In Public Finance	70
	Operating Expense Books, Subscription & Membership Total	**1,470**
Operating Expense Training		
001.06.513-030.55	FGFOA Conference	1,350
001.06.513-030.55	GFOA Conference	1,100
001.06.513-030.55	Staff Training	3,000
	Operating Expense Training Total	**5,450**
	Total	**51,570**

Department Positions

Account	Position	FY 2026	FY 2027
Finance			
001.06.513	Accountant	0	1
	Accounting Clerk	1	0
	Assistant Finance Director	1	1
	Director of Finance	1	1
	Grants Program Specialist	1	1
	Senior Accountant	2	2
	Total	**6**	**6**

Information Technology

Jason Dumas, Director of Technologies

Accomplishments:

The fiber network was audited, and speeds were adjusted while reducing fees by approximately $77,000. We managed and coordinated the installation of fiber to NFMIP to improve resilience. We set up WiFi monitoring while nearly completing the Citywide Enterprise WiFi. Server and communication rooms' wiring cleanup and mapping are completed. The Microsoft 365 migration is finished, with Exchange decommissioned. The phone system has been upgraded from analog to digital lines. We added additional network monitoring. Implemented the first phase of a city wide asset management system.

Goals: This year, the Information Technology department is focused on maximizing the use of existing technologies across departments. Improving how we use existing products will help us better gauge future needs while keeping costs manageable.

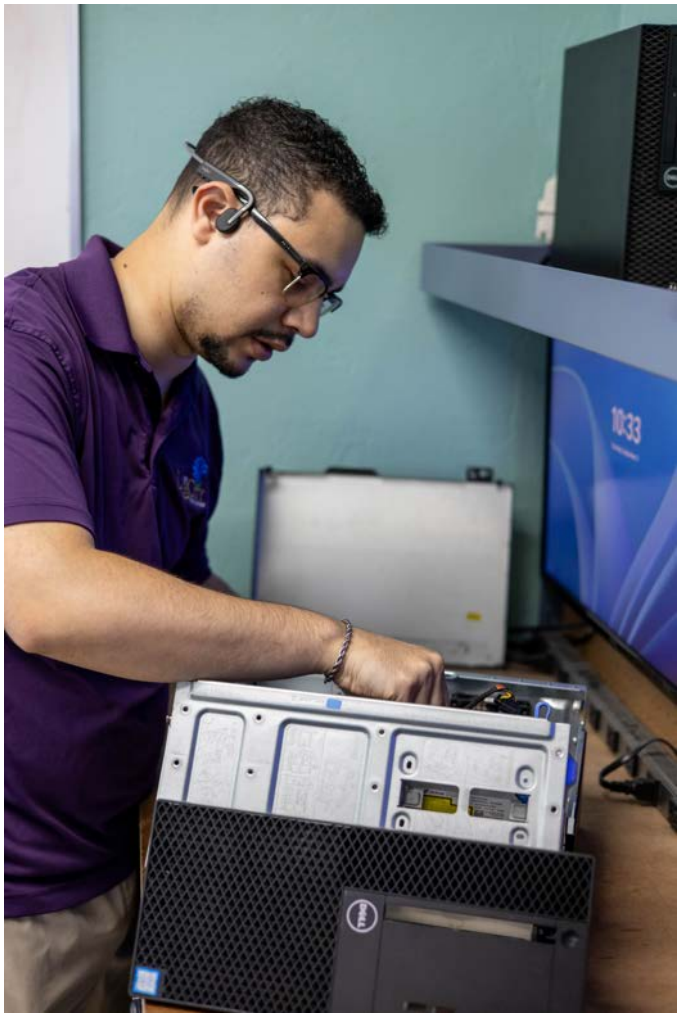
Objectives:

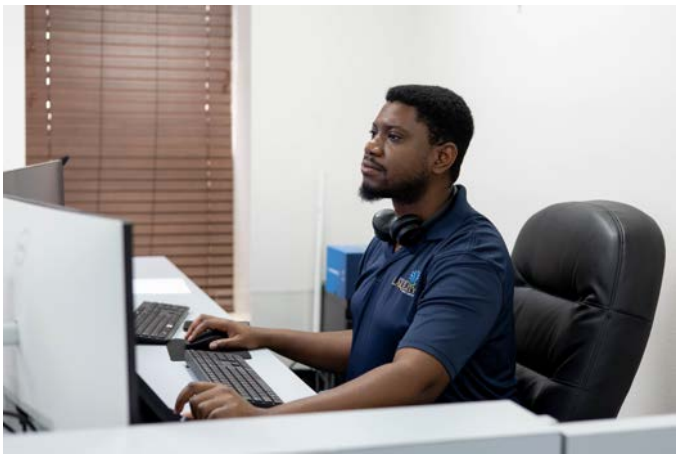
- Expand the City's asset management system and modernize document management..
- Standardize employee email signatures for consistent Citywide identification.
- Complete Citywide wiring cleanup, WiFi installation, and infrastructure reconfiguration.
- Implement physical security upgrades and finish server and RMM conversions.
- Strengthen cybersecurity awareness and deploy AI tools with monitored, policy-aligned usage.

IT Overview:

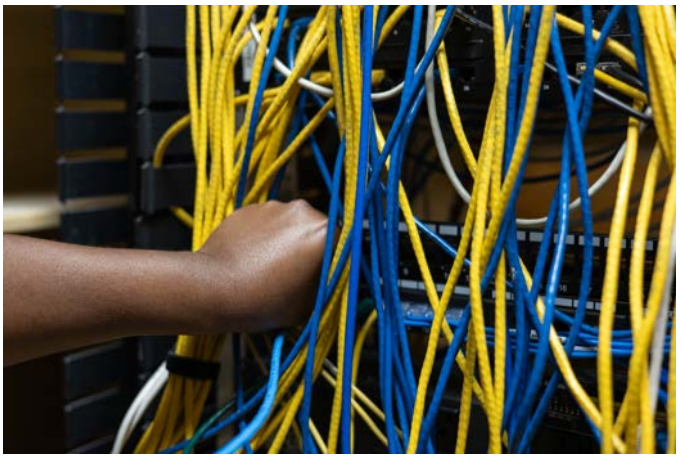
IT support is essential for maintaining the efficiency and security of local government and public safety operations. The Information Technology Department serves as the technological backbone, ensuring that municipal services and emergency response systems function seamlessly.

Our dedicated team of IT personnel works continuously to support critical government and public safety functions, from managing network security to troubleshooting hardware and software issues.



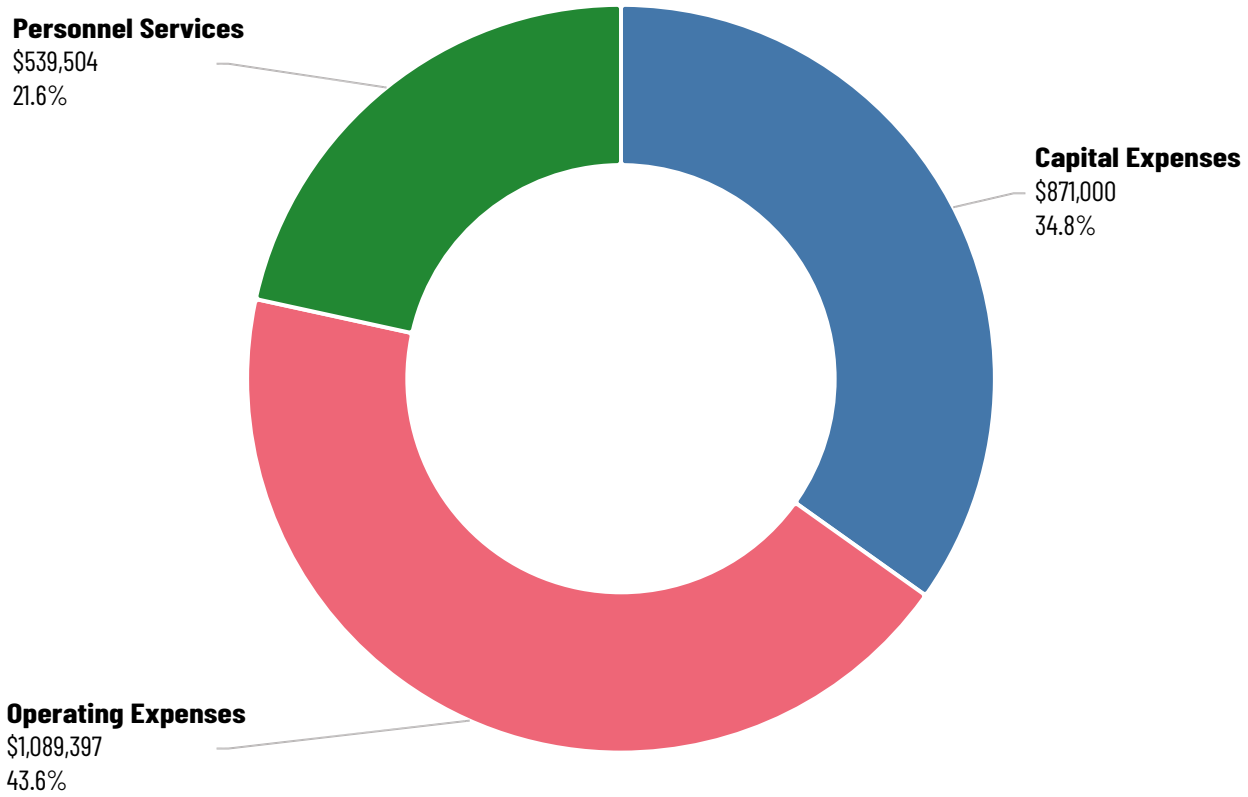


Cybersecurity remains a top priority. As cyber threats grow more sophisticated, we implement rigorous security measures to protect sensitive government data and safeguard the privacy of residents. Through proactive monitoring, regular system updates, and incident response planning, we ensure that digital assets remain secure and resilient against potential breaches.



Additionally, we provide technical assistance to government employees, offer training on new software, and maintain public-facing digital platforms. By collaboration and leveraging technology, the Information Technology Department strengthens local government and public safety operations—ensuring that technology serves as a tool for efficiency, security, and progress.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.07.513-010.12	Salary	305,482	327,764	276,351	353,906	26,142	8.0%
001.07.513-010.14	Overtime	6,362	12,500	3,188	12,500	0	—%
001.07.513-010.21	FICA	22,585	26,034	19,990	28,033	1,999	7.7%
001.07.513-010.22	Retirement Contributions	42,517	45,534	38,095	62,230	16,696	36.7%
001.07.513-010.23	Life, Health & Disability	50,431	59,876	56,595	79,473	19,597	32.7%
001.07.513-010.24	Workers Compensation	1,162	703	2,459	3,362	2,659	378.2%
	Personnel Services Total	**428,538**	**472,411**	**396,678**	**539,504**	**67,093**	**14.2%**
Operating Expenses							
001.07.513-030.31	Professional Services	0	10,000	6,825	10,000	0	—%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
001.07.513-030.34	Contractual Services	0	1,200	669	5,200	4,000	333.3%
001.07.513-030.40	Travel	3,098	14,750	7,647	15,000	250	1.7%
001.07.513-030.41	Communication Services	29,932	36,420	28,551	35,330	(1,090)	(3.0)%
001.07.513-030.43	Utility Services	6,913	5,700	6,194	11,650	5,950	104.4%
001.07.513-030.44	Rental & Leases	14,061	0	8,248	14,471	14,471	100.0%
001.07.513-030.46	Repair & Maintenance	379,615	568,860	514,945	750,196	181,336	31.9%
001.07.513-030.49	Other Current Charges	157,276	251,200	142,571	146,200	(105,000)	(41.8)%
001.07.513-030.51	Office Supplies	1,429	1,500	165	1,500	0	—%
001.07.513-030.52	Operating Supplies	99,275	103,200	89,491	63,200	(40,000)	(38.8)%
001.07.513-030.54	Books, Subscription & Membership	1,565	2,300	1,199	2,300	0	—%
001.07.513-030.55	Training	6,647	33,050	9,264	34,350	1,300	3.9%
	Operating Expenses Total	**699,813**	**1,028,180**	**815,770**	**1,089,397**	**61,217**	**6.0%**
Capital Expenses							
001.07.513-060.62	Building	0	27,000	0	27,000	0	—%
001.07.513-060.64	Machinery & Equipment	103,209	189,500	8,088	844,000	654,500	345.4%
	Capital Expenses Total	**103,209**	**216,500**	**8,088**	**871,000**	**654,500**	**302.3%**
	Total	**1,231,560**	**1,717,091**	**1,220,536**	**2,499,901**	**782,810**	**45.6%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
001.07.513-030.31	Professional Services	10,000
	Operating Expense Professional Services Total	**10,000**
Operating Expense Contractual Services		
001.07.513-030.34	Cleaning Services	4,000
001.07.513-030.34	MCA Camera Licenses	1,200
	Operating Expense Contractual Services Total	**5,200**
Operating Expense Travel		
001.07.513-030.40	FLGISA	3,000
001.07.513-030.40	Hurricane Conference	1,000
001.07.513-030.40	OnBase	4,000
001.07.513-030.40	RSA Conference	2,500
001.07.513-030.40	Travel	4,500
	Operating Expense Travel Total	**15,000**
Operating Expense Communication Services		
001.07.513-030.41	AT&T Mobility	3,180
001.07.513-030.41	Comcast	2,350
001.07.513-030.41	Granite	3,000
001.07.513-030.41	Smarsh Text Message Archiving	15,000
001.07.513-030.41	Verizon	9,300
001.07.513-030.41	Zoom	2,500
	Operating Expense Communication Services Total	**35,330**
Operating Expense Utility Services		
001.07.513-030.43	Florida Power & Light	8,400
001.07.513-030.43	Gas	1,000
001.07.513-030.43	Water Sewer Utility	2,250
	Operating Expense Utility Services Total	**11,650**
Operating Expense Rental & Leases		
001.07.513-030.44	Konica	1,200
001.07.513-030.44	Lease Vehicles	13,271
	Operating Expense Rental & Leases Total	**14,471**
Operating Expense Repair & Maintenance		
001.07.513-030.46	Adobe Licensing	10,000
001.07.513-030.46	Annual Pest Control	500

Expenditure Detail

		FY 2027
001.07.513-030.46	APC Battery Backup Monitoring	1,600
001.07.513-030.46	AVI - SPL Council Chambers Maintenance	1,849
001.07.513-030.46	Barracuda	10,000
001.07.513-030.46	BitDefender MDR Plus	4,000
001.07.513-030.46	Commercial Interactive Monitoring	2,200
001.07.513-030.46	DocuSign	5,000
001.07.513-030.46	Dubber - Phone Recordings	1,200
001.07.513-030.46	Duo - MFA	23,000
001.07.513-030.46	Enterprise	160
001.07.513-030.46	FHP/PD Tower Maintenance	11,000
001.07.513-030.46	Fire Extinguisher Maintenance	200
001.07.513-030.46	Generator Maintenance	1,500
001.07.513-030.46	Grammarly	18,000
001.07.513-030.46	HVAC Maintenance Contract	2,700
001.07.513-030.46	Imazing	120
001.07.513-030.46	IT Building Maintenance	10,000
001.07.513-030.46	Kantech Door Access Control Maintenance	5,000
001.07.513-030.46	Keeper Passwords & Security	19,000
001.07.513-030.46	Lepide	23,000
001.07.513-030.46	Managed Security	173,000
001.07.513-030.46	Microsoft 365 Licensing	82,000
001.07.513-030.46	Networking Security Monitoring	55,000
001.07.513-030.46	NinjaOne Remote Support	7,300
001.07.513-030.46	OnBase Maintenance	36,587
001.07.513-030.46	PDQ Software	4,000
001.07.513-030.46	PRTG Monitoring	2,200
001.07.513-030.46	SESAC Hold Music Licensing Renewal	700
001.07.513-030.46	Solarwinds Helpdesk Renewal	8,000
001.07.513-030.46	SpecOps	15,000
001.07.513-030.46	SQL Licensing	20,000
001.07.513-030.46	Threatlocker	22,000
001.07.513-030.46	Truck and Equipment	7,000
001.07.513-030.46	Ubiquiti - Cloud Controller - UISP	600
001.07.513-030.46	Ubiquiti - Cloud Hosting	600
001.07.513-030.46	User Security Monitoring	12,000
001.07.513-030.46	Veeam - City/PD - Cloud Backups	17,000
001.07.513-030.46	Veeam - City/PD - Server - Appliance	20,000
001.07.513-030.46	VM Ware City/PD	91,000

Expenditure Detail

		FY 2027
001.07.513-030.46	Webex Licensing Renewal	23,000
001.07.513-030.46	Windows Server Licensing	3,000
001.07.513-030.46	WSUS Automated Licensing	180
	Operating Expense Repair & Maintenance Total	**750,196**
Operating Expense Other Current Charges		
001.07.513-030.49	Cloud Backup - Servers	100,000
001.07.513-030.49	Cloud Services	5,000
001.07.513-030.49	Municode Hosting & Maintenance	20,000
001.07.513-030.49	SSL Certificates for Websites	1,200
001.07.513-030.49	Support Block	20,000
	Operating Expense Other Current Charges Total	**146,200**
Operating Expense Office Supplies		
001.07.513-030.51	Misc. Office Supplies	1,500
	Operating Expense Office Supplies Total	**1,500**
Operating Expense Operating Supplies		
001.07.513-030.52	Badge Printer License	700
001.07.513-030.52	Desk Phones	5,000
001.07.513-030.52	Hard Drives	1,000
001.07.513-030.52	ID Badges	600
001.07.513-030.52	Key FOBs	600
001.07.513-030.52	Laptops	3,500
001.07.513-030.52	LCD Monitors	3,500
001.07.513-030.52	Misc. Supplies	5,000
001.07.513-030.52	Office Furniture	5,000
001.07.513-030.52	Printer Supplies	300
001.07.513-030.52	Switches - Replacements	20,000
001.07.513-030.52	Truck Roll N Lock Cover	3,000
001.07.513-030.52	UPS Batteries	10,000
001.07.513-030.52	Vehicle Fuel	5,000
	Operating Expense Operating Supplies Total	**63,200**
Operating Expense Books, Subscription & Membership		
001.07.513-030.54	Amazon Subscription	1,300
001.07.513-030.54	FLGISA	1,000
	Operating Expense Books, Subscription & Membership Total	**2,300**

Expenditure Detail

			FY 2027
Operating Expense Training			
	001.07.513-030.55	CJIS Training	4,000
	001.07.513-030.55	FLGISA Annual Conference	2,500
	001.07.513-030.55	Hurricane Conference	350
	001.07.513-030.55	INE Cybersecurity Platform	4,000
	001.07.513-030.55	Onbase	5,000
	001.07.513-030.55	Professional Development	16,000
	001.07.513-030.55	RSA	2,500
		Operating Expense Training Total	**34,350**
Capital Outlay Building			
	001.07.513-060.62	Replacement Windows	27,000
		Capital Outlay Building Total	**27,000**
Capital Outlay Machinery & Equipment			
	001.07.513-060.64	Cloud Backup Solution	14,000
	001.07.513-060.64	Gate Controller	12,000
	001.07.513-060.64	IT Generator	62,000
	001.07.513-060.64	Server Infrastructure	756,000
		Capital Outlay Machinery & Equipment Total	**844,000**
		Total	**1,960,397**

Department Positions

Account	Position	FY 2026	FY 2027
Information Technology			
001.07.513	Director of Technologies	1	1
	IT Help Desk Tech	2	0
	IT Application Specialist	0	1
	IT System Specialisdt	0	1
	Security Administrator	1	1
	System Administrator	1	1
	Total	**5**	**5**

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
1	2020	FORD F-150	8,677	50,000	
2	2019	FORD F-150 PU	44,000	50,000	
3	2026	CHEVY TAHOE	0	63,460	
		Total		**163,460**	

Procurement

Brenda Karr, Procurement Director

Accomplishments:

The Procurement Department advanced its operational effectiveness this year by strengthening strategic relationships with key vendors and broadening the City's supplier network. These efforts reduced procurement risk, improved supply-chain resilience, and supported fair, competitive purchasing practices consistent with municipal procurement policies. The department also oversaw all post-solicitation phases of major projects—from contract execution and vendor coordination to milestone tracking and performance evaluation—ensuring that goods and services were delivered in a timely, compliant, and cost-effective manner. Additionally, the implementation of a centralized warehouse system significantly improved inventory control and streamlined material management across the organization, enhancing efficiency and supporting more consistent service delivery citywide.

Goals:

The Procurement Department will focus on reestablishing full-time warehouse operations to strengthen organizational support and improve material availability. Efforts will center on increasing the value of procurement activities through competitive bidding, reducing costs and improving efficiency by expanding bulk-purchase strategies, and modernizing inventory management with barcode technology. Maintaining reliable stock levels for critical materials remains a priority, ensuring departments have the resources needed to operate effectively and without interruption.

Objectives:

- Fully staff and reopen the warehouse with consistent operating hours, implementing standardized receiving, stocking, and issuing procedures.
- Increase the number of competitive solicitations for high-volume and high-cost materials to improve pricing and transparency.
- Identify high-usage items suitable for bulk purchasing and establish annual agreements to reduce costs.
- Implement a barcode-scannable inventory system, including staff training and integration with inventory software.
- Establish par levels and reorder points for essential materials to maintain reliable stock availability.

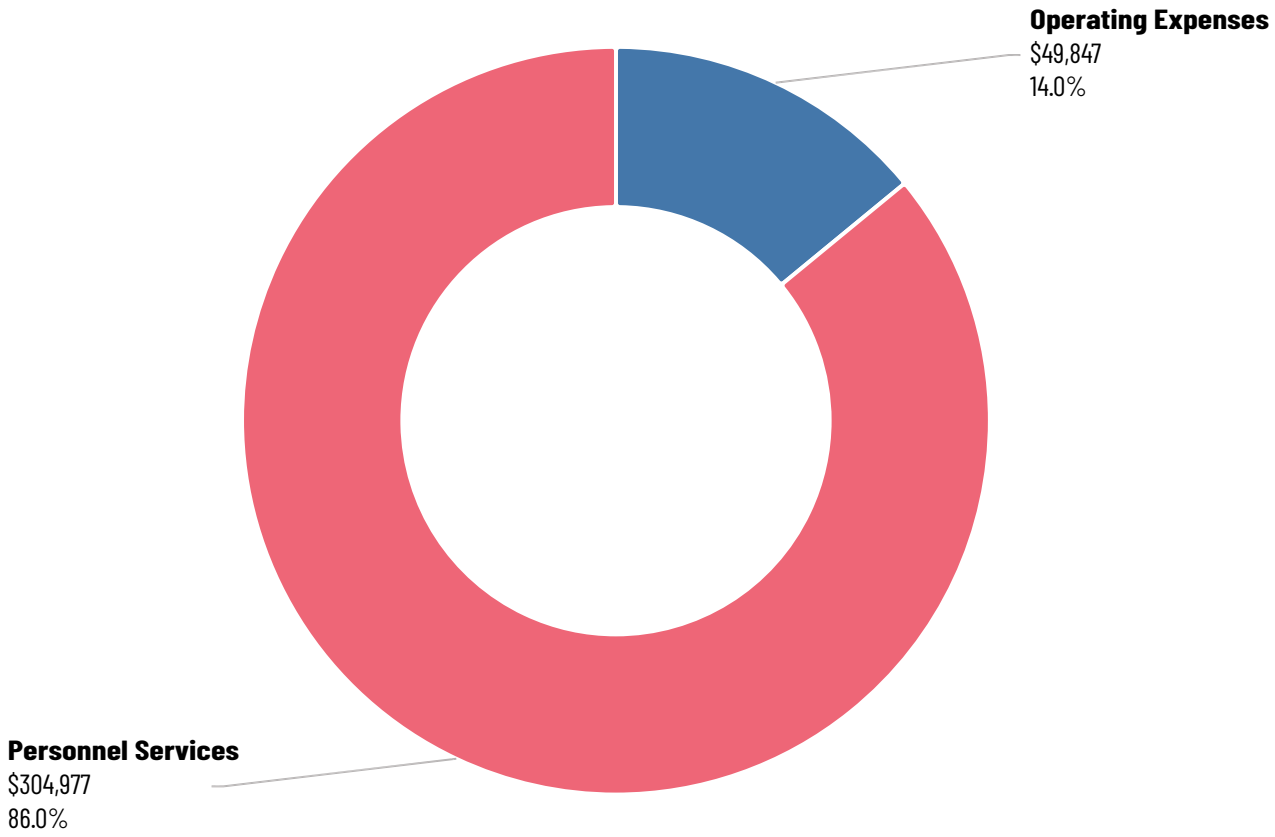
Procurement Overview:

At the City of Lake City, procurement is more than a process-it's a commitment to responsibly managing public resources while delivering vital services to our community. Every purchase, from office supplies to major infrastructure projects, starts with thoughtful planning and collaboration across departments to assess needs, align with budget priorities, and support the City's long-term goals. Through transparent and competitive bidding, whether via Invitations to Bid, Requests for Proposals, or Requests for Qualifications, we ensure fairness for vendors, compliance with Florida procurement laws, and the best possible value for Lake City taxpayers.

Once contracts are awarded, our procurement team takes a hands-on role in guiding the process to completion. We work closely with vendors to make sure deliverables meet expectations and timelines, while coordinating with finance to ensure payments are timely and budget aligned. Our focus on compliance, ethics, and documentation safeguards the city against risk, supports transparency, and prepares us for internal and external audits. By carefully managing contracts and upholding high standards, we help departments serve our residents efficiently and effectively.

Equity and local economic development are also core to Lake City's procurement mission. We actively seek opportunities to include local, small, and minority-owned businesses in our contracting process and strive to make our procurement system accessible and clear. Procurement is a key part of how Lake City grows with integrity, ensuring every dollar spent strengthens our infrastructure, empowers local vendors, and enhances the quality of life for the people who call our city home. Through diligent stewardship, we uphold the public trust and help move Lake City forward.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.08.513-010.12	Salary	159,219	221,668	138,794	197,002	(24,666)	(11.1)%
001.08.513-010.21	FICA	11,935	16,958	10,400	15,071	(1,887)	(11.1)%
001.08.513-010.22	Retirement Contributions	24,982	33,145	26,188	35,596	2,451	7.4%
001.08.513-010.23	Life, Health & Disability	13,006	40,437	10,594	57,091	16,654	41.2%
001.08.513-010.24	Workers Compensation	359	288	332	217	(71)	(24.7)%
	Personnel Services Total	**209,502**	**312,496**	**186,308**	**304,977**	**(7,519)**	**(2.4)%**
Operating Expenses							
001.08.513-030.40	Travel	5,807	10,100	5,172	8,300	(1,800)	(17.8)%
001.08.513-030.41	Communication Services	1,632	2,184	1,352	4,731	2,547	116.6%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
001.08.513-030.42	Postage	11	100	11	100	0	—%
001.08.513-030.43	Utility Services	1,717	1,900	1,667	2,150	250	13.2%
001.08.513-030.44	Rental & Leases	4,586	7,212	1,796	1,908	(5,304)	(73.5)%
001.08.513-030.46	Repair & Maintenance	4,291	2,000	1,359	2,000	0	—%
001.08.513-030.47	Printing & Binding	0	489	65	550	61	12.5%
001.08.513-030.49	Other Current Charges	15	0	0	0	0	—%
001.08.513-030.51	Office Supplies	1,901	1,100	706	1,300	200	18.2%
001.08.513-030.52	Operating Supplies	15,282	34,612	33,943	22,643	(11,969)	(34.6)%
001.08.513-030.54	Books, Subscription & Membership	2,488	2,075	1,294	1,150	(925)	(44.6)%
001.08.513-030.55	Training	3,589	7,435	5,644	5,015	(2,420)	(32.5)%
	Operating Expenses Total	**41,318**	**69,207**	**53,009**	**49,847**	**(19,360)**	**(28.0)%**
	Total	**250,820**	**381,703**	**239,317**	**354,824**	**(26,879)**	**(7.0)%**

Expenditure Detail

		FY 2027
Operating Expense Travel		
001.08.513-030.40	FAPPO Conference	3,300
001.08.513-030.40	GFOA	2,500
001.08.513-030.40	NIGP Forum	2,500
	Operating Expense Travel Total	**8,300**
Operating Expense Communication Services		
001.08.513-030.41	AT&T Mobility	550
001.08.513-030.41	Comcast	1,253
001.08.513-030.41	Verizon	528
001.08.513-030.41	Wifi Warehouse	2,400
	Operating Expense Communication Services Total	**4,731**
Operating Expense Postage		
001.08.513-030.42	Postage	100
	Operating Expense Postage Total	**100**
Operating Expense Utility Services		
001.08.513-030.43	Florida Power & Light	750
001.08.513-030.43	Water Sewer Utility	1,400
	Operating Expense Utility Services Total	**2,150**
Operating Expense Rental & Leases		
001.08.513-030.44	Copier Lease - Konica	1,908
	Operating Expense Rental & Leases Total	**1,908**
Operating Expense Repair & Maintenance		
001.08.513-030.46	Repairs or Maintenance	2,000
	Operating Expense Repair & Maintenance Total	**2,000**
Operating Expense Printing & Binding		
001.08.513-030.47	Stationary	550
	Operating Expense Printing & Binding Total	**550**
Operating Expense Office Supplies		
001.08.513-030.51	Supplies	1,300
	Operating Expense Office Supplies Total	**1,300**
Operating Expense Operating Supplies		
001.08.513-030.52	COLC Shirts	400
001.08.513-030.52	Mini Split HVAC for Warehouse	4,000

Expenditure Detail

		FY 2027
001.08.513-030.52	Open Gov Contract Management	9,053
001.08.513-030.52	Operating Supplies	1,000
001.08.513-030.52	Procurenow (OpenGov) E-Procurement System	8,190
	Operating Expense Operating Supplies Total	**22,643**
Operating Expense Books, Subscription & Membership		
001.08.513-030.54	FAPPO Membership	550
001.08.513-030.54	NIGP Membership	375
001.08.513-030.54	North Florida Procurement	225
	Operating Expense Books, Subscription & Membership Total	**1,150**
Operating Expense Training		
001.08.513-030.55	FAPPO Conference	1,000
001.08.513-030.55	GFOA	1,200
001.08.513-030.55	NIGP Classes	1,200
001.08.513-030.55	NIGP Forum	1,045
001.08.513-030.55	UPPCC Certification	570
	Operating Expense Training Total	**5,015**
	Total	**49,847**

Department Positions

Account	Position	FY 2026	FY 2027
Procurement			
001.08.513	Director of Procurement	1	1
	Facilities Maintenance Tech	1	0
	Procurement Analyst	1	0
	Procurement Clerk	1	0
	Procurement Contract Manager	0	1
	Procurement Specialist	0	1
	Total	**4**	**3**

Vehicle Maintenance

Steve Brown, Executive Director of Utilities

Accomplishments:

Fleet mechanics perform in-house repair services whenever feasible in the event of malfunctions or breakdowns. For repairs that require external expertise, we collaborate with trusted local vendors. We coordinate with city departments to provide onsite fueling service for our heavy equipment.

Goals:

Fleet mechanics perform in-house repairs whenever feasible to address equipment malfunctions or breakdowns, ensuring timely and cost-effective service. When specialized repairs are required, the Department partners with trusted local vendors to maintain operational reliability. In coordination with City departments, staff also provide onsite fueling services for heavy equipment to support uninterrupted field operations.

Objectives: Perform timely preventive maintenance and repairs to ensure all City vehicles and equipment remain safe, reliable, and operational.Maintain accurate inventory levels to support uninterrupted departmental operations.Monitor vehicle usage, maintenance history, and lifecycle costs.

Fleet Overview:

The Fleet budget is designed to ensure the City of Lake City's municipal vehicles are safe, reliable, and operationally efficient. This includes routine preventative maintenance, emergency repairs, parts replacement, fuel management, inspections, and compliance with state and federal regulations.

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City of Lake City
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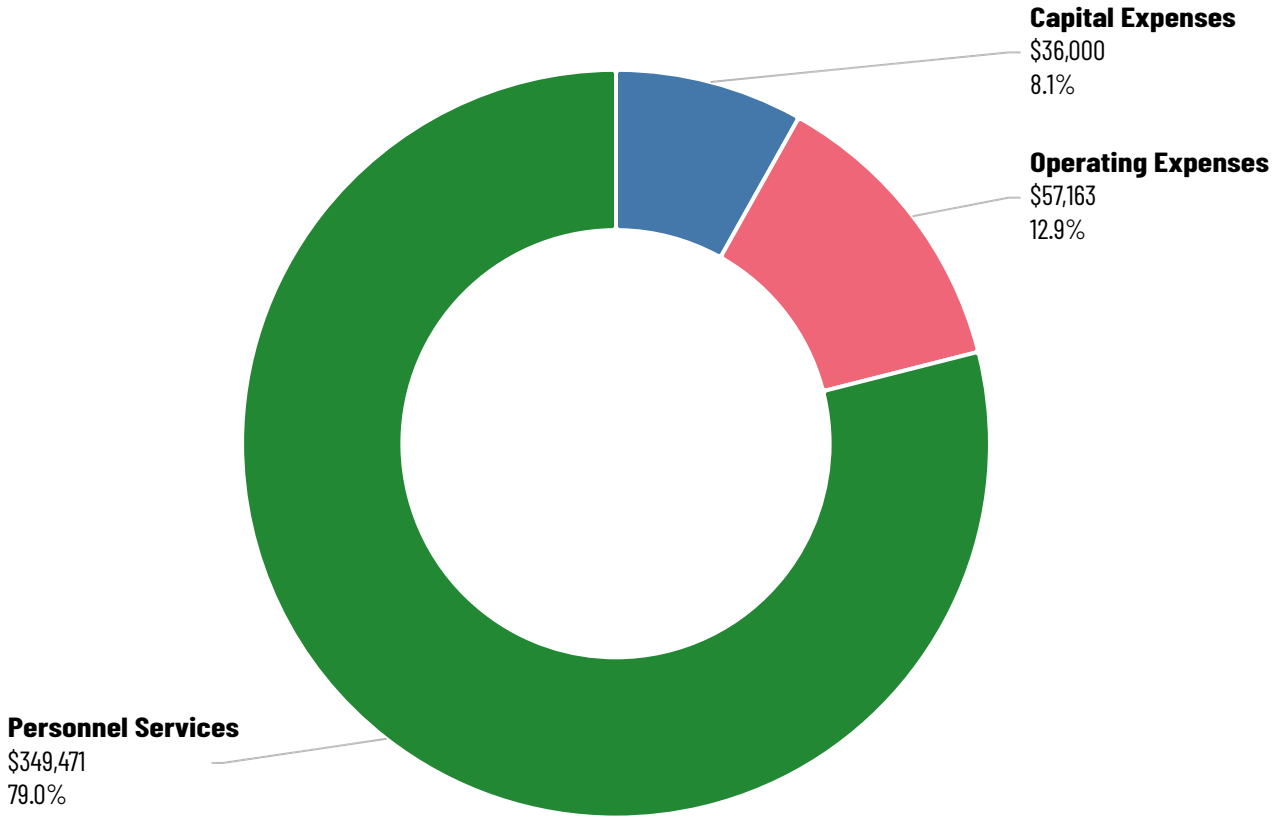
Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.09.519-010.12	Salary	126,822	202,391	155,155	202,552	161	0.1%
001.09.519-010.14	Overtime	2,681	9,000	1,062	9,000	0	—%
001.09.519-010.21	FICA	8,892	16,212	10,904	16,234	22	0.1%
001.09.519-010.22	Retirement Contributions	14,901	24,640	23,101	31,068	6,428	26.1%
001.09.519-010.23	Life, Health & Disability	30,442	62,535	31,114	86,967	24,432	39.1%
001.09.519-010.24	Workers Compensation	3,915	3,730	2,701	3,650	(80)	(2.1)%
	Personnel Services Total	**187,653**	**318,508**	**224,037**	**349,471**	**30,963**	**9.7%**
Operating Expenses							
001.09.519-030.41	Communication Services	4	10	5	10	0	—%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
001.09.519-030.43	Utility Services	2,908	2,680	2,533	2,805	125	4.7%
001.09.519-030.44	Rental & Leases	16,311	16,091	14,101	16,091	0	—%
001.09.519-030.46	Repair & Maintenance	8,106	19,517	4,817	19,517	0	—%
001.09.519-030.51	Office Supplies	180	500	0	500	0	—%
001.09.519-030.52	Operating Supplies	13,582	20,375	6,920	16,740	(3,635)	(17.8)%
001.09.519-030.55	Training	0	1,500	0	1,500	0	—%
	Operating Expenses Total	**41,091**	**60,673**	**28,376**	**57,163**	**(3,510)**	**(5.8)%**
Capital Expenses							
001.09.519-060.64	Machinery & Equipment	0	15,676	15,676	36,000	20,324	129.7%
	Capital Expenses Total	**0**	**15,676**	**15,676**	**36,000**	**20,324**	**129.7%**
	Total	**228,744**	**394,857**	**268,089**	**442,634**	**47,777**	**12.1%**

Expenditure Detail

		FY 2027
Operating Expense Communication Services		
001.09.519-030.41	Verizon	10
	Operating Expense Communication Services Total	**10**
Operating Expense Utility Services		
001.09.519-030.43	Florida Power & Light	1,805
001.09.519-030.43	Water Sewer Utility	1,000
	Operating Expense Utility Services Total	**2,805**
Operating Expense Rental & Leases		
001.09.519-030.44	Enterprise Lease Vehicles	13,691
001.09.519-030.44	Mats and Shop Towels	1,600
001.09.519-030.44	Uniforms	800
	Operating Expense Rental & Leases Total	**16,091**
Operating Expense Repair & Maintenance		
001.09.519-030.46	IWorq Software Maintenance	1,500
001.09.519-030.46	Maintenance Fee for Leased Vehicles	1,517
001.09.519-030.46	Repairs	5,000
001.09.519-030.46	Ring Power	10,000
001.09.519-030.46	Safety Kleen	1,500
	Operating Expense Repair & Maintenance Total	**19,517**
Operating Expense Office Supplies		
001.09.519-030.51	Office Supplies	500
	Operating Expense Office Supplies Total	**500**
Operating Expense Operating Supplies		
001.09.519-030.52	Filter Crusher	3,000
001.09.519-030.52	Fuel	4,800
001.09.519-030.52	Identifix Computer System	1,800
001.09.519-030.52	Stipend - Boots	180
001.09.519-030.52	Stipend- Pants	260
001.09.519-030.52	Supplies	1,700
001.09.519-030.52	Tools	5,000
	Operating Expense Operating Supplies Total	**16,740**
Operating Expense Training		
001.09.519-030.55	Training Classes	1,500
	Operating Expense Training Total	**1,500**

Expenditure Detail

			FY 2027
Capital Outlay Machinery & Equipment			
	001.09.519-060.64	Certified Hydraulics Inc Replacement	30,000
	001.09.519-060.64	Ice Machine	6,000
		Capital Outlay Machinery & Equipment Total	**36,000**
		Total	**93,163**

Department Positions

Account	Position	FY 2026	FY 2027
Vehicle Maintenance			
001.09.519	Admin Assistant	1	1
	Mechanic I & II	2	2
	Service Technician	1	1
	Total	**4**	**4**

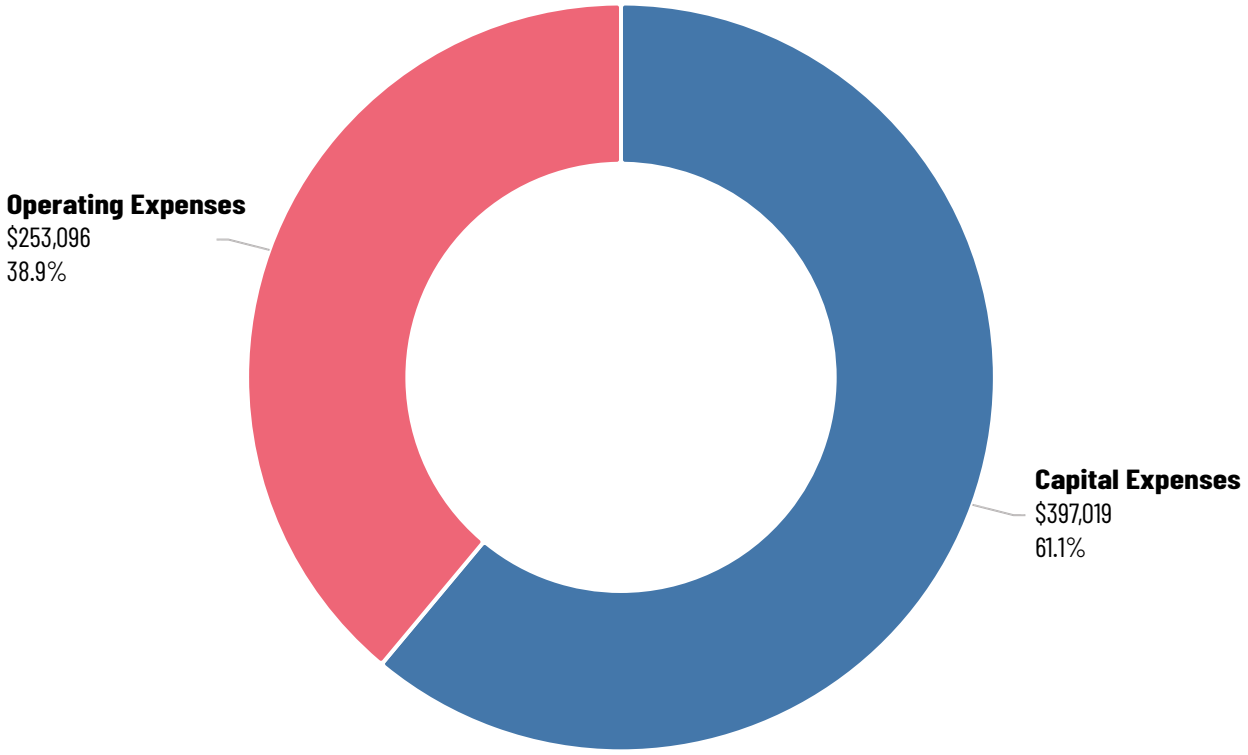
Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
1	2020	CHEVY SILVERADO 2500	21,666	60,000	
2	2016	FORD F-350	32,009	60,000	
		Total		**120,000**	

General Building

The General Building Department provides critical financial support for the planning, construction, renovation, and maintenance of municipal facilities that serve the community's daily needs. Through this department, the city ensures that its public infrastructure remains safe, functional, and responsive to future growth.

The General Building Department represents the city's commitment to investing in long-term assets that improve the quality of life, support public safety, and sustain economic vitality. Regular updates on department activities will be made available to ensure transparency and foster civic engagement.



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Operating Expenses							
001.10.519-030.31	Professional Services	155,516	25,000	26,700	30,000	5,000	20.0%
001.10.519-030.34	Contractual Services	41,751	49,712	60,300	98,501	48,789	98.1%
001.10.519-030.41	Communication Services	13,264	13,784	33,427	15,110	1,326	9.6%
001.10.519-030.43	Utility Services	45,555	26,360	53,506	46,250	19,890	75.5%
001.10.519-030.46	Repair & Maintenance	115,468	131,585	65,100	52,250	(79,335)	(60.3)%
001.10.519-030.52	Operating Supplies	19,250	13,948	10,596	10,800	(3,148)	(22.6)%
001.10.519-030.54	Books, Subscription & Membership	110	185	0	185	0	—%
	Operating Expenses Total	**390,915**	**260,574**	**249,629**	**253,096**	**(7,478)**	**(2.9)%**

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Capital Expenses							
001.10.519-060.62	Building	0	250,000	654,360	281,874	31,874	12.7%
001.10.519-060.63	Infrastructure	7,618	20,000	0	20,000	0	—%
001.10.519-060.64	Machinery & Equipment	87,952	86,145	145,970	95,145	9,000	10.4%
	Capital Expenses Total	**95,570**	**356,145**	**800,330**	**397,019**	**40,874**	**11.5%**
	Total	**486,485**	**616,719**	**1,049,959**	**650,115**	**33,396**	**5.4%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
001.10.519-030.31	Land Survey	10,000
001.10.519-030.31	Professional Services	20,000
	Operating Expense Professional Services Total	**30,000**
Operating Expense Contractual Services		
001.10.519-030.34	City Hall Elevator Inspections	4,200
001.10.519-030.34	City Hall HVAC Quarterly Maintenance	4,200
001.10.519-030.34	Janitorial Services	24,100
001.10.519-030.34	MCA Camera Licenses	11,000
001.10.519-030.34	New World Software Maintenance	51,681
001.10.519-030.34	Pest Control	1,400
001.10.519-030.34	Postage Machine	1,920
	Operating Expense Contractual Services Total	**98,501**
Operating Expense Communication Services		
001.10.519-030.41	Comcast	5,400
001.10.519-030.41	Comcast Business	3,710
001.10.519-030.41	Dept of Management Services	6,000
	Operating Expense Communication Services Total	**15,110**
Operating Expense Utility Services		
001.10.519-030.43	FPL - City Hall	34,000
001.10.519-030.43	Water Sewer - City Hall	12,250
	Operating Expense Utility Services Total	**46,250**
Operating Expense Repair & Maintenance		
001.10.519-030.46	Air Conditioning Repairs	15,000
001.10.519-030.46	Backflow Inspections	2,500
001.10.519-030.46	Building Repairs	25,000
001.10.519-030.46	City Hall Annual Fire Sprinkler Service	600
001.10.519-030.46	Elevator Repairs	5,500
001.10.519-030.46	Fire Extinguisher Annual Service City Hall	1,200
001.10.519-030.46	Fire Extinguisher Five Points	450
001.10.519-030.46	Security Safe Monitoring & Maintenance	2,000
	Operating Expense Repair & Maintenance Total	**52,250**
Operating Expense Operating Supplies		
001.10.519-030.52	Camera Addition	1,000

Expenditure Detail

		FY 2027
001.10.519-030.52	Cleaning & Stockroom Supplies	4,300
001.10.519-030.52	Miscellaneous Supplies	1,200
001.10.519-030.52	Water Cooler Refills	300
001.10.519-030.52	Wi-Fi Access Point	4,000
	Operating Expense Operating Supplies Total	**10,800**
Operating Expense Books, Subscription & Membership		
001.10.519-030.54	City Hall Elevator License Renewal	75
001.10.519-030.54	Sam's Club Membership Renewal	110
	Operating Expense Books, Subscription & Membership Total	**185**
Capital Outlay Building		
001.10.519-060.62	Brick Repairs Five Points	5,000
001.10.519-060.62	Flooring for Five Points	66,533
001.10.519-060.62	HVAC Replacement Five Points	140,000
001.10.519-060.62	Painting Five Points	33,341
001.10.519-060.62	Roof Repairs Five Points	20,000
001.10.519-060.62	Tiles and Fan Replacement Five Points	17,000
	Capital Outlay Building Total	**281,874**
Capital Outlay Infrastructure		
001.10.519-060.63	Dog Park	20,000
	Capital Outlay Infrastructure Total	**20,000**
Capital Outlay Machinery & Equipment		
001.10.519-060.64	AC Unit Replacement City Hall Unit 1&2	24,000
001.10.519-060.64	Camera Additions City Hall	29,145
001.10.519-060.64	Monitor/Screen Council Chambers	10,000
001.10.519-060.64	Wireless Mics - Council Chambers	32,000
	Capital Outlay Machinery & Equipment Total	**95,145**
	Total	**650,115**

Police

Gerald Butler, Chief of Police

Mission & Accomplishments:

The Lake City Police Department is dedicated to protecting lives and property while upholding the constitutional rights of all people and to building community partnerships with integrity, excellence, and professionalism in providing the highest level of service to our citizens. The Department's enforcement strategies include the continued utilization of the gunshot detection system. This system has contributed to significantly reducing the number of gunshot incidents. The Department will continue to maintain pressure on offenders while at the same time enhancing operations to reduce gun violence. Issuing Rapid ID units. A mobile biometric fingerprint system that enables officers to instantly identify individuals in the field. Formation of LCPD SWAT Team and partnering with CCSO SWAT team.

Goals:

- Continued reduction in violent/gun-related crimes through proactive policing.
- Improve crime fighting efforts through officer training and community engagement
- Improve technology as a tool for success
- Creation of an LCPD Drone Team through grant funding

Objective:

- Continued reduction in gun-related violence by use of the Gunshot Detection System.
- Identification and apprehension of individuals involved in sale of illegal drugs.
- Reduce traffic crashes through proactive enforcement.
- Targeting of on-line child predators through our ICAC (Internet Crimes Against Children) team.

Police Overview:

The Lake City Police Department works diligently to find ways to maintain a high level of public safety services for a growing city population. Our community's transient population (visitors and commuters traveling to town for work) directly contributes to the level of traffic and criminal activity. Two major Interstate Highways (I-10 & I-75) intersect in Lake City, along with several major north/south, and east/west state roads, creating a significant impact on the calls for service answered by the Department. Citizens living in, or visiting, Lake City see firsthand the impact of the additional vehicles and traffic. Citizens' perspectives on crime are largely influenced by what happens in their immediate neighborhood and areas in which they work.

Farm Share

The key to successful property-related crime control is community partnerships that help inform residents and businesses about how to protect their property, and building active crime prevention programs. The Department utilizes several outreach programs to involve the citizens in these community partnerships, including "Coffee with a Cop," and The Citizens Police Academy. Quarterly "Breakfast with the Chief" meetings help bring citizens together with the Department to directly discuss issues of concern to the community, and the Citizens Police Academy educates the public about law enforcement programs and initiatives.

Officer handing out food at the Farm Share

Shop with a Cop

The Department's enforcement strategies included the implementation of a gunshot detection system being installed throughout the city. This system detects gunshots, triangulates the location and alerts officers via an application installed on their city-issued cell phones. This system is helping to significantly reduce the number of gunshot incidents and firearm related crimes. The Department will continue to maintain the pressure on offenders while at the same time enhancing operations to reduce gun violence. This will be accomplished through active Directed Patrols and enhanced Community Oriented Policing strategies and programs, along with early intervention programs and aggressive investigation of criminal activity.

K9 Demonstration

There remains a significant difference between the City's resident population as of 12,329 as shown on the 2020 census, US Census as of 2023 estimated 12,602, and the "service" population for the Police Department, which is estimated by FDOT at 65,000 daily. Lake City is the only major urban community in the surrounding area and has two major interstates intersecting the city limits. The number of people who may potentially need public safety services is far greater than the resident population.

As part of the strategic planning process, the Department identified three goals, which will serve as the central focus for the Department's Strategic Plans:

• Improve crime fighting efforts through technology and traditional crime fighting techniques.

• Increase Department staffing levels each year based on growth in the city.

• Continued identification and use of improved technologies as a tool for success.

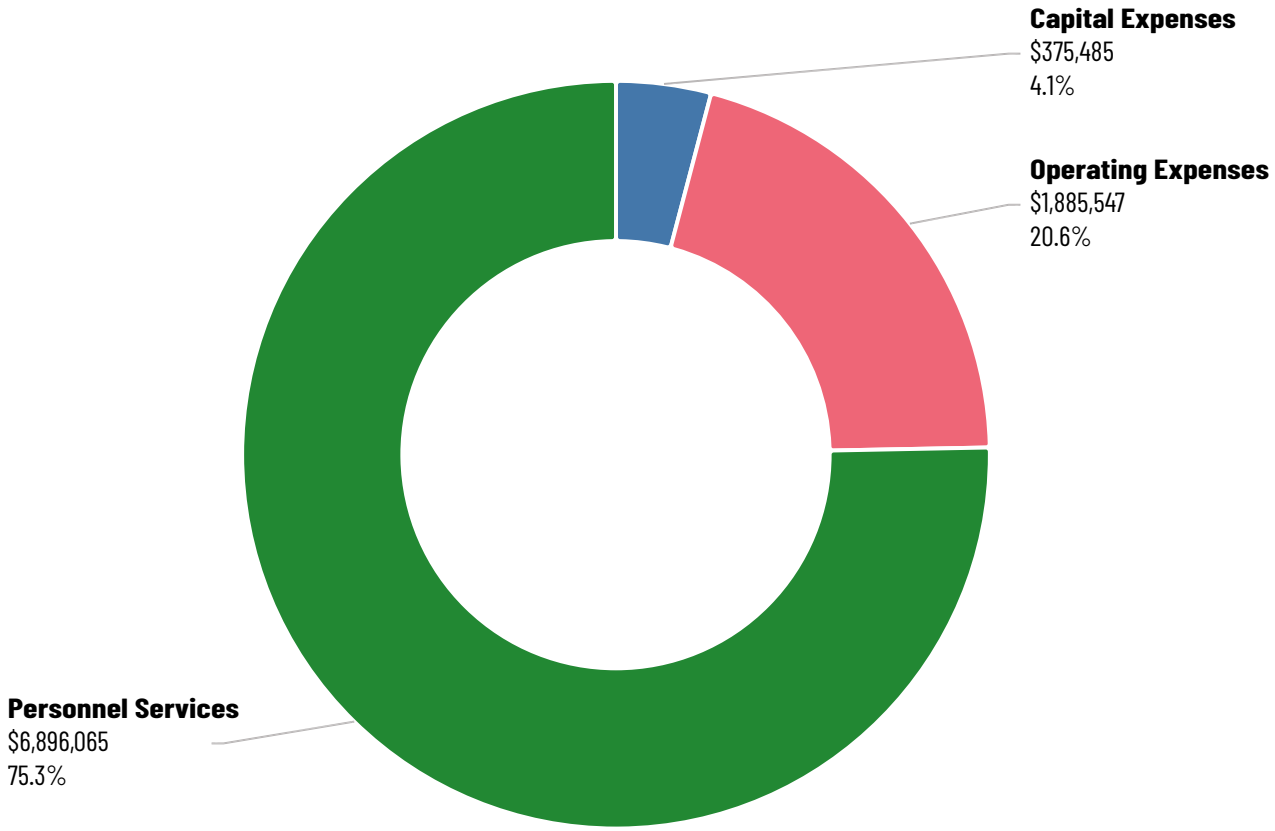
The following objectives will help move the Department toward accomplishing each of the stated goals:

Objective 1: Improve response time to calls for service.

Objective 2: Continue to reduce gun-related violence by expansion of the Flock Gunshot Detection System.

Objective 3: Reduce traffic crashes through proactive enforcement

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.11.521-010.12	Salary	3,413,398	3,915,244	3,022,912	4,422,959	507,715	13.0%
001.11.521-010.14	Overtime	434,719	350,000	293,777	350,000	0	—%
001.11.521-010.15	Special Pay Incentive	21,235	18,598	20,834	19,379	781	4.2%
001.11.521-010.21	FICA	283,205	312,829	244,414	351,650	38,821	12.4%
001.11.521-010.22	Retirement Contributions	541,562	558,723	296,596	591,170	32,447	5.8%
001.11.521-010.23	Life, Health & Disability	632,552	839,146	568,492	1,040,518	201,372	24.0%
001.11.521-010.24	Workers Compensation	155,379	100,155	83,717	120,389	20,234	20.2%
	Personnel Services Total	**5,482,051**	**6,094,695**	**4,530,743**	**6,896,065**	**801,370**	**13.1%**

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Operating Expenses							
001.11.521-030.31	Professional Services	5,584	14,990	6,673	14,990	0	—%
001.11.521-030.34	Contractual Services	143,932	137,031	153,704	162,554	25,523	18.6%
001.11.521-030.40	Travel	22,644	16,875	18,723	16,875	0	—%
001.11.521-030.41	Communication Services	117,980	131,459	81,999	117,169	(14,290)	(10.9)%
001.11.521-030.42	Postage	1,087	1,000	616	1,000	0	—%
001.11.521-030.43	Utility Services	43,481	46,966	37,389	47,375	409	0.9%
001.11.521-030.44	Rental & Leases	328,439	611,020	417,377	611,020	0	—%
001.11.521-030.46	Repair & Maintenance	246,626	199,867	192,072	216,306	16,439	8.2%
001.11.521-030.47	Printing & Binding	390	1,000	13	1,000	0	—%
001.11.521-030.48	Promotional Activities	12,443	9,560	8,978	9,560	0	—%
001.11.521-030.49	Other Current Charges	243	29,900	32,704	39,900	10,000	33.4%
001.11.521-030.51	Office Supplies	5,607	8,000	6,288	8,000	0	—%
001.11.521-030.52	Operating Supplies	576,587	610,223	497,220	523,798	(86,425)	(14.2)%
001.11.521-030.54	Books, Subscription & Membership	29,906	33,945	32,921	35,075	1,130	3.3%
001.11.521-030.55	Training	26,279	80,925	26,491	80,925	0	—%
	Operating Expenses Total	**1,561,229**	**1,932,761**	**1,513,169**	**1,885,547**	**(47,214)**	**(2.4)%**
Capital Expenses							
001.11.521-060.64	Machinery & Equipment	161,355	314,750	183,952	375,485	60,735	19.3%
	Capital Expenses Total	**161,355**	**314,750**	**183,952**	**375,485**	**60,735**	**19.3%**
	Total	**7,204,635**	**8,342,206**	**6,227,864**	**9,157,097**	**814,891**	**9.8%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
001.11.521-030.31	Accreditation	5,000
001.11.521-030.31	Mock Accreditation	5,000
001.11.521-030.31	Psychological Exams (Baseline ICAC New Hire)	4,000
001.11.521-030.31	Random Drug Testing	990
	Operating Expense Professional Services Total	**14,990**
Operating Expense Contractual Services		
001.11.521-030.34	Dispatch Services County (Year 3 of 8)	100,000
001.11.521-030.34	Generator Maintenance	4,025
001.11.521-030.34	Janitorial Services	25,500
001.11.521-030.34	New World Software Maintenance	32,579
001.11.521-030.34	Shredder Service	450
	Operating Expense Contractual Services Total	**162,554**
Operating Expense Travel		
001.11.521-030.40	Background Investigations	10,000
001.11.521-030.40	FAPIO	100
001.11.521-030.40	FL Crime Prevention	400
001.11.521-030.40	FL Police Chiefs (FPCA)	1,737
001.11.521-030.40	FLA-PAC	500
001.11.521-030.40	FLEPIOA Conference (annual)	350
001.11.521-030.40	FRMA Certification Trng-Records	1,500
001.11.521-030.40	IACP (Internatl Assoc Chiefs)	2,288
	Operating Expense Travel Total	**16,875**
Operating Expense Communication Services		
001.11.521-030.41	AT&T Mobility	42,720
001.11.521-030.41	Cellphone	960
001.11.521-030.41	Comcast	500
001.11.521-030.41	Comcast Business	46,324
001.11.521-030.41	Comcast Business - EOC Combined Dispatch	1,440
001.11.521-030.41	Department of Management Services	3,525
001.11.521-030.41	Verizon	21,700
	Operating Expense Communication Services Total	**117,169**
Operating Expense Postage		
001.11.521-030.42	Postage	600

Expenditure Detail

		FY 2027
001.11.521-030.42	UPS/FEDX Shipping	400
	Operating Expense Postage Total	**1,000**
Operating Expense Utility Services		
001.11.521-030.43	Florida Power & Light	42,000
001.11.521-030.43	Water Sewer Utility	5,375
	Operating Expense Utility Services Total	**47,375**
Operating Expense Rental & Leases		
001.11.521-030.44	Copier Rental (Administration)	3,000
001.11.521-030.44	Copier Rental (EOC)	1,490
001.11.521-030.44	Copier Rental (Investigations)	2,500
001.11.521-030.44	Copier Rental (Records)	1,375
001.11.521-030.44	Enterprise Lease Rental Vehicles	602,655
	Operating Expense Rental & Leases Total	**611,020**
Operating Expense Repair & Maintenance		
001.11.521-030.46	Adobe Cloud Subscription	1,000
001.11.521-030.46	Batteries Motorola and Watchguard	7,500
001.11.521-030.46	Building Maintenance/Repair	16,500
001.11.521-030.46	Caseguard Redaction Software 4 Licenses	18,200
001.11.521-030.46	Crossmatch Upgrade/Installation/Support (Livescan)	2,000
001.11.521-030.46	CTS Smart Cop Annual Maintenance	32,037
001.11.521-030.46	Domestic Backflow	75
001.11.521-030.46	Elevator License Renewal	38
001.11.521-030.46	Elevator Maintenance PD/FD	1,650
001.11.521-030.46	Eventide Voice Recorder (3way split w/FD, Airport)	8,500
001.11.521-030.46	FARO Zone Annual Maintenance	5,800
001.11.521-030.46	Fire Alarm Maintenance Inspection	375
001.11.521-030.46	Fire Extinguisher Service (Public Safety Building)	900
001.11.521-030.46	Fire Sprinkler Test/Maintenance	475
001.11.521-030.46	FM200 Fire Suppression Test/Maintenance	1,200
001.11.521-030.46	General Maintenance (Public Safety Building)	4,500
001.11.521-030.46	HID - Livescan	1,200
001.11.521-030.46	HID - Rapid ID	5,000
001.11.521-030.46	IAPRO Annual Maintenance	1,450
001.11.521-030.46	IT Repair Maintenance	5,000
001.11.521-030.46	Laser/Radar/Speedometer Calibration	6,000
001.11.521-030.46	Motorola Post Warranty Radio Plan Year 7 of 10 PD/FD	20,858

Expenditure Detail

		FY 2027
001.11.521-030.46	Pest Control	120
001.11.521-030.46	Power DMS (Annual)	11,353
001.11.521-030.46	Public Safety Building BDA PD/FD	2,000
001.11.521-030.46	Rise Vision Subscription	160
001.11.521-030.46	SDAir Cleaner: Evidence Rooms (Annual)	4,320
001.11.521-030.46	SmartCop Motorola GPS Interface	9,500
001.11.521-030.46	Subscriber Radio Access, 2/3 PD, 1/3 FD, (Columbia City	18,533
001.11.521-030.46	Trane Annual Maintenance	2,640
001.11.521-030.46	Vehicle Maintenance	20,000
001.11.521-030.46	Vehicle Towing	2,000
001.11.521-030.46	Virtra Annual Maintenance	3,600
001.11.521-030.46	Weatherbug Annual	1,822
	Operating Expense Repair & Maintenance Total	**216,306**
Operating Expense Printing & Binding		
001.11.521-030.47	Printing and Binding	1,000
	Operating Expense Printing & Binding Total	**1,000**
Operating Expense Promotional Activities		
001.11.521-030.48	Breakfast with the Chief (Quarterly)	1,200
001.11.521-030.48	CARC/Happy House Event	60
001.11.521-030.48	Citizens Police Academy	1,500
001.11.521-030.48	Community Events	500
001.11.521-030.48	Community Outreach (ad, event tickets, Promotional items)	2,000
001.11.521-030.48	Facebook Market Ads	100
001.11.521-030.48	Greater Lake City CDC Ad	100
001.11.521-030.48	Greater Lake City CDC Banquet	225
001.11.521-030.48	Hurricane Ad	375
001.11.521-030.48	National Night Out/Halloween Safety Bash	1,000
001.11.521-030.48	Recruiting/Crime Prevention Supplies	2,000
001.11.521-030.48	Swearing-In Ceremonies	500
	Operating Expense Promotional Activities Total	**9,560**
Operating Expense Other Current Charges		
001.11.521-030.49	Awards Banquet	2,400
001.11.521-030.49	Retirement Bonus	2,500
001.11.521-030.49	Summer Youth Program	35,000
	Operating Expense Other Current Charges Total	**39,900**

Expenditure Detail

		FY 2027
Operating Expense Office Supplies		
001.11.521-030.51	Copier Paper	1,500
001.11.521-030.51	Office Supplies	2,000
001.11.521-030.51	Thermal Paper (Patrol)	3,000
001.11.521-030.51	Toner Cartridges for Printers	1,500
	Operating Expense Office Supplies Total	**8,000**
Operating Expense Operating Supplies		
001.11.521-030.52	Ammunition, Firearms, Targets and Supplies	50,000
001.11.521-030.52	Axon Taser (Year 3 of 5)	4,805
001.11.521-030.52	Axon Taser 7 (qty 47) (Year 5 of 5)	32,594
001.11.521-030.52	Ballistic Vest (CIU, CID, SWAT)	1,500
001.11.521-030.52	Ballistic Vest with Carrier	40,000
001.11.521-030.52	Brother Thermal Printer	2,500
001.11.521-030.52	Carpet and Tile Cleaning	1,200
001.11.521-030.52	Cleaning Supplies	3,000
001.11.521-030.52	Clothing Allowance Support Bureau	5,000
001.11.521-030.52	Clothing Cleaning Allowance	30,000
001.11.521-030.52	Evidence - Lab Work	2,500
001.11.521-030.52	Evidence Supplies	4,500
001.11.521-030.52	Facelogic Program	999
001.11.521-030.52	Fuel for Generator	1,000
001.11.521-030.52	General Medical Supplies	5,000
001.11.521-030.52	Investigative Supplies	3,500
001.11.521-030.52	K-9 Officer (Canine)	15,000
001.11.521-030.52	K-9 Supplies and Services	7,500
001.11.521-030.52	Keys	500
001.11.521-030.52	Leads Online Program	4,442
001.11.521-030.52	Police Explorers Clothing	1,000
001.11.521-030.52	Police Explorers Operating Expenses	5,000
001.11.521-030.52	Power Inverters	3,000
001.11.521-030.52	Rise Vision - Digital Device	450
001.11.521-030.52	Smartcop Upgrades	3,000
001.11.521-030.52	Uniform Cleaning (Returned)	500
001.11.521-030.52	Uniforms and Accessories	15,000
001.11.521-030.52	Vehicle Fuel / Car Wash	250,000
001.11.521-030.52	Watchguard In Car/Bodycam Lease (2 of 5)	27,308

Expenditure Detail

		FY 2027
001.11.521-030.52	Wicking Polos	3,000
	Operating Expense Operating Supplies Total	**523,798**
Operating Expense Books, Subscription & Membership		
001.11.521-030.54	Coalition of Accreditation	300
001.11.521-030.54	Crime Prevention Thru Environmental Design (CPTED Dues)	160
001.11.521-030.54	Evidence Library	22,000
001.11.521-030.54	Florida Crime Handbooks (Traffic)	1,000
001.11.521-030.54	Florida Crime Prevention Association & Dues	75
001.11.521-030.54	Florida Police Accreditation Comm. (FLA-PAC)	175
001.11.521-030.54	Florida Police Chiefs Association (FPCA)	480
001.11.521-030.54	FRMA Membership Dues	270
001.11.521-030.54	Government in Sunshine Manuals	75
001.11.521-030.54	Gym Memberships	2,400
001.11.521-030.54	IACP Membership	150
001.11.521-030.54	Lake City Reporter (Annual)	100
001.11.521-030.54	PIO Dues	180
001.11.521-030.54	Redaction Software	2,000
001.11.521-030.54	ROCIC Membership	300
001.11.521-030.54	Rotary	900
001.11.521-030.54	Social Media Management Tool	360
001.11.521-030.54	Third Judicial Circuit Police Chiefs Association	150
001.11.521-030.54	Warrant Builder	1,000
001.11.521-030.54	Watchguard Cloud Storage Annual Subscription	3,000
	Operating Expense Books, Subscription & Membership Total	**35,075**
Operating Expense Training		
001.11.521-030.55	Accreditation	5,000
001.11.521-030.55	Background Investigation	6,000
001.11.521-030.55	Calibre Press Annual	495
001.11.521-030.55	Command Staff-Supervisor, Civilian	3,000
001.11.521-030.55	Continuing Education (Officers)	3,000
001.11.521-030.55	Crime Prevention	1,500
001.11.521-030.55	Defensive Tactics Training	10,000
001.11.521-030.55	Diversity/Implicit Bias/De-escalation Training	5,000
001.11.521-030.55	FLAPAC	150
001.11.521-030.55	Florida Police Chiefs Association	2,000
001.11.521-030.55	FRMA Certification Training for Records Clerk	580

Expenditure Detail

		FY 2027
001.11.521-030.55	Hurricane Conference	3,000
001.11.521-030.55	IACP	5,000
001.11.521-030.55	In-Service Training	3,000
001.11.521-030.55	K-9 and Handler - Certification and Training	2,000
001.11.521-030.55	Sponsorship Program	25,000
001.11.521-030.55	SWAT	5,000
001.11.521-030.55	Taser Instructor Certification Course	1,200
	Operating Expense Training Total	**80,925**
Capital Outlay Machinery & Equipment		
001.11.521-060.64	FirstNet Mobile Service Subscription (20)	19,100
001.11.521-060.64	Flock Flex ALPR 2 of 5	3,500
001.11.521-060.64	Flock Safety - Gunshot Detection/ALPR (Year 4 of 5)	100,000
001.11.521-060.64	Marked Patrol Cars Enterprise Lease 2 of 5	75,000
001.11.521-060.64	Marked/Unmarked Patrol Cars (End of Lease Purchase)	7,000
001.11.521-060.64	Motorola Lease (In Car Radios Year 1 of 5)	23,391
001.11.521-060.64	Replacement AED 8	15,040
001.11.521-060.64	Second Interview Room Motorola (Year 3 of 5)	4,127
001.11.521-060.64	Surveillance Equipment	11,000
001.11.521-060.64	Taser 1 Officer (Year 2 of 3)	2,427
001.11.521-060.64	Vehicle Striping	1,500
001.11.521-060.64	Watchguard Replacement (35 In car/50 BC Year 2 of 5)	113,400
	Capital Outlay Machinery & Equipment Total	**375,485**
	Total	**2,261,032**

Department Positions

Account	Position	FY 2026	FY 2027
Police			
001.11.521	Accreditation Manager	1	1
	Administrative Assistant	2	2
	Assistant Police Chief	1	1
	Community Relations Coord.	1	1
	Crime Scene/Evidence Tech	1	1
	IT Public Safety Technician	1	1
	Police Chief	1	1
	Police Investigator	5	5
	Police Lieutenant	2	2
	Police Officer	36	36

Department Positions

Account	Position	FY 2026	FY 2027
	Police Ops Sergeant	1	1
	Records Coordinator	4	3
	Senior Records Coordinator	0	1
	Police Reservist	3	3
	School Crossing Guard	4	4
	Police Sergeant	6	6
	Total	**69**	**69**

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
1		INFO WITHHELD	119,466	60,000	
2		INFO WITHHELD	108,271	55,000	
3	2025	FORD INTERCEPTOR UTILITY	5,887	60,000	
4	2025	FORD INTERCEPTOR UTILITY	4,309	60,000	
5	2025	FORD INTERCEPTOR UTILITY	11,346	60,000	
6	2017	FORD INTERCEPTOR UTILITY	72,938	60,000	
7	2025	FORD INTERCEPTOR UTILITY	5,512	60,000	
8	2017	FORD INTERCEPTOR UTILITY	58,768	60,000	
9	2025	FORD INTERCEPTOR UTILITY	4,911	60,000	
10	2025	FORD INTERCEPTOR UTILITY	4,962	60,000	
11		INFO WITHHELD	55,987	45,000	
12		INFO WITHHELD	302,495	45,000	
13		INFO WITHHELD	59,585	75,000	
14	2025	FORD INTERCEPTOR UTILITY	6,904	60,000	
15	2025	FORD INTERCEPTOR UTILITY	6,516	60,000	
16		INFO WITHHELD	24,904	34,000	
17	2017	FORD INTERCEPTOR UTILITY	34,526	60,000	
18	2017	FORD INTERCEPTOR UTILITY	113,780	60,000	
19	2017	FORD INTERCEPTOR UTILITY	104,078	60,000	
20		INFO WITHHELD	35,584	70,000	
21	2017	FORD INTERCEPTOR UTILITY	70,484	60,000	
22		INFO WITHHELD	1,739	45,000	
23		INFO WITHHELD	77,285	34,000	
24	2017	FORD INTERCEPTOR UTILITY	77,770	60,000	
25		INFO WITHHELD	48,753	43,000	
26		INFO WITHHELD	39,562	43,000	
27	2017	FORD INTERCEPTOR UTILITY	93,902	60,000	
28		INFO WITHHELD	56,723	43,000	

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
29		INFO WITHHELD	1,278	45,000	
30	2017	FORD INTERCEPTOR UTILITY	128,000	60,000	
31	2026	FORD INTERCEPTOR UTILITY	0	65,202	
32	2008	FORD INTERCEPTOR UTILITY	118,085	60,000	
33		INFO WITHHELD	115,764	45,000	
34	2026	FORD INTERCEPTOR UTILITY	0	65,167	
35		INFO WITHHELD	42,153	50,000	
36	2017	FORD INTERCEPTOR UTILITY	88,805	60,000	
37	2026	FORD INTERCEPTOR UTILITY	0	65,014	
38		INFO WITHHELD	28,434	70,000	
39	2017	FORD INTERCEPTOR UTILITY	88,555	60,000	
40		INFO WITHHELD	65,227	45,000	
41		INFO WITHHELD	73,109	34,000	
42		INFO WITHHELD	73,995	34,000	
43		INFO WITHHELD	10,646	100,000	
44	2020	FORD UTILITY INTERCEPTOR	60,302	60,000	
45	2018	FORD UTILITY INTERCEPTOR	101,185	60,000	
46	2020	FORD UTILITY INTERCEPTOR	88,020	60,000	
47	2026	FORD UTILITY INTERCEPTOR	0	65,019	
48	2018	FORD UTILITY INTERCEPTOR	105,478	60,000	
49	2018	FORD UTILITY INTERCEPTOR	92,362	60,000	
50	2018	FORD UTILITY INTERCEPTOR	68,132	60,000	
51	2020	FORD UTILITY INTERCEPTOR	78,552	60,000	
52	2018	FORD UTILITY INTERCEPTOR	85,132	60,000	
53	2026	FORD UTILITY INTERCEPTOR	0	65,142	
54	2020	FORD UTILITY INTERCEPTOR	75,529	60,000	
55	2021	FORD UTILITY INTERCEPTOR	46,728	60,000	
56	2021	FORD UTILITY INTERCEPTOR	41,294	60,000	
57	2021	FORD UTILITY INTERCEPTOR	32,995	60,000	
58		INFO WITHHELD	42,898	45,000	
59		INFO WITHHELD	67,697	45,000	
60		INFO WITHHELD	62,017	43,000	
61	2023	FORD UTILITY INTERCEPTOR	21,889	60,000	
62	2023	FORD UTILITY INTERCEPTOR	29,156	60,000	
63	2023	FORD UTILITY INTERCEPTOR	34,577	60,000	
64	2023	FORD UTILITY INTERCEPTOR	28,243	60,000	
65	2023	FORD UTILITY INTERCEPTOR	18,300	60,000	
66	2023	FORD UTILITY INTERCEPTOR	11,053	60,000	

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
67	2023	FORD UTILITY INTERCEPTOR	38,375	60,000	
68	2023	FORD UTILITY INTERCEPTOR	22,809	60,000	
70	2026	INTERCEPTOR	0	64,605	
71	2026	INTERCEPTOR	0	64,621	
72	2026	INTERCEPTOR	0	67,648	
73	2026	INTERCEPTOR	0	65,028	
74	2026	INTERCEPTOR	0	63,868	
75	2026	INTERCEPTOR	0	67,550	
		Total		**4,266,864**	

Risk Safety ADA

Jill Milton, ADA Risk/Safety Manager

Goals:

The Safety, Risk, and ADA Compliance Department aims to strengthen citywide adherence to the Americans with Disabilities Act while enhancing the City's overall risk-management and safety framework. The department is committed to providing technical guidance on accessibility, supporting departments in achieving full compliance, and ensuring that City facilities, programs, and digital platforms meet ADA standards. In addition, the department seeks to improve operational consistency by modernizing safety training programs, expanding employee education, and proactively identifying hazards that could impact staff or the public. A continued focus on effective claims management, accident investigation, and collaboration with insurance carriers, legal counsel, and emergency management partners will help reduce liability exposure and promote a safer, more resilient municipal organization.

Objectives:

- Conduct ADA accessibility assessments of City facilities, programs, and digital platforms, and provide corrective recommendations to ensure compliance.
- Administer and coordinate workers' compensation, automotive, property, and liability claims, including investigations, documentation, and mediation participation.
- Develop, update, and distribute safety manuals, procedures, and training materials to support employee awareness and reduce workplace incidents.
- Investigate all City-owned vehicle accidents, employee injuries, and sewer or water damage claims, documenting findings and recommending improvements to prevent recurrence.
- Collaborate with departments, insurance companies, and legal counsel to maintain accurate property schedules, auto schedules, and risk-related records.

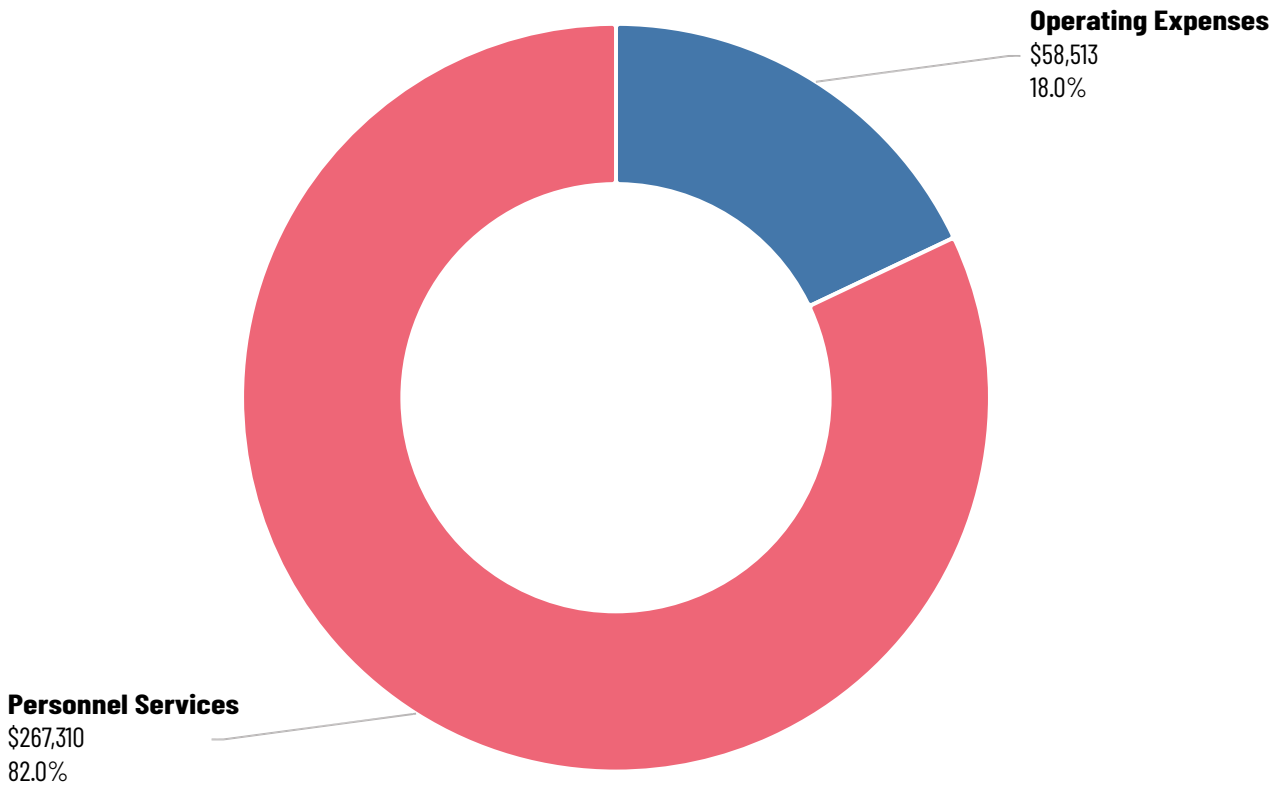
Risk/Safety ADA Overview:

The Safety, Risk, and ADA Compliance Department was established in FY27 to centralize and strengthen the City's efforts in regulatory compliance, workplace safety, risk management, and accessibility. The department provides citywide leadership in implementing the Americans with Disabilities Act (ADA), ensuring that City buildings, facilities, programs, and services meet accessibility standards. The Manager of this department serves as the City's liaison for interpreting ADA codes and providing technical assistance to departments, community organizations, and businesses seeking to achieve compliance.

In addition to ADA responsibilities, the department oversees the City's comprehensive risk-safety program, including workers' compensation, automotive, property, and general liability claims. This role includes conducting accident investigations, coordinating mediations, developing safety manuals and procedures, and administering safety training programs for employees. The department also works closely with insurance providers, City Attorneys, and emergency management partners to ensure timely response to incidents and effective mitigation of risk.

By consolidating ADA compliance, safety oversight, and risk management functions under one department, the City enhances operational consistency, reduces liability exposure, and promotes a safer, more accessible environment for employees, residents, and visitors.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.12.529-010.12	Salary	0	0	0	138,009	138,009	100.0%
001.12.529-010.14	Overtime	0	0	0	3,500	3,500	100.0%
001.12.529-010.21	FICA	0	0	0	10,565	10,565	100.0%
001.12.529-010.22	Retirement Contributions	0	0	0	24,304	24,304	100.0%
001.12.529-010.23	Life, Health & Disability	0	0	0	88,073	88,073	100.0%
001.12.529-010.24	Workers Compensation	0	0	0	2,859	2,859	100.0%
	Personnel Services Total	**0**	**0**	**0**	**267,310**	**267,310**	**100.0%**
Operating Expenses							
001.12.529-030.31	Professional Services	0	0	0	4,650	4,650	100.0%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
001.12.529-030.40	Travel	0	0	0	4,500	4,500	100.0%
001.12.529-030.41	Communication Services	0	0	0	708	708	100.0%
001.12.529-030.42	Postage	0	0	0	300	300	100.0%
001.12.529-030.44	Rental & Leases	0	0	0	12,400	12,400	100.0%
001.12.529-030.46	Repair & Maintenance	0	0	0	1,500	1,500	100.0%
001.12.529-030.51	Office Supplies	0	0	0	9,500	9,500	100.0%
001.12.529-030.52	Operating Supplies	0	0	0	5,455	5,455	100.0%
001.12.529-030.54	Books, Subscription & Membership	0	0	0	4,500	4,500	100.0%
001.12.529-030.55	Training	0	0	0	15,000	15,000	100.0%
	Operating Expenses Total	**0**	**0**	**0**	**58,513**	**58,513**	**100.0%**
	Total	**0**	**0**	**0**	**325,823**	**325,823**	**100.0%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
001.12.529-030.31	Random Drug Testing	4,650
	Operating Expense Professional Services Total	**4,650**
Operating Expense Travel		
001.12.529-030.40	FTEM Conference	2,000
001.12.529-030.40	Insurance Conference	2,500
	Operating Expense Travel Total	**4,500**
Operating Expense Communication Services		
001.12.529-030.41	AT&T Mobility - Cell Phone	708
	Operating Expense Communication Services Total	**708**
Operating Expense Postage		
001.12.529-030.42	Postage	300
	Operating Expense Postage Total	**300**
Operating Expense Rental & Leases		
001.12.529-030.44	Enterprise Leased Vehicle	10,400
001.12.529-030.44	Konica Rental	2,000
	Operating Expense Rental & Leases Total	**12,400**
Operating Expense Repair & Maintenance		
001.12.529-030.46	Vehicle Repairs and Maintenance	1,500
	Operating Expense Repair & Maintenance Total	**1,500**
Operating Expense Office Supplies		
001.12.529-030.51	Laptops	5,000
001.12.529-030.51	Office Desk and Chair	4,000
001.12.529-030.51	Office Suplies	500
	Operating Expense Office Supplies Total	**9,500**
Operating Expense Operating Supplies		
001.12.529-030.52	Boots	180
001.12.529-030.52	Fuel	2,775
001.12.529-030.52	Safety Supplies	2,500
	Operating Expense Operating Supplies Total	**5,455**
Operating Expense Books, Subscription & Membership		
001.12.529-030.54	Risk Safety Material	4,500
	Operating Expense Books, Subscription & Membership Total	**4,500**

Expenditure Detail

			FY 2027
Operating Expense Training			
	001.12.529-030.55	City-wide Training	10,000
	001.12.529-030.55	Insurance Conference	5,000
		Operating Expense Training Total	**15,000**
		Total	**58,513**

Department Positions

Account	Position	FY 2026	FY 2027
Risk Safety ADA			
001.12.529	ADA - Risk/Safety Manager	0	1
	Safety Coordinator	0	1
	Total	**0**	**2**

Public Works

Steve Brown, Executive Director of Utilities

Accomplishments:

The Public Works Department successfully met the evolving demands of roadway maintenance throughout FY26, ensuring safe and reliable travel for residents and visitors. Crews worked diligently to keep city streets clean, trim and remove overgrown vegetation, and respond quickly to potholes and pavement damage. Through consistent asphalt patching and timely repairs, the department upheld the community's expectations for well-maintained infrastructure while adapting to the continuous changes in service needs.

Goals:

The Public Works Department remains committed to delivering top-quality service that reflects professionalism, efficiency, and timely responsiveness in every task. Our team strives to meet the needs of residents, businesses, and fellow City departments by providing dependable support and maintaining the high standards expected of our community's essential infrastructure services.

Objectives:

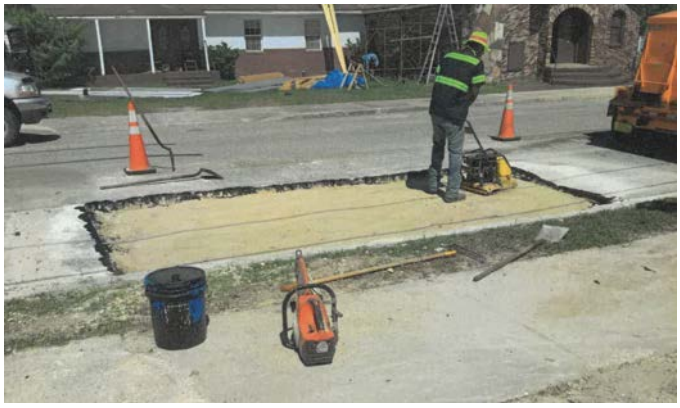
- Keep the City's roads clean, accessible, and in good condition
- Maintain right-of-way vegetation and landscape areas to support safety and appearance.
- Managing stormwater systems to help prevent flooding and ensure effective drainage
- Maintain a comprehensive asset management program to guide long-term infrastructure care.
- Advance GIS programs to improve mapping, planning, and service delivery

Public Works Overview:

The goal of the Public Works Department is to provide top quality, professional, efficient and timely delivery of services to City Residents, businesses, and City departments.

We plan to train and develop to meet the future growth. The Public Works Department will continue the process of improvement through public and employee trust, flexibility, innovation, competitiveness, responsibility and accountability, with employee excellence and satisfaction; while supporting all City departments.

Public Works is responsible for the City's infrastructure, including the construction, maintenance and repair of street, parks, signs, signalization, streetlights, storm drains, and sidewalk repairs, as well as for the repair and maintenance of all City facilities. The Department also assists with special events and installs holiday decorations and City banners along the roadways.



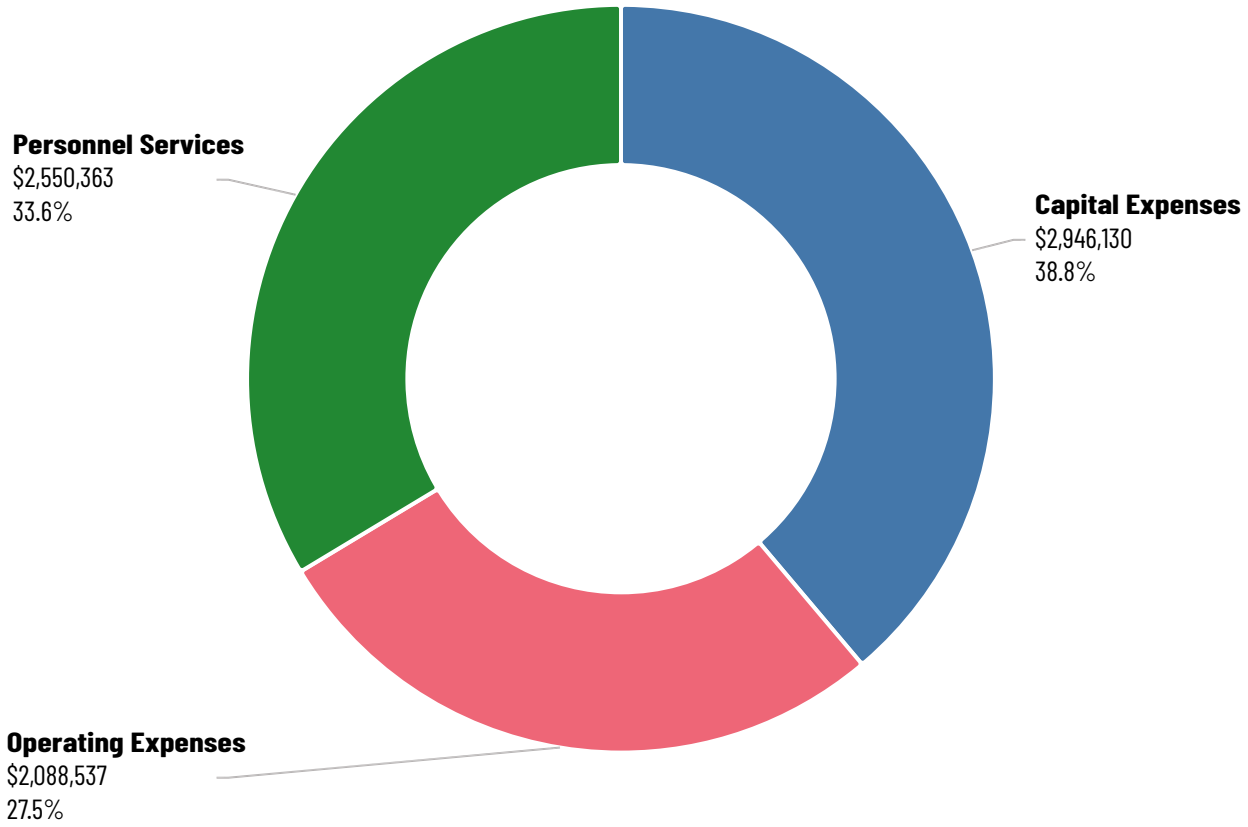
The Traffic Control Department is responsible for the continued implementation of progressive public safety through the use of traffic signalization, signage, and pavement markings. Traffic Control maintains traffic control signage and traffic control lighting within the City of Lake City limits.

The Facilities and Grounds Department maintains City Hall and other city facilities, medians and parks, by providing custodial, painting, plumbing, electrical, carpentry, irrigation and ball field maintenance services. Emphasis is placed on ensuring that all city owned facilities remain hazard-free, in optimum working condition, and aesthetically pleasing.

The Streets and Drainage Division maintains the streets, drainage, rights-of-way, and sidewalks within the City's corporate limits in accordance with local and State laws. Streets and Drainage Division provides a street sweeping and storm water inlet cleaning program to minimize the pollution entering our lake systems. All curbed streets are swept on a weekly basis. All storm inlets are inspected and cleaned (if necessary) on an annual basis.

The primary goal of the City's Public Works Department is to maintain and improve essential infrastructure and services to ensure a safe, clean, and functional environment for the community.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.15.541-010.12	Salary	1,186,800	1,328,029	983,618	1,410,424	82,395	6.2%
001.15.541-010.14	Overtime	52,136	50,000	43,296	50,000	0	—%
001.15.541-010.21	FICA	89,432	105,890	73,843	112,227	6,337	6.0%
001.15.541-010.22	Retirement Contributions	166,333	187,783	161,282	233,170	45,387	24.2%
001.15.541-010.23	Life, Health & Disability	237,741	457,947	217,389	655,962	198,015	43.2%
001.15.541-010.24	Workers Compensation	143,830	94,359	61,502	88,580	(5,779)	(6.1)%
	Personnel Services Total	**1,876,272**	**2,224,008**	**1,540,930**	**2,550,363**	**326,355**	**14.7%**
Operating Expenses							
001.15.541-030.31	Professional Services	3,864	15,000	12,553	15,000	0	—%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
001.15.541-030.34	Contractual Services	192,073	429,732	145,322	427,083	(2,649)	(0.6)%
001.15.541-030.41	Communication Services	61,919	66,856	35,872	57,250	(9,606)	(14.4)%
001.15.541-030.43	Utility Services	430,487	461,300	391,927	492,650	31,350	6.8%
001.15.541-030.44	Rental & Leases	179,107	219,105	150,785	261,753	42,648	19.5%
001.15.541-030.46	Repair & Maintenance	254,962	384,895	194,081	400,217	15,322	4.0%
001.15.541-030.51	Office Supplies	2,261	2,400	0	2,400	0	—%
001.15.541-030.52	Operating Supplies	296,571	394,929	238,143	345,484	(49,445)	(12.5)%
001.15.541-030.53	Road Material & Supplies	40,536	75,800	30,892	75,800	0	—%
001.15.541-030.55	Training	0	10,900	12	10,900	0	—%
	Operating Expenses Total	**1,461,778**	**2,060,917**	**1,199,586**	**2,088,537**	**27,620**	**1.3%**
Capital Expenses							
001.15.541-060.62	Building	0	0	0	73,530	73,530	100.0%
001.15.541-060.63	Infrastructure	1,057,647	605,741	697,826	2,816,783	2,211,042	365.0%
001.15.541-060.64	Machinery & Equipment	575,630	378,104	251,016	55,817	(322,287)	(85.2)%
	Capital Expenses Total	**1,633,277**	**983,845**	**948,842**	**2,946,130**	**1,962,285**	**199.5%**
	Total	**4,971,327**	**5,268,770**	**3,689,358**	**7,585,030**	**2,316,260**	**44.0%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
001.15.541-030.31	Engineering	15,000
	Operating Expense Professional Services Total	**15,000**
Operating Expense Contractual Services		
001.15.541-030.34	Cemetery Maintenance	56,700
001.15.541-030.34	Hwy 90 Median Maintenance	16,500
001.15.541-030.34	Lighting Contractors	183,307
001.15.541-030.34	New World Software Maintenance	20,576
001.15.541-030.34	Traffic Signal Contractors	150,000
	Operating Expense Contractual Services Total	**427,083**
Operating Expense Communication Services		
001.15.541-030.41	AT&T Mobility	3,150
001.15.541-030.41	Comcast	6,300
001.15.541-030.41	Comcast Business	42,300
001.15.541-030.41	Dept of Management Services	2,300
001.15.541-030.41	Verizon	3,200
	Operating Expense Communication Services Total	**57,250**
Operating Expense Utility Services		
001.15.541-030.43	Clay Electric	24,650
001.15.541-030.43	Florida Power & Light	413,500
001.15.541-030.43	Water Sewer Utility	54,500
	Operating Expense Utility Services Total	**492,650**
Operating Expense Rental & Leases		
001.15.541-030.44	Enterprise Leased Vehicles	226,095
001.15.541-030.44	Equipment Rentals	10,000
001.15.541-030.44	Konica	1,750
001.15.541-030.44	Long Reach Excavator (1 month)	14,148
001.15.541-030.44	Mats and Rugs	760
001.15.541-030.44	Uniforms	9,000
	Operating Expense Rental & Leases Total	**261,753**
Operating Expense Repair & Maintenance		
001.15.541-030.46	Ditch Spraying	10,951
001.15.541-030.46	Field Marking Paint	2,000
001.15.541-030.46	Gate Maintenance for PW Electrical Gate	3,500

Expenditure Detail

		FY 2027
001.15.541-030.46	Heavy Equipment Maintenance	10,000
001.15.541-030.46	HVAC Maintenance	900
001.15.541-030.46	Maintenance Fee of Leased Vehicles	14,016
001.15.541-030.46	Parks Maintenance	65,000
001.15.541-030.46	Pest Control	350
001.15.541-030.46	Pest Control and Feed for Memorial Staduim	3,500
001.15.541-030.46	Sidewalk Repairs	75,000
001.15.541-030.46	Stormwater Repairs	100,000
001.15.541-030.46	Street Repairs	40,000
001.15.541-030.46	Traffic Loops	5,000
001.15.541-030.46	Vehicle and Equipment Repair	70,000
	Operating Expense Repair & Maintenance Total	**400,217**
Operating Expense Office Supplies		
001.15.541-030.51	Office Supplies	2,400
	Operating Expense Office Supplies Total	**2,400**
Operating Expense Operating Supplies		
001.15.541-030.52	17" Vibratory Plate Compactor with Tank	2,126
001.15.541-030.52	8 HP Steel Drum Mortar Mixer	4,448
001.15.541-030.52	Antique Poles	15,000
001.15.541-030.52	Barricades, Cones & Cone Bars	12,000
001.15.541-030.52	Cameras for City Parks	15,000
001.15.541-030.52	Conflict Monitor Tester	15,000
001.15.541-030.52	Debris Removal	6,500
001.15.541-030.52	Ditch Bucket for 304	3,940
001.15.541-030.52	Flail Mower for 304	4,541
001.15.541-030.52	Fuel - Vehicle & Equipment	87,600
001.15.541-030.52	Locates	2,520
001.15.541-030.52	Mower and Weedeater Supplies	85,000
001.15.541-030.52	Railroad Crossings	12,454
001.15.541-030.52	Small Equipment	5,000
001.15.541-030.52	Solid Waste	47,800
001.15.541-030.52	Stipend - Boots and Pants	6,600
001.15.541-030.52	Traffic Controller Cabinet	16,155
001.15.541-030.52	Various Supplies for Traffic	3,800
	Operating Expense Operating Supplies Total	**345,484**

Expenditure Detail

		FY 2027
Operating Expense Road Material & Supplies		
001.15.541-030.53	57 Stone	4,000
001.15.541-030.53	Bulk Cold Asphalt	4,800
001.15.541-030.53	Hot Asphalt Mix	16,000
001.15.541-030.53	Limerock	15,000
001.15.541-030.53	Milling	21,000
001.15.541-030.53	Street Striping	15,000
	Operating Expense Road Material & Supplies Total	**75,800**
Operating Expense Training		
001.15.541-030.55	CDL	2,700
001.15.541-030.55	MOT Training	1,400
001.15.541-030.55	Various Training and Safety Equipment	6,800
	Operating Expense Training Total	**10,900**
Capital Outlay Building		
001.15.541-060.62	Replace 3 A/C units at PW Building	31,670
001.15.541-060.62	Roof for Murray St. Building	41,860
	Capital Outlay Building Total	**73,530**
Capital Outlay Infrastructure		
001.15.541-060.63	CIPP Pulled in Place Liners	100,000
001.15.541-060.63	Gwen Lake Restoration	1,500,000
001.15.541-060.63	Kiwannas Park Equipment	40,000
001.15.541-060.63	Mill and Repave NE Center Ave--10	166,820
001.15.541-060.63	Mill and Repave NW Ridgewood Ave--12	152,709
001.15.541-060.63	Mill and Repave SW Alamo Dr--13	178,507
001.15.541-060.63	Mill and Repave SW Old Dogwood Ter--14	53,577
001.15.541-060.63	Splash Pad at Youngs Park	463,759
001.15.541-060.63	Youngs Park Playground Equipment	161,411
	Capital Outlay Infrastructure Total	**2,816,783**
Capital Outlay Machinery & Equipment		
001.15.541-060.64	Flail Mower for Mini Skid Steer	5,445
001.15.541-060.64	Ice Machine	6,069
001.15.541-060.64	Mower with 52" cut	12,753

Expenditure Detail

		FY 2027
001.15.541-060.64	Mower with 72" cut	19,457
001.15.541-060.64	Power rake for Mini Skid Steer	6,320
001.15.541-060.64	Rake for 308--32"	5,773
	Capital Outlay Machinery & Equipment Total	**55,817**
	Total	**5,034,667**

Department Positions

Account	Position	FY 2026	FY 2027
Public Works			
001.15.541	Crew Leader	5	5
	Director of Public Works	1	0
	Equipment Operator II	4	4
	Maintenance Worker I/II	15	15
	Public Works Supervisor	3	2
	Senior Administrative Assistant	1	1
	Senior Concrete Finisher	1	1
	Small Engine Mechanic	1	1
	Public Works Superintendent	0	1
	Superintendent of Parks	0	1
	Total	**31**	**31**

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
1	2022	TYMCO MODEL 600 SWEEPER	18,614	300,000	
2	2016	INTERNATIONAL DURASTAR	36,818	100,000	
3	2021	CHEVROLET SILVERADO 1500	15,652	45,000	
4	2024	CHEVROLET SILVERADO 2500 HD	18,663	60,000	
5	1997	FORD SEMI TRUCK	29,241	160,000	
6	2024	FORD F-250	11,087	50,000	
7	2024	FORD F-550	6,263	90,000	
8	2021	CHEVROLET SILVERADO 2500 HD CREW	23,125	60,000	
9	2026	CHEVROLET SILVERADO 2500 HD DOUBLE	0	45,688	
10	2024	FORD F-550	4,384	90,000	
11	2024	FORD F-250	1,818	50,000	
12	2020	CHEVROLET SILVERADO 2500 HD DOUBLE	16,386	60,000	
13	2025	CHEVROLET 2500HD	67	60,000	
14	2026	MACK TRACTOR TRAILER	273	200,000	
15	2025	HINO LIFT TRUCK	876	160,000	

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
16	2021	CHEVROLET SILVERADO 3500HD CREW	27,419	65,000	
17	2021	CHEVROLET SILVERADO 5500HD	13,513	100,000	
18	2026	CHEVROLET SILVERADO 2500	0	45,944	
19	2016	FORD F-250 PU	62,782	50,000	
20	2002	FORDF550-LIFT	46,375	130,000	
21	2006	FREIGHTLINER	108,813	160,000	
22	2007	FRHT DUMP	52,143	190,000	
23	2007	INTERNATIONAL	20,916	150,000	
24	2023	MACK DUMP TRUCK	3,593	200,000	
25	2012	MACK GU813	41,232	210,000	
26	2012	MACK GU813	46,234	210,000	
27	2021	CHEVROLET SILVERADO 1500	33,433	45,000	
28	2020	CHEVROLET SILVERADO 2500	32,483	60,000	
29	2021	CHEVROLET SILVERADO 2500	28,394	60,000	
30	2021	CHEVROLET SILVERADO 3500 HD	26,464	65,000	
31	2019	TRANSIT VAN 350	22,845	60,000	
32	2021	CHEVROLET SILVERADO 3500 HD	8,921	65,000	
33	2001	STERLING M8500SA	37,604	140,000	
		Total		**3,536,632**	

Public Assistance

The Public Assistance allocation within the City of Lake City's annual budget reflects the City's commitment to enhancing quality of life, promoting community engagement, and supporting essential services delivered by key nonprofit and civic organizations. The following allocations represent strategic partnerships designed to strengthen the fabric of the community through targeted financial support.

Chamber of Commerce

The City provides funding to the Lake City-Columbia County Chamber of Commerce to support economic development, business retention, and local workforce initiatives. This partnership enhances the City's visibility, fosters a favorable business climate, and promotes entrepreneurship through community events and marketing efforts.

Lake City Animal Shelter

The budget includes appropriations to support the Lake City Animal Shelter in its mission to provide humane care for stray, abandoned, and surrendered animals. Funding helps ensure adequate staffing, veterinary services, shelter maintenance, and community outreach programs such as adoption events and spay/neuter campaigns.

Columbia County Senior Services

Financial support is allocated to Columbia County Senior Services to assist in delivering essential programs for the elderly population. These services include daily meals, transportation, wellness checks, and recreational activities. This funding helps address the health, independence, and social needs of the senior community within Lake City.

Columbia County Historical Museum

The City recognizes the importance of preserving and celebrating local history through support for the Columbia County Historical Museum. Budgeted funds assist with operational costs, exhibit development, educational programs, and historical preservation efforts that enrich community identity and tourism.

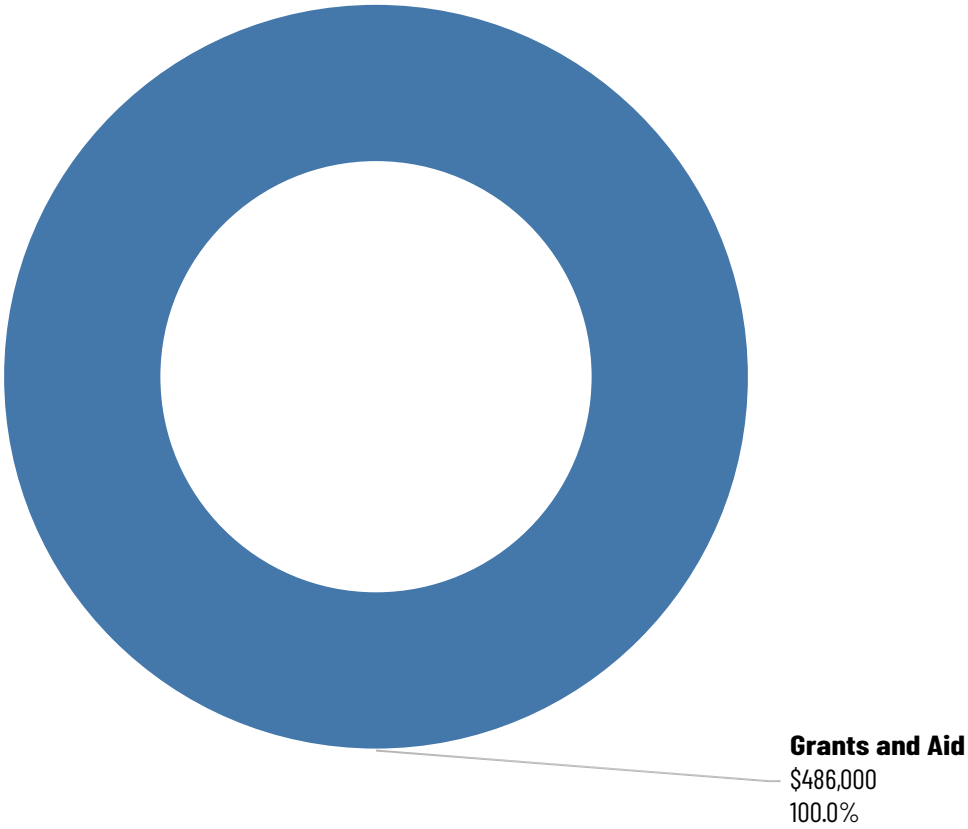
Mayor's Matching Grant Program

The Mayor's Matching Grant Program empowers local nonprofit organizations by providing matching funds for community-based projects. These grants promote civic pride and volunteerism with an emphasis on youth engagement.

City of Lake City's Mayor's Matching Grant

The Public Assistance budget reflects the City's proactive approach to fostering strong community partnerships. By investing in these local organizations and initiatives, the City of Lake City continues to advance its mission of building a vibrant, inclusive, and well-supported community.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Grants and Aid							
001.16.562-080.82	Aid to Private Organizations	201,000	201,000	184,250	201,000	0	—%
001.16.564-080.82	Aid to Private Organizations	77,450	82,500	75,625	82,500	0	—%
001.16.573-080.82	Aid to Private Organizations	5,000	5,000	5,000	5,000	0	—%
001.16.574-080.82	Aid to Private Organizations	74,395	280,000	101,359	197,500	(82,500)	(29.5)%
	Grants and Aid Total	**357,845**	**568,500**	**366,234**	**486,000**	**(82,500)**	**(14.5)%**
	Total	**357,845**	**568,500**	**366,234**	**486,000**	**(82,500)**	**(14.5)%**

Expenditure Detail

		FY 2027
Grants and Aid Aid to Private Organizations		
001.16.562-080.82	Animal Shelter Services	201,000
001.16.564-080.82	Columbia County Senior Services	82,500
001.16.573-080.82	Columbia County Historical Museum	5,000
001.16.574-080.82	Chamber of Commerce	7,500
001.16.574-080.82	Mayor's Matching Grant Program	50,000
001.16.574-080.82	Recreation Programs Grant	140,000
	Grants and Aid Aid to Private Organizations Total	**486,000**
	Total	**486,000**

Garbage Services

The City of Lake City contracts with Waste Pro USA, Inc. for comprehensive solid waste collection and disposal services. Waste Pro serves as the primary provider for residential garbage, yard waste, and bulk item collection within the City limits, ensuring a clean, safe, and environmentally responsible community.

In addition to routine collection, Waste Pro supports the City's goals for sustainability and public health by maintaining compliance with all applicable environmental regulations. Their services play a critical role in reducing illegal dumping, controlling odors, and enhancing the overall appearance of Lake City neighborhoods.

The City monitors Waste Pro's performance through contractual service level agreements, with emphasis on customer satisfaction, timely service delivery, and complaint resolution. Waste Pro maintains a local operations team in North Florida to support efficient service response and community engagement.

Through its partnership with Waste Pro, Lake City remains committed to providing reliable, cost-effective, and eco-conscious solid waste management services to residents and businesses alike.

Waste Pro Schedule:

Utility Customers residing east of Main Boulevard – Garbage pick-up day is Monday

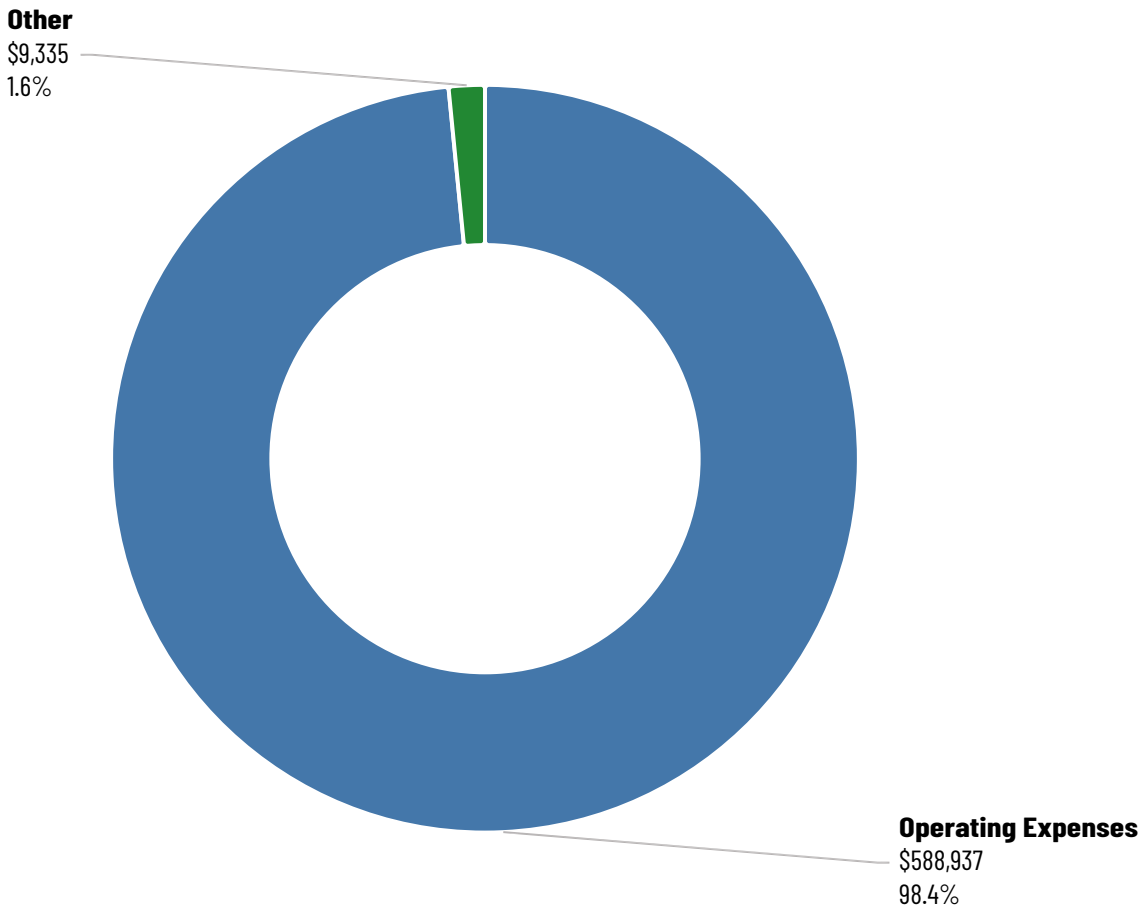
Utility Customers residing west of Main Boulevard - Garbage pick-up day is Thursday

Utility Customers in City limits - Yard Waste pick-up is Wednesday*

Utility Customers outside City limits, please call Waste Pro for the pickup day.

*Yard waste/Debris is not to exceed the volume dimensions which measure 4 feet high by 4 feet wide by 8 feet long. Limbs shall not exceed 6 feet in length and 6 inches in diameter. No one item can weigh more than 40 lbs. Grass clippings, leaves or other organic cuttings must be bagged or containerized. For any waste pick-up outside these guidelines or additional information, please call Waste Pro at (386)758-7800.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Operating Expenses							
001.18.534-030.34	Contractual Services	573,540	588,937	496,914	588,937	0	—%
	Operating Expenses Total	**573,540**	**588,937**	**496,914**	**588,937**	**0**	**—%**
Other Uses							
001.18.534-090.99.01	Other Uses	6,512	9,335	0	9,335	0	—%
	Other Uses Total	**6,512**	**9,335**	**0**	**9,335**	**0**	**—%**
	Total	**580,053**	**598,272**	**496,914**	**598,272**	**0**	**—%**

Expenditure Detail

		FY 2027
Operating Expense Contractual Services		
001.18.534-030.34	Contractual Services	588,937
	Operating Expense Contractual Services Total	**588,937**
Other Uses Other Uses Bad Debts		
001.18.534-090.99.01	Bad Debt	9,335
	Other Uses Other Uses Bad Debts Total	**9,335**
	Total	**598,272**

Growth Management

Scott Thomason, Growth Management Director

Accomplishments:

The Growth Management Department advanced key initiatives across Code Enforcement, Business Tax Receipts, Planning and Zoning, Building Safety, and the Community Redevelopment Agency. Code Enforcement strengthened its outreach to property owners, supporting compliance and neighborhood improvement. Business Tax Receipts sustained high licensing activity and continued preparations for transitioning to a Certificate of Use model. Planning and Zoning progressed updates to the Land Development Regulations, annexations, and zoning actions that support responsible growth. Building Safety further streamlined permitting, expanded digital record retention, enhanced virtual inspection capabilities, and improved coordination with contractors and developers.This year also marked the beginning of the Tyler EPL implementation, a major modernization effort that will be completed in FY27. Once fully deployed, EPL will significantly improve permitting efficiency, payment processing, and customer service by integrating workflows across Growth Management functions. Collectively, these accomplishments strengthened operational consistency, improved service delivery, and reinforced collaboration with Columbia County.

Goals:

Continue enhancing the customer experience while strengthening interlocal and mutual-aid partnerships with Columbia County and regional agencies. Advance implementation of the Tyler EPL system, completing the transition to fully electronic permitting and licensing in FY27 to improve efficiency and service delivery.

Objectives:

- Streamline permitting processes to achieve timely issuance of residential permits within four business days and commercial permits within fourteen business days.
- Address priority issues within the Land Development Regulations while preparing for a comprehensive rewrite in the next fiscal year.
- Expand code enforcement efforts to reduce blight and address hazardous structures, working collaboratively with residents to improve community conditions.
- Foster a business-friendly environment that attracts employers offering quality jobs and economic opportunities for residents.
- Support the development of affordable housing to expand homeownership opportunities and strengthen long-term community stability.

The Growth Management Department is responsible for a wide range of services, including current and long-range planning, zoning administration, building permitting and inspections, and code enforcement. The department is committed to delivering efficient, responsive, and customer-focused services to residents, contractors, and developers. Our goal is to support a well-planned, sustainable, and vibrant community that enhances the quality of life for all who live and work in Lake City.

Departmental Objectives and Guiding Principles:

Continuous Improvement: We are dedicated to enhancing our processes and services to better meet the evolving needs of the community.

Guiding Future Growth: We provide strategic direction on how and where development should occur, ensuring that growth is inclusive and benefits all residents.

Balancing Growth and Preservation: We promote responsible development while protecting the natural environment and preserving the character of Lake City's neighborhoods.

Economic Opportunity: We support policies and practices that encourage a healthy, diverse, and resilient local economy.

Public Health and Safety: We prioritize the safety and well-being of residents by ensuring compliance with building codes and safety standards.

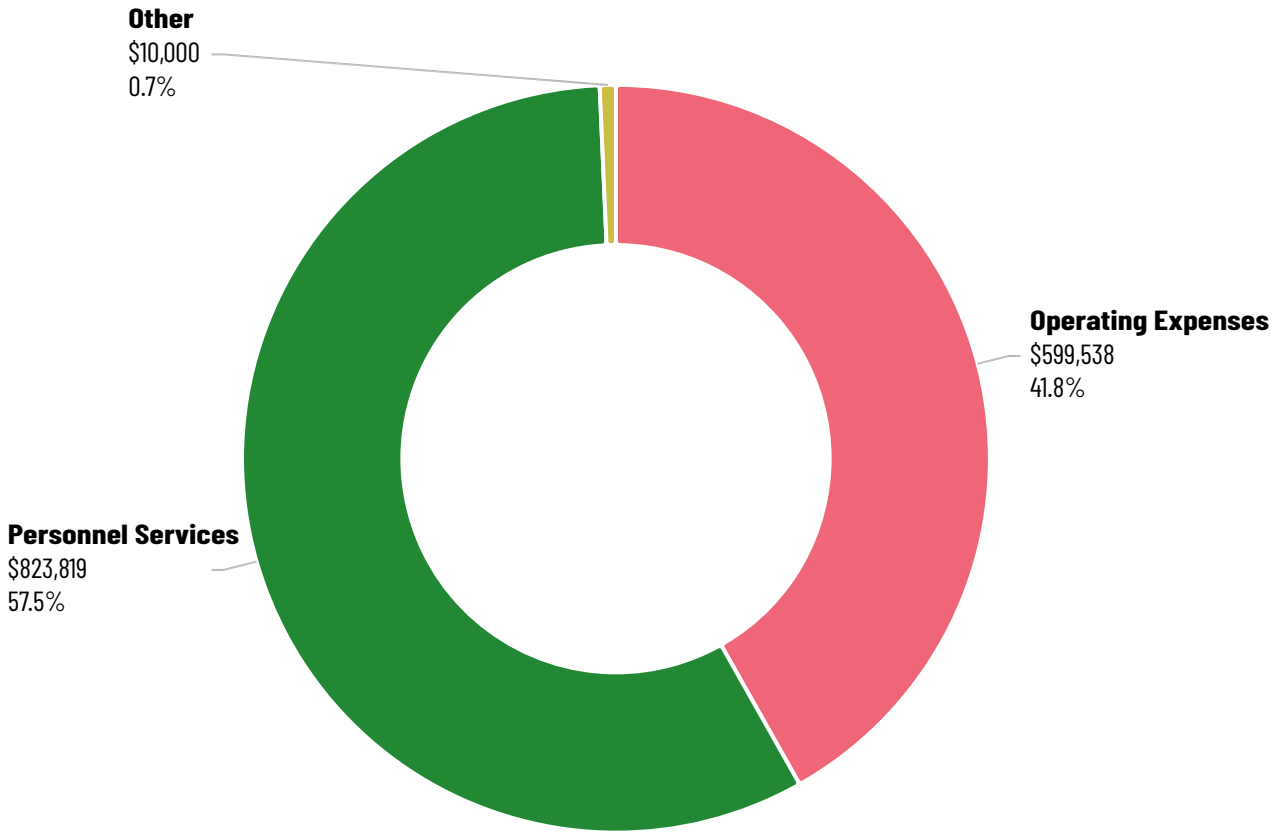
Fair and Impartial Enforcement: We uphold consistency and fairness in all inspections and code enforcement activities, treating all residents and businesses equitably.

Maintaining Community Standards: We actively address issues such as blight, nuisance properties, and property maintenance to preserve neighborhood integrity and appearance.

Promoting Voluntary Compliance: We emphasize education and outreach to encourage property owners to meet code requirements, using enforcement as a last resort.

Through proactive planning and responsive service, the Growth Management Department plays a vital role in shaping a thriving and well-balanced future for Lake City.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
001.55.524-010.12	Salary	551,497	584,918	441,130	535,541	(49,377)	(8.4)%
001.55.524-010.14	Overtime	0	0	52	0	0	—%
001.55.524-010.21	FICA	40,088	44,788	31,274	41,003	(3,785)	(8.5)%
001.55.524-010.22	Retirement Contributions	76,051	83,424	71,204	110,368	26,944	32.3%
001.55.524-010.23	Life, Health & Disability	85,169	146,722	96,143	127,535	(19,187)	(13.1)%
001.55.524-010.24	Workers Compensation	17,072	10,126	7,753	9,372	(754)	(7.4)%
	Personnel Services Total	**769,878**	**869,978**	**647,555**	**823,819**	**(46,159)**	**(5.3)%**
Operating Expenses							
001.55.524-030.31	Professional Services	64,342	165,000	45,269	235,000	70,000	42.4%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
001.55.524-030.34	Contractual Services	88,390	151,374	61,620	154,613	3,239	2.1%
001.55.524-030.40	Travel	9,683	25,300	5,713	24,000	(1,300)	(5.1)%
001.55.524-030.41	Communication Services	12,320	11,906	17,583	11,861	(45)	(0.4)%
001.55.524-030.42	Postage	6,077	12,500	3,909	17,500	5,000	40.0%
001.55.524-030.44	Rental & Leases	15,816	34,830	22,921	35,230	400	1.1%
001.55.524-030.46	Repair & Maintenance	1,460	11,500	7,026	7,500	(4,000)	(34.8)%
001.55.524-030.47	Printing & Binding	446	4,000	53	6,000	2,000	50.0%
001.55.524-030.49	Other Current Charges	29,752	60,000	33,189	35,000	(25,000)	(41.7)%
001.55.524-030.51	Office Supplies	8,854	10,000	6,531	10,000	0	—%
001.55.524-030.52	Operating Supplies	20,296	39,700	15,709	31,400	(8,300)	(20.9)%
001.55.524-030.54	Books, Subscription & Membership	10,810	9,664	3,891	11,434	1,770	18.3%
001.55.524-030.55	Training	10,619	17,500	6,914	20,000	2,500	14.3%
	Operating Expenses Total	**278,862**	**553,274**	**230,327**	**599,538**	**46,264**	**8.4%**
Capital Expenses							
001.55.524-060.64	Machinery & Equipment	3,352	14,000	11,294	10,000	(4,000)	(28.6)%
	Capital Expenses Total	**3,352**	**14,000**	**11,294**	**10,000**	**(4,000)**	**(28.6)%**
	Total	**1,052,092**	**1,437,252**	**889,176**	**1,433,357**	**(3,895)**	**(0.3)%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
001.55.524-030.31	Attorney Fees for Foreclosures	50,000
001.55.524-030.31	Attorney for Land Use	35,000
001.55.524-030.31	Attorney for Planning Board	15,000
001.55.524-030.31	North Central Florida Regional Planning Council	25,000
001.55.524-030.31	Surveying of Parcels	75,000
001.55.524-030.31	Traffic Analysis	35,000
	Operating Expense Professional Services Total	**235,000**
Operating Expense Contractual Services		
001.55.524-030.34	Clean Up of Overgrown Parcels	20,000
001.55.524-030.34	Code Enforcement Special Magistrate	10,000
001.55.524-030.34	Demolition of Hazardous Structures	40,000
001.55.524-030.34	Mobility Cost	75,000
001.55.524-030.34	New World Software Maintenance	5,613
001.55.524-030.34	VUSPEX Virtual Inspection Program	4,000
	Operating Expense Contractual Services Total	**154,613**
Operating Expense Travel		
001.55.524-030.40	BOAF Conference (BPS)	4,000
001.55.524-030.40	BOAF Permit Tech Conference (BPS)	3,000
001.55.524-030.40	Florida APA 26	4,000
001.55.524-030.40	Florida Association of Code Enforcement	4,500
001.55.524-030.40	Florida Floodplain Managers Association	4,000
001.55.524-030.40	International Code Council Annual Conference	2,500
001.55.524-030.40	Planning and Zoning Board	2,000
	Operating Expense Travel Total	**24,000**
Operating Expense Communication Services		
001.55.524-030.41	AT&T Mobility	5,600
001.55.524-030.41	Comcast Business	5,076
001.55.524-030.41	Dept of Management Services	750
001.55.524-030.41	Verizon	435
	Operating Expense Communication Services Total	**11,861**
Operating Expense Postage		
001.55.524-030.42	Building (BPS)	500
001.55.524-030.42	Business Tax Receipt Mailings	3,000
001.55.524-030.42	Code Enforcement Mailings	4,000

Expenditure Detail

		FY 2027
001.55.524-030.42	Planning and Zoning Mailings	10,000
	Operating Expense Postage Total	**17,500**
Operating Expense Rental & Leases		
001.55.524-030.44	Enterprise Vehicles	31,930
001.55.524-030.44	Konica	3,300
	Operating Expense Rental & Leases Total	**35,230**
Operating Expense Repair & Maintenance		
001.55.524-030.46	Office - General Maintenance	2,500
001.55.524-030.46	Vehicle Maintenance	2,500
001.55.524-030.46	Vehicle Maintenance (BPS)	2,500
	Operating Expense Repair & Maintenance Total	**7,500**
Operating Expense Printing & Binding		
001.55.524-030.47	BTR	1,000
001.55.524-030.47	Code Enforcement	1,000
001.55.524-030.47	Permitting (BPS)	2,000
001.55.524-030.47	Planning and Zoning	2,000
	Operating Expense Printing & Binding Total	**6,000**
Operating Expense Other Current Charges		
001.55.524-030.49	Clerk of Courts Recording Fees	5,000
001.55.524-030.49	Lake City Reporter - Annexation/Planning & Zoning	30,000
	Operating Expense Other Current Charges Total	**35,000**
Operating Expense Office Supplies		
001.55.524-030.51	Office Supplies	5,000
001.55.524-030.51	Office Supplies (BPS)	5,000
	Operating Expense Office Supplies Total	**10,000**
Operating Expense Operating Supplies		
001.55.524-030.52	Computers and Dual Monitors (Codes)	4,000
001.55.524-030.52	General Supplies	10,000
001.55.524-030.52	General Supplies (BPS)	10,000
001.55.524-030.52	Kiosk Computer & Stand	500
001.55.524-030.52	Kiosk Computer & Stand (BPS)	2,000
001.55.524-030.52	Tools & Equipment (BPS)	2,500
001.55.524-030.52	Uniforms	1,200

Expenditure Detail

		FY 2027
001.55.524-030.52	Uniforms (BPS)	1,200
	Operating Expense Operating Supplies Total	**31,400**
Operating Expense Books, Subscription & Membership		
001.55.524-030.54	American Association of Code Enforcement	100
001.55.524-030.54	American Planning Association	1,000
001.55.524-030.54	Books	500
001.55.524-030.54	Building Official Association of Florida Dues	600
001.55.524-030.54	Columbia Builders Association	555
001.55.524-030.54	Florida Association of Code Enforcement	500
001.55.524-030.54	Florida Flood Plain Association	150
001.55.524-030.54	Florida ICC Subscription - FBC (BPS)	900
001.55.524-030.54	ICC Dues	400
001.55.524-030.54	International Economic Development Council	770
001.55.524-030.54	Mail Chimp	800
001.55.524-030.54	NFPA	700
001.55.524-030.54	North Central Florida Planning Council Membership	4,300
001.55.524-030.54	Project Management Institute	159
	Operating Expense Books, Subscription & Membership Total	**11,434**
Operating Expense Training		
001.55.524-030.55	BOAF Conference	1,500
001.55.524-030.55	BOAF Permit Tech Conference	1,000
001.55.524-030.55	Customer Service Training	1,000
001.55.524-030.55	FACE Conference	1,950
001.55.524-030.55	FL APA Conference 27	1,800
001.55.524-030.55	Florida Floodplain Managers Conference	1,000
001.55.524-030.55	International Code Council Annual Conference	750
001.55.524-030.55	Training and CEU's for Building Inspectors & Techs (BPS)	5,000
001.55.524-030.55	Training and CEU's for Code Enforcement	3,000
001.55.524-030.55	Training and CEU's for Planning Department	3,000
	Operating Expense Training Total	**20,000**
Capital Outlay Machinery & Equipment		
001.55.524-060.64	Mobile Radios - Codes Enforcement & Storm	10,000
	Capital Outlay Machinery & Equipment Total	**10,000**
	Total	**609,538**

Department Positions

Account	Position	FY 2026	FY 2027
Growth Management			
	Building Inspector	1	1
	Code Enforcement Officer	2	2
	Director of Growth Management	1	1
	Permits Technicians	2	2
	Planning Technician	1	1
	Planner II	1	1
	Total	**8**	**8**

Department Vehicle Schedule

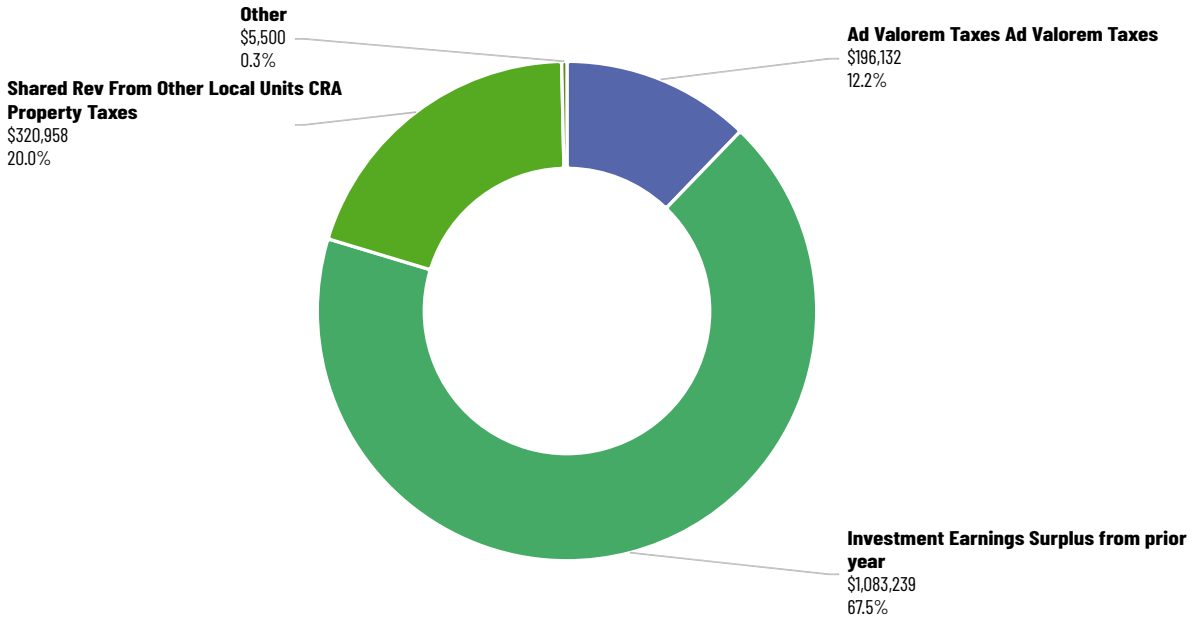
			Mileage	Replacement Cost	Lease/Own
1	2019	FORD F-150 PU	24,249	50,000	
2	2026	CHEVROLET SILVERADO 1500	217	45,000	
3	2026	CHEVROLET SILVERADO 1500	156	45,000	
4	2024	CHEVROLET SILVERADO 1500	6,826	45,000	
		Total		**185,000**	

CITY OF LAKE CITY

Florida's Gateway Est. 1859

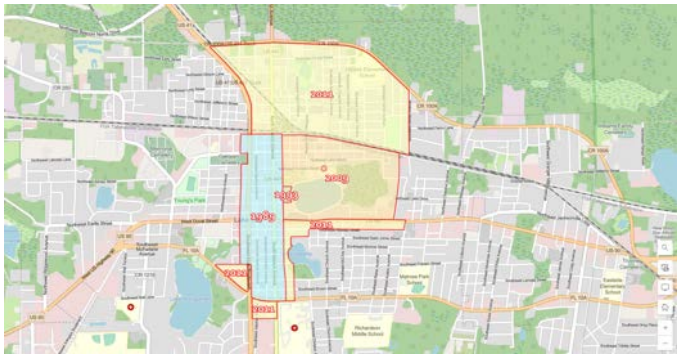
Community Redevelopment Agency

		FY 2026	FY 2027	Difference	% Change
Community Redevelopment Agency					
103-311.00	Ad Valorem Taxes Ad Valorem Taxes	185,764	196,132	10,368	5.6%
103-338.10	Shared Rev From Other Local Units CRA Property Taxes	296,275	320,958	24,683	8.3%
103-347.20.03	Culture/Recreation Parks & Recreation Park & Building	2,000	5,500	3,500	175.0%
103-390.00	Investment Earnings Surplus from prior year	491,050	1,083,239	592,189	120.6%
	Community Redevelopment Agency Total	**975,089**	**1,605,829**	**630,740**	**64.7%**



		FY 2026	FY 2027	Difference	% Change
40	CRA	975,089	1,605,829	630,740	64.7%
	Total	**975,089**	**1,605,829**	**630,740**	**64.7%**

CRA



CRA Boundary Districts

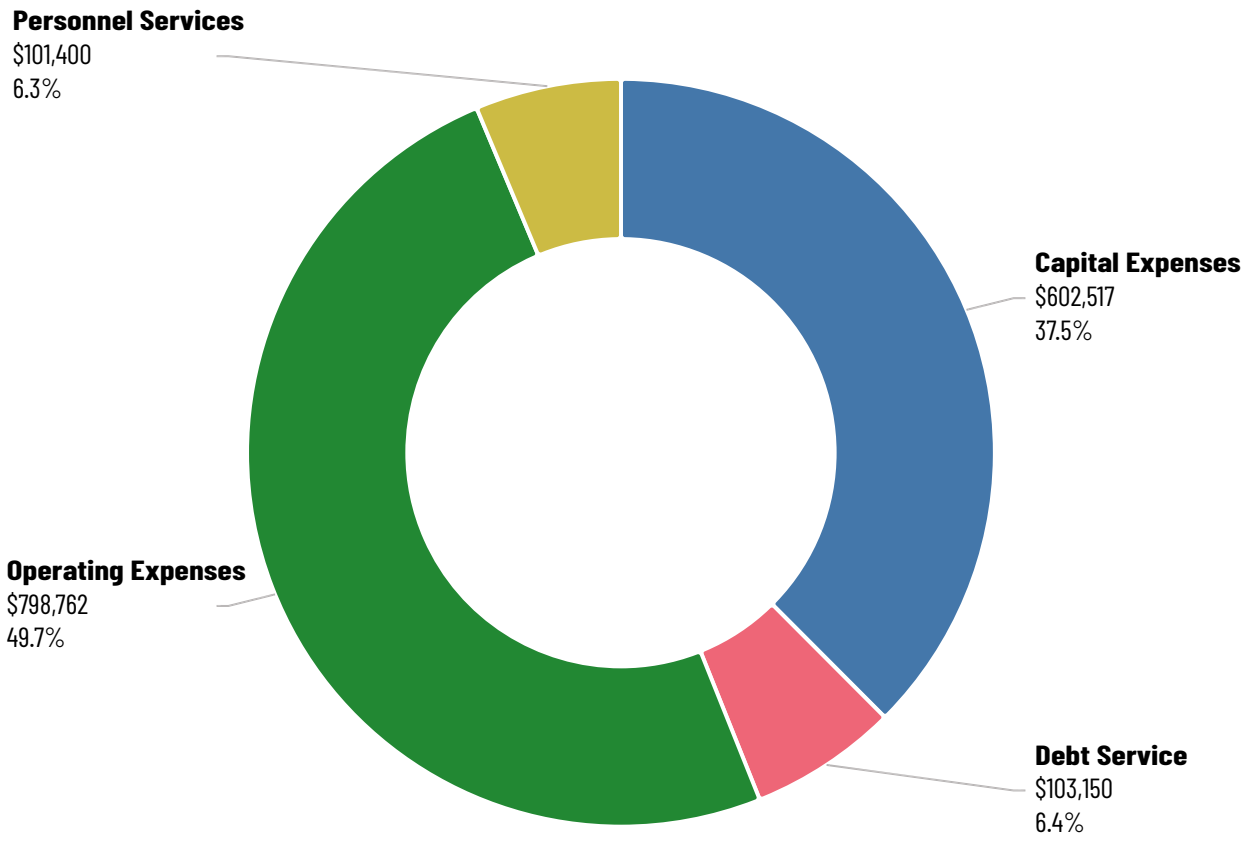
Under Florida law (Chapter 163, Part III), local governments are able to designate areas as Community Redevelopment Areas when certain conditions exist. Since all the monies used in financing CRA activities are locally generated, CRAs are not overseen by the state, but redevelopment plans must be consistent with local government comprehensive plans. Examples of conditions that can support the creation of a Community Redevelopment Area include, but are not limited to: the presence of substandard or inadequate structures, a shortage of affordable housing, inadequate infrastructure, insufficient roadways, and inadequate parking. To document that the required conditions exist, the local government must survey the proposed redevelopment area and prepare a Finding of Necessity. If the Finding of Necessity determines that the required conditions exist, the local government may create a Community Redevelopment Area to provide the tools needed to foster and support redevelopment of the targeted area.

Wilson Park

Community Redevelopment Agency (CRA) refers to a public entity created by a city or county to implement the community redevelopment activities outlined under the Community Redevelopment Act which was enacted in 1969 (Chapter 163, Part III, Florida Statutes). The CRA is established by the local government and functions within that local government. The City of Lake City established the Community Redevelopment Agency (CRA) in 1981 to create an area in which the Central Business District would evolve into a more dynamic office, service, financial, entertainment, residential and governmental area.

Sallie Mae Jerry Park

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
103.40.559-010.12	Salary	0	0	0	47,180	47,180	100.0%
103.40.559-010.21	FICA	0	0	0	3,609	3,609	100.0%
103.40.559-010.22	Retirement Contributions	0	0	0	6,611	6,611	100.0%
103.40.559-010.23	Life, Health & Disability	0	0	0	43,948	43,948	100.0%
103.40.559-010.24	Workers Compensation	0	0	0	52	52	100.0%
	Personnel Services Total	**0**	**0**	**0**	**101,400**	**101,400**	**100.0%**
Operating Expenses							
103.40.559-030.31	Professional Services	68,250	83,000	96,040	83,000	0	—%
103.40.559-030.32	Accounting & Auditing	5,000	5,000	5,500	6,000	1,000	20.0%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
103.40.559-030.34	Contractual Services	2,358	7,798	5,722	7,108	(690)	(8.8)%
103.40.559-030.40	Travel	0	5,500	0	5,500	0	—%
103.40.559-030.41	Communication Services	4,618	4,896	4,807	4,896	0	—%
103.40.559-030.43	Utility Services	8,535	9,600	8,132	10,275	675	7.0%
103.40.559-030.45	Insurance	24,717	29,422	17,051	13,983	(15,439)	(52.5)%
103.40.559-030.46	Repair & Maintenance	6,771	34,500	0	34,500	0	—%
103.40.559-030.47	Printing & Binding	0	700	668	700	0	—%
103.40.559-030.49	Other Current Charges	594	100,000	51,518	600,000	500,000	500.0%
103.40.559-030.52	Operating Supplies	14,782	31,000	12,432	31,000	0	—%
103.40.559-030.54	Books, Subscription & Membership	0	700	620	700	0	—%
103.40.559-030.55	Training	0	1,100	0	1,100	0	—%
	Operating Expenses Total	**135,625**	**313,216**	**202,490**	**798,762**	**485,546**	**155.0%**
Capital Expenses							
103.40.559-060.61	Land	0	0	26,340	0	0	—%
103.40.559-060.63	Infrastructure	0	558,723	27,900	602,517	43,794	7.8%
	Capital Expenses Total	**0**	**558,723**	**54,240**	**602,517**	**43,794**	**7.8%**
Debt Service							
103.40.559-070.71	Principal	93,051	94,734	94,734	96,447	1,713	1.8%
103.40.559-070.72	Interest	10,098	8,416	6,968	6,703	(1,713)	(20.4)%
	Debt Service Total	**103,149**	**103,150**	**101,702**	**103,150**	**0**	**—%**
	Total	**238,775**	**975,089**	**358,432**	**1,605,829**	**630,740**	**64.7%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
103.40.559-030.31	CRA Plan Update, 2nd Half of Contract	83,000
	Operating Expense Professional Services Total	**83,000**
Operating Expense Accounting & Auditing		
103.40.559-030.32	Audit	6,000
	Operating Expense Accounting & Auditing Total	**6,000**
Operating Expense Contractual Services		
103.40.559-030.34	MCA Camera Licenses	3,300
103.40.559-030.34	New World Software Maintenance	3,808
	Operating Expense Contractual Services Total	**7,108**
Operating Expense Travel		
103.40.559-030.40	Travel to CRA training	5,500
	Operating Expense Travel Total	**5,500**
Operating Expense Communication Services		
103.40.559-030.41	Comcast Business	4,896
	Operating Expense Communication Services Total	**4,896**
Operating Expense Utility Services		
103.40.559-030.43	Florida Power & Light	1,000
103.40.559-030.43	Water Sewer Utility	9,275
	Operating Expense Utility Services Total	**10,275**
Operating Expense Insurance		
103.40.559-030.45	Property Insurance	13,983
	Operating Expense Insurance Total	**13,983**
Operating Expense Repair & Maintenance		
103.40.559-030.46	HVAC Maintenance	300
103.40.559-030.46	Misc Repairs & Maintenance	27,200
103.40.559-030.46	Olustee Park Gazebo Repair	7,000
	Operating Expense Repair & Maintenance Total	**34,500**
Operating Expense Printing & Binding		
103.40.559-030.47	CRA Annual Report	700
	Operating Expense Printing & Binding Total	**700**

Expenditure Detail

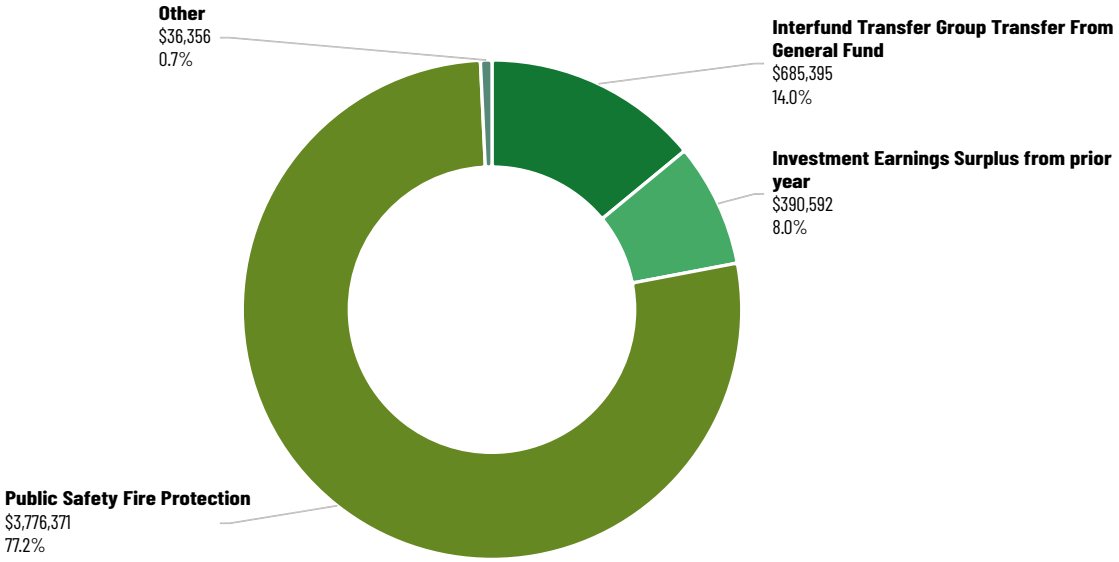
		FY 2027
Operating Expense Other Current Charges		
103.40.559-030.49	CRA Facade Grant	600,000
	Operating Expense Other Current Charges Total	**600,000**
Operating Expense Operating Supplies		
103.40.559-030.52	Operating Supplies	25,000
103.40.559-030.52	Upgrade Park Camera	6,000
	Operating Expense Operating Supplies Total	**31,000**
Operating Expense Books, Subscription & Membership		
103.40.559-030.54	FL Redevelopment Assoc. Annual Membership	700
	Operating Expense Books, Subscription & Membership Total	**700**
Operating Expense Training		
103.40.559-030.55	FRA Annual Conference, CRA Board Member Training	1,100
	Operating Expense Training Total	**1,100**
Capital Outlay Infrastructure		
103.40.559-060.63	Undesiginated Projects	602,517
	Capital Outlay Infrastructure Total	**602,517**
Debt Service Principal		
103.40.559-070.71	CRA Redevelopment Loan - First Federal	96,447
	Debt Service Principal Total	**96,447**
Debt Service Interest		
103.40.559-070.72	CRA Redevelopment Loan - First Federal	6,703
	Debt Service Interest Total	**6,703**
	Total	**1,504,429**

CITY OF LAKE CITY

Florida's Gateway Est. 1859

Fire Special Assessment

		FY 2026	FY 2027	Difference	% Change
Fire Special Assessment					
110-342.20	Public Safety Fire Protection	3,776,371	3,776,371	0	—%
110-342.50	Public Safety Protective Inspection Fee	3,157	3,500	343	10.9%
110-361.10	Interest & Other Earnings Interest	19,856	30,856	11,000	55.4%
110-369.90	Other Misc Revenue Revenue	1,750	2,000	250	14.3%
110-381.00.01	Interfund Transfer Group Transfer From General Fund	685,395	685,395	0	—%
110-390.00	Investment Earnings Surplus from prior year	0	390,592	390,592	100.0%
	Fire Special Assessment Total	**4,486,529**	**4,888,714**	**402,185**	**9.0%**



		FY 2026	FY 2027	Difference	% Change
50	Fire	4,486,529	4,888,714	402,185	9.0%
	Total	**4,486,529**	**4,888,714**	**402,185**	**9.0%**

Fire

Josh Wehinger, Fire Chief

Accomplishments:

The results of the ISO study significantly improved our standing, reducing our rating to a Class 2 department and placing us among the top 3% of fire departments nationwide. The department successfully operated within its allocated budget for another consecutive year, with the addition of personnel contributing to improved staffing levels and allowing us to maintain—and remain well below—our overtime budget. Our public education and community awareness programs continued to play a vital role in strengthening community relationships and promoting safety. We expanded our efforts by installing smoke alarms for residents lacking operable units and continued delivering fire extinguisher safety and usage training across office buildings, hotels, and apartment complexes throughout the city. The establishment of a dedicated training position enabled personnel to attend in-house courses at a reduced cost, enhancing skill development and professional growth while maintaining high standards of service. Additionally, the department is in the final stages of licensing to begin providing Advanced Life Support (ALS) patient care from one of our apparatuses, further advancing the level of care we deliver to our community.

Goals: The department's goals for the upcoming fiscal year are to maintain operations within the approved budget while improving efficiency, support staffing levels to minimize overtime and enhance response capabilities, expand community education and fire prevention efforts, strengthen personnel skills through increased in-house training opportunities, and implement Advanced Life Support (ALS) services to elevate patient care. We also intend to seek appropriation and other funding to replace one of our current front line fire engines, as these engines are over 10 years old and have become a maintenance budget burden.

Objectives:

- Maintain an ISO Class 2 rating by meeting all evaluation criteria throughout the fiscal year.
- Operate within 100% of the approved budget while achieving 3–5% in cost savings by year-end .
- Maintain minimum staffing on 100% of shifts and keep overtime at or below budgeted level.
- Complete full implementation of Advanced Life Support (ALS) services on at least one apparatus by the end of the fiscal year.

- Educate and train 90% of personnel to meet or exceed annual training requirements, ensuring the highest level of fire and life safety service delivery.
- Expand community education and smoke alarm programs by increasing outreach events by 10% and installing smoke alarms in at least 100 residences.
- Secure at least one grant award during the fiscal year to support department operations, equipment, or training needs.
- Provide a minimum of 4 in-house training opportunities to reduce costs and improve personnel development.
- Evaluate the potential surplus sale of one fire engine, along with seeking appropriation funding to support the acquisition of a new apparatus. The goal is to improve service coverage, enhance reliability, and reduce long-term maintenance costs through strategic fleet replacement.
- Meet or exceed response time benchmarks on 90% of emergency calls to ensure efficient service delivery.

Fire Overview:

The Lake City Fire Department (LCFD) has proudly served the community for 142 years, evolving from a volunteer department, founded in 1883, behind a local bakery to a two-station, 30-person career department. Throughout its history, the department has faced challenges, including the loss of personnel, but has consistently demonstrated resilience and dedication to providing high-quality fire and life safety services. Major milestones, such as the acquisition of the new Tower 1, the department's most significant apparatus purchase since 1923—highlight LCFD's ongoing commitment to modernization and preparedness. With the city's growth and the addition of full-time personnel, the department has maintained safe staffing levels, reduced overtime demands, and solidified its ISO rating. In 2025, LCFD responded to 2,560 emergency calls, averaging 214 calls per month, a 13% increase over the previous year. Notable responses included 36 building fires (a 111% increase from 2024), 301 motor vehicle accidents, and assistance to Columbia County Fire 31 times.

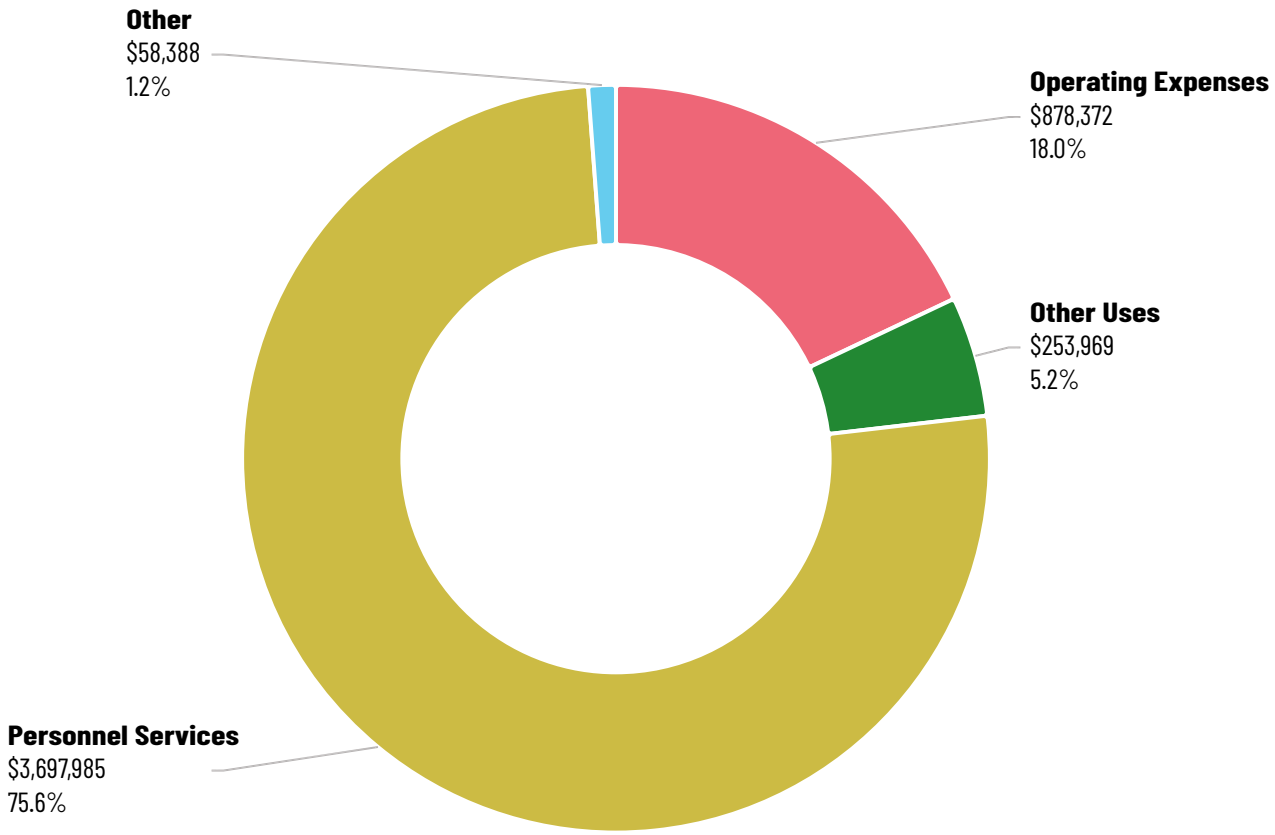
Community Outreach – Extinguishing Training

Training remains a top priority to ensure personnel can provide the safest and most effective service. Each member is required to complete 240 hours annually, totaling 8,310 hours for the department in 2025, including quarterly live fire training sessions conducted at the Florida Gateway College Public Safety campus. While live fire training can increase overtime, recent budget adjustments have ensured staffing and training requirements are met safely.

Looking forward, LCFD is planning for continued growth to meet the needs of the expanding community and Gateway Airport. Future initiatives include additional stations, increased personnel, enhanced training, and continued development of apparatus and resources to ensure the department remains ready for any emergency. With strong partnerships with the City Administration and a dedicated team, the Lake City Fire Department is well-positioned to continue providing excellent service for generations to come.

Cedar Park Structure Fire

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
110.50.522-010.12	Salary	1,780,068	2,035,979	1,717,887	2,274,125	238,146	11.7%
110.50.522-010.14	Overtime	76,309	160,000	85,527	160,000	0	—%
110.50.522-010.15	Special Pay Incentive	21,785	21,701	16,947	19,101	(2,600)	(12.0)%
110.50.522-010.21	FICA	137,904	164,388	133,477	181,904	17,516	10.7%
110.50.522-010.22	Retirement Contributions	284,626	321,795	295,034	403,486	81,691	25.4%
110.50.522-010.23	Life, Health & Disability	316,493	558,484	329,102	565,895	7,411	1.3%
110.50.522-010.24	Workers Compensation	123,496	82,862	71,153	93,474	10,612	12.8%
	Personnel Services Total	**2,740,681**	**3,345,209**	**2,649,128**	**3,697,985**	**352,776**	**10.5%**

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Operating Expenses							
110.50.522-030.31	Professional Services	53,353	24,194	14,838	65,278	41,084	169.8%
110.50.522-030.32	Accounting & Auditing	4,498	5,000	4,392	5,000	0	—%
110.50.522-030.34	Contractual Services	137,494	159,803	139,958	162,672	2,869	1.8%
110.50.522-030.40	Travel	8,998	12,000	7,222	12,000	0	—%
110.50.522-030.41	Communication Services	28,191	32,215	22,941	29,155	(3,060)	(9.5)%
110.50.522-030.42	Postage	673	1,000	983	1,000	0	—%
110.50.522-030.43	Utility Services	62,087	66,000	56,773	72,000	6,000	9.1%
110.50.522-030.44	Rental & Leases	49,790	45,615	42,208	46,275	660	1.4%
110.50.522-030.45	Insurance	64,060	80,455	49,401	66,339	(14,116)	(17.5)%
110.50.522-030.46	Repair & Maintenance	120,892	145,008	105,634	142,682	(2,326)	(1.6)%
110.50.522-030.47	Printing & Binding	119	250	37	250	0	—%
110.50.522-030.48	Promotional Activities	1,146	5,000	1,798	5,000	0	—%
110.50.522-030.49	Other Current Charges	92,055	92,051	116,867	92,038	(13)	(0.0)%
110.50.522-030.51	Office Supplies	999	1,500	416	1,500	0	—%
110.50.522-030.52	Operating Supplies	96,675	116,040	89,384	116,040	0	—%
110.50.522-030.54	Books, Subscription & Membership	7,234	10,187	5,987	10,392	205	2.0%
110.50.522-030.55	Training	34,292	41,145	33,899	50,751	9,606	23.3%
	Operating Expenses Total	**762,555**	**837,463**	**692,738**	**878,372**	**40,909**	**4.9%**
Capital Expenses							
110.50.522-060.64	Machinery & Equipment	2,394,356	49,888	68,073	58,388	8,500	17.0%
	Capital Expenses Total	**2,394,356**	**49,888**	**68,073**	**58,388**	**8,500**	**17.0%**
Other Uses							
110.50.522-090.91.12	Intragovernmental Transfers	253,968	253,969	180,573	253,969	0	—%
	Other Uses Total	**253,968**	**253,969**	**180,573**	**253,969**	**0**	**—%**
	Total	**6,151,560**	**4,486,529**	**3,590,512**	**4,888,714**	**402,185**	**9.0%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
110.50.522-030.31	Fire Assessment Study	40,000
110.50.522-030.31	Legal Fees- Fire Assessment	6,000
110.50.522-030.31	NFPA FF Tech Medical Exams	19,278
	Operating Expense Professional Services Total	**65,278**
Operating Expense Accounting & Auditing		
110.50.522-030.32	Audit	5,000
	Operating Expense Accounting & Auditing Total	**5,000**
Operating Expense Contractual Services		
110.50.522-030.34	Annual Radio Subscriber Access (CC BCC)	6,038
110.50.522-030.34	Dispatch Services/year 3	100,000
110.50.522-030.34	Generator Maintenance Contract Station 2	500
110.50.522-030.34	HVAC Maintenance Contract Station 2	300
110.50.522-030.34	Medical-EMS Services/Dr.Redfield	30,000
110.50.522-030.34	Mowrey Elevator Maintenance Contract	1,650
110.50.522-030.34	New World Software Maintenance	17,519
110.50.522-030.34	Ring Power Generator Maintenance Contract	4,025
110.50.522-030.34	Trane Maintenance Contract	2,640
	Operating Expense Contractual Services Total	**162,672**
Operating Expense Travel		
110.50.522-030.40	Various Seminars/Classes	12,000
	Operating Expense Travel Total	**12,000**
Operating Expense Communication Services		
110.50.522-030.41	AT&T Mobility	6,600
110.50.522-030.41	Comcast Business	11,880
110.50.522-030.41	Comcast Station 1 & 2	4,248
110.50.522-030.41	Dept of Management Services	1,900
110.50.522-030.41	Verizon	4,075
110.50.522-030.41	Verizon/Station 2	452
	Operating Expense Communication Services Total	**29,155**
Operating Expense Postage		
110.50.522-030.42	Postage	1,000
	Operating Expense Postage Total	**1,000**

Expenditure Detail

		FY 2027
Operating Expense Utility Services		
110.50.522-030.43	Florida Power & Light	39,967
110.50.522-030.43	Florida Power & Light - Station 2	12,833
110.50.522-030.43	Water Sewer Utility	9,600
110.50.522-030.43	Water Sewer Utility - Station 2	9,600
	Operating Expense Utility Services Total	**72,000**
Operating Expense Rental & Leases		
110.50.522-030.44	Konica Lease	1,050
110.50.522-030.44	Vehicle Leases	45,225
	Operating Expense Rental & Leases Total	**46,275**
Operating Expense Insurance		
110.50.522-030.45	Old Engine	2,000
110.50.522-030.45	Property Insurance	64,339
	Operating Expense Insurance Total	**66,339**
Operating Expense Repair & Maintenance		
110.50.522-030.46	Air Compressor SCBA Maintenance	2,700
110.50.522-030.46	Annual Fire Alarm Testing/Inspection/Public Safety Building	500
110.50.522-030.46	Annual Fire Alarm Testing/Inspection/Station 2	1,000
110.50.522-030.46	Annual SCBA Flow Testing/Mask Fitting	4,330
110.50.522-030.46	Annual Service-Extrication Equipment	5,000
110.50.522-030.46	Apparatus & Portable Equipment Maintenance	50,000
110.50.522-030.46	Apparatus Fire Pump Testing	1,700
110.50.522-030.46	BDA/DAS System for Public Safety Building	2,000
110.50.522-030.46	Carpet/Floor/Grout Cleaning	1,250
110.50.522-030.46	Domestic Backflow Testing/Public Safety Building	100
110.50.522-030.46	Domestic Backflow Testing/Station 2	200
110.50.522-030.46	E-Dispatch.com	1,650
110.50.522-030.46	Fire Extinguisher Service (vehicles/racks)	250
110.50.522-030.46	Fire Extinguisher Service /Public Safety Bldg	200
110.50.522-030.46	Fire Extinguisher Service/Station 2	400
110.50.522-030.46	Fire Hose Testing & Ground Ladder Testing	4,200
110.50.522-030.46	Fire Sprinkler Maintenance & Testing/Punlic Safety Building	300
110.50.522-030.46	Fire Sprinkler Maintenance & Testing/Station 2	600
110.50.522-030.46	Fire Suppression Inspection-FM200	1,200
110.50.522-030.46	Firehouse Software Maintenance /ESO	14,245

Expenditure Detail

		FY 2027
110.50.522-030.46	Ladder Testing/Aerial	2,000
110.50.522-030.46	Motorola Post Warranty Maintenance Plan/Year 7	10,273
110.50.522-030.46	Pest Control/Public Safety Building	90
110.50.522-030.46	Pest Control/Station 2	144
110.50.522-030.46	Public Safety Building Miscellaneous Repairs	17,500
110.50.522-030.46	Server Maintenance	1,500
110.50.522-030.46	Smart API	2,500
110.50.522-030.46	Smart Cop ProQA Interface Maintenance	800
110.50.522-030.46	Station 2 Miscellaneous Building Repairs	12,000
110.50.522-030.46	Vehicle Lease Maintenance	2,950
110.50.522-030.46	Weather Monitoring Maintenance Support	1,100
	Operating Expense Repair & Maintenance Total	**142,682**
Operating Expense Printing & Binding		
110.50.522-030.47	Printing & Binding	250
	Operating Expense Printing & Binding Total	**250**
Operating Expense Promotional Activities		
110.50.522-030.48	Promotional Activities & Ceremonies	5,000
	Operating Expense Promotional Activities Total	**5,000**
Operating Expense Other Current Charges		
110.50.522-030.49	Elevator License Renewal	38
110.50.522-030.49	Fire Assessment Notification Mailing	32,000
110.50.522-030.49	Special Assessment Collection Fee to County	60,000
	Operating Expense Other Current Charges Total	**92,038**
Operating Expense Office Supplies		
110.50.522-030.51	Office Supplies	1,500
	Operating Expense Office Supplies Total	**1,500**
Operating Expense Operating Supplies		
110.50.522-030.52	Class A Uniforms	3,150
110.50.522-030.52	Clothing Allowance	19,800
110.50.522-030.52	Fire Clothing Items	8,500
110.50.522-030.52	Fire Hose 5"	5,500
110.50.522-030.52	Fuel	40,000
110.50.522-030.52	Promotional Exams	1,500
110.50.522-030.52	Safety Boots	2,970
110.50.522-030.52	Supplies-Miscellaneous	15,000

Expenditure Detail

		FY 2027
110.50.522-030.52	Tech Rescue Items	3,000
110.50.522-030.52	Tools & Equipment	5,000
110.50.522-030.52	Uniform Pants	4,635
110.50.522-030.52	Uniform Shirts	4,635
110.50.522-030.52	Washing Machine Dosing Pump (Station 2)	2,350
	Operating Expense Operating Supplies Total	**116,040**
Operating Expense Books, Subscription & Membership		
110.50.522-030.54	Continuing Education Books	1,200
110.50.522-030.54	FFCA Membership	250
110.50.522-030.54	Florida Fire Inspectors Association Membership	300
110.50.522-030.54	Gym Membership	5,940
110.50.522-030.54	National Fire Code Subscription	1,552
110.50.522-030.54	NFPA Membership	250
110.50.522-030.54	Rotary Membership	900
	Operating Expense Books, Subscription & Membership Total	**10,392**
Operating Expense Training		
110.50.522-030.55	Continuing Education Classes	20,000
110.50.522-030.55	Firefighter Sponsorship	20,000
110.50.522-030.55	Target Solutions Training Module	10,751
	Operating Expense Training Total	**50,751**
Capital Outlay Machinery & Equipment		
110.50.522-060.64	Computers/Laptops	14,888
110.50.522-060.64	Fire Gear Sets	15,000
110.50.522-060.64	Portable Radio Maintenance & Repairs	28,500
	Capital Outlay Machinery & Equipment Total	**58,388**
Other Uses Intragovernmental Transfers Debt Service		
110.50.522-090.91.12	2019 Sales Tax Bond	196,989
110.50.522-090.91.12	Motorola Lease #1	56,980
	Other Uses Intragovernmental Transfers Debt Service Total	**253,969**
	Total	**1,190,729**

Department Positions

Account	Position	FY 2026	FY 2027
Fire			
110.50.522	Administrative Assistant	1	1
	Assistant Fire Chief	1	1
	Fire Chief	1	1
	Fire Driver/Engineers	6	6
	Fire Lieutenants	3	3
	Firefighter/EMT	21	18
	Training Officer PT	1	1
	Fire Captains	0	3
	Total	34	34
	Total	**68**	**68**

Department Vehicle Schedule

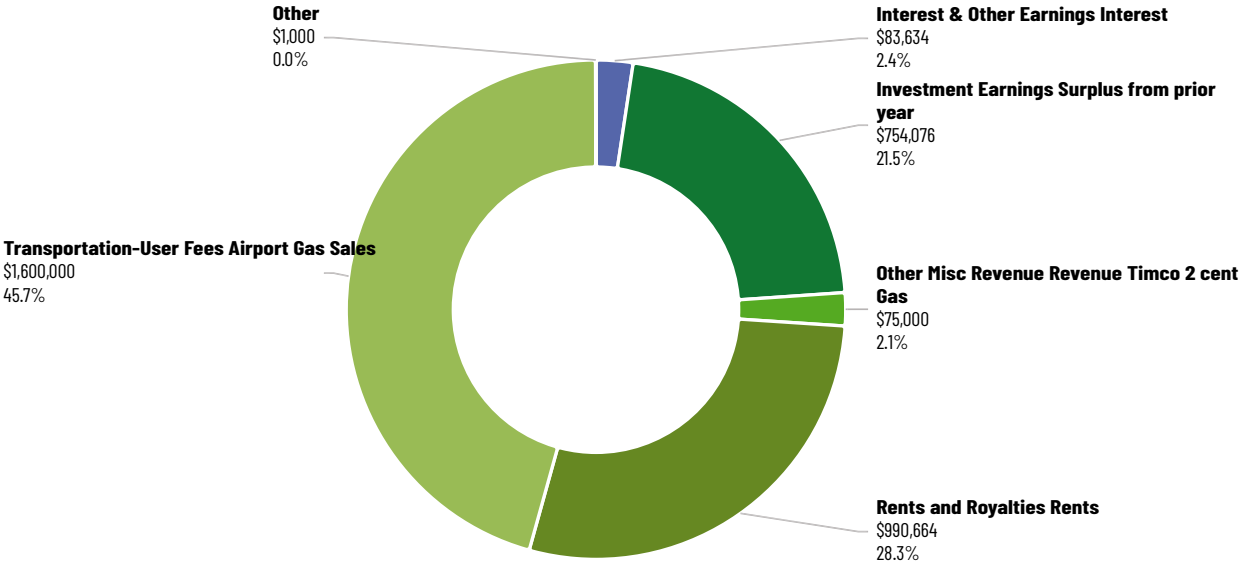
			Mileage	Replacement Cost	Lease/Own
1	2024	Ford Expedition	12,021	72,000	
2	2024	Ford Expedition	7,635	72,000	
3	2025	Chevy 2500 Pickup	3,835	60,000	
4	2013	E-ONE TYPHOON	80,420	800,000	
5	2011	E-ONE TYPHOON	74,029	800,000	
6	2022	FORD F-550	19,761	100,000	
7	2006	KENWORTH T300	59,966	140,000	
8	1926	AMERICAN LAFRANCE		700,000	
9	2006	E-ONE AERIAL	54,088	1,500,000	
10	2024	Sutphen SPH100	4,726	2,100,000	
		Total		**6,344,000**	

CITY OF LAKE CITY

Florida's Gateway Est. 1859

Airport

		FY 2026	FY 2027	Difference	% Change
Airport					
140-344.10	Transportation-User Fees Airport Gas Sales	1,460,327	1,600,000	139,673	9.6%
140-361.10	Interest & Other Earnings Interest	0	83,634	83,634	100.0%
140-362.00	Rents and Royalties Rents	961,810	990,664	28,854	3.0%
140-369.90	Other Misc Revenue Revenue	7,400	1,000	(6,400)	(86.5)%
140-369.90.03	Other Misc Revenue Revenue Timco 2 cent Gas	66,165	75,000	8,835	13.4%
140-390.00	Investment Earnings Surplus from prior year	533,359	754,076	220,717	41.4%
	Airport Total	**3,029,061**	**3,504,374**	**475,313**	**15.7%**



		FY 2026	FY 2027	Difference	% Change
60	Airport	3,029,061	3,504,374	475,313	15.7%
	Total	**3,029,061**	**3,504,374**	**475,313**	**15.7%**

Airport

Chad Gomes, Interim Airport Director

Accomplishments:

Over the past year, Lake City Gateway Airport achieved several significant milestones that strengthened operations, expanded revenue, and enhanced service capabilities. In addition to successfully securing Defense Logistics Agency contract, the North Hangar and Taxiway project was completed, improving both infrastructure and operational readiness. A new concessionaire agreement was negotiated with Enterprise Rent-A-Car, providing a 10% commission per vehicle. The budget revenue increased $500,000 over the previous year. The Airport also applied for and received a federal Infrastructure Investment and Jobs Act grant totaling $231,680, funded at 95% by the FAA, 4% by FDOT, and 1% by Lake City. Fuel sales reached a $1.2 million in April, and the USDA fixed-wing program manager received a five-star review. The Airport worked collaboratively with FDOT on a grant to initiate repair work on Taxiway Alpha with repair work in progess as well as successfully securing a 7,000-gallon refuel truck through the Federal Department of Emergency Management. The 4th Annual Bonanzas to Oshkosh event brought 40 aircraft and 70 visitors to the community, boosting the local economy through hotel stays, dining, and rental car use, and increasing fuel sales by an additional $8,000. Additionally, the airport established a new fuel testing lab and implemented enhanced procedures to meet strict DLA quality standards.

Goals:

The goals for Lake City Gateway Airport focus on strengthening its role in the region and supporting long-term economic growth. The Airport aims to become the preferred general aviation destination in Florida, offering high-quality services that attract pilots and travelers statewide. In addition, efforts are directed toward bringing in based tenants who will generate local jobs and revenue, further contributing to the community's economic vitality. The Airport also seeks to create site-ready accommodations that will support future business development and ensure continued expansion opportunities.

Objectives:

- Increase fuel storage capacity by 60K gallons.
- Attract new businesses that will invest in Lake City and strengthen the local economy.
- Develop a dual-purpose fire station with one side dedicated to serving the public and the other exclusively supporting aviation operations.
- Strengthen the region's aviation sector by expanding high-quality, sustainable employment opportunities.
- Increase hangar infrastructure to support growing aviation demand.
- Address and correct deficiencies along Taxiway "A."

Airport Overview:

Lake City Gateway Airport serves as a primary entry point for many travelers arriving in Florida. Each day, business owners and visitors from around the world pass through our facility, and we take pride in delivering true "Red Carpet Treatment" to every guest.Our team provides comprehensive aircraft services, including fueling and ground support. Rental vehicles are positioned directly at the aircraft for convenient loading and unloading of passengers and baggage. From the moment an aircraft parks on the ramp to the moment it departs, our line service staff ensures a seamless, five-star experience.

We support community growth by offering educational tours to youth groups and to anyone interested in learning more about our exceptional airport.

Our department is one of the most diverse in the city. Lake City Gateway Airport serves as a central hub for six agencies that provide critical first-responder services, including air medical transport, aerial firefighting, aerial law enforcement, and aerial forestry conservation. The airport also hosts an aircraft maintenance facility that supports approximately 650 jobs within our community.To learn more about Lake City Gateway Airport, visit the City's website at www.lcfla.com or contact us directly at 386-752-1066.

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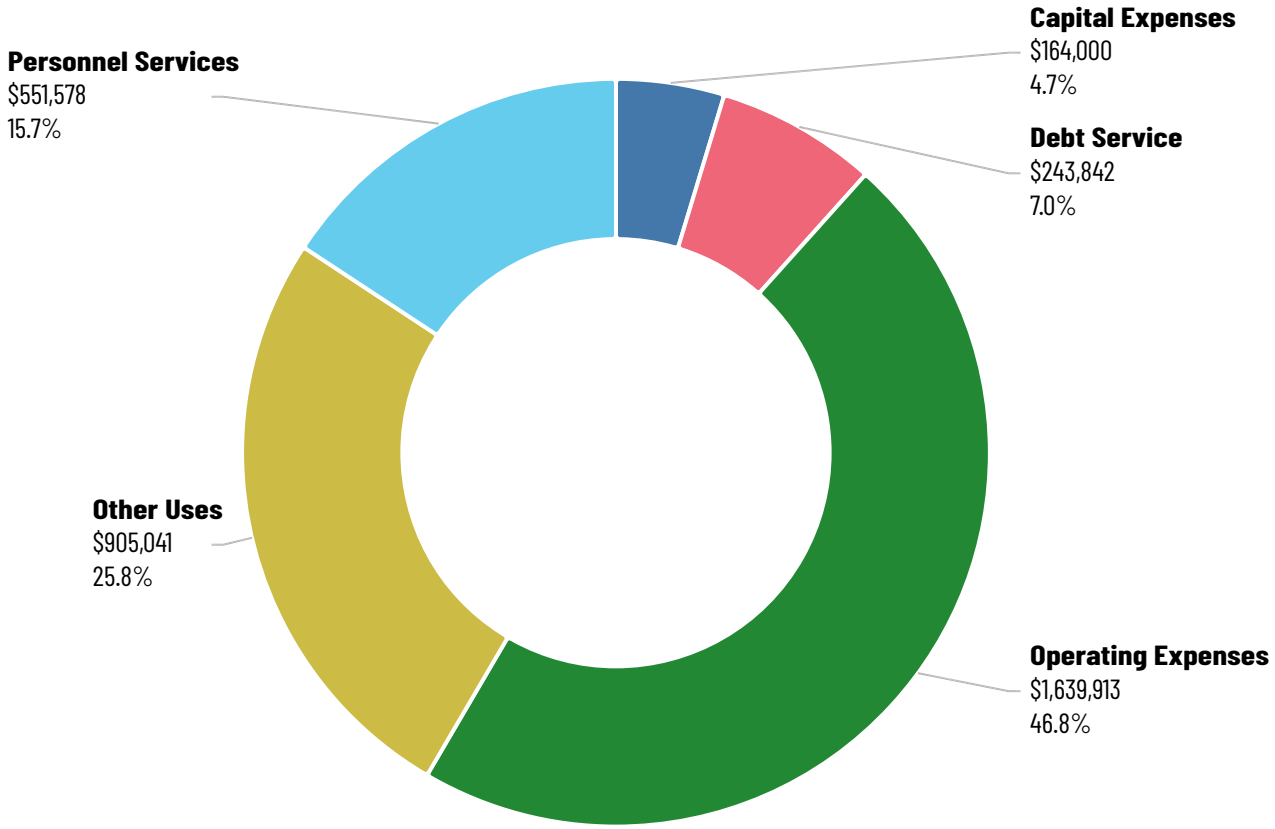
Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
140.60.542-010.12	Salary	357,557	437,158	351,434	403,839	(33,319)	(7.6)%
140.60.542-010.14	Overtime	9,004	10,000	14,358	10,000	0	—%
140.60.542-010.21	FICA	27,387	32,860	27,300	31,707	(1,153)	(3.5)%
140.60.542-010.22	Retirement Contributions	49,644	57,996	50,249	57,853	(143)	(0.2)%
140.60.542-010.23	Life, Health & Disability	22,976	108,197	28,029	40,710	(67,487)	(62.4)%
140.60.542-010.24	Workers Compensation	10,729	7,750	5,327	6,839	(911)	(11.8)%
140.60.542-010.25	Unemployment Compensation	0	0	293	630	630	100.0%
	Personnel Services Total	**477,296**	**653,961**	**476,990**	**551,578**	**(102,383)**	**(15.7)%**

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Operating Expenses							
140.60.542-030.31	Professional Services	17,376	100,000	21,097	50,000	(50,000)	(50.0)%
140.60.542-030.32	Accounting & Auditing	3,352	3,500	3,156	3,500	0	—%
140.60.542-030.34	Contractual Services	35,861	105,978	56,721	136,836	30,858	29.1%
140.60.542-030.40	Travel	3,044	4,000	2,375	8,000	4,000	100.0%
140.60.542-030.41	Communication Services	16,572	17,223	14,915	16,625	(598)	(3.5)%
140.60.542-030.42	Postage	404	500	81	500	0	—%
140.60.542-030.43	Utility Services	38,898	58,400	39,561	71,350	12,950	22.2%
140.60.542-030.44	Rental & Leases	15,296	23,754	20,048	25,192	1,438	6.1%
140.60.542-030.45	Insurance	78,792	90,258	66,507	78,438	(11,820)	(13.1)%
140.60.542-030.46	Repair & Maintenance	174,002	409,240	79,312	124,492	(284,748)	(69.6)%
140.60.542-030.47	Printing & Binding	89	500	65	500	0	—%
140.60.542-030.48	Promotional Activities	1,207	7,500	1,394	10,000	2,500	33.3%
140.60.542-030.49	Other Current Charges	5,889	5,900	6,617	10,000	4,100	69.5%
140.60.542-030.51	Office Supplies	3,088	2,500	587	2,500	0	—%
140.60.542-030.52	Operating Supplies	987,916	1,069,000	2,239,541	1,099,475	30,475	2.9%
140.60.542-030.54	Books, Subscription & Membership	143	505	104	505	0	—%
140.60.542-030.55	Training	1,153	2,500	1,295	2,000	(500)	(20.0)%
	Operating Expenses Total	**1,383,081**	**1,901,258**	**2,553,376**	**1,639,913**	**(261,345)**	**(13.7)%**
Capital Expenses							
140.60.542-060.62	Building	0	48,000	19,057	112,000	64,000	133.3%
140.60.542-060.63	Infrastructure	4,280	0	0	0	0	—%
140.60.542-060.64	Machinery & Equipment	30,544	92,000	0	52,000	(40,000)	(43.5)%
	Capital Expenses Total	**34,824**	**140,000**	**19,057**	**164,000**	**24,000**	**17.1%**
Debt Service							
140.60.542-070.71	Principal	199,910	205,101	205,101	210,427	5,326	2.6%
140.60.542-070.72	Interest	43,931	38,741	33,198	33,415	(5,326)	(13.7)%
	Debt Service Total	**243,841**	**243,842**	**238,298**	**243,842**	**0**	**—%**

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Other Uses							
140.60.542-090.91.09	Intragovernmental Transfers	0	0	0	750,000	750,000	100.0%
140.60.542-090.99.02	Other Uses	0	40,000	0	100,000	60,000	150.0%
140.60.542-090.99.05	Other Uses	50,000	50,000	50,000	55,041	5,041	10.1%
	Other Uses Total	**50,000**	**90,000**	**50,000**	**905,041**	**815,041**	**905.6%**
	Total	**2,189,042**	**3,029,061**	**3,337,721**	**3,504,374**	**475,313**	**15.7%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
140.60.542-030.31	Professional Services	50,000
	Operating Expense Professional Services Total	**50,000**
Operating Expense Accounting & Auditing		
140.60.542-030.32	Auditor Fees	3,500
	Operating Expense Accounting & Auditing Total	**3,500**
Operating Expense Contractual Services		
140.60.542-030.34	Air Traffic Control Tower ATCT - Voice Recorder Service	2,500
140.60.542-030.34	Aspen Pest Control Service - Annually Pre-Paid	2,000
140.60.542-030.34	Automated Weather Observation System AWOS Maint & Insp	12,000
140.60.542-030.34	Cintas- Rugs & Towels, Deoderizers & Soaps - Bi-Weekly	5,500
140.60.542-030.34	DBT Weather Data Services into NAS - 3 Year Contract	3,600
140.60.542-030.34	DTN, LLC - AvSentry Online FBO Edition	3,600
140.60.542-030.34	Fire Shield Fire Protection	3,600
140.60.542-030.34	MCA Camera Licenses	26,208
140.60.542-030.34	New World - ERP Software Maintenance	11,828
140.60.542-030.34	Point-of-Sales Software	30,000
140.60.542-030.34	Ring Power - Emergency Backup Generator Maintenance	12,000
140.60.542-030.34	Security Safe - Fire and Security Alarm Monitoring	9,000
140.60.542-030.34	Sherman Mechanical HVAC	5,000
140.60.542-030.34	USDA Wildlife Services - Annual Services	10,000
	Operating Expense Contractual Services Total	**136,836**
Operating Expense Travel		
140.60.542-030.40	Florida Airports Council Conference	4,000
140.60.542-030.40	Future & Active Pilot Advisors	4,000
	Operating Expense Travel Total	**8,000**
Operating Expense Communication Services		
140.60.542-030.41	AT&T Mobility	3,750
140.60.542-030.41	COMCAST	2,800
140.60.542-030.41	COMCAST Business	8,500
140.60.542-030.41	DMS - Telephone & Long Distance Monthly	1,275
140.60.542-030.41	Verizon	300
	Operating Expense Communication Services Total	**16,625**

Expenditure Detail

		FY 2027
Operating Expense Postage		
140.60.542-030.42	Postage	500
	Operating Expense Postage Total	**500**
Operating Expense Utility Services		
140.60.542-030.43	City Water Sewer Gas Utilities	22,100
140.60.542-030.43	Florida Power & Light	49,250
	Operating Expense Utility Services Total	**71,350**
Operating Expense Rental & Leases		
140.60.542-030.44	Chevrolet Silverado Double Cab 2500	13,950
140.60.542-030.44	Ford F-150	11,242
	Operating Expense Rental & Leases Total	**25,192**
Operating Expense Insurance		
140.60.542-030.45	Eastern Aviation Insurance - Crew Car	6,000
140.60.542-030.45	FMIT B-2 General Airport Liability	29,000
140.60.542-030.45	Property Insurance	43,438
	Operating Expense Insurance Total	**78,438**
Operating Expense Repair & Maintenance		
140.60.542-030.46	A/C replacement FBO building	20,000
140.60.542-030.46	A/C Replacement in runway lighting vault	4,492
140.60.542-030.46	FBO Building & Airfield Equipment - Maintenance and Repairs	42,000
140.60.542-030.46	Fuel Meter Calibrations	6,000
140.60.542-030.46	Fuel Storage Tank / Fuel Truck Tank Filter Replacements	10,000
140.60.542-030.46	Hangar Door Preventative Maintenance & Repairs	35,000
140.60.542-030.46	HVAC Maintenance	5,000
140.60.542-030.46	Leased Vehicle Maintenance	2,000
	Operating Expense Repair & Maintenance Total	**124,492**
Operating Expense Printing & Binding		
140.60.542-030.47	Printing	500
	Operating Expense Printing & Binding Total	**500**
Operating Expense Promotional Activities		
140.60.542-030.48	Aircraft Events	10,000
	Operating Expense Promotional Activities Total	**10,000**

Expenditure Detail

		FY 2027
Operating Expense Other Current Charges		
140.60.542-030.49	Real Estate Tax - Rental Properties	10,000
	Operating Expense Other Current Charges Total	**10,000**
Operating Expense Office Supplies		
140.60.542-030.51	Office Supplies	2,500
	Operating Expense Office Supplies Total	**2,500**
Operating Expense Operating Supplies		
140.60.542-030.52	Aviation Fuel for Resale	1,030,475
140.60.542-030.52	Boots Stipend	700
140.60.542-030.52	Credit Card Processing Fees	50,000
140.60.542-030.52	Operating / Cleaning Supplies	2,500
140.60.542-030.52	Vehicle Fuel / Off-Road Diesel Fuel	15,000
140.60.542-030.52	Wi-Fi Access Point	800
	Operating Expense Operating Supplies Total	**1,099,475**
Operating Expense Books, Subscription & Membership		
140.60.542-030.54	Florida Airports Council - FAC	330
140.60.542-030.54	National Fire Protection Association - NFPA	175
	Operating Expense Books, Subscription & Membership Total	**505**
Operating Expense Training		
140.60.542-030.55	FAC/FAPA Training	2,000
	Operating Expense Training Total	**2,000**
Capital Outlay Building		
140.60.542-060.62	FBO Carpet	8,000
140.60.542-060.62	FBO Landscaping	20,000
140.60.542-060.62	Fuel truck garage cover	24,000
140.60.542-060.62	Pole Barn for Tractor	60,000
	Capital Outlay Building Total	**112,000**
Capital Outlay Machinery & Equipment		
140.60.542-060.64	New Sump Reclaimer for Avgas Tank Farm	12,000
140.60.542-060.64	Ventrac Attachments	30,000
140.60.542-060.64	Welder	10,000
	Capital Outlay Machinery & Equipment Total	**52,000**

Expenditure Detail

		FY 2027
Debt Service Principal		
140.60.542-070.71	2017 Airport Revenue Bond - BB&T Bond Principal	210,427
	Debt Service Principal Total	**210,427**
Debt Service Interest		
140.60.542-070.72	2017 Airport Revenue Bond - BB&T Bond Interest	33,415
	Debt Service Interest Total	**33,415**
Other Uses Intragovernmental Transfers Airport Construction		
140.60.542-090.91.09	Grant Match Funds for Future Projects	750,000
	Other Uses Intragovernmental Transfers Airport Construction Total	**750,000**
Other Uses Other Uses Allocations		
Other Uses Other Uses Contingency		
140.60.542-090.99.05	General Fund Services for Airport Fund	55,041
140.60.542-090.99.02	Contingency	100,000
	Other Uses Other Uses Allocations Total	**55,041**
	Other Uses Other Uses Contingency Total	**100,000**
	Total	**2,952,796**

Department Positions

Account	Position	FY 2026	FY 2027
Airport			
140.60.542	Airport Director	1	1
	Airport Lineman I/II/III	5	5
	Airport Manager	1	1
	Operations Coordinator	1	0
	Total	**8**	**7**

Department Vehicle Schedule

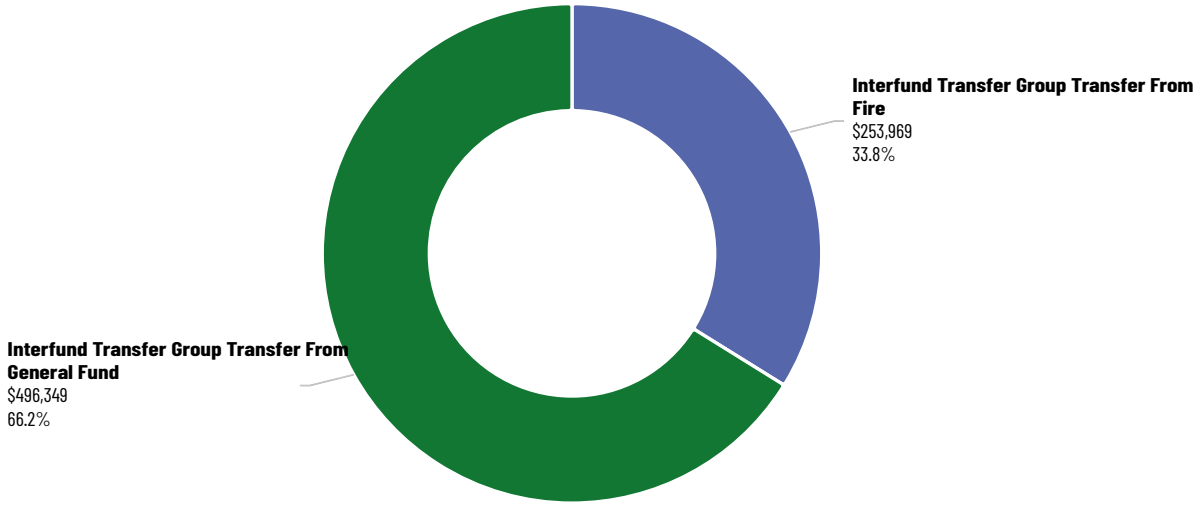
			Mileage	Replacement Cost	Lease/Own
1	2026	FORD F150	0	42,422	
2	2015	INTERNATIONAL JET A	4,893	200,000	
3	2012	FORD F650 AVGAS	13,179	185,000	
4	2016	FORD TRANSIT WGN VAN	27,342	60,000	
5	2025	CHEVROLET SILVERADO 1500	3,109	45,000	
6	2024	INTERNATIONAL FUEL TRUCK	3,431	200,000	
		Total		**732,422**	

CITY OF LAKE CITY

Florida's Gateway Est. 1859

Debt Service

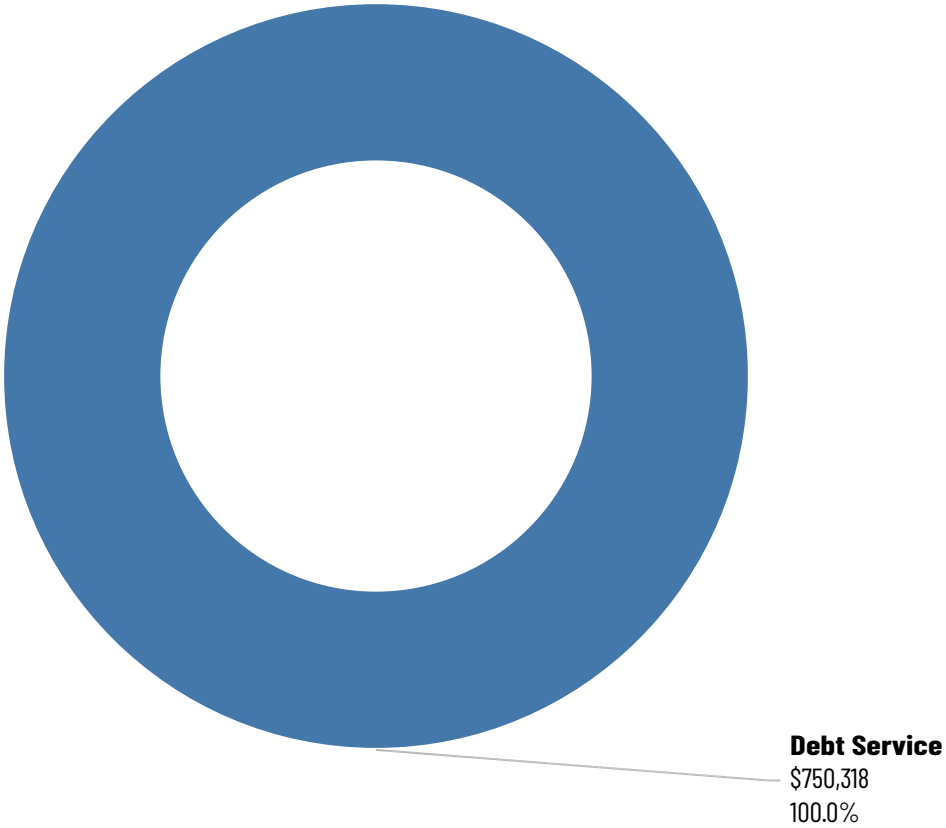
		FY 2026	FY 2027	Difference	% Change
Debt Service					
204-381.00.01	Interfund Transfer Group Transfer From General Fund	590,472	496,349	(94,123)	(15.9)%
204-381.00.08	Interfund Transfer Group Transfer From Fire	253,969	253,969	0	—%
	Debt Service Total	**844,441**	**750,318**	**(94,123)**	**(11.1)%**



		FY 2026	FY 2027	Difference	% Change
30	Debt	844,441	750,318	(94,123)	(11.1)%
	Total	**844,441**	**750,318**	**(94,123)**	**(11.1)%**

Debt

The City routinely accesses the capital markets to facilitate the purchase of capital assets and to build, improve, and maintain public capital infrastructure. This fund recognizes that activity including the authorized borrowing amount and the anticipated debt service repayments from the various City departments and funds. The revenue received from user departments for debt service due during FY 26 is posted to support the annual payments. Expenditures includes the estimated cost of administering the fund for FY 26 and the estimated payments to various financial institutions for the cost of borrowed funds.



Expenditure Summary

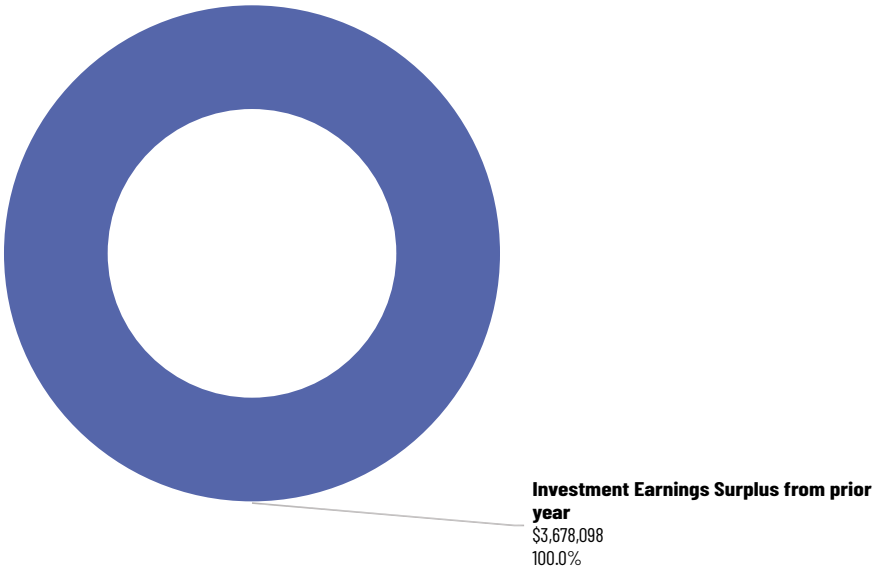
		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Debt Service							
204.30.517-070.71	Principal	628,624	646,542	646,541	570,867	(75,675)	(11.7)%
204.30.517-070.72	Interest	215,815	197,899	181,746	179,451	(18,448)	(9.3)%
	Debt Service Total	**844,439**	**844,441**	**828,287**	**750,318**	**(94,123)**	**(11.1)%**
	Total	**844,439**	**844,441**	**828,287**	**750,318**	**(94,123)**	**(11.1)%**

Expenditure Detail

			FY 2027
Debt Service Principal			
	204.30.517-070.71	2019 Sales Tax Bond	418,403
	204.30.517-070.71	Motorola Lease #1	152,464
		Debt Service Principal Total	**570,867**
Debt Service Interest			
	204.30.517-070.72	2019 Sales Tax Bond	160,977
	204.30.517-070.72	Motorola Lease #1	18,474
		Debt Service Interest Total	**179,451**
		Total	**750,318**

Sales Tax Bond Fund

		FY 2026	FY 2027	Difference	% Change
Sales Tax Bond Fund					
304-381.00.01	Interfund Transfer Group Transfer From General Fund	1,943,544	0	(1,943,544)	(100.0)%
304-390.00	Investment Earnings Surplus from prior year	1,669,492	3,678,098	2,008,606	120.3%
	Sales Tax Bond Fund Total	**3,613,036**	**3,678,098**	**65,062**	**1.8%**



		FY 2026	FY 2027	Difference	% Change
30	Debt	3,613,036	3,678,098	65,062	1.8%
	Total	**3,613,036**	**3,678,098**	**65,062**	**1.8%**

Sales Tax Bond Fund

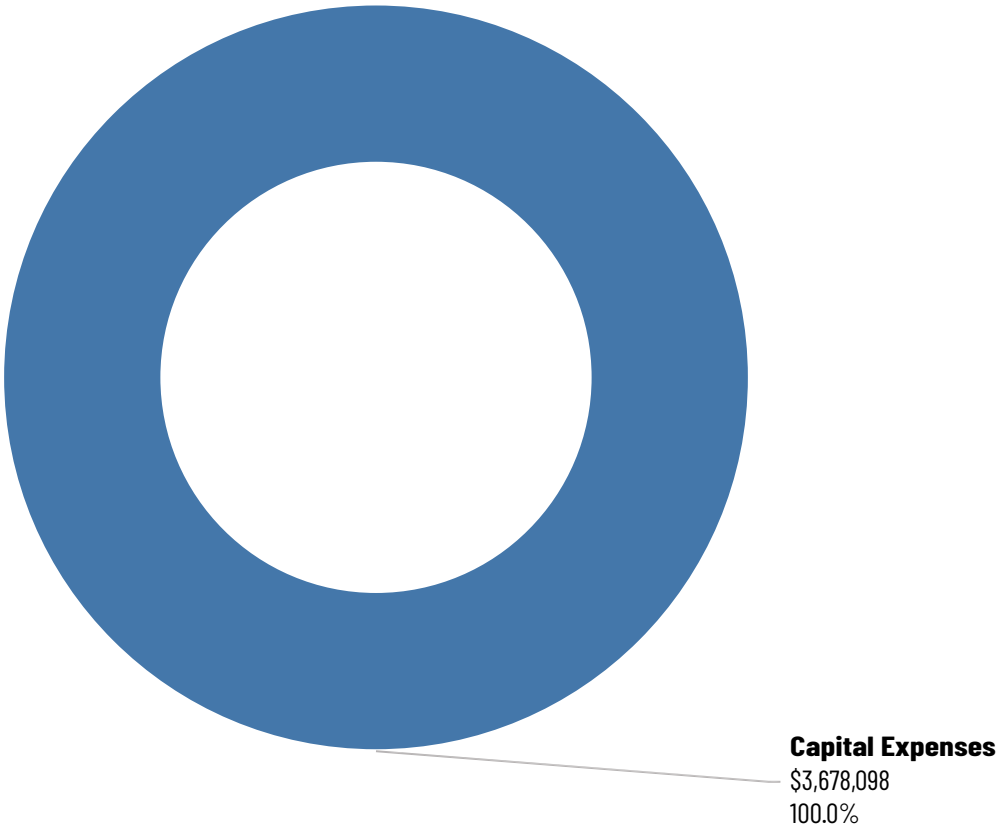
The Sales Tax Bond Fund is a dedicated fund established to manage the proceeds and debt service obligations of bonds issued by the City of Lake City, Florida, backed by infrastructure sales surtax revenues. This fund ensures the transparent and efficient administration of borrowed funds used for major capital improvement projects that benefit the entire community.

In Fiscal Year 2020, the City issued Sales Tax Revenue Bonds primarily to finance the design and construction of a new City Hall facility. The new City Hall will serve as a modern, centralized hub for municipal operations, enhancing accessibility, improving service delivery, and addressing the growing administrative and operational needs of the City. This capital investment reflects the City's long-term commitment to improving infrastructure and creating a more efficient and welcoming civic environment for residents, staff, and visitors.

Lake City remains committed to responsible debt management and transparent reporting as the City Hall project progresses through its planning, construction, and completion phases.

CITY OF LAKE CITY

NEW CITY HALL



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Operating Expenses							
304.30.517-030.31	Professional Services	2,048	0	2,048	0	0	—%
	Operating Expenses Total	**2,048**	**0**	**2,048**	**0**	**0**	**—%**
Capital Expenses							
304.30.517-060.62	Building	14,900	3,613,036	0	3,678,098	65,062	1.8%
	Capital Expenses Total	**14,900**	**3,613,036**	**0**	**3,678,098**	**65,062**	**1.8%**
	Total	**16,948**	**3,613,036**	**2,048**	**3,678,098**	**65,062**	**1.8%**

Expenditure Detail

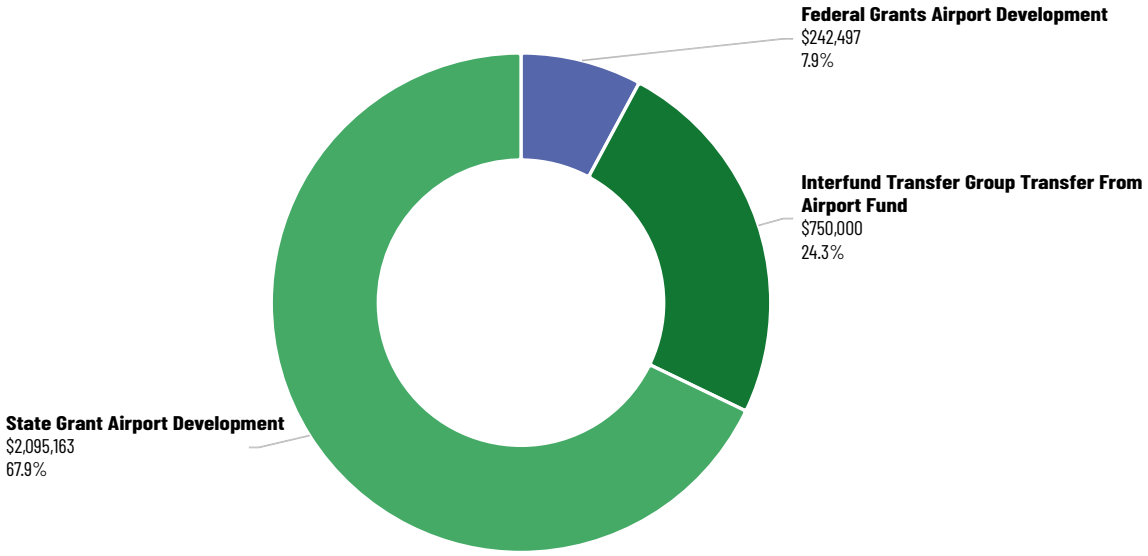
		FY 2027
Capital Outlay Building		
304.30.517-060.62	New City Hall	3,678,098
	Capital Outlay Building Total	**3,678,098**
	Total	**3,678,098**

CITY OF LAKE CITY

Florida's Gateway Est. 1859

Airport Construction

		FY 2026	FY 2027	Difference	% Change
Airport Construction					
341-331.41	Federal Grants Airport Development	299,958	242,497	(57,461)	(19.2)%
341-334.41	State Grant Airport Development	1,226,430	2,095,163	868,733	70.8%
341-381.00.07	Interfund Transfer Group Transfer From Airport Fund	0	750,000	750,000	100.0%
	Airport Construction Total	**1,526,388**	**3,087,660**	**1,561,272**	**102.3%**



		FY 2026	FY 2027	Difference	% Change
60	Airport	1,526,388	3,087,660	1,561,272	102.3%
	Total	**1,526,388**	**3,087,660**	**1,561,272**	**102.3%**

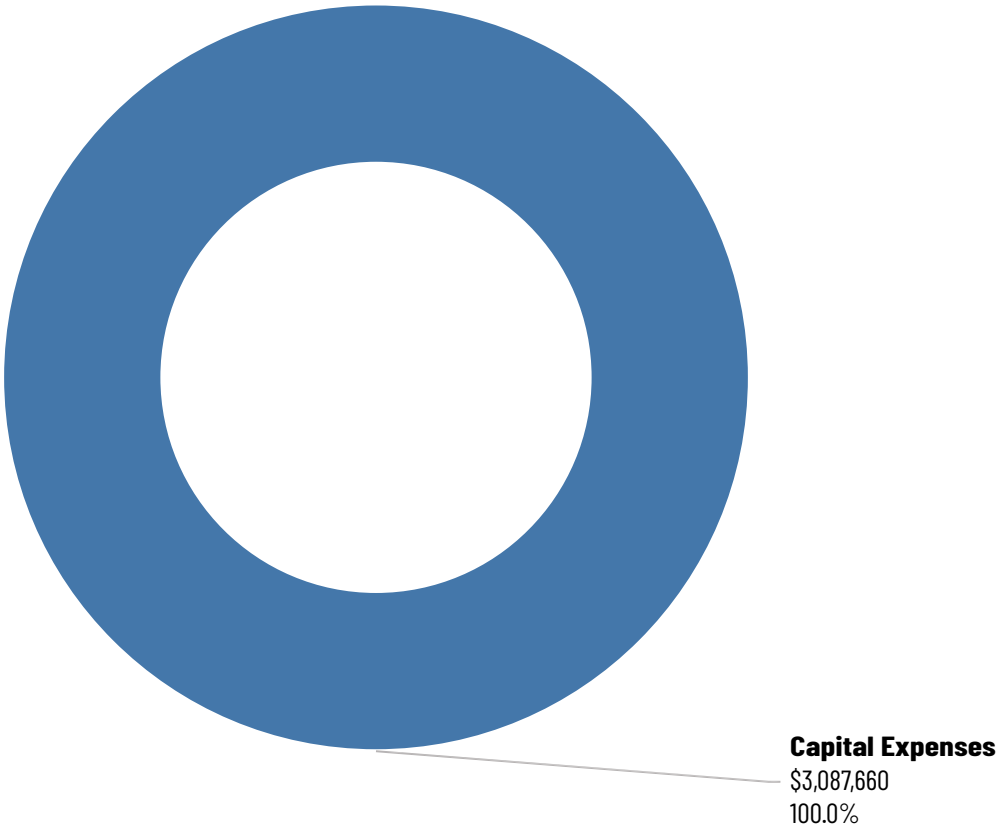
Airport Construction

The Airport Construction Fund supports the planning, design, and execution of capital improvements at the Lake City Gateway Airport. This fund plays a critical role in advancing the City's aviation infrastructure, ensuring the airport remains a viable transportation and economic development asset for the region.

The primary revenues for the Airport Construction Fund are derived from federal and state grants, primarily from the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT). These grants are awarded on a project-specific basis and typically require local matching funds, which are budgeted through the City's Airport fund. The FAA provides significant funding through the Airport Improvement Program (AIP), while FDOT contributes through its Aviation Grant Program to support state-priority projects.

The FY 2026 budget includes allocations for key projects such as runway and taxiway improvements, infrastructure upgrades, hangar development, and safety enhancements. These capital projects are aligned with the Airport's Master Plan and are essential for meeting FAA standards, accommodating future aviation demand, and supporting economic growth through increased airport operations.

By leveraging external funding sources, the City is able to complete major improvements with minimal fiscal impact on local taxpayers, ensuring responsible financial stewardship while investing in critical infrastructure.



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Capital Expenses							
341.60.542-060.62	Building	209,095	893,101	845,473	1,788,415	895,314	100.2%
341.60.542-060.63	Infrastructure	369,975	633,287	891,806	1,299,245	665,958	105.2%
	Capital Expenses Total	**579,070**	**1,526,388**	**1,737,279**	**3,087,660**	**1,561,272**	**102.3%**
	Total	**579,070**	**1,526,388**	**1,737,279**	**3,087,660**	**1,561,272**	**102.3%**

Expenditure Detail

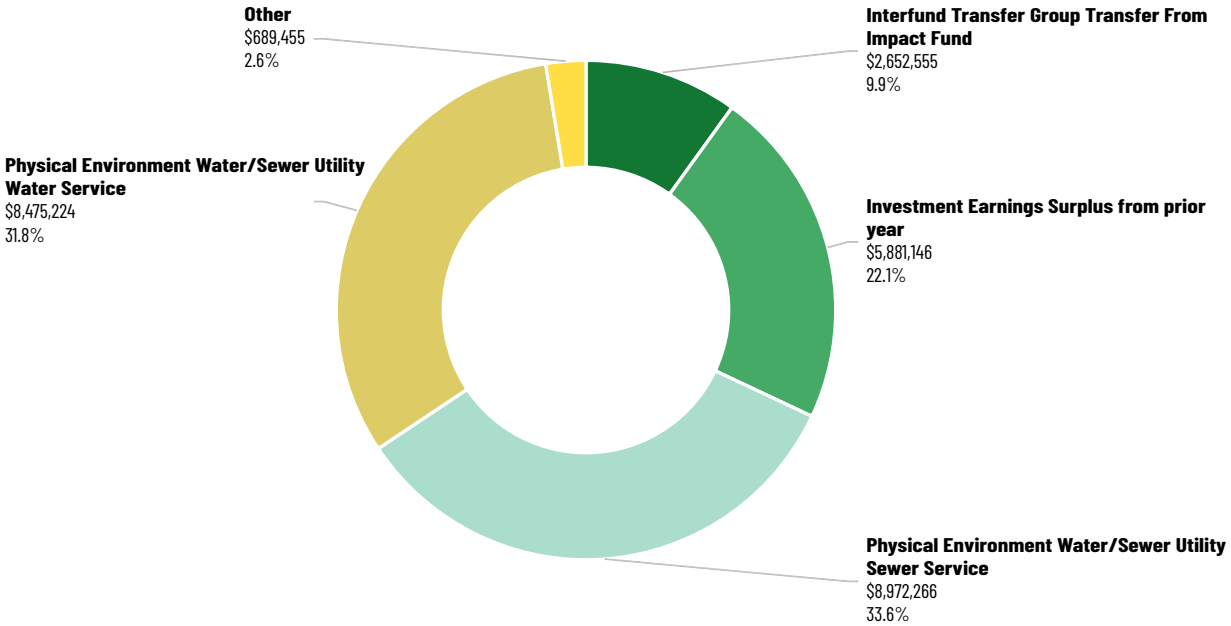
		FY 2027
Capital Outlay Building		
341.60.542-060.62	Hangar Roof Repairs RIF Grant	1,788,415
	Capital Outlay Building Total	**1,788,415**
Capital Outlay Infrastructure		
341.60.542-060.63	Design & Construction Taxiway A FAA & FDOT Grant	249,245
341.60.542-060.63	Design & Construction Taxiway A Pipe Repairs FDOT Grant	300,000
341.60.542-060.63	Future Grant Projects	750,000
	Capital Outlay Infrastructure Total	**1,299,245**
	Total	**3,087,660**

CITY OF LAKE CITY

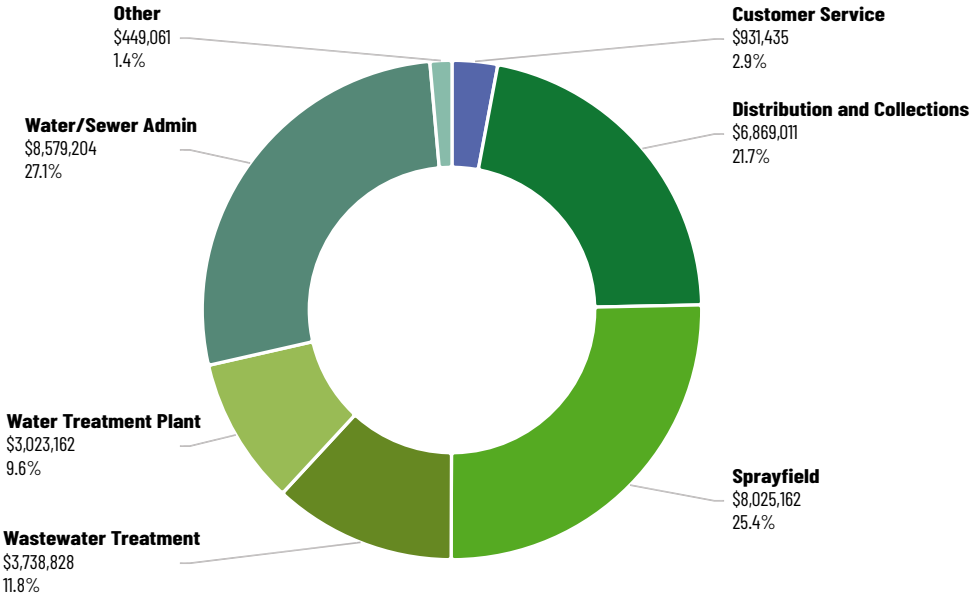
Florida's Gateway Est. 1859

Water-Sewer Utility

		FY 2026	FY 2027	Difference	% Change
Water-Sewer Utility					
410-329.10	Other Permits, Fees, Spec Assess Inspection Fee	5,000	5,000	0	—%
410-334.31	State Grant Water	5,861,525	0	(5,861,525)	(100.0)%
410-334.35.02	State Grant Sewer/Wastewtr Tourism/Econ Develop	1,552,044	0	(1,552,044)	(100.0)%
410-343.60.01	Physical Environment Water/Sewer Utility Water Service	8,475,224	8,475,224	0	—%
410-343.60.02	Physical Environment Water/Sewer Utility Sewer Service	8,972,266	8,972,266	0	—%
410-343.60.03	Physical Environment Water/Sewer Utility Tap Charges	71,379	111,025	39,646	55.5%
410-343.60.05	Physical Environment Water/Sewer Utility Misc Charges	43,480	45,958	2,478	5.7%
410-343.60.09	Physical Environment Water/Sewer Utility Septage	0	48,069	48,069	100.0%
410-361.10	Interest & Other Earnings Interest	178,274	178,274	0	—%
410-369.90	Other Misc Revenue Revenue	25,000	25,000	0	—%
410-369.90.07	Other Misc Revenue Revenue Delinquent Fees/ Penalties	276,129	276,129	0	—%
410-381.00.05	Interfund Transfer Group Transfer From Impact Fund	0	2,652,555	2,652,555	100.0%
410-390.00	Investment Earnings Surplus from prior year	6,279,114	5,881,146	(397,968)	(6.3)%
	Water-Sewer Utility Total	**31,739,435**	**26,670,646**	**(5,068,789)**	**(16.0)%**



		FY 2026	FY 2027	Difference	% Change
70	Water/Sewer Admin	8,597,601	8,551,305	(46,296)	(0.5)%
71	Customer Service	940,956	1,056,447	115,491	12.3%
72	Water Treatment Plant	3,029,760	2,984,810	(44,950)	(1.5)%
74	Wastewater Treatment	3,764,547	2,665,745	(1,098,802)	(29.2)%
75	NFMIP Wastewater Treatment Plant	451,657	493,650	41,993	9.3%
76	Sprayfield	8,034,554	595,768	(7,438,786)	(92.6)%
77	GIS/SCADA	0	1,142,561	1,142,561	100.0%
78	Distribution and Collections	6,920,360	9,180,360	2,260,000	32.7%
	Total	**31,739,435**	**26,670,646**	**(5,068,789)**	**(16.0)%**



Water Sewer Admin

Steve Brown, Executive Director of Utilities

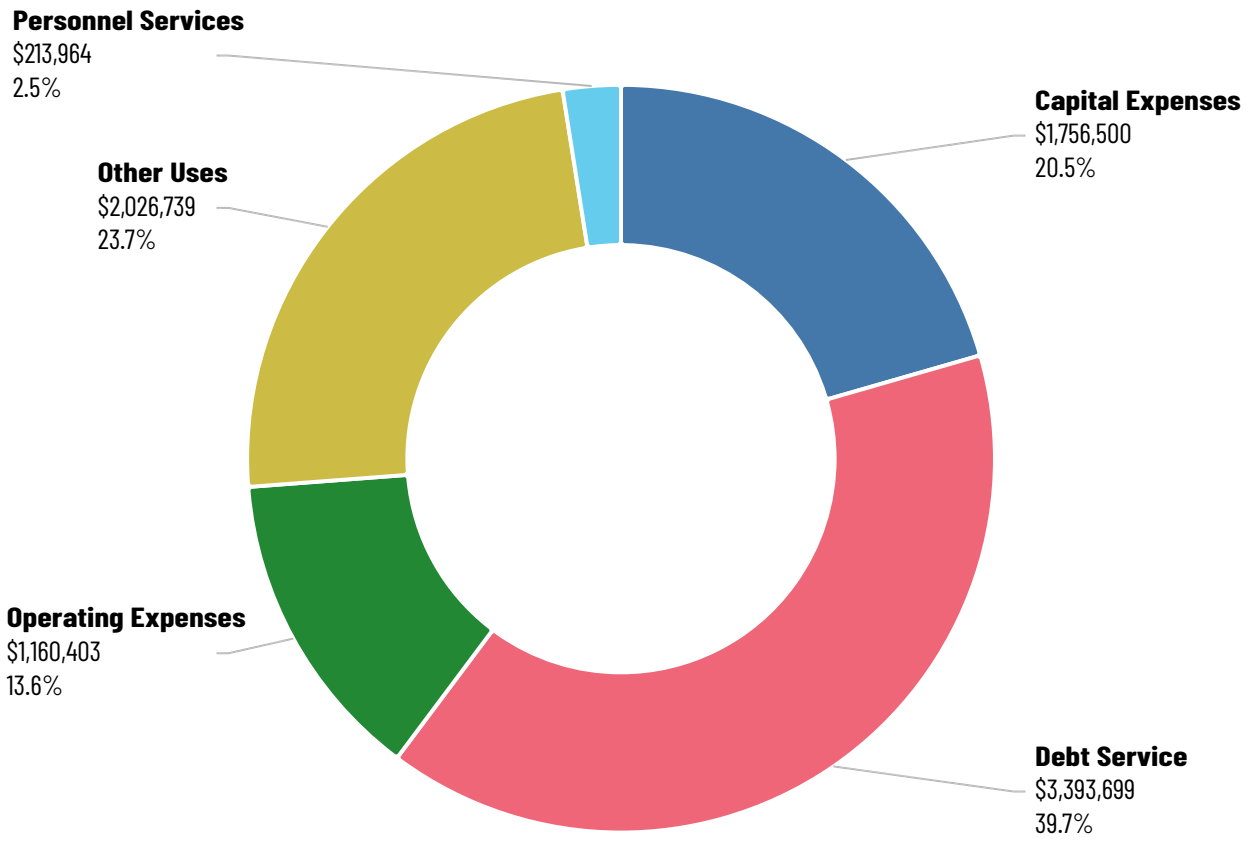
Accomplishments: The City continued to advance major utility initiatives in Fiscal Year 2026 to support rapid growth and long-term infrastructure needs. This year, the City purchased the North Florida Mega Industrial Park (NFMIP) Wastewater Treatment Plant, securing a critical asset for future development and service capacity. Staff also successfully negotiated a five-million-dollar, 16-inch water main extension from the COLC wastewater plant to the recently purchased NFMIP to strengthen system reliability and expand service availability. In addition, the department is progressing on multiple utility expansion projects, storm-water program installations, and wastewater plant upgrades, ensuring that essential services keep pace with the community's expanding demands.

Goals: The Water & Sewer Utility Administration is focused on optimizing operations to improve efficiency and reduce long-term costs while maintaining and modernizing critical infrastructure to ensure reliable, high-quality service for the community. The department is committed to securing the funding necessary for major capital projects and future utility planning, supporting sustainable growth across the City. Building a skilled, motivated workforce remains a priority, along with enhancing customer satisfaction by responding to citizen concerns and delivering dependable, transparent service.

Objectives:

- Upgrade and install new utility infrastructure to support long-term community growth.
- Reduce overall infrastructure costs by pursuing grants, partnerships, and alternative funding sources.
- Attract and retain qualified professionals within the utility sector.
- Provide ongoing training and development opportunities to strengthen employee skills.
- Utilize Geographic Information Systems (GIS) mapping to enhance planning and operational efficiency.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
410.70.536-010.12	Salary	457,919	498,831	422,778	132,058	(366,773)	(73.5)%
410.70.536-010.14	Overtime	0	1,000	0	0	(1,000)	(100.0)%
410.70.536-010.21	FICA	33,141	38,302	30,682	10,109	(28,193)	(73.6)%
410.70.536-010.22	Retirement Contributions	87,346	94,502	79,608	44,506	(49,996)	(52.9)%
410.70.536-010.23	Life, Health & Disability	79,542	108,608	71,659	24,556	(84,052)	(77.4)%
410.70.536-010.24	Workers Compensation	8,836	5,296	8,132	2,735	(2,561)	(48.4)%
	Personnel Services Total	**666,784**	**746,539**	**612,858**	**213,964**	**(532,575)**	**(71.3)%**
Operating Expenses							
410.70.536-030.31	Professional Services	46,265	360,000	6,260	360,000	0	—%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
410.70.536-030.32	Accounting & Auditing	32,375	32,750	29,612	32,750	0	—%
410.70.536-030.34	Contractual Services	42,258	80,989	102,991	138,336	57,347	70.8%
410.70.536-030.40	Travel	20,178	29,250	6,039	1,000	(28,250)	(96.6)%
410.70.536-030.41	Communication Services	121,842	126,310	104,420	97,550	(28,760)	(22.8)%
410.70.536-030.42	Postage	112	250	0	250	0	—%
410.70.536-030.43	Utility Services	19,885	20,641	18,188	22,791	2,150	10.4%
410.70.536-030.44	Rental & Leases	10,383	7,500	5,746	4,200	(3,300)	(44.0)%
410.70.536-030.45	Insurance	439,690	529,139	306,658	455,156	(73,983)	(14.0)%
410.70.536-030.46	Repair & Maintenance	31,332	37,720	19,954	34,220	(3,500)	(9.3)%
410.70.536-030.47	Printing & Binding	325	700	0	700	0	—%
410.70.536-030.49	Other Current Charges	280,915	362,800	281,060	2,000	(360,800)	(99.4)%
410.70.536-030.51	Office Supplies	2,082	5,000	1,075	5,000	0	—%
410.70.536-030.52	Operating Supplies	28,030	48,100	31,926	6,000	(42,100)	(87.5)%
410.70.536-030.54	Books, Subscription & Membership	0	1,800	120	0	(1,800)	(100.0)%
410.70.536-030.55	Training	16,391	27,700	2,314	450	(27,250)	(98.4)%
	Operating Expenses Total	**1,092,063**	**1,670,649**	**916,363**	**1,160,403**	**(510,246)**	**(30.5)%**
Capital Expenses							
410.70.536-060.61	Land	0	2,500	16,000	227,500	225,000	9,000.0%
410.70.536-060.62	Building	0	29,000	1,681,268	29,000	0	—%
410.70.536-060.63	Infrastructure	1,052,328	800,000	146,088	1,300,000	500,000	62.5%
410.70.536-060.64	Machinery & Equipment	0	161,000	39,787	200,000	39,000	24.2%
	Capital Expenses Total	**1,052,328**	**992,500**	**1,883,143**	**1,756,500**	**764,000**	**77.0%**
Debt Service							
410.70.536-070.71	Principal	2,711,870	2,755,972	2,755,971	2,973,082	217,110	7.9%
410.70.536-070.72	Interest	465,392	432,241	388,391	420,617	(11,624)	(2.7)%
	Debt Service Total	**3,177,262**	**3,188,213**	**3,144,362**	**3,393,699**	**205,486**	**6.4%**
Other Uses							
410.70.536-070.78	Bond Expense Contra	(2,711,870)	0	(2,755,973)	0	0	—%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
410.70.536-090.99.01	Other Uses	121,565	142,700	(19,537)	142,700	0	—%
410.70.536-090.99.02	Other Uses	0	877,000	0	300,000	(577,000)	(65.8)%
410.70.536-090.99.05	Other Uses	980,000	980,000	898,333	1,584,039	604,039	61.6%
	Other Uses Total	**(1,610,305)**	**1,999,700**	**(1,877,176)**	**2,026,739**	**27,039**	**1.4%**
	Total	**4,378,133**	**8,597,601**	**4,679,551**	**8,551,305**	**(46,296)**	**(0.5)%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
410.70.536-030.31	Engineering/Surveyor Services	360,000
	Operating Expense Professional Services Total	**360,000**
Operating Expense Accounting & Auditing		
410.70.536-030.32	Auditor Fees	32,750
	Operating Expense Accounting & Auditing Total	**32,750**
Operating Expense Contractual Services		
410.70.536-030.34	Customer Service HVAC Quarterly Maintenance	2,400
410.70.536-030.34	Janitorial Services	12,000
410.70.536-030.34	New World Software Maintenance	123,936
	Operating Expense Contractual Services Total	**138,336**
Operating Expense Travel		
410.70.536-030.40	FRWA Conference	1,000
	Operating Expense Travel Total	**1,000**
Operating Expense Communication Services		
410.70.536-030.41	Comcast	2,650
410.70.536-030.41	Comcast Business	81,500
410.70.536-030.41	Dept of Management Services	13,400
	Operating Expense Communication Services Total	**97,550**
Operating Expense Postage		
410.70.536-030.42	Postage	250
	Operating Expense Postage Total	**250**
Operating Expense Utility Services		
410.70.536-030.43	Clay Electric	12,100
410.70.536-030.43	FPL	450
410.70.536-030.43	Water Sewer Utility	10,241
	Operating Expense Utility Services Total	**22,791**
Operating Expense Rental & Leases		
410.70.536-030.44	Konica Copier Rental	1,700
410.70.536-030.44	Specialized Equipment	2,500
	Operating Expense Rental & Leases Total	**4,200**

Expenditure Detail

		FY 2027
Operating Expense Insurance		
410.70.536-030.45	Property Insurance	455,156
	Operating Expense Insurance Total	**455,156**
Operating Expense Repair & Maintenance		
410.70.536-030.46	Annual Generator Load Test	2,500
410.70.536-030.46	Building Repairs & Maintenance	20,000
410.70.536-030.46	HVAC Maintenance	1,800
410.70.536-030.46	Pest Control	420
410.70.536-030.46	Security Camera Repairs	2,500
410.70.536-030.46	Truck and Equipment	7,000
	Operating Expense Repair & Maintenance Total	**34,220**
Operating Expense Printing & Binding		
410.70.536-030.47	Business Cards	200
410.70.536-030.47	Printing and Binding	500
	Operating Expense Printing & Binding Total	**700**
Operating Expense Other Current Charges		
410.70.536-030.49	Advertising	2,000
	Operating Expense Other Current Charges Total	**2,000**
Operating Expense Office Supplies		
410.70.536-030.51	Office Supplies	5,000
	Operating Expense Office Supplies Total	**5,000**
Operating Expense Operating Supplies		
410.70.536-030.52	Fuel - Other	1,000
410.70.536-030.52	Warehouse Shelving	5,000
	Operating Expense Operating Supplies Total	**6,000**
Operating Expense Training		
410.70.536-030.55	FRWA Conference	450
	Operating Expense Training Total	**450**
Capital Outlay Land		
410.70.536-060.61	Easements	2,500
410.70.536-060.61	SRWMD Land Acquisition	225,000
	Capital Outlay Land Total	**227,500**

Expenditure Detail

		FY 2027
Capital Outlay Infrastructure		
410.70.536-060.63	Unassigned utility projects	1,300,000
	Capital Outlay Infrastructure Total	**1,300,000**
Capital Outlay Machinery & Equipment		
410.70.536-060.64	Asset Management Software	200,000
	Capital Outlay Machinery & Equipment Total	**200,000**
Debt Service Principal		
410.70.536-070.71	2016 SRL Refunding	782,000
410.70.536-070.71	2020A Refunding	1,655,346
410.70.536-070.71	2020B Series	276,740
410.70.536-070.71	NFMIP WWTP	258,996
	Debt Service Principal Total	**2,973,082**
Debt Service Interest		
410.70.536-070.72	2016 SRL Refunding	39,264
410.70.536-070.72	2020A Refunding	224,655
410.70.536-070.72	2020B Series	122,861
410.70.536-070.72	NFMIP WWTP	33,837
	Debt Service Interest Total	**420,617**
Other Uses Other Uses Allocations		
Other Uses Other Uses Bad Debts		
Other Uses Other Uses Contingency		
410.70.536-090.99.05	General Fund Services for Water/Sewer Fund	1,584,039
410.70.536-090.99.01	Bad Debt	142,700
410.70.536-090.99.02	Contingency	300,000
	Other Uses Other Uses Allocations Total	**1,584,039**
	Other Uses Other Uses Bad Debts Total	**142,700**
	Other Uses Other Uses Contingency Total	**300,000**
	Total	**8,308,341**

Department Positions

Account	Position	FY 2026	FY 2027
Water Sewer Admin			
410.70.536	Executive Director of Utilities	1	1
	GIS Analyst	2	0
	GIS Supervisor	1	0
	SCADA Analyst	1	0
	Senior SCADA Analyst	1	0
	Total	**6**	**1**

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
1	2020	CHEVROLET MALIBU	9,973	30,000	
		Total		**30,000**	

Customer Service

Katrina Medearis, Customer Service Director

Accomplishments:

Customer Service fully implemented Tyler Cashiering and enhanced reporting capabilities, strengthening financial tracking and operational transparency. The team improved communication with customers through proactive notifications and targeted outreach, while deepening collaboration with Finance, Public Works, D&C, and Gas to streamline service delivery. Employee training was expanded to elevate system proficiency and service quality, and staff continued fostering positive relationships with residents through active community engagement and responsive support.

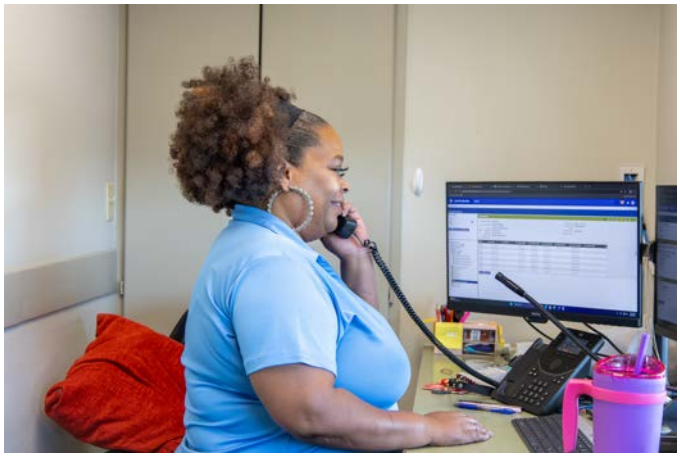
Goals:

Customer Service will focus on continuous improvement by strengthening employee skills, retaining experienced staff, and maximizing technology investments to enhance service quality and operational efficiency. The team will assist with implementation of the EPL system to improve payment processing and overall workflow, while continuing to reduce annual write-off balances through proactive account management and consistent monitoring. Expanded community outreach and public education will help residents better understand utility services, and ongoing training will support strong customer interactions and effective system use.

Objectives:

- Improve response times and increase first-contact resolution to deliver exceptional customer service.
- Refine workflows and standard operating procedures to boost efficiency and strengthen departmental partnerships.
- Use data and reporting to proactively identify and address customer concerns.
- Enhance financial management through consistent monitoring of delinquent accounts and write-offs.

Customer Service Department Overview



The Customer Service Department serves as the frontline of communication and support for the community, playing a critical role in maintaining strong relationships between the public and the city's operational departments. This department functions not only as a central hub for resolving inquiries and concerns, but also a vital collaborator in ensuring the seamless delivery of essential services.

The Customer Service team provides support for:

Water Services: Addressing water usage inquiries, billing questions, service activations/ terminations, and reporting of leaks or outages.

Gas Department: Coordinating work orders, responding to emergency calls, and ensuring public awareness of safety protocols, and seasonal usage trends.

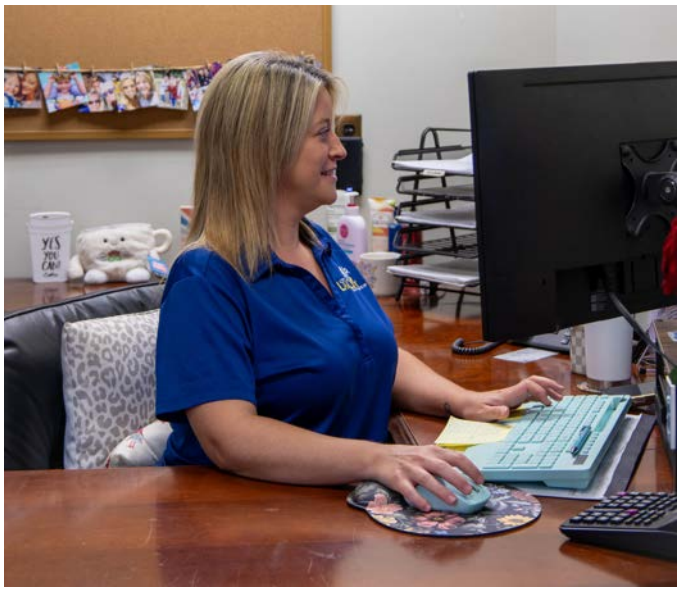
Sanitation Services: Managing garbage cart requests, missed pickups, and account related issues to maintain timely and effective waste collection.

Water Quality: Working with the Water Treatment Department to relay and address concerns regarding water quality.

Key Partnerships and Initiatives

Distribution and Collection (D&C): Close collaboration ensures rapid communication and resolution of customer issues. A notable achievement is the Major Meter Exchange Program, which has significantly reduced the number of meters not being read electronically, from over 1,200 to fewer than 500. This effort has improved both billing accuracy and operational efficiency.

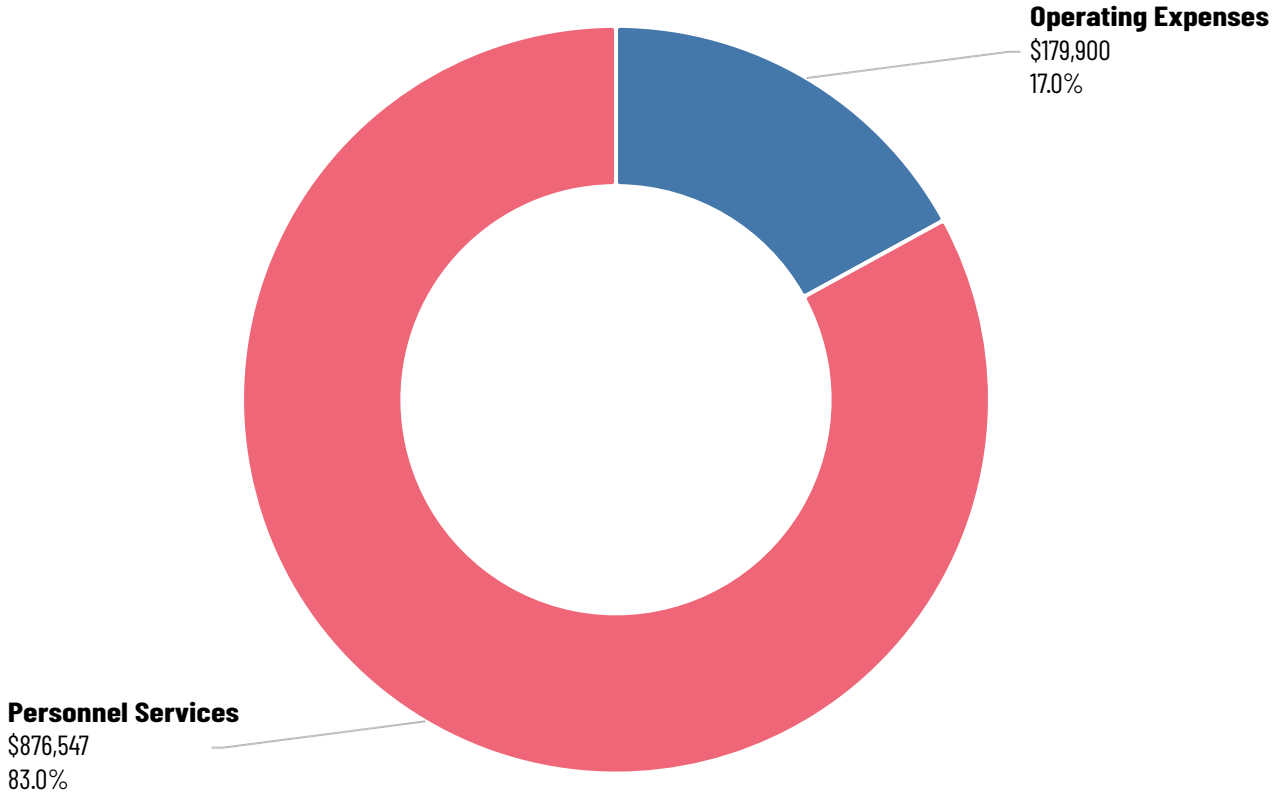
Growth Management & Development Support: Through the Tap & Impact Division, Customer Service partners with Growth Management Department and County Officials to facilitate new residential and commercial developments. This includes identifying new service areas, onboards customers, and streamlining utility related processes for developers. Finance Department: Collaboration ensures effective handling of billing, payment processing, and delinquency management. Customer Services also supports financial audits and internal reporting functions.



Commitment of Service

At its core, the Customer Service Department exemplifies the City's commitment to responsiveness, transparency, and collaboration. By working in tandem with multiple departments, the team ensures cohesive, high-quality service delivery across all public utilities and infrastructure systems.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
410.71.536-010.12	Salary	495,126	547,885	454,112	568,855	20,970	3.8%
410.71.536-010.21	FICA	35,395	41,913	32,518	43,517	1,604	3.8%
410.71.536-010.22	Retirement Contributions	71,521	77,517	71,148	89,608	12,091	15.6%
410.71.536-010.23	Life, Health & Disability	95,198	97,862	88,176	173,942	76,080	77.7%
410.71.536-010.24	Workers Compensation	1,108	712	925	625	(87)	(12.2)%
	Personnel Services Total	**698,347**	**765,889**	**646,879**	**876,547**	**110,658**	**14.4%**
Operating Expenses							
410.71.536-030.34	Contractual Services	75,686	88,100	74,618	112,850	24,750	28.1%
410.71.536-030.40	Travel	2,735	2,500	4,363	3,500	1,000	40.0%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
410.71.536-030.41	Communication Services	984	1,367	854	2,150	783	57.3%
410.71.536-030.42	Postage	39,870	42,200	35,611	42,200	0	—%
410.71.536-030.44	Rental & Leases	668	1,300	676	1,300	0	—%
410.71.536-030.46	Repair & Maintenance	710	3,900	0	3,900	0	—%
410.71.536-030.47	Printing & Binding	102	1,100	1,018	1,100	0	—%
410.71.536-030.48	Promotional Activities	849	1,000	512	1,500	500	50.0%
410.71.536-030.51	Office Supplies	5,158	5,200	3,693	5,200	0	—%
410.71.536-030.52	Operating Supplies	12,744	27,550	17,935	4,900	(22,650)	(82.2)%
410.71.536-030.55	Training	850	850	900	1,300	450	52.9%
	Operating Expenses Total	**140,357**	**175,067**	**140,180**	**179,900**	**4,833**	**2.8%**
	Total	**838,704**	**940,956**	**787,059**	**1,056,447**	**115,491**	**12.3%**

Expenditure Detail

		FY 2027
Operating Expense Contractual Services		
410.71.536-030.34	Enco	19,000
410.71.536-030.34	Invoice Cloud Platform	41,200
410.71.536-030.34	MCA Camera Licenses	7,100
410.71.536-030.34	Record Destruction	2,000
410.71.536-030.34	Tyler Payment Fees	43,550
	Operating Expense Contractual Services Total	**112,850**
Operating Expense Travel		
410.71.536-030.40	Florida Rural Water	1,000
410.71.536-030.40	Sensus Conference	2,500
	Operating Expense Travel Total	**3,500**
Operating Expense Communication Services		
410.71.536-030.41	AT&T Mobility	1,600
410.71.536-030.41	Verizon	550
	Operating Expense Communication Services Total	**2,150**
Operating Expense Postage		
410.71.536-030.42	Postage and Package	1,200
410.71.536-030.42	Statements	41,000
	Operating Expense Postage Total	**42,200**
Operating Expense Rental & Leases		
410.71.536-030.44	Konica Copier Lease	1,300
	Operating Expense Rental & Leases Total	**1,300**
Operating Expense Repair & Maintenance		
410.71.536-030.46	Docusign	300
410.71.536-030.46	Misc. Repair Items for Customer Service Equipment	2,300
410.71.536-030.46	OnBase Scanner Maintenance	100
	Operating Expense Repair & Maintenance Total	**2,700**
Operating Expense Printing & Binding		
410.71.536-030.47	Business Cards	200
410.71.536-030.47	CS Letterhead Envelopes	900
	Operating Expense Printing & Binding Total	**1,100**

Expenditure Detail

			FY 2027
Operating Expense Promotional Activities			
410.71.536-030.48	Promotional		1,500
		Operating Expense Promotional Activities Total	**1,500**
Operating Expense Office Supplies			
410.71.536-030.51	Copy Paper		1,200
410.71.536-030.51	Supplies		4,000
		Operating Expense Office Supplies Total	**5,200**
Operating Expense Operating Supplies			
410.71.536-030.52	City Shirts		1,400
410.71.536-030.52	Computers - Replacement		2,000
410.71.536-030.52	Operating Supplies		1,500
		Operating Expense Operating Supplies Total	**4,900**
Operating Expense Training			
410.71.536-030.55	Florida Rural Water		450
410.71.536-030.55	Sensus Registration		850
		Operating Expense Training Total	**1,300**
		Total	**178,700**

Department Positions

Account	Position	FY 2026	FY 2027
Customer Service			
410.71.536	Customer Service Manager	1	1
	Customer Service Rep I/II/III	8	4
	Billing Coordinator	0	1
	Billing Coordinator Assistance	0	1
	Director of Customer Service	1	1
	Utility Service Coordinator	1	1
	Utility Service Coordinator Assistant	0	1
	Utility Collections Coordinator	0	1
	Total	**11**	**11**

Water Treatment Plant

Michael Osborn, Water Treatment Plant Director

Accomplishments:

The Price Creek Water Treatment Plant achieved several significant milestones in FY26, reflecting its continued commitment to excellence and system reliability. The facility successfully completed the EPA Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP), strengthening preparedness and regulatory compliance. Major upgrades were completed, including new PLCs at the West Booster Pump Station and enhancements to the plant's SCADA system, along with the full repainting of the elevated water tower. The plant earned the NE Plant Excellence Award for the third consecutive year and was recognized as the AWWA Plant of the Year, underscoring its outstanding performance. Additionally, staff advanced their professional qualifications with certifications in backflow testing and Utility Maintenance Level III, further enhancing operational capability and service quality.

Goals:

The Price Creek Water Treatment Plant is committed to continuing its tradition of excellence by setting and upholding the highest standards in the water treatment field. The team will focus on advancing operational performance, strengthening regulatory compliance, and enhancing system reliability to ensure the community receives safe, high-quality drinking water. Through ongoing innovation, professional development, and proactive system improvements, the plant aims to remain a leader in the industry and a trusted resource for residents and businesses.

Objectives:

- Upgrade well PLCs and strengthen security protocols to enhance operational reliability.
- Improve plant cybersecurity to safeguard critical systems and infrastructure.
- Add mixers to ground storage tanks and remove outdated curtains to improve water quality and circulation.

Water Treatment Plant Overview:

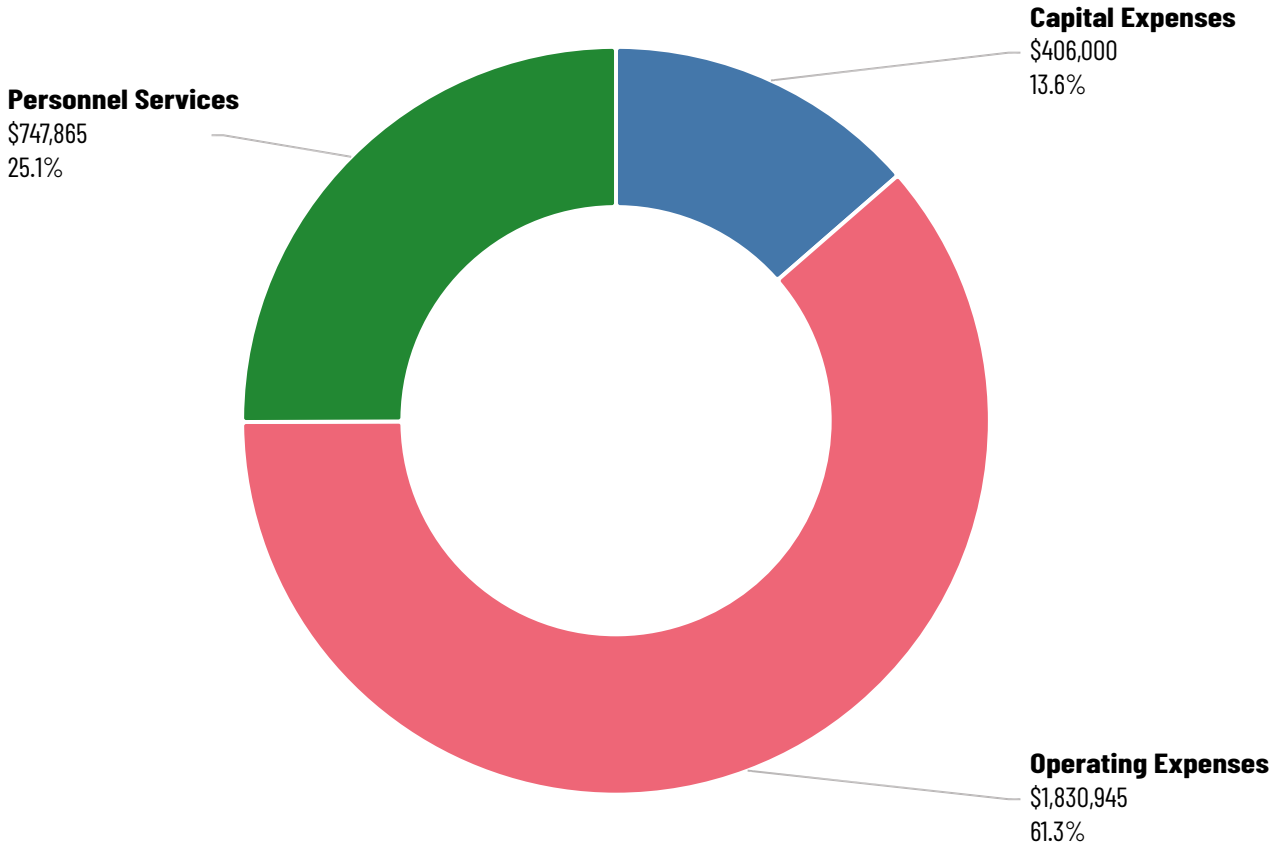
Water treatment plays a crucial role in removing contaminants and hazardous substances, ensuring that water is clean and safe for consumption. Unfortunately, nearly 2 billion people worldwide rely on either untreated drinking water or sources that may be unsafe or contaminated. Implementing effective water treatment systems helps prevent water-related health risks, including waterborne diseases and fatalities.

The City of Lake City Public Water Treatment Division is a dedicated team of professionals committed to maintaining water quality every day of the week. Our primary mission is to produce safe and visually appealing water at a reasonable cost while managing resources responsibly. This involves continuous monitoring of plant operations, adjusting chemical treatments, conducting quality tests, and maintaining accurate records—ensuring an efficient and effective process that benefits our community.

Beyond production, maintaining equipment is a vital component of our responsibilities. This includes preventive, corrective, and predictive maintenance, as well as calibrations and equipment replacements. Our systems encompass a wide range of essential infrastructure, such as process generation systems, auxiliary generators, pumps, motors, injection systems, monitoring equipment, air systems, electrical components, and storage tanks.

Our commitment extends beyond our facility gates. We manage auto flushers in our distribution system to ensure fresh water circulation and uphold optimal water quality. Additionally, we rigorously oversee the City's Cross-Connection Control Program, protecting the distribution system from external contaminants. The division also conducts and facilitates fire flow tests for contractors, businesses, and the fire department.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
410.72.536-010.12	Salary	465,256	489,366	359,456	479,224	(10,142)	(2.1)%
410.72.536-010.14	Overtime	8,948	10,000	4,262	10,000	0	—%
410.72.536-010.21	FICA	32,886	37,781	26,041	35,994	(1,787)	(4.7)%
410.72.536-010.22	Retirement Contributions	72,647	73,238	61,705	79,805	6,567	9.0%
410.72.536-010.23	Life, Health & Disability	134,506	143,466	78,419	134,420	(9,046)	(6.3)%
410.72.536-010.24	Workers Compensation	15,610	9,255	6,547	8,422	(833)	(9.0)%
	Personnel Services Total	**729,852**	**763,106**	**536,430**	**747,865**	**(15,241)**	**(2.0)%**
Operating Expenses							
410.72.536-030.31	Professional Services	59,975	100,000	39,900	100,000	0	—%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
410.72.536-030.34	Contractual Services	117,305	221,600	100,815	231,600	10,000	4.5%
410.72.536-030.40	Travel	1,613	3,400	511	8,000	4,600	135.3%
410.72.536-030.41	Communication Services	10,779	14,740	12,916	16,180	1,440	9.8%
410.72.536-030.42	Postage	349	1,500	1	1,500	0	—%
410.72.536-030.43	Utility Services	458,184	482,650	420,514	518,075	35,425	7.3%
410.72.536-030.44	Rental & Leases	53,312	78,079	52,107	76,450	(1,629)	(2.1)%
410.72.536-030.46	Repair & Maintenance	196,258	411,500	234,711	276,200	(135,300)	(32.9)%
410.72.536-030.47	Printing & Binding	466	2,700	0	2,700	0	—%
410.72.536-030.48	Promotional Activities	5,121	6,500	4,677	7,500	1,000	15.4%
410.72.536-030.49	Other Current Charges	930	4,450	300	5,650	1,200	27.0%
410.72.536-030.51	Office Supplies	789	2,500	1,324	2,500	0	—%
410.72.536-030.52	Operating Supplies	397,599	528,070	368,518	566,375	38,305	7.3%
410.72.536-030.54	Books, Subscription & Membership	1,253	1,765	325	1,815	50	2.8%
410.72.536-030.55	Training	7,014	11,500	7,511	16,400	4,900	42.6%
	Operating Expenses Total	**1,310,947**	**1,870,954**	**1,244,130**	**1,830,945**	**(40,009)**	**(2.1)%**
Capital Expenses							
410.72.536-060.64	Machinery & Equipment	140,471	395,700	290,355	406,000	10,300	2.6%
	Capital Expenses Total	**140,471**	**395,700**	**290,355**	**406,000**	**10,300**	**2.6%**
	Total	**2,181,270**	**3,029,760**	**2,070,915**	**2,984,810**	**(44,950)**	**(1.5)%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
410.72.536-030.31	Engineering for projects	100,000
	Operating Expense Professional Services Total	**100,000**
Operating Expense Contractual Services		
410.72.536-030.34	Back Flow Testing	225,000
410.72.536-030.34	MCA Camera Licenses	6,600
	Operating Expense Contractual Services Total	**231,600**
Operating Expense Travel		
410.72.536-030.40	FRWA Water Conferance	4,000
410.72.536-030.40	Technical Training	4,000
	Operating Expense Travel Total	**8,000**
Operating Expense Communication Services		
410.72.536-030.41	AT&T Mobility	5,700
410.72.536-030.41	Comcast	8,000
410.72.536-030.41	Security Monitoring	700
410.72.536-030.41	Sierra wireless	480
410.72.536-030.41	Verizon	1,300
	Operating Expense Communication Services Total	**16,180**
Operating Expense Postage		
410.72.536-030.42	Misc. Postage	1,500
	Operating Expense Postage Total	**1,500**
Operating Expense Utility Services		
410.72.536-030.43	Florida Power & Light	312,075
410.72.536-030.43	Water Sewer Utility	206,000
	Operating Expense Utility Services Total	**518,075**
Operating Expense Rental & Leases		
410.72.536-030.44	Konica Copier Lease	1,450
410.72.536-030.44	LOX Tank Rental	37,000
410.72.536-030.44	Misc. Rentals	10,000
410.72.536-030.44	Vehicle Lease	28,000
	Operating Expense Rental & Leases Total	**76,450**
Operating Expense Repair & Maintenance		
410.72.536-030.46	Annual Instrumentation Calibration	23,000

Expenditure Detail

		FY 2027
410.72.536-030.46	Distilled Water System PM	1,500
410.72.536-030.46	FDEP Tank Repairs	5,000
410.72.536-030.46	General Maintenance Repairs	100,000
410.72.536-030.46	General PM	55,000
410.72.536-030.46	Generator PM	23,000
410.72.536-030.46	Hach PM Service for Turbidity, DR3900, And Chlorine Meters	3,700
410.72.536-030.46	HVAC PM Service	2,000
410.72.536-030.46	New Door Handles for Plant	7,500
410.72.536-030.46	Paint for Plant Equipment and Facilities	5,000
410.72.536-030.46	Safety Light Battery Replacement	1,500
410.72.536-030.46	UPS System Servicing and PM	5,000
410.72.536-030.46	Vehicle Maintenance for City Owned Trucks	15,000
410.72.536-030.46	Vehicle Maintenance for Lease	4,000
410.72.536-030.46	Xylem Ozone System Service	25,000
	Operating Expense Repair & Maintenance Total	**276,200**
Operating Expense Printing & Binding		
410.72.536-030.47	Announcements	2,700
	Operating Expense Printing & Binding Total	**2,700**
Operating Expense Promotional Activities		
410.72.536-030.48	Fair promotions	1,000
410.72.536-030.48	Misc. Promotion	1,500
410.72.536-030.48	Water Conservation	5,000
	Operating Expense Promotional Activities Total	**7,500**
Operating Expense Other Current Charges		
410.72.536-030.49	Operation Licensing	1,400
410.72.536-030.49	Plant Permit	4,000
410.72.536-030.49	Tank Permits	250
	Operating Expense Other Current Charges Total	**5,650**
Operating Expense Office Supplies		
410.72.536-030.51	Office Supplies for Normal Operations	2,000
410.72.536-030.51	Supplies for Additional FDEP Administrative Work	500
	Operating Expense Office Supplies Total	**2,500**
Operating Expense Operating Supplies		
410.72.536-030.52	Aspen Pest Control	255
410.72.536-030.52	Boots for Internship Employee	90

Expenditure Detail

		FY 2027
410.72.536-030.52	Fuel - Other	35,000
410.72.536-030.52	Fuel - Vehicles	25,000
410.72.536-030.52	Hydrant flusher	9,000
410.72.536-030.52	Lab Analysis	55,000
410.72.536-030.52	Misc. Items	20,000
410.72.536-030.52	Pest Control	250
410.72.536-030.52	Safety Equipment	3,500
410.72.536-030.52	Stipend - Boots	630
410.72.536-030.52	Stipend - Pants	650
410.72.536-030.52	Uniform	4,000
410.72.536-030.52	WTP Ammonia	55,000
410.72.536-030.52	WTP Chlorine	123,000
410.72.536-030.52	WTP Lox	180,000
410.72.536-030.52	WTP Poly Orthophosphate	55,000
	Operating Expense Operating Supplies Total	**566,375**
Operating Expense Books, Subscription & Membership		
410.72.536-030.54	Florida Rural Water Assoc.	750
410.72.536-030.54	Florida Section AWWA	350
410.72.536-030.54	FWPCOA	315
410.72.536-030.54	Water ISAC	400
	Operating Expense Books, Subscription & Membership Total	**1,815**
Operating Expense Training		
410.72.536-030.55	CEU	10,500
410.72.536-030.55	New Rules and Regulation Training	1,000
410.72.536-030.55	Safety	4,900
	Operating Expense Training Total	**16,400**
Capital Outlay Machinery & Equipment		
410.72.536-060.64	Chemical Tank Replacements (3)	30,000
410.72.536-060.64	EMP Defense lightning Suppressor	21,000
410.72.536-060.64	Gate controllers for plant	30,000
410.72.536-060.64	Metal Siding	35,000
410.72.536-060.64	Purchase of truck 251	5,000
410.72.536-060.64	R & R for Equipment	50,000

Expenditure Detail

		FY 2027
410.72.536-060.64	Tank Mixers for Main Plant	85,000
410.72.536-060.64	Upgrade Fire wall	10,000
410.72.536-060.64	Well PLC Upgrade	140,000
	Capital Outlay Machinery & Equipment Total	**406,000**
	Total	**2,236,945**

Department Positions

Account	Position	FY 2026	FY 2027
Water Treatment Plant			
410.72.536	Director Water Plant	1	1
	WTP Intern	1	0
	Chief Operator	1	1
	WTP Operators A/B/C/Trainee	5	5
	Total	**8**	**7**

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
1	2020	CHEVY SILVERADO 1500	22,095	45,000	
2	2020	CHEVROLET SILVERADO 1500	36,251	45,000	
3	2026	CHEVROLET SILVERADO 1500	2,424	45,000	
4	2026	CHEVROLET SILVERADO 2500	1,592	52,349	
5	2021	CHEVROLET SILVERADO 1500	39,744	45,000	
		Total		**232,349**	

Wastewater Treatment

Cody Pridgeon, Wastewater Treatment Plant Director

Accomplishments: The Wastewater Treatment Plant continued to build on the significant progress made in FY25, demonstrating strong operational performance across all facilities. Following the successful completion of the $5.5 million Saint Margaret's Rehabilitation Project—the first major upgrade since the late 1990s—the plant sustained reliable operations and fully leveraged the improvements made to the site. The ongoing implementation of the Supervisory Control and Data Acquisition (SCADA) system at Saint Margaret's further strengthened process oversight, enabling enhanced remote monitoring, early detection of potential issues, and more efficient corrective action.In addition, both the Kicklighter and Saint Margaret's facilities maintained full regulatory compliance throughout the year, reflecting the department's commitment to environmental protection and operational excellence. The continued successful operation of the NFMIP Wastewater Facility, acquired without additional staffing, remains a notable achievement. The team's ability to integrate a third treatment site while upholding high standards of performance underscores their adaptability, technical expertise, and dedication to serving the community.

Goals:

The Wastewater Treatment Plant aims to strengthen operational reliability, regulatory compliance, and treatment performance across all facilities, including the recently upgraded Saint Margaret's site and the successfully integrated NFMIP Wastewater Facility. A key focus for FY27 is ensuring all operators are fully trained and proficient in the new SCADA system to maximize process oversight, early issue detection, and operational efficiency. The department also plans to submit a permit modification to reduce required on-site staffing to eight hours per day, improving flexibility while maintaining compliance. Additionally, the team will continue evaluating long-term effluent disposal options to support sustainable growth and environmental protection.

Objectives:

- Maintain full compliance with all FDEP rules and regulations across all facilities.
- Continue necessary upgrades at both Kicklighter and Saint Margaret's to support long-term reliability and treatment performance.

- Reduce chemical usage to the minimum required for effective treatment through improved process control and optimization.
- Ensure all operators are fully trained and proficient in controlling plant operations through the SCADA system.
- Maintain a safe, well-managed working environment that supports staff efficiency and operational excellence.

Wastewater Department Overview:

Kicklighter Wasterwater Treatment Plant

Wastewater Department Overview:

The mission of the Wastewater Department is to treat and purify the city's used water before safely returning it to the environment via the sprayfield or wetlands. This dedicated team includes 10 licensed operators, 3 maintenance technicians, and 4 sprayfield technicians who work together to ensure that every drop is responsibly managed.

Treatment Process:

Wastewater generated from homes is transported through an intricate system of underground pipes and pump stations to the treatment facility. There, contaminants harmful to the environment are removed. The untreated water entering the plant is known as influent, while the cleaned, processed water leaving the facility is called effluent.

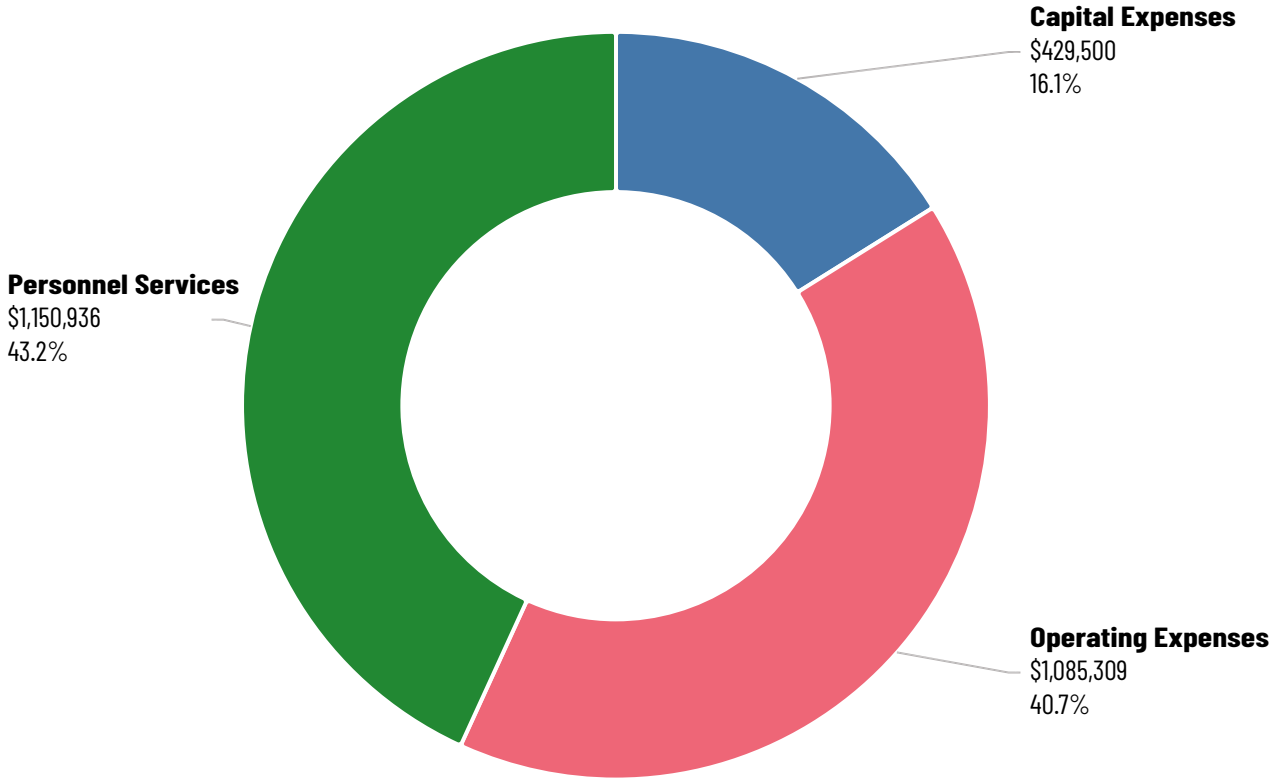
Environmental Compliance:

Lake City falls within a Basin Management Action Plan (BMAP) zone for Ichetucknee Springs, which means the Florida Department of Environmental Protection (FDEP) enforces stricter standards for effluent quality. To meet these enhanced requirements, the department utilizes treatment wetlands that remove excess nutrients from the effluent before it is recharged into the aquifer.

Commitment to Clean Water:

Every member of the wastewater and sprayfield teams is committed to producing the highest quality effluent possible, helping protect both our natural resources and community health.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
410.74.536-010.12	Salary	642,941	743,578	582,469	760,366	16,788	2.3%
410.74.536-010.14	Overtime	20,203	20,000	21,345	20,000	0	—%
410.74.536-010.21	FICA	47,703	57,460	43,814	58,381	921	1.6%
410.74.536-010.22	Retirement Contributions	81,746	91,928	77,693	99,475	7,547	8.2%
410.74.536-010.23	Life, Health & Disability	139,022	178,112	110,746	199,054	20,942	11.8%
410.74.536-010.24	Workers Compensation	20,872	13,595	10,797	13,660	65	0.5%
	Personnel Services Total	**952,487**	**1,104,673**	**846,865**	**1,150,936**	**46,263**	**4.2%**
Operating Expenses							
410.74.536-030.31	Professional Services	86,624	100,000	13,590	100,000	0	—%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
410.74.536-030.34	Contractual Services	120,419	166,575	91,952	166,575	0	—%
410.74.536-030.40	Travel	99	3,500	0	3,500	0	—%
410.74.536-030.41	Communication Services	7,334	8,536	6,968	10,400	1,864	21.8%
410.74.536-030.42	Postage	44	100	0	100	0	—%
410.74.536-030.43	Utility Services	301,840	372,100	268,762	385,850	13,750	3.7%
410.74.536-030.44	Rental & Leases	15,144	30,300	18,594	23,521	(6,779)	(22.4)%
410.74.536-030.46	Repair & Maintenance	89,975	118,363	110,584	126,363	8,000	6.8%
410.74.536-030.47	Printing & Binding	0	500	249	500	0	—%
410.74.536-030.51	Office Supplies	755	3,000	0	3,000	0	—%
410.74.536-030.52	Operating Supplies	225,633	262,900	223,328	260,500	(2,400)	(0.9)%
410.74.536-030.54	Books, Subscription & Membership	600	1,500	0	1,500	0	—%
410.74.536-030.55	Training	1,126	3,500	535	3,500	0	—%
	Operating Expenses Total	**849,592**	**1,070,874**	**734,561**	**1,085,309**	**14,435**	**1.3%**
Capital Expenses							
410.74.536-060.63	Infrastructure	289,260	1,555,000	925,292	165,000	(1,390,000)	(89.4)%
410.74.536-060.64	Machinery & Equipment	36,639	34,000	17,082	264,500	230,500	677.9%
	Capital Expenses Total	**325,899**	**1,589,000**	**942,373**	**429,500**	**(1,159,500)**	**(73.0)%**
	Total	**2,127,978**	**3,764,547**	**2,523,800**	**2,665,745**	**(1,098,802)**	**(29.2)%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
410.74.536-030.31	Engineering Services	100,000
	Operating Expense Professional Services Total	**100,000**
Operating Expense Contractual Services		
410.74.536-030.34	Lab Samples	40,000
410.74.536-030.34	MCA Camera Licenses	6,575
410.74.536-030.34	Sludge Disposal	120,000
	Operating Expense Contractual Services Total	**166,575**
Operating Expense Travel		
410.74.536-030.40	Travel for Training	3,500
	Operating Expense Travel Total	**3,500**
Operating Expense Communication Services		
410.74.536-030.41	Arrow Link for Kicklighter Alarms	600
410.74.536-030.41	AT&T Mobility	4,200
410.74.536-030.41	Comcast	4,400
410.74.536-030.41	Verizon	1,200
	Operating Expense Communication Services Total	**10,400**
Operating Expense Postage		
410.74.536-030.42	Postage	100
	Operating Expense Postage Total	**100**
Operating Expense Utility Services		
410.74.536-030.43	Clay Electric	105,750
410.74.536-030.43	Florida Power & Light	198,500
410.74.536-030.43	Water Sewer Utility	81,600
	Operating Expense Utility Services Total	**385,850**
Operating Expense Rental & Leases		
410.74.536-030.44	Konica - Saint Margarets Copier	1,300
410.74.536-030.44	Truck Lease	19,221
410.74.536-030.44	Uniform Rental	3,000
	Operating Expense Rental & Leases Total	**23,521**
Operating Expense Repair & Maintenance		
410.74.536-030.46	Electrical Repairs	12,000
410.74.536-030.46	Equipment Repairs	50,000

Expenditure Detail

		FY 2027
410.74.536-030.46	Generator Maintenance Agreement	17,835
410.74.536-030.46	HACH Service Agreement for Analyzers	15,000
410.74.536-030.46	HVAC Service Agreement	5,000
410.74.536-030.46	Miscellaneous Maintenance	5,000
410.74.536-030.46	Pest Control	720
410.74.536-030.46	Security Safe Monitoring	1,408
410.74.536-030.46	Service Agreement for Centrifuges	10,000
410.74.536-030.46	Shade Cloth for CCC	8,000
410.74.536-030.46	Truck Maintenance	1,400
	Operating Expense Repair & Maintenance Total	**126,363**
Operating Expense Printing & Binding		
410.74.536-030.47	Business Cards	500
	Operating Expense Printing & Binding Total	**500**
Operating Expense Office Supplies		
410.74.536-030.51	Office Supplies	3,000
	Operating Expense Office Supplies Total	**3,000**
Operating Expense Operating Supplies		
410.74.536-030.52	Computers	4,000
410.74.536-030.52	Fuel	15,000
410.74.536-030.52	Lab Supplies	8,000
410.74.536-030.52	New Laptop	2,500
410.74.536-030.52	Oil and Grease	2,000
410.74.536-030.52	Operating Supplies	15,000
410.74.536-030.52	Polymer for Centrifuges	46,000
410.74.536-030.52	Safety and PPE	2,500
410.74.536-030.52	Sodium Hypo	165,000
410.74.536-030.52	Wifi Access Point	500
	Operating Expense Operating Supplies Total	**260,500**
Operating Expense Books, Subscription & Membership		
410.74.536-030.54	License Renewal and Memberships	1,500
	Operating Expense Books, Subscription & Membership Total	**1,500**
Operating Expense Training		
410.74.536-030.55	Training and CEUs	3,500
	Operating Expense Training Total	**3,500**

Expenditure Detail

			FY 2027
Capital Outlay Infrastructure			
	410.74.536-060.63	Kicklighter SCADA Upgrades	165,000
		Capital Outlay Infrastructure Total	**165,000**
Capital Outlay Machinery & Equipment			
	410.74.536-060.64	New Crane Truck	199,500
	410.74.536-060.64	Spare Digester Pump	65,000
		Capital Outlay Machinery & Equipment Total	**264,500**
		Total	**1,514,809**

Department Positions

Account	Position	FY 2026	FY 2027
Wastewater Treatment			
410.74.536	Director of WWTP	1	1
	WWTP Chief Operator	1	1
	WWTP Intern	1	1
	WWTP Lead Operator	1	1
	WWTP Operators A/B/C/Trainee	6	6
	WWTP Maintenance Supervisor	1	1
	WWTP Maintenance Tech I/III	2	2
	Total	**13**	**13**

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
1	2026	CHEVROLET SILVERADO 1500	834	45,000	
2	2026	CHEVROLET SILVERADO 1500	2,484	45,000	
3	2014	FORD F-550 w/crane	36,857	180,000	
4	2020	CHEVROLET SILVERADO 1500	35,047	45,000	
5	2020	CHEVROLET SILVERADO 1500	47,655	45,000	
		Total		**360,000**	

NFMIP Wastewater Treatment Plant

Cody Pridgeon, Wastewater Treatment Plant Director

Accomplishments:

The Wastewater Treatment Plant continued to successfully operate the newly acquired NFMIP Wastewater Facility throughout FY26. Despite taking on a third treatment site without additional staffing, the department maintained full regulatory compliance, upheld high operational standards, and ensured uninterrupted service to the community. The team's ability to integrate the facility into daily operations, optimize workflows, and sustain performance across all plants demonstrates strong technical expertise, adaptability, and a commitment to excellence in wastewater management.

Goals:

The Wastewater Treatment Plant is committed to strengthening long-term operational reliability, environmental stewardship, and regulatory compliance across all facilities, including the successfully integrated NFMIP Wastewater Facility. Key goals for FY27 include determining the most effective and sustainable avenue for future effluent disposal, pursuing available grant funding to support those improvements, and installing a high-level disinfection filter to enhance treatment performance. These efforts support the City's broader mission to protect downstream users, maintain high-quality effluent standards, and ensure resilient, efficient wastewater operations for a growing community.

Objectives:

- Maintain full compliance with all FDEP rules and regulations across all operating facilities.
- Continue treating landfill leachate safely and effectively while upholding high environmental standards.
- Determine the most sustainable and cost-effective avenue for future effluent disposal and pursue available grant funding to support implementation.

The North Florida Mega Industrial Park (NFMIP) Wastewater Treatment Plant is a critical infrastructure investment jointly supported by the City of Lake City and Columbia County to foster regional economic development and accommodate future industrial growth. This facility is designed to provide advanced wastewater treatment services to current and future tenants within the NFMIP, positioning the area as a competitive location for large-scale manufacturing, logistics, and industrial operations.

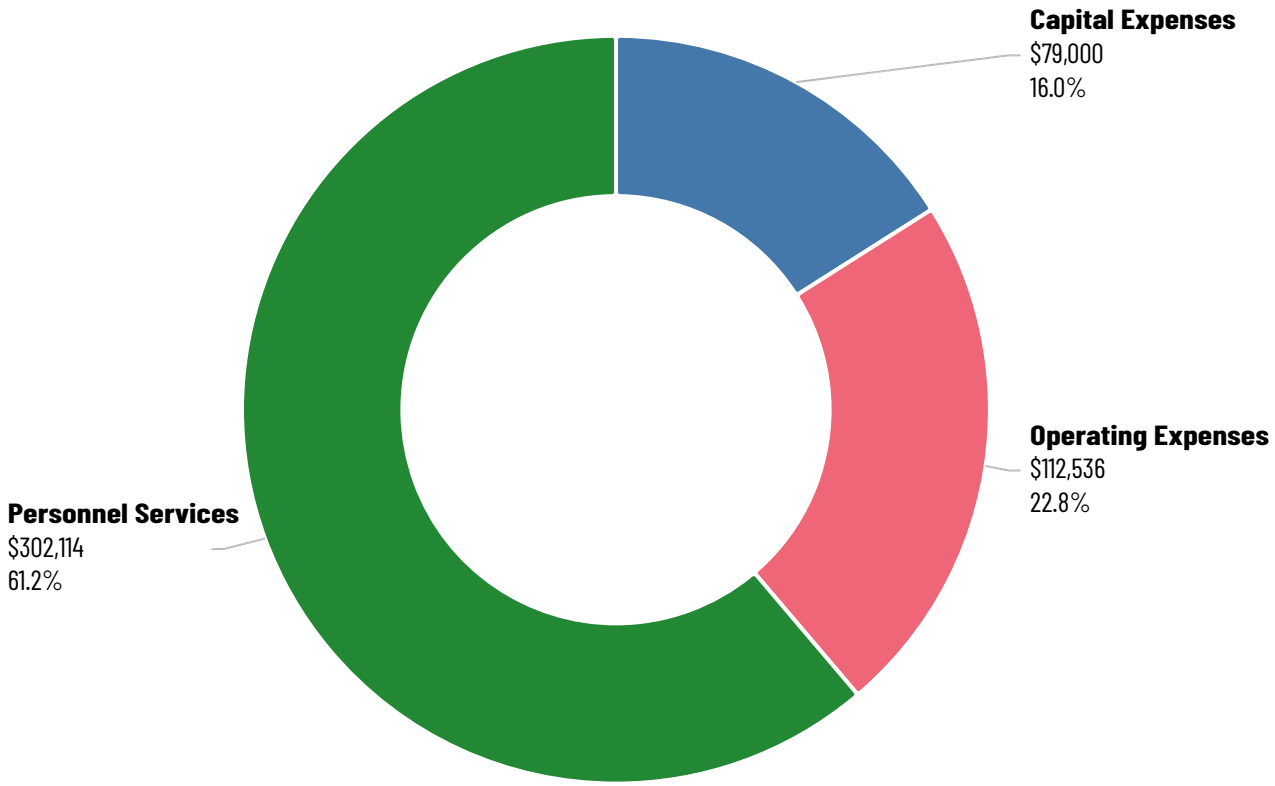
This budget reflects the City's share of operational and capital expenditures for the operation of the wastewater treatment plant. The budget will also support staffing, routine maintenance, testing, regulatory compliance, and system upgrades as needed.

The project is a result of a strategic partnership between the City of Lake City and Columbia County, both of which are committed to investing in shared infrastructure to drive economic development. This intergovernmental collaboration ensures efficient resource allocation and cost-sharing while reinforcing a unified vision for long-term regional growth.

The development of the NFMIP Wastewater Treatment Plant is not only essential for meeting environmental standards and servicing industrial clients, but also represents a forward-looking commitment to sustainable infrastructure that supports job creation and expanded tax base for the community.

The City remains committed to working closely with Columbia County throughout each phase of the project to ensure timely progress, compliance with regulatory requirements, and prudent fiscal oversight.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
410.75.536-010.12	Salary	58,176	151,713	98,660	167,434	15,721	10.4%
410.75.536-010.14	Overtime	4,222	7,500	6,539	7,500	0	—%
410.75.536-010.21	FICA	4,363	11,635	7,433	12,465	830	7.1%
410.75.536-010.22	Retirement Contributions	8,512	20,370	14,051	22,449	2,079	10.2%
410.75.536-010.23	Life, Health & Disability	20,650	64,486	33,486	89,349	24,863	38.6%
410.75.536-010.24	Workers Compensation	1,851	2,753	1,865	2,917	164	6.0%
	Personnel Services Total	**97,773**	**258,457**	**162,034**	**302,114**	**43,657**	**16.9%**
Operating Expenses							
410.75.536-030.31	Professional Services	0	9,000	6,562	9,000	0	—%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
410.75.536-030.41	Communication Services	0	3,004	0	3,004	0	—%
410.75.536-030.44	Rental & Leases	4,619	9,480	4,090	9,816	336	3.5%
410.75.536-030.46	Repair & Maintenance	5,128	14,000	7,308	22,000	8,000	57.1%
410.75.536-030.51	Office Supplies	0	1,200	0	1,200	0	—%
410.75.536-030.52	Operating Supplies	35,726	66,016	48,584	66,016	0	—%
410.75.536-030.55	Training	0	1,500	175	1,500	0	—%
	Operating Expenses Total	**45,473**	**104,200**	**66,719**	**112,536**	**8,336**	**8.0%**
Capital Expenses							
410.75.536-060.63	Infrastructure	0	75,000	45,454	10,000	(65,000)	(86.7)%
410.75.536-060.64	Machinery & Equipment	0	14,000	0	69,000	55,000	392.9%
	Capital Expenses Total	**0**	**89,000**	**45,454**	**79,000**	**(10,000)**	**(11.2)%**
	Total	**143,246**	**451,657**	**274,207**	**493,650**	**41,993**	**9.3%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
410.75.536-030.31	Lab Tests	9,000
	Operating Expense Professional Services Total	**9,000**
Operating Expense Communication Services		
410.75.536-030.41	Phone Bill	504
410.75.536-030.41	Software Renewals	2,500
	Operating Expense Communication Services Total	**3,004**
Operating Expense Rental & Leases		
410.75.536-030.44	Truck Lease	9,816
	Operating Expense Rental & Leases Total	**9,816**
Operating Expense Repair & Maintenance		
410.75.536-030.46	Generator Maintenance	4,000
410.75.536-030.46	HACH Service Agreement for Analyzers	8,000
410.75.536-030.46	Miscellaneous Repairs	10,000
	Operating Expense Repair & Maintenance Total	**22,000**
Operating Expense Office Supplies		
410.75.536-030.51	Office Supplies	1,200
	Operating Expense Office Supplies Total	**1,200**
Operating Expense Operating Supplies		
410.75.536-030.52	Fuel	5,000
410.75.536-030.52	Lab Supplies	4,000
410.75.536-030.52	Lap Top	2,500
410.75.536-030.52	Micro - C	21,216
410.75.536-030.52	Oil and Grease	800
410.75.536-030.52	Operating Supply	2,500
410.75.536-030.52	Sodium Hypo	30,000
	Operating Expense Operating Supplies Total	**66,016**
Operating Expense Training		
410.75.536-030.55	Training	1,500
	Operating Expense Training Total	**1,500**
Capital Outlay Infrastructure		
410.75.536-060.63	Shed for Golf Cart	10,000
	Capital Outlay Infrastructure Total	**10,000**

Expenditure Detail

			FY 2027
Capital Outlay Machinery & Equipment			
	410.75.536-060.64	Cameras	14,000
	410.75.536-060.64	Golf Cart	10,000
	410.75.536-060.64	HMI Hardware	10,000
	410.75.536-060.64	Ignition HMI Software	35,000
		Capital Outlay Machinery & Equipment Total	**69,000**
		Total	**191,536**

Department Positions

Account	Position	FY 2026	FY 2027
NFMIP Wastewater Treatment Plant			
410.75.536	WWTP Lead Operator	1	1
	WWTP Operator A/B/C/Trainee	1	1
	Total	**2**	**2**

Sprayfield

Cody Pridgeon, Wastewater Treatment Plant Director

Accomplishments:

The Sprayfield continued to advance its long-term improvement efforts in Fiscal Year 2026, building on the momentum created by last year's major grant awards for the Steedley Sprayfield-to-Wetlands Conversion and associated upgrades. Staff remained focused on supporting project readiness, coordinating with partners, and maintaining the site to ensure ongoing compliance and operational reliability. These efforts help position the Sprayfield for future enhancements that will strengthen nutrient management, improve environmental performance, and support the City's broader wastewater and reuse objectives..

Goals:

The Sprayfield is committed to advancing long-term improvements that enhance environmental performance, strengthen nutrient management, and support ongoing regulatory compliance. A key priority is the successful completion of the Steedley Sprayfield-to-Wetlands Conversion and the upgrades to the existing wetlands system, which will improve nutrient removal and overall site sustainability. The division will continue maintaining a well-managed, resilient operation that supports the City's broader wastewater and reuse strategies while preparing for future enhancements and operational needs.

Objectives:

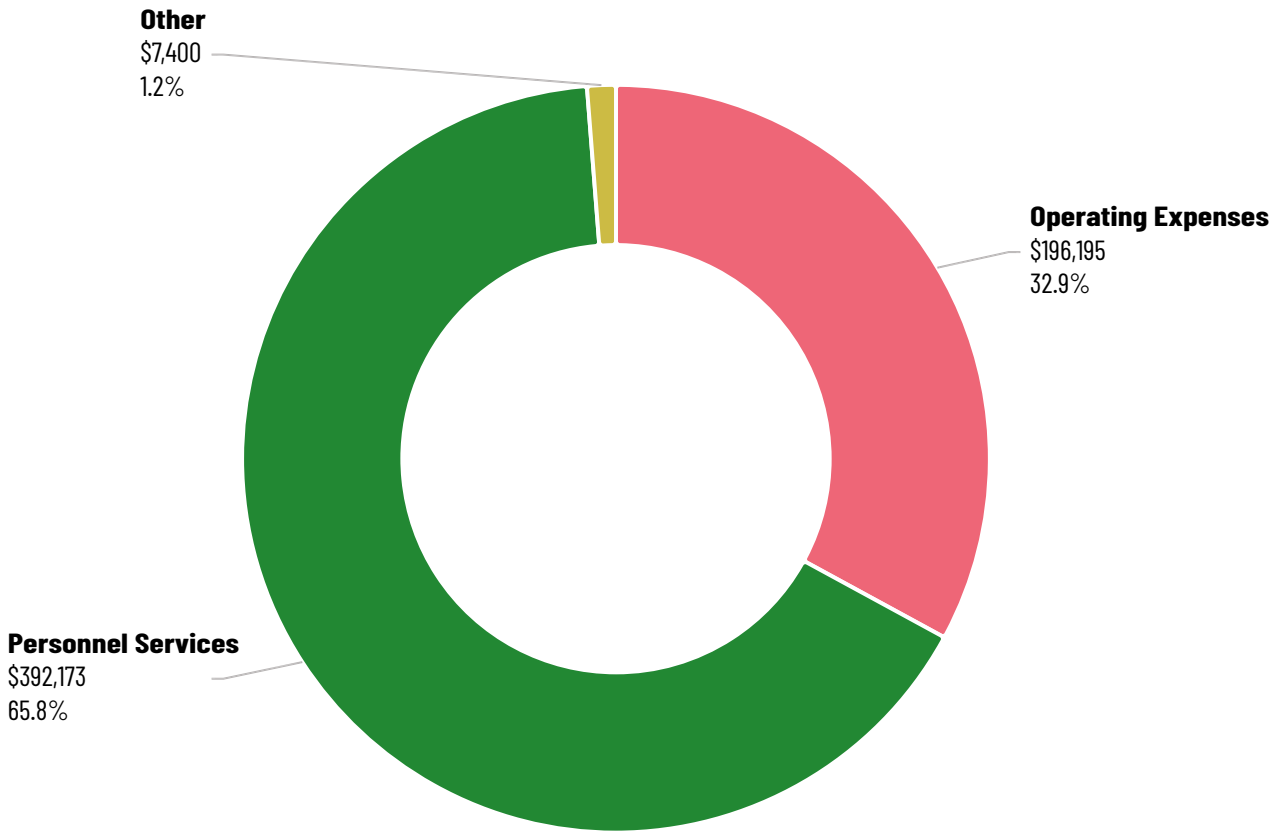
- Maintain full compliance with all FDEP rules and regulations to ensure safe and responsible operations.
- Ensure wastewater is thoroughly treated to meet the highest environmental and regulatory standards before being discharged back to the environment.
- Safeguard downstream users by ensuring no contaminants are introduced into the system and by strengthening nutrient-management practices.
- Minimize energy consumption through efficient gravity-feed operations.

The Sprayfield supports the operation and maintenance of the City of Lake City's effluent disposal sprayfield system, a critical component of the City's wastewater treatment process. The sprayfield serves as the final step in the advanced treatment of reclaimed water, allowing treated effluent to be safely dispersed over a designated land application area in accordance with environmental regulations.

Budgeted expenditures within this fund include costs related to equipment maintenance, pump operations, irrigation systems, land management, utilities, and regulatory compliance. The budget also supports personnel expenses, testing and monitoring services, and any capital improvements necessary to ensure the sprayfield remains efficient and compliant with Florida Department of Environmental Protection (FDEP) standards.

The continued operation of the sprayfield is vital to protecting the local environment and supporting the City's overall wastewater infrastructure. The City of Lake City is committed to maintaining this system in a responsible and sustainable manner, ensuring long-term operational effectiveness and environmental stewardship.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
410.76.536-010.12	Salary	240,720	268,775	234,311	269,827	1,052	0.4%
410.76.536-010.21	FICA	17,539	20,645	17,093	20,500	(145)	(0.7)%
410.76.536-010.22	Retirement Contributions	28,707	31,447	32,600	36,587	5,140	16.3%
410.76.536-010.23	Life, Health & Disability	50,778	76,288	44,422	60,462	(15,826)	(20.7)%
410.76.536-010.24	Workers Compensation	7,635	4,885	4,216	4,797	(88)	(1.8)%
	Personnel Services Total	**345,380**	**402,040**	**332,641**	**392,173**	**(9,867)**	**(2.5)%**
Operating Expenses							
410.76.536-030.31	Professional Services	60,132	56,500	23,452	56,500	0	—%
410.76.536-030.34	Contractual Services	0	2,000	0	2,000	0	—%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
410.76.536-030.41	Communication Services	40	1,978	0	1,978	0	—%
410.76.536-030.42	Postage	0	500	0	500	0	—%
410.76.536-030.43	Utility Services	2,664	6,500	2,331	6,500	0	—%
410.76.536-030.44	Rental & Leases	16,435	31,900	12,713	31,900	0	—%
410.76.536-030.46	Repair & Maintenance	42,914	62,332	26,055	62,332	0	—%
410.76.536-030.52	Operating Supplies	15,821	31,785	17,965	31,785	0	—%
410.76.536-030.54	Books, Subscription & Membership	0	500	0	500	0	—%
410.76.536-030.55	Training	0	2,200	0	2,200	0	—%
	Operating Expenses Total	**138,006**	**196,195**	**82,514**	**196,195**	**0**	**—%**
Capital Expenses							
410.76.536-060.62	Building	27,025	5,500	0	5,500	0	—%
410.76.536-060.63	Infrastructure	333,884	7,413,569	71,038	0	(7,413,569)	(100.0)%
410.76.536-060.64	Machinery & Equipment	61,292	17,250	6,281	1,900	(15,350)	(89.0)%
	Capital Expenses Total	**422,201**	**7,436,319**	**77,319**	**7,400**	**(7,428,919)**	**(99.9)%**
	Total	**905,587**	**8,034,554**	**492,474**	**595,768**	**(7,438,786)**	**(92.6)%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
410.76.536-030.31	Engineering	10,000
410.76.536-030.31	Wetland Solutions Monitoring and Tech Support	46,500
	Operating Expense Professional Services Total	**56,500**
Operating Expense Contractual Services		
410.76.536-030.34	MCA Camera Licenses	2,000
	Operating Expense Contractual Services Total	**2,000**
Operating Expense Communication Services		
410.76.536-030.41	AT&T Mobility	528
410.76.536-030.41	Comcast	1,450
	Operating Expense Communication Services Total	**1,978**
Operating Expense Postage		
410.76.536-030.42	Freight	500
	Operating Expense Postage Total	**500**
Operating Expense Utility Services		
410.76.536-030.43	Clay Electric	6,500
	Operating Expense Utility Services Total	**6,500**
Operating Expense Rental & Leases		
410.76.536-030.44	Employee Uniform Shirts	900
410.76.536-030.44	Enterprise Trucks	26,000
410.76.536-030.44	Equipment Rental	5,000
	Operating Expense Rental & Leases Total	**31,900**
Operating Expense Repair & Maintenance		
410.76.536-030.46	Annual Generator Maintenance	3,500
410.76.536-030.46	Bucket Truck Yearly Inspection	2,500
410.76.536-030.46	Building Maintenance	3,000
410.76.536-030.46	Electrical Repair Sprayfield	10,000
410.76.536-030.46	Fire Extinguisher inspection and Maintenance	1,000
410.76.536-030.46	Generator Annual Load test	2,312
410.76.536-030.46	Heavy Equipment Maintenance	5,500
410.76.536-030.46	Maintenance on Equipment Sprayfield	15,000
410.76.536-030.46	Maintenance Fee of Vehicle 178 & new	1,800
410.76.536-030.46	Pest Control	500
410.76.536-030.46	Pressure Wash PAR Tank	3,600

Expenditure Detail

		FY 2027
410.76.536-030.46	Quarterly HVAC	420
410.76.536-030.46	Road Repair	3,000
410.76.536-030.46	Security Monitoring	600
410.76.536-030.46	Supplies to Repair Perimeter Fence Lines	4,600
410.76.536-030.46	Tractor Repairs	5,000
	Operating Expense Repair & Maintenance Total	**62,332**
Operating Expense Operating Supplies		
410.76.536-030.52	AED	1,410
410.76.536-030.52	Employee Boots Allowance	450
410.76.536-030.52	Employee Pants Allowance	625
410.76.536-030.52	Equipment Oil/ coolants	2,500
410.76.536-030.52	Off- Road - Fuel	6,500
410.76.536-030.52	Oil HYD Fluid Grease For Equipment	2,800
410.76.536-030.52	Operating Supplies	5,000
410.76.536-030.52	Safety / Personal Protective Equipment	3,500
410.76.536-030.52	Tools for Shop	1,500
410.76.536-030.52	Vehicle- Fuel	7,500
	Operating Expense Operating Supplies Total	**31,785**
Operating Expense Books, Subscription & Membership		
410.76.536-030.54	Memberships	500
	Operating Expense Books, Subscription & Membership Total	**500**
Operating Expense Training		
410.76.536-030.55	For Training and Education	2,200
	Operating Expense Training Total	**2,200**
Capital Outlay Building		
410.76.536-060.62	Building Maintenance	5,500
	Capital Outlay Building Total	**5,500**
Capital Outlay Machinery & Equipment		
410.76.536-060.64	Pay off on truck 178	1,900
	Capital Outlay Machinery & Equipment Total	**1,900**
	Total	**203,595**

Department Positions

Account	Position	FY 2026	FY 2027
Sprayfield			
410.76.536	Sprayfield Superintendent	1	1
	Sprayfield Technician I/II	4	4
	Total	**5**	**5**

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
1	2019	FORD F-250	33,870	50,000	
2	2025	FORD F-150 PU	1,132	50,000	
3	2019	FORD F-250 PU	32,390	50,000	
4	2020	CHEVROLET SILVERADO 2500HD	21,752	60,000	
5	2009	STERLING 4X4 ALTEC AA55E	118,372	280,000	
6	2004	FORD DUMP F750	49,962	115,000	
		Total		**605,000**	

GIS/SCADA

Jason Dumas, Director of Technologies

Accomplishments:

In GIS, we initiated a project to update the city's sewer utility network. Our goal was to make the service more reliable, build a stronger infrastructure, and lower operational costs. We created detailed models of complex assets, enhanced outage tracing, and improved data accuracy through rules and validation processes. Additionally, we have increased field mobility by enabling real-time updates on any device and achieved greater efficiency by integrating GIS with operations.

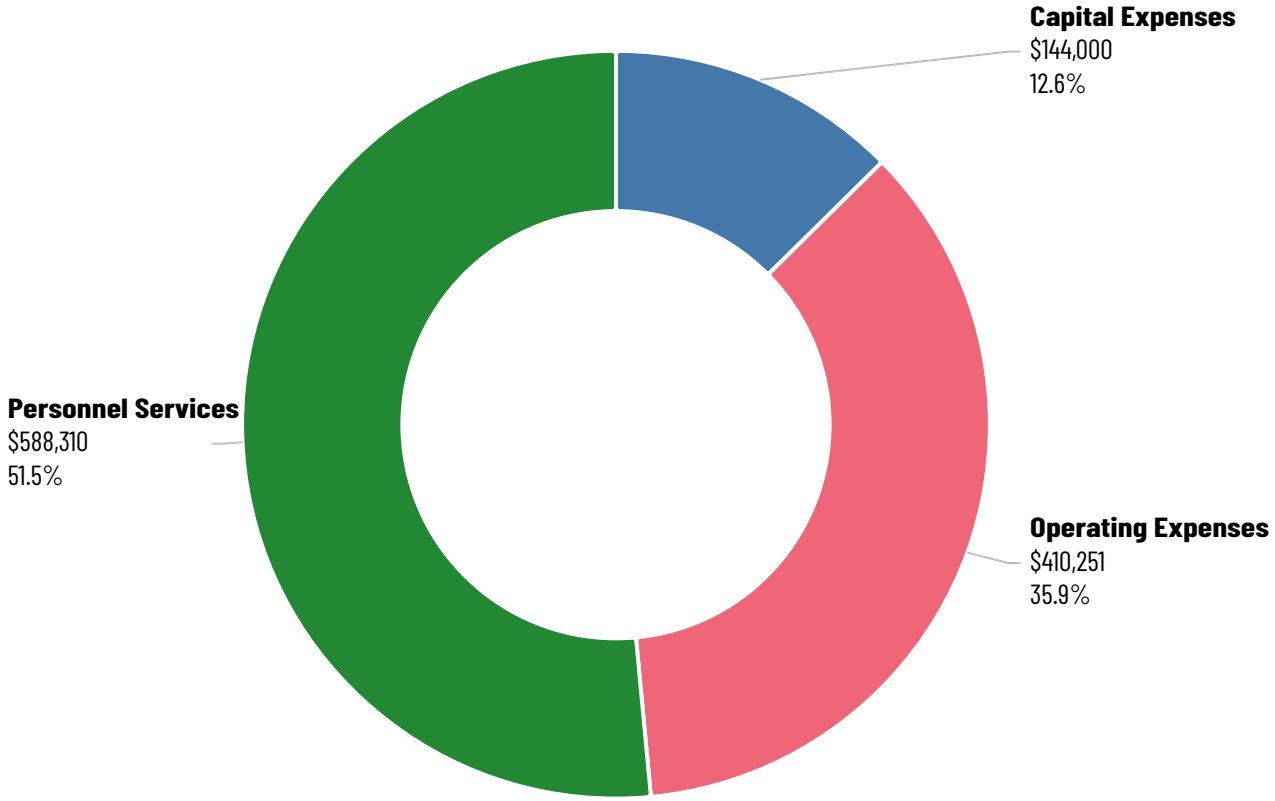
In SCADA, we will have upgraded the SCADA HMI system at the Price Creek Water Treatment Facility, enabling operators to monitor and control plant operations remotely, reliably, and securely using mobile devices. At the Kicklighter Wastewater Treatment Facility, we relocated a control cabinet for the pretreatment system, shielding it from harsh environmental conditions to protect the electronic components that automate the process, thereby reducing unnecessary downtime and expenses. A new SCADA system is being implemented at the Saint Margaret's Street wastewater facility, enabling full automation, greater mobility for plant operators, and reduced operational costs. At North Florida Mega Industrial Plant, we improved the SCADA system's reliability by adding a redundant secondary server, also reducing the risk of unnecessary downtime. Each treatment facility now benefits from faster, more reliable network connections through redundant fiber links, ensuring consistent, secure remote access for plant operators.

Goals: This year, the GIS/SCADA department is focused on expanding applications to readily provide information to the public, build out our asset management system to include utilities and standardize the NFMIP WWTP HMI system.

Objectives:

- Create a unified platform utilizing dashboards and storymaps that fosters meaningful public engagement, enabling residents to contribute feedback, access city data, and participate in shaping our community
- Complete implementation of the Water & Sewer Utility Network to inform the public of affected addresses regarding utility line breaks.
- Improve OT network security by replacing legacy switches at the treatment facilities with switches designed with improved security and reliability.
- Monitoring pressure nodes within the city at a higher refresh rate to improve response time for the Price Creek water plant.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
410.77.536-010.12	Salary	0	0	0	374,007	374,007	100.0%
410.77.536-010.21	FICA	0	0	0	28,739	28,739	100.0%
410.77.536-010.22	Retirement Contributions	0	0	0	63,193	63,193	100.0%
410.77.536-010.23	Life, Health & Disability	0	0	0	116,348	116,348	100.0%
410.77.536-010.24	Workers Compensation	0	0	0	6,023	6,023	100.0%
	Personnel Services Total	**0**	**0**	**0**	**588,310**	**588,310**	**100.0%**
Operating Expenses							
410.77.536-030.34	Contractual Services	0	0	0	4,000	4,000	100.0%
410.77.536-030.40	Travel	0	0	0	29,250	29,250	100.0%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
410.77.536-030.41	Communication Services	0	0	0	20,010	20,010	100.0%
410.77.536-030.43	Utility Services	0	0	0	17,124	17,124	100.0%
410.77.536-030.44	Rental & Leases	0	0	0	10,997	10,997	100.0%
410.77.536-030.46	Repair & Maintenance	0	0	0	37,720	37,720	100.0%
410.77.536-030.49	Other Current Charges	0	0	0	217,550	217,550	100.0%
410.77.536-030.51	Office Supplies	0	0	0	5,300	5,300	100.0%
410.77.536-030.52	Operating Supplies	0	0	0	39,600	39,600	100.0%
410.77.536-030.54	Books, Subscription & Membership	0	0	0	1,000	1,000	100.0%
410.77.536-030.55	Training	0	0	0	27,700	27,700	100.0%
	Operating Expenses Total	**0**	**0**	**0**	**410,251**	**410,251**	**100.0%**
Capital Expenses							
410.77.536-060.64	Machinery & Equipment	0	0	0	144,000	144,000	100.0%
	Capital Expenses Total	**0**	**0**	**0**	**144,000**	**144,000**	**100.0%**
	Total	**0**	**0**	**0**	**1,142,561**	**1,142,561**	**100.0%**

Expenditure Detail

			FY 2027
Operating Expense Contractual Services			
410.77.536-030.34	Cleaning Services		4,000
		Operating Expense Contractual Services Total	**4,000**
Operating Expense Travel			
410.77.536-030.40	Annual Classes - CEU's		1,000
410.77.536-030.40	Esri Conference		7,000
410.77.536-030.40	Hurricane Conference		750
410.77.536-030.40	Misc Classes		2,000
410.77.536-030.40	SCADA Conference		8,000
410.77.536-030.40	Sensus Conference		4,000
410.77.536-030.40	Training Conference		4,000
410.77.536-030.40	Tyler Connect		2,500
		Operating Expense Travel Total	**29,250**
Operating Expense Communication Services			
410.77.536-030.41	AT&T Mobility - MiFi		6,500
410.77.536-030.41	Comcast		2,310
410.77.536-030.41	Verizon Cell Phones		4,200
410.77.536-030.41	Verizon Ipad Service		3,500
410.77.536-030.41	Verizon MiFi		3,500
		Operating Expense Communication Services Total	**20,010**
Operating Expense Utility Services			
410.77.536-030.43	FPL		5,383
410.77.536-030.43	Gas		1,500
410.77.536-030.43	Water Sewer Utility		10,241
		Operating Expense Utility Services Total	**17,124**

Expenditure Detail

		FY 2027
Operating Expense Rental & Leases		
410.77.536-030.44	Enterprise Lease Vehicle	10,996
	Operating Expense Rental & Leases Total	**10,996**
Operating Expense Repair & Maintenance		
410.77.536-030.46	Annual Generator Load Test	2,500
410.77.536-030.46	Building Repairs & Maintenance (Building Rust - Gates)	20,000
410.77.536-030.46	HVAC Maintenance	1,800
410.77.536-030.46	Maintenance for Plotters	500
410.77.536-030.46	Pest Control	420
410.77.536-030.46	Security Camera Repairs	2,500
410.77.536-030.46	Survey/GIS Equipment	3,000
410.77.536-030.46	Truck and Equipment	7,000
	Operating Expense Repair & Maintenance Total	**37,720**
Operating Expense Other Current Charges		
410.77.536-030.49	Addressing/GIS Support - Columbia County	10,000
410.77.536-030.49	Alarm Notification - Kicklighter	2,000
410.77.536-030.49	ArcGIS Small Enterprise	40,000
410.77.536-030.49	BitDefender - SCADA	5,000
410.77.536-030.49	Canary Support/License (SCADA)	7,000
410.77.536-030.49	FCC Licensing Renewals	6,000
410.77.536-030.49	FME Flow	6,500
410.77.536-030.49	GIS Support Consulting	45,000
410.77.536-030.49	Graphics Software	500
410.77.536-030.49	Ignition Support/License (SCADA) Kicklighter & Price Creek WTP	18,000
410.77.536-030.49	Kepware License (SCADA)	1,400
410.77.536-030.49	Lucid Renewal	250
410.77.536-030.49	Macrium Backup Software	1,000
410.77.536-030.49	SCADA Support/Consulting	11,000
410.77.536-030.49	SmartSights (Win911 - XLReporter	12,000
410.77.536-030.49	Tech Connect Support (All Plant Sites)	10,000
410.77.536-030.49	Trimble Unity - Utilities	35,000
410.77.536-030.49	Trimble VRSNow RTK Correction Server	1,900

Expenditure Detail

		FY 2027
410.77.536-030.49	VTScada HMI Support	5,000
	Operating Expense Other Current Charges Total	**217,550**
Operating Expense Office Supplies		
410.77.536-030.51	Business Cards	300
410.77.536-030.51	Office Supplies	5,000
	Operating Expense Office Supplies Total	**5,300**
Operating Expense Operating Supplies		
410.77.536-030.52	Computers & Monitors	2,500
410.77.536-030.52	Fuel - Vehicle	20,000
410.77.536-030.52	Logitech Conference System	5,000
410.77.536-030.52	Promotional Items - GIS Day	1,000
410.77.536-030.52	Safety Boots	450
410.77.536-030.52	Safety Equipment and Supplies	4,000
410.77.536-030.52	Stipend-Pants	650
410.77.536-030.52	Survey and GIS Supplies	5,000
410.77.536-030.52	Uniform Shirts	1,000
	Operating Expense Operating Supplies Total	**39,600**
Operating Expense Books, Subscription & Membership		
410.77.536-030.54	Training Manuals/Material	1,000
	Operating Expense Books, Subscription & Membership Total	**1,000**
Operating Expense Training		
410.77.536-030.55	Analytics Conference	2,000
410.77.536-030.55	CEU Training	1,000
410.77.536-030.55	Esri Conference	2,500
410.77.536-030.55	GIS Training	15,000
410.77.536-030.55	Misc Training Classes	1,000
410.77.536-030.55	SCADA Training	5,000

Expenditure Detail

		FY 2027
410.77.536-030.55	Tyler Connect	1,200
	Operating Expense Training Total	**27,700**
Capital Outlay Machinery & Equipment		
410.77.536-060.64	Fence and Gates	12,000
410.77.536-060.64	Gate Controller	15,000
410.77.536-060.64	Generator	62,000
410.77.536-060.64	Survey/GIS Equipment	55,000
	Capital Outlay Machinery & Equipment Total	**144,000**
	Total	**554,250**

Department Positions

Account	Position	FY 2026	FY 2027
GIS/SCADA			
410.77.536	GIS Analyst	0	1
410.77.536	GIS Coordinator	0	1
410.77.536	GIS Field Specialist	0	1
	GIS Supervisor	0	1
	SCADA Analyst	0	1
	Total	**0**	**5**

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
1	2020	CHEVROLET TRAVERSE	22,366	43,000	
2	2020	CHEVROLET SILVERADO 1500	11,789	45,000	
3	2020	CHEVROLET SILVERADO 1500	42,184	45,000	
		Total		**133,000**	

Distribution and Collections

Brian Scott, Distribution and Collections Director

Accomplishments:

The Distribution and Collections Division advanced several key infrastructure improvements in FY26 to support system reliability and community growth. Major expansion projects are underway, including sewer line extensions along State Road 47 and new water and sewer installations within the Crosswinds Subdivision. The division also completed a water line extension to Leisure Lane and expanded water and sewer services to Bell Road as part of the Bell Road Improvement Project. Additionally, staff deployed the pressure profile system to proactively identify potential line breaks, enhancing system performance and ensuring dependable service for residents and businesses.

Goals:

The Distribution and Collections Division is committed to continuing the expansion of critical water and sewer infrastructure to meet the needs of a growing population and support future development across the community. By advancing system capacity, improving service reliability, and preparing for long-term demand, the division aims to ensure that essential utilities remain resilient, efficient, and capable of supporting sustained residential and commercial growth.

Objectives:

- Implement the 5-year Master Plan to guide strategic system improvements.
- Upgrade and modernize existing utility infrastructure throughout the City and County.
- Continue deployment of the pressure profile system to proactively identify potential issues and strengthen system reliability.

Distribution and Collections Overview:

The Distributions & Collections Department is responsible for the installation, maintenance, and repair of the City of Lake City's water and sewer infrastructure. With a dedicated team of 35 employees, we are committed to delivering safe, reliable water and sewer services to residents, businesses, and institutions across the city.

Meter Maintenance Crew

Our Meter Maintenance Crew installs new water lines, handles line extensions, and manages water taps for new customers. They maintain the city's water infrastructure and oversee the upkeep of 1,470 fire hydrants—an essential part of our emergency preparedness efforts. Technicians support over 10,000 active water accounts, performing meter troubleshooting and installing new meters, meter boxes, and MXUs (Meter Transmitting Units).

Collections Crew

The Collections Crew ensures the smooth operation of the city's sewer system by installing and maintaining sewer lines. They perform monthly line treatments to disinfect and prevent grease buildup. Using advanced camera inspection equipment, they proactively identify and address issues within both sewer and stormwater lines.

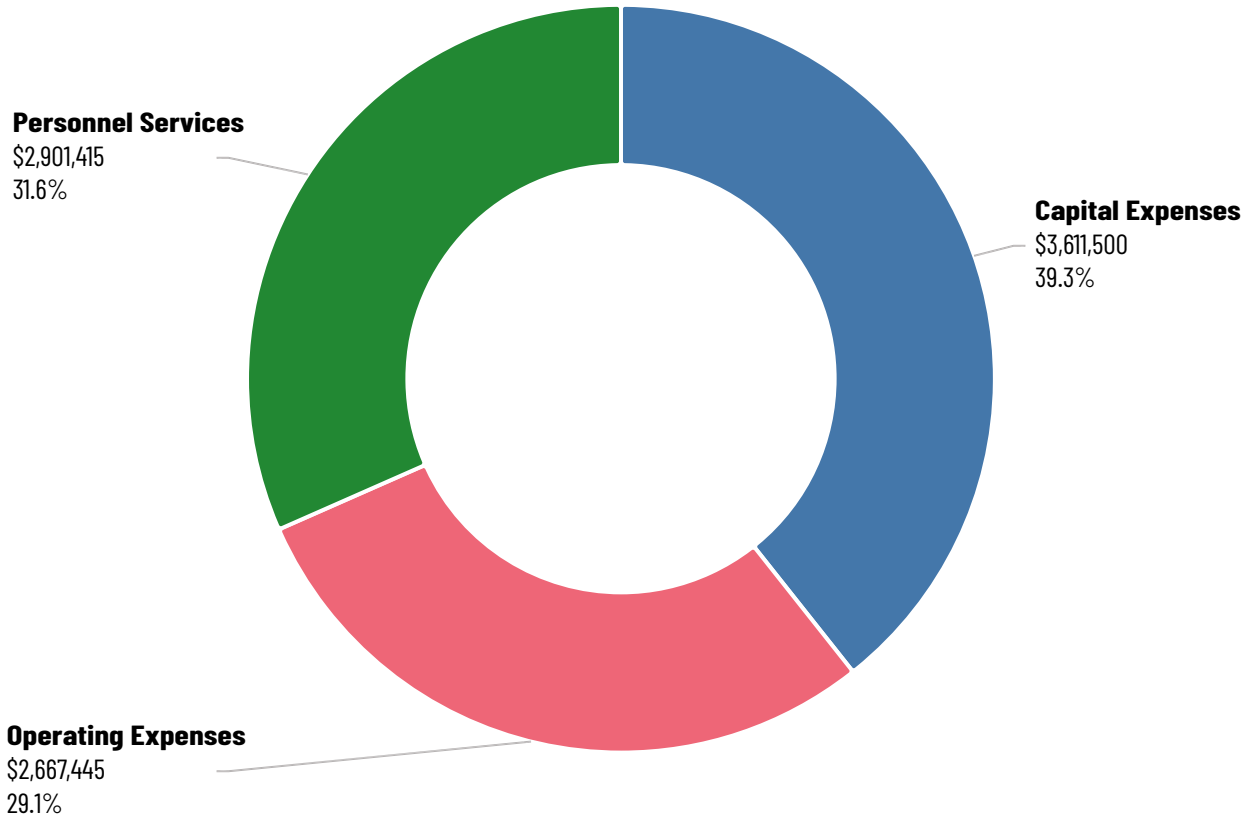
Lift Station Crew

This team maintains 71 lift stations across Lake City. Their responsibilities include pump maintenance, equipment installations, and small-scale rehabilitation projects. In addition to technical upkeep, they ensure each lift station remains accessible and presentable through regular mowing and grounds maintenance.

Location Technician

The Location Technician plays a crucial role in supporting maintenance and expansion by accurately locating and marking all underground water and sewer lines. This work ensures safe and efficient repairs, construction, and future planning.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
410.78.536-010.12	Salary	1,576,183	1,675,444	1,282,474	1,735,932	60,488	3.6%
410.78.536-010.14	Overtime	112,675	90,000	83,090	90,000	0	—%
410.78.536-010.21	FICA	123,057	135,619	99,399	140,251	4,632	3.4%
410.78.536-010.22	Retirement Contributions	206,799	214,601	177,218	240,993	26,392	12.3%
410.78.536-010.23	Life, Health & Disability	290,024	498,884	248,218	662,090	163,206	32.7%
410.78.536-010.24	Workers Compensation	52,991	31,829	24,042	32,149	320	1.0%
	Personnel Services Total	**2,361,729**	**2,646,377**	**1,914,441**	**2,901,415**	**255,038**	**9.6%**
Operating Expenses							
410.78.536-030.31	Professional Services	35,516	25,000	1,630	50,000	25,000	100.0%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
410.78.536-030.34	Contractual Services	5,802	16,108	5,960	15,508	(600)	(3.7)%
410.78.536-030.40	Travel	2,698	5,500	1,535	9,000	3,500	63.6%
410.78.536-030.41	Communication Services	23,850	32,960	22,103	39,610	6,650	20.2%
410.78.536-030.42	Postage	3,414	10,000	139	10,000	0	—%
410.78.536-030.43	Utility Services	114,755	184,700	90,658	184,700	0	—%
410.78.536-030.44	Rental & Leases	179,381	224,500	164,887	231,475	6,975	3.1%
410.78.536-030.46	Repair & Maintenance	481,158	524,102	525,279	542,102	18,000	3.4%
410.78.536-030.47	Printing & Binding	0	1,000	0	1,000	0	—%
410.78.536-030.49	Other Current Charges	0	8,200	120	0	(8,200)	(100.0)%
410.78.536-030.51	Office Supplies	2,091	3,000	0	3,000	0	—%
410.78.536-030.52	Operating Supplies	1,775,575	1,323,820	1,078,726	1,398,600	74,780	5.6%
410.78.536-030.53	Road Material & Supplies	47,699	135,000	21,241	135,000	0	—%
410.78.536-030.54	Books, Subscription & Membership	2,128	3,500	0	7,500	4,000	114.3%
410.78.536-030.55	Training	18,650	32,000	8,300	39,950	7,950	24.8%
	Operating Expenses Total	**2,692,716**	**2,529,390**	**1,920,579**	**2,667,445**	**138,055**	**5.5%**
Capital Expenses							
410.78.536-060.63	Infrastructure	572,152	1,120,000	210,638	1,435,500	315,500	28.2%
410.78.536-060.64	Machinery & Equipment	775,566	624,593	337,286	2,176,000	1,551,407	248.4%
	Capital Expenses Total	**1,347,718**	**1,744,593**	**547,924**	**3,611,500**	**1,866,907**	**107.0%**
	Total	**6,402,163**	**6,920,360**	**4,382,944**	**9,180,360**	**2,260,000**	**32.7%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
410.78.536-030.31	Engineering for Projects	50,000
	Operating Expense Professional Services Total	**50,000**
Operating Expense Contractual Services		
410.78.536-030.34	Boom Truck Certification	1,500
410.78.536-030.34	Cues Camera Truck Maintenance	3,108
410.78.536-030.34	MCA Camera Licenses	4,400
410.78.536-030.34	Norfolk Fees	6,500
	Operating Expense Contractual Services Total	**15,508**
Operating Expense Travel		
410.78.536-030.40	Distribution/Collection	5,500
410.78.536-030.40	FRWA	1,000
410.78.536-030.40	SENSUS	2,500
	Operating Expense Travel Total	**9,000**
Operating Expense Communication Services		
410.78.536-030.41	AT&T Mobility	23,650
410.78.536-030.41	Comcast	3,960
410.78.536-030.41	I-Pad and Tough Book Service	6,000
410.78.536-030.41	Verizon	6,000
	Operating Expense Communication Services Total	**39,610**
Operating Expense Postage		
410.78.536-030.42	Postage	10,000
	Operating Expense Postage Total	**10,000**
Operating Expense Utility Services		
410.78.536-030.43	Clay Electric	72,500
410.78.536-030.43	Florida Power & Light	112,200
	Operating Expense Utility Services Total	**184,700**
Operating Expense Rental & Leases		
410.78.536-030.44	Enterprise Lease	205,000
410.78.536-030.44	Equipment and Generator Rentals	10,000
410.78.536-030.44	Konica	1,475
410.78.536-030.44	Specialized Equipment	5,000
410.78.536-030.44	Uniforms and Mats	10,000
	Operating Expense Rental & Leases Total	**231,475**

Expenditure Detail

		FY 2027
Operating Expense Repair & Maintenance		
410.78.536-030.46	Annual Generator Inspection	23,000
410.78.536-030.46	Electrical Repairs	20,000
410.78.536-030.46	HVAC Maintenance	920
410.78.536-030.46	lease Vic hele	18,000
410.78.536-030.46	Liftstation Repairs	60,000
410.78.536-030.46	Maintenance Fleet Vehicle	13,182
410.78.536-030.46	Quarterly Generator Maintenance	22,000
410.78.536-030.46	SCADA Repairs	25,000
410.78.536-030.46	TCU Repairs	10,000
410.78.536-030.46	Vehicle and Equipment Repairs	350,000
	Operating Expense Repair & Maintenance Total	**542,102**
Operating Expense Printing & Binding		
410.78.536-030.47	Door Hangers	1,000
	Operating Expense Printing & Binding Total	**1,000**
Operating Expense Office Supplies		
410.78.536-030.51	Copy Paper	1,000
410.78.536-030.51	Office Supplies	2,000
	Operating Expense Office Supplies Total	**3,000**
Operating Expense Operating Supplies		
410.78.536-030.52	Ally meters	75,000
410.78.536-030.52	Building Supplies	4,000
410.78.536-030.52	Fire Hydrant Program	4,000
410.78.536-030.52	FTU Service DATA Flow	4,600
410.78.536-030.52	Meter Boxes	75,000
410.78.536-030.52	Meters	250,000
410.78.536-030.52	MOT Materials	10,000
410.78.536-030.52	MXU for Meters	250,000
410.78.536-030.52	New Fire Hydrants	20,000
410.78.536-030.52	Offroad Fuel	25,000
410.78.536-030.52	Personal Protection Equipment	2,500
410.78.536-030.52	Sewer Pipe and Fittings	200,000
410.78.536-030.52	Shop Supplies	15,000
410.78.536-030.52	Stipends Boots and Pants	7,700
410.78.536-030.52	Tools for Shop	10,000

Expenditure Detail

		FY 2027
410.78.536-030.52	Tools for Trucks	10,000
410.78.536-030.52	Vehicles Fuel	160,000
410.78.536-030.52	Water Pipe and Fittings	275,000
410.78.536-030.52	Wi-Fi Access Point	800
	Operating Expense Operating Supplies Total	**1,398,600**
Operating Expense Road Material & Supplies		
410.78.536-030.53	Asphalt Repairs	75,000
410.78.536-030.53	Concrete Repairs	20,000
410.78.536-030.53	Limerock and Fill Dirt	40,000
	Operating Expense Road Material & Supplies Total	**135,000**
Operating Expense Books, Subscription & Membership		
410.78.536-030.54	FWPCOA and Florida Rural	5,000
410.78.536-030.54	Training Materials	2,500
	Operating Expense Books, Subscription & Membership Total	**7,500**
Operating Expense Training		
410.78.536-030.55	Backflow Certifications	6,000
410.78.536-030.55	CDL Training	5,000
410.78.536-030.55	CEU Training	2,000
410.78.536-030.55	Cues Training	4,500
410.78.536-030.55	Distribution and Collection Training	12,000
410.78.536-030.55	frwa	450
410.78.536-030.55	Safety Training	6,000
410.78.536-030.55	Sensus Training Conference	1,000
410.78.536-030.55	Supervisor and Management Training	3,000
	Operating Expense Training Total	**39,950**
Capital Outlay Infrastructure		
410.78.536-060.63	247 bore for relocation of line and pipe	85,000
410.78.536-060.63	8 inch bores crosswinds subdivision	75,000
410.78.536-060.63	8 inch water main Marvin Burnett	75,000
410.78.536-060.63	Cured In Place Pipe Slip Lining	450,000
410.78.536-060.63	Lift station Quail Hieghts	275,000
410.78.536-060.63	Remediate Two Stations	200,000
410.78.536-060.63	valve insection	25,500
410.78.536-060.63	Windsong Phase two Alley meter exchange	250,000
	Capital Outlay Infrastructure Total	**1,435,500**

Expenditure Detail

			FY 2027
Capital Outlay Machinery & Equipment			
	410.78.536-060.64	Dump Truck	220,000
	410.78.536-060.64	FPVC pipe for bore jobs	200,000
	410.78.536-060.64	HVAC Replacement	32,000
	410.78.536-060.64	Lawn Mower	14,000
	410.78.536-060.64	Meters and MXU	300,000
	410.78.536-060.64	MOT Safety equipment	10,000
	410.78.536-060.64	New Liftstation Pumps	150,000
	410.78.536-060.64	New Stationary Liftstation generators	380,000
	410.78.536-060.64	PIPE AND FITTING FOR REPLACEMENET	550,000
	410.78.536-060.64	Portable generators for Liftstation	200,000
	410.78.536-060.64	Vac Trailer	120,000
		Capital Outlay Machinery & Equipment Total	**2,176,000**
		Total	**6,278,945**

Department Positions

Account	Position	FY 2026	FY 2027
Distribution and Collections			
410.78.536	Administrative Assistant	1	1
	CCTV Sewer Camera Op/Crew Lead	1	1
	Director Distribution & Collection	1	1
	Crew Leader	5	5
	Superintendent	2	2
	Technician I/II/III	23	23
	Locate Technician	1	1
	Water/Wastewater Inspector	1	1
	Total	**35**	**35**

Department Vehicle Schedule

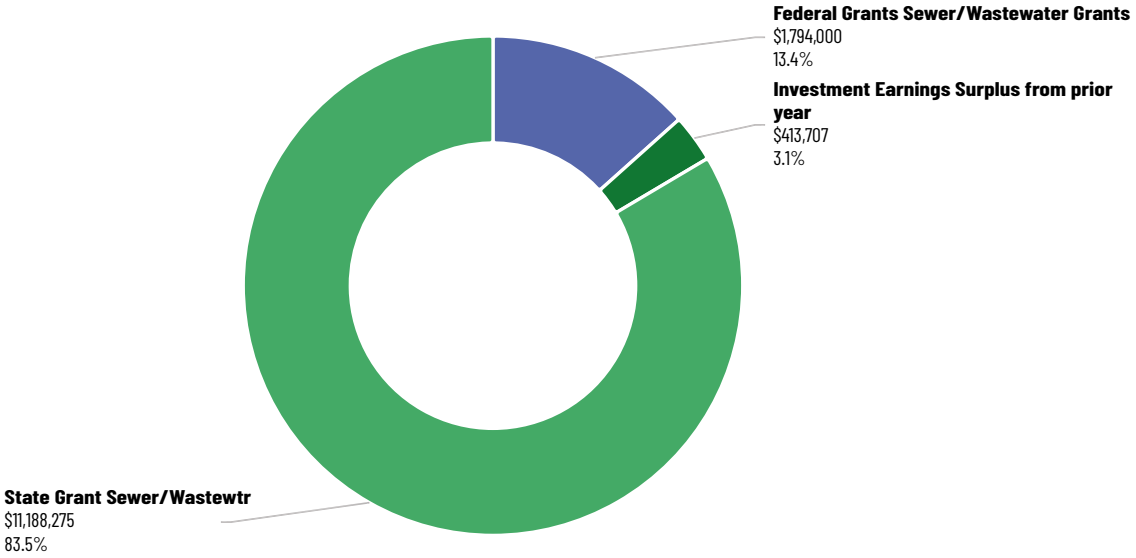
			Mileage	Replacement Cost	Lease/Own
1	2008	CHEVY C5500	13,022	100,000	
2	2000	STERLING DUMP TRUCK	67,274	190,000	
3	2020	CHEVY COLORADO	68,396	35,000	
4	2020	CHEVY COLORADO	49,546	35,000	
5	2015	FORD F-650	124,021	115,000	
6	2026	CHEVROLET SILVERADO 3500	0	60,429	
7	2021	MACK GRANITE	15,859	200,000	
8	2010	MACK CHU613	24,329	190,000	

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
9	2021	FREIGHTLINER	4,964	160,000	
10	2021	CHEVY SILVERADO 1500	78,094	45,000	
11	2020	FORD TRANSIT VAN	69,083	60,000	
12	1997	FORD LT9000	84,689	190,000	
13	2021	CHEVROLET SILVERADO 2500 HD	38,020	60,000	
14	2020	FORD F-550 CRANE TRUCK	40,701	180,000	
15	2012	MACK GU713	221,960	200,000	
16	2021	CHEVROLET SILVERADO 2500 HD	59,162	60,000	
17	2026	CHEVROLET SILVERADO 3500HD	0	60,394	
18	2026	FORD F150	0	43,927	
19	2021	CHEVROLET SILVERADO 1500	24,746	45,000	
20	2022	RAM CARGO VAN	30,641	55,000	
21	2019	DODGE RAM 5500 VAC	50,252	220,000	
22	2024	FORD F-350	23,206	60,000	
23	2024	FORD F-350	8,979	60,000	
24	2024	FORD F-350	12,732	60,000	
25	2024	FORD F-550	16,691	90,000	
26	2025	FORD F-550	4,207	90,000	
27	2026	FORD f-550 CRANE TRUCK	0	180,000	
28	2026	FORD MAVERICK	0	30,000	
29	2026	FORD MAVERICK	0	30,000	
30	2026	FORD F150	0	43,940	
31	2026	FORD F150	0	43,707	
32	2026	FORD F150	0	43,940	
33	2026	FORD F150	0	43,707	
		Total		**3,080,044**	

Water-Sewer Construction

		FY 2026	FY 2027	Difference	% Change
Water-Sewer Construction					
412-331.35	Federal Grants Sewer/Wastewater Grants	388,065	1,794,000	1,405,935	362.3%
412-334.35	State Grant Sewer/Wastewtr	0	11,188,275	11,188,275	100.0%
412-390.00	Investment Earnings Surplus from prior year	493,763	413,707	(80,056)	(16.2)%
	Water-Sewer Construction Total	**881,828**	**13,395,982**	**12,514,154**	**1,419.1%**



		FY 2026	FY 2027	Difference	% Change
70	Water/Sewer Admin	881,828	13,395,982	12,514,154	1,419.1%
	Total	**881,828**	**13,395,982**	**12,514,154**	**1,419.1%**

Water-Sewer Construction

The Water & Sewer Construction Fund is used to account for capital projects related to the expansion, improvement, and rehabilitation of the City of Lake City's water and wastewater infrastructure. This fund supports the planning, design, and construction of utility projects necessary to meet current demand, ensure regulatory compliance, and accommodate future growth.

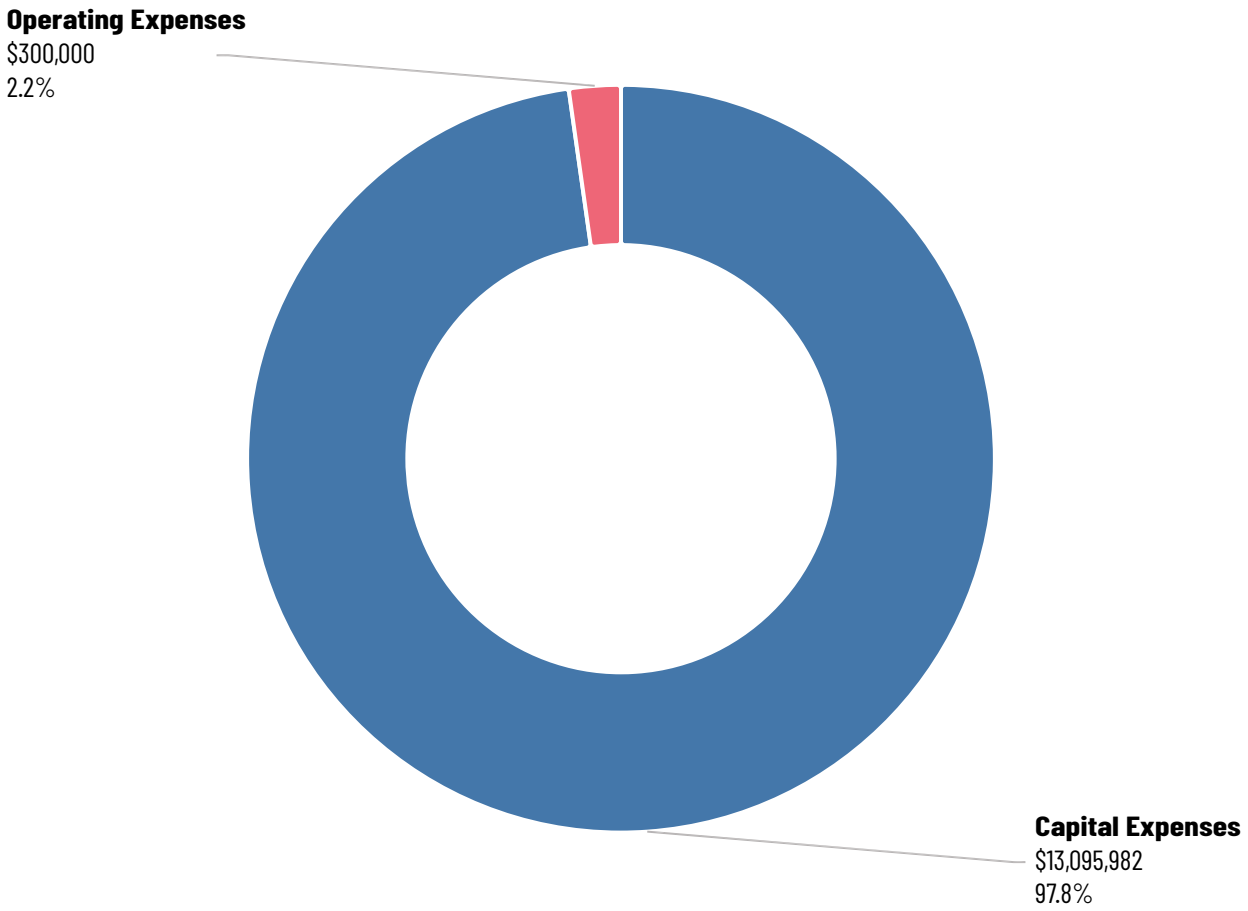
Revenues for the Water & Sewer Construction Fund are typically derived from a combination of transfers from the utility operating fund, grant awards, developer contributions, and other eligible funding sources. These revenues are allocated specifically for capital improvements and are restricted from being used for general operating expenses.

Budgeted expenditures include major utility construction projects such as water line extensions, sewer main replacements, lift station upgrades, force main installations, and improvements to water treatment and wastewater treatment facilities. The fund also supports engineering, permitting, inspection services, and contingency costs associated with capital projects.

The Water & Sewer Construction Fund is a vital component of the City's commitment to maintaining a resilient, efficient, and sustainable utility system. By investing in infrastructure today, the City ensures the continued delivery of safe drinking water, reliable wastewater collection, and environmentally responsible treatment services for residents, businesses, and future developments.

The City of Lake City remains focused on strategic infrastructure investment that supports public health, economic development, and regulatory compliance while planning for the long-term needs of the community.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Operating Expenses							
412.70.536-030.31	Professional Services	0	0	0	300,000	300,000	100.0%
	Operating Expenses Total	**0**	**0**	**0**	**300,000**	**300,000**	**100.0%**
Capital Expenses							
412.70.536-060.63	Infrastructure	13,208	881,828	187,191	13,095,982	12,214,154	1,385.1%
	Capital Expenses Total	**13,208**	**881,828**	**187,191**	**13,095,982**	**12,214,154**	**1,385.1%**
	Total	**13,208**	**881,828**	**187,191**	**13,395,982**	**12,514,154**	**1,419.1%**

Expenditure Detail

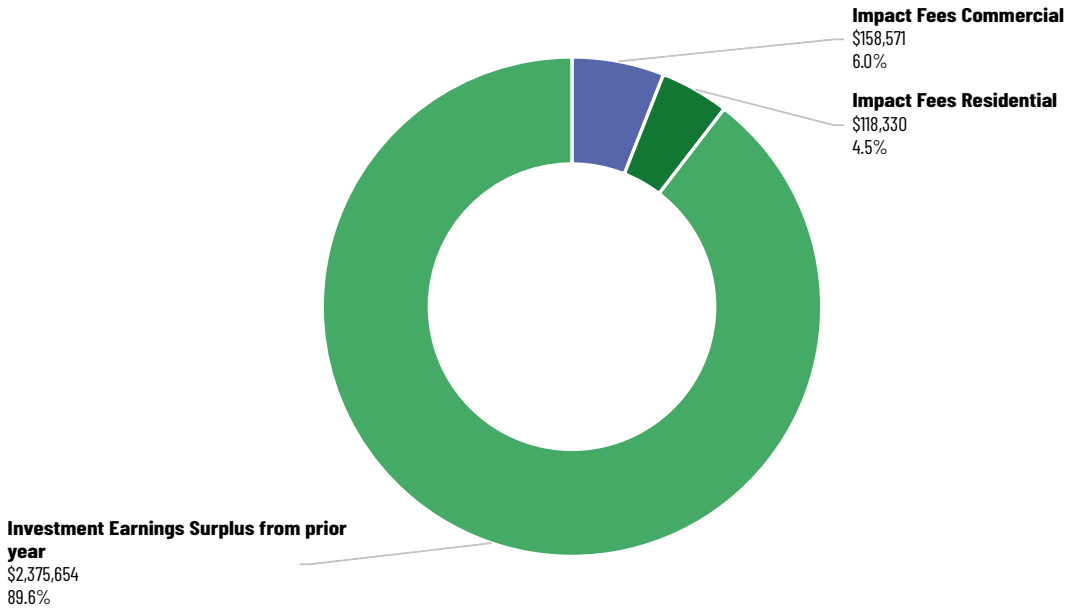
		FY 2027
Operating Expense Professional Services		
412.70.536-030.31	Flood Vulnerability Assessment DEP Grant	300,000
	Operating Expense Professional Services Total	**300,000**
Capital Outlay Infrastructure		
412.70.536-060.63	Ichetucknee Springs Quality & Quantity - DEP 100%	1,442,565
412.70.536-060.63	SR 47/I-75 Septic to Sewer Phase 2 DEP Grant	1,794,000
412.70.536-060.63	Steedly Wetland Recharge - DEP 100%	9,445,710
412.70.536-060.63	Water/Sewer Projects	413,707
	Capital Outlay Infrastructure Total	**13,095,982**
	Total	**13,395,982**

CITY OF LAKE CITY

Florida's Gateway Est. 1859

Impact Fee Trust Fund

		FY 2026	FY 2027	Difference	% Change
Impact Fee Trust Fund					
413-324.21	Impact Fees Residential	257,743	118,330	(139,413)	(54.1)%
413-324.22	Impact Fees Commercial	394,069	158,571	(235,498)	(59.8)%
413-390.00	Investment Earnings Surplus from prior year	3,445,005	2,375,654	(1,069,351)	(31.0)%
	Impact Fee Trust Fund Total	**4,096,817**	**2,652,555**	**(1,444,262)**	**(35.3)%**



		FY 2026	FY 2027	Difference	% Change
70	Water/Sewer Admin	4,096,817	2,652,555	(1,444,262)	(35.3)%
	Total	**4,096,817**	**2,652,555**	**(1,444,262)**	**(35.3)%**

Impact Fee Trust Fund

The Water and Sewer Impact Fee Trust Fund is a restricted special revenue fund established by the City of Lake City to account for the collection and use of water and sewer impact fees associated with new development. These fees are imposed to ensure that the infrastructure necessary to support growth is funded by those creating the demand, rather than by existing utility customers.

The fund is used to finance capital improvements that expand the City's water and sewer systems in order to accommodate population and commercial growth. Expenditures must be directly related to the increase in service capacity and are governed by state statute, local ordinance, and legally adopted impact fee methodologies.

Fees are assessed in accordance with the City's most recent impact fee study and are structured to ensure that development pays its proportionate share of system expansion.

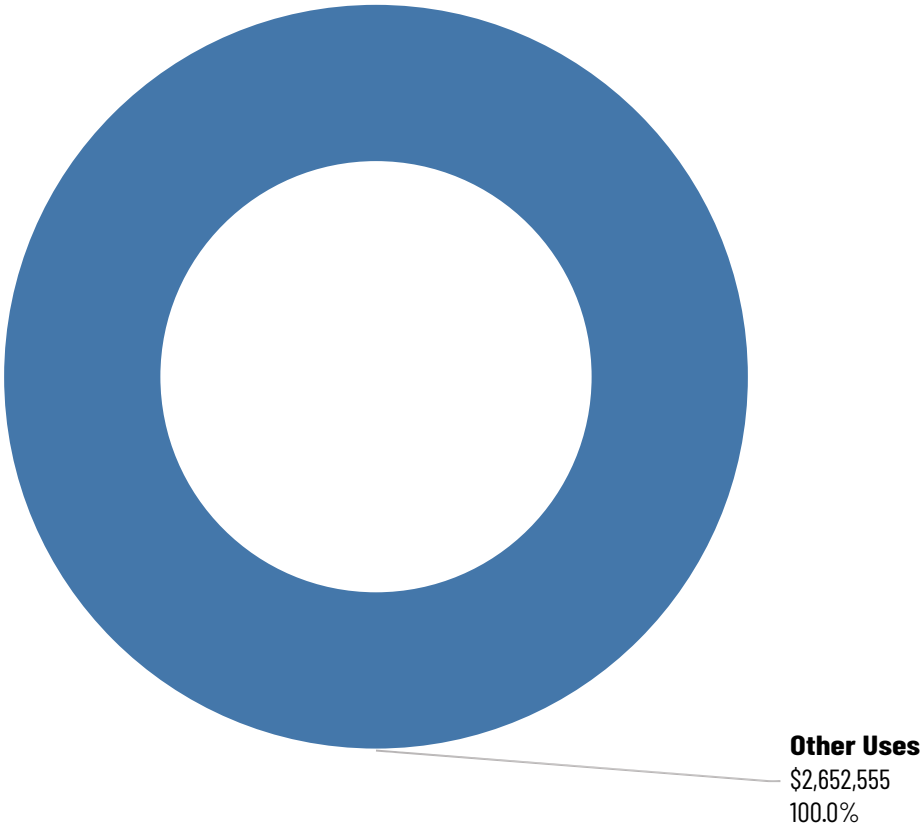
Fund Uses and Financial Policies

The Water and Sewer Impact Fee Trust Fund is restricted for use only on capacity-expanding capital projects. These may include:

- Construction or expansion of water treatment facilities
- New or upsized water distribution and sewer collection infrastructure
- Lift stations, force mains, or gravity sewer extensions
- Engineering and professional services related to eligible projects

Use of the fund is monitored to ensure compliance with Florida Statutes §163.31801 (Impact Fee Act) and Lake City's adopted policies. Expenditures are limited to projects identified in the City's Capital Improvement Plan (CIP) and must show a clear connection between development and the need for infrastructure expansion.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Capital Expenses							
413.70.536-060.63	Infrastructure	0	4,096,817	0	0	(4,096,817)	(100.0)%
	Capital Expenses Total	**0**	**4,096,817**	**0**	**0**	**(4,096,817)**	**(100.0)%**
Other Uses							
413.70.536-090.91.03	Intragovernmental Transfers	0	0	1,666,768	2,652,555	2,652,555	100.0%
	Other Uses Total	**0**	**0**	**1,666,768**	**2,652,555**	**2,652,555**	**100.0%**
	Total	**0**	**4,096,817**	**1,666,768**	**2,652,555**	**(1,444,262)**	**(35.3)%**

Expenditure Detail

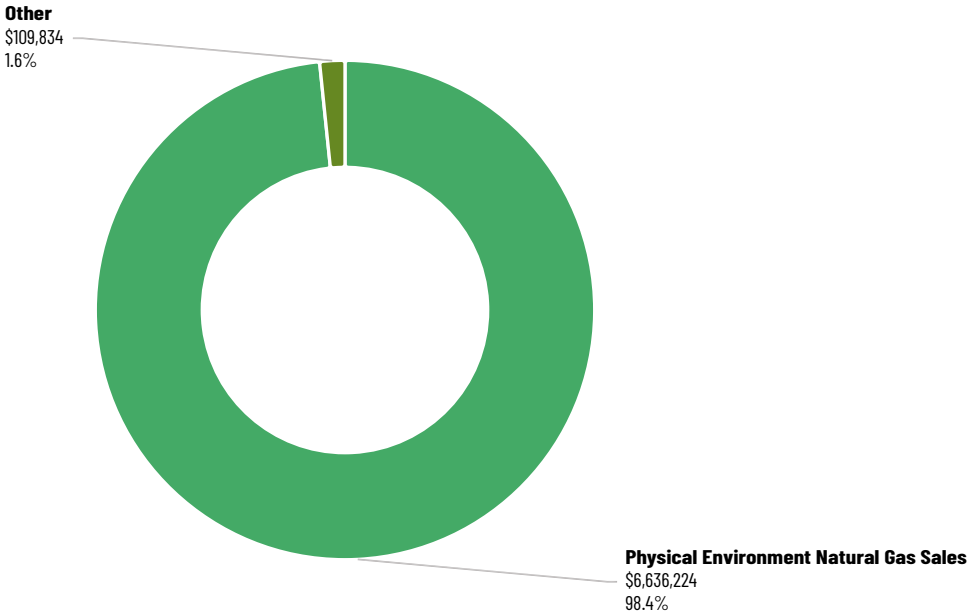
		FY 2027
Other Uses Intragovernmental Transfers Water Sewer		
413.70.536-090.91.03	Water Sewer Infrastructure Projects	2,652,555
	Other Uses Intragovernmental Transfers Water Sewer Total	**2,652,555**
	Total	**2,652,555**

CITY OF LAKE CITY

Florida's Gateway Est. 1859

Natural Gas Utility

		FY 2026	FY 2027	Difference	% Change
Natural Gas Utility					
420-343.20.01	Physical Environment Natural Gas Sales	6,636,224	6,636,224	0	—%
420-343.20.03	Physical Environment Natural Gas Service Charge	8,688	8,688	0	—%
420-361.10	Interest & Other Earnings Interest	49,925	100,786	50,861	101.9%
420-369.90	Other Misc Revenue Revenue	360	360	0	—%
	Natural Gas Utility Total	**6,695,197**	**6,746,058**	**50,861**	**0.8%**



		FY 2026	FY 2027	Difference	% Change
80	Natural Gas	6,695,197	6,746,058	50,861	0.8%
	Total	**6,695,197**	**6,746,058**	**50,861**	**0.8%**

Natural Gas

Steve Brown, Executive Director of Utilities

Accomplishments:

The Gas Department continued to deliver safe, reliable service throughout FY26 by maintaining 235.43 miles of gas main infrastructure that supports more than 2,500 customers. The department's Rebate Program provided 663 customer rebates totaling $215,000, helping promote energy efficiency and system improvements across the community. FY26 also marked ten consecutive years of satisfactory regulatory compliance, reflecting the department's strong commitment to safety and operational excellence. In addition, staff continued to operate and maintain the HDD machine to support efficient main and service installations, ensuring dependable service expansion and system upgrades.

Goals:

The Gas Department is dedicated to providing reliable and safe natural gas service while continually improving operational efficiency across all facets of its work. The team remains committed to promoting environmental sustainability through responsible system management and forward-looking practices. In addition, the department will continue enhancing public awareness and strengthening its Damage Prevention Awareness Program to ensure that residents, businesses, and contractors stay informed and protected as the community grows.

Objectives:

- Continue the natural gas rebate program to support and retain customers.
- Expand gas infrastructure to meet the needs of a growing population.
- Keep pace with commercial and economic development across the community.
- Maintain the highest level of safety in all operations and services.

- Build and sustain a strong, skilled, and effective workforce.

There are many benefits of Natural Gas including but not limited to being effective, reliable, environmentally friendly, and is America's own natural resource.

The City of Lake City's Gas Department is a highly trained and skilled group of employees that help keep our citizens safe by responding to natural gas ticket requests for homes and businesses, locating gas lines, monitoring our gas system & City Gate Station, installation and maintenance on gas mains & service lines, repairing damaged distribution mains/lines, working during major weather events, and responding to emergency calls. We have a NG tech on-call to respond to after-hour calls and emergencies from dispatch.

The Customer Service team works in conjunction with the customer service department to ensure our customers have their work order request completed in a safe and timely manner. These tasks can range from responding to smells gas/carbon monoxide calls, new move ins/ move outs, safety checks, lighting pilots on appliances, and connecting appliances.

The construction team of the LCNG department installs new gas mains, distribution (service) lines, line maintenance as needed, repairing damaged distribution mains/lines, retires abandoned distribution lines, installing meter sets, and completing valve maintenance. We have a directional drill machine and trained team used with main/line installation.

We have a couple of specialty positions within our department.

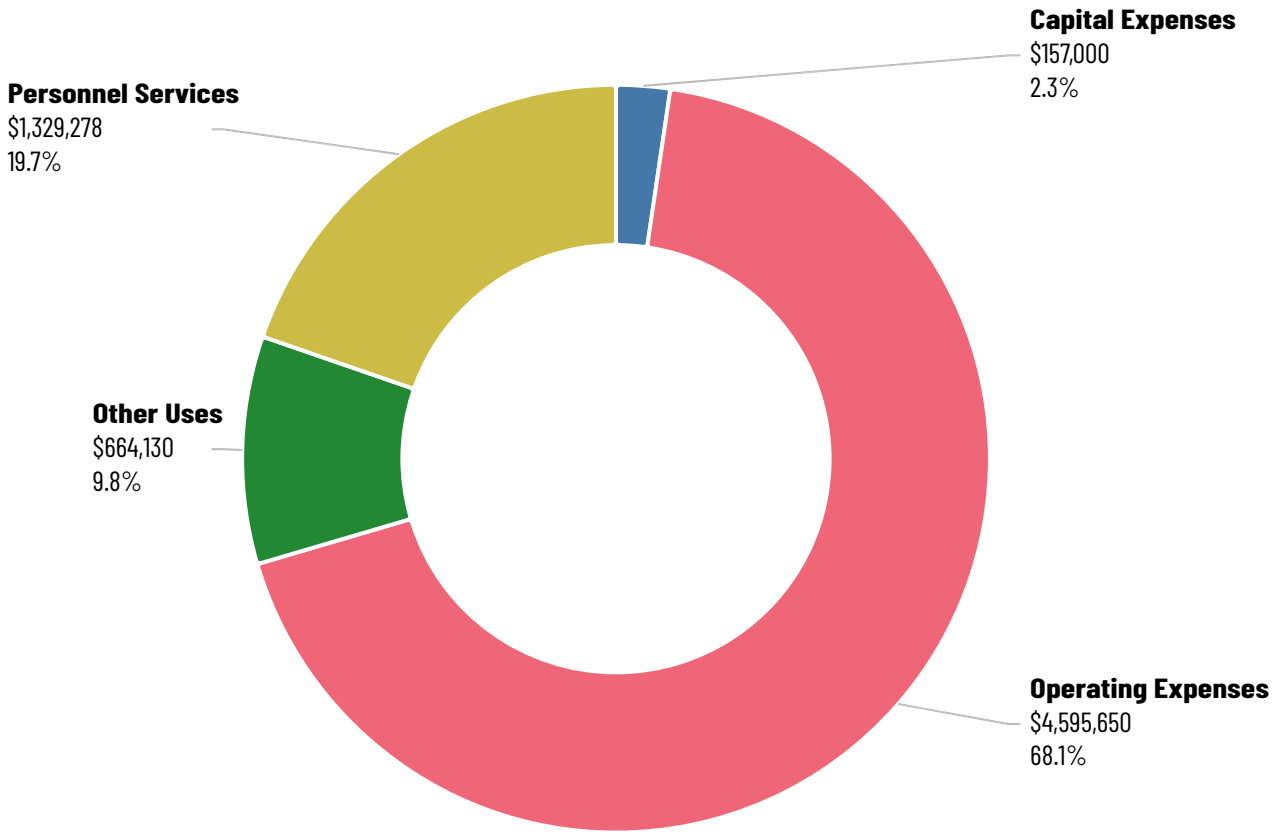
*Natural Gas Measurement ensures that the meter installed will be the right size for the customer to assist with correct billing.

* Cathodic Protection Technician has many responsibilities that include monitoring the gas mains/lines going to the meter set to ensure, reading our measurement stations, checking to make sure that the odorant is readily detectable in points in our system.

* Locate Technician's primary responsibilities include responding to locate requests from Sunshine One Call of Florida, locating gas lines in a timely and accurate manner.

* NG Welder – we have two welders on staff. Their primary responsibilities include maintenance and retirement of service lines, fabricating large meter sets, assisting other departments with welding needs.

Department Expenditures



Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
Personnel Services							
420.80.532-010.12	Salary	742,358	872,210	675,297	874,024	1,814	0.2%
420.80.532-010.14	Overtime	10,650	10,000	6,264	10,000	0	—%
420.80.532-010.21	FICA	54,731	67,715	49,129	67,855	140	0.2%
420.80.532-010.22	Retirement Contributions	97,839	113,565	95,312	124,854	11,289	9.9%
420.80.532-010.23	Life, Health & Disability	122,269	153,652	128,154	238,475	84,823	55.2%
420.80.532-010.24	Workers Compensation	20,248	13,802	10,829	14,070	268	1.9%
	Personnel Services Total	**1,048,094**	**1,230,944**	**964,984**	**1,329,278**	**98,334**	**8.0%**
Operating Expenses							
420.80.532-030.31	Professional Services	0	32,000	0	32,000	0	—%

Expenditure Summary

		Actual 2025	Budget 2026	Unaudited Year End 2026	Budget 2027	Difference	% Change
420.80.532-030.32	Accounting & Auditing	8,190	8,500	7,213	8,500	0	—%
420.80.532-030.34	Contractual Services	12,320	23,565	25,081	29,994	6,429	27.3%
420.80.532-030.40	Travel	7,641	27,000	4,615	25,500	(1,500)	(5.6)%
420.80.532-030.41	Communication Services	32,896	38,620	26,803	31,090	(7,530)	(19.5)%
420.80.532-030.42	Postage	818	1,200	651	1,200	0	—%
420.80.532-030.43	Utility Services	14,375	14,420	14,811	17,350	2,930	20.3%
420.80.532-030.44	Rental & Leases	92,114	127,137	114,467	127,433	296	0.2%
420.80.532-030.45	Insurance	110,623	128,952	74,733	96,012	(32,940)	(25.5)%
420.80.532-030.46	Repair & Maintenance	101,205	119,279	76,081	135,012	15,733	13.2%
420.80.532-030.47	Printing & Binding	0	600	0	600	0	—%
420.80.532-030.48	Promotional Activities	5,683	6,000	4,544	6,000	0	—%
420.80.532-030.49	Other Current Charges	3,504,937	3,771,545	2,755,515	3,771,545	0	—%
420.80.532-030.51	Office Supplies	646	2,500	523	2,500	0	—%
420.80.532-030.52	Operating Supplies	206,707	275,860	163,060	277,709	1,849	0.7%
420.80.532-030.54	Books, Subscription & Membership	1,642	6,850	790	6,950	100	1.5%
420.80.532-030.55	Training	5,139	26,560	3,011	26,255	(305)	(1.1)%
	Operating Expenses Total	**4,104,936**	**4,610,588**	**3,271,897**	**4,595,650**	**(14,938)**	**(0.3)%**
Capital Expenses							
420.80.532-060.63	Infrastructure	22,450	80,000	11,488	117,000	37,000	46.3%
420.80.532-060.64	Machinery & Equipment	0	25,000	13,176	40,000	15,000	60.0%
	Capital Expenses Total	**22,450**	**105,000**	**24,664**	**157,000**	**52,000**	**49.5%**
Other Uses							
420.80.532-090.99.01	Other Uses	10,761	10,412	0	10,412	0	—%
420.80.532-090.99.02	Other Uses	0	438,253	0	316,415	(121,838)	(27.8)%
420.80.532-090.99.05	Other Uses	300,000	300,000	275,000	337,303	37,303	12.4%
	Other Uses Total	**310,761**	**748,665**	**275,000**	**664,130**	**(84,535)**	**(11.3)%**
	Total	**5,486,241**	**6,695,197**	**4,536,544**	**6,746,058**	**50,861**	**0.8%**

Expenditure Detail

		FY 2027
Operating Expense Professional Services		
420.80.532-030.31	Attorney Fees	2,000
420.80.532-030.31	Survey Fees	30,000
	Operating Expense Professional Services Total	**32,000**
Operating Expense Accounting & Auditing		
420.80.532-030.32	Audit	8,500
	Operating Expense Accounting & Auditing Total	**8,500**
Operating Expense Contractual Services		
420.80.532-030.34	MCA Camera Licenses	3,850
420.80.532-030.34	New World Software Maintenance	26,144
	Operating Expense Contractual Services Total	**29,994**
Operating Expense Travel		
420.80.532-030.40	Annual Conference	3,500
420.80.532-030.40	Basic Corrosion School	2,000
420.80.532-030.40	Cathodic Protection School	5,000
420.80.532-030.40	Directional Drill Training	3,000
420.80.532-030.40	Gas Leak School	1,500
420.80.532-030.40	Measurement School	3,000
420.80.532-030.40	Sensus Conference	3,500
420.80.532-030.40	Valve/Regulator/Actuator School	4,000
	Operating Expense Travel Total	**25,500**
Operating Expense Communication Services		
420.80.532-030.41	AT&T Mobility	3,938
420.80.532-030.41	Call Out Phones	440
420.80.532-030.41	Comcast Business	22,050
420.80.532-030.41	Dept of Management Services	3,087
420.80.532-030.41	Verizon	1,575
	Operating Expense Communication Services Total	**31,090**
Operating Expense Postage		
420.80.532-030.42	Mail, Shipping, Contractors Notices	1,200
	Operating Expense Postage Total	**1,200**
Operating Expense Utility Services		
420.80.532-030.43	Florida Power & Light	9,650

Expenditure Detail

		FY 2027
420.80.532-030.43	Water Sewer Utility	7,700
	Operating Expense Utility Services Total	**17,350**
Operating Expense Rental & Leases		
420.80.532-030.44	Enterprise	121,908
420.80.532-030.44	Konica Minolta	1,725
420.80.532-030.44	Mats, Towels, Etc	600
420.80.532-030.44	Uniforms	3,200
	Operating Expense Rental & Leases Total	**127,433**
Operating Expense Insurance		
420.80.532-030.45	Property Insurance	96,012
	Operating Expense Insurance Total	**96,012**
Operating Expense Repair & Maintenance		
420.80.532-030.46	Border Station, Regulator, Maint/YZ Maintenance	6,700
420.80.532-030.46	Building Repair and Maintenance	12,000
420.80.532-030.46	Corrector Repair	3,500
420.80.532-030.46	Door Maintenance	2,500
420.80.532-030.46	Emergency Road Repair	20,000
420.80.532-030.46	Enterprise - Maintenance fee	10,052
420.80.532-030.46	Fit Test/ Tank Certification	1,500
420.80.532-030.46	Front Gate Maintenance and Repair	3,000
420.80.532-030.46	HVAC Qtrly Inspections and Service	400
420.80.532-030.46	Hydraulic Squeeze Off Tool Repair	5,000
420.80.532-030.46	Ice Machine Maintenance/Repair	5,000
420.80.532-030.46	Meter Repairs	20,000
420.80.532-030.46	Pest Control	360
420.80.532-030.46	Truck and Equipment Repairs	45,000
	Operating Expense Repair & Maintenance Total	**135,012**
Operating Expense Printing & Binding		
420.80.532-030.47	Map Books	600
	Operating Expense Printing & Binding Total	**600**
Operating Expense Promotional Activities		
420.80.532-030.48	Promotional Activities	6,000
	Operating Expense Promotional Activities Total	**6,000**

Expenditure Detail

		FY 2027
Operating Expense Other Current Charges		
420.80.532-030.49	Energy Incentive Rebates	75,000
420.80.532-030.49	Public Service Regulatory Fees	15,000
420.80.532-030.49	Purchased Gas Cost - FGU	3,647,545
420.80.532-030.49	Retirement Token	4,000
420.80.532-030.49	Sales & Marketing - FGU	30,000
	Operating Expense Other Current Charges Total	**3,771,545**
Operating Expense Office Supplies		
420.80.532-030.51	Office supplies and furniture	2,500
	Operating Expense Office Supplies Total	**2,500**
Operating Expense Operating Supplies		
420.80.532-030.52	Advertising	5,000
420.80.532-030.52	CGI	2,600
420.80.532-030.52	Computer/iPad replacement	2,500
420.80.532-030.52	Contingent Pipe and Fitting	90,000
420.80.532-030.52	Fuel	30,000
420.80.532-030.52	Fuel - Off Road	6,000
420.80.532-030.52	GOAL Survey	2,800
420.80.532-030.52	Locates	1,500
420.80.532-030.52	MOT materials, consumables, parts and fittings	70,000
420.80.532-030.52	Odorant	9,400
420.80.532-030.52	Pressure Washer with Steam	4,999
420.80.532-030.52	Public Awareness	15,000
420.80.532-030.52	Safety Shoes	1,260
420.80.532-030.52	Smart Point Transceivers	14,000
420.80.532-030.52	Squeeze Off Tool	5,000
420.80.532-030.52	Stipend Uniform Pants Allowance	2,100
420.80.532-030.52	Stopple Parts & Tapping Tees	10,000
420.80.532-030.52	Warehouse Shelving	5,000
420.80.532-030.52	Wi-Fi Access Point	550
	Operating Expense Operating Supplies Total	**277,709**
Operating Expense Books, Subscription & Membership		
420.80.532-030.54	APGA	1,850
420.80.532-030.54	Current Interrupters Data Renewal	600
420.80.532-030.54	FMNGA	600

Expenditure Detail

		FY 2027
420.80.532-030.54	FNGA	2,600
420.80.532-030.54	SHRIMP	500
420.80.532-030.54	State and Federal Code Books	800
	Operating Expense Books, Subscription & Membership Total	**6,950**
Operating Expense Training		
420.80.532-030.55	Annual Gas Conference	1,000
420.80.532-030.55	Cathodic Protection School	700
420.80.532-030.55	CDL Training	3,000
420.80.532-030.55	Directional Drill Training	4,000
420.80.532-030.55	Equipment Training	4,000
420.80.532-030.55	Gas Leak Detection School	3,500
420.80.532-030.55	Measurement School	200
420.80.532-030.55	Misc Training	3,500
420.80.532-030.55	MOT Training	1,000
420.80.532-030.55	Operator Qualifications	2,400
420.80.532-030.55	Sensus Conference	955
420.80.532-030.55	Valve / Regulator School	2,000
	Operating Expense Training Total	**26,255**
Capital Outlay Infrastructure		
420.80.532-060.63	Commercial Meter Sets	35,000
420.80.532-060.63	Correctors	12,000
420.80.532-060.63	Gas Pipe	45,000
420.80.532-060.63	Meters and Regulators	25,000
	Capital Outlay Infrastructure Total	**117,000**
Capital Outlay Machinery & Equipment		
420.80.532-060.64	Safety Equipment	25,000
420.80.532-060.64	Welder	15,000
	Capital Outlay Machinery & Equipment Total	**40,000**
Other Uses Other Uses Allocations		
Other Uses Other Uses Bad Debts		
Other Uses Other Uses Contingency		
420.80.532-090.99.05	General Fund Services for Natural Gas Fund	337,303
420.80.532-090.99.01	Bad Debt	10,412

Expenditure Detail

		FY 2027
420.80.532-090.99.02	Contingency	316,415
	Other Uses Other Uses Allocations Total	**337,303**
	Other Uses Other Uses Bad Debts Total	**10,412**
	Other Uses Other Uses Contingency Total	**316,415**
	Total	**5,416,780**

Department Positions

Account	Position	FY 2026	FY 2027
Natural Gas			
420.80.532	Administrative Assistant	1	1
	Cathodic Protection/Leak Specialist	1	1
	Director of Natural Gas	1	0
	Locate Technician	1	1
	Measurement Technician	1	1
	Superintendent	1	1
	Supervisor	1	1
	Technician I/II/III	7	7
	Welder	1	1
	Total	**15**	**14**

Department Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
1	2026	CHEVROLET SILVERADO 1500	0	40,171	
2	2026	CHEVROLET SILVERADO 1500	0	40,148	
3	2024	FORD F-550	2,055	90,000	
4	2021	CHEVROLET SILVERADO 5500HD	16,839	95,000	
5	2021	MACK GRANITE	1,868	200,000	
6	2020	FORD F350 XL 4 x 4	40,828	60,000	
7	2021	CHEVROLET SILVERADO 3500HD	12,574	65,000	
8	2024	CHEVROLET SILVERADO 2500 HD	18,663	60,000	
9	2026	CHEVROLET SILVERADO 1500	0	45,000	
10	2026	CHEVROLET SILVERADO 1500	0	45,000	
11	2026	CHEVROLET SILVERADO 2500hd	0	74,674	
		Total		**814,993**	

CITY OF LAKE CITY

Florida's Gateway Est. 1859

Grants

Grants

The City of Lake City uses grant funding to support priority projects and services, including infrastructure, public safety, parks, community development, and utility improvements. Grants help the City leverage outside resources to meet community needs while reducing pressure on local revenues.

Grant revenues and related expenditures are budgeted in the appropriate fund once funding is reasonably assured. When required, matching funds are identified in advance and evaluated for affordability and long-term operating impact. The City reviews grant opportunities for consistency with Council priorities, project readiness, compliance requirements, and administrative capacity.

Through effective grant planning and oversight, the City uses external funding to improve public facilities, enhance services, and advance strategic community goals.

	Title	Grantor	Award Match/ Split	Awarded Amount	Expensed	Collected	Remaining Balance
1	Ichetucknee Springs Water Quality Improvement	FDEP	100%	$1,800,000	$357,435	$357,435	$1,442,565
2	Lake City Public Access Reuse/Chlorine Contact Chamber Upgrades	FDEP	100%	$1,000,000			$1,000,000
3	Recharge Wetland Steedly Sprayfield	FDEP	100%	$9,900,000	$454,290	$454,290	$9,445,710
4	SR 47/I-75 Septic-to-Sewer Program: Phase 2 (RV Park Extension)	FDEP	100%	$1,794,000			$1,794,000
5	Taxiway A Pipe Repairs	FDOT	100%	$300,000			$300,000
6	Airport Taxiway A Construction Phase 2 FY25	FAA	95%	$302,500	$60,003	$60,003	$242,497
7	Airport Taxiway A Design/Construction Match FY25	FDOT	10%	$47,611	$40,863	$40,863	$6,748
8	Hangar Roof Repairs RIF Grant	FL Com	100%	$1,788,415			$1,788,415
9	Flood Vulnerability Assesment	FDEP	100%	$300,000			$300,000
10	FY26 Bullet Proof Vest Grant	DOJ	50%	$2,991			$2,991
				$17,235,517	**$912,591**	**$912,591**	**$16,322,926**

CITY OF LAKE CITY

Florida's Gateway Est. 1859

Capital Improvement Plan

Expenditure Detail

		FY 2027
Capital Outlay Infrastructure	Steedly Wetland Recharge - DEP 100%	9,445,710
Capital Outlay Building	New City Hall	3,678,098
Capital Outlay Infrastructure	SR 47/I-75 Septic to Sewer Phase 2 DEP Grant	1,794,000
Capital Outlay Building	Hangar Roof Repairs RIF Grant	1,788,415
Capital Outlay Infrastructure	Gwen Lake Restoration	1,500,000
Capital Outlay Infrastructure	Ichetucknee Springs Quality & Quantity - DEP 100%	1,442,565
Capital Outlay Infrastructure	Unassigned utility projects	1,300,000
Capital Outlay Machinery & Equipment	Server Infrastructure	756,000
Capital Outlay Infrastructure	Future Grant Projects	750,000
Capital Outlay Infrastructure	Undesiginated Projects	602,517

Expenditure Detail

		FY 2027
City Manager		
General Fund		
Capital Outlay Machinery & Equipment	2019 Ford Fusion (Purchase)	352
	City Manager Total	**352**
Information Technology		
Capital Outlay Building	Replacement Windows	27,000
Capital Outlay Machinery & Equipment	Cloud Backup Solution	14,000
Capital Outlay Machinery & Equipment	Gate Controller	12,000
Capital Outlay Machinery & Equipment	IT Generator	62,000
Capital Outlay Machinery & Equipment	Server Infrastructure	756,000
	Information Technology Total	**871,000**
Vehicle Maintenance		
Capital Outlay Machinery & Equipment	Certified Hydraulics Inc Replacement	30,000
Capital Outlay Machinery & Equipment	Ice Machine	6,000
	Vehicle Maintenance Total	**36,000**
General Building		
Capital Outlay Building	Brick Repairs Five Points	5,000
Capital Outlay Building	Flooring for Five Points	66,533
Capital Outlay Building	HVAC Replacement Five Points	140,000
Capital Outlay Building	Painting Five Points	33,341
Capital Outlay Building	Roof Repairs Five Points	20,000
Capital Outlay Building	Tiles and Fan Replacement Five Points	17,000
Capital Outlay Infrastructure	Dog Park	20,000
Capital Outlay Machinery & Equipment	AC Unit Replacement City Hall Unit 1&2	24,000
Capital Outlay Machinery & Equipment	Camera Additions City Hall	29,145
Capital Outlay Machinery & Equipment	Monitor/Screen Council Chambers	10,000
Capital Outlay Machinery & Equipment	Wireless Mics - Council Chambers	32,000
	General Building Total	**397,019**
Police		
Capital Outlay Machinery & Equipment	FirstNet Mobile Service Subscription (20)	19,100
Capital Outlay Machinery & Equipment	Flock Flex ALPR 2 of 5	3,500
Capital Outlay Machinery & Equipment	Flock Safety - Gunshot Detection/ALPR (Year 4 of 5)	100,000
Capital Outlay Machinery & Equipment	Marked Patrol Cars Enterprise Lease 2 of 5	75,000
Capital Outlay Machinery & Equipment	Marked/Unmarked Patrol Cars (End of Lease Purchase)	7,000

Expenditure Detail

		FY 2027
Capital Outlay Machinery & Equipment	Motorola Lease (In Car Radios Year 1 of 5)	23,391
Capital Outlay Machinery & Equipment	Replacement AED 8	15,040
Capital Outlay Machinery & Equipment	Second Interview Room Motorola (Year 3 of 5)	4,127
Capital Outlay Machinery & Equipment	Surveillance Equipment	11,000
Capital Outlay Machinery & Equipment	Taser 1 Officer (Year 2 of 3)	2,427
Capital Outlay Machinery & Equipment	Vehicle Striping	1,500
Capital Outlay Machinery & Equipment	Watchguard Replacement (35 In car/50 BC Year 2 of 5)	113,400
	Police Total	**375,485**
Public Works		
Capital Outlay Building	Replace 3 A/C units at PW Building	31,670
Capital Outlay Building	Roof for Murray St. Building	41,860
Capital Outlay Infrastructure	CIPP Pulled in Place Liners	100,000
Capital Outlay Infrastructure	Gwen Lake Restoration	1,500,000
Capital Outlay Infrastructure	Kiwannas Park Equipment	40,000
Capital Outlay Infrastructure	Mill and Repave NE Center Ave--10	166,820
Capital Outlay Infrastructure	Mill and Repave NW Ridgewood Ave--12	152,709
Capital Outlay Infrastructure	Mill and Repave SW Alamo Dr--13	178,507
Capital Outlay Infrastructure	Mill and Repave SW Old Dogwood Ter--14	53,577
Capital Outlay Infrastructure	Splash Pad at Youngs Park	463,759
Capital Outlay Infrastructure	Youngs Park Playground Equipment	161,411
Capital Outlay Machinery & Equipment	Flail Mower for Mini Skid Steer	5,445
Capital Outlay Machinery & Equipment	Ice Machine	6,069
Capital Outlay Machinery & Equipment	Mower with 52" cut	12,753
Capital Outlay Machinery & Equipment	Mower with 72" cut	19,457
Capital Outlay Machinery & Equipment	Power rake for Mini Skid Steer	6,320
Capital Outlay Machinery & Equipment	Rake for 308--32"	5,773
	Public Works Total	**2,946,130**
Growth Management		
Capital Outlay Machinery & Equipment	Mobile Radios - Codes Enforcement & Storm	10,000
	Growth Management Total	**10,000**
CRA		
Community Redevelopment Agency		
Capital Outlay Infrastructure	Undesiginated Projects	602,517
	CRA Total	**602,517**

Expenditure Detail

		FY 2027
Fire		
Fire Special Assessment		
Capital Outlay Machinery & Equipment	Computers/Laptops	14,888
Capital Outlay Machinery & Equipment	Fire Gear Sets	15,000
Capital Outlay Machinery & Equipment	Portable Radio Maintenance & Repairs	28,500
	Fire Total	**58,388**
Airport		
Airport		
Capital Outlay Building	FBO Carpet	8,000
Capital Outlay Building	FBO Landscaping	20,000
Capital Outlay Building	Fuel truck garage cover	24,000
Capital Outlay Building	Pole Barn for Tractor	60,000
Capital Outlay Machinery & Equipment	New Sump Reclaimer for Avgas Tank Farm	12,000
Capital Outlay Machinery & Equipment	Ventrac Attachments	30,000
Capital Outlay Machinery & Equipment	Welder	10,000
	Airport Total	**164,000**
Debt		
Sales Tax Bond Fund		
Capital Outlay Building	New City Hall	3,678,098
	Debt Total	**3,678,098**
Airport Construction		
Capital Outlay Building	Hangar Roof Repairs RIF Grant	1,788,415
Capital Outlay Infrastructure	Design & Construction Taxiway A FAA & FDOT Grant	249,245
Capital Outlay Infrastructure	Design & Construction Taxiway A Pipe Repairs FDOT Grant	300,000
Capital Outlay Infrastructure	Future Grant Projects	750,000
	Airport Total	**3,087,660**
Water/Sewer Admin		
Water-Sewer Utility		
Capital Outlay Infrastructure	Unassigned utility projects	1,300,000
Capital Outlay Land	Easements	2,500
Capital Outlay Land	SRWMD Land Acquisition	225,000
Capital Outlay Machinery & Equipment	Asset Management Software	200,000
	Water/Sewer Admin Total	**1,727,500**

Expenditure Detail

		FY 2027
Water Treatment Plant		
Capital Outlay Machinery & Equipment	Chemical Tank Replacements (3)	30,000
Capital Outlay Machinery & Equipment	EMP Defense lightning Suppressor	21,000
Capital Outlay Machinery & Equipment	Gate controllers for plant	30,000
Capital Outlay Machinery & Equipment	Metal Siding	35,000
Capital Outlay Machinery & Equipment	Purchase of truck 251	5,000
Capital Outlay Machinery & Equipment	R & R for Equipment	50,000
Capital Outlay Machinery & Equipment	Tank Mixers for Main Plant	85,000
Capital Outlay Machinery & Equipment	Upgrade Fire wall	10,000
Capital Outlay Machinery & Equipment	Well PLC Upgrade	140,000
	Water Treatment Plant Total	**406,000**
Wastewater Treatment		
Capital Outlay Infrastructure	Kicklighter SCADA Upgrades	165,000
Capital Outlay Machinery & Equipment	New Crane Truck	199,500
Capital Outlay Machinery & Equipment	Spare Digester Pump	65,000
	Wastewater Treatment Total	**429,500**
NFMIP Wastewater Treatment Plant		
Capital Outlay Infrastructure	Shed for Golf Cart	10,000
Capital Outlay Machinery & Equipment	Cameras	14,000
Capital Outlay Machinery & Equipment	Golf Cart	10,000
Capital Outlay Machinery & Equipment	HMI Hardware	10,000
Capital Outlay Machinery & Equipment	Ignition HMI Software	35,000
	NFMIP Wastewater Treatment Plant Total	**79,000**
Sprayfield		
Capital Outlay Building	Building Maintenance	5,500
Capital Outlay Machinery & Equipment	Pay off on truck 178	1,900
	Sprayfield Total	**7,400**
GIS/SCADA		
Capital Outlay Machinery & Equipment	Fence and Gates	12,000
Capital Outlay Machinery & Equipment	Gate Controller	15,000
Capital Outlay Machinery & Equipment	Generator	62,000
Capital Outlay Machinery & Equipment	Survey/GIS Equipment	55,000
	GIS/SCADA Total	**144,000**

Expenditure Detail

		FY 2027
Distribution and Collections		
Capital Outlay Infrastructure	247 bore for relocation of line and pipe	85,000
Capital Outlay Infrastructure	8 inch bores crosswinds subdivision	75,000
Capital Outlay Infrastructure	8 inch water main Marvin Burnett	75,000
Capital Outlay Infrastructure	Cured In Place Pipe Slip Lining	450,000
Capital Outlay Infrastructure	Lift station Quail Hieghts	275,000
Capital Outlay Infrastructure	Remediate Two Stations	200,000
Capital Outlay Infrastructure	valve insection	25,500
Capital Outlay Infrastructure	Windsong Phase two Alley meter exchange	250,000
Capital Outlay Machinery & Equipment	Dump Truck	220,000
Capital Outlay Machinery & Equipment	FPVC pipe for bore jobs	200,000
Capital Outlay Machinery & Equipment	HVAC Replacement	32,000
Capital Outlay Machinery & Equipment	Lawn Mower	14,000
Capital Outlay Machinery & Equipment	Meters and MXU	300,000
Capital Outlay Machinery & Equipment	MOT Safety equipment	10,000
Capital Outlay Machinery & Equipment	New Liftstation Pumps	150,000
Capital Outlay Machinery & Equipment	New Stationary Liftstation generators	380,000
Capital Outlay Machinery & Equipment	PIPE AND FITTING FOR REPLACEMENET	550,000
Capital Outlay Machinery & Equipment	Portable generators for Liftstation	200,000
Capital Outlay Machinery & Equipment	Vac Trailer	120,000
	Distribution and Collections Total	**3,611,500**
Water-Sewer Construction		
Capital Outlay Infrastructure	Ichetucknee Springs Quality & Quantity - DEP 100%	1,442,565
Capital Outlay Infrastructure	SR 47/I-75 Septic to Sewer Phase 2 DEP Grant	1,794,000
Capital Outlay Infrastructure	Steedly Wetland Recharge - DEP 100%	9,445,710
Capital Outlay Infrastructure	Water/Sewer Projects	413,707
	Water/Sewer Admin Total	**13,095,982**
Natural Gas		
Natural Gas Utility		
Capital Outlay Infrastructure	Commercial Meter Sets	35,000
Capital Outlay Infrastructure	Correctors	12,000
Capital Outlay Infrastructure	Gas Pipe	45,000

Expenditure Detail

		FY 2027
Capital Outlay Infrastructure	Meters and Regulators	25,000
Capital Outlay Machinery & Equipment	Safety Equipment	25,000
Capital Outlay Machinery & Equipment	Welder	15,000
	Natural Gas Total	**157,000**
	Total	**31,884,531**

Debt Schedules

Budget Transfers

AIRPORT			
140.60.542-070.71	Principal		
	2017 Airport Revenue Bond - BB&T Bond Principal	210,427	
140.60.542-070.72	Interest		
	2017 Airport Revenue Bond - BB&T Bond Interest	33,415	243,842
COMMUNITY REDEVELOPMENT AGENCY			
103.40.559-070.71	Principal		
	CRA Redevelopment Loan - First Federal	96,447	
103.40.559-070.72	Interest		
	CRA Redevelopment Loan - First Federal	6,703	103,150
DEBT SERVICE			
204.30.517-070.72	Interest		
	2019 Sales Tax Bond	160,977	
	Motorola Lease #1	18,474	179,451
FIRE SPECIAL ASSESSMENT			
110.50.522.030.91.12	Intergovernmental Transfers		
	2019 Sales Tax Bond	196,989	
	Motorola Lease #1	56,980	253,969
WATER-SEWER UTILITY - ADMINISTRATION			
410.70.536-070.71	Principal		
	2016 SRL Refunding	782,000	
	2020A Refunding	1,655,346	
	2020B Series	276,740	
	NFMIP WWTP	258,996	
410.70.536-070.72	Interest		
	2016 SRL Refunding	39,264	
	2020A Refunding	224,655	
	2020B Series	122,861	
	NFMIP WWTP	33,837	3,393,699
GENERAL FUND - NON-DEPARTMENTAL			
001.05.519-090.91.12	Key Government Finance - Principal & Interest	382,390	
	Motorola Lease #1 - Principal & Interest	113,959	
			496,349
		4,670,460	**4,670,460**

2016 SRL Refunding Bond

Date	Principal	Interest	Debt Service
6/15/2026	386,000	24,827	410,827
12/15/2026	389,000	21,373	410,373
6/15/2027	393,000	17,891	410,891
12/15/2027	396,000	14,374	410,374
6/15/2028	400,000	10,830	410,830
12/15/2028	403,000	7,250	410,250
6/15/2029	407,000	3,643	410,643
	2,774,000	**100,186**	**2,874,186**

Airport Bond

Date	Principal	Interest	Debt Service
4/1/2026	103,208	18,713	121,921
10/1/2026	104,539	17,382	121,921
4/1/2027	105,887	16,033	121,921
10/1/2027	107,253	14,667	121,921
4/1/2028	108,637	13,284	121,921
10/1/2028	110,038	11,882	121,921
4/1/2029	111,458	10,463	121,921
10/1/2029	112,896	9,025	121,921
4/1/2030	114,352	7,568	121,921
10/1/2030	115,827	6,093	121,921
4/1/2031	117,321	4,599	121,921
10/1/2031	118,835	3,086	121,921
4/1/2032	120,368	1,553	121,921
	1,450,619	**134,347**	**1,584,967**

CRA Bond

Date	Principal	Interest	Debt Service
4/1/2026	47,579	3,996	51,575
10/1/2026	48,007	3,567	51,575
4/1/2027	48,439	3,135	51,575
10/1/2027	48,875	2,699	51,575
4/1/2028	49,315	2,259	51,575

CRA Bond

Date	Principal	Interest	Debt Service
10/1/2028	49,759	1,816	51,575
4/1/2029	50,207	1,368	51,575
10/1/2029	50,659	916	51,575
4/1/2030	51,115	460	51,575
	443,954	**20,217**	**464,171**

2019 Sales Tax Bond

Date	Principal	Interest	Debt Service
6/20/2026	205,378	84,312	289,689
12/20/2026	207,916	81,773	289,689
6/20/2027	210,486	79,203	289,689
12/20/2027	213,088	76,602	289,689
6/20/2028	215,721	73,968	289,689
12/20/2028	218,388	71,302	289,689
6/20/2029	221,087	68,602	289,689
12/20/2029	223,820	65,870	289,689
6/20/2030	226,586	63,103	289,689
12/20/2030	229,387	60,303	289,689
6/20/2031	232,222	57,468	289,689
12/20/2031	235,092	54,597	289,689
6/20/2032	237,998	51,692	289,689
12/20/2032	240,940	48,750	289,689
6/20/2033	243,918	45,772	289,689
12/20/2033	246,932	42,757	289,689
6/20/2034	249,984	39,705	289,689
12/20/2034	2,962,396	36,615	2,999,011
	6,821,338	**1,102,394**	**7,923,732**

Motorola Lease

Date	Principal	Interest	Debt Service
7/1/2027	152,464	18,474	170,938
7/1/2028	158388	12549	170,937
7/1/2029	164543	6394	170,937
	475,395	**37,417**	**341,875**

2020A Utility Bond

Date	Principal	Interest	Debt Service
1/1/2026	813,986	126,014	940,000
7/1/2026	819,431	120,569	940,000
1/1/2027	824,913	115,087	940,000
7/1/2027	830,432	109,568	940,000
1/1/2028	835,988	104,012	940,000
7/1/2028	841,580	98,420	940,000
1/1/2029	847,211	92,789	940,000
7/1/2029	852,878	87,122	940,000
1/1/2030	977,371	81,416	1,058,787
7/1/2030	983,910	74,877	1,058,787
1/1/2031	990,492	68,295	1,058,787
7/1/2031	997,119	61,668	1,058,787
1/1/2032	1,003,789	54,998	1,058,787
7/1/2032	1,010,505	48,282	1,058,787
1/1/2033	1,017,265	41,522	1,058,787
7/1/2033	1,024,070	34,717	1,058,787
1/1/2034	1,030,921	27,866	1,058,787
7/1/2034	1,037,818	20,969	1,058,787
1/1/2035	1,044,761	14,026	1,058,787
7/1/2035	1,051,751	7,036	1,058,787
	18,836,193	**1,389,251**	**20,225,444**

2020B Bond

Date	Principal	Interest	Debt Service
1/1/2026	133,822	65,979	199,800
7/1/2026	135,621	64,179	199,800
1/1/2027	137,446	62,355	199,800
7/1/2027	139,294	60,506	199,800
1/1/2028	141,168	58,632	199,800
7/1/2028	143,066	56,734	199,800
1/1/2029	144,991	54,810	199,800
7/1/2029	146,941	52,859	199,800
1/1/2030	148,917	50,883	199,800
7/1/2030	150,920	48,880	199,800
1/1/2031	152,950	46,850	199,800
7/1/2031	155,007	44,793	199,800
1/1/2032	157,092	42,708	199,800
7/1/2032	159,205	40,595	199,800

2020B Bond

Date	Principal	Interest	Debt Service
1/1/2033	161,346	38,454	199,800
7/1/2033	163,516	36,284	199,800
1/1/2034	165,716	34,085	199,800
7/1/2034	167,944	31,856	199,800
1/1/2035	170,203	29,597	199,800
7/1/2035	172,493	27,308	199,800
1/1/2036	174,813	24,988	199,800
7/1/2036	177,164	22,636	199,800
1/1/2037	179,547	20,254	199,800
7/1/2037	181,962	17,839	199,800
1/1/2038	184,409	15,391	199,800
7/1/2038	186,889	12,911	199,800
1/1/2039	189,403	10,397	199,800
7/1/2039	191,950	7,850	199,800
1/1/2040	194,532	5,268	199,800
7/1/2040	197,149	2,652	199,800
	4,905,474	**1,088,531**	**5,994,005**

NFMIP WWTP

Date	Principal	Interest	Debt Service
7/31/2027	97670	11458	109128
8/30/2027	97670	11279	108949
9/30/2027	97670	11099	108769
	293010	**33836**	**326846**

VAC-CON

Date	Principal	Interest	Debt Service
5/5/2026	85,111	2,426	87,537
	85,111	**2,426**	**87,537**

Total Debt Services

Date	Principal	Interest	Debt Service
2026	3,720,555	659,286	4,379,840
2027	3,607,578	590,594	4,198,172
2028	3,675,049	522,937	4,197,986
2029	3,333,689	453,860	3,787,549
2030	2,998,385	393,584	3,391,969
2031	2,999,038	341,356	3,340,394

Total Debt Services

Date	Principal	Interest	Debt Service
2032	2,929,896	288,578	3,218,474
2033	2,857,048	239,506	3,096,553
2034	5,614,780	191,095	5,805,875
2035	2,439,208	77,966	2,517,174
2036	351,976	47,624	399,600
2037	361,508	38,092	399,600
2038	371,298	28,302	399,600
2039	381,353	18,247	399,600
2040	194,532	251,762	446,294
	35,835,893	**4,142,789**	**39,978,682**

CITY OF LAKE CITY

Florida's Gateway Est. 1859

Strategic Plan

CITY OF LAKE CITY
Florida's Gateway Est. 1859

5-YEAR STRATEGIC PLAN

EXECUTIVE SUMMARY

The Lake City Strategic Plan reflects a unified vision for the future of Lake City. The plan is the result of one of the most inclusive planning efforts in recent city history, which included extensive engagement with city leaders, local businesses, residents, and regional partners.

Planning Process Overview

We consulted a broad range of stakeholders including city staff, elected officials, county and school leaders, business owners, and representatives from AAR Corporation, Weyerhaeuser, and HCA Lake City Hospital. Regional input came from Columbia County, JAXPORT, and state agencies. A community survey drew 546 responses from across all neighborhoods, reflecting diverse voices and strong public investment in Lake City's future.

Implementation Framework

Led by the City Manager and department heads, implementation will begin with key actions in Year 1. Core initiatives will roll out over Years 2–3, with evaluation and institutionalization in Years 4–5. Long-term success depends on continued collaboration with Columbia County, schools, employers, and residents.

Lake City is ready to turn potential into progress. This plan charts a clear path forward—preserving our character while creating opportunity for all.

STRATEGIC PILLARS

- **Economic Development:** Leverage our I-10/I-75 location to grow Lake City Gateway Airport, support the North Florida Mega Industrial Park, and foster small business growth through workforce development and streamlined permitting.
- **Housing & Community Development:** Mayor and Council's Home Repair tax allowance program that allows citizens to get tax credits of $1.00 for every $2 spent repairing or upgrading home for allowable repairs. Focus on neighborhood revitalization, downtown development, and recreation expansion, including a new Recreation Director and Lake DeSoto improvements.
- **Infrastructure & Sustainable Growth:** Expand utility capacity, streamline permitting, and coordinate with county and state partners. Growth will be balanced with natural resource protection and strategic annexation.
- **Public Safety & Community Engagement:** Strengthen community policing, youth programs, and neighborhood engagement to address safety concerns and build trust citywide.

VISION STATEMENT FOR LAKE CITY'S FUTURE

Lake City envisions a future where small-town values meet modern opportunity—a welcoming community where everyone has access to quality housing, meaningful employment, and essential services. Our strategic growth will revitalize all neighborhoods, create vibrant recreational amenities, and expand opportunities for residents of all ages and backgrounds. By leveraging our strategic location while honoring our heritage, we will build a strong economy that offers pathways to prosperity for all who call Lake City home.

Photo: VisitFlorida.com

INTRODUCTION & BACKGROUND

About Lake City

Lake City is known as "The Gateway to Florida" because of its strategic location at the intersection of Interstate 75 and Interstate 10, providing convenient access to major urban centers like Jacksonville and Gainesville. This prime position has long made Lake City an important transportation hub and logistics center, offering residents the opportunity to enjoy small-town living with relatively easy access to big-city amenities.

The city and surrounding Columbia County are blessed with natural beauty, including pristine springs, rivers, and forests that attract outdoor enthusiasts from across the region. The Osceola National Forest, Ichetucknee Springs State Park, and numerous other natural areas provide exceptional recreational opportunities for residents and visitors alike.

While Lake City offers many advantages, it also faces challenges common to smaller communities. The job market remains relatively limited, particularly for specialized careers, leading some residents to commute to larger cities for employment. Healthcare options, though improving with recent investments in HCA Lake City Hospital, are more basic compared to those available in larger metropolitan areas. Public transportation is minimal, creating access challenges for residents without personal vehicles.

Despite these challenges, Lake City possesses remarkable potential for growth and development, with a strong foundation of community assets and a strategic location that positions it well for future prosperity.

Key Assets

- **Lake City Gateway Airport:** This general aviation airport provides a valuable transportation link and opportunities for expanded aviation services, including the potential for increased cargo operations and business travel.
- **North Florida Mega Industrial Park:** Located just outside city limits, this 2,622-acre, single-owner supersite between Jacksonville and Tallahassee represents one of the region's most significant economic development opportunities. The site's strategic location, combined with excellent transportation access, positions it as a premier location for manufacturing, distribution, and logistics operations. The site is one of only three in Florida and twelve in the Southeast.
- **Florida Gateway College:** This institution offers essential educational opportunities and workforce development programs that help prepare residents for careers in growing industries. The college's partnerships with regional employers ensure that training programs align with actual workforce needs.
- **Regional Medical Facilities:** HCA Lake City Hospital and other healthcare providers form the backbone of the region's healthcare system, offering essential services while creating valuable employment opportunities
- **Diverse Transportation Infrastructure:** Beyond the highway intersections I-10 and I-75, Lake City benefits from rail access and proximity to deepwater ports in Jacksonville, creating a multi-modal transportation network that supports business development.
- **Rich Historical Heritage:** Lake City's historical significance, dating back to the 1800s, provides a foundation for cultural tourism and community identity.
- **Affordable Cost of Living:** Compared to larger metropolitan areas in Florida, Lake City offers a more affordable cost of living, making it an attractive option for families and retirees seeking quality of life at a reasonable cost.

Stakeholder Engagement Process

The development of this strategic plan has been guided by extensive stakeholder engagement, ensuring that it reflects the priorities and perspectives of the entire community. Key engagement activities included:

- **In-depth interviews* with city department heads and staff,** providing insights into operational challenges and opportunities as well as departmental priorities and needs.
  * A full list of the stakeholders interviewed is included in Appendix 2.
- **Visioning sessions with City Council members** to establish high-level strategic direction and identify policy priorities.
- **Roundtable discussions with business leaders** to understand economic development needs and opportunities from the private sector perspective.
- **Meetings with education, healthcare, and transportation officials** to coordinate planning efforts and identify potential partnerships.
- **Collaborations with county leadership and regional partners** to ensure alignment with broader regional initiatives and maximize collaborative opportunities.
- **Input from major companies in the area including and Weyerhaeuser** to understand workforce needs and economic development potential.
- **Review of existing plans and documents** to build upon previous work and ensure continuity in planning efforts.
- **Public survey process** to incorporate the priorities of residents who live and work in Lake City in the plan.

Summary of Findings from Interviews

The discovery process for Lake City's strategic plan involved extensive stakeholder engagement including city department heads, county officials, education leaders, business representatives, and regional partners.

Across the board, stakeholders share a common vision of leveraging the City's location advantage to attract targeted investment, particularly in transportation, logistics, and advanced manufacturing. The recent improvements in city leadership and intergovernmental relations have created a favorable environment for strategic planning and collaborative growth.

The discovery process consistently revealed three interconnected challenges that must be addressed to unlock Lake City's potential: infrastructure constraints, housing shortages, and workforce development. Water and wastewater capacity limitations are currently restricting growth, with complex permitting processes further complicating expansion efforts. The severe lack of workforce housing has forced many employees to commute from surrounding areas, creating a significant barrier for business attraction and retention. Additionally, while the school system offers strong vocational programs, there remains a gap in creating sustainable career pathways that retain young talent and meet employer needs.

Quality of life considerations emerged as both challenges and opportunities. Many stakeholders highlighted the need for expanded youth recreation, downtown revitalization, particularly north of the railroad tracks, and more diverse entertainment options. These elements are seen as crucial not just for current residents but as essential components for workforce attraction and retention. The city's proximity to natural assets like Ichetucknee Springs and Osceola National Forest offers untapped potential for ecotourism development that aligns with preserving Lake City's character.

Stakeholders demonstrated remarkable alignment around priority initiatives: expanding infrastructure capacity, developing workforce housing across all segments, streamlining business processes, and enhancing quality of life amenities.

Major employers including AAR Corporation, the hospital, and potential tenants of the Weyerhaeuser mega-industrial site are poised for significant growth if these foundational issues can be addressed. The city's improving financial position and openness to innovative approaches like the new Housing Commission provide promising pathways forward, though success will require sustained focus on implementation and meaningful performance metrics.

Lake City Community Survey Results Summary

The City of Lake City conducted a comprehensive community survey in Spring 2025 to gather input from residents regarding their priorities, concerns, and vision for the future. With over 540 responses from diverse neighborhoods across the city and surrounding areas, this survey provided valuable insights that have directly shaped the strategic priorities outlined in this plan.

Respondent Demographics

Survey participants represented a broad cross-section of Lake City's population, with residency ranging from less than one year to more than 20 years. All age groups were represented, with the largest participation coming from residents aged 35-44 and 45-54, followed by residents aged 25-34. This diverse representation ensures that the strategic plan addresses the needs of both long-time residents and newcomers, as well as residents at different life stages.

Key Community Priorities

Infrastructure Improvements

Residents clearly identified infrastructure as a top priority for Lake City's future. The three most commonly requested infrastructure improvements were:

- Road repairs and maintenance (61% of respondents)
- Parks and recreational facilities (56%)
- Downtown revitalization (40%)

Additional infrastructure priorities included stormwater drainage (33%), street lighting (30%), and housing rehabilitation (30%).

Economic Development

Survey respondents strongly supported strategic economic development, with an emphasis on:

- Community entertainment and recreation (52%)
- Retail and shopping (56%)
- Dining and food service (27%)
- Arts and culture (26%)
- Eco-tourism/Agri-tourism (25%)

Notably, when asked to rate the importance of various factors to Lake City's future, 75% of respondents rated "small business incentives" as important or very important, and 66% rated "industrial/manufacturing growth" similarly. These findings underscore residents' desire for a balanced economic development approach that preserves Lake City's character while creating new opportunities.

Quality of Life Initiatives

The survey revealed strong support for quality of life improvements that would make Lake City more livable and attractive:

- Creating or improving parks and playgrounds (73%)
- Building or enhancing walking and biking trails (63%)
- Developing more community centers and picnic areas (54%)
- Improving public swimming pools (47%)
- Enhancing sports facilities (45%)

These preferences reflect residents' desire for more family-friendly recreational opportunities and accessible outdoor spaces.

Public Safety Concerns

When asked about public safety issues, residents identified several key concerns:

- Drug activity (68%)
- Violent crime (55%)
- Traffic safety and speeding (51%)
- Property Crime (44%)

These findings highlight the importance of comprehensive public safety strategies in the strategic plan.

Strengths and Challenges

The survey asked residents to identify Lake City's greatest strengths and most significant challenges.

Perceived Strengths:

- Location and accessibility (proximity to major highways and regional centers)
- Small-town feel and sense of community
- Natural resources and outdoor recreation potential
- Ability to come together during times of need

Perceived Challenges:

- Limited activities and amenities for youth and families
- Insufficient housing options across income levels
- Public safety concerns and drug-related issues
- Economic development needs and lack of high-paying jobs
- Infrastructure maintenance and improvements

Communication Preferences

When asked how they currently receive information about Lake City events and news, most respondents cited the city's Facebook page (52%) and word of mouth (25%). When asked about their preferred communication methods, many indicated interest in email updates, text notifications, and continued social media engagement. This information will guide the city's communication strategy moving forward.

Integration into Strategic Planning

The findings from this community survey have directly informed the strategic priorities outlined in this plan. Based on resident feedback, the strategic plan places particular emphasis on:

- Infrastructure investment
- Economic development
- Quality of life enhancements
- Public safety initiatives
- Housing opportunities
- Communication improvements

Lake City is committed to responsive, resident-centered governance. The survey results have provided a roadmap for addressing the most pressing concerns of residents while building on the city's existing strengths.

Executive Summary Conclusion

This multi-faceted engagement process has resulted in a strategic plan that truly reflects the community's priorities and vision. By bringing together diverse perspectives and expertise, Lake City has developed a roadmap that addresses immediate needs while positioning the community for long-term success.

The strategic goals and initiatives outlined in the following sections directly respond to the priorities identified through this engagement process. They reflect Lake City's commitment to creating a vibrant, safe, and economically sustainable community that preserves its small-town character while embracing strategic growth and development.

SITUATION ANALYSIS

Strengths Assessment

Strategic Location

Lake City's position at the intersection of I-10 and I-75 provides exceptional connectivity to major markets throughout the Southeast. This location, approximately one hour from Jacksonville, Gainesville, and Tallahassee, offers prime access for logistics, distribution, and manufacturing operations while maintaining a more affordable cost structure than larger urban centers.

Industrial Park

The North Florida Mega Industrial Park represents a premier economic development asset with tremendous potential to transform Lake City's economy. This 2,600-acre certified industrial site is one of only three mega-sites in Florida and among just twelve in the entire Southeast. The site features completed environmental studies, wetland delineations, and pre-permitted status, significantly reducing development timelines for prospective businesses. Strategic rail access from Norfolk Southern, combined with proximity to both I-10 and I-75, positions the park ideally for manufacturing, logistics, and distribution operations. The Industrial Park stands ready to attract investments that could generate substantial employment opportunities with higher-than-average wages for the region.

Transportation Assets

The Lake City Gateway Airport provides facilities for corporate aviation, maintenance services, and potential expansion. The presence of AAR Corporation, a major aircraft maintenance provider, demonstrates the viability of aviation-related industries. Additionally, two major rail lines serve the area, offering multimodal transportation options that few communities our size can match.

Natural Resources

Lake City is surrounded by exceptional natural amenities, including the Ichetucknee Springs State Park, Osceola National Forest, and the Suwannee River. These resources offer outstanding recreation opportunities and potential for ecotourism development while contributing to quality of life for residents.

Educational Partnerships

The Columbia County School District offers strong K-12 education with career and technical programs that help prepare students for local employment opportunities. Florida Gateway College provides higher education and workforce training programs that can be aligned with industry needs.

Affordable Community

Lake City offers an affordable cost of living with housing prices below state and national averages, making it attractive for families and retirees. This affordability represents a competitive advantage for workforce recruitment if paired with quality housing options and amenities.

Small-Town Character

Residents value Lake City's small-town atmosphere, where personal relationships matter and community connections remain strong. This character, combined with strategic growth, creates a distinctive environment that appeals to those seeking alternatives to larger urban centers.

Challenges Assessment

Housing Limitations

A critical shortage of quality housing across all price points, but particularly workforce housing, represents a significant barrier to growth. This shortage affects business recruitment, workforce retention, and community vitality. The affects business recruitment, workforce retention, and community vitality. The lack of diverse housing options forces many employees to commute from surrounding areas rather than living in Lake City.

Infrastructure Capacity Constraints

Water and wastewater capacity limitations, particularly related to state permitting for water withdrawal and wastewater discharge, restrict development potential. Additionally, aging infrastructure in some areas requires upgrading to support growth and maintain service reliability. The city's conservative tax rate—the lowest in the region—has constrained available capital for major infrastructure investments. While this approach has kept costs low for residents, it has also limited the city's ability to proactively upgrade systems and expand capacity to meet growing demand and support economic development initiatives.

Youth Engagement Gaps

Limited recreation, entertainment, and career exploration opportunities for youth were consistently identified as concerns. These gaps affect quality of life for families and contribute to challenges in retaining young residents and attracting new families to the community. While Lake City maintains the lowest tax rate in the area at 4.9%, this conservative fiscal approach has limited the city's ability to invest in youth programming, recreational facilities, and community amenities that would enhance quality of life for families.

Regulatory and Permitting Processes

Complex and sometimes lengthy regulatory processes, particularly related to water resource management and development approvals, can delay projects and create uncertainty for investors. Streamlining these processes while maintaining appropriate standards is essential for encouraging investment.

Public Perception Management

Addressing both internal and external perceptions is important for Lake City's future. Internally, overcoming resistance to change while demonstrating the benefits of strategic growth requires ongoing communication. Externally, ensuring Lake City's reputation reflects current realities rather than outdated perceptions is crucial for economic development.

Downtown Revitalization Needs

Despite its historic character and potential, downtown Lake City requires further investment to become a vibrant center of community life. Vacant properties, limited evening activity, and the need for mixed-use development present both challenges and opportunities.

Leadership Continuity and Public Trust

Years of frequent turnover in city management and leadership positions have created skepticism among residents about the government's commitment to long-term initiatives and community needs. As current leadership demonstrates competence and forward-thinking vision, rebuilding trust will require consistent performance, transparent communication, and tangible results that demonstrate the city's genuine commitment to serving all residents and neighborhoods equitably.

Emerging Opportunities

Mega-Industrial Site Development

The Weyerhaeuser mega-industrial site, one of only three such sites in Florida, offers exceptional potential for large-scale manufacturing or distribution operations. Coordination between city and county on infrastructure and services can maximize this asset's economic impact. Partnership opportunity to collaborate with Weyerhaueser and Jaxport on manufacturer recruitment.

Aviation Sector Expansion

Building on AAR's established presence, opportunities exist to expand aviation-related businesses, training programs, and services at the Lake City Gateway Airport. Runway improvements could potentially accommodate larger aircraft and expand service capabilities.

Healthcare Growth

HCA Lake City Hospital's expansion plans and focus on specialized services create opportunities for healthcare sector growth, including related services and suppliers. This growth supports both economic development and quality of life improvements.

Tourism Development

Lake City's natural assets, combined with its strategic location, provide foundations for expanded tourism development focusing on ecotourism, outdoor recreation, and cultural heritage. These opportunities can diversify the economy while preserving natural resources.

Recreation Investment

Developing comprehensive recreation facilities and programming represents a high-impact investment that addresses multiple community challenges simultaneously. Recreation development can serve as a catalyst for neighborhood revitalization, provide positive outlets for youth development, and demonstrate the city's commitment to quality-of-life improvements that benefit all residents across demographic and geographic lines.

STRATEGIC PILLARS & INITIATIVES

This section includes details on the strategic pillars, as well as objectives and key initiatives to support Lake City's progress in that area. In addition, opportunity areas that emerged from our discovery process are highlighted.

Photo from VisitFlorida.com

Pillar 1: Economic Development

Objective 1.1: Position Lake City as premier transportation & logistics hub

Initiative: Maximize Lake City Gateway Airport development potential

- Implement key elements of the Airport Master Plan to expand capacity and services
- Pursue grant funding opportunities to assist with the $9 million investment needed for hangar renovations, including new roofs and fire suppression systems
- Support AAR expansion plans through 2028, including two new production lines creating approximately 200 jobs
- Develop targeted marketing to attract aviation-related businesses
  - Example: Partner with AAR to market their successful Space Florida apprenticeship program that brings in 10-15 new aviation workers every 10 weeks

Initiative: Support mega-industrial site development

- Collaborate with the county, JAXPORT and Weyerhaeuser business development teams to implement targeted marketing to industries that align with site capabilities and could benefit from port access
- Coordinate with Columbia County and Weyerhaeuser on infrastructure needs to recruit manufacturers to the mega-industrial site
  - Example: Increase utility capacity to meet the requirements needed for major industrial prospects

Initiative: Develop business-friendly processes & incentives

- Assign dedicated staff to act as a "concierge" service for businesses navigating development processes and streamline permitting and regulatory procedures
  - *Example:* Implement a "One Stop Permitting" system similar to FDOT's model to coordinate approvals for major developments
- Develop clear guides and resources for new and expanding businesses
- Establish regular communication channels with business community
- Develop city-level incentives that complement Columbia County's programs, which primarily target large businesses

Objective 1.2: Enhance Workforce Development

Initiative: Expand educational partnerships

- Strengthen collaboration with Florida Gateway College on workforce programs
- Support Columbia County School District's career and technical education initiatives to create clear pathways from education to employment in Lake City
- Strengthen collaboration with Florida Gateway College on workforce programs
- Support Columbia County School District's career and technical education initiatives to create clear pathways from education to employment in Lake City
  - Example: Increase utility capacity to meet the requirements needed for major industrial prospects
- Develop industry-specific training programs aligned with target sectors
  - Example: Create a formal mentorship program with AAR and other large employers who have expressed interest in greater community engagement

Initiative: Implement workforce recruitment & retention strategies

- Partner with employers on talent attraction initiatives through downtown revitalization, recreation projects and other quality of life amenities
- Establish or expand youth entrepreneurship and career exploration programs

Initiative: Support small business development

- Establish small business incubator/accelerator programs
- Provide resources and support for entrepreneurs
- Create networking opportunities for business owners
  - Example: Partner with the Chamber of Commerce to foster relationships that bolster City initiatives.

Objective 1.3: Diversify the Economy Base

Initiative: Target complementary industry sectors

- Develop sector-specific value propositions highlighting Lake City's advantages
- Create targeted incentive programs for priority sectors
- Participate in regional economic development initiatives

Initiative: Enhance retail and commercial development

- Conduct retail gap analysis to identify underserved market segments
- Develop strategy for commercial corridor enhancement
- Support downtown business development
- Create design standards that enhance community character

Priority 2: Housing & Community Development

Objective 2.1: Increase housing availability across income levels

Initiative: Implement Housing Programs

- Develop Abandoned Homes Acquisition and Rehabilitation Program:
  - Purchase, rehabilitate, and bring abandoned properties up to code using local contractors.
  - Initially target 10-20 homes, particularly in Districts 10 and 12.
  - Create rent-to-own pathway for qualified tenants.
  - Provide homeownership training and transition support

- Establish Mortgage Down Payment Assistance Program:
  - Target first-time homebuyers for primary residences within city limits
  - Support 30-year fixed-rate mortgage qualification
  - Set income thresholds based on AMI guidelines

Initiative: Encourage the development of multi-family housing to address critical shortages

- Downtown Mixed-Use Development:

Initiative: Support private housing development

- Create comprehensive incentive programs for housing developers with clear, publicly communicated criteria
- Streamline approval processes for projects meeting community housing goals
- Develop infrastructure to support housing in priority areas, particularly northern districts

Objective 2.2: Revitalize Neighborhoods

Initiative: Focus on northern neighborhood improvement

- Strategic investment in Districts 10 and 12
  - Leverage Community Redevelopment Agency (CRA) district funding
  - Partner with Columbia County on CDBG grants and senior home programs
  - Coordinate with Housing Commission abandoned property acquisition program
  - Address abandoned and deteriorating properties through systematic identification and intervention
- Improve infrastructure and streetscapes
- Road paving and utility upgrades
- Lighting improvements for safety and business support downtown
- Coordinate with utility expansion plans
- Support neighborhood-based organizations and initiatives

Initiative: Develop neighborhood identity and pride through inclusive engagement

- Create distinct neighborhood identities that celebrate unique assets and history
- Support neighborhood leadership development – engage a cross-section of the Lake City community
- Community leadership development:
  - Engage cross-section of Lake City community in neighborhood planning
  - Conduct regular community meetings to hear directly from residents about priorities (safer streets, better housing, jobs, cultural spaces)
  - Support resident-led improvement initiatives
- Implement neighborhood beautification programs
  - Partner with local businesses on improvement projects
  - Implement public art installations and cultural programs
  - Support tree-planting, urban gardening, and environmental initiatives

Objective 2.3: Enhance quality of life amenities

Initiative: Expand recreation opportunities

- Create a Recreation Director position to coordinate citywide programs for youth, adults, and seniors
- Partner with the school district to explore city operation of the swimming pool to expand community access
- Expand successful community events like the 3,000-4,000 person BBQ competition
- Develop Lake DeSoto as a community focal point for outdoor recreation

Initiative: Support arts and cultural development

- Enhance community events and festivals
- Develop public art program
- Support performing arts opportunities
- Celebrate Lake City's cultural heritage

Initiative: Create vibrant gathering spaces

- Develop Lake DeSoto as a community focal point
- Enhance downtown as a community gathering place
- Create neighborhood centers in underserved areas
- Design public spaces that encourage interaction and community building

Pillar 3: Infrastructure & Sustainable Growth

Objective 3.1: Expand utility capacity to support growth

Initiative: Address water/wastewater capacity constraints

- Work with government relations expert to streamline Suwannee River Water
- Develop water conservation programs to maximize existing capacity

Initiative: Expand utility capacity to support growth

- Explore alternative water sources and technologies
- Upgrade existing wastewater treatment facilities
- Coordinate with county on regional wastewater solutions
- Implement phased approach aligned with development needs

Objective 3.1: Implement strategic annexation plan

Initiative: Annex priority development areas

- Develop criteria for strategic annexation decisions
- Focus on areas with existing or planned utility service
- Create annexation information program for property owners
- Coordinate with county on annexation approach

Initiative: Enhance city-county relationship and service coordination

- Develop interlocal agreements for service areas
- Create consistent development standards across jurisdictions
- Establish regular coordination mechanisms between city and county
- Coordinate joint tourism marketing and development initiatives to leverage regional attractions

Pillar 4: Public Safety & Community Engagement

Objective 4.1: Enhance public safety services

Initiative: Expand Police Department Staffing and Infrastructure

- Implement a comprehensive plan to expand and upgrade the police department building to address overcrowding and improve operational efficiency
- Increase police staffing by 5 officers annually over the next 5 years to support traffic units, evidence processing, and expanded patrol zones for newly annexed areas
- Expand use of Flock, the gunshot detection system, beyond the north side to full citywide implementation

Initiative: Expand community policing initiatives

- Increase Breakfast with the Chief events from quarterly to monthly, with rotating locations to cover all city districts
- Expand Coffee with a Cop sessions from 6 to 8 annually
- Expand Citizens Police Academy capacity from one to two sessions per year, increasing graduates from 30 to 60 annually
- Grow the Police Explorer Program from 11 to 25 active participants, with particular focus on recruiting from underrepresented city neighborhoods
- Expand the Summer Youth Employment Program from 20 to 30 positions to provide 20+ local youth with job skills and professional development opportunities annually
- Increase Farm Share and food distribution events from 4 to 6 annually, expanding reach from 1,177 to 1,500 households per year
- Establish dedicated traffic enforcement units for each patrol squad to focus on high-crash corridors
- Launch a comprehensive "Lock It or Lose It" public education campaign to reduce vehicle-related crimes

Initiative: Enhance Fire Department Capabilities

- Add at least three new personnel—one per shift—to achieve minimum staffing of six firefighters per emergency response.
- Complete ongoing ISO evaluation process and work to improve rating from 4 to at least 3, potentially reaching 2
- Evaluate and potentially increase fire assessment rate from current $311 per resident to ensure adequate funding for enhanced services
- Evaluate and upgrade emergency response equipment and apparatus to ensure optimal response times
- Implement advanced training programs for specialized emergency responses (hazmat, technical rescue, water rescue)
- Develop comprehensive emergency response protocols for high-risk locations identified through pre-fire planning

Initiative: Expand Community Education and Outreach

- Increase fire safety education presentations in schools from current levels to monthly programs in each district school
- Launch "Fire Safety Week" annual community-wide education campaign
- Develop CPR/First Aid training programs for community members, with quarterly public classes
- Create fire department youth programs including junior firefighter camps and school visit programs
- Establish fire safety education programs for senior living facilities and assisted living communities
- Expand fire department participation in community events from current levels to presence at all major city festivals and gatherings

Objective 4.2: Strengthen citizen engagement

Initiative: Enhance communication channels and improve public safety communication

- Develop comprehensive communication strategy both for emergencies and less emergent public safety announcements
- Enhance emergency communications through full integration with the Columbia County Combined Communications Center
- Expand the department's social media presence and monthly video recaps to improve community awareness

Initiative: Create opportunities for public input

- Establish quarterly meetings with community leaders, including faith leaders and neighborhood associations, with focus on historically underserved areas (See: Objective 2.2)

IMPLEMENTATION FRAMEWORK

The Strategic Plan Implementation Team will be led by the City Manager and including department heads, with periodic reporting to the City Council. The team will:

- Meet monthly/quarterly to review progress on initiatives
- Coordinate cross-departmental efforts
- Identify resource needs and constraints
- Recommend adjustments based on implementation experience
- Prepare progress reports for City Council and the public

TIMELINE AND PHASING

Phase 1 (Year 1 - underway)

- Establish implementation structures and baseline metrics
- Begin high-priority initiatives with existing resources
- Develop detailed action plans for all key initiatives across all departments
- Build partnerships essential for implementation

Phases 2 and 3 will take more concrete form as each department's key initiatives are added to the timeline.

Phase 2 (Years 2-3)

- Implement core initiatives across all strategic priorities
- Secure additional resources for expanded implementation
- Evaluate initial results and adjust approaches as needed
- Scale successful pilots to full implementation

Phase 3 (Years 4-5)

- Complete major initiatives
- Evaluate overall Strategic Plan outcomes
- Begin planning for next Strategic Plan cycle

PARTNERSHIP OPPORTUNITIES

Successful implementation requires relationship building and partnerships with the below.

Government Partners:

- Columbia County
- Suwannee River Water Management District
- Florida Department of Transportation

Educational Institutions

- Florida Gateway College
- Columbia County School District
- University of Florida (extension programs)

Business Organizations

- Chamber of Commerce
- Major employers (AAR, Weyerhauser HCA Hospital, etc.)
- Small business organizations
- Regional economic development organizations

Community Organizations

- Neighborhood associations
- Faith-based organizations
- Service clubs and nonprofit organizations
- Youth and senior organizations

Financial Strategy

Current Financial Position

Lake City enters this Strategic Plan period with a stable financial foundation, including:

- Utility enterprise funds that support infrastructure maintenance and improvement
- Bonding capacity for strategic investments
- Grant-writing capacity through in-house staff

Revenue Enhancement Strategies

The Lake City tax rate is the lowest in the area at 4.9%. A moderate increase in the tax rate to 5.5-8% would make room for an increase in quality of life services outlined in the initiatives of this report.

Grants and Federal Funding	Enterprise Fund Optimization
Federal infrastructure and housing grants State economic development programs Foundation funding for community initiatives Regional partnership opportunities	Strategic utility rate adjustments Expansion of customer base through annexation and growth Operational efficiencies to maximize revenue Infrastructure investments that reduce long-term costs
Public Private Partnerships	**Expansion of the Tax Base**
Housing development partnerships Infrastructure cost-sharing with developers Business improvement districts for targeted areas Joint ventures for commercial development	Strategic annexation to expand tax base Economic development to increase property values Redevelopment of underutilized properties Diversification of revenue sources 1-3% tax increase

Capital Improvement Planning

The below capital projects emerged as opportunities or needs during the discovery process for this strategic plan.

- City Hall
- Public safety building
- Water and wastewater capacity improvements
- Parks and recreation facilities
- Technology infrastructure

Budget Alignment

Annual budgeting processes will be aligned with Strategic Plan priorities through:

- Department budget requests linked to Strategic Plan initiatives
- Performance-based budgeting for key initiatives
- Mid-year budget reviews to address emerging needs
- Long-term financial planning for multi-year initiatives

CONCLUSION AND NEXT STEPS

The Lake City Strategic Plan establishes a clear vision for our community's future and a practical roadmap to achieve it. By focusing on our four strategic priorities—**Economic Development**, **Housing & Community Development**, **Infrastructure & Sustainable Growth**, and **Public Safety & Community Engagement**—we will transform challenges into opportunities and build a community that works for all residents.

Successful implementation requires commitment, collaboration, and adaptability. The plan provides structure while allowing flexibility to address changing conditions and emerging opportunities. Regular progress reviews and transparent communication will ensure accountability and build community trust in the process.

IMMEDIATE NEXT STEPS (FIRST 90 DAYS)

Establish Implementation Structure

- Form Strategic Plan Implementation Team
- Develop detailed work plans for Year 1 initiatives
- Create performance measurement dashboard

Launch Priority Initiatives

- Begin development process for downtown mixed-use project/privately owned
- Initiate utility capacity enhancement planning
- Implement business development "concierge" service

Communicate the Plan

- Develop Strategic Plan summary materials
- Host community information sessions
- Create online platform for tracking implementation progress
- Engage partners in implementation planning

Secure Funding

- Identify grant opportunities aligned with plan priorities
- Explore financing options for major capital projects
- Begin partnership discussions with key stakeholders

APPENDICES

A1. Discovery Process Notes

The discovery process took into account a cross-section of stakeholders who deeply understand the priorities and needs for Lake City, including public officials and employees as well as private citizens. In addition, we reviewed any relevant materials and/or preexisting plans and initiatives from each stakeholder.

Stakeholder meetings held:

- City Manager and City Executive Team
- City Council
- Columbia County School District
- Florida DOT
- HCA Lake City Hospital
- JAXPORT
- AAR Corporation
- Weyerhaeuser
- Business round table with local business representatives

Stakeholder insights

City Department Heads

- Identified infrastructure, housing, and jobs as the three foundational priorities
- Expressed need for more proactive versus reactive governance
- Highlighted interdepartmental communication improvements
- Concerned about bureaucratic barriers to growth
- Emphasized need to improve city's reputation/perception

County Officials

- Expressed willingness to collaborate on utilities and development
- Highlighted the mega-industrial site as critical opportunity
- Stressed importance of workforce development aligned with growth
- Noted improving intergovernmental relations

Stakeholder insights, cont.

Education Leaders

- Proud of strong career/technical education programs and certifications
- Seeking more youth engagement opportunities
- Interested in expanded internship programs with local businesses
- Concerned about student retention and career pathways
- Expressed desire for more city support with facilities like the pool

Large Employers

- AAR Corporation sees potential for significant expansion with right conditions
- Hospital planning substantial growth with new facilities
- Weyerhaeuser positioned to attract major industrial development

County Officials

- Identified housing as critical barrier to growth
- Emphasized need for streamlined permitting and development processes
- Expressed interest in downtown revitalization
- Highlighted youth engagement and development as community priority
- Want more support for small business growth

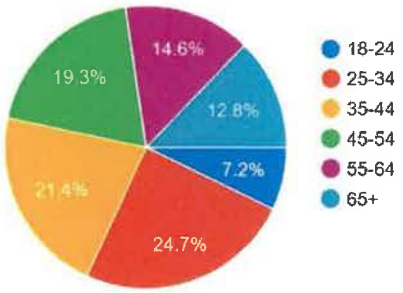
APPENDIX 2: SURVEY RESULTS

The City of Lake City conducted a comprehensive community survey in Spring 2025 to gather input from residents regarding their priorities, concerns, and vision for the future. With over 550 responses from diverse neighborhoods across the city and surrounding areas, this survey provided valuable insights that have directly shaped the strategic priorities outlined in this plan.

Responder Demographics

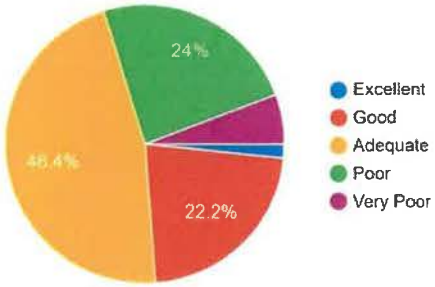
Survey participants represented a broad cross-section of Lake City's population, with residency ranging from less than one year to more than 20 years. All age groups were represented, with the largest participation coming from residents aged 35-44 and 45-54, followed by residents aged 25-34.

What is your age? (555 responses)



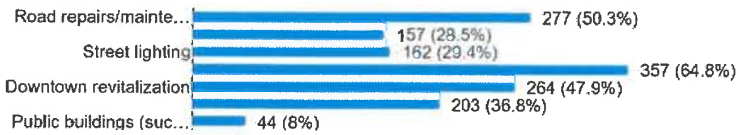
Respondents largely rated the roads and streets Adequate or Good. A sizeable portion, >25%, found the roads Poor or Very Poor.

How would you rate the current condition of Lake City's roads and streets? (554 responses)



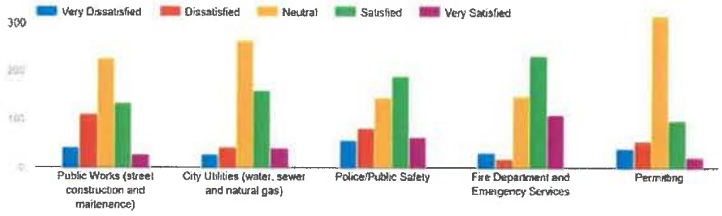
Notable proportions of respondents view road repairs/maitenance, street lighting, downtown revitalization and public buildings.

Which public facility improvements should be prioritized to better support the community? (551 responses)



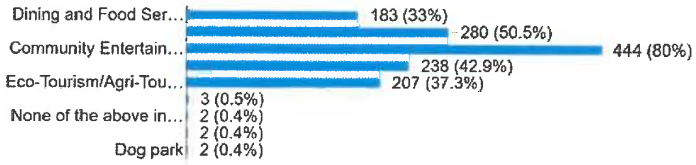
The majority of respondents feel neutral about the Public Works, City Utilities, Police/Public Safety, Fire Department and Emergency Services, and Permitting. The Fire Department shares the largest share of Satisfied or Very Satisfied customers.

How satisfied are you with city services?



A significant proportion of respondents would like to see additional dining and food services, community entertainment and eco-tourism/agri-tourism in Lake City in the future.

What types of new businesses or developments would you like to see?

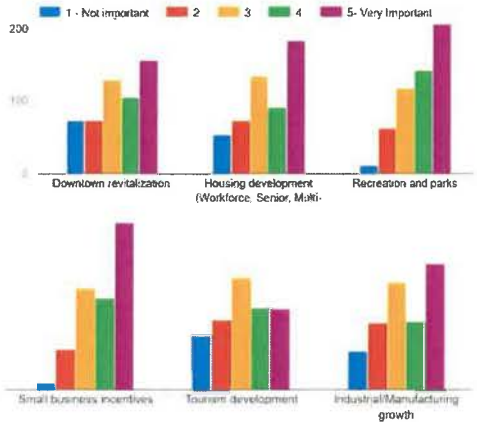


A significant portion of respondents would like to see improved Community centers, Parks, Public Swimming pool, sports facilities, and Walking/biking trails in Lake

Which community amenities would you like to see created or improved? Select all that apply.

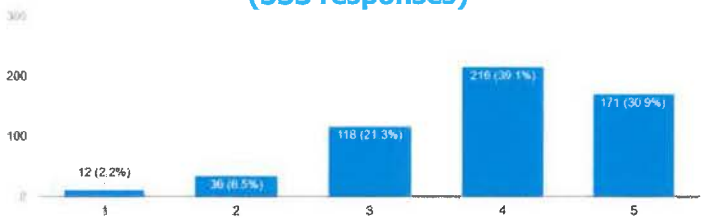
The majority of respondents ranked Small business incentives, Housing Development, Recreation and Parks as important or very important for Lake City's future. Tourism development, and industrial/manufacturing growth were viewed as less important by comparison.

How important are the following to Lake City's future?



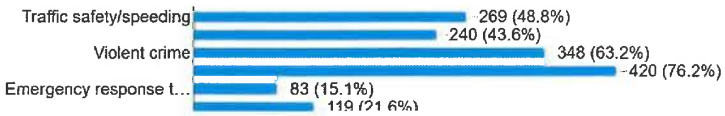
The majority of respondents (70%) feel Safe or Very Safe in their neighborhoods. 8.7% of respondents feel Unsafe or Very Unsafe.

How safe do you feel in your neighborhood? (553 responses)



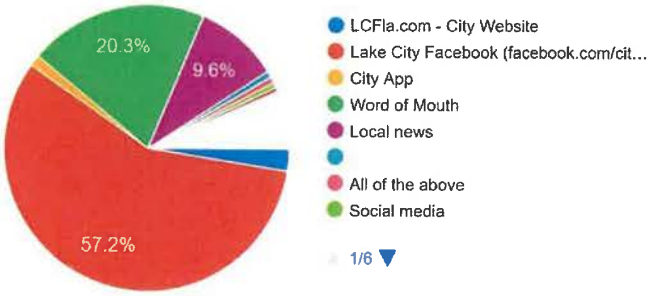
The top safety concerns in Lake City according to survey respondents are: Traffic safety/speeding (49%), Property Crime (44%), Violent crime (63%), Drug activity (76%), Emergency response times (15%), and Street lighting (21%).

What public safety issues concern you most? (553 responses)



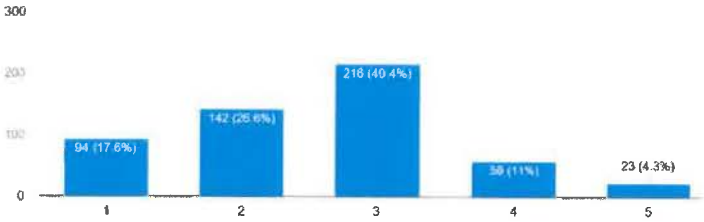
The majority of respondents get their news about Lake City from the City's Facebook page (57%) or Word of Mouth (20%). 7% get information from the local news.

How do you currently get information about Lake City events and news? (552 responses)



On a scale of Not Responsive (1) to Highly Responsive (5), 44% of respondents indicated the city is not responsive. 40% felt neutral about this city's responsiveness and a small portion, 15%, noted that the city is highly responsive.

How would you rate the responsiveness of city government to resident concerns? (534 responses)



APPENDIX 3: BEST PRACTICES RESEARCH

Below is background research that was compiled in formulating this plan. It includes rationale for these policy ideas as well as examples of cities who have had success with these tactics.

CULTIVATING NEIGHBORHOOD IDENTITIES FOR COMMUNITY BUILDING

- Empower Local Leadership: Establish neighborhood councils or associations with real decision-making power over local issues like small infrastructure projects, community events, and beautification efforts. Give them modest budgets to implement their priorities.
- Create Distinct Visual Identity: Support neighborhoods in developing unique branding through murals, gateway signage, street banners, and consistent architectural elements that reflect local history or character.
- Foster Regular Gathering Spaces: Ensure each neighborhood has accessible community spaces - whether community centers, pocket parks, or regular street festivals - where residents naturally interact.
- Connect Through Shared Systems: While celebrating uniqueness, create city-wide programs that link neighborhoods, such as coordinated festivals, inter-neighborhood sports leagues, or shared sustainability initiatives.

Successful Small City Examples

- Decatur, Georgia (population ~25,000) created a neighborhood association network that gives each area real influence over local development decisions. Their annual "Decatur Book Festival" brings all neighborhoods together while individual areas host their own themed events throughout the year.
- Northampton, Massachusetts (population ~29,000) established neighborhood councils with small grants programs. Each council can fund local improvements up to $5,000 annually. The Florence neighborhood created a distinctive arts district identity, while others focused on historic preservation or sustainability themes.

- Burlington, Vermont (population ~45,000) developed a ward system where each neighborhood has both unique character-building initiatives and representation in city-wide planning. Their Old North End neighborhood transformed from struggling to thriving through resident-led placemaking.

- Traverse City, Michigan (population ~16,000) created neighborhood "stewardship groups" that adopt local spaces and organize signature events. Each group develops its own identity while participating in city-wide coordination meetings and shared resource pools.

The key is balancing local autonomy with city-wide connection - letting neighborhoods develop their own personalities while ensuring they don't become isolated silos. Start with pilot programs in 2-3 neighborhoods before expanding city-wide.

PUBLIC ART PROGRAM FOR DOWNTOWN REVITALIZATION

A public art program could address several Lake City priorities:

Crime and Public Safety

- Target north side neighborhoods mentioned in city discussions
- Focus on youth engagement to address concerns about idle youth
- Partner with police department's community engagement initiatives

Downtown Revitalization

- Support the downtown redevelopment priorities identified in city plans
- Create destinations that support local businesses
- Complement the mixed-use development goals

Education and Youth Development

- Collaborate with Columbia County School District's career programs
- Integrate with existing internship and summer youth employment programs
- Support the 50% of students who don't pursue college with creative career pathways

Tourism and Economic Development

- Leverage natural and historical assets through artistic interpretation
- Create Instagram-worthy destinations to support tourism goals
- Support the cultural events and festivals expansion mentioned in city objectives

Documented Positive Impacts of Public Art Programs

Philadelphia, Pennsylvania - Mural Arts Program
Established: 1984
Scale: 4,000+ murals across the city
Documented Impacts:

- Crime Reduction: Studies show 5-15% reduction in certain crimes in neighborhoods with new murals
- Community Engagement: 95% of residents report feeling more connected to their neighborhood
- Educational Outcomes: Schools with mural programs show increased student engagement and attendance
- Economic Development: Property values increase 8-15% within 500 feet of public art installations

San Antonio, Texas - Centro de Artes Program
Focus: Latino cultural heritage through public murals in underserved neighborhoods
Community Benefits:

- Academic Achievement: Schools in participating neighborhoods show 18% improvement in standardized test scores
- Youth Programs: 300+ young people participate annually in mural creation
- Crime Prevention: 30% reduction in youth arrests in target neighborhoods

Grand Rapids, Michigan - ArtPrize
Model: Annual citywide art competition using public spaces
Economic and Social Impact:

- Economic Boost: $15+ million in annual economic impact
- Education: Partnership with schools reaches 20,000+ students annually
- Safety: Downtown crime decreases 25% during festival periods, with lasting effects

IMPACTS OF HOUSING AUTHORITIES IN SMALL SOUTHERN CITIES

Best Practices

- Start with Strategic Planning: Conduct comprehensive housing needs assessments and create 5-10 year plans that address both immediate repairs and long-term community development goals.
- Focus on Mixed-Income Development: Reduce concentration of low-income housing by creating developments that serve families at various income levels, including workforce housing for teachers, firefighters, and other essential workers.
- Climate Resilience: Southern housing authorities increasingly focus on hurricane/tornado resistance and energy efficiency for hot, humid climates.
- Historic Preservation: Many Southern cities successfully combine affordable housing with historic district revitalization, using tax credits creatively.
- Rural Partnerships: Small Southern cities often coordinate with county housing authorities to serve broader regions more efficiently.
- Employer Partnerships: Industries like healthcare, education, and manufacturing in small Southern cities create natural partnerships for workforce housing development.

Examples of Cities with Successful Programs

Florence, South Carolina (population ~38,000, but started smaller)

Focused on homeownership counseling and down-payment assistance programs alongside traditional rental housing.

- Generated 312 first-time homebuyers over 5 years with 92% still maintaining homeownership after 7 years
- $18.6 million in new mortgage lending in the local market
- 34% reduction in crime rates and 28% increase in high school graduation rates over 8 years.

Greenville, Mississippi (population ~29,000, but started smaller)

Transformed their public housing through the HOPE VI program, replacing deteriorating high-rise projects with mixed-income townhomes and single-family homes. They created the historic Lakeview community that became a model for other Delta cities.

- Replaced 300 units of distressed housing with 180 mixed-income units plus 85 homeownership opportunities.
- Crime in the area decreased 74% and childhood asthma rates dropped 45% due to improved quality of housing.

Opelika, Alabama (population ~30,000)

Developed innovative partnerships with Auburn University to create affordable workforce housing. Their Housing Commission focused on downtown revitalization, converting historic buildings into mixed-income housing while preserving the city's character.

- Generated $45M in private investment within 3 blocks of public housing developments
- Property values in the area increased 127% over 8 years, and downtown vacancy rates dropped from 40% to 8%.

Thomasville, Georgia (population ~19,000)

Created successful public-private partnerships through their Housing Commission, working with local employers to develop workforce housing for teachers and hospital workers. They focused on scattered-site housing rather than concentrated developments.

- Reduced teacher turnover from 23% to 11% annually, saving the school district $180,000 per year.
- Local hospital reported 40% reduction in nursing staff turnover

Tuskegee, Alabama (population ~9,000)

Partnered with Tuskegee University to create innovative homeownership programs and renovate historic neighborhoods. Their Housing Commission emphasizes resident ownership and community wealth-building.

- Local unemployment dropped from 18% to 9% in targeted neighborhoods.

This strategic Plan was commissioned by City Manager Don Rosenthal, Assistant City Manager Dee Johnson, Procurement Director Brenda Karr, Finance Director Angie Taylor Moore, Human Resources Director BillieJo Bible, and Community Programs Director Terri Phillips. If you have any questions, comments or concerns, contact us at https://www.lcfla.com/contact.

Appendix

Summary of Position by Department

Summary of Position by Department

Position	FY 2026	FY 2027
Council		
Council Member	4	4
Mayor	1	1
Council Subtotal	**5**	**5**
City Manager		
Administrative Assistant	1	1
Assistant City Manager	1	1
City Manager	1	1
Community Program Director	1	1
Grant Writer	1	0
Executive Assistant	1	1
City Manager Subtotal	**6**	**5**
City Clerk		
ADA Remediation Specialist	1	0
City Clerk	1	1
Deputy City Clerk	1	1
Executive Specialist to City Clerk	1	1
Records Management Supervisor	1	1
City Clerk Subtotal	**5**	**4**
Human Resources		
Director of Human Resources	1	1
HR Generalist	1	1
HR Admin Assistant	1	1
Human Resources Subtotal	**3**	**3**
City Attorney		
City Attorney	1	1
Legal Admin Assistant	1	1
City Attorney Subtotal	**2**	**2**
Finance		
Accountant	0	1
Accounting Clerk	1	0
Assistant Finance Director	1	1
Director of Finance	1	1

Summary of Position by Department

Position	FY 2026	FY 2027
Grants Program Specialist	1	1
Senior Accountant	2	2
Finance Subtotal	**6**	**6**
Information Technology		
Director of Technologies	1	1
IT Help Desk Tech	2	0
IT Application Specialist	0	1
IT System Specialisdt	0	1
Security Administrator	1	1
System Administrator	1	1
Information Technology Subtotal	**5**	**5**
Procurement		
Director of Procurement	1	1
Facilities Maintenance Tech	1	0
Procurement Analyst	1	0
Procurement Clerk	1	0
Procurement Contract Manager	0	1
Procurement Specialist	0	1
Procurement Subtotal	**4**	**3**
Vehicle Maintenance		
Admin Assistant	1	1
Mechanic I & II	2	2
Service Technician	1	1
Vehicle Maintenance Subtotal	**4**	**4**
Police		
Accreditation Manager	1	1
Administrative Assistant	2	2
Assistant Police Chief	1	1
Community Relations Coord.	1	1
Crime Scene/Evidence Tech	1	1
IT Public Safety Technician	1	1
Police Chief	1	1
Police Investigator	5	5
Police Lieutenant	2	2

Summary of Position by Department

Position	FY 2026	FY 2027
Police Officer	36	36
Police Ops Sergeant	1	1
Records Coordinator	4	3
Senior Records Coordinator	0	1
Police Reservist	3	3
School Crossing Guard	4	4
Police Sergeant	6	6
Police Subtotal	**69**	**69**
Risk Safety ADA		
ADA - Risk/Safety Manager	0	1
Safety Coordinator	0	1
Risk Safety ADA Subtotal	**0**	**2**
Public Works		
Crew Leader	5	5
Director of Public Works	1	0
Equipment Operator II	4	4
Maintenance Worker I/II	15	15
Public Works Supervisor	3	2
Senior Administrative Assistant	1	1
Senior Concrete Finisher	1	1
Small Engine Mechanic	1	1
Public Works Superintendent	0	1
Superintendent of Parks	0	1
Public Works Subtotal	**31**	**31**
Growth Management		
Building Inspector	1	1
Code Enforcement Officer	2	2
Director of Growth Management	1	1
Permits Technicians	2	2
Planning Technician	1	1
Planner II	1	1
Growth Management Subtotal	**8**	**8**
Fire		
Administrative Assistant	1	1
Assistant Fire Chief	1	1

Summary of Position by Department

Position	FY 2026	FY 2027
Fire Chief	1	1
Fire Driver/Engineers	6	6
Fire Lieutenants	3	3
Firefighter/EMT	21	18
Training Officer PT	1	1
Fire Captains	0	3
Total	34	34
Fire Subtotal	**68**	**68**
Airport		
Airport Director	1	1
Airport Lineman I/II/III	5	5
Airport Manager	1	1
Operations Coordinator	1	0
Airport Subtotal	**8**	**7**
Water Sewer Admin		
Executive Director of Utilities	1	1
GIS Analyst	2	0
GIS Supervisor	1	0
SCADA Analyst	1	0
Senior SCADA Analyst	1	0
Water Sewer Admin Subtotal	**6**	**1**
Customer Service		
Customer Service Manager	1	1
Customer Service Rep I/II/III	8	4
Billing Coordinator	0	1
Billing Coordinator Assistance	0	1
Director of Customer Service	1	1
Utility Service Coordinator	1	1
Utility Service Coordinator Assistant	0	1
Utility Collections Coordinator	0	1
Customer Service Subtotal	**11**	**11**
Water Treatment Plant		
Director Water Plant	1	1
WTP Intern	1	0
Chief Operator	1	1

Summary of Position by Department

Position	FY 2026	FY 2027
WTP Operators A/B/C/Trainee	5	5
Water Treatment Plant Subtotal	**8**	**7**
Wastewater Treatment		
Director of WWTP	1	1
WWTP Chief Operator	1	1
WWTP Intern	1	1
WWTP Lead Operator	1	1
WWTP Operators A/B/C/Trainee	6	6
WWTP Maintenance Supervisor	1	1
WWTP Maintenance Tech I/III	2	2
Wastewater Treatment Subtotal	**13**	**13**
NFMIP Wastewater Treatment Plant		
WWTP Lead Operator	1	1
WWTP Operator A/B/C/Trainee	1	1
NFMIP Wastewater Treatment Plant Subtotal	**2**	**2**
Sprayfield		
Sprayfield Superintendent	1	1
Sprayfield Technician I/II	4	4
Sprayfield Subtotal	**5**	**5**
GIS/SCADA		
GIS Analyst	0	1
GIS Coordinator	0	1
GIS Field Specialist	0	1
GIS Supervisor	0	1
SCADA Analyst	0	1
GIS/SCADA Subtotal	**0**	**5**
Distribution and Collections		
Administrative Assistant	1	1
CCTV Sewer Camera Op/Crew Lead	1	1
Director Distribution & Collection	1	1
Crew Leader	5	5
Superintendent	2	2
Technician I/II/III	23	23
Locate Technician	1	1

Summary of Position by Department

Position	FY 2026	FY 2027
Water/Wastewater Inspector	1	1
Distribution and Collections Subtotal	**35**	**35**
Natural Gas		
Administrative Assistant	1	1
Cathodic Protection/Leak Specialist	1	1
Director of Natural Gas	1	0
Locate Technician	1	1
Measurement Technician	1	1
Superintendent	1	1
Supervisor	1	1
Technician I/II/III	7	7
Welder	1	1
Natural Gas Subtotal	**15**	**14**
Grand Total	**319**	**315**

Vehicle Schedule

Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
Airport					
1	2026	FORD F150	0	42,422	
2	2015	INTERNATIONAL JET A	4,893	200,000	
3	2012	FORD F650 AVGAS	13,179	185,000	
4	2016	FORD TRANSIT WGN VAN	27,342	60,000	
5	2025	CHEVROLET SILVERADO 1500	3,109	45,000	
6	2024	INTERNATIONAL FUEL TRUCK	3,431	200,000	
		Subtotal		**732,422**	
City Manager					
1	2019	FORD FUSION	17,172	30,000	
2	2025	CHEVROLET TAHOE	3,022	70,000	
3	2020	CHEVROLET TRAVERSE	7,371	43,000	
4	2024	CHEVROLET TRAVERSE	8,464	43,000	
		Subtotal		**186,000**	
Fire					
1	2024	Ford Expedition	12,021	72,000	
2	2024	Ford Expedition	7,635	72,000	
3	2025	Chevy 2500 Pickup	3,835	60,000	
4	2013	E-ONE TYPHOON	80,420	800,000	
5	2011	E-ONE TYPHOON	74,029	800,000	
6	2022	FORD F-550	19,761	100,000	
7	2006	KENWORTH T300	59,966	140,000	
8	1926	AMERICAN LAFRANCE		700,000	
9	2006	E-ONE AERIAL	54,088	1,500,000	
10	2024	Sutphen SPH100	4,726	2,100,000	
		Subtotal		**6,344,000**	
Growth Management					
1	2019	FORD F-150 PU	24,249	50,000	
2	2026	CHEVROLET SILVERADO 1500	217	45,000	
3	2026	CHEVROLET SILVERADO 1500	156	45,000	
4	2024	CHEVROLET SILVERADO 1500	6,826	45,000	
		Subtotal		**185,000**	

Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
Natural Gas					
1	2026	CHEVROLET SILVERADO 1500	0	40,171	
2	2026	CHEVROLET SILVERADO 1500	0	40,148	
3	2024	FORD F-550	2,055	90,000	
4	2021	CHEVROLET SILVERADO 5500HD	16,839	95,000	
5	2021	MACK GRANITE	1,868	200,000	
6	2020	FORD F350 XL 4 x 4	40,828	60,000	
7	2021	CHEVROLET SILVERADO 3500HD	12,574	65,000	
8	2024	CHEVROLET SILVERADO 2500 HD	18,663	60,000	
9	2026	CHEVROLET SILVERADO 1500	0	45,000	
10	2026	CHEVROLET SILVERADO 1500	0	45,000	
11	2026	CHEVROLET SILVERADO 2500hd	0	74,674	
		Subtotal		**814,993**	
Police					
1		INFO WITHHELD	119,466	60,000	
2		INFO WITHHELD	108,271	55,000	
3	2025	FORD INTERCEPTOR UTILITY	5,887	60,000	
4	2025	FORD INTERCEPTOR UTILITY	4,309	60,000	
5	2025	FORD INTERCEPTOR UTILITY	11,346	60,000	
6	2017	FORD INTERCEPTOR UTILITY	72,938	60,000	
7	2025	FORD INTERCEPTOR UTILITY	5,512	60,000	
8	2017	FORD INTERCEPTOR UTILITY	58,768	60,000	
9	2025	FORD INTERCEPTOR UTILITY	4,911	60,000	
10	2025	FORD INTERCEPTOR UTILITY	4,962	60,000	
11		INFO WITHHELD	55,987	45,000	
12		INFO WITHHELD	302,495	45,000	
13		INFO WITHHELD	59,585	75,000	
14	2025	FORD INTERCEPTOR UTILITY	6,904	60,000	
15	2025	FORD INTERCEPTOR UTILITY	6,516	60,000	
16		INFO WITHHELD	24,904	34,000	
17	2017	FORD INTERCEPTOR UTILITY	34,526	60,000	
18	2017	FORD INTERCEPTOR UTILITY	113,780	60,000	
19	2017	FORD INTERCEPTOR UTILITY	104,078	60,000	
20		INFO WITHHELD	35,584	70,000	
21	2017	FORD INTERCEPTOR UTILITY	70,484	60,000	
22		INFO WITHHELD	1,739	45,000	

Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
23		INFO WITHHELD	77,285	34,000	
24	2017	FORD INTERCEPTOR UTILITY	77,770	60,000	
25		INFO WITHHELD	48,753	43,000	
26		INFO WITHHELD	39,562	43,000	
27	2017	FORD INTERCEPTOR UTILITY	93,902	60,000	
28		INFO WITHHELD	56,723	43,000	
29		INFO WITHHELD	1,278	45,000	
30	2017	FORD INTERCEPTOR UTILITY	128,000	60,000	
31	2026	FORD INTERCEPTOR UTILITY	0	65,202	
32	2008	FORD INTERCEPTOR UTILITY	118,085	60,000	
33		INFO WITHHELD	115,764	45,000	
34	2026	FORD INTERCEPTOR UTILITY	0	65,167	
35		INFO WITHHELD	42,153	50,000	
36	2017	FORD INTERCEPTOR UTILITY	88,805	60,000	
37	2026	FORD INTERCEPTOR UTILITY	0	65,014	
38		INFO WITHHELD	28,434	70,000	
39	2017	FORD INTERCEPTOR UTILITY	88,555	60,000	
40		INFO WITHHELD	65,227	45,000	
41		INFO WITHHELD	73,109	34,000	
42		INFO WITHHELD	73,995	34,000	
43		INFO WITHHELD	10,646	100,000	
44	2020	FORD UTILITY INTERCEPTOR	60,302	60,000	
45	2018	FORD UTILITY INTERCEPTOR	101,185	60,000	
46	2020	FORD UTILITY INTERCEPTOR	88,020	60,000	
47	2026	FORD UTILITY INTERCEPTOR	0	65,019	
48	2018	FORD UTILITY INTERCEPTOR	105,478	60,000	
49	2018	FORD UTILITY INTERCEPTOR	92,362	60,000	
50	2018	FORD UTILITY INTERCEPTOR	68,132	60,000	
51	2020	FORD UTILITY INTERCEPTOR	78,552	60,000	
52	2018	FORD UTILITY INTERCEPTOR	85,132	60,000	
53	2026	FORD UTILITY INTERCEPTOR	0	65,142	
54	2020	FORD UTILITY INTERCEPTOR	75,529	60,000	
55	2021	FORD UTILITY INTERCEPTOR	46,728	60,000	
56	2021	FORD UTILITY INTERCEPTOR	41,294	60,000	
57	2021	FORD UTILITY INTERCEPTOR	32,995	60,000	
58		INFO WITHHELD	42,898	45,000	
59		INFO WITHHELD	67,697	45,000	
60		INFO WITHHELD	62,017	43,000	

Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
61	2023	FORD UTILITY INTERCEPTOR	21,889	60,000	
62	2023	FORD UTILITY INTERCEPTOR	29,156	60,000	
63	2023	FORD UTILITY INTERCEPTOR	34,577	60,000	
64	2023	FORD UTILITY INTERCEPTOR	28,243	60,000	
65	2023	FORD UTILITY INTERCEPTOR	18,300	60,000	
66	2023	FORD UTILITY INTERCEPTOR	11,053	60,000	
67	2023	FORD UTILITY INTERCEPTOR	38,375	60,000	
68	2023	FORD UTILITY INTERCEPTOR	22,809	60,000	
70	2026	INTERCEPTOR	0	64,605	
71	2026	INTERCEPTOR	0	64,621	
72	2026	INTERCEPTOR	0	67,648	
73	2026	INTERCEPTOR	0	65,028	
74	2026	INTERCEPTOR	0	63,868	
75	2026	INTERCEPTOR	0	67,550	
		Subtotal		**4,266,864**	
Public Works					
1	2022	TYMCO MODEL 600 SWEEPER	18,614	300,000	
2	2016	INTERNATIONAL DURASTAR	36,818	100,000	
3	2021	CHEVROLET SILVERADO 1500	15,652	45,000	
4	2024	CHEVROLET SILVERADO 2500 HD	18,663	60,000	
5	1997	FORD SEMI TRUCK	29,241	160,000	
6	2024	FORD F-250	11,087	50,000	
7	2024	FORD F-550	6,263	90,000	
8	2021	CHEVROLET SILVERADO 2500 HD CREW	23,125	60,000	
9	2026	CHEVROLET SILVERADO 2500 HD DOUBLE	0	45,688	
10	2024	FORD F-550	4,384	90,000	
11	2024	FORD F-250	1,818	50,000	
12	2020	CHEVROLET SILVERADO 2500 HD DOUBLE	16,386	60,000	
13	2025	CHEVROLET 2500HD	67	60,000	
14	2026	MACK TRACTOR TRAILER	273	200,000	
15	2025	HINO LIFT TRUCK	876	160,000	
16	2021	CHEVROLET SILVERADO 3500HD CREW	27,419	65,000	
17	2021	CHEVROLET SILVERADO 5500HD	13,513	100,000	
18	2026	CHEVROLET SILVERADO 2500	0	45,944	
19	2016	FORD F-250 PU	62,782	50,000	
20	2002	FORDF550-LIFT	46,375	130,000	
21	2006	FREIGHTLINER	108,813	160,000	

Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
22	2007	FRHT DUMP	52,143	190,000	
23	2007	INTERNATIONAL	20,916	150,000	
24	2023	MACK DUMP TRUCK	3,593	200,000	
25	2012	MACK GU813	41,232	210,000	
26	2012	MACK GU813	46,234	210,000	
27	2021	CHEVROLET SILVERADO 1500	33,433	45,000	
28	2020	CHEVROLET SILVERADO 2500	32,483	60,000	
29	2021	CHEVROLET SILVERADO 2500	28,394	60,000	
30	2021	CHEVROLET SILVERADO 3500 HD	26,464	65,000	
31	2019	TRANSIT VAN 350	22,845	60,000	
32	2021	CHEVROLET SILVERADO 3500 HD	8,921	65,000	
33	2001	STERLING M8500SA	37,604	140,000	
		Subtotal		**3,536,632**	
Water Sewer Admin					
1	2020	CHEVROLET MALIBU	9,973	30,000	
		Subtotal		**30,000**	
Water Treatment Plant					
1	2020	CHEVY SILVERADO 1500	22,095	45,000	
2	2020	CHEVROLET SILVERADO 1500	36,251	45,000	
3	2026	CHEVROLET SILVERADO 1500	2,424	45,000	
4	2026	CHEVROLET SILVERADO 2500	1,592	52,349	
5	2021	CHEVROLET SILVERADO 1500	39,744	45,000	
		Subtotal		**232,349**	
Wastewater Treatment					
1	2026	CHEVROLET SILVERADO 1500	834	45,000	
2	2026	CHEVROLET SILVERADO 1500	2,484	45,000	
3	2014	FORD F-550 w/crane	36,857	180,000	
4	2020	CHEVROLET SILVERADO 1500	35,047	45,000	
5	2020	CHEVROLET SILVERADO 1500	47,655	45,000	
		Subtotal		**360,000**	
Sprayfield					
1	2019	FORD F-250	33,870	50,000	
2	2025	FORD F-150 PU	1,132	50,000	
3	2019	FORD F-250 PU	32,390	50,000	
4	2020	CHEVROLET SILVERADO 2500HD	21,752	60,000	

Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
5	2009	STERLING 4X4 ALTEC AA55E	118,372	280,000	
6	2004	FORD DUMP F750	49,962	115,000	
		Subtotal		**605,000**	
Distribution and Collections					
1	2008	CHEVY C5500	13,022	100,000	
2	2000	STERLING DUMP TRUCK	67,274	190,000	
3	2020	CHEVY COLORADO	68,396	35,000	
4	2020	CHEVY COLORADO	49,546	35,000	
5	2015	FORD F-650	124,021	115,000	
6	2026	CHEVROLET SILVERADO 3500	0	60,429	
7	2021	MACK GRANITE	15,859	200,000	
8	2010	MACK CHU613	24,329	190,000	
9	2021	FREIGHTLINER	4,964	160,000	
10	2021	CHEVY SILVERADO 1500	78,094	45,000	
11	2020	FORD TRANSIT VAN	69,083	60,000	
12	1997	FORD LT9000	84,689	190,000	
13	2021	CHEVROLET SILVERADO 2500 HD	38,020	60,000	
14	2020	FORD F-550 CRANE TRUCK	40,701	180,000	
15	2012	MACK GU713	221,960	200,000	
16	2021	CHEVROLET SILVERADO 2500 HD	59,162	60,000	
17	2026	CHEVROLET SILVERADO 3500HD	0	60,394	
18	2026	FORD F150	0	43,927	
19	2021	CHEVROLET SILVERADO 1500	24,746	45,000	
20	2022	RAM CARGO VAN	30,641	55,000	
21	2019	DODGE RAM 5500 VAC	50,252	220,000	
22	2024	FORD F-350	23,206	60,000	
23	2024	FORD F-350	8,979	60,000	
24	2024	FORD F-350	12,732	60,000	
25	2024	FORD F-550	16,691	90,000	
26	2025	FORD F-550	4,207	90,000	
27	2026	FORD f-550 CRANE TRUCK	0	180,000	
28	2026	FORD MAVERICK	0	30,000	
29	2026	FORD MAVERICK	0	30,000	
30	2026	FORD F150	0	43,940	
31	2026	FORD F150	0	43,707	
32	2026	FORD F150	0	43,940	

Vehicle Schedule

			Mileage	Replacement Cost	Lease/Own
33	2026	FORD F150	0	43,707	
		Subtotal		**3,080,044**	
Vehicle Maintenance					
1	2020	CHEVY SILVERADO 2500	21,666	60,000	
2	2016	FORD F-350	32,009	60,000	
		Subtotal		**120,000**	
Information Technology					
1	2020	FORD F-150	8,677	50,000	
2	2019	FORD F-150 PU	44,000	50,000	
3	2026	CHEVY TAHOE	0	63,460	
		Subtotal		**163,460**	
GIS/SCADA					
1	2020	CHEVROLET TRAVERSE	22,366	43,000	
2	2020	CHEVROLET SILVERADO 1500	11,789	45,000	
3	2020	CHEVROLET SILVERADO 1500	42,184	45,000	
		Subtotal		**133,000**	
		Grand Total		**20,789,764**	

CITY OF LAKE CITY

Florida's Gateway Est. 1859

Glossary

ACTIVITY

The basic organizational unit for budgetary and accounting purposes, which often closely follows operational structure.

ACCRUAL

Relating to or being a method of accounting that recognizes income when earned and expenses when incurred regardless of when cash is received or disbursed.

ACLS

Advanced cardiac life support.

ADJUSTMENT FOR ACCRUAL

The adjustment to salaries and wages shown on the personnel services schedules which provides funding for the net difference in days between fiscal year-end accrual and reversal adjustments.

AD VALOREM TAX REVENUE

Revenue generated by placing a tax on the value of real, personal, and centrally assessed property that is subject to taxation, as defined by Florida statutes.

AFSCME

American Federation of State, County and Municipal Employees.

ANNUAL BUDGET

A budget applicable to a single fiscal year.

ANNUAL BUDGET ORDINANCE

The ordinance that appropriates funds and adopts operating budgets for the general government and its independent agencies for the fiscal year beginning on October 1. The annual budget ordinance establishes the original budget for virtually all programs that are a permanent part of the City of Lake City, outlines compliance with state law and applicable bond covenants, establishes reserve accounts and certain other accounts that require legislative control, and may include amendments to the existing Municipal Code.

APPROPRIATION

Authorization granted by the City Council, through means of an adopted ordinance, which allows for expenditures or obligations that lead to expenditures for specific purposes. Appropriations, unless specifically stated otherwise, are limited to the current fiscal year.

ARPA

America Rescue Plan Act

ARP FUNDING

Funding received by Metropolitan cities under the America Rescue Plan Act.

ARRA

American Recovery and Reinvestment Act.

ASSISTANCE TO GOVERNMENT AGENCIES

Contributions from the general fund to independent authorities of the Consolidated City of Lake City.

ASSISTANCE TO PRIVATE ORGANIZATIONS

Contributions from the general fund to private nonprofit or not-for-profit community organizations. All such contributions are approved by the City Council as public service grants.

AUDIT

The examination of an entity's accounting records, as well as the physical inspection of its assets. If performed by a certified public accountant (CPA), the CPA can express an opinion on the fairness of the entity's financial statements.

BALANCED BUDGET

A budget in which recurring expenditures are balanced against recurring revenues.

BETTERMENT

An enhancement that allows for the expansion of services beyond the scope that had been provided in prior periods.

BLS

Basic life support.

BONDED DEBT

The portion of City indebtedness represented by outstanding bonds.

BUDGET

A fiscal plan of operation. The budget consists of proposed expenditures and roposed
revenues together with specific authorizations and restrictions as appropri-

ate. It also includes not only the proposed fiscal plan but the current and prior fiscal period history. The budget quantifies executive and legislative objectives and provides a quantitative means for measurement of performance. As a guideline for operations, the budget changes over time in response to changes in conditions. Finally, the budget embodies public policy and provides insights into how that policy will be implemented.

BUDGETARY CONTROL

Requirement established by executive policy wherein any amendments to the originally adopted budget must be approved by the Mayor and/or the Council.

BUDGET MESSAGE

An executive level overview of the proposed budget delivered by the Mayor to the City Council. It discusses the major city issues and the proposed means of dealing with them, highlights key experiences during the current fiscal year, and indicates how current and proposed budgetary plans will meet the City's objectives. The Mayor's budget message is normally the first comprehensive public statement of the City's plans for the upcoming fiscal year.

BUILDINGS

A capital outlay account used for costs of acquiring and improving buildings.

CAD

Computer Aided Dispatch.

CAFR

Comprehensive Annual Financial Report.

CAPITAL EXPENDITURE

Expenditure over $1,000 whose benefits exceed one fiscal year and will add to existing assets or assets in the form of equipment, infrastructure, and other fixed assets.

CAPITAL IMPROVEMENT PROJECT

A planned undertaking of the City or an independent agency that leads to the acquisition, construction, or extension of the useful life of capital assets.

CAPITAL IMPROVEMENTS

Buildings, infrastructure, and other attachments or annexations to land and facilities that are intended to remain so attached or annexed. Capital improvements also includes land acquisition.

CAPITAL IMPROVEMENT PLAN

A multi-year forecast of major capital buildings, infrastructure, and other needs. The City of Lake City has adopted that is designed to be financially feasible and provides the funding source and amount of funding for the capital costs of each project, and the funding source and amount of funding for the anticipated post-construction operation costs of each project". The five-year capital improvements plan is filed and approved each fiscal year concurrently with the annual budget.

CAPITAL PROJECTS FUND

A fund used to acquire or construct major capital facilities (other than those financed by proprietary funds, special assessment funds, or similar type trust funds).

CARES Act

The Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, is a $2.2 trillion economic stimulus bill passed by the 116th U.S.

CASH CARRYOVER

A reserve appropriation intended to provide fund equity for the ensuing fiscal year.

CDBG

Community Development Block Grant.

CIP

Capital Improvement Plan.

COLA

Cost of Living Adjustment.

COMPENSATED ABSENCES

City employees may accumulate limited amounts of earned personal leave benefits. This liability reflects amounts attributable to employee services already rendered, cumulative, probably for payment, and reasonably estimated.

COMPONENT UNIT

A legally separate organization for which elected officials for the primary government are financially accountable. In addition, a component unit can be another organization for which the nature and significance of its relationship with a primary government is such that exclusion would cause the reporting entity's financial statements to be misleading or incorrect.

COMPUTER AIDED DISPATCH

Software specifically designed and engineered to assist emergency responders with dispatching of equipment / apparatus.

CONSTRUCTION

A capital outlay account used for major capital improvement construction projects.

CONSUMER PRICE INDEX

An index of items used to measure the change in prices over time.

CONTINGENCY

An account used to identify and segregate a portion of available funds that are inappropriate for expenditure or are earmarked for a specific future use. Any expenditure (or expense) account that requires Council action for its use is termed a contingency account.

CONTRIBUTIONS TO OTHER FUNDS

Contributions and operating transfers made to another fund of the City.

CORONAVIRUS DISEASE 2019

An acute respiratory illness in humans caused by a coronavirus, capable of producing severe symptoms and in some cases death, especially in older people and those with underlying health conditions. It was originally identified in China in 2019 and became pandemic in 2020 and had significant negative impacts on the economy.

COSTS CAPITALIZED

Charges attendant to the acquisition of a fixed asset, such as freight or installation, that may be reflected as part of the acquisition cost and depreciated over the life of the asset. The accounts are used only in proprietary and similar trust funds that recognize depreciation expense.

COVID

Coronavirus Disease

COVID_19

Coronavirus Disease 2019.

CRA

Community Redevelopment Area

CURRENT LEVEL OVERTIME

Additional salary funding for certain activities that normally require some periodic use of employee overtime.

DEBT

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debt instruments used by the City of Lake City are limited to general obligation bonds, limited obligation revenue bonds, bond anticipation notes, and tax anticipation notes. All debt instruments must be authorized by the City Council.

DEBT SERVICE FUND

A fund used for payment of general long-term debt principal and interest.

DEBT SERVICE REQUIREMENT

The amount of money necessary for payment of outstanding debt, both principal and interest due during the fiscal period, and amounts that may be required for the future retirement of term bonds.

DEFERRED RETIREMENT OPTION PROGRAM

A unique option for eligible Florida Retirement System or FRS Pension Plan members. Under this program, you stop earning service credit toward a future benefit, have your retirement benefit calculated at the time your DROP period begins and your monthly retirement benefits accumulate in the FRS Trust Fund earning interest while you continue to work for an FRS employer.

DEPARTMENT

A division of the City having a specialized function and personnel.

DEPRECIATION

An accounting method of allocating the cost of a tangible asset over its useful life. Businesses depreciate long-term assets for both tax and accounting purposes.

DEPT

Department.

DIVISION

A distinct or separate function within a department.

DIFFERENTIAL PAY

Funding for shift differential to which certain employees are entitled, based upon provisions included in the bargaining unit contracts.

EDUCATIONAL INCENTIVE PAY

Additional salary compensation paid to qualified police officers and firefighters after they have completed state approved specialized vocational courses.

EMPLOYEE BENEFITS

The attendant position costs for the City's portion of payroll taxes, pension contributions, deferred compensation, and life and health insurance premiums.

EMS

Emergency Medical Services

EMT

Emergency Medical Technician

ENCUMBRANCE

A commitment to expend funds for goods or services that have not been fully executed and thus requires that funds be reserved for future use. Unless specifically liquidated or otherwise canceled, the reserved funds carry over to succeeding fiscal years; however, expenditure must be for the same purpose for which the encumbrance was originally established.

ENTERPRISE FUND

A fund used to account for continuing operations that provide services to the general public that are similar to private business enterprises in nature, and where the intent is that the costs will be recovered primarily through user charges. Enterprise funds may also be used to account for activities where the periodic determination of revenues and expenses is appropriate for capital maintenance, management control, or other public policy.

EXPENDITURE

A decrease in net financial resources caused by current personnel cost, operating costs, debt service and/or capital outlay. Unless stated otherwise, expenditure means budgetary expenditure, which is a decrease in net current assets, and which applies only to governmental and expendable trust fund operations.

EXPENSE

A decrease in net total assets. Expenses represent the total cost of operations (including depreciation) during a fiscal period, regardless of the timing of actual transactions. Expenses apply to proprietary and nonexpendable and pension trust funds.

FEMA

Federal Emergency Management Agency.

FGFOA

Florida Government Finance Officers Association.

FIDUCIARY FUNDS

Fund used to account for resources that a government holds as a trustee or agent on behalf of an outside party that cannot be used to support the government's own programs.

FISCAL YEAR

The annual period applicable to the annual operating budget. The City's standard fiscal year runs from October 1 through September 30. Certain activities of the City, primarily state and federal grant programs that may be separate from the annual budget, are required to be accounted for on different fiscal years.

FOP

Fraternal Order of Police.

FRANCHISE

A special privilege granted by ordinance that permits the continuing use of municipal property (such as public streets or rights-of-way) for the delivery of regulated public services. Franchises are normally granted on a fee basis to a single private utility provider.

FRS

Florida Retirement System.

FTE

Full-time equivalent.

FULL COST ALLOCATION

Method designed to recover indirect costs from non-general fund activities for the administration of specific General Fund services provided to those activities.

FULL-TIME EQUIVALENT

The unit of measurement equivalent to an individual – worker or student – of one unit of a work or school day

FUND

A fiscal and accounting entity that is comprised of a self-balancing set of accounts that reflect all assets, liabilities, equity, revenue, and expenditures (or expenses) necessary to disclose financial position and the results of operations. Funds are established as individual entities in order to segregate financial records for purposes of legal compliance, different natures of the activities performed, measurement of different objectives, and to facilitate management control. Generally, the number of individual funds is kept to the lowest number that allows effective and efficient management, with activities that are similar in nature and purpose accounted for in the same fund.

FUND BALANCE

The unused balance of governmental funds and expendable trust funds, which includes certain reservations of funds established for control purposes. Fund balance is not equivalent to "net worth".

FUND TYPE

All City funds fall into 11 standard generic fund types within three categories. Governmental funds include: General, Special Revenue, Debt Service, Capital Projects, and Component Units. Proprietary funds include: Enterprise and Internal Service. Fiduciary funds include Pension Trust, Private-purpose Trust, Investment Trust and Agency. Not all funds are subject to annual appropriation.

FY

Fiscal Year. The City's fiscal year runs from October 1st to September 30th.

GAAP

Generally Accepted Accounting Principles.

GASB

Governmental Accounting Standards Board.

GENERAL FUND

The fund used to account for both general government activities and those activities not required to be accounted for in another fund.

GENERAL REVENUE

The revenue of a government other than that derived from and retained in an enterprise fund.

GFOA

Government Finance Officers Association.

GIS

Geographical Information System.

GOVERNMENTAL FUND

These funds report transactions related to resources received and used for those services traditionally provided by city/county government

GRANTS

Contributions or gifts of cash or other assets from another government (usually state or federal agencies) that are normally restricted to expenditure or use for a specified purpose, activity, or facility.

HOLIDAY BUYBACK

Additional compensation for certain employees who are covered by police and fire bargaining unit agreements, which is paid for holidays worked and not offset by a corresponding day off at a later date.

HUD

US Department of Housing and Urban Development.

IAFF

International Association of Fire Fighters.

IMPOUNDMENT

The withholding, delaying the obligation or expenditure of appropriated funds provided for programs, activities or projects; or any other type of executive action or inaction that effectively precludes the obligation or expenditure of appropriated funds.

IMPROVEMENTS OTHER THAN BUILDINGS

A capital outlay account used for infrastructure and other permanent improvements, other than buildings, that add value to land. Examples include fences, sidewalks, and gutters.

INDIRECT COST

Those costs not readily identified with a specific project or organizational activity but incurred for the joint benefit of both projects and other activities. Indirect costs are usually grouped into common pools and charged to benefiting objectives through an allocation process established in the City's indirect cost study.

INTEREST

An account used to reflect the interest payments on debt obligations. Interest payments for installment purchases or other non-debt obligations are accounted for in the Other Services & Charges account.

INTERGOVERNMENTAL REVENUE

Revenue received from other governments in the form of grants, entitlements, or shared revenues; charges for services are not included.

INTERNAL SERVICE FUND

A fund used to account for the financing of goods or services provided by one department to other departments or agencies of the City, or to other governments, on a reimbursable basis.
INTERFUND CHARGES. Charges for services rendered by a non-internal service activity to a user within a different sub-fund.

INTRAFUND CHARGES

Charges for services rendered by a non-internal service activity to a user within the same sub-fund.

ISO

Insurance Service Office. The office creates ratings for fire departments and their surrounding communities.

IT

Information Technology.

LCAA

Lake City Aviation Authority.

LCFD

Lake City Fire Department.

LCHA

Lake City Housing Authority.

GATEWAY

Lake City Airport.

LEVY

A compulsory charge in the form of taxes, special assessments, or service charges, for the support of governmental activities.

LONG-TERM DEBT

Debt with a maturity of more than one year after the date of issuance.

MDT

Mobile Data Terminal. A computerized device used in public transit vehicles to communicate with a central dispatch office.

MILLAGE RATE

The ad valorem tax rate expressed in terms of the levy per thousand dollars of taxable assessed value.

MOBILE EQUIPMENT

A capital outlay account used for vehicles, trailers, water/aircraft and rolling stock.
NFPA. National Fire Protection Association. A global self-funded nonprofit organization that publishes consensus codes and standards intended to minimize the possibility and effects of fire and other risks.

NON-CASH EXPENDITURES

Expenses not directly involving cash transactions; almost entirely depreciation expense, which is not budgeted.

NON-DEPARTMENTAL

Functions and accounts that are not directly related to a department's primary service activities or are separate from departmental operations for control purposes.

NON-REVENUES
Proprietary fund revenue that is incidental to, or a by-product of, the fund's primary service activities.

OBJECT
A budgetary and accounting classification that is the basic level for line-item budgetary reporting and control. Objects include goods and services with similar characteristics, such as employee benefits or supplies.

OPERATING INCOME
The excess of operating revenue over operating expenses, before interfund transfers, interest, and other adjustments not directly related to operations. The concept of operating income applies only to enterprise, internal service, and nonexpendable and pension trust funds.

ORDINANCE
A formal legislative enactment by the City Council that implements or amends local law. Any budgetary change that affects total appropriations, levies, use of reserved appropriations, personnel authorizations by fund, or duties and powers of appointed officials requires an ordinance.

PENSIONS PAID
Annual payments made from the General Fund to retirees, in addition to their pension payments, which are established in the Annual Budget Ordinance.

PFPF
Police and Fire Pension Fund.

PRINCIPAL
An account used to reflect the principal payments on debt obligations.

PROPRIETARY FUND
Fund used in governmental accounting to account for activities that involve business-like interactions, either within the government or outside of it.

RENTALS
An account used for the rental of land or buildings not owned by the City.

RESERVE FOR DEBT SERVICE
An account used to segregate a portion of available funds that are legally restricted to the payment of general long-term debt principal and interest maturing in future years.

RETAINED EARNINGS
An account that reflects accumulated net earnings (or losses) of a proprietary or similar trust fund. As in the case of fund balance, retained earnings may include certain reservations of fund equity. Retained earnings also differs from "net worth" primarily because contributed capital is accounted for separately.

REVENUE BONDS
Bonds whose principal and interest are payable from pledged revenue sources, and which are not legally backed by the full faith and credit of the City. Revenue bonds may be authorized by the City Council without voter approval.

REVENUE
An increase in net current assets from other than expenditure (or expense) refunds and residual equity transfers. For proprietary and similar trust funds, revenue also includes net increases in other assets and excludes capital contributions. Proceeds from long-term debt and operating transfers-in are classified as other financing sources.

SCADASupervisory Control and Data Acquisition

SINKING FUNDS
Unbudgeted accounts used in certain enterprise sub-funds for control purposes related to debt service payments.

SPECIAL ASSESSMENT
A compulsory levy made against certain properties to recover all or part of the cost of an improvement or service that primarily benefits those properties.

SPECIAL REVENUE FUND
A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for capital projects) that are legally restricted to expenditure for specified purposes.

SUB-FUND
A budgetary and accounting entity that is a division of a fund. Although the fund level is where all pertinent accounts must be self-balancing, most sub-funds of the City are also self-balancing.

SUBOBJECT
The most basic level of formal budgetary detail for both revenue and expenditures, such as pension contributions within the employee benefits object.

TAX ANTICIPATION NOTES

Short-term debt issued in anticipation of the collection of ad valorem taxes that are receivable only from the ad valorem tax collections.

TAXES

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes levied by the City of Lake City are approved by the City Council and are within limits determined by the state.

TAX INCREMENT DISTRICT

Financing district that segregates the ad valorem tax generated by the increase in property values in that district over a base year. These funds are appropriated solely for infrastructure improvements and redevelopment programs within that district. Also known as Tax Increment Finance District.

TAX INCREMENT FINANCE DISTRICT

Financing district that segregates the ad valorem tax generated by the increase in property values in that district over a base year. These funds are appropriated solely for infrastructure improvements and redevelopment programs within that district. Also known as Tax Increment District.

TIF

Tax Increment Finance Districts or Tax Increment Districts.

TITLE V CONTRACT

Contract with the State to permit major sources that emit hazardous air pollutants above a threshold amount. Contract is also to used address inspections and ambient monitoring as they relate to major source polluters.

TPP

Tangible Personal Property

TRANSFERS TO FIXED ASSETS

A mechanism that removes capital outlay expenses from the operating budgets of proprietary and similar trust funds, while allowing line-item control over capital outlay accounts.

T.R.I.M.

The Truth In Millage advertisement required by Florida State Statutes in Chapter 200. It is required to be placed in a newspaper of general paid circulation in the county published at least five days a week with general interest and readership in the community. The ad content is defined by the statutes to clearly state the exact millage that will be charged to property owners for each unit of the government for the coming year.

TRUST FUNDS

Funds used to account for assets held by the City in a trustee capacity for individuals, private organizations, other governments, or other funds.

UAAL

Unfunded Actuarial Accrued Liability.

UPS

Uninterruptible power supply or uninterruptible power source. Provides emergency power during the time between power disruption and switch over to alternate power source such as a generator.

USER FEE

Fee charged for the use of certain municipal services.

CITY OF LAKE CITY

Florida's Gateway Est. 1859

File Attachments for Item:

3. City Council Resolution No. 2026-100 - A resolution of the City of Lake City, Florida, approving those certain contracts entitled "Master Agreement for Software," and "Small Municipal Enterprise Agreement" between the City and Environmental Systems Research Institute, Inc., a California Corporation, to provide software licensing for the City GIS Department for a term of three (3) years at a cost not to exceed $92,600 for the full term of the agreement; making certain findings of fact in support of the City approving said agreements; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

MEETING DATE
September 10, 2026

CITY OF LAKE CITY
Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Approval of Small Government Enterprise Agreement with Esri

DEPT / OFFICE: GIS/SCADA

Originator: Jason Dumas

City Manager	Department Director	Date
Don Rosenthal	Jason Dumas	August 11,2026

Recommended Action:

Request approval for the Esri Small Government Enterprise Agreement for a three-year term.

Summary Explanation & Background:

The City's current Small Government Enterprise Agreement annual licensing is set to expire on November 11, 2026. The attached agreement will secure fixed pricing of $30,200 per year for a three-year term, for a total amount of $92,600.

Alternatives:

Renew Esri software licensing at list price and pay additional costs for additional licenses as needed.

Source of Funds:

Budgeted funds for FY2027 in 410.77.536-030.49 - Operating Expense Other Charges for ArcGIS Small Enterprise

Financial Impact:

Budgeted funds in FY2027

Exhibits Attached:

Esri Quotation # Q-567898

CM/rrp
9/16/2026

RESOLUTION NO 2026 - 100

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THOSE CERTAIN CONTRACTS ENTITLED "MASTER AGREEMENT FOR SOFTWARE", AND "SMALL MUNICIPAL ENTERPRISE AGREEMENT" BETWEEN THE CITY AND ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC., A CALIFORNIA CORPORATION, TO PROVIDE SOFTWARE LICENSING FOR THE CITY GIS DEPARTMENT FOR A TERM OF THREE (3) YEARS AT A COST NOT TO EXCEED $92,600 FOR THE FULL TERM OF THE AGREEMENT; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID AGREEMENTS; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENTS; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENTS; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (the "City") currently has software licensing that supports the City's GIS Department (the "Services") with Environmental Systems Research Institute, Inc., a California corporation (the "Vendor"); and

WHEREAS, the current Small Government Enterprise Agreement annual licensing with the Vendor is set to expire and the City desires to renew the agreement with the Vendor for a three (3) year term at a cost not to exceed $30,200 per year, totaling $90,600 for the three-year term; and

WHEREAS, the Vendor and the City desire to enter into those certain contracts entitled "Master Agreement for Software" and "Small Government Enterprise Agreement" to provide the Services by adopting the terms of the proposed contract with Vendor in the form of the Exhibits attached hereto (the "Agreements"); and

WHEREAS, engaging the Vendor's services pursuant to the terms of the Agreements is in the public interest and in the interests of the City; now therefore

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

1. Engaging the Vendor to provide the Services pursuant to the terms of the Agreements is in the public or community interest and for public welfare; and

2. In furtherance thereof, the Agreements in the form of the Exhibits attached hereto should be

and is approved by the City Council of the City of Lake City; and

3. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and

4. The Mayor of the City of Lake City is authorized to execute on behalf of and bind the City to the terms of the Agreements; and

5. The Mayor of the City of Lake City is directed to execute on behalf of and bind the City to the terms of the Agreements; and

6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and

7. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

EXHIBIT TO RESOLUTION

Master Agreement for Software

Agreement No. 00355306.0

This Master Agreement ("**Agreement**") is between the **City of Lake City, Florida** (**"Customer"**), with a main place of business at 205 N. Marion Avenue, Lake City, FL 32055, and **Environmental Systems Research Institute, Inc.** (**"Esri"**), a California corporation with a place of business at 380 New York Street, Redlands, California 92373-8100 USA.

This Agreement is the sole and entire agreement of the parties as to the subject matter of this Agreement and supersedes any previous agreements, understandings, and arrangements relating to such subject matter. Neither party has relied on any statement, representation, or warranty not expressly stated in this Agreement. This Agreement comprises this signature page, the terms and conditions that begin on the following page, and all referenced attachments. Except for Product or Service descriptions, quantities, pricing, and delivery instructions, or as agreed in an Ordering Document signed by both parties, all terms included in any Ordering Document are void and of no effect. Any modification(s) or amendment(s) to this Agreement must be in writing and signed by both parties.

The parties may sign this Agreement in counterparts or via electronic signatures; such execution is valid even if an original paper document bearing both parties' original signatures is not delivered. This Agreement is executed and effective as of the last date signed below.

The authorized representatives of each party accept and agree to the terms of this Agreement by signing below:

CITY OF LAKE CITY, FLORIDA
(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC. (Esri)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

ATTEST:

By: _____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

By: _____
Clay Martin,
City Attorney

Customer Contact Information

Contact: _____ Telephone: _____

Address: _____ Email: _____

City, State, ZIP: _____

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Attachment A contains definitions of capitalized terms used throughout this Agreement. Each section of this Agreement may include additional definitions that are used exclusively within that section.

1.0 GENERAL GRANT OF RIGHTS AND RESTRICTIONS

1.1 Grant of Rights. In consideration of Customer's payment of all applicable fees and in accordance with this Agreement, Esri

a. Provides Services as set forth in this Agreement;
b. Grants to Customer a nonexclusive, nontransferable right and license or subscription to access and use Esri Offerings as set forth in the Specifications and applicable Ordering Documents; and
c. Authorizes Customer to copy and make derivative works of the Documentation for Customer's own internal use in conjunction with Customer's authorized use of Esri Offerings. Customer will include the following copyright attribution notice acknowledging the proprietary rights of Esri and its licensors in any derivative work:

   "Portions of this document include intellectual property of Esri and its licensors and are used under license. Copyright © [*Customer will insert the actual copyright date(s) from the source materials*.] Esri and its licensors. All rights reserved."

The grants of rights in this section (i) continue for the duration of the subscription or applicable Term or perpetually if no Term is applicable or identified in the Ordering Documents and (ii) are subject to additional rights and restrictions in this Agreement including Attachment B.

1.2 Consultant or Contractor Access. Customer may authorize its consultants or contractors to (i) host Esri Offerings for Customer's benefit and (ii) use Esri Offerings exclusively for Customer's benefit. Customer will be solely responsible for its consultants' and contractors' compliance with this Agreement and will ensure that each consultant or contractor discontinues use of Esri Offerings upon completion of work for Customer. Access to or use of Esri Offerings by consultants or contractors that is not exclusively for Customer's benefit is prohibited.

1.3 Reservation of Rights. All Esri Offerings are the copyrighted works of Esri or its licensors; all rights not specifically granted in this Agreement are reserved.

1.4 Customer Content. Esri does not acquire any rights in Customer Content under this Agreement other than as needed to provide Esri Offerings and Services to Customer.

2.0 SOFTWARE AND ONLINE SERVICES

2.1 Definitions. The following definitions supplement the definitions provided in Attachment A:

a. **"Anonymous Users"** means all who have public access (i.e., without having to provide a Named User Credential) to any part of Customer Content or Customer's Value-Added Applications.
b. **"App Login Credential(s)"** means a system-generated application login and associated password, provided when registering a Value-Added Application with Online Services, which when embedded in a Value-Added Application allows the Value-Added Application to access and use Online Services.
c. **"Commercial App Deployment License"** means a license to distribute Value-Added Applications to third parties for a fee.
d. **"Concurrent Use License"** means a license to install and use Software on computer(s) on a network, provided that the number of simultaneous users may not exceed the number of licenses acquired. A Concurrent Use License includes the right to run passive failover instances of Concurrent Use License management software in a separate operating system environment for temporary failover support.
e. **"Deployment License"** means a license to incorporate ArcGIS Runtime components in Value-Added Applications and distribute Value-Added Applications to Customer's end users.
f. **"Deployment Server License"** means a license to use Software under a Server License for all uses permitted in this Agreement and as described in the Documentation.

g. **"Development Server License"** means a license to use Software under a Server License only to build and test Value-Added Applications as described in the Documentation.
h. **"Development Use"** means the right to install and use Products to build and test Value-Added Applications as described in the Documentation.
i. **"Failover License"** means a license to install Software on redundant systems for failover operations, but the redundantly installed Software may be operational only during the period the primary site is nonoperational. Except for system maintenance and updating of databases, the redundant Software installation(s) will remain dormant while the primary site (or any other redundant site) is operational.
j. **"Named User(s)"** is Customer's employee, agent, consultant, or contractor to whom Customer has assigned a unique, secure login credential (identity) enabling access to a Product that requires such identity in order to access identity-managed capabilities within a Product for Customer's exclusive benefit. For educational use, Named Users may include registered students.
k. **"Named User Credential(s)"** means an individual person's login and associated password enabling that person to access and use Products.
l. **"Named User License"** means the right for a single Named User to use a specific Esri Offering.
m. **"Online Services Subscription"** means a limited-term subscription conveying the right for one or more Named Users to access and use Online Services.
n. **"Redistribution License"** means a license to reproduce and distribute Software provided that

    1. Customer reproduces and distributes the Software in its entirety;
    2. A license agreement that protects the Software to the same extent as this Agreement accompanies each copy of the Software, and the recipient agrees to the terms and conditions of the license agreement;
    3. Customer reproduces all copyright and trademark attributions and notices; and
    4. Customer does not charge a fee to others for the use of the Software.

o. **"Server License"** means a license to install and use Software on any computer being used as a server. Server Licenses may be subject to a limited number of server cores or distributed deployment on multiple servers as described in the Ordering Documents or Documentation. If the Software description includes failover use rights, each Server License includes a Failover License.
p. **"Sharing Tools"** means publishing capabilities included with Customer's authorized use of Online Services or ArcGIS Enterprise that allow Customer to make Customer Content and Value-Added Applications available to third parties or Anonymous Users.
q. **"Single Use License"** means a license for a single authorized end user to install and use Software on a single computer. The single authorized end user may also install a second copy for the end user's exclusive use on a second computer as long as only 1 copy of Software is in use at any time. No other end user may use Software under the same license at the same time for any other purpose.
r. **"Staging Server License"** means a license to use Software under a Server License to build and test Value-Added Applications and map caches; conduct user acceptance, performance, and load testing of other third-party software; stage new commercial data updates; and conduct training activities as described in the Documentation. Customer may use Value-Added Applications and map caches with Development and Deployment Server Licenses.

2.2 License and Subscription Types. Esri provides Products under one or more of the license or subscription types identified in the definitions above. The Documentation or Ordering Documents identify which license or subscription type(s) applies to the ordered Products.

2.3 Software Terms of Use.

a. Customer may

    1. Install, access, or store Software and Data on electronic storage device(s);
    2. Make archival copies and routine computer backups;
    3. Install and use a newer version of Software concurrently with the version to be replaced during a reasonable transition period not to exceed 6 months, provided that the deployment of either version does not exceed Customer's licensed quantity; thereafter, Customer will not use more Software in the

aggregate than Customer's total licensed quantity. This concurrent use right does not apply to Software licensed for Development Use;
4. Move Software in the licensed configuration to a replacement computer;
5. Distribute Software and any associated Authorization Codes required for use of a Deployment License to third parties; and
6. Governmental or not-for-profit organizations that operate a website or offer Internet services may use server Software for revenue-generating purposes on a cost-recovery basis and not for profit.

b. Customer may customize Software using any macro or scripting language, APIs, or source or object code libraries but only to the extent that such customization is described in the Documentation.
c. Customer may use all fonts provided with Software for any authorized use of the Software. Customer may also use Esri fonts separately to print any output created by the Software. Any use restrictions for third-party fonts included with the Software are set forth in the font file itself.
d. Esri publishes Product-Specific Terms of Use at https://www.esri.com/legal/scope-of-use.

2.4 Online Services Terms of Use.

a. **Online Services Descriptions.** Esri publishes Product-Specific Terms of Use at https://www.esri.com/legal/scope-of-use. Use of Online Services is also subject to the Cloud Services terms found in Attachment B.
b. **Modifications of Online Services.** Esri may change Online Services and associated APIs at any time, subject to 30 days' notice of material changes and 90 days' notice for deprecations. If any modification, discontinuation, or deprecation of Online Services causes a material, adverse impact to Customer's operations, Esri may, at its discretion, attempt to repair, correct, or provide a workaround for Online Services. If a viable solution is not commercially reasonable, Customer may cancel its subscription to Online Services, and when applicable, Esri will issue a prorated refund.
c. **Sharing Customer Content.** Sharing Customer Content using Sharing Tools enables third parties to use, store, cache, copy, reproduce, (re)distribute, and (re)transmit Customer Content through Online Services. Esri is not responsible for any loss, deletion, modification, or disclosure of Customer Content resulting from use or misuse of Sharing Tools. Customer's use of Sharing Tools is at Customer's sole risk.

2.5 Named User Licenses. Except as expressly set forth in this Agreement, the following terms apply to Software and Online Services for which Customer acquires Named User Licenses.

a. **Named Users.**

1. Named User login credentials are for designated users only and may not be shared with other individuals.
2. Customer may reassign a Named User License to another user if the former user no longer requires access to the Software or Online Services.
3. Customer may not add third parties as Named Users, other than third parties included within the definition of Named Users.

b. **Anonymous Users.** Anonymous Users may only access Software or Online Services through Value-Added Applications that provide access to services or Content, that has been published for shared access through the use of Sharing Tools.

2.6 Value-Added Applications.

1. Customer is responsible for the development, operation, and technical support of Customer Content and Value-Added Applications.
2. Customer may not embed a Named User Credential into Value-Added Applications. Value-Added Applications that enable access to Customer Content that is not publicly shared through the use of Sharing Tools must require individual users to log in to the application(s) with their unique Named User login credentials.

3. Customer may embed an App Login Credential into Value-Added Applications that provide access by Anonymous Users to services or Content, that has been published for shared access by Anonymous Users through the use of Sharing Tools.
4. Customer may not embed an App Login Credential into Value-Added Applications that enables access to Customer Content that is not publicly shared through the use of Sharing Tools. Value-Added Applications that enable access to Customer Content that is not publicly shared through the use of Sharing Tools must require individual users to log in to the application(s) with their unique Named User login credentials.
5. Customer may not provide a third party, other than third parties included within the definition of Named Users, with access to Software or Online Services, other than through Customer's Value-Added Application(s).
6. Customer may transfer Value-Added Applications to any third party for use in conjunction with the third party's own Software license or Online Services Subscription.
7. Customer is responsible for ensuring that the access or use of Esri Offerings within its Value-Added Applications complies with the legal and regulatory requirements in all jurisdictions in which the Value-Added Applications are made available.

2.7 Limited-Use Programs.

a. **Trial, Evaluation, and Beta Programs.** Products acquired under a trial, evaluation, or Beta program are licensed for evaluation and testing purposes only and not for commercial use. Any such use is at Customer's own risk, and the Products do not qualify for Maintenance. If Customer does not convert to a purchased license or subscription prior to the expiration of the trial, evaluation, or Beta license, Customer may lose any Customer Content and customizations made during the license term. If Customer does not wish to purchase a license or subscription, Customer should export such Customer Content before the license expires.
b. **Educational Programs.** Customer agrees to use Products provided under an educational program solely for educational purposes during the educational use Term. Customer shall not use Products for any Administrative Use unless Customer has acquired an Administrative Use license. "Administrative Use" means administrative activities that are not directly related to instruction or education, such as asset mapping, facilities management, demographic analysis, routing, campus safety, and accessibility analysis. Customer shall not use Products for revenue-generating or for-profit purposes.
c. **Grant Programs.** Customer may use Products provided under a grant program for noncommercial purposes only. Except for cost recovery of using and operating the Products, Customer shall not use Products for revenue-generating or for-profit purposes.
d. **Other Esri Limited-Use Programs.** If Customer acquires Products under any limited-use program not listed above, Customer's use of the Products may be subject to the terms set forth in the applicable launching page or enrollment form or as described on Esri's website in addition to the nonconflicting terms of this Agreement.

3.0 DATA

3.1 Definitions. The following definitions supplement the definitions provided in Attachment A:

a. **"Business Listing Data"** means any dataset that includes a list of businesses and may include other associated business attributes.
b. **"Esri Content Package(s)"** means a digital file containing Online Services basemap Data extracted from the Online Services.
c. **"Street Data"** means Data that includes or depicts information about roads, streets, and related features.

3.2 Permitted Uses.

a. Unless otherwise authorized in writing, Customer may only use Data with the Products for which Esri has provided the Data.

b. Subject to the restrictions set forth in this Agreement and provided that Customer affixes an attribution statement to the Data representations acknowledging Esri or its applicable licensor(s) as the source of the portion(s) of the Data used for the Data representation, Customer may:

   1. Create representations of Data in hard-copy or static, electronic format (e.g., PDF, GIF, JPEG, HTML); in ArcGIS Web Maps; or in Esri Story Maps apps for the purposes of visualizing Data (including basic interactions such as panning, zooming, and identifying map features with simple pop-ups); and
   2. Use and include such representations of Data in presentation packages, marketing studies, or other reports or documents containing map images or data summaries derived from the use of Esri Products to third parties.

c. Customer may take Online Services basemaps offline through Esri Content Packages and subsequently deliver (transfer) them to any device for use with licensed ArcGIS Runtime applications and ArcGIS Desktop. Customer may not otherwise scrape, download, or store Data.
d. Customer may make any internal use of geocoded results that are obtained and stored in compliance with this Agreement. Customer may not redistribute geocoded results except to (i) use and/or display on a map in connection with Customer's public, non-revenue generating website(s), (ii) permit access to third-parties for the purposes of Customer's business, or (iii) deliver to third parties, on a noncommercial/non-revenue generating basis, static results, static output or static base map renderings.

3.3 Use Restrictions.

a. Customer may not act directly or authorize its customers to cobrand Data, use Data in any unauthorized service or product, or offer Data through or on behalf of any third party.
b. Customer may not use or allow third parties to use Data, for the purpose of compiling, enhancing, verifying, supplementing, adding to, or deleting from compilation of information that is sold, rented, published, furnished, or in any manner provided to a third party.
c. *Business Listing Data.* Unless authorized in writing, Customer may not use Business Listing Data for any direct marketing purposes, resale publication, or distribution to any third party as part of any mailing list, directory, classified advertising, or other compilation of information.
d. *Street Data.* Customer may use Street Data for mapping, geocoding, routing, and transportation network analysis purposes. Unless otherwise authorized in writing, Customer may not use Street Data for

   1. Real-time navigational guidance, including alerting a user about upcoming maneuvers, such as warning of an upcoming turn or calculating an alternate route if a turn is missed;
   2. Synchronized multivehicle routing; or
   3. Synchronized route optimization.

e. *Business Analyst Data.* Customer may cache Data provided with ArcGIS Business Analyst Mobile App on a mobile device for use in conjunction with its use of ArcGIS Business Analyst Server. Customer may not otherwise cache or download such Data.
f. *Partial Dataset Licenses:* If Customer orders a subset of a dataset (e.g., a country, region, state, or local portion of a global database), Customer may use only the licensed subset, not any other portion of the full dataset.
g. *Michael Bauer Research International Boundaries Data ("MBR Data")*. Customer's right to use data downloaded to Customer's premises (e.g., MBR Data stored in ArcGIS Enterprise, ArcGIS Desktop) terminates 2 years after download.
h. Customer may not use Data outside of the Software and Online Services to teach or train machine systems, models, software, databases, algorithms, and programs, including neural networks ("AI/ML Systems") that learn from experience, adjust to new inputs, and perform humanlike tasks, which allow those systems to sense, comprehend, act and learn.

3.4 Supplemental Terms and Conditions for Data. Certain Data licensors require Esri to flow down additional attribution requirements and terms of use to Customer. These terms supplement and amend the terms of this Agreement and are available at www.esri.com/legal/third-party-data.

4.0 MAINTENANCE

4.1 US Customers. Esri will provide Maintenance for Software and Online Services in accordance with the Esri Maintenance and Support Program and this Agreement if Customer is in the United States.

4.2 Customers outside the United States. Customer may obtain maintenance services from their local Esri authorized distributor under the authorized distributor's own standard support policy and in accordance with the Esri Product Life Cycle Support Policy.

ATTACHMENT A
GLOSSARY OF TERMS

The following glossary of terms applies to all Esri Offerings and Services that Esri may provide to its customers. Certain Esri Offerings or Services may not be within the scope of this Agreement. Please disregard any terms that are not applicable to Esri Offerings or Services offered under this Agreement.

"Affiliate" means any entity that directly or indirectly (i) Controls; (ii) is Controlled by; or (iii) is under common Control with a party, where "Control" means having more than 50 percent of the voting stock or other voting interest in the Controlled entity.

"API" means application programming interface.

"ArcGIS Website" means www.arcgis.com and any related or successor websites.

"Authorization Code(s)" means any key, authorization number, enablement code, login credential, activation code, token, user name and password, or other mechanism required for use of Esri Offerings.

"Beta" means any alpha, beta, or other prerelease version of a Product.

"Cloud Services" means Online Services and Esri Managed Cloud Services.

"Content" means data, images, photographs, animations, video, audio, text, maps, databases, data models, spreadsheets, user interfaces, graphics components, icons, software, and other resources used in connection with Esri Offerings and Services.

"Control" means having more than 50 percent of the voting stock or other voting interest in the Controlled entity.

"Customer Content" means any Content that Customer provides, uses, or develops in connection with Customer's use of Esri Offerings or Services, including Value-Added Applications. Customer Content excludes any feedback, suggestions, or requests for improvements that Customer provides to Esri.

"Data" means any commercially available digital dataset(s) including, but not limited to, geographic vector data, raster data reports, or associated tabular attributes that Esri bundles with other Esri Offerings or delivers independently.

"Deliverables" means anything that Esri delivers to Customer as a result of performance of Professional Services.

"Documentation" means all user reference documentation that Esri provides with a Deliverable or an Esri Offering.

"Esri Managed Cloud Services" means a Customer-specific cloud infrastructure, Software, Data, and network platform that Esri hosts, manages, and makes available to Customer or Customer's end users via the Internet.

"Esri Offering(s)" means any Product or Documentation. If Esri provides Training or Professional Services directly to Customer, then Esri Offerings also include Deliverables and Training Materials. Esri Offerings exclude Services and Third-Party Content.

"GIS" means geographic information system.

"Maintenance" means a subscription program that Esri provides and that entitles Customer to Product updates and other benefits such as access to technical support and self-paced, web-based learning resources.

“Malicious Code” means software viruses; worms; time bombs; Trojan horses; or any other computer code, files, denial of service, or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware, or telecommunications equipment.

“Online Services” means any commercially available, Internet-based geospatial system that Esri provides, including applications and associated APIs for storing, managing, publishing, and using maps, data, and other information. Online Services exclude Data and Content.

“Ordering Document(s)” means a sales quotation, Maintenance renewal quote, purchase order, proposal, Task Order, or other document identifying Esri Offerings, updates, or Services that Customer orders.

“Perpetual License” means a license to use a version of the Esri Offering for which applicable license fees have been paid, indefinitely, unless terminated by Esri or Customer as authorized under this Agreement.

“Product(s)” means Software, Data, and Online Services.

“Professional Services” means any development or consulting services that Esri provides to Customer.

“Sample(s)” means sample code, sample applications, add-ons, or sample extensions of Products.

“Service(s)” means Maintenance. If Esri provides Esri Managed Cloud Services, Training, or Professional Services directly to Customer, then Services also include Esri Managed Cloud Services, Training, and Professional Services.

“Software” means any proprietary commercial off-the-shelf software, excluding Data, accessed or downloaded from an Esri-authorized website or that Esri delivers on any media in any format including backups, updates, service packs, patches, hot fixes, or permitted merged copies.

“Specification(s)” means (i) the Documentation for Software and Online Services, (ii) the scope of work set forth in any Task Order, or (iii) Esri’s published course descriptions for Training.

“Subscription” means a license for use of an Esri Offering for a limited time period or a right to receive Services for a limited time period.

“Task Order(s)” means an Ordering Document for Services.

“Term License” means a license for use of an Esri Offering for a limited time period (“**Term**”).

“Third-Party Content” means any Content that Customer may obtain from a third-party website or that persons other than Esri employees, suppliers, or contractors may directly contribute to Esri’s website.

“Training” means (i) Product training or (ii) related training that Esri provides under this Agreement.

“Training Materials” means digital or printed Content required to complete Training, which may include, but is not limited to, workbooks, data, concepts, exercises, assessments, and exams.

“Value-Added Application(s)” means an application developed by Customer for use in conjunction with the authorized use of any Software, Data, or Online Services.

ATTACHMENT B
GENERAL TERMS AND CONDITIONS

The following general terms and conditions apply to all Esri Offerings and Services that Esri may offer to its customers. Certain Esri Offerings or Services may not be available under this Agreement. Please disregard any terms that are not applicable to Esri Offerings or Services offered under this Agreement.

ARTICLE B.1—GENERAL USE RESTRICTIONS

Except as expressly permitted in this Agreement, Customer will not

a. Sell, rent, lease, sublicense, distribute, lend, time-share, or assign Services or Esri Offerings;
b. Distribute or provide direct access to Services or Esri Offerings to third parties, in whole or in part, including, but not limited to, extensions, components, or Dynamic Link Libraries;
c. Distribute Authorization Codes to third parties;
d. Reverse engineer, decompile, or disassemble any Product or Deliverable delivered in compiled form;
e. Make any attempt to circumvent the technological measure(s) that controls access to or use of Esri Offerings;
f. Store, cache, use, upload, distribute, or sublicense Content or otherwise use Esri Offerings in violation of Esri's or a third-party's rights, including intellectual property rights, privacy rights, nondiscrimination laws, export laws, or any other applicable law or regulation;
g. Remove or obscure any Esri or its licensors' patent, copyright, trademark, proprietary rights notices, or legends contained in or affixed to any Esri Offerings, output, metadata file, or online or hard-copy attribution page of any Data or Documentation;
h. Unbundle or independently use individual or component parts of Esri Offerings;
i. Incorporate any portion of Esri Offerings into a product or service for third-party use that competes with the Esri Offerings;
j. Publish or in any other way communicate the results of benchmark tests run on Beta Products without the prior written permission of Esri and its licensors; or
k. Use, incorporate, modify, distribute, provide access to, or combine any Esri Offerings in a manner that would subject any Esri Offering to open-source or open-database license terms (e.g. GPL) that require any part of the Esri Offering to be subject to additional terms, for example

    1. Disclosed in source code form to third parties;
    2. Licensed to third parties for the purpose of making derivative works; or
    3. Redistributable to third parties at no charge; or

l. Generate revenue by providing access to Software or Online Services through a Value-Added Application.

These restrictions will not apply to the extent that they conflict with applicable law or regulation.

ARTICLE B.2—TERM AND TERMINATION

B.2.1 Customer may terminate this Agreement or any Esri Offerings license or subscription at any time upon written notice to Esri. Termination without cause does not entitle Customer to receive any refund of fees paid. Any right to terminate pending Services engagements for convenience is set forth in the applicable section in the body of this Agreement. Either party may terminate this Agreement or any license or subscription for a material breach that is not cured within 30 days of written notice to the breaching party. Upon any termination of this Agreement for breach, Esri will stop providing Services. Any licenses in Esri Offerings that survive termination of this Agreement continue under the terms of this Agreement.

B.2.2 If Esri terminates this Agreement following Customer's breach, then Esri may also, at its election, terminate Customer's licenses or subscriptions to Esri Offerings. If Customer terminates this Agreement for cause or convenience, then Customer may, at its election, also terminate Customer's licenses or subscriptions to Esri Offerings.

B.2.3 Upon any termination or expiration of a license or subscription, Customer will

a. Stop accessing and using the terminated or expired Esri Offerings;
b. Clear any client-side data cache derived from the terminated or expired Cloud Services; and
c. Stop using and uninstall, remove, and destroy all copies of the terminated or expired Esri Offerings in Customer's possession or control, including any modified or merged portions thereof, in any form, and execute and deliver evidence of such actions to Esri or its authorized distributor.

Esri may stop performing Services immediately upon written notice to Customer if a bankruptcy or insolvency proceeding is commenced by or against Customer until the trustee cures any existing defaults and provides adequate assurance of future performance under this Agreement. This Agreement terminates upon the insolvency, liquidation, or dissolution of either party.

ARTICLE B.3—LIMITED WARRANTIES AND DISCLAIMERS

B.3.1 Limited Warranties. Except as disclaimed below, Esri warrants to Customer that (i) Products and Training will substantially comply with the applicable Specifications and (ii) Services will substantially conform to the professional and technical standards of the industry. The warranty period for Esri Offerings offered under a Perpetual License and for Services runs for 90 days from the date of delivery or from the date of acceptance if this Agreement provides an acceptance period. The warranty period for Esri Offerings offered under a subscription or Term License basis runs for the lesser of (i) the duration of the subscription or term or (ii) 90 days from delivery or acceptance if this Agreement provides an acceptance period.

B.3.2 Special Disclaimer. Third-Party Content; Data; Samples; hot fixes; patches; updates; Online Services provided at no charge; and trial, evaluation, and Beta Products are delivered "as is" and without warranty of any kind.

B.3.3 General Disclaimer. Except for the express limited warranties set forth in this Agreement, Esri disclaims all other warranties or conditions of any kind, whether express or implied, including, but not limited to, warranties or conditions of merchantability, fitness for a particular purpose, and noninfringement of intellectual property rights. Esri is not responsible for any nonconformities with Specifications or loss, deletion, modification, or disclosure of Customer Content caused by Customer's modification of any Esri Offering other than as specified in the Documentation. Esri does not warrant that Esri Offerings, or Customer's operation of the same, will be uninterrupted, error free, fault tolerant, or fail-safe or that all nonconformities can or will be corrected, or will result in Customer's compliance with any applicable law. Esri Offerings are not designed, manufactured, or intended for use in environments or applications that may lead to death, personal injury, or physical property or environmental damage. Customer should not follow any navigational route suggestions that appear to be hazardous, unsafe, or illegal. Any such uses will be at Customer's own risk and cost. Customer must use its independent judgment to determine whether (i) Esri Offerings are suitable for its Value-Added Applications and (ii) Value Added Applications are safe for use by end users and other third parties.

B.3.4 Disclaimers.

a. Internet Disclaimer. Neither party will be liable for damages under any theory of law related to the performance or discontinuance of operation of the Internet or to regulation of the Internet that might restrict or prohibit the operation of Cloud Services.
b. Third-Party Websites; Third-Party Content. Esri is not responsible for any third-party website or Third-Party Content that appears in or is referenced by Esri Offerings or Esri websites, including www.esri.com, developers.arcgis.com, livingatlas.arcgis.com and www.arcgis.com. Providing links to third-party websites and resources does not imply an endorsement, affiliation, or sponsorship of any kind.
c. Artificial Intelligence (AI)/Machine Learning (ML) Disclaimer. As specified in the Documentation, certain Esri Offerings may integrate third-party AI/ML software libraries and third-party or Esri created pre-trained AI/ML models for various tasks including, but not limited to, object detection, image obfuscation, image classification, or text or speech recognition. Customer may use these capabilities

at its option and such AI/ML capabilities are delivered "as is" and without warranty of any kind. In certain cases, the Esri Offering may provide Customers the ability to configure their own custom AI/ML models to meet Customer's unique requirements, which except for the express warranties contained in this Agreement, shall be at Customer's own risk.

B.3.5 Exclusive Remedy. Customer's exclusive remedy and Esri's entire liability for breach of the limited warranties in this section will be to replace any defective media and to (i) repair, correct, or provide a workaround for the applicable Esri Offering or Services or (ii) at Esri's election, terminate Customer's right to use and refund the fees paid for Esri Offerings or Services that do not meet Esri's limited warranties.

ARTICLE B.4—LIMITATION OF LIABILITY

B.4.1 Disclaimer of Liability.

(a) Neither Customer, Esri, nor any Esri authorized distributor or third-party licensor will be liable for any indirect, special, incidental, or consequential damages; lost profits; lost sales; loss of goodwill; costs of procurement of substitute goods or services
(b) Neither Customer, Esri nor any Esri authorized distributor or third-party licensor will be liable for any direct damages exceeding the applicable license fees, or current subscription fees, or Services fees paid or owed to Esri during the twelve (12) month period prior to the date upon which the related claim arose.

B.4.2 The limitations and exclusions of liability in the preceding paragraph do not apply to Customer's infringement, misuse, or misappropriation of Esri's or Esri's licensors' intellectual property rights, either party's indemnification obligations, gross negligence, willful misconduct, or violations of the Export Compliance clause of this Agreement.

B.4.3 Applicability of Disclaimers and Limitations. Esri or its authorized distributor has set its fees and entered into this Agreement in reliance on the disclaimers and limitations in this Agreement; the fees reflect an allocation of risk that is an essential basis of the bargain between the parties. **These limitations will apply whether or not a party is aware of the possibility of any damage and notwithstanding any failure of essential purpose of any exclusive, limited remedy.**

B.4.4 The foregoing disclaimers, limitations, and exclusions may be invalid in some jurisdictions and apply only to the extent permitted by applicable law or regulation in Customer's jurisdiction. Customer may have additional rights that may not be waived or disclaimed. Esri does not seek to limit Customer's warranty or remedies to any extent not permitted by law.

ARTICLE B.5—INDEMNIFICATIONS

B.5.1 Definitions. The following definitions supplement the definitions provided in Attachment A:

a. **"Claim"** means any claim, action, or demand by a third party.
b. **"Indemnitees"** means Customer and its directors, officers, and employees.
c. **"Infringement Claim(s)"** means any Claim alleging that Customer's use of or access to any Esri Offering or Service infringes a patent, copyright, trademark, or trade secret.
d. **"Loss(es)"** means expenditure, damage award, settlement amount, cost, or expense, including awarded attorneys' fees.

B.5.2 Infringement Indemnity.

a. Esri will defend, hold all Indemnitees harmless from, and indemnify any Loss arising out of an Infringement Claim.
b. If Esri determines that an Infringement Claim is valid, Esri may, at its expense, either (i) obtain rights for Customer to continue using the Esri Offerings or Services or (ii) modify the Esri Offerings or Services while maintaining substantially similar functionality. If neither alternative is commercially reasonable, Esri may terminate Customer's right to use the Esri Offerings or Services and will refund any (a) license fees that Customer paid for the infringing Esri Offerings or Services acquired under a Perpetual License, prorated on a

5-year, straight-line depreciation basis beginning from the initial date of delivery or (b) unused portion of fees paid for Term Licenses, subscriptions, and Maintenance.

c. Esri has no obligation to defend an Infringement Claim or to indemnify Customer to the extent the Infringement Claim arises out of (i) the combination or integration of Esri Offerings or Services with a product, process, system, or element that Esri has not supplied or specified in the Specification; (ii) alteration of Esri Offerings or Services by anyone other than Esri or its subcontractors; (iii) compliance with Customer's specifications; or (iv) use of Esri Offerings or Services after Esri either provides a modified version to avoid infringement or terminates Customer's right to use the Esri Offerings or Services.

B.5.3 General Indemnity. Esri will defend and hold all Indemnitees harmless from, and indemnify any Loss arising out of, any Claim for bodily injury, death, or tangible or real property damage brought against any of the Indemnitees to the extent arising from any negligent act or omission or willful misconduct by Esri or its directors, officers, employees, or agents performing Services while on Customer's site.

B.5.4 Conditions for Indemnification. As conditions for indemnification, Indemnitee will (i) promptly notify Esri in writing of the Claim, (ii) provide all available documents describing the Claim, (iii) give Esri sole control of the defense of any action and negotiation related to the defense or settlement of any Claim, and (iv) reasonably cooperate in the defense of the Claim at Esri's request and expense.

B.5.5 This section sets forth the entire obligation of Esri, its authorized distributor, and its third party licensors regarding any Claim for which Esri must indemnify Customer.

ARTICLE B.6—INSURANCE

If Esri is providing Services, Esri will carry, at a minimum, the following coverage:

a. Comprehensive general liability or commercial general liability with a minimum coverage of $1,000,000.00 (US dollars) combined single limit per occurrence for bodily injury, including death, and property damage liability to include the following:

    1. Premises and operations;
    2. Blanket contractual liability;
    3. Broad form property damage;
    4. Independent contractors;
    5. Personal injury, with employee exclusion deleted; and
    6. Completed operations.

b. Workers' compensation insurance, with waiver of subrogation, in an amount that complies with statutory limits.

ARTICLE B.7—SECURITY AND COMPLIANCE

B.7.1 Security. Esri publishes its security capabilities at https://trust.arcgis.com. Customer may give Esri personnel access to Customer systems or to Customer or third-party personal information, controlled information, or sensitive data if access is essential for Esri's performance of Services and if Esri expressly agrees to such access. Esri will use reasonable administrative, technical, and physical safeguards to protect such data and guard against unauthorized access. Customer bears responsibility to (i) confirm that Esri's published security and privacy controls meet all applicable legal requirements for protection of Customer Content and (ii) upload or share Customer Content through Cloud Services only when it is legal to do so. Esri is not responsible to review Customer Content to ensure compliance with applicable laws and regulations. Customer must contact Esri at securesupport@esri.com for further instruction before providing any Customer Content that requires security measures other than Esri's published security capabilities.

B.7.2 Malicious Code. Esri will use commercially reasonable efforts to ensure that Esri Offerings will not transmit any Malicious Code to Customer. Esri is not responsible for Malicious Code that Customer introduces to Esri Offerings or that is introduced through Third-Party Content.

B.7.3 Export Compliance. Each party will comply with all applicable export and trade sanctions laws and regulations, including the US Department of Commerce's Export Administration Regulations (EAR), the US

Department of State's International Traffic in Arms Regulations (ITAR), the US Department of Treasury, Office of Foreign Assets Control (OFAC) Regulations, and other applicable export laws. Customer will not export, reexport, transfer, release, or otherwise dispose of, in whole or in part, or permit access to or transfer or use of Services or Esri Offerings to any United States embargoed countries currently including Iran, North Korea, Cuba, Russia, Belarus, Crimea region of Ukraine, the Donetsk People's Republic (DNR) and Luhansk People's Republic (LNR), or denied entities or persons except in accordance with all then-current applicable US government export laws and regulations. Customer will not export, reexport, transfer, or use Services or Esri Offerings for certain missile, nuclear, chemical, or biological activities or end uses without proper authorization from the US government. Customer shall immediately notify Esri in writing if any US government entity or agency denies, suspends, or revokes Customer's export privileges. Customer will not upload, store, or process in Cloud Services any Customer Content that (i) has an Export Control Classification Number (ECCN) other than EAR99 or (ii) is controlled for export from the United States under ITAR or (iii) is subject to the EAR where the cloud host is on the US government's Specially Designated Nationals List, Denied Entity List, Unverified List or Denied Parties List or any other US government restricted list. Customer will notify Esri in advance if Esri's performance of any Services or provision of any Esri Offerings is related to any defense article, defense service, or technical data, as defined under the ITAR Sections 120.31, 120.32, and 120.33, respectively; Esri will not perform any such Services or provide any such Esri Offerings until Esri obtains any necessary export license from the US government. Customer will reasonably assist Esri in applying for and obtaining an export license if needed.

B.7.4 Privacy. Esri publishes its privacy notices at Esri's Privacy Statement and Products and Services Privacy Supplement and will process personal data according to the terms of the Data Processing Addendum available at https://www.esri.com/en-us/privacy/privacy-gdpr.

ARTICLE B.8—CLOUD SERVICES

B.8.1 Prohibited Uses. Customer shall not provide Customer Content or otherwise access or use Cloud Services in a manner that

a. Creates or transmits spam, spoofings, or phishing email or offensive, hate-related or defamatory material; or stalks or makes threats of physical harm;
b. Stores or transmits any Malicious Code;
c. Violates any law or regulation;
d. Infringes or misappropriates the rights of any third party;
e. Probes, scans, or tests the vulnerability of Cloud Services or breach any security or authentication measures used by Cloud Services without written approval from Esri's Product Security Officer; or
f. Benchmarks the availability, performance, or functionality of Cloud Services.

B.8.2 Service Interruption. System failures or other events beyond Esri's reasonable control may interrupt Customer's access to Cloud Services. Esri may not be able to provide advance notice of such interruptions.

B.8.3 Customer Content.

a. Customer grants Esri and its subcontractors a nonexclusive, nontransferable, worldwide right to host, run, modify, and reproduce Customer Content as needed to provide Cloud Services to Customer. Esri will not access, use, or disclose Customer Content without Customer's written permission except as reasonably necessary to support Customer's use of Cloud Services. Except for the limited rights granted to Esri under this Agreement, Customer retains all its rights, title, and interest in the Customer Content.
b. If Customer accesses Cloud Services with an application provided by a third party, Esri may disclose Customer Content to such third party as necessary to enable interoperation between the application, Cloud Services, and Customer Content.
c. Esri may disclose Customer Content if required to do so by law or regulation or by order of a court or other government body, in which case Esri will reasonably attempt to limit the scope of disclosure.
d. When Customer's use of Cloud Services ends, Esri will either

    1. Make Customer Content available to Customer for download for a period of 30 days unless Customer requests a shorter window of availability or Esri is legally prohibited from doing so; or

2. Download all Customer Content in Esri's possession to a medium of Customer's choosing and deliver such Customer Content to Customer.

Esri will have no further obligations to store or return Customer Content at the conclusion of the Cloud Services.

B.8.4 Removal of Customer Content. Esri may remove or delete Customer Content if there is reason to believe that uploading Customer Content to or using it with Cloud Services materially violates this Agreement. If reasonable under these circumstances, Esri will notify Customer before removing Customer Content. Esri will respond to any Digital Millennium Copyright Act takedown notices in accordance with Esri's copyright policy, available at www.esri.com/legal/dmca_policy.

B.8.5 Service Suspension. Esri may suspend access to Cloud Services (i) if Customer materially breaches this Agreement and fails to timely cure the breach; (ii) if Esri reasonably believes that Customer's use of Cloud Services will subject Esri to immediate liability or adversely affect the integrity, functionality, or usability of the Cloud Services; (iii) for scheduled maintenance; (iv) to enjoin a threat or attack on Cloud Services; or (v) if Cloud Services become prohibited by law or regulated to a degree that continuing to provide them would impose a commercial hardship. When feasible, Esri will notify Customer of any Cloud Services suspension beforehand and give Customer reasonable opportunity to take remedial action.

Esri is not responsible for any damages, liabilities, or losses that may result from any interruption or suspension of Cloud Services or removal of Customer Content as described above.

B.8.6 Notice to Esri. Customer will promptly notify Esri if Customer becomes aware of any unauthorized use of Customer's subscription or any other breach of security regarding Cloud Services.

ARTICLE B.9—GENERAL PROVISIONS

B.9.1 Payment. Customer will pay each correct invoice no later than 30 days after receipt and will remit payment to the address stated on the invoice. Customers outside the United States will pay the authorized distributor's invoices in accordance with the authorized distributor's payment terms.

B.9.2 Feedback. Esri may freely use any feedback, suggestions, or requests for Product improvement that Customer provides to Esri.

B.9.3 Patents. Customer may not seek, and may not permit any other user to seek, a patent or similar right worldwide that is based on or incorporates any Products. This express prohibition on patenting will not apply to Customer's software and technology except to the extent that Products, or any portion thereof, are part of any claim or preferred embodiment in a patent application or a similar application.

B.9.4 Reserved.

B.9.5 Taxes and Fees; Shipping Charges. Pricing of Esri Offerings and Services that Esri quotes to Customer is exclusive of any and all applicable taxes or fees including, but not limited to, sales tax, use tax, or value-added tax (VAT); customs, duties, or tariffs; shipping and handling charges; and vendor enrollment fees. Esri will add any fees that it is required to pay to the total amount of its invoice to Customer. Esri may include estimated taxes and shipping and handling charges in its quotations but may adjust these fees on invoicing. For Customers outside the United States, the authorized distributor may quote taxes or fees in accordance with its own policies.

B.9.6 Compliance Review. Customer will keep accurate and complete records and accounts pertaining to its compliance with its obligations under this Agreement. Esri or its authorized distributor may conduct a compliance review of these records and accounts with no less than 14 business days' written notice or may appoint an independent third party to conduct such a compliance review on its behalf. Customer will promptly correct any noncompliance identified during the compliance review. Neither Esri nor Esri's authorized distributor may conduct a compliance review of Customer within 12 months after the conclusion of any prior compliance review that does not reveal any material Customer noncompliance.

B.9.7 No Implied Waivers. The failure of either party to enforce any provision of this Agreement is not a waiver of the provisions or of the right of such party thereafter to enforce that or any other provision.

B.9.8 Severability. If any provision of this Agreement is held to be unenforceable for any reason, (i) such provision will be reformed only to the extent necessary to make the intent of the language enforceable, and (ii) all other provisions of this Agreement will remain in effect.

B.9.9 Successor and Assigns. Customer will not assign, sublicense, or transfer Customer's rights or delegate Customer's obligations under this Agreement without Esri's and its authorized distributor's prior written consent, and any attempt to do so without consent will be void. This Agreement will be binding on the respective successors and assigns of the parties to this Agreement. Notwithstanding, a contractor under contract to the government to deliver Products may assign this Agreement and Products acquired for delivery to its government customer upon written notice to Esri, provided the government customer assents to the terms of this Agreement. Upon mutual agreement, Esri's Affiliates may provide Esri Offerings and Services under the terms of this Agreement; in such cases, the Ordering Documents will identify the Affiliate as the party that provides the Esri Offerings and Services. Esri's authorized distributors are not Affiliates of Esri.

B.9.10 Survival of Terms. The Glossary of Terms and provisions of the following Articles of these General Terms and Conditions will survive the expiration or termination of this Agreement: "Limited Warranties and Disclaimers," "Limitation of Liability," "Indemnifications," and "General Provisions."

B.9.11 US Government Customer. The Products are commercial items, developed at private expense, provided to Customer under this Agreement. If Customer is a US government entity or US government contractor, Esri licenses or provides subscriptions to Customer in accordance with this Agreement under FAR Subparts 12.211/12.212 or DFARS Subpart 227.7202. Esri Data and Online Services are licensed or subscribed under the same DFARS Subpart 227.7202 policy as commercial computer software for acquisitions made under DFARS. Products are subject to restrictions, and this Agreement strictly governs Customer's use, modification, performance, reproduction, release, display, or disclosure of Products. Agreement provisions that are inconsistent with federal law regulation will not apply. A US government Customer may transfer Software to any of its facilities to which it transfers the computer(s) on which it has installed such Software. If any court, arbitrator, or board holds that a US government Customer has greater rights to any portion of Products under applicable public procurement law, such rights will extend only to the portions affected.

B.9.12 Governing Law. This Agreement is not subject to the United Nations Convention on Contracts for the International Sale of Goods.

a. **Government Entities.** If Customer is a government entity, the applicable laws of Customer's jurisdiction govern this Agreement.
b. **Nongovernment Entities.** US federal law and the law of the State of California exclusively govern this Agreement, excluding their respective choice of law principles.

B.9.13 Dispute Resolution. The parties will use the following dispute resolution processes:

a. **Equitable Relief.** Either party will have the right to seek an injunction, specific performance, or other equitable relief in any court of competent jurisdiction without the requirement of posting a bond or proving injury as a condition for relief.
b. **US Government Agencies.** This Agreement is subject to the Contract Disputes Act of 1978, as amended (41 USC 601–613).
c. **Other Government Entities.** Esri will comply with mandatory dispute resolutions under applicable law.

B.9.14 Force Majeure. A party will not be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond the party's reasonable control. Such causes may include, but are not limited to, acts of God, war, strikes, labor disputes, cyber attacks, laws, regulations, government orders, or any other force majeure event.

B.9.15 Independent Contractor. Esri is and at all times will be an independent contractor. Nothing in this Agreement creates an employer/employee, principal/agent, or joint venture relationship between Esri or its

authorized distributor and Customer. No party has any authority to enter into contracts on behalf of another party or otherwise act on behalf of another party.

B.9.16 Notice. Customer may send notices required under this Agreement to Esri at the following address:

Environmental Systems Research Institute, Inc.
Attn.: Contracts and Legal Department
380 New York Street
Redlands, CA 92373-8100
USA
Tel.: 909-793-2853
Email: LegalNotices@esri.com

EXHIBIT TO RESOLUTION

Quotation # Q-567898

Date: August 3, 2026

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

Customer # 373875 Contract # ENTERPRISE AGREEMENT

City of Lake City
GIS Department
205 N Marion Ave
Lake City, FL 32055-3918

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 8/3/2026 To: 11/1/2026

ATTENTION: Jason Dumas
PHONE: 386-758-5400 x458
EMAIL: dumasj@lcfla.com

Material	Qty	Term	Unit Price	Total
193204	1	Year 1	$30,200.00	$30,200.00
Populations of 0 to 25,000 Small Government Enterprise Agreement Annual Subscription				
193204	1	Year 2	$30,200.00	$30,200.00
Populations of 0 to 25,000 Small Government Enterprise Agreement Annual Subscription				
193204	1	Year 3	$30,200.00	$30,200.00
Populations of 0 to 25,000 Small Government Enterprise Agreement Annual Subscription				

Subtotal:	$90,600.00
Sales Tax:	$0.00
Estimated Shipping and Handling (2 Day Delivery):	$0.00
Contract Price Adjust:	$0.00
Total:	$90,600.00

Upon acceptance of the offer, the City of Lake City agrees to commit to the three-year term. Esri will invoice the City of Lake City for the annual fee in advance of each renewal year. Invoices are to be paid within thirty (30) days of receipt of the invoice.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:	**Email:**	**Phone:**
Wendy McGuire	wmcguire@esri.com	704-541-9810 x8657

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at https://go.esri.com/MAPS apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, Esri may invoice at least 30 days in advance of each anniversary date without the issuance or a Purchase Order, and Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at https://www.esri.com/en-us/legal/terms/state-supplemental apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers loca in the USA.

MCGUIREW **This offer is limited to the terms and conditions incorporated and attached herein.**

Esri Use Only:
Cust. Name _____
Cust. # _____
PO # _____
Esri Agreement # _____

SMALL ENTERPRISE AGREEMENT
COUNTY AND MUNICIPALITY GOVERNMENT
(E214-1)

This Agreement is by and between the organization identified in the Quotation (**"Customer"**) and **Environmental Systems Research Institute, Inc.** (**"Esri"**).

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

Table A
List of Products

Uncapped Quantities (annual subscription)

ArcGIS Enterprise Software and Extensions ArcGIS Enterprise (Advanced and Standard) ArcGIS Monitor ArcGIS Enterprise Extensions: ArcGIS 3D Analyst, ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Data Reviewer	**ArcGIS Enterprise Additional Capability Servers** ArcGIS Image Server **ArcGIS Online User Types** ArcGIS Online Viewer User Type **ArcGIS Enterprise User Types** ArcGIS Enterprise Viewer User Type

Capped Quantities (annual subscription)

ArcGIS Online User Types		**ArcGIS Enterprise User Types**	
ArcGIS Online Contributor User Type	15	ArcGIS Enterprise Contributor User Type	15
ArcGIS Online Mobile Worker User Type	100	ArcGIS Enterprise Mobile Worker User Type	100
ArcGIS Online Creator User Type	100	ArcGIS Enterprise Creator User Type	100
ArcGIS Online Professional User Type	20	ArcGIS Enterprise Professional User Type	20
ArcGIS Online Professional Plus User Type	20	ArcGIS Enterprise Professional Plus User Type	20
ArcGIS Pro (Add-on Apps) for ArcGIS Online Creator or Professional User Type		**ArcGIS Pro (Add-on Apps) for ArcGIS Enterprise Creator or Professional User Type**	
ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Publisher, ArcGIS Spatial Analyst, ArcGIS Workflow Manager, ArcGIS Image Analyst	20 each	ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Publisher, ArcGIS Spatial Analyst, ArcGIS Workflow Manager, ArcGIS Image Analyst	20 each
ArcGIS Online Apps and Other		**ArcGIS Enterprise Apps and Other**	
ArcGIS Location Sharing for ArcGIS Online	20	ArcGIS Location Sharing for ArcGIS Enterprise	20
ArcGIS Online Service Credits	50,000	ArcGIS Advanced Editing User Type Extension for ArcGIS Enterprise	15

Other Benefits

Number of Esri User Conference registrations provided annually	2
Number of Tier 1 Help Desk individuals authorized to call Esri	2
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

EXHIBIT TO RESOLUTION

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

_____
(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: _____

Address: _____

City, State, Postal Code: _____

Country: _____

Quotation Number (if applicable): _____

Telephone: _____

Fax: _____

E-mail: _____

EXHIBIT TO RESOLUTION

1.0—Additional Definitions

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at https://www.esri.com/en-us/legal/terms/full-master-agreement and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—Additional Grant of License

2.1 **Grant of License.** Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 **Consultant Access.** Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—Term, Termination, and Expiration

3.1 **Term.** This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 **No Use upon Agreement Expiration or Termination.** All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 **Termination for a Material Breach.** Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 **Termination for Lack of Funds.** For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—Product Updates

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at https://support.esri.com/en/other-resources/product-life-cycle. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—Maintenance

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at https://www.esri.com/en-us/legal/terms/maintenance). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.

2. The Tier 1 Help Desk will be fully trained in the Products.

3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.

4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.

5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.

6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.

2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.

3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.

5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—Endorsement and Publicity

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—Administrative Requirements

7.1 **OEM Licenses.** Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 **Annual Report of Deployments.** At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—Ordering, Administrative Procedures, Delivery, and Deployment

8.1 **Orders, Delivery, and Deployment**

a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download, operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

c. Esri's federal ID number is 95-2775-732.

d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 **Order Requirements.** Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.

b. The following information will be included in each Ordering Document:

(1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
(2) Order number
(3) Applicable annual payment due

9.0—Mergers, Acquisitions, or Divestitures

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.

9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.

9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.

File Attachments for Item:

4. City Council Resolution No. 2026-107 - A resolution of the City of Lake City, Florida, approving that certain form of annexation agreement for use by City departments and administration; making certain findings of fact in support of the City approving said form of annexation agreement; authorizing non-substantive changes to said form of annexation agreement with the concurrence of the City Attorney; directing the City's departments and administration to utilize said form of annexation agreement in all such cases where it is applicable; repealing all prior resolutions in conflict; and providing an effective date.

MEETING DATE
09/10/2026

CITY OF LAKE CITY
Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Annexation Agreement Form

DEPT / OFFICE: Growth Management

Originator: Robert Angelo

City Manager	Department Director	Date
Don Rosenthal	Scott Thomason	09/01/2026

Recommended Action:

To approve a resolution authorizing

Summary Explanation & Background:

The annexation agreement is a formal document between a property owner seeking connection to the City of Lake City's utility infrastructure and the City itself. The agreement authorizes the property owner to connect to City utilities with the understanding that, once the property becomes eligible for annexation, the City retains the right to annex the property.

Alternatives:

Source of Funds:

Financial Impact:

Unknown

Exhibits Attached:

Annexation Agreement Sample

CM/rrp
09/15/2026

RESOLUTION NO 2026 - 107

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN FORM OF ANNEXATION AGREEMENT FOR USE BY CITY DEPARTMENTS AND ADMINISTRATION; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID FORM OF ANNEXATION AGREEMENT; AUTHORIZING NON-SUBSTANTIVE CHANGES TO SAID FORM OF ANNEXATION AGREEMENT WITH THE CONCURRENCE OF THE CITY ATTORNEY; DIRECTING THE CITY'S DEPARTMENTS AND ADMINISTRATION TO UTILIZE SAID FORM OF ANNEXATION AGREEMENT IN ALL SUCH CASES WHERE IT IS APPLICABLE; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City ("City") operates and manages certain utilities and public works for the benefit of the City; and

WHEREAS, from time to time an owner of real property located outside of the City limits in the unincorporated territory of Columbia County (an "Owner") desires to receive utilities services from the City; and

WHEREAS, the City desires to provide utilities services to an Owner, provided such Owner agrees to voluntarily annex Owner's real property into the City when such real property becomes eligible for annexation; and

WHEREAS, if an Owner's real property does not meet the statutory requirements for annexation into the City, the City desires such Owner agree to annex the subject real property into the City when the City determines the subject real property meets the requirements of Florida Statutes concerning voluntary annexation; and

WHEREAS, adopting a form of annexation agreement to be used by City management creates certain efficiencies and uniformity for the City; and

WHEREAS, the City further desires to adopt the annexation agreement in the form attached as an exhibit hereto (the "Annexation Agreement"), and that such form of annexation agreement be used by City management in all cases where appropriate to do so without further approval of the City Council; and

WHEREAS, adopting the terms of the Annexation Agreement as an approved form of the City in the form of the exhibit attached hereto is in the public or community interest and for public welfare; now therefore

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

1. Adopting the form of the Annexation Agreement as an approved form of the City is in the public or community interest and for public welfare; and

2. In furtherance thereof, the Annexation Agreement in the form of the Exhibit attached hereto should be and is approved and adopted as a form of annexation agreement by the City Council of the City of Lake City; and

3. In furtherance thereof, City departments and administration are directed and authorized, without further approval of the City Council, to utilize the Annexation Agreement in all such cases where appropriate to do so; and

4. In furtherance thereof, City departments and administration are authorized, with the concurrence of the City Attorney, to make minor, non-substantive changes to the Annexation Agreement, provided such changes do not incur additional liability to the City; and

5. Provided the Annexation Agreement is used without substantial changes, the City Council authorizes the Mayor to execute such Annexation Agreement from time to time without seeking further direction or approval from the City Council; and

6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and

7. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

THIS INSTRUMENT PREPARED BY
AND TO BE RETURNED TO:

City of Lake City
205 N Marion Ave
Lake City, Florida 32055

ANNEXATION AGREEMENT

[Municipal Services for Non-Contiguous Property]

THIS ANNEXATION AGREEMENT (the "Agreement") is made and entered into by and between the CITY OF LAKE CITY, a Florida municipality, whose mailing address is 205 North Marion, Lake City, FL 32055 (the "City") and [PROPERTY OWNER] whose mailing address is [Mailing Address] (hereinafter referred to as the "Owner").

WITNESSETH

WHEREAS, the Owner has requested, and the City agrees, subject to the terms, conditions, and limitations of this Agreement, to provide water, sewer and/or gas service to the Subject Property; and

WHEREAS, the Subject Property is presently located in the unincorporated territory of Columbia County and is outside the corporate limits of the City; and

WHEREAS, the Owner acknowledges the City's water, and sewer rates for users outside the City limits are higher than the rates charged for users within the City; and

WHEREAS, the City has reviewed the location of the Subject Property and determined the municipal services requested by the Owner are available from an existing main; and

WHEREAS, the City could suffer a loss of revenue and may be unable to ensure adequate services to its own residents if Owner receives City utilities without the condition of executing this Agreement; and

WHEREAS, execution of this Agreement by the Owner as a condition of the City providing utilities to the Subject Property the City is a reasonable and lawful condition as provided in *Allen's Creek Properties, Inc. v. City of Clearwater*, 679 So.2d 1172 (Fla. 1996); and

WHEREAS, providing utilities to the Subject Property touches and concerns the Subject Property, adding to the value of the Subject Property and increasing the marketability of the Subject Property; and

WHEREAS, in consideration of the City providing the requested municipal services to the Subject Property, the Owner desires to voluntarily petition the City to annex the Subject Property under Section 171.044 or Section 171.203, Florida Statutes; and

WHEREAS, notwithstanding the Owner's desire to voluntarily annex the Subject Property into the City, the City is unable to annex the Subject Property because the Subject Property does not currently meet the statutory requirements for voluntary annexation pursuant to Section 171.044

or Section 171.203, Florida Statutes; and

WHEREAS, this Agreement constitutes Owner's petition for voluntary annexation of the Subject Property pursuant to Section 171.044 or Section 171.203, Florida Statutes; and

WHEREAS, when the City determines the Subject Property meets the annexation requirements of Section 171.044 or Section 171.203, Florida Statutes, and the City determines annexation of the Subject Property is in the City's best interests, the City may proceed with the voluntary annexation of the Subject Property, and the Owner shall pay all applicable fees, costs, and expenses associated therewith; and

WHEREAS, the Owner's obligations set forth in this Agreement shall bind Owner's heirs, successors, and/or assigns as covenants running with the land; now, therefore,

IN CONSIDERATION of the mutual covenants and agreements contained herein, and other valuable considerations, receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the parties hereto agree as follows:

1. RECITALS.

The recitals set forth above are incorporated as material terms of this Agreement as if fully set forth herein, and a party making a representation incorporated into such recitals warrants the authenticity of such representation.

2. OWNERSHIP.

The Owner represents Owner is the present owner of the real property described in Exhibit "A", attached hereto and incorporated as a material provision, hereof (the "Subject Property").

3. TITLE OPINION/CERTIFICATION.

Prior to the City executing and recording this Agreement, the City will secure, at the Owner's expense, a recent title opinion of an attorney licensed in Florida or a recent title search report from a title company authorized to do business in Florida, showing marketable title to the Subject Property to be vested in the Owner and showing all liens, mortgages, and other encumbrances not satisfied or released of record.

Alternatively and at the Owner's option, prior to the Owner executing this Agreement, the Owner will provide the City with a recent title opinion of an attorney licensed in Florida or a recent title search report from a title company authorized to do business in Florida, showing marketable title to the Subject Property to be in the name of the Owner and showing all liens, mortgages, and other encumbrances not satisfied or released of record. Such attorney title opinion or title search report shall be certified as of a date being no later than ten (10) days prior to the date the Owner executes the Agreement. Subject to compliance with any

other requirements contained in this Agreement and confirmation the City is satisfied with the documentation produced by the Owner, the City may then execute and record the Agreement.

4. ANNEXATION.

a. This Agreement constitutes Owner's petition for voluntary annexation for the Subject Property pursuant to Section 171.044 and/or Section 171.203, Florida Statutes, which petition for annexation may not be revoked by Owner, shall run with the land, and shall inure as an obligation of Owner's heirs, successors, and assigns.

b. At such time as the Subject Property should become eligible for annexation, the Owner hereby consents to the annexation of the Subject Property by, and to, the City.

c. Notwithstanding any other provision of this Agreement, whether it is in the best interests of the City to annex the Subject Property, and whether such annexation shall be accomplished is in the sole discretion of the City, and such determinations shall be made at the sole and absolute discretion of the City.

d. Nothing in this Agreement shall be construed to bind or obligate the City to annex the Subject Property at any time.

e. Should the City determine annexation of the Subject Property is not in the City's best interests and deny annexation, the municipal services afforded to the Subject Property shall remain in place subject to the Owner's compliance with the financial obligations due for the services received and further compliance with any other requirements applicable to all City utility customers.

f. Eligibility for annexation shall be determined by the City in accordance with Chapter 171, Florida Statutes, and the City's codes and ordinances. A determination by the City that the Subject Property is eligible for annexation shall be binding on the Owner. The Owner hereby waives any right of objection or appeal concerning the City's decision to annex the Subject Property. Furthermore, the Owner shall not register any written or verbal opposition to the City's annexation of the Subject Property.

g. This Agreement does not in any way obligate or require the City to annex the Subject Property or grant to the Owner any particular land use designation that may be requested in connection with such annexation.

h. Any land use designation granted to the Owner in connection with the Subject Property shall be consistent with the City of Lake City Comprehensive Plan and Land Development Regulations as they may be amended from time to time.

5. ANNEXATION PETITION.

Upon written request by the City, the Owner shall execute any and all reasonable instruments to effectuate the annexation of the Subject Property, provided the City has determined, in its sole and absolute discretion, the Subject Property is eligible for annexation and such annexation is in the best interests of the City. The Owner shall have thirty (30) days to execute the instruments necessary to annex the Subject Property into the City and pay all associated fees, costs and expenses. In the event the Owner fails or refuses to execute the instruments, this Agreement shall constitute the required Petition for Annexation pursuant to Chapter 171, Florida Statutes.

6. UTILITY FEES AND LINES.

The Owner shall pay any and all utility connection fees, treatment fees, impact fees, and/or such other fees as may be required by the City Code or the City's regulations. All utility lines and/or items appurtenant thereto which are constructed/installed by the Owner shall be constructed/installed in accordance with City requirements and specifications. The City shall have the right to inspect all lines and appurtenances installed by the Owner to connect to the City's water and/or sewer system.

The Owner shall pay all water and/or sewer fees, charges, assessments, and other costs adopted by the City which directly or indirectly relate to the connection to, and use of, the City's water and/or sewer system.

7. UTILITY EASEMENTS.

Provided any such easement does not materially interfere with the Owner's use and enjoyment of the Subject Property, if the City deems an easement is necessary for utility service to be made available to the Subject Property, the Owner shall provide to the City such easements and other legal documentation, in form acceptable to the City Attorney, as the City may deem necessary or appropriate for the installation and maintenance of the City's utility services, including but not limited to sewer, water, stormwater, reclaimed water and gas services.

Any mortgagee or lienholder having an interest in the Subject Property will be required to execute a Consent and Joinder of Mortgagee/Lienholder in a form approved by the City Attorney, subordinating its mortgage or lien to the utility easement contemplated in the foregoing Agreement. The Owner shall pay all fees required by a mortgagee or lienholder to obtain such instrument of consent and joinder.

8. BINDING EFFECT.

The Owner's obligations arising from this Agreement shall be covenants running with the land, shall be binding upon and inure to the benefit of the Owner and its heirs, assigns, and successors in interest, as applicable, and the City and its assigns and successors in interest.

This Agreement does not, and is not intended to, prevent or impede the City from exercising its legislative authority as the same may affect the Subject Property.

9. REPRESENTATIONS.

The Owner represents and warrants that Owner possesses fee simple title to the Subject Property, that Owner has full power and authority to enter into this Agreement, and that upon execution of this Agreement the same will be fully binding and enforceable according to its terms.

10. RECORDING.

The City shall record this Agreement in the Public Records of Columbia County, Florida, and the Owner shall pay for costs related to same.

11. NOTICES.

Any notice required to be given hereunder shall be in writing and shall be delivered in person, by email and overnight courier service (e.g., UPS, Fedex, etc.) as follows:

OWNER or OWNER'S REPRESENTATIVE	CITY
_____	City Manager
_____	City of Lake City
_____	205 North Marion Ave
_____	Lake City, Florida 32055
_____	Clerk@LCFla.com

Should any party's information as identified above change, it shall be said party's obligation to notify the other party of the change in a fashion as is required for notices herein.

12. DEFAULTS AND ENFORCEMENT.

IN THE EVENT THE OWNER FAILS TO COMPLY WITH ANY OF THE TERMS AND CONDITIONS OF THIS AGREEMENT AND SUCH FAILURE CONTINUES FOR THIRTY (30) DAYS AFTER WRITTEN NOTICE FROM THE CITY, THE CITY MAY DISCONNECT AND TERMINATE ALL CITY UTILITY SERVICES PROVIDED TO THE PROPERTY. THE OWNER HEREBY CONSENTS TO SUCH DISCONNECTION AND TERMINATION OF CITY UTILITY SERVICES AND EXPRESSLY WAIVES ANY CLAIMS BASED UPON THE DISCONNECTION AND TERMINATION OF SAME.

In the event enforcement of this Agreement by the City becomes necessary, and the City is successful in such enforcement, the Owner shall be responsible for costs and expenses, including attorneys' fees, whether or not litigation is necessary, and if necessary, both at trial and on appeal, incurred in enforcing or ensuring compliance with the terms and conditions of this Agreement.

13. SEVERABILITY.

If any part of this Agreement is found to be invalid or unenforceable in a court of competent jurisdiction, such invalidity or unenforceability shall not affect the other parts of this Agreement if the rights and obligations of the parties contained herein are not materially prejudiced and if the intentions of the parties can still be affected. To that end, this Agreement is declared severable.

14. EFFECTIVE DATE.

This Agreement shall be effective on the date it is last executed by a party hereto.

15. MISCELLANEOUS.

a. THIS AGREEMENT AND THE OBLIGATIONS HEREIN ARE COVENANTS RUNNING WITH THE LAND, AND ANY FUTURE OWNERS OF THE SUBJECT PROPERTY SHALL TAKE TITLE TO THE PROPERTY SUBJECT TO THIS AGREEMENT. BY ACCEPTING A DEED OF CONVEYANCE TO THE SUBJECT PROPERTY, ANY FUTURE GRANTEES OF THE SUBJECT PROPERTY AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT.

b. This Agreement may not be modified or amended, or any term or provision hereof waived or discharged except in writing, in recordable form, signed by the parties hereto, or their respective heirs, successors, and assigns, as applicable, and as approved by the City Council. Any such modification or amendment shall not be effective until recorded in the Public Records of Columbia County, Florida.

c. This Agreement is the result of a bona fide arms length negotiation between the City and the Owner. Accordingly, this Agreement will not be construed or interpreted more strictly against any one party than against any other.

d. Failure of the City to insist upon performance within any time period or upon a proper level or quality of performance shall not act as a waiver of the City's right to later claim a failure to perform on the part of the Owner.

e. This Agreement shall be construed and enforced in accordance with, and governed by, the laws of the State of Florida. Any litigation that arises under this Agreement shall be brought in a court of the State of Florida having jurisdiction over the matters set forth herein, said court being situated in Columbia County, Florida.

f. Nothing in this Agreement shall be construed as a waiver of the City's right to sovereign immunity under Section 768.28, Florida Statutes, or other limitations imposed on the City's potential liability under state or federal law.

g. The headings of this Agreement are for reference only and shall not limit or otherwise affect the meaning thereof.

h. In the event a third party institutes a legal proceeding against the City and/or the Owner, regarding the enforceability of this Agreement or any other matters arising out of or related to this Agreement, the annexation of the Property or the provision of municipal services, then in such event the Owner shall pay all costs, fees, charges, and expenses of the City related thereto, including but not limited to, attorney's fees at both the trial and appellate levels.

i. In addition to each and every remedy now or hereafter existing at law or in equity, the City shall have the right to enforce this Agreement by an action for specific performance.

j. As may be from time to time requested by the City, the Owner shall execute such additional documents as may be necessary in order to effectuate the provisions of this Agreement.

k. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, will constitute one and the same document.

l. This Agreement embodies and constitutes the entire understanding of the parties with respect to the subject matter hereof and all prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement.

m. The attached Exhibit "A" is part of this Agreement as though fully set forth in this Agreement.

[REMAINDER OF PAGE INTENTIONALLY BLANK]
[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed this _____ day of _____, 2026.

Signed, sealed and delivered
in the presence of:

Witnesses as to Lessor:

_____
Witness

_____
(Print/type name)

_____
Witness

_____
(Print/type name)

CITY OF LAKE CITY, FLORIDA

By: _____
_____, Mayor

STATE OF FLORIDA
COUNTY OF COLUMBIA

The foregoing instrument was acknowledged before me in my physical presence this ____ day of _____, 2026, by _____, as Mayor of the City of Lake City, Florida, a municipality, for and on behalf of said City, who is personally known to me.

(NOTARY SEAL)

_____
Notary Public, State of Florida

_____
(Print/type name)
My Commission Expires:

APPROVED AS TO FORM AND LEGALITY

By: _____
Clay Martin
City Attorney

Signed, sealed and delivered
in the presence of:

Witnesses as to Owner:

_____
Witness

_____
(Print/type name)

_____
Witness

_____
(Print/type name)

[INSERT OWNER NAME HERE IF ENTITY]

By: _____
[INSERT OWNER SIGNATORY NAME HERE],
[INSERT SIGNATORY TITLE HERE]

STATE OF FLORIDA
COUNTY OF COLUMBIA

The foregoing instrument was acknowledged before me in my physical presence this ____ day of _____, 2026, by _____, as _____ of _____, a Florida _____, for and on behalf of said _____, who is personally known to me.

(NOTARY SEAL)

_____
Notary Public, State of Florida

_____
(Print/type name)
My Commission Expires:

EXHIBIT "A"

LEGAL DESCRIPTION

[INSERT/ATTACH LEGAL DESCRIPTION OF SUBJECT PROPERTY]

File Attachments for Item:

5. City Council Resolution No. 2026-111 - A resolution of the City of Lake City, Florida, ratifying an emergency procurement of services for replacement of ten feet of sewer line on a section of US Hwy 90 West; approving payment from the City in the amount of $37,092 to Talcon Group, LLC., a Florida Limited Liability Company, for such services; making certain findings of fact in support of the City ratifying such emergency procurement and approving such payment; authorizing and directing the City Manager to disburse such payment; repealing all prior resolutions in conflict; and providing an effective date.

MEETING DATE
09/21/2026

CITY OF LAKE CITY
Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT:
Replacement of sewer line /Rodeway Inn

DEPT / OFFICE:
Distribution & Collection

Originator: Brian Scott		
City Manager Don Rosenthal	**Department Director** Brian Scott	**Date** 08/21/2026

Recommended Action:
Approve to pay for Sewer replacement from funds in account 410.78.536-060.63

Summary Explanation & Background: We request a sewer line replacement due to a cave in be considered an emergency repair due to safety concerns for our staff and to protect property from sewer back-up in buildings at Long Horn, Olive Garden, Burger King, Chick-Fil-A, and The Rodeway Inn.
The cave-in is in the parking lot of The Rodeway Inn between the building and curve.
We request the Talcon Group to come in and replace a section of 10' sewer line on US Hwy 90 West due to the depth of the line and time constraints.

Alternatives: To have City staff do the replacement

Source of Funds:
410.78.536-060.63

Financial Impact:
$37,092.00

Exhibits Attached:
Emergency repair letter and Quote

CM/rrp
09/15/2026

RESOLUTION NO 2026-111

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA RATIFYING AN EMERGENCY PROCUREMENT OF SERVICES FOR REPLACEMENT OF TEN FEET OF SEWER LINE ON A SECTION OF US HWY 90 WEST; APPROVING PAYMENT FROM THE CITY IN THE AMOUNT OF $37,092 TO TALCON GROUP, LLC., A FLORIDA LIMITED LIABILITY COMPANY, FOR SUCH SERVICES; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY RATIFYING SUCH EMERGENCY PROCUREMENT AND APPROVING SUCH PAYMENT; AUTHORIZING AND DIRECTING THE CITY MANAGER TO DISBURSE SUCH PAYMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City ("City") through its Utilities Department (the "Department"), engaged the professional services of Talcon Group, LLC., a Florida limited liability company (the "Vendor") as an emergency procurement to replace a section of sewer line on US Hwy 90 West (the "Services"); and

WHEREAS, the nature of the emergency requiring an emergency procurement was a cave-in resulting from a sewer backup in the parking lot of a local business (the "Emergency"); and

WHEREAS; the Department deemed it necessary to enlist the Vendor's services in an emergency capacity to protect nearby businesses from sewer back up into their establishments; and

WHEREAS, the Vendor has completed the Services and the amount of $37,092.00 is due the Vendor as shown in the form of the Exhibit attached hereto; and

WHEREAS, such amount shall be paid to the Vendor from funds in account 410.78.536-060.63; and

WHEREAS, ratifying the emergency procurement of the Services, and approving and directing payment therefor is in the public interest and in the interests of the City; now therefore

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

1. Ratifying the emergency procurement of the Services, and approving and directing payment therefor is in the public or community interest and for public welfare; and

2. In furtherance thereof, the emergency procurement of the Services from the Vendor is ratified, and the invoice for payment of the Vendor's Services in the form of the Exhibit

attached hereto should be and is approved by the City Council of the City of Lake City; and

3. The City Manager of the City of Lake City is authorized and directed to cause the amount of $37,092.00 to be paid to the Vendor for the Services; and

4. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and

5. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

EXHIBIT TO RESOLUTION

West Division
8820 Grow Dr.
Pensacola, FL 32514
Phone 850-500-8820

TALCON

www.TalconGroup.com

East Division
156 Dupont Road
Havana, FL 32333
Phone 850-574-4400 • Fax 850-574-0686

Wednesday, August 16, 2023

PROPOSAL

Roadway Inn Point Repair

Item #	Description	Quanity		Unit Price		Total
1	Mobilize (Move Equipment)	1 LS	$	5,000.00	$	5,000.00
2	Equipment and Labor	3 Days	$	6,000.00	$	18,000.00
3	Dewater if needed	1 LS	$	6,000.00	$	6,000.00
4	Furnish and Install Asphalt	88 SY	$	30.00	$	2,640.00
5	Subgrade placed and finish grade (Base provided by Lake City)	88 SY	$	10.00	$	880.00
6	Curb	30 LF	$	40.00	$	1,200.00
				Sub-Total	***$***	***33,720.00***
7	Talcon Overhead and Profit	10 %	$	3,372.00	$	3,372.00

Total Cost	**$**	**37,092.00**

NOTES

1 Curb Footage is an estimate we will only charge for actaul curb replaced.

Accepted BY

Steve Brown

Executive Director of Utilities

Printed Name & Title

8/21/26

Date

EXHIBIT TO RESOLUTION

CITY OF LAKE CITY
Florida's Gateway Est. 1859

August 21, 2026

Attention:

Don Rosenthal

Steve Brown

I would like to request that the following Talcon proposal be taken into consideration as an emergency situation due to the safety concerns for our staff because of the depth of the line. I would like Talcon to come in and replace major section of 10' sewer line, that would protect Long Horn, Olive Garden, Burger King, Chick-Fil-A, and Rhoadway from sewer backing up. The cave is located in the Parking-lot of Rhoadway in between building and curve. If it is left too long it will highly affect roadway and other buildings listed.

The total cost would be $37,092.00 this will include:

- Mobilization
- Maintenance
- Dewater
- Remove and replace 10' Sewer line
- Asphalt/Curb
- Pipe and fittings
- Sand
- Gravel
- Equipment/Labor

Director (D&C):

Distributions/Collections • 692 SW Saint Margarets St • Lake City, Florida 32025 • T - 386-758-5456 • F - 386-758-5449 • scottb@lcfla.com

File Attachments for Item:

6. City Council Resolution No. 2026-112 - A resolution of the City of Lake City, Florida, approving Task Assignment No. Eight (8) pursuant to the continuing contract with a vendor, Passero Associates, LLC, a Florida Limited Liability Company, to provide professional engineering services for the repair of roof panels and substructure on Hangars 1 and 2 at the Lake City Gateway Airport; recognizing Task Assignment No. Eight (8) is also labeled by said vendor as vendor's work authorization NO 26-37A; making certain findings of fact in support of the City approving said task assignment; recognizing the authority of the Mayor to execute and bind the City to said task assignment; directing the Mayor to execute and bind the City to said task assignment; authorizing the City Manager with the consent of the City Attorney to make minor changes to the scope of work of the task assignment provided such changes do not increase the quote price in the task assignment; repealing all prior resolutions in conflict; and providing an effective date.

MEETING DATE

CITY OF LAKE CITY
Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Hangars 1 & 2 Roof Replacement

DEPT / OFFICE: Airport

Originator: Chad Gomes		
City Manager Don Rosenthal	**Department Director** Chad Gomes	**Date** 8/25/2026

Recommended Action:

Approve TA# 8 for the professional services for the Roof Replacement of Hangars 1 & 2.

Summary Explanation & Background:

The City of Lake City has been awarded the RIF Grant D0337 by the Florida Department of Commerce to support the replacement of the roofs on Hangar 1 and Hangar 2 at the Lake City Gateway Airport. Passero Associates currently holds a continuing contract to provide engineering and consulting services for the Airport. This would be TA#8 under this agreement and is for the professional services for this project, including existing conditions assessment and document review.

Alternatives:

Not award contract

Source of Funds:

Florida Department of Commerce Rural Infrastructure Fund Grant No. D0337
AAR funding

Financial Impact:

$71,220.00

Exhibits Attached:
Passero Project No. 20070044.0037

CM/rrp
09/18/2026

RESOLUTION NO 2026-112

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA, APPROVING TASK ASSIGNMENT NO. EIGHT (8) PURSUANT TO THE CONTINUING CONTRACT WITH A VENDOR, PASSERO ASSOCIATES, LLC, A FLORIDA LIMITED LIABILITY COMPANY, TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE REPAIR OF ROOF PANELS AND SUBSTRUCTURE ON HANGARS 1 AND 2 AT THE LAKE CITY GATEWAY AIRPORT; RECOGNIZING TASK ASSIGNMENT NO. EIGHT (8) IS ALSO LABELED BY SAID VENDOR AS VENDOR'S WORK AUTHORIZATION NO 26-37A; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID TASK ASSIGNMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID TASK ASSIGNMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID TASK ASSIGNMENT; AUTHORIZING THE CITY MANAGER WITH THE CONSENT OF THE CITY ATTORNEY TO MAKE MINOR CHANGES TO THE SCOPE OF WORK OF THE TASK ASSIGNMENT PROVIDED SUCH CHANGES DO NOT INCREASE THE QUOTED PRICE IN THE TASK ASSIGNMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City (the "City") owns and operates the Lake City Gateway Airport (the "Airport"); and

WHEREAS, pursuant to City Council Resolution No 2022-091 the City of Lake City, Florida ("the "City") and Passero Associates, LLC., a Florida limited liability company, (the "Vendor") entered into that certain continuing contract for engineering services (the "Continuing Contract"); and

WHEREAS, the City has been awarded the Florida Department of Commerce Rural Infrastructure Fund Grant to support the repair of roof panels and substructure on Hangars 1 and 2 at the Airport (the "Project"); and

WHEREAS, under this agreement the Vendor will provide professional services for the Project, including replacement of the existing roofing systems on Hangars 1 and 2 at the Airport (the "Services"); and

WHEREAS, the Continuing Contract provides the Vendor shall provide services to the City only when requested and authorized in writing by the City; and

WHEREAS, each request from the City to the Vendor for services shall be for a specific project with the scope of the work defined by and embodied in a separate task assignment; and

WHEREAS, the City Council desires to enter into that certain Task Assignment No. Eight (8) – designed as Work Authorization No. 26-37A by the Vendor – pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project, in accordance with the terms and conditions of such task assignment set forth in Vendor's proposal (the "Proposal"), a copy of which is attached as an Exhibit hereto; and

WHEREAS, entering into an agreement between the City and the Vendor for the scope of work set forth in the Proposal attached hereto (the "Agreement") pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project is in the public interest and in the interests of the City; and

WHEREAS, the City Council desires the City Manager, with the consent of the City Attorney, be authorized to consent to minor changes to the scope of work of the Agreement provided such changes do not increase the quoted price of the Agreement; now therefore

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

1. Approving the Agreement pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project is in the public or community interest and for public welfare; and

2. In furtherance thereof, the Agreement containing the material terms of the Proposal and the Continuing Contract should be and is approved by the City Council of the City of Lake City; and

3. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and

4. The Mayor of the City of Lake City is authorized and directed to execute on behalf of and bind the City to the terms of the Agreement; and

5. The City Manager, with the consent of the City Attorney, is authorized to agree to minor changes to the scope of work of the Agreement provided such changes do not increase the quoted price of the Agreement; and

6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and

7. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

City of Lake City, Florida

Lake City Gateway Airport / LCQ

Hangars 1 & 2 Roof Replacement

Professional Services Consisting of Design, Bidding and Construction Administration in association with
Florida Department of Commerce Rural Infrastructure Fund Grant No. D0337

For

Lake City Gateway Airport (LCQ)

by

Passero Associates, LLC

(Passero Project No. 20070044.A037)

Work Authorization 26-37A

Date: REV. September 17, 2026

EXHIBIT TO RESOLUTION

Work Authorization 26-37A
LCQ Hangars 1 & 2 Roof Replacement
Professional Services Consisting of Design and Bidding
Lake City Gateway Airport (LCQ), Lake City, Florida

Passero Associates (PA or Consultant) agrees to perform the following services, in accordance with the terms and conditions of this Work Authorization and the Continuing Services Agreement for Professional Engineering Services with the City of Lake City (Client or City), dated October 1, 2022, of which all terms and conditions are incorporated herein by reference.

Project Location: Lake City Gateway Airport (LCQ), 3524 East US Highway 90, Lake City, Florida 32055.

Project Description: The project consists of replacement of the existing roofing systems (roof panels and substructure) on Hangars 1 and 2 at the Lake City Gateway Airport, leased to AAR Airframe MRO, funded under Florida Department of Commerce Rural Infrastructure Fund Grant No. D0337.

Work is anticipated to include demolition and disposal of the existing roof system (generally consisting of metal roof panels and purlins), and installation of a new 24-gauge standing seam metal roof system supported on new light-gauge metal purlins spanning the existing rigid frames (the replacement is intended as an "in-kind" replacement). The project will utilize a delegated design approach for the roof deck, purlins and associated connections. *See Attachment B, Reference Documents.*

The Consultants Scope of Work is generally defined as professional design, bidding and construction administration services and is covered in more detail under Attachment A – Scope of Work.

City Manager: Don Rosenthal
Airport Director: Chad Gomes
PA Project Manager: Justin Vollenweider, AIA, Vice President

Basic Services Compensation and Method of Payment (Lump Sum) $83,340

Schedule: Services to begin upon receipt of a fully executed Work Authorization and Notice-to-Proceed from the City.
Meetings: See Attachment A, Scope of Work.
Deliverables: See Attachment A, Scope of Work.

"Client"
City of Lake City, Florida

By: _____

Noah Walker, Mayor
Name & Title

Date: _____

ATTEST:

By: _____

_____
Typed Name & Title

Date: _____

"Consultant"
Passero Associates, LLC

By: _____

Bradley J. Wente, PE, President
Name & Title

Date: _____

ATTEST:

By: _____

Angela Witt, Sr. Grants/Contracts Administrator
Typed Name & Title

Date: _____

Attachment A - Scope of Work

LCQ Hangars 1 & 2 Roof Replacement
Professional Services Consisting of Design, Bidding, and Construction Administration

Lake City Gateway Airport (LCQ), Lake City, Florida

1. Project Description

The project consists of replacement of the existing roof systems (roof panels and substructure) on Hangars 1 and 2 at the Lake City Gateway Airport, leased to AAR Airframe MRO, funded under Florida Department of Commerce Rural Infrastructure Fund Grant No. D0337.

Work is anticipated to include demolition and disposal of the existing roof system (generally consisting of metal roof panels and purlins), and installation of a new 24-gauge standing seam metal roof system supported on new light-gauge metal purlins spanning the existing rigid frames (the replacement is intended as an "in-kind" replacement). The project will utilize a delegated design approach for the roof deck, purlins and associated connections. *See Attachment B, Reference Documents.*

The Consultants Scope of Work is generally defined as professional design, bidding and construction administration services and is as follows.

2. Basic Services

Passero Associates (Consultant) will provide the following basic services to assist the City of Lake City (Sponsor) with professional services related to the LCQ Hangars 1 & 2 roof replacement:

A. Project Management, Coordination and Grant Administration Assistance

- Coordinate with the City, the airport, and the tenant (AAR) regarding access, sequencing, and operational constraints during design and construction.
- Coordinate grant compliance requirements with the City as they relate to the design and bidding deliverables required under Grant No. D0337.

B. Preliminary Design

- Create conceptual drawings based on the documents created by C4 Design, dated June 2, 2026.
- Research applicable local and state building codes and regulations.
- Meeting with client to review preliminary documents and confirm final scope of work and recommended repairs/modifications.
- Revisions to preliminary documents based on client input.

C. Final Design (Construction Documents)

Passero, as Architect and Engineer of Record, will prepare construction documents for the roof replacement, signed and sealed by a Florida-licensed Professional Architect and Structural Engineer. The documents will include:

- Roof demolition and replacement plans, building sections, and connection and flashing details, as required.
- Project specifications establishing materials, performance, and quality requirements.
- Establish structural design criteria, performance requirements, loading criteria, wind uplift, connection design parameters and other related requirements necessary for the delegated design of the roof deck (and diaphragm), purlins and associated connections.
- **Delegated Structural Design Criteria Clarifications:**
  - Structural engineering, analysis, sizing, detailing, and final design of the roof deck, purlins and associated connections shall be performed by the Contractor's Florida-Licensed engineer.
  - Contractor shall submit signed and sealed delegated design calculations, drawings, and supporting documentation demonstrating compliance with contract documents for review by the Engineer of Record.
- Factory Mutual submittal requirements, including FM approval, RoofNav assembly documentation, Contractor's Package, and Checklist for Roofing System (Form X2688), and the required FM roof zone classifications (1-135, 1-165, and 1-210).

- Systems specified shall meet Florida Product Approval requirements for the roof panel system and components. (it is the contractor's responsibility to submit product approvals for submitted systems)
- Owner to provide documents related to the fire suppression project (by others). Passero shall review the documentation provided solely to assess potential impacts to the roof replacement project and existing building structure. Based on this review, Passero will provide recommendations to the Owner regarding the need for additional structural evaluation, if warranted. This scope excludes the design, analysis, detailing, or verification of any fire suppression system or associated structural modifications.

Permitting Support

- Contractor is responsible to apply and submit for permit. Architect will assist contractor by providing applicable permit documents created by architect generally including: plans, specifications and energy analysis (ComCheck), if applicable.
- Respond to comments from the building official and fire marshal during the permit review process.

D. Bidding Phase Services

- Prepare the "advertisement for bids" and assist the City with the legal advertisement and tracking of contract document holders, consistent with applicable Florida procurement requirements.
- Respond to bidder questions by addendum as required.
- Attend a pre-bid conference and prepare and distribute minutes to attendees and document holders.
- Assist the City at the bid opening, review bids for conformance with the contract documents, and review the apparent low bidder's qualifications and references.
- Prepare a bid tabulation and a recommendation of award or rejection of bids for the City's use.
- Prepare conformed contract documents and coordinate execution, and assist the City with issuance of the Notice-to-Proceed.

E. Construction Administration *(Assumed 8-month construction period)*

- Process of Submittals, including receipt, review of, and appropriate action on Shop Drawings.
  - Review delegated design submittals, including structural calculations and signed/sealed drawings, for conformance with the design criteria established in the Contract Documents.
- Distribution of submittals to Client and Contractor, as required.
- Review, preparation, and distribution of Client-requested changes in Scope of Work (Change Orders).
- Preparation, reproduction, and distribution of supplemental drawings or interpretations in response to requests for clarification by Contractor(s) or the Client.
- Certification of Contractor's monthly application for payment.
- Site Visits/Meetings: A total of nine (9) site visits are assumed, as follows:
  - Attend one (1) pre-construction meeting.
  - Attend field meetings, and as requested by Client (six (6) meetings assumed).
  - Field Reports (documenting observations during site visits) will be provided following site visits, as applicable.
  - Final punch-list inspection.
  - One (1) Project Completion/Closeout inspection and report necessary to close out grant.
  - *Additional site visits can be provided at $1,250 per visit.*
- Assist Client with Project Closeout requirements.
- Review and Comment on contractor's closeout manual/O&M and warranty documents.
- Review contractor provided as-builts.

3. Other Considerations and Exclusions

A. The following are excluded from the basic professional services. If during the project any of these services are required, Passero will identify the associated costs.
- Any item not explicitly outlined herein.
- Structural repairs of deficiencies or unforeseen conditions that arise during subsequent assessments or construction are not included.
- Field visits related to structural work are not included (field visits to obtain information on existing diaphragm layout and member sizes). It is assumed the contractor's delegated design engineer will visit the site as needed to obtain the information they require for their design.
- Diaphragm loads to individual elements are excluded and will need to be determined by the contractor's delegated design engineer.
- Final structural construction details and calculations are not included.
- It is assumed the new roof system will be limited to no greater than 5 percent heavier than the existing roof system (to avoid code required structural evaluation of entire structure). If the contractor's design includes increasing the weight of the roof system by more than 5 percent, it is assumed the contractor's delegated design engineer will analyze the supporting structure (roof trusses, truss columns, foundations, etc.) and determine if it is adequate to support the additional load.
- Hazardous materials and asbestos consultation, identification, testing, or abatement design. The existing roof may contain regulated materials; survey and abatement design, if required, will be performed by others or added as an Additional Service.
- Environmental testing and auditing.
- Mechanical, electrical, and plumbing design or modifications.
- Modifications to existing hangar doors.
- Civil, site, grading, drainage, and utility design.
- Geotechnical and subsurface investigation.
- Special inspections and construction materials testing, other than preparation of the statement of special inspections. Threshold inspection, if applicable, by others.
- Commissioning services.
- LEED certification and approval process.
- Payment of any utility, permit, plan review, or agency fees.
- Record documents and CAD files, unless otherwise included herein.
- Consultants review of delegated design submittals is intended solely to assess conformance with the design criteria established in the Contract Documents and shall not constitute a detailed review, verification, or approval of the delegated design calculations, engineering, or code compliance.

B. The City is responsible for providing complete and accurate project data in a timely manner as requested by the Consultant, including available record drawings and archives. The Consultant is not responsible for data that is not provided in the course of this Agreement.

C. Clarification of Responsibility:
- The City acknowledges and confirms that the Contractor, in accordance with the Contract Documents, is solely responsible for the completion of the Project in a quality and timely manner. Passero Associates' (Consultant's) construction administration work tasks for the Project are limited to those specified in this Work Order.
- The City acknowledges and confirms that at no time will Passero Associates' responsibilities include supervision or direction of the actual work by the Contractor or its employees, subcontractors or suppliers.
- The City confirms that the Contractor is aware that neither the approval of contractor shop drawings nor the presence of Passero field representatives nor the observation of the work by Passero representatives shall excuse the Contractor in any way from defects discovered in the Work.
- The City acknowledges and confirms that the Contractor is responsible for project site safety. Passero staff will not control, direct or be responsible for construction means, methods, techniques, sequences (other than specified in the Construction Phasing Plan) or procedures in connection with the Contractor's work.

4. Schedule

Upon receipt of the Notice-to-Proceed from the City, the Consultant will immediately begin work. The schedule will be coordinated with the City to support the grant period and reimbursement requirements of Grant No. D0337, including timely completion of design (4-6 weeks from Notice to Proceed).

5. Fee Summary

Passero Associates (PA) will provide professional services for the scope of work above for a fee of **$83,340 (Eighty-Three Thousand Three Hundred Forty Dollars and Zero Cents)**, unless there is a change in scope, complexity, character, or duration of the work to be performed by the Consultant. The fee is summarized below.

	Fee Schedule Summary	
2.A	Project Management, Coordination, and Grant Administration Assistance	$14,080
2.B	Preliminary Design	$9,560
2.C	Final Design	$20,160
2.D	Bidding Phase Services	$9,940
2.E	Construction Administration	$29,600
	Subtotal, Basic Services	**$83,340**
	Estimated Expenses	*Included*
	Total Professional Services Fee	**$83,340**

End of Scope of Services

Attachment B - Reference Documents

Lake City Gateway Airport (LCQ) Hangars 1 & 2 Roof Replacement

The following documents are referenced in this Work Authorization and are provided under separate cover:

- C4 Design, AAR Airframe MRO Hangar 1 & 2 Roof Replacement, bid set dated June 2, 2026.
- Factory Mutual wind criteria correspondence (AAR / City of Lake City), dated June 4, 2026.
- Executed Grant Agreement No. D0337, State of Florida Department of Commerce and City of Lake City.

File Attachments for Item:

7. City Council Resolution No. 2026-113 - A resolution of the City of Lake City, Florida, approving vendor's Work Authorization No 26-41 as Task Assignment No. Nine (9) pursuant to the continuing contract with Passero Associates, LLC, a Florida Limited Liability Company, to provide professional engineering services to support the Lake City Gateway Airport in an administrative amendment to the Stormwater Pollution Prevention Plan; making findings of fact in support of the City approving said Task Assignment; recognizing the authority of the Mayor to execute and bind the City to said Task Assignment; directing the Mayor to execute and bind the City to said Task Assignment; authorizing the City Manager with the consent of the City Attorney to make minor changes to the scope of work of the Task Assignment provided such changes do not increase the quoted price in the Task Assignment; repealing all prior resolutions in conflict; and providing an effective date.

MEETING DATE

CITY OF LAKE CITY
Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT:

DEPT / OFFICE:

Originator: Chad Gomes		
City Manager Don Rosenthal	**Department Director** Chad Gomes	**Date** 8/25/2026

Recommended Action:
Approve TA#9 for Passero to initiate SWPPP

Summary Explanation & Background:

Passero to complete Storm Water Pollution Prevention Plan (SWPPP) for Lake City Gateway Airport WO #26-41

Alternatives:
N/A

Source of Funds:
Lake City Gateway Airport

Financial Impact:
$2160

Exhibits Attached:
Exhibit A

CM/rrp
09/16/2026

RESOLUTION NO 2026-113

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA, APPROVING VENDOR'S WORK AUTHORIZATION NO 26-41 AS TASK ASSIGNMENT NO. NINE (9) PURSUANT TO THE CONTINUING CONTRACT WITH PASSERO ASSOCIATES, LLC, A FLORIDA LIMITED LIABILITY COMPANY, TO PROVIDE PROFESSIONAL ENGINEERING SERVICES TO SUPPORT THE LAKE CITY GATEWAY AIRPORT IN AN ADMINISTRATIVE AMENDMENT TO THE STORMWATER POLLUTION PREVENTION PLAN; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID TASK ASSIGNMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID TASK ASSIGNMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID TASK ASSIGNMENT; AUTHORIZING THE CITY MANAGER WITH THE CONSENT OF THE CITY ATTORNEY TO MAKE MINOR CHANGES TO THE SCOPE OF WORK OF THE TASK ASSIGNMENT PROVIDED SUCH CHANGES DO NOT INCREASE THE QUOTED PRICE IN THE TASK ASSIGNMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City (the "City") owns and operates the Lake City Gateway Airport (the "Airport"); and

WHEREAS, pursuant to City Council Resolution No 2022-091 the City of Lake City, Florida ("the "City") and Passero Associates, LLC., a Florida limited liability company, (the "Vendor") entered into that certain continuing contract for engineering services (the "Continuing Contract"); and

WHEREAS, the Airport requires an administrative amendment to the Stormwater Pollution Prevention Plan (the "SWPPP"), last updated by the Vendor in September 2025 (the "Project"); and

WHEREAS, under this agreement the Vendor will provide professional services for the Project, with the scope limited to administrative document revisions (the "Services"); and

WHEREAS, the Continuing Contract provides the Vendor shall provide services to the City only when requested and authorized in writing by the City; and

WHEREAS, each request from the City to the Vendor for services shall be for a specific project with the scope of the work defined by and embodied in a separate task assignment; and

WHEREAS, the City Council desires to enter into that certain Task Assignment No. Nine (9) – designed as Work Authorization No. 26-41 by the Vendor – pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project, in accordance with the terms and conditions of such task assignment set forth in Vendor's proposal (the "Proposal"), a copy of which is attached as an Exhibit hereto; and

WHEREAS, the City Council desires the City Manager, with the consent of the City Attorney, be authorized to consent to minor changes to the scope of work of the Proposal provided such changes do not increase the quoted price of the Proposal; and

WHEREAS, entering into an agreement between the City and the Vendor for the scope of work set forth in the Proposal attached hereto (the "Agreement") pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project, and allowing the City Manager to conditionally consent to minor changes to the scope of work of same are in the public interest and in the interests of the City; now therefore

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

1. Approving the Agreement pursuant to the Continuing Contract with the Vendor for the Services in furtherance of the Project, and allowing the City Manager to conditionally consent to minor changes to the scope of work of same are in the public or community interest and for public welfare; and

2. In furtherance thereof, the Agreement containing the material terms of the Proposal and the Continuing Contract should be and is approved by the City Council of the City of Lake City; and

3. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and

4. The Mayor of the City of Lake City is authorized and directed to execute on behalf of and bind the City to the terms of the Agreement; and

5. The City Manager, with the consent of the City Attorney, is authorized to agree to minor changes to the scope of work of the Agreement provided such changes do not increase the quoted price of the Agreement; and

6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and

7. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

Docusign Envelope ID: 002253ED-886D-898D-8106-22860C609BE9

City of Lake City

Lake City Gateway Airport

Stormwater Pollution Prevention Plan

Administrative Amendment Services

by

Passero Associates, LLC

(PA Project No. 20070044.0041)

Work Order 26-41

EXHIBIT TO RESOLUTION

Docusign Envelope ID: 002253ED-886D-898D-8106-22860C609BE9

Work Order 26-41
Stormwater Pollution Prevention Plan
Lake City Gateway Airport, Lake City, Florida

PASSERO ASSOCIATES, LLC (PA or "Consultant") agrees to perform the following services, in accordance with the terms and conditions of this Supplemental Agreement and the Contract for Professional Airport Engineering Services, dated October 1, 2022, with the of City of Lake City (City or "Client"), all of which terms and conditions are incorporated herein by reference:

Project Location: Lake City Gateway Airport, 3524 East US Highway 90, Lake City, Florida, 32055

Project Description: Provide professional environmental documentation services for a limited administrative amendment to the Lake City Gateway Airport Stormwater Pollution Prevention Plan, last updated by Passero in September 2025. Passero's scope shall include review of the information provided by AAR, including the updated NOI and related operator/contact information, and preparation of revised SWPPP pages or an amendment memorandum to reflect the name/operator change from HAECO to AAR within the applicable tenant-specific sections, tables, responsible party information, inspection forms, and revision log. Based on AAR's written confirmation that facility operations, drainage patterns, outfalls, storage areas, stormwater controls, and BMPs remain unchanged from the September 2025 SWPPP update, this scope is limited to administrative document revisions only. Site inspections, sampling, monitoring review, BMP effectiveness evaluation, FDEP coordination, permit submittals, and preparation of a full SWPPP rewrite are not included unless separately authorized.

Scope of Basic Services: Administrative Phase Services.

Scope of Special Services: None.

City Manager: Mr. Don Rosenthal

Airport Director: Mr. Chad Gomes

PA Program Manager: Mr. Bradley Wente, P.E.

PA Client Manager: Mr. Bruce Bradley, P.E.

Basic Services Compensation and Method of Payment - Design: Lump Sum Not-to-Exceed: $2,160.00

Basic Services Compensation and Method of Payment - Bidding: Lump Sum Not-to-Exceed: $0.00

Total Project Cost (See Exhibit B Fee Schedule): Lump Sum Not-to-Exceed: $2,160.00

Schedule: Services begin upon receipt of the fully executed Work Order from the Client.

Meetings: None.

Deliverables: One (1) digital Stormwater Pollution Prevention Plan.

"Client" - City of Lake City

By: _____
Noah Walker, Mayor
Typed Name, (Title)

ATTEST:
BY: _____

Audrey Sikes, City Clerk
Name, (Title)

Date: _____

"Consultant" – Passero Associates, LLC

By: Bradley J. Wente
Bradley Wente, President
Typed Name, (Title)

ATTEST:
BY: Angela M. Witt

Angela Witt, Sr. Grants/Contracts Administrator
Name, (Title)

Date: August 21, 2026

File Attachments for Item:

8. City Council Resolution No. 2026-114 - A resolution of the City of Lake City, Florida approving that certain agreement between the City and the State of Florida Department of Transportation for administration of grant funds from the State of Florida Department of Transportation Public Transportation Grant Program to support the City in procuring an up-to-date property inventory map essential for maintaining airport compliance; making certain findings of fact in support of the City approving said agreement; recognizing said grant requires a funding match from the City in the amount of up to one thousand eight hundred dollars ($1,800); directing the City's Finance Department to earmark and set aside funds in the amount of one thousand eight hundred dollars ($1,800) as the City's required matching funds recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

MEETING DATE

CITY OF LAKE CITY
Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: FDOT PTGA

DEPT / OFFICE: Airport

Originator: Chad Gomes		
City Manager Don Rosenthal	**Department Director** Chad Gomes	**Date** 8/26/2026

Recommended Action:

Approve the PTGA 411574-9-94-01 with the FDOT, allowing the City to accept awarded funds and commit the required City matching share for the FAA mandated Exhibit A update.

Summary Explanation & Background:

The Federal Aviation Administration requires airports to maintain an up-to-date Exhibit A—an official property inventory map documenting airport land ownership, easements, encumbrances, and related property details. Updating Exhibit A is essential for maintaining airport compliance and continued eligibility for federal and state aviation funding.

FDOT has awarded the City a Public Transportation Grant Agreement to complete the FAA Exhibit A update (Project PFL0014626). The project includes consultant services, surveying, data acquisition, and preparation of the final Exhibit A documents in accordance with FAA Order 5100.38 and AC 150/5100-17.

Alternatives:

Not accept the Grant.

Source of Funds:

FAA: $81,000.00
FDOT: $7,200.00
Lake City Gateway Airport: $1,800.00

Financial Impact:

$1,800.00

Exhibits Attached:

Draft PTGA (411574-9) FAA Exhibit A Update; Exhibit E4-Energy Policy Goals Reporting

CM/rrp
09/15/2026

RESOLUTION NO 2026 - 114

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN AGREEMENT BETWEEN THE CITY AND THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION FOR ADMINISTRATION OF GRANT FUNDS FROM THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION PUBLIC TRANSPORTATION GRANT PROGRAM TO SUPPORT THE CITY IN PROCURING AN UP-TO-DATE PROPERTY INVENTORY MAP ESSENTIAL FOR MAINTAINING AIRPORT COMPLIANCE; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID AGREEMENT; RECOGNIZING SAID GRANT REQUIRES A FUNDING MATCH FROM THE CITY IN THE AMOUNT OF UP TO ONE THOUSAND EIGHT HUNDRED DOLLARS ($1,800); DIRECTING THE CITY'S FINANCE DEPARTMENT TO EARMARK AND SET ASIDE FUNDS IN THE AMOUNT OF ONE THOUSAND EIGHT HUNDRED DOLLARS ($1,800) AS THE CITY'S REQUIRED MATCHING FUNDS; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida Department of Transportation (the "FDOT") administers certain grant funds through the Public Transportation Grant program that may be accessed by the City of Lake City (the City"); and

WHEREAS, the FDOT has awarded the City certain grant funds in the amount not-to-exceed seven thousand two hundred dollars ($7,200) (the "Awarded Funds") as set forth in FDOT Project No. 411574-9-94-01 (the "Agreement"); and

WHEREAS, the City will use the Awarded Funds for the update of property inventory maps essential for maintaining airport compliance and continued eligibility for federal and state aviation funding (the "Project"); and

WHEREAS, the Federal Aviation Administration is committed to contributing up to eighty-one thousand dollars ($81,000.00) in furtherance of the Project; and

WHEREAS, the City is required to contribute an amount not exceeding one thousand eight

hundred dollars ($1,800.00) in matching funds (the "Matching Funds") to complete the project; and

WHEREAS, the FDOT and the City desire to enter into that certain contract to govern administration of the Awarded Funds by adopting the terms of the Agreement, in the form attached hereto; and

WHEREAS, accepting the Awarded Funds by adopting and executing the Agreement and earmarking and setting aside the Matching Funds is in the public interest and in the interests of the City; now therefore

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

1. Accepting the Awarded Funds by adopting and executing the Agreement is in the public or community interest and for public welfare; and

2. In furtherance thereof, the Agreement in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and

3. Setting aside and earmarking the Matching Funds in furtherance of funding the Project is in the public interest and in the interests of the City; and

4. In furtherance thereof, the City's finance department is directed to set aside and earmark the Matching Funds for use as the City's required funding match pursuant to the terms of the Agreement; and

5. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and

6. The Mayor of the City of Lake City is authorized to execute on behalf of and bind the City to the terms of the Agreement; and

7. The Mayor of the City of Lake City is directed to execute on behalf of and bind the City to the terms of the Agreement; and

8. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and

9. This resolution shall become effective and enforceable upon final passage by the City

Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

PUBLIC TRANSPORTATION GRANT AGREEMENT

Form 725-000-01
STRATEGIC DEVELOPMENT
OGC 10/25

Financial Project Number(s): (item-segment-phase-sequence)		Fund(s):	DPTO, FAA, LF	FLAIR Category:	088719
411574-9-94-01		Work Activity Code/Function:	215	Object Code:	751000
		Federal Award Identification Number (FAIN) – Transit only:	N/A	Org. Code:	55022020228
Contract Number:		Federal Award Date:	N/A	Vendor Number:	VF596000352002
CFDA Number:	N/A	Agency UEI Number:			
CFDA Title:	N/A				
CSFA Number:	N/A				
CSFA Title:	N/A				

THIS PUBLIC TRANSPORTATION GRANT AGREEMENT ("Agreement") is entered into _____, by and between the State of Florida, Department of Transportation, ("Department"), and City of Lake City, ("Agency"). The Department and the Agency are sometimes referred to in this Agreement as a "Party" and collectively as the "Parties."

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

1. **Authority.** The Agency, by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D", Agency Resolution** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section(s) 332.007, Florida Statutes, to enter into this Agreement.

2. **Purpose of Agreement.** The purpose of this Agreement is to provide for the Department's participation in the FAA EXHIBIT A UPDATE AT LAKE CITY AIRPORT PFL0014626, as further described in **Exhibit "A", Project Description and Responsibilities**, attached and incorporated into this Agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.

3. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

   _ **Aviation**
   _ **Seaports**
   _ **Transit**
   _ **Intermodal**
   _ **Rail Crossing Closure**
   X **Match to Direct Federal Funding** (Aviation or Transit)
   (Note: Section 15 and Exhibit G do not apply to federally matched funding)
   _ **Other**

4. **Exhibits.** The following Exhibits are attached and incorporated into this Agreement:

   X Exhibit A: Project Description and Responsibilities
   X Exhibit B: Schedule of Financial Assistance
   _ *Exhibit B1: Deferred Reimbursement Financial Provisions
   _ *Exhibit B2: Advance Payment Financial Provisions
   _ *Exhibit B3: Alternative Advanced Pay (Transit Bus Program)
   X *Exhibit C: Terms and Conditions of Construction
   X Exhibit D: Agency Resolution
   X Exhibit E: Program Specific Terms and Conditions
   X Exhibit E1: Prohibition Based on Health Care Choices
   _ Exhibit E2: Exterior Vehicle Wrap, Tinting, Paint, Marketing and Advertising (Transit)

X Exhibit E3: Geoengineering and Weather Modification Reporting (Aviation)
X Exhibit E4: Energy Policy Goals Reporting
X Exhibit F: Contract Payment Requirements
__ *Exhibit G: Audit Requirements for Awards of State Financial Assistance
__ *Exhibit H: Audit Requirements for Awards of Federal Financial Assistance
__ *Exhibit I: Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor
__ *Additional Exhibit(s):

*Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

5. **Time.** Unless specified otherwise, all references to "days" within this Agreement refer to calendar days.

6. **Term of Agreement.** This Agreement shall commence upon full execution by both Parties ("Effective Date") and continue through September 30, 2028. If the Agency does not complete the Project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed prior to the Effective Date or after the expiration date of this Agreement will not be reimbursed by the Department.

   a. __ If this box is checked the following provision applies:

   Unless terminated earlier, work on the Project shall commence no later than the __ day of __, or within __ days of the issuance of the Notice to Proceed for the construction phase of the Project (if the Project involves construction), whichever date is earlier. The Department shall have the option to immediately terminate this Agreement should the Agency fail to meet the above-required dates.

7. **Amendments, Extensions, and Assignment.** This Agreement may be amended or extended upon mutual written agreement of the Parties. This Agreement shall not be renewed. This Agreement shall not be assigned, transferred, or otherwise encumbered by the Agency under any circumstances without the prior written consent of the Department.

8. **Termination or Suspension of Project.** The Department may, by written notice to the Agency, suspend any or all of the Department's obligations under this Agreement for the Agency's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

   a. Notwithstanding any other provision of this Agreement, if the Department intends to terminate the Agreement, the Department shall notify the Agency of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

   b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.

   c. If the Agreement is terminated before performance is completed, the Agency shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Agency.

   d. In the event the Agency fails to perform or honor the requirements and provisions of this Agreement, the Agency shall promptly refund in full to the Department within thirty (30) days

of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.

e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Agency to comply with the Public Records provisions of Chapter 119, Florida Statutes.

9. Project Cost:

a. The estimated total cost of the Project is $90,000. This amount is based upon **Exhibit "B", Schedule of Financial Assistance**. The timeline for deliverables and distribution of estimated amounts between deliverables within a grant phase, as outlined in **Exhibit "B", Schedule of Financial Assistance**, may be modified by mutual written agreement of the Parties and does not require execution of an **Amendment to the Public Transportation Grant Agreement**. The timeline for deliverables and distribution of estimated amounts between grant phases requires an amendment executed by both Parties in the same form as this Agreement.

b. The Department agrees to participate in the Project cost up to the maximum amount of $7,200 and, the Department's participation in the Project shall not exceed 8.00% of the total eligible cost of the Project, and as more fully described in **Exhibit "B'', Schedule of Financial Assistance**. The Agency agrees to bear all expenses in excess of the amount of the Department's participation and any cost overruns or deficits involved.

10. Compensation and Payment:

a. Eligible Cost. The Department shall reimburse the Agency for allowable costs incurred as described in **Exhibit "A"**, **Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**.

b. Deliverables. The Agency shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A", Project Description and Responsibilities**. Modifications to the deliverables in **Exhibit "A", Project Description and Responsibilities** requires a formal written amendment.

c. Invoicing. Invoices shall be submitted no more often than monthly by the Agency in detail sufficient for a proper pre-audit and post-audit, based on the quantifiable, measurable, and verifiable deliverables as established in **Exhibit "A", Project Description and Responsibilities**. Deliverables and costs incurred must be received and approved by the Department prior to reimbursement. Requests for reimbursement by the Agency shall include an invoice, progress report, and supporting documentation for the deliverables being billed that are acceptable to the Department. The Agency shall use the format for the invoice and progress report that is approved by the Department.

d. Supporting Documentation. Supporting documentation must establish that the deliverables were received and accepted in writing by the Agency and must also establish that the required minimum standards or level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A", Project Description and Responsibilities** has been met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F", Contract Payment Requirements**.

e. Travel Expenses. The selected provision below is controlling regarding travel expenses:

X Travel expenses are NOT eligible for reimbursement under this Agreement.

__ Travel expenses ARE eligible for reimbursement under this Agreement. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes, and the most current version of the Department's Disbursement Handbook for Employees and Managers.

f. **Financial Consequences.** Payment shall be made only after receipt and approval of deliverables and costs incurred unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes, or the Department's Comptroller under Section 334.044(29), Florida Statutes. If the Department determines that the performance of the Agency is unsatisfactory, the Department shall notify the Agency of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Agency shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Agency will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Agency will not be reimbursed. If the deficiency is subsequently resolved, the Agency may bill the Department for the amount that was previously not reimbursed during the next billing period. If the Agency is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.

g. **Invoice Processing**. An Agency receiving financial assistance from the Department should be aware of the following time frames. Inspection or verification and approval of deliverables shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the deliverables are received, inspected or verified, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices that have to be returned to an Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agency who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

h. **Records Retention.** The Agency shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the Project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.

i. **Progress Reports.** Upon request, the Agency agrees to provide progress reports to the Department in the standard format used by the Department and at intervals established by the

Department. The Department will be entitled at all times to be advised, at its request, as to the status of the Project and of details thereof.

j. **Submission of Other Documents.** The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department may require as listed in **Exhibit "E", Program Specific Terms and Conditions** attached to and incorporated into this Agreement.

k. **Offsets for Claims.** If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement that it has with the Agency owing such amount if, upon written demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.

l. **Final Invoice.** The Agency must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.

m. **Department's Performance and Payment Contingent Upon Annual Appropriation by the Legislature.** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, a notice of availability of funds from the Department's project manager must be received prior to costs being incurred by the Agency. See **Exhibit "B", Schedule of Financial Assistance** for funding levels by fiscal year. Project costs utilizing any fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.

n. **Limits on Contracts Exceeding $25,000 and Term more than 1 Year.** In the event this Agreement is in excess of $25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

> "The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of $25,000 and which have a term for a period of more than 1 year."

o. **Agency Obligation to Refund Department.** Any Project funds made available by the Department pursuant to this Agreement that are determined by the Department to have been expended by the Agency in violation of this Agreement or any other applicable law or regulation shall be promptly refunded in full to the Department. Acceptance by the Department of any documentation or certifications, mandatory or otherwise permitted, that the Agency files shall not constitute a waiver of the Department's rights as the funding agency to verify all information at a later date by audit or investigation.

p. **Non-Eligible Costs.** In determining the amount of the payment, the Department will exclude all Project costs incurred by the Agency prior to the execution of this Agreement, costs incurred after the expiration of the Agreement, costs that are not provided for in **Exhibit "A"**, **Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**, costs agreed to be borne by the Agency or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangement that has not been approved in writing by the Department. Specific unallowable costs may be listed in **Exhibit "A"**, **Project Description and Responsibilities.**

11. **General Requirements.** The Agency shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement and all applicable laws.

a. **Necessary Permits Certification.** The Agency shall certify to the Department that the Agency's design consultant and/or construction contractor has secured the necessary permits.

b. **Right-of-Way Certification.** If the Project involves construction, then the Agency shall provide to the Department certification and a copy of appropriate documentation substantiating that all required right-of-way necessary for the Project has been obtained. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, even if no right-of-way is required.

c. **Notification Requirements When Performing Construction on Department's Right-of-Way.** In the event the cost of the Project is greater than $250,000.00, and the Project involves construction on the Department's right-of-way, the Agency shall provide the Department with written notification of either its intent to:

i. Require the construction work of the Project that is on the Department's right-of-way to be performed by a Department prequalified contractor, or

ii. Construct the Project utilizing existing Agency employees, if the Agency can complete said Project within the time frame set forth in this Agreement.

d. __ If this box is checked, then the Agency is permitted to utilize its own forces and the following provision applies: **Use of Agency Workforce.** In the event the Agency proceeds with any phase of the Project utilizing its own forces, the Agency will only be reimbursed for direct costs (this excludes general overhead).

e. __ If this box is checked, then the Agency is permitted to utilize **Indirect Costs: Reimbursement for Indirect Program Expenses** (select one):

i. __ Agency has selected to seek reimbursement from the Department for actual indirect expenses (no rate).

ii. __ Agency has selected to apply a de minimus rate of 15% to modified total direct costs. Note: The de minimus rate is available only to entities that have never had a negotiated indirect cost rate. When selected, the de minimus rate must be used consistently for all federal awards until such time the agency chooses to negotiate a rate. A cost policy statement and de minimis certification form must be submitted to the Department for review and approval.

iii. __ Agency has selected to apply a state or federally approved indirect cost rate. A federally approved rate agreement or indirect cost allocation plan (ICAP) must be submitted annually.

f. **Agency Compliance with Laws, Rules, and Regulations, Guidelines, and Standards.** The Agency shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project.

g. **Claims and Requests for Additional Work.** The Agency shall have the sole responsibility for resolving claims and requests for additional work for the Project. The Agency will make best efforts to obtain the Department's input in its decisions. The Department is not obligated to reimburse for claims or requests for additional work.

12. Contracts of the Agency:

a. **Approval of Third Party Contracts.** The Department specifically reserves the right to review and approve any and all third party contracts with respect to the Project before the Agency executes or obligates itself in any manner requiring the disbursement of Department funds, including consultant and purchase of commodities contracts, or amendments thereto. If the Department chooses to review and approve third party contracts for this Project and the Agency fails to obtain such approval, that shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same. If Federal Transit Administration (FTA) funds are used in the Project, the Department must exercise the right to third party contract review.

b. **Procurement of Commodities or Contractual Services.** It is understood and agreed by the Parties hereto that participation by the Department in a project with the Agency, where said project involves the purchase of commodities or contractual services where purchases or costs exceed the Threshold Amount for CATEGORY TWO per Section 287.017, Florida Statutes, is contingent on the Agency complying in full with the provisions of Section 287.057, Florida Statutes. The Agency's Authorized Official shall certify to the Department that the Agency's purchase of commodities or contractual services has been accomplished in compliance with Section 287.057, Florida Statutes. It shall be the sole responsibility of the Agency to ensure that any obligations made in accordance with this Section comply with the current threshold limits. Contracts, purchase orders, task orders, construction change orders, or any other agreement that would result in exceeding the current budget contained in **Exhibit "B", Schedule of Financial Assistance**, or that is not consistent with the Project description and scope of services contained in **Exhibit "A", Project Description and Responsibilities** must be approved by the Department prior to Agency execution. Failure to obtain such approval, and subsequent execution of an amendment to the Agreement if required, shall be sufficient cause for nonpayment by the Department, in accordance with this Agreement.

c. **Consultants' Competitive Negotiation Act.** It is understood and agreed by the Parties to this Agreement that participation by the Department in a project with the Agency, where said project involves a consultant contract for professional services, is contingent on the Agency's full compliance with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. In all cases, the Agency's Authorized Official shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.

d. **Disadvantaged Business Enterprise (DBE) Policy and Obligation.** It is the policy of the Department that DBEs, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement. The Agency and its contractors agree to ensure that DBEs have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBEs

have the opportunity to compete for and perform contracts. The Agency and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

13. **Maintenance Obligations**. In the event the Project includes construction or the acquisition of commodities then the following provisions are incorporated into this Agreement:

    a. The Agency agrees to accept all future maintenance and other attendant costs occurring after completion of the Project for all improvements constructed or commodities acquired as part of the Project. The terms of this provision shall survive the termination of this Agreement.

14. **Sale, Transfer, or Disposal of Department-funded Property:**

    a. The Agency will not sell or otherwise transfer or dispose of any part of its title or other interests in real property, facilities, or equipment funded in any part by the Department under this Agreement without prior written approval by the Department.

    b. If a sale, transfer, or disposal by the Agency of all or a portion of Department-funded real property, facilities, or equipment is approved by the Department, the following provisions will apply:

        i. The Agency shall reimburse the Department a proportional amount of the proceeds of the sale of any Department-funded property.

        ii. The proportional amount shall be determined on the basis of the ratio of the Department funding of the development or acquisition of the property multiplied against the sale amount, and shall be remitted to the Department within ninety (90) days of closing of sale.

        iii. Sale of property developed or acquired with Department funds shall be at market value as determined by appraisal or public bidding process, and the contract and process for sale must be approved in advance by the Department.

        iv. If any portion of the proceeds from the sale to the Agency are non-cash considerations, reimbursement to the Department shall include a proportional amount based on the value of the non-cash considerations.

    c. The terms of provisions “a” and “b” above shall survive the termination of this Agreement.

        i. The terms shall remain in full force and effect throughout the useful life of facilities developed, equipment acquired, or Project items installed within a facility, but shall not exceed twenty (20) years from the effective date of this Agreement.

        ii. There shall be no limit on the duration of the terms with respect to real property acquired with Department funds.

15. **Single Audit.** The administration of Federal or State resources awarded through the Department to the Agency by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or State financial assistance or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Agency shall comply with all audit and audit reporting requirements as specified below.

    Federal Funded:

a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO), or State of Florida Auditor General.

b. The Agency, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement, is subject to the following requirements:

i. In the event the Agency expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Agency must have a Federal single or program-specific audit conducted for such fiscal year in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit "H", Audit Requirements for Awards of Federal Financial Assistance**, to this Agreement provides the required Federal award identification information needed by the Agency to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the Agency must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

ii. In connection with the audit requirements, the Agency shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.

iii. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the Agency is exempt from Federal audit requirements for that fiscal year. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than Federal entities).

iv. The Agency must electronically submit to the Federal Audit Clearinghouse (FAC) at https://harvester.census.gov/facweb/ the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of

30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.

v. Within six months of acceptance of the audit report by the FAC, the Department will review the Agency's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the Agency fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:

1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the Federal award;
4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
5. Withhold further Federal awards for the Project or program;
6. Take other remedies that may be legally available.

vi. As a condition of receiving this Federal award, the Agency shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.

vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

State Funded:

a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Agency's use of state financial assistance may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, the Department of Financial Services (DFS), or State of Florida Auditor General.

b. The Agency, a "nonstate entity" as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Department through this Agreement, is subject to the following requirements:

i. In the event the Agency meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **Exhibit "G", Audit Requirements for Awards of State Financial Assistance,** to this Agreement indicates state financial assistance awarded through the Department by this Agreement needed by the Agency to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Agency shall consider all sources of state financial assistance, including state financial assistance received from the Department by this Agreement, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

ii. In connection with the audit requirements, the Agency shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

iii. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Agency's resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than State entities).

iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405
FDOTSingleAudit@dot.state.fl.us

And

State of Florida Auditor General
Local Government Audits/342
111 West Madison Street, Room 401
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us

v. Any copies of financial reporting packages, reports, or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or

10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

vi. The Agency, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Agency in correspondence accompanying the reporting package.

vii. Upon receipt, and within six months, the Department will review the Agency's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Department by this Agreement. If the Agency fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Department may take appropriate corrective action to enforce compliance.

viii. As a condition of receiving state financial assistance, the Agency shall permit the Department or its designee, DFS, or the Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.

c. The Agency shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, DFS, or State of Florida Auditor General access to such records upon request. The Agency shall ensure that the audit working papers are made available to the Department or its designee, DFS, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

16. Notices and Approvals. Notices and approvals referenced in this Agreement must be obtained in writing from the Parties' respective Administrators or their designees.

17. Restrictions, Prohibitions, Controls and Labor Provisions:

a. Convicted Vendor List. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

b. Discriminatory Vendor List. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier,

subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

c. **Non-Responsible Contractors.** An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied, or have further been determined by the Department to be a non-responsible contractor, may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.

d. **Prohibition on Using Funds for Lobbying.** No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.

e. **Unauthorized Aliens.** The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.

f. **Procurement of Construction Services.** If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and at the time of the competitive solicitation for the Project, 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Agency must comply with the requirements of Section 255.0991, Florida Statutes.

g. **E-Verify.** The Agency shall:

   i. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and

   ii. Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

h. **Projects with Non-profit Organizations.** Pursuant to Section 216.1366. Florida Statutes, if the Agency is a nonprofit organization as defined in Section 215.97(2)(m), Florida Statutes, the Agency shall provide documentation to indicate the amount of state funds:

   i. Allocated to be used during the full term of this Agreement for remuneration to any member of the board of directors or an officer of the Agency

   ii. Allocated under each payment by the Department to be used for remuneration of any member of the board of directors or an officer of the Agency. The documentation must indicate the amounts and recipients of the remuneration.

Such information will be posted by the Department to the Florida Accountability Contract Tracking System maintained pursuant to Section 215.985, F.S., and must additionally be posted to the Agency's website, if the Agency is a non-profit organization and maintains a website. The Agency shall utilize the Department's Form 350-090-19, Compensation to Non-Profits Using State Funds, for purposes of documenting the compensation. The subject Form is required for every contract for services executed, amended, or extended on or after July 1, 2023, with non-profit organizations.

Pursuant to Section 216.1366, F.S., the term:

i. "Officer" means a chief executive officer, chief financial officer, chief operating officer, or any other position performing and equivalent function.
ii. "Remuneration" means all compensation earned by or awarded to personnel, whether paid or accrued, regardless of contingency, including bonuses, accrued paid time off, severance payments, incentive payments, contributions to a retirement plan or in-kind payments, reimbursements, or allowances for moving expenses, vehicles and other transportation, telephone services, medical services, housing and meals.
iii. "State Funds" means funds paid from the General Revenue Fund or any state trust fund, funds allocated by the Federal Government and distributed by the state, or funds appropriated by the Federal Government and distributed by the state, or funds appropriated by the state for distribution through any grant program. The term does not include funds used for the Medicaid program.

i. Design Services and Construction Engineering and Inspection Services. If the Project is wholly or partially funded by the Department and administered by a local governmental entity, except for a seaport listed in Section 311.09, Florida Statutes, or an airport as defined in Section 332.004, Florida Statutes, the entity performing design and construction engineering and inspection services may not be the same entity.

18. Indemnification and Insurance:

a. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Agency guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Agency or any subcontractor, in connection with this Agreement. Additionally, to the extent permitted by law and as limited by and pursuant to the provisions of Section 768.28, Florida Statutes, the Agency shall indemnify, defend, and hold harmless the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency and persons employed or utilized by the Agency in the performance of this Agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the Department's or the Agency's sovereign immunity. This indemnification shall survive the termination of this Agreement. Additionally, the Agency agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this Agreement:

"To the fullest extent permitted by law, the Agency's contractor/consultant shall indemnify, defend, and hold harmless the Agency and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this Agreement."

b. The Agency shall provide Workers' Compensation Insurance in accordance with Florida's Workers' Compensation law for all employees. If subletting any of the work, ensure that the subcontractor(s) and subconsultant(s) have Workers' Compensation Insurance for their employees in accordance with Florida's Workers' Compensation law. If using "leased employees" or employees obtained through professional employer organizations ("PEO's"),

ensure that such employees are covered by Workers' Compensation Insurance through the PEO's or other leasing entities. Ensure that any equipment rental agreements that include operators or other personnel who are employees of independent contractors, sole proprietorships, or partners are covered by insurance required under Florida's Workers' Compensation law.

c. If the Agency elects to self-perform the Project, then the Agency may self-insure. If the Agency elects to hire a contractor or consultant to perform the Project, then the Agency shall carry, or cause its contractor or consultant to carry, Commercial General Liability insurance providing continuous coverage for all work or operations performed under this Agreement. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. The Agency shall cause, or cause its contractor or consultant to cause, the Department to be made an Additional Insured as to such insurance. Such coverage shall be on an "occurrence" basis and shall include Products/Completed Operations coverage. The coverage afforded to the Department as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than $1,000,000 for each occurrence and not less than a $5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under the Agreement, and may not be shared with or diminished by claims unrelated to the Agreement. The policy/ies and coverage described herein may be subject to a deductible and such deductibles shall be paid by the Named Insured. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention unless the Agency is a state agency or subdivision of the State of Florida that elects to self-perform the Project. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, the Department shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The Department shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the Department may have.

d. When the Agreement includes the construction of a railroad grade crossing, railroad overpass or underpass structure, or any other work or operations within the limits of the railroad right-of-way, including any encroachments thereon from work or operations in the vicinity of the railroad right-of-way, the Agency shall, or cause its contractor to, in addition to the insurance coverage required above, procure and maintain Railroad Protective Liability Coverage (ISO Form CG 00 35) where the railroad is the Named Insured and where the limits are not less than $2,000,000 combined single limit for bodily injury and/or property damage per occurrence, and with an annual aggregate limit of not less than $6,000,000. The railroad shall also be added along with the Department as an Additional Insured on the policy/ies procured pursuant to the paragraph above. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, both the Department and the railroad shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The insurance described herein shall be maintained through final acceptance of the work. Both the Department and the railroad shall be notified in writing within ten days of any cancellation, notice of cancellation, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights the Department may have.

e. When the Agreement involves work on or in the vicinity of utility-owned property or facilities, the utility shall be added along with the Department as an Additional Insured on the Commercial General Liability policy/ies procured above.

19. Miscellaneous:

a. Environmental Regulations. The Agency will be solely responsible for compliance with all applicable environmental regulations and for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith.

b. Non-Admission of Liability. In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

c. Severability. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.

d. Agency not an agent of Department. The Agency and the Department agree that the Agency, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.

e. Bonus or Commission. By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.

f. Non-Contravention of State Law. Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing so that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the Project.

g. Execution of Agreement. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.

h. Federal Award Identification Number (FAIN). If the FAIN is not available prior to execution of the Agreement, the Department may unilaterally add the FAIN to the Agreement without approval of the Agency and without an amendment to the Agreement. If this occurs, an updated Agreement that includes the FAIN will be provided to the Agency and uploaded to the Department of Financial Services' Florida Accountability Contract Tracking System (FACTS).

i. Inspector General Cooperation. The Agency agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.

j. **Law, Forum, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Agency agrees to waive forum and venue and that the Department shall determine the forum and venue in which any dispute under this Agreement is decided.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year written above.

AGENCY City of Lake City

By: _____

Name: _____

Title: _____

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____

Name: James M. Knight, P.E.

Title: Urban Planning and Modal Administrator

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
Legal Review:

_____

EXHIBIT A

Project Description and Responsibilities

A. Project Description (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): FAA Exhibit A Update AT LAKE CITY AIRPORT PFL0014626

B. Project Location (limits, city, county): Lake City Gateway Airport/Lake City, FL/Columbia
[X] Illustration/graphic/map of project area is applicable and attached to this Exhibit A.

C. Project Scope (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): As required by 215.971, F.S., this scope of work includes but is not limited to consultant fees, survey and data acquisition costs, and all labor and incidentals required to develop the final Airport Property Inventory Map documents in accordance with FAA Order 5100.38, paragraph 500, and FAA Advisory Circular (AC) 150/5100-17 Change 6, Paragraph 1-6.

D. Deliverable(s): FAA Exhibit A Update AT LAKE CITY AIRPORT PFL0014626

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

E. Unallowable Costs (including but not limited to): Travel Expenses and meals.

F. Transit Operating Grant Requirements (Transit Only):

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants. Operating grants may be issued for a term not to exceed three years from execution. The original grant agreement will include funding for year one. Funding for years two and three will be added by amendment as long as the grantee has submitted all invoices on schedule and the project deliverables for the year have been met.

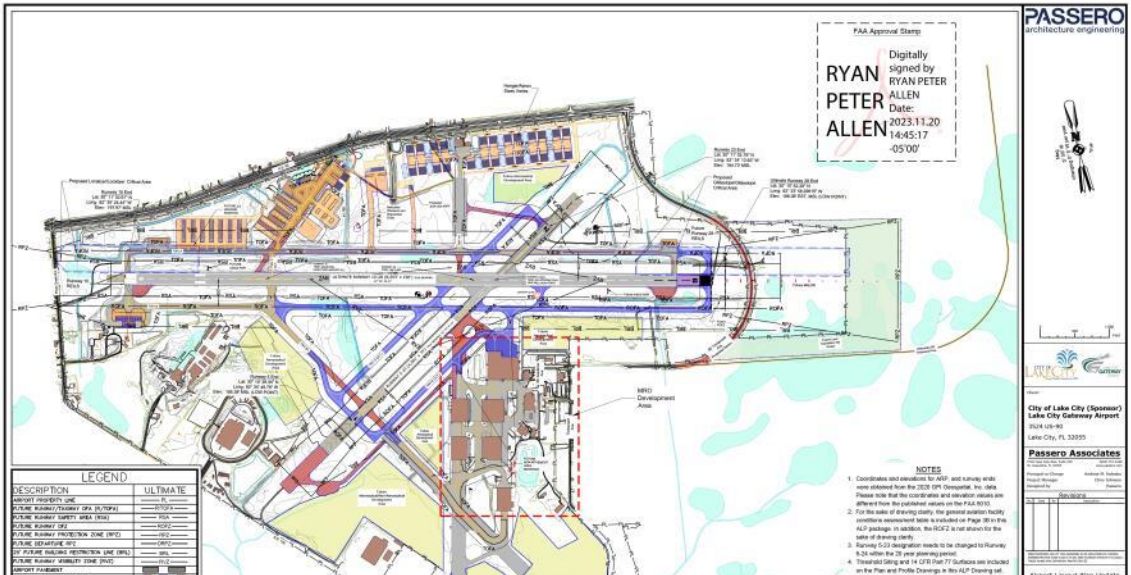

EXHIBIT TO RESOLUTION

EXHIBIT B

Schedule of Financial Assistance

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

A. Fund Type and Fiscal Year:

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/ CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
411574-9-94-01	DPTO	088719	2027	751000	N/A	N/A	$7,200.00
411574-9-94-01	FAA	088719	2027	751000	N/A	N/A	$81,000.00
411574-9-94-01	LF	088719	2027	751000	N/A	N/A	$1,800.00
	Total Financial Assistance						$90,000.00

B. Estimate of Project Costs by Grant Phase:

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Planning	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Environmental/ Design/ Construction	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Capital Equipment/ Preventative Maintenance	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Match to Direct Federal Funding	$7,200.00	$1,800.00	$81,000.00	$90,000.00	8.00	2.00	90.00
Mobility Management (Transit Only)	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Totals	$7,200.00	$1,800.00	$81,000.00	$90,000.00			

*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

Scope Code and/or Activity Line Item (ALI) (Transit Only)	
Common Name/UZA Name (Transit Only)	

BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Christina Nalsen
Department Grant Manager Name

Signature Date

EXHIBIT C

TERMS AND CONDITIONS OF CONSTRUCTION

1. **Design and Construction Standards and Required Approvals.**

   a. The Agency understands that it is responsible for the preparation and certification of all design plans for the Project. The Agency shall hire a qualified consultant for the design phase of the Project or, if applicable, the Agency shall require their design-build contractor or construction management contractor to hire a qualified consultant for the design phase of the Project.

   b. Execution of this Agreement by both Parties shall be deemed a Notice to Proceed to the Agency for the design phase or other non-construction phases of the Project. If the Project involves a construction phase, the Agency shall not begin the construction phase of the Project until the Department issues a Notice to Proceed for the construction phase. Prior to commencing the construction work described in this Agreement, the Agency shall request a Notice to Proceed from the Department's Project Manager, Christina Nalsen (email: Christina.Nalsen@dot.state.fl.us) or from an appointed designee. Any construction phase work performed prior to the execution of this required Notice to Proceed is not subject to reimbursement.

   c. The Agency will provide one (1) copy of the final design plans and specifications and final bid documents to the Department's Project Manager prior to bidding or commencing construction of the Project.

   d. The Agency shall require the Agency's contractor to post a payment and performance bond in accordance with applicable law(s).

   e. The Agency shall be responsible to ensure that the construction work under this Agreement is performed in accordance with the approved construction documents, and that the construction work will meet all applicable Agency and Department standards.

   f. Upon completion of the work authorized by this Agreement, the Agency shall notify the Department in writing of the completion of construction of the Project; and for all design work that originally required certification by a Professional Engineer, this notification shall contain an Engineer's Certification of Compliance, signed and sealed by a Professional Engineer, the form of which is attached to this Exhibit. The certification shall state that work has been completed in compliance with the Project construction plans and specifications. If any deviations are found from the approved plans or specifications, the certification shall include a list of all deviations along with an explanation that justifies the reason to accept each deviation.

2. **Construction on the Department's Right of Way.** If the Project involves construction on the Department's right-of-way, then the following provisions apply to any and all portions of the Project that are constructed on the Department's right-of-way:

   a. The Agency shall hire a qualified contractor using the Agency's normal bid procedures to perform the construction work for the Project. The Agency must certify that the installation of the Project is completed by a Contractor prequalified by the Department as required by Section 2 of the Standard Specifications for Road and Bridge Construction (2016), as amended, unless otherwise approved by the Department in writing or the Contractor exhibits past project experience in the last five years that are comparable in scale, composition, and overall quality to the site characterized within the scope of services of this Project.

b. Construction Engineering Inspection (CEI) services will be provided by the Agency by hiring a Department prequalified consultant firm including one individual that has completed the Advanced Maintenance of Traffic Level Training, unless otherwise approved by the Department in writing. The CEI staff shall be present on the Project at all times that the contractor is working. Administration of the CEI staff shall be under the responsible charge of a State of Florida Licensed Professional Engineer who shall provide the certification that all design and construction for the Project meets the minimum construction standards established by Department. The Department shall approve all CEI personnel. The CEI firm shall not be the same firm as that of the Engineer of Record for the Project. The Department shall have the right, but not the obligation, to perform independent assurance testing during the course of construction of the Project. Notwithstanding the foregoing, the Department may issue a written waiver of the CEI requirement for portions of Projects involving the construction of bus shelters, stops, or pads.

c. The Project shall be designed and constructed in accordance with the latest edition of the Department's Standard Specifications for Road and Bridge Construction, the Department Design Standards, and the Manual of Uniform Traffic Control Devices (MUTCD). The following guidelines shall apply as deemed appropriate by the Department: the Department Structures Design Manual, AASHTO Guide Specifications for the Design of Pedestrian Bridges, AASHTO LRFD Bridge Design Specifications, Florida Design Manual, Manual for Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (the "Florida Green Book"), and the Department Traffic Engineering Manual. The Agency will be required to submit any construction plans required by the Department for review and approval prior to any work being commenced. Should any changes to the plans be required during construction of the Project, the Agency shall be required to notify the Department of the changes and receive approval from the Department prior to the changes being constructed. The Agency shall maintain the area of the Project at all times and coordinate any work needs of the Department during construction of the Project.

d. The Agency shall notify the Department a minimum of 48 hours before beginning construction within Department right-of-way. The Agency shall notify the Department should construction be suspended for more than 5 working days. The Department contact person for construction is __.

e. The Agency shall be responsible for monitoring construction operations and the maintenance of traffic (MOT) throughout the course of the Project in accordance with the latest edition of the Department Standard Specifications, section 102. The Agency is responsible for the development of a MOT plan and making any changes to that plan as necessary. The MOT plan shall be in accordance with the latest version of the Department Design Standards, Index 600 series. Any MOT plan developed by the Agency that deviates from the Department Design Standards must be signed and sealed by a professional engineer. MOT plans will require approval by the Department prior to implementation.

f. The Agency shall be responsible for locating all existing utilities, both aerial and underground, and for ensuring that all utility locations be accurately documented on the construction plans. All utility conflicts shall be fully resolved directly with the applicable utility.

g. The Agency will be responsible for obtaining all permits that may be required by other agencies or local governmental entities.

h. It is hereby agreed by the Parties that this Agreement creates a permissive use only and all improvements located on the Department's right-of-way resulting from this Agreement shall become the property of the Department. Neither the granting of the permission to use the Department right of way nor the placing of facilities upon the Department property shall operate to create or vest any property right to or in the Agency, except as may otherwise be provided in separate agreements. The Agency shall not acquire any right, title, interest or

estate in Department right of way, of any nature or kind whatsoever, by virtue of the execution, operation, effect, or performance of this Agreement including, but not limited to, the Agency's use, occupancy or possession of Department right of way. The Parties agree that this Agreement does not, and shall not be construed to, grant credit for any future transportation concurrency requirements pursuant to Chapter 163, F.S.

i. The Agency shall not cause any liens or encumbrances to attach to any portion of the Department's property, including but not limited to, the Department's right-of-way.

j. The Agency shall perform all required testing associated with the design and construction of the Project. Testing results shall be made available to the Department upon request. The Department shall have the right to perform its own independent testing during the course of the Project.

k. The Agency shall exercise the rights granted herein and shall otherwise perform this Agreement in a good and workmanlike manner, with reasonable care, in accordance with the terms and provisions of this Agreement and all applicable federal, state, local, administrative, regulatory, safety and environmental laws, codes, rules, regulations, policies, procedures, guidelines, standards and permits, as the same may be constituted and amended from time to time, including, but not limited to, those of the Department, applicable Water Management District, Florida Department of Environmental Protection, the United States Environmental Protection Agency, the United States Army Corps of Engineers, the United States Coast Guard and local governmental entities.

l. If the Department determines a condition exists which threatens the public's safety, the Department may, at its discretion, cause construction operations to cease and immediately have any potential hazards removed from its right-of-way at the sole cost, expense, and effort of the Agency. The Agency shall bear all construction delay costs incurred by the Department.

m. The Agency shall be responsible to maintain and restore all features that might require relocation within the Department right-of-way.

n. The Agency will be solely responsible for clean up or restoration required to correct any environmental or health hazards that may result from construction operations.

o. The acceptance procedure will include a final "walk-through" by Agency and Department personnel. Upon completion of construction, the Agency will be required to submit to the Department final as-built plans and an engineering certification that construction was completed in accordance to the plans. Submittal of the final as-built plans shall include one complete set of the signed and sealed plans on 11" X 17" plan sheets and an electronic copy prepared in Portable Document Format (PDF). Prior to the termination of this Agreement, the Agency shall remove its presence, including, but not limited to, all of the Agency's property, machinery, and equipment from Department right-of-way and shall restore those portions of Department right of way disturbed or otherwise altered by the Project to substantially the same condition that existed immediately prior to the commencement of the Project.

p. If the Department determines that the Project is not completed in accordance with the provisions of this Agreement, the Department shall deliver written notification of such to the Agency. The Agency shall have thirty (30) days from the date of receipt of the Department's written notice, or such other time as the Agency and the Department mutually agree to in writing, to complete the Project and provide the Department with written notice of the same (the "Notice of Completion"). If the Agency fails to timely deliver the Notice of Completion, or if it is determined that the Project is not properly completed after receipt of the Notice of Completion, the Department, within its discretion may: 1) provide the Agency with written authorization granting such additional time as the Department deems appropriate to correct the deficiency(ies); or 2) correct the deficiency(ies) at the Agency's sole cost and expense,

without Department liability to the Agency for any resulting loss or damage to property, including, but not limited to, machinery and equipment. If the Department elects to correct the deficiency(ies), the Department shall provide the Agency with an invoice for the costs incurred by the Department and the Agency shall pay the invoice within thirty (30) days of the date of the invoice.

q. The Agency shall implement best management practices for erosion and pollution control to prevent violation of state water quality standards. The Agency shall be responsible for the correction of any erosion, shoaling, or water quality problems that result from the construction of the Project.

r. Portable Traffic Monitoring Site (PTMS) or a Telemetry Traffic Monitoring Site (TTMS) may exist within the vicinity of your proposed work. It is the responsibility of the Agency to locate and avoid damage to these sites. If a PTMS or TTMS is encountered during construction, the Department must be contacted immediately.

s. During construction, highest priority must be given to pedestrian safety. If permission is granted to temporarily close a sidewalk, it should be done with the express condition that an alternate route will be provided, and shall continuously maintain pedestrian features to meet Americans Disability Act (ADA) standards.

t. Restricted hours of operation will be as follows, unless otherwise approved by the Department's District Construction Engineer or designee (insert hours and days of the week for restricted operation):

u. Lane closures on the state road system must be coordinated with the Public Information Office at least two weeks prior to the closure. The contact information for the Department's Public Information Office is:

Insert District PIO contact info:

Note: (Highlighted sections indicate need to confirm information with District Office or appropriate DOT person managing the Agreement)

3. **Engineer's Certification of Compliance.** The Agency shall complete and submit and if applicable Engineer's Certification of Compliance to the Department upon completion of the construction phase of the Project.

ENGINEER'S CERTIFICATION OF COMPLIANCE

PUBLIC TRANSPORTATION GRANT AGREEMENT
BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
and _____

PROJECT DESCRIPTION: _____

DEPARTMENT CONTRACT NO.: _____

FINANCIAL MANAGEMENT NO.: _____

In accordance with the Terms and Conditions of the Public Transportation Grant Agreement, the undersigned certifies that all work which originally required certification by a Professional Engineer has been completed in compliance with the Project construction plans and specifications. If any deviations have been made from the approved plans, a list of all deviations, along with an explanation that justifies the reason to accept each deviation, will be attached to this Certification. Also, with submittal of this certification, the Agency shall furnish the Department a set of "as-built" plans for construction on the Department's Right of Way certified by the Engineer of Record/CEI.

By: _____, P.E.

SEAL:

Name: _____

Date: _____

EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED

EXHIBIT E

PROGRAM SPECIFIC TERMS AND CONDITIONS - AVIATION
AVIATION PROGRAM ASSURANCES

A. General.

1. The assurances herein shall form an integral part of the Agreement between the Department and the Agency.

2. These assurances delineate the obligations of the Parties to this Agreement to ensure their commitment and compliance with specific provisions of **Exhibit "A", Project Description and Responsibilities**, and **Exhibit "B", Schedule of Financial Assistance**, as well as serving to protect public investment in public-use airports and the continued viability of the Florida Aviation System.

3. The Agency shall comply with the assurances as specified in this Agreement.

4. The terms and assurances of this Agreement shall remain in full force and effect throughout the useful life of a facility developed; equipment acquired; or Project items installed within a facility for an airport development or noise compatibility program project, but shall not exceed 20 years from the effective date of this Agreement.

5. There shall be no limit on the duration of the terms and assurances of this Agreement regarding Exclusive Rights and Airport Revenue so long as the property is used as a public airport.

6. There shall be no limit on the duration of the terms and assurances of this Agreement with respect to real property acquired with funds provided by this Agreement.

7. Subject to appropriations, the Department shall continue to comply with its financial commitment to this Project under the terms of this Agreement, until such time as the Department may determine that the Agency has failed to comply with the terms and assurances of this Agreement.

8. An Agency that has been determined by the Department to have failed to comply with either the terms of these Assurances, or the terms of the Agreement, or both, shall be notified, in writing, by the Department, identifying the specifics of the non-compliance and any corrective action by the Agency to remedy the failure.

9. Failure by the Agency to satisfactorily remedy the non-compliance shall absolve the Department's continued financial commitment to this Project and immediately require the Agency to repay the Department the full amount of funds expended by the Department on this Project.

10. Any history of failure to comply with the terms and assurances of an Agreement will jeopardize the Agency's eligibility for further state funding of airport projects by the Department.

B. Agency Compliance Certification.

1. **General Certification.** The Agency hereby certifies, with respect to this Project, it will comply, within its authority, with all applicable, current laws and rules of the State of Florida and applicable local governments, as well as Department policies, guidelines, and requirements, including but not limited to, the following (latest version of each document):

   a. **Florida Statutes (F.S.)**
      - Chapter 163, F.S., Intergovernmental Programs
      - Chapter 329, F.S., Aircraft: Title; Liens; Registration; Liens
      - Chapter 330, F.S., Regulation of Aircraft, Pilots, and Airports
      - Chapter 331, F.S., Aviation and Aerospace Facilities and Commerce
      - Chapter 332, F.S., Airports and Other Air Navigation Facilities
      - Chapter 333, F.S., Airport Zoning

b. Florida Administrative Code (FAC)

- Chapter 73C-41, FAC, Community Planning; Governing the Procedure for the Submittal and Review of Local Government Comprehensive Plans and Amendments
- Chapter 14-60, FAC, Airport Licensing, Registration, and Airspace Protection
- Section 62-256.300, FAC, Open Burning, Prohibitions
- Section 62-701.320(13), FAC, Solid Waste Management Facility Permit Requirements, General, Airport Safety

c. Local Government Requirements

- Airport Zoning Ordinance
- Local Comprehensive Plan

d. Department Requirements

- Eight Steps of Building a New Airport
- Florida Airport Revenue Use Guide
- Florida Aviation Project Handbook
- Guidebook for Airport Master Planning
- Airport Compatible Land Use Guidebook

2. **Construction Certification.** The Agency hereby certifies, with respect to a construction-related project, that all design plans and specifications will comply with applicable federal, state, local, and professional standards, as well as Federal Aviation Administration (FAA) Advisory Circulars (AC's) and FAA issued waivers thereto, including but not limited to, the following:

a. Federal Requirements

- FAA AC 70/7460-1, Obstruction Marking and Lighting
- FAA AC 150/5300-13, Airport Design
- FAA AC 150/5370-2, Operational Safety on Airports During Construction
- FAA AC 150/5370-10, Standards for Specifying Construction of Airports

b. Local Government Requirements

- Local Building Codes
- Local Zoning Codes

c. Department Requirements

- Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Commonly Referred to as the "Florida Green Book")
- Manual on Uniform Traffic Control Devices
- Section 14-60.007, FAC, Airfield Standards for Licensed Airports
- Standard Specifications for Construction of General Aviation Airports
- Design Guidelines & Minimum Standard Requirements for T-Hangar Projects

3. **Land Acquisition Certification.** The Agency hereby certifies, regarding land acquisition, that it will comply with applicable federal and/or state policies, regulations, and laws, including but not limited to the following:

a. Federal Requirements

- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- National Environmental Policy of 1969
- FAA Order 5050.4, National Environmental Policy Act Implementing Instructions for Airport Projects
- FAA Order 5100.37B, Land Acquisition and Relocation Assistance for Airport Projects

b. Florida Requirements

- Chapter 73, F.S., Eminent Domain (re: Property Acquired Through Condemnation)
- Chapter 74, F.S., Proceedings Supplemental to Eminent Domain (re: Condemnation)
- Section 286.23, F.S., Public Business: Miscellaneous Provisions

C. Agency Authority.

1. **Legal Authority.** The Agency hereby certifies, with respect to this Agreement, that it has the legal authority to enter into this Agreement and commit to this Project; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the airport sponsor's governing body authorizing this Agreement, including assurances contained therein, and directing and authorizing the person identified as the official representative of the governing body to act on its behalf with respect to this Agreement and to provide any additional information as may be required.

2. **Financial Authority.** The Agency hereby certifies, with respect to this Agreement, that it has sufficient funds available for that portion of the Project costs which are not paid by the U.S. Government or the State of Florida; that it has sufficient funds available to assure future operation and maintenance of items funded by this Project, which it will control; and that authority has been granted by the airport sponsor governing body to commit those funds to this Project.

D. Agency Responsibilities. The Agency hereby certifies it currently complies with or will comply with the following responsibilities:

1. **Accounting System.**

   a. The Agency shall create and maintain a separate account to document all of the financial transactions related to the airport as a distinct entity.

   b. The accounting records shall be kept by the Agency or its authorized representative in accordance with Generally Accepted Accounting Principles and in an accounting system that will facilitate an effective audit in accordance with the 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Section 215.97, F.S., Florida Single Audit Act.

   c. The Department has the right to audit and inspect all financial records of the Agency upon reasonable notice.

2. **Good Title.**

   a. The Agency holds good title, satisfactory to the Department, to the airport or site thereof, or gives assurance, satisfactory to the Department, that good title will be obtained.

   b. For noise compatibility program projects undertaken on the airport sponsor's property, the Agency holds good title, satisfactory to the Department, to that portion of the property upon which state funds will be expended, or gives assurance, satisfactory to the Department, that good title will be obtained.

3. **Preserving Rights and Powers.**

   a. The Agency shall not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms and assurances of this Agreement without the written approval of the Department. Further, the Agency shall act promptly to acquire, extinguish, or modify, in a manner acceptable to the Department, any outstanding rights or claims of right of others which would interfere with such performance by the Agency.

   b. If an arrangement is made for management and operation of the airport by any entity or person other than the Agency or an employee of the Agency, the Agency shall reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with the terms and assurances of this Agreement.

4. **Hazard Removal and Mitigation.**

a. For airport hazards located on airport controlled property, the Agency shall clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

b. For airport hazards not located on airport controlled property, the Agency shall work in conjunction with the governing public authority or private land owner of the property to clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards. The Agency may enter into an agreement with surrounding property owners or pursue available legal remedies to remove potential hazards to air navigation.

5. Airport Compatible Land Use.

a. The Agency assures that appropriate airport zoning ordinances are in place consistent with Section 333.03, F.S., or if not in place, that it will take appropriate action necessary to ensure local government adoption of an airport zoning ordinance or execution of an interlocal agreement with another local government body having an airport zoning ordinance, consistent with the provisions of Section 333.03, F.S.

b. The Agency assures that it will disapprove or oppose any attempted alteration or creation of objects, natural or man-made, dangerous to navigable airspace or that would adversely affect the current or future levels of airport operations.

c. The Agency assures that it will disapprove or oppose any attempted change in local land use development regulations that would adversely affect the current or future levels of airport operations by creation or expansion of airport incompatible land use areas.

6. Consistency with Local Government Plans.

a. The Agency assures the Project is consistent with the currently existing and planned future land use development plans approved by the local government having jurisdictional responsibility for the area surrounding the airport.

b. The Agency assures that it has given fair consideration to the interest of local communities and has had reasonable consultation with those parties affected by the Project.

c. The Agency shall consider and take appropriate actions, if deemed warranted by the Agency, to adopt the current, approved Airport Master Plan into the local government comprehensive plan.

7. Consistency with Airport Master Plan and Airport Layout Plan.

a. The Agency assures that the project, covered by the terms and assurances of this Agreement, is consistent with the most current Airport Master Plan.

b. The Agency assures that the Project, covered by the terms and assurances of this Agreement, is consistent with the most current, approved Airport Layout Plan (ALP), which shows:

1) The boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the Agency for airport purposes and proposed additions thereto;
2) The location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars, and roads), including all proposed extensions and reductions of existing airport facilities; and
3) The location of all existing and proposed non-aviation areas on airport property and of all existing improvements thereon.

c. The Agency assures that it will not make or permit any changes or alterations on the airport or any of its facilities that are not consistent with the Airport Master Plan and the Airport Layout Plan, as approved by the Department.

d. Original Airport Master Plans and Airport Layout Plans and each amendment, revision, or modification thereof, will be subject to the approval of the Department.

8. Airport Financial Plan.

a. The Agency assures that it will develop and maintain a cost-feasible Airport financial plan to accomplish the projects necessary to achieve the proposed airport improvements identified in the Airport Master Plan and depicted in the Airport Layout Plan, and any updates thereto. The Agency's Airport financial plan must comply with the following conditions:

1) The Airport financial plan will be a part of the Airport Master Plan.
2) The Airport financial plan will realistically assess project phasing considering availability of state and local funding and likelihood of federal funding under the FAA's priority system.
3) The Airport financial plan will not include Department funding for projects that are inconsistent with the local government comprehensive plan.

b. All Project cost estimates contained in the Airport financial plan shall be entered into and kept current in the Florida Aviation Database (FAD) Joint Automated Capital Improvement Program (JACIP) website.

9. Airport Revenue. The Agency assures that all revenue generated by the airport will be expended for capital improvement or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the air transportation of passengers or property, or for environmental or noise mitigation purposes on or off the airport.

10. Fee and Rental Structure.

a. The Agency assures that it will maintain a fee and rental structure for facilities and services at the airport that it will make the airport as self-sustaining as possible under the circumstances existing at the particular airport.

b. If this Agreement results in a facility that will be leased or otherwise produce revenue, the Agency assures that the price charged for that facility will be based on the market value.

11. Public-Private Partnership for Aeronautical Uses.

a. If the airport owner or operator and a person or entity that owns an aircraft or an airport tenant or potential tenant agree that an aircraft hangar or tenant-specific facility, respectively, is to be constructed on airport property for aircraft storage or tenant use at the expense of the aircraft owner or tenant, the airport owner or operator may grant to the aircraft owner or tenant of the facility a lease that is subject to such terms and conditions on the facility as the airport owner or operator may impose, subject to approval by the Department.

b. The price charged for said lease will be based on market value, unless otherwise approved by the Department.

12. Economic Nondiscrimination.

a. The Agency assures that it will make the airport available as an airport for public use on reasonable terms without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public.

1) The Agency may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

2) The Agency may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

b. The Agency assures that each airport Fixed-Based Operator (FBO) shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other FBOs making the same or similar uses of such airport and utilizing the same or similar facilities.

13. Air and Water Quality Standards. The Agency assures that all projects involving airport location, major runway extension, or runway location will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards.

14. Operations and Maintenance.

a. The Agency assures that the airport and all facilities, which are necessary to serve the aeronautical users of the airport, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable federal and state agencies for maintenance and operation, as well as minimum standards established by the Department for State of Florida licensing as a public-use airport.

1) The Agency assures that it will not cause or permit any activity or action thereon which would interfere with its use for airport purposes.
2) Except in emergency situations, any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Department.
3) The Agency assures that it will have arrangements for promptly notifying airmen of any condition affecting aeronautical use of the airport.

b. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when adverse weather conditions interfere with safe airport operations.

15. Federal Funding Eligibility.

a. The Agency assures it will take appropriate actions to maintain federal funding eligibility for the airport and it will avoid any action that renders the airport ineligible for federal funding.

b. If the Agency becomes ineligible for federal funding of airport projects, such determination will render the Agency ineligible for state funding of airport projects.

16. Project Implementation.

a. The Agency assures that it will begin making expenditures or incurring obligations pertaining to this Project within one year after the effective date of this Agreement.

b. The Agency may request a one-year extension of this one-year time period, subject to approval by the Department District Secretary or designee.

c. Failure of the Agency to make expenditures, incur obligations or receive an approved extension may allow the Department to terminate this Agreement.

17. Exclusive Rights. The Agency assures that it will not permit any exclusive right for use of the airport by any person providing, or intending to provide, aeronautical services to the public.

18. Airfield Access.

a. The Agency assures that it will not grant or allow general easement or public access that opens onto or crosses the airport runways, taxiways, flight line, passenger facilities, or any area used for emergency

equipment, fuel, supplies, passengers, mail and freight, radar, communications, utilities, and landing systems, including but not limited to flight operations, ground services, emergency services, terminal facilities, maintenance, repair, or storage, except for those normal airport providers responsible for standard airport daily services or during special events at the airport open to the public with limited and controlled access.

b. The Agency assures that it will not grant or allow general easement or public access to any portion of the airfield from adjacent real property which is not owned, operated, or otherwise controlled by the Agency without prior Department approval.

19. Retention of Rights and Interests. The Agency will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the real property shown as airport owned or controlled on the current airport layout plan without prior written approval by the Department. It will not sell, lease, encumber, terminate, waive, or otherwise transfer or dispose of any part of its title, rights, or other interest in existing noise easements or avigation easements on any property, airport or non-airport, without prior written approval by the Department. These assurances shall not limit the Agency's right to lease airport property for airport-compatible purposes.

20. Consultant, Contractor, Scope, and Costs.

a. The Department has the right to disapprove the Agency's employment of consultants, contractors, and subcontractors for all or any part of this Project if the specific consultants, contractors, or subcontractors have a record of poor project performance with the Department.

b. Further, the Department maintains the right to disapprove the proposed Project scope and cost of professional services.

21. Planning Projects. For all planning projects or other aviation studies, the Agency assures that it will:

a. Execute the project per the approved project narrative or with approved modifications.

b. Furnish the Department with such periodic project and work activity reports as indicated in the approved scope of services.

c. Make such project materials available for public review, unless exempt from public disclosure.

1) Information related to airport security is considered restricted information and is exempt from public dissemination per Sections 119.071(3) and 331.22 F.S.
2) No materials prepared under this Agreement shall be subject to copyright in the United States or any other country.

d. Grant the Department unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this Agreement.

e. If the Project involves developing an Airport Master Plan or an Airport Layout Plan, and any updates thereto, it will be consistent with provisions of the Florida Aviation System Plan, will identify reasonable future growth of the airport and the Agency will comply with the Department airport master planning guidebook, including:

1) Provide copies, in electronic and editable format, of final Project materials to the Department, including computer-aided drafting (CAD) files of the Airport Layout Plan.
2) Develop a cost-feasible financial plan, approved by the Department, to accomplish the projects described in the Airport Master Plan or depicted in the Airport Layout Plan, and any updates thereto. The cost-feasible financial plan shall realistically assess Project phasing considering availability of state and local funding and federal funding under the FAA's priority system.
3) Enter all projects contained in the cost-feasible plan in the Joint Automated Capital Improvement Program (JACIP).

f. The Agency understands and agrees that Department approval of this Agreement or any planning material developed as part of this Agreement does not constitute or imply any assurance or commitment on the part of the Department to approve any pending or future application for state aviation funding.

g. The Agency will submit master planning draft and final deliverables for Department and, if required, FAA approval prior to submitting any invoices to the Department for payment.

22. Land Acquisition Projects. For the purchase of real property, the Agency assures that it will:

a. Laws. Acquire the land in accordance with federal and/or state laws governing such action.

b. Administration. Maintain direct control of Project administration, including:

1) Maintain responsibility for all related contract letting and administrative procedures related to the purchase of real property.
2) Secure written Department approval to execute each agreement for the purchase of real property with any third party.
3) Ensure a qualified, State-certified general appraiser provides all necessary services and documentation.
4) Furnish the Department with a projected schedule of events and a cash flow projection within 20 calendar days after completion of the review appraisal.
5) Establish a Project account for the purchase of the land.
6) Collect and disburse federal, state, and local project funds.

c. Reimbursable Funds. If funding conveyed by this Agreement is reimbursable for land purchase in accordance with Chapter 332, F.S., the Agency shall comply with the following requirements:

1) The Agency shall apply for a FAA Airport Improvement Program grant for the land purchase within 60 days of executing this Agreement.
2) If federal funds are received for the land purchase, the Agency shall notify the Department, in writing, within 14 calendar days of receiving the federal funds and is responsible for reimbursing the Department within 30 calendar days to achieve normal project federal, state, and local funding shares per Chapter 332, F.S.
3) If federal funds are not received for the land purchase, the Agency shall reimburse the Department within 30 calendar days after the reimbursable funds are due in order to achieve normal project state and local funding shares as described in Chapter 332, F.S.
4) If federal funds are not received for the land purchase and the state share of the purchase is less than or equal to normal state and local funding shares per Chapter 332, F.S., when reimbursable funds are due, no reimbursement to the Department shall be required.

d. New Airport. If this Project involves the purchase of real property for the development of a new airport, the Agency assures that it will:

1) Apply for federal and state funding to construct a paved runway, associated aircraft parking apron, and connecting taxiway within one year of the date of land purchase.
2) Complete an Airport Master Plan within two years of land purchase.
3) Complete airport construction for basic operation within 10 years of land purchase.

e. Use of Land. The Agency assures that it shall use the land for aviation purposes in accordance with the terms and assurances of this Agreement within 10 years of acquisition.

f. Disposal of Land. For the disposal of real property the Agency assures that it will comply with the following:
1) For land purchased for airport development or noise compatibility purposes, the Agency shall, when the land is no longer needed for such purposes, dispose of such land at fair market value and/or make available to the Department an amount equal to the state's proportionate share of its market value.

2) Land will be considered to be needed for airport purposes under this assurance if:

a) It serves aeronautical purposes such as a runway protection zone or as a noise buffer.
b) Revenue from uses of such land contributes to airport financial self-sufficiency.

3) Disposition of land under Sections D.22.f.1. or D.22.f.2. of this Exhibit, above, shall be subject to retention or reservation of any interest or right therein needed to ensure such land will only be used for purposes compatible with noise levels related to airport operations.
4) Revenues from the sale of such land must be accounted for as outlined in Section D.1. of this Exhibit, and expended as outlined in Section D.9. of this Exhibit.

23. Construction Projects. The Agency assures that it will:

a. Project Certifications. Certify Project compliances, including:

1) Consultant and contractor selection comply with all applicable federal, state and local laws, rules, regulations, and policies.
2) All design plans and specifications comply with federal, state, and professional standards and applicable FAA advisory circulars, as well as the minimum standards established by the Department for State of Florida licensing as a public-use airport.
3) Completed construction complies with all applicable local building codes.
4) Completed construction complies with the Project plans and specifications with certification of that fact by the Project Engineer.

b. Design Development. For the plans, specifications, construction contract documents, and any and all other engineering, construction, and contractual documents produced by the Engineer, which are hereinafter collectively referred to as "plans", the Engineer will certify that:

1) The plans shall be developed in accordance with sound engineering and design principles, and with generally accepted professional standards.
2) The plans shall be consistent with the intent of the Project as defined in Exhibit A and Exhibit B of this Agreement.
3) The Project Engineer shall perform a review of the certification requirements listed in Section B.2. of this Exhibit, Construction Certification, and make a determination as to their applicability to this Project.
4) Development of the plans shall comply with all applicable laws, ordinances, zoning and permitting requirements, public notice requirements, and other similar regulations.

c. Inspection and Approval. The Agency assures that:

1) The Agency will provide and maintain competent technical supervision at the construction site throughout the Project to assure that the work conforms to the plans, specifications, and schedules approved by the Department, as applicable, for the Project.
2) The Agency assures that it will allow the Department to inspect the work and that it will provide any cost and progress reporting, as may be required by the Department.
3) The Agency assures that it will take the appropriate corrective action necessary, as required by the Department, for work which does not conform to the Department standards.

d. Pavement Preventive Maintenance. The Agency assures that for a project involving replacement or reconstruction of runway or taxiway pavement it has implemented an airport pavement maintenance management program and that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with state financial assistance at the airport.

24. Noise Mitigation Projects. The Agency assures that it will:

a. Government Agreements. For all noise compatibility projects that are carried out by another unit of local government or are on property owned by a unit of local government other than the Agency, the Agency shall enter into an agreement with that government body.

1) The local agreement, satisfactory to the Department, shall obligate the unit of local government to the same terms and assurances that apply to the Agency.
2) The Agency assures that it will take steps to enforce the local agreement if there is substantial non-compliance with the terms of the local agreement.

b. Private Agreements. For noise compatibility projects on privately owned property:

1) The Agency shall enter into an agreement with the owner of that property to exclude future actions against the airport.
2) The Agency assures that it will take steps to enforce such agreement if there is substantial non-compliance with the terms of the agreement.

- End of Exhibit E -

Exhibit E1

PROGRAM SPECIFIC TERMS AND CONDITIONS

(Prohibition on Discrimination Based on Health Care Choices)

This exhibit forms an integral part of the Agreement between the Department and the Agency.

1. **Statutory Reference.** Section 339.08, F.S. and Section 381.00316, F.S.

2. **Statutory Compliance.** Pursuant to Section 339.08, F.S., the Department may not expend state funds to support a project or program of certain entities if the entity is found to be in violation of Section 381.00316, F.S. The Department shall withhold state funds until the entity is found to be in compliance with Section 381.00316, F.S. This shall apply to any of the following entities:

   a. A public transit provider as defined in s. 341.031(1), F.S.;
   b. An authority created pursuant to chapter 343, F.S., chapter 348, F.S., or chapter 349, F.S.; c. A public-use airport as defined in s. 332.004, F.S.; or
   d. A port listed in s. 311.09(1), F.S.

- End of Exhibit E1 -

EXHIBIT E3

PROGRAM SPECIFIC TERMS AND CONDITIONS - AVIATION

(Geoengineering and Weather Modification Reporting)

This exhibit forms an integral part of the Agreement between the Department and the Agency.

1. Statutory Reference. Section 403.4115, F.S. and Section 332.004, F.S.

2. Statutory Compliance. Pursuant to Section 403.4115, F.S., as a condition of receiving funds from the Department, the Agency, a public-use airport as this term is defined in Section 332.004, F.S., shall submit a monthly report beginning November 1, 2025, identifying:

a. The physical presence of any aircraft on public property, including any public infrastructure, equipped with any part, component, device, or the like which may be used to support the intentional emission, injection, release, or dispersion of air contaminants into the atmosphere within the borders of this state when such emissions occur for the express purpose of affecting temperature, weather, climate, or the intensity of sunlight; and

b. The landing, takeoff, stopover, or refueling of an aircraft equipped with the components outlined above on the physical location of the public infrastructure.

– End of Exhibit E3 –

EXHIBIT E4
PROGRAM SPECIFIC TERMS AND CONDITIONS
(Energy Policy Goals Reporting)

This exhibit forms an integral part of the Agreement between the Department and the Agency.

1. **Statutory Reference.** Section 339.135(2)(c)4, F.S. and Section 377.601(3), F.S.

2. **Statutory Compliance.** Pursuant to Section 339.135(2)(c)4, F.S., the Department shall submit a report identifying any agencies listed below that have adopted or promoted energy policy goals inconsistent with the State of Florida energy policy set forth in Section 377.601(3), F.S. to the legislative appropriation committees:

   a. A public transit provider as defined in s. 341.031(1), F.S.;
   b. An authority created pursuant to chapter 343, F.S., chapter 348, F.S., or chapter 349, F.S.;
   c. A public-use airport as defined in s. 332.004, F.S.; or
   d. A port listed in s. 311.09(1), F.S.

3. **Agency Reporting Requirements.** As a condition of receiving state funds from the Department, the Agency shall certify in the section below whether the Agency has adopted or promoted energy policy goals inconsistent with the State of Florida energy policy set forth in Section 377.601(3), F.S.:

   The Agency HAS ☐ / HAS NOT ☐ adopted or promoted energy policy goals inconsistent with the energy policy of the State of Florida set forth in Section 377.601(3), F.S.

– End of Exhibit E4 –

EXHIBIT F

Contract Payment Requirements
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and/or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address: https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6

File Attachments for Item:

9. City Council Ordinance No. 2026-2366 (final reading) - An ordinance of the City of Lake City, Florida, amending Chapter 86, entitled "Streets, Sidewalks, and Other Places" of the City of Lake City Code of Ordinances; creating Chapter 86, Article VI, entitled "Mobility Fee System;" adopting the Mobility Plan, adopting the Mobility Fee Technical Report; establishing purpose and intent; providing for definitions, imposition, and exemptions; establishing a Mobility Fee Schedule; providing for determination, agreements, and credits; establishing of a Benefit District and Mobility Fee Fund Account; providing for expenditures, refunds, land development code impact, administration, reports, updates, appeals, vested rights, and penalties; providing for codification, providing for scriveners errors; providing for conflicts; providing for severability; providing for an effective date.

Passed on first reading 9/10/20026

09/02/2026
CM/rrp

ORDINANCE NO. 2026-2366

CITY OF LAKE CITY, FLORIDA

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA AMENDING CHAPTER 86, ENTITLED "STREETS, SIDEWALKS, AND OTHER PLACES" OF THE CITY OF LAKE CITY CODE OF ORDINANCES; CREATING CHAPTER 86, ARTICLE VI, ENTITLED "MOBILITY FEE SYSTEM"; ADOPTING THE MOBILITY PLAN, ADOPTING THE MOBILITY FEE TECHNICAL REPORT; ESTABLISHING PURPOSE AND INTENT; PROVIDING FOR DEFINITIONS, IMPOSITION, AND EXEMPTIONS; ESTABLISHING A MOBILITY FEE SCHEDULE; PROVIDING FOR DETERMINATION, AGREEMENTS, AND CREDITS; ESTABLISHING OF A BENEFIT DISTRICT AND MOBILITY FEE FUND ACCOUNT; PROVIDING FOR EXPENDITURES, REFUNDS, LAND DEVELOPMENT CODE IMPACT, ADMINISTRATION, REPORTS, UPDATES, APPEALS, VESTED RIGHTS, AND PENALTIES; PROVIDING FOR CODIFICATION, PROVIDING FOR SCRIVENERS ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Pursuant to Article VIII, Section(2)(b) of the Florida Constitution and Chapter 166, Florida Statutes, the City of Lake City has broad home rule powers to adopt ordinances to provide for and operate a transportation system, including bicycle and pedestrian facilities, transit facilities, roadways, intersections and personal mobility technology within the City; and

WHEREAS, Section 163.3180, Florida Statutes, encourages local governments to adopt a transportation funding system that takes a comprehensive view on the provision of mobility through walking, biking, transit, motor vehicles and personal mobility technology; and

WHEREAS, a mobility fee system takes a comprehensive view of transportation in the community; and

WHEREAS, the City of Lake City intends to adopt a mobility fee system based on mobility projects within the Mobility Fee Assessment Area as an alternative transportation system consistent with Section 163.3180, Florida Statutes; and

WHEREAS, the City of Lake City intends to replace its current transportation concurrency system with a mobility fee system administered and programmed by the City for new development in the Mobility Fee Assessment Area consistent with the requirements for alternative transportation systems pursuant with Section 163.3180, Florida Statutes; and

WHEREAS, the mobility fee system focuses on person travel demand from projected development within Lake City, which includes walking, biking, transit and motor vehicular trips,

generated by new development and the resulting impact on the transportation system and accordingly requires the expenditure of revenue derived under that system to be used on mobility projects identified to meet the travel demand needs of projected development within Lake City; and

WHEREAS, the City of Lake City is experiencing growth and new development that necessitates the expansion of transportation capacity for a variety of modes to meet the person travel demands of new development including adequate and efficient mobility projects along with different mobility options; and

WHEREAS, imposition of a mobility fee requiring future growth within Lake City to contribute its attributable share of the cost of growth-necessitated mobility projects is necessary and reasonably related to the public health, safety, and welfare of the people of the City; provided that the mobility fee does not exceed the actual amount necessary to offset the demand on the transportation system generated by new development; and

WHEREAS, the City of Lake City engaged NUE Urban Concepts, LLC to perform a plan-based study demonstrating whether a need exists for a mobility fee plan (the "Study"); and

WHEREAS, NUE Urban Concepts, LLC initiated the Study in October 2025; and

WHEREAS, the City of Lake City Mobility Plan, dated February 2026, prepared by NUE Urban Concepts, LLC identifies needed mobility projects to accommodate projected travel demand from new development; and

WHEREAS, the City of Lake City Mobility Fee Technical Report, dated February 2026, prepared by NUE Urban Concepts, LLC provides the technical analysis to determine the mobility fee and constitutes a proper factual predicate for imposition and expenditure of the mobility fees; and

WHEREAS, establishment of a Mobility Fee Benefit District to regulate mobility fee expenditures is the best method of ensuring that the mobility projects funded by mobility fees have the rational nexus and benefit to the new development for which the mobility fees were paid; and

WHEREAS, mobility fees collected will be deposited in the mobility fee special revenue fund for the Mobility Fee Benefit District and expended for the purposes set forth herein; and

WHEREAS, mobility fees imposed hereunder achieve the goals, objectives and policies of the Comprehensive Plan and utilize the tools and techniques encouraged by Section 163.3180, Florida Statutes; and

WHEREAS, the City Council has determined this Ordinance adopting a mobility fee will help to preserve and enhance the rational nexus between the need for person travel demands generated by new development in Lake City and the mobility fees imposed on that new development; and

WHEREAS, the City Council has determined, based upon mobility project development time frames which are often delayed depending upon economic realities, to authorize the refund of

collected mobility fees for projects for which a building permit or change of occupancy approval has expired, without construction or extension; and

WHEREAS, the City Council has determined it is in the best interests of the City of Lake City to replace, within the Mobility Fee Assessment Area, the transportation concurrency systems for transportation facilities with a mobility fee system; and

WHEREAS, the City Council has noticed, advertised, scheduled and held public hearings in compliance with Florida Statutes on this proposed Ordinance; and

WHEREAS, the City Council has determined that it is advisable and in the public interest to adopt and implement the proposed Mobility Fee Ordinance; now, therefore

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA:

SECTION 1: FINDINGS.

It is hereby found, ascertained, determined, and declared by the City Council:

(A) Pursuant to Article VIII, Section 2(b), Florida Constitution, and Sections 166.021 and 166.041, Florida Statutes, the City Council has all powers of local self-government to perform municipal functions and to render municipal services in a manner not inconsistent with law, and such power may be exercised by the enactment of City ordinances.

(B) The City Council may exercise any governmental, corporate, or proprietary power for a municipal purpose except when expressly prohibited by law, and the City Council may legislate on any subject matter on which the Florida Legislature may act, except those subjects described in (a), (b), (c), and (d) of Section 166.021(3), Florida Statutes. The subject matter of paragraphs (a), (b), (c), and (d) of Section 166.021(3), Florida Statutes, are not relevant to the imposition of a mobility fee within the City.

(C) By Section 163.3180, Florida Statutes, the Legislature encouraged local governments to adopt mobility plans and mobility fees as an alternative transportation system to replace transportation concurrency, proportionate share and road impact fees.

(D) The City of Lake City is experiencing growth and new development that necessitates the expansion of transportation facilities for a variety of modes to meet the mobility demands of new development, including adequate and efficient mobility projects along with different mobility options.

(E) A mobility fee will help to preserve and enhance the rational nexus between the need for travel demands generated by new development and the mobility fees imposed on that development.

(F) Establishment of a Mobility Fee Benefit District to regulate mobility fee expenditures is the best method of ensuring that the mobility projects funded by mobility fees have the rational nexus and benefit to the development for which the mobility fees were paid.

(G) The City Council has determined it is in the best interests of the City of Lake City to replace its transportation concurrency system with a mobility fee system.

SECTION 2: MOBILITY PLAN.

The City of Lake City Mobility Plan, dated February 2026, prepared by NUE Urban Concepts, LLC, identifies mobility projects intended to meet the travel demands from new development by 2050. The mobility projects established in the Mobility Plan form the basis for calculation of the Mobility Fee. The City Council shall prioritize mobility projects annually through its capital improvements program. The City Council may amend the Mobility Plan as necessary to address future mobility project needs.

SECTION 3: MOBILITY FEE ANALYSIS.

The City of Lake City Mobility Fee Technical Report, dated February 2026, prepared by NUE Urban Concepts, LLC, and attached hereto and incorporated as a part of this ordinance provides the technical analysis to determine the mobility fee is hereby accepted. This Report sets forth the basis of the assumptions, conclusions and findings for the mobility fee, the methodology for calculating the mobility fee, the person miles of travel assigned to new development and mobility projects and the person travel demand assigned to various Land Use categories. The study presents the technical analysis and detailed methodology supporting the Mobility Fees.

SECTION 4: CREATION OF CHAPTER 86, ARTICLE IV, SECTIONS 86-150 THROUGH 86-168 OF THE CODE OF ORDINANCES OF THE CITY OF LAKE CITY, FLORIDA.

Chapter 86, Article IV, Sections 86-150 through 86-168 of the Code Of Ordinances of the City of Lake City, Florida is created as follows:

ARTICLE VI. – MOBILITY FEES

Sec. 86-150. - Short title.

This article may be cited as the "Lake City Mobility Fee System."

Sec. 86-151. - Purpose and intent.

(a) This article is intended to impose a Mobility Fee, assessed at application for a Building Permit or a change of occupancy and payable prior to issuance of a Building Permit or approval of a change of occupancy, in an amount based upon the amount of Person Travel Demand attributable to New Development and the cost of

providing the Mobility Projects needed to serve such new Person Travel Demand. This article shall not be construed to authorize imposition of fees related to Mobility Project needs attributable to existing development.

(b) This article is intended to allow New Development in compliance with the comprehensive plan to share in the burdens of growth. New Development shares in this burden by paying a pro rata share of the reasonably anticipated costs of Mobility Projects needed to accommodate the Person Travel Demands created by New Development as well as by complying with other appropriate development approval conditions. This article is intended to provide flexibility to address the needs of individual developments that, because of location, timing, or other characteristics, require different treatment in the form of reduced fees or supplemental requirements.

(c) Towards this end, Mobility Fees are established based upon the calculation methodology incorporated in the "City of Lake City Mobility Fee Technical Report" dated February 2026, prepared by NUE Urban Concepts, LLC.

Sec. 86-152. - Definitions.

For the purposes of this article, the following terms, phrases, words, and their derivatives shall have the meanings given herein, unless their use in context clearly indicates otherwise:

(1) *Accessory Dwelling Unit* shall have the meaning ascribed in the most recent edition of the City's Land Development Regulations to the term "Accessory Dwelling Unit".

(2) *Agreement* means an enforceable agreement entered into between the City of Lake City and a developer in which specific development terms, conditions, obligations are defined and agreed upon, including agreements entered pursuant to the City's home rule powers under the Florida Constitution and Chapter 166, Florida Statutes, an agreement entered pursuant to Sections 163.3220—163.3243, or an agreement or Development Order issued pursuant to Chapter 380, Florida Statutes.

(3) *Affordable Housing (see Affordable Residential in these definitions).*

(4) *Affordable Residential* means a Dwelling Unit and shall include those Uses specified in the ITE Trip Generation Manual under the Land Use Code Series 200, except for Land Use Codes 253, 254, and 255. Residential includes Accessory Dwelling Units, dormitories, and Tiny Homes. The City may elect to establish a program that establishes criteria to qualify as affordable or workforce housing.

Until the City establishes a program, and an Applicant receives formal approval, the affordable or workforce housing Mobility Fee rate would not be applicable.

(5) *Amenities and Ancillary Uses* means buildings, structures, and lands which buildings, structures, or lands have (i) a clubhouse, (ii) meeting spaces, (iii) laundry facilities, (iv) guard houses, (v) fields, (vi) courts, (vii) indoor or outdoor Recreational Uses, (ix) garages, (x) parking structures, (xi) barns, (xii) sheds, or (xiii) landscape maintenance facilities, and which buildings, structures, or lands do not generate additional person travel demand, are not open to the public, and are not a commercial use. These amenities are generally associated with residential developments and overnight lodging. These Uses are not assessed a Mobility Fee unless they are open to the public and require the payment of a fee for use either directly or through membership or club dues.

(6) *Applicant* means the property owner, or duly designated agent of the property owner, of land on which a Building Permit, Change of Use Permit, or Special Use Permit is requested and a Mobility Fee is due pursuant to this article.

(7) *Assessment Area* means a geographic area of the City or a specific development pattern where Mobility Fees are assessed on New Development.

(8) *Automobile* means a car, SUV, truck, van, or motorcycle that is either electric powered, gasoline powered, a hybrid, or some other fuel source that propels the automobile.

(9) *Automobile Cleaning* means a building, stalls, stations, or tunnels for the cleaning, detailing, polishing, washing, or waxing of automobiles which fall under the description of ITE Trip Generation Manual Land Use Code Series 800 and 900. This use includes full-service, partial service, and self-service Uses.

(10) *Automobile Charging or Fueling* means the total number of automobiles that can be charged or fueled at one time (fueling positions). Increasingly, Land Uses such as superstores, (e.g., super Wal-Mart), variety stores, (e.g., Dollar General), and wholesale clubs (e.g., Costco) also offer automobile charging and fueling with or without small convenience stores. Outside of Florida, several grocery store chains also sell fuel. Freestanding automobile charging stations that charge a fee for use and are not a requirement of the City as an ancillary use of a development shall be required to pay a Mobility Fee. The impact fee rate per charging or fueling position would be in addition to any Mobility Fee per square foot under the applicable retail Land Use with automobile charging or fueling. Automobile charging stations that are not a primary use or function of a Commercial or Retail Use and are either required by the City or provided as an ancillary use are exempt

from payment of the Mobility Fee. The City shall have the ability to determine if a charging or fueling station is a commercial use.

(11) *Automobile Repair Service* means a building, bays, service bays, stalls, or stations for the routine maintenance of automobiles including oil changes, cleaning, or replacing filters, replacing windshield wipers, changing tires, providing for maintenance, service, and repair, and changing and topping off automobile fluids and falling under the description of ITE Trip Generation Manual Land Use Code Series 800 and 900. Any building square footage of an Automobile Repair Service facility not otherwise associated with Automobile Repair Service would fall under Retail Uses and pay the applicable impact fee per the square footage of the building not associated with the quick lube service.

(12) *Bank or Financial Drive-Through Lane or Freestanding ATM* means (i) a drive-through lane used for banking purposes such as deposits, withdrawals, balance inquiries, or bill pay associated with any bank, financial institution, credit union. The drive-through may include either a teller window, pneumatic device for transferring banking information or funds, or an Automated Teller Machine (ATM). An ATM inside or attached to a building that has a use open to the public or end user is not assessed a separate fee as a freestanding ATM. This use also includes freestanding bank drive-through lanes and freestanding walk-up or drive-through ATM machines. The fee shall be based upon the total number of drive-through lanes with a banking window, pneumatic device, or ATM and/or the total number of freestanding ATMs. Freestanding ATM's may be either walk-up or feature drive-through lanes.

(13) *Benefit District* means a geographic area of the City where Mobility Fees paid by New Development are expended on Mobility Projects.

(14) *Building Permit* means an official document or certificate of the City to erect, construct, alter, repair, move, demolish, or change the occupancy of any land, building, or structure, or portion of any land, building, or structure pursuant to the Florida Building Code or the Land Development Regulations of the City of Lake City.

(15) *Capacity* means the maximum sustainable flow rate, at a service standard, at which persons or vehicles reasonably can be expected to traverse a point or a uniform section of a bicycle facility, pedestrian facility, roadway, or shared-use multimodal facility during a given time-period under prevailing conditions. For transit, the capacity is the maximum number of persons reasonably accommodated riding a transit vehicle, along with the frequency and duration of transit service.

(16) *Capital Improvement Element* means such element of the City of Lake City's Comprehensive Plan, as amended annually by the Capital Improvements Program (CIP) which evaluates the need for Mobility Projects as identified in the Comprehensive Plan elements and as defined in the applicable definition of each Mobility Project, estimates the cost of improvements, analyzes the fiscal capability of the local government to finance and construct improvements, adopts financial policies to guide the funding of improvements, and schedules the funding and construction of improvements in a manner necessary to ensure that capital improvements are provided when required based on the needs identified in the Comprehensive Plan.

(17) *Capital Improvement Program* means the five-year capital improvements program, as amended annually, that prioritizes and identifies funding for Mobility Projects as identified in the capital improvements element.

(18) *City* means the City of Lake City, Florida.

(19) *City Council* means the legislative body of the City of Lake City, Columbia County, Florida.

(20) *Commercial & Retail Uses* means those commercial activities which provide for sale, lease, or rent of goods, products, services, automobiles, or accommodations for use by individuals, businesses, or groups and which include those Uses specified in the ITE Trip Generation Manual under Land Use Code Series 800 and 900.

(21) *Community Serving* means those Uses operated by non-profit civic organizations, governmental entities, foundations, or fraternal organizations, including places of assembly. Community Serving also includes Uses such as YMCA, museum, art studio, gallery, cultural center, community meeting spaces, community theater, library, or a fraternal or masonic lodge or club, or any community and civic based Uses that do not sell retail goods or services for profit and that participate in community and public activities. Food, beverages, goods, and services may be offered for ancillary fundraising and sales to support the Community Serving use.

(22) *Convenience Retail* means car washes, convenience stores, gas stations, and quick service restaurants. Convenience retail with quick-service restaurant drive-through lanes, or automobile charging or fueling shall be assessed an additive impact fee per drive-through and charging or fueling position. Convenience retail with car wash facilities shall be assessed Mobility Fees per applicable unit of measure. ITE Land Use Codes 851, 930, 933 through 938, and 944 through 950.

(23) *County* means Columbia County, Florida.

(24) *Development Order* shall have the meaning ascribed to such term in Section 163.3164, Florida Statutes.

(25) *Dwelling Unit* shall have the meaning ascribed in the most recent edition of the City's Land Development Regulations to the term "Dwelling Unit".

(26) *Fast Food or Quick Service Restaurant Drive-Through* means a delivery lane where an order is picked-up by a customer that placed an order at a call box, window, or screen, or via a mobile device or an on-line application or portal. Quick service restaurants are also referred to as fast casual or fast-food restaurants. The number of drive-through lanes shall be based on the total number of lanes, not the number of windows where an order is picked-up. Some drive-through lanes may be opened longer than the restaurant is open. Food may be obtained from a pick-up window, locker, station, or functional equivalent after the order has been placed. For Uses with designated parking areas for delivery pick-up where food is brought to the parking location, every (5) designated spaces shall be considered the equivalent to a drive-through lane. The Mobility Fee per drive-through is assessed in addition to the Mobility Fee assessed for the building.

(27) *Freestanding Retail* means entertainment, personal service, and Retail Uses in a single building where any single use under common ownership exceeds 75 percent of the total square footage of the building. Land Use Codes under the 800 and 900 series of the ITE Trip Generation Manual.

(28) *Group Living Facility* means communities designed for long term care of on-site residents, such as assisted living facilities, continuing care facilities, supervised group homes for persons with disabilities, and nursing homes, with common dining and on-site health facilities for residents that is not a general retail or commercial use open to the public. This use includes ITE Trip Generation Manual Land Use Codes 253, 254, 255, and 620.

(29) *High Impact Retail* means grocery stores, supermarkets, superstores, variety stores, and package stores selling liquor or alcohol for off-site consumption, where 50% or more of the gross square footage of the use is for the sale of edible or drinkable goods. These Uses may also offer other goods, products, and services such as on-site consumption of food or beverages, cleaning and household supplies, pharmacies, and other personal services. High Impact Retail Uses also include banks, credit unions, and sit-down restaurants. These Uses generally generate between 75 and 250 daily trips per 1,000 sq. ft.

(30) *Hotel & Overnight Accommodations* means places of accommodations, such as bed and breakfasts, inns, motels, hotels, and resorts that provide places for sleeping and bathing and may include supporting facilities such as restaurants,

cocktail lounges, meeting and banquet rooms or convention facilities, and limited recreational facilities (e.g., pool, fitness room) intended for primary use by guest(s) and which include those Uses specified in the ITE Trip Generation Manual under the Land Use Code Series 300.

(31) *Impact* means any New Development that results in an increase in Person Travel Demand above the demand generated by the existing use of property, including submerged properties.

(32) *Indoor Commercial Recreation* means facilities that primarily focus on individual or group fitness, exercise, or training, or otherwise provide recreational activities. These Uses typically provide exercise, dance or cheerleading classes, weightlifting, yoga, Pilates, cross-fit training, fitness, and gymnastics equipment. Indoor Commercial Recreation also includes Uses such as bowling, pool, darts, arcades, video games, batting cages, trampolines, laser tag, bounce houses, skating, climbing walls, and performance centers. Food, beverages, equipment, and services may be offered for ancillary sales. The use would generally fall under the ITE Land Use Code Series 400.

(33) *Industrial* means those activities which are predominantly engaged in

(i) building and construction trades; and

(ii) the assembly, distribution, finishing, packaging, processing, production, storage, and / or warehousing of goods and products, utilities, recycling, waste management and Uses that include brewing and distilling that may have taps, sampling or tasting rooms;

(iii) including those Uses specified in the ITE Trip Generation Manual under Land Use Code Series 100 excluding governmental Uses.

Industrial Uses typically have ancillary office space and may have display or merchandise display areas for various trades and industries that are not open to the general public. Industrial Uses are also located in Land Uses and zoning districts intended for Industrial Uses. Industrial Uses also include commercial storage facilities or acreage in which one or more warehouses, storage units or vaults are rented for the storage of goods and/or acreage or is providing for the storage of boats, RVs, vehicle trailers and other physical items that are larger than what is typically stored within an enclosed structure. The acreage for outdoor storage, excluding drive aisles, buffers, and stormwater management areas, shall be converted to square footage for purposes of calculating the fee. This shall not include an individual's personal property where such items are stored by the owner of the land and not for commercial purposes, subject to allowance by Land Development Regulations.

(34) *Industrial Uses* means those activities which are predominantly engaged in the assembly, distribution, fabrication, finishing, packaging, processing, production, storage, and / or warehousing of goods and products, utilities, recycling, waste management and Uses that include brewing and distilling that may have taps, sampling or tasting rooms, and include those Uses specified in the ITE Trip Generation Manual under Land Use Code Series 100 but excluding governmental Uses.

(35) *Institutional Uses* means those public or quasi-public Uses that serve one or more community's social, educational, health, cultural, and religious needs and which include those Uses specified in the ITE Trip Generation Manual under the Land Use Code Series 500, and includes Land Use Codes 253, 254, 255, and 620. Land Use Codes 540 and 550 are included in Office Uses, and Land Use Codes 580 and 590 fall under Community Serving. Federal, state, and local government Institutional Uses, except for community development districts, are exempt from payment of Mobility Fees.

(36) *ITE Trip Generation Manual* means and refers to the latest edition of the report entitled "Trip Generation" produced by the Institute of Transportation Engineers (ITE), and any official updates.

(37) *Land Use (see Use in these definitions).*

(38) *Level of Service (LOS)* means a quantitative stratification of the level of service provided to a facility, roadway, or service stratified into six letter grade levels, with "A" describing the highest level and "F" describing the lowest level; a discrete stratification of a level of service continuum.

(39) *Local Retail* means cafes, personal service, restaurant, and Retail Uses that meet criteria established by the City by ordinance to qualify as a local retail use. These Uses would exclude regional or national chains. The criteria usually include the identification of the total number of retail operations that would define a chain Retail Use. Until the City establishes criteria, the Mobility Fee rate for local retail would not be assessed on any Land Use.

(40) *Long Term Care* means communities designed for long term care or recovery homes of on-site residents, such as assisted living facilities, adult care centers, congregate living facilities, and nursing homes with common dining and on-site health facilities for residents that are not a general retail or commercial use open to the public. This use includes ITE Trip Generation Manual Land Use Codes 253, 254, 255, and 620.

(41) *Manufactured Home* shall have the meaning ascribed in the most recent edition of the City's Land Development Regulations to the term "Dwelling, Residential

Design Manufactured Home", or the term "Dwelling, Standard Design Manufactured Home", as the case may be.

(42) *Medical Office* means a building or buildings that provide medical, dental, or veterinary services and care. Medical Office shall also include any clinics, emergency care Uses, and any Uses specified in the ITE Trip Generation Manual under Land Use Code Series 600, including Land Use Code 720. Land Use Code 620 is included under Long Term Care Land Uses.

(43) *Micromobility* means electric powered personal mobility devices such as electric bicycles, electric scooters, hoverboards, one-wheeled devices, unicycles, electric skateboards, and other electric assisted personal mobility devices. Low speed vehicles such as golf carts or mopeds are not considered personal micromobility devices.

(44) *Microtransit* means electric powered low speed vehicles, autonomous transit shuttles, golf carts, neighborhood electric vehicles, and transit circulators that seat less than 15 passengers.

(45) *Mobile Home* shall have the meaning ascribed in the most recent edition of the City's Land Development Regulations to the term "Dwelling, Mobile Home".

(46) *Mobile Home Use* means Land Uses for the temporary or permanent placement of Manufactured Homes (Residential Design or Standard Design), Mobile Homes, Recreational Vehicles, Tiny Homes on Wheels, or Travel Trailers, within predefined lots or spaces that have connections for communications, electric, water, and wastewater. A Mobile Home Use may be located on an individual lot or parcel, or part of a unified development, park, or resort. Residential parks designed for Mobile Home Use may have common amenities and buildings with Recreational Uses, laundry, and park offices.

(47) *Mobile Residence (see Mobile Home in these definitions).*

(48) *Mobility* means the ability to move people and goods from an origin (beginning point) to a destination (end point) by one or more modes of travel in a timely (speed) manner.

(49) *Mobility Fee* means a monetary exaction imposed on New Development to fund Mobility Projects identified in the most recently adopted Mobility Plan.

(50) *Mobility Fee Agreement (see Agreement in these definitions).*

(51) *Mobility Fee Expenses* means expenditures for: (a) the repayment of principal and interest or any redemption premium for loans, advances, bonds, bond anticipation notes, and any other form of indebtedness then outstanding

consistent with statutory allowances and used to advance Mobility Projects identified in the Mobility Plan; (b) reasonable administrative and overhead expenses necessary or incidental to expanding and improving Mobility Projects; (c) crosswalks, elevated crossings, bridges, traffic control and crossing warning devices, landscape, trees, way finding, irrigation, hardscape, streetscape, and lighting related to Mobility Projects; (d) Micromobility devices, Microtransit vehicles, programs and services; (e) mobility hubs, rail stations with parking structures, transit circulators, facilities, programs, shuttles, services and vehicles; (f) reasonable expenses for engineering studies, stormwater reports, soil borings, tests, surveys, construction plans, and legal and other professional advice or financial analysis relating to Mobility Projects; (g) the acquisition of right-of-way and easements for the improvements, including the costs incurred in connection with the exercise of eminent domain; (h) the clearance and preparation of any site, including the demolition of structures on the site and relocation of utilities; (i) floodplain compensation, wetland mitigation and stormwater management facilities; (j) all expenses incidental to or connected with the issuance, sale, redemption, retirement, or purchase of bonds, bond anticipation notes, or other forms of indebtedness, including funding of any reserve, redemption, or other fund or account provided for in the ordinance or resolution authorizing such bonds, notes, or other form of indebtedness consistent with statutory allowances and used to advance Mobility Projects identified in the Mobility Plan; (k) reasonable costs of planning, design, survey, engineering, and construction, including mobilization, maintenance of traffic during construction and CEI (construction engineering and inspection) services of Mobility Projects; (l) City administration, implementation updates to the Mobility Plan and Mobility Fee, including any analysis, assessments, counts, data collection, plans, programs or studies needed for Mobility Projects or (m) local match for federal, state and county funded Mobility Projects.

(52) *Mobility Fee Schedule* means the Land Uses for which a Mobility Fee is to be assessed on New Development. The Mobility Fee Schedule includes the Mobility Fee rates per unit of measure for each Land Use.

(53) *Mobility Plan and Mobility Fee Technical Report* shall mean the City of Lake City Mobility Fee Technical Report dated February 2026 and prepared by NUE Urban Concepts, LLC that that identifies Mobility Projects within and adjacent to the City to meet future person travel demand from New Development and serves as the basis for the City's Mobility Fee. The Technical Report documents the analysis, data and methodology used to develop a Mobility Fee and is adopted pursuant to an implementing ordinance which authorizes imposition of the Mobility Fee.

(54) *Mobility Plan* means the latest version of the City of Lake City Mobility Plan that identifies Mobility Projects within and adjacent to the City and includes a separate document that details the description, cost, and capacity of each Mobility Project.

(55) *Mobility Programs* means initiatives intended to implement the Mobility Plan. These Mobility Programs include a variety of plans and studies that may be undertaken as part of implementation of the Mobility Plan and expenditure of Mobility Fees.

(56) *Mobility Project* means improvements such as autonomous vehicle circulators, bike lanes, buffered bike lanes, protected bike lanes, cycle tracks, raised bike lanes, intersections, interchanges, roundabouts, boardwalks, pathways, shared-use paths, multi-use paths/trails, sidewalks, traffic calming, elevated crossings, pedestrian bridges, pedestrian overpasses, pedestrian underpasses, roads, streets, and streetscaping. Mobility Projects also include policies; programs; services; wayfinding; micromobility devices; micromobility transit vehicles, circulators, lanes, stops, and facilities; and mobility hubs and corridor studies. Mobility Projects can include new or additional travel lanes and turn lanes, upgrades of roads that result in a change in functionally classification of the road, complete and low speed streets, curbless shared streets, new or upgraded traffic signals, traffic synchronization, mobilization, maintenance of traffic, surveys, geotechnical studies, engineering, inspection, utilities, construction, project development and environment (PD&E) planning, utility relocation, right-of-way acquisition, easement acquisition, land acquisition, and construction of stormwater management facilities. These projects may also be referred to as Mobility Plan projects or Multimodal projects.

(57) *Mode* means the choice of travel a person undertakes and can include walking, jogging, running, bicycling, paddling, scooting, flying, driving a vehicle, riding a boat, transit, taxi or using a new mobility technology.

(58) *Multimodal* means travel by multiple modes of transportation, including travel lanes, sidewalks, pathways, shared-use paths, boardwalks, trails, canals, waterways for walking, jogging, running, bicycling, rollerblading, skating, scootering, driving, or use of a device for mobility impaired persons, and where allowed use of Micromobility devices. Multimodal also means transit travel by microtransit, autonomous transit shuttles, buses, trolleys, boats, or water-born vehicles.

(59) *Multimodal Capacity* means the sustainable flow rate, at a service standard, at which persons or vehicles reasonably can be expected to traverse a point or a uniform section of a bicycle facility, pedestrian facility, roadway, or shared-use

multimodal facility during a given time-period under prevailing conditions. For transit, the Multimodal Capacity is the maximum number of persons reasonably accommodated riding a transit vehicle, along with the frequency and duration of transit service.

(60) *Multimodal Transportation System* means the right-of-way, easements, roads, streets, canals, alleyways, curb-cuts, traffic control devices, stormwater management facilities, utilities, bridges, waterways, and multimodal facilities that allow for circulation, mobility, and parking within the City and accessibility to Land Uses, property, and Modes of transportation within the City.

(61) *Multi-Tenant Retail* means sale of good and merchandise, personal service, retail, and restaurant Uses provided in a single building, with two (2) or more separate distinct Uses under different corporate ownership where no single use exceeds 75 percent of the total square footage of the building. This includes Land Uses under ITE Land Use Codes Series 800 and 900.

(62) *New Development* means new Residential and non-Residential construction, any new land development or site preparation activity, any new construction of buildings or structures, any modification, reconstruction, redevelopment, or upgrade of buildings or structures, any change of use of a building, land, or structure, and any special exception approval, variance, or special use permit that results in an Impact to the Multimodal Transportation System.

(63) *Non-Residential Additive Uses* means a Land Use with a Mobility Fee rate based on a unit of measure that generates high levels of Impact per unit such as service bays, car wash lanes, fueling positions for automobiles, and drive-through lanes for banks, quick service restaurants, and Retail Uses. These Mobility Fees per unit of measure are assessed in addition to Mobility Fees assessed per Land Use based on square footage of buildings and structures or the applicable unit of measure for the Land Use. These non-Residential Additive Uses fees may also be referenced as Additive Fees or Additive Mobility Fees.

(64) *Non-Residential Square Feet* means the sum of the gross floor area (in square feet) of the area of each floor level under cover, including cellars, basements, mezzanines, penthouses, corridors, lobbies, stores, and offices, that are within the principal outside faces of exterior walls, not including architectural setbacks or projections. Included are all areas that have floor surfaces with clear standing head room (six feet, six inches, minimum) and are used as part of primary use of the subject property. If an area within or adjacent to the principal outside faces of the exterior walls of a structure is not enclosed, such as outdoor restaurant seating, areas used for storage of goods and materials, or merchandise display,

and is determined to be a part of the primary use of property, this gross floor area is considered part of the overall square footage of the building. Areas for parking, circulation, ingress, egress, buffers, conservation, walkways, landscape, stormwater management, and easements or areas granted for transit stops or multimodal parking are not included in the calculation of square feet.

(65) *Office* means general offices, hospitals, higher education schools, post-secondary trade schools, and professional activities primarily involving the provision of professional or skilled services, including but not limited to accounting, legal, real estate, insurance, financial, engineering, architecture, accounting, and technology.

(66) *Office Uses* means those business Uses which provide professional services to individuals, businesses, or groups and which include those Uses in the ITE Trip Generation Manual under Land Use Code Series 600 and 700 (except Land Use Code 620, which is included under Institutional Uses), including Land Use Codes 540, 550, 911 and 912. Post-secondary education Uses are considered Office Uses.

(67) *Outdoor Commercial Recreation* means outdoor recreational activity including Land Uses like or incorporating activities such as miniature golf, batting cages, video arcade, bumper boats, go-carts, golf driving ranges, tennis, racquet or basketball courts, soccer, baseball and softball fields, paintball, skating, cycling or biking that require paid admittance, membership, or some other type of fee for use. Buildings for refreshments, bathrooms, changing, and retail may be included. The fee shall be based upon the total acreage of the facility for active Uses outside of buildings and all buildings used to carry out a primary function of the Land Use activity. Areas for parking, buffers, and stormwater that are not active features of the Land Use are excluded from the acreage assessed a fee. The use would generally fall under the ITE Land Use Code Series 400.

(68) *Person Miles of Capacity (PMC)* means the number of persons "capacity" that can be accommodated, at a determined standard, on a facility while walking, bicycling, riding transit, driving, or using a mobility assisted device over a defined distance.

(69) *Person Miles of Travel (PMT)* means a unit used to measure person travel made by one person where each mile traveled is counted as one person mile. PMT is calculated by multiplying person trip length by the number of person trips. The increase in future person miles of travel is used to plan Mobility Project needs that form the basis for a Mobility Fee.

(70) *Person Miles of Travel Factor (PMTf)* means the factor utilized to convert vehicle miles of travel to person miles of travel based on the 2022 National Household Travel Survey.

(71) *Person Travel Demand (PTD)* means travel demand from New Development based on trip generation, pass-by trips, vehicle trip lengths, limited access travel, origin and destination factors, vehicle miles of travel, and person miles of travel factors. The resulting Mobility Fees are roughly proportional to the person travel demand per use and assessment area provided on the Mobility Fee Schedule.

(72) *Person Trip (PT)* means a trip by one person by one or more modes of travel including, but not limited to, driving a motor vehicle or low speed electric vehicle, riding transit, walking, bicycling or form of person powered, electric powered, or gasoline powered device.

(73) *Person Trip Length (PTl)* means the length, in miles, of a person trip per Trip Purpose.

(74) *Private Education* means building or buildings used for pre-school, private school, childcare, or day care where students are educated by a non-governmental entity with grades ranging from pre-kindergarten to 12th grade. Private schools do not include public charter schools, which are exempt from local government fees per Florida Statute. Childcare and day care shall mean a facility where care for young children is provided, normally during the daytime hours. Day care facilities generally include classrooms, offices, eating areas and playgrounds. Postsecondary education falls under Office Uses. These Uses are under ITE Trip Generation Manual under Land Use Code Series 500.

(75) *Recreational Uses* mean those public or quasi-public Uses that serve a community's social, cultural, fitness, entertainment, and recreational needs, which include applicable Land Uses specified in the ITE Trip Generation Manual under Land Use Code Series 400 and 500.

(76) *Recreational Vehicle* shall mean any one of the basic entities of “recreational vehicle-type unit” as defined and enumerated in Section 320.01(1)(b), Florida Statutes (2026).

(77) *Residential* means a Dwelling Unit and shall include those Uses specified in the ITE Trip Generation Manual under the Land Use Code Series 200, except for Land Use Codes 253, 254, and 255. Residential includes Tiny Homes, Accessory Dwelling Units, and dormitories.

(78) *Residential Dwelling* means a Dwelling Unit, including single-family attached, single-family detached, multi-family, student housing, or active adult as a self-

contained living space intended for residential occupancy by one or more individuals, including permanent facilities for living, sleeping, eating, cooking, and sanitation.

(79) *Residential, Single Family* shall have the meaning ascribed in the most recent edition of the City's Land Development Regulations to the term "Dwelling, One Family".

(80) *Residential Square Feet* means the sum of the area (in square feet) of each Dwelling Unit measured from the exterior surface of the exterior walls or walls adjoining public spaces such as multifamily or dormitory hallways, or the centerline of common walls shared with other Dwelling Units. Square feet include all livable, habitable, and temperature controlled enclosed spaces (enclosed by doors, windows, or walls). This square footage does not include unconditioned garages or unenclosed areas under roof. For multifamily and dormitory Uses, common hallways, lobbies, leasing offices, and residential amenities are not included in the square feet calculation, unless that space is leased to a third-party use and provides drinks, food, goods, or services to the public or paid memberships available to individuals that do not reside in a Dwelling Unit in the subject multifamily or dormitory use.

(81) *Residential Uses* means those Uses specified in the ITE Trip Generation Manual for all Land Use Codes 210 through 252, and Land Use Code 416.

(82) *Retail Drive-Through* means any drive-through lane associated with a personal service or Retail Use. The drive-through may include an order window or a door, window, or other means of access to drop-off or pick-up up goods, items, services, ordered through a mobile app or online. Common Uses include dry cleaners or pharmacies. Increasingly Retail Uses are including drive-through lanes to pick up ordered goods. Drive-through lanes associated with a bank, fast food, or quick service restaurant, financial institution, or auto wash are assessed Additive Mobility Fees. Retail Drive-Through Uses include those under ITE Land Use Codes Series 800 and 900, except those Uses included on the Mobility Fee Schedule with defined Mobility Fee rates.

(83) *Retail Uses (see Commercial & Retail Uses in these definitions).*

(84) *Site and Development Plan* shall have the meaning of such term as it is used in the context of the most recent edition of the City's Land Development Regulations.

(85) *Streetscape* means hardscape elements such as pavers, benches, lighting, trash and recycling receptacles, fountains, seating, shade structure, crosswalks, landscape elements such as canopy and understory trees, shrubs, bushes, grasses

and flowers, green infrastructure and architectural structures and projections that provide shade and protection from various weather conditions.

(86) *Tiny Home* shall have the meaning ascribed in the most recent edition of the Florida Building Code, Residential to the term "Tiny House", and meet all requirement of a Tiny House set forth therein.

(87) *Tiny Home on Wheels* shall mean a vehicular portable unit on a single chassis and mounted on wheels, which is intended for use as a primary residential structure that is not a mobile home, manufactured home, or park trailer, as defined by Chapter 320, Florida Statutes (2018), and otherwise (i) is towable by a vehicle with a bumper hitch, frame-towing hitch, or fifth-wheel connection; cannot be designed to be moved under its own power; and complies with the dimensional and weight limits established by the State of Florida for vehicles using public roads.

(88) *Travel Demand* means the mode of transportation mobility that people choose to use, and how those choices result in trips of varying lengths on the transportation system.

(89) *Travel Trailer (see Recreational Vehicle in these definitions).*

(90) *Trip* means travel between locations, often between an origin, such as a home, to a destination, such as a business, but the trip can end and begin at the same location, such as walking a dog in the neighborhood where the home is both the origin and destination.

(91) *Trip Length* means the length of a trip per Trip Purpose.

(92) *Trip Purpose* means the primary purpose at the destination of a trip such as travel to buy goods, services, or meals, entertainment, recreation, school, work, places of assembly, errands, medical, day care, or work related. Trip Purpose may be either home based, meaning the trip originates at a residence, or non-home based, meaning the trip originates at a location other than a residence.

(93) *Use* means a use of land for residential or non-residential purposes. For Mobility Fee purposes the terms Land Use and use are interchangeable. The inclusion of a Use on the Mobility Fee Schedule does not mean such Land Use or use is permitted by the City's Land Development Regulations.

(94) *Vehicle Miles of Travel (VMT)* means a unit to measure vehicle travel made by a motor vehicle where each mile traveled is counted as one vehicle mile regardless of the number of persons in the vehicle and is calculated by multiplying the length of a road segment by the total number of vehicles on that road segment.

(95) *Vehicle Occupancy (VO)* means the total number of persons in a single motor vehicle making a Trip.

(96) *Vehicle Trip* means a trip by a single motor vehicle, regardless of the number of persons in the motor vehicle.

Sec. 86-153. – Mobility Fee Imposed.

The Mobility Fee imposed by the City shall apply to all New Development applications within the Mobility Fee Assessment Area submitted 91 days or more after the first public notice of this Mobility Fee ordinance following the enactment hereof.

(1) *Imposition.* The Mobility Fee system is intended to impose a Mobility Fee, assessed at the time of Building Permit application, or its functional equivalent application for Uses that do not require a Building Permit, and payable prior to Development Order approval, in an amount based upon the most recently adopted Mobility Fee Schedule maintained by the City.

(2) *Assessment Area.* The Mobility Fee shall be imposed on all New Development within the Mobility Fee Assessment Area which includes all existing and future property within the municipal limits of the City. The limits of the Mobility Fee Assessment Area are established in the Mobility Fee Technical Report, dated February 2026.

(3) *Payment.* As a condition of the issuance of a Development Order approval, the Mobility Fee for the New Development shall be paid by the Applicant to the City as set forth in the Mobility Fee Schedule. No Development Order approval requiring payment of a Mobility Fee shall be issued until said Mobility Fee has been paid except as otherwise herein provided. The obligations for payment of Mobility Fees shall run with the property for which the Development Order is approved.

(4) *Unpaid fees.* If Mobility Fees are owed, no New Development order approvals of any type or certificates of occupancy may be issued while the Mobility Fee remains unpaid. The City may authorize the initiation of any action as permitted by law or equity to collect the unpaid Mobility Fees.

(5) *Calculation.* The Mobility Fee shall be calculated based on the applicable unit of measure detailed on the Mobility Fee Schedule multiplied by the total number of units.

(6) *Change in Use or size.* If the change in size of a structure or Use of land results in an increase in Impact, the Mobility Fee due shall be the incremental difference resulting from the change in size or Use as determined by the latest Mobility Fee

Schedule, less the Mobility Fee that would be imposed under the applicable rate prior to the change in size or Use.

(7) *Refund.* If there is a change in size or Use that results in a decrease in Impact generated by the prior Use, the Applicant shall not be entitled to a refund or credit.

(8) *Offsets.* A structure or Use that is inactive and has been abandoned or vacant for a period of more than three (3) years shall not be considered an existing or active use for purposes of calculating a Mobility Fee offset. The Mobility Plan and Mobility Fee are to be updated at least once every five (5) years and person travel demand is measured on a yearly basis. Thus, after plan updates and annual counts, the person travel demand associated with the structure or Use is no longer reflected in existing travel data. Therefore, the previous travel demand associated with the Use no longer exists and is no longer available to offset the Impact of the New Development. The annual counts are used to distinguish current travel demand from future travel demand. The increase in future travel demand serves as a component to determine the need for Mobility Projects. The burden of demonstrating the existence of a Use or structure shall be upon the New Development requesting an offset.

(9) *Prior payment.* For structures and Uses considered to be active, any previous payment of Mobility Fees may be credited against the appropriate Mobility Fees owed as a result of a change of Use or re-establishing a Use of land or structure that has been abandoned or vacant.

(10) *Request for credit or offset.* Any request for credit or offset of a Mobility Fee shall be made prior to submittal of a Development Order application and shall be resolved prior to issuance of a Development Order approval, unless otherwise stated in a written agreement between the Applicant and the City. Any offset or credit not so claimed shall be deemed waived by the Applicant. Credits and offsets shall be further detailed in an administrative manual or administrative procedures established by the City.

(11) *Administration.* The City Manager or the City Manager's designee, in consultation with the City Attorney, land development regulation administrator, and such other City personnel as the City Manager shall deem appropriate, shall administer, implement, maintain, and update the Mobility Plan and Mobility Fee on behalf of the City and shall have the ability to act regarding the imposition of the fee, payment of the fee, determination of credit or off-set utilization, or other such action to ensure that the Mobility Fee meets all legal and statutory requirements

and to address unique circumstances that may arise from time to time that are not expressly addressed herein.

Sec. 86-154. – Mobility Fee Exemptions.

(1) *General Exemption.* A general exemption from liability for Mobility Fee assessment applies to all developments having

(a) an approved and active Building Permit, or

(b) an approved and active Site and Development Plan

approved by the City prior to the effective date of Ordinance 2026-2366.

(2) *Specific Exemptions.* The following specific types of New Development will be exempt from payment after the date of adoption, unless otherwise administratively determined to be subject to Mobility Fees:

(a) *Modifications.* Additions, remodeling, rehabilitation, or other improvements to an existing Residential or non-Residential structure not resulting in an increase in Person Travel Demand.

(b) *Rebuilding.* Rebuilding of a damaged or destroyed structure provided there is no increase in the square footage for Residential or non-Residential Uses, or increase in Person Travel Demand from a change of Use.

(c) *Change of Use.* A change in Use that does not generate additional Person Travel Demand.

(d) *Amenities and Ancillary Uses.* Development Amenities and Ancillary Uses, such as a pool, clubhouse, or recreational facilities not available to the public and accessory buildings, such as maintenance structures or guard houses, that do not result in an increase in Person Travel Demand.

(e) *Governmental entity.* A federal, state, county, municipal, or governmental entity structure, excluding community development districts or special districts. Public and charter schools for pre-K to 12th grade are exempt from Mobility Fees per Florida Statute; community colleges, colleges, and universities are not exempt.

(f) *Timing.* Any claim of a specific exemption pursuant to this Section 86-154, Subsection (2), must be made no later than the time of application for a Development Order approval.

(3) *City Exemption.* The City Manager or the City Manager's designee shall have the ability to act regarding declaring or revoking an exemption of the fee to address unique circumstances that may arise from time to time that are not expressly

addressed herein. Any request for exemptions shall be supported by substantial and competent evidence provided by the Applicant at the time of the request.

(4) *Economic Development Incentive Program.* The City Council may elect to establish an economic development incentive program to encourage development that provides a significant economic benefit to the City. The program may provide for the exemption or reduction of Mobility Fees otherwise due and payable by qualifying development. The City Council may establish specific criteria and procedures for determining whether a development constitutes a significant economic benefit to the city and qualifies for the economic development incentive program. Any Mobility Fees exempted or reduced pursuant to the economic development incentive program shall be funded from the City's General Fund or such other legally available non-mobility-fee revenues as may be authorized by the City Council. Until such time as the City Council establishes the criteria and procedures for the economic development incentive program, all development shall be assessed and shall pay Mobility Fees in accordance with the Mobility Fee rates and methodology adopted by the City and in effect at the time the Mobility Fee is assessed.

Sec. 86-155. – Mobility Fee Schedule.

The Mobility Fee Schedule is reflective of that amount of Person Travel Demand attributable to New Development, the Person Miles of Travel attributable to New Development, and the cost of Mobility Projects needed to meet the Travel Demand from New Development. Any person who shall initiate any New Development, except as otherwise provided for herein, shall pay a Mobility Fee, based on the applicable unit of measure, as set forth in the most recently adopted Mobility Fee Schedule. The Mobility Fee Schedule may be updated from time to time. The most recently adopted Mobility Fee Schedule shall be maintained by the Growth Management Department. The Mobility Fee to be paid prior to issuance of a Development Order approval shall be as set forth in the following Mobility Fee Schedule:

City of Lake City Mobility Fee Schedule					
LAND USE CATEGORIES (DARK GREY) LAND USE CLASSIFICATIONS, & REPRESENTATIVE USES (IN PARENTHESES)	UNIT OF MEASURE (UOM)	2027 Mobility Fee	2028 Mobility Fee	2029 Mobility Fee	2030 Mobility Fee

Residential Uses	-				-
Affordable Residential	PSF*	$0.44	$0.44	$0.89	$0.89
Residential (Single-Family, Multi-Family, Mobile Home)	PSF*	$0.89	$0.89	$1.77	$1.77
Institutional Uses	-	-	-	-	-
Community Serving (Civic / Fraternal Club, Gallery, Museum, Performance Venues, Place of Assembly or Worship)	PSF*	$0.50	$0.50	$1.00	$1.00
Long Term Care (Assisted Living, Adult Care Center, Congregate Living Facility, Nursing Home)	PSF*	$0.43	$0.43	$0.86	$0.86
Private Education (Afterschool, Child Care Center, Day Care Center, K-12, Pre-K, Trade School, Tutor)	PSF*	$0.59	$0.59	$1.17	$1.17
Recreational Uses	-	-	-	-	-
Golf Course (Open to Public or Non-Resident Membership)	per hole	$2,480	$2,480	$4,959	$4,959
Outdoor Commercial Recreation (Amusement, Driving Range, Multi-Purpose, Recreation, Sports, Tennis)	per Acre	$3,244	$3,244	$6,487	$6,487
Indoor Commercial Recreation (Amusement Arcade, Exercise Studio, Fitness, Gym, Health, Indoor Sports, Recreation)	PSF*	$2.91	$2.91	$5.83	$5.83
Recreational Vehicle or Travel Trailer Park	PSF*	$0.08	$0.08	$0.17	$0.17

Industrial Uses	-	-	-	-	-
Industrial (Heavy, Flex-Unit, Light, Microbrewery, Self or Outdoor Storage, Utilities)	PSF*	$0.27	$0.27	$0.55	$0.55
Office Uses	-	-	-	-	-
Office (Administrative, Business, Hospital, Post Secondary Education, Professional, Real Estate)	PSF*	$0.82	$0.82	$1.63	$1.63
Medical or Dental Office (Clinic, Dental, Health Service, Laboratory, Professional Care, Emergency Care, Rehab, Veterinary)	PSF*	$1.89	$1.89	$3.77	$3.77
Commercial & Retail Uses	-	-	-	-	-
Local Retail (Café, Restaurant, Retail, Sales and Services, Personal Services)	PSF*	$0.66	$0.66	$1.31	$1.31
Multi-Tenant Retail (Goods, Merchandise, Personal Services, Restaurant, Retail, Street Level Mixed-Use)	PSF*	$1.31	$1.31	$2.62	$2.62
Freestanding Retail (Auto, Discount, Home Improvement, Superstore, Wholesale)	PSF*	$1.94	$1.94	$3.89	$3.89
High Impact Retail (Alcoholic Beverages, Banks, Grocery Store, Pharmacy & Drug Store, Sit-Down Restaurant)	PSF*	$4.10	$4.10	$8.20	$8.20
Convenience Retail (Convenience Store, Fast Food Restaurant, Drive-In Restaurant, Gasoline Station)	PSF*	$6.63	$6.63	$13.26	$13.26

Non-Residential Additive Uses (All Uses are additive except overnight lodging)	-	-	-	-	-
Bank or Financial Drive-Through Lane or Freestanding ATM	per Lane / ATM	$5,091	$5,091	$10,182	$10,182
Hotel & Overnight Accommodations (B&B, Condo Hotel, Hotel, Motel, Motor Lodge, Tourist Court, Short-term Rental, Transient)	per Room	$797	$797	$1,593	$1,593
Fast Food or Quick Service Restaurant Drive Through	per Lane	$10,398	$10,398	$20,796	$20,796
Retail Drive-Through (Dry Cleaner, Dollar Store, Grocery Store, Pharmacy & Drug Store, Retail)	per Lane	$3,608	$3,608	$7,216	$7,216
Automobile Cleaning (Automated, Cleaning, Dry, Detailing, Polishing, Self-Serve, Vacuum, Wash, Wax)	PSF*	$4.51	$4.51	$9.02	$9.02
Automobile Charging (Commercial Facility which requires Membership or Payment)	per Position	$4,136	$4,136	$8,272	$8,272
Automobile Fueling	per Position	$4,987	$4,987	$9,974	$9,974
Automobile Repair Service (Brakes, Install, Maintenance, Major, Minor, Quick Lube, Repair, Tint, Tires)	per Bay or Stall	$2,436	$2,436	$4,872	$4,872

*PSF – per square foot.

Sec. 86-156. – Mobility Fee Determination.

The Mobility Fee per Land Use shall be determined using the Land Use category and unit of measure on the Mobility Fee Schedule that most closely corresponds to the Land Use contemplated by the proposed development project.

(1) *Closest Use Determination.* In the event a project involves a Land Use not contemplated under the Mobility Fee Land Use categories on the Mobility Fee Schedule, the Mobility Fee shall be determined utilizing the closest Land Use category based on the ITE Trip Generation Manual until such time as the City adopts an administrative manual or administrative procedures.

(2) *Mixed-Use. I*n the event New Development involves a mixture of Land Uses, the Mobility Fee shall be based on each individual Mobility Fee Land Use classification.

(3) *Assessment.* The Mobility Fee shall be determined using the appropriate Land Use category, Land Use classification, unit of measure, and Mobility Fee rate established on the Mobility Fee Schedule. The City may develop an administrative manual or administrative procedures to provide further detail related to the assessment of Mobility Fees.

(4) *Alternative Land Use.* In the event an Applicant disagrees with the Mobility Fee assessment based on the proposed Land Use, the Applicant may request an alternative Land Use determination. The City may develop an application with criteria established in an administrative manual or administrative procedures.

(5) *Alternative mobility study.* In the event an Applicant believes the cost to mitigate the Impact of New Development is less than the Mobility Fee established in the Mobility Fee Schedule, the Applicant may submit an alternative Mobility Fee study. The City may develop an application with criteria established in an administrative manual or administrative procedures.

(6) *Land Use Determination*.

a. For any Residential Dwelling, regardless of type of Residential Use, the Mobility Fee is based on the Residential square footage multiplied by the applicable Mobility Fee rate.

b. The Affordable Housing Mobility Fee rate shall only apply to Affordable Housing units. The Mobility Fee shall be based on the percentage of Affordable Housing units to overall units. The Mobility Fee shall be determined by dividing Affordable Housing units by total units, multiplying that percentage by the total assessable square footage, and multiplying that square footage by the Affordable Housing Mobility Fee rate.

c. Residential square feet are defined as per Section 86-152.

d. For multi-family Residential, common hallways, lobbies, leasing offices, and Residential Amenities and Ancillary Uses are not included in the square feet calculation. Any space leased to a third-party Use to provide drinks, entertainment, food, goods, or other services available to the public shall be required to pay the applicable Mobility Fee per the individual Uses identified in the Mobility Fee Schedule.

e. Mobile Residence includes homes on individual lots, in unified developments, parks, or resorts. Mobile Residence is based on the number of lots or spaces available for a Mobile Residence. Fees are not assessed for Recreational Vehicles or Travel Trailers permitted to be parked on a Residential lot with a Dwelling Unit. Any square footage leased to a third-party unaffiliated Use that provides drinks, food, goods, or services to the public, shall be required to pay the applicable Mobility Fee per the individual Uses identified in the Mobility Fee Schedule. This does not apply to community spaces, laundry facilities, or food and beverage provided for residents.

f. For Recreational Uses that feature both enclosed buildings and unenclosed acreage, the total Mobility Fee shall be the sum of the enclosed recreation Mobility Fee based on square footage plus the unenclosed recreation Mobility Fee based on acreage. Any square footage leased to an unaffiliated third-party Use that provides drinks, food, goods, services, shall be required to pay the applicable Mobility Fee per the individual Uses identified in the Mobility Fee Schedule.

g. For Institutional, Industrial, Office, Commercial and Retail Uses, the Mobility Fee shall be based on the total non-Residential square footage and multiplied by the applicable Mobility Fee rate.

h. For commercial storage Uses under Industrial, acreage for any unenclosed material and vehicle storage, including but not limited to boats, Recreational Vehicles (RV), and trailers, shall be converted to square footage by multiplying the total acreage by 43,560. Common areas for buffers, conservation, vehicle circulation, and stormwater shall be excluded from the acreage calculation.

i. For Local Retail, the City may elect to establish a program that establishes criteria to qualify as a Local Retail business. Until the City establishes a program and an Applicant receives formal approval, the Local Retail business Mobility Fee rate would not be applicable.

j. Multi-tenant retail means a single building, with two or more separate Uses under lease or ownership where no single Use exceeds 75% of the total square

footage of the building. Institute of Transportation Engineers (ITE) Land Use Codes under the 800 and 900 series, excluding grocery stores and supermarkets.

k. Freestanding Retail includes Retail and personal services in a single building where any use under common ownership exceeds 75% of the total square footage of the building. Freestanding Retail Uses are typically located on their own parcel, have designated off-street parking areas and one or more access to an external road. Freestanding Retail may also be outparcels within a larger overall development and my share an access to an external street with one or more Uses. ITE Trip Generation Manual Land Use Codes under the 800 and 900 series, except Uses otherwise listed under their own Land Use classification on the Mobility Fee Schedule, shall be considered Freestanding Retail. High Impact Retail and convenience retail are excluded from Freestanding Retail.

l. High Impact Retail includes banks, pharmacies, sit down restaurants (non fast food), grocery stores, supermarkets, beer, liquor, package, wine and spirits stores, bars, nightclubs, lounges. These Uses generate between 75 and 250 daily trips per 1,000 sq. ft. per the latest ITE Generation Manual or alternative study. Convenience retail includes car washes, convenience stores, gas stations, service stations, coffee, donut, sandwich, food and beverage that would be considered fast food or quick service restaurants. These Uses generate more than 250 daily trips per 1,000 sq. ft. per the latest ITE Generation Manual or alternative study.

m. Additive Mobility Fees are assessed in addition to the Mobility Fee assessed with the square footage of the building.

n. Each bank building shall pay the High Impact Retail rate for the square footage of the building. Drive-through lanes, Freestanding ATMs and Drive-through lanes with ATMs are assessed a separate fee per lane or per ATM and are added to any Mobility Fee associated with a bank building. The freestanding ATM is for an ATM only and not an ATM within or part of another non-financial building, such as an ATM within a grocery store.

o. Any drive-through associated with a quick-service restaurant will be an additive fee in addition to either the multi-tenant, freestanding, or convenience retail Mobility Fee per square foot of the building. The number of drive-through lanes will be based on the number of lanes present when an individual places or picks up an order, whichever is greater. Drive-through

lanes include lanes associated with picking up any beverage or food order made on-line, by an app, or a third party or drive-through.

p. Any drive-through associated with a Multi-Tenant Retail Use will be assessed an additive Mobility Fee in addition to the applicable retail Mobility Fee per square foot of the building. The number of drive-through lanes will be based on the number of lanes present when an individual places an order or picks up an order, whichever is greater. Drive-through lanes may be located in multi-use or freestanding buildings. Banks and quick service restaurants have their own Mobility Fee rates per drive-through lane.

q. The square footage for any automated or manual car wash shall be based on the total square footage of the lane/tunnel, stall, or bay. This Land Use was recently updated in the 12th Edition of the ITE Trip Generation Manual and used to be based on the number of lanes, tunnels, stalls and stations. A Mobility Fee will also be assessed for any building space not captured as part of a lane/tunnel, stall, bay, or stations. Any building solely for maintenance or supply purposes that does not include any accessible spaces for personnel would not be required to pay a Mobility Fee beyond that associated with the additive fee

r. Rates per Automobile Charging or Fueling position apply to a convenience store, gas station, general store, grocery store, supermarket, superstore, variety store, wholesale club or service stations with fuel pumps. In addition, there shall be a separate Mobility Fee for the square footage of any retail building per the applicable Mobility Fee rate under Commercial and Retail Uses. The number of charging or fueling positions is based on the maximum number of vehicles that could be charged or fueled at one time. Non-commercial vehicle charging stations associated with Residential or non-Residential Uses required by the City or provided by the owner as an amenity and not a commercial purpose shall not be assessed a Mobility Fee.

s. Automobile Repair Service includes maintenance, repair, and servicing of motor vehicles. Mobility Fee are assessed per bay or stall, plus a retail rate associated with any additional building square footage under Retail Uses for waiting areas, parts, supplies, and transactions.

(7) City determination. The City Manager or the City Manager's designee, in consultation with the City Attorney and land development regulation administrator, shall have the ability to act regarding determination of Use, request to reconsider determinations, use of credit or offsets, acceptance of alternative studies, payment of the fee, timing of payment, updates of the fee and to address

unique circumstances that may arise for time to time that are not expressly addressed herein, consistent with legal and statutory requirements.

Sec. 86-157. – Mobility Fee Agreements.

In lieu of the payment of Mobility Fees, an Applicant may propose to enter into a Mobility Fee Agreement with the City to advance a Mobility Project identified in the Mobility Plan or Capital Improvements Program.

(1) Impact. New Development shall be presumed to generate the maximum Impact generated by the most intensive use permitted under the applicable Land Use consistent with the Comprehensive Plan or Development Order approvals.

(2) Agreement Terms. Among other terms, an Agreement may include the following terms:

a. Credit account. A Mobility Fee credit account may be established against which Mobility Fees assessments from New Development within the overall proposed development would be debited against at a time period defined in the Agreement; or

b. Benefit District. A development-specific Benefit District maybe established in which subsequent New Development would pay the assessed Mobility Fee, and the Applicant would be reimbursed from the Mobility Fees collected within the Benefit District at time periods defined in the Agreement.

(3) Application. The City may develop an administrative manual, administrative procedures or an application that details the requirements for the Agreement, as well as the development schedule and approval process.

Sec. 86-158. – Mobility Fee Credits.

An Applicant may request credit against any assessed Mobility Fee in an amount equal to the cost of Mobility Projects or contributions of land, money, or services for Mobility Projects contributed, paid for, or committed to by the Applicant or the predecessor in interest.

(1) *Capital improvements program.* Only Mobility Projects included in the Mobility Plan or Capital Improvements Program are eligible for Mobility Fee credits. An Applicant may request that the City Council add a Mobility Project to the Capital Improvements Program. The City may develop an administrative manual, administrative procedures, or an application that details the information required to request Mobility Projects be added to the Capital Improvements Program for purposes of establishing Mobility Fee credits.

(2) *Application.* The City may develop an administrative manual, administrative procedures, or an application that details the requirements to request credit, as well as the development schedule, development approval process, and use of the credit.

(3) *Plan and regulatory requirements.* Mobility Projects required to meet minimum comprehensive plan or Land Development Regulation requirements are not eligible for Mobility Fee credit. Site-related access improvements such as turn lanes, sidewalks, or traffic control devices providing site access are typically not eligible for Mobility Fee credit. The City may develop an administrative manual or administrative procedures that provide further detail related to eligibility for Mobility Fee credits, including instances where required improvements or limited site related improvements may be eligible for partial Mobility Fee credits.

Sec. 86-159. – Mobility Fee Benefit District.

The establishment of a Mobility Fee Benefit District is the best method of ensuring Mobility Fees paid by New Development are expended on Mobility Projects that provide a Mobility benefit to the New Development as required in the benefits test of the dual rational nexus between the need for travel demands generated by New Development and the Mobility Fees imposed on that New Development.

(1) *Expenditure.* A Mobility Fee Benefit District provides a clearly defined boundary for the expenditure of Mobility Fee revenue. Establishing a Mobility Fee Benefit District ensures funds paid by New Development are spent on Mobility Projects to accommodate Person Travel Demand within the Benefit District, providing a reasonable nexus between the expenditure of Mobility Fee revenue and the New Development for which the Mobility Fees are paid.

(2) *Establishment.* There is a Mobility Fee Benefit District established to cover the full extent of Mobility Projects that form the basis for the Mobility Fee. The boundaries of the Mobility Fee Benefit District at a minimum include all existing property within the municipal limits of the City and extends beyond the limits of the Mobility Fee Assessment Area to fully encompass the extent of Mobility Projects. The City may establish additional Mobility Fee Benefit Districts in the future. The limits of the Mobility Fee Benefit District are established in the Mobility Fee Technical Report, dated February 2026.

(3) *New Development.* The City may elect to establish a Mobility Fee Benefit District for a New Development that agrees to advance construction of a Mobility Project. The Mobility Fee Benefit District may extend beyond the boundaries of the New Development where an advanced Mobility Project provides a Mobility benefit to adjacent areas.

(4) *Special revenue funds.* The City shall establish a special revenue fund for the Mobility Fee Benefit District and any subsequent Mobility Fee Benefit Districts. Mobility Fees collected shall be deposited into the applicable special revenue fund. Mobility fees shall not be deposited into general revenue funds. Special revenue funds may be established where the City enters into an Agreement with New Development to establish a new Mobility Fee Benefit District.

Sec. 86-160. – Mobility Fee Expenditure.

Mobility fees are intended to fund Mobility Project Expenses such as the planning, design, and construction of Mobility Projects consistent with the following:

(1) Expenditure of funds. Amounts on deposit in Mobility Fee special revenue funds shall be expended by the City for (i) the advancement or construction of Mobility Projects or for financing directly, or (ii) as a pledge against bonds, revenue certificates and other obligations of indebtedness, the expenses for Mobility Projects, or portions thereof, that are:

a. Location. Located in the Mobility Fee Benefit District from which the funds were collected,

b. Planned project. Included in the Mobility Plan or Capital Improvement Program, and

c. Benefit. Beneficial to New Development in terms of enhanced Mobility.

(2) Timing. Mobility fees shall be expended based on a first in, first out basis.

(3) Prohibition. The amounts on deposit in the Mobility Fee fund shall not be used for periodic or routine maintenance as defined in F.S. § 334.03 (18) and (23).

(4) Use of funds. Funds withdrawn from these accounts must be utilized for eligible Mobility Project expenses.

(5) Audit. Audits of the City performed pursuant to F.S. § 218.39, shall include an affidavit from the City Manager addressing reporting requirements of F.S. § 163.31801.

(6) Administration. Should the City elect to not establish a service charge or cost recovery fees, or the service charge or cost recovery fees do not fully capture expenses, the administration and implementation of the Mobility Fee system may be funded by Mobility Fees in an amount not to exceed that actual cost to administer and implement the Mobility Fee system.

Sec. 86-161. – Mobility Fee Refunds.

Refunds of Mobility Fees paid hereunder may be allowed upon application therefore when it is determined no construction has occurred, the Building Permit issued for such construction has expired or otherwise been canceled, or the City has not expended or encumbered the funds within the required time frame.

(1) *Time frame for expenditure.* Mobility Fees collected shall be returned to the then present owner of the New Development if the Mobility Fees have not been encumbered or spent by the end of the calendar quarter immediately following seven (7) years from the date such Mobility Fees were collected, or if the development for which the fees were paid never commenced.

(2) *Expenditure of funds.* Mobility Fees collected shall be deemed to be encumbered or expended on a "first in, first out" basis.

(3) *Refund process.* An Applicant may request a refund of Mobility Fees not expended within the time frame for expenditure of funds. Request shall be reviewed by the City Manager or the City Manager's designee and approved if Mobility Fees have not been expended within the time frame for expenditure of funds or as provided for in the refund process and procedures detailed in an administrative manual or in administrative procedures.

(4) *Expired permits.* An Applicant may request a refund of Mobility Fees if construction activity never commenced or if permits expired. The request shall be in writing to the City Manager or the City Manager's designee and include necessary documentation. An Applicant shall not be entitled to a refund of any service charges related to review and issuance of a permit. The refund shall be processed within sixty (60) business days from the date the request is received unless otherwise provided for in an administrative manual or in administrative procedures.

Sec. 86-162. – Effect on Land Development Regulations.

(a) Comprehensive Plan. The listing of a Land Use in the Mobility Fee Schedule is solely for purposes of establishing the applicable Mobility Fee rate to be assessed per Land Use, and such listing does not mean that the Land Use is permitted or available under applicable Comprehensive Plan requirements. In addition, the listing of the Land Use in the Mobility Fee Schedule shall not be considered evidence the Land Use is appropriate in any future Land Use designation.

(b) Land Development Regulations. The payment of Mobility Fees does not ensure nor grant compliance with the City's Land Development Regulations, including regulations relating to zoning, transportation corridor management, access

management, substandard roads, secondary access, timing, and phasing, and, where applicable, development of regional impact review.

Sec. 86-163. – Administrative Manual and Service Charges.

(a) Administrative manual or procedures. The City may prepare and periodically update a Mobility Fee administrative manual or administrative procedures that address day to day administration, and the implementation and update of the Mobility Plan and Mobility Fee. The administrative manual or procedures would address assessments, credit and off-set requests, fee and Land Use determinations, special studies, fee expenditures and monitoring. The administrative manual or administrative procedures should be accepted by resolution of the City. Until such time as an administrative manual or administrative procedures are developed, determinations related to the Mobility Fee system shall be made by the City Manager or the City Manager's designee, in consultation with the City Attorney, the land development regulation administrator, and such other City personnel as the City Manager shall deem appropriate.

(b) Service charge. The City may elect to prepare and periodically update Mobility Fee service charges or cost recovery fees to ensure that the City's general fund does not bear the full burden of administering and implementing the Mobility Fee system, provided that the service charges does not exceed the City's actual costs of administration and implementation of the Mobility Fee system. Mobility fee service charges or cost recovery fees shall be in addition to the imposed Mobility Fee and shall account for future updates of the Mobility Plan and Mobility Fee in the service charge determination, along with any required application fees for special studies or credit request. The Mobility Fee service charge or cost recovery fees shall be based on a study that documents the basis for the charges or fees and accepted by resolution of the City.

Sec. 86-164. – Annual Report.

The City shall comply with all audit requirements of F.S. § 218.39. The City shall include in its annual capital improvement program update, an accounting of Mobility Projects funded by Mobility Fees. The annual budget shall indicate Mobility Fee revenues and expenditures. Audits of the City performed pursuant to F.S. § 218.39, shall include an affidavit from the City Manager addressing requirements of F.S. § 163.31801.

Sec. 86-165. – Review and Update.

(a) Mobility Fee update. The Mobility Fee shall be updated by the City at least once every five (5) years from the date of the last adoption. The five (5) year time frame shall account for the 90-day notice period for any increase as required by Florida Statute. The update shall commence no later than four (4) years after the date of last adoption. If a full re-evaluation and update are not complete within the required time period, the last adopted Mobility Fee shall remain in effect until the update is complete.

(b) Annual report. The Mobility Fee shall be reviewed annually, and an annual report shall be prepared documenting collections and expenditures. The review shall include a recommendation regarding the need to update the Mobility Fee earlier than the required update schedule due to extraordinary circumstances. The administrative manual and administrative procedures may detail additional factors to be addressed as part of the annual update to ensure the Mobility Fee is consistent with case law and Florida Statute.

(c) Annual inflation adjustment. The City may elect to annually evaluate the Mobility Fees to determine if an adjustment is necessary based on inflation, starting in 2027. The data for inflation shall be based on local cost to the extent data is available. The most recent FDOT Transportation Cost Report Construction Cost Inflation Factors or FDOT Monthly Inflation Factor Reports shall also be referenced to determine inflation factors. If local or FDOT data is not available, the annual inflation factor adjustments shall be based on either the National Highway Construction Cost Index or the Consumer Price Index. Any such adjustment to the Mobility Fees shall be adopted by ordinance.

(d) Required notice. Increases in the Mobility Fees due to either an update or adjustment for inflation require a 90-day notice period per F.S. § 163.31801 before updated or adjusted Mobility Fees can go into effect. The City shall advertise the fees in a publication of general circulation available to city residents and businesses, or as permitted by Florida Statute, publish the updated rates on the City's website. The advertisement shall be published and/or posted no later than 90 days prior to the update or adjustment of the Mobility Fees. Any such adjustment to the Mobility Fees shall be adopted by ordinance.

(e) City initiated update. The City Manager or designee may authorize City initiated updates of the Mobility Fee to ensure that Mobility Fees meet legal and statutory requirements. The City may adopt an administrative manual or administrative procedure that provide further detail on factors that would potentially require that

the City move forward with an update. Any such update or adjustment to the Mobility Fees shall be adopted by ordinance.

Sec. 86-166. – Appeals.

(a) If an Applicant is dissatisfied with one or more of the following decisions of the City Manager or the City Manager's designee, the Applicant may appeal the decision in writing to the City Council:

(1) *Imposition.* The requirement to pay a Mobility Fee per 86-153;

(2) *Exemption.* That a New Development does not qualify for an exemption pursuant to 86-154;

(3) *Determination.* The assessed Mobility Fee pursuant to 86-454 and 86-156;

(4) *Refunds.* The refund or refunded amount of Mobility Fees pursuant to 86-161;

(b) *Notice of appeal.* The Applicant shall file a notice of appeal with the City Council within thirty (30) calendar days of any final decision in which the Applicant does not concur.

(c) *Evidence.* As part of the appeal, the Applicant shall submit in writing the specific decision being appealed and shall provide documentation detailing the reasons why the Applicant believes the decision is incorrect. The Applicant shall also provide in writing the desired final outcome and shall provide evidence in support of that decision. Technical documentation submitted as evidence shall be prepared by either a licensed professional engineer, a certified planner, or an impact fee consultant with experience administering, implementing, or developing impact fees or Mobility Fees.

(d) *Date of hearing.* The appeal hearing before the City Council shall be held within 60 working days of the receipt of the notice of appeal.

(e) *Hearing.* The City Council shall base its decision on any appeal on the applicable standards and criteria established for the Mobility Fee system established pursuant to Article VI and the evidence presented at a properly advertised public hearing.

(f) *Council actions.* The City Council may uphold or revoke, in whole or in part, the determination being appealed and to that end shall have the powers of the City Manager from whom the appeal is taken.

(g) *Payment of Mobility Fees.* A Development Order approval will not be issued unless the Mobility Fee is paid in full, regardless of an appeal by an Applicant. Any subsequent reduction of Mobility Fees due, resulting from a successful appeal shall, shall be refunded to an Applicant within 60 days of the approval. Any subsequent

exemption from Mobility Fees due, resulting from a successful appeal shall, shall be refunded to an Applicant within 60 days of the approval. No interest will be paid on a refund of any such overpayment or payment.

Sec. 86-167. – Vested Rights.

It is not the intent of the Mobility Fee system to abrogate, diminish, or modify the rights of any persons that have vested rights pursuant to a valid governmental act of the City. An Applicant may petition the City Council for a vested rights determination which would exempt the Applicant from the provisions of the Mobility Fee system. The City Manager or the City Manager's designee, in consultation with the City Attorney, shall evaluate the petition and submit a recommendation to the City Council based upon the following criteria:

(1) *Valid act.* A valid, unexpired governmental act of the City, authorizing the building for which an Applicant seeks a certificate of occupancy, exists.

(2) *Investment backed expectation.* Expenditures or obligations made or incurred in reliance upon the authorizing act are reasonably equivalent to the assessed Mobility Fee.

(3) *Prior approvals.* That it would be inequitable to deny the Applicant the opportunity to occupy a previously approved building under the conditions of the previous approval by requiring the Applicant to comply with the provisions of the Mobility Fee system.

Sec. 86-168. – Penalty.

Violations of Article VI will be enforceable by all legally available remedies, including but not limited to code enforcement proceedings consistent with this code and Chapter 162, Florida Statutes.

SECTION 5. CODIFICATION

It is the intention of the City Council that the provisions of this Ordinance shall become and be made part of the Code of Ordinances of the City of Lake City, Florida. The Sections of this Ordinance may be renumbered, re-lettered and the word "Ordinance" may be changed to "Section", "Article" or such other word or phrase in order to accomplish such intention. The correction of typographical errors which do not affect the intent or substance of the ordinance may be authorized by the City Clerk or the City Clerk's designee with the consent of the City Attorney without public hearing, by filing a corrected or re-codified copy of the same with the City.

SECTION 6. REPEAL OF ORDINANCES IN CONFLICT

All ordinances or parts of ordinances in conflict with this Ordinance are, to the extent they conflict with this Ordinance, repealed.

SECTION 7. PROVIDING FOR SEVERABILITY

It is the declared intent of the City Council that, if any section, sentence, clause, phrase, or provision of this ordinance is for any reason held or declared to be unconstitutional, void, or inoperative by a court or agency of competent jurisdiction, such holding of invalidity or unconstitutionality shall not affect the remaining provisions of this Ordinance and the remainder of this Ordinance, after the exclusion of such part or parts, shall be deemed to be valid.

SECTION 8. EFFECTIVE DATE

This Ordinance shall be effective immediately upon adoption by the City Council.

APPROVED, UPON FIRST READING, by the City Council of the City of Lake City at a regular meeting on the ____ day of September, 2026.

PUBLICLY NOTICED, in a newspaper of general circulation in the City of Lake City, Florida, by the City Clerk of the City of Lake City, Florida, on the ___ day of _____, 2026.

APPROVED AND ADOPTED UPON SECOND READING, by an affirmative vote of a majority of a quorum present of the City Council, at a regular meeting this ____ day of _____ 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

City of Lake City
Mobility Fee Technical Report
February 2026

CITY OF LAKE CITY
Florida's Gateway Est. 1859

NUE URBAN CONCEPTS
LAND USE · MOBILITY · PARKING · FEES

THE REPUBLIC of DESIGN INC.

City of Lake City Mobility Fee Technical Report

February 2026

Produced for: City of Lake City

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February 23rd, 2026

Robert Angelo
Planner II
City of Lake City, Growth Management
205 N Marion Ave.
Lake City, FL 32055

Re: City of Lake City Mobility Fee Technical Report

Dear Robert:

Enclosed is the City of Lake City Mobility Fee Technical Report dated February 2026. The City Mobility Fees are based on mobility projects identified in the 2050 City of Lake City Mobility Plan. This Technical Report has been prepared for consideration by the City Council. The 2050 Mobility Plan and the Mobility Fee Technical Report would be adopted through an implementing ordinance. The earliest that an implementing ordinance could become effective is a minimum of 90 calendar days after adoption, as required by Florida Statute 163.31801.

The 2050 Mobility Plan includes projects addressing future mobility needs for the residents, businesses, employees, and visitors to Lake City. The development of a City Mobility Fee is the first step in a multi-step process to replace transportation concurrency with an alternative transportation system based on a mobility plan and mobility fee as provided for in Florida Statute Section 163.3180. The recently adopted House Bill 479 amendment to Florida Statute Section 163.3180 reinforced the ability of the City, and municipalities throughout the State of Florida, to adopt an alternative transportation system to replace transportation concurrency and to adopt a mobility fee system as the only fee to mitigate transportation capacity impacts to be collected within the City.

The Mobility Fee is an equitable and simplified one-time payment from new development to mitigate its impact to the City's multimodal transportation system. The City Mobility Fee, documented in the enclosed Technical Report, is consistent with legal and statutory requirements and meets the dual rational nexus test and the rough proportionality test, consistent with Florida Statute Sections 163.3164, 163.3180, 163.31801, and Florida Statute Chapter 380.

NUE Urban Concepts looks forward to continuing to work with City staff on finalizing the 2050 Mobility Plan and Mobility Fee per direction from the City Council.

Sincerely,

Jonathan B. Paul, AICP
Principal

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EXECUTIVE SUMMARY

In 1985, the Florida Legislature passed the Growth Management Act that required all local governments in Florida to adopt Comprehensive Plans to guide future development and mandated that adequate public facilities be provided "concurrent" with the impacts of new development. Transportation concurrency became the measure used by local governments to ensure that adequate public facilities, in the form of road capacity, was available to meet the transportation demands from new development.

By 1993, the Florida Legislature recognized that an unintended consequence of transportation concurrency is that it discouraged development in urban areas where road capacity was constrained and pushed development to suburban and rural areas where road capacity was either available or was cheaper to construct. In 2007, the Legislature introduced the concept of mobility plans and mobility fees as an alternative to transportation concurrency, proportionate share, and road impact fees. Mobility fees are a way for new development to mitigate its impact (i.e., traffic) through a streamlined and transparent one-time payment to local governments.

In 2011, the Legislature eliminated state mandated transportation concurrency and made it optional for any local government. In 2013, the Legislature encouraged local governments to adopt alternative mobility funding systems, such as a mobility fee, based on a plan of improvements. In 2019, the Legislature required mobility fees follow the same statutory process as impact fees. **In 2024, the Legislature, through HB 479, defined mobility fees and mobility plans and reaffirmed that any local government can adopt an alternative transportation system (fka alternative mobility funding systems), such as a mobility fee based on a mobility plan.**

The Lake City Mobility Fee has been developed to fund mobility projects identified in the Mobility Plan. The Mobility Fee will: (1) establish a new fee collected by the City and (2) be the only fee to mitigate transportation impacts collected within the City.

The Mobility Fee system features a single Assessment Area where mobility fees are equally assessed on new development within the City based on the type of land use. The Mobility Fee features a single Benefit District to ensure Mobility Fees paid to the City are spent on mobility projects identified in the Mobility Plan that provide a mobility benefit to the new development that paid the Mobility Fee. **The Mobility Fee Technical Report, dated February 2026, documents the data and methodology used to develop a mobility fee, to mitigate the impact of new development based on the 2050 Mobility Plan, that meets legally established dual rational nexus and rough proportionality tests, and is consistent with the requirements of Florida Statute Sections 163.3180, 163.31801, and Florida Statute Chapter 380.**

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CITY OF LAKE CITY MOBILITY FEE		
LAND USE CATEGORIES (DARK GREY), USE CLASSIFICATIONS, & REPRESENTATIVE USES (IN PARENTHESES)	UNIT OF MEASURE (UOM)	MOBILITY FEE
Residential Uses		
Affordable Residential	per Sq. Ft.	$0.89
Residential (Single-Family, Multi-Family, Mobile Home)	per Sq. Ft.	$1.77
Institutional Uses		
Community Serving (Civic / Fraternal Club, Gallery, Museum, Performance Venues, Place of Assembly or Worship)	per Sq. Ft.	$1.00
Long Term Care (Assisted Living, Adult Care Center, Congregate Living Facility, Nursing Home)	per Sq. Ft.	$0.86
Private Education (Afterschool, Child Care Center, Day Care Center, K-12, Pre-K, Trade School, Tutor)	per Sq. Ft.	$1.17
Recreational Uses		
Golf Course (Open to Public or Non-Resident Membership)	per hole	$4,959
Outdoor Commercial Recreation (Amusement, Driving Range, Multi-Purpose, Recreation, Sports, Tennis)	per Acre	$6,487
Indoor Commercial Recreation (Amusement Arcade, Exercise Studio, Fitness, Gym, Health, Indoor Sports, Recreation)	per Sq. Ft.	$5.83
Recreational Vehicle or Travel Trailer Park	per Space / Lot	$170
Industrial Uses		
Industrial (Heavy, Flex-Unit, Light, Microbrewery, Self or Outdoor Storage, Utilities)	per Sq. Ft.	$0.55
Office Uses		
Office (Administrative, Business, Hospital, Post Secondary Education, Professional, Real Estate)	per Sq. Ft.	$1.63
Medical or Dental Office (Clinic, Dental, Health Service, Laboratory, Professional Care, Emergency Care, Rehab, Veterinary)	per Sq. Ft.	$3.77
Commercial & Retail Uses		
Local Retail (Café, Restaurant, Retail, Sales and Services, Personal Services)	per Sq. Ft.	$1.31
Multi-Tenant Retail (Goods, Merchandise, Personal Services, Restaurant, Retail, Street Level Mixed-Use)	per Sq. Ft.	$2.62
Free-Standing Retail (Auto, Discount, Home Improvement, Superstore, Wholesale)	per Sq. Ft.	$3.89
High Impact Retail (Alcoholic Beverages, Banks, Grocery Store, Pharmacy & Drug Store, Sit-Down Restaurant)	per Sq. Ft.	$8.20
Convenience Retail (Convenience Store, Fast Food Restaurant, Drive-In Restaurant, Gasoline Station)	per Sq. Ft.	$13.26
Non-Residential Additive Uses (All uses are additive except overnight lodging)		
Bank or Financial Drive-Through Lane or Free-Standing ATM	per Lane / ATM	$10,182
Hotel & Overnight Accommodations (B&B, Condo Hotel, Hotel, Motel, Motor Lodge, Tourist Court, Short-term Rental, Transient)	per Room	$1,593
Fast Food or Quick Service Restaurant Drive-Through	per Lane	$20,796
Retail Drive-Through (Dry Cleaner, Dollar Store, Grocery Store, Pharmacy & Drug Store, Retail)	per Lane	$7,216
Automobile Cleaning (Automated, Cleaning, Dry, Detailing, Polishing, Self-Serve, Vacuum, Wash, Wax)	per Sq. Ft.	$9.02
Automobile Charging (Commercial Facility which requires Membership or Payment)	per Position	$8,272
Automobile Fueling	per Position	$9,974
Automobile Repair Service (Brakes, Install, Maintenance, Major, Minor, Quick Lube, Repair, Tint, Tires)	per Bay or Stall	$4,872

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City of Lake City
Mobility Fee
Technical Report

February 2026

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INTRODUCTION

The City of Lake City intends for the Mobility Fee to provide an alternative transportation system to replace transportation concurrency for all new development that has land use entitlements consistent with the currently adopted City Comprehensive Plan. The City's Mobility Fee is based on a Mobility Plan that establishes **mobility projects "needed"** to meet growth in travel demand and enhance the City's transportation system by providing residents, employees, businesses, students, and visitors with safe and convenient mobility options to travel within the City and surrounding areas.

Mobility Projects consist of **improvements, programs, and services such as sidewalks, bike lanes, boardwalks, multi-use trails, curbless shared streets, neighborhood greenways, primary commercial streets, downtown context sensitive upgrades, road widenings, lane repurposing, connectivity evaluations, intersection improvements, safety improvements, parking improvements, wayfinding, traffic calming, a microtransit pilot, and more.**

Mobility Fees are not: ***(1) a reoccurring tax; (2) assessed to existing residential or non-residential property; or (3) deposited into general revenue funds of the City.***

Mobility Fees are: ***(1) a streamlined one-time assessment on new development within the Mobility Fee Assessment Area; (2) intended to offset the travel demand impact of new development; and (3) deposited into special revenue fund for mobility fees to be expended within the Mobility Fee Benefit District.***

New Development is defined as ***"new residential and non-residential construction, any new land development or site preparation activity, any new construction of buildings or structures, any modification, reconstruction, redevelopment, or upgrade of buildings or structures, any change of use of a building, land, or structure, and any special exception approval, variance, or special use permit that results in an increase in an impact to the transportation system."***

Impact is defined as ***"any new development that results in an increase in person travel demand above the demand generated by the existing use of property, including submerged lands."***

The Mobility Fee system features a single **Assessment Area** that includes all property located within the City **(Map A).** The assessment area defines where new development is assessed a mobility fee. The mobility fee system has been developed to assess a uniform mobility fee rate per land use established on the mobility fee schedule. Mobility fees can be assessed at the time of permit application and are paid at the time a permit is issued by the City.

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The Mobility Fee system features a single **Benefit District** that covers the entire City, along with adjacent areas outside City limits **(Map B).** The Benefit District extends beyond current City limits as people walking, bicycling, riding transit, and driving vehicles do not stop at City limits. There may be instances where it makes sense to extend a mobility project beyond City limits or contribute to a mobility project outside City limits to enhance access to the extent there is a mobility benefit provided to new development. The Benefit District also enables the City to address extra jurisdictional impacts as required by Florida Statute.

When mobility fees are paid by new development, they are deposited into a special revenue fund established by the City. Mobility fees are legally and statutorily required to be spent on mobility projects identified in the Mobility Plan to provide a mobility **"benefit"** to new development that paid the mobility fee. The City Council determines how mobility fee revenue is allocated and expended on mobility projects through annual updates to the Capital Improvements Program (CIP).

Once adopted, the Mobility Fee will be the only transportation mitigation fee collected from new development in the city consistent with Florida Statute. After adoption of the Mobility Plan and Mobility Fee, the City must update its Comprehensive Plan to integrate the Mobility Plan and Mobility Fee and ensure that the Comprehensive Plan is consistent with requirements of Florida Statute Sections 163.3164, 163.3177, 163.3180, and 163.31801.

The Mobility Fee is based on mobility projects established in the **2050 Mobility Plan** that are **"needed"** over the next 24 years to meet projected growth in travel demand. The **Mobility Fee Technical Report** has been developed to document the data and methodology to develop an alternative transportation system to replace transportation concurrency, consistent with Florida Statute Section 163.3180. The Mobility Fee Technical Report has been developed consistent with the **"needs"** and **"benefits"** requirements of the **"dual rational nexus test"** and the calculated mobility fee is **"roughly proportionate"** to the impacts of new development as required by Florida Statute Section 163.3180 and 163.31801.

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LEGISLATIVE BACKGROUND

The State of Florida passed the Growth Management Act of 1985 that required all local governments in Florida adopt Comprehensive Plans to guide future development. The Act mandated that adequate public facilities must be provided "concurrent" with the impacts of new development. State mandated "concurrency" was adopted to ensure the health, safety, and general welfare of the public by ensuring that adequate public facilities would be in place to accommodate the demand for public facilities created by new development.

Transportation concurrency became the measure used by the Florida Department of Community Affairs (DCA), Florida Department of Transportation (FDOT), Regional Planning Councils (RPCs), and local governments to ensure that adequate public facilities, in the form of road capacity, was available to meet the transportation demands from new development. To meet the travel demand impacts of new development and be deemed "concurrent", transportation concurrency was primarily addressed by constructing new roads and widening existing roads.

Traditional transportation concurrency allowed governmental entities to deny development where road capacity was not available to meet the travel demands from new development. Transportation concurrency also allowed governmental entities to require that developments be timed or phased concurrent with the addition of new road capacity. In addition, transportation concurrency also allowed governmental entities to require new development to improve (widen) roads that were already overcapacity (aka "deficient" or "backlogged').

In urban areas throughout Florida, traditional transportation concurrency had the unintended consequence of limiting and stopping growth in urban areas. This occurred because roads were often over capacity based on traffic already on the roads or the combination of that traffic and trips from approved developments. Further, the ability to add road capacity in urban areas was more limited as right-of-way was often constrained by existing development and utilities, physical barriers, and environmental protections.

Stopping development in urban areas encouraged suburban sprawl by forcing new development to suburban and rural areas where road capacity was either readily available or cheaper to construct. In the late 90's, as the unintended impact of transportation concurrency became more apparent, the Legislature adopted Statutes to provide urban areas with alternatives to address the impact of new development through Transportation Concurrency Exception Areas (TCEA) and Transportation Concurrency Management Areas (TCMA).

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The intent of TCEAs and TCMAs was to allow local governments alternative solutions to provide mobility within urban areas by means other than providing road capacity and to allow infill and redevelopment in urban areas. In the mid 2000's, Florida experienced phenomenal growth that strained the ability of local governments to provide the necessary infrastructure to accommodate that growth. Many communities across the State started to deny new developments, substantially raise impact fees, and require significant transportation capacity improvements.

In 2005, the Legislature enacted several laws that weakened the ability of local governments to implement transportation concurrency by allowing new development to make proportionate share payments to mitigate its travel demand. The Legislature also introduced Multi-Modal Transportation Districts (MMTD) for areas that did qualify for TCEAs or TCMAs.

In 2007, the Florida Legislature introduced the concept of mobility plans and mobility fees to allow development to equitably mitigate its impact and placed additional restrictions on the ability of local governments to charge new development for over capacity roadways. The Legislature directed the Florida Department of Community Affairs (DCA) and the Florida Department of Transportation (FDOT) to evaluate mobility plans and fees and report the findings to the Legislature in 2009.

In 2009, the Legislature designated Dense Urban Land Areas (DULA), which are communities with a population greater than 1,000 persons per square mile, as TCEA's. The Legislature accepted the findings of the DCA and FDOT analysis for mobility plans and mobility fees but did not take any formal action as the State was in the great recession. The Legislature also placed further restrictions on local government's ability to implement transportation concurrency, by adding direction on how to calculate proportionate share and how overcapacity roads are addressed.

In 2011, the Florida Legislature through House Bill (HB) 7207 adopted the "Community Planning Act" which implemented the most substantial changes to Florida's growth management laws since the 1985 "Local Government Comprehensive Planning and Land Development Regulation Act," which had guided comprehensive planning in Florida for decades.

The 2011 legislative session eliminated State mandated concurrency, made concurrency optional for local governments, and eliminated the Florida Department of Community Affairs (DCA) and replaced it with the Florida Department of Economic Opportunity (DEO). The Act essentially removed the DEO, Florida Department of Transportation (FDOT), and Regional Planning Councils (RPC) from the transportation concurrency review process.

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Although local governments are still required to adopt and implement a comprehensive plan, the requirements changed significantly and shifted more discretion to local governments to plan for mobility within their community and enacted further restrictions on the implementation of transportation concurrency, proportionate share, and backlogged roads.

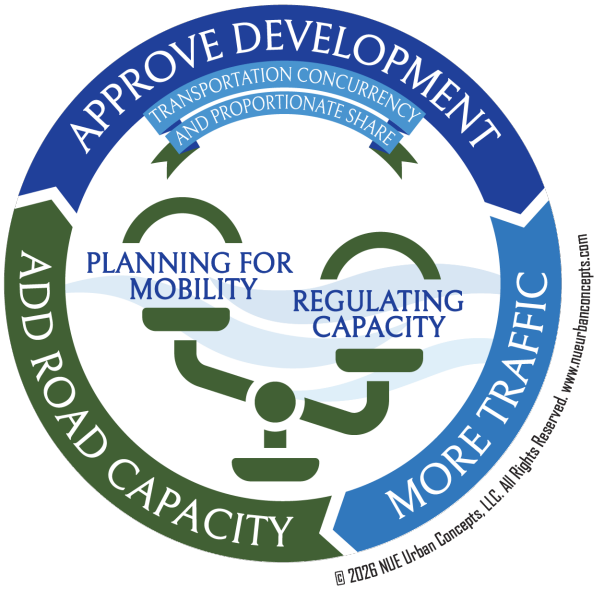
The Florida Legislature did not include any provisions in House Bill 7207 exempting local governments existing transportation concurrency system, when it elected to abolish statewide transportation concurrency, made transportation concurrency optional for local governments, and enacted further restrictions on the implementation of transportation concurrency.

House Bill 319, passed by the Florida Legislature in 2013, amended the Community Planning Act and brought about more changes in how local governments could implement transportation concurrency and further recognized the ability of local governments to adopt an alternative mobility funding system, such as mobility fees based on a plan of improvements, to allow development, consistent with an adopted Comprehensive Plan, to equitably mitigate its travel demand impact.

Prior to the passage of the Florida Community Planning Act by the Legislature on June 2, 2011, transportation concurrency was mandatory for local governments statewide, except those with approved TCEAs or MMTDs. After adoption of the Community Planning Act, transportation concurrency became optional for any local government. The Legislature encouraged local governments to adopt alternative mobility funding systems and specifically referenced mobility fees, based on a plan for mobility improvements.

The Community Planning Act enabled local governments to break the transportation concurrency cycle by transitioning away from regulating road capacity and toward planning for mobility (**Figure 1**). Florida Commerce, which replaced the Department of Economic Opportunity (DEO), which replaced the Department of Community Affairs (DCA), provides direction to local governments related to elimination of transportation concurrency and adoption of a mobility fee-based plan, in accordance with Florida Statute 163.3180 (**Appendix A**).

Figure 1: Concurrency Cycle



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In 2019, the Florida Legislature, through House Bill 7103, amended the Community Planning Act and required mobility fees to be governed by the same procedures as impact fees. This amendment further confirmed that mobility fees are an equivalent form of mitigation to impact fees that allow development activity to mitigate its impact to the transportation system consistent with the needs identified in the local governments adopted mobility plan per Florida Statute Section 163.3180(5)(i).

In 2024, the Florida Legislature, through House Bill 479, amended the Community Planning Act to reaffirm that any local government can repeal transportation concurrency. The legislature replaced the term **"alternative mobility funding systems"** with **"alternative transportation systems"** in recognition that there are local governments in Florida with alternative systems that were not explicitly required to follow the processes and procedures required under Florida Statute Section 163.31801. The following is the amended version of Florida Statute Section 163.3180(5)(i) related to an alternative transportation system **(Appendix B).**

"(i) ***If a local government elects to repeal transportation concurrency, the local government may adopt an alternative transportation system that is mobility-plan and fee-based*** *or an alternative transportation system that is not mobility-plan and fee-based. The local government may not use an alternative transportation system to deny, time, or phase an application for site plan approval, plat approval, final subdivision approval, building permits, or the functional equivalent of such approvals provided that the developer agrees to pay for the development's identified transportation impacts via the funding mechanism implemented by the local government.* ***The revenue from the funding mechanism used in the alternative transportation system must be used to implement the needs of the local government's plan which serves as the basis for the fee imposed.*** *An alternative transportation system must comply with s. 163.31801 governing impact fees. An alternative transportation system may not impose upon new development any responsibility for funding an existing transportation deficiency as defined in paragraph (h)."****(emphasis added)***

For the first time since the terms mobility fees and mobility plans were introduced in 2007, the Florida Legislature, through HB 479, defined both terms in the Community Planning Act. The following are the recently adopted definitions for a mobility fee and a mobility plan per Florida Statute Section 163.3164 **(Appendix B)**:

"(32) "Mobility fee" means a local government fee schedule established by ordinance and based on the projects included in the local government's adopted mobility plan.

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(33) "Mobility plan" means an alternative transportation system mobility study developed by using a plan-based methodology and adopted into a local government comprehensive plan that promotes a compact, mixed use, and interconnected development served by a multimodal transportation system in an area that is urban in character, or designated to be urban in character, as defined in s. 171.031."

One of the most significant amendments under HB 479 was the recognition that where a and a municipality both charge a fee for transportation capacity impacts, that only one fee may be assessed to mitigate impacts of new development. The amendment requires a county and a municipality to enter into an interlocal agreement to establish that only one fee is to be collected by the local government issuing building permits.

The interlocal agreement is also required to address negotiations between the county and municipality related to distribution of collected revenue from development activity to mitigate transportation impacts. The following are the recent additions to Florida Statute 163.3180(5)(j):

"1. If a county and municipality charge the developer of a new development or redevelopment a fee for transportation capacity impacts, the county and municipality must create and execute an interlocal agreement to coordinate the mitigation of their respective transportation capacity impacts.

2. The interlocal agreement must, at a minimum:

a. Ensure that any new development or redevelopment is not charged twice for the same transportation capacity impacts.

b. Establish a plan-based methodology for determining the legally permissible fee to be charged to a new development or redevelopment.

c. Require the county or municipality issuing the building permit to collect the fee, unless agreed to otherwise.

d. Provide a method for the proportionate distribution of the revenue collected by the county or municipality to address the transportation capacity impacts of a new development or redevelopment, or provide a method of assigning responsibility for the mitigation of the transportation capacity impacts belonging to the county and the municipality.

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3. By October 1, 2025, if an interlocal agreement is not executed pursuant to this paragraph:

a. The fee charged to a new development or redevelopment shall be based on the transportation capacity impacts apportioned to the county and municipality as identified in the developer's traffic impact study or the mobility plan adopted by the county or municipality.

b. The developer shall receive a 10 percent reduction in the total fee calculated pursuant to sub subparagraph a.

c. The county or municipality issuing the building permit must collect the fee charged pursuant to sub-subparagraphs a. and b. and distribute the proceeds of such fee to the county and municipality within 60 days after the developer's payment.

4. This paragraph does not apply to:

a. A county as defined in s. 125.011(1).

b. A county or municipality that has entered into, or otherwise updated, an existing interlocal agreement, as of October 1, 2024, to coordinate the mitigation of transportation impacts. However, if such existing interlocal agreement is terminated, the affected county and municipality that have entered into the agreement shall be subject to the requirements of this paragraph unless the county and municipality mutually agree to extend the existing interlocal agreement before the expiration of the agreement."

The requirement for an interlocal agreement and collection of a single fee applies to all local governments in Florida, except for Miami Dade County under Florida Statute Section 125.011(1). A county and a municipality with an interlocal agreement, where both collect a fee as of October 1st, 2024, are also exempt until the interlocal agreement expires or is terminated. No local government is prohibited from adopting an alternative transportation system, even municipalities within a Charter County that requires transportation concurrency. Further, a municipality within a County that is exempted under Florida Statute Section 125.011(1) does not preclude the municipality from negotiating an interlocal agreement with the exempted County to address mitigation or even a reduction in fees based on and adopted mobility plan and fee.

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Road Impact Fee & Mobility Fee Comparison

The Florida Constitution grants local governments broad home rule authority to establish special assessments, impact fees, mobility fees, franchise fees, user fees, and service charges as revenue sources to fund specific governmental functions and capital infrastructure. Payment of impact fees or mobility fees are one of the primary ways local governments can require new development, along with redevelopment or expansion of existing land uses that generate additional transportation demand, to mitigate its impact to a local governments transportation system. While road impact fees and mobility fees are both intended to be a means in which a development can mitigate its transportation impact, the following are the major differences between the two fees:

Road Impact Fees

- Partially or fully fund road capacity improvements, including new roads, the widening of existing roads, and the addition or extension of turn lanes at intersections to move people driving vehicles (i.e., cars, trucks, SUVs, motorcycles).
- Are based on increases in trip generation, vehicle trip length, and road capacity, along with the cost of road capacity improvements and the projected vehicle miles of travel from development.
- May be based on either an adopted LOS standard (aka standards or consumption-based fee) or on future road improvements (aka plan or improvements-based fee).

Mobility Fees

- Pay for the cost associated with adding new multimodal capacity to move people walking, bicycling, scooting, riding transit, driving vehicles, or using shared mobility technology.
- Partially or fully fund mobility projects, including sidewalks, paths, trails, bike lanes, streetscape and landscape, complete and low speed streets, micromobility (i.e., electric bikes, electric scooters) devices, programs, and services, microtransit (i.e., golf carts, neighborhood electric vehicles, autonomous transit shuttles, trolleys) circulators, services and vehicles, new roads, the widening of existing roads, and turn lanes, signals, and ADA upgrades at intersections.
- Are based on increases in person trips, person trip lengths, and person miles of capacity from mobility projects, along with projected person miles of travel from new development.
- Assessment areas may include all or portions of a municipality or county, and may vary based on geographic location (e.g., downtown) or type of development (e.g., mixed-use).
- Must be based on future mobility projects adopted as part of a mobility plan and incorporated or referenced in the local governments Comprehensive Plan.

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THE IMPACT FEE ACT & CASE LAW OVERVIEW

In the late 1970's and early 1980's local governments throughout Florida began adopting road impact fees as a means for new development to pay for its traffic impact and generate revenue to fund transportation infrastructure improvements. Counties, especially Charter Counties, began requiring that municipalities collect road impact fees on their behalf to fund improvements to the county road system. Throughout the 1980's, 1990's, and 2000's, municipalities throughout Florida challenged the ability of counties to compel them to collect road impact fees for new development. The opposition stemmed in part from an unintended consequence of transportation concurrency which was that it essentially stopped development in urban areas (aka "municipalities"). Both municipalities and development activity were constrained in their ability to add road capacity due to the cost of acquiring developed land and receiving opposition from existing residents concerned about increased traffic and the impact new road capacity would have on their neighborhoods.

The inability of development activity in urban areas to meet transportation concurrency resulted in development moving to suburban and rural areas (aka "urban sprawl") where fewer residents were likely to oppose new road capacity improvements and where road capacity was either available or cheaper to construct. Municipalities found themselves in the unenviable position of sending road impact fees to counties when development activity met concurrency requirements, only to watch road impact fees being spent on new road capacity projects outside of urban areas, which ultimately facilitated sprawl beyond municipal boundaries.

Furthermore, the courts often ruled in favor of counties, as municipalities that challenged being compelled to collect impact fees failed to present alternative solutions for addressing the traffic impacts of new development. These challenges all occurred prior to the Florida Legislature adopting the "Impact Fee Act" through Florida Statute 163.31801. Additionally, these challenges existed prior to the introduction of mobility plans and mobility fees and the adoption of the "Community Planning Act" through Florida Statute 163.3180.

Before the Florida "Impact Fee Act" was adopted, many local governments had already developed impact fees through their home rule powers. In 2006, the Legislature adopted the "Impact Fee Act" to provide process requirements for the adoption of impact fees and formally recognized the authority of local governments to adopt impact fees. Prior to 2006, the Florida Legislature, unlike many States throughout the U.S. that had already adopted enabling legislation, elected to defer to the significant case law that was developed in both Florida and throughout the U.S. to provide guidance to local governments to adopt impact fees.

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In 2009, the Legislature made several changes to the "Impact Fee Act", the most significant of which was placing the burden of proof on local governments, through a preponderance of the evidence, that the imposition of the fee meets legal precedent and the requirements of Florida Statute Section 163.31801. Prior to the 2009 amendment, Courts generally deferred to local governments as to the validity of an imposed impact fee and placed the burden of proof, that an imposed impact fee was invalid or unconstitutional on the plaintiff.

In 2019, the Legislature, through HB 207 and HB 7103, made several changes to the "Impact Fee Act", the most significant of which was the requirement that fees cannot be collected prior to building permit issuance. The changes also expanded on the requirements of the dual rational nexus test, the collection and expenditure of fees, credits, and administrative cost.

In 2020, the Legislature, through SB 1066, made several additional changes to the Impact Fee Act to clarify that new or updated impact fees cannot be assessed on a permit if the permit application was pending prior to the new or updated fee. The bill also made credits assignable and transferable to third parties.

In 2021, the Legislature, through HB 337 made significant amendments to the "Impact Fee Act", which the Governor subsequently approved. The amendments require that impact fees be based on planned improvements and that there is a clear nexus between the need for improvements and the impact from new development.

The amendments have a greater impact on increases to existing impact fees and have phasing requirements for increases to existing fees. There are provisions that allow a local government to fully implement updated fees based on a finding of extraordinary circumstances, holding public hearings, and requiring a super majority approval by elected officials.

In 2024, the Legislature, through HB 479 made amendments to the "Impact Fee Act" that requires fee studies be completed and adopted within 12 months from the date of initiation of the study. The amendment also stipulated that data used in fee studies should not be older than four years. The amendment also requires alternative transportation systems recognize transportation or road impact fee credits granted prior to adoption of the alternative transportation systems. The most recently enacted version of Florida Statute Section 163.31801 is provided in **Appendix C**.

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One of the purposes of this Technical Report, consistent with Florida Statute Section 163.31801(4)(f) and (g), is to demonstrate that the City of Lake City' Mobility Fee is proportional and reasonably connected to, or has a rational nexus with, both the **"need"** for mobility projects and the mobility **"benefits"** provided to those who pay the fee, otherwise known as the "dual rational nexus test", herein further described as:

The "Need" for additional (new) capital facilities (mobility projects) to accommodate the increase in demand (impact) from growth (new development), and

The "Benefit" that the new growth (new development) receives from the payment and expenditure of fees to construct the new capital facilities (mobility projects).

In addition to the "dual rational nexus test", the U.S. Supreme Court in Dolan v. Tigard also established a "rough proportionality test" to address the relationship between the amount of a fee imposed on development activity and the impact of the development activity. The "rough proportionality test" requires that there be a reasonable relationship (proportional and reasonably connected) between the impact fee and the impact of development activity based upon the applicable unit of measure for residential and non-residential uses. The "rough proportionality test" further requires that the variables used to calculate a fee are reasonably assignable and attributable to the impact of development activity.

The Courts recognized the authority of a municipality to impose "impact fees" in Florida occurred in 1975 in the case of City of Dunedin v. Contractors and Builders Association of Pinellas County, 312 So.2d 763 (2d DCA. Fla., 1975), where the court held: "that the so-called impact fee did not constitute taxes but was a charge using the utility services under Ch. 180, F. S." The Court set forth the following criteria to validate the establishment of an impact fee:

"…where the growth patterns are such that an existing water or sewer system will have to be expanded in the near future, a municipality may properly charge for the privilege of connecting to the system a fee which is in excess of the physical cost of connection, if this fee does not exceed a proportionate part of the amount reasonably necessary to finance the expansion and is earmarked for that purpose." 312 So.2d 763, 766, (1975).

The case was appealed to the Florida Supreme Court and a decision rendered in the case of Contractors and Builders Association of Pinellas County v. City of Dunedin 329 So.2d 314 (Fla. 1976), in which the Second District Court's decision was reversed. The Court held that "impact fees" did not constitute a tax; that they were user charges analogous to fees collected by privately owned utilities for services rendered.

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However, the Court reversed the decision, based on the finding that the City did not create a separate fund where impact fees collected would be deposited and earmarked for the specific purpose for which they were collected, finding:

"The failure to include necessary restrictions on the use of the fund is bound to result in confusion, at best. City personnel may come and go before the fund is exhausted, yet there is nothing in writing to guide their use of these moneys, although certain uses, even within the water and sewer systems, would undercut the legal basis for the fund's existence. There is no justification for such casual handling of public moneys, and we therefore hold that the ordinance is defective for failure to spell out necessary restrictions on the use of fees it authorizes to be collected. Nothing we decide, however prevents Dunedin from adopting another sewer connection charge ordinance, incorporating appropriate restrictions on use of the revenues it produces. Dunedin is at liberty, moreover, to adopt an ordinance restricting the use of moneys already collected. We pretermit any discussion of refunds for that reason." 329 So.2d 314 321, 322 (Fla. 1976)

The case tied impact fees directly to growth and recognized the authority of a local government to impose fees to provide capacity to accommodate new growth and basing the fee on a proportionate share of the cost of the needed capacity. The ruling also established the need for local government to create a separate account to deposit impact fee collections to help ensure those funds are expended on infrastructure capacity.

The Utah Supreme Court had ruled on several cases related to the imposition of impact fees by local governments before hearing Banberry v. South Jordan. In the case, the Court held that: "the fair contribution of the fee-paying party should not exceed the expense thereof met by others. To comply with this standard a municipal fee related to service like water and sewer must not require newly developed properties to bear more than their equitable share of the capital costs in relation to the benefits conferred" (Banberry Development Corporation v. South Jordan City, 631 P. 2d 899 (Utah 1981). To provide further guidance for the imposition of impact fees, the court articulated seven factors which must be considered (Banberry Development Corporation v. South Jordan City, 631 P. 2d 904 (Utah 1981):

"(1) the cost of existing capital facilities;

(2) the manner of financing existing capital facilities (such as user charges, special assessments, bonded indebtedness, general taxes or federal grants);

(3) the relative extent to which the newly developed properties and the other properties in the municipality have already contributed to the cost of existing capital facilities (by such means as user charges, special assessments, or payment from the proceeds of general taxes);

(4) the relative extent to which the newly developed properties in the municipality will contribute to the cost of existing capital facilities in the future;

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(5) the extent to which the newly developed properties are entitled to a credit because the municipality is requiring their developers or owners (by contractual arrangement or otherwise) to provide common facilities (inside or outside the proposed development) that have been provided by the municipality and financed through general taxation or other means (apart from user fees) in other parts of the municipality;

(6) extraordinary costs, if any, in servicing the newly developed properties; and

(7) the time-price differential inherent in fair comparisons of amounts paid at different times."

The Court rulings in Florida, Utah and elsewhere in the U.S. during the 1970's and early 1980's led to the first use of what ultimately became known as the "dual rational nexus test" in Hollywood, Inc. v. Broward County; which involved a Broward County ordinance that required a developer to dedicate land or pay a fee for the County park system. The Florida Fourth District Court of Appeal found to establish a reasonable requirement for dedication of land or payment of an impact fee that:

"… the local government must demonstrate a reasonable connection, or rational nexus between the need for additional capital facilities and the growth of the population generated by the subdivision. In addition, the government must show a reasonable connection, or rational nexus, between the expenditures of the funds collected and the benefits accruing to the subdivision. In order to satisfy this latter requirement, the ordinance must specifically earmark the funds collected for the use in acquiring capital facilities to benefit new residents." (Hollywood, Inc. v. Broward County, 431 So. 2d 606 (Fla. 4th DCA), rev. denied, 440 So. 2d 352 (Fla. 1983).

In 1987, the first of two major cases were heard before the U.S. Supreme Court that have come to define what is now commonly referred to as the "dual rational nexus test". The first case was Nollan v. California Coastal Commission which involved the Commission requiring the Nollan family to dedicate a public access easement to the beach in exchange for permitting the replacement of a bungalow with a larger home which the Commission held would block the public's view of the beach.

Justice Scalia delivered the decision of the Court: "The lack of nexus between the condition and the original purpose of the building restriction converts that purpose to something other than what it was...Unless the permit condition serves the same governmental purpose as the development ban, the building restriction is not a valid regulation of land use but an out-and-out plan of extortion (Nollan v. California Coastal Commission, 483 U. S. 825 (1987)". The Court found that there must be an essential nexus between an exaction and the government's legitimate interest being advanced by that exaction (Nollan v. California Coastal Commission, 483 U. S. 836, 837 (1987).

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The second case, Dolan v. Tigard, heard by the U.S. Supreme Court in 1994 solidified the elements of the "dual rational nexus test". The Petitioner Dolan, owner, and operator of a Plumbing & Electrical Supply store in the City of Tigard, Oregon, applied for a permit to expand the store and pave the parking lot of her store. The City Planning Commission granted conditional approval, dependent on the property owner dedicating land to a public greenway along an adjacent creek and developing a pedestrian and bicycle pathway to relieve traffic congestion. The decision was affirmed by the Oregon State Land Use Board of Appeal and the Oregon Supreme Court. The U.S. Supreme Court overturned the ruling of the Oregon Supreme Court and held:

"Under the well-settled doctrine of "unconstitutional conditions," the government may not require a person to give up a constitutional right in exchange for a discretionary benefit conferred by the government where the property sought has little or no relationship to the benefit. In evaluating Dolan's claim, it must be determined whether an "essential nexus" exists between a legitimate state interest and the permit condition. Nollan v. California Coastal Commission, 483 U. S. 825, 837. If one does, then it must be decided whether the degree of the exactions demanded by the permit conditions bears the required relationship to the projected impact of the proposed development." Dolan v. City of Tigard, 512 U.S. 383, 386 (1994)

The U.S. Supreme Court in addition to upholding the "essential nexus" requirement from Nollan also introduced the "rough proportionality" test and held that:

"In deciding the second question-whether the city's findings are constitutionally sufficient to justify the conditions imposed on Dolan's permit-the necessary connection required by the Fifth Amendment is "rough proportionality." No precise mathematical calculation is required, but the city must make some sort of individualized determination that the required dedication is related both in nature and extent to the proposed development's impact. This is essentially the "reasonable relationship" test adopted by the majority of the state courts. Dolan v. City of Tigard, 512 U.S. 388, 391 (1994)"

An often-overlooked component of Dolan v. City of Tigard is the recognition that while multimodal facilities may off-set traffic congestion there is a need to demonstrate or quantify how the dedication of a pedestrian / bicycle pathway would offset the traffic demand generated. per the following excerpt from the opinion of the Court delivered by Chief Justice Rehnquist:

"The city made the following specific findings relevant to the pedestrian/bicycle pathway: "In addition, the proposed expanded use of this site is anticipated to generate additional vehicular traffic thereby increasing congestion on nearby collector and arterial streets. Creation of a convenient, safe pedestrian/bicycle pathway system as an alternative means of transportation could offset some of the traffic demand on these nearby streets and lessen the increase in traffic congestion." We think a term such as "rough proportionality" best encapsulates what we hold to be the requirement of the Fifth Amendment. No precise mathematical calculation is required, but the city must make some sort of individualized determination that the required dedication is related both in nature and extent to the impact of the proposed development.

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With respect to the pedestrian/bicycle pathway, we have no doubt that the city was correct in finding that the larger retail sales facility proposed by petitioner will increase traffic on the streets of the Central Business District. The city estimates that the proposed development would generate roughly 435 additional trips per day. Dedications for streets, sidewalks, and other public ways are generally reasonable exactions to avoid excessive congestion from a proposed property use. But on the record before us, the city has not met its burden of demonstrating that the additional number of vehicle and bicycle trips generated by the petitioner's development reasonably relate to the city's requirement for a dedication of the pedestrian/bicycle pathway easement. The city simply found that the creation of the pathway "could offset some of the traffic demand . . . and lessen the increase in traffic congestion."

"As Justice Peterson of the Supreme Court of Oregon explained in his dissenting opinion, however, "[t]he findings of fact that the bicycle pathway system could offset some of the traffic demand' is a far cry from a finding that the bicycle pathway system will, or is likely to, offset some of the traffic demand." 317 Ore., at 127, 854 P. 2d, at 447 (emphasis in original). No precise mathematical calculation is required, but the city must make some effort to quantify its findings in support of the dedication for the pedestrian/bicycle pathway beyond the conclusory statement that it could offset some of the traffic demand generated." Dolan v. City of Tigard, 512 U.S. 687 (1994).

The U.S. Supreme Court recently affirmed, through Koontz vs. St. Johns River Water Management District, that the "dual rational nexus" test equally applies to monetary exactions in the same manner as a governmental regulation requiring the dedication of land. Justice Alito described:

"Our decisions in Nollan v. California Coastal Commission, 483 U. S. 825 (1987), and Dolan v. City of Tigard, 512 U. S. 374 (1994), provide important protection against the misuse of the power of land-use regulation. In those cases, we held that a unit of government may not condition the approval of a land-use permit on the owner's relinquishment of a portion of his property unless there is a "nexus" and "rough proportionality" between the government's demand and the effects of the proposed land use. In this case, the St. Johns River Water Management District (District) believes that it circumvented Nollan and Dolan because of the way in which it structured its handling of a permit application submitted by Coy Koontz, Sr., whose estate is represented in this Court by Coy Koontz, Jr. The District did not approve his application on the condition that he surrender an interest in his land. Instead, the District, after suggesting that he could obtain approval by signing over such an interest, denied his application because he refused to yield." Koontz v. St. Johns River Water Management District 1333 S. Ct. 2586 (2013).

"That carving out a different rule for monetary exactions would make no sense. Monetary exactions—particularly, fees imposed "in lieu" of real property dedications—are "commonplace" and are "functionally equivalent to other types of land use exactions." To subject monetary exactions to lesser, or no, protection would make it "very easy for land-use permitting officials to evade the limitations of Nollan and Dolan." Furthermore, such a rule would effectively render Nollan and Dolan dead letters "because the government need only provide a permit applicant with one alternative that satisfies the nexus and rough proportionality standard, a permitting authority wishing to exact an easement could simply give the owner a choice of either surrendering an easement or making a payment equal to the easement's value." Koontz v. St. Johns River Water Management District 1333 S. Ct. 2599 (2013).

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The Florida First District Court of Appeals recently affirmed, through The BoCC of Santa Rosa County vs. the Builders Association of West Florida, that impact fees are required to meet the "dual rational nexus" test to avoid being found to be an unconstitutional tax. The Court cited the following sections of Florida Statute:

"Second, the Florida Impact Fee Act sets forth the minimum statutory requirements for a valid impact fee. § 163.31801(3), Fla. Stat. (2019). The Act requires impact fees to be based on the "most recent and localized data." § 163.31801(3)(a), Fla. Stat." The Board of County Commissioners v. Home Builders Assoc. of West Florida, Inc., 325 So. 3d 981, 985 (Fla. Dist. Ct. App. 2021).

The Court cited expert testimony that the County's school impact fee did not recognize differences in growth or needs that would be the basis for different fees based on geographic location and needs due to new growth:

"the impact fees failed the dual rational nexus test because they did not account for the differences between the northern and southern parts of the county. This resulted in impact fees that were disproportionate to the growth in these geographical regions." The Board of County Commissioners v. Home Builders Assoc. of West Florida, Inc., 325 So. 3d 981, 985 (Fla. Dist. Ct. App. 2021).

The U.S. Supreme Court in April 2024 issued a unanimous decision in Sheetz v. County of El Dorado, California (144 S.Ct. 893) where the Court narrowly determined that legislatively enacted impact fees are not exempt from the requirements set forth in two previous property rights cases (Nollan v. California Coastal Commission and Dolan v. City of Tigard, Oregon). Thus, local governments that impose impact fees will now be subjected to a standard requiring them to demonstrate the relationship and relative impact of the development on the community. Specifically, local governments will have to show that conditions (impact fees) to obtain a land-use permit have an "essential nexus" (relationship) to the government's land-use interest and a "rough proportionality" between the weight on the property owner and the development's effects of the proposed land use.

The Impact Fee Act already requires imposed impact fees and mobility fees demonstrate an "essential nexus" between the fee and the impact from development activity. The Supreme Court ruling reinforces prior impact fee case law that the amount of impact fees or mobility fees imposed must be "rough proportionality" to the impact from development activity. The ruling also stipulated that required monetary payments in the form of impact fees are an exaction just like requiring development activity to dedicate land for a governmental purpose and could be subject to a takings claim if the impact fees imposed do not demonstrate an "essential nexus" between the amount and imposition and the impact from new development.

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Development of a Mobility Plan & Mobility Fee

The development of a Mobility Plan and Mobility Fee for the City of Lake City involved several steps. The following is an overview of the process used to develop a Mobility Plan and Mobility Fee consistent with statutory requirements **(Figure 2).**

Figure 2: Development of a Mobility Plan & Mobility Fee

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GROWTH

The first requirement of the **"dual rational nexus"** for the City's Mobility Fee is to demonstrate that there is a need for Mobility Projects to accommodate projected growth in population, employment, vehicle miles of travel (VMT), and person miles of travel (PMT). An evaluation of the existing and projected population and employment was conducted for the City of Lake City**.**

2025 population estimates for Lake City and Columbia County were obtained from the Bureau of Economic and Business Research (BEBR). 2050 population projections for Columbia County were also sourced from BEBR. Employment data for both Lake City and Columbia County were obtained from the U.S. Census Bureau's OnTheMap dataset (2023), the most recent data available as of February 2026. City-level population and both City and County employment projections for 2050 were developed by applying the County's average annual population growth rate for the 2025–2050 period to 2025 baseline conditions and interpolating future values accordingly. The population and employment analysis demonstrates that there is projected to be an increase in population and employment in Lake City between 2025 and 2050 **(Table 1)**.

The city is projected to add roughly 1,410 residents and 1,607 employees by 2050 **(Table 1)**. The projected increase in population and employment will generate growth in vehicle miles of travel (VMT), person miles of travel (PMT), and additional person travel demand (PTD) from new development that will create a need for mobility projects within Lake City.

Table 1. Projected Growth

	Lake City		Columbia County	
Year	**Population**	**Jobs**	**Population**	**Jobs**
2025 (population) 2023 (employment)	**12,579**	**13,223**	**72,388**	**24,625**
2050 (Mobility Plan future year)	**13,989**	**14,830**	**80,500**	**27,618**
Increase	**1,410**	**1,607**	**8,112**	**2,993**

Source: *2025 population estimates (Bureau of Economic and Business Research (BEBR)). Population projections for Columbia County (BEBR). 2023 employment data (U.S. Census Bureau's OnTheMap)*

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VEHICLE MILES OF TRAVEL (VMT)

The growth in vehicle miles of travel (VMT) is one of the factors evaluated to determine the need for future mobility projects within the Mobility Study Area **(Map C)**. The Mobility Study Area includes all areas of the City, enclaves, and portions of unincorporated County to ensure roadways are evaluated to logical endpoints. The evaluation of future vehicle miles of travel (VMT) includes minor and major collectors, arterials, and limited access roads on City, County, and State roads within the Mobility Study Area **(Map C)**.

The existing and future VMT was obtained using traffic data provided by the Florida Department of Transportation (FDOT) **(Appendix D)**. Annual average growth rates were determined using FDOT historical average annual daily traffic (AADT) counts. The growth rate from historical data was used to determine the VMT growth of **737,534** within the Mobility Study Area between 2026 and 2050 **(Table 2)**.

Table 2. Growth in Vehicle Miles of Travel (VMT)

Year	VMT Arterials & Collectors	VMT Limited Access (I-10 & I-75)	VMT All
2026 (Mobility Plan base year)	739,163	510,308	1,249,472
2050 (Model & Plan future year)	998,503	988,502	1,987,005
VMT increase (2026 to 2050)	259,340	478,193	737,534

Source: *Lake City Traffic Characteristics Data (**Appendix D**). The Vehicle Miles of Travel (VMT) for limited access roadways is taken from I-10 between the eastern city limits and US 41 and I-75 between NW Nash Rd and SR 47.*

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PERSON MILES OF TRAVEL (PMT)

The growth in vehicle miles of travel (VMT) is often used in road impact fees to evaluate the need for road capacity improvements to move vehicles. Mobility Fees utilize person miles of travel (PMT) to evaluate the need for mobility projects to move people. To account for trips made by people walking, biking, riding transit, and the number of people per vehicle (aka vehicle occupancy), the projected increase in vehicle miles of travel (VMT) demand is converted into person miles of travel (PMT) demand for arterial and collector roads.

The conversion is based on person trips, vehicle trips, person trip length and vehicle trip length data obtained from the 2022 National Household Travel Survey (NHTS). The NHTS data is used to calculate a person miles of travel factor (PMTf) based on vehicle miles of travel (VMT) and person miles of travel (PMT) per trip purpose. The evaluation of the vehicle and person travel data from the 2022 NHTS resulted in a person miles of travel factor (PMTf) of **1.53** **(Appendix E)**. The increase in PMT is based on the projected increase in VMT multiplied by the applicable person miles of travel factor (PMTf) illustrated in further detail on **Figure 3**.

Figure 3: Person Miles of Travel Increase (PMTi)

Person Miles of Travel increase (PMTi)

$\sum VMTtp = (\sum VTtp \times VTLtp)$

$\sum PMTtp = (\sum PTtp \times PTLtp)$

$PMTf = (\sum \text{ of } PMTtp / \sum \text{ of } VMTtp)$

$VMTi = (2050\ VMT - 2026\ VMT)$

$PMTi = (VMTi \times PMTf)$

Where:

$\sum VTtp$	=	Sum of Vehicle Trips by trip purpose (Appendix E)
$\sum PTtp$	=	Sum of Person Trips by trip purpose (Appendix E)
VTLtp	=	Average Vehicle Trip Length by trip purpose (Appendix E)
PTLtp	=	Average Person Trip Length by trip purpose (Appendix E)
VMT	=	Vehicle Miles of Travel
PMT	=	Person Miles of Travel
$\sum VMTtp$	=	Sum of Vehicle Miles of Travel by trip purpose (Appendix E)
$\sum PMTtp$	=	Sum of Person Miles of Travel by trip purpose (Appendix E)
PMTf	=	Person Miles of Travel factor of 1.53 (Appendix E)
VMTi	=	Vehicle Miles of Travel Increase (Table 2)
PMTi	=	Person Miles of Travel increase (Table 3)

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The projected increase in PMT within the Mobility Fee Study Area between the Mobility Plan base year of 2026 and the future year of 2050 is **1,128,426 (Table 3)**. The increase was calculated as follows per the formula illustrated in **Figure 3**:

(2050 VMT) 1,987,005 - (2026 VMT) 1,249,472 = (VMTi) 737,534

(VMTi) 737,534 x (PMTf) 1.53 = 1,128,426

The projected person miles of travel (PMT) increase of **1,128,426** demonstrates that there are future person miles of travel demand projected by 2050 that will result in the **"need"** for mobility projects to accommodate the increase in person travel demand **(Table 3)**. The documented increase in PMT and the identification of needed mobility projects, via the Mobility Plan, is consistent with the **"needs"** test of the dual rational nexus test.

Table 3. Increase in Person Miles of Travel (PMT)

Vehicle & Person Miles of Travel	(VMT & PMT)
2026 Mobility Plan Base Year	
Vehicle Miles of Travel (VMT)	1,249,472
Person Miles of Travel factor (PMTf)	1.53
Person Miles of Travel (PMT)	1,911,691
2050 Mobility Plan Future Year	
Vehicle Miles of Travel (VMT)	1,987,005
Person Miles of Travel factor (PMTf)	1.53
Person Miles of Travel (PMT)	3,040,118
Increase in VMT & PMT	
Vehicle Miles of Travel increase (VMTi)	737,534
Total Increase in Person Miles of Travel (PMTi)	1,128,426

Source: *The 2050 VMT increase was obtained from **Table 2**. PMTi obtained by multiplying VMTi by 1.53 (**Figure 3**).*

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City of Lake City Mobility Fee

The basis for the City of Lake City Mobility Fee is the mobility projects identified in the Mobility Plan needed to meet future travel demand from new development, consistent with Florida Statutes 163.3180 and 163.31801. **Mobility Projects consist of improvements, programs, and services such as sidewalks, bike lanes, boardwalks, multi-use trails, curbless shared streets, neighborhood greenways, primary commercial streets, downtown context sensitive upgrades, road widenings, lane repurposing, connectivity evaluations, intersection improvements, safety improvements, parking improvements, wayfinding, traffic calming, a microtransit pilot, and more.**

The mobility projects identified in the Mobility Plan are intended to provide the person miles of capacity needed to meet future person miles of travel demand, consistent with the **"needs"** requirement of the dual rational nexus test. The mobility fees collected from new development are to be used to fund mobility projects that provide a mobility benefit to new development and accommodate the increase in person travel demand from that new development, consistent with the **"benefits"** requirement of the dual rational nexus test. The mobility fee collected from new development will be used to fund the mobility projects identified in the Mobility Plan **(Figure 4)**.

Figure 4: Mobility Plan and Mobility Fee

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EXISTING CONDITIONS EVALUATION (ECE)

Florida Statute prohibits local governments from charging new development for an existing transportation deficiency (aka over capacity or backlogged roads). An existing conditions evaluation has been conducted to ensure that new development is not being charged for existing transportation deficiencies. The evaluation includes a system-wide analysis of all arterials and collectors within the Mobility Study Area **(Map C)**.

The existing conditions evaluation (ECE) is achieved by dividing the vehicle miles of travel (VMT) by the vehicle miles of capacity (VMC). The arterials and collectors within the Mobility Study Area include City, County, and State roads **(Appendix D)**. A VMT/VMC ratio greater than **1.00** indicates that there are system-wide deficiencies. The VMT/VMC ratio in 2026 is **0.48** based on the existing conditions evaluation **(Table 4)**.

Table 4. 2026 Existing Conditions Evaluation (ECE)

Functional Classification	Length (miles)	2026 VMT	2026 VMC	VMT to VMC Ratio
Minor Collector	3.80	15,259	57,658	0.26
Major Collector	44.54	248,055	621,097	0.40
Minor Arterial	20.94	302,611	571,131	0.53
Principal Arterial	17.34	173,238	428,057	0.40
Limited Access	10.88	510,308	942,496	0.54
Total	97.49	1,249,472	2,620,439	0.48

Source: *Existing conditions are based on Traffic Characteristics Data for the Mobility Study Area (**Appendix D**). The Vehicle Miles of Travel (VMT) for limited access roadways is taken from I-10 between the eastern city limits and US 41 and I-75 between NW Nash Rd and SR 47.*

The mobility fee calculation includes an existing conditions evaluation factor (ECEf) to adjust mobility fee cost for system-wide deficiencies for arterials and collectors within the Mobility Study Area. The existing conditions evaluation factor (ECEf) is determined by dividing the vehicle miles of capacity (VMC) by the vehicle miles of travel (VMT) as illustrated in **Figure 5**.

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Figure 5: Existing Conditions Evaluation Factor (ECEf)

Existing Conditions Evaluation factor (ECEf)

$\sum VMC = (\sum VMCmic + \sum VMCmac + \sum VMCmia + \sum VMCpa + \sum VMCla)$

$\sum VMT = (\sum VMTmic + \sum VMTmac + \sum VMTmia + \sum VMTpa)$

$ECEf = (\sum VMC / \sum VMT)$

If ECEf > 1.00, then the ECEf is set at 1.00

Where:

$\sum VMC$ = Sum of Vehicle Miles of Capacity (Appendix D)

$\sum VMT$ = Sum of Vehicle Miles of Travel (Appendix D)

mic = Minor Collector

mac = Major Collector

mia = Minor Arterial

pa = Principal Arterial

la = Limited Access

ECEf = Existing Conditions Evaluation factor (Table 5)

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VMC / VMT ratio greater than **1.00** indicates that the current system has adequate capacity to accommodate existing traffic. The VMC / VMT ratio is **1.30** based on the existing conditions evaluation **(Table 5)**. Thus, development activity is not being assessed for any system-wide deficiencies. For the Mobility Fee calculation, the ECEf will be set to **1.00**.

Table 5. 2026 Existing Conditions Evaluation Factor (ECEf)

Functional Classification	Length (miles)	2026 VMC	2026 VMT	ECEf
Minor Collector	3.80	57,658	15,259	3.78
Major Collector	44.54	621,097	248,055	2.50
Minor Arterial	20.94	571,131	302,611	1.89
Principal Arterial	17.34	428,057	173,238	2.47
Limited Access	10.88	510,308	942,496	0.54
Total	97.49	2,188,251	1,681,659	1.30

Source: *Existing conditions are based on Traffic Characteristics Data for the Mobility Study Area (**Appendix D**).*

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MOBILITY PLAN SUMMARY

The Mobility Plan identifies the mobility projects needed to meet the projected growth in travel demand over the next 24 years on the City's transportation system. The Mobility Plan is comprised of the following plans: (1) Street Plan **(Map D & Appendix G)**; (2) Trails & Greenways Plan **(Map E & Appendix H)**; (3) Intersections Plan **(Map F & Appendix I)**; and (4) Implementation Initiatives **(Appendix J)**. The Plans includes detailed descriptions of mobility projects that serves as the basis for development of the mobility fee. The Plans include existing funded mobility projects, as well as projects needed to meet future travel demand needs.

Planning level cost (PLC) estimates are established for each mobility project identified in the Plans based on cost data from the Florida Department of Transportation (FDOT) and north central Florida data **(Appendix F)**. The PLC estimates for each mobility project are subject to change as the projects move from design to engineering and ultimately onto construction. Multimodal capacities (MC) have been developed for each type of mobility project **(Appendix F)**.

The establishment of these multimodal capacities has been used to calculate a person miles of capacity (PMC) for each of the mobility projects. These multimodal capacities account for the capacity of multimodal and road projects. The following is a summary of the total length, and the planning level cost (PLC) and person miles of capacity increase (PMCi) for mobility projects that are not currently programmed or under construction **(Table 6)**.

Table 6. Mobility Plan Summary

Plans & Programs	Total Miles or Number of Projects	Planning Level Cost (PLC)	Person Miles of Capacity Increase
Streets Plan	34.75	$395,229,093	476,513
Trails & Neighborhood Greenways Plan	58.74	$71,961,250	202,320
Intersections Plan	60	$19,205,000	10,410
Implementation Initiatives	15	$20,850,000	41,700
Total	93.37 miles 60 intersections 15 programs	$507,245,343	730,943

Source: *Streets Plan (**Appendix G**). Trails & Neighborhood Greenways Plan (**Appendix H**). Intersections Plan (**Appendix I**). Implementation Initiatives (**Appendix J**). The basis for the Planning Level Cost (PLC) and Person Miles of Capacity (PMC) are summarized in **Appendix F**.*

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Reasonably Anticipated Funding

The availability of funding for the Mobility Plan over the next 24 years is projected to come from a variety of funding sources. These sources include the city, new development, the federal government, Columbia County, partnerships, and the State of Florida. The Mobility Plan is the first step in a multi-step process to fund mobility within the City. Proactively collaborating with new development is a way to advance mobility projects through partnerships to extend these projects beyond development boundaries.

Columbia County and Lake City could allocate a portion of gas taxes towards the Mobility Plan. However, gas taxes have been declining locally, statewide, and nationally as vehicles have become more fuel efficient and the percentage of electric vehicles and hybrid vehicles increase. The federal government has not raised gas taxes in a number of years. The State of Florida annually adjust gas taxes on the first day of the year based on the prior year Consumer Price Index. Most gas taxes at all levels of government are largely earmarked for maintenance and operations of the existing transportation system, leaving minimal revenues available for new capacity and multimodal improvements.

The Mobility Plan includes several projects that are already funded or planned on State or County roads. Funded County projects are slated to receive funding through the Columbia County Capital Improvements Program. Funding for mobility projects on state roads is allocated through the FDOT District Two 5-Year Work Program and the State Transportation Improvement Program (STIP). Many of the mobility projects recommended in the Mobility Plan are on State and County facilities. For these projects, the assumption was made that 90% of the funding for each project would come from the respective agency, with the City offering up to 10% as a local match, subject to the availability of funds. Over the next 24 plus years, it is reasonably anticipated that roughly **$369,613,728** in funding will be available to fund mobility projects **(Table 7)**.

Table 7. Reasonably Anticipated Funding Summary

Streets Plan	**$312,514,353**
Trails & Neighborhood Greenways Plan	**$41,034,375**
Intersections Plan	**$16,065,000**
Programs	**$0**
Total	**$369,613,728**

Source: *Streets Plan (**Appendix G**). Trails & Neighborhood Greenways Plan (**Appendix H**). Intersections Plan (**Appendix I**). Implementation Initiatives (**Appendix J**).*

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NEW GROWTH EVALUATION (NGE)

A new growth evaluation has been conducted to ensure that new development is not paying for more than its attributable share of mobility projects cost identified in the Mobility Plan, as required by case law and Florida Statute. The new growth evaluation factor (NGEf) is based on the increase in person miles of travel (PMT) and the increase in person miles of capacity (PMC) from the mobility projects **Figure 6**.

Figure 6: New Growth Evaluation Factor (NGEf)

New Growth Evaluation factor (NGEf)

NGEf = (PMTi / PMCi)

If NGEf > 1.00, then the NGEf is set at 1.00

Where:

PMTi = Person Miles of Travel increase (Table 3)

PMCi = Person Miles of Capacity increase (Table 6)

NGEf = New Growth Evaluation factor (Table 8)

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The new growth evaluation factor (NGEf) is **1.54 (Table 8)**. A NGEf ratio that is less than 1.00 indicates that more capacity is being provided than what is needed to meet future demand. The NGEf ratio is greater than 1.00. Thus, the Mobility Fee is not assessing new development for more person miles of capacity (PMC) than is what is needed to accommodate projected increases in person miles of travel (PMT). For purposes of the calculation of the Mobility Fee rate, the new growth evaluation factor (NGEf) is set to **1.00**.

Table 8. New Growth Evaluation Factor (NGE)

Increase in Person Miles of Travel (PMTi)	**1,128,426**
Increase in Person Miles of Capacity (PMCi)	**730,943**
New Growth Evaluation factor (NGEf)	**1.54**

Source: *The increase in person miles of travel is based on **Table 3**. The increase in person miles of capacity is based on **Table 6**. The new growth evaluation calculation is based on the formula in **Figure 6**.*

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Person Miles of Capacity Rate (PMCr)

The first component for calculating a Mobility Fee is the calculation of a person miles of capacity rate (PMCr). The attributable planning level cost (PLCa) is based on the planning level cost (PLC) for the mobility projects less the reasonably anticipated funding (AF). The assignable Mobility Plan Project cost (MPCa) is calculated by multiplying the planning level cost (PLCa) by the existing conditions evaluation factor (ECEf) and the new growth evaluation factor (NGEf). The assignable Mobility Plan cost (MPCa) is then divided by the increase in person miles of capacity (PMCi) to determine the person miles of capacity rate (PMCr) **(Figure 7)**.

Figure 7: Person Miles of Capacity Rate (PMCr)

Person Miles of Capacity rate (PMCr)

$$\sum PLC = (\sum SPc + \sum TNGPc + \sum IPc + \sum IIc)$$

$$\sum AF = (\sum SPf + \sum TNGPf + \sum IPf + \sum IIf)$$

$$PLCa = (\sum PLC - \sum AF)$$

$$MPCa = ((PLCa \times ECEf) \times NGEf)$$

$$PMCr = (MPCa / PMCi)$$

Where:

PLC = Planning Level Cost (Table 6)
AF = Anticipated Funding (Table 7)
c = Cost
f = Funding
SP = Street Plan (Appendix G)
TNGP = Trails & Neighborhood Greenways Plan (Appendix H)
IP = Intersections Plan (Appendix I)
II = Implemention Initiatives (Appendix J)
PLCa = Attributable Cost of Mobility Plan Projects (Table 9)
ECEf = Existing Conditions Evaluation factor of 1.00 (Table 5)
NGEf = New Growth Evaluation factor of 1.00 (Table 8)
MPCa = Assignable Cost of Mobility Plan Projects (Table 9)
PMCi = Person Miles of Capacity increase (Table 6)
PMCr = Person Miles of Capacity Rate (Table 9)

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The following is the calculation for the Person Miles of Capacity Rate (PMCr) illustrated in **Figure 7**:

PLC of $507,245,343 = ($395,229,093 + $71,961,250 + $19,205,000 + $20,850,000)

AF of $369,613,728 = ($312,514,353 + $41,034,375 + $16,065,000 + $0)

PLCa of $137,631,615 = ($507,245,343 - $369,613,728)

MPCa of $137,631,615 = ($137,631,615 x 1.00) x 1.00)

PMCr of $188.29 = ($137,631,615 / 730,943)

With an assignable Mobility Plan Cost (MPCa) of **$137,631,615** and a Person Miles of Capacity increase (PMCi) of **730,943**, the calculated Person Miles of Capacity PMC rate (PMCr) is **$188.29** **(Table 9)**. The PMCr will be multiplied by the Person Travel Demand per land use on the Mobility Fee schedule to calculate the Mobility Fee rate per land use.

Table 9. Person Miles of Capacity Rate (PMCr)

Planning Level Cost (PLC)	**$507,245,343**
Anticipated Funding (AF)	**$369,613,728**
Attributable Planning Level Cost (PLCa)	**$137,631,615**
Existing Conditions Evaluation Factor (ECEf)	**1.00**
New Growth Evaluation Factor (NGEf)	**1.00**
Assignable Mobility Plan Cost (MPCa)	**$137,631,615**
Increase in Person Miles of Capacity (PMCi)	**730,943**
Person Miles of Capacity Rate (PMCr)	**$188.29**

Source: *Streets Plan (**Appendix G**). Trails & Neighborhood Greenways Plan (**Appendix H**). Intersections Plan (**Appendix I**). Mobility Programs (**Appendix J**). The Planning Level Cost (PLC) of mobility projects per **Table 6**. The anticipated and assumed funding per **Table 7**. The Existing Conditions Evaluation factor (ECEf) is obtained from **Table 5**. The New Growth Evaluation factor (NGEf) is obtained from **Table 8**. Person Miles of Capacity increase (PMCi) per **Table 6**. The Person Miles of Capacity Rate (PMCr) was determined per **Figure 7**.*

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PERSON TRAVEL DEMAND PER USE (PTDU)

The second component for calculating a Mobility Fee for land uses in the Mobility Fee schedule is the calculation of person travel demand (PTD) for each use. The factors utilized in the calculation of person travel demand (PTD) for each use are the principal means to achieve the "rough proportionality" test established by the courts and Florida Statute 163.31801.

Trip Generation

Trip generation rates are based on daily trip information published in the Institute of Transportation Engineers' (ITE) Trip Generation Manual, 12th edition. The detail for the daily trip generation rates for each land use is included in **Appendix K**. For uses where daily trips are not provided or there are only a few studies, the AM and PM Peak hours of adjacent street traffic were averaged and divided by a peak-to-daily ratio to derive daily trips.

The Mobility Fee schedule requires that trip generation rates for non-residential uses be based on multiple land uses. The trip generation for Mobility Fee schedule land uses such as Community Serving, Long Term Care, and Hotel & Overnight Accommodations are based on weighted AM and PM trip generation data to develop the daily trip generation rates. Additional detail is provided in **Appendix K**.

The simplest way to calculate the daily trip generation rate for a use, where trip generation is based on multiple trip generation rates, would be to simply average the trip rates. The issue with a simple average is that the ITE Manual may only have one (1) or two (2) studies for a given land use and 50 studies for another use. Generally, the greater the number of studies, the more accurate the trip generation rate is for a given use. To ensure that a trip generation rate based on one (1) study does not have the same weight as a trip generation rate based on 30 studies, a weighted trip generation rate is calculated for each Land Use where daily trips are based on more than one ITE land use code.

% New Trips

The percentage of new trips is based on a combination of the various pass-by analyses provided in ITE's Trip Generation Handbook, 3rd edition and various traffic studies conducted throughout Florida. The percentage of new trips differs slightly from the commonly used pass-by trip term as it is the percentage difference in trips after pass-by trips are deducted. While ITE's Trip Generation Handbook does not recognize pass-by rates for uses other than retail, pass-by rates are utilized for uses such as medical offices, day care, entertainment, and recreation use to reflect how people move about the community. The detail for the % new trips is included in **Appendix L**. The concept is better understood based on the following example:

(10 trips x (100% - 30% pass-by rate)) = 7 trips or 70% new trips).

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Person Trip Factor (PTf) & Person Trip Length (PTl)

The person trip factor (PTf) is used to convert vehicle trips to person trips based on the 2022 National Household Travel Survey (NHTS). The person trip length (PTl) is used to convert person trips to person travel demand (PTD). The NHTS data is based on travel surveys collected for the South Atlantic Region of the U.S., which includes Florida.

The travel surveys are from metropolitan statistical areas with a population of less than 1,000,000 people, which includes Columbia County **(Appendix M)**. The person trip factors, and person trip lengths vary by trip purpose. Several trip purposes have been combined to more accurately reflect trip characteristics of the uses established in the Mobility Fee schedule. The travel survey data utilized are for trips of 5.0 miles or less.

Person Miles of Travel (PMT)

The person miles of travel are calculated based on trip generation, percent new trips, the person trip factor, and person trip length. The person miles of travel (PMT) for land uses in the mobility fee schedule are then converted into Person Travel Demand (PTD) based on the Trip Purpose Factor. The calculation for PMT is more fully described and illustrated under the section for PTDu.

Trip Purpose Factor (TPf)

Trip generation rates represent trip-ends at the site of a land use. Thus, a single origin trip from home to work counts as one trip-end for the residence and from work to the residence as one trip-end, for a total of two trip ends. Typical transportation impact fees and some mobility fees would establish an origin and destination factor and split trips evenly between trip ends.

A more complex option that more accurately reflects real world travel behavior is the use of trip purpose data. Under this approach, trips are distributed based on the overall share of travel by trip purpose **(Table 10)**. The trip purpose data is obtained from the 2022 National Household Travel Survey Data **(Appendix M)**. The application of the trip purpose factor (TPf) eliminates double charging new development for the same trip and more accurately reflects overall trip patterns in Lake City. The TPf is used in the calculation of PTDu **(Appendix L)**.

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Table 10. Trip Purpose Factor (TPf)

Trip Purpose	Person Miles of Travel (PMT)	Trip Purpose Factor (TPf)
Home Based	10,792,409,517	0.4008
Shopping Based	9,229,973,957	0.3427
Other	6,907,914,326	0.2565
Total	26,930,297,800	1.0000

Source: *National Household Travel Survey Data (**Appendix M**). Shopping based trips include personal errands, buying meals, and buying goods (**Appendix N**). Other trips include work trips, social based trips include community serving, social / vacation, school, family care, medical / dental, exercise, and recreation / entertainment (**Appendix N**). Final percentages may vary due to rounding.*

Person Travel Demand per Land Use (PTDu)

The result of multiplying Person Miles of Travel (PMT) by the Trip Purpose Factor (TPf) is the establishment of a Person Travel Demand per land use (PTDu) **(Appendix L)**. The PTD per land use reflects projected person travel during an average weekday for the various land uses in the Mobility Fee schedule. The calculation for Person Travel Demand (PTD) is illustrated in **Figure 8**:

Figure 8: Person Travel Demand per Use (PTDu)

Person Travel Demand per use (PTDu)

PMTu = (((TG x % NEW) x PTf) x PTl)

PTDu = (PMTu x TPf)

Where:

PMTu = Person Miles of Travel per use (Appendix L)

TG = Trip Generation (Appendix K)

%NEW = Percent of Trips that are Primary Trips (Appendix L)

PTf = Person Trip Factor (Appendix L)

PTl = Person Trip Length (Appendix L)

TPf = Trip Purpose Factor (Appendix L)

PTDu = Person Travel Demand per use (Appendix L)

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The following is an example of the calculation of the Person Travel Demand (PTD) for a single-family detached residential land use per 1,000 sq. ft. **(Appendix K).**

Trip Generation (TG): 5.35

% New Trips (%NT): 1.00

Person Trip Factor (PTf): 1.60

Person Trip Length (PTl): 2.74

Person Miles of Travel (PMT): 23.45

Trip Purpose Factor (TPf): 0.4008

Person Travel Demand (PTD): 9.40

((((TG x % NT) x PTf) x PTl) = PMT; (PMT x TPf) = PTDu
((((5.35 x 1.00) x 1.60) x 2.74) = 23.45; (23.45 x 0.4008) = 9.40

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Mobility Fee Assessment Area

There are two kinds of geographic areas in mobility fee systems: assessment areas and benefit districts. Assessment areas are based on either a physical location, such as a downtown, or a type of development pattern, such as a traditional neighborhood development (TND). New development within the city only pays the mobility fee rate applicable to the assessment area in which the new development is located.

The establishment of different assessment areas is done in recognition that certain geographic locations or types of developments will result in shorter trips, more people walking and bicycling, and higher levels of internal capture; thus, minimizing impact to the external roadway network. Multiple assessment areas are established for mobility fees to reflect differences dues to internal capture or external distribution of trips.

Multiple assessment area options within the city were considered based on a review of the Future Land Use Element (FLUE), Future Land Use Map (FLUM), and current development patterns. The FLUE, FLUM and current development patterns for the city do not feature enough variation to warrant Mobility Fees that vary by assessment area. Should the City continue to develop its downtown/CRA into a thriving, mixed-use district, then the City may elect to establish a downtown assessment area to account for internal capture of trips in a future update of the Mobility Fee.

The City of Lake City mobility fee features a single **Assessment Area** for the City (**Map A**). The assessment area defines where a mobility fee is assessed and collected from new development. The mobility fee is assessed at the time of development order application and is paid at the time a development permit is issued, or equivalent approval is granted by the City.

The Mobility Fee Ordinance will address assessment and imposition of the mobility fee on new development. The Mobility Fee Ordinance may either incorporate the Assessment Area map by reference or include the map as an exhibit to the Ordinance.

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MOBILITY FEE SCHEDULE

To ensure the rough proportionality test is addressed, the person travel demand of individual land uses is used to calculate the mobility fee rate per use (MFru) in the mobility fee schedule **(Appendix O)**. The mobility fee rate is based on the person travel demand for each use (PTDu) listed on the mobility fee schedule multiplied by the person miles of capacity rate (PMCr).

The calculated person travel demand for each use (PTDu) represents the full person travel demand impact of that land use within the Mobility Study Area **(Appendix L)**. The mobility fee rate per use (MFru) has been developed to fund the mobility projects needed on City, County, and State Roads to address growth in future travel demand. Payment of the mobility fee based on land uses in the mobility fee schedule allows new development to equitably mitigate its impact to the City's transportation system.

The Mobility Fee schedule provides fee rates on a per square foot or applicable unit of measure basis **(Appendix O)**. New development is assessed a mobility fee per use (MFau) at the time of building permit application on a per square foot basis or applicable unit of measure. The calculations for determining the mobility Fee are illustrated in **Figure 9**. The following is an example of the mobility fee calculation for a 1,500 sq. ft. single-family detached residential dwelling where the unit of measure (UM) is per sq. ft.:

(PTDu x PMCr) = MFu; (MFu / 1,000) x UMu = MFau

(9.40 x $188.29) = $1,770; ($1,770 / 1,000) x 1,500)= $2,665

Figure 9: Mobility Fee Calculation

Mobility Fee per use (MFu)

MFu = (PTDu x PMCr)

MFau = (MFu / 1,000) x UMu , where unit of measure is per square foot

or

MFau = (MFu x UMu), per applicable unit of measure

Where:

MFu = Mobility Fee per use (Appendix O)

PTDu = Person Travel Demand per use (Appendix L)

PMCr = Person Miles of Capacity Rate (Table 9)

MFau = Mobility Fee assessed per use

UMu = Unit of Measure per Use (Appendix O)

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The mobility fee schedule seeks to strike a balance between the City's Comprehensive Plan and current market trends. The uses included on the mobility fee schedule enable the City of Lake City to use the Mobility Fee as an additional tool to further integrate land use and transportation planning consistent with the City's Comprehensive Plan. The calculated mobility fee per land use is provided in **Appendix O**.

The mobility fee schedule of uses is broken down into five (5) components that are further described below the **Figure 10**: (1) category of land uses; (2) individual land use classifications; (3) representative land uses; (4) Assessment Area; and (5) the mobility fee rates per land use. The following is an example the five (5) components of the mobility fee schedule **(Figure 10).**

Figure 10: Mobility Fee Schedule Components

Five (5) Components of a Mobility Fee Schedule	
Use Categories, Uses Classifications, & Representative Uses	**(Assessment Area)** **City-wide**
(1st Use Category) = Institutional Uses	
(2nd Use Classification) = Community Serving **(3rd Representative Use) = (Center, Club, Clubhouse, Lodge, Museum, Performance Venues, Place of Assembly or Worship)**	**(5th Mobility Fee Rates)**

The first (1st) component is overall categories of land uses, such as residential or office. Under each overall category there are multiple uses for which a mobility fee is calculated. The overall category is generally consistent with the function of a given land use for the individual land use classification. These overall categories are generally consistent with the City Comprehensive Plan and the ITE Trip Generation Manual.

The second (2nd) component is individual land use classifications, such as community serving or high impact retail. These individual land use classifications have similar person travel demand characteristics and / or similar functions to the overall land use category. These individual land use classifications are generally consistent with the ITE Trip Generation Manual classification under a given category of land uses. The individual land use classifications will specify the unit of measure to calculate the mobility fee if it differs from a rate per square foot.

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The third (3rd) component is representative land uses under the individual land use classifications. These representative land uses are shown in brackets such as (Afterschool, Child Care Center, Day Care Center, K-12, Pre-K, Trade School, Tutor) after the individual land use classification of Private Education. These representative land uses have similar person travel demand characteristics and functions to the individual land use classification.

These land uses are not exhaustive and are intended to serve as a guide to describe the types of use that would be assessed a mobility fee based on the rate for the individual land use classification. The definition of each individual land use classification provides further detail on the types of representative land uses that would fall under an individual land use classification. These representative land uses are generally consistent with the ITE Trip Generation Manual classification under a give category of land uses and individual land use classifications.

The fourth (4th) component is the Assessment Area. The mobility fee schedule includes a single assessment area. In the future, the city could consider additional assessment areas.

The fifth (5th) component is the Mobility Fee rates per land use classification. The Mobility Fee rates are illustrated for each land use. The Mobility Fee for an individual land use is determined by multiplying the mobility fee rate by the applicable unit of measure.

Affordable Residential

The Mobility Fee schedule features a calculated Mobility Fee rate for affordable housing that is lower than the rate for residential uses in recognition that trip generation data for affordable housing, coupled with the number of households without access to a vehicle available, provides a defensible technical basis for having a lower mobility fee rate. The calculated mobility fee rate is roughly 50% of market rate residential uses and recognizing a lower rate for affordable and workforce housing is consistent with Florida Statute Section 163.3180 (5)(f)6.

Due to the various factors involved with determining what housing would qualify for the affordable or workforce housing designation, it is recommended that the City of Lake City develop criteria for new development to qualify as providing affordable housing to be eligible for the lower Mobility Fee. Florida Statute Section 163.31801 (11) also allows the City to waive the Mobility Fee for affordable housing per Florida Statute Section 420.9071.

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Residential Land Uses

The Mobility Fee schedule proposes a streamlined approach to residential mobility fees that is easy to administer and addresses affordability. The schedule proposes a flat residential Mobility Fee rate per square foot for residential uses, regardless of the type of residential use. The Mobility Fee is set up so that a 600 sq. ft. studio pays for 600 sq. ft., a 1,200 sq. ft. two-bedroom apartment pays for 1,200 sq. ft., and a 2,000 sq. ft. single-family detached dwelling pays for 2,000 sq. ft. There is a direct correlation between the size of a unit and the Mobility Fee to be paid.

The calculation of Mobility Fees per sq. ft. is consistent with how the building industry prices permits and is a tool available to the city to address affordability. Mobility Fees based on square footage, regardless of the type of residential use, reflects that as the size of a residential dwelling unit increases, there is a corresponding increase in the number of bedrooms and vehicles per household **(Appendix K)**. An analysis of data from the 2022 National Household Survey illustrates that as the number of vehicles increases and household size increases, so does the corresponding vehicle miles of travel **(Appendix K).** Thus, like the trip generation rates for non-residential land uses, as the size of a dwelling unit increases, so does the number of associated vehicle trips.

Institutional Uses

The Mobility Fee schedule features three institutional use classifications: (1) community serving; (2) long term care; and (3) private education. Community serving uses include civic uses, galleries, museums, performing arts venues, and places of assembly, such as clubs, lodges, and places of worship. Long term care uses include assisted living facilities, adult day care , congregate care facilities, group care, and nursing homes. Private education uses include day cares and child care centers, private schools, Pre-K, trade and tutor schools. Public and charter schools are exempt from mobility fees and impact fees per Florida Statue.

Recreational Uses

The Mobility Fee schedule includes four recreational use classifications: (1) golf course per hole; (2) outdoor commercial recreation per acre; (3) indoor commercial recreation per sq. ft.; and (4) recreational RV or travel trailer park per sq. ft.. Outdoor recreation uses consist of uses such as amusement parks, driving ranges, sports facilities, tennis courts, and multipurpose recreation facilities. A separate indoor recreation category is included and is based on a rate per sq. ft. for indoor uses such as gyms, health clubs, yoga, dance studios, and arcades.

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Industrial Uses

The Mobility Fee schedule features one industrial use category. The industrial category includes general industrial uses such as heavy industrial, assembly, manufacturing, microbreweries, and trades, as well as commercial storage uses such as mini-warehouses, outdoor storage, and warehouses.

Office Uses

The Mobility Fee schedule features two office use categories. The first use is for business office uses such as accounting or real estate. The general office use also includes hospitals and higher education. The second use is medical, such as clinics, dentist, medical doctors, emergency care, and veterinary. Medical office uses generate two to three times the number of trips as a non-medical office use, while hospitals have a daily trip generation consistent with non-medical office uses.

Retail Land Uses

The Mobility Fee schedule includes five (5) retail use classifications: (1) local retail; (2) multi-tenant retail; (3) free-standing retail; (4) high impact retail; (5) convenience retail.

The first (1st) retail land use classification, Local Retail (non-chain and non-franchisee) has been established to support smaller and more often local retail uses. In recognition that national chain retail uses have greater transportation impacts, a local retail business category has been established with a mobility fee that is 50% less than the retail land use.

A significant update in the 11th and 12th editions of the ITE Trip Generation Manual is the addition of several multi-tenant retail center use classifications. Thus, one of the retail categories is multi-tenant retail, typically what you would find in a shopping center, but without a grocery store or supermarket. The trip generation rate is far higher when a grocery store is present. Multi-tenant uses may sometimes have banks or restaurants as part of a multi-tenant building. These uses would quality for the multi-tenant rate, plus any rates associated with drive-thru lanes.

The third category is free-standing retail uses, the most common of which are dollar or variety stores. Large format retail uses, such as home improvement stores or wholesale clubs are often free-standing retail uses as well. The fourth category is high impact retail. These uses tend to have similar trip generation characteristics of roughly 75 to 125 trips per 1,000 square feet and consist of banks, grocery stores, sit down restaurants, and pharmacies. These uses also increasingly include a drive-thru component. The uses would be assessed per drive-thru lane (additive fee), as well as for the square footage of the building.

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The fifth category is convenience retail and includes uses such as gas stations and convenience stores. As the highest trip generating land uses in the ITE Manual, these uses tend to have trip generation rates over 250 trips per 1,000 square feet.

Non-Residential Additive Uses

The Mobility Fee schedule proposes seven (7) non-residential uses where the mobility fee is based on a unit of measure other than per sq. ft. These non-residential land uses include: (1) bank or financial drive-thru lane or free standing ATM; (2) fast food or quick service restaurant drive thru; (3) retail drive-thru; (4) automobile cleaning; (5) automobile charging; (6) automobile fueling; and (7) automobile repair service.

The one non-residential use that does not include additive mobility fees is hotel & overnight accommodations. Hotel & overnight accommodations include hotels, motels, bed and breakfast, and other transient accommodations. The mobility fee for overnight accommodation is based on a rate per room. Conference rooms and amenities are typically considered to be ancillary uses to the overnight accommodation.

To reflect higher travel demand, seven (7) of these non-residential uses are additive mobility fees. As more land uses downsize, a mobility fee based solely on building size does not fully capture the travel demand impact of certain high travel demand uses. A mobility fee for any retail building would be assessed at the appropriate mobility fee rate. In addition, uses with a bank, quick service restaurant, or pharmacy drive-thru, a car wash, or a commercial automobile charging or fueling position would pay additive fees based on the number of features proposed for the development activity or existing development retrofit.

Uses with a repair or service bay shall be required to pay a mobility fee per bay or stall, plus any mobility fee associated with any building spaces that are not captured as part of a lane, stall, or bay. These uses would include automobile repair service, quick lube, tire stores, as well as any automobile accessories or modifications.

Commercial uses such as grocery stores, variety stores, and large format retailers are starting to include drive-thru lanes for either pharmacies or for general merchandise. Banks, pharmacies, and restaurants all feature higher trip generation rates when there are drive-thru facilities. Some trips may be offset by customers going to the retail use. However, as delivery services become more common, pass-by rates or trip chaining rates are decreasing as delivery trips are making one or two primary trips and not necessarily stopping for other trip purposes, like most people do when going shopping for general goods. Like banks and fast food, retail

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square footage will likely start to shrink as more purchases are delivery or focus on more auto related convenience trips with fewer people shopping for goods.

Some financial institutions, especially Credit Unions, are increasing their brick-and-mortar presence to attract additional customers. Other banks are eliminating branches entirely and just offering drive-thru or walk-up free-standing ATMs. For banks with drive-thru lanes, an additional Mobility Fee is assessed per drive-thru lane. A Mobility Fee is also assessed for any free-standing walk-up ATMs or ATMs accessed via drive-thru lanes.

Fast Food or quick service restaurant uses are experiencing a transformation where buildings are getting smaller, while the number of drive-thru lanes and delivery services are increasing. Due to their high travel demand impact, an additive fee has been calculated per quick service drive-thru lane to capture the impact of quick service uses that offer one or more drive-thru lanes. Some quick service uses are migrating to walk-up ordering, outdoor seating only, with two drive-thru lanes and one delivery pick-up lane, further increasing travel demand. This impact is not captured by simply evaluating the building.

Convenience uses have primarily been uses with automobile fueling. Increasingly superstores, supermarkets, variety stores, and wholesale clubs have started to add automobile fueling. The additive mobility fees will be assessed to any use that offers commercial automobile charging and fueling and is accessible to the public or through a membership club. The mobility fee is assessed per commercial charging station or fueling position. Any automobile charging station that does not charge for service will not be assessed a mobility fee, such as charging stations provided in a public or private garage that do not charge for use.

Uses with a car wash shall be required to pay a mobility fee 1) per square foot for any lane/tunnel, stall, or bay; 2) plus any mobility fee associated with any building space that is not captured as part of a lane/tunnel, stall, or bay or stations. Any building solely for maintenance or supply purposes that does not include any accessible spaces for personnel would not be required to pay a mobility fee beyond that associated with the additive fee for the car wash.

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MOBILITY FEE BENEFIT DISTRICT

The benefit test of the dual rational nexus test requires that local governments establish defined areas or districts within which mobility fees collected are earmarked for expenditure. The geographic limits of the proposed Mobility Fee Benefit District include the current City limits, enclaves, and portions of unincorporated Columbia County **(Map B).** The extension of a Mobility Fee Benefit District beyond current City limits was done in recognition that travel demand does not start or stop at City limits **(Map B)**.

Having a Mobility Fee Benefit District that extends beyond the city limits ensures that the city can expend Mobility Fees on projects identified in the Mobility Plan outside the City limits that cross enclaves or terminate at logical endpoints. It also allows the City to address extra jurisdictional impacts and to work in a cooperative manner with the County and FDOT to partially fund mobility projects that would provide a mobility benefit to new development that pays the mobility fee. The extended boundaries also ensure the ability of the City to fund mobility projects across enclaves and in surrounding areas to provide for continuity and connectivity.

In the future, to advance mobility projects and to form public / private partnerships, the City may elect to establish a development specific mobility fee benefit district. A development specific benefit district would accommodate instances where new development advances mobility projects within a defined area. The benefit district could be a tool to collect mobility fees from various end users within a defined development and reimburse the new development that advanced the mobility project with mobility fees collected within the benefit district.

The benefit district could also include unaffiliated third party development activity within a defined area that would pay its mobility fee, and the City would reimburse the development that provided a mobility benefit outside of the limits of its development boundary. Any development specific benefit district would be established through a developer agreement between the City and the new development. The agreement would address the limits of the district and any development specific collection of mobility fees, utilization of credit, or reimbursement to the developer.

The City will be required to establish a mobility fee special revenue account. Special revenue accounts ensure that mobility fees are expended within the Benefit District and are appropriately accounted for to address annual State mandated audit requirements for Mobility Fee collections and expenditures.

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DEFINITIONS

Any defined term in this Technical Report does not supersedes definitions in the City's Comprehensive Plan or Land Development Regulations for non-mobility fee related purposes.

Affordable Residential means a dwelling unit and shall include those uses specified in the ITE Trip Generation Manual under the Land Use Code Series 200, except for Land Use Codes 253, 254, and 255. Residential includes accessory dwelling units, dormitories, and tiny homes. The City may elect to establish a program that establishes criteria to qualify as affordable or workforce housing. Until the City establishes a program, and an applicant receives formal approval, the affordable or workforce housing mobility fee rate would not be applicable.

Amenities and Ancillary Uses means buildings, structures, and lands with a clubhouse, meeting spaces, laundry facilities, guard houses, fields, courts, indoor or outdoor recreation uses, garages, parking structures, barns, sheds, landscape maintenance facilities that do not generate additional person travel demand, are not open to the public, are not a commercial use. These amenities are generally associated with residential developments and overnight lodging. These uses are not assessed a mobility fee unless they are open to the public and charge for use either through cash or electronic payment or through membership or club dues.

Assessment Area means a geographic area of the City or a specific development pattern where mobility fees are assessed on new development.

Automobile means a car, SUV, truck, van, or motorcycle that is either electric powered, gasoline powered, a hybrid, or some other fuel source that propels the automobile.

Automobile Cleaning means a building, stalls, stations, or tunnels for the cleaning, detailing, polishing, washing, or waxing of automobiles which fall under the description of ITE Trip Generation Manual Land Use Code Series 800 and 900. This use includes full-service, partial service, and self-service uses.

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Automobile Charging or Fueling means the total number of automobiles that can be charged or fueled at one time (fueling positions). Increasingly, land uses such as superstores, (i.e., super Wal-Mart), variety stores, (i.e., Dollar General), and wholesale clubs (i.e., Costco) are also offering automobile charging and fueling with or with/out small convenience stores. Outside of Florida, several grocery store chains are also starting to sell fuel. Free standing automobile charging stations that charge a fee for use and are not a requirement of the City as an ancillary use of a development shall be required to pay a mobility fee. The impact fee rate per charging or fueling position would be in addition to any mobility fee per square foot under the applicable retail land use with automobile charging or fueling. Automobile charging stations that are not a primary use or function of a commercial or retail use and are either required by the City or provided as an ancillary use are exempt from payment of the mobility fee. The City shall have the ability to determine if a charging or fueling station is a commercial use.

Automobile Repair Service means a building, bays, service bays, stalls, or stations for the routine maintenance of automobiles including oil changes, cleaning, or replacing filters, replacing windshield wipers, changing tires, providing for maintenance, service, and repair, and changing and topping off automobile fluids and falls under the description of ITE Trip Generation Manual Land Use Code Series 800 and 900. Any building square footage associated with automobile service would fall under retail uses and pay the applicable impact fee per the square footage of the building not associated with the quick lube service.

Bank or Financial Drive-Thru Lane or Free-Standing ATM means any bank, financial institution, credit union, with a drive-thru lane used for banking purposes such as deposits, withdrawals, balance inquiries, or bill pay. The drive-thru may include either a teller window, pneumatic device for transferring banking information or funds, or an Automated Teller Machine (ATM). An ATM inside or attached to a building that has a use open to the public or end user is not assessed a separate fee as a stand-alone ATM. This use also includes free standing bank drive-thru lanes and freestanding walk-up or drive-thru ATM machines. The fee shall be based upon the total number of drive-thru lanes with a banking window, pneumatic device, or ATM and/or the total number of free-standing ATMs. Free-standing ATM's may be either walk-up or feature drive-thru lanes.

Benefit District means a geographic area of the City where mobility fees paid by new development are expended on mobility projects.

Commercial & Retail Uses means those commercial activities which provide for sale, lease, or rent of goods, products, services, automobiles, or accommodations for use by individuals, businesses, or groups and which include those uses specified in the ITE Trip Generation Manual under Land Use Code Series 800 and 900.

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Community Serving means those uses that are operated by non-profit civic organizations, governmental entities, foundations, or fraternal organizations, including places of assembly. Community serving also includes uses such as YMCA, museum, art studio, gallery, cultural center, community centers, community theater, library, or a fraternal or masonic lodge or club, or any community and civic based uses that do not sell retail goods or services for profit and that participates in community and public activities. Food, beverages, goods, and services may be offered for ancillary fundraising and sales to support the community serving use.

Convenience Retail means car washes, convenience stores, gas stations, and quick service restaurants. Convenience retail with quick-service restaurant drive-thru lanes, or automobile charging or fueling shall be assessed an additive impact fee per drive-thru and charging or fueling position. Convenience retail with car wash facilities shall be assessed mobility fees per applicable unit of measure. ITE Land Use Codes 851, 930, 933 thru 938, and 944 thru 950.

Fast Food or Quick Service Restaurant Drive-Thru means a delivery lane where an order is picked-up by a customer that placed an order at a call box, window, or screen, or via a mobile device or an on-line application or portal. Quick service restaurants are also referred to as fast casual or fast-food restaurants. The number of drive-thru lanes shall be based on the total number of lanes, not the number of windows where an order is picked-up. Some drive-thru lanes may be opened longer than the restaurant is open. Food may be obtained from a pick-up window, locker, station, or functional equivalent after the order has been placed. For uses with designated parking areas for delivery pick-up where food is brought to the parking location, every (5) designated spaces shall be considered the equivalent to a drive-thru lane. The mobility fee per drive-thru is assessed in addition to the mobility fee assessed for the building.

Free-Standing Retail means entertainment, personal service, and retail uses in a single building where any single use under common ownership exceeds 75 percent of the total square footage of the building. Land Use Codes under the 800 and 900 series of the ITE Trip Generation Manual.

Group Living Facility means communities designed for long term care of on-site residents, such as assisted living facilities, continuing care facilities and nursing homes, with common dining and on-site health facilities for residents that is not a general retail or commercial use open to the public. This use includes ITE Trip Generation Manual Land Use Codes 253, 254, 255, and 620.

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High Impact Retail means grocery stores, supermarkets, superstores, variety stores, package stores, liquor, or alcohol for off-site consumption, where 50% or more of the gross square footage of the use is for the sale of edible or drinkable goods. These uses may offer other goods, products, and services such as on-site consumption of food or beverages, pharmacies, cleaning and household supplies, pharmacies, and other personal services. High Impact Retail uses also include banks, credit unions, sit-down restaurants, and pharmacies. These uses generally generate between 75 and 250 daily trips per 1,000 sq. ft.

Hotel & Overnight Accommodations means places of accommodations, such as bed and breakfast, inns, motels, hotels and resorts that provide places for sleeping and bathing and may include supporting facilities such as restaurants, cocktail lounges, meeting and banquet rooms or convention facilities, and limited recreational facilities (pool, fitness room) intended for primary use by guest(s) and which include those uses specified in the ITE Trip Generation Manual under the Land Use Code Series 300.

Impact means any new development that results in an increase in person travel demand above the demand generated by the existing use of property, including submerged properties.

Implementation Initiatives means initiatives intended to implement the Mobility Plan. These initiatives include a variety of plans and studies that may be undertaken as part of implementation of the mobility plan and expenditure of mobility fees.

Indoor Commercial Recreation means facilities that primarily focus on individual or group fitness, exercise, training or provide recreational activities. The uses typically provide exercise, dance or cheerleading classes, weightlifting, yoga, Pilates, cross-fit training, fitness, and gymnastics equipment. Indoor commercial recreation also includes uses such as bowling, pool, darts, arcades, video games, batting cages, trampolines, laser tag, bounce houses, skating, climbing walls, and performance centers. Food, beverages, equipment, and services may be offered for ancillary sales. The use would generally fall under the ITE Land Use Code Series 400.

Industrial means those activities which are predominantly engaged in building and construction trades, the assembly, distribution, finishing, packaging, processing, production, and/or storage of goods or products, utilities, recycling, waste management and uses that include brewing and distilling that may have taps, sampling or tasting rooms, and include those uses specified in the ITE Trip Generation Manual under Land Use Code Series 100 excluding governmental uses and commercial storage uses. Industrial uses typically have ancillary office space and may have display or merchandise display areas for various trades and industries that are not open to the

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general public. Industrial uses are also located in land uses and zoning districts intended for industrial uses.

Industrial Uses means those activities which are predominantly engaged in the assembly, distribution, fabrication, finishing, packaging, processing, production, storage, and/or warehousing of goods and products and which include those uses specified in the ITE Trip Generation Manual under Land Use Code Series 100 but excluding governmental uses. Industrial Uses also means facilities or acreage in which one or more warehouses, storage units or vaults are rented for the storage of goods and/or acreage or is providing for the storage of boats, RVs, automobile trailers and other physical items that are larger than what is typically stored within an enclosed structure. The acreage for outdoor storage, excluding drive aisles, buffers, and stormwater management areas, shall be converted to square footage for purposes of calculating the fee. This shall not include an individual's personal property where such items are stored by the owner of the land and not for commercial purposes, subject to allowance by land development and zoning regulations.

Institutional Uses means those public or quasi-public uses that serve one or more community's social, educational, health, cultural, and religious needs and which include those uses specified in the ITE Trip Generation Manual under the Land Use Code Series 500, and includes Land Use Codes 253, 254, 255, and 620. Land Use Codes 540 and 550 are included in office uses and 580 and 590 falls under community serving. Federal, state, and local government institutional uses, except for community development districts, are exempt from payment of mobility fees.

ITE Trip Generation Manual means and refers to the latest edition of the report entitled "Trip Generation" produced by the Institute of Transportation Engineers (ITE), and any official updates.

Level of Service (LOS) means a quantitative stratification of the level of service provided to a facility, roadway, or service stratified into six letter grade levels, with "A" describing the highest level and "F" describing the lowest level; a discrete stratification of a level of service continuum.

Local Retail means cafes, personal service, restaurants, and retail uses that meet criteria established by the City to qualify as a local retail use. These uses would exclude regional or national chains. The criteria usually include the identification of the total number of retail operations that would define a chain retail use. Until the City establishes criteria, the mobility fee rate for local retail would not be assessed on any land use.

Medical means a building or buildings that provide medical, dental, or veterinary services and care. Medical office shall also include any clinics, emergency care uses, and any uses specified in

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the ITE Trip Generation Manual under Land Use Code Series 600, including Land Use Code 720. Land Use Code 620 is included under Long Term Care land uses.

Micromobility means electric powered personal mobility devices such as electric bicycles, electric scooters, hoverboards, One-Wheel, Unicycle, electric skateboards, and other electric assisted personal mobility devices. Low speed vehicles such as golf carts or mopeds are not considered personal micromobility devices.

Microtransit means electric powered low speed vehicles, autonomous transit shuttles, golf carts, neighborhood electric vehicles, and transit circulators that seat less than 15 passengers.

Mobile Home means land uses for the temporary or permanent placement of Manufacture Homes, Mobile Homes, Recreational Vehicles, Tiny Homes on Wheels, or Travel Trailers, within predefined lots or spaces that have connections for communications, electric, water, and wastewater. Mobile residence maybe located on an individual lot or parcel, or part of a unified development, park, or resort. Mobile residential parks may have common amenities and building with recreational uses, laundry, and park offices.

Mobility means the ability to move people and goods from an origin (beginning point) to a destination (end point) by multiple modes of travel in a timely (speed) manner.

Mobility Fee means a monetary exaction imposed on new development to fund mobility projects identified in the most recently adopted mobility plan.

Mobility Fee Expenses means expenditures for: (a) the repayment of principal and interest or any redemption premium for loans, advances, bonds, bond anticipation notes, and any other form of indebtedness then outstanding consistent with statutory allowances and used to advance mobility projects identified in the mobility plan; (b) reasonable administrative and overhead expenses necessary or incidental to expanding and improving mobility projects; (c) crosswalks, elevated crossings, bridges, traffic control and crossing warning devices, landscape, trees, way finding, irrigation, hardscape, streetscape, and lighting related to projects; (d) micromobility devices, microtransit vehicles, programs and services; (e) mobility hubs, rail stations with parking structures, transit circulators, facilities, programs, shuttles, services and vehicles; (f) reasonable expenses for engineering studies, stormwater reports, soil borings, tests, surveys, construction plans, and legal and other professional advice or financial analysis relating to projects; (g) the acquisition of right-of-way and easements for the improvements, including the costs incurred in connection with the exercise of eminent domain; (h) the clearance and preparation of any site, including the demolition of structures on the site and relocation of utilities; (i) floodplain

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compensation, wetland mitigation and stormwater management facilities; (j) all expenses incidental to or connected with the issuance, sale, redemption, retirement, or purchase of bonds, bond anticipation notes, or other forms of indebtedness, including funding of any reserve, redemption, or other fund or account provided for in the ordinance or resolution authorizing such bonds, notes, or other form of indebtedness consistent with statutory allowances and used to advance mobility projects identified in the mobility plan; (k) reasonable costs of planning, design, survey, engineering, and construction, including mobilization, maintenance of traffic during construction and CEI (construction engineering and inspection) services of mobility projects; (l) City administration, implementation updates to the mobility plan and mobility fee, including any analysis, assessments, counts, data collection, plans, programs or studies needed for mobility projects or (m) local match for federal, state and county funded projects.

Mobility Fee Schedule means the land uses for which a mobility fee is to be assessed on new development. The schedule includes the mobility fee rates per unit of measure for each land use.

Mobility Fee Technical Report shall mean the City of Lake City Mobility Fee Technical Report dated February 2026 and prepared by NUE Urban Concepts, LLC that that identifies mobility projects within and adjacent to the City to meet future person travel demand from new development and serves as the basis for the City's mobility fee. The Technical Report documents the analysis, data and methodology used to develop a mobility fee and is adopted pursuant to an implementing ordinance which authorizes imposition of the mobility fee.

Mobility Plan means the latest 2050 City of Lake City Mobility Plan dated February 2026 that identifies mobility projects within and adjacent to the City and includes a separate document that details the description, cost, and capacity of each mobility project.

Mobility Project means improvements such as bike lanes, buffered bike lanes, protected bike lanes, cycle tracks, raised bike lanes, intersections, interchanges, roundabouts, boardwalks, pathways, shared-use paths, multi-use paths/trails, sidewalks, traffic calming, elevated crossings, pedestrian bridges, overpasses or underpasses, roads, streets, and streetscape. Mobility projects also include policies, programs and services, wayfinding, micromobility devices, and transit vehicles, circulators, lanes, stops, and facilities, along with mobility hubs and corridor studies. Projects can include new or additional travel lanes and turn lanes, upgrade of roads that results in a change in functionally classification of the road, complete and low speed streets, curbless shared streets, new or upgraded traffic signals, traffic synchronization, mobilization, maintenance of traffic, survey, geotechnical and engineering, utilities, construction, PD&E, planning, engineering and inspection, utility relocation, right-of-way, easements, land

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acquisition, stormwater management facilities. These projects may also be referred to as mobility plan projects or multimodal projects.

Mode means the choice of travel that a person undertakes and can include walking, jogging, running, bicycling, paddling, scooting, flying, driving a vehicle, riding a boat, transit, taxi or using a new mobility technology.

Multimodal means travel by multiple modes of transportation, including travel lanes, sidewalks, pathways, shared-use paths, boardwalks, trails, canals, waterways for walking, jogging, running, bicycling, rollerblading, skating, scootering, driving, or use of a device for mobility impaired persons, and where allowed use of micromobility devices. Multimodal also means transit travel by microtransit, autonomous transit shuttles, buses, trolleys, boats or water born vehicles.

Multimodal Capacity means the sustainable flow rate, at a service standard, at which persons or vehicles reasonably can be expected to traverse a point or a uniform section of a bicycle facility, pedestrian facility, roadway, or shared-use multimodal facility during a given time-period under prevailing conditions. For transit, the capacity is the maximum number of persons reasonably accommodated riding a transit vehicle, along with the frequency and duration of transit service.

Multimodal Transportation System means the right-of-way, easements, roads, streets, canals, alleyways, curb-cuts, traffic control devices, stormwater management facilities, utilities, bridges, waterways, and multimodal facilities that allow for circulation, mobility, and parking within the City and accessibility to land uses, property, and modes of transportation within the City.

Multi-Tenant Retail means sale of good and merchandise, personal service, retail, and restaurant uses provided in a single building, with two (2) or more separate distinct uses under different corporate ownership where no single use exceeds 75 percent of the total square footage of the building. This includes land uses under ITE Land Use Codes Series 800 and 900.

New Development means new residential and non-residential construction, any new land development or site preparation activity, any new construction of buildings or structures, any modification, reconstruction, redevelopment, or upgrade of buildings or structures, any change of use of a building, land, or structure, and any special exception approval, variance, or special use permit that results in an impact to the multimodal transportation system.

Non-Residential Additive Uses means a land use with a mobility fee rate based on a unit of measure that generates high levels of impact per unit such as service bays, car wash lanes, fueling positions for automobiles, and drive-thru lanes for banks, quick service restaurants, and retail

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uses. These mobility fees per unit of measure are assessed in addition to mobility fees assessed per land use based on square footage of buildings and structures or the applicable unit of measure for the land use. These non-residential uses fees may be referred to additive fees or additive mobility fees.

Non-Residential Square Feet means the sum of the gross floor area (in square feet) of the area of each floor level under cover, including cellars, basements, mezzanines, penthouses, corridors, lobbies, stores, and offices, that are within the principal outside faces of exterior walls, not including architectural setbacks or projections. Included are all areas that have floor surfaces with clear standing head room (six feet six inches, minimum) and are used as part of primary use of the property of their use. If an area within or adjacent to the principal outside faces of the exterior walls is not enclosed, such as outdoor restaurant seating, areas used for storage of goods and materials, or merchandise display, and is determined to be a part of the primary use of property, this gross floor area is considered part of the overall square footage of the building. Areas for parking, circulation, ingress, egress, buffers, conservation, walkways, landscape, stormwater management, and easements or areas granted for transit stops or multimodal parking are not included in the calculation of square feet.

Office means general offices, hospitals, higher education, post-secondary trade schools, and professional activities primarily involving the provision of professional or skilled services, including but not limited to accounting, legal, real estate, insurance, financial, engineering, architecture, accounting, and technology.

Office Uses means those businesses which provide professional services to individuals, businesses, or groups and which include those uses in the ITE Trip Generation Manual under Land Use Code Series 600 and 700 and includes Land Use Codes 540, 550, 911 and 912. Land Use Code 620 is included under institutional uses.

Outdoor Commercial Recreation means outdoor recreational activity including land uses with miniature golf, batting cages, video arcade, bumper boats, go-carts, golf driving ranges, tennis, racquet or basketball courts, soccer, baseball and softball fields, paintball, skating, cycling or biking that require paid admittance, membership or some other type of fee for use. Buildings for refreshments, bathrooms, changing and retail may be included. The fee shall be based upon the total acreage of the facility for active uses outside of buildings and all buildings used to carry out a primary function of the land use activity. Areas for parking, buffers and stormwater that are not active features of the land use are excluded from the fee acreage. The use would generally fall under the ITE Land Use Code Series 400.

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Person Miles of Capacity (PMC) means the number of persons "capacity" that can be accommodated, at a determined standard, on a facility while walking, bicycling, riding transit, driving, or using a mobility assisted device over a defined distance.

Person Miles of Travel (PMT) means a unit used to measure person travel made by one person where each mile traveled is counted as one person mile. PMT is calculated by multiplying person trip length by the number of person trips. The increase in future person miles of travel is used to plan mobility project needs that form the basis for a mobility fee.

Person Miles of Travel Factor (PMTf) means the factor utilized to convert vehicle miles of travel to person miles of travel based on the 2022 National Household Travel Survey.

Person Travel Demand (PTD) means travel demand from new development based on trip generation, pass-by trips, vehicle trip lengths, limited access travel, origin and destination factors, vehicle miles of travel, and person miles of travel factors. The resulting mobility fees are roughly proportional to the person travel demand per use and assessment area provided on the mobility fee schedule.

Person Trip (PT) means a trip by one person by one or more modes of travel including, but not limited to, driving a motor vehicle or low speed electric vehicle, riding transit, walking, bicycling or form of person powered, electric powered or gasoline powered device.

Person Trip Length (PTl) means the length, in miles, of a person trip per trip purpose.

Private Education means building or buildings used for pre-school, private school, childcare, or day care where students are educated by a non-governmental entity with grades ranging from pre-kindergarten to 12th grade. Private schools do not include Charter Schools, which are exempt from local government fees per Florida Statute. Childcare and day care shall mean a facility where care for young children is provided, normally during the daytime hours. Day care facilities generally include classrooms, offices, eating areas and playgrounds. Postsecondary education falls under office uses. These uses are under ITE Trip Generation Manual under Land Use Code Series 500.

Recreational Uses mean those public or quasi-public uses that serve a community's social, cultural, fitness, entertainment, and recreational needs, which include applicable land uses specified in the ITE Trip Generation Manual under Land Use Code Series 400 and 500.

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Residential means a dwelling unit and shall include those uses specified in the ITE Trip Generation Manual under the Land Use Code Series 200, except for Land Use Codes 253, 254, and 255. Residential includes tiny homes, accessory dwelling units, and dormitories.

Residential Square Feet means the sum of the area (in square feet) of each dwelling unit measured from the exterior surface of the exterior walls or walls adjoining public spaces such as multifamily or dormitory hallways, or the centerline of common walls shared with other dwelling units. Square feet include all livable, habitable, and temperature controlled enclosed spaces (enclosed by doors, windows, or walls). This square footage does not include unconditioned garages or unenclosed areas under roof. For multifamily and dormitory uses, common hallways, lobbies, leasing offices, and residential amenities are not included in the square feet calculation, unless that space is leased to a third-party use and provides drinks, food, goods, or services to the public or paid memberships available to individuals that do not reside in a dwelling unit.

Residential Uses means residential uses shall include those uses specified in the ITE Trip Generation Manual under the Land Use Code Series 200 for all Land Use Codes between 210 and 252 and includes ITE Land Use Code 416.

Retail Drive-Thru means any drive-thru lane associated with a personal service or retail use. The drive-thru may include an order window or a door, window, or other means of access to drop-off or pick-up up goods, items, services, ordered through a mobile app or online. Common uses include dry cleaners or pharmacies. Increasingly retail uses are including drive-thru lanes to pick up ordered goods. Drive-thru lanes associated with a bank, fast food or quick service restaurant, financial institution, or auto wash are assessed additive mobility fees. Retail uses include those under ITE Land Use Codes Series 800 and 900, except those uses included on the mobility fee schedule with defined mobility fee rates.

Streetscape means hardscape elements such as pavers, benches, lighting, trash and recycling receptacles, fountains, seating, shade structure, crosswalks, landscape elements such as canopy and understory trees, shrubs, bushes, grasses and flowers, green infrastructure and architectural structures and projections that provide shade and protection from various weather conditions.

Trip means travel between locations, often between an origin, such as a home, to a destination, such as a business, but the trip can end and begin at the same location, such as walking a dog in the neighborhood where the home is both the origin and destination.

Travel Demand means the mode of transportation mobility that people choose to use, and how those choices result in trips of varying lengths on the transportation system.

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Trip Length means the length of a trip per trip purpose.

Trip Purpose means the primary purpose at the destination of a trip such as travel to buy goods, services, or meals, entertainment, recreation, school, work, places of assembly, errands, medical, day care, or work related. Trip purpose may be either home based, meaning the trip originates at a residence, or non-home based, meaning the trip originates at a destination other than a residence.

Use means a use of land for residential or non-residential purposes. For mobility fee purposes the terms land use and use are interchangeable. The inclusion of a use on the mobility fee schedule does not mean that land use or use is permitted by the City's Land Development Code.

Vehicle Miles of Travel (VMT) means a unit to measure vehicle travel made by a motor vehicle where each mile traveled is counted as one vehicle mile regardless of the number of persons in the vehicle and is calculated by multiplying the length of a road segment by the total number of vehicles on that road segment.

Vehicle Occupancy (VO) means the total number of persons in a single motor vehicle making a trip.

Vehicle Trip means a trip by a single motor vehicle, regardless of the number of persons in the motor vehicle.

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RECOMMENDED NEXT STEPS

The adoption of the Mobility Fee requires additional tasks to administer and implement the Mobility Fee. The following are recommended next steps that the city should consider:

(1) **Columbia County Coordination:** HB 479 encourages municipalities and counites enter into an interlocal agreement to address transportation mitigation consistent with the requirements of Florida Statute Section 163.3180. As part of the interlocal, the City and County should address areas adjacent to the City that could annex into the City or where development in unincorporated County could impact the multimodal transportation system within the City. Ideally, the interlocal should identify mobility projects where the City and County can coordinate improvements and ensure right-of-way is reserved or preserved and connectivity is enhanced to improve mobility for all.

(2) **Annexation of Unincorporated Property**: The City should consider strategic pursuit of annexations of unincorporated Columbia County adjacent to or forming enclaves within the City. These areas are using the transportation system within the City and annexations allows the City to be better able to coordinate mobility projects and ensure that the impacts from new development are mitigated.

(3) **Service Charge Study:** Lake City should also consider undertaking a service charge study for administering and implementing its mobility fee, along with its other impact fees. Florida Statute limits administrative charges to the cost of administering and implementing mobility fees. The service charge study would provide a factual basis for assessment of a service charge to offset administrative cost. The service charge would also address future updates and application fees for special studies, request for credits or offsets, and special assessments.

(4) **Administrative Manual:** Lake City should consider developing an administrative manual that establishes administrative procedures to administer and implement the mobility plan, mobility fees, and impact fees. The mobility fee and impact fee ordinances address big picture legal and statutory requirements. The Administrative Manual would govern day to day administration and provide the City with continuity of service.

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(5) **Traffic Count Program:** Lake City should consider collecting traffic counts on major collectors, minor collectors and major local roads through-out the city. The pursuit of funds and grants for safety and mobility will be further enhanced by having traffic count data.

(6) **Land Development Regulations:** The City should evaluate its Land Development Regulations and establish criteria to address site access assessments from new development. The LDRs may also need to be amended depending on the extent of Comprehensive Plan Amendments. The City should consider establishing street, multimodal, and transit quality of service (QOS) standards as performance measures and for development review. The City should also consider implementing FDOT's Context Classification and expand on the initial application of FDOT's Context Classification that has already been undertaken as part of the mobility plan **(Figure 11)**.

Figure 11: FDOT's Context Classification

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CONCLUSION

The City of Lake City Mobility Fee is based on the mobility projects identified in the Lake City 2050 Mobility Plan. The Mobility Plan sets the framework for moving people, providing mobility choices, and meeting future travel demand throughout the city. The future travel demand analysis provided in this Technical Report clearly demonstrates there is growth in travel demand projected within the city. The planned mobility projects over the next 24 years will expand the City's transportation system to meet projected travel demand.

The Mobility Fee is a streamlined, equitable way for all new development within the City to mitigate its impact to the multimodal transportation system. The **Assessment Area** for the Mobility Fee will be uniform across the city per type of land use. The Mobility Fee will replace transportation concurrency requirements for new development. The Mobility Fee would be the only transportation mitigation fee assessed on new development within the Lake City.

Lake City will determine how Mobility Fee revenues are allocated and expended through its annual Capital Improvements Program. Mobility Fee revenues may be expended on projects identified in the 2050 Mobility Plan and the City's Capital Improvements Program.

The Mobility Plan, based on growth in population and increases in person miles of travel, includes mobility projects that provide the person capacity **"needed"** to meet the travel demands of new development. The new growth evaluation demonstrates that new development is not being assessed more than its **"attributable and assignable"** share of the cost of the Mobility Plan.

The person travel demand for each use included in the Mobility Fee schedule meets the **"rough proportionality test"** established through case law. The establishment of a Mobility Fee Benefit District ensures that Mobility Fees will be expended to provide a mobility **"benefit"** to new development that pays a Mobility Fee. The Mobility Plan and the Mobility Fee meet the **"dual rational nexus test"** and is consistent with the requirements of Florida Statute Sections 163.3180, 163.31801 and Florida Statute Chapter 380.

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Maps

February 2026

Maps

Map A. Mobility Fee Assessment Area

Map B. Mobility Fee Benefit District

Map C. Mobility Study Area

Map D. Streets Plan

Map E. Trails & Neighborhood Greenways Plan

Map F. Intersections Plan

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MAP A

Mobility Fee Assessment Area

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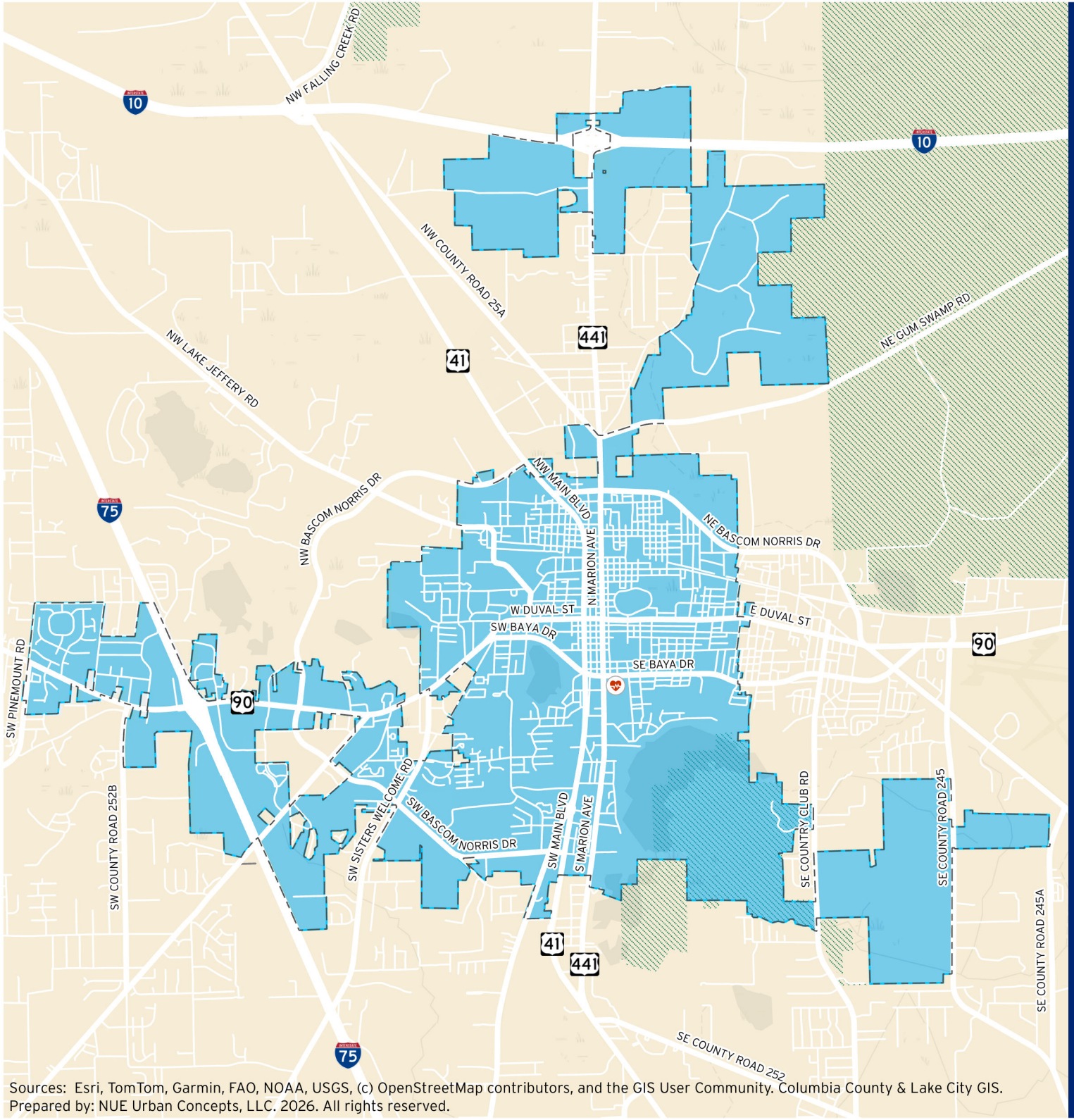

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CITY OF LAKE CITY
Florida's Gateway Est. 1859

Assessment Area

City of Lake City Mobility Fee

Legend

- City Limits
- Unincorporated Columbia County
- Florida Conservation Lands
- Assessment Area

The Assessment Area illustrates where Mobility Fees are assessed and collected from new development.

0 0.75 1.5 Miles

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LAND USE • MOBILITY • PARKING • FEES

MAP B

Mobility Fee Benefit District

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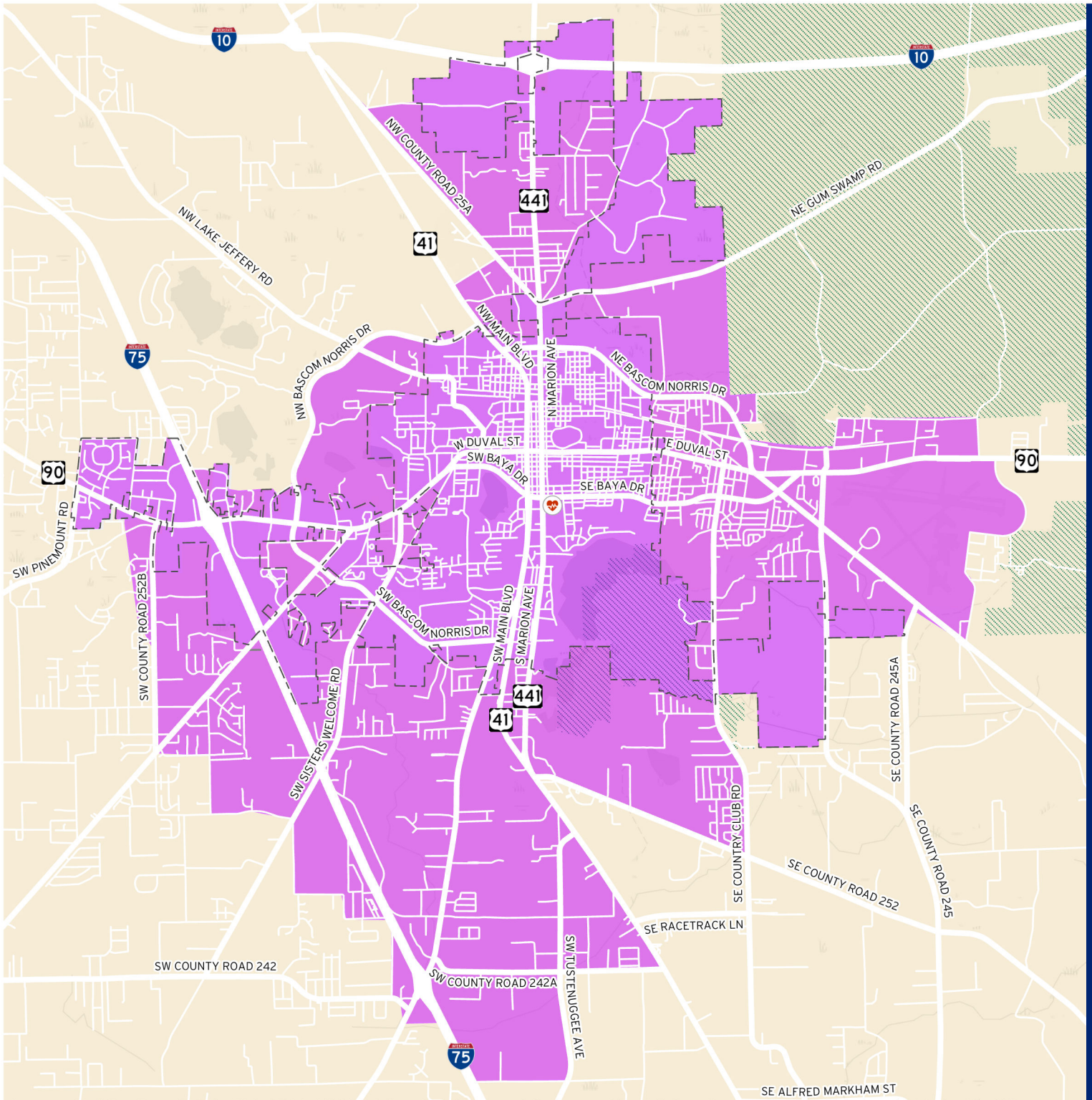

CITY OF LAKE CITY
Florida's Gateway Est. 1859

Benefit District

City of Lake City Mobility Fee

Legend

- City Limits
- Unincorporated Columbia County
- Florida Conservation Lands
- Benefit District

The Benefit District illustrates where Mobility Fees can be expended.

0 1 2 Miles

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MAP C

Mobility Study Area

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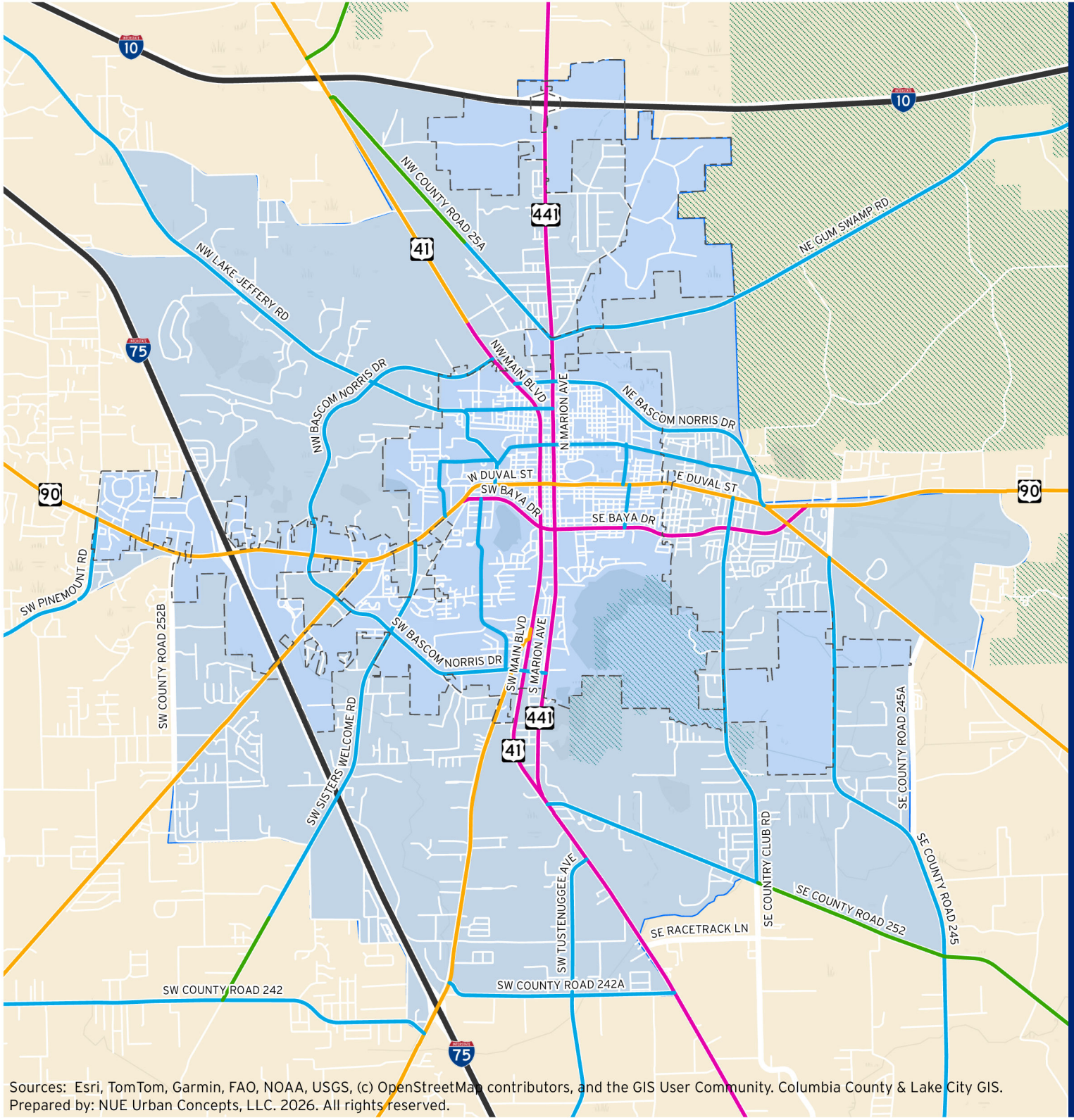

CITY OF LAKE CITY
Florida's Gateway Est. 1859

Mobility Study Area & Network

City of Lake City Mobility Plan & Fee

Legend

- City Limits
- Unincorporated Columbia County
- Florida Conservation Lands
- Mobility Study Area
- Limited Access
- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector

The Mobility Study Area extends beyond the existing city limits in recognition that trips do not stop at city limits, and to address extra-jurisdictional impacts to the County and State transportation systems. The Mobility Study Area is used to identify the Mobility Study Network, which is used to: 1) evaluate the existing roadway network to determine where deficiencies lie and where improvements are needed, 2) identify Mobility Plan projects, and 3) ensure, per Florida Statute, that new development will not be charged for existing deficiencies in the calculation of the Mobility Fee.

0 1 2 Miles

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LAND USE • MOBILITY • PARKING • FEES

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MAP D

Streets Plan

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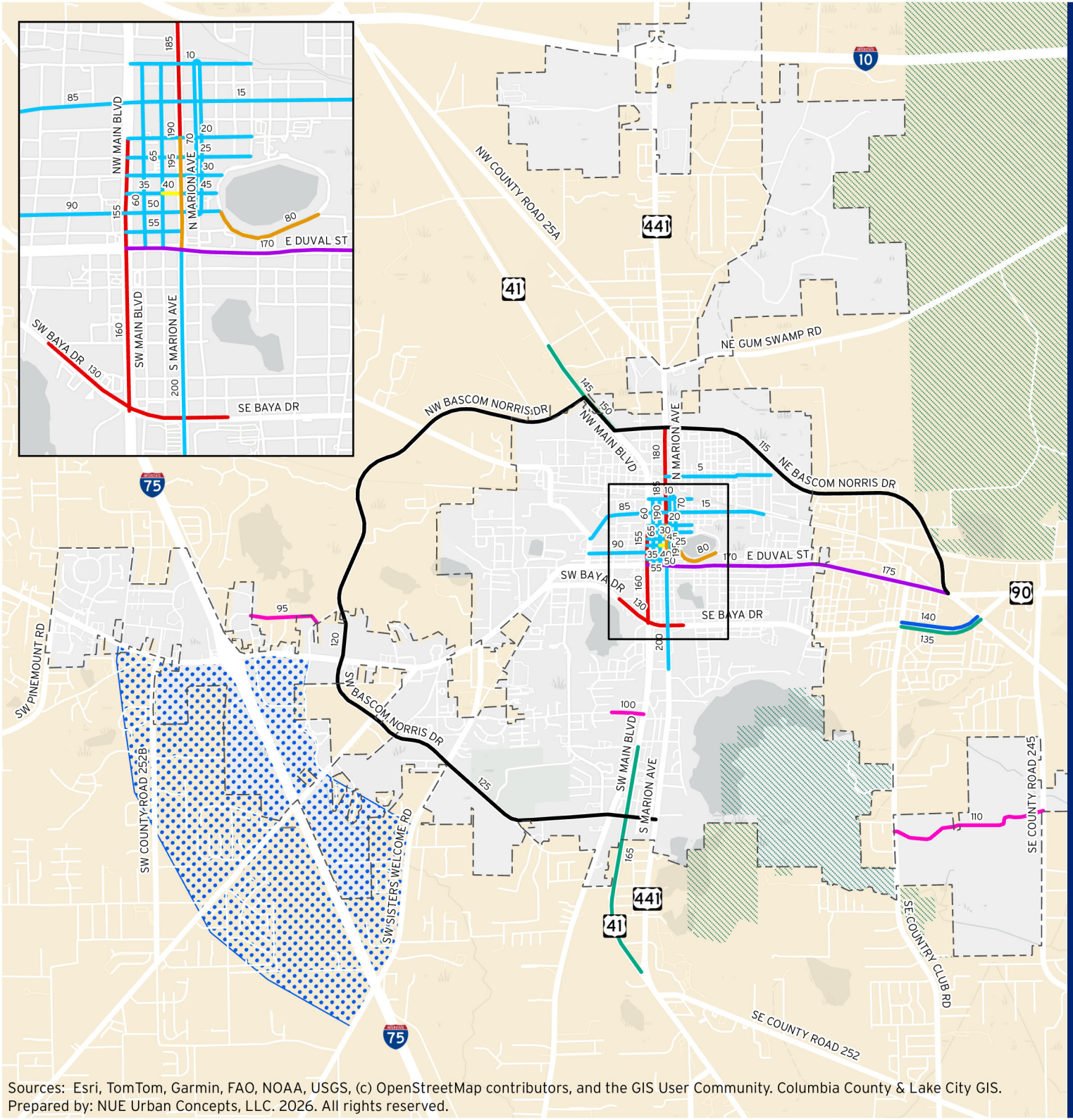

CITY OF LAKE CITY
Florida's Gateway Est. 1859

Streets Plan

City of Lake City 2050 Mobility Plan

Legend

- City Limits
- Unincorporated Columbia County
- Florida Conservation Lands
- Primary Commercial Street
- Downtown Context Sensitive Upgrade
- Downtown Context Sensitive Upgrade & Two-Way Conversion
- Pedestrian Street Upgrade
- Curbless Shared Street
- Safety Improvements
- Lane Repurposing Feasibility Study
- Connectivity Evaluation
- Convert Four (4) Lane to Two (2) Lane Divided
- Widen to Four (4) Lane Street & Multi-Use Trail
- SW Bypass Feasibility Study

0 0.75 1.5 Miles

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LAND USE • MOBILITY • PARKING • TELS

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MAP E

Trails & Neighborhood Greenways Plan

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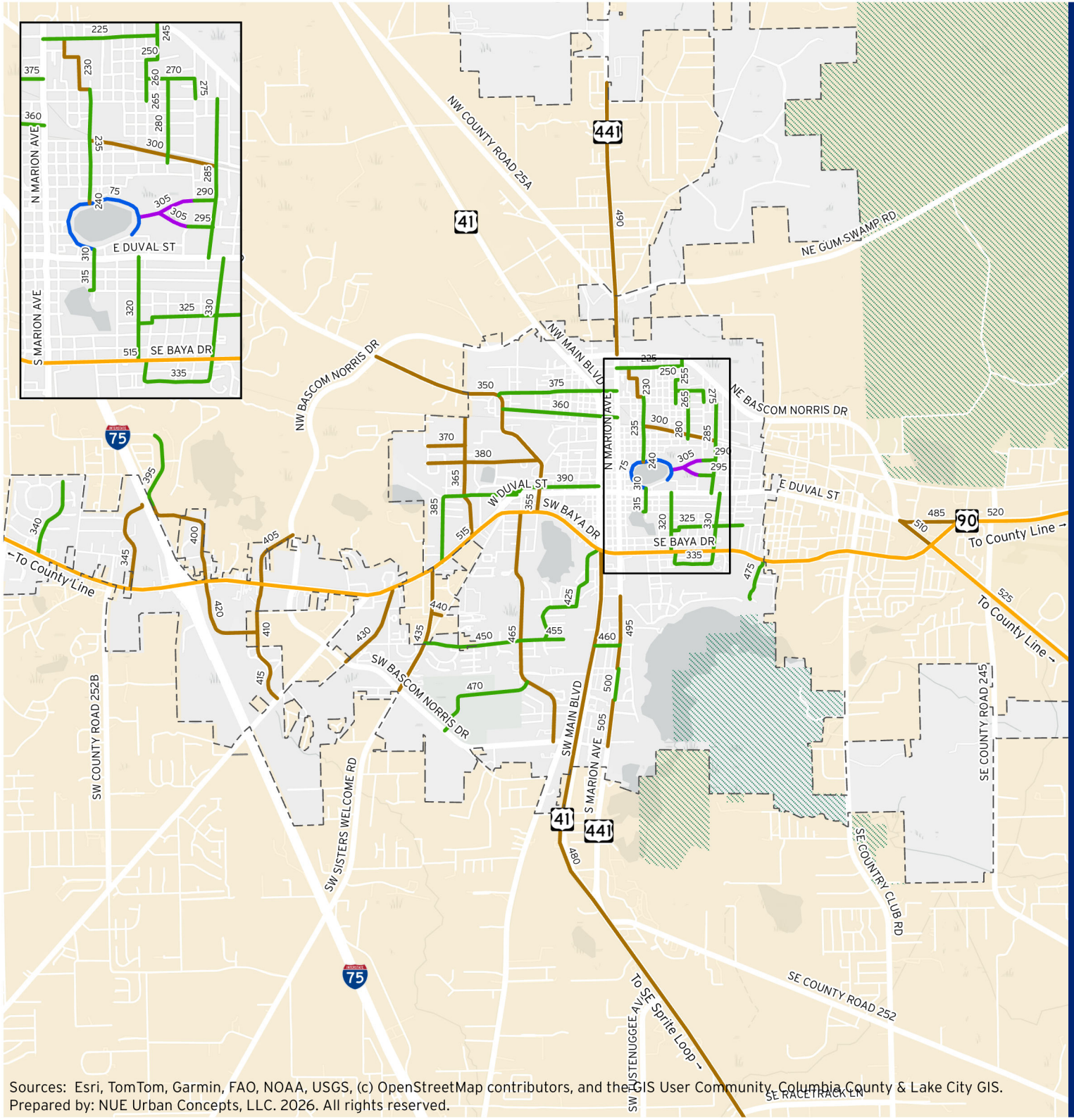

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CITY OF LAKE CITY
Florida's Gateway Est. 1859

Trails & Neighborhood Greenways Plan

City of Lake City 2050 Mobility Plan

Legend

- City Limits
- Unincorporated Columbia County
- Florida Conservation Lands
- Boardwalk
- Lake Desoto Promenade (aka Lakefront Improvements)
- Multi-Use Trail
- Priority Neighborhood Greenway
- SunTrail

0 0.75 1.5 Miles

NUE URBAN CONCEPTS
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MAP F

Intersections Plan

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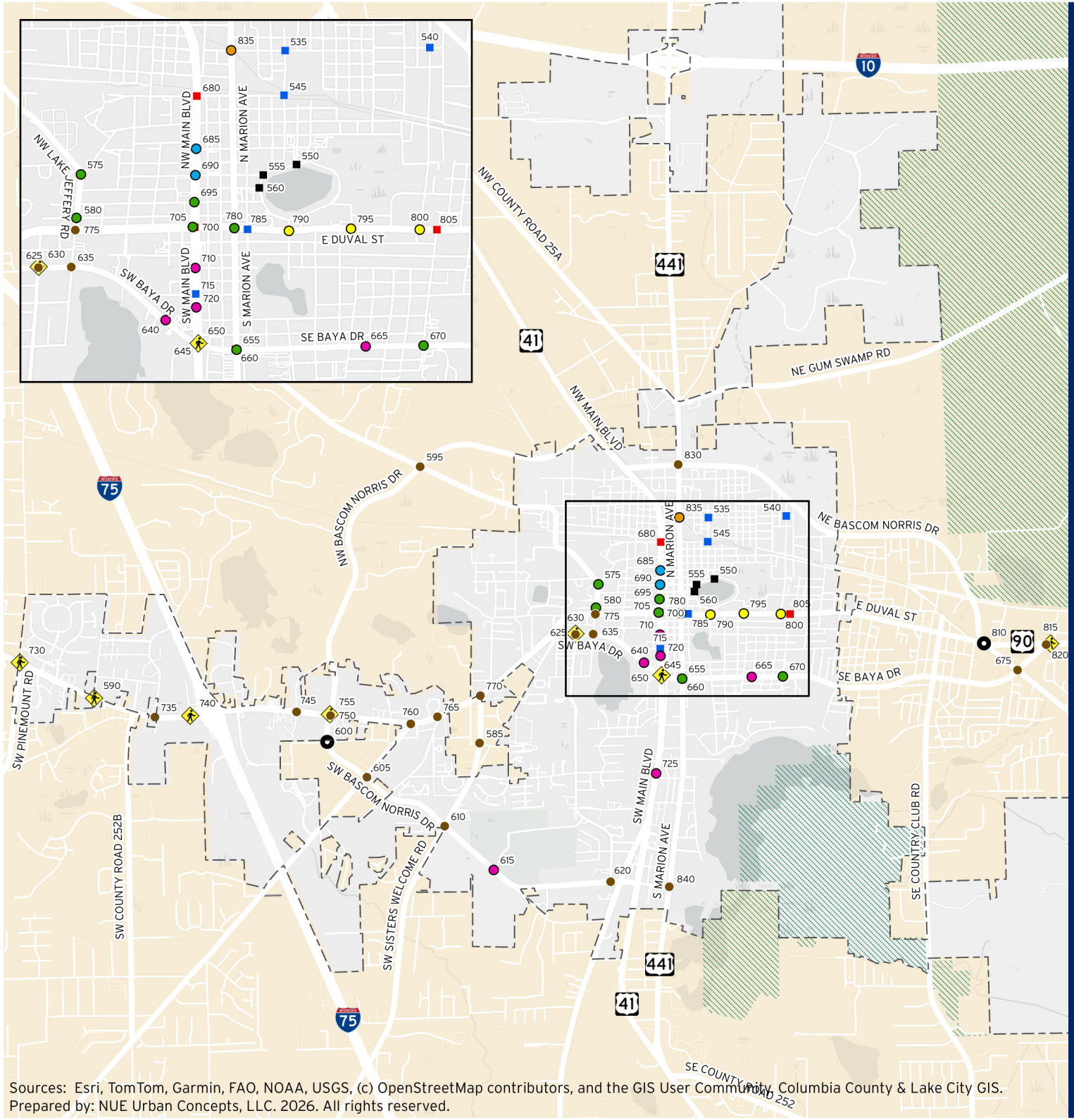

Intersections Plan

City of Lake City 2050 Mobility Plan

Legend

- City Limits
- Unincorporated Columbia County
- Florida Conservation Lands
- Primary Gateway
- Secondary Gateway
- Safety Improvement
- Intersection Improvement
- Multimodal Intersection Improvement
- Midblock Crossing
- PHB
- RRFB
- Trail Crossing
- Roundabout
- Vehicular Road Closure

0 0.5 1 Miles

NUE URBAN CONCEPTS
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APPENDIX

February 2026

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APPENDIX A

Florida Commerce

Transportation Planning Guidance

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Transportation Planning

Community Planning

Community Planning Table of Contents
- Areas of Critical State Concern Program
- Accessing Comprehensive Plans and Plan Amendments (Florida Papers)
- ORC Reports and Notices of Intent
- Property Rights Element
- Evaluation and Appraisal Review of the Comprehensive Plan
- General Information About Developments of Regional Impact and Florida Quality Developments
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- List of Local Governments Qualifying as Dense Urban Land Areas
- Revitalization of Expired Homeowners Association Declarations and Covenants

Community Planning Staff Directory (Alphabetical)
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Community Services

Community Development Block Grants

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Broadband

Rural Community Programs

Special Districts

Homeowner Assistance

Transportation Element

Section 163.3177(6)(b), Florida Statutes, establishes the requirements for transportation and mobility planning in local government comprehensive plans. Comprehensive plans must focus on providing a multimodal transportation system that emphasizes public transportation systems, where feasible, and encourages economic development through flexible transportation and mobility options for Florida communities. Links to transportation planning related issues and organizations are included below to help provide additional information on transportation mobility planning in Florida.

Multimodal Transportation

A multimodal transportation system recognizes the importance of providing mobility options through a variety of integrated travel modes, such as by bus or rail transit, bicycle, automobile, or foot. A well-designed multimodal transportation network minimizes impacts to the environment and enhances the livability of neighborhoods by increasing transportation options, expanding access, and increasing connectivity between destinations.

A well-designed and efficient transportation network can help create a sustainable development pattern that contributes to the community's prosperity, enhances transportation efficiency by minimizing vehicle trips and contributes to a healthier environment by reducing air pollution and greenhouse gas emissions.

The Transportation Element of a local government's comprehensive plan should contain policies that will create a well-connected multi-modal transportation network; support increased residential densities and commercial intensity; help walking become more practical for short trips; support bicycling for both short- and long-distance trips; improve transit to serve frequented destinations; conserve energy resources; reduce greenhouse gas emissions and air pollution; while maintaining vehicular access and circulation. Key multimodal transportation strategies can include the following:

- Create an interconnecting grid network of streets, connectors, arterials and sidewalks that provide a complete and accessible transportation network;
- Establish land use patterns that support a mixture of residential, commercial and retail uses, and dense populations and urban intensities, so that transit service may be provided more efficiently and economically;
- Increase the viability of pedestrian and bicycle travel;
- Integrate land use and transportation planning to create communities that provide transportation choice; and,
- Accommodate the flow of freight throughout the state so that the economy can continue to grow.

Other multimodal transportation planning efforts, such as transit-oriented developments, defined in section 163.3164(46), Florida Statutes, are being developed and planned by the Cities of Boca Raton, Clearwater, Gainesville, Jacksonville, Miami, Tampa and West Palm Beach, and in Broward, Miami-Dade, Palm Beach and Pinellas Counties and other locations. Below are a several examples of successful multimodal transportation planning efforts in Florida:

- **Alachua County, Department of Growth Management, Transportation Planning** - Alachua County's Mobility Plan includes transit-oriented development and multimodal transportation planning as one of several methods being implemented to provide mobility options.
- **City of Gainesville Comprehensive Planning** - The City of Gainesville comprehensive plan includes six mixed-use categories and eight Special Area Plans based on Traditional Neighborhood Development standards and an established Urban Infill and Redevelopment Area.

Complete Streets

Complete Streets is a transportation strategy to develop an integrated, connected networks of streets that are safe and accessible for all users, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. According to Smart Growth America and the National Complete Streets Coalition, *Complete Streets* make active transportation such as walking and bicycling convenient, provide increased access to employment centers, commerce, and educational institutions, and allow greater choice in travel.

In Florida, complete streets are *context-sensitive*. For example, a street considered complete for use within a dense urban area would look and function very differently from one located in a rural area, and a complete suburban street would look and function differently from both the urban and rural complete streets. One way to think about what elements are necessary to create a complete street is to determine its context within the community and based upon that context, match the design and operation of that street with the direction and guidance provided in the local government's comprehensive plan.

As an example, some communities use an Urban-Rural Transect (or simply *Transect*) to assign portions of their community into approximately five or six "context zones" based on the degree of development intensity desired and geographic location, ranging from very low intensity rural context zones to more intense urban context zones. For each context zone, the community establishes a context in terms of appropriate public facility design, urban design, general spatial form, and appropriate street types.

This approach allows the local government to determine, in its comprehensive plan or other public planning document, which portions of the community fit within which context zone, and to provide guidance within the comprehensive plan as to what mobility functions (such as walking, biking, transit use) are most important in that context zone, and what design features and operational characteristics are appropriate for streets in that location.

Several examples of communities have initiated complete streets planning in Florida. Here are a few excellent examples:

- Model Design Manual for Living Streets - Los Angeles County, 2011
- Deerfield Beach Complete Street Guidelines
- Ft. Lauderdale Complete Streets

Transportation Concurrency

In accordance with the Community Planning Act, local governments may establish a system that assesses landowners the costs of maintaining specified levels of service for components of the local government's transportation system when the projected impacts of their development would adversely impact the system. This system, known as a concurrency management system, must be based on the local government's comprehensive plan. Specifically, the local government comprehensive plan must provide the principles, guidelines, standards, and strategies, including adopted levels of service, to guide the application of its transportation concurrency management system.

Prior to June 2, 2011, transportation concurrency was mandatory for local governments. Now that transportation concurrency is optional, if a local government chooses, it may eliminate the transportation concurrency provisions from its comprehensive plan and is encouraged to adopt a mobility fee based plan in its place (see below). Adoption of a mobility fee based plan must be accomplished by a plan amendment that follows the Expedited State Review Process. A plan amendment to eliminate transportation concurrency is not subject to state review.

It is important to point out that whether or not a local government chooses to use a transportation concurrency system, it is required to retain level of service standards for its roadways for purposes of capital improvement planning. The standards must be appropriate and based on professionally accepted studies, and the capital improvements that are necessary to meet the adopted levels of service standards must be included in the five-year schedule of capital improvements. Additionally, all local governments, whether implementing transportation concurrency or not, must adhere to the transportation planning requirements of section 163.3177(6)(b), Florida Statutes.

Mobility Fee Based Plans

If a local government elects to repeal transportation concurrency, it is encouraged to adopt an alternative mobility funding system that uses one or more of the tools and techniques identified in section 163.3180(5)(f), Florida Statutes:

- Adoption of long-term strategies to facilitate development patterns that support multimodal solutions, including urban design, appropriate land use mixes, intensity and density.
- Adoption of an area wide level of service not dependent on any single road segment function.
- Exempting or discounting impacts of locally desired development.
- Assigning secondary priority to vehicle mobility and primary priority to ensuring a safe, comfortable, and attractive pedestrian environment with convenient interconnection to transit.
- Establishing multimodal level of service standards that rely primarily on non-vehicular modes of transportation where existing or planned community design will provide adequate a level of mobility.
- Reducing impact fees or local access fees to promote development within urban areas, multimodal transportation districts, and a balance of mixed-use development in certain areas or districts, or for affordable or workforce housing.

Requirements for Transportation Concurrency

If a local government elects to use transportation concurrency, it must adhere to the following concurrency requirements in section 163.3180(5), Florida Statutes:

- Include principles, guidelines, standards, and strategies, including adopted levels of service, to guide the application of concurrency to transportation.
- Use professionally accepted studies to evaluate the appropriate levels of service.
- Adopt appropriate amendments to the capital improvements element of the comprehensive plan consistent with the requirements of section 163.3177(3), Florida Statutes.
- Allow for proportionate share contributions to mitigate transportation impacts for all developments, including developments of regional impact (DRIs), consistent with section 163.3180(5)(h), Florida Statutes.
- Consult with the Florida Department of Transportation when proposed amendments affect the Strategic Intermodal System.
- Exempt public transit facilities from concurrency.

In addition, local governments are encouraged to develop tools and techniques to complement the application of transportation concurrency consistent with section 163.3180(5)(f), Florida Statutes, and to coordinate with adjacent local governments for the purpose of using common methodologies for measuring impacts to transportation facilities.

Links

- Florida Department of Transportation - Florida Transportation Plan
- Model Regulations and Plan Amendments for Multimodal Transportation Districts
- Florida Metropolitan Planning Organizations
- Florida Department of Transportation - Forecasting and Trends Office
- Florida Scenic Highways
- Transportation Site Impact Handbook
- Florida Transit-Oriented Development
- A / Framework for Transit Oriented Development in Florida, published March 2011
- Florida Department of Transportation - Pedestrian and Bicycle Design
- Florida Department of Transportation, Public Transit Office
- Florida Safe Mobility for Life Coalition
- Florida Safe Mobility for Life Coalition's Aging in Place Checklist
- The Florida Greenbook
- Pasco County Mobility Fees

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https://www.floridajobs.org/community-planning-and-development/programs/community-planning-table-of-contents/transportation-planning

APPENDIX B

Laws of Florida HB 479 (Chapter 2024 – 266)

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CHAPTER 2024-266

Committee Substitute for House Bill No. 479

An act relating to alternative mobility funding systems and impact fees; amending s. 163.3164, F.S.; providing definitions; amending s. 163.3180, F.S.; revising requirements relating to agreements to pay for or construct certain improvements; authorizing certain local governments to adopt an alternative transportation system that is mobility-plan and fee-based in certain circumstances; prohibiting an alternative transportation system from imposing responsibility for funding an existing transportation deficiency upon new development; requiring counties and municipalities to create and execute interlocal agreements if a developer is charged a fee for transportation impacts for a new development or redevelopment; providing requirements for such agreements; providing requirements for when such interlocal agreements are not executed by a specified date; authorizing a local government that issues the building permit to collect a fee for transportation impacts under certain circumstances unless otherwise agreed; amending s. 163.31801, F.S.; revising requirements for the calculation of impact fees by certain local governments and special districts; requiring local governments transitioning to alternative transportation systems to provide holders of impact fee credits with full benefit of intensity and density of prepaid credit balances as of a specified date in certain circumstances; amending s. 212.055, F.S.; conforming a cross-reference; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsections (32) through (52) of section 163.3164, Florida Statutes, are renumbered as subsections (34) through (54), respectively, and new subsections (32) and (33) are added to that section, to read:

163.3164 Community Planning Act; definitions.—As used in this act:

<u>(32) "Mobility fee" means a local government fee schedule established by ordinance and based on the projects included in the local government's adopted mobility plan.</u>

<u>(33) "Mobility plan" means an alternative transportation system mobility study developed by using a plan-based methodology and adopted into a local government comprehensive plan that promotes a compact, mixed use, and interconnected development served by a multimodal transportation system in an area that is urban in character, or designated to be urban in character, as defined in s. 171.031.</u>

Section 2. Paragraphs (h) and (i) of subsection (5) of section 163.3180, Florida Statutes, are amended, and paragraph (j) is added to that subsection, to read:

163.3180 Concurrency.—

(5)

(h)1. Local governments that continue to implement a transportation concurrency system, whether in the form adopted into the comprehensive plan before the effective date of the Community Planning Act, chapter 2011-139, Laws of Florida, or as subsequently modified, must:

a. Consult with the Department of Transportation when proposed plan amendments affect facilities on the strategic intermodal system.

b. Exempt public transit facilities from concurrency. For the purposes of this sub-subparagraph, public transit facilities include transit stations and terminals; transit station parking; park-and-ride lots; intermodal public transit connection or transfer facilities; fixed bus, guideway, and rail stations; and airport passenger terminals and concourses, air cargo facilities, and hangars for the assembly, manufacture, maintenance, or storage of aircraft. As used in this sub-subparagraph, the terms "terminals" and "transit facilities" do not include seaports or commercial or residential development constructed in conjunction with a public transit facility.

c. Allow an applicant for a development-of-regional-impact development order, development agreement, rezoning, or other land use development permit to satisfy the transportation concurrency requirements of the local comprehensive plan, the local government's concurrency management system, and s. 380.06, when applicable, if:

(I) The applicant in good faith offers to enter into a binding agreement to pay for or construct its proportionate share of required improvements in a manner consistent with this subsection. <u>The agreement must provide that after an applicant makes its contribution or constructs its proportionate share pursuant to this sub-sub-subparagraph, the project shall be considered to have mitigated its transportation impacts and be allowed to proceed if the applicant has satisfied all other local government development requirements for the project.</u>

(II) The proportionate-share contribution or construction is sufficient to accomplish one or more mobility improvements that will benefit a regionally significant transportation facility. A local government may accept contributions from multiple applicants for a planned improvement if it maintains contributions in a separate account designated for that purpose. <u>A local government may not prevent a single applicant from proceeding after the applicant has satisfied its proportionate-share requirement if the applicant has satisfied all other local government development requirements for the project.</u>

d. Provide the basis upon which the landowners will be assessed a proportionate share of the cost addressing the transportation impacts resulting from a proposed development.

2. An applicant shall not be held responsible for the additional cost of reducing or eliminating deficiencies. When an applicant contributes or constructs its proportionate share pursuant to this paragraph, a local government may not require payment or construction of transportation facilities whose costs would be greater than a development's proportionate share of the improvements necessary to mitigate the development's impacts.

a. The proportionate-share contribution shall be calculated based upon the number of trips from the proposed development expected to reach roadways during the peak hour from the stage or phase being approved, divided by the change in the peak hour maximum service volume of roadways resulting from construction of an improvement necessary to maintain or achieve the adopted level of service, multiplied by the construction cost, at the time of development payment, of the improvement necessary to maintain or achieve the adopted level of service.

b. In using the proportionate-share formula provided in this subparagraph, the applicant, in its traffic analysis, shall identify those roads or facilities that have a transportation deficiency in accordance with the transportation deficiency as defined in subparagraph 4. The proportionate-share formula provided in this subparagraph shall be applied only to those facilities that are determined to be significantly impacted by the project traffic under review. If any road is determined to be transportation deficient without the project traffic under review, the costs of correcting that deficiency shall be removed from the project's proportionate-share calculation and the necessary transportation improvements to correct that deficiency shall be considered to be in place for purposes of the proportionate-share calculation. The improvement necessary to correct the transportation deficiency is the funding responsibility of the entity that has maintenance responsibility for the facility. The development's proportionate share shall be calculated only for the needed transportation improvements that are greater than the identified deficiency.

c. When the provisions of subparagraph 1. and this subparagraph have been satisfied for a particular stage or phase of development, all transportation impacts from that stage or phase for which mitigation was required and provided shall be deemed fully mitigated in any transportation analysis for a subsequent stage or phase of development. Trips from a previous stage or phase that did not result in impacts for which mitigation was required or provided may be cumulatively analyzed with trips from a subsequent stage or phase to determine whether an impact requires mitigation for the subsequent stage or phase.

d. In projecting the number of trips to be generated by the development under review, any trips assigned to a toll-financed facility shall be eliminated from the analysis.

e. The applicant shall receive a credit on a dollar-for-dollar basis for impact fees, mobility fees, and other transportation concurrency mitigation requirements paid or payable in the future for the project. The credit shall be

reduced up to 20 percent by the percentage share that the project's traffic represents of the added capacity of the selected improvement, or by the amount specified by local ordinance, whichever yields the greater credit.

3. This subsection does not require a local government to approve a development that, for reasons other than transportation impacts, is not qualified for approval pursuant to the applicable local comprehensive plan and land development regulations.

4. As used in this subsection, the term "transportation deficiency" means a facility or facilities on which the adopted level-of-service standard is exceeded by the existing, committed, and vested trips, plus additional projected background trips from any source other than the development project under review, and trips that are forecast by established traffic standards, including traffic modeling, consistent with the University of Florida's Bureau of Economic and Business Research medium population projections. Additional projected background trips are to be coincident with the particular stage or phase of development under review.

(i) If a local government elects to repeal transportation concurrency, the local government may ~~it is encouraged to~~ adopt an alternative transportation system that is mobility-plan and fee-based or an alternative transportation system that is not mobility-plan and fee-based. The local government ~~mobility funding system that uses one or more of the tools and techniques identified in paragraph (f). Any alternative mobility funding system adopted~~ may not use an alternative transportation system ~~be used~~ to deny, time, or phase an application for site plan approval, plat approval, final subdivision approval, building permits, or the functional equivalent of such approvals provided that the developer agrees to pay for the development's identified transportation impacts via the funding mechanism implemented by the local government. The revenue from the funding mechanism used in the alternative transportation system must be used to implement the needs of the local government's plan which serves as the basis for the fee imposed. An alternative transportation ~~A mobility fee-based funding~~ system must comply with s. 163.31801 governing impact fees. An alternative transportation system may not impose ~~that is not mobility fee-based shall not be applied in a manner that imposes~~ upon new development any responsibility for funding an existing transportation deficiency as defined in paragraph (h).

(j)1. If a county and municipality charge the developer of a new development or redevelopment a fee for transportation capacity impacts, the county and municipality must create and execute an interlocal agreement to coordinate the mitigation of their respective transportation capacity impacts.

2. The interlocal agreement must, at a minimum:

a. Ensure that any new development or redevelopment is not charged twice for the same transportation capacity impacts.

b. Establish a plan-based methodology for determining the legally permissible fee to be charged to a new development or redevelopment.

c. Require the county or municipality issuing the building permit to collect the fee, unless agreed to otherwise.

d. Provide a method for the proportionate distribution of the revenue collected by the county or municipality to address the transportation capacity impacts of a new development or redevelopment, or provide a method of assigning responsibility for the mitigation of the transportation capacity impacts belonging to the county and the municipality.

3. By October 1, 2025, if an interlocal agreement is not executed pursuant to this paragraph:

a. The fee charged to a new development or redevelopment shall be based on the transportation capacity impacts apportioned to the county and municipality as identified in the developer's traffic impact study or the mobility plan adopted by the county or municipality.

b. The developer shall receive a 10 percent reduction in the total fee calculated pursuant to sub-subparagraph a.

c. The county or municipality issuing the building permit must collect the fee charged pursuant to sub-subparagraphs a. and b. and distribute the proceeds of such fee to the county and municipality within 60 days after the developer's payment.

4. This paragraph does not apply to:

a. A county as defined in s. 125.011(1).

b. A county or municipality that has entered into, or otherwise updated, an existing interlocal agreement, as of October 1, 2024, to coordinate the mitigation of transportation impacts. However, if such existing interlocal agreement is terminated, the affected county and municipality that have entered into the agreement shall be subject to the requirements of this paragraph unless the county and municipality mutually agree to extend the existing interlocal agreement before the expiration of the agreement.

Section 3. Paragraph (a) of subsection (4), paragraph (a) of subsection (5), and subsection (7) of section 163.31801, Florida Statutes, are amended to read:

163.31801 Impact fees; short title; intent; minimum requirements; audits; challenges.—

(4) At a minimum, each local government that adopts and collects an impact fee by ordinance and each special district that adopts, collects, and administers an impact fee by resolution must:

(a) Ensure that the calculation of the impact fee is based on a study using the most recent and localized data available within 4 years of the current impact fee update. The new study must be adopted by the local government within 12 months of the initiation of the new impact fee study if the local government increases the impact fee.

(5)(a) Notwithstanding any charter provision, comprehensive plan policy, ordinance, development order, development permit, or resolution, the local government or special district that requires any improvement or contribution must credit against the collection of the impact fee any contribution, whether identified in a development order, proportionate share agreement, or any ~~other~~ form of exaction~~,~~ related to public facilities or infrastructure, including monetary contributions, land dedication, site planning and design, or construction. Any contribution must be applied on a dollar-for-dollar basis at fair market value to reduce any impact fee collected for the general category or class of public facilities or infrastructure for which the contribution was made.

(7) If an impact fee is increased, the holder of any impact fee credits, whether such credits are granted under s. 163.3180, s. 380.06, or otherwise, which were in existence before the increase, is entitled to the full benefit of the intensity or density prepaid by the credit balance as of the date it was first established. If a local government adopts an alternative transportation system pursuant to s. 163.3180(5)(i), the holder of any transportation or road impact fee credits granted under s. 163.3180 or s. 380.06 or otherwise that were in existence before the adoption of the alternative transportation system is entitled to the full benefit of the intensity and density prepaid by the credit balance as of the date the alternative transportation system was first established.

Section 4. Paragraph (d) of subsection (2) of section 212.055, Florida Statutes, is amended to read:

212.055 Discretionary sales surtaxes; legislative intent; authorization and use of proceeds.—It is the legislative intent that any authorization for imposition of a discretionary sales surtax shall be published in the Florida Statutes as a subsection of this section, irrespective of the duration of the levy. Each enactment shall specify the types of counties authorized to levy; the rate or rates which may be imposed; the maximum length of time the surtax may be imposed, if any; the procedure which must be followed to secure voter approval, if required; the purpose for which the proceeds may be expended; and such other requirements as the Legislature may provide. Taxable transactions and administrative procedures shall be as provided in s. 212.054.

(2) LOCAL GOVERNMENT INFRASTRUCTURE SURTAX.—

(d) The proceeds of the surtax authorized by this subsection and any accrued interest shall be expended by the school district, within the county and municipalities within the county, or, in the case of a negotiated joint

county agreement, within another county, to finance, plan, and construct infrastructure; to acquire any interest in land for public recreation, conservation, or protection of natural resources or to prevent or satisfy private property rights claims resulting from limitations imposed by the designation of an area of critical state concern; to provide loans, grants, or rebates to residential or commercial property owners who make energy efficiency improvements to their residential or commercial property, if a local government ordinance authorizing such use is approved by referendum; or to finance the closure of county-owned or municipally owned solid waste landfills that have been closed or are required to be closed by order of the Department of Environmental Protection. Any use of the proceeds or interest for purposes of landfill closure before July 1, 1993, is ratified. The proceeds and any interest may not be used for the operational expenses of infrastructure, except that a county that has a population of fewer than 75,000 and that is required to close a landfill may use the proceeds or interest for long-term maintenance costs associated with landfill closure. Counties, as defined in s. 125.011, and charter counties may, in addition, use the proceeds or interest to retire or service indebtedness incurred for bonds issued before July 1, 1987, for infrastructure purposes, and for bonds subsequently issued to refund such bonds. Any use of the proceeds or interest for purposes of retiring or servicing indebtedness incurred for refunding bonds before July 1, 1999, is ratified.

1. For the purposes of this paragraph, the term “infrastructure” means:

a. Any fixed capital expenditure or fixed capital outlay associated with the construction, reconstruction, or improvement of public facilities that have a life expectancy of 5 or more years, any related land acquisition, land improvement, design, and engineering costs, and all other professional and related costs required to bring the public facilities into service. For purposes of this sub-subparagraph, the term “public facilities” means facilities as defined in s. 163.3164(41) ~~s. 163.3164(39)~~, s. 163.3221(13), or s. 189.012(5), and includes facilities that are necessary to carry out governmental purposes, including, but not limited to, fire stations, general governmental office buildings, and animal shelters, regardless of whether the facilities are owned by the local taxing authority or another governmental entity.

b. A fire department vehicle, an emergency medical service vehicle, a sheriff’s office vehicle, a police department vehicle, or any other vehicle, and the equipment necessary to outfit the vehicle for its official use or equipment that has a life expectancy of at least 5 years.

c. Any expenditure for the construction, lease, or maintenance of, or provision of utilities or security for, facilities, as defined in s. 29.008.

d. Any fixed capital expenditure or fixed capital outlay associated with the improvement of private facilities that have a life expectancy of 5 or more years and that the owner agrees to make available for use on a temporary basis as needed by a local government as a public emergency shelter or a staging area for emergency response equipment during an emergency

officially declared by the state or by the local government under s. 252.38. Such improvements are limited to those necessary to comply with current standards for public emergency evacuation shelters. The owner must enter into a written contract with the local government providing the improvement funding to make the private facility available to the public for purposes of emergency shelter at no cost to the local government for a minimum of 10 years after completion of the improvement, with the provision that the obligation will transfer to any subsequent owner until the end of the minimum period.

e. Any land acquisition expenditure for a residential housing project in which at least 30 percent of the units are affordable to individuals or families whose total annual household income does not exceed 120 percent of the area median income adjusted for household size, if the land is owned by a local government or by a special district that enters into a written agreement with the local government to provide such housing. The local government or special district may enter into a ground lease with a public or private person or entity for nominal or other consideration for the construction of the residential housing project on land acquired pursuant to this sub-subparagraph.

f. Instructional technology used solely in a school district's classrooms. As used in this sub-subparagraph, the term "instructional technology" means an interactive device that assists a teacher in instructing a class or a group of students and includes the necessary hardware and software to operate the interactive device. The term also includes support systems in which an interactive device may mount and is not required to be affixed to the facilities.

2. For the purposes of this paragraph, the term "energy efficiency improvement" means any energy conservation and efficiency improvement that reduces consumption through conservation or a more efficient use of electricity, natural gas, propane, or other forms of energy on the property, including, but not limited to, air sealing; installation of insulation; installation of energy-efficient heating, cooling, or ventilation systems; installation of solar panels; building modifications to increase the use of daylight or shade; replacement of windows; installation of energy controls or energy recovery systems; installation of electric vehicle charging equipment; installation of systems for natural gas fuel as defined in s. 206.9951; and installation of efficient lighting equipment.

3. Notwithstanding any other provision of this subsection, a local government infrastructure surtax imposed or extended after July 1, 1998, may allocate up to 15 percent of the surtax proceeds for deposit into a trust fund within the county's accounts created for the purpose of funding economic development projects having a general public purpose of improving local economies, including the funding of operational costs and incentives related to economic development. The ballot statement must indicate the intention to make an allocation under the authority of this subparagraph.

Section 5. This act shall take effect October 1, 2024.

Approved by the Governor June 25, 2024.

Filed in Office Secretary of State June 25, 2024.

APPENDIX C

Impact Fee Act

(Florida Statute Section 163.31801)

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2024 Florida Statutes

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Title XI COUNTY ORGANIZATION AND INTERGOVERNMENTAL RELATIONS

Chapter 163 INTERGOVERNMENTAL PROGRAMS

SECTION 31801 Impact fees; short title; intent; minimum requirements; audits; challenges.

163.31801 Impact fees; short title; intent; minimum requirements; audits; challenges.—

(1) This section may be cited as the "Florida Impact Fee Act."

(2) The Legislature finds that impact fees are an important source of revenue for a local government to use in funding the infrastructure necessitated by new growth. The Legislature further finds that impact fees are an outgrowth of the home rule power of a local government to provide certain services within its jurisdiction. Due to the growth of impact fee collections and local governments' reliance on impact fees, it is the intent of the Legislature to ensure that, when a county or municipality adopts an impact fee by ordinance or a special district adopts an impact fee by resolution, the governing authority complies with this section.

(3) For purposes of this section, the term:

(a) "Infrastructure" means a fixed capital expenditure or fixed capital outlay, excluding the cost of repairs or maintenance, associated with the construction, reconstruction, or improvement of public facilities that have a life expectancy of at least 5 years; related land acquisition, land improvement, design, engineering, and permitting costs; and other related construction costs required to bring the public facility into service. The term also includes a fire department vehicle, an emergency medical service vehicle, a sheriff's office vehicle, a police department vehicle, a school bus as defined in s. 1006.25, and the equipment necessary to outfit the vehicle or bus for its official use. For independent special fire control districts, the term includes new facilities as defined in s. 191.009(4).

(b) "Public facilities" has the same meaning as in s. 163.3164 and includes emergency medical, fire, and law enforcement facilities.

(4) At a minimum, each local government that adopts and collects an impact fee by ordinance and each special district that adopts, collects, and administers an impact fee by resolution must:

(a) Ensure that the calculation of the impact fee is based on a study using the most recent and localized data available within 4 years of the current impact fee update. The new study must be adopted by the local government within 12 months of the initiation of the new impact fee study if the local government increases the impact fee.

(b) Provide for accounting and reporting of impact fee collections and expenditures and account for the revenues and expenditures of such impact fee in a separate accounting fund.

(c) Limit administrative charges for the collection of impact fees to actual costs.

(d) Provide notice at least 90 days before the effective date of an ordinance or resolution imposing a new or increased impact fee. A local government is not required to wait 90 days to decrease, suspend, or eliminate an impact fee. Unless the result is to reduce the total mitigation costs or impact fees imposed on an applicant, new or increased impact fees may not apply to current or pending permit applications submitted before the effective date of a new or increased impact fee.

(e) Ensure that collection of the impact fee may not be required to occur earlier than the date of issuance of the building permit for the property that is subject to the fee.

(f) Ensure that the impact fee is proportional and reasonably connected to, or has a rational nexus with, the need for additional capital facilities and the increased impact generated by the new residential or commercial construction.

(g) Ensure that the impact fee is proportional and reasonably connected to, or has a rational nexus with, the expenditures of the funds collected and the benefits accruing to the new residential or nonresidential construction.

(h) Specifically earmark funds collected under the impact fee for use in acquiring, constructing, or improving capital facilities to benefit new users.

(i) Ensure that revenues generated by the impact fee are not used, in whole or in part, to pay existing debt or for previously approved projects unless the expenditure is reasonably connected to, or has a rational nexus with, the increased impact generated by the new residential or nonresidential construction.

(5)(a) Notwithstanding any charter provision, comprehensive plan policy, ordinance, development order, development permit, or resolution, the local government or special district that requires any improvement or contribution must credit against the collection of the impact fee any contribution, whether identified in a development order, proportionate share agreement, or any form of exaction related to public facilities or infrastructure, including monetary contributions, land dedication, site planning and design, or construction. Any contribution must be applied on a dollar-for-dollar basis at fair market value to reduce any impact fee collected for the general category or class of public facilities or infrastructure for which the contribution was made.

(b) If a local government or special district does not charge and collect an impact fee for the general category or class of public facilities or infrastructure contributed, a credit may not be applied under paragraph (a).

(6) A local government, school district, or special district may increase an impact fee only as provided in this subsection.

(a) An impact fee may be increased only pursuant to a plan for the imposition, collection, and use of the increased impact fees which complies with this section.

(b) An increase to a current impact fee rate of not more than 25 percent of the current rate must be implemented in two equal annual increments beginning with the date on which the increased fee is adopted.

(c) An increase to a current impact fee rate which exceeds 25 percent but is not more than 50 percent of the current rate must be implemented in four equal installments beginning with the date the increased fee is adopted.

(d) An impact fee increase may not exceed 50 percent of the current impact fee rate.

(e) An impact fee may not be increased more than once every 4 years.

(f) An impact fee may not be increased retroactively for a previous or current fiscal or calendar year.

(g) A local government, school district, or special district may increase an impact fee rate beyond the phase-in limitations established under paragraph (b), paragraph (c), paragraph (d), or paragraph (e) by establishing the need for such increase in full compliance with the requirements of subsection (4), provided the following criteria are met:

1. A demonstrated-need study justifying any increase in excess of those authorized in paragraph (b), paragraph (c), paragraph (d), or paragraph (e) has been completed within the 12 months before the adoption of the impact fee increase and expressly demonstrates the extraordinary circumstances necessitating the need to exceed the phase-in limitations.

2. The local government jurisdiction has held not less than two publicly noticed workshops dedicated to the extraordinary circumstances necessitating the need to exceed the phase-in limitations set forth in paragraph (b), paragraph (c), paragraph (d), or paragraph (e).

3. The impact fee increase ordinance is approved by at least a two-thirds vote of the governing body.

(h) This subsection operates retroactively to January 1, 2021.

(7) If an impact fee is increased, the holder of any impact fee credits, whether such credits are granted under s. 163.3180, s. 380.06, or otherwise, which were in existence before the increase, is entitled to the full benefit of the intensity or density prepaid by the credit balance as of the date it was first established. If a local government adopts an alternative transportation system pursuant to s. 163.3180(5)(i), the holder of any transportation or road impact fee credits granted under s. 163.3180 or s. 380.06 or otherwise that were in existence before the adoption of the alternative transportation system is entitled to the full benefit of the intensity and density prepaid by the credit balance as of the date the alternative transportation system was first established.

(8) A local government, school district, or special district must submit with its annual financial report required under s. 218.32 or its financial audit report required under s. 218.39 a separate affidavit signed by its chief financial officer or, if there is no chief financial officer, its executive officer attesting, to the best of his or her knowledge, that all impact fees were collected and expended by the local government, school district, or special district, or were collected and expended on its behalf, in full compliance with the spending period provision in the local ordinance or resolution, and that funds expended from each impact fee account were used only to acquire, construct, or improve specific infrastructure needs.

(9) In any action challenging an impact fee or the government's failure to provide required dollar-for-dollar credits for the payment of impact fees as provided in s. 163.3180(6)(h)2.b., the government has the burden of proving by a preponderance of the evidence that the imposition or amount of the fee or credit meets the requirements of state legal precedent and this section. The court may not use a deferential standard for the benefit of the government.

(10) Impact fee credits are assignable and transferable at any time after establishment from one development or parcel to any other that is within the same impact fee zone or impact fee district or that is within an adjoining impact fee zone or impact fee district within the same local government jurisdiction and which receives benefits from the improvement or contribution that generated the credits. This subsection applies to all impact fee credits regardless of whether the credits were established before or after June 4, 2021.

(11) A county, municipality, or special district may provide an exception or waiver for an impact fee for the development or construction of housing that is affordable, as defined in s. 420.9071. If a county, municipality, or special district provides such an exception or waiver, it is not required to use any revenues to offset the impact.

(12) This section does not apply to water and sewer connection fees.

(13) In addition to the items that must be reported in the annual financial reports under s. 218.32, a local government, school district, or special district must report all of the following information on all impact fees charged:

(a) The specific purpose of the impact fee, including the specific infrastructure needs to be met, including, but not limited to, transportation, parks, water, sewer, and schools.

(b) The impact fee schedule policy describing the method of calculating impact fees, such as flat fees, tiered scales based on number of bedrooms, or tiered scales based on square footage.

(c) The amount assessed for each purpose and for each type of dwelling.

(d) The total amount of impact fees charged by type of dwelling.

(e) Each exception and waiver provided for construction or development of housing that is affordable.

History.—s. 9, ch. 2006-218; s. 1, ch. 2009-49; s. 5, ch. 2009-96; s. 5, ch. 2011-14; s. 1, ch. 2011-149; s. 1, ch. 2019-106; s. 5, ch. 2019-165; s. 5, ch. 2020-27; s. 1, ch. 2020-58; ss. 1, 2, ch. 2021-63; s. 3, ch. 2024-2

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APPENDIX D

Traffic Characteristics Data

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APPENDIX D: CITY OF LAKE CITY TRAFFIC CHARACTERISTICS DATA

Name	From Street	To Street	Functional Classification	Maintaining Entity	FDOT Context Classification	Travel Lanes	Speed Limit	Length (mi)	Lane Miles	LOS Standard	AADT	Year of Count	Daily Capacity	Growth Factors	AADT (2026)	VMT (2025)	VMC (2025)	AADT (2050)	VMT (2050)	VMC (2050)
I-10	City Limits	US 441	Limited Access	FDOT	Urbanized	4	70	0.74	2.96	C	25,957	2024	66,700	2.68%	27,370	20,232	49,306	53,010	39,186	49,306
I-10	US 441	US 41	Limited Access	FDOT	Rural	4	70	2.17	8.68	C	25,647	2024	48,000	2.68%	27,040	58,677	104,160	52,380	113,665	104,160
I-75	NW Nash Rd	US 90	Limited Access	FDOT	Urbanized	6	70	3.24	19.44	C	48,915	2024	99,000	2.68%	51,570	167,087	320,760	99,900	323,676	320,760
I-75	US 90	SR 47	Limited Access	FDOT	Urbanized	6	70	4.73	28.38	C	53,000	2024	99,000	2.68%	55,880	264,312	468,270	108,240	511,975	468,270
NW Ashley St	CR 250 / NW Lake Jeffery Rd	NW Gwen Lake Ave	Major Collector	City	C3R - Suburban Residential	2	30	0.52	1.04	E	1,100	2024	16,128	1.21%	1,130	588	8,387	1,520	790	8,387
NW Bascom Norris Dr	US 41 / NW Main Blvd	CR 250 / NW Lake Jeffery Rd	Major Collector	County	C1 - Natural	2	45	1.23	2.46	D	6,900	2024	10,080	1.21%	7,070	8,696	12,398	9,550	11,747	12,398
NW Bascom Norris Dr	CR 250 / NW Lake Jeffery Rd	Lowe's Home Improvement Parking Lot Entrance	Major Collector	County	C1 - Natural	2	45	1.72	3.44	D	8,400	2024	13,230	1.21%	8,600	14,792	22,756	11,620	19,986	22,756
NW Bascom Norris Dr	Lowe's Home Improvement Parking Lot Entrance	US 90	Major Collector	County	C3C - Suburban Commercial	2	45	0.20	0.40	D	11,000	2024	15,624	1.21%	11,270	2,255	3,126	15,220	3,045	3,126
SW Bascome Norris Dr	US 90	CR 341 / SW Sisters Welcome Rd	Major Collector	County	C3C - Suburban Commercial	2	45	1.15	2.30	D	12,500	2024	20,507	1.21%	12,800	14,720	23,582	17,300	19,895	23,582
SW Bascome Norris Dr	CR 341 / SW Sisters Welcome Rd	SW Marvin Burnett Road	Major Collector	County	C3C - Suburban Commercial	2	45	0.56	1.13	D	15,200	2024	20,507	1.21%	15,570	8,782	11,566	21,030	11,861	11,566
SW Bascome Norris Dr	SW Marvin Burnett Road	SW McFarlane Ave	Major Collector	County	C3C - Suburban Commercial	2	45	0.67	1.35	D	6,800	2024	15,624	1.21%	6,970	4,691	10,516	9,410	6,334	10,516
SW Bascome Norris Dr	SW McFarlane Ave	US 41 / SW Main Blvd	Major Collector	County	C3C - Suburban Commercial	2	45	0.18	0.35	D	2,200	2024	20,507	1.21%	2,250	394	3,589	3,040	532	3,589
NW CR 25A	US 41	North of McCall Rd	Minor Collector	County	C1 - Natural	2	55	1.88	3.76	D	2,000	2024	10,080	1.21%	2,050	3,854	18,950	2,770	5,208	18,950
NW CR 25A	North of McCall Rd	US 441	Major Collector	County	C3R - Suburban Residential	2	45	1.24	2.48	D	2,000	2024	16,128	1.21%	2,050	2,542	19,999	2,770	3,435	19,999
CR 100A / NE Bascome Norris Dr	US 90 / E Duval St	US 441 / N Marion Ave	Major Collector	County	C3R - Suburban Residential	2	45	2.61	5.22	D	5,800	2024	16,128	1.21%	5,940	15,503	42,094	8,030	20,958	42,094
CR 100A / NW Bascom Norris Dr	US 441 / N Marion Ave	US 41 / NW Main Blvd	Major Collector	County	C3C - Suburban Commercial	2	45	0.36	0.73	D	6,800	2024	20,507	1.21%	6,970	2,541	7,475	9,410	3,430	7,475
CR 131 / SW Tustenugee Ave	US 41 / US 441	CR 242A	Major Collector	County	C2 - Rural	2	45	1.35	2.70	D	1,100	2024	10,080	1.21%	1,130	1,526	13,608	1,520	2,052	13,608
CR 133 / SE Country Club Rd	US 90 / E Duval St	SE Alligator Glenn	Major Collector	County	C3R - Suburban Residential	2	35/45	1.46	2.92	D	1,600	2024	16,128	1.21%	1,640	2,394	23,547	2,210	3,227	23,547
CR 133/ SE Country Club Rd	SE Alligator Glenn	SE CR 252	Major Collector	County	C3R - Suburban Residential	2	35/45	2.25	4.50	D	28,500	2024	16,128	1.21%	29,190	65,678	36,288	39,430	88,718	36,288
CR 242A	US 441	SR 47	Major Collector	County	C2 - Rural	2	45	2.19	4.38	D	2,200	2024	10,080	1.21%	2,250	4,928	22,075	3,040	6,658	22,075
CR 245	SR 100	SE CR 252	Major Collector	County	C2 - Rural	2	45	4.21	8.42	D	2,900	2024	10,080	1.21%	2,970	12,504	42,437	4,010	16,882	42,437
CR 250 / NW Lake Jeffery Rd	NW Moore Rd	CSX Railroad	Major Collector	County	C2 - Rural	2	45/55	4.45	8.90	D	3,500	2024	10,080	1.21%	3,590	15,976	44,856	4,840	21,538	44,856
CR 250 / NW Lake Jeffery Rd	CSX Railroad	US 90 / W Duval St	Major Collector	County	C3C - Suburban Commercial	2	30	0.67	1.34	D	6,200	2024	15,624	1.21%	6,350	4,254	10,468	8,580	5,748	10,468
CR 252	US 41 / US 441	SE Country Club Rd	Major Collector	County	C2 - Rural	2	45	2.13	4.26	D	5,800	2024	10,080	1.21%	5,940	12,652	21,470	8,030	17,104	21,470
CR 252	SE Country Club Rd	CR 245	Minor Collector	County	C2 - Rural	2	45	1.92	3.84	D	5,800	2024	10,080	1.21%	5,940	11,405	38,707	8,030	15,418	38,707
CR 341 / SW Sisters Welcome Rd	US 90	SW Bascome Norris Dr	Major Collector	County	C3C - Suburban Commercial	2	45/50	3.11	6.22	D	5,700	2024	20,507	1.21%	5,840	18,162	63,775	7,890	24,538	63,775
CR 341 / SW Sisters Welcome Rd	SW Bascome Norris Dr	SW Hope Henry Rd	Major Collector	County	C3C - Suburban Commercial	2	45/50	3.11	6.22	D	5,700	2024	15,624	1.21%	5,840	18,162	48,591	7,890	24,538	48,591
SE Ermine Ave	US 90 / E Duval St	SR 10A / SW Baya Dr	Major Collector	City	C3C - Suburban Commercial	2	30	0.41	0.82	D	1,500	2024	15,624	1.21%	1,540	632	6,410	2,080	853	6,410
NE Gum Swamp Rd	Osceola National Forest	US 441	Major Collector	County	C1 - Natural	2	45	1.79	3.58	D	750	2024	10,080	1.21%	770	1,378	18,043	1,040	1,862	18,043
NW Gwen Lake Ave	NW Ashley St	US 90	Major Collector	City	C3R - Suburban Residential	2	25	0.53	1.06	D	1,100	2024	16,128	1.21%	1,130	599	8,548	1,520	806	8,548
NW Long St	US 441 / N Marion Ave	CR 250 / NW Lake Jeffery Rd	Major Collector	City	C3R - Suburban Residential	2	35	0.84	1.69	D	1,100	2024	16,128	1.21%	1,130	953	13,604	1,520	1,282	13,604
SW McFarlane Ave	SR 10A / SW Baya Dr	SW Bascome Norris Dr	Major Collector	City	C3R - Suburban Residential	2	35	1.75	3.50	D	2,200	2024	16,128	1.21%	2,250	3,938	28,226	3,040	5,320	28,226
SW Malone St	US 441 / S Marion Ave	US 41 / SW Main Blvd	Major Collector	City	C3C - Suburban Commercial	2	25	0.21	0.42	E	2,300	2024	20,507	1.21%	2,360	499	4,334	3,180	672	4,334
NE Patterson Ave	NE Washington St	US 90 / E Duval St	Major Collector	City	C3R - Suburban Residential	2	25	0.36	0.73	E	1,500	2024	16,128	1.21%	1,540	559	5,857	2,080	755	5,857
SW Pinemount Rd	US 90	SW Deputy Davis Ln	Major Collector	County	C3C - Suburban Commercial	2	40	0.70	1.40	D	5,100	2024	15,624	1.21%	5,220	3,654	10,937	7,060	4,942	10,937
SR 10A / SE Baya Dr	US 90 / E Duval St	SR 100	Principal Arterial	FDOT	C3C - Suburban Commercial	4	45	0.25	1.00	C	4,300	2024	30,700	1.21%	4,400	1,100	7,675	5,950	1,488	7,675
SR 10A / SE Baya Dr	SR 100	SE Country Club Rd	Principal Arterial	FDOT	C3C - Suburban Commercial	4	45	0.59	2.36	C	9,300	2024	30,700	1.21%	9,530	5,623	18,113	12,870	7,593	18,113
SR 10A / SE Baya Dr	SE Country Club Rd	US 441 / S Marion Ave	Principal Arterial	FDOT	C4 - Urban General	4	45	1.68	6.72	C	17,200	2024	24,400	1.21%	17,620	29,602	40,992	23,800	39,984	40,992
SR 10A / SW Baya Dr	US 441 / S Marion Ave	US 41 / SW Main Blvd	Principal Arterial	FDOT	C4 - Urban General	6	45	0.14	0.84	C	17,200	2024	46,935	1.21%	17,620	2,467	6,571	23,800	3,332	6,571
SR 10A / SW Baya Dr	US 41 / SW Main Blvd	US 90	Principal Arterial	FDOT	C4 - Urban General	4	45	0.82	3.29	C	15,500	2024	24,400	1.21%	15,880	13,051	20,053	21,450	17,628	20,053
SR 47	US 41 / SW Main Blvd	City Limits / SW Michigan St	Minor Arterial	FDOT	C3C - Suburban Commercial	4	45	0.98	3.93	C	12,800	2024	32,235	1.21%	13,110	12,887	31,686	17,710	17,408	[illegible]

Produced by: NUE Urban Concepts, LLC

APPENDIX D: CITY OF LAKE CITY TRAFFIC CHARACTERISTICS DATA

Name	From Street	To Street	Functional Classification	Maintaining Entity	FDOT Context Classification	Travel Lanes	Speed Limit	Length (mi)	Lane Miles	LOS Standard	AADT	Year of Count	Daily Capacity	Growth Factors	AADT (2026)	VMT (2025)	VMC (2025)	AADT (2050)	VMT (2050)	VMC (2050)
SR 47	City Limits / SW Michigan St	SW Corey Pl	Minor Arterial	FDOT	C3R - Suburban Residential	4	55	2.91	11.64	C	13,000	2024	36,015	1.21%	13,320	38,761	104,804	17,990	52,351	104,804
SR 47	SW Corey Pl	CR 242	Minor Arterial	FDOT	C3C - Suburban Commercial	4	45	0.12	0.48	C	14,000	2024	32,235	1.21%	14,340	1,721	3,868	19,370	2,324	3,868
SR 247	US 90	SW Bascome Norris Dr	Minor Arterial	FDOT	C3C - Suburban Commercial	2	45	0.46	0.92	C	10,700	2024	16,830	1.21%	10,960	5,042	7,742	14,810	6,813	7,742
SR 247	SW Bascome Norris Dr	SW Real Ter	Minor Arterial	FDOT	C3C - Suburban Commercial	2	45	0.53	1.06	C	13,500	2024	16,830	1.21%	13,830	7,330	8,920	18,680	9,900	8,920
SR 247	SW Real Ter	CR 252B	Minor Arterial	FDOT	C3R - Suburban Residential	2	50	1.79	3.58	C	10,000	2024	20,580	1.21%	10,240	18,330	36,838	13,840	24,774	36,838
SR 100	US 90 / E Duval St	SR 10A / SE Baya Dr	Minor Arterial	FDOT	C3C - Suburban Commercial	2	45	0.28	0.56	C	5,100	2024	16,830	1.21%	5,220	1,462	4,712	7,060	1,977	4,712
SR 100	SR 10A / SE Baya Dr	SE CR 245 / Price Creek Rd	Minor Arterial	FDOT	C3C - Suburban Commercial	2	45	0.51	1.02	C	8,200	2024	16,065	1.21%	8,400	4,284	8,193	11,350	5,789	8,193
SR 100	SE CR 245 / Price Creek Rd	SE Academic Ave	Minor Arterial	FDOT	C3C - Suburban Commercial	2	60	1.73	3.46	C	4,600	2024	16,065	1.21%	4,710	8,148	27,792	6,360	11,003	27,792
US 41	I-10	NW Guerdon St	Minor Arterial	FDOT	C3C - Suburban Commercial	2	60	2.68	5.36	C	8,700	2024	16,065	1.21%	8,910	23,879	43,054	12,040	32,267	43,054
US 41	NW Guerdon St	CR 100A / NW Bascom Norris Dr	Principal Arterial	FDOT	C3C - Suburban Commercial	2	45/55/60	0.76	1.52	C	10,300	2024	16,830	1.21%	10,550	8,018	12,791	14,250	10,830	12,791
US 41 / NW Main Blvd	CR 100 A / NW Bascom Norris Dr	US 90 / W Duval St	Principal Arterial	FDOT	C4 - Urban General	4	45	1.03	4.13	C	11,200	2024	24,400	1.21%	11,470	11,846	25,201	15,500	16,009	25,201
US 41 / SW Main Blvd	US 90 / W Duval St	SR 10A / SW Baya Dr	Principal Arterial	FDOT	C4 - Urban General	4	45	0.39	1.56	C	13,800	2024	24,400	1.21%	14,140	5,513	9,513	19,090	7,443	9,513
US 41 / SW Main Blvd	SR 10A / SW Baya Dr	SW Ivan St	Principal Arterial	FDOT	C4 - Urban General	4	45	0.35	1.38	C	19,600	2024	24,400	1.21%	20,080	6,943	8,436	27,120	9,377	8,436
US 41 / SW Main Blvd	SW Ivan St	SW Saint Margarets St	Principal Arterial	FDOT	C3C - Suburban Commercial	4	45	0.57	2.26	C	19,600	2024	30,700	1.21%	20,080	11,365	17,375	27,120	15,349	17,375
US 41 / SW Main Blvd	SW Saint Margarets St	US 441 / S Marion Ave	Principal Arterial	FDOT	C3C - Suburban Commercial	4	55	1.76	7.04	C	10,100	2024	32,235	1.21%	10,350	18,216	56,734	13,980	24,605	56,734
US 41 / US 441	US 441 / S Marion Ave	CR 131 / SW Tustenugee Ave	Principal Arterial	FDOT	C3C - Suburban Commercial	2	45/55	0.70	1.40	C	10,000	2024	16,065	1.21%	10,240	7,168	11,246	13,840	9,688	11,246
US 41 / US 441	CR 131 / SW Tustenugee Ave	CR 242A	Principal Arterial	FDOT	C3C - Suburban Commercial	2	45	1.53	3.06	C	6400	2024	12,240	1.21%	6,560	10,037	18,727	8,860	13,556	18,727
US 90 / E Duval St	SE Timberwolf Ave	SR 10A NE Baya Dr	Minor Arterial	FDOT	C3C - Suburban Commercial	4	55	1.84	7.36	C	10,700	2024	30,700	1.21%	10,960	20,166	56,488	14,810	27,250	56,488
US 90 / E Duval St	SR 10A NE Baya Dr	CR 100 A / NW Bascom Norris Dr	Minor Arterial	FDOT	C3C - Suburban Commercial	4	45	0.40	1.60	C	7,200	2024	30,700	1.21%	7,380	2,952	12,280	9,960	3,984	12,280
US 90 / E Duval St	CR 100 A / NW Bascom Norris Dr	NE Jacksonville Loop	Minor Arterial	FDOT	C4 - Urban General	4	45	0.90	3.60	C	10,000	2024	18,300	1.21%	10,240	9,216	16,470	13,840	12,456	16,470
US 90 / E Duval St	NE Jacksonville Loop	SE Ermine Ave	Minor Arterial	FDOT	C4 - Urban General	4	45	0.42	1.68	C	14,800	2024	24,400	1.21%	15,160	6,370	10,253	20,480	8,606	10,253
US 90 / E Duval St	SE Ermine Ave	US 441 / N Marion Ave	Minor Arterial	FDOT	C4 - Urban General	4	45	0.71	2.83	C	14,600	2024	24,400	1.21%	14,960	10,582	17,259	20,200	14,288	17,259
US 90/ W Duval St	US 441 / N Marion Ave	US 41 / NW Main Blvd	Minor Arterial	FDOT	C4 - Urban General	4	45	0.14	0.56	C	17,600	2024	25,620	1.21%	18,030	2,544	3,615	24,350	3,436	3,615
US 90/ W Duval St	US 41 / NW Main Blvd	CR 250 / NW Lake Jeffery Rd	Minor Arterial	FDOT	C4 - Urban General	4	45	0.42	1.70	C	19,000	2024	24,400	1.21%	19,460	8,255	10,351	26,290	11,152	10,351
US 90/ W Duval St	CR 250 / NW Lake Jeffery Rd	SR 10A / SW Baya Dr	Minor Arterial	FDOT	C4 - Urban General	4	45	0.33	1.32	C	19,900	2024	24,400	1.21%	20,380	6,748	8,080	27,540	9,119	8,080
US 90	SR 10A / SW Baya Dr	CR 341 / SW Sisters Welcome Rd	Minor Arterial	FDOT	C3C - Suburban Commercial	6	45	0.63	3.76	C	29,000	2024	47,700	1.21%	29,710	18,637	29,923	40,130	25,174	29,923
US 90	CR 341 / SW Sisters Welcome Rd	SR 247	Minor Arterial	FDOT	C3C - Suburban Commercial	6	45	0.50	3.00	C	33,000	2024	47,700	1.21%	33,800	16,874	23,813	45,660	22,795	23,813
US 90	SR 247	NW Bascome Norris Dr	Minor Arterial	FDOT	C3C - Suburban Commercial	6	45	0.53	3.18	C	26,500	2024	47,700	1.21%	27,150	14,370	25,247	36,670	19,409	25,247
US 90	NW Bascome Norris Dr	SW Real Ter	Minor Arterial	FDOT	C3C - Suburban Commercial	6	45	0.22	1.33	C	31,000	2024	47,700	1.21%	31,750	7,052	10,594	42,890	9,526	10,594
US 90	SW Real Ter	I-75	Minor Arterial	FDOT	C3C - Suburban Commercial	6	45	0.63	3.79	C	35,500	2024	47,700	1.21%	36,360	22,953	30,112	49,120	31,008	30,112
US 90	I-75	NW Harvey Way	Minor Arterial	FDOT	C3C - Suburban Commercial	4	45	0.45	1.82	C	30,000	2024	30,700	1.21%	30,730	13,957	13,943	41,510	18,853	13,943
US 90	NW Harvey Way	City Limits / SW Pinemount Rd	Minor Arterial	FDOT	C3C - Suburban Commercial	4	45	0.82	3.27	C	24,000	2024	30,700	1.21%	24,580	20,092	25,094	33,210	27,146	25,094
US 441	City Limits	I-10	Principal Arterial	FDOT	C3C - Suburban Commercial	2	45	0.30	0.60	D	3,200	2024	17,360	1.21%	3,280	977	5,169	4,430	1,319	5,169
US 441	I-10	NW Quinten St	Principal Arterial	FDOT	C3R - Suburban Residential	4	45	1.50	5.98	D	6,300	2024	37,300	1.21%	6,450	9,646	55,783	8,720	13,041	55,783
US 441	NW Quinten St	NE Gum Swamp Rd	Principal Arterial	FDOT	C3R - Suburban Residential	4	45	0.63	2.53	D	7,700	2024	37,300	1.21%	7,890	4,985	23,566	10,650	6,729	23,566
US 441	NE Gum Swamp Rd	CR 100A / NE Bascom Norris Dr	Principal Arterial	FDOT	C1 - Natural	4	45	0.41	1.63	D	8,888	2024	55,700	1.21%	9,100	3,697	22,631	12,300	4,998	22,631
US 441 / N Marion Ave	CR 100A / NE Bascom Norris Dr	NW Long St	Principal Arterial	FDOT	C4 - Urban General	2	35	0.26	0.53	D	5,300	2024	18,480	1.21%	5,430	1,432	4,872	7,330	1,932	4,872
US 441 / N Marion Ave	NW Long St	NE Franklin St	Principal Arterial	FDOT	C4 - Urban General	2	25/35	0.43	0.87	D	5,600	2024	18,480	1.21%	5,740	2,495	8,033	7,750	3,369	8,033
US 441 / N Marion Ave	NE Franklin St	US 90	Principal Arterial	FDOT	C4 - Urban General	2	25	0.27	0.54	D	6,300	2024	14,080	1.21%	6,450	1,747	3,814	8,720	2,362	3,814
US 441 / S Marion Ave	US 90	SE Knox St	Principal Arterial	FDOT	C4 - Urban General	2	30	0.24	0.47	D	4,800	2024	14,080	1.21%	4,920	1,165	3,335	6,640	1,573	3,335

APPENDIX D: CITY OF LAKE CITY TRAFFIC CHARACTERISTICS DATA

Name	From Street	To Street	Functional Classification	Maintaining Entity	FDOT Context Classification	Travel Lanes	Speed Limit	Length (mi)	Lane Miles	LOS Standard	AADT	Year of Count	Daily Capacity	Growth Factors	AADT (2026)	VMT (2025)	VMC (2025)	AADT (2050)	VMT (2050)	VMC (2050)
US 441 / S Marion Ave	SE Knox St	SR 10A / SE Baya Dr	Principal Arterial	FDOT	C4 - Urban General	2	30	0.20	0.40	D	5,500	2024	14,080	1.21%	5,630	1,115	2,787	7,610	1,506	2,787
US 441 / S Marion Ave	SR 10A / SE Baya Dr	SW Saint Margarets St	Principal Arterial	FDOT	C3C - Suburban Commercial	2	35	0.82	1.63	D	6,300	2024	17,360	1.21%	6,450	5,262	14,164	8,720	7,114	14,164
US 441 / S Marion Ave	SW Saint Margarets St	SW Malone St	Principal Arterial	FDOT	C3C - Suburban Commercial	2	35/45	0.55	1.10	D	6,300	2024	17,360	1.21%	6,450	3,533	9,508	8,720	4,776	9,508
US 441 / S Marion Ave	SW Malone St	US 41 / SW Main Blvd	Principal Arterial	FDOT	C3R - Suburban Residential	2	45	1.17	2.34	D	5,200	2024	17,920	1.21%	5,330	6,236	20,966	7,200	8,424	20,966
NE Washington St	CR 100A / NE Bascom Norris Dr	NE Patterson Ave	Major Collector	County	C4 - Urban General	2	25	1.26	2.52	D	1,100	2024	12,672	1.21%	1,130	1,424	15,967	1,520	1,915	15,967
NE / NW Washington St	NE Patterson Ave	CR 250 / NW Lake Jeffery Rd	Major Collector	County	C4 - Urban General	2	25	1.31	2.61	D	2,000	2024	12,672	1.21%	2,050	2,680	16,568	2,770	3,622	16,568

Source: Traffic data provided by the Florida Department of Transportation. Traffic data includes all limited access, arterial, and collector roads within the Mobility Study Area (MSA). The MSA includes City, County, and State roads. The MSA extends beyond the city limits of Lake City in recognition that travel, and trips do not stop at City limits, and to address extra-jurisdictional impact to the County and State transportation system. LOS Standards based on the adopted comprehensive plans for the City of Lake City, Columbia County or the adopted LOS per FDOT. Daily Capacity based on the 2023 FDOT Generalized Service Volume Tables. Annual average growth rates were determined using FDOT historical average annual daily traffic (AADT) counts between 2014 to 2023. The average annual growth rate for limited access facilities is 2.68% and is 1.21% for collectors and arterial roads. 2023 AADT sourced from FDOT counts. 2025 and 2050 AADT rounded to the nearest 10th. VMT is length x AADT. VMC is length x Daily Capacity. 2050 AADT and VMT derived by applying growth rates.

APPENDIX E

2022 National Household Travel Survey Data

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APPENDIX E: NATIONAL HOUSEHOLD TRAVEL SURVEY (NHTS): FIVE (5) MILES OR LESS									
TRIP PURPOSE	PERSON TRIPS (PT)	PERSON TRIP FACTOR (PTf)	PERSON MILES OF TRAVEL (PMT)	PERSON MILES OF TRAVEL FACTOR (PMTf)	PERSON TRIP LENGTH (PTL)	VEHICLE TRIPS (VT)	VEHICLE MILES OF TRAVEL (VMT)	VEHICLE TRIP LENGTH (VTL)	VEHICLE OCCUPANCY (VO)
HOME	3,932,291,682	1.60	10,792,409,517	1.56	2.74	2,463,630,415	6,939,214,919	2.82	1.23
WORK	1,188,581,608	1.39	3,293,643,881	1.30	2.77	855,210,334	2,526,312,408	2.95	1.25
PERSONAL ERRANDS	1,619,424,573	1.93	3,336,135,398	1.60	2.06	840,002,681	2,086,971,077	2.48	2.09
COMMUNITY SERVING	141,594,946	1.91	419,347,708	1.47	2.96	74,141,794	285,226,140	3.85	1.41
SOCIAL / VACATION	328,251,344	1.76	752,937,845	2.06	2.29	186,634,460	366,015,360	1.96	1.16
SCHOOL	281,934,087	1.69	792,330,010	1.56	2.81	166,341,111	507,091,206	3.05	1.00
FAMILY CARE	26,639,230	1.72	59,290,641	2.00	2.23	15,467,349	29,645,321	1.92	2.00
MEDICAL / DENTAL	140,250,315	1.19	477,496,017	1.21	3.40	117,673,642	393,070,220	3.34	1.11
BUY MEALS	834,372,341	1.53	2,308,892,244	1.49	2.77	547,057,372	1,549,449,191	2.83	1.60
BUY GOODS	1,579,055,729	1.57	3,584,946,315	1.66	2.27	1,006,987,932	2,157,169,684	2.14	1.48
EXERCISE	317,077,246	1.67	648,822,440	1.54	2.05	190,246,348	421,085,764	2.21	1.40
RECREATION / ENTERTAINMENT	287,520,465	1.64	464,045,784	1.54	1.61	175,387,484	301,629,760	1.72	2.97
TOTAL	10,676,993,566	1.61	26,930,297,800	1.53	2.52	6,638,780,921	17,562,881,050	2.65	1.57

Source: 2022 National Household Travel Survey (NHTS). Summary of Trip Purpose for South Atlantic MSA/CMSA less than 1 million population. Average of trips based on trip lengths of 5 Miles or Less.

APPENDIX F

Planning Level Cost (PLC) & Person Miles of Capacity

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APPENDIX F: PLANNING LEVEL COST (PLC) AND MULTIMODAL CAPACITY (MC)			
ID	PROJECT TYPE	Planning Level Cost (PLC)	Multimodal Capacity (MC)
5	Boardwalk	$4,000,000	7,200
10	Connectivity Evaluation / Corridor Study / Feasibility Study	$150,000	1,000
15	Convert Four (4) Lane to Two (2) Lane Divided (Lane Repurposing)	$14,400,000	22,000
20	Curbless Shared Street	$12,000,000	27,000
25	Dowtown Context Sensitive Upgrade	$10,000,000	13,200
30	Intersection Improvement (Traffic Signal)	$450,000	2,000
35	Mid block Crossing	$75,000	500
40	Multimodal Intersection Improvement	$500,000	1,000
45	Multi-Use Trail	$1,125,000	7,200
50	Neighborhood Greenway	$1,500,000	7,200
55	Pedestrian Street Upgrade	$3,600,000	2,400
60	PHB	$1,125,000	2,000
65	Primary Gateway	$450,000	900
70	Primary Commercial Street	$14,400,000	11,100
75	Promenade	$14,400,000	20,100
80	Roundabout	$3,240,000	4,000
85	RRFB	$25,000	1,000
90	Safety Improvement (Intersection)	$60,000	1,200
95	Safety Improvements	$315,000	900
100	Secondary Gateway	$225,000	600
105	Sidewalk	$378,000	2,400
110	Trail Crossing	$112,500	1,000
115	Two-Way Conversion	$1,260,000	10,000
120	Vehicular Road Closure	$60,000	600
125	Widen to Four (4) Lane Road	$20,000,000	24,000

APPENDIX G

Streets Plan

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APPENDIX G: CITY OF LAKE CITY STREETS PLAN

Project ID	General Area	Street	From	To	Length (Miles)	Project Type	Maintenance Entity	Project Description	Project Source	Project Status	Timeframe	Planning Level Cost (PLC)	Person Miles of Capacity (PMC)	PLC & PMC Note	Reasonably Anticipated Funding	Attributable Planning Level Cost (APLC)	Attributable Person Miles of Capacity (PMC)	Funding Source
5	CRA / Downtown	NE Martin Luther King Jr St	US 41 / NW Main Blvd	NE Gurley Ave	0.75	Downtown Context Sensitive Upgrade	City	Add context sensitive elements including streetscape, landscape, traffic calming, and new or upgraded sidewalks. Add a 12' - 14' multi-use trail between US 41 / NW Main Blvd and NE Patterson Ave to connect to the Niblack to Annie Mattox Park Trail.	CRA Plan	Proposed	2040-2045	$7,500,000	9,900	25	--	$7,500,000	9,900	Mobility Fees & Other Sources
10		NE Railroad St	US 41 / NW Main Blvd	NE Davis Ave	0.3	Downtown Context Sensitive Upgrade	City	Add context sensitive elements including streetscape, landscape, sidewalks, traffic calming, and on-street parking. Sidewalks should be wide enough to create a pedestrian frontage that offers public space opportunities and supports multifamily and retail redevelopment. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	CRA Plan	Proposed	2040-2045	$3,000,000	3,960	25	--	$3,000,000	3,960	Mobility Fees & Other Sources
15		NW / NE Washington St	US 41 / NW Main Blvd	NE Patterson Ave	0.82	Downtown Context Sensitive Upgrade	County	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	CRA Plan	Proposed	2035-2040	$8,200,000	10,824	25	$7,380,000	$820,000	10,824	Anticipate 90% County Funding
20		NW / NE Franklin St	US 41 / NW Main Blvd	NE Davis Ave	0.31	Downtown Context Sensitive Upgrade	City	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	CRA Plan	Proposed	2035-2040	$3,100,000	4,092	25	--	$3,100,000	4,092	Mobility Fees & Other Sources
25		NW / NE Hillsboro St	US 41 / NW Main Blvd	NE Davis Ave	0.31	Downtown Context Sensitive Upgrade	City	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	2050 Mobility Plan	Proposed	2030-2035	$3,100,000	4,092	25	--	$3,100,000	4,092	Mobility Fees & Other Sources
30		NW/ NE Hamilton St	US 41 / NW Main Blvd	NE Lake Desoto Cir	0.24	Downtown Context Sensitive Upgrade	City	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	2050 Mobility Plan	Proposed	2030-2035	$2,400,000	3,168	25	--	$2,400,000	3,168	Mobility Fees & Other Sources
35		NW / NE Veterans St	US 41 / NW Main Blvd	NW Columbia Ave	0.09	Downtown Context Sensitive Upgrade	City	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	2050 Mobility Plan	Proposed	2026-2030	$900,000	1,188	25	--	$900,000	1,188	Mobility Fees & Other Sources
40		NW / NE Veterans St	NW Columbia Ave	US 441 / N Marion St	0.05	Pedestrian Street Upgrade	City	Maintain existing road closure and upgrade existing pedestrian street with additional landscaping, pedestrian lighting, public art, street furniture, and special pavers.	2050 Mobility Plan	Proposed	2045-2050	$180,000	120	55	--	$180,000	120	Mobility Fees & Other Sources
45		NW / NE Veterans St	US 441 / N Marion St	NE Lake Desoto Cir	0.09	Downtown Context Sensitive Upgrade	City	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	2050 Mobility Plan	Proposed	2026-2030	$900,000	1,188	25	--	$900,000	1,188	Mobility Fees & Other Sources
50		Madison St	US 41 / NW Main Blvd	NE Lake Desoto Cir	0.24	Downtown Context Sensitive Upgrade	City	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	CRA Plan	Proposed	2030-2035	$2,400,000	3,168	25	--	$2,400,000	3,168	Mobility Fees & Other Sources
55		NW Orange St	US 41 / Main Blvd	US 441 / N Marion St	0.14	Downtown Context Sensitive Upgrade	City	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	2050 Mobility Plan	Proposed	2030-2035	$1,400,000	1,848	25	--	$1,400,000	1,848	Mobility Fees & Other Sources
60		NW Alachua Ave	NE Railroad St	US 90 / E Duval St	0.46	Downtown Context Sensitive Upgrade	City	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	CRA Plan	Proposed	2035-2040	$4,600,000	6,072	25	--	$4,600,000	6,072	Mobility Fees & Other Sources
65		NW Columbia Ave	NE Railroad St	US 90 / E Duval St	0.46	Downtown Context Sensitive Upgrade	City	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	CRA Plan	Proposed	2030-2035	$4,600,000	6,072	25	--	$4,600,000	6,072	Mobility Fees & Other Sources
70		NE Hernando Ave	NE Railroad St	Madison St	0.37	Downtown Context Sensitive Upgrade & Two-Way Conversion	City	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Convert Hernando Street between Washington St and Madison St back to a two-way directional street to improve traffic circulation in the area and accommodate the conversion of NE Lake Desoto Cir into the Lake Desoto Promenade. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	CRA Plan	Proposed	2030-2035	$4,166,200	8,584	25, 115	--	$4,166,200	8,584	Mobility Fees & Other Sources
75		NE Lake Desoto Cir	NE Vickers Terr	NE Laguna Dr	0.61	Lake Desoto Promenade (aka Lakefront Improvements)	City	Develop a dedicated multimodal promenade on the lakefront of Lake Desoto to facilitate a "public-oriented", walkable, and recreational waterfront that supports greater public access to the natural environment, promotes a diverse mix of uses and activities, and creates a venue for festivals, the arts and waterfront-related activities; Include streetscape and pedestrian amenities such as lighting, shading, landscaping, seating areas, trash cans, and furnishings; All new public and private development on lake fronting properties should be required to provide enhanced multimodal connections to the lakefront. This project should be incorporated as part of a waterfront design masterplan and the City should coordinate with waterfront property owners to obtain pedestrian trail easements, where feasible, to ensure that public access to the waterfront is a priority.	CRA Plan	Proposed	2030-2035	$8,784,000	12,261	75	--	$8,784,000	12,261	Mobility Fees & Other Sources
80		NE Lake Desoto Cir	NE Madison St	NE Laguna Dr	0.28	Curbless Shared Street	City	Reconstruct existing street as a curbless shared street to provide limited vehicle access to the residential properties on Lake Desoto from Vickers Ter, Park Ln, and Laguna Dr. Include streetscape, landscape, wayfinding, traffic calming, special pavers, placemaking elements, public art, on-street parking, curbside loading, etc. Dynamic elements, such as bollards, should be incorporated to allow the street to be closed to vehicles during festivals or special events.	CRA Plan	Proposed	2030-2035	$3,360,000	7,560	20	--	$3,360,000	7,560	Mobility Fees & Other Sources
85	Northwest	NW Washington St	CR 250 / NW Lake Jeffery Rd	US 41 / NW Main Blvd	0.49	Downtown Context Sensitive Upgrade	County	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	2050 Mobility Plan	Proposed	2035-2040	$4,900,000	6,468	25	$4,410,000	$490,000	6,468	Anticipate 90% County Funding
90		NW Madison St	CR 250 / NW Lake Jeffery Rd	US 41/ Main Blvd	0.41	Downtown Context Sensitive Upgrade	City	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 20 MPH.	2050 Mobility Plan	Proposed	2035-2040	$4,100,000	5,412	25	--	$4,100,000	5,412	Mobility Fees & Other Sources
95		NW Commerce Dr to NW Real Terrace Connectivity Evaluations	NW Commerce Dr	NW Real Ter	0.49	Connectivity Evaluation	City/County	Evaluate the feasibility of a new two (2) lane minor collector road with context sensitive elements including pedestrian and bicycle facilities. Alignment shown is preliminary. Final alignment subject to PD&E Study.	2050 Mobility Plan	Proposed	2026-2030	$150,000	1,000	10	$135,000	$15,000	1,000	Anticipate 90% County Funding
100	Southwest	SW Grandview St Extension	Existing Eastern Terminus of Grandview St	US 41 / NW Main Blvd	0.23	Connectivity Evaluation	City	Work with the community to identify opportunities to enhance vehicular and multimodal connectivity and mobility in southwest Lake City. Several alternatives should be evaluated including the extension of Grandview St to US 41 / SW Main Blvd.	2050 Mobility Plan	Proposed	2026-2030	$150,000	1,000	10	--	$150,000	1,000	Mobility Fees & Other Sources
105		Southwest Bypass Feasibility Study	Lake City Ave	CR 341 / SW Sisters Welcome Rd	NA	Corridor Study	City	Feasibility study to determine feasiblity and identify the optimal alignment for a new two-lane roadway connecting Lake City Avenue to CR 341 / SW Sisters Welcome Road. The project aims to improve connectivity in southwest Lake City and reduce congestion on US 90 near the I-75 interchange.	2050 Mobility Plan	Proposed	2026-2030	$150,000	1,000	10	--	$150,000	1,000	Mobility Fees & Other Sources

Produced by: NUE Urban Concepts, LLC

APPENDIX G: CITY OF LAKE CITY STREETS PLAN

Project ID	General Area	Street	From	To	Length (Miles)	Project Type	Maintenance Entity	Project Description	Project Source	Project Status	Timeframe	Planning Level Cost (PLC)	Person Miles of Capacity (PMC)	PLC & PMC Note	Reasonably Anticipated Funding	Attributable Planning Level Cost (APLC)	Attributable Person Miles of Capacity (PMC)	Funding Source
110	**Southeast**	Press-Ruth Rd Connectivity Evaluation	CR 133 / SE County Club Rd	CR 245	1.14	Connectivity Evaluation	City	Evaluate the feasibility of a new two (2) lane minor collector road with context sensitive elements including pedestrian and bicycle facilities. Alignment shown is preliminary. Final alignment subject to PD&E Study.	2050 Mobility Plan	Proposed	2026-2030	$150,000	1,000	10	--	$150,000	1,000	Mobility Fees & Other Sources
115	**Bascom Norris Corridor**	CR 100A / NE Bascom Norris Dr	US 90 / E Duval St	US 41 / NW Main Blvd	2.96	Widen to Four (4) Lane Street & Multi-Use Trail	County	Widen from two (2) lanes to four (4) lane divided and construct 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2035-2040	$62,530,000	92,352	125, 45	$56,277,000	$6,253,000	92,352	Anticipate 90% County Funding
120		NW Bascom Norris Dr	US 41 / NW Main Blvd	US 90	3.15	Widen to Four (4) Lane Street & Multi-Use Trail	County	Widen from two (2) lanes to four (4) lane divided and construct 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2035-2040	$66,543,750	98,280	125, 45	$59,889,375	$6,654,375	98,280	Anticipate 90% County Funding
125		SW Bascom Norris Dr	US 90 (West)	US 441 / S Marion St	2.78	Widen to Four (4) Lane Street & Multi-Use Trail	County	Widen from two (2) lanes to four (4) lane divided and, where feasible, upgrade existing sidewalk to 12'-14' multi-use trail including fill the gap between Southside Sports Complex and US 441 / S Marion St.	2050 Mobility Plan	Proposed	2035-2040	$58,727,500	86,736	125, 45	$52,854,750	$5,872,750	86,736	Anticipate 90% County Funding
130	**Baya Dr Corridor**	SR 10A / SW Baya Dr	SW Knox St	SE Isabella Wy	0.51	Primary Commercial Street	State	Add context sensitive elements including streetscape, landscaping and landscaped medians, shade trees, pedestrian hybrid beacons and midblock crossings (see intersections plan), and pedestrian safety enhancements. Replace the existing sidewalk with a minimum 10' pedestrian frontage that supports the redevelopment of the corridor into a primary, pedestrian-oriented commercial corridor. Reduce posted speed limit to 30 mph.	CRA Plan	Proposed	2045-2050	$7,344,000	5,661	70	$6,609,600	$734,400	5,661	Anticipate 90% Developer & State Funding
135		SR 10A / SE Baya Dr	CR 133 / SE County Club Rd	SR 100	0.59	Safety Improvements	State	Implement various safety improvements along the corridor consistent with the Columbia County Comprehensive Safety Action Plan (CSAP).	Columbia County Comprehensive Safety Action Plan (CSAP)	Proposed	2026-2030	$185,850	531	95	$167,265	$18,585	531	Anticipate 90% State Funding
140		SR 10A / SE Baya Dr	CR 133 / SE County Club Rd	SR 100	0.56	Lane Repurposing Feasibility Study	State	Conduct a feasibility study to determine the feasibility of converting Baya Dr from a four (4) and divided roadway toa two (2) lane divided roadway.	Columbia County Comprehensive Safety Action Plan (CSAP)	Proposed	2026-2030	$150,000	1,000	10	$135,000	$15,000	1,000	Anticipate 90% State Funding
145	**US 41 / Main Blvd Corridor**	US 41 / NW Main Blvd	NW Guerdon St	NW Bascom Norris Dr	0.76	Safety Improvements	State	Implement various safety improvements along the corridor consistent with the Columbia County Comprehensive Safety Action Plan (CSAP).	Columbia County Comprehensive Safety Action Plan (CSAP)	Proposed	2026-2030	$239,400	684	95	$215,460	$23,940	684	Anticipate 90% State Funding
150		US 41 / NW Main Blvd	NW Bascom Norris Dr	CR 100A / NE Bascom Norris Dr	0.32	Widen to Four (4) Lane Street & Multi-Use Trail	State	Widen from two (2) lanes to four (4) lane divided and construct 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2035-2040	$6,760,000	9,984	125, 45	$6,084,000	$676,000	9,984	Anticipate 90% State Funding
155		US 41 / NW Main Blvd	NW Franklin St	US 90 / E Duval St	0.28	Primary Commercial Street	State	Add context sensitive elements including streetscape, landscaping and landscaped medians, shade trees, pedestrian hybrid beacons (see intersections plan), and pedestrian safety enhancements. Replace the existing sidewalk with a minimum 10' pedestrian frontage that supports the redevelopment of the corridor into a primary, pedestrian-oriented commercial corridor. Reduce posted speed limit to 30 mph.	CRA Plan	Proposed	2040-2045	$4,032,000	3,108	70	$3,628,800	$403,200	3,108	Anticipate 90% Developer & State Funding
160		US 41 / NW Main Blvd	US 90 / E Duval St	SR 10A / SW Baya Dr	0.41	Primary Commercial Street	State	Add context sensitive elements including streetscape, landscaping and landscaped medians, shade trees, midblock crossings (see intersections plan), and pedestrian safety enhancements. Replace the existing sidewalk with a minimum 10' pedestrian frontage that supports the redevelopment of the corridor into a primary, pedestrian-oriented commercial corridor. Reduce posted speed limit to 30 mph.	2050 Mobility Plan	Proposed	2040-2045	$5,904,000	4,551	70	$5,313,600	$590,400	4,551	Anticipate 90% Developer & State Funding
165		US 41 / SW Main Blvd	SW Margarets St	US 441	1.66	Safety Improvements	State	Implement various safety improvements along the corridor consistent with the Columbia County Comprehensive Safety Action Plan (CSAP).	Columbia County Comprehensive Safety Action Plan (CSAP)	Proposed	2026-2030	$522,900	1,494	95	$470,610	$52,290	1,494	Anticipate 90% State Funding
170	**US 90 / Duval St Corridor**	US 90 / E/W Duval St	US 41 / NW Main Blvd	NE Jacksonville Loop	1.27	Convert Four (4) Lane to Two (2) Lane Divided	State	Work with FDOT to repurpose travel lanes on E/W Duval St within the downtown CRA district to reduce number of lanes from four (4) to two (2) lanes with a landscaped median, parallel on-street parking, and a protected bike lane. Replace the existing sidewalks with a minimum 10' pedestrian frontage that supports the redevelopment of the corridor into a primary, pedestrian-oriented commercial corridor. Note: the detailed street configuration will be determined with final design. Add context sensitive elements including streetscape, landscaping, shade trees, pedestrian hybrid beacons (see intersections plan), and pedestrian safety enhancements. Reduce speed limit to 30 mph.	CRA Plan	Proposed	2035-2040	$18,288,000	27,940	15	$16,459,200	$1,828,800	27,940	Anticipate 90% State Funding
175		US 90 / E Duval St	NE Jacksonville Loop / SE Lomond	SR 100	0.88	Convert Four (4) Lane to Two (2) Lane Divided	State	Work with FDOT to repurpose travel lanes on E Duval St to reduce number of lanes from four (4) to two (2) lanes with a landscaped median, and provide more space for pedestrian and bicycle facilities. Note: the detailed street configuration will be determined with final design. The project should also include safety improvements consistent with the Columbia County Safety Action Plan. Reduce speed limit to 30 mph.	2050 Mobility Plan / Columbia County Comprehensive Safety Action Plan (CSAP)	Proposed	2035-2040	$12,672,000	19,360	15	$11,404,800	$1,267,200	19,360	Anticipate 90% State Funding
180	**US 441 / Marion Ave Corridor**	US 441 / N Marion Ave	CR 100A / NE Bascom Norris Dr	NE Martin Luther King Jr St	0.34	Primary Commercial Street	State	Add context sensitive elements including streetscape, landscaping and landscaped medians, shade trees, midblock crossings, shared-lane markings for bicycles, and pedestrian safety enhancements. Replace the existing sidewalk with a minimum 10' pedestrian frontage that supports the redevelopment of the corridor into a primary, pedestrian-oriented commercial corridor. Reduce posted speed limit to 25 mph.	CRA Plan	Proposed	2040-2045	$4,896,000	3,774	70	$4,406,400	$489,600	3,774	Anticipate 90% Developer & State Funding
185		US 441 / N Marion Ave	NE Martin Luther King Jr St	Railroad St	0.16	Primary Commercial Street	State	Add context sensitive elements including streetscape, landscaping and landscaped medians, shade trees, midblock crossings, shared-lane markings for bicycles, and pedestrian safety enhancements. Replace the existing sidewalk with a minimum 10' pedestrian frontage that supports the redevelopment of the corridor into a primary, pedestrian-oriented commercial corridor. Reduce posted speed limit to 25 mph.	CRA Plan	Proposed	2040-2045	$2,304,000	1,776	70	$2,073,600	$230,400	1,776	Anticipate 90% Developer & State Funding
190		US 441 / N Marion Ave	Railroad St	Franklin St	0.19	Primary Commercial Street	State	Add context sensitive elements including streetscape, landscaping and landscaped medians, shade trees, midblock crossings, shared-lane markings for bicycles, and pedestrian safety enhancements. Replace the existing sidewalk with a minimum 10' pedestrian frontage that supports the redevelopment of the corridor into a primary, pedestrian-oriented commercial corridor. Reduce posted speed limit to 25 mph.	CRA Plan	Proposed	2040-2045	$2,736,000	2,109	70	$2,462,400	$273,600	2,109	Anticipate 90% Developer & State Funding
195		US 441 / N Marion Ave	Franklin St	US 90 / E Duval St	0.28	Curbless Shared Street	State	Reconstruct existing street as a curbless shared street with streetscape, landscape, wayfinding, traffic calming, special pavers, placemaking elements, public art, on-street parking, curbside loading, etc. Dynamic elements, such as bollards, should be incorporated to allow the street to be closed to vehicles during festivals or special events.	CRA Plan	Proposed	2035-2040	$3,360,000	7,560	20	$3,024,000	$336,000	7,560	Anticipate 90% State Funding
200		US 441 / S Marion Ave	US 90 / E Duval St	SW Ivan St	0.73	Downtown Context Sensitive Upgrade	State	Add context sensitive elements including streetscape, landscape, traffic calming, shared-lane markings for bicycles, and new or upgraded sidewalks. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Reduce posted speed limit to 25 MPH.	CRA Plan	Proposed	2030-2035	$7,300,000	9,636	25	$6,570,000	$730,000	9,636	Anticipate 90% State Funding

APPENDIX G: CITY OF LAKE CITY STREETS PLAN

Project ID	General Area	Street	From	To	Length (Miles)	Project Type	Maintenance Entity	Project Description	Project Source	Project Status	Timeframe	Planning Level Cost (PLC)	Person Miles of Capacity (PMC)	PLC & PMC Note	Reasonably Anticipated Funding	Attributable Planning Level Cost (APLC)	Attributable Person Miles of Capacity (PMC)	Funding Source
PLANNED PROJECTS - The City of Lake City, where possible, should coordinate with the County and FDOT to ensure planned projects incorporate adequate multimodal facilities.																		
205	**Bascom Norris Corridor**	CR 100A / NE Bascom Norris Dr	US Hwy 90 / E Duval St	NE Voss Rd	1.36	Sidewalk	County	Add sidewalk.	FDOT 5-Year Work Program (Item 433933-4)	Funded	2028	$1,743,493	3,264	105	$1,743,493	$0	0	FDOT
210	**Southeast**	CR 133 / Old County Club Rd	CR 252	SW Baya Dr / SR 10A	3.419	Roadway Reconstruction	County	Road Reconstruction - 2 Lane.	FDOT 5-Year Work Program (Item 447734-2)	Funded	2026	$4,000,000	--	--	$4,000,000	$0	0	FDOT
215	**Southwest**	SW Arlington Blvd	SW Summers Lane	Lake City Maintained Zone	1.09	Widen to Four (4) Lane	County	Widen / resurface existing lanes.	FDOT 5-Year Work Program (Item 432599-2)	Funded	2027	$1,400,000	26,160	125	$1,400,000	$0	0	FDOT
220	**SR 47 Corridor**	SR 247	CR 252B	US Hwy 90 / SR 10	2.77	Widen to Four (4) Lane	State	Add lanes and reconstruct.	Columbia County Capital Improvements Program Five Year Schedule of Improvements 2021-2025; FDOT 5-Year Work Program (Item 434555-1)	Construction Unfunded	PD&E in 2025	$55,400,000	66,480	125	$55,400,000	$0	0	Anticipate 100% State Funding

APPENDIX H

Trails & Neighborhood Greenways Plan

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APPENDIX H: CITY OF LAKE CITY TRAILS & NEIGHBORHOOD GREENWAYS PLAN

Project ID	General Area	Street	From	To	Length (Miles)	Project Type	Maintenance Entity	Project Description	Project Source	Project Status	Timeframe	Planning Level Cost (PLC)	Person Miles of Capacity (PMC)	PLC & PMC Note	Reasonably Anticipated Funding	Attributable Planning Level Cost (APLC)	Funding Source
225		NE Fronie St	US 441 / N Marion Ave	NE Alfonso Levy Ter (at Niblack High School)	0.46	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	CRA Plan	Proposed	2026-2030	$690,000	3,312	50	--	$690,000	Mobility Fees & Other Sources
230		Richardson Trail	NE Fronie St	NE Montana St	0.3	Multi-Use Trail	City	Construct 12' - 14' multi-use trail through City and County properties at the Richardson Community Center to connect neighborhood greenways on Fronie St and Davis St.	CRA Plan	Proposed	2026-2030	$337,500	2,160	45	--	$337,500	Mobility Fees & Other Sources
235		NE Davis Ave	NE Montana St	NE Hillsboro St	0.44	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and green painted 5' bike lanes on both sides of the street. Where right-of-way is not wide enough to accommodate bike lanes, shared lane markings should be provided. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	CRA Plan	Proposed	2026-2030	$660,000	3,168	50	--	$660,000	Mobility Fees & Other Sources
240		Multi-Use Trail (Multimodal Access to Lake Desoto)	NE Hillsboro St	Lake Desoto Cir	0.02	Multi-Use Trail	City	Construct short segment of 12' - 14' multi-use trail between NE Hillsboro and Lake Desoto Cir to provide multimodal access from Davis St to Lake Desoto Cir.	2050 Mobility Plan	Proposed	2026-2030	$22,500	144	45	--	$22,500	Mobility Fees & Other Sources
245		NE Alfonso Levy Ter	SR 100A / NE Bascom Norris Dr	NE Lurose St	0.14	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Add 6' wide sidewalk on one side of the street. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2035-2040	$210,000	1,008	50	--	$210,000	Mobility Fees & Other Sources
250		NE Lurose St	NE Alfonso Levy Ter	NE Coldwater Ave	0.05	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Add 6' wide sidewalk on one side of the street. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2035-2040	$75,000	360	50	--	$75,000	Mobility Fees & Other Sources
255		NE Coldwater Ave	NE Lurose St	NE Bailey Street	0.08	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade the existing street to provide two (2) 4'-6' wide advisory sidewalks and a 12'-18' wide yield/shared street. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2035-2040	$120,000	576	50	--	$120,000	Mobility Fees & Other Sources
260		NE Coldwater Ave	NE Bailey Street	NE Montana St	0.05	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Add 6' wide sidewalk on one side of the street. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2035-2040	$75,000	360	50	--	$75,000	Mobility Fees & Other Sources
265		NE Coldwater Ave	NE Montana St	NE Martin Luther King Jr St	0.04	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade the existing street to provide two (2) 4'-6' wide advisory sidewalks and a 12'-18' wide yield/shared street. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2035-2040	$60,000	288	50	--	$60,000	Mobility Fees & Other Sources
270		NE Baily St	NE Coldwater St	NE Center Ave	0.19	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2026-2030	$285,000	1,368	50	--	$285,000	Mobility Fees & Other Sources
275		NE Center Ave	BE Baily St	NE Martin Luther King Jr St	0.08	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, shared-lane pavement markings, and on-street parking on one side of the street. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2040-2045	$120,000	576	50	--	$120,000	Mobility Fees & Other Sources
280	**CRA / Downtown**	Broadway Ave	NE Bailey St	NE Washington	0.34	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2026-2030	$510,000	2,448	50	--	$510,000	Mobility Fees & Other Sources
285		NE Patterson Ave	NE Martin Luther King Jr St	US 90 / E Duval St	0.64	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2030-2035	$960,000	4,608	50	--	$960,000	Mobility Fees & Other Sources
290		NE Simms Dr	Lake Desoto Boardwalk Connections	NE Patterson Ave	0.09	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Add 6' wide sidewalk on one side of the street. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2030-2035	$135,000	648	50	--	$135,000	Mobility Fees & Other Sources
295		NE Lake Dr	Lake Desoto Boardwalk Connections	NE Patterson Ave	0.1	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Add 6' wide sidewalk on one side of the street. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2030-2035	$150,000	720	50	--	$150,000	Mobility Fees & Other Sources
300		Lake City Railway Park & Trail	US 441 / N Marion Blvd	NE Patterson Ave	0.52	Multi-Use Trail	City	The City should coordinate with CSX Railroad to develop a linear park and 12'-14' multi-use trail along the rail right-of-way.	CRA Plan	Proposed	2026-2030	$585,000	3,744	45	--	$585,000	Mobility Fees & Other Sources
305		Lake Desoto Boardwalk Connections	NE Lake Desoto Cir	NE Simms Dr / NE Lake Dr	0.37	Boardwalk	City	Construct 12' - 14' multi-use boardwalk across wetlands to connect Lake Desoto with to neighborhoods east of the CRA.	CRA Plan	Proposed	2040-2045	$1,480,000	2,664	5	--	$1,480,000	Mobility Fees & Other Sources
310		NE / SE Vickers Ter	NE Lake Desoto Cir	US 90 / E Duval St	0.04	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	CRA Plan	Proposed	2045-2050	$60,000	288	50	--	$60,000	Mobility Fees & Other Sources
315		NE / SE Vickers Ter	US 90 / E Duval St	SE Monroe St	0.15	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade the existing street to provide two (2) 4'-6' wide advisory sidewalks and a 12'-18' wide yield/shared street. Posted speed limit is 20 MPH.	CRA Plan	Proposed	2045-2050	$225,000	1,080	50	--	$225,000	Mobility Fees & Other Sources
320		SE McCray Ave	US 90 / E Duval St	SR 10A / SE Baya Dr	0.41	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and green painted 5' bike lanes on both sides of the street. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2026-2030	$615,000	2,952	50	--	$615,000	Mobility Fees & Other Sources
325		SE Paxton Pl / SE Perry Ave / SE Putnam St	SE McCray Ave	SE Castillo Terr	0.53	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2040-2045	$795,000	3,816	50	--	$795,000	Mobility Fees & Other Sources
330		NE Ermine Ave	US 90 / E Duval St	SR 10A / SE Baya Dr	0.4	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2026-2030	$600,000	2,880	50	--	$600,000	Mobility Fees & Other Sources
335		SE Perry Ave / SE Pennsylvania St	SR 10A / SE Baya Dr	SR 10A / SE Baya Dr	0.43	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, shared-lane pavement markings, and on-street parking for school pick-up/drop-off. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2030-2035	$645,000	3,096	50	--	$645,000	Mobility Fees & Other Sources

APPENDIX H: CITY OF LAKE CITY TRAILS & NEIGHBORHOOD GREENWAYS PLAN

Project ID	General Area	Street	From	To	Length (Miles)	Project Type	Maintenance Entity	Project Description	Project Source	Project Status	Timeframe	Planning Level Cost (PLC)	Person Miles of Capacity (PMC)	PLC & PMC Note	Reasonably Anticipated Funding	Attributable Planning Level Cost (APLC)	Funding Source
340	Northwest	NW Forest Meadows Ave	NW River Sebastian Ln	US 90	0.57	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2040-2045	$855,000	4,104	50	--	$855,000	Mobility Fees & Other Sources
345		NW Hall of Fame Dr	Existing Northern Terminus of NW Hall of Fame Der	US 90	0.68	Multi-Use Trail	City	Add 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2045-2050	$765,000	4,896	45	--	$765,000	Mobility Fees & Other Sources
350		CR 250 / NW Lake Jeffery Rd	NW Bascom Norris Dr	US 90 / W Duval St	1.75	Multi-Use Trail	County	Add or upgrade existing sidewalk to 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2040-2045	$1,968,750	12,600	45	$1,771,875	$196,875	Anticipate 90% County Funding
355		SW Lakeview Ave	US 90 / W Duval St	SR 10A / SW Baya Dr	0.13	Multi-Use Trail	City	Add or upgrade existing sidewalk to 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2040-2045	$146,250	936	45	--	$146,250	Mobility Fees & Other Sources
360		NW Wilson St	CR 250 / NW Lake Jeffery Rd	US 441 / N Marion St	0.81	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2030-2035	$1,215,000	5,832	50	--	$1,215,000	Mobility Fees & Other Sources
365		NW Gwen Lake Ave	CSX Railroad	US 90	0.84	Multi-Use Trail	City	Add 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2030-2035	$945,000	6,048	45	--	$945,000	Mobility Fees & Other Sources
370		NW Labonte Ln	NW Lowland Ter	NW Gwen Lake Ave	0.26	Multi-Use Trail	City	Add 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2030-2035	$292,500	1,872	45	--	$292,500	Mobility Fees & Other Sources
375		NW Long St	CR 250 / NW Lake Jeffery Rd	US 441 / N Marion St	0.84	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Implement safety improvements consistent with the Columbia County Comprehensive Safety Action Plan. Posted speed limit is 20 MPH.	2050 Mobility Plan / Columbia County Comprehensive Safety Action Plan (CSAP)	Proposed	2035-2040	$1,260,000	6,048	50	--	$1,260,000	Mobility Fees & Other Sources
380		NW Ashley St	NW Lowland Ter	CR 250 / NW Lake Jeffrey Rd	0.78	Multi-Use Trail	City	Add 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2030-2035	$877,500	5,616	45	--	$877,500	Mobility Fees & Other Sources
385		NW Ridgeview Ave / NW Eddie St / W Duval St	US 90	US 90 / W Duval St	0.98	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2026-2030	$1,470,000	7,056	50	--	$1,470,000	Mobility Fees & Other Sources
390		NW Orange St	W Duval St	US 41 / Main Blvd	0.64	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2026-2030	$960,000	4,608	50	--	$960,000	Mobility Fees & Other Sources
395		NW Fairway Dr	The County Club at Lake City	NW Commerce Dr	0.54	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2040-2045	$810,000	3,888	50	--	$810,000	Mobility Fees & Other Sources
400		NW Commerce Dr	NW Fairway Dr	US 90	0.82	Multi-Use Trail	City	Add 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2045-2050	$922,500	5,904	45	--	$922,500	Mobility Fees & Other Sources
405		NW Real Ter	NW Bascom Norris Dr	US 90	0.46	Multi-Use Trail	City	Add 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2035-2040	$517,500	3,312	45	--	$517,500	Mobility Fees & Other Sources
410	Southwest	SW Real Ter	US 90	Windsong Cir	0.64	Multi-Use Trail	City	Upgrade existing sidewalk to 12' - 14' multi-use trail.	2050 Mobility Plan	Proposed	2035-2040	$720,000	4,608	45	--	$720,000	Mobility Fees & Other Sources
415		SW Real Ter	Windsong Cir	US 247	0.22	Multi-Use Trail	City	Add 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2035-2040	$247,500	1,584	45	--	$247,500	Mobility Fees & Other Sources
420		SW Commerce Dr	US 90	SW Real Ter	0.65	Multi-Use Trail	City	Add 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2045-2050	$731,250	4,680	45	--	$731,250	Mobility Fees & Other Sources
425		El Prado Ave / SW Tularosa Ln / SW Lake Montgomery Ave	SW Baya Dr / SR 10A	SW Grandview St	0.92	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2045 Mobility Plan	Proposed	2026-2030	$1,380,000	6,624	50	--	$1,380,000	Mobility Fees & Other Sources
430		SW Faith Rd	US 90	SW Bascom Norris	0.63	Multi-Use Trail	City	Add 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2035-2040	$708,750	4,536	45	--	$708,750	Mobility Fees & Other Sources
435		CR 341 / SW Sisters Welcome Rd	US 90	SW Bascom Norris	0.9	Multi-Use Trail	County	Upgrade existing sidewalk to 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2035-2040	$1,012,500	6,480	45	$911,250	$101,250	Anticipate 90% County Funding
440		SW Summers Ln	SW Sisters Welcome Rd	SW Arlington Blvd	0.07	Multi-Use Trail	County	Upgrade existing sidewalk to 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2035-2040	$78,750	504	45	$70,875	$7,875	Anticipate 90% County Funding
445		SW Grandview	SW Faith Rd	SW Sisters Welcome Rd	0.41	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2030-2035	$615,000	2,952	50	--	$615,000	Mobility Fees & Other Sources
450		SW Grandview St	SW Sisters Welcome Rd	SE Lake Montgomery Ave	0.85	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2026-2030	$1,275,000	6,120	50	--	$1,275,000	Mobility Fees & Other Sources

APPENDIX H: CITY OF LAKE CITY TRAILS & NEIGHBORHOOD GREENWAYS PLAN

Project ID	General Area	Street	From	To	Length (Miles)	Project Type	Maintenance Entity	Project Description	Project Source	Project Status	Timeframe	Planning Level Cost (PLC)	Person Miles of Capacity (PMC)	PLC & PMC Note	Reasonably Anticipated Funding	Attributable Planning Level Cost (APLC)	Funding Source
455	Southwest	SW Grandview St	SE Lake Montgomery Ave	Current eastern terminus of Grandview St	0.13	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade the existing street to provide two (2) 4'-6' wide advisory sidewalks and a 12'-18' wide yield/shared street. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2030-2035	$195,000	936	50	--	$195,000	Mobility Fees & Other Sources
460		SW Happiness Ln	US 41 / SW Main Blvd	US 441 / S Marion St	0.18	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2035-2040	$270,000	1,296	50	--	$270,000	Mobility Fees & Other Sources
465		McFarlane Ave	US 90 / W Duval St	SW Bascom Norris	1.75	Multi-Use Trail	City	Upgrade existing sidewalk to 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2035-2040	$1,968,750	12,600	45	--	$1,968,750	Mobility Fees & Other Sources
470		SW Kuhn Rd	SW Bascom Norris Dr	SW McFarlane Ave	0.79	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2026-2030	$1,185,000	5,688	50	--	$1,185,000	Mobility Fees & Other Sources
475	Southeast	SE Sycamore Ter	SE Baya Dr / SR 10A	Veterans Domiciliary	0.3	Priority Neighborhood Greenway	City	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Upgrade sidewalks and/or fill in sidewalk gaps. Upgrade the existing street to provide two ten (10) foot wide travel lanes. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2030-2035	$450,000	2,160	50	--	$450,000	Mobility Fees & Other Sources
480	US 41 / Main Blvd Corridor	US 41 / SW Main Blvd	SR 10A / SW Baya Dr	O'Leno State Park	0.03	Multi-Use Trail	State	Add 12'-14' multi-use trail from Downtown Lake City connecting to O'Leno State Park.	2050 Mobility Plan	Proposed	2030-2035	$33,750	216	45	$30,375	$3,375	Anticipate 90% State Funding
485	US 90 / Duval St Corridor	US 90	SR 100	SR 10A / SW Baya Dr	0.41	Multi-Use Trail	State	Add 12' - 14' multi-use trail.	2050 Mobility Plan	Proposed	2035-2040	$461,250	2,952	45	$415,125	$46,125	Anticipate 90% State Funding
490	US 441 / Marion Ave Corridor	US 441 / N Marion Ave	Target Distribution Center	CR 100A / NE Bascom Norris Dr	1.91	Multi-Use Trail	State	Upgrade existing sidewalk to 12' - 14' multi-use trail.	2050 Mobility Plan	Proposed	2045-2050	$2,148,750	13,752	45	$1,933,875	$214,875	Anticipate 90% State Funding
495		US 441 / S Marion Ave	Ivan St	SE Margarets St	0.51	Multi-Use Trail	State	Upgrade existing sidewalk to 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2030-2035	$573,750	3,672	45	$516,375	$57,375	Anticipate 90% State Funding
500		SE Loquat Wy	SE Margarets St	SE Lakewood Ln	0.22	Priority Neighborhood Greenway	State	Traffic calming, wayfinding signage, pedestrian-scale street lighting, and shared-lane pavement markings. Posted speed limit is 20 MPH.	2050 Mobility Plan	Proposed	2035-2040	$330,000	1,584	50	$297,000	$33,000	Anticipate 90% State Funding
505		US 441 / S Marion Ave	SE Lakewood Ln	SW Malone St	0.33	Multi-Use Trail	State	Upgrade existing sidewalk to 12'-14' multi-use trail.	2050 Mobility Plan	Proposed	2030-2035	$371,250	2,376	45	$334,125	$37,125	Anticipate 90% State Funding
510	SR 100 Corridor	SR 100 Multi-Use Trail	US 90 / E Duval St	SR 10A / SE Baya Dr	0.28	Multi-Use Trail	State	Construct 12' - 14' multi-use trail to fill gap between planned SunTrail on SR 100 and US 90 / E Duval St.	2050 Mobility Plan	Proposed	2045-2050	$315,000	2,016	45	$283,500	$31,500	Anticipate 90% State Funding
PLANNED PROJECTS - The City of Lake City, where possible, should coordinate with the County and FDOT to ensure planned projects incorporate adequate multimodal facilities.																	
515	US 90 & Baya	US Hwy 90 SR 10A / SW Baya Dr SR 10A / SE Baya Dr	Columbia County Limit (West)	Columbia County Limit (East)	12.26	SunTrail	State	Lake City to Monticello segment of the SunTrail	FDOT SunTrail (Trailway ID 29931004)	Unfunded Gap	2035-2040	$13,792,500	88,272	45	$13,792,500	$0	Anticipate 100% State Funding
520	US 90 & Baya	SR 10A / SE Baya Dr US Hwy 90 / E Duval St	SR 100	Columbia County Limit (East)	8.67	SunTrail	State	US 90 segment of the SunTrail.	FDOT SunTrail (Trailway ID 29931003)	Unfunded Gap	2035-2040	$9,753,750	62,424	45	$9,753,750	$0	Anticipate 100% State Funding
525	SR 100 Corridor	SR 100	US Hwy 90 / SR 10 / E Duval St	SE Pounds Hammock Rd	2.16	SunTrail	State	Palatka to Lake City segment of the SunTrail.	FDOT SunTrail (Trailway ID 29931002)	Unfunded Gap	2035-2040	$2,430,000	15,552	45	$2,430,000	$0	Anticipate 100% State Funding
530	SR 100 Corridor	SR 100	SE Pounds Hammock Rd	Columbia County Limit (East)	7.55	SunTrail	State	Palatka to Lake City segment of the SunTrail.	FDOT SunTrail (Trailway ID 29931002); FDOT 5-Year Work Program (Item 439393-2)	Partially Funded for Pre -Construction	2035-2040	$8,493,750	54,360	45	$8,493,750	$0	Anticipate 100% State Funding

APPENDIX I

Intersections Plan

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APPENDIX I: CITY OF LAKE CITY INTERSECTIONS PLAN

Project ID	General Area	North-South Facility	East-West Facility	Project Type	Maintenance Entity	Project Description	Project Source	Project Status	Timeframe	Planning Level Cost (PLC)	Person Miles of Capacity (PMC)	PLC & PMC Note	Reasonably Anticipated Funding	Attributable Planning Level Cost (APLC)	Funding Source
INTERSECTIONS															
535	CRA / Downtown	NE Davis Ave	NE Martin Luther King Jr St	Secondary Gateway	City	Install supplementary gateway signage that provides additional and reinforcing wayfinding.	CRA Plan	Proposed	2040-2045	$225,000	600	100	--	$225,000	Mobility Fees & Other Sources
540		NE Patterson Ave	NE Martin Luther King Jr St	Secondary Gateway	City	Install supplementary gateway signage that provides additional and reinforcing wayfinding.	CRA Plan	Proposed	2040-2045	$225,000	600	100	--	$225,000	Mobility Fees & Other Sources
545		NE Davis Ave	NE Railroad St	Secondary Gateway	City	Install supplementary gateway signage that provides additional and reinforcing wayfinding.	CRA Plan	Proposed	2026-2030	$225,000	600	100	--	$225,000	Mobility Fees & Other Sources
550		NE Methodist Ter	NE Lake Desoto Cir	Vehicular Road Closure	City	Close vehicular access to Lake Desoto Cir and only allow pedestrian and other multimodal access to support the conversion of Lake Desoto Cir into a multimodal promenade.	CRA Plan	Proposed	2030-2035	$60,000	600	120	--	$60,000	Mobility Fees & Other Sources
555		NE Lake Desoto Cir	NE Hamilton St	Vehicular Road Closure	City	Close vehicular access to Lake Desoto Cir and only allow pedestrian and other multimodal access to support the conversion of Lake Desoto Cir into a multimodal promenade.	2050 Mobility Plan	Proposed	2030-2035	$60,000	600	120	--	$60,000	Mobility Fees & Other Sources
560		NE Lake Desoto Cir	NE Veterans St	Vehicular Road Closure	City	Close vehicular access to Lake Desoto Cir and only allow pedestrian and other multimodal access to support the conversion of Lake Desoto Cir into a multimodal promenade.	2050 Mobility Plan	Proposed	2030-2035	$60,000	600	120	--	$60,000	Mobility Fees & Other Sources
575	Northwest	CR 250 / NW Lake Jeffery Rd	NW Washington St	Multimodal Intersection Improvement	County	Implement improvements to walkability and pedestrian safety such as reducing turning radii with curb extensions, crossing islands, bicycle boxes, signage, hardened center lines, special pavers, etc.	2050 Mobility Plan	Proposed	2035-2040	$500,000	1,000	40	$450,000	$50,000	Anticipate 90% County Funding
580		CR 250 / NW Lake Jeffery Rd	NW Orange St	Multimodal Intersection Improvement	County	Implement improvements to walkability and pedestrian safety such as reducing turning radii with curb extensions, crossing islands, bicycle boxes, signage, hardened center lines, special pavers, etc.	2050 Mobility Plan	Proposed	2040-2045	$500,000	1,000	40	--	$500,000	Mobility Fees & Other Sources
585	Southwest	CR 341 / SW Sister Welcome Rd	SW Summers Dr	Trail Crossing	County	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2035-2040	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% County Funding
590	Bascom Norris Dr Corridor	NW Bascom Norris Dr	CR 250 / NW Lake Jeffery Rd	Trail Crossing	State / County	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2040-2045	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% County & State Funding
595		SW Bascom Norris Dr	SW Mary Ethel Ln	Roundabout	County	Install roundabout and implement safety improvements consistent with the Columbia County Comprehensive Safety Action Plan.	Columbia County Comprehensive Safety Action Plan (CSAP)	Proposed	2030-2035	$3,240,000	4,000	80	$2,916,000	$324,000	Anticipate 90% County Funding
600		SR 247	SW Bascom Norris Dr	Trail Crossing	State / County	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2030-2035	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% County & State Funding
605		CR 341 / SW Sister Welcome Rd	SW Bascom Norris Dr	Trail Crossing	County	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2030-2035	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% County Funding
610		Southside Sports Complex	SW Bascom Norris Dr	Midblock Crossing	County	Crossing from Baseball fields to new subdivision.	2050 Mobility Plan	Proposed	2030-2035	$75,000	500	35	$67,500	$7,500	Anticipate 90% County Funding
615		SW McFarlane Ave	SW Bascom Norris Dr	Trail Crossing	County	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2030-2035	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% County Funding
620	Baya Dr Corridor	SW McFarlane Ave	SW Baya Dr	Trail Crossing	State	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2035-2040	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% State Funding
625		SW McFarlane Ave	SW Baya Dr	Safety Improvements	State	Implement safety improvements at this high crash intersection.	Columbia County Comprehensive Safety Action Plan (CSAP)	Proposed	2026-2030	$60,000	1,200	90	$54,000	$6,000	Anticipate 90% State Funding
630		SW Lake View Ave	SW Baya Dr	Trail Crossing	State	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2035-2040	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% State Funding
635		SR 10A / SW Baya Dr	Between SW Knox St & US 41 / SW Main St	Mid block Crossing	State	Install midblock crossing to reduce walking distance and increase pedestrian safety.	2050 Mobility Plan	Proposed	2035-2040	$75,000	500	35	$67,500	$7,500	Anticipate 90% State Funding
640		US 41 / NW Main Blvd	SE Baya Dr	Primary Gateway	State	Install gateway signage at primary entry point to the downtown area / historic district.	CRA Plan	Proposed	2035-2040	$450,000	900	65	$405,000	$45,000	Anticipate 90% State Funding

APPENDIX I: CITY OF LAKE CITY INTERSECTIONS PLAN

Project ID	General Area	North-South Facility	East-West Facility	Project Type	Maintenance Entity	Project Description	Project Source	Project Status	Timeframe	Planning Level Cost (PLC)	Person Miles of Capacity (PMC)	PLC & PMC Note	Reasonably Anticipated Funding	Attributable Planning Level Cost (APLC)	Funding Source
INTERSECTIONS															
645	**Baya Dr Corridor**	US 41 / SW Main Blvd	SW Baya Dr	Safety Improvements	State	Implement safety improvements at this high crash intersection.	2050 Mobility Plan	Proposed	2026-2030	$60,000	1,200	90	$54,000	$6,000	Anticipate 90% State Funding
650		US 441 / N Marion Ave	SE Baya Dr	Multimodal Intersection Improvement	State	Implement improvements to walkability and pedestrian safety such as reducing turning radii with curb extensions, crossing islands, bicycle boxes, signage, hardened center lines, special pavers, etc.	2050 Mobility Plan	Proposed	2035-2040	$500,000	1,000	40	$450,000	$50,000	Anticipate 90% State Funding
655		US 441 / N Marion Ave	SE Baya St	Primary Gateway	State	Install gateway signage at primary entry point to the downtown area / historic district.	2050 Mobility Plan	Proposed	2030-2035	$450,000	900	65	$405,000	$45,000	Anticipate 90% State Funding
660		Between Perry Ave & Baker Ave	SE Baya Dr	Midblock Crossing	State	Install midblock crossing to reduce walking distance and increase pedestrian safety.	2050 Mobility Plan	Proposed	2035-2040	$75,000	500	35	$67,500	$7,500	Anticipate 90% State Funding
665		SE Ermine Ave	SE Baya Dr	Multimodal Intersection Improvement	State	Implement improvements to walkability and pedestrian safety such as reducing turning radii with curb extensions, crossing islands, bicycle boxes, signage, hardened center lines, special pavers, etc.	2050 Mobility Plan	Proposed	2035-2040	$500,000	1,000	40	$450,000	$50,000	Anticipate 90% State Funding
670		SR 100	SE Baya Dr	Trail Crossing	State	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2040-2045	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% State Funding
675	**US 41 / Main Blvd Corridor**	US 41 / NW Main Blvd	Railroad St	Primary Gateway	State	Install gateway signage at primary entry point to the downtown area / historic district.	2050 Mobility Plan	Proposed	2040-2045	$450,000	900	65	$405,000	$45,000	Anticipate 90% State Funding
680		US 41 / NW Main Blvd	NW Franklin St	PHB	State	Install a Pedestrian Hybrid Beacon for a controlled, pedestrian crossing.	2050 Mobility Plan	Proposed	2040-2045	$1,125,000	2,000	60	$1,012,500	$112,500	Anticipate 90% State Funding
685		US 41 / NW Main Blvd	NW Hamilton St	PHB	State	Install a Pedestrian Hybrid Beacon for a controlled, pedestrian crossing.	2050 Mobility Plan	Proposed	2040-2045	$1,125,000	2,000	60	$1,012,500	$112,500	Anticipate 90% State Funding
690		US 41 / NW Main Blvd	Madison St	Multimodal Intersection Improvement	State	Implement improvements to walkability and pedestrian safety such as reducing turning radii with curb extensions, crossing islands, bicycle boxes, signage, hardened center lines, special pavers, etc.	2050 Mobility Plan	Proposed	2030-2035	$500,000	1,000	40	$450,000	$50,000	Anticipate 90% State Funding
695		US 41 / NW Main Blvd	US 90 / E Duval St	Primary Gateway	State	Install gateway signage at primary entry point to the downtown area / historic district.	CRA Plan	Proposed	2035-2040	$450,000	900	65	$405,000	$45,000	Anticipate 90% State Funding
700		US 41 / NW Main Blvd	US 90 / W Duval St	Multimodal Intersection Improvement	State	Implement improvements to walkability and pedestrian safety such as reducing turning radii with curb extensions, crossing islands, bicycle boxes, signage, hardened center lines, special pavers, etc.	2050 Mobility Plan	Proposed	2035-2040	$500,000	1,000	40	$450,000	$50,000	Anticipate 90% State Funding
705		US 41 / SW Main Blvd	SW Tucker St	Mid block Crossing	State	Install midblock crossing to reduce walking distance and increase pedestrian safety.	2050 Mobility Plan	Proposed	2040-2045	$75,000	500	35	$67,500	$7,500	Anticipate 90% State Funding
710		US 41 / NW Main Blvd	SW Knox St	Secondary Gateway	State	Install supplementary gateway signage that provides additional and reinforcing wayfinding.	CRA Plan	Proposed	2040-2045	$225,000	600	100	$202,500	$22,500	Anticipate 90% State Funding
715		US 41 / SW Main Blvd	Between SW Knox St & SW Camp St	Mid block Crossing	State	Install midblock crossing to reduce walking distance and increase pedestrian safety.	2050 Mobility Plan	Proposed	2040-2045	$75,000	500	35	$67,500	$7,500	Anticipate 90% State Funding
720		US 41 / SW Main Blvd	SW Grandview St Extension	Mid block Crossing	State	Install midblock crossing to reduce walking distance and increase pedestrian safety.	2050 Mobility Plan	Proposed	2030-2035	$75,000	500	35	$67,500	$7,500	Anticipate 90% State Funding
725	**US 90 Corridor**	SW Pinemount Rd (CR 252) / NW Turner Ave	US 90	Safety Improvements	State / County	Implement safety improvements consistent with the Columbia County Comprehensive Safety Action Plan including installing signal head signs, updating crosswalk markings, installing signage around channelizing islands, removing permitted left turn phases on major approaches, leading pedestrian intervals, and installing pedestrian warning signage.	Columbia County Comprehensive Safety Action Plan (CSAP)	Proposed	2026-2030	$60,000	1,200	90	$54,000	$6,000	Anticipate 90% County Funding
730		Lake City Ave	US 90	Safety Improvements	State	Implement safety improvements at this high crash intersection.	Columbia County Comprehensive Safety Action Plan (CSAP)	Proposed	2026-2030	$60,000	1,200	90	$54,000	$6,000	Anticipate 90% State Funding
735		NW Hall of Fame Dr	US 90	Trail Crossing	State	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2035-2040	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% State Funding
740		NE Centurion Ct / FL Gateway Blvd	US 90	Safety Improvements	State	Implement safety improvements at this high crash intersection.	2050 Mobility Plan / Columbia County Comprehensive Safety Action Plan (CSAP)	Proposed	2026-2030	$60,000	1,200	90	$54,000	$6,000	Anticipate 90% State Funding

APPENDIX I: CITY OF LAKE CITY INTERSECTIONS PLAN

Project ID	General Area	North-South Facility	East-West Facility	Project Type	Maintenance Entity	Project Description	Project Source	Project Status	Timeframe	Planning Level Cost (PLC)	Person Miles of Capacity (PMC)	PLC & PMC Note	Reasonably Anticipated Funding	Attributable Planning Level Cost (APLC)	Funding Source
INTERSECTIONS															
745	US 90 Corridor	SW Real Ter	US 90	Trail Crossing	State	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2035-2040	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% State Funding
750		NW / SW Bascom Norris	US 90	Trail Crossing	State / County	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2035-2040	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% County & State Funding
755		NW / SW Bascom Norris	US 90	Safety Improvements	State / County	Implement safety improvements at this high crash intersection.	2050 Mobility Plan	Proposed	2026-2030	$60,000	1,200	90	$54,000	$6,000	Anticipate 90% State Funding
760		SR 247	US 90	Trail Crossing	State	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2035-2040	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% State Funding
765		SW Faith Rd	US 90	Trail Crossing	State	Intersection improvements for trail crossing. High pedestrian crash location.	2050 Mobility Plan	Proposed	2035-2040	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% State Funding
770		CR 341 / SW Sister Welcome Rd	US 90	Trail Crossing	State / County	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2035-2040	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% County & State Funding
775		CR 250 / NW Lake Jeffrey Rd	US 90 / W Duval St	Trail Crossing	State / County	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2040-2045	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% County & State Funding
780		US 441 / N Marion Ave	US 90 / W Duval St	Multimodal Intersection Improvement	State	Implement improvements to walkability and pedestrian safety such as reducing turning radii with curb extensions, crossing islands, bicycle boxes, signage, hardened center lines, special pavers, etc.	2050 Mobility Plan	Proposed	2030-2035	$500,000	1,000	40	$450,000	$50,000	Anticipate 90% State Funding
785		SE Hernando Ave	US 90 / E Duval St	Secondary Gateway	State	Install supplementary gateway signage that provides additional and reinforcing wayfinding.	CRA Plan	Proposed	2035-2040	$225,000	600	100	$202,500	$22,500	Anticipate 90% State Funding
790		NE Vickers Terr	US 90 / E Duval St	RRFB	State	Install Rectangular Rapid Flashing Beacon (RRFB) for pedestrian safety.	2050 Mobility Plan	Proposed	2035-2040	$25,000	1,000	85	$22,500	$2,500	Anticipate 90% State Funding
795		NE Laguna Dr	US 90 / E Duval St	RRFB	State	Install Rectangular Rapid Flashing Beacon (RRFB) for pedestrian safety.	2050 Mobility Plan	Proposed	2035-2040	$25,000	1,000	85	$22,500	$2,500	Anticipate 90% State Funding
800		NE Patterson Ave	US 90 / E Duval St	RRFB	State	Install Rectangular Rapid Flashing Beacon (RRFB) for pedestrian safety.	2050 Mobility Plan	Proposed	2035-2040	$25,000	1,000	85	$22,500	$2,500	Anticipate 90% State Funding
805		SE Ermine Ave	US 90 / E Duval St	Primary Gateway	State	Install gateway signage at primary entry point to the downtown area / historic district.	CRA Plan	Proposed	2035-2040	$450,000	900	65	$405,000	$45,000	Anticipate 90% State Funding
810		SR 100	US 90	Roundabout	State	Short term: Implement safety improvements consistent with the Columbia County Comprehensive Safety Action Plan. Long Term: Add roundabout.	2050 Mobility Plan	Proposed	2035-2040	$3,240,000	4,000	80	$2,916,000	$324,000	Anticipate 90% State Funding
815		SR 10A / SE Baya Dr	US 90	Safety Improvements	State	Improve vehicular safety. Consider realignment of NE Vilano Way with redevelopment.	2050 Mobility Plan	Proposed	2026-2030	$60,000	1,200	90	$54,000	$6,000	Anticipate 90% State Funding
820		SR 10A / SE Baya Dr	US 90	Trail Crossing	State	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2035-2040	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% State Funding
830	US 441 / Marion Ave Corridor	US 441 / N Marion Ave	SR 100A / NE Bascom Norris Dr	Trail Crossing	State	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2045-2050	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% State Funding
835		US 441 / N Marion Ave	NE Martin Luther King Jr St & Railroad Tracks	Intersection Improvement	State	Install traffic signal.	CRA Plan	Proposed	2040-2045	$450,000	2,000	30	$405,000	$45,000	Anticipate 90% State Funding
840		US 441 / S Marion Ave	SW Malone St	Trail Crossing	State	Intersection improvements for trail crossing.	2050 Mobility Plan	Proposed	2030-2035	$112,500	1,000	110	$101,250	$11,250	Anticipate 90% State Funding

APPENDIX I: CITY OF LAKE CITY INTERSECTIONS PLAN

Project ID	General Area	North-South Facility	East-West Facility	Project Type	Maintenance Entity	Project Description	Project Source	Project Status	Timeframe	Planning Level Cost (PLC)	Person Miles of Capacity (PMC)	PLC & PMC Note	Reasonably Anticipated Funding	Attributable Planning Level Cost (APLC)	Funding Source
INTERSECTIONS															
PLANNED PROJECTS - The City of Lake City, where possible, should coordinate with the County and FDOT to ensure planned projects incorporate adequate multimodal facilities.															
845	**Southwest**	SW Real Terrace	SR 247 / Branford Hwy	Intersection Improvement	State	Intersection improvement.	FDOT 5-Year Work Program (Item 447166-1)	Funded	2027	$839,550	3,000	30	$839,550	$0	FDOT

APPENDIX J

Implementation Initiatives

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APPENDIX J: CITY OF LAKE CITY 2050 IMPLEMENTATION INITIATIVES

Project ID	Project Type	Project Name	Maintenance Entity	Project Description	Project Source	Timeframe	Planning Level Cost (PLC)	Person Miles of Capacity (PMC)	PLC & PMC Note	Reasonably Anticipated Funding	Attributable Planning Level Cost (APLC)	Funding Source
850	Plan	Downtown Parking Management Plan	City	Develop a downtown parking management plan to identify an overall strategy to integrate land use, parking, and transportation in Downtown Lake City. The plan should address parking in the downtown area including creating a park-once environment and addressing perception issues related to shortage of parking. The plan should also explore access management as it relates to parking, curb management, commerical loading/unloading, shared parking agreements, a fee-in-lieu of parking policy or reduced parking requirements for development in the historic downtown.	2050 Mobility Plan	2026-2030	$150,000	300	--	--	$150,000	Mobility Fees & Other Sources
855	Implementation	Downtown Parking Management Master Plan Implementation: Strategic Parking Management	City	Site acquisition, design, engineering, and construction of various parking improvements in the downtown historic district.	CRA Plan	2026-2050	$5,000,000	10,000	--	--	$5,000,000	Mobility Fees & Other Sources
860	Implementation	Downtown Parking Management Master Plan Implementation: Operational Improvements & Enforcement	City	Implement operational and enforcement recommendations in the Downtown Parking Management Master Plan including, but not limited to installation of parking meters, curb management signage, parking stall pavement markings, and hiring of enforcement officers.	2050 Mobility Plan	2026-2050	$500,000	1,000	--	--	$500,000	Mobility Fees & Other Sources
865	Plan	Downtown Wayfinding Plan	City	Develop a Downtown Wayfinding Plan that lays out a comprehensive and unified signage system that emphasizes a coherent theme for the downtown and its surrounding areas including gateway signage, wayfinding signage, directional signage to parking lots. The Plan should aim to improve the efficiency of the transportation system, improve access, and facilitate placemaking. Wayfinding can be both physical and virtual tools that provide predictability and consistency in the way people find their point of interests around the City. The Plan should include development of a brand identity and design standards and specifications for signage, maps, a digital app, etc. that is unique and locally distinct.	2050 Mobility Plan	2030-2035	$150,000	300	--	--	$150,000	Mobility Fees & Other Sources
870	Implementation	Wayfinding Signage	City	Wayfinding signage and installation.	2050 Mobility Plan	2026-2050	$100,000	200	--	--	$100,000	Mobility Fees & Other Sources
875	Policy / Program	Neighborhood Greenways Policy & Program	City	Adopt a Neighborhood Greenways policy and develop a subsequent program to implement with the goal of making streets safer for all roadway users by reducing the posted speed limit to 20 MPH in conjunction with pavement management, traffic calming features, pedestrian-scale street lighting, and changes to the physical geometry of streets such as restriping to add on-street parking, bicycle lanes, shared lane pavement markings, or advisory on-street sidewalks through pavement markings. Priority Neighborhood Greenways are identified on the Mobility Plan map.	2050 Mobility Plan	2026-2030	$7,500,000	15,000	--	--	$7,500,000	Mobility Fees & Other Sources
880	Policy / Program	Residential Traffic Calming Policy & Program	City	Adopt a Residential Traffic Calming ordinance to guide the implementation of a Residential Traffic Calming Program. The limits of the Residential Traffic Calming Program are the city limits. The purpose of the Program will be to slow down vehicle traffic and prioritize safety for all people on Lake City's streets. The Program should establish the use and criteria for various traffic calming elements such as chicanes, speed tables, chokers, curb extensions, etc. The Program should also establish criteria for traffic control devices at intersections, such as stop signs and traffic circles / mini-roundabouts . The Program should also establish prioritization criteria and a resident request procedure. Construct traffic calming improvements as warranted.	2050 Mobility Plan	2026-2030	$200,000	400	--	--	$200,000	Mobility Fees & Other Sources
885	Program	Sidewalk Improvements Program	City	Construct approximately ten (10) miles of sidewalk improvements throughout the City to support safer, more walkable neighborhoods. This Program is aimed at expanding and enhancing Lake City's pedestrian infrastructure. This program focuses on meeting current accessibility standards through installation of ADA-compliant curb ramps, constructing new sidewalk segments to improve connectivity, and filling critical sidewalk gaps to create a more complete network. Exact location of sidewalk improvements should be determined in conjunction with planned Capital Improvements Program (CIP) projects.	2050 Mobility Plan	2026-2050	$3,780,000	7,560	--	--	$3,780,000	Mobility Fees & Other Sources
890	Program	Alley Revitalization Program	City	The City may elect to work with private development to improve alleyways as part of redevelopment projects and require access to properties from designated alleys, when feasible. The Program should establish an alley hierarchy system based on its intended use either as public space, pedestrian connectors, services areas, and garage access in new residential development.	CRA Plan	2026-2050	$500,000	1,000	--	--	$500,000	Mobility Fees & Other Sources
895	Program	Bicycle Parking Program	City	Develop a program to install bicycle parking racks at various locations throughout the City as needs arise. The Program should include a process and establish procedures for residents and business owners to request that the City furnish and install bike racks free of charge.	2050 Mobility Plan	2026-2030	$50,000	100	--	--	$50,000	Mobility Fees & Other Sources
900	Policy	Micromobility & Low Speed Electric Vehicle Policy	City	Adopt a Micromobility & Low Speed Electric Vehicle ordinance that regulates the use of micromobility devices (e.g., e-bike) and low speed electric vehicles (e.g. golf carts, microtransit vehicles) within the City. The City should coordinate with FDOT and Columbia County regarding use of micromobility devices and low speed electric vehicles on and crossing County and State roads. The ordinance should address operations and safety for personal use, as well as vehicles for hire and shared mobility vendors.	2050 Mobility Plan	2026-2030	$10,000	20	--	--	$10,000	Mobility Fees & Other Sources

APPENDIX J: CITY OF LAKE CITY 2050 IMPLEMENTATION INITIATIVES

Project ID	Project Type	Project Name	Maintenance Entity	Project Description	Project Source	Timeframe	Planning Level Cost (PLC)	Person Miles of Capacity (PMC)	PLC & PMC Note	Reasonably Anticipated Funding	Attributable Planning Level Cost (APLC)	Funding Source
905	Program	Tactical Urbanism (aka Quick-Build) Program	City	Tactical urbanism is an experimental, low cost approach to street design that uses scalable, quick-build interventions to catalyze long-term change. Tactical urbanism is often implemented with high levels of engagement from the community. Tactical urbanism projects utilize low cost materials such as paint, planters, plastic delineators, street furniture, cones, crates, and barriers to implement improvements such as crosswalks, curb extensions, open streets, parklets, pedestrian plazas, traffic signal box art and bicycle parking. The Tactical Urbanism Program should create a tactical urbanism guide that establishes what types of street interventions are permitted, the project process – including permitting, who can apply, public engagement, site plan, traffic control plan - materials that can be used, design standards, permitted locations, installation and safety, maintenance, and monitoring and evaluation.	2050 Mobility Plan	2026-2050	$500,000	1,000	--	--	$500,000	Mobility Fees & Other Sources
910	Program	Florida Main Street	City	The City should apply to become a Florida Main Street community. The Florida Main Street program, administered through the National Trust for Historic Preservation, provides technical assistance, training, promotion, and grant opportunities with the goal of revitalizing historic downtowns and encourage economic development within the context of historic preservation.	2050 Mobility Plan	2026-2030	$10,000	20	--	--	$10,000	Mobility Fees & Other Sources
915	Service	Mobility on Demand (MoD) / Microtransit Circulator Pilot	City	Implement a pilot for Mobility on Demand (MoD) or microtransit circulator service that connects key destinations throughout Lake City and the region including Lake City's downtown / CRA, Florida Gateway College, Gateway Airport, Gateway Fairgrounds, Southside Sports Complex, and future development.	2050 Mobility Plan	2030-2035	$400,000	800	--	--	$400,000	Mobility Fees & Other Sources
920	NA	Multimodal Plans, Programs, Policies, & Services	City	Conduct and / or develop corridor and multimodal plans and studies, pursue grant fund opportunities through County, FDOT, Federal, and State, funding programs, update mobility plan and fee, develop complete street policies, design standards, and programs, develop or implement vision zero policy, action plan, and program. Explore shared mobility services and joint shared mobility, microtransit and transit services with FDOT, Columbia County, and private entities.	2050 Mobility Plan	2026-2050	$2,000,000	4,000	--	--	$2,000,000	Mobility Fees & Other Sources

APPENDIX K

Trip Generation

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APPENDIX K: TRIP GENERATION			
LAND USE CATEGORIES (DARK GREY), USE CLASSIFICATIONS, & REPRESENTATIVE USES (IN PARENTHESES)	UNIT OF MEASURE (UOM)	TRIP GENERATION (TG)	ITE LAND USE CODES
Residential Uses			
Affordable Residential	per 1,000 Sq. Ft.	2.68	50% of Residential
Residential (Single-Family, Multi-Family, Mobile Home)	per 1,000 Sq. Ft.	5.35	See Residential
Institutional Uses			
Community Serving (Civic / Fraternal Club, Gallery, Museum, Performance Venues, Place of Assembly or Worship)	per 1,000 Sq. Ft.	5.23	See Community Serving
Long Term Care (Assisted Living, Adult Care Center, Congregate Living Facility, Nursing Home)	per 1,000 Sq. Ft.	5.82	See Long Term Care
Private Education (Afterschool, Child Care Center, Day Care Center, K-12, Pre-K, Trade School, Tutor)	per 1,000 Sq. Ft.	9.80	See Private Education
Recreational Uses			
Golf Course (Open to Public or Non-Resident Membership)	per hole	30.38	430
Outdoor Commercial Recreation (Amusement, Driving Range, Multi-Purpose, Recreation, Sports, Tennis)	per Acre	39.74	See Outdoor Recreation
Indoor Commercial Recreation (Amusement Arcade, Exercise Studio, Fitness, Gym, Health, Indoor Sports, Recreation)	per 1,000 Sq. Ft.	35.70	See Indoor Recreation
Recreational Vehicle or Travel Trailer Park	per Space / Lot	1.04	416
Industrial Uses			
Industrial (Heavy, Flex-Unit, Light, Microbrewery, Self or Outdoor Storage, Utilities)	per 1,000 Sq. Ft.	2.95	See Industrial
Office Uses			
Office (Administrative, Business, Hospital, Post Secondary Education, Professional, Real Estate)	per 1,000 Sq. Ft.	10.97	See Office
Medical or Dental Office (Clinic, Dental, Health Service, Laboratory, Professional Care, Emergency Care, Rehab, Veterinary)	per 1,000 Sq. Ft.	28.68	See Medical Office
Commercial & Retail Uses			
Local Retail (Café, Restaurant, Retail, Sales and Services, Personal Services)	per 1,000 Sq. Ft.	21.13	50% of Multi-Tenant Retail
Multi-Tenant Retail (Goods, Merchandise, Personal Services, Restaurant, Retail, Street Level Mixed-Use)	per 1,000 Sq. Ft.	42.25	See Multi-Tenant Retail
Free-Standing Retail (Auto, Discount, Home Improvement, Superstore, Wholesale)	per 1,000 Sq. Ft.	48.32	See Free-Standing Retail
High Impact Retail (Alcoholic Beverages, Banks, Grocery Store, Pharmacy & Drug Store, Sit-Down Restaurant)	per 1,000 Sq. Ft.	110.15	See High-Impact Retail
Convenience Retail (Convenience Store, Fast Food Restaurant, Drive-In Restaurant, Gasoline Station)	per 1,000 Sq. Ft.	267.16	See Convenience Retail
Non-Residential Additive Uses (All uses are additive except overnight lodging)			
Bank or Financial Drive-Thru Lane or Free-Standing ATM	per Lane / ATM	176.75	See Bank Drive-Thru
Hotel & Overnight Accommodations (B&B, Condo Hotel, Hotel, Motel, Motor Lodge, Tourist Court, Short-term Rental, Transient)	per Room	6.02	See Overnight Lodging
Fast Food or Quick Serivce Restaurant Drive Thru	per Lane	507.99	See Fast Food Restaurant Drive-Thru
Retail Drive-Thru (Dry Cleaner, Dollar Store, Grocery Store, Pharmacy & Drug Store, Retail)	per Lane	125.26	See Retail Drive-Thru
Automobile Cleaning (Automated, Cleaning, Dry, Detailing, Polishing, Self-Serve, Vacuum, Wash, Wax)	per 1,000 Sq. Ft.	234.84	See Automobile Cleaning
Automobile Charging (Commercial Facility which requires Membership or Payment)	per Position	61.54	3 trips per hour / peak hour ratio of 0.065
Automobile Fueling	per Position	259.71	See Automobile Fueling
Automobile Repair Service (Brakes, Install, Maintenance, Major, Minor, Quick Lube, Repair, Tint, Tires)	per Bay or Stall	36.25	See Automotive Repair

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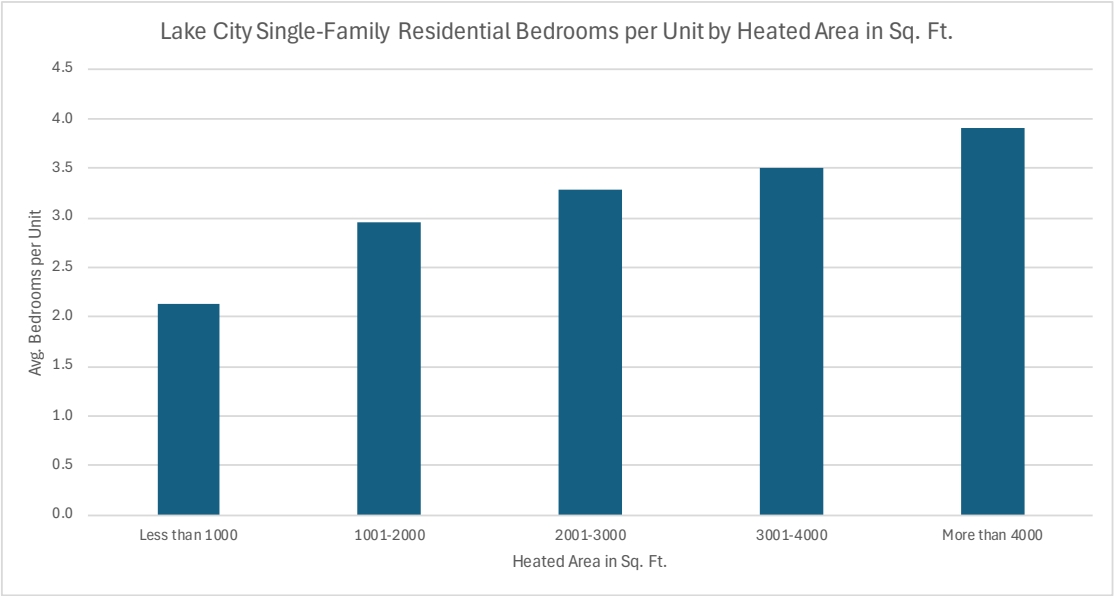
RESIDENTIAL TRIP GENERATION									
ITE LAND USE	ITE LAND USE CODE	UNIT OF MEASURE	DAILY TRIP GENERATION (TG)	TOTAL NUMBER OF STUDIES (TS)	SQUARE FOOTAGE (SF)	SQUARE FOOTAGE PER 1,000 SQ. FT. (SF1000)	TRIP GENERATION PER 1,000 SQ. FT. (TG1000)	TRIP STUDIED (WEIGHTED) (TSw)	TRIP GENERATION (WEIGHTED) (TGw)
SINGLE-FAMILY DETACHED	210	DWELLING UNIT	9.09	155	1,951	1.95	4.66	0.735	3.42
SINGLE-FAMILY ATTACHED (DUPLEX)	215	DWELLING UNIT	6.57	11	987	0.99	6.66	0.052	0.35
SINGLE-FAMILY ATTACHED (TOWNHOMES)	215	DWELLING UNIT	6.57	11	1,235	1.24	5.32	0.052	0.28
MULTI-FAMILY (LOW-RISE) (TRIPLEX / QUAD)	220	DWELLING UNIT	6.21	28	724	0.72	8.58	0.133	1.14
MOBILE HOME	240	DWELLING UNIT	7.87	6	1,396	1.40	5.64	0.028	0.16
TOTAL				211				1.000	5.35

Notes: Residential trip generation rates are based on the type of dwelling unit and the applicable trip generation rate per the 12th Edition of the ITE Trip Generation Manual. Residential trip generation rates were converted into trip rates per 1,000 square feet. The first step in the conversion was utilizing average square per type of dwelling unit based on Columbia County Property Appraiser Data as of 2025. The residential units are those built on or after 1,990. The assigned square footage of each unit type is then divided by 1,000. The following is the calculation for Single-Family Detached land uses: Sq Ft per 1,000: (1,951 / 1,000 = 1.95); A revised daily trip generation rate per 1,000 sq. ft. was then calculated. The trip generation per 1,000 Sq. Ft. is calculated per the following: (9.09 / 1.95 = 4.66).

A Trip Study weighting is then calculated based on the number of studies per use. The trip study weight is calculated for Single-Family Detached per the following: (155 / 211 = 0.735); The weighted trip generation is calculated per the following: (4.66 / 0.735 = 3.42). The residential trip generation per 1,000 sq. ft. is based on the sum of the following: (3.42 + 0.35 + 0.28 + 1.14 + 0.16 = 5.35).

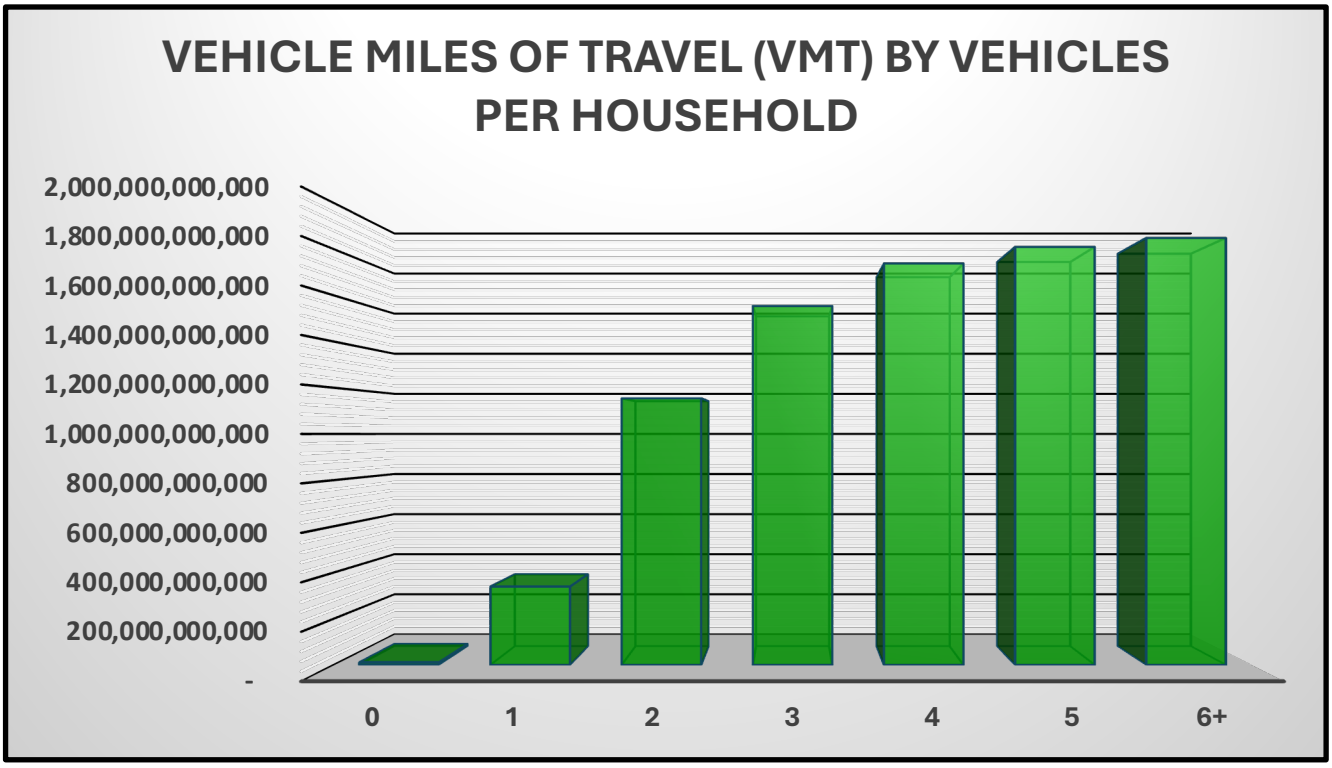


Lake City Single-Family Residential Bedrooms per Unit by Heated Area in Sq. Ft.					
Size	**Number of Units**	**Total Square Footage**	**Number of Bedrooms**	**Avg. Sq. Ft. per Unit**	**Avg. Bedrooms per Unit**
Less than 1000	286	235,868	612	825	2.1
1001-2000	4,029	6,198,193	11,940	1,538	3.0
2001-3000	1,836	4,361,958	6,017	2,376	3.3
3001-4000	355	1,195,026	1,245	3,366	3.5
More than 4000	100	496,716	391	4,967	3.9
Grand Total	**6,606**	**12,487,761**	**20,204**	**1,890**	**3.1**

CITY OF LAKE CITY VEHICLE AVAILABILITY & BEDROOMS BY TENURE					
VEHICLE AVAILABILITY BY HOUSEHOLD			NUMBER OF BEDROOMS BY HOUSEHOLD		
Owner occupied:	**1,870**	**Number of Bedrooms**	**Owner occupied:**	**1,870**	**Vehicles Available**
No vehicle available	94	0	No bedroom	0	--
1 vehicle available	503	2 & 3	1 bedroom	18	0
2 vehicles available	765	2 & 3	2 bedrooms	371	0 & 1
3 vehicles available	341	3 & 4	3 bedrooms	1,049	1 & 2
4 vehicles available	88	4	4 bedrooms	376	3
5 or more vehicles available	79	5	5 or more bedrooms	56	4 or More
Renter occupied:	**2,818**	**Number of Bedrooms**	**Renter occupied:**	**2,818**	**Vehicles Available**
No vehicle available	385	0 & 1	No bedroom	123	0
1 vehicle available	1,539	1 & 2	1 bedroom	326	0 & 1
2 vehicles available	721	2 & 3	2 bedrooms	1,630	1 & 2
3 vehicles available	134	4	3 bedrooms	523	2 & 3
4 vehicles available	39	5	4 bedrooms	179	3
5 or more vehicles available	0	--	5 or more bedrooms	37	4

Source: American Community Survey (2024) U.S. Census Bureau. Tenure by Vehicles Available (Table ID B25044; Dataset ACSDTS5Y2024) Tenure by Bedrooms (Table ID: B25042, Dataset ACSDT5Y2024) Tenure by Household Size (Table ID: B25009, Dataset ACSDT5Y2024)

VEHICLE TRAVEL BY VEHICLES PER HOUSEHOLD				
VEHICLES PER HOUSEHOLD	VEHICLE MILES OF TRAVEL (VMT)	NUMBER OF VEHICLES	VEHICLE MILES OF TRAVEL (VMT) BY VEHICLE	VEHICLE TRIPS
0	11,372,173,826	10,712,489	1,062	1,218,005,495
1	339,528,289,749	52,983,526	6,408	37,848,465,640
2	1,153,966,493,312	101,330,783	11,388	107,495,730,889
3	1,553,440,953,418	118,190,063	13,144	139,181,106,950
4	1,737,878,563,271	124,442,056	13,965	154,665,877,904
5	1,809,057,731,375	126,252,817	14,329	158,697,931,515
6+	1,848,031,458,832	127,544,707	14,489	160,953,195,395
Source: 2022 National Household Travel Survey (NHTS)				



COMMUNITY SERVING TRIP GENERATION												
ITE LAND USE	ITE LAND USE CODE	VARIABLE	AM PEAK (7 to 9)	AM PEAK FACTOR	AM NUMBER OF STUDIES	PM PEAK (4 to 6)	PM PEAK FACTOR	PM NUMBER OF STUDIES	TOTAL NUMBER OF STUDIES	CALCULATED DAILY TRIPS (TG)	TRIP STUDIED (WEIGHTED)	TRIP GENERATION (WEIGHTED)
CHURCH	560	1000 SF	0.37	0.070	2	0.43	0.07	6	8	5.71	0.80	4.57
MUSEUM	580	1000 SF	0.28	0.070	1	0.18	0.07	1	2	3.29	0.20	0.66
TOTAL	--	--	--	--	3	--	--	7	10	--	1.00	5.23

Notes: Community Serving Trip Generation based on the AM and PM Peak of adjacent street traffic per room based on the 12th Edition of the ITE Trip Generation Manual due to the limited number of daily studies. The total number of studies (TS) conducted for the AM and PM Peaks are used to calculate a Trip Study Weight (TSW). The Daily Trips (DT) generation is based on the average of the AM Peak divided by the AM Peak factor and the PM Peak divided by the PM Peak factor. AM and PM Peak factors based on a peak to daily factor of 0.07. The Trip Generation Weight (TGw) is calculated based on daily trips multiplied by Trip Study Weight (TSw). The total trips per room is the sum of the weighted Trip Generation (TGw). Church Example: = ((0.32 / .07) + (0.49 / 0.07)) = 5.79; TSw = (17 / 19) = 0.89; TGw = (5.79 x 0.89) = 5.18. Community Serving Trip Generation is the sum of the weighted trip generation (5.18 + 0.35) = 5.52.

LONG TERM CARE TRIP GENERATION												
ITE LAND USE	ITE LAND USE CODE	VARIABLE	AM PEAK TRIPS (7 to 9)	AM PEAK FACTOR	AM NUMBER OF STUDIES	PM PEAK TRIPS (4 to 6)	PM PEAK FACTOR	PM NUMBER OF STUDIES	TOTAL NUMBER OF STUDIES	CALCULATED DAILY	TRIP STUDIED (WEIGHTED)	TRIP GENERATION (WEIGHTED)
CONGREGATE CARE FACILITY	253	DWELLING	0.10	0.073	6	0.18	0.081	7	13	1.80	0.19	0.34
CONTINUING CARE RETIREMENT COMMUNITY	255	UNITS	0.16	0.073	12	0.19	0.081	12	24	2.27	0.35	0.79
LONG TERM CARE TRIP GENERATION PER 1,000 SQ. FT.												
CONGREGATE CARE FACILITY	253	1000 SQ. FT.	0.33	0.073	8	0.59	0.081	9	17	5.93	0.25	1.46
ASSISTED LIVING	254	1000 SQ. FT.	0.32	0.093	6	0.38	0.088	6	12	3.88	0.17	0.67
CONTINUING CARE RETIREMENT COMMUNITY	255	1000 SQ. FT.	0.38	0.073	12	0.48	0.081	12	24	5.50	0.35	1.91
NURSING HOME	620	1000 SQ. FT.	0.55	0.075	8	0.59	0.074	8	16	7.65	0.23	1.77
TOTAL / *AVERAGE*					34			35	69		1.00	5.82

Notes: Long Term Care Trip Generation based on the AM and PM Peak of adjacent street traffic based on the 12th Edition of the ITE Trip Generation Manual due to the limited number of daily studies. Congregate Care Facilities and Continuing Care Retirement Community were converted from units to 1,000 sq. ft. based on unit sizes of 330 sq. ft. and 400 sq. ft. respectively. Congregate Care Facilities AM and PM Peak Trips were multiplied by 3.3 to convert 330 sq. ft. units to 1,000 sq. ft. Continuing Care Retirement Community AM and PM Peak Trips were multiplied by 2.5 to convert 400 sq. ft. units to 1,000 sq. ft. The total number of studies (TS) conducted for the AM and PM Peaks are used to calculate a Trip Study Weight (TSW). The Daily Trips (DT) generation is based on the average of the AM Peak divided by the AM Peak factor and the PM Peak divided by the PM Peak factor. AM and PM Peak factors based on the 12th Edition ITE Trip Generation Manual Vehicle Time of Day Distribution for Vehicles. The Trip Generation Weight (TGW) is calculated based on daily trips multiplied by Trip Study Weighting. The total trips per 1,000 sq. ft. is the sum of the weighted Trip Generation (TGW). Nursing Home Example: DT = ((0.55 / .075) + (0.59 / 0.074)) = 7.65; TSW = (16 / 69) = 0.23; TGW = (7.65 x 0.23) = 1.77. Long Term Care TG: Sum(1.46 + 0.67 + 1.91 + 1.77) = 5.82.

PRIVATE EDUCATION TRIP GENERATION										
ITE LAND USE	ITE LAND USE CODE	VARIABLE	AM PEAK OF GENERATOR	NUMBER OF STUDIES	PM PEAK OF GENERATOR	TOTAL NUMBER OF STUDIES	CALCULATED DAILY	TOTAL NUMBER OF STUDIES	TRIP STUDIED (WEIGHTED)	TRIP GENERATION (WEIGHTED)
ELEMENTARY SCHOOL	520	STUDENTS	0.74	50	0.44	71	1.77	121	0.21	0.37
MIDDLE SCHOOL / JR HIGH SCHOOL	522	STUDENTS	0.75	27	0.34	39	1.64	66	0.11	0.19
HIGH SCHOOL	525	STUDENTS	0.53	56	0.31	68	1.26	124	0.22	0.27
PRIVATE K-8	530	STUDENTS	1.01	14	0.60	12	2.42	26	0.05	0.11
PRIVATE K-12	532	STUDENTS	0.75	6	0.50	5	1.88	11	0.02	0.04
PRIVATE HIGH SCHOOL	534	STUDENTS	0.66	4	0.40	4	1.59	8	0.01	0.02
CHARTER ELEMENTARY SCHOOL	536	STUDENTS	1.09	36	0.73	39	2.73	75	0.13	0.36
CHARTER SCHOOL (K - 12)	538	STUDENTS	0.84	7	0.60	8	2.16	15	0.03	0.06
CHARTER HIGH SCHOOL	539	STUDENTS	0.94	2	0.55	2	2.24	4	0.01	0.02
DAY CARE	565	STUDENTS	0.81	63	0.83	63	2.46	126	0.22	0.54
TOTAL								576	1.00	1.96
CALCULATED DAILY TRIP GENERATION RATE PER 1,000 SQ. FT. IS (1.96 x 5) = 9.80 PER 1,000 SQ. FT.										9.80

DAILY TRIP GENERATION RATE OF 9.82 PER 1,000 SQ. FT. BASED ON 1,000 SQ. FT. DIVIDED BY THE AVERAGE SQUARE FEET PER STUDENT OF 200 SQ. FT. MULTIPLIED BY WEIGHTED TRIP GENERATION PER STUDENT: (1,000 / 200 = 5.00); (1.96 X 5.00 = 9.80). TRIP GENERATION ROUNDED TO NEAREST 100TH PLACE. DAILY TRIPS BASED ON THE SUM OF THE AM AND PM PEAK HOUR OF GENERATOR TIMES A PEAK-TO-DAILY FACTOR OF 1.5: (E.G., CHARTER HIGH SCHOOL 0.94 + 0.73 = 1.67; 1.67 X 1.5 = 2.51). PEAK HOUR DATA HAD SIGNIFICANTLY MORE STUDIES THAN DAILY DATA. TOTAL NUMBER OF STUDIES BASED ON THE SUM OF THE NUMBER OF STUDIES FOR THE AM AND PM PEAK HOUR OF GENERATOR PER SCHOOL TYPE. ALL TRIP GENERATION DATA BASED ON THE ITE TRIP GENERATION MANUAL, 12TH EDITION.

AVERAGE SQUARE FEET PER STUDENT = 142.5 SQ. FT. BASED ON A WEIGHTED AVERAGE OF STUDENTS PER SCHOOL TYPE BASED ON TABLE 10 FROM THE FLORIDA DEPARTMENT OF EDUCATION REVIEW & ADJUSTMENT FOR FLORIDA'S COST PER STUDENT STATION (JANUARY 2020).

OUTDOOR COMMERCIAL RECREATION TRIP GENERATION												
ITE LAND USE	ITE LAND USE CODE	VARIABLE	AM PEAK TRIPS (7 to 9)	AM PEAK FACTOR	AM NUMBER OF STUDIES	PM PEAK TRIPS (4 to 6)	PM PEAK FACTOR	PM NUMBER OF STUDIES	TOTAL NUMBER OF STUDIES	CALCULATED DAILY	TRIP STUDIED (WEIGHTED)	TRIP GENERATION (WEIGHTED)
MINI GOLF	431	HOLES	--	--	--	0.33	0.094	1	1	3.51	0.03	0.11
GOLF DRIVING RANGE	432	TEES	0.40	0.043	1	1.25	0.094	7	8	11.30	0.26	2.92
SOCCER COMPLEX	488	FIELDS	0.99	0.043	5	16.43	0.094	5	10	98.91	0.32	31.90
PICKLEBALL COURTS	489	COURTS	1.93	0.043	3	4.39	0.094	5	8	45.79	0.26	11.82
TENNIS COURTS	490	COURTS	--	--	--	4.21	0.094	2	2	44.79	0.06	2.89
RACQUET / TENNIS CLUB	491	COURTS	--	--	--	3.82	0.094	2	2	40.64	0.06	2.62
TOTAL / AVERAGE					6			22	31		1.00	52.15
OUTDOOR COMMERCIAL RECREATION TRIP GENERATION PER ACRE												
PUBLIC PARK	410	ACRES	0.05	0.100	6	0.15	0.100	7	13	1.00	0.34	0.34
MINI GOLF	431	ACRES	--	--	--	11.88	0.100	1	1	118.80	0.03	3.13
GOLF DRIVING RANGE	432	ACRES	1.00	0.043	1	3.13	0.094	1	2	28.25	0.05	1.49
SOCCER COMPLEX	488	ACRES	0.25	0.043	5	4.11	0.094	5	10	24.73	0.26	6.51
PICKLEBALL COURTS	489	ACRES	3.86	0.043	3	8.78	0.094	5	8	91.59	0.21	19.28
TENNIS COURTS	490	ACRES	--	--	--	8.42	0.094	2	2	89.57	0.05	4.71
RACQUET / TENNIS CLUB	491	ACRES	--	--	--	7.64	0.094	2	2	81.28	0.05	4.28
TOTAL / *AVERAGE*		ACRES			15			23	38		1.00	39.74

Notes: Outdoor Commercial Recreation Trip Generation based on the AM and PM Peak of adjacent street traffic based on the 12th Edition of the ITE Trip Generation Manual due to the limited number of daily studies. The trip generation for golf driving ranges was converted from tees to acreage based on two and a half (2.5) tees per acre. The trip generation for a soccer complex was converted from fields to acreage based on four (4.0) acres per field plus amenities and sidelines. Mini-golf if based on 18 holes per 1/2 acre or 36 holes per acre. The trip generation for pickleball courts was converted from courts to acreage based on four (4) courts per acre. The trip generation for pickleball, tennis and racquet courts was converted from courts to acreage based on two (2) courts per acre plus amenities and common areas. The total number of studies (TS) conducted for the AM and PM Peaks are used to calculate a Trip Study Weight (TSW).

The Daily Trips (DT) generation is based on the average of the AM Peak divided by the AM Peak factor and the PM Peak divided by the PM Peak factor. AM and PM Peak factors based on the 12th Edition ITE Trip Generation Manual Vehicle Time of Day Distribution for Vehicles. The Trip Generation Weight (TGW) is calculated based on daily trips multiplied by Trip Study Weighting. The total trips per acre is the sum of the weighted Trip Generation (TGW). Public Park Example: DT = ((0.05 / .100) + (0.15 / 0.100)) = 1.00; TSW = (13 / 38) = 0.034; TGW = (1.00 x 0.34) = 0.34. Outdoor Commercial Recreation TG is equal to the sum of the following: (0.34 + 3.13 + 1.49 + 6.51 + 19.28 + 4.71 + 4.28) = 39.74.

INDOOR COMMERCIAL RECREATION TRIP GENERATION												
ITE LAND USE	ITE LAND USE CODE	VARIABLE	AM PEAK (7 to 9)	AM PEAK FACTOR	AM NUMBER OF STUDIES	PM PEAK (4 to 6)	PM PEAK FACTOR	PM NUMBER OF STUDIES	TOTAL NUMBER OF STUDIES	CALCULATED DAILY	TRIP STUDIED (WEIGHTED)	TRIP GENERATION (WEIGHTED)
ROCK CLIMBING GYM	434	1,000 SQ. FT.	1.40	0.068	1	1.64	0.123	1	2	16.96	0.03	0.50
MULTI-PURPOSE	435	1,000 SQ. FT.	0.00	0.068	0	3.44	0.123	6	6	27.97	0.09	2.47
TRAMPOLINE PARK	436	1,000 SQ. FT.	0.00	0.068	0	1.50	0.123	3	3	12.20	0.04	0.54
BOWLING ALLEY	437	1,000 SQ. FT.	1.48	0.068	1	1.30	0.123	5	6	16.17	0.09	1.43
HEALTH / FITNESS	492	1,000 SQ. FT.	1.79	0.068	7	3.77	0.073	10	17	38.98	0.25	9.75
ATHLETIC CLUB	493	1,000 SQ. FT.	1.96	0.068	3	3.38	0.073	3	6	37.56	0.09	3.31
BOUTIQUE FITNESS STUDIO	494	1,000 SQ. FT.	11.69	0.068	3	8.00	0.123	2	5	118.48	0.07	8.71
COMMUNITY CENTER	495	1,000 SQ. FT.	2.02	0.068	11	2.89	0.123	12	23	26.60	0.34	9.00
TOTAL	--	--	--	--	26	--	--	42	68	--	1.00	35.70

Notes: Indoor Commercial Recreation Trip Generation based on the AM and PM Peak of adjacent street traffic per 1,000 square feet (SQ. FT.) based on the 12th Edition of the ITE Trip Generation Manual due to the limited number of daily studies. The total number of studies (TS) conducted for the AM and PM Peaks are used to calculate a Trip Study Weight (TSW). The Daily Trips (DT) generation is based on the average of the AM Peak divided by the AM Peak factor and the PM Peak divided by the PM Peak factor. AM and PM Peak factors based on the 12th Edition ITE Trip Generation Manual Vehicle Time of Day Distribution for Vehicles. The Trip Generation Weight (TGW) is calculated based on daily trips multiplied by Trip Study Weighting. The total trips per 1,000 SQ. FT. is the sum of the weighted Trip Generation (TGW). Community Center Example: DT = ((2.02 / .068) + (2.89 / 0.123)) = 26.60; TSW = (23 / 68) = 0.34; TGW = (26.60 x 0.34) = 9.00. Indoor Commercial Recreation Trip Generation is the sum of (0.50 + 2.47 + 0.54 + 1.43 + 9.75 + 3.31 + 8.71 + 9.00) = 35.70.

INDUSTRIAL TRIP GENERATION						
ITE LAND USE	ITE LAND USE CODE	UNIT OF MEASURE	DAILY TRIP GENERATION	TOTAL NUMBER OF STUDIES	TRIP STUDIED (WEIGHTED)	TRIP GENERATION (WEIGHTED)
LIGHT INDUSTRIAL	110	1,000 SQ. FT.	3.60	27	0.075	0.269
INDUSTRIAL PARK	130	1,000 SQ. FT.	2.68	27	0.075	0.200
MANUFACTURING	140	1,000 SQ. FT.	4.27	36	0.099	0.425
WAREHOUSE	150	1,000 SQ. FT.	1.38	81	0.224	0.309
MINI-WAREHOUSE	151	1,000 SQ. FT.	1.29	11	0.030	0.039
HIGH CUBE TRANSLOAD	154	1,000 SQ. FT.	1.40	91	0.251	0.352
HIGH CUBE FULFILLMENT	155	1,000 SQ. FT.	1.77	18	0.050	0.088
HIGH CUBE FULFILLMENT - SORTING	155	1,000 SQ. FT.	4.83	5	0.014	0.067
HIGH CUBE PARCEL HUB	156	1,000 SQ. FT.	4.85	11	0.030	0.147
HIGH CUBE COLD STORAGE	157	1,000 SQ. FT.	2.23	6	0.017	0.037
DATA CENTER	160	1,000 SQ. FT.	0.73	16	0.044	0.032
UTILITY	170	1,000 SQ. FT.	12.29	13	0.036	0.441
SPECIALTY TRADE	180	1,000 SQ. FT.	9.82	20	0.055	0.543
AVERAGE (STUDIES = TOTAL)			3.93	362	1.00	2.95

Notes: Industrial Trip Generation based on the Daily Rate from the 12th Edition of the ITE Trip Generation Manual. The total number of studies (TS) conducted for Daily Trips are used to calculate a Trip Study Weight (TSW). The Trip Generation Weight (TGW) is calculated based on daily trips multiplied by Trip Study Weighting. The total trips per 1,000 sq. ft. is the sum of the weighted Trip Generation (TGW). Light Industrial Example: TSW = (27 / 362) = 0.075; TGW = (3.60 x 0.075) = 0.269. Industrial TG: Sum (0.269 + 0.200 + 0.425 + 0.309 + 0.039 + 0.352 + 0.088 + 0.067 + 0.147 + 0.037 + 0.032 + 0.441 + 0.543) = 2.95.

OFFICE TRIP GENERATION						
USE	ITE	VARIABLE	DAILY TRIPS (DT)	NUMBER OF STUDIES (TS)	WEIGHTED TRIP STUDY (TSw)	WEIGHTED TRIP GENERATION (TGw)
HOSPITAL	610	1,000 SQ. FT.	10.7	6	0.10	1.07
OFFICE	710	1,000 SQ. FT.	7.83	22	0.37	2.87
SMALL OFFICE	712	1,000 SQ. FT.	14.39	21	0.35	5.04
CORPORATE HEADQUATERS	714	1,000 SQ. FT.	11.17	3	0.05	0.56
SINGLE TENANT	715	1,000 SQ. FT.	12.30	3	0.05	0.62
RESEARCH & DEVELOPMENT	760	1,000 SQ. FT.	9.47	1	0.02	0.16
BUSINESS PARK	770	1,000 SQ. FT.	9.97	4	0.07	0.66
TOTAL				60	1.00	10.97

Notes: Office Trip Generation based on Daily Weekday Trip Generation per 1,000 squate feet (SQ. FT.) based on the 12th Edition of the ITE Trip Generation Manual. The total number of studies (TS) conducted are used to calculate a Weighted Trip Study (TSw). The Daily Trips (DT) generation is based on ITE Trip Generation Manual 12th edition. The Weighted Trip Generation (TGw) is calculated based on Daily Trips (DT) multiplied by the Weighted Trip Study (TSw). The total trips per 1,000 SQ. FT. is the sum of the Weighted Trip Generation (TGw). Office Example: TSw = (22 / 60) = 0.37; TGw = (7.83 x 0.37) = 2.87. Office Trip Generation is the sum of (1.07 + 2.87 + 5.04 + 0.56 + 0.62 + 0.16 + 0.66) = 10.97.

MEDICAL OR DENTAL TRIP GENERATION						
USE	**ITE**	**VARIABLE**	**DAILY TRIPS (DT)**	**NUMBER OF STUDIES (TS)**	**WEIGHTED TRIP STUDY (TSw)**	**WEIGHTED TRIP GENERATION (TGw)**
HOSPITAL	**610**	**1,000 SQ. FT.**	**10.70**	**6**	**0.15**	**1.57**
CLINIC	**630**	**1,000 SQ. FT.**	**37.60**	**9**	**0.22**	**8.25**
VETERINARY	**640**	**1,000 SQ. FT.**	**21.50**	**6**	**0.15**	**3.15**
EMERGENCY CARE	**650**	**1,000 SQ. FT.**	**24.94**	**4**	**0.10**	**2.43**
MEDICAL OFFICE	**720**	**1,000 SQ. FT.**	**34.03**	**16**	**0.39**	**13.28**
TOTAL				**41**	**1.00**	**28.68**

Notes: Medical Office Trip Generation based on Daily Weekday Trip Generation per 1,000 square feet (SQ. FT.) based on the 12th Edition of the ITE Trip Generation Manual. The total number of studies (TS) conducted are used to calculate a Weighted Trip Study (TSw). The Daily Trips (DT) generation is based on ITE Trip Generation Manual 12th edition. The Weighted Trip Generation (TGw) is calculated based on Daily Trips (DT) multiplied by the Weighted Trip Study (TSw). The total trips per 1,000 SQ. FT. is the sum of the Weighted Trip Generation (TGw). Medical Office Example: TSw = (16 / 41) = 0.39; TGw = (34.03 x 0.39) = 13.28. Medical Office Trip Generation is the sum of (1.57 + 8.25 + 3.15 + 2.43 + 13.28) = 29.33.

MULTI-TENANT RETAIL TRIP GENERATION						
USE	**ITE LAND USE CODE**	**UNIT OF MEASURE**	**DAILY TRIPS (DT)**	**NUMBER OF STUDIES (TS)**	**WEIGHTED TRIP STUDY (TSw)**	**WEIGHTED TRIP GENERATION (TGw)**
MULTI-TENANT GREATER THAN 150K	**820**	**1,000 SQ. FT.**	**36.39**	**32**	**0.76**	**27.73**
MULTI-TENANT 40K to 150K WITHOUT SUPERMARKET	**821**	**1,000 SQ. FT.**	**65.38**	**6**	**0.14**	**9.34**
MULTI-TENANT UNDER 40K	**822**	**1,000 SQ. FT.**	**54.45**	**4**	**0.10**	**5.19**
TOTAL		**1,000 SQ. FT.**	**--**	**42**	**1.00**	**42.25**

Notes: Multi-Tenant Retail Trip Generation based on Daily Weekday Trip (DT) Generation per 1,000 square feet (SQ. FT.) based on the 12th Edition of the ITE Trip Generation Manual. The simple average for daily trips is for information purposes only to illustrate the difference compared to weighted trips. The total number of studies (TS) conducted are used to calculate a Weighted Trip Study (TSw). The Weighted Trip Generation (TGw) is calculated based on Daily Trips (DT) multiplied by the Weighted Trip Study (TSw). The total trips per 1,000 SQ. FT. is the sum of the Weighted Trip Generation (TGw). Multi-Tenant Under 40K Example: TSw = (4 / 42) = 0.10; TGw = (54.45 x 0.10) = 5.19. Retail Trip Generation is the sum of (27.73 + 9.34 + 5.19) = 42.25.

FREE-STANDING RETAIL TRIP GENERATION						
USE	ITE LAND USE CODE	UNIT OF MEASURE	DAILY TRIPS (DT)	NUMBER OF STUDIES (TS)	WEIGHTED TRIP STUDY (TSw)	WEIGHTED TRIP GENERATION (TGw)
FREE STANDING DISCOUNT SUPERSTORE	813	1,000 SQ. FT.	50.52	72	0.39	19.45
VARIETY STORE	814	1,000 SQ. FT.	63.66	29	0.16	9.87
FREE STANDING DISCOUNT STORE	815	1,000 SQ. FT.	53.87	21	0.11	6.05
AUTO SALES NEW	840	1,000 SQ. FT.	27.84	18	0.10	2.68
AUTO PARTS SALES	843	1,000 SQ. FT.	54.57	14	0.07	4.09
DISCOUNT CLUB	857	1,000 SQ. FT.	40.34	15	0.08	3.24
HOME IMPROVEMENT	862	1,000 SQ. FT.	30.65	18	0.10	2.95
TOTAL		1,000 SQ. FT.		187	1.00	48.32

Notes: Retail Trip Generation based on Daily Weekday Trip (DT) Generation per 1,000 square feet (SQ. FT.) based on the 12th Edition of the ITE Trip Generation Manual. The simple average for daily trips is for information purposes only to illustrate the difference compared to weighted trips. The total number of studies (TS) conducted are used to calculate a Weighted Trip Study (TSw). The Weighted Trip Generation (TGw) is calculated based on Daily Trips (DT) multiplied by the Weighted Trip Study (TSw). The total trips per 1,000 SQ. FT. is the sum of the Weighted Trip Generation (TGw). Variety Store Example: TSw = (29 / 187) = 0.16; TGw = (63.66 x 0.16) = 9.87. Retail Trip Generation is the sum of (19.45 + 9.87 + 6.05 + 2.68 + 4.09 + 3.24 + 2.95) = 48.32.

HIGH IMPACT RETAIL TRIP GENERATION						
USE	ITE LAND USE CODE	UNIT OF MEASURE	DAILY TRIPS (DT)	NUMBER OF STUDIES (TS)	WEIGHTED TRIP STUDY (TSw)	WEIGHTED TRIP GENERATION (TGw)
MULTI-TENANT 40K to 150K WITH SUPERMARKET	821	1,000 SQ. FT.	101.43	4	0.03	3.07
SUPERMARKET	850	1,000 SQ. FT.	92.29	21	0.16	14.68
PHARMACY WITH DRIVE-THRU	881	1,000 SQ. FT.	107.20	17	0.13	13.81
MARJUANA DISPENSARY	882	1,000 SQ. FT.	227.76	10	0.08	17.25
LIQUOR STORE	899	1,000 SQ. FT.	107.21	5	0.04	4.06
DRIVE-IN BANK	912	1,000 SQ. FT.	98.85	20	0.15	14.98
FINE DINING RESTAURANT	931	1,000 SQ. FT.	79.03	5	0.04	2.99
HIGH TURN OVER RESTAURANT	932	1,000 SQ. FT.	103.75	50	0.38	39.30
TOTAL		1,000 SQ. FT.	114.69	132	1.00	110.15

Notes: High Impact Retail Trip Generation based on Daily Weekday Trip (DT) Generation per 1,000 square feet (SQ. FT.) based on the 12th Edition of the ITE Trip Generation Manual. The simple average for daily trips is for information purposes only to illustrate the differance compared to weighted trips. The total number of studies (TS) conducted are used to calculate a Weighted Trip Study (TSw). The Weighted Trip Generation (TGw) is calculated based on Daily Trips (DT) multiplied by the Weighted Trip Study (TSw). The total trips per 1,000 SQ. FT. is the sum of the Weighted Trip Generation (TGw). Supermarket Example: TSw = (21 / 132) = 0.16; TGw = (92.29 x 0.16) = 14.68. High Impact Retail Trip Generation is the sum of (3.07 + 14.68 + 13.81 + 17.25 + 4.06 + 14.98 + 2.99 + 39.30) = 110.15.

CONVENIENCE RETAIL TRIP GENERATION												
USE	ITE LAND USE CODE	UNIT OF MEASURE	AM PEAK (7 to 9)	AM PEAK FACTOR	AM NUMBER OF STUDIES	PM PEAK (4 to 6)	PM PEAK FACTOR	PM NUMBER OF STUDIES	TOTAL NUMBER OF STUDIES (TS)	DAILY TRIPS (DT)	WEIGHTED TRIP STUDY (TSw)	WEIGHTED TRIP GENERATION (TGw)
CONVENIENCE STORE	851	1,000 SQ. FT.	63.76	0.062	28	48.30	0.071	28	56	854.33	0.07	63.20
FAST FOOD WITHOUT DRIVE-THRU	933	1,000 SQ. FT.	39.55	0.020	1	36.73	0.075	5	6	1233.62	0.01	9.78
FAST FOOD WITH DRIVE-THRU	934	1,000 SQ. FT.	33.24	0.036	55	31.60	0.067	139	194	697.49	0.26	178.75
COFFEE DONUT WITHOUT DRIVE-THRU	936	1,000 SQ. FT.	91.02	0.100	26	31.53	0.044	17	43	813.40	0.06	46.20
COFFEE DONUT WITH DRIVE-THRU	937	1,000 SQ. FT.	85.41	0.100	84	39.00	0.044	41	125	870.23	0.17	143.70
CONVENIENCE STORE WITH GAS (2 TO 8 POSITIONS)	945	1,000 SQ. FT.	37.14	0.062	45	43.33	0.071	46	91	604.66	0.12	72.69
CONVENIENCE STORE WITH GAS (9 TO 15 POSITIONS)	945	1,000 SQ. FT.	48.60	0.065	56	50.08	0.068	61	117	742.08	0.15	114.69
CONVENIENCE STORE WITH GAS (16 TO 24 POSITIONS)	945	1,000 SQ. FT.	64.97	0.065	59	61.09	0.068	66	125	948.96	0.17	156.70
TOTAL		1,000 SQ. FT.							757	845.60	1.00	785.71
DRIVE-THRU & FUEL POSITION TRIP GENERATION ADJUSTMENT												518.55
NET TRIP GENERATION (BASED ON TGw PER 1,000 SQ. FT. MINUS DRIVE-THRU & FUEL POSITION TRIP GENERATION ADJUSTMENT: (785.71 - 515.55 = 267.16)												267.16

Notes: Convenience Retail Trip Generation based on Daily Weekday Trip (DT) Generation per 1,000 square feet (SQ. FT.) based on the 11th Edition of the ITE Trip Generation Manual. The simple average for daily trips is for information purposes only to illustrate the difference compared to weighted trips. The total number of studies (TS) conducted are used to calculate a Weighted Trip Study (TSw). The Weighted Trip Generation (TGw) is calculated based on Daily Trips (DT) multiplied by the Weighted Trip Study (TSw). The total trips per 1,000 SQ. FT. is the sum of the Weighted Trip Generation (TGw). Convenience Store Example: TSw = (56 / 757) = 0.07; TGw = (854.33 x 0.07) = 63.20. Convenience Retail Trip Generation is the sum of (63.20 + 9.78 + 178.75 + 46.20 + 143.70 + 72.69 + 114.69 + 156.70) = 785.71.

The same methodology applies to the Drive-Thru and Fuel Position Trip Generation Adjustmemt. The total number of studies (TS) is as follows: (Drive-Thru = 35; Fuel Position = 420; 35 + 420 = 455). The trip study weight (TSw) is as follows: (35 / 455 = 0.077; 420 / 455 = 0.923). The weighted trip generation TGw is as follows: (507.99 x 0.077) = 39.12; (259.71 x 2) = 519.42; (519.42 x 0.923) = 479.43). The trip generation for fuel positions is multiplied by two to account for the number of positions per 1,000 sq. ft. The trip generation adjustment is equal to the following: (39.12 + 479.43 = 518.54). The trip generation analysis for Quick Service Restaurant Drive-Thru's and Motor Vehicle Fuel Positions is provided in the trip generation appendix.

BANK OR FINANCIAL SERVICES DRIVE THRU TRIP GENERATION												
ITE LAND USE	ITE LAND USE CODE	VARIABLE	AM PEAK (7 to 9)	AM PEAK FACTOR	AM NUMBER OF STUDIES	PM PEAK (4 to 6)	PM PEAK FACTOR	PM NUMBER OF STUDIES	TOTAL NUMBER OF STUDIES	CALCULATED DAILY TRIPS (TG)	TRIP STUDIED (WEIGHTED)	TRIP GENERATION (WEIGHTED)
BANK	912	1,000 SF	9.95	0.063	46	21.03	0.102	116	162	182.06	0.52	94.83
BANK	912	DRIVE-THRU	8.65	0.063	38	26.98	0.102	111	149	200.91	0.48	96.25
TOTAL / *AVERAGE*			*9.30*	0.063	84	*24.005*	0.102	227	311	*191.48*	1.00	191.09
ITE LAND USE	ITE LAND USE CODE	VARIABLE	WEIGHTED AM PEAK (7 to 9)	WEIGHTED AM PEAK FACTOR	WEIGHTED AM NUMBER OF STUDIES	WEIGHTED PM PEAK (4 to 6)	WEIGHTED PM PEAK FACTOR	WEIGHTED PM NUMBER OF STUDIES	TOTAL NUMBER OF STUDIES	WEIGHTED PEAK HOUR TRIPS	WEIGHTED PEAK HOUR FACTOR	WEIGHTED DAILY TRIPS (DT)
BANK	912	1,000 SF	2.83	0.018	0.28	15.06	0.073	0.72	162	17.88	0.09	196.69
BANK	912	DRIVE-THRU	2.21	0.016	0.26	20.10	0.076	0.74	149	22.31	0.09	242.31
NET TRIP GENERATION TGw PER BANK DRIVE-THRU MINUS TGw FOR HIGH-IMPACT RETAIL (PER 1,000 SQ. FT.) (242.31 - 65.56) = 176.75												176.75

Notes: Bank Drive-Thru Trip Generation based on the AM and PM Peak of adjacent street traffic per room based on the 12th Edition of the ITE Trip Generation Manual due to the limited number of daily studies. The total number of studies (TS) conducted for the AM and PM Peaks are used to calculate a Trip Study Weight (TSW). The Daily Trips (DT) generation is based on the average of the AM Peak divided by the AM Peak factor and the PM Peak divided by the PM Peak factor. Peak factors based on the 12th Edition ITE Trip Generation Manual Vehicle Time of Day Distribution for Vehicles for ITE Land Use Codes 912. The Trip Generation Weight (TGw) is calculated based on daily trips multiplied by Trip Study Weight (TSw). The total trips is the sum of the weighted Trip Generation (TGw). **The trip generation per drive-thru is based on the weighted daily trips per drive-thru of 242.31 minus the daily trips per 1,000 sq. ft. for Free-Standing Retail of 65.56 for a net trip generation of 176.75 (242.31 - 65.56 = 176.75).** The mobility fee for the square footage of the Financial Services building is based on the trip generation for Financial Service land uses.

HOTEL & OVERNIGHT ACCOMODATIONS TRIP GENERATION												
ITE LAND USE	ITE LAND USE CODE	VARIABLE	AM PEAK (7 to 9)	AM PEAK FACTOR	AM NUMBER OF STUDIES	PM PEAK (4 to 6)	PM PEAK FACTOR	PM NUMBER OF STUDIES	TOTAL NUMBER OF STUDIES (NS)	CALCULATED DAILY	TRIP STUDIED (WEIGHTED)	TRIP GENERATION (WEIGHTED)
HOTEL	310	ROOM	0.34	0.053	17	0.47	0.077	20	37	6.26	0.25	1.56
ALL SUITES HOTEL	311	ROOM	0.26	0.052	7	0.34	0.077	8	15	4.71	0.10	0.48
BUSINESS HOTEL	312	ROOM	0.35	0.071	18	0.31	0.069	25	43	4.71	0.29	1.37
MOTEL	320	ROOM	0.33	0.066	9	0.37	0.071	14	23	5.11	0.16	0.79
RESORT HOTEL	330	ROOM	0.33	0.050	3	0.39	0.050	3	6	7.20	0.04	0.29
TIMESHARE	265	ROOM	0.48	0.053	12	0.75	0.077	12	24	9.40	0.16	1.52
TOTAL	--	--	--	--	66	--	--	82	148	--	1.00	6.02

Notes: Overnight Lodging Trip Generation based on the AM and PM Peak of adjacent street traffic per room based on the 12th Edition of the ITE Trip Generation Manual due to the limited number of daily studies. The total number of studies (TS) conducted for the AM and PM Peaks are used to calculate a Trip Study Weight (TSW). The Daily Trips (DT) generation is based on the average of the AM Peak divided by the AM Peak factor and the PM Peak divided by the PM Peak factor. AM and PM Peak factors based on the 12th Edition ITE Trip Generation Manual Vehicle Time of Day Distribution for Vehicles. The Trip Generation Weight (TGW) is calculated based on daily trips multiplied by Trip Study Weighting. The total trips per room is the sum of the weighted Trip Generation (TGW). Hotel Example: DT = ((0.34 / .053) + (0.47 / 0.077)) = 6.26; TSW = (37 / 148) = 0.25; TGW = (6.26 x 0.25) = 1.56. Hotel Trip Generation: Sum (1.56 + 0.48 + 1.37 + 0.79 + 0.29 +1.52) = 6.02.

FAST FOOD OR QUICK SERVICE RESTAURANT DRIVE-THRU TRIP GENERATION												
ITE LAND USE	ITE LAND USE CODE	VARIABLE	AM PEAK (7 to 9)	AM PEAK FACTOR	AM NUMBER OF STUDIES	PM PEAK (4 to 6)	PM PEAK FACTOR	PM NUMBER OF STUDIES	TOTAL NUMBER OF STUDIES (TS)	CALCULATED DAILY TRIPS (DT)	WEIGHTED TRIP STUDY (TSw)	WEIGHTED TRIP GENERATION (TGw)
FAST FOOD WITH DRIVE-THRU NO INDOOR SEATING	935	PER DRIVE-THRU	43.00	0.035	1	59.50	0.067	6	7	1058.32	0.20	211.66
COFFEE DONUT WITH DRIVE-THRU NO INDOOR SEATING	938	PER DRIVE-THRU	39.81	0.100	20	15.08	0.044	8	28	370.41	0.80	296.33
TOTAL	--	PER DRIVE-THRU	*41.41*	*0.07*	21	*37.29*	*0.06*	14	35	*714.36*	1.00	507.99

Notes: Quick Service Restaurant Drive-Thru Trip Generation based on the AM and PM Peak of adjacent street traffic per 1000 Sq Ft based on the 12th Edition of the ITE Trip Generation Manual due to the limited number of daily studies. The total number of studies (TS) conducted for the AM and PM Peaks are used to calculate a Weighted Trip Study (TSw). The Daily Trips (DT) generation is based on the average of the AM Peak divided by the AM Peak factor and the PM Peak divided by the PM Peak factor. AM and PM Peak factors based on the 12\th Edition ITE Trip Generation Manual Vehicle Time of Day Distribution for Vehicles for ITE Land Use Codes 934 and 937. The Weighted Trip Generation Weight (TGw) is calculated based on Daily Trips multiplied by Weighted Trip Study. The total trips per drive-thru is the sum of the Weighted Trip Generation (WTG). Fast Food with Drive-Thru Example: DT = ((43.00 / .035) + (59.50 / 0.067)) = 1058.32; TSw = (7 / 35) = 0.20; TGw = (1058.32 x 0.20) = 211.66. Quick Service Restaurant Drive-Thru Trip Generation per lane is the sum of (211.66 + 296.33) = 507.99. ***Average values in the last row are shown in italics for informational purposes only.***

RETAIL DRIVE-THRU TRIP GENERATION												
ITE LAND USE	ITE LAND USE CODE	VARIABLE	AM PEAK (7 to 9)	AM PEAK FACTOR	AM NUMBER OF STUDIES	PM PEAK (4 to 6)	PM PEAK FACTOR	PM NUMBER OF STUDIES	TOTAL NUMBER OF STUDIES (TS)	CALCULATED DAILY TRIPS (DT)	WEIGHTED TRIP STUDY (TSw)	WEIGHTED TRIP GENERATION (TGw)
FAST FOOD WITH DRIVE-THRU NO INDOOR SEATING	935	DRIVE-THRU	43.00	0.035	1	59.50	0.067	6	7	1058.32	0.04	40.26
COFFEE DONUT WITH DRIVE-THRU NO INDOOR SEATING	938	DRIVE-THRU	39.81	0.100	20	15.08	0.044	8	28	370.41	0.15	56.37
BANK WITH DRIVE-THRU	912	DRIVE-THRU	8.65	0.063	38	26.98	0.102	111	149	200.91	0.81	162.69
TOTAL		DRIVE-THRU	*30.49*	*0.066*	59	*33.85*	*0.071*	125	184	*543.21*	1.00	259.32
PHARMACY WITH-OUT DRIVE-THRU	880	1,000 SQ. FT.	2.94	0.033	7	8.51	0.094	13	20	89.81	0.24	21.38
PHARMACY WITH DRIVE-THRU	881	1,000 SQ. FT.	3.83	0.033	23	10.24	0.094	41	64	112.50	0.76	85.71
TOTAL	--	1,000 SQ. FT.	*3.39*	*0.033*	30	*9.38*	*0.094*	54	84	*101.15*	1.00	107.10
NET TRIP GENERATION BASED ON PHARMACY W/ DRIVE-THRU (DT) MINUS PHARMACY W/O DRIVE-THRU (DT) TIMES AVERAGE PHARMACY SQ. FT. PER 1,000: (112.50 - 89.81 = 22.69); (13,000 / 1,000 = 13); (22.69 x 13 = 294.93)												294.93
NET TRIP GENERATION BASED ON AVERAGE OF WEIGHTED DRIVE-THRU & WEIGHTED PHARMACY DRIVE-THRU: (259.32 + 294.93 = 554.25); (554.25 / 2 = 277.12)												277.12
NET TRIP GENERATION BASED ON AVERAGE OF FIVE (5) MINUTE WAIT TIME OVER ONE (1) HOUR DIVIDED BY A WEIGHTED AVERAGE PM PEAK HOUR FACTOR OF 0.0958: (60 / 5 = 12); (12 / 0.0958 = 125.26)												125.26

Notes: Drive-Thru Trip Generation based on the AM and PM Peak of adjacent street traffic per 1000 Sq Ft based on the 12th Edition of the ITE Trip Generation Manual due to the limited number of daily studies. The total number of studies (TS) conducted for the AM and PM Peaks are used to calculate a Weighted Trip Study (TSw). The Daily Trips (DT) generation is based on the average of the AM Peak divided by the AM Peak factor and the PM Peak divided by the PM Peak factor. AM and PM Peak factors based on the 12th Edition ITE Trip Generation Manual Vehicle Time of Day Distribution for Vehicles. The Weighted Trip Generation Weight (TGw) is calculated based on Daily Trips multiplied by Weighted Trip Study. The total trips per drive-thru is the sum of the Weighted Trip Generation (WTG). Fast Food with Drive-Thru Example: DT = ((43.00 / .035) + (59.50 / 0.067)) = 1058.32; TSw = (7 / 184) = 0.04; TGw = (1058.32 x 0.04) = 40.26. Drive-Thru Trip Generation is the sum of (40.26 + 56.73 + 162.69) = 259.32. A trip generation per drive-thru was then calculated for pharmacies based on AM and PM peak hour trip generation for a pharmacy with and with-out a drive-thru. The difference in daily trip generation between a pharmacy with and with-out a drive-thru was then calculated. The difference was then calculated for a typically size pharmacy of 13,000 sq. feet. The average of the two drive-thru analysis was then calculated for an average weighted daily trip generation of 294.93 for a drive-thru. The land uses tend to be higher trip generators. A trip generation rate was then calculated assuming 12 vehicles and hour using a drive-thru (5 minutes per vehicle). This average value was then converted to a daily trip generation rate based on the weighted average PM Peak Hour factor for all land uses (0.0958). The new trip generation result is a daily trip generation of 125.26 per drive-thru. This analysis was done to illustrate that the calculated rates did not exceed those of higher trip generating land uses. ***Average values in the last row are shown in italics for informational purposes only.***

AUTOMOBILE CLEANING TRIP GENERATION								
PER 1,000 SQ. FT.								
SELF SERVICE CAR WASH	**947**	**1,000 SQ. FT.**	**14.07**	**0.087**	**4**	**161.72**	**0.20**	**32.34**
AUTOMATED CAR WASH	**948**	**1,000 SQ. FT.**	**24.40**	**0.094**	**15**	**259.57**	**0.75**	**194.68**
CAR WASH & DETAIL CENTER	**949**	**1,000 SQ. FT.**	**13.60**	**0.087**	**1**	**156.32**	**0.05**	**7.82**
TOTAL	**--**	**--**	**--**	**--**	**20**	**--**	**1.00**	**234.84**

Notes: Motor Vehicle and Boat Cleaning based on the PM Peak of adjacent street traffic per unit of measure based on the 12th Edition of the ITE Trip Generation Manual to provide for a uniform trip generation calculation across uses. The total number of studies (TS) conducted for the PM Peak are used to calculate a Weighted Trip Study (TSw). The Daily Trips (DT) generation is based on the PM Peak divided by the PM Peak factor. PM Peak factors based on the 12th Edition ITE Trip Generation Manual Vehicle Time of Day Distribution for Vehicles. The Weighted Trip Generation Weight (TGw) is calculated based on Daily Trips multiplied by Weighted Trip Study. The total trips is the sum of the Weighted Trip Generation (WTG).

The 12th Edition provided updatd trip generation for automoated car washes per 1,000 sq. ft. Self serve car washes were converted to 1,000 sq. ft. based on 3 stall per 1,0000 sq. ft. That equates to 14.07 trips per 1,000 sq. ft. (4.69 x 3) = 14.07 PM Peak Trips per 1,000 sq. ft. The car wash & detail center was left at the current trip generation of 13.60 trips per structure which equates to 13.60 per 1,000 sq. ft.

Self-Service Car Wash Example: DT = ((14.07 / .087) = 161.72; TSw = (4 / 20) = 0.20; TGw = (161.72 x 0.20) = 32.34. Motor Vehicle and Boat Cleaning Trip Generation is the sum of (32.34 +194.68 + 7.82) = 234.84.

AUTOMOBILE CHARGING TRIP GENERATION							
ITE LAND USE	ITE LAND USE CODE	UNIT OF MEASURE	ENTER TRIPS	EXIT TRIPS	PEAK HOUR TRP GENERATION	PEAK HOUR FACTOR	DAILY TRIP GENERATION (TG)
MOTOR VEHICLE CHARGING	n/a	CHARGING POSITION	2	2	4	0.065	61.54

Notes: Estimated trip generation assumes each charging position averages 2 motor vehicles per hour spending an average of 30 minutes per charge. Current estimates range between 20 and 45 minutes per charge. The peak hour factor is based on the average AM (0.054) and PM (0.075) peak hour trips to ITE Land Use Code 944 for motor vehicle fueling stations. The peak hour trips are similar to that of ITE Land Use Code 945 Convenience Store with motor vehicle fueling. There is estimated to be an entering and exiting vehicle every 30 minutes for a total of 4 trip per hour. The peak hour factor is 0.065. The following is the calculation: (60 / 30 = 2); (2 x 2 = 4); (4 / 0.065 = 61.54). It should be recognized that this is a new land use and that any end user should be provided the opportunity to provide an alternative trip generation analysis.

AUTOMOBILE FUELING TRIP GENERATION												
USE	ITE LAND USE CODE	UNIT OF MEASURE	AM PEAK (7 to 9)	AM PEAK FACTOR	AM NUMBER OF STUDIES	PM PEAK (4 to 6)	PM PEAK FACTOR	PM NUMBER OF STUDIES	TOTAL NUMBER OF STUDIES (TS)	DAILY TRIPS (DT)	WEIGHTED TRIP STUDY (TSw)	WEIGHTED TRIP GENERATION (TGw)
GASOLINE SERVICE STATION	944	PER FUEL POSITION	11.32	0.055	41	14.23	0.077	44	85	195.31	0.20	39.53
CONVENIENCE STORE WITH GAS (2-4K)	945	PER FUEL POSITION	13.65	0.062	71	15.85	0.071	79	150	221.70	0.36	79.18
CONVENIENCE STORE WITH GAS (4-5.5K)	945	PER FUEL POSITION	19.91	0.064	35	19.15	0.068	40	75	296.36	0.18	52.92
CONVENIENCE STORE WITH GAS (5.5-10K)	945	PER FUEL POSITION	23.21	0.064	55	21.08	0.068	55	110	336.33	0.26	88.09
TOTAL		PER FUEL POSITION	*17.02*	*0.061*	202	*17.58*	*0.071*	218	420	*262.42*	1.00	259.71

Notes: Motor Vehicle Fueling Trip Generation based on the AM and PM Peak of adjacent street traffic per the 12th Edition of the ITE Trip Generation Manual. The total number of studies (TS) conducted for the AM and PM Peaks are used to calculate a Weighted Trip Study (TSw). The Daily Trips (DT) generation is based on the average of the AM Peak divided by the AM Peak factor and the PM Peak divided by the PM Peak factor. AM and PM Peak factors based on the 11th Edition ITE Trip Generation Manual Vehicle Time of Day Distribution for Vehicles for applicable ITE Land Use Codes. The Weighted Trip Generation Weight (TGw) is calculated based on Daily Trips multiplied by Weighted Trip Study. The total trips per unit of measure is the sum of the Weighted Trip Generation (WTG). Gasoline Service Station Example: DT = ((11.32 / .055) + (14.23 / 0.077)) = 195.31; TSw = (85/ 420) = 0.20; TGw = (195.31 x 0.20) = 39.53. Motor Vehicle Fueling Trip Generation per 1,000 sq. ft. is the sum of (39.53 + 79.18 + 52.92 + 88.09) = 259.71. ***Average values in the last row are shown in italics for informational purposes only.***

AUTOMOBILE REPAIR SERVICE TRIP GENERATION												
ITE LAND USE	ITE LAND USE CODE	VARIABLE	AM PEAK (7 to 9)	AM PEAK FACTOR	AM NUMBER OF STUDIES	PM PEAK (4 to 6)	PM PEAK FACTOR	PM NUMBER OF STUDIES	TOTAL NUMBER OF STUDIES (TS)	CALCULATED DAILY TRIPS (DT)	WEIGHTED TRIP STUDY (TSw)	WEIGHTED TRIP GENERATION (TGw)
AUTOMOBILE SALES NEW	840	SERVICE BAY	2.09	0.083	4	2.26	0.082	4	8	26.37	0.10	2.57
TIRE STORE	848	SERVICE BAY	2.69	0.066	21	3.85	0.091	24	45	41.53	0.55	22.79
TIRE SUPERSTORE	849	SERVICE BAY	1.34	0.066	11	2.11	0.091	12	23	21.74	0.28	6.10
QUICK LUBE VEHICLE SHOP	941	SERVICE BAY	5.80	0.083	1	8.70	0.115	1	2	72.77	0.02	1.77
AUTOMOBILE CARE CENTER	942	SERVICE BAY	3.87	0.049	2	4.90	0.110	2	4	61.76	0.05	3.01
TOTAL	--	--	*3.16*	*0.069*	39	*4.36*	*0.098*	43	82	*44.84*	1.00	36.25

Notes: Motor Vehicle Service Trip Generation based on the AM and PM Peak of adjacent street traffic per Service Bay based on the 12th Edition of the ITE Trip Generation Manual due to the limited number of daily studies. The total number of studies (TS) conducted for the AM and PM Peaks are used to calculate a Weighted Trip Study (TSw). The Daily Trips (DT) generation is based on the average of the AM Peak divided by the AM Peak factor and the PM Peak divided by the PM Peak factor. AM and PM Peak factors based on the 12th Edition ITE Trip Generation Manual Vehicle Time of Day Distribution for Vehicles for ITE Land Use Codes 848 and 941. The Weighted Trip Generation Weight (TGw) is calculated based on Daily Trips multiplied by Weighted Trip Study. The total trips per Service Bay is the sum of the Weighted Trip Generation (WTG). Tire Store Example: DT = ((2.69 / .066) + (3.85 / 0.091)) = 41.53; TSw = (45 / 82) = 0.55; TGw = (41.53 x 0.55) = 22.79. Motor Vehicle Service Trip Generation per bay is the sum of (2.57 + 22.79 + 6.10 + 1.77 + 3.01) = 36.25. ***Average values in the last row are shown in italics for informational purposes only.***

APPENDIX L

Person Travel Demand per Use (PTDu)

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APPENDIX L: PERSON TRAVEL DEMAND PER USE (PTDu)									
LAND USE CATEGORIES (DARK GREY), USE CLASSIFICATIONS, & REPRESENTATIVE USES (IN PARENTHESES)	UNIT OF MEASURE (UOM)	TRIP GENERATION (TG)	% New Trips (NT)	Person Trip Factor (PTf)	Person Trip Length (PTl)	Person Miles of Travel (PMT)	Trip Purpose Factor (TPf)	Person Travel Demand (PTD)	ITE LAND USE CODES
Residential Uses									
Affordable Residential	per 1,000 Sq. Ft.	2.68	1.00	1.60	2.74	11.73	0.4008	4.70	50% of Residential
Residential (Single-Family, Multi-Family, Mobile Home)	per 1,000 Sq. Ft.	5.35	1.00	1.60	2.74	23.45	0.4008	9.40	See Residential
Institutional Uses									
Community Serving (Civic / Fraternal Club, Gallery, Museum, Performance Venues, Place of Assembly or Worship)	per 1,000 Sq. Ft.	5.23	0.70	1.91	2.96	20.70	0.2565	5.31	See Community Serving
Long Term Care (Assisted Living, Adult Care Center, Congregate Living Facility, Nursing Home)	per 1,000 Sq. Ft.	5.82	0.70	1.60	2.74	17.86	0.2565	4.58	See Long Term Care
Private Education (Afterschool, Child Care Center, Day Care Center, K-12, Pre-K, Trade School, Tutor)	per 1,000 Sq. Ft.	9.80	0.50	1.76	2.82	24.32	0.2565	6.24	See Private Education
Recreational Uses									
Golf Course (Open to Public or Non-Resident Membership)	per hole	30.38	1.00	1.69	2.00	102.68	0.2565	26.34	430
Outdoor Commercial Recreation (Amusement, Driving Range, Multi-Purpose, Recreation, Sports, Tennis)	per Acre	39.74	1.00	1.69	2.00	134.32	0.2565	34.45	See Outdoor Recreation
Indoor Commercial Recreation (Amusement Arcade, Exercise Studio, Fitness, Gym, Health, Indoor Sports, Recreation)	per 1,000 Sq. Ft.	35.70	1.00	1.69	2.00	120.67	0.2565	30.95	See Indoor Recreation
Recreational Vehicle or Travel Trailer Park	per Space / Lot	1.04	1.00	1.69	2.00	3.52	0.2565	0.90	416
Industrial Uses									
Industrial (Heavy, Flex-Unit, Light, Microbrewery, Self or Outdoor Storage, Utilities)	per 1,000 Sq. Ft.	2.95	1.00	1.39	2.77	11.36	0.2565	2.91	See Industrial
Office Uses									
Office (Administrative, Business, Hospital, Post Secondary Education, Professional, Real Estate)	per 1,000 Sq. Ft.	10.97	0.80	1.39	2.77	33.79	0.2565	8.67	See Office
Medical or Dental Office (Clinic, Dental, Health Service, Laboratory, Professional Care, Emergency Care, Rehab, Veterinary)	per 1,000 Sq. Ft.	28.68	0.70	1.37	2.84	78.11	0.2565	20.04	See Medical Office
Commercial & Retail Uses									
Local Retail (Café, Restaurant, Retail, Sales and Services, Personal Services)	per 1,000 Sq. Ft.	21.13	0.25	1.68	2.29	20.32	0.3427	6.96	50% of Multi-Tenant Retail
Multi-Tenant Retail (Goods, Merchandise, Personal Services, Restaurant, Retail, Street Level Mixed-Use)	per 1,000 Sq. Ft.	42.25	0.25	1.68	2.29	40.64	0.3427	13.93	See Multi-Tenant Retail
Free-Standing Retail (Auto, Discount, Home Improvement, Superstore, Wholesale)	per 1,000 Sq. Ft.	48.32	0.35	1.57	2.27	60.27	0.3427	20.66	See Free-Standing Retail
High Impact Retail (Alcoholic Beverages, Banks, Grocery Store, Pharmacy & Drug Store, Sit-Down Restaurant)	per 1,000 Sq. Ft.	110.15	0.30	1.68	2.29	127.13	0.3427	43.57	See High-Impact Retail
Convenience Retail (Convenience Store, Fast Food Restaurant, Drive-In Restaurant, Gasoline Station)	per 1,000 Sq. Ft.	267.16	0.20	1.68	2.29	205.56	0.3427	70.45	See Convenience Retail
Non-Residential Additive Uses (All uses are additive except overnight lodging)									
Bank or Financial Drive-Thru Lane or Free-Standing ATM	per Lane / ATM	176.75	0.30	1.93	2.06	210.82	0.2565	54.07	See Bank Drive-Thru
Hotel & Overnight Accommodations (B&B, Condo Hotel, Hotel, Motel, Motor Lodge, Tourist Court, Short-term Rental, Transient)	per Room	6.02	0.80	1.60	2.74	21.11	0.4008	8.46	See Overnight Lodging
Fast Food or Quick Serivce Restaurant Drive Thru	per Lane	507.99	0.20	1.53	2.77	430.58	0.2565	110.44	See Fast Food Restaurant Drive-Thru
Retail Drive-Thru (Dry Cleaner, Dollar Store, Grocery Store, Pharmacy & Drug Store, Retail)	per Lane	125.26	0.30	1.93	2.06	149.40	0.2565	38.32	See Retail Drive-Thru
Automobile Cleaning (Automated, Cleaning, Dry, Detailing, Polishing, Self-Serve, Vacuum, Wash, Wax)	per 1,000 Sq. Ft.	234.84	0.20	1.93	2.06	186.74	0.2565	47.90	See Automobile Cleaning
Automobile Charging (Commercial Facility which requires Membership or Payment)	per Position	61.54	0.70	1.93	2.06	171.27	0.2565	43.93	3 trips per hour / peak hour ratio of 0.065
Automobile Fueling	per Position	259.71	0.20	1.93	2.06	206.51	0.2565	52.97	See Automobile Fueling
Automobile Repair Service (Brakes, Install, Maintenance, Major, Minor, Quick Lube, Repair, Tint, Tires)	per Bay or Stall	36.25	0.70	1.93	2.06	100.89	0.2565	25.88	See Automotive Repair

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APPENDIX M

2022 National Household Travel Survey Data:

Trip Purpose

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APPENDIX M: TRIP PURPOSE OF FIVE (5) MILES OR LESS										
TRIP PURPOSE	TRIP PURPOSE	PERSON TRIPS (PT)	PERSON TRIP FACTOR (PTf)	PERSON MILES OF TRAVEL (PMT)	PERSON MILES OF TRAVEL FACTOR (PMTf)	PERSON TRIP LENGTH (PTL)	VEHICLE TRIPS (VT)	VEHICLE MILES OF TRAVEL (VMT)	VEHICLE TRIP LENGTH (VTL)	VEHICLE OCCUPANCY (VO)
5	HOME	3,932,291,682	1.60	10,792,409,517	1.56	2.74	2,463,630,415	6,939,214,919	2.82	1.23
10	COMMUNITY SERVING	141,594,946	1.91	419,347,708	1.47	2.96	74,141,794	285,226,140	3.85	1.41
15	HOME / FAMILY CARE	3,958,930,912	1.60	10,851,700,158	1.56	2.74	2,479,097,764	6,968,860,240	2.81	1.62
20	SCHOOL / COMMUITY SERVICE / FAMILY CARE	450,168,263	1.76	1,270,968,359	1.55	2.82	255,950,254	821,962,667	3.21	1.47
25	SOCIAL / EXERCISE / RECREATION / ENTERTAINMENT	932,849,055	1.69	1,865,806,069	1.71	2.00	552,268,291	1,088,730,883	1.97	1.90
30	WORK	1,188,581,608	1.39	3,293,643,881	1.30	2.77	855,210,334	2,526,312,408	2.95	1.25
35	PERSONAL ERRANDS	1,619,424,573	1.93	3,336,135,398	1.60	2.06	840,002,681	2,086,971,077	2.48	2.09
40	MEDICAL / DENTAL / WORK	1,328,831,923	1.37	3,771,139,898	1.29	2.84	972,883,975	2,919,382,629	3.00	1.18
45	BUY GOODS	1,579,055,729	1.57	3,584,946,315	1.66	2.27	1,006,987,932	2,157,169,684	2.14	1.48
50	BUY MEALS	834,372,341	1.53	2,308,892,244	1.49	2.77	547,057,372	1,549,449,191	2.83	1.60
55	BUY GOODS / MEALS / ERRANDS	4,032,852,643	1.68	9,229,973,957	1.59	2.29	2,394,047,985	5,793,589,952	2.42	1.72
60	WORK / SOCIAL VACATION	1,516,832,952	1.46	4,046,581,726	1.40	2.67	1,041,844,793	2,892,327,768	2.78	1.21

Source: 2022 National Household Travel Survey (NHTS). Summary of Trip Purpose for South Atlantic MSA/CMSA less than 1 million population. Average of trips based on trip lengths of 5 Miles or Less.

APPENDIX N

Trip Purpose Factor (TPf)

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APPENDIX N: TRIP PURPOSE FACTOR (TPf)				
TRIP PURPOSE	PERSON TRIPS	SHARE OF TRIPS	PERSON MILES OF TRAVEL	SHARE OF TRAVEL
HOME BASED	3,932,291,682	36.83%	10,792,409,517	40.08%
SHOPPING	4,032,852,643	37.77%	9,229,973,957	34.27%
PERSONAL ERRANDS	1,619,424,573	15.17%	3,336,135,398	12.39%
BUY MEALS	834,372,341	7.81%	2,308,892,244	8.57%
BUY GOODS	1,579,055,729	14.79%	3,584,946,315	13.31%
OTHER	2,711,849,241	25.40%	6,907,914,326	25.65%
WORK BASED	**1,188,581,608**	**11.13%**	**3,293,643,881**	**12.23%**
COMMUNITY SERVING	141,594,946	1.33%	419,347,708	1.56%
SOCIAL / VACATION	328,251,344	3.07%	752,937,845	2.80%
SCHOOL	281,934,087	2.64%	792,330,010	2.94%
FAMILY CARE	26,639,230	0.25%	59,290,641	0.22%
MEDICAL / DENTAL	140,250,315	1.31%	477,496,017	1.77%
EXERCISE	317,077,246	2.97%	648,822,440	2.41%
RECREATION / ENTERTAINMENT	287,520,465	2.69%	464,045,784	1.72%
TOTAL	10,676,993,566	100.00%	26,930,297,800	100.00%

Source: 2022 National Household Travel Survey (NHTS). Summary of Trip Purpose for South Atlantic MSA/CMSA less than 1 million population. Average of trips based on trip lengths of 5 Miles or Less.

APPENDIX O

Mobility Fee Schedule

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APPENDIX O: CITY OF LAKE CITY MOBILITY FEE		
LAND USE CATEGORIES (DARK GREY), USE CLASSIFICATIONS, & REPRESENTATIVE USES (IN PARENTHESES)	UNIT OF MEASURE (UOM)	Mobility Fee
Residential Uses		
Affordable Residential[1,2]	per Sq. Ft.	$0.89
Residential (Single-Family, Multi-Family, Mobile Home)[2,3,4]	per Sq. Ft.	$1.77
Institutional Uses		
Community Serving (Civic / Fraternal Club, Gallery, Museum, Performance Venues, Place of Assembly or Worship)	per Sq. Ft.	$1.00
Long Term Care (Assisted Living, Adult Care Center, Congregate Living Facility, Nursing Home)	per Sq. Ft.	$0.86
Private Education (Afterschool, Child Care Center, Day Care Center, K-12, Pre-K, Trade School, Tutor)	per Sq. Ft.	$1.17
Recreational Uses		
Golf Course (Open to Public or Non-Resident Membership)	per hole	$4,959
Outdoor Commercial Recreation (Amusement, Driving Range, Multi-Purpose, Recreation, Sports, Tennis)[5]	per Acre	$6,487
Indoor Commercial Recreation (Amusement Arcade, Exercise Studio, Fitness, Gym, Health, Indoor Sports, Recreation)[5]	per Sq. Ft.	$5.83
Recreational Vehicle or Travel Trailer Park	per Space / Lot	$170
Industrial Uses		
Industrial (Heavy, Flex-Unit, Light, Microbrewery, Self or Outdoor Storage, Utilities)[6]	per Sq. Ft.	$0.55
Office Uses		
Office (Administrative, Business, Hospital, Post Secondary Education, Professional, Real Estate)	per Sq. Ft.	$1.63
Medical or Dental Office (Clinic, Dental, Health Service, Laboratory, Professional Care, Emergency Care, Rehab, Veterinary)	per Sq. Ft.	$3.77
Commercial & Retail Uses		
Local Retail (Café, Restaurant, Retail, Sales and Services, Personal Services)[7]	per Sq. Ft.	$1.31
Multi-Tenant Retail (Goods, Merchandise, Personal Services, Restaurant, Retail, Street Level Mixed-Use)[8]	per Sq. Ft.	$2.62
Free-Standing Retail (Auto, Discount, Home Improvement, Superstore, Wholesale)[9]	per Sq. Ft.	$3.89
High Impact Retail (Alcoholic Beverages, Banks, Grocery Store, Pharmacy & Drug Store, Sit-Down Restaurant)[10]	per Sq. Ft.	$8.20
Convenience Retail (Convenience Store, Fast Food Restaurant, Drive-In Restaurant, Gasoline Station)[10]	per Sq. Ft.	$13.26
Non-Residential Additive Uses (All uses are additive except overnight lodging)[11]		
Bank or Financial Drive-Through Lane or Free-Standing ATM[12]	per Lane / ATM	$10,182
Hotel & Overnight Accommodations (B&B, Condo Hotel, Hotel, Motel, Motor Lodge, Tourist Court, Short-term Rental, Transient)	per Room	$1,593
Fast Food or Quick Serivce Restaurant Drive-Through[13]	per Lane	$20,796
Retail Drive-Through (Dry Cleaner, Dollar Store, Grocery Store, Pharmacy & Drug Store, Retail)[14]	per Lane	$7,216
Automobile Cleaning (Automated, Cleaning, Dry, Detailing, Polishing, Self-Serve, Vacuum, Wash, Wax)[15]	per Sq. Ft.	$9.02
Automobile Charging (Commercial Facility which requires Membership or Payment)[16]	per Position	$8,272
Automobile Fueling[16]	per Position	$9,974
Automobile Repair Service (Brakes, Install, Maintenance, Major, Minor, Quick Lube, Repair, Tint, Tires)[17]	per Bay or Stall	$4,872

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[1] The mobility fee for affordable residential is calculated at a reduced rate as permitted per Florida Statute (Fla. Sta.) 163.3180 (5) (f) 6. The City may elect to establish a program that establishes criteria to qualify as affordable residential. Until the City establishes a program, and an applicant receives formal approval, the affordable housing mobility fee rate would not be applicable. The mobility fee could be waived completely by the City per Fla. Sta. 163.31801 (11) per affordable definition in Fla. Sta. 420.9071.

[2] Residential square feet is the sum of enclosed liveable areas (doors, windows, walls) under roof (in square feet) of each dwelling unit measured from the exterior surface of exterior walls, excluding unconditioned garages.

[3] Common hallways, lobbies, leasing offices, and residential amenities are not included in the square feet calculation. Any space that is leased to a third-party use to provides drinks, entertainment, food, goods, or other services available to the public shall be required to pay the applicable mobility fee per the individual uses identified in the mobility fee schedule.

[4] Mobile residence includes individual lots or parcels or more than one mobile residence in a development, park or resort. The storage of an RV or travel trailer on a residential parcel of land, where the land development code allows for on-site storage, is not considered to be a seperate residence. Any space in a development, park, or resort that is leased to a third-party use to provides drinks, entertainment, food, goods, or other services available to the public shall be required to pay the applicable mobility fee per the individual uses identified in the mobility fee schedule.

[5] For Recreational Uses that feature both indoor and outdoor entertainment or recreation, the indoor shall be based on the indoor mobility fee rate, the outdoor shall be made on the outdoor rate, any other uses, such as hotel and overnight accomodations or commercial and retail uses, shall pay the applicable mobility fee for the land use.

[6] Acreage for any unenclosed material and vehicle storage, including but not limited to boats, commercial vehicles, recreational vehicles (RV), and trailers, sales and display shall be converted to square footage.

[7] The City of Lake City may elect to establish a program that establishes criteria to qualify as a local retail business. Until the City establishes a program and an applicant receives formal approval, the local retail business mobility fee rate would not be applicable. Shown as a reduced rate as permitted per Florida Statute (Fla. Sta.) 163.3180 (5) (f) 6.

[8] Multi-tenant Retail means a single building, with two or more separate uses under lease or ownership where no single use exceeds 75% of the total square footage of the building. Institute of Transportation Engineers (ITE) Land Use Codes under the 800 and 900 series, excluding grocery stores and supermarkets.

[9] Free-Standing Retail shall mean retail and personal services in a single building where any use under common ownership exceeds 75% of the total square footage of the building. Free-Standing Retail uses are typically located on their own parcel, have designated off-street parking areas and one or more access to an external road. Free-Standing Retail may also be outparcels within a larger overall development and may share an access to an external street with one or more uses. ITE Trip Generation Manual Land Use Codes under the 800 and 900 series. Stand alone dollar stores and wholesale clubs are examples of free-standing retail uses. Excludes high-impact retail and convenience retail uses.

[10] High Impact Retail includes banks, pharmacies, sit down restaurants (non fast food), grocery stores, supermarkets, beer, liquor, package, wine and spirits stores, bars, nightclubs, lounges. These uses generate between 75 and 250 daily trips per 1,000 sq. ft. per the latest ITE Generation Manual or alternative study. Convenience Retail includes car washes, convenience stores, gas stations, service stations, coffee, donut, sandwich, food and beverage that would be considered fast food or quick service restaurants. These uses generate more than 250 daily trips per 1,000 sq. ft. per the latest ITE Generation Manual or alternative study.

[11] Additive mobility fees are assessed in addition to the mobility fee assessed with the square footage of the building.

[12] Bank shall pay the multi-use or freestanding retail rate for the square footage of the building. Drive-through lanes, Free Standing ATM's and Drive-through lanes with ATM's are assessed a separate fee per lane or per ATM and are added to any mobility fee associated with a bank building. The free-standing ATM is for an ATM only and not an ATM within or part of another non-financial building, such as an ATM within a grocery store.

[13] Any drive-through associated with a quick service restaurant will be an additive fee in addition to the applicable retail mobility fee per square foot of the building. The number of drive-through lanes will be based on the number of lanes present when an individual places an order or picks up an order, whichever is greater. Quick service restaurants include those in convenience stores or multi-tenant buildings. Drive-through lanes include lanes associated with picking up any beverage or food order made on-line, by an app, or a third party or drive-through.

[14] Any drive-through associated with a retail use will be assessed an additive mobility fee in addition to the applicable retail mobility fee per square foot of the building. The number of drive-through lanes will be based on the number of lanes present when an individual places an order or picks up an order, whichever is greater. Drive-through lanes may be located in multi-use or free-standing buildings. Banks and Quick Service Restaurants have their own mobility fee rates per drive-through lane.

[15] Automobile Cleaning shall mean any car wash, wax, or detail where a third party or automatic system performs the cleaning service. The square footage for any automated or manual car wash shall be based on the total square footage of the lane/tunnel, stall, bay, or stations any building space that is not captured as part of a lane/tunnel, stall, bay, or stations. This land use was recently updated in the 12th Edition of the ITE Trip Generation Manual and used to be based on lanes, tunnels, stalls and stations.

[16] Rates per Automobile Charging or Fueling position apply to a convenience store, gas station, general store, grocery store, supermarket, superstore, variety store, wholesale club or service stations with fuel pumps. In addition, there shall be a separate mobility fee for the square footage of any retail building per the applicable mobility fee rate under commercial and retail uses. The number of charging or fueling positions is based on the maximum number of vehicles that could be charged or fueled at one time. Non-commercial vehicle charging stations associated with residential or non-residential uses that are required by the City or are provided by the owner as an amenity and not a commercial purpose shall not be assessed a mobility fee.

[17] Automobile Repair Service includes maintenance, repair, and servicing of motor vehicles. Mobility Fee are assessed per bay or stall, plus a retail rate associated with any additional building square footage under retail uses for waiting areas, parts, supplies, and transactions.

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This is the Last Page in the

City of Lake City

Mobility Fee Technical Report

February 2026

NUE URBAN CONCEPTS

LAND USE • MOBILITY • PARKING • FEES

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CITY OF LAKE CITY
Florida's Gateway Est. 1859

NUE URBAN CONCEPTS
LAND USE · MOBILITY · PARKING · FEES

THE REPUBLIC of DESIGN INC.

Ordinance Number: 2026-2366
Passed on first reading on September 10, 2026

Record of Vote on First Reading

	For	Against	Absent	Abstain
Noah Walker, Mayor/Council Member	√			
Tammy Harris, Council Member	√			
Chevella Young, Council Member	√			
Ricky Jernigan, Council Member	√			
James Carter, 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 Sikes

AUDREY SIKES, MMC
City Clerk

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: **ORDINANCE 2026-2366**
AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA AMENDING CHAPTER 86, ENTITLED "STREETS, SIDEWALKS, AND OTHER PLACES" OF THE CITY OF LAKE CITY CODE OF ORDINANCES; CREATING CHAPTER 86, ARTICLE VI, ENTITLED "MOBILITY FEE SYSTEM"; ADOPTING THE MOBILITY PLAN, ADOPTING THE MOBILITY FEE TECHNICAL REPORT; ESTABLISHING PURPOSE AND INTENT; PROVIDING FOR DEFINITIONS, IMPOSITION, AND EXEMPTIONS; ESTABLISHING A MOBILITY FEE SCHEDULE; PROVIDING FOR DETERMINATION, AGREEMENTS, AND CREDITS; ESTABLISHING OF A BENEFIT DISTRICT AND MOBILITY FEE FUND ACCOUNT; PROVIDING FOR EXPENDITURES, REFUNDS, LAND DEVELOPMENT CODE IMPACT, ADMINISTRATION, REPORTS, UPDATES, APPEALS, VESTED RIGHTS, AND PENALTIES; PROVIDING FOR CODIFICATION, PROVIDING FOR SCRIVENERS ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☒ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☐ The proposed ordinance is enacted to implement the following:

[1] See Section 166.041(4)(c), Florida Statutes.

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, the City hereby publishes the following information:

1. Summary of the proposed ordinance: **AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA AMENDING CHAPTER 86, ENTITLED "STREETS, SIDEWALKS, AND OTHER PLACES" OF THE CITY OF LAKE CITY CODE OF ORDINANCES; CREATING CHAPTER 86, ARTICLE VI, ENTITLED "MOBILITY FEE SYSTEM"; ADOPTING THE MOBILITY PLAN, ADOPTING THE MOBILITY FEE TECHNICAL REPORT; ESTABLISHING PURPOSE AND INTENT; PROVIDING FOR DEFINITIONS, IMPOSITION, AND EXEMPTIONS; ESTABLISHING A MOBILITY FEE SCHEDULE; PROVIDING FOR DETERMINATION, AGREEMENTS, AND CREDITS; ESTABLISHING OF A BENEFIT DISTRICT AND MOBILITY FEE FUND ACCOUNT; PROVIDING FOR EXPENDITURES, REFUNDS, LAND DEVELOPMENT CODE IMPACT, ADMINISTRATION, REPORTS, UPDATES, APPEALS, VESTED RIGHTS, AND PENALTIES; PROVIDING FOR CODIFICATION, PROVIDING FOR SCRIVENERS ERRORS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur; **No direct cost to existing businesses. New businesses will only incur additional costs if the land use is more impactful to the city.**
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and **Changes in use or new construction will be charged fees according to Attachment A.**
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:
Only businesses that expand the building square footage will be impacted. Businesses that are already in business are exempt.

4. Additional information the governing body deems useful (if any):
The City Council had several public workshops to get feedback from the community. The workshops were held as follows;
1. October 10, 2025;
2. December 01, 2025;
3. April 06, 2026.

File Attachments for Item:

10. City Council Ordinance No. 2026-2384 (final reading) - An ordinance of the City of Lake City, Florida, relating to rates, charges, and fees for water and sewer utility service; amending Chapter 102, Article II, Section 102.210.1 of the Code of Ordinances of the City of Lake City, Florida; establishing rates, charges, and fees for water and sewer utility service as of October 1, 2026; making findings of fact in support thereof; repealing all ordinances in conflict herewith and providing an effective date.

Passed on first reading 9/10/2026

CM/rrp
09/03/2026

ORDINANCE NUMBER 2026-2384
CITY OF LAKE CITY, FLORIDA

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA RELATING TO RATES, CHARGES, AND FEES FOR WATER AND SEWER UTILITY SERVICE; AMENDING CHAPTER 102, ARTICLE II, SECTION 102-210.1 OF THE CODE OF ORDINANCES OF THE CITY OF LAKE CITY, FLORIDA; ESTABLISHING RATES, CHARGES, AND FEES FOR WATER AND SEWER UTILITY SERVICE AS OF OCTOBER 1, 2026; MAKING FINDINGS OF FACT IN SUPPORT THEREOF; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (the "City") operates water and sewer utility services and charges rates and fees to users thereof; and

WHEREAS, Section 180.136, Florida Statutes establishes the process for establishing rates, charges, and fees for water and sewer utility service; and

WHEREAS, amendment of Chapter 102, Article II, Section 102-210.1 of the Code of Ordinances of the City as set forth herein is consistent with Florida Statutes; and

WHEREAS, amendment of Chapter 102, Article II, Section 102-210.1 of the Code of Ordinances of the City as set forth herein will require the City Council to establish rates, charges, and fees for water and utility service in the City; and

WHEREAS, the City Council finds it necessary and prudent to establish rates, charges, and fees for water and sewer utility service commencing on October 1, 2026 at the same rates, charges, and fees established as of September 30, 2026, with no increases thereto; and

WHEREAS, amending Chapter 102, Article II, Section 102-210.1 of the Code of Ordinances consistent with Florida Statutes, and establishing rates, charges, and fees for water and sewer utility service commencing on October 1, 2026 with no increases thereto as set forth herein is in the best interests of the City and promotes the health, safety, and welfare of the community; now, therefore

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA:

SECTION 1. CHAPTER 102, ARTICLE II, SECTION 102-210.1 OF THE CODE OF ORDINANCES

OF THE CITY OF LAKE CITY, FLORIDA IS AMENDED AS FOLLOWS:

Section 102-210.1 Authority to adopt rates, fees, deposits, and charges.

(1) The city council shall have the authority to establish, modify, or change rates, fees, deposits, and charges for the utility system, and to provide terms and conditions for the payment and collection of the same. All rates, fees, deposits, and charges are found in the SOFRAD.

(2) ~~Consumer price index~~ Rates, charges, and fee adjustments. ~~Commencing October 1, 2023, and each October 1 thereafter, the rates~~ Rates, charges, and fees charged for water and sewer service provided for in the SOFRAD, and elsewhere herein, shall be adjusted from time to time by ordinance. ~~and increased by an amount equal to the percentage of increase, if any, in the Consumer Price Index-U.S. Cities Average-All Urban Consumers-All Items-old base (1967=100) as published by the United States Department of Labor, Bureau of Labor Statistics, referred to in this subsection as the "index" between the index number of the index of July 1, 1967, which is herein referred to as the "base index number," and the index number of the index on each July 1 of each year thereafter, referred to herein as the "current index number." If the current index number on July 1 of each year beginning July 1, 2023, is greater than the base index number, then the rates charged for water and sewer services as provided for in this section, and elsewhere herein, for the next 12-month period starting October 1, 2023, and on October 1 of each succeeding year thereafter, shall be increased by an amount by which the current index number exceeds the current index number on July 1 of the preceding July 1. In no event shall the increase exceed ten percent in any one year.~~

SECTION 2. CODIFICATION AMENDMENT TO CHAPTER 102, ARTICLE II, SECTION 102-210.1 OF THE CODE OF ORDINANCES OF THE CITY OF LAKE CITY

The foregoing amendment to Chapter 102, Article II, Section 102-210.1 of the Code of Ordinances shall become and be made a part of the Code of Ordinances of the City of Lake City, Florida. The sections, paragraphs, and clauses of the foregoing amendment may be renumbered, re-lettered and the word "Ordinance", "Section", "Article", and "Chapter" may be changed to such other word or phrase in order to accomplish the intention of such amendment. The correction of typographical errors which do not affect the intent or substance of the amendment may be authorized by the City Clerk or the City Clerk's designee with the consent of the City Attorney without public hearing, by filing a corrected or re-codified copy of the same with the City.

SECTION 3. ESTABLISHMENT OF RATES, CHARGES, AND FEES

A. Effective October 1, 2026, rates, charges, and fees for water and sewer utility service are established pursuant to the Schedule of Rates, Charges, and Fees attached hereto as Exhibit "A".

B. The provisions of this Section 3 of this ordinance, including the attached Schedule of Rates, Charges, and Fees not be codified in the City's Code of Ordinances, but rather shall be included in the *City of Lake City Utility Schedule of Fees, Rates and Deposits* (*SOFRAD*).

C. Rates, charges, and fees for utilities services not specifically included in the attached Exhibit "A" shall be established as otherwise provided by City ordinance.

SECTION 4. REPEAL OF ORDINANCES IN CONFLICT

All ordinances or parts of ordinances in conflict with this Ordinance are, to the extent they conflict with this Ordinance, repealed.

SECTION 5. PROVIDING FOR SEVERABILITY

It is the declared intent of the City Council that, if any section, sentence, clause, phrase, or provision of this ordinance is for any reason held or declared to be unconstitutional, void, or inoperative by a court or agency of competent jurisdiction, such holding of invalidity or unconstitutionality shall not affect the remaining provisions of this Ordinance and the remainder of this Ordinance, after the exclusion of such part or parts, shall be deemed to be valid.

SECTION 6. EFFECTIVE DATE

This Ordinance shall be effective immediately upon adoption by the City Council.

APPROVED, UPON FIRST READING, by the City Council of the City of Lake City at a regular

meeting on the ____ day of September, 2026.

PUBLICLY NOTICED, in a newspaper of general circulation in the City of Lake City, Florida, by the City Clerk of the City of Lake City, Florida, on the ___ day of September, 2026.

APPROVED AND ADOPTED UPON SECOND READING, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, at a regular meeting this ____ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

Exhibit A
Page 1 of 6

SCHEDULE OF RATES, CHARGES, AND FEES
WATER INSIDE CITY LIMITS EFFECTIVE OCTOBER 1, 2026

	Base Charge Total	$24.19							
RESIDENTIAL									
Monthly Base Charge (per ERU)	**Base Charge**					**Usage Charge**			
Billing Charge $2.77	$ 2.77	**Block 1**	**$13.75**	**Block 2**	**$20.75**	**Block 3**	**$27.55**	**Block 4**	
Monthly Base Charge:									
3/4" Meter	$21.42	0-5,000	$2.75	5,001-10,000	$4.15	10,001-15,000	$5.51	above 15,000	$6.90
1" Meter	$21.42	0-5,000	$2.75	5,001-10,000	$4.15	10,001-15,000	$5.51	above 15,000	$6.90
1.5" Meter	$21.42	0-5,000	$2.75	5,001-10,000	$4.15	10,001-15,000	$5.51	above 15,000	$6.90
2" Meter	$21.42	0-5,000	$2.75	5,001-10,000	$4.15	10,001-15,000	$5.51	above 15,000	$6.90
3" Meter	$21.42	0-5,000	$2.75	5,001-10,000	$4.15	10,001-15,000	$5.51	above 15,000	$6.90
4" Meter	$21.42	0-5,000	$2.75	5,001-10,000	$4.15	10,001-15,000	$5.51	above 15,000	$6.90

	Base Charge Total	$22.06							
SENIOR CITIZEN									
Monthly Base Charge (per ERU)	**Base Charge**					**Usage Charge**			
Billing Charge $2.77	$ 2.77	**Block 1**	**$12.40**	**Block 2**	**$18.60**	**Block 3**	**$24.80**	**Block 4**	
3/4" Meter	$19.29	0-5,000	$2.48	5,001-10,000	$3.72	10,001-15,000	$4.96	above 15,000	$6.22
1" Meter	$19.29	0-5,000	$2.48	5,001-10,000	$3.72	10,001-15,000	$4.96	above 15,000	$6.22
1.5" Meter	$19.29	0-5,000	$2.48	5,001-10,000	$3.72	10,001-15,000	$4.96	above 15,000	$6.22
2" Meter	$19.29	0-5,000	$2.48	5,001-10,000	$3.72	10,001-15,000	$4.96	above 15,000	$6.22
3" Meter	$19.29	0-5,000	$2.48	5,001-10,000	$3.72	10,001-15,000	$4.96	above 15,000	$6.22
4" Meter	$19.29	0-5,000	$2.48	5,001-10,000	$3.72	10,001-15,000	$4.96	above 15,000	$6.22

COMMERCIAL									
Monthly Base Charge (per ERU)	**Base Charge**					**Usage Charge**			
Billing Charge $2.77		**Block 1**		**Block 2**		**Block 3**		**Block 4**	
3/4" Meter	$21.42	0-5,000	$2.75	5,001-10,000	$4.15	10,001-15,000	$5.51	above 15,000	$6.90
1" Meter	$53.54	0-12,500	$2.75	12,501-25,000	$4.15	25,001-37,500	$5.51	above 37,500	$6.90
1.5" Meter	$107.09	0-25,000	$2.75	25,001-50,000	$4.15	50,001-75,000	$5.51	above 75,000	$6.90
2" Meter	$171.33	0-40,000	$2.75	40,001-80,000	$4.15	80,001-120,000	$5.51	above 120,000	$6.90
3" Meter	$342.68	0-80,000	$2.75	80,001-160,000	$4.15	160,001-240,000	$5.51	above 240,000	$6.90
4" Meter	$535.44	0-125,000	$2.75	125,001-250,000	$4.15	250,001-375,000	$5.51	above 375,000	$6.90
6" Meter	$1,070.87	0-250,000	$2.75	250,001-500,000	$4.15	500,001-750,000	$5.51	above 750,000	$6.90
8" Meter	$1,713.39	0-400,000	$2.75	400,001-800,000	$4.15	800,001-1,200,000	$5.51	above 1,200,000	$6.90

CODING: Words ~~stricken~~ are deletions; words underlined are additions.

Exhibit A
Page 2 of 6

SCHEDULE OF RATES, CHARGES, AND FEES
WATER INSIDE CITY LIMITS EFFECTIVE OCTOBER 1, 2026

IRRIGATION/FIRE HYDRANT

Monthly Base Charge (per ERU)	Base Charge	Usage Charge							
Billing Charge $2.77		Block 1		Block 2		Block 3		Block 4	
3/4" Meter	$21.42	0-5,000	$2.75	5,001-10,000	$4.15	10,001-15,000	$5.51	above 15,000	$6.90
1" Meter	$53.54	0-12,500	$2.75	12,501-25,000	$4.15	25,001-37,500	$5.51	above 37,500	$6.90
1.5" Meter	$107.09	0-25,000	$2.75	25,001-50,000	$4.15	50,001-75,000	$5.51	above 75,000	$6.90
2" Meter	$171.33	0-40,000	$2.75	40,001-80,000	$4.15	80,001-120,000	$5.51	above 120,000	$6.90
3" Meter	$342.68	0-80,000	$2.75	80,001-160,000	$4.15	160,001-240,000	$5.51	above 240,000	$6.90

Exhibit A
Page 3 of 6

SCHEDULE OF RATES, CHARGES, AND FEES
WATER OUTSIDE CITY LIMITS 2026

	Base Charge Total	$30.94							
RESIDENTIAL									
Monthly Base Charge (per ERU)	**Base Charge**					**Usage Charge**			
Billing Charge $4.16		**Block 1**	**$17.20**	**Block 2**	**$25.85**	**Block 3**	**$34.50**	**Block 4**	
3/4" Meter	$26.78	0-5,000	$3.44	5,001-10,000	$5.17	10,001-15,000	$6.90	above 15,000	$8.62
1" Meter	$26.78	0-5,000	$3.44	5,001-10,000	$5.17	10,001-15,000	$6.90	above 15,000	$8.62
1.5" Meter	$26.78	0-5,000	$3.44	5,001-10,000	$5.17	10,001-15,000	$6.90	above 15,000	$8.62
2" Meter	$26.78	0-5,000	$3.44	5,001-10,000	$5.17	10,001-15,000	$6.90	above 15,000	$8.62
3" Meter	$26.78	0-5,000	$3.44	5,001-10,000	$5.17	10,001-15,000	$6.90	above 15,000	$8.62
4" Meter	$26.78	0-5,000	$3.44	5,001-10,000	$5.17	10,001-15,000	$6.90	above 15,000	$8.62
	Base Charge Total	$28.29							
SENIOR CITIZEN									
Monthly Base Charge (per ERU)	**Base Charge**					**Usage Charge**			
Billing Charge $4.16		**Block 1**	**$15.50**	**Block 2**	**$23.25**	**Block 3**	**$31.10**	**Block 4**	
3/4" Meter	$24.13	0-5,000	$3.10	5,001-10,000	$4.65	10,001-15,000	$6.22	above 15,000	$7.77
1" Meter	$24.13	0-5,000	$3.10	5,001-10,000	$4.65	10,001-15,000	$6.22	above 15,000	$7.77
1.5" Meter	$24.13	0-5,000	$3.10	5,001-10,000	$4.65	10,001-15,000	$6.22	above 15,000	$7.77
2" Meter	$24.13	0-5,000	$3.10	5,001-10,000	$4.65	10,001-15,000	$6.22	above 15,000	$7.77
3" Meter	$24.13	0-5,000	$3.10	5,001-10,000	$4.65	10,001-15,000	$6.22	above 15,000	$7.77
4" Meter	$24.13	0-5,000	$3.10	5,001-10,000	$4.65	10,001-15,000	$6.22	above 15,000	$7.77
COMMERCIAL									
Monthly Base Charge (per ERU)	**Base Charge**					**Usage Charge**			
Billing Charge $4.16		**Block 1**		**Block 2**		**Block 3**		**Block 4**	
3/4" Meter	$26.78	0-5,000	$3.44	5,001-10,000	$5.17	10,001-15,000	$6.90	above 15,000	$8.62
1" Meter	$66.93	0-12,500	$3.44	12,501-25,000	$5.17	25,001-37,500	$6.90	above 37,500	$8.62
1.5" Meter	$133.87	0-25,000	$3.44	25,001-50,000	$5.17	50,001-75,000	$6.90	above 75,000	$8.62
2" Meter	$214.17	0-40,000	$3.44	40,001-80,000	$5.17	80,001-120,000	$6.90	above 120,000	$8.62
3" Meter	$428.34	0-80,000	$3.44	80,001-160,000	$5.17	160,001-240,000	$6.90	above 240,000	$8.62
4" Meter	$669.31	0-125,000	$3.44	125,001-250,000	$5.17	250,001-375,000	$6.90	above 375,000	$8.62
6" Meter	$1,338.59	0-250,000	$3.44	250,001-500,000	$5.17	500,001-750,000	$6.90	above 750,000	$8.62
8" Meter	$2,141.75	0-400,000	$3.44	400,001-800,000	$5.17	800,001-1,200,000	$6.90	above 1,200,000	$8.62

CODING: Words stricken are deletions; words underlined are additions.

Exhibit "A"
Page 4 of 6

SCHEDULE OF RATES, CHARGES, AND FEES
WATER OUTSIDE CITY LIMITS 2026

IRRIGATION/FIRE HYDRANT

Monthly Base Charge (per ERU)	**Base Charge**					**Usage Charge**			
Billing Charge $4.16		**Block 1**		**Block 2**		**Block 3**		**Block 4**	
3/4" Meter	$26.78	0-5,000	$3.44	5,001-10,000	$5.17	10,001-15,000	$6.90	above 15,000	$8.62
1" Meter	$66.93	0-12,500	$3.44	12,501-25,000	$5.17	25,001-37,500	$6.90	above 37,500	$8.62
1.5" Meter	$133.87	0-25,000	$3.44	25,001-50,000	$5.17	50,001-75,000	$6.90	above 75,000	$8.62
2" Meter	$214.17	0-40,000	$3.44	40,001-80,000	$5.17	80,001-120,000	$6.90	above 120,000	$8.62
3" Meter	$428.34	0-80,000	$3.44	80,001-160,000	$5.17	160,001-240,000	$6.90	above 240,000	$8.62

Exhibit A
Page 5 of 6

SCHEDULE OF RATES, CHARGES, AND FEES
SEWER INSIDE CITY LIMITS EFFECTIVE OCTOBER 1, 2026

RESIDENTIAL	**BASE CHG**	**$47.58**		
Monthly Base Charge (per ERU)				
				Usage Charge (per 1000)
Billing Charge	$2.77			
3/4"		$44.81	up to 16,000	$5.66
1"		$44.81	up to 16,000	$5.66
1.5"		$44.81	up to 16,000	$5.66
2"		$44.81	up to 16,000	$5.66
3"		$44.81	up to 16,000	$5.66
4"		$44.81	up to 16,000	$5.66

Commercial				
Monthly Base Charge (per ERU)				
			Usage Charge (per 1000)	
Billing Charge	$2.77			
5/8"-3/4"	$44.81	All gallons	Commercial I	$5.66
1"	$112.03	All gallons	Commercial II	$6.52
1.5"	$224.04	All gallons	Commercial III	$7.36
2"	$358.48	All gallons		
3"	$716.94	All gallons		
4"	$1,120.21	All gallons		
6"	$2,240.44	All gallons		
8"	$3,584.71	All gallons		

SEWER ONLY		
Billing charge-$2.77		
Base Facility Only	$44.81	Residential
	$84.45	Commercial C1
	$90.45	Commercial C2
No WATER	$84.45	Residential
	$84.45	Commercial C1
	$90.45	Commercial C2
Half Rate	$22.41	Residential
	$22.41	Commercial C1
	$22.41	Commercial C2

Exhibit A
Page 6 of 6

SCHEDULE OF RATES, CHARGES, AND FEES
SEWER OUTSIDE CITY LIMITS EFFECTIVE OCTOBER 1, 2026

RESIDENTIAL	**BASE CHG**	**$58.79**		
Monthly Base Charge (per ERU)				
				Usage Charge (per 1000)
Billing Charge	$2.77			
3/4"		$56.02	up to 16,000	$7.08
1"		$56.02	up to 16,000	$7.08
1.5"		$56.02	up to 16,000	$7.08
2"		$56.02	up to 16,000	$7.08
3"		$56.02	up to 16,000	$7.08
4"		$56.02	up to 16,000	$7.08

Commerical					
Monthly Base Charge (per ERU)					
				Usage Charge (per 1000)	
Billing Charge	$2.77				
5/8"-3/4"		$ 56.02	All gallons	Commercial I	$7.08
1"		$ 140.06	All gallons	Commercial II	$8.15
1.5"		$ 280.09	All gallons	Commercial III	$9.21
2"		$ 448.14	All gallons		
3"		$ 896.30	All gallons		
4"		$ 1,400.46	All gallons		
6"		$ 2,800.92	All gallons		
8"		$ 4,481.47	All gallons		

	SEWER ONLY	
Billing charge-$2.77		
Base Facility Only	$56.02	Residential
	$105.56	Commercial C1
	$113.07	Commercial C2
No WATER	$105.56	Residential
	$105.56	Commercial C1
	$113.07	Commercial C2
Half Rate	$28.02	Residential
	$28.02	Commercial C1
	$28.02	Commercial C2

Ordinance Number: 2026-2384
Passed on first reading on September 10, 2026

Record of Vote on First Reading

	For	Against	Absent	Abstain
Noah Walker, Mayor/Council Member	√			
Tammy Harris, Council Member	√			
Chevella Young, Council Member	√			
Ricky Jernigan, Council Member	√			
James Carter, 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 Sikes

AUDREY SIKES, MMC
City Clerk

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

ORDINANCE 2026-2384

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA RELATING TO RATES, CHARGES, AND FEES FOR WATER AND SEWER UTILITY SERVICE; AMENDING CHAPTER 102, ARTICLE II, SECTION 102-210.1 OF THE CODE OF ORDINANCES OF THE CITY OF LAKE CITY, FLORIDA; ESTABLISHING RATES, CHARGES, AND FEES FOR WATER AND SEWER UTILITY SERVICE AS OF OCTOBER 1, 2026; MAKING FINDINGS OF FACT IN SUPPORT THEREOF; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☒ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☐ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

[1] See Section 166.041(4)(c), Florida Statutes.

c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

Establishes rates, fees, and charges for water and sewer service from the City utilities.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;

The direct compliance cost for businesses is the payment of established rates, fees, and charges for water and sewer service from the City utilities.

(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and

No new rates, charges, or fees are imposed or increased.

(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

No new rates, fees, or charges are established or imposed.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

Every business receiving water and sewer utility service from the City will be impacted.

4. Additional information the governing body deems useful (if any):

None

File Attachments for Item:

11. City Council Ordinance No. 2026-2385 (final reading) - An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 26-06, submitted by RMC 47 & 242A, LLC, relating to voluntary annexation; annexing certain real property located in Columbia County, Florida, which is reasonably compact, into the boundaries of the City of Lake City, Florida; making certain findings of fact in support thereof; providing severability; repealing all ordinances in conflict; providing an effective date. This property is located at the corner of Highway 47 and County Road 242A.

Passed on first reading 9/10/2026

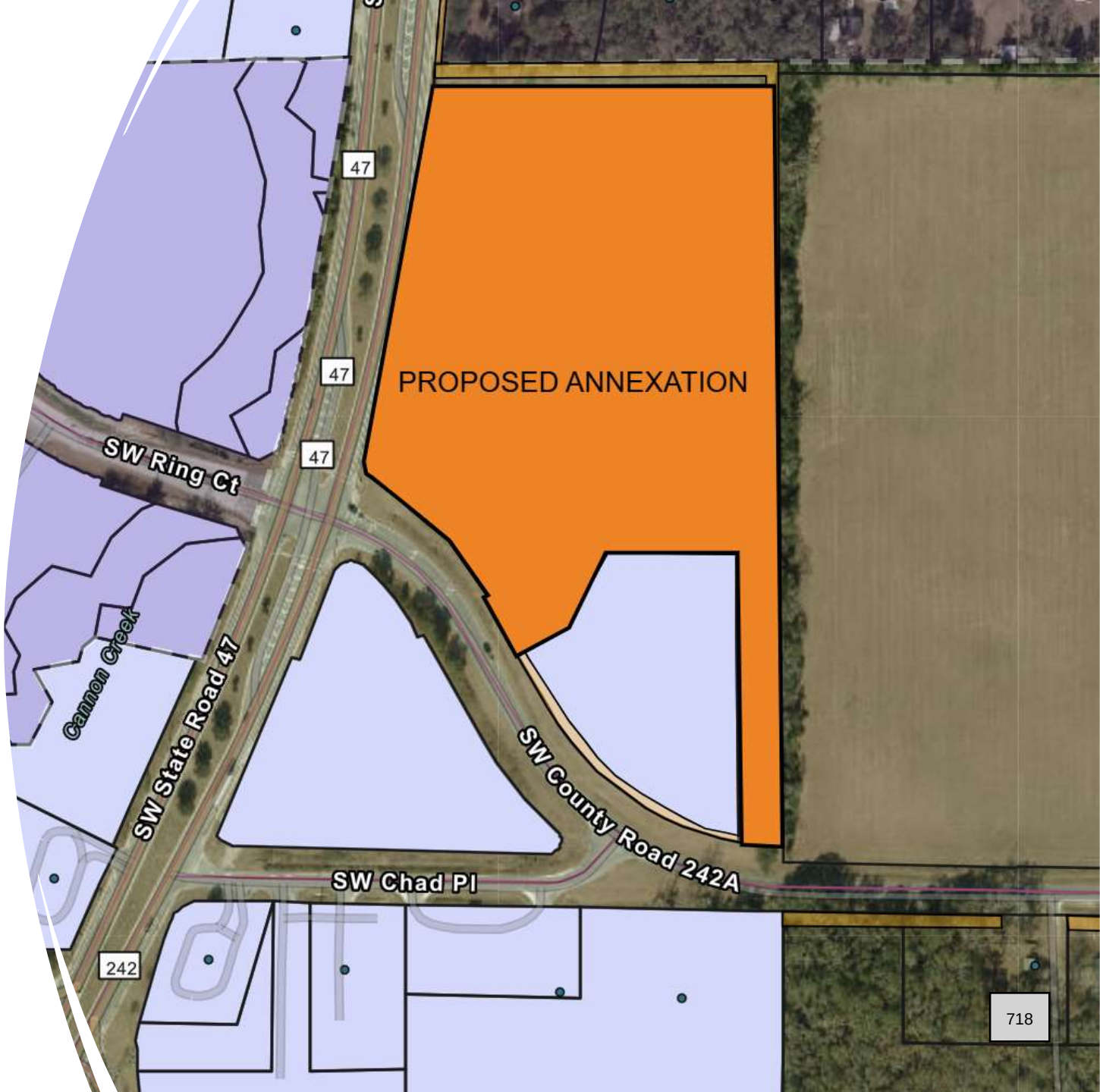
ORDINANCE 2026-2385

ANX 26-06

Introduction

- Applicant has requested to annex parcel 08563-003 into the City.
- This parcel is located at the corner of Hwy 47 and County Road 242A.

Location


PROPOSED ANNEXATION
47
47
47
SW Ring Ct
Cannon Creek
SW State Road 47
SW County Road 242A
SW Chad Pl
242
718

Staff Comments

- Staff has confirmed that this does not create an enclave, pocket or finger in a serpentine pattern.
- Staff has confirmed that this property is not contiguous to City property but is located within a Joint Planning Area.

Staff Recommendation

- Staff's recommendation is to approve Ordinance 2026-2385.

QUESTIONS

CM/rrp
09/03/2026

ORDINANCE NO. 2026-2385

CITY OF LAKE CITY, FLORIDA

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, PURSUANT TO PETITION NO. ANX 26-06, SUBMITTED BY RMC 47 & 242A, LLC, RELATING TO VOLUNTARY ANNEXATION; ANNEXING CERTAIN REAL PROPERTY LOCATED IN COLUMBIA COUNTY, FLORIDA, WHICH IS REASONABLY COMPACT, INTO THE BOUNDARIES OF THE CITY OF LAKE CITY, FLORIDA; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT THEREOF; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City of Lake City, Florida, (the "City Council"), to annex real property into the corporate boundaries of the City of Lake City, Florida, (the "City"); and

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 Interlocal Service Boundary Agreement (the "ISBA") between the Board of County Commissioners of Columbia County, Florida, (the "County"), adopted by Columbia County Ordinance No. 2025-23; and the City, adopted by City of Lake City Ordinance No. 2026-2345 permits property within the area defined by the ISBA to be annexed into the City; and

WHEREAS, RMC 47 & 242A, LLC, the owners of certain real property more particularly described herein below (the "Real Property"), said Real Property commonly identified by 2026 tax parcel number 08563-003, has petitioned that the same be voluntarily annexed and incorporated into the boundaries of the City; now therefore

BE IT ENACTED by the people of the City of Lake City, Florida:

1. Pursuant to a petition, ANX 26-06, by RMC 47 & 242A, LLC, the owner of the Real Property, said Real Property being depicted on Schedule A: Location Map, attached hereto and incorporated as part of this ordinance, and being reasonably compact, has petitioned the City to have said Real Property annexed into the City.
2. The Real Property is more particularly described as follows:

A PARCEL OF LAND SITUATED IN SECTION 19, TOWNSHIP 4 SOUTH, RANGE 17 EAST, COLUMBIA COUNTY, FLORIDA, BEING A PORTION OF THE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 996, PAGE 2908, AND BOOK 1389, PAGE 2629, CONSISTING OF THE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 809, PAGE 2414, AND BOOK 856, PAGE 109 OF THE PUBLIC RECORDS OF SAID COUNTY AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 19 AS DESCRIBED IN SAID OFFICIAL RECORDS BOOK 996, PAGE 2908, THENCE SOUTH 01°34'07" EAST, ALONG THE EAST LINE OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SAID SECTION 19 AS DESCRIBED IN SAID OFFICIAL RECORDS BOOK 996, PAGE 2908, A DISTANCE OF 40.00 FEET TO A 5/8" IRON ROD AND CAP STAMPED "CHW, INC LB 5075" AND THE POINT OF BEGINNING; THENCE SOUTH 01°34'07" EAST, ALONG SAID EAST LINE A DISTANCE OF 914.00 FEET TO THE SOUTHEAST CORNER OF THE LANDS DESCRIBED IN SAID OFFICIAL RECORDS BOOK 996, PAGE 2908, AND THE NORTHEAST CORNER OF THE LANDS DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1389, PAGE 2629; THENCE SOUTH 01°37'17" EAST ALONG THE EAST LINE OF SAID LANDS, A DISTANCE OF 360.53 FEET TO THE NORTHEASTERLY RIGHT OF WAY LINE OF THE RELOCATION OF COUNTY ROAD NO. 242, AS SHOWN ON FLORIDA DEPARTMENT OF TRANSPORTATION MAPS OF STATE ROAD NO.47 (SECTION 29020-2501), SAID POINT LYING ON A CURVE CONCAVE NORTHERLY, HAVING A RADIUS OF 465.88 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF NORTH 85°19'34" WEST, 72.44 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE AND ALONG SAID NORTHEASTERLY RIGHT OF WAY LINE, THROUGH A CENTRAL ANGLE OF 08°55'03", AN ARC LENGTH OF 72.51 FEET TO THE END OF SAID CURVE; THENCE DEPARTING SAID NORTHEASTERLY RIGHT OF WAY LINE, NORTH 01°37'17" WEST, A DISTANCE OF 354.74 FEET TO THE NORTHERLY LINE OF SAID LANDS AS DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1389, PAGE 2629; THENCE NORTH 01°34'07' WEST, A DISTANCE OF 125.05 FEET; THENCE NORTH 89°54'21" WEST, A DISTANCE OF 217.26 FEET; THENCE SOUTH 01°28'24" EAST, A DISTANCE OF 3.16 FEET TO THE BEGINNING OF A CURVE CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 141.50 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF SOUTH 27°33'03" WEST, 137.30 FEET; THENCE SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 58°02'53", AN ARC LENGTH OF 143.36 FEET TO THE END OF SAID CURVE, ALSO BEING THE NORTH LINE OF THE LANDS DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1389, PAGE 2629, AND THE SOUTH LINE OF THE LANDS DESCRIBED IN SAID

OFFICIAL RECORDS BOOK 996, PAGE 2908; THENCE SOUTH 59°03'00" WEST, A DISTANCE OF 96.00 FEET TO THE SAID NORTHEASTERLY RIGHT OF WAY LINE OF THE RELOCATION OF COUNTY ROAD NO. 242; THENCE NORTH 30°48'37" WEST, ALONG SAID NORTHEASTERLY RIGHT OF WAY LINE, A DISTANCE OF 57.70 FEET TO THE NORTHWEST CORNER OF THE LANDS DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1389, PAGE 2629; THENCE CONTINUE NORTHWESTERLY ALONG SAID NORTHEASTERLY RIGHT OF WAY LINE THE FOLLOWING FIVE (5) COURSES: (1) NORTH 31°18'47" WEST, A DISTANCE OF 51.36 FEET; (2) NORTH 59°01'16" EAST, A DISTANCE OF 9.91 FEET TO THE BEGINNING OF A CURVE CONCAVE SOUTHWESTERLY, HAVING A RADIUS OF 446.19 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF NORTH 42°31'47" WEST, 179.97 FEET; (3) NORTHWESTERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 23°16'13", AN ARC LENGTH OF 181.22 FEET TO THE END OF SAID CURVE; (4) NORTH 54°07'52" WEST, A DISTANCE OF 97.09 FEET TO THE BEGINNING OF A CURVE CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 32.81 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF NORTH 19°36'05" WEST, 37.34 FEET; (5) NORTHERLY ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 69°21'19", AN ARC LENGTH OF 39.72 FEET TO THE EASTERLY RIGHT OF WAY LINE OF STATE ROAD NO.47 AS SHOWN ON THE FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY MAPS OF STATE ROAD NO. 47 (SECTION 29020-2501), AND TO THE BEGINNING OF A CURVE CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 3,030.28 FEET AND BEING SUBTENDED BY A CHORD HAVING A BEARING AND DISTANCE OF NORTH 09°49'57" EAST, 563.68 FEET; THENCE CONTINUE NORTHEASTERLY ALONG SAID EASTERLY RIGHT OF WAY LINE THE FOLLOWING TWO (2) COURSES: (1) ALONG THE ARC OF SAID CURVE, THROUGH A CENTRAL ANGLE OF 10°40'24", AN ARC LENGTH OF 564.50 FEET TO THE END OF SAID CURVE; (2) NORTH 04°23'17" EAST, A DISTANCE OF 76.36 FEET TO THE WESTERLY EXTENSION OF THE SOUTHERLY LINE OF SAID PINE KNOLL, AND A 5/8" IRON ROD AND CAP STAMPED "CHW, INC LB 5075"; HENCE NORTH 89°13'50" EAST ALONG SAID SOUTHERLY LINE, A DISTANCE OF 572.01 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED LANDS CONTAIN 12.60 ACRES, MORE OR LESS.

3. The City Council finds the petition bears the signatures of all owners of said Real Property in the area proposed to be annexed.

4. The City Council finds said Real Property meets the criteria established by Chapter 171, Florida Statutes, as amended, and said ISBA between the County, and the City, and should

be annexed to the boundaries of the City.

5. Said Real Property is hereby annexed to the boundaries of the City, and in every way is a part of the City.

6. The boundaries of the City are hereby redefined to include said Real Property.

7. Annexation. Said Real Property shall continue to be classified as follows: COMMERCIAL, under the land use classifications as designated on the Future Land Use Plan Map of the Columbia County Comprehensive Plan and classified as COMMERCIAL, INTENSIVE (CI) under the zoning districts as designated on the Official Zoning Atlas of the Columbia County Land Development Regulations until otherwise changed or amended by appropriate ordinance of the City.

8. Effective January 1, 2027, 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.

9. 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.

10. The City Clerk is hereby directed to file, within seven (7) days following 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 Columbia County, Florida;

    d) Chief Administrative Officer of Columbia County, Florida;

    e) Property Appraiser of Columbia County, Florida;

    f) Tax Collector of Columbia County, Florida; and

    g) All public utilities authorized to conduct business within the city.

11. Severability. It is the declared intent of the City Council that if any section, sentence, clause, phrase, or provision of this ordinance is for any reason held or declared to be unconstitutional, void, or inoperative by a court or agency of competent jurisdiction, such holding of invalidity or unconstitutionality shall not affect the remaining provisions of this ordinance and the remainder of this ordinance, after the exclusion of such part or parts, shall be deemed to be valid.

12. Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

13. Effective Date. This ordinance shall be effective on the date of final adoption by the City Council.

APPROVED, UPON FIRST READING, by the City Council, at a regular meeting, on the _____ day of _____ 2026.

PUBLICLY NOTICED, in a newspaper of general circulation in the city, by the City Clerk of the City on the 10th of September 2026 and 17th of September 2026.

APPROVED AND ADOPTED UPON SECOND READING, by an affirmative vote of a majority of a quorum present of the City Council, at a regular meeting this ____ day of _____ 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

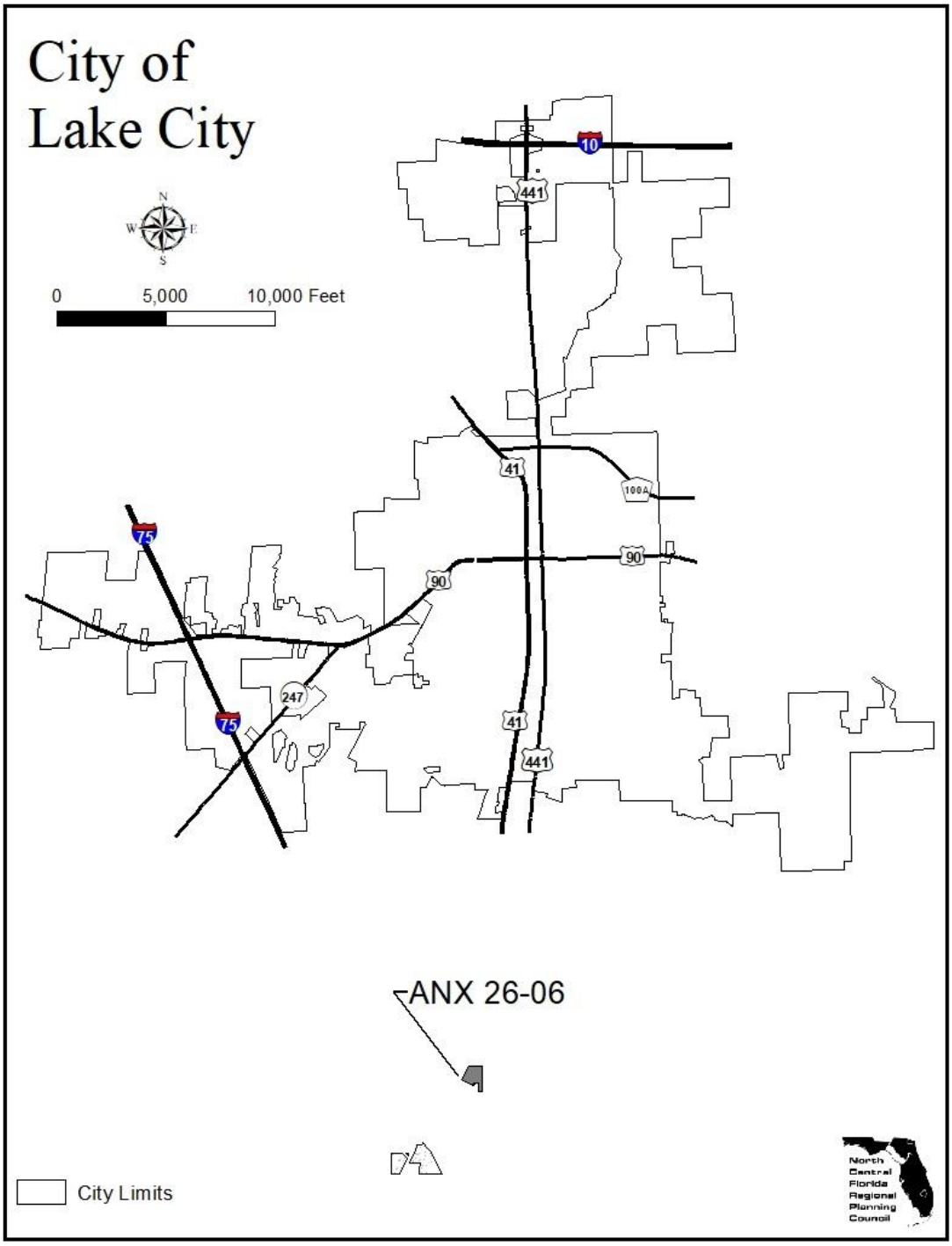
ATTEST, BY THE CLERK OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA:

_____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

Schedule A: Location Map



Ordinance Number: 2026-2385
Passed on first reading on September 10, 2026

Record of Vote on First Reading

	For	Against	Absent	Abstain
Noah Walker, Mayor/Council Member	√			
Tammy Harris, Council Member	√			
Chevella Young, Council Member	√			
Ricky Jernigan, Council Member	√			
James Carter, 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 Sikes

AUDREY SIKES, MMC
City Clerk

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: **ORDINANCE 2026-2385**
AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, PURSUANT TO PETITION NO. ANX 26-06, SUBMITTED BY RMC 47 & 242A, LLC, RELATING TO VOLUNTARY ANNEXATION; ANNEXING CERTAIN REAL PROPERTY LOCATED IN COLUMBIA COUNTY, FLORIDA, WHICH IS REASONABLY COMPACT, INTO THE BOUNDARIES OF THE CITY OF LAKE CITY, FLORIDA; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT THEREOF; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☒ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☐ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, the City hereby publishes the following information:

1. Summary of the proposed ordinance: **AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, PURSUANT TO PETITION NO. ANX 26-06, SUBMITTED BY RMC 47 & 242A, LLC, RELATING TO VOLUNTARY ANNEXATION; ANNEXING CERTAIN REAL PROPERTY LOCATED IN COLUMBIA COUNTY, FLORIDA, WHICH IS REASONABLY COMPACT, INTO THE BOUNDARIES OF THE CITY OF LAKE CITY, FLORIDA; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT THEREOF; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AN EFFECTIVE DATE.**

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.
No estimated direct impact of the proposed ordinance on private, for profit businesses in the City.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:
Zero

4. Additional information the governing body deems useful (if any):
The proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect only businesses).

File Attachments for Item:

12. City Council Resolution No. 2026-092 - A resolution of the City of Lake City, Florida, approving that certain lease agreement between the City and Suwannee Valley Community Coordinated Child Care, Inc., a Florida not for profit corporation, for lease of portions of the real property formerly known as Five Points Elementary School; making certain findings of fact in support of the City approving said lease agreement; recognizing the authority of the Mayor to execute and bind the City to said lease agreement; directing the Mayor to execute and bind the City to said lease agreement; repealing all prior resolutions in conflict; and providing an effective date.

CM/rrp
09/14/2026

RESOLUTION NO 2026 - 092

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN LEASE AGREEMENT BETWEEN THE CITY AND SUWANNEE VALLEY COMMUNITY COORDINATED CHILD CARE, INC., A FLORIDA NOT FOR PROFIT CORPORATION, FOR LEASE OF PORTIONS OF THE REAL PROPERTY FORMERLY KNOWN AS FIVE POINTS ELEMENTARY SCHOOL; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID LEASE AGREEMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID LEASE AGREEMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID LEASE AGREEMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City ("City") acquired certain real property from the Columbia County School Board, formerly known as Five Points Elementary School (the "Campus") more particularly described in that certain Special Warranty Deed dated May 15, 2026 and recorded on May 20, 2026 Official Record Book 1568, Page 2230, Public Records of Columbia County, Florida; and

WHEREAS, Suwannee Valley Community Coordinated Child Care, Inc., a Florida not for profit corporation (the "Lessee") desires to lease certain facilities on and portions of the Campus; and

WHEREAS, the Lessee and the City desire to enter into that certain contract to lease portions of the Campus to the Lessee by adopting the terms of the proposed contract with Lessee in the form of the Exhibit attached hereto (the "Agreement"); and

WHEREAS, leasing portions of the Campus to the Lessee is in the public interest and in the interests of the City; now therefore

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

1. Leasing portions of the Campus to the Lessee by the terms in the Agreement is in the public or community interest and for public welfare; and

2. In furtherance thereof, the Agreement in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and

3. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the

City of Lake City; and

4. The Mayor of the City of Lake City is authorized to execute on behalf of and bind the City to the terms of the Agreement; and

5. The Mayor of the City of Lake City is directed to execute on behalf of and bind the City to the terms of the Agreement; and

6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and

7. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

LEASE AGREEMENT

BETWEEN

CITY OF LAKE CITY, FLORIDA

AND

SUWANNEE VALLEY COMMUNITY COORDINATED CHILD CARE, INC., A FLORIDA NOT FOR PROFIT CORPORATION

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LEASE AGREEMENT
BETWEEN
CITY OF LAKE CITY, FLORIDA
AND
SUWANNEE VALLEY COMMUNITY COORDINATED CHILD CARE, INC., A FLORIDA NOT FOR PROFIT CORPORATION

THIS LEASE AGREEMENT ("Agreement") made and entered into as of the 15th day of August, 2026, by and between **CITY OF LAKE CITY, FLORIDA**, a Florida municipality ("Lessor"), having an address of 205 North Marion Avenue, Lake City, Florida, 32055, and **SUWANNEE VALLEY COMMUNITY COORDINATED CHILD CARE, INC.**, a Florida not for profit corporation ("Lessee"), having an address of Post Office Box 2637, Lake City, Florida, 32056. References herein to a Party or Parties shall be to Lessor and/or Lessee, as the context so indicates.

RECITALS

WHEREAS, Lessor owns certain real property formerly known as Five Points Elementary School (the "Campus"), more particularly described in that certain Special Warranty Deed dated May 15, 2026 and recorded in Official Record Book 1568, Page 2230, Public Records of Columbia County, Florida. The Campus is depicted by the 2023 aerial photograph attached as Exhibit A; and

WHEREAS, Lessee desires to lease certain facilities on and portions of the Campus (the "Leased Premises") as such facilities and land is depicted by the site plan attached as Exhibit B and defined herein in paragraph 1.2(g), exclusively for the purpose of accomplishing the Permitted Use; and

WHEREAS, the Lessor is willing to lease to Lessee the Leased Premises exclusively for the purpose of accomplishing the Permitted Use; and

WHEREAS, Lessee desires a license for use of the parking areas of the Campus (the "Parking Area") as shown on Exhibit A for ingress, egress and parking of its employees and invitees; and

WHEREAS, the Lessor is willing to grant to Lessee a non-exclusive license for use of the Campus Parking Area for such purposes, together with certain exclusive parking spaces as more particularly described herein; and

WHEREAS, Lessee desires a license to use certain non-exclusive areas of the kitchen located on the Campus (the "Kitchen Area"), as shown by Exhibit B, for preparation of meals for participants in Lessee's programs and related purposes, which areas are separate and in addition to the exclusive use areas of the kitchen included in the Leased Premises; and

WHEREAS, Lessor is willing to grant to Lessee a non-exclusive license for use of the Kitchen Area for such purposes; and

WHEREAS, Lessee will furnish necessary classroom and playground materials and equipment as required by the Office of Head Start Program Performance Standards (Administration for Children and Families, Department of Health and Human Services) and the Florida Department of Children and Families Child Care Standards to provide services in furtherance of the Permitted Use; and

WHEREAS, where possible, the Parties desire to work cooperatively as Lessee seeks to provide high quality services to eligible families in furtherance of the Permitted Use; now, therefore,

FOR AND IN CONSIDERATION of the matters and representations set forth in the foregoing recitals and other good and valuable consideration, to each this day made by and between the Parties hereto, and the covenants, conditions and agreements as are hereinafter set forth, Lessor and Lessee agree as follows:

SECTION 1. RECITALS AND DEFINITIONS.

1.1 INCORPORATION OF RECITALS

The substance of the foregoing recitals, including, but not limited to, the facts, terms, and representations thereof, are incorporated as material terms of this Agreement as if fully set forth herein.

1.2 DEFINITIONS

Although certain words and phrases used in this Agreement may otherwise be defined and have the meanings ascribed within the text of the Agreement, in interpreting this Agreement, the following words, phrases, and terms shall have the following meaning unless the context of this Agreement indicates otherwise.

(a) "Campus" means the area defined and designated on the attached Exhibit "A" as it shall be amended from time to time by acquisition and conveyance of lands, provided such acquisition and conveyance of lands do not sever or impair any portion of the Campus identified herein as the Subject Premises.

(b) "Effective Date" means August 15, 2026.

(c) "Hazardous Materials" means hazardous waste as defined by the Comprehensive and Environmental Response, Compensation and Liability Act of 1980 (CERCLA), 42 U.S.C. section 9601(14) pollutants or contaminants as defined in CERCLA, 42 U.S.C. section 9604 (A)(2) or hazardous waste as defined in the Resource Conservation and Recovery Act (RCRA) 42 U.S.C. section 6903(5) or other similar applicable federal or state laws and regulations, including, but not limited to asbestos, PCB's, urea formaldehyde, and radon gas.

(d) "Initial Lease Term" means the period commencing on August 15, 2026 and continuing through and including September 30, 2031.

(e) "Kitchen Area" shall mean Room 028, together with the restrooms associated therewith (Rooms 029 and 029A) as shown on Exhibit "B".

(f) "Lease Term" means the period spanning Initial Lease Term and any Optional Lease Term, provided such option is exercised.

(g) "Leased Premises" means the facilities and lands more particularly depicted on Exhibit B as follows:

(i) Buildings 6, 7, 8, 10, 14;

(ii) the open areas generally situated between Buildings 7 and 8 and the open areas generally situated between Buildings 3 and 10 each identified as Playground;

(iii) exclusive use of the office area (identified as Room 028A) and storage room (identified as Room 028B) adjacent to the Kitchen Area. All other portions of the Kitchen Area are to remain available to the Lessor and Lessor's other non-exclusive lessees including the walk-in refrigerated units therein.

(h) "Optional Lease Term" means one (1) additional Lease Term of sixty (60) months, commencing October 1, 2031 and ending September 30, 2036.

(i) "Parking Area" means the existing parking lot and parking spaces located South of Building 8 and West of Buildings 6 and 14, the loops/circle drives South of Buildings 14 and 1, the parking lot and parking spaces adjacent to NW Johnson Street, and the parking lot and parking spaces East of the Kitchen Area, as depicted on Exhibit A. As more particularly set forth herein, Lessee shall have exclusive use of eight (8) parking spaces for its employees and invitees as depicted on Exhibit A.

(j) "Permitted Use" means the provision of intensive, comprehensive early childhood services to children who are under six (6) years of age and family development services to enrolled children and families through programs such as Head Start and Early Head Start as those programs are defined by the United States Department of Health and Human Services, Office of Head Start, provided under no circumstances shall the Subject Premises be used in any way for the purpose of providing K-12 education services.

(k) "Phase One Improvements" means the completed improvements to Buildings 6, 8, and 14, and the Kitchen Area, and Lessee's installation of a playground area in the open areas generally situated between buildings 7 and 8 as depicted on Exhibit B, which improvements are contemplated by and mutually agreed to by the Parties.

(l) "Phase Two Improvements" means improvements to Buildings 7 and 10 and Lessee's installation of a playground area in the open areas generally situated between buildings 3 and 10 as depicted on Exhibit "B", which improvements are contemplated by and mutually agreed to by the Parties.

(m) "Shared Use Areas" means, collectively, the Parking Area and the Kitchen Area subject to Lessee's non-exclusive use.

(n) "Subject Premises" means, collectively, the Leased Premises and Kitchen Area, as more particularly depicted in Exhibit B, and the Parking Area as more particularly depicted in Exhibit A.

(o) "Termination Date" shall mean the earlier to occur of (i) the date this Agreement is terminated pursuant to the terms hereof or, (ii) the expiration of the Lease Term.

SECTION 2. SUBJECT PREMISES AND TERM OF AGREEMENT

2.1 SUBJECT PREMISES

(a) The Lessee leases and does rent from the Lessor the Leased Premises pursuant to the terms and conditions of this Agreement.

(b) The Lessor grants to Lessee certain licensed rights to use the Parking Area and Kitchen Area pursuant to the terms and conditions of Section 10 of this Agreement.

(c) It is the responsibility of the Lessee, at the Lessee's sole expense, to satisfy itself, as to the condition of such portions of the Subject Premises being possessed or occupied for execution of the Permitted Use including, without limitation, matters of record in the Official Records, of Columbia County, permitted land uses, zoning codes, building regulations, height limitations, setbacks, applicable building codes, permits, soil conditions, and environmental conditions.

(d) Lessor makes no warranties or representations to the Lessee, respecting the condition of the Subject Premises for purposes of execution of the Permitted Use, or applicable zoning laws and regulations, or applicability of the uses contemplated by the Lessee, or environmental conditions, or the applicability of any covenants or restrictions of public record, except as otherwise expressly provided herein. Lessee further acknowledges it has had adequate opportunity to inspect the Leased Premises hereunder prior to entering into this Agreement or has made adequate provision herein.

(e) Upon Lessee taking of possession and occupancy of those portions of the Leased Premises subject to the Phase One Improvements it shall be conclusive evidence the Lessee has accepted the condition of all areas of the Leased Premises except those areas subject to the Phase Two Improvements for the Permitted Use. Upon Lessee taking occupancy of those portions of the Leased Premises subject to the Phase Two Improvements for the Permitted Use, it shall be conclusive evidence that the Lessee has accepted the condition of the Phase Two Improvements and the entirety of the

Leased Premises for the Permitted Use.

2.2 **WARRANTIES OF TITLE AND QUIET POSSESSION**

Lessor covenants Lessor is seized of the Subject Premises and owner in fee simple thereof with the full right to make this Agreement, subject to all matters of record. Lessor warrants quiet and peaceful possession of the Subject Premises to Lessee, subject to the terms of this Agreement.

2.3 **TERM**

The Lease Term of this Agreement is August 15, 2026 through September 30, 2031, as may be extended.

2.4 **OPTION TO EXTEND TERM**

Conditioned upon Lessee's compliance with all terms and provisions of this Agreement, Lessor does hereby grant to Lessee an option to extend the term hereof for one (1) additional term of sixty (60) months, on like terms and conditions, provided the Lessee, at least 180 days prior to the Termination Date, gives written notice of its intent to exercise its option.

2.5 **END OF TENANCY**

Lessee will deliver the Subject Premises and, except as otherwise set forth herein, all additions thereto, except any signs, equipment, and trade fixtures Lessee installs, in as good and tenantable condition as the same are at the beginning of Lessee's occupancy, reasonable wear and tear, damage by fire, and other casualties excepted.

2.6 **ASSIGNMENT AND SUBLETTING**

The Lessee shall not assign nor sublet its right, title or interest in or to all or any portion of the Subject Premises or the improvements thereto.

SECTION 3. RENT AND DEFAULT

3.1 **RENT**

(a) The annualized rent for the Initial Lease Term shall be SIXTY SEVEN THOUSAND SIX HUNDRED EIGHTY DOLLARS ($67,680.00).

(b) Subject to Subparagraph 3.1(c), beginning on October 1, 2026, and on the first day of each month thereafter during the Lease Term, rent shall be paid monthly, in advance, in the amount of $5,640.00 per month, in addition to all applicable sales tax, if any,

and to the extent Lessee is not otherwise tax exempt. If the first day of the month falls on a weekend or Federal holiday, the rent shall be paid on the next business day. Rent amounts due for any fraction of month for which rent is due shall be prorated accordingly. The rent for any renewal term may be adjusted by mutual agreement of the Parties as set forth in Paragraph 3.2, hereof.

(c) Lessee shall deliver the rent by U.S. mail to City Hall, 205 N. Marion Ave., Lake City, Florida 32055, or such other address as the Lessor shall designate in writing to Lessee, or rent may be hand delivered to the City's Customer Service Department, presently located 173 NW Hillsboro Street, Lake City, FL 32055, during regular business hours, and shall be considered paid upon receipt by Lessor.

(d) Lessee shall pay a one-time late fee of five percent (5%) on each installment of rent which is received by the Lessor after the 15th calendar day of any payment month.

(e) All payments required to be made by Lessee to Lessor pursuant to this Agreement shall be deemed additional rent.

(f) All payments required to be made by Lessee to Lessor pursuant to this Agreement are subject to the conditions set forth in Paragraph 11.1, hereof.

3.2 OPTIONAL LEASE TERM RENT

On a date convenient to both Parties, but no later the 270 days prior to expiration of the then-present lease term, Lessor and Lessee shall meet in good faith to discuss the rental rate for the Optional Lease Term. The purpose of such discussion is to establish an annual rental rate that takes into account any changes in grant revenue received by Lessee which may be available to increase the rental amount paid by Lessee to Lessor. Notwithstanding the foregoing, the Parties agree the rent amount for an Optional Lease Term shall not be less than the rents paid by Lessee in the then-current lease term, except as otherwise agreed to by the Parties.

SECTION 4. DEFAULT; REMEDIES

4.1 LESSEE EVENTS OF DEFAULT

The occurrence of any one or more of the following events shall constitute an Event of Default by Lessee:

(a) the Lessee fails to pay when due any rental or any other sum of money payable hereunder on the date due;

(b) the conduct of any business or performance of any acts at the Campus not specifically authorized in the Lease;

(c) the Lessee abandons, deserts, or vacates the Leased Premises; or

(d) the Lessee breaches or fails to comply with any other term, provision, covenant, or condition of this Agreement.

Notwithstanding the foregoing, and in any event, a delay in the payment of rents where said delay is the result of a "shutdown" of the federal government of the United States shall not constitute an Event of Default.

4.2 **NOTICE OF DEFAULT**

Upon the occurrence of any Event of Default, the Lessor shall give written notice of such default to Lessee as set forth in Paragraph 5.2 of this Agreement. Pursuant to the provisions of Paragraph 5.2, the effective date of notice shall be the date the notice is either sent via email, or otherwise deposited for overnight delivery with, and registered as received by, a generally and commonly recognized overnight delivery service (such as FedEx or UPS) which delivery instructions require a signature by the receiving Party. As a substitution to the foregoing means of providing notice of default, the Lessor may also post any such notice on the primary point of entry to the Leased Premises. If the default is for failure to pay rent or any other sum of money when due, then, subject to Section 3.1(d), the Lessee shall have fifteen (15) calendar days after the effective date of notice to cure. If the default is for any other Event of Default then the Lessee shall have thirty (30) calendar days after the effective date of notice to cure.

4.3 **FAILURE TO CURE**

If the Lessee fails to cure an Event of Default within the time allowed, Lessor shall thereafter have the option to exercise any remedy or right permitted by law or in equity. The Lessee shall fully reimburse and compensate the Lessor upon demand for any costs and expenses reasonably incurred by the Lessor in connection with any cure, correction or repair undertaken by Lessor, which sums shall be deemed to be additional rent.

4.4 **LESSEE CONTINUING LIABILITY FOR DEFAULT**

Notwithstanding the occurrence of any Event of Default, the Lessee shall remain liable to the Lessor for all payments payable hereunder and for all preceding breaches of any covenant of this Agreement. Furthermore, unless the Lessor elects to terminate this Agreement, the Lessee shall remain liable for and promptly pay any and all payments accruing hereunder until such time as this Agreement has been duly terminated. No pursuit of any remedy by Lessor shall constitute a forfeiture or waiver of any payments or other moneys due to the Lessor hereunder, or of any damages accruing to the Lessor by reason of the violations of any of the terms, provisions, and covenants herein contained,

provided Lessor has provided notice of such violations to Lessee as otherwise set forth herein. Lessor's acceptance of payments or other moneys following any Event of Default hereunder shall not be construed as the Lessor's waiver of such Event of Default unless the event of default is the delinquency in the payment of the amount accepted. No forbearance by the Lessor of action upon any violation or breach of any of the terms, provisions and covenants herein contained shall be deemed or construed to constitute a waiver of the terms, provisions and covenants herein contained. Upon an Event of Default for which Lessor has provided written notice to Lessee as provided herein, forbearance by the Lessor to enforce one or more of the remedies herein provided shall not be deemed or construed to constitute a waiver of any such remedy.

SECTION 5. NOTICE AND POINTS OF CONTACT

5.1 DESIGNATED CONTACT PERSONS

The Lessee designates its Executive Director as the point of contact for communications from the Lessor. The Lessor designates its Procurement Director, City of Lake City, as the point of contact for communications from the Lessee.

5.2 NOTICES

Notwithstanding the foregoing paragraph, all notices required by law and by the terms of this Agreement to be given by one Party to the other Party shall be in writing, and served by email and overnight delivery via a generally and commonly recognized overnight delivery service (such as FedEx or UPS) requiring a signature by the recipient, as follows:

To Lessor: City Manager
City of Lake City
205 North Marion Avenue
Lake City, Florida 32055
Email: Clerk@LCFla.com

With a copy to: City Attorney
City of Lake City
205 North Marion Avenue
Lake City, Florida 32055
Email: MartinC@LCFla.com

To Lessee: Michele Ward
Executive Director
Suwannee Valley Community Coordinated Child Care, Inc.

Post Office Box 2637
Lake City, Florida 32056-2637
Email: MWard@sv4cs.org

With a copy to: Fiscal Administrator
Suwannee Valley Community Coordinated Child Care, Inc.
Post Office Box 2637
Lake City, Florida 32056-2637
Email: FRaggins@sv4cs.org

Each Party shall provide timely written notice to the other Party of any address or email address change applicable to the notice requirements.

SECTION 6. USE AND SIGNAGE

6.1 USES ALLOWED AND PROHIBITED

(a) Lessee shall use the Subject Premises only for the Permitted Use and for no other purpose. The Lessee shall not use or permit the Subject Premises or any part thereof to be used by any employee, agent, representative or invitee of Lessee for any unauthorized or unlawful purpose, or for any purpose other than as set forth above. Lessor shall not use, or permit the Campus or any portion thereof to be used for any unauthorized or unlawful purpose.

(b) Lessor shall notify Lessor's agents, employees, servants, contractors, and other lessees that Lessee is entitled to exclusive possession and quiet enjoyment of the Leased Premises. Lessee's Leased Premises is not intended as an access route to or from other portions of the Campus. Lessee shall cooperate with Lessor, however, to reasonably accommodate any extraordinary delivery of equipment, or other such isolated events, in which access to other portions of the Campus is not otherwise readily available, and to coordinate reasonable temporary and limited access through the Leased Premises with the Lessor.

6.2 SIGNS

Except with the prior written approval of Lessor, which approval shall not be unreasonably withheld, Lessee shall not erect, maintain, or display any signs or any advertising at or on the exterior of the Subject Premises or within the Subject Premises that are visible from outside the Campus. In all circumstances, such signs shall comply with all applicable laws and regulations. Lessee may display temporary signs providing information and directions to Lessee's employees and invitees for meetings, events,

parking, child pick up and related matters. All Lessee signs approved by the City Building Inspector are permitted.

SECTION 7. CONDITION OF LEASED PREMISES, ALTERATIONS, AND UTILITIES

7.1 COST OF UTILITIES, LICENSES, INSURANCE AND TAXES

(a) Lessee shall pay all charges for applicable utilities furnished or supplied to the Leased Premises including water, sewage, electricity, gas, garbage, internet, communications, and pest control services.

(b) Lessee shall pay Lessee's pro-rated share of all charges for applicable utilities furnished or supplied to the non-exclusive Kitchen Area including water, sewage, electricity, and gas as such utilities are pro-rated among users of the non-exclusive Kitchen Area.

(c) Lessee shall pay all charges for applicable licensing fees, Lessee insurance, and all personal property taxes assessed against the personal property owned by Lessee and kept on the Subject Premises.

(d) Any annual solid waste fees applicable to the Leased Premises enacted by the City or County will be paid for by Lessee to the extent not otherwise exempt. In addition, Lessee shall pay all applicable rental tax levied by the State of Florida or Columbia County, and any similar governmental tax subsequently enacted to the extent not otherwise exempt.

(e) Lessor will pay all real estate taxes assessed against the Leased Premises to the extent not otherwise exempt.

(f) Notwithstanding the foregoing, the Lessor intends to, and will provide separate meters for utilities whenever and wherever reasonably possible for the Leased Premises and Kitchen Area. Unless and until separately metered utilities are available for services provided solely to Lessee portions of the Leased Premises, Lessee shall pay a fair, prorated charge. The proration shall be based on the portion of the Leased Premises that Lessee is able to possess and occupy for the Permitted Use. Lessee shall be entitled to see the full utility bills from which the prorated amount is calculated. The Parties intend the proration process to be transparent and implemented on a cooperative basis.

(g) On or before the 20th day of each calendar month, Lessor shall present Lessee with an itemized written notice of prorated utility amounts due and Lessee shall pay those sums on the due date of the next monthly rental installment.

7.2 **MAINTENANCE AND REPAIRS**

(a) Lessor Maintenance and Repairs.

(i) Lessor, at Lessor's expense, shall make only structural repairs to the foundation, the exterior, and roof of each building. In the event of an event necessitating such repairs Lessee shall promptly give Lessor written notice of the need for repairs.

(ii) Lessor, at Lessor's expense, shall be responsible for repairs and maintenance of plumbing, electrical, HVAC systems, drainage issues, sewage issues, fire alarm, fire extinguishers, and Lessor-owned commercial kitchen appliances.

(iii) Lessor, at Lessor's expense, shall be responsible for remediation should lead be found in drinking water.

(iv) Except as provided in Paragraph 7.2(b) Lessor, at Lessor's expense, shall be responsible for maintaining the Campus including regular lawn maintenance, lawn maintenance in stormwater retainage areas, and any repairs to stormwater retainage fencing.

(v) Lessor shall not be required to make any repairs occasioned by the acts or omissions of Lessee or Lessee’s agents, invitees, licensees, or employees.

(b) Lessee Maintenance and Repairs.

(i) Lessee, at Lessee's expense, shall repair, clean, and maintain the interior of the Leased Premises so it complies with all state and local regulations applicable to Lessee’s occupancy of the Leased Premises.

(ii) To the extent caused by Lessee’s use thereof, Lessee, at Lessee's expense, shall clean, and maintain the interior of the Kitchen Area such that Lessee’s use of the Kitchen Area does not unreasonably interfere with the use of the Kitchen Area by other occupants of the Campus. The Lessor shall require Lessor’s agents and any other lessee with a right of use of the Kitchen Area to clean and maintain the interior of the Kitchen Area such that Lessee’s use of the Kitchen area is not unreasonably interfered with.

(iii) To the extent caused by Lessee’s use thereof, Lessee, at Lessee's expense, shall clean the Parking Area such that Lessee’s use of the Parking Area does not unreasonably interfere with the use of the Parking Area by other occupants of the Campus.

(iv) Lessee, at Lessee's expense, will:

1. provide and replace lamps in light fixtures as needed;

2. provide and replace, or otherwise clean and reinstall all air filters for HVAC systems serving the Leased Premises in accordance with generally accepted HVAC industry practices.
3. provide and replace ceiling tiles as needed; and
4. provide lawn maintenance for the Leased Premises.

(v) Lessee shall use plumbing, electrical, and HVAC systems in a manner consistent with their intended design and purpose. Lessee shall be responsible for the full amount of repairs and maintenance of such systems when such repairs are caused by abusive use or negligence by Lessee.

The Parties agree Lessee's obligation in this paragraph 7.2(b) shall begin upon Lessee's possession and occupancy of the Leased Premises. Phase One obligations shall begin with the Effective Date. Phase Two obligations shall begin when Lessee takes possession and occupies that portion of the Leased Premises.

SECTION 8. INSURANCE AND LIABILITY

8.1 INSURANCE

Lessee shall carry a public liability insurance policy with respect to the Leased Premises, any improvements thereto, and for the Lessee's use of the Shared Use Areas. Such policies shall name Lessor as an additional insured, and have limits of no less than $1,000,000.00 for injury or death to any one person and $1,000,000.00 for any one incident. Such policies shall be issued by companies authorized to transact business in the State of Florida, and shall be in a form satisfactory to Lessor and shall provide for at least fifteen (15) days prior notice to Lessor of cancellation. Lessee shall neither indemnify Lessor nor be responsible for damages arising from the acts or omissions of Lessor, its agents, employees, servants, contractors, or other lessees in connection with the Leased Premises or any part thereof, and the Lessee's use of the Shared Use Areas or any part thereof.

8.2 FIRE AND CASUALTY

(a) If any structure located on the Subject Premises is totally destroyed or so damaged by fire or other casualties such that it cannot be repaired or restored within ninety (90) days,

(i) this Agreement may, at the option of either Lessor or Lessee, be terminated and upon such termination, the rent shall abate for the remainder of the term; or

(ii) this Agreement may be modified by mutual agreement to amend the definition of the Subject Premises by excluding any buildings or parts of buildings which are not safe or otherwise suitable for occupancy by the Lessee in furtherance of the Permitted Use, and rents prorated accordingly, or

(iii) this Agreement may be modified by mutual agreement to amend the definition of the Subject Premises by including such additional buildings or parts of buildings not otherwise a part of the Subject Premises which are suitable for fulfillment of the Permitted Use.

(b) If the damage to the building is only partial and can be restored to its present condition within ninety (90) days, Lessor shall restore it as speedily as circumstances reasonably permit.

(c) Lessor may enter upon the Subject Premises for the purpose of performing the restoration work, and the rent shall abate on a pro rata basis in proportion to the portions of the Subject Premises which are damaged and being restored until the restoration work has been completed, provided that damage to the Subject Premises is such that Lessee may continue their full operations at the location during the restoration work.

(d) Notwithstanding the foregoing, if any such damage to any structure occurs during the final twelve (12) months of the then current term, Lessor may terminate this Agreement by giving written notice to Lessee within thirty (30) days after the damage occurs. If Lessor exercises such option, the rent shall abate for the remainder of the term of this Agreement.

(e) Notwithstanding the foregoing, if the damage to one or more structures on the Campus is such that Lessee may not continue their full operations at the Subject Premises for the Permitted Use, the rent shall abate for each month of this Agreement during such time that the Lessee is unable to use the Subject Premises.

8.3 **INDEMNIFICATION**

Lessee agrees to protect, defend, reimburse, indemnify and hold the Lessor, its agents, employees and officers and each of them forever harmless from any and all claims, liability, expenses, losses, costs, fines and damages (including reasonable attorneys' fees) and causes of action of every kind and character (this is to the extent allowed by law, and except to the extent caused by the Lessor's negligence, gross negligence or intentional misconduct) sustained upon the Subject Premises by any person from any cause resulting from the Lessee's acts, omissions or operations hereunder or the performance, non-performance or purported performance of this Agreement or any breach of the terms of

this Agreement. The Lessee shall neither indemnify the Lessor nor be responsible for damages arising from the acts or omissions of the Lessor, its agents, employees, servants, contractors, or other lessees in connection with the Subject Premises. Notwithstanding anything to the contrary in the foregoing or within this Agreement, the Lessor shall not relinquish or waive any of its rights as a sovereign local government and the Lessor reserves all rights and defenses under applicable sovereign immunity law. This clause shall survive the termination of this Agreement, to the extent permitted by Federal law.

SECTION 9. SUBJECT PREMISES

9.1 CONDEMNATION

(a) In the event the entire Subject Premises is taken in condemnation proceedings, the Lessee may terminate this Agreement.

(b) Should a substantial part of the Subject Premises be taken in condemnation proceedings, the Lessee may terminate this Agreement or at its option retain the remainder of the Subject Premises, which shall be restored to tenantable condition. In such circumstance, the rental shall be apportioned accordingly, and the rental thereafter shall be reduced in proportion to the amount of loss as a result of condemnation proceedings.

9.2 CLEANLINESS

(a) Lessee shall at all times keep the Leased Premises in a reasonably neat and orderly condition, clean and free from rubbish and dirt. Lessee will not store any unsightly materials, junk, garbage, or debris of any kind upon the Leased Premises and shall commit or suffer no waste of the Leased Premises or maintain any nuisance thereon. Lessee obligations regarding cleanliness of the Kitchen Area and Parking Area are addressed in Section 10.

(b) Lessor shall not take any action which would cause the Campus to be in other than a reasonably neat and orderly condition and clean and free from rubbish and dirt, nor shall Lessor store any unsightly materials, junk, garbage, or debris of any kind upon the Campus, or commit or suffer waste of the Campus or maintain any nuisance thereon.

9.3 INSPECTION OF SUBJECT PREMISES

Lessor or its agents or representatives shall have the right to access of the Subject Premises for inspection and repairs and will schedule a reasonable time with Lessee to ensure there is no disruption to Lessee's operations in furthering the Permitted Use

during times when children are present in classroom areas.

9.4 **ALTERATIONS AND IMPROVEMENTS TO LEASED PREMISES**

Subject to Paragraphs 9.5 and 9.6, hereof, Lessee may, at its own expense and only upon written approval by Lessor, make alterations and improvements to the Subject Premises as necessary for the conduct of Lessee's use of the Subject Premises. Lessee agrees to obtain the written consent of Lessor prior to the initiation of any alterations of, improvements to, or construction of any structure or structural component, to any degree, located on or to be located on the Subject Premises. Further, Lessee agrees the interests of the Lessor in the Subject Premises shall not be subject to liens for improvements made by the Lessee, the Lessee shall notify the contractors making any such improvements of this provision, and the knowing or willful failure of the Lessee to provide such notice to the contractors shall render any contracts between the Lessee and the contractors voidable at the option of the contractor, all pursuant to Florida law. Any improvements made by Lessee may be removed by Lessee at the termination of this Agreement, provided any damages caused by said removal are repaired in a good workmanlike manner and approved by Lessor.

9.5 **TRADE FIXTURES**

Subject to Paragraph 9.6, any trade fixtures or improvements remaining on the Subject Premises sixty (60) days following the end of the Lease Term shall be deemed abandoned by Lessee unless otherwise agreed to in writing between the Parties.

9.6 **FEDERAL INTEREST**

The Federal Administration for Children and Families, Department of Health and Human Services, will retain title to all materials, equipment, and appurtenances installed on the Subject Premises and paid for by Lessee with Lessee Head Start and Early Head Start funding, and such materials, equipment, and appurtenances shall be removed from the Subject Premises by Lessee upon termination or expiration of this Agreement.

9.7 **HAZARDOUS MATERIALS**

Lessee shall not cause or permit any Hazardous Materials to be brought upon, stored, used, generated, released into the environment or disposed of on, in, under or about the Campus, without the prior written consent of Lessor. Lessor shall not cause or permit any Hazardous Materials to be brought upon, stored, used, generated, released into the environment or disposed of on, in, under or about the Campus.

SECTION 10. LICENSES FOR USE OF PARKING AREA AND KITCHEN AREA

10.1 LICENSE FOR USE OF PARKING AREA

(a) Lessor hereby grants to Lessee a nonexclusive license to use the Parking Area as depicted by Exhibit A of the Campus (the "Parking Area") on the terms and conditions set forth herein commencing on the Effective Date and terminating upon termination of this Agreement.

(b) No additional rent or fee shall be due from Lessee to Lessor as consideration for the license to use the Parking Area granted herein, as such use and the consideration for same is Lessee entering into this Agreement with Lessor and paying rent for the Subject Premises. The Parties agree the addition of Phase Two will require additional parking in the future. No additional rent or fee shall be due from Lessee to Lessor for such future additional parking.

(c) The Parking Area shall be used by Lessee only for the purpose of:

(i) ingress and egress to the Campus, including the Subject Premises for all purposes in furtherance of the Permitted Use, and

(ii) for parking of vehicles, whether motorized or not, of third parties who are Lessee's invitees, clients, employees, and vendors

(collectively, the "Parking Uses").

(d) Lessee shall use the Parking Area in an orderly fashion, observing pavement striping designating parking stalls when such striping exists, and otherwise not park vehicles in a manner blocking the ability of vehicles to reasonably traverse the Parking Area.

(e) Lessee shall use the Parking Area for no purpose whatsoever, other than the Parking Uses, unless otherwise agreed to in writing by Lessor.

(f) Lessor grants to Lessee, and Lessee shall designate by signage, no fewer than eight (8) parking spaces for the exclusive use of Lessee, its invitees, clients, employees, and vendors in the Parking Area in the parking lot south of Building 8 and West of Buildings 6 and 14. Lessee's exclusive parking spaces shall be located at the north end of the east side of the parking lot south of Building 8, as depicted on Exhibit A, subject to ADA parking requirements.

(g) Lessee shall not permit the Parking Area to be used by any person or entity other than Lessee's invitees, clients, employees, and vendors without obtaining Lessor's prior written consent, which consent may be withheld for any reason whatsoever.

(h) Provided such rules and regulations promulgated by Lessor do not interfere with

Lessee's pursuit and accomplishment of the Parking Uses, Lessee and its invitees, clients, employees, and vendors shall observe and comply with any reasonable rules and regulations which Lessor may from time to time deem necessary for the safety, security, care, and cleanliness of the Parking Area or the Campus and the quiet and convenience of occupants of the Campus, and of which Lessee has received notice pursuant hereto. Notice of such rules and regulations shall be given in writing by email or hand delivery in accordance with Paragraph 5.2, hereof. Lessor shall not impose any rule or regulation for the safety, security, care and cleanliness of the Parking Area or the Campus and the quiet and convenience of occupants of the Campus not likewise imposed upon any other lessee, or licensee of the Campus. Lessor shall take necessary steps to notify other lessees of the presence of small children on Campus and the concomitant noise associated with same.

(i) Lessee shall take good care of the Parking Area and reasonably cooperate with Lessor and other occupants of the Campus to ensure the Parking Area are clean and cleared of trash, debris, and other possible hazards.

(j) The Parking Area and Lessee's use thereof shall be covered by the Lessee's insurance otherwise required by the provisions of this Agreement.

(k) It is the intention of the Parties that their relationship at all times shall be limited to that of licensor and licensee with respect to the Parking Area and Lessee's use thereof. Lessor shall not be regarded as, nor shall have any of the duties of, a bailee of Lessee's property or the property of Lessee's invitees, clients, employees, and vendors situated in the Parking Area.

10.2 **LICENSE FOR USE OF KITCHEN AREA**

(a) Lessor hereby grants to Lessee a nonexclusive license to use the Kitchen Area of the Subject Premises on the terms and conditions set forth herein commencing on the Effective Date and terminating upon termination of the Lease Term.

(b) Lessee shall have exclusive use of Lessee's equipment and furnishings located in the Kitchen Area.

No additional rent or fee shall be due from Lessee to Lessor as consideration for the license to the Kitchen Area granted herein, as such use and the consideration for same is Lessee entering into this Agreement with Lessor and paying rent for the Subject Premises.

(c) The Kitchen Area shall be used by Lessee only in support of:

(i) locating, installing, maintaining, and using cooking ranges and other food preparation facilities and equipment related to preparing food for children in

furtherance of the Permitted Use;

(ii) for preparation of food for children in furtherance of the Permitted Use; and,

(iii) functions reasonably supporting the personal needs of Lessee's employees in their use of the Kitchen Area in furtherance of the Permitted Use;

(collectively, the "Kitchen Uses").

(d) Lessee shall use the Kitchen Area for no other purpose whatsoever unless otherwise agreed to in writing by Lessor.

(e) Lessee shall not permit the Kitchen Area to be used by any other person or entity without obtaining Lessor's prior written consent, which consent may be withheld for any reason whatsoever.

(f) Provided such rules and regulations promulgated by Lessor do not interfere with Lessee's pursuit and accomplishment of the Kitchen Uses, Lessee and its employees, agents, and invitees shall observe and comply with any reasonable rules and regulations which Lessor may from time to time deem necessary for the safety, security, care, and cleanliness of the Kitchen Area or the Campus and the quiet and convenience of occupants of the Campus, and of which Lessee has received notice pursuant hereto. Notice of such rules and regulations shall be given in writing by email or hand delivery in accordance with Paragraph 5.2, hereof. Lessor shall not impose any rule or regulation for the safety, security, care and cleanliness of the Kitchen Area or the Campus and the quiet and convenience of occupants of the Campus not likewise imposed upon any other lessee, or licensee of the Campus. Lessor shall take necessary steps to notify other lessees of the presence of small children on Campus and the concomitant noise associated with same.

(g) Lessee shall take good care of the Kitchen Area, and shall leave same in the same condition that it was in on the date of execution hereof, reasonable wear and tear, excepted. Lessee shall at Lessee's expense make all repairs to Lessee's equipment in the Kitchen Area.

(h) The Kitchen Area and the Lessee's use thereof shall be covered by the Lessee's insurance otherwise required by this Agreement.

(i) It is the intention of the Parties that their relationship at all times shall be limited to that of licensor and licensee with respect to the Kitchen Area and Lessee's use thereof. Lessor shall not be regarded as, nor shall have any of the duties of, a bailee of Lessee's property situated in the Kitchen Area.

SECTION 11. MISCELLANEOUS PROVISIONS

11.1 LESSEE LOSS OF FEDERAL FUNDING

Over 90% of Lessee funding is represented by a federal grant from the Administration for Children and Families, Department of Health and Human Services, Office of Head Start for the provision of Head Start and Early Head Start services. Lessor recognizes Lessee has been a Head Start grantee since 1996. Should Lessee funding be terminated or reduced to the extent it is unable to continue paying the rental fee for the Leased Premises, this Agreement may be terminated by Lessee, provided Lessee gives thirty (30) days written notice to Lessor of such loss of funding and vacates the Leased Premises upon cessation of rental payments. Notwithstanding any provision of this Agreement to the contrary, a loss of funding from the federal government of the United States shall not constitute an Event of Default by Lessee pursuant to the terms of this Agreement.

11.2 AMERICANS WITH DISABILITIES ACT

Lessee shall generally comply with the requirements of "The Americans with Disabilities Act" (ADA) as it shall exist and be amended from time-to-time on the Leased Premises. Additionally, the Lessor shall comply with the requirements of the ADA as it shall exist and be amended from time-to-time on the Campus, and specifically, the Subject Premises.

11.3 NONDISCRIMINATION

Lessor and Lessee, as a part of the consideration hereof, do hereby covenant and agree that no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of the Subject Premises. In the event of breach of the foregoing nondiscrimination covenant by Lessee, Lessor shall have the right to terminate the Lease.

11.4 RIGHTS RESERVED TO LESSOR

Rights not specifically granted to or reserved by Lessee or to the federal government of the United States pursuant to the terms of this Agreement are expressly and independently reserved to Lessor. In addition to all rights reserved by Lessor in and to the Subject Premises, Lessor expressly reserves the right to further develop or improve any area of the Campus as the Lessor, in its sole discretion deems proper, including the sale or conveyance of portions of the Campus for any lawful use; maintain and keep in repair, but without obligation to Lessee, the Campus, and all publicly owned facilities of the Campus; and, with the exception of the Permitted Use, the right to prevent the Lessee from conducting any practice that may be detrimental to the Campus, which in the opinion of the Lessor would limit the usefulness of the Campus or constitute a hazard to

such.

SECTION 12. GENERAL PROVISIONS

12.1 COMPLIANCE WITH LAWS

During the term of this Agreement, the Parties shall comply with all applicable local, state, and federal ordinances, statutes, laws, rules and regulations, as such shall exist from time to time, and the breach of which shall be cause for termination of this Agreement. Lessee shall at all times maintain all required licensing for operation. Lessor shall take all reasonable steps to facilitate Lessee obtaining and maintaining licensing for operation.

12.2 RADON GAS

Florida Statutes requires the following notice be given:

> "Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to person who are exposed to it over time. Levels of radon exceeding Federal and State guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your County Health Department."

12.3 VENUE

This agreement is governed by the laws of the state of Florida and jurisdiction lies in Columbia County, Florida for purposes of all state and federal litigation.

12.4 ENTIRE AGREEMENT

This Agreement represents the complete understanding between the Parties, and any prior agreements or representations, whether written or verbal, are hereby superseded. No agreement to modify this Agreement will be effective unless in writing and executed by both Parties against whom the modification is sought to be enforced. Any such modification on the part of Lessor shall not be effective unless considered at a public meeting and approved by majority vote of the City of Lake City Council. Any such modification on the part of the Lessee shall not be effective unless approved by the Governing Board of the Lessee in the manner required by Lessee's by-laws and applicable Federal statutes and regulations.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed in duplicate this _____ day of _____, 2026, effective August 15, 2026.

Signed, sealed and delivered
in the presence of:

Witnesses as to Lessor:

CITY OF LAKE CITY, FLORIDA

_____
Witness

By: _____
Noah E. Walker, Mayor

_____
(Print/type name)

_____
Witness

_____
(Print/type name)

STATE OF FLORIDA
COUNTY OF COLUMBIA

The foregoing instrument was acknowledged before me in my physical presence this ____ day of September, 2026, by Noah E. Walker, as Mayor of the City of Lake City, Florida, a municipality, for and on behalf of said City, who is personally known to me.

(NOTARY SEAL)

_____
Notary Public, State of Florida

_____
(Print/type name)
My Commission Expires:

APPROVED AS TO FORM AND LEGALITY

By: _____
Clay Martin
City Attorney

Signed, sealed and delivered
in the presence of:

Witnesses as to Lessee:

SUWANNEE VALLEY COMMUNITY COORDINATED CHILD CARE, INC.

_____
Witness

By: _____
Laura Ann Gardner,
Board President

_____
(Print/type name)

_____
Witness

_____
(Print/type name)

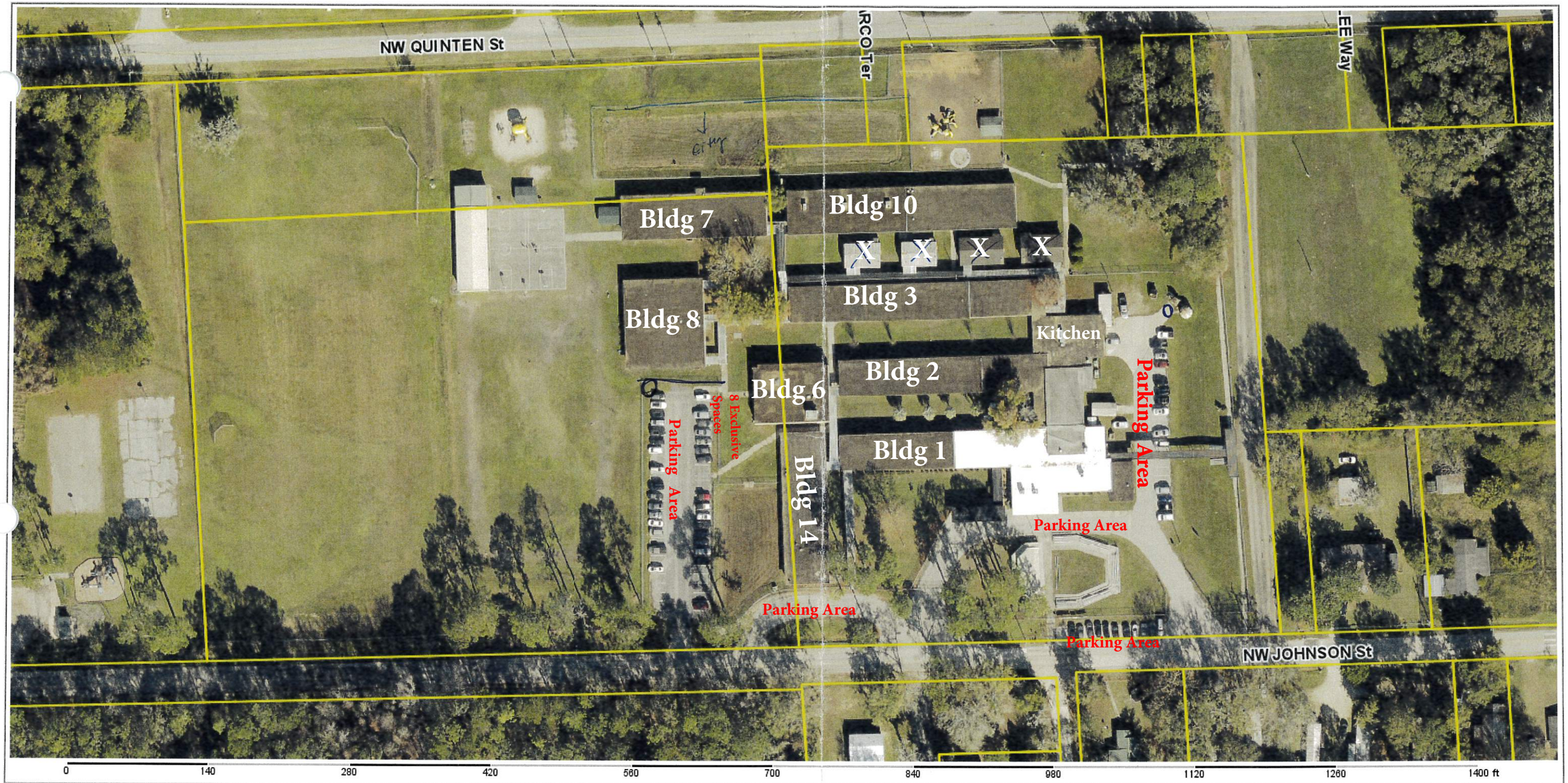
STATE OF FLORIDA
COUNTY OF COLUMBIA

The foregoing instrument was acknowledged before me in my physical presence this ____ day of September, 2026, by Laura Ann Gardner, as President of the Board of Directors of Suwannee Valley Community Coordinated Child Care, Inc., a Florida non for profit corporation, for and on behalf of said corporation, who is personally known to me.

(NOTARY SEAL)

_____
Notary Public, State of Florida

_____
(Print/type name)
My Commission Expires:



Columbia County Property Appraiser

Jeff Hampton | Lake City, Florida | 386-758-1083

PARCEL: 19-3S-17-05098-000 (48060) | MUNICIPAL VAC (8089) | 15.93 AC

COMM SE COR OF NE1/4, N 905.38 FT TO N R/W OF NW JOHNSON ST & POB, W 587.03 FT, N 433.87 FT, E 582.53 FT TO E LINE OF SEC, S 448.65 FT TO POB & COMM S

CITY OF LAKE CITY, FLORIDA

Owner: 205 S MARION AVE
LAKE CITY, FL 32055

Site: 371 NW JOHNSON ST, LAKE CITY

Sales Info: 5/15/2026 $0 I (U)

2026 Working Values

Mkt Lnd	$159,300	Appraised	$159,300
Ag Lnd	$0	Assessed	$159,300
Bldg	$0	Exempt	$159,300
XFOB	$0	Total	county:$0 city:$0
Just	$159,300	Taxable	other:$0 school:$0

NOTES:

Exhibit A to Lease Agreement between City of Lake City, Florida and Suwannee Valley Community Coordinated Child Care, Inc.

Columbia County, FL

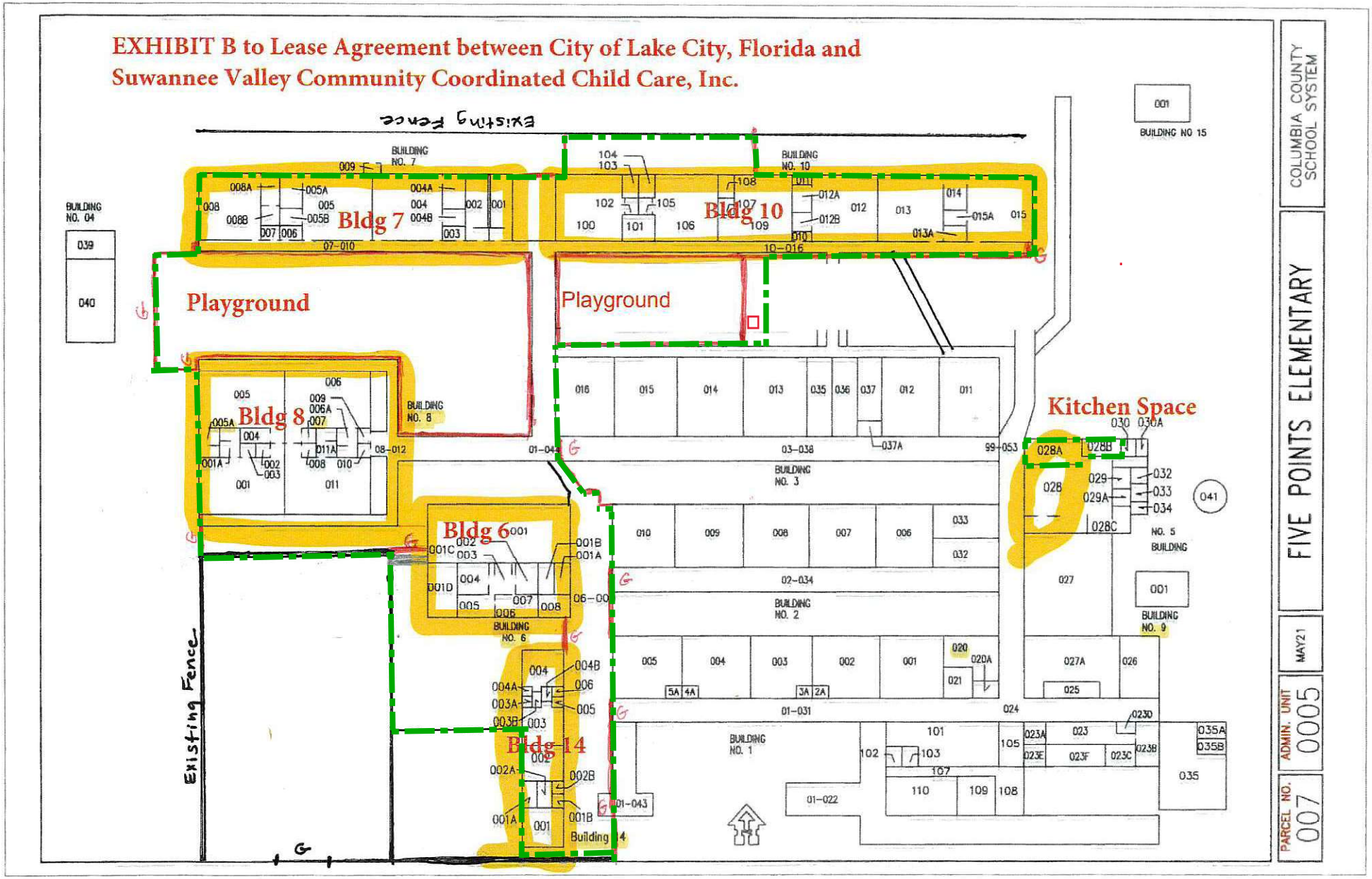
The information presented on this website was derived from data which was compiled by the **Columbia County Property Appraiser** solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. The GIS Map image is not a survey and shall not be used in a Title Search or any official capacity. No warranties, expressed or implied, are provided for the accuracy of the data herein, its use, or its interpretation. This website was last updated: 8/6/2026 and may not reflect the data currently on file at our office.

GrizzlyLogic.com

-40-Spaces

EXHIBIT TO RESOLUTION

EXHIBIT B to Lease Agreement between City of Lake City, Florida and Suwannee Valley Community Coordinated Child Care, Inc.



All Parking Area shown on Exhibit A.

New Fencing is drawn in red ink. A portion of the existing fence is drawn in black ink.

Denotes enclosed Leased Premises

EXHIBIT TO RESOLUTION

File Attachments for Item:

13. City Council Resolution No. 2026-109 - A resolution of the City of Lake City, Florida, approving the write-off of delinquent utility accounts through September 30, 2024 finding the delinquent utility accounts to be uncollectable by the City; directing the City Manager to forward such delinquent accounts to third-party debt collection agencies procured by the City; directing the City Manager to take other actions as are necessary and prudent to collect such debts; repealing all prior resolutions in conflict; and providing an effective date.

MEETING DATE
09/10/2026

CITY OF LAKE CITY
Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT:

DEPT / OFFICE:

Originator: Customer Service

City Manager	Department Director	Date
Don Rosenthal	Katrina Medearis	08/20/26

Recommended Action:
Approval to write off 486 non-collectible utility accounts totaling $207,189.69 for the perios ending September 30,2024. This is 0.861% of the amount billed for that period for utility accounts.

Summary Explanation & Background:
These non-collectible accounts are related to water, sewer, gas and garbage utility accounts that are delinquent. Finance and Customer Service staff has reveiwed and determined that these non-collectible accounts should be written off as bad debt.

Alternatives:

Source of Funds:
Bad Debt expense was budgeted in water-sewer fund, gas fund and general fund.

Financial Impact:
The write off would reduce accounts receivable and would affect net income for FY 2026. No cash financial impact.

Exhibits Attached:
Bad Debt Edit Listing

CM/rrp
09/15/2026

RESOLUTION NO 2026-109

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THE WRITE-OFF OF DELINQUENT UTILITY ACCOUNTS THROUGH SEPTEMBER 30, 2024 FINDING THE DELINQUENT UTILITY ACCOUNTS TO BE UNCOLLECTABLE BY THE CITY; DIRECTING THE CITY MANAGER TO FORWARD SUCH DELINQUENT ACCOUNTS TO THIRD-PARTY DEBT COLLECTION AGENCIES PROCURED BY THE CITY; DIRECTING THE CITY MANAGER TO TAKE OTHER ACTIONS AS ARE NECESSARY AND PRUDENT TO COLLECT SUCH DEBTS; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (the "City"), provides utilities to customers and periodically identifies non-collectible utility accounts; and

WHEREAS, the city administration has identified four hundred eighty-six (486) non-collectible utility accounts totaling two hundred seven thousand one hundred eighty-nine dollars and sixty-nine cents ($207,189.69), representing 0.861% of the total amount billed for the applicable billing period; and

WHEREAS, all the aforementioned accounts are for the period ending September 30, 2024 (the "Delinquent Accounts"), a copy of which is attached hereto as an Exhibit; and

WHEREAS, the city administration recommends the Delinquent Accounts be written off; and

WHEREAS, the Delinquent Accounts are related to water, sewer, gas, and garbage utility accounts; and

WHEREAS, the Delinquent Accounts would reduce the accounts receivable and would affect the net income for the Fiscal Year 2026; and

WHEREAS, the City Council finds it is in the best interest of the City to write-off the Delinquent Accounts and classify the same as a bad debt; now therefore

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

1. The City is hereby authorized to expense the Delinquent Accounts identified in the Exhibit attached hereto, and write-off said accounts and invoices totaling $207,189.69 and classify the same as a bad debt.

2. The City Manager of the City of Lake City is authorized and directed to forward such

delinquent accounts to a debt collection agency procured by the City; and

3. The City Manager of the City of Lake City is authorized and directed to take other actions as are necessary and prudent to collect such debts; and

4. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and

5. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

THE CITY OF LAKE CITY 9/30/2024

		FY 2024
Utility Revenues		
Water Service	410-343.60.01	$ 8,447,414.73
Sewer Service	410-343.60.02	$ 8,835,749.14
Gas Service	420-343.20.01	$ 6,085,841.03
Gas Service Charge	420-343.20.03	$ 21,618.07
Gas Miscellaneous Services	420-369.90	$ 37,472.52
Garbage Service	001-343.40	$ 623,670.24
Total Utility Revenue		$ 24,051,765.73
Write Off Amount		$ 207,189.69
		0.861%
Airport Revenues		
Airport Gas Sales	140-344.10	$ 1,084,756.89
Airport Rents	140-362.00	$ 847,019.98
Total Airport Revenue		$ 1,931,776.87
Write Off Amount		$ -
		0.000%

EXHIBIT TO RESOLUTION

	FY26	FY25	FY24	FY23	FY22	FY21	FY20	FY19	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11	FY10	FY10
Time period of Write off	9/30/2023	9/30/2023	9/30/2022	9/30/2021	9/30/2020	9/30/2019	9/30/2018	9/30/2017	9302016	9/30/2015	9/30/2014	9/30/2013	9/30/2012	9/30/2011	9/30/2010	9/30/2009	9/30/2008	9/30/2007
																	wrote off two years in FY10	
Utilities																		
Number of accts	486	485	515	508	499	619	657	615	744	945	854	532	854	881	1089	897	740	539
Write off amount	207,189.69	188,223.91	211,624.56	153,028.03	120,975.84	164,651.43	170,569.02	125,576.31	154,083.54	196,813.56	191,435.65	109,376.35	169,180.96	221,337.84	317,163.67	203,345.75	150,299.43	106,491.80
Tap & Impact																		
Number of accts												1	1		1			
Write off amount												3,288.59	761.49		1,307.90			
Septage																		
Number of accts													1		1			
Write off amount													3759.47		5888.13			
Airport																		
Number of accts					10									2	3	1		
Write off amount					6,830.29									805.48	7135.98	679.5		
Code Enforcement																		
Number of accts															1			
Write off amount															1156.34			
Code Enforcement																		
Number of accts										163								
Write off amount										6,355.00								
Total Accounts Wrote off	486	485	515	508	509	619	657	615	744	1108	854	533	856	883	1095	898	740	539
Total Dollars Write Off	207,189.69	188,223.91	211,624.56	153,028.03	127,806.13	164,651.43	170,569.02	125,576.31	154,083.54	203,168.56	191,435.65	112,664.94	173,701.92	222,143.32	332,652.02	204,025.25	150,299.43	106,491.80

EXHIBIT TO RESOLUTION

City of Lake City

Bad Debt Edit Listing

Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
000050-025	394 NW COLUMBIA AVE APT 201 Lake City, FL 32055		Smith, Brenda L	$493.94	$493.94	$493.94	09/19/2024	$0.00
001170-007	278 NE ARK PL Lake City, FL 32055		Eller, Isaiah	$420.21	$420.21	$420.21	03/20/2024	$0.00
001840-007	920 NE CONGRESS AVE LAKE CITY, FL 32055	11116000	CULP, DYWONE	$248.56	$248.56	$248.56	03/22/2024	$0.00
001870-001	906 NE CONGRESS AVE LAKE CITY, FL 32055	11111000	MAYO, ELIZABETH	$680.85	$680.85	$680.85	10/02/2023	$0.00
003480-003	401 NW DARLING PL LAKE CITY, FL 32055	11539000	LEE , JOSEPH W JR	$581.28	$581.28	$581.28	12/26/2023	$0.00
003730-010	356 NW GIBSON LN LAKE CITY, FL 32055	11492001	REED, VALEERA D	$107.92	$107.92	$107.92	04/01/2024	$0.00
003800-007	967 NW GEORGIA AVE APT 101 Lake City, FL 32055		PETERSON, KEITA D	$349.19	$349.19	$349.19	06/10/2024	$0.00
004020-010	625 NW GIBSON LN LAKE CITY, FL 32055	11525000	Daies, Aleasia S	$1,248.52	$1,248.52	$1,248.52	12/08/2023	$0.00
004020-011	625 NW GIBSON LN LAKE CITY, FL 32055	11525000	Hirst, Soren	$314.91	$314.91	$314.91	04/24/2024	$0.00
004060-008	862 NW GEORGIA AVE LAKE CITY, FL 32055	11512006	JACKSON, CARL JR	$949.15	$949.15	$949.15	08/26/2024	$0.00
004100-002	244 NW WILSON ST LAKE CITY, FL 32055		TUBMAN DEVELOPMENT LLC	$605.33	$605.33	$605.33	02/02/2024	$0.00
004320-006	447 NW WILSON ST LAKE CITY, FL 32055	11289000	Starling, Daniel	$387.70	$387.70	$387.70	07/12/2024	$0.00
005210-001	1389 NW LAKE JEFFERY RD Lake City, FL 32055		SCOTT, JEANIE E	$83.03	$83.03	$83.03	11/10/2023	$0.00
005390-003	996 NW DYSON TER LAKE CITY, FL 32055	11691000	Anderson, Fred	$491.52	$491.52	$491.52	03/19/2024	$0.00
005640-007	789 NW LONG ST LAKE CITY, FL 32055	11671000	PHILLIPS , TOMEKA N	$992.63	$992.63	$992.63	03/01/2024	$0.00
006320-004	329 NW HILLSBORO ST Lake City, FL 32055		LEFEVER, JAMES	$304.32	$304.32	$304.32	05/30/2024	$0.00
006320-005	329 NW HILLSBORO ST Lake City, FL 32055		Busack, Andrew	$253.86	$253.86	$253.86	08/29/2024	$0.00

EXHIBIT TO RESOLUTION

City of Lake City

Bad Debt Edit Listing

Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
006950-004	490 NW MADISON ST LAKE CITY, FL 32055	12334000	Williamson, Pamela	$190.43	$190.43	$190.43	10/23/2023	$0.00
007380-015	439 NW ORANGE ST APT 101 Lake City, FL 32055	12320000	Vanhoesen, Jordan	$236.32	$236.32	$236.32	08/30/2024	$0.00
007450-001	327 NW ORANGE ST LAKE CITY, FL 32055	12256000	POOLE, DAVID L	$117.82	$117.82	$117.82	03/04/2024	$0.00
007610-002	1115 W US HIGHWAY 90 LAKE CITY, FL 32055	06161001	YAMATO JAPANESE RESTAURANT	$1,162.20	$1,162.20	$1,162.20	02/22/2024	$0.00
007840-010	1418 NW WAYNE PL APT 104 Lake City, FL 32055		Baker, Patresha	$338.07	$338.07	$338.07	11/13/2023	$0.00
007840-011	1418 NW WAYNE PL APT 104 Lake City, FL 32055		THOMAS, TYAURAH	$210.33	$210.33	$210.33	06/18/2024	$0.00
007860-013	1418 NW WAYNE PL APT 202 Lake City, FL 32055		Simmons, Shenell	$177.16	$177.16	$177.16	01/04/2024	$0.00
007870-012	1418 NW WAYNE PL APT 103 Lake City, FL 32055		Garrity, Marianne	$134.50	$134.50	$134.50	09/03/2024	$0.00
007890-016	1418 NW WAYNE PL APT 101 Lake City, FL 32055		Piercey , Haley	$212.97	$212.97	$212.97	08/07/2024	$0.00
007900-009	1418 NW WAYNE PL APT 201 Lake City, FL 32055		Ramsay, Melissa	$92.93	$92.93	$92.93	01/05/2024	$0.00
007950-014	1442 NW WAYNE PL APT 201 Lake City, FL 32055		Hutchersom, Kyndrea	$249.17	$249.17	$249.17	07/01/2024	$0.00
007960-017	1442 NW WAYNE PL APT 103 Lake City, FL 32055		BROWN, JAMES L	$270.40	$270.40	$270.40	03/10/2022	$0.00
007970-015	1442 NW WAYNE PL APT 204 Lake City, FL 32055		DENSON, SHOMARI	$164.61	$164.61	$164.61	08/16/2024	$0.00
010200-011	3894 NW ARCHER ST APT 101 Lake City, FL 32055		Jones, Emmanuel	$430.18	$430.18	$430.18	11/21/2023	$0.00
010330-005	299 NW LAKE CITY AVE APT 102 LAKE CITY, FL 32055		Healey , Margaret	$592.45	$592.45	$592.45	02/02/2024	$0.00
010550-012	3887 NW ARCHER ST APT 101 Lake City, FL 32055		Lloyd, Eric	$285.38	$285.38	$285.38	04/04/2024	$0.00
010570-010	3863 NW ARCHER ST APT 102 Lake City, FL 32055		Smith , Jaquon	$473.75	$473.75	$473.75	12/01/2023	$0.00

EXHIBIT TO RESOLUTION

City of Lake City

Bad Debt Edit Listing

Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
010590-011	3865 NW ARCHER ST APT 102 Lake City, FL 32055		Hamilton, Wesley	$348.59	$348.59	$348.59	12/05/2023	$0.00
010610-010	3851 NW ARCHER ST APT 102 Lake City, FL 32055		Jones, Erica	$679.22	$679.22	$679.22	12/19/2023	$0.00
010630-008	3849 NW ARCHER ST APT 102 Lake City, FL 32055		Chalbeck, Donald K	$490.91	$490.91	$490.91	09/14/2023	$0.00
010660-011	3827 NW ARCHER ST APT 102 Lake City, FL 32055		Sheppard, Troy JR	$237.41	$237.41	$237.41	12/05/2023	$0.00
010690-008	3811 NW ARCHER ST APT 102 Lake City, FL 32055		Wells, Jamie	$300.31	$300.31	$300.31	12/11/2023	$0.00
010730-012	3787 NW ARCHER ST APT 101 Lake City, FL 32055		BASSETT, TYLER	$424.90	$424.90	$424.90	02/16/2024	$0.00
010760-005	3777 NW HUNTSBORO ST APT 101 Lake City, FL 32055		White , Thelma	$186.04	$186.04	$186.04	05/31/2024	$0.00
010860-005	3801 NW HUNTSBORO ST APT 103 Lake City, FL 32055		GIVENS, ALESHA	$40.23	$40.23	$40.23	09/13/2024	$0.00
010890-009	3817 NW HUNTSBORO ST APT 101 Lake City, FL 32055		PARKER, ELISHIA R	$950.03	$950.03	$950.03	08/26/2024	$0.00
010920-013	3820 NW HUNTSBORO ST APT 103 Lake City, FL 32055		Crusaw, Constance	$605.60	$605.60	$605.60	08/20/2024	$0.00
011030-007	3858 NW HUNTSBORO ST APT 103 Lake City, FL 32055		Keys, Allison	$135.58	$135.58	$135.58	08/30/2024	$0.00
011040-009	3844 NW HUNTSBORO ST APT 103 Lake City, FL 32055		Wilson, Schara W	$73.32	$73.32	$73.32	05/07/2024	$0.00
011060-009	3844 NW HUNTSBORO ST APT 101 Lake City, FL 32055		Santiago, Christian	$586.63	$586.63	$586.63	03/27/2024	$0.00
011120-012	3855 NW HUNTSBORO ST APT 103 Lake City, FL 32055		Robinson , Elizabeth	$625.36	$625.36	$625.36	08/16/2024	$0.00
011150-012	3853 NW HUNTSBORO ST APT 103 Lake City, FL 32055		Roberts , Kenyata	$391.61	$391.61	$391.61	08/01/2024	$0.00
011310-009	3882 NW HUNTSBORO ST APT 101 Lake City, FL 32055		Johnson, Derek	$219.44	$219.44	$219.44	07/23/2024	$0.00
011320-015	467 NW LAKE CITY AVE APT 101 Lake City, FL 32055		Dye, Nakia	$225.99	$225.99	$225.99	07/02/2024	$0.00
011500-010	3804 NW HUNTSBORO ST APT 103 Lake City, FL 32055		Montalvo, Ashley	$342.48	$342.48	$342.48	07/23/2024	$0.00

EXHIBIT TO RESOLUTION

City of Lake City

Bad Debt Edit Listing

Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
011560-013	3784 NW HUNTSBORO ST APT 103 Lake City, FL 32055		Baker , Danielle	$392.30	$392.30	$392.30	01/03/2024	$0.00
011660-011	3766 NW HUNTSBORO ST APT 101 Lake City, FL 32055		WEATHERFORD, JACOB	$1,084.16	$1,084.16	$1,084.16	04/15/2024	$0.00
012700-003	464 SW THERESA CT LAKE CITY, FL 32025	13942000	Starling, Jacob	$701.63	$701.63	$701.63	07/30/2024	$0.00
012710-009	773 SW BALI LN APT 102 Lake City, FL 32025		HOWARD III, WILLIE	$744.48	$744.48	$744.48	04/22/2024	$0.00
013150-009	322 SW NASSAU ST APT 102 Lake City, FL 32025	12439000	Jones, Jyqueze	$913.09	$913.09	$913.09	10/31/2023	$0.00
013230-017	340 SW SAINT JOHNS ST APT 102 LAKE CITY, FL 32025		Melia, Trevor	$387.00	$387.00	$387.00	05/16/2024	$0.00
013830-003	618 S MARION AVE 105 Lake City, FL 32025		Mello CBD Products	$351.52	$351.52	$351.52	05/16/2024	$0.00
013890-007	642 S MARION AVE LAKE CITY, FL 32025	14124000	First Name Ministry, Inc	$480.82	$480.82	$480.82	05/20/2024	$0.00
014440-005	543 SW MAIN BLVD LAKE CITY, FL 32025	13868000	Mr. B's BBQ	$1,969.87	$1,969.87	$1,969.87	04/30/2024	$0.00
014470-002	305 SW ALAMO DR LAKE CITY, FL 32025	14045000	Turner, Jeb	$525.79	$525.79	$525.79	10/10/2023	$0.00
014500-011	336 SW ALAMO DR LAKE CITY, FL 32025	14016000	Cruz-Ortiz, Heriberto C	$373.94	$373.94	$373.94	07/02/2024	$0.00
014560-014	419 SW ALAMO DR LAKE CITY, FL 32025	14050000	Rose, Caitlan	$67.79	$67.79	$67.79	10/11/2023	$0.00
014970-002	493 SW SAN JUAN PL LAKE CITY, FL 32025	07930000	Owens, Canea Sanshea	$144.85	$144.85	$144.85	09/24/2024	$0.00
015060-006	554 SW GRANDVIEW ST LAKE CITY, FL 32025	07922000	McKee, Michael	$201.37	$201.37	$201.37	10/04/2023	$0.00
015730-001	1445 SW MAIN BLVD SUITE 120 Lake City, FL 32025		BORIS, HARVEY L	$219.89	$219.89	$219.89	11/28/2023	$0.00
015730-003	1445 SW MAIN BLVD SUITE 120 Lake City, FL 32025		BORIS, HARVEY L	$941.39	$941.39	$941.39		$0.00
015860-010	1118 SW CASTLE HEIGHTS TER LAKE CITY, FL 32025	07640000	Pilkington Watts, Tiffany	$71.93	$71.93	$71.93	04/04/2024	$0.00
016410-001	1576 SE VALENCIA DR LAKE CITY, FL 32025	07826000	MORESHEAD, GEORGE	$28.84	$28.84	$28.84	06/13/2024	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
016550-001	117 SW BALBOA PL LAKE CITY, FL 32025	08231000	BRYAN, JOHN G	$56.23	$56.23	$56.23	07/08/2024	$0.00
017140-011	1204 SE INGLEWOOD AVE Lake City, FL 32025	14257000	THOMAS, DENISHA	$228.47	$228.47	$228.47	06/18/2024	$0.00
017760-010	231 SE BROWN ST APT 101 LAKE CITY, FL 32025		Homes, Tanja	$125.25	$125.25	$125.25	11/07/2023	$0.00
017970-011	351 SE BAYA DR LAKE CITY, FL 32025	13741000	PAVLIDIS, BRUCE	$220.38	$220.38	$220.38	10/16/2023	$0.00
017990-002	311 SE BAYA DR LAKE CITY, FL 32025	13734000	REICH PHOTOGRAPHY & FRAMING	$114.34	$114.34	$114.34	01/24/2024	$0.00
018230-005	382 SE BAKER AVE LAKE CITY, FL 32025	13609000	Davis , James	$369.46	$369.46	$369.46	08/06/2024	$0.00
018290-020	634 SE PUTNAM ST LAKE CITY, FL 32025	13602000	McCloud, Brian	$1,698.40	$1,698.40	$1,698.40	12/08/2023	$0.00
018330-013	613 SE PUTNAM ST APT 102 Lake City, FL 32025		Fulton, Rabbreauna	$979.08	$979.08	$979.08	04/29/2024	$0.00
018370-011	702 SE PUTNAM ST LAKE CITY, FL 32025	13578001	Claridy, Earntraevis	$1,874.51	$1,874.51	$1,874.51	04/29/2024	$0.00
018490-005	660 SE CAMP ST LAKE CITY, FL 32025	13583000	Arnold, Jonathan	$406.25	$406.25	$406.25	05/09/2024	$0.00
018640-006	773 SE PUTNAM ST LAKE CITY, FL 32025	13391001	SPARROW, DESTINY N	$104.42	$104.42	$104.42	08/06/2024	$0.00
018690-007	795 SE DADE ST LAKE CITY, FL 32025	13055000	Roberts, Christopher	$373.85	$373.85	$373.85	11/02/2023	$0.00
018690-008	795 SE DADE ST LAKE CITY, FL 32025	13055000	LUCAS, SONIA	$314.09	$314.09	$314.09	06/13/2024	$0.00
018780-006	729 SE MONROE ST LAKE CITY, FL 32025	13372000	CRUZ CRUZ, NANCY IUELISSE	$311.35	$311.35	$311.35	04/09/2024	$0.00
019930-015	577 SE SAINT JOHNS ST LAKE CITY, FL 32025	13278000	Munoz, Jesus R	$405.20	$405.20	$405.20	10/06/2023	$0.00
019950-008	596 SE SAINT JOHNS ST LAKE CITY, FL 32025	13357000	Jones , Tanisha	$1,783.87	$1,783.87	$1,783.87	02/21/2024	$0.00
020900-007	1120 SE SAINT JOHNS ST LAKE CITY, FL 32025	13077000	Dyer, Angela	$1,344.90	$1,344.90	$1,344.90	03/25/2024	$0.00
021060-003	947 SE MONROE ST LAKE CITY, FL 32025	12977000	GODBOLT III, HENRY K	$171.50	$171.50	$171.50	02/27/2024	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
021240-008	1030 SE BROCK GLN LAKE CITY, FL 32025	12964000	WRIGHT, KENNON A	$173.98	$173.98	$173.98	09/04/2024	$0.00
021810-005	887 SE PUTNAM ST LAKE CITY, FL 32025	12989000	ORTIZ, MARINO	$160.73	$160.73	$160.73	08/08/2024	$0.00
021890-005	883 SE MONROE ST LAKE CITY, FL 32025	12995000	Reynolds, Jessica	$201.37	$201.37	$201.37	11/21/2023	$0.00
021920-003	854 SE MONROE ST LAKE CITY, FL 32025	13003000	BOLINDER, RALPH	$476.32	$476.32	$476.32	05/28/2024	$0.00
021970-013	810 SE MONROE ST LAKE CITY, FL 32025	13053000	BAXTER, BELINDA K	$1,864.54	$1,864.54	$1,864.54	11/27/2023	$0.00
022270-008	384 NE PATTERSON AVE LAKE CITY, FL 32055	11860000	Murphy, Jessie JR	$244.32	$244.32	$244.32	10/23/2023	$0.00
022350-010	681 NE LAKE DR LAKE CITY, FL 32055	13151000	MEYERS, KAILEEN	$693.66	$693.66	$693.66	01/25/2024	$0.00
023820-001	443 NE WASHINGTON ST LAKE CITY, FL 32055	11768000	Benton, Willie	$890.29	$890.29	$890.29	02/09/2024	$0.00
024040-003	580 NE MARTIN LUTHER KING ST LAKE CITY, FL 32055	11030000	Crews, Joey	$381.25	$381.25	$381.25	08/06/2024	$0.00
024180-001	643 NE COLDWATER AVE LAKE CITY, FL 32055	10872000	GRAHAM, JULIUS	$1,022.75	$1,022.75	$1,022.75	02/23/2024	$0.00
024370-014	648 NE CONGRESS AVE LAKE CITY, FL 32055	10880000	Jones , Nekosha	$97.98	$97.98	$97.98	12/15/2023	$0.00
024390-002	642 NE CONGRESS AVE LAKE CITY, FL 32055	10879000	GEORGE, MAE K	$774.72	$774.72	$774.72	04/20/2023	$0.00
024580-010	553 NE FAIRVIEW ST LAKE CITY, FL 32055	10866000	MCKIRE, TIMOTHY	$615.65	$615.65	$615.65	01/22/2024	$0.00
024740-001	392 NE SIMMS DR LAKE CITY, FL 32055	13112000	SMITH, WILLIAM	$760.08	$760.08	$760.08	09/05/2023	$0.00
025160-008	411 NE LEON ST LAKE CITY, FL 32055	12134000	White, Emily	$754.49	$754.49	$754.49	03/06/2024	$0.00
025670-002	1122 SE LANVALE ST LAKE CITY, FL 32025	06651000	BRUSH, CHARLES	$267.21	$267.21	$267.21	05/14/2024	$0.00
025840-005	478 SE LOMOND AVE MM Lake City, FL 32025		WOODS, KELSEY	$337.02	$337.02	$337.02	08/13/2024	$0.00
025860-008	492 SE LOMOND AVE LAKE CITY, FL 32025	06646000	Thomas, Dionne	$317.88	$317.88	$317.88	12/08/2023	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
026050-010	1196 SE MAGNOLIA LOOP LAKE CITY, FL 32025	13564001	Perez Salabarria, Raiza	$291.06	$291.06	$291.06	06/03/2024	$0.00
026530-001	1861 SW CHRISTA CIR APT 101 Lake City, FL 32025		GRIGGER JR, JOHNNIE	$102.62	$102.62	$102.62	05/09/2024	$0.00
026740-003	1081 SW FAIRFAX GLN LAKE CITY, FL 32025	08019126	Flint, Breanna	$440.18	$440.18	$440.18	01/10/2024	$0.00
026820-001	1135 SW FAIRFAX GLN LAKE CITY, FL 32025	08019101	HOSTETLER, RACHEL	$801.17	$801.17	$801.17	05/20/2024	$0.00
027100-003	143 SE MONTGOMERY PL LAKE CITY, FL 32025		BB Huney Bee	$70.52	$70.52	$70.52	05/21/2024	$0.00
027120-004	1290 SE BAYA DR LAKE CITY, FL 32025	06801000	BB Huney Bee	$54.42	$54.42	$54.42	05/21/2024	$0.00
027460-003	396 SE MARGARET DR LAKE CITY, FL 32025	06693000	Townsend, Gloria J	$168.76	$168.76	$168.76	06/07/2024	$0.00
028310-009	622 NW PALM DR LAKE CITY, FL 32055	05992000	Doane, Roy	$426.24	$426.24	$426.24	01/26/2024	$0.00
028440-001	739 NW PALM DR LAKE CITY, FL 32055	06023000	STONE, TAMARA H	$702.63	$702.63	$702.63	02/15/2024	$0.00
028780-009	1222 NW DAKOTA GLN LAKE CITY, FL 32055	05867011	FISCH , MICHAEL D	$9.58	$9.58	$9.58	10/06/2023	$0.00
029090-004	859 NW INDIAN SHORE DR LAKE CITY, FL 32055	05889000	Freeman, Alexis	$567.53	$567.53	$567.53	10/13/2023	$0.00
029090-005	859 NW INDIAN SHORE DR LAKE CITY, FL 32055	05889000	Dames, Raulheim	$142.50	$142.50	$142.50	07/08/2024	$0.00
029300-002	1239 NW ASHLEY ST LAKE CITY, FL 32055	05875000	EVANS, KESHA L	$190.63	$190.63	$190.63	09/06/2024	$0.00
029570-004	893 NW HIGHLANDS LOOP LAKE CITY, FL 32055	05931000	MAURICE, NANCY	$68.80	$68.80	$68.80	06/17/2024	$0.00
029670-011	706 NW RIDGEWOOD AVE LAKE CITY, FL 32055	06152000	Risner, Trevor	$166.61	$166.61	$166.61	05/30/2024	$0.00
029700-003	654 NW RIDGEWOOD AVE LAKE CITY, FL 32055	06153003	HEWETT, CHRIS	$147.41	$147.41	$147.41	06/20/2024	$0.00
029780-024	296 NW RIDGEWOOD AVE Lake City, FL 32055	06187002	PATTERSON, HERBERT	$110.44	$110.44	$110.44	03/04/2024	$0.00
029790-008	304 NW RIDGEWOOD AVE Lake City, FL 32055	06187002	FROATS, DAVID W	$586.48	$586.48	$586.48	06/26/2023	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
029790-009	304 NW RIDGEWOOD AVE Lake City, FL 32055	06187002	Philpot, George	$77.89	$77.89	$77.89	09/30/2024	$0.00
030190-005	234 SE JAMES AVE LAKE CITY, FL 32025	06499000	FISHER, TONYA	$509.10	$509.10	$509.10	09/09/2024	$0.00
030390-015	227 SE CRAIG AVE LAKE CITY, FL 32025	06838000	Bermudez, Richard	$69.53	$69.53	$69.53	09/16/2024	$0.00
030470-001	136 SE CRAIG AVE LAKE CITY, FL 32025	06528000	WEEKS, WARD	$56.47	$56.47	$56.47	12/01/2023	$0.00
030590-011	370 SE CRAIG AVE LAKE CITY, FL 32025	06849000	Capallia, Dana	$513.01	$513.01	$513.01	02/20/2024	$0.00
030720-006	1688 SE BAYA DR SUITE 105 LAKE CITY, FL 32025	06869004	BE SECURE LOCKSMITH LLC	$8.76	$8.76	$8.76	02/21/2024	$0.00
030870-003	111 SE LOFTON GLN LAKE CITY, FL 32025	06761000	Willis , Robert H	$64.92	$64.92	$64.92	04/03/2024	$0.00
031400-017	178 SE GOLF CLUB AVE LAKE CITY, FL 32025	07174000	Hale , Steven	$140.50	$140.50	$140.50	03/07/2024	$0.00
033310-001	139 SE LINDEN LOOP LAKE CITY, FL 32025	07497000	DELAND, DARWIN	$383.24	$383.24	$383.24	02/02/2024	$0.00
033810-009	258 SE OAK HILL ST LAKE CITY, FL 32025	07529000	Johnson, Germaiya L	$603.23	$603.23	$603.23	10/30/2023	$0.00
033880-007	287 SE OAK HILL ST LAKE CITY, FL 32025	07522000	Martin, Janet	$429.55	$429.55	$429.55	02/08/2024	$0.00
034510-003	145 NE CRAIG AVE LAKE CITY, FL 32055	06507000	ORTIZ, JOHN	$448.88	$448.88	$448.88	12/27/2022	$0.00
034540-008	148 NE JAMES AVE LAKE CITY, FL 32055	06522000	Love, Cyrus	$343.45	$343.45	$343.45	07/30/2024	$0.00
034750-003	1331 E DUVAL ST LAKE CITY, FL 32055	06387000	Flowers, Michellle	$252.76	$252.76	$252.76	04/01/2024	$0.00
034880-012	232 SE LOMOND AVE APT 102 LAKE CITY, FL 32025		Orterry, Isabel M	$409.80	$409.80	$409.80	06/13/2024	$0.00
034890-015	256 SE LOMOND AVE APT 101 LAKE CITY, FL 32025		Nunez, Nidia	$500.73	$500.73	$500.73	07/30/2024	$0.00
035080-003	179 NE TREASURE CT LAKE CITY, FL 32055	05726000	Brown Dingus , Leslie	$29.20	$29.20	$29.20	10/10/2023	$0.00
035130-005	468 NE BUDDY AVE Lake City, FL 32055		Kelly, Sylvester JR	$101.62	$101.62	$101.62	04/10/2024	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
035730-002	265 NE ALPHA TER LAKE CITY, FL 32055	05748000	Johnson , Vivian	$82.95	$82.95	$82.95	10/17/2023	$0.00
035930-002	164 NE DERBY TER LAKE CITY, FL 32055	05738000	WYCHE, JONNIE B	$358.22	$358.22	$358.22	01/16/2024	$0.00
035950-004	136 NE DERBY TER LAKE CITY, FL 32055	05739000	Lipscomb, Madison	$1,441.61	$1,441.61	$1,441.61	06/04/2024	$0.00
036960-007	1444 NE WASHINGTON ST LAKE CITY, FL 32055	06340000	Cox, Patrick R	$2,601.85	$2,601.85	$2,601.85	07/19/2024	$0.00
037190-011	247 NE JACKSONVILLE LOOP LAKE CITY, FL 32055	06370000	Allen, Cindy	$338.04	$338.04	$338.04	11/03/2023	$0.00
037460-002	365 SE PEARL TER Lake City, FL 32025		Taylor, Martha B	$185.50	$185.50	$185.50	01/24/2024	$0.00
037530-010	160 SE BECKY TER Lake City, FL 32025		Vanderbroek, Branda	$55.00	$55.00	$55.00	07/31/2024	$0.00
037680-008	210 SE CLAUDIA WAY Lake City, FL 32025		King, William E JR	$33.28	$33.28	$33.28	05/28/2024	$0.00
037900-008	362 NW LONG ST Lake City, FL 32055	11401000	Guerra, Marlon	$330.26	$330.26	$330.26	09/30/2024	$0.00
037950-012	848 NW REDDING AVE LAKE CITY, FL 32055	11447029	Hester, Kristen	$395.71	$395.71	$395.71	02/09/2024	$0.00
038390-004	684 NW DIXIE AVE LAKE CITY, FL 32055	11327000	LEE, RICARDO L	$603.17	$603.17	$603.17	02/21/2024	$0.00
038420-008	678 NW ALMA AVE LAKE CITY, FL 32055	11281000	CONSTANCE BEY, CRYSTAL A	$811.00	$811.00	$811.00	03/25/2024	$0.00
038470-012	704 NW ALMA AVE APT 101 Lake City, FL 32055		Ferguson, Lenard	$429.27	$429.27	$429.27	04/24/2024	$0.00
038550-009	754 NW ALMA AVE LAKE CITY, FL 32055	11369004	Johnson, Gaydrael	$373.19	$373.19	$373.19	03/18/2024	$0.00
038560-002	770 NW ALMA AVE LAKE CITY, FL 32055	11369001	AKINS, DEBRA A	$601.23	$601.23	$601.23	10/06/2023	$0.00
039050-002	560 NW ASHLEY ST LAKE CITY, FL 32055	06036000	Harden, Courtney	$733.54	$733.54	$733.54	12/04/2023	$0.00
039550-003	508 N MARION AVE LAKE CITY, FL 32055	11998000	Carrie's Closet LLC	$312.66	$312.66	$312.66	04/16/2024	$0.00
039990-009	311 NW STADIUM TER LAKE CITY, FL 32055	12291000	Stone, Colleen	$1,657.13	$1,657.13	$1,657.13	05/03/2024	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
040070-004	492 NW MATTHEW ST LAKE CITY, FL 32055		DiGregorio, Mary	$218.55	$218.55	$218.55	01/08/2024	$0.00
040360-009	171 NW IRMA AVE LAKE CITY, FL 32055	12261000	Brooks, Elizabeth	$20.79	$20.79	$20.79	10/02/2023	$0.00
040360-011	171 NW IRMA AVE LAKE CITY, FL 32055	12261000	POWELL, CAMERON	$63.54	$63.54	$63.54	08/27/2024	$0.00
041500-001	1661 SW SAINT JAMES CT LAKE CITY, FL 32025	08083019	HYSELL, LARRY J	$388.95	$388.95	$388.95	05/30/2024	$0.00
041810-003	1305 SW MCFARLANE AVE LAKE CITY, FL 32025	07949000	MCLEOD, ANNA C	$169.38	$169.38	$169.38	04/30/2024	$0.00
042540-009	803 SW LAUREL LN LAKE CITY, FL 32025	12512000	HOOKER, WILLIAM J	$223.98	$223.98	$223.98	06/05/2024	$0.00
042690-005	153 SW VICTORY WAY Lake City, FL 32025		THOMAS, CHRISTOPHER	$263.97	$263.97	$263.97	05/31/2024	$0.00
043340-007	362 SW COLUMBIA AVE LAKE CITY, FL 32025	13829000	Timmons , Jessica	$92.54	$92.54	$92.54	09/03/2024	$0.00
043510-003	460 SW ALACHUA AVE APT 201 Lake City, FL 32025		Robinson, Chauncey	$186.97	$186.97	$186.97	02/09/2024	$0.00
043870-007	297 SW KNOX ST LAKE CITY, FL 32025	12475000	Wesemann, Clyde	$193.79	$193.79	$193.79	12/26/2023	$0.00
043900-010	298 SW MILLER TER LAKE CITY, FL 32025	12472000	Creamer , Lucas	$421.05	$421.05	$421.05	12/01/2023	$0.00
044360-010	765 SW VALLEY WAY LAKE CITY, FL 32025	07874000	Estrada, Jonnathan	$1,459.76	$1,459.76	$1,459.76	04/23/2024	$0.00
045430-005	194 SW CRESCENT ST LAKE CITY, FL 32025	14242018	Waldron , Greg	$74.35	$74.35	$74.35	04/01/2024	$0.00
046460-004	918 SE LANTANA LOOP LAKE CITY, FL 32025	07740000	Register, William	$319.61	$319.61	$319.61	10/03/2023	$0.00
046660-001	153 SE PINE DR LAKE CITY, FL 32025	07701000	CABALIT, ANATOLIA	$10.71	$10.71	$10.71	06/04/2024	$0.00
046840-004	966 S MARION AVE LAKE CITY, FL 32025	14238000	CLARY, BONNIE J	$487.07	$487.07	$487.07	11/07/2023	$0.00
047210-001	2291 S MARION AVE LAKE CITY, FL 32025	08215000	CRAFT, MARGARET	$10.00	$10.00	$10.00	08/29/2023	$0.00
047360-005	366 SW PONCE DE LEON AVE APT 102 Lake City, FL 32025		Barwick, Alyssa	$179.25	$179.25	$179.25	07/16/2024	$0.00

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047490-008	220 SW CORONADO ST LAKE CITY, FL 32025	08267000	Dennard , Genisis	$37.85	$37.85	$37.85	03/24/2024	$0.00
048360-010	425 SE PENNSYLVANIA ST APT 102 Lake City, FL 32025		Berg, Kara	$330.91	$330.91	$330.91	10/31/2023	$0.00
048460-009	614 SE CHURCH AVE LAKE CITY, FL 32025	14188000	ORTEGA, JUAN	$110.68	$110.68	$110.68	08/13/2024	$0.00
048570-009	762 SE CHURCH AVE APT 101 Lake City, FL 32025		GILMORE, SABRINA	$28.78	$28.78	$28.78	04/01/2024	$0.00
048730-008	392 SE LEHIGH LN LAKE CITY, FL 32025	14201000	Oliver, Carl	$78.69	$78.69	$78.69	07/05/2024	$0.00
049040-004	681 SE BAYA DR LAKE CITY, FL 32025	13629000	Wright, Thomas	$289.95	$289.95	$289.95	06/10/2024	$0.00
049170-012	588 SE ERMINE AVE LAKE CITY, FL 32025	13642000	Todd, Ginger	$230.86	$230.86	$230.86	02/25/2024	$0.00
049410-004	431 SE MARSH TER LAKE CITY, FL 32025	13613000	DUPREE, JON M	$989.53	$989.53	$989.53	08/03/2023	$0.00
049550-014	421 SE MCCRAY AVE APT 101 Lake City, FL 32025		PERKINS, PENELOPE	$639.23	$639.23	$639.23	10/05/2023	$0.00
049550-015	421 SE MCCRAY AVE APT 101 Lake City, FL 32025		Ware, Michael	$305.13	$305.13	$305.13	02/15/2024	$0.00
049640-008	413 SE CAMP ST LAKE CITY, FL 32025	13707000	KILTS, ASHLEY A	$2,038.77	$2,038.77	$2,038.77	07/22/2024	$0.00
049790-009	454 SE MCCRAY AVE LAKE CITY, FL 32025	13725000	White, Shannon L	$377.94	$377.94	$377.94	08/13/2024	$0.00
050020-005	199 SE CAMP ST LAKE CITY, FL 32025	13785001	SLAVINGS, AMANDA N	$163.09	$163.09	$163.09	11/09/2023	$0.00
050040-009	196 SE CAMP ST LAKE CITY, FL 32025	13794000	Howard, Dessie	$498.03	$498.03	$498.03	08/14/2024	$0.00
050160-001	229 S MARION AVE LAKE CITY, FL 32025	12769000	ROBARTS, JOHN W	$448.89	$448.89	$448.89	05/08/2024	$0.00
050780-010	624 SE NASSAU ST LAKE CITY, FL 32025	13330000	Tenneboe, Anglea	$3.74	$3.74	$3.74	07/31/2024	$0.00
051450-009	184 NE BRADLEY TER LAKE CITY, FL 32055	12902000	WILLIAMS, ERICA	$315.32	$315.32	$315.32	02/29/2024	$0.00
051470-005	211 NE BRADLEY TER LAKE CITY, FL 32055	12864000	GEORGE, SHELIA D	$338.09	$338.09	$338.09	09/03/2024	$0.00

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Bad Debt Edit Listing

Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
051500-001	1026 NE LAKE DR LAKE CITY, FL 32055	12868000	GAINES, KENNEY L	$1,330.57	$1,330.57	$1,330.57	11/09/2023	$0.00
051680-003	981 NE CHERRY LN LAKE CITY, FL 32055	12885000	Carr, Josiah	$118.60	$118.60	$118.60	07/05/2024	$0.00
051740-008	342 NE ANDERSON TER LAKE CITY, FL 32055	12919001	Dwine, Robert	$853.19	$853.19	$853.19	02/09/2024	$0.00
051820-002	265 NE ANDERSON TER LAKE CITY, FL 32055	12899000	ALLEN, AILEEN	$974.51	$974.51	$974.51	03/01/2023	$0.00
052320-008	667 NE SAINT CLAIR ST LAKE CITY, FL 32055	10793015	Frison, Julius	$501.16	$501.16	$501.16	04/29/2024	$0.00
052460-005	693 NE COLORADO TER LAKE CITY, FL 32055	11032000	Stewart, Wesley	$347.81	$347.81	$347.81	11/17/2023	$0.00
052870-007	772 NE GURLEY AVE LAKE CITY, FL 32055	10668000	Rossin-Murphy, Alexus	$640.99	$640.99	$640.99	03/05/2024	$0.00
053110-019	907 NE TOM PAGE PL LAKE CITY, FL 32055	11896000	Hasty, Brittany	$287.18	$287.18	$287.18	06/03/2024	$0.00
053590-010	791 NE MARTIN LUTHER KING ST LAKE CITY, FL 32055	10691000	FENNELL, JOHN A	$384.56	$384.56	$384.56	11/09/2023	$0.00
053860-010	638 NE BAILEY ST LAKE CITY, FL 32055	10823000	WILSON, CHELESIA	$142.93	$142.93	$142.93	07/15/2024	$0.00
053870-001	658 NE BAILEY ST LAKE CITY, FL 32055	10823001	WILSON, MARY	$95.79	$95.79	$95.79	05/10/2024	$0.00
054160-005	1126 NW ASHLEY ST LAKE CITY, FL 32055	06104000	ROY, FAITH	$448.79	$448.79	$448.79	11/29/2023	$0.00
054670-005	134 NW BURK AVE LAKE CITY, FL 32055	06098000	Undisputed Cuts by Don G	$24.64	$24.64	$24.64	09/11/2024	$0.00
054720-005	197 NW BURK AVE SUITE 101 LAKE CITY, FL 32055		NiyaJCutz	$222.11	$222.11	$222.11	04/05/2024	$0.00
054930-001	1004 NW EADIE ST APT 101 Lake City, FL 32055		HALL, DORIS	$135.41	$135.41	$135.41	06/10/2024	$0.00
055040-007	438 SE ELOISE AVE LAKE CITY, FL 32025	06675001	FOREST, ROBERT D	$254.35	$254.35	$254.35	01/03/2024	$0.00
055040-009	438 SE ELOISE AVE LAKE CITY, FL 32025	06675001	Palma, Steven	$139.42	$139.42	$139.42	08/20/2024	$0.00
055450-011	276 SE LOMOND AVE LAKE CITY, FL 32025	06561000	GLOVER, DESTINY R	$86.23	$86.23	$86.23	06/26/2024	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
055780-004	128 SE ELOISE AVE LAKE CITY, FL 32025	06399000	Pagan, Jorge	$8.74	$8.74	$8.74	11/08/2023	$0.00
055790-003	136 SE ELOISE AVE LAKE CITY, FL 32025	06398000	DePremio, Melanie H	$453.81	$453.81	$453.81	10/25/2023	$0.00
055930-004	279 SE ELOISE AVE LAKE CITY, FL 32025	06424000	Landry, Lydian	$509.26	$509.26	$509.26	02/01/2024	$0.00
056250-001	383 NE SUNNYBROOK ST LAKE CITY, FL 32055	05180000	SMITH, JOSEPH A	$316.83	$316.83	$316.83	05/22/2024	$0.00
056460-002	1715 N US HIGHWAY 441 LAKE CITY, FL 32055	05352000	Mosley, Erin N	$75.69	$75.69	$75.69	09/12/2023	$0.00
056480-002	1775 N US HIGHWAY 441 LAKE CITY, FL 32055		Touch by an Angel	$1,831.93	$1,831.93	$1,831.93	04/03/2024	$0.00
056820-001	230 NE WINDALL LN LAKE CITY, FL 32055	05265000	WALKER, VERNA MAE	$370.94	$370.94	$370.94	04/09/2024	$0.00
056940-001	181 NE WINDALL LN LAKE CITY, FL 32055	05249000	SMITH, MARIELL D	$86.61	$101.14	$101.14	03/05/2024	$0.00
057010-006	2101 N US HIGHWAY 441 LAKE CITY, FL 32055	05190000	Penrod, Deana	$89.00	$89.00	$89.00	09/03/2024	$0.00
057030-003	2289 N US HIGHWAY 441 LAKE CITY, FL 32055	05174000	THOMAS, MARY A	$593.59	$593.59	$593.59	05/28/2024	$0.00
057250-007	260 NW MARCO TER LAKE CITY, FL 32055	05217003	Bovee, Brent J	$93.92	$93.92	$93.92	04/02/2024	$0.00
057990-008	1620 NW OAKLAND AVE LAKE CITY, FL 32055	05499000	Boyd, Damion	$192.99	$192.99	$192.99	02/23/2024	$0.00
058750-008	1404 S MARION AVE APT 108 Lake City, FL 32025		Limburg , Paula	$53.76	$53.76	$53.76	04/30/2024	$0.00
058770-016	1404 S MARION AVE APT 107 Lake City, FL 32025		Upshaw, Christa	$239.48	$239.48	$239.48	07/02/2024	$0.00
058840-004	1404 S MARION AVE APT 103 Lake City, FL 32025		Cordell , Dwayne	$138.73	$138.73	$138.73	01/02/2024	$0.00
058850-015	1404 S MARION AVE APT 203 Lake City, FL 32025		Marvel , Rebecca	$240.71	$240.71	$240.71	03/13/2024	$0.00
058870-006	1404 S MARION AVE APT 102 Lake City, FL 32025		Cribs, Donald	$196.14	$196.14	$196.14	07/08/2024	$0.00
058990-010	1448 S MARION AVE APT 202 Lake City, FL 32025		JONES, CLIESHA	$367.21	$367.21	$367.21	08/07/2024	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
059000-018	1448 S MARION AVE APT 201 Lake City, FL 32025		Platts, Travis	$71.71	$71.71	$71.71	02/01/2024	$0.00
059190-005	1394 S MARION AVE APT 104 Lake City, FL 32025		Burroughs, Yamira	$448.77	$448.77	$448.77	01/16/2024	$0.00
059220-010	1394 S MARION AVE APT 202 Lake City, FL 32025		WILLIAMS, KAYLONI	$190.31	$190.31	$190.31	11/30/2023	$0.00
059240-006	1394 S MARION AVE APT 101 Lake City, FL 32025		GRAHAM, MICHELLE L	$546.24	$546.24	$546.24	11/28/2023	$0.00
059240-007	1394 S MARION AVE APT 101 Lake City, FL 32025		Nitzsche, Sarah	$507.68	$507.68	$507.68	08/12/2024	$0.00
059460-005	698 SW BRANDYWINE DR APT 103 Lake City, FL 32025	02670002	Campbell, Shalay	$704.55	$704.55	$704.55	08/27/2024	$0.00
059520-012	695 SW BRANDYWINE DR APT 102 Lake City, FL 32025		Miller, Jameisha	$267.77	$267.77	$267.77	12/28/2023	$0.00
059560-008	668 SW BRANDYWINE DR APT 102 Lake City, FL 32025		Wiggins, Jamarcus J	$612.72	$612.72	$612.72	12/18/2023	$0.00
059780-005	560 SW BRANDYWINE DR APT 102 Lake City, FL 32025		Allen, Shondria	$344.01	$344.01	$344.01	05/15/2024	$0.00
059840-009	563 SW BRANDYWINE DR APT 105 Lake City, FL 32025		Goldman , Janet	$26.00	$26.00	$26.00	03/16/2024	$0.00
059870-008	563 SW BRANDYWINE DR APT 102 Lake City, FL 32025		Richardson, Laondra	$506.45	$506.45	$506.45	09/16/2024	$0.00
059960-003	535 SW BRANDYWINE DR APT 103 Lake City, FL 32025	02670002	Lee, Willie JR	$398.27	$398.27	$398.27	02/05/2024	$0.00
060450-001	2311 W US HIGHWAY 90 LAKE CITY, FL 32055	02611004	BIG LOTS BANKRUPTCY	$2,765.05	$2,765.05	$2,765.05	12/13/2024	$0.00
060840-002	2469 W US HIGHWAY 90 SUITE 179 LAKE CITY, FL 32055		RUE 21 BANKRUPTCY	$216.33	$216.33	$216.33	06/11/2024	$0.00
061030-004	274 NW RIDGEWOOD AVE Lake City, FL 32055		MORGAN, MICHELE	$512.46	$512.46	$512.46	02/13/2024	$0.00
061140-004	1359 SW ZESTY CIR APT 104 Lake City, FL 32025		Simmons , Princess	$234.22	$234.22	$234.22	12/19/2023	$0.00
061550-009	598 NW SAGO GLN APT 101 Lake City, FL 32055	11602001	SEPULVEDA, ZORNAE M	$229.67	$229.67	$229.67	03/25/2024	$0.00
061640-005	1415 SW HAYGOOD LOOP APT 101 Lake City, FL 32025		Bing, Shandria	$153.05	$153.05	$153.05	10/30/2023	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
061760-006	1284 SW HAYGOOD LOOP APT 104 Lake City, FL 32025		GRAHAM, OMEGA	$45.29	$45.29	$45.29	08/29/2024	$0.00
061780-013	1314 SW HAYGOOD LOOP APT 103 Lake City, FL 32025		Dewitt , Nicky	$75.90	$75.90	$75.90	02/29/2024	$0.00
061840-007	1442 SW HAYGOOD LOOP APT 101 Lake City, FL 32025		MACK, CANDICE	$299.30	$299.30	$299.30	09/23/2024	$0.00
061910-011	1360 SW HAYGOOD LOOP APT 104 Lake City, FL 32025		WILKS, MEAGAN	$428.28	$428.28	$428.28	07/29/2023	$0.00
062500-005	207 NW MALLARD PL LAKE CITY, FL 32055	02308114	Compass Property Management Group	$13.50	$13.50	$13.50		$0.00
062670-006	1240 NW FRONTIER DR LAKE CITY, FL 32055	02308085	Kennedy, Adam S	$32.05	$32.05	$32.05	08/02/2024	$0.00
063640-008	1755 SW CAMELLIA DR Lake City, FL 32025		Newton, Fredrica S	$192.38	$192.38	$192.38	07/29/2024	$0.00
063810-005	1399 SW ZESTY CIR APT 105 Lake City, FL 32025		Yopp, Curtis	$319.57	$319.57	$319.57	02/15/2024	$0.00
064010-014	394 SW SAINT JOHNS ST APT 101 Lake City, FL 32025		Thornton, John	$787.91	$787.91	$787.91	02/07/2024	$0.00
064190-012	3820 NW ARCHER ST APT 102 Lake City, FL 32055		MARTINEZ, MARCIA	$157.55	$157.55	$157.55	04/16/2024	$0.00
064220-006	748 SW BRANDYWINE DR APT 102 Lake City, FL 32025		MELTON, CATHERINE E	$17.34	$17.34	$17.34	11/06/2023	$0.00
064340-012	246 SE CAMP ST APT 103 LAKE CITY, FL 32025		Adams, Guy	$191.25	$191.25	$191.25	07/29/2024	$0.00
064370-015	3854 NW ARCHER ST APT 102 Lake City, FL 32055		Jennings, Arthur	$259.41	$259.41	$259.41	01/08/2024	$0.00
064440-013	3873 NW HUNTSBORO ST APT 101 Lake City, FL 32055		Hartman , Kiana	$79.75	$79.75	$79.75	05/16/2024	$0.00
065080-002	406 SE PEARL TER LAKE CITY, FL 32025	07592116	DAVIS, JEWELL L	$283.71	$283.71	$283.71	09/21/2023	$0.00
065730-014	1442 NW WAYNE PL APT 102 Lake City, FL 32055		WILLIAMSON, RANEESHA	$11.44	$11.44	$11.44	02/05/2024	$0.00
066090-007	836 SE MONROE ST LAKE CITY, FL 32025	13051000	Trail, Thomas	$359.15	$359.15	$359.15	12/07/2023	$0.00
066210-008	239 SW DAVACA GLN APT 101 LAKE CITY, FL 32025		CHATMON, ASIANAE	$41.79	$41.79	$41.79	07/31/2024	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
066260-007	1394 S MARION AVE APT 204 Lake City, FL 32025		Coleman, Mason	$129.46	$129.46	$129.46	02/05/2024	$0.00
066380-007	1449 SW HAYGOOD LOOP APT 101 Lake City, FL 32025		FOSTER, NORMA JEAN	$672.89	$672.89	$672.89	07/23/2024	$0.00
067360-004	1879 SW JUDY GLN LAKE CITY, FL 32025	02710003	Lipelis, Ruslan	$616.65	$616.65	$616.65	05/21/2024	$0.00
067840-001	585 NW HOLIDAY DR LAKE CITY, FL 32055	06118000	CASON, DELORES G	$1,084.43	$1,084.43	$1,084.43	01/03/2024	$0.00
067950-007	320 NW RIDGEWOOD AVE Lake City, FL 32055	06187002	Combs, Kelvin	$138.04	$138.04	$138.04	02/09/2024	$0.00
069040-001	1445 SW MAIN BLVD SUITE 140 Lake City, FL 32025		C C'S FLOWERS	$9.79	$9.79	$9.79	11/03/2023	$0.00
069200-010	378 SE LAKE FOREST PL APT 101 Lake City, FL 32025		Newman , Carissa	$7.78	$7.78	$7.78	02/27/2024	$0.00
069260-007	3708 NW HUNTSBORO ST APT 101 Lake City, FL 32055		REESE, STEPHANIE N	$911.26	$911.26	$911.26	01/19/2024	$0.00
069520-001	958 NE CONGRESS AVE LAKE CITY, FL 32055	11107000	JULKS, BINER L	$66.11	$66.11	$66.11	10/31/2023	$0.00
069620-003	905 SW MAIN BLVD SUITE 103 LAKE CITY, FL 32025	14241000	J's Home Goods Llc	$316.48	$316.48	$316.48	01/23/2024	$0.00
069640-001	959 NE ANNIE MATTOX ST LAKE CITY, FL 32055	11938000	WHITFIELD, ANNETTE POWELL	$576.16	$576.16	$576.16	04/22/2024	$0.00
069970-007	1394 S MARION AVE APT 203 Lake City, FL 32025		WASHINGTON, TIARRA L	$115.56	$115.56	$115.56	09/18/2024	$0.00
070140-014	410 NW RIDGEWOOD AVE LAKE CITY, FL 32055	06056001	Westbrook, Sonja M	$361.61	$361.61	$361.61	04/24/2024	$0.00
071040-015	278 NE TRINITY PL Lake City, FL 32055		Patillo, Cora	$111.02	$111.02	$111.02	07/03/2024	$0.00
071110-004	1030 SW ROSSBOROUGH CT APT 101 Lake City, FL 32025	08020115	Jones, Joshua	$65.06	$65.06	$65.06	05/13/2024	$0.00
071130-006	1688 SE BAYA DR SUITE 102 LAKE CITY, FL 32025	06869004	Divergent LLC	$2,606.89	$2,606.89	$2,606.89	12/19/2023	$0.00
072210-012	175 NE MARTIN LUTHER KING ST LAKE CITY, FL 32055	10963000	CLARK, KIARA	$398.78	$398.78	$398.78	03/06/2024	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
072430-008	3680 NW HUNTSBORO ST APT 102 Lake City, FL 32055		Holmes, Lindy	$198.53	$198.53	$198.53	08/13/2024	$0.00
072640-003	516 SW ARLINGTON BLVD SUITE 102 LAKE CITY, FL 32025	06262006	Byrd, Travis	$158.89	$158.89	$158.89	05/29/2024	$0.00
074420-001	132 NE PATTERSON AVE LAKE CITY, FL 32055	13128000	TRULUCK, CHARLOTTE R	$4,641.60	$4,641.60	$4,641.60	06/30/2023	$0.00
074640-005	945 NW EARLY ST Lake City, FL 32055		Whitehead , Mya	$276.18	$276.18	$276.18	08/12/2024	$0.00
075040-004	751 SE PUTNAM ST LAKE CITY, FL 32025	13391016	Shuler, Jordan	$488.40	$488.40	$488.40	02/20/2024	$0.00
075360-001	2847 W US HIGHWAY 90 LAKE CITY, FL 32055	02585007	Red Lobster Hospitality LLC BANKRUPTCY	$4,982.14	$4,982.14	$4,982.14	08/08/2024	$0.00
076120-003	855 SW BROOKDALE DR LAKE CITY, FL 32025	08017001	Coker , Malissa	$687.53	$687.53	$687.53	03/13/2024	$0.00
076990-008	583 NW HARPER PL LAKE CITY, FL 32055	11516003	Montalvo , Asher	$348.37	$348.37	$348.37	04/24/2024	$0.00
078760-001	239 NE FRONIE ST LAKE CITY, FL 32055	11209110	KANNADY, JOE	$262.12	$262.12	$262.12	02/05/2024	$0.00
079290-008	172 NW GWEN LAKE AVE APT 102 Lake City, FL 32055		ROSSIN, JAMESON R	$252.39	$252.39	$252.39	09/12/2024	$0.00
079770-005	916 NW EARLY ST LAKE CITY, FL 32055	11695110	RICHARDSON, NA'TEIAH S	$832.15	$832.15	$832.15	04/15/2024	$0.00
079960-003	265 SW MARYLAND LN LAKE CITY, FL 32025	08287000	Moordian, Terry	$13.19	$13.19	$13.19	07/19/2024	$0.00
080610-006	946 NE MAPLE LN LAKE CITY, FL 32055	12874020	Granville, Shantrell	$169.21	$169.21	$169.21	01/03/2024	$0.00
080940-006	114 SW DOE GLN LAKE CITY, FL 32024	02732537	Fiorenza, Charles	$398.17	$398.17	$398.17	02/01/2024	$0.00
081540-006	277 NE BICKEL DR LAKE CITY, FL 32055	05321000	BULLARD, CARL	$26.85	$26.85	$26.85	05/06/2024	$0.00
082350-009	629 SE CAMP ST APT 101 Lake City, FL 32025		COMBS, COURTNEY L	$313.89	$313.89	$313.89	06/17/2024	$0.00
083540-014	2680 SW WINDSONG CIR APT 104 LAKE CITY, FL 32025		Watson , Breanna	$288.15	$288.15	$288.15	12/12/2023	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
083550-003	2680 SW WINDSONG CIR APT 105 LAKE CITY, FL 32025		Naulty, Terri	$181.66	$181.66	$181.66	10/09/2023	$0.00
083570-010	2680 SW WINDSONG CIR APT 107 LAKE CITY, FL 32025		Grant, Malysha	$628.75	$628.75	$628.75	03/13/2024	$0.00
083610-015	2680 SW WINDSONG CIR APT 203 LAKE CITY, FL 32025		MILLS, MICHAEL T	$143.42	$143.42	$143.42	06/10/2024	$0.00
083800-015	2720 SW WINDSONG CIR APT 207 LAKE CITY, FL 32025		Harrison, Taresha	$235.48	$235.48	$235.48	10/12/2023	$0.00
083870-024	2790 SW WINDSONG CIR APT 103 LAKE CITY, FL 32025		Newton, Amber L	$1,537.11	$1,537.11	$1,537.11	10/03/2023	$0.00
083980-012	2790 SW WINDSONG CIR APT 206 LAKE CITY, FL 32025		Fletcher, Amanda	$107.73	$107.73	$107.73	10/05/2023	$0.00
084020-021	2790 SW WINDSONG CIR APT 304 LAKE CITY, FL 32025		Brown, Hannah	$497.26	$497.26	$497.26	11/27/2023	$0.00
084150-017	2830 SW WINDSONG CIR APT 204 LAKE CITY, FL 32025		Manning, Enigiah	$878.42	$878.42	$878.42	08/27/2024	$0.00
084240-008	2860 SW WINDSONG CIR APT 102 LAKE CITY, FL 32025		Morales, Nina	$240.08	$240.08	$240.08	04/09/2024	$0.00
084260-010	2860 SW WINDSONG CIR APT 104 LAKE CITY, FL 32025		MERRICKS, RAYNEISHA	$717.62	$717.62	$717.62	03/01/2024	$0.00
084280-009	2860 SW WINDSONG CIR APT 106 LAKE CITY, FL 32025		Dolly, Gail	$340.67	$340.67	$340.67	01/08/2024	$0.00
084290-003	2860 SW WINDSONG CIR APT 207 LAKE CITY, FL 32025		JENKINS, WACENA A	$664.74	$664.74	$664.74	10/05/2023	$0.00
084310-009	2860 SW WINDSONG CIR APT 201 LAKE CITY, FL 32025		Brundidge, Tamaira	$1,375.44	$1,375.44	$1,375.44	08/26/2024	$0.00

City of Lake City

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
084320-006	2860 SW WINDSONG CIR APT 202 LAKE CITY, FL 32025		BRITTON, LAURA R	$527.20	$527.20	$527.20	07/30/2024	$0.00
084330-013	2860 SW WINDSONG CIR APT 203 LAKE CITY, FL 32025		SOUTER, TACORA	$465.96	$465.96	$465.96	02/12/2024	$0.00
084370-007	2860 SW WINDSONG CIR APT 107 LAKE CITY, FL 32025		Young, Arieanna	$1,398.15	$1,398.15	$1,398.15	05/23/2024	$0.00
084400-014	2860 SW WINDSONG CIR APT 304 LAKE CITY, FL 32025		Shute, Ruben	$870.42	$870.42	$870.42	12/13/2023	$0.00
084410-017	2860 SW WINDSONG CIR APT 305 LAKE CITY, FL 32025		Marshall, Breeanna	$176.46	$176.46	$176.46	05/31/2024	$0.00
084450-008	2940 SW WINDSONG CIR APT 104 LAKE CITY, FL 32025	02712004	GORDON, SHANAE	$156.11	$156.11	$156.11	01/24/2024	$0.00
084470-004	2940 SW WINDSONG CIR APT 106 LAKE CITY, FL 32025		Phy, Charles J JR	$583.13	$583.13	$583.13	12/21/2023	$0.00
084480-015	2940 SW WINDSONG CIR APT 107 LAKE CITY, FL 32025		Morin , Patricia	$81.65	$81.65	$81.65	09/12/2024	$0.00
084490-005	2940 SW WINDSONG CIR APT 108 LAKE CITY, FL 32025	02712004	Root, Jordan	$99.25	$99.25	$99.25	06/26/2024	$0.00
084530-009	2940 SW WINDSONG CIR APT 204 LAKE CITY, FL 32025		Gonzalez, Giovani	$230.16	$230.16	$230.16	04/04/2024	$0.00
084650-014	2990 SW WINDSONG CIR APT 201 LAKE CITY, FL 32025		Coleman , Chantavious	$635.24	$635.24	$635.24	06/06/2024	$0.00
084660-010	2990 SW WINDSONG CIR APT 202 LAKE CITY, FL 32025		Rodriguez, Gretell	$89.98	$89.98	$89.98	11/03/2023	$0.00
084670-014	2990 SW WINDSONG CIR APT 203 LAKE CITY, FL 32025		Barrett-Allen, Keena	$275.85	$275.85	$275.85	08/15/2024	$0.00

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Bad Debt Edit Listing

Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
084720-012	2990 SW WINDSONG CIR APT 208 LAKE CITY, FL 32025		Seabolt, Jonathan	$702.63	$702.63	$702.63	02/22/2024	$0.00
084850-015	3025 SW WINDSONG CIR APT 202 LAKE CITY, FL 32025		McCray , Tanisha	$273.24	$273.24	$273.24	03/04/2024	$0.00
085000-010	3040 SW WINDSONG CIR APT 202 LAKE CITY, FL 32025		Kennedy , Ashley	$703.25	$703.25	$703.25	12/20/2023	$0.00
085020-018	3040 SW WINDSONG CIR APT 204 LAKE CITY, FL 32025		Herring, Sherena S	$331.90	$331.90	$331.90	03/17/2024	$0.00
085030-011	3040 SW WINDSONG CIR APT 205 LAKE CITY, FL 32025		WORTHEN, JENNIFER	$266.54	$266.54	$266.54	01/24/2024	$0.00
085030-012	3040 SW WINDSONG CIR APT 205 LAKE CITY, FL 32025		Nelson , Tabitha	$460.42	$460.42	$460.42	09/18/2024	$0.00
085060-011	3040 SW WINDSONG CIR APT 208 LAKE CITY, FL 32025		Chandler, Alagria	$753.37	$753.37	$753.37	06/04/2024	$0.00
085090-008	3045 SW WINDSONG CIR APT 104 LAKE CITY, FL 32025		Brown, Michell'la	$353.39	$353.39	$353.39	09/11/2024	$0.00
085140-020	3045 SW WINDSONG CIR APT 201 LAKE CITY, FL 32025		Lynn , Chelsea	$500.32	$500.32	$500.32	01/09/2024	$0.00
085150-010	3045 SW WINDSONG CIR APT 202 LAKE CITY, FL 32025		Lemon , Shanon	$751.59	$751.59	$751.59	06/24/2024	$0.00
085180-015	3045 SW WINDSONG CIR APT 205 LAKE CITY, FL 32025		Jordan , Jesiah	$223.75	$223.75	$223.75	06/07/2024	$0.00
086560-014	710 SW SYMPHONY LOOP APT 103 Lake City, FL 32025		Dillon, Shauntey	$416.45	$416.45	$416.45	10/23/2023	$0.00
086600-009	710 SW SYMPHONY LOOP APT 203 Lake City, FL 32025	02712006	HILDERBRAND, KAITLYN	$51.47	$51.47	$51.47	11/28/2023	$0.00
086610-017	710 SW SYMPHONY LOOP APT 205 Lake City, FL 32025	02712006	MONK, KAITLIN	$646.66	$646.66	$646.66	01/10/2024	$0.00

EXHIBIT TO RESOLUTION

City of Lake City

Bad Debt Edit Listing

Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
086640-007	710 SW SYMPHONY LOOP APT 303 Lake City, FL 32025		Jackson, Antkeshayla	$551.74	$551.74	$551.74	01/31/2024	$0.00
086670-019	710 SW SYMPHONY LOOP APT 102 Lake City, FL 32025		Prescott , Brooklyn	$633.96	$633.96	$633.96	06/24/2024	$0.00
086740-002	710 SW SYMPHONY LOOP APT 208 Lake City, FL 32025	02712006	ROWE, SHANA	$54.93	$54.93	$54.93	04/01/2024	$0.00
086750-007	710 SW SYMPHONY LOOP APT 302 Lake City, FL 32025		ANDERSON, TOCIONA T	$53.42	$53.42	$53.42	08/08/2024	$0.00
086790-019	770 SW SYMPHONY LOOP APT 101 Lake City, FL 32025		Kelsey, Shantel N	$559.56	$559.56	$559.56	06/12/2024	$0.00
086870-012	770 SW SYMPHONY LOOP APT 301 Lake City, FL 32025		Faciane, Aquria	$392.43	$392.43	$392.43	03/12/2024	$0.00
086890-021	770 SW SYMPHONY LOOP APT 305 Lake City, FL 32025		Hassebroek , Brett	$239.90	$239.90	$239.90	03/14/2024	$0.00
086910-003	770 SW SYMPHONY LOOP APT 102 Lake City, FL 32025		RHYM, DELORES J	$214.60	$214.60	$214.60	12/04/2023	$0.00
086920-015	770 SW SYMPHONY LOOP APT 104 Lake City, FL 32025		Calhoun, Samantha	$907.17	$907.17	$907.17	11/27/2023	$0.00
086930-012	770 SW SYMPHONY LOOP APT 106 Lake City, FL 32025		Hartsfield, Candice	$692.16	$692.16	$692.16	01/19/2024	$0.00
086940-011	770 SW SYMPHONY LOOP APT 108 Lake City, FL 32025		Stephens , Danielle	$968.22	$968.22	$968.22	10/23/2023	$0.00
086980-010	770 SW SYMPHONY LOOP APT 208 Lake City, FL 32025		THOMPSON, DANIELLE D	$515.18	$515.18	$515.18	04/24/2024	$0.00
086990-012	770 SW SYMPHONY LOOP APT 302 Lake City, FL 32025		DORTLY, BRINESHA	$1,161.84	$1,161.84	$1,161.84	08/19/2024	$0.00
087030-012	800 SW SYMPHONY LOOP APT 101 Lake City, FL 32025		SINCLAIR, LASHAWN S	$501.14	$501.14	$501.14	03/19/2024	$0.00
087070-015	800 SW SYMPHONY LOOP APT 201 Lake City, FL 32025		SNYDER, NICHOLAS	$388.29	$388.29	$388.29	06/21/2024	$0.00
087080-014	800 SW SYMPHONY LOOP APT 203 Lake City, FL 32025		Jones, Chad	$512.70	$512.70	$512.70	03/11/2024	$0.00
087170-023	800 SW SYMPHONY LOOP APT 106 Lake City, FL 32025		Tanner, Brandy	$459.21	$459.21	$459.21	07/30/2024	$0.00
087220-014	800 SW SYMPHONY LOOP APT 208 Lake City, FL 32025		Jackson Jr, Darrell D	$687.58	$687.58	$687.58	11/20/2023	$0.00

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Bad Debt Edit Listing

Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
087250-017	800 SW SYMPHONY LOOP APT 306 Lake City, FL 32025		Root, Tara	$691.85	$691.85	$691.85	06/24/2024	$0.00
087260-016	800 SW SYMPHONY LOOP APT 308 Lake City, FL 32025		Lewis, Jennifer	$141.40	$141.40	$141.40	12/06/2023	$0.00
087310-016	850 SW SYMPHONY LOOP APT 201 Lake City, FL 32025	02712006	Benton , Katherine	$157.62	$157.62	$157.62	10/09/2023	$0.00
087340-017	850 SW SYMPHONY LOOP APT 207 Lake City, FL 32025		VANDERPOOL, SIERRA	$1,303.36	$1,303.36	$1,303.36	10/09/2023	$0.00
087430-010	850 SW SYMPHONY LOOP APT 202 Lake City, FL 32025		Warren, David	$255.20	$255.20	$255.20	03/01/2024	$0.00
087440-007	850 SW SYMPHONY LOOP APT 204 Lake City, FL 32025	02712006	ARTHUR, ALIYAH	$2,095.15	$2,095.15	$2,095.15	08/22/2024	$0.00
087490-011	850 SW SYMPHONY LOOP APT 306 Lake City, FL 32025		Wilson, Jordan	$438.90	$438.90	$438.90	07/17/2024	$0.00
087540-015	665 SW SYMPHONY LOOP APT 107 Lake City, FL 32025		Alvarez, Ashley	$496.27	$496.27	$496.27	06/05/2024	$0.00
087550-007	665 SW SYMPHONY LOOP APT 201 Lake City, FL 32025		WILLIAMS, TAMARA S	$346.35	$346.35	$346.35	04/01/2024	$0.00
087570-015	665 SW SYMPHONY LOOP APT 205 Lake City, FL 32025		MARTINEZ, DILCIA	$279.36	$279.36	$279.36	02/29/2024	$0.00
087580-015	665 SW SYMPHONY LOOP APT 207 Lake City, FL 32025		Holdridge, Tevin	$179.67	$179.67	$179.67	12/28/2023	$0.00
087620-012	665 SW SYMPHONY LOOP APT 307 Lake City, FL 32025		Lee, Latoya L	$918.72	$918.72	$918.72	01/08/2024	$0.00
087630-017	665 SW SYMPHONY LOOP APT 102 Lake City, FL 32025		Brooks, Cora	$283.44	$283.44	$283.44	05/06/2024	$0.00
087640-003	665 SW SYMPHONY LOOP APT 104 Lake City, FL 32025		Rainey, Betty	$277.79	$277.79	$277.79	04/24/2024	$0.00
087670-013	665 SW SYMPHONY LOOP APT 202 Lake City, FL 32025		NESSMITH, JOSHUA	$1,805.57	$1,805.57	$1,805.57	10/06/2023	$0.00
087670-015	665 SW SYMPHONY LOOP APT 202 Lake City, FL 32025		CARTER, TERESA	$126.88	$126.88	$126.88	06/03/2024	$0.00
087680-005	665 SW SYMPHONY LOOP APT 204 Lake City, FL 32025	02712006	Pelletier, Lissette	$685.74	$685.74	$685.74	11/30/2023	$0.00
087690-019	665 SW SYMPHONY LOOP APT 206 Lake City, FL 32025		Horne , Autara	$108.68	$108.68	$108.68	11/21/2023	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
087740-014	665 SW SYMPHONY LOOP APT 308 Lake City, FL 32025		Frady, Brittiany L	$396.33	$396.33	$396.33	11/17/2023	$0.00
087740-015	665 SW SYMPHONY LOOP APT 308 Lake City, FL 32025		GREEN , MARKEISHA	$602.25	$602.25	$602.25	06/24/2024	$0.00
087880-013	585 SW SYMPHONY LOOP APT 305 Lake City, FL 32025		Gardner, Latodrick	$484.84	$484.84	$484.84	11/02/2023	$0.00
087920-014	585 SW SYMPHONY LOOP APT 104 Lake City, FL 32025		CARROLL, SAMANTHA	$577.14	$577.14	$577.14	07/24/2024	$0.00
087930-013	585 SW SYMPHONY LOOP APT 106 Lake City, FL 32025		BUIEY, KAREN	$1,137.46	$1,137.46	$1,137.46	07/31/2024	$0.00
089660-002	3554 N US HIGHWAY 441 LAKE CITY, FL 32055	04911000	GATEWAY CONVENIENT INC	$242.98	$242.98	$242.98	07/19/2024	$0.00
090730-011	160 SE HEDGE PL Lake City, FL 32025		Odom, Mitchell	$315.07	$315.07	$315.07	03/25/2024	$0.00
090790-008	314 SW WILSHIRE DR Lake City, FL 32024		Scott, Sydnie	$839.37	$839.37	$839.37	03/10/2024	$0.00
091330-007	1128 SW TIMMY LN LAKE CITY, FL 32025	08023002	Santiago , Irizaira Padin	$800.47	$800.47	$800.47	01/24/2024	$0.00
091810-005	322 NW HILTON AVE LAKE CITY, FL 32055	12289000	Fisher, Rhiannon	$26.28	$26.28	$26.28	02/29/2024	$0.00
094260-004	1191 SW SHENANDOAH GLN LAKE CITY, FL 32025	08018306	CLARIDY, JADE J	$456.69	$456.69	$456.69	07/09/2024	$0.00
095650-002	1772 SW GRANDVIEW ST APT 102 Lake City, FL 32025		PALACIO, CARLOS A.	$199.00	$199.00	$199.00	09/23/2024	$0.00
097300-001	1175 SW YORKTOWN GLN LAKE CITY, FL 32025	08018321	CULBREATH, CHRIS L	$180.39	$180.39	$180.39	05/20/2024	$0.00
097540-004	1045 SW YORKTOWN GLN LAKE CITY, FL 32025	08018347	Koolmeyer, Richard A	$22.40	$22.40	$22.40	10/24/2023	$0.00
098470-001	319 SW BUTTERCUP DR Lake City, FL 32024		SHARP, NAN-SHIANG N	$323.82	$323.82	$323.82	04/18/2024	$0.00
098530-001	361 NW JEFFERSON ST LAKE CITY, FL 32055	11369003	MONROE, DEIDRA I	$865.71	$865.71	$865.71	04/15/2024	$0.00
098610-008	618 NE DAVIS AVE LAKE CITY, FL 32055	10840102	Mcmillian, Penny C	$747.44	$747.44	$747.44	12/28/2023	$0.00
100110-008	186 NW GERSON LN LAKE CITY, FL 32055	05217009	Chambers Wolff, Stephanie	$224.59	$224.59	$224.59	07/25/2024	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
100780-007	232 SE BEADIE DR LAKE CITY, FL 32025	08301126	Crusaw, Latasha	$1,924.77	$1,924.77	$1,924.77	04/29/2024	$0.00
100950-003	121 SE WOODHAVEN ST LAKE CITY, FL 32025	08300001	Burke , Kenneth	$318.26	$318.26	$318.26	05/29/2024	$0.00
101610-001	368 SE PIUTE WAY LAKE CITY, FL 32025	08301014	KILLEBREW, DANNY	$335.46	$335.46	$335.46	01/25/2024	$0.00
101720-008	285 SE PIUTE WAY LAKE CITY, FL 32025	08301057	Gallagher , Mark	$54.92	$54.92	$54.92	11/30/2023	$0.00
101720-009	285 SE PIUTE WAY LAKE CITY, FL 32025	08301057	COLBY, CHRISTIE	$14.28	$14.28	$14.28	04/03/2024	$0.00
102530-004	489 SE FAWN GLN LAKE CITY, FL 32025	08302178	HOFFMAN, TOM L	$243.59	$243.59	$243.59	01/25/2024	$0.00
102550-002	2876 SE COUNTRY CLUB RD Lake City, FL 32025		Kinsey, Larry D	$341.01	$341.01	$341.01	12/12/2023	$0.00
103990-002	159 SE HUBBLE ST Lake City, FL 32025		Morrison, Teresa M	$411.32	$411.32	$411.32	10/17/2023	$0.00
104540-010	182 SE BRACKEN WAY APT 102 LAKE CITY, FL 32025		Jones, Travis	$155.75	$155.75	$155.75	02/22/2024	$0.00
104580-006	136 SE BRACKEN WAY APT 102 LAKE CITY, FL 32025		Grant, Meshell	$57.81	$57.81	$57.81	04/24/2024	$0.00
104640-011	319 SE HANOVER PL APT 101 LAKE CITY, FL 32025		Briggs, Charles	$8.70	$8.70	$8.70	03/11/2024	$0.00
104910-007	150 SE HANOVER PL APT 102 LAKE CITY, FL 32025		BRYANT, CRYSTAL M	$83.86	$83.86	$83.86	01/18/2024	$0.00
105010-007	200 SE HANOVER PL APT 102 LAKE CITY, FL 32025		Davis, Ryan	$129.64	$129.64	$129.64	04/01/2024	$0.00
105020-008	200 SE HANOVER PL APT 103 LAKE CITY, FL 32025		Griffin , Zhaquon	$261.50	$261.50	$261.50	06/28/2024	$0.00
105060-009	218 SE HANOVER PL APT 103 LAKE CITY, FL 32025		Winters , Jacob	$76.60	$76.60	$76.60	03/07/2024	$0.00
105100-003	252 SE HANOVER PL APT 101 LAKE CITY, FL 32025		Burch , Dawndella	$122.84	$122.84	$122.84	07/08/2024	$0.00
105110-007	252 SE HANOVER PL APT 102 LAKE CITY, FL 32025		Ballard, Tanecia	$43.44	$43.44	$43.44	11/06/2023	$0.00
105130-006	268 SE HANOVER PL APT 102 LAKE CITY, FL 32025		Clayton, Steven	$16.46	$16.46	$16.46	10/31/2023	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
105170-003	123 SE BRACKEN WAY 101 Lake City, FL 32025		CLARK, SHADIQUA	$268.02	$268.02	$268.02	09/04/2024	$0.00
105910-002	217 SE FOREST TER Lake City, FL 32025		Johnson, Tiyai	$231.29	$231.29	$231.29	04/17/2024	$0.00
107510-001	178 SE BECKY TER Lake City, FL 32025		RIMMINGTON, IDA LEE	$124.56	$124.56	$124.56	07/18/2024	$0.00
107880-001	146 SE CLAUDIA WAY APT 101 LAKE CITY, FL 32025		ROGERS, ROBERT R	$149.29	$149.29	$149.29	02/27/2024	$0.00
108630-012	215 SE RACHEL WAY Lake City, FL 32025		Sanabria , Nikki	$34.27	$34.27	$34.27	07/28/2024	$0.00
108770-008	212 SE OPAL WAY Lake City, FL 32025		Cook, Rita	$122.93	$122.93	$122.93	09/16/2024	$0.00
108930-016	107 SE FAYE LN Lake City, FL 32025		Chandler , Sara	$32.21	$32.21	$32.21	11/16/2023	$0.00
109040-003	154 SE SCARLETT WAY Lake City, FL 32025		ROGERS, JULIE M	$346.25	$346.25	$346.25	05/13/2024	$0.00
109070-008	201 SE PLANT ST 100 Lake City, FL 32025		REYNOLDS, ALEXIS A	$256.30	$256.30	$256.30	09/19/2024	$0.00
109240-001	241 SE SHARON LN Lake City, FL 32025		SCHAUER, MATTHEW	$485.68	$485.68	$485.68	01/25/2024	$0.00
109410-010	429 SE BENNIE LN Lake City, FL 32025		Kari, John	$29.60	$29.60	$29.60	03/10/2024	$0.00
109460-002	172 SE CHEDDAR CT Lake City, FL 32025	08355401	McFarlan, Breanna	$693.56	$693.56	$693.56	10/09/2023	$0.00
110070-005	231 SE TOMCAT LN Lake City, FL 32025		Russell-Scott, Jocelin	$175.07	$175.07	$175.07	05/22/2024	$0.00
110330-007	3037 SE COUNTY ROAD 245 LAKE CITY, FL 32025		BELL, COLUMBUS L	$360.38	$360.38	$360.38	01/29/2024	$0.00
110350-007	162 SE ANDREWS DR Lake City, FL 32025		Touchet , Jerry	$102.11	$102.11	$102.11	05/01/2024	$0.00
110420-004	188 NW LAMAR PL Lake City, FL 32055		Thompson, Timothy	$190.68	$190.68	$190.68	01/16/2024	$0.00
110470-004	266 NW LAMAR PL Lake City, FL 32055	02240027	Parker, Jamie	$161.73	$161.73	$161.73	11/03/2023	$0.00
110790-004	125 NW ASH DR Lake City, FL 32055		Warner, Eloisa	$55.97	$55.97	$55.97	10/09/2023	$0.00

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Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
112100-008	283 SE CHARMONT LN LAKE CITY, FL 32025	08301108	Muraco , Gary	$217.58	$217.58	$217.58	10/03/2023	$0.00
112640-003	141 SE KIWI WAY Lake City, FL 32025		Tengesdal, Shaun	$278.87	$278.87	$278.87	09/04/2024	$0.00
112720-003	194 SE RACHEL WAY Lake City, FL 32025		BRYAN, JENNIFER D	$37.78	$37.78	$37.78	04/26/2024	$0.00
112730-003	298 SE SCARLETT WAY Lake City, FL 32025		Vasquez, Courtney L	$15.96	$15.96	$15.96	10/09/2023	$0.00
112790-008	518 SE SHARON LN Lake City, FL 32025		Little, Julian	$97.91	$97.91	$97.91	10/03/2023	$0.00
113250-001	385 NW ASH DR Lake City, FL 32055		SHAY, KIMBERLY	$99.26	$99.26	$99.26	11/01/2023	$0.00
113250-002	385 NW ASH DR Lake City, FL 32055		Morton, Robbie	$76.03	$76.03	$76.03	09/19/2024	$0.00
113340-003	145 NE EZEKIAL GLN Lake City, FL 32055		Houlahan , Dawn	$41.59	$41.59	$41.59		$0.00
114940-004	237 NE GUM SWAMP RD LAKE CITY, FL 32055	05369011	Jordan , Levi	$149.43	$149.43	$149.43	06/28/2024	$0.00
116130-021	707 SW DEXTER CIR 202 Lake City, FL 32025		Farag, Walid	$156.50	$156.50	$156.50		$0.00
116250-016	659 SW DEXTER CIR 106 Lake City, FL 32025		BARNES, ADAM Z	$71.45	$71.45	$71.45	11/20/2023	$0.00
116390-017	611 SW DEXTER CIR 102 Lake City, FL 32025		Zapata , Anderson	$39.03	$39.03	$39.03	01/04/2024	$0.00
116570-005	577 SW DEXTER CIR 104 Lake City, FL 32025		Summers, Lamanda	$327.20	$327.20	$327.20	03/11/2024	$0.00
116740-016	541 SW DEXTER CIR 201 Lake City, FL 32025		Robinson, Anesha M	$296.79	$296.79	$296.79	04/02/2024	$0.00
116890-013	493 SW DEXTER CIR 108 Lake City, FL 32025		Johns, Kevin	$71.57	$71.57	$71.57	10/20/2023	$0.00
116980-013	493 SW DEXTER CIR 208 Lake City, FL 32025		DELOATCH, DYNASTY G	$311.95	$311.95	$311.95	03/03/2024	$0.00
117050-003	445 SW DEXTER CIR 107 Lake City, FL 32025		De Freitas, Ryan	$202.65	$202.65	$202.65	04/19/2024	$0.00
117060-017	445 SW DEXTER CIR 108 Lake City, FL 32025		Miller, Akutiki S	$278.41	$278.41	$278.41	02/02/2024	$0.00

City of Lake City

Bad Debt Edit Listing

Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
117230-008	676 SW DEXTER CIR 101 Lake City, FL 32025		GONZALES, RENEE	$99.10	$99.10	$99.10	11/08/2023	$0.00
117500-010	576 SW DEXTER CIR 104 Lake City, FL 32025		Snipes, Emma	$981.76	$981.76	$981.76	05/28/2024	$0.00
117550-007	576 SW DEXTER CIR 203 Lake City, FL 32025		CASTRO, ETHAN	$120.54	$120.54	$120.54	04/01/2024	$0.00
117580-013	576 SW DEXTER CIR 206 Lake City, FL 32025		Silver, Christopher	$416.19	$416.19	$416.19	03/03/2024	$0.00
117610-011	506 SW DEXTER CIR 103 Lake City, FL 32025		DORCHY, TALAL A	$308.49	$308.49	$308.49	04/23/2024	$0.00
117660-007	506 SW DEXTER CIR 108 Lake City, FL 32025		Vega, Jason E	$462.47	$462.47	$462.47	11/29/2023	$0.00
117700-012	506 SW DEXTER CIR 204 Lake City, FL 32025		Panchoo, Omarkhyam	$107.78	$107.78	$107.78	04/10/2024	$0.00
118420-006	1290 SE COUNTY ROAD 245 LAKE CITY, FL 32025		Longfellow, Shawn G	$74.97	$74.97	$74.97	07/29/2024	$0.00
118850-003	375 SW ROSEMARY DR LAKE CITY, FL 32024	02731116	Wester , Tom	$25.73	$25.73	$25.73	09/05/2024	$0.00
121340-008	150 NE ANDERSON TER LAKE CITY, FL 32055	12909001	THOMAS, JOHNNIE PAIGE	$710.34	$710.34	$710.34	10/17/2023	$0.00
139230-007	137 SW NATHAN CT LAKE CITY, FL 32024	02732548	Hudson, Traviyanla A	$1,701.47	$1,701.47	$1,701.47	08/14/2025	$0.00
140140-001	255 NW GUERDON ST LAKE CITY, FL 32055	05473000	RATLIFF, ANNE	$246.02	$246.02	$246.02	07/17/2024	$0.00
141240-003	249 NW GUERDON ST LAKE CITY, FL 32055	05473001	Butcher, Bridget	$53.72	$53.72	$53.72	03/14/2024	$0.00
141710-001	164 NE RAILROAD ST SUITE 102 LAKE CITY, FL 32055		WILLIAMS , CHARLES JR	$26.49	$26.49	$26.49	06/17/2024	$0.00
142190-007	158 SW HILTON AVE APT 101 Lake City, FL 32025		Guenter, Dowda	$1,008.99	$1,008.99	$1,008.99	12/27/2023	$0.00
142190-008	158 SW HILTON AVE APT 101 Lake City, FL 32025		WEST, CARL	$290.40	$290.40	$290.40	09/18/2024	$0.00
142512-003	170 NE BRISTOL PL LAKE CITY, FL 32055	06348000	Ross, Arnita	$628.01	$628.01	$628.01	05/30/2024	$0.00
142597-005	177 SW PIZARRO PL APT 101 LAKE CITY, FL 32025	08245000	EPPS, WANYA	$185.67	$185.67	$185.67	05/28/2024	$0.00

EXHIBIT TO RESOLUTION

City of Lake City

Bad Debt Edit Listing

Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
142603-003	117 SW MULBERRY DR Lake City, FL 32024	02856141	Godevas, Eleni	$40.90	$40.90	$40.90	10/02/2023	$0.00
142656-006	1082 NW MINEART LN APT 102 LAKE CITY, FL 32055	05861000	Adams, Larry	$83.56	$83.56	$83.56	08/19/2024	$0.00
142668-005	440 NE GRANGER MILL AVE LAKE CITY, FL 32055	05799001	Ross, Kemya	$28.97	$28.97	$28.97	05/06/2024	$0.00
142687-002	312 NW JEB TER LAKE CITY, FL 32055	05457000	Rowe, Kyle	$336.03	$336.03	$336.03	10/19/2023	$0.00
142759-003	148 SW White Ash GLN Lake City, FL 32024	02439116	Dryden, Edward	$186.27	$186.27	$186.27	10/04/2023	$0.00
142794-002	226 SW MACKINAW WAY LAKE CITY, FL 32025	08107044	Brett, Anne	$57.07	$57.07	$57.07	11/29/2023	$0.00
142801-008	551 SE PLANT ST Lake City, FL 32025		Garner , Joshua	$397.58	$397.58	$397.58	11/01/2023	$0.00
142808-005	816 SE DADE ST LAKE CITY, FL 32025	13032001	Moore, Brittany	$206.57	$206.57	$206.57	12/07/2023	$0.00
142846-004	637 NE PATTERSON AVE 101 LAKE CITY, FL 32055	11711003	Clayton, Brian C	$1,742.57	$1,742.57	$1,742.57	05/24/2024	$0.00
142871-001	3046 N US HIGHWAY 441 LAKE CITY, FL 32055	05000004	Waldron, Shirley	$44.98	$44.98	$44.98	03/26/2024	$0.00
142917-002	174 SW COUNTY ROAD 242A LOT 7 LAKE CITY, FL 32025	08815000	Henderson, Isaiah	$256.00	$256.00	$256.00	07/09/2024	$0.00
142968-003	495 SE LOMOND AVE LAKE CITY, FL 32025	06643000	Whitehead, Regina	$123.91	$123.91	$123.91	10/11/2023	$0.00
142975-002	217 SW Tigerview GLN Unit 5 Lake City, FL 32025		Buchanan , Kimberly	$262.78	$262.78	$262.78	11/20/2023	$0.00
142983-004	2876 SE COUNTY ROAD 245 Lake City, FL 32025	08354008	Roper , Wayne Allen	$105.58	$105.58	$105.58	09/14/2024	$0.00
143008-002	258 NE HOWARD ST LAKE CITY, FL 32055	05291001	Jenkins, Latosha	$3,882.88	$3,882.88	$3,882.88	02/07/2024	$0.00
143039-003	354 SW JEWEL LAKE DR Lake City, FL 32024		Lopez, Carlos	$32.56	$32.56	$32.56	08/16/2024	$0.00
143048-002	368 NE BICKEL DR LAKE CITY, FL 32055	05336000	Cobb, Jonathan	$247.79	$247.79	$247.79	10/06/2023	$0.00

EXHIBIT TO RESOLUTION

City of Lake City

Bad Debt Edit Listing

Account Number	Address	Parcel	Name	Total Account Balance	Original Bad Debt Balance	Current Bad Debt Balance	Last Payment	Admin Charge
143146-002	141 NW FLORICE GLN LAKE CITY, FL 32055	02242000	D'Annunzio, Regina	$120.42	$120.42	$120.42	07/02/2024	$0.00
			Total Accounts:	**486**	**711539.6200**			
			Total:	**$207,189.69**		**$207,189.69**		**$0.00**
			Grand Total:					**$207,189.69**

EXHIBIT TO RESOLUTION

File Attachments for Item:

14. City Council Resolution No. 2026-115 - A resolution of the City of Lake City, Florida, approving that certain agreement between the City and Computers at Work! Inc., a Florida Corporation doing business as "vTECH io," to replace aging server infrastructure; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

MEETING DATE
September 21, 2026

CITY OF LAKE CITY
Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Upgrade Aging Server Infrastructure

DEPT / OFFICE: Information Technology

Originator: Jason Dumas Type text here

City Manager	Department Director	Date
Don Rosenthal	Jason Dumas	8/27/2026

Recommended Action:
Approval to purchase new server infrastructure to maintain operational stability, improve system performance, and enforce security compliance.

Summary Explanation & Background:
The City's existing servers are 5 years old and at the end of their lifecycle. Operating further increases the risk of unrecoverable hardware failure, extended operational downtime, and elevated maintenance costs.
The refresh of the server hardware will ensure compatibility with current operating systems and protect core operations under full vendor support coverage. This purchase includes 3 years of hardware support.

Alternatives:
Do not upgrade, accepting the risks of unplanned downtime, hardware failure, possible security and compliance vulnerabilities, and increased costs.

Source of Funds:
FY 2027 Budget 001.07.513-060.64 Capital Outlay Machinery & Equipment

Financial Impact:
$647,465.76

Exhibits Attached:

CM/rrp
09/16/2026

RESOLUTION NO 2026-115

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN AGREEMENT BETWEEN THE CITY AND COMPUTERS AT WORK!, INC., A FLORIDA CORPORATION DOING BUSINESS AS "vTECH io", TO REPLACE AGING SERVER INFRASTRUCTURE; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID AGREEMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City's (the "City") existing server infrastructure is five years old, has reached the end of its useful lifecycle, and poses an elevated risk of unrecoverable hardware failure; and

WHEREAS, replacing the server infrastructure is necessary to maintain operational stability, improve system performance, enforce security compliance, and ensure compatibility with current operating systems (the "Hardware and Services"); and

WHEREAS, the City's Procurement Policies & Procedures Manual (the "City Purchasing Policies") provides certain items may be purchased based upon competitively solicited contracts awarded by other governmental entities; and

WHEREAS, this acquisition of Hardware and Services will protect core City operations under full vendor support coverage which includes three (3) years of hardware support at a cost for the Hardware and Services not to exceed $734,426; and

WHEREAS, Omnia Partners LLC, a Delaware limited liability company ("Omnia"), awarded Contract 01-170 to TD Synnex Corporation, a California corporation ("Synnex"); and

WHEREAS, Computers at Work!, Inc., a Florida corporation dba vTechio (the "Vendor"), an authorized reseller and subcontractor of Synnex, provides the Hardware and Services on behalf of Synnex pursuant to the Omnia-Synnex contract in the form attached hereto as Exhibit 'A' (the "Original Procurement Bid and Contract"); and

WHEREAS, the City Manager has determined for purposes of economy in procurement, to conserve resources, and pursuant to the City Purchasing Policies, the City will rely on the competitively solicited contract awarded by Omnia to Synnex for the Hardware and Services; and

WHEREAS, the Vendor desires to enter into a contract with the City to provide to the City the

Hardware and Services on the terms and conditions of the Omnia-Synnex contract; and

WHEREAS, the City similarly desires to enter into such a contract with the Vendor in the form of the exhibit attached hereto as Exhibit "B" (the "Agreement"); and

WHEREAS, engaging the Vendor to provide the Hardware and Services is in the public interest and in the interests of the City; now therefore

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

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

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

GENERAL PIGGYBACK PURCHASING AGREEMENT

This General Piggyback Purchasing Agreement (the "Agreement") is entered into by and between the City of Lake City, Florida, a Florida municipal corporation, with its address at 205 N Marion Avenue, Lake City, FL 32055, and:

Computers at Work!, Inc dba vTechio
305 Saddlebrook Lane
Naples, FL 34110

(the "Vendor").

WITNESSETH:

WHEREAS, on **December 14, 2023, Omnia Partners** (the "Original Procuring Government") awarded **Contract 01-170** to TD Synnex, in which Computers at Work! Inc. dba vTechio is an authorized reseller and subcontractor for the performance of services and/or the sale and purchase of goods as described therein, a copy of which is attached hereto and incorporated herein as Composite Exhibit 'A' (the "Original Procurement Bid and Contract"); and

WHEREAS, the City is in need of a similar performance of services and/or is in need to purchase a similar set of goods as described in the Original Procurement Bid and Contract; and

WHEREAS, the Vendor is willing to provide "piggyback" services and/or goods to the City on the same terms and conditions as those offered to the Original Procuring Government, as outlined in the Original Procurement Bid and Contract documents;

WHEREAS, the City of Lake City desires to avail itself of the benefits of a piggyback contract and intends to utilize said contract pursuant to the proposal CAWQ41820-01 and CAWQ41818-03, together with any other projects for which the goods and services procured thereunder may be applicable, all at the sole discretion of the City;

NOW THEREFORE, in exchange for the mutual promises contained herein, the sufficiency of which is acknowledged, the City and Vendor agree as follows:

1. **Incorporation of Recitals.** The parties deem the foregoing recitals true and correct and incorporate them herein by reference.

2. **General.**

   a. **Terms of Agreement.** This is a piggyback purchasing *Agreement.* The terms and conditions of this *Agreement* shall be the same as those specified in Composite Exhibit 'A', specifically including:

      i. All instructions to bidders and general information in the Original Procurement Bid and Contract Documents;

      ii. All special conditions of the Original Procurement Bid and Contract Documents;

iii. All definitions of terms contained in the Original Procurement Bid and Contract Documents;

iv. All specifications, scopes of services, and/or descriptions of goods to be sold are contained in the Original Procurement Bid and Contract Documents;

v. All addenda to the Original Procurement Bid and Contract Documents;

vi. All insurance requirements are outlined in the Original Procurement Bid and Contract Documents.

vii. All safety requirements outlined in the Original Procurement Bid and Contract Documents; and

viii. All responses of the Vendor in the Original Procurement Bid and Contract Documents, including all affidavits and statements of the Vendor required by law, which the Vendor: (A) affirms to continue to be accurate and correct as of the date of this *Agreement*; or (B) has updated with supplemental information and provided the same to the City in advance of this *Agreement*, in a form which the City finds acceptable;

Unless such terms are expressly modified herein to conform to City-specific standards and requirements, all references in Composite Exhibit 'A' to the Original Procuring Government, the Original Procuring Government's governing body, specific departments of the Original Procuring Government and the like or equivalent shall be replaced with the "City of Lake City, Florida," the "City Council of the City of Lake City, Florida," specific City Departments, and the like or equivalent.

b. **Purchasing Authority.** The City is authorized to enter into this purchasing *Agreement* as a matter of home rule under Section 2(b) of Article VIII of the Florida Constitution and Chapter 166 of the Florida Statutes. This purchasing *Agreement* is subject to all budgeting and legal requirements of the *Code of Ordinances of the City of Lake City, Florida, the Charter of the City of Lake City, Florida, and the Florida Statutes. The City* ratifies the bidding process performed by the Original Procuring Government as full, fair, and representative of the quantity and quality of bids the City would receive if it obtained written quotations or published an advertisement for bids.

c. **Resolution of Conflicting Terms.** To the extent there is any conflict between this *Agreement* and the Original Procurement Bid and Contract, (1) the text of this *Agreement* shall control and (2) the text of the solicitation issued by the Original Procuring Government shall control over the Original Procuring Government's contract with the vendor excepting any express items where the original procurement documents should control or where the City believes the other government's contract should control over the bid documents.

3. **Period of Performance; Renewal Periods.** The period of performance of this *Agreement* is from the date of execution by both parties through the end of the initial term of the Original Procurement Bid and Contract, **December 31, 2026.** The Original Procurement Bid and Contract provides for two **(2) renewals of one (1) year** extensions of the initial term. This *Agreement* may be renewed as provided for in the Original Procurement Bid and Contract at the option of the City.

4. **Invoices.** Send invoices for services to: City of Lake City Finance Department, Attn: Accounts Payable, 205 N Marion Avenue, Lake City, Florida 32055, or email them to accountspayable@lcfla.com. Payments shall be made to the Vendor in accordance with the *Florida Local Government Prompt Payment Act*, §§ 218.70, *et seq.*, Florida Statutes.

5. **Price for Services.** If different from the Original Procurement Bid and Contract, the price for the Vendor's performance of the scope of services or the City's purchase of goods shall be as follows:

   Proposals submitted in response to this procurement, including pricing and scope details, are confidential and shall not be disclosed by the City or the Vendor except as required by law. Due to safety considerations, all proposal materials must be protected from unauthorized access.

   The City reserves the right to modify prices after this Agreement has been in effect for the initial period, when it is in the best interest of the City of Lake City. Price adjustments may be determined using an appropriate price index, if such an index is standard in the Vendor's industry dealings and/or in government transactions within the City of Lake City, Columbia County, or the State of Florida. The Vendor agrees to notify the City if the original procuring government adjusts prices for work performed or goods sold under the original procurement bid and contract, along with the reasons for any such increase or decrease.

6. **Sovereign Immunity; Limitation of Liability.** The City is a sovereign Florida municipal government. Nothing contained in this *Agreement*, nor any City indemnification made herein, if any such indemnification exists, is intended or shall be construed to waive the City's sovereign immunity. With respect to the matter of compensation for work performed or the price of goods sold, the parties agree that the total liability of the City to the Vendor shall not exceed the agreed-upon price established in each order issued hereunder. For all other matters, the parties agree that the total liability of the City to the Vendor shall not exceed the City's limits of liability as set forth in § 768.28(5) of the Florida Statutes in effect as of the date of this *Agreement*, regardless of whether any such obligations are based in tort, contract, statute, strict liability, or negligence, product liability or otherwise.

7. **Public Records.** Contractor shall generally comply with Florida's public records laws, and

specifically, Contractor shall:

a. Keep and maintain public records required by the City to perform and/or provide the service or services contracted for herein.

b. Upon request from the City's custodian of public records, provide the City with a copy of the requested records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Contractor does not transfer the records to the City.

d. Upon completion of this Agreement, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Agreement the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

IF VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Audrey E. Sikes, City Clerk,
City of Lake City, Custodian of Public Records
At 386-719-5756 or SikesA@lcfla.com
Mailing Address
205 North Marion Avenue,
Lake City, FL 32055.

8. **Liability and Insurance.**

a. **Insurance.** Contractor shall comply with the insurance requirements set out in Exhibit B, attached hereto and incorporated herein by reference.

b. **Indemnification.** Contractor agrees to indemnify, pay the cost of defense, including attorney's fees, and hold harmless the City, its officers, employees and agents from all damages, suits, actions or claims, including reasonable attorney's fees incurred by the City, of any character brought on account of any injuries or damages received or sustained by any person, persons, or property, or in any way relating to or arising from the Agreement; or on account of any act or omission, neglect or misconduct of Contractor; or by, or on account of, any claim or amounts recovered under the Workers' Compensation Law or of any other laws, regulations, ordinance, order or decree; or arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon; except only such injury or damage as shall have been occasioned by the sole negligence of the City.

c. **Liability.** Neither the City nor the Contractor shall make any express or implied agreements, guarantees, or representations, nor incur any debt in the name of or on behalf of the other Party. Neither the City nor the Contractor shall be bound by or held liable for any agreements or representations made by the other that are not expressly authorized hereunder. The City shall have no liability or responsibility for any damage to any person or property directly or indirectly resulting from the Contractor's operation of its business, whether caused by Contractor's negligence, willful actions, or failure to act.

d. **Contractor's Taxes.** The City will have no liability for any sales, service, value added, use, excise, gross receipts, property, workers' compensation, unemployment compensation, withholding or other taxes, whether levied upon Contractor or Contractor's assets, or upon the City in connection with Services performed or business conducted by Contractor. Payment of all such taxes and liabilities shall be the responsibility of the Contractor.

[REMAINDER OF PAGE INTENTIONALLY BLANK]
[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties have set their hands hereto on the date indicated:

Computers at Work!, Inc. dba vTechio

_____

By _____, its _____

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

_____

Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____

Clay Martin, City Attorney

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____

Noah E. Walker, Mayor

COMPOSITE EXHIBIT “A”
ORIGINAL PROCUREMENT BID AND CONTRACT

Region 14 Education Service Center

Contract # 01-170

for

Advanced Technology Solutions Aggregator

with

TD SYNNEX Corporation

Effective: December 14, 2023

EXHIBIT TO RESOLUTION

The following documents comprise the executed contract between the Region 14 Education Service Center, and TD SYNNEX effective December 14, 2023:

I. Vendor Award Letter
II. Master Agreement-General T&Cs and executed signature form
III. Supplier's Response to the RFP, incorporated

DocuSign Envelope ID: F0D8D989-479D-424C-AAF5-4D879B30C0C4

Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Thursday, December 14th, 2023

TD SYNNEX Corporation
ATTN: Edward W. Somers
39 Pellham Ridge Drive
Greenville, SC 29615

Dear Edward:

Region XIV Education Service Center is happy to announce that TD SYNNEX Corporation has been awarded an annual contract for Advanced Technology Solutions Aggregator based on the proposal submitted to Region XIV ESC.

The contract is effective immediately and will expire on December 31st, 2026. The contract can then be renewed annually for an additional two years, if mutually agreed on by Region XIV ESC and TD SYNNEX Corporation

We look forward to a long and successful partnership underneath this contract.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

DocuSigned by:
Shane Fields
8998FD6E54EE4E7...

Shane Fields
Region XIV, Executive Director

NOTICE TO RESPONDENT:

Submittal Deadline:
Thursday, November 16th, 2023, 2:00pm CT

Questions regarding this solicitation must be submitted to questions@ncpa.us no later than Thursday November 2nd, 2023. All questions and answers will be posted to https://info.omniapartners.com/solicitations.

It is the intention of Region 14 Education Service Center (herein "Region 14 ESC") to establish a Master Agreement for Advanced Technology Solutions Aggregator for use by Region 14 ESC and other public agencies supported under this contract. This Request for Proposal is issued on behalf of the National Cooperative Purchasing Alliance through a public agency clause, which provides that any county, city, special district, local government, school district, private K-12 school, higher education institution, state, other government agency, healthcare organization or nonprofit organization may purchase Products and Services through this contract. Respondents will be required to execute the NCPA Administration Agreement upon award.

This contract will allow agencies to purchase on an "as needed" basis from a competitively awarded contract. Respondents are requested to submit their total line of available products and services. While this solicitation specifically covers Advanced Technology Solutions Aggregator, respondents are encouraged to submit an offering on any or and all products and services available that they currently perform in their normal course of business.

Responses shall be received electronically no later than the submittal deadline via our online Bonfire portal at ncpa.bonfirehub.com

Immediately following the deadline, all responses will be publicly opened and the respondents recorded. Any response received later than the specified deadline will be disqualified.

Responses will remain sealed by our online Bonfire portal until the bid opening time specified. Responses received outside our online Bonfire portal will not be accepted. Sealed responses may be submitted on any or all items, unless stated otherwise.

Proposal may be rejected for failure to comply with the requirements set forth in this invitation.

INTRODUCTION/SCOPE

Region 14 ESC on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and non-profit organizations (herein “Public Agency” or collectively “Public Agencies”) is soliciting proposals from qualified vendors to enter into a Master Agreement for a complete line of Advanced Technology Solutions Aggregator.

Region 14 ESC, as the lead public agency, has partnered with NCPA to make the resultant contract available to all participating agencies in the United States. NCPA provides marketing and administrative support for the awarded vendor that promotes the successful vendor’s products and services to Public Agencies nationwide. The Vendor will execute the NCPA Administration Agreement (Tab 2) upon award. Vendor should thoroughly review all documents and note any exceptions to NCPA terms and conditions in their proposal.

Awarded vendor(s) shall perform covered product or services under the terms of this agreement. Respondents shall provide pricing based on a discount from their standard pricing schedules for products and/or services offered. Electronic Catalog and/or price lists must accompany the proposal. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included.

Each product or service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors. Respondents may elect to limit their proposals to a single product or service within any category, or multiple products or services within any and all categories.

The National Cooperative Purchasing Alliance (herein “NCPA”) assists public agencies to increase their efficiency and reduce their costs when procuring goods and services. This is accomplished by awarding competitively solicited contracts that are leveraged nationally by combining the volumes and purchasing power of entities nationwide. Our contracts are available for use by any entity that complies with procurement laws and regulations.

It is the intention of Region 14 ESC and NCPA to achieve the following objectives through this RFP.

- Provide a comprehensive competitively solicited Master Agreement offering Products and Services to Public Agencies;
- Achieve cost savings of Vendors and Public Agencies through a single competitive solicitation process that eliminates the need for multiple proposals;
- Combine the purchasing power of Public Agencies to achieve cost effective pricing;
- Reduce the administrative and overhead costs of Vendors and Public Agencies through state of the art purchasing procedures.

INSTRUCTIONS TO RESPONDENTS

Submission of Response

- Only responses received via our online Bonfire portal will be accepted. Faxed or mailed responses will not be accepted.
- Responses may be submitted on any or all items, unless stated otherwise. Region 14 ESC reserves the right to reject or accept any response.
- Deviations to the terms, conditions and/or specifications shall be conspicuously noted in writing by the respondent and shall be included with the response.
- Withdrawal of response will not be allowed for a period of 120 days following the opening. Pricing will remain firm for 120 days from submittal.

Public Bid Opening

The public bid opening will be held via Zoom meeting. Interested parties who wish to attend the bid opening should email contracts@ncpa.us by 4:00 pm the day before the bid opening date to receive an invitation.

Required Proposal Format

Responses shall be provided electronically via our online Bonfire portal. Tabs should be used to separate the proposal into sections, as identified below. Respondents failing to organize in the manner listed may be considered non-responsive and may not be evaluated. It's recommended that all tabs, with the exception of Tab 7 (Pricing), be submitted in Portable Document Format (PDF). Please note pricing can be submitted separately in a alternate format (e.g. xlsx, xls, csv).

Tabs

Tab 1 – Master Agreement / Signature Form
Tab 2 – NCPA Administration Agreement
Tab 3 – Vendor Questionnaire
Tab 4 – Vendor Profile
Tab 5 – Products and Services / Scope
Tab 6 – References
Tab 7 – Pricing
Tab 8 – Value Added Products and Services
Tab 9 – Required Documents

TAB 1
MASTER AGREEMENT - GENERAL TERMS AND CONDITIONS

Customer Support
The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.

Disclosures
Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.

The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

Renewal of Contract
Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew for up to two (2) additional one-year terms or any combination of time equally not more than 2 years if agreed to by Region 14 ESC and the vendor.

Funding Out Clause
Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:

Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

Shipments (if applicable)
The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

Tax Exempt Status
Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

Payments
The entity using the contract will make payments directly to the awarded vendor or their affiliates (distributors/business partners/resellers) as long as written request and approval by NCPA is provided to the awarded vendor.

Adding Authorized Distributors/Dealers
Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.

Purchase orders and payment can only be made to awarded vendor or distributors/ business partners/resellers previously approved by NCPA.

Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.

All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.

Pricing
All pricing submitted shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor’s responsibility to keep all pricing up to date and on file with NCPA.

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing

Warranty
Proposal should address the following warranty information:

- Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
- Availability of replacement parts
- Life expectancy of equipment under normal use
- Detailed information as to proposed return policy on all equipment

Products: Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
Construction: Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.

Safety
Vendors performing services shall comply with occupational safety and health rules and regulations. Also all vendors and subcontractors shall be held responsible for the safety of their employees and any conditions that may cause injury or damage to persons or property.

Permits
Since this is a national contract, knowing the permit laws in each state is the sole responsibility of the vendor.

Indemnity
The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.

Franchise Tax
The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.

Supplemental Agreements
The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.

Additional Agreements
If an awarded vendor requires additional agreements, i.e., master service agreement, end user licensing agreement, etc. a copy of the proposed agreement must be included with the proposal. Any additional agreements provided by the vendor are complementary to the terms and conditions stated herein or for the use of participating entities and shall not replace the entirety of the Master Agreement.

Certificates of Insurance
Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.

Legal Obligations
It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

Protest
A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. Protests shall be filed with Region 14 ESC and shall include the following:

- Name, address and telephone number of protester

- Original signature of protester or its representative
- Identification of the solicitation by RFP number
- Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested

Any protest review and action shall be considered final with no further formalities being considered.

Force Majeure
If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders and regulation of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; pandemic; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

Prevailing Wage
It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

Termination
Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

Open Records Policy
Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the

respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

PROCESS

Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

Contract Administration
The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.

Contract Term
The contract term will be for three (3) year starting from the date of the award. The contract may be renewed for up to two (2) additional one-year terms or any combination of time equally not more than 2 years.

It should be noted that maintenance/service agreements may be issued for up to (5) years under this contract even if the contract only lasts for the initial term of the contract. NCPA will monitor any maintenance agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.

Contract Waiver
Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.

Price Increases
Should it become necessary, price increase requests may be submitted at any point during the term of the contract by written amendment. Included with the request must be documentation and/or formal cost justification for these changes. Requests will be formally reviewed, and if justified, the amendment will be approved.

Products and Services Additions
New Products and/or Services may be added to the resulting contract at any time during the term by written amendment, to the extent that those products and/or services are within the scope of this RFP.

Competitive Range
It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.

Deviations and Exceptions
Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.

Estimated Quantities
While no minimum volume is guaranteed, the estimated (but not limited to) annual volume for Products and Services purchased under the proposed Master Agreement is 250 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program.

Evaluation
Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.

Formation of Contract
A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process. Contract award letter issued by Region 14 ESC is the counter-signature document establishing acceptance of the contract.

NCPA Administrative Agreement
The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.

Clarifications/Discussions
Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondent's are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.

Multiple Awards
Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.

Past Performance
Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.

EVALUATION CRITERIA

Pricing (40 points)
Electronic Price Lists

- Products, Services, Warranties, etc. price list
- Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular bidder and the pricing per item.

Ability to Provide and Perform the Required Services for the Contract (25 points)

- Product Delivery within participating entities specified parameters
- Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.
- Vendor's ability to perform towards above requirements and desired specifications.
- Past Cooperative Program Performance. Quantity of line items available that are commonly purchased by the entity.
- Quantity of line items available that are commonly purchased by the entity.
- Quality of line items available compared to normal participating entity standards.

References and Experience (20 points)

- A minimum of ten (10) customer references for product and/or services of similar scope dating within past 3 years
- Respondent Reputation in marketplace
- Past Experience working with public sector.
- Exhibited understanding of cooperative purchasing

Value Added Products/Services Description, (8 points)

- Additional Products/Services related to the scope of RFP
- Marketing and Training
- Programs and practices that may be advantageous to Public Agencies
- Customer Service

Technology for Supporting the Program (7 points)

- Electronic on-line catalog, order entry use by and suitability for the entity's needs
- Quality of vendor's on-line resources for NCPA members.
- Specifications and features offered by respondent's products and/or services

SIGNATURE FORM

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

TD SYNNEX Corporation
Company Name

39 Pelham Ridge Drive
Address

Greenville	SC	29615
City	State	Zip

864-349-4390	510-360-6609
Telephone Number	Fax Number

ed.somers@tdsynnex.com
Email Address

Edward W. Somers	Vice President, Public Sector
Printed Name	Position

DocuSigned by:
Edward Somers
7A201C431EE340C...
Authorized Signature

TAB 3
VENDOR QUESTIONAIRE

Please provide responses to the following questions that address your company's operations, organization, structure, and processes for providing products and services.

Locations Covered

- Bidder must indicate any and all locations where products and services can be offered.

☑ **All 50 States & District of Columbia** (Selecting this box is equal to checking all boxes below)			
☐ Alabama	☐ Illinois	☐ Montana	☐ Rhode Island
☐ Alaska	☐ Indiana	☐ Nebraska	☐ South Carolina
☐ Arizona	☐ Iowa	☐ Nevada	☐ South Dakota
☐ Arkansas	☐ Kansas	☐ New Hampshire	☐ Tennessee
☐ California	☐ Massachusetts	☐ New Jersey	☐ Texas
☐ Colorado	☐ Michigan	☐ New Mexico	☐ Utah
☐ Connecticut	☐ Minnesota	☐ New York	☐ Vermont
☐ Delaware	☐ Mississippi	☐ North Carolina	☐ Virginia
☐ D.C.	☐ Missouri	☐ North Dakota	☐ Washington
☐ Florida	☐ Kentucky	☐ Ohio	☐ West Virginia
☐ Georgia	☐ Louisiana	☐ Oklahoma	☐ Wisconsin
☐ Hawaii	☐ Maine	☐ Oregon	☐ Wyoming
☐ Idaho	☐ Maryland	☐ Pennsylvania	

☑ **All U.S. Territories and Outlying Areas** (Selecting this box is equal to checking all boxes below)	
☐ American Samoa	☐ Northern Marina Island
☐ Federated States of Micrones	☐ Puerto Rico
☐ Guam	☐ U.S. Virgin Islands
☐ Midway Islands	

☐ **All Canada Provinces and Territories** (Selecting this box is equal to checking all boxes below)	
☐ Alberta	☐ Prince Edward Island
☐ British Columbia	☐ Quebec
☐ Manitoba	☐ Saskatchewan
☐ New Brunswick	☐ Northwest Territories
☐ Newfoundland and Labrador	☐ Nunavut
☐ Nova Scotia	☐ Yukon
☐ Ontario	

If awarded a Master Agreement, will your company extend the terms offered in your Proposal to public agencies in Canada? If no or maybe, please explain.

☐ Yes ☑ Maybe ☐ No TD SYNNEX Canda is a seperate entity from TD SYNNEX.

If awarded a Master Agreement, will your company extend the terms offered in your Proposal to private sector customers?

☑ Yes ☐ Maybe ☐ No

Minority and Women Business Enterprise (MWBE) and (HUB) Participation
It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.

☐ Minority/Women Business Enterprise
Respondent Certifies that this firm
a Minority / Women Business Enterprise

☐ Historically Underutilized Business
Respondent Certifies that this firm is a
Historically Underutilized Business

Small Business, MWBE and HUB Growth
If Proposer is a Large, National or Multinational Organization/Corporation, what programs are in place that partners or supports the growth of small and MWEB and HUB business? If yes, please describe.

☐ N/A, we are a recognized small, MWEB or HUB organization

☐ No, we do not have any programs in place.

☑ Yes, we have programs in place.

Residency
Responding Company's principal place of business is in the city of Greenville, State of South Carolina.

Felony Conviction Notice
Please Check Applicable Box (If the 3rd box is checked, a detailed explanation of the names and convictions must be attached):

☑ A publicly held corporation; therefore, this reporting requirement is not applicable.

☐ Is not owned or operated by anyone who has been convicted of a felony.

☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony

Distribution Channel
Which best describes your company's position in the distribution channel:

☐ Manufacturer Direct ☐ Certified education/government reseller

☑ Authorized Distributor ☐ Manufacturer marketing through reseller

☐ Value-added reseller ☐ Other: _____

Processing Contact Information

Contact Person	Destiny Lark
Title	Manager
Company	TD SYNNEX
Address	39 Pelham Ridge Dr.
City/State/Zip	Greenville, SC 29615
Phone	864-349-4713
Email	destiny.lark@tdsynnex.com

Pricing Information
In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing. If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

☑ Yes ☐ No

Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

☑ Yes ☐ No

Cooperatives
List any other cooperative or state contracts currently held or in the process of securing.

Cooperative/State Agency	Discount Offered	Expires	Annual Sales Volume
National Cooperative Purchasing Alliance (NCPA) 01-97	0% to 4%*	July 31, 2024	FY2022 $101 Million
Omnia Partners Public Sector #R200803	0% to 20%*	September 30, 2025	FY2022 $2.9 Million
Equalis Group #EQ-013120-01	0% to 4%*	April 30, 2027	FY2022 $304,000
PEPPM #533902			FY2022 $7.9 Million
* Discount varies by product and vendor			

TAB 4
VENDOR PROFILE

Please provide the following information about your company:

- Company's official registered name. TD SYNNEX Corporation

- Brief history of your company, including the year it was established. See PDF file "TD SYNNEX response Tab 4 VENDOR PROFILE Artifact 1 - History"

- Company's Dun & Bradstreet (D&B) number. 112375758

- Company's organizational chart of those individuals that would be involved in the contract. See PDF file "TD SYNNEX response Tab 4 VENDOR PROFILE - Artifact 2 Org Chart"

- Corporate office location.
  - List the number of sales and services offices for states being bid in solicitation.
  - List the names of key contacts at each with title, address, phone and e-mail address. See PDF file "TD SYNNEX response Tab 4 VENDOR PROFILE - Artifact 3 Locations"

- Define your standard terms of payment. See PDF file "TD SYNNEX response Tab 4 VENDOR PROFILE - Artifact 4 Payment"

- Who is your competition in the marketplace? Ingram Micro, D&H Distribution, Arrow Electronics, Carahsoft Technology Corp, and ImmixGroup.

- Provide Annual Sales for last 3 years broken out into the following categories:
  - Cities / Counties
  - K-12
  - Higher Education
  - Other government agencies or nonprofit organizations

  See PDF file "TD SYNNEX response Tab 4 VENDOR PROFILE - Artifact 5 Annual Sales"

- Provide the revenue that your organization anticipates each year for the first three (3) years of this agreement.

  $__88 Million_____ in year one
  $__95 Million_____ in year two
  $__101 Million_____ in year three

- What differentiates your company from competitors? See PDF file "TD SYNNEX Response Tab 4 VENDOR PROFILE - Artifact 6 Differentiators"

- Describe how your company will market this contract if awarded. See PDF File "TD SYNNEX Response Tab 4 VENDOR PROFILE - Artifact 7 Marketing"

- Describe how you intend to introduce NCPA to your company. See PDF file "TD SYNNEX response Tab 4 VENDOR PROFILE - Artifact 8 Introduction"

- Describe your firm's capabilities and functionality of your on-line catalog / ordering website. See PDF file "TD SYNNEX response Tab 4 VENDOR PROFILE - Artifact 9 Online Capabilities"

- Describe your company's Customer Service Department (hours of operation, number of service centers, etc.) See PDF file "TD SYNNEX response Tab 4 VENDOR PROFILE - Artifact 10 Customer Service"

- Green Initiatives (if applicable)

  - As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste, energy conservation, ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.

  See PDF file "TD SYNNEX response Tab 4 VENDOR PROFILE - Artifact 11 Corporate-Citizenship-Report"

- Anti-Discrimination Policy (if applicable)
  - Describe your organizations' anti-discrimination policy.

    See PDF file "TD SYNNEX response Tab 4 VENDOR PROFILE - Artifact 12 Global Human Rights Policy"

- Vendor Certifications (if applicable)
  - Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications. Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.

  See PDF file "TD SYNNEX Response Tab 4 VENDOR RESPONSE – Artifact 13 TD SYNNEX product_linecard" Other certifications, registrations, and/or licenses can be provided upon request.

- Additional Agreements (if applicable)
  - Provide a copy of additional agreements

  Can be provided upon request.

TAB 5
PRODUCTS AND SERVICES

Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.

Warranty
Proposal should address the following warranty information:

- Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
- Availability of replacement parts
- Life expectancy of equipment under normal use
- Detailed information as to proposed return policy on all equipment

Products

- Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects

Construction

- Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.

The following is a list of suggested (but not limited to) Advanced Technology Solutions Aggregator categories. List all categories along with manufacturer that you are responding with:

- Data Center
- Data Storage
- Cyber Security
- Cloud Services
- Networking
- Telecommunication
- Mobility
- IOT
- Laptops / Notebooks / PDA’s
- Desktop Computers
- Servers
- Software
- Accessories
- Battery Back-up / Power / Surge
- Cables
- Data Storage / Drives
- Digital Imaging – Cameras / Scanner

- Keyboard / Mice / Input Devices
- Memory / System Components
- Office Equipment
- Printers
- Sound / Multimedia
- Telecommunications Products
- Video – Monitors / Cards / Projector
- Interactive Whiteboards
- DVD / Books / Music / Video
- Services
- Installs
- Asset Management
- Managed Services
- Telecommunications
- Product Configurations
- Product Support
- Warranty
- Insurance

- Manufacturer's Authorized Distributor letters should accompany each manufacturers products submitted on the proposal.

TAB 6
REFERENCES

Provide at least ten (10) customer references for products and/or services of similar scope dating within the past three (3) years. Please provide a range of references across all eligible government entity groups including K-12, higher education, city, county, or non-profit entities.

All references should include the following information from the entity:

- Entity Name
- Contact Name and Title
- City and State
- Phone
- Email
- Years Serviced
- Description of Services
- Annual Volume

TAB 7
PRICING

Please submit price list electronically via our online Bonfire portal (pricing can be submitted as Discount off MSRP, cost plus, etc). Products, services, warranties, etc. should be included in price list. Prices submitted will be used to establish the extent of a respondent's products and services (Tab 5) that are available and also establish pricing per item.

Price lists must contain the following:

- Product name and part number (include both manufacturer part number and respondent part number if different from manufacturers).
- Description
- Vendor's List Price
- Percent Discount to NCPA participating entities

Not To Exceed Pricing

- NCPA requests pricing be submitted as "not to exceed pricing" for any participating entity.
- The awarded vendor can adjust submitted pricing lower but cannot exceed original pricing submitted for solicitation.
- NCPA requests that vendor honor lower pricing for similar size and scope purchases to other members.

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TAB 8
VALUE ADDED PRODUCTS AND SERVICES

Include any additional products and/or services available that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance and add value to this contract for Region 14 ESC and all NCPA participating entities.

TAB 9
REQUIRED DOCUMENTS

- Federal Funds Certifications
- Clean Air and Water Act & Debarment Notice
- Contractors Requirements
- Required Clauses for Federal Assistance by FTA
- Federal Required Signatures
- Antitrust Certification Statements Texas Government Code § 2155.005
- State Notice Addendum

FEDERAL FUNDS CERTIFICATIONS

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. The following certifications and provisions may be required and apply when a Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at $250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency and Offeror reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of $10,000)

- Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to terminate any agreement in excess of $10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror as detailed in the terms of the contract

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

- Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay

wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non- Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions
- Any Participating Agency will include any current and applicable prevailing wage determination in each issued solicitation and provide Offeror with any required documentation and/or forms that must be completed by Offeror to remain in compliance the applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

- Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended— Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non- Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the

offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding $100,000 in Federal funds at all appropriate tiers and all subrecipients shall certify and disclose accordingly.

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.334. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.334 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Participating Agencies will clearly identify whether Buy America Provisions apply in any issued solicitation. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

CERTIFICATION OF ACCESS TO RECORDS

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any non-financial documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents. This right of access will last only as long as the records are retained.

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

CLEAN AIR AND WATER ACT AND DEBARMENT NOTICE

By the signature below (Under Federal Required Signatures), I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.
I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, “Debarment and Suspension”, as described in the Federal Register and Rules and Regulations.

CONTRACTOR REQUIRMENTS

Contractor Certification
Contractor's Employment Eligibility
By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statues of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed.

Fingerprint & Background Checks
If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.

Business Operations in Sudan, Iran
In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

REQUIRED CLAUSES FOR FEDERAL ASSISTANCE PROVIDED BY FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

a) Maintain all non-financial books, records, accounts and reports required under this Contract for a period of not less than two (2) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until the FTA Administrator, the U.S. DOT Office of the Inspector General, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.

b) Permit any of the foregoing parties to inspect all non-financial work, materials, and other data and records that pertain to the Project, and to audit the non-financial books, records, and accounts that pertain to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination. The right of access detailed in this section continues only as long as the records are retained.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts.

CIVIL RIGHTS / TITLE VI REQUIREMENTS

1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other applicable implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.

2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:

   a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may affect construction activities undertaken in the course of this Project. Contractor agrees

to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.

b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC) implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.

c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.

d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.

3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.

4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS PARTICIPATION

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs"*, therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

2) Prompt Payment. Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.

3) DBE Program. In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, listed directly or by reference in the Contract between Public Agency and the FTA, and those applicable regulatory and procedural updates that are communicated to Contractor by Public Agency, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT and applicable to the scope of a particular Contract awarded to Contractor by a Public Agency as a result of solicitation, as set forth in the most current FTA Circular 4220.1F, published February 8th, 2016, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to knowingly perform any act, knowingly fail to perform any act, or refuse to comply with any reasonable public agency requests that would directly cause public agency to be in violation of the FTA terms and conditions.

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.
Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms, to the best of its knowledge, the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to me

made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to me made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

FEDERAL REQUIRED SIGNATURES

Offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted in the pages above. It is further acknowledged that offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances as applicable.

Offeror	TD SYNNEX Corporation
Address	39 Pelham Ridge Dr
City/State/Zip	Greenville, SC 29615-593939
Authorized Signature	DocuSigned by: Edward Somers 7A201C431EE340C...
Date	Nov 15, 2023

ANTITRUST CERTIFICATION STATEMENTS
TEXAS GOVERNMENT CODE § 2155.005

I affirm under penalty of perjury of the laws of the State of Texas that:

(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and

(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Company Name	TD SYNNEX Corporation
Address	39 Pelham Ridge Dr
City/State/Zip	Greenville, SC 29615-593939
Telephone Number	864-349-4374
Fax Number	None
Email Address	Ed.Somers@tdsynnex.com
Printed Name	Edward W. Somers Jr.
Title	Vice President, Public Sector
Authorized Signature	DocuSigned by: Edward Somers 7A201C431EE340C...

STATE NOTICE ADDENDUM

The National Cooperative Purchasing Alliance (NCPA), on behalf of NCPA and its current and potential participants to include all county, city, special district, local government, school district, private K-12 school, higher education institution, state, tribal government, other government agency, healthcare organization, nonprofit organization and all other Public Agencies located nationally in all fifty states, issues this Request for Proposal (RFP) to result in a national contract.

For your reference, the links below include some, but not all, of the entities included in this proposal:

http://www.usa.gov/Agencies/State_and_Territories.shtml

https://www.usa.gov/local-governments

TD SYNNEX | *Public Sector*

Diversity Alliance Program

Advance your products by easily tapping into a broad ecosystem of small & diverse resellers

You deserve a partner ecosystem strategy that aligns with your corporate values – and grows your business. When you join the TD SYNNEX Public Sector Diversity Alliance Program, you'll enjoy:

- Access to our fully vetted, small and diverse reseller ecosystem
- Brokered introductions to the right type of resellers to advance your business goals
- Enhanced ability to scale your relationships with resellers

We understand how difficult it is to curate an ecosystem of diverse resellers that have the right tech skillsets for your needs. We've combined best practices from commercial initiatives with the experience and scale of the public sector to deliver wins foreveryone.

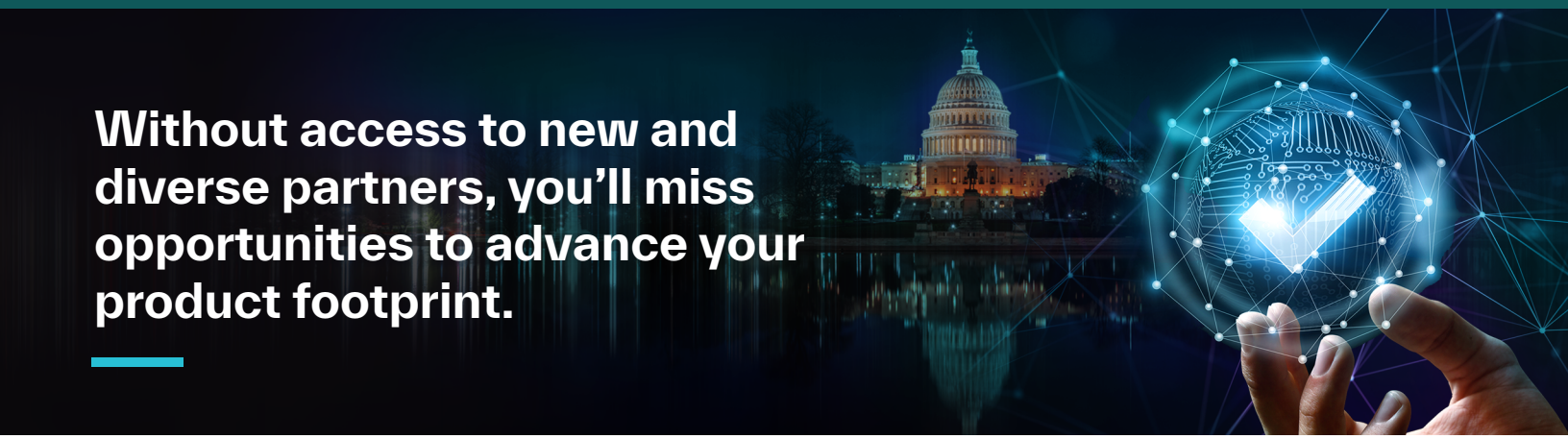
- Grow the amount and reach of diverse resellers proactively advancing your project
- Increase the velocity and efficiency in growing your business
- Scale your relationships with small and diverse resellers
- Leverage a sustainable, diverse reseller strategy

Tell your TD SYNNEX Product Marketing Manager you want the TD SYNNEX Public Sector Diversity Alliance Program

Visit our website: tdsynnex.com/naus/td-synnex-public-sector/
For Questions, Email: publicsector@tdsynnex.com

EXHIBIT TO RESOLUTION

TD SYNNEX | *Public Sector*



Without access to new and diverse partners, you'll miss opportunities to advance your product footprint.

Access our **fully vetted reseller ecosystem** and create positive momentum that grows your business.

- Get Concierge-Level Relationship Management
- Grow Fruitful Relationships with Resellers
- Access a Robust and Diverse Ecosystem
- Get Accurate and Insightful ROI Reporting

Pursuing a diverse reseller strategy on your own can increase burnout and hinder efficiency. Join the TD SYNNEX Diversity Alliance Program to win more business **without getting left behind.**

- Leverage a ready made solution to help you win more business that aligns with your values.
- Take the stress of finding small and diverse resellers off the plate of your team members – giving them time and resources back in their day to do their jobs well.
- Deploy a sustainable, diverse reseller strategy and increase the reach of your organization.

TD SYNNEX Public Sector is a powerhouse built with a purpose. We bolster U.S. public sector business for our technology vendors and channel partners and help your end-user customers meet their mission. Our 75 years of combined dedication and service to the U.S. public sector, along with our reach back to 22,000+ of the IT industry's best and brightest positions us as the best partner to help your company reach its fullest potential.

Tell your TD SYNNEX Product Marketing Manager you want the TD SYNNEX Public Sector Diversity Alliance Program

Visit our website: tdsynnex.com/naus/td-synnex-public-sector/
For Questions, Email: publicsector@tdsynnex.com

EXHIBIT TO RESOLUTION

Artifact 1 History

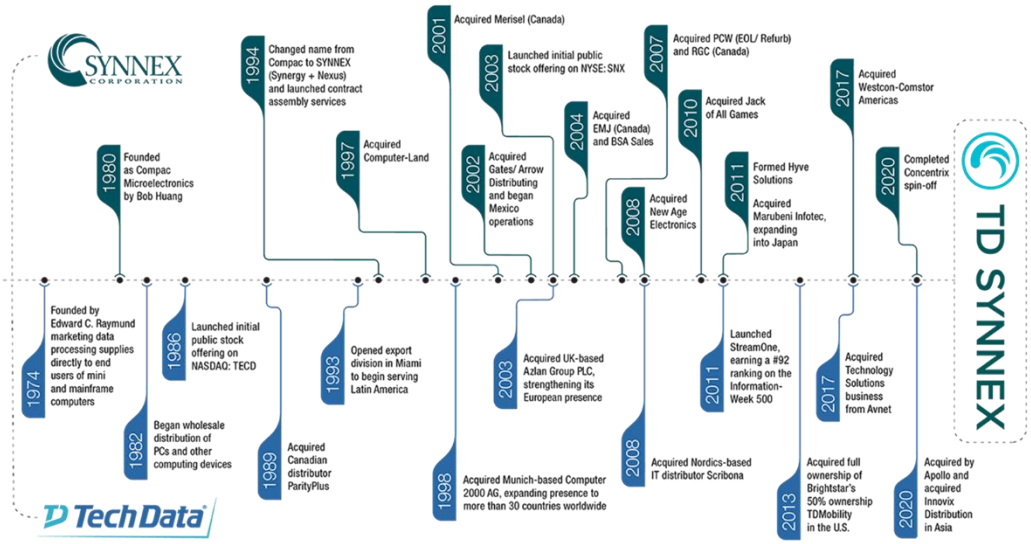
TAB 4
VENDOR PROFILE

• Brief history of your company, including the year it was established.

On March 22, 2021, SYNNEX Corporation (NYSE: SNX) and Tech Data Corporation announced a definitive merger agreement under which SYNNEX and Tech Data will combine. The combined company, with a team of over 22,000 co-workers will provide customers and vendors with expansive reach across products, services, and geographies to accelerate technology adoption. Tech Data was wholly owned by funds managed by affiliates of Apollo Global Management, Inc. (NYSE: APO) (the "Apollo Funds") and their co-investors.

The merger with Tech Data was completed on September 1, 2021. The combined company was named TD SYNNEX Corporation.

TD SYNNEX has come together through a history of balanced M&A and organic growth.



Headquartered in Fremont, CA, TD SYNNEX is an industry leader in IT distribution with global operations. TD SYNNEX is listed on the New York Stock Exchange (NYSE: SNX) and is ranked #64 on the 2023 Fortune 500. TD SYNNEX has built upon its core distribution business to create a highly efficient hybrid model that provides customers with a wide range of solutions and value-added services. A publicly-traded corporation on the New York Stock Exchange (SNX), TD SYNNEX is a global business process services company, providing outsourcing services in

IT distribution, contract assembly, logistics management, and more to resellers and original equipment manufacturers (OEMs) around the world.

TD SYNNEX distributes technology products from more than 1,500 world-leading IT OEM suppliers to more than 25,000 resellers throughout the US, Canada, and Mexico. Our focused product categories include IT systems, rugged mobility, peripherals, system components, software, and networking.

TD SYNNEX Public Sector is a specialized, fully integrated business unit that focuses on bridging the gap between technology partners and U.S. public sector organizations so they can achieve their individual missions. This is accomplished through specialized and scalable aggregator solutions, including channel enablement, engineering services and support, industry-centric marketing, the Diversity Alliance Program, and our Cloud Navigator, Enterprise Agreement Platform, Confirmed Stateside Support and Secure Software Factory offerings.

National Presence, Nationwide Distribution Capabilities

TD SYNNEX' distribution model focuses on top-tier manufacturers, offering value-added resellers, system integrators, and solution providers access through knowledge-based sales consultants. We have over 1 million square feet of warehouse space across 15 distribution centers, located strategically throughout the United States.

TD SYNNEX offers:

- Proven distribution, logistics and product management processes
- Excellent past performance in the Public Sector market
- A national presence and nationwide distribution network
- ISO 9001-certifed supply chain that increases efficiencies and reduces costs
- Supply Chain Risk Management (SCRM) Plan
- Customs-Trade Partnership Against Terrorism (C-TPAT) Certified
- Membership in Transported Asset Protection Association (TAPA)
- Experienced government contractor with both Federal and State contracts
- A nationwide network of value-added resellers and solution providers with one or more SBA certified small business socio-economic statuses.

Artifact 2 Org Chart

TAB 4
VENDOR PROFILE

• Company's organizational chart of those individuals that would be involved in the contract.

TD SYNNEX Public Sector Contracts Team Organization

Executive Team

- Eddie Franklin, Senior Vice President of Sales, Public Sector
  eddie.franklin@tdsynnex.com
- Ed Somers, Vice President, Public Sector Programs
  ed.somers@tdsynnex.com
- Randy Finley, Senior Director of Public Sector Business Development
  randy.finley@tdsynnex.com

Management Team

- Jerry Hertel, Director of Public Sector Client Executives
  jerry.hertel@tdsynnex.com
- Mike Gambrell, Director of State and Local Government Vertical Alliance
  mike.gambrell@tdsynnex.com
- Steve Wells, Vice President of Program Management
  steve.wells@tdsynnex.com

Business Development Team

- Jamie Grimm, Senior Manager or Contracts Business Development
  jamie.grimm@tdsynnex.com
- Greg Villamarin, Bid Desk Supervisor

greg.vilamarin@tdsynnex.com

- Nick Coperine, Senior Contracts Business Development,Southeastern US

  nicholas.coperine@tdsynnex.com

- Travis Matthews, Contracts Business Development, Central US

  travis.matthews@tdsynnex.com

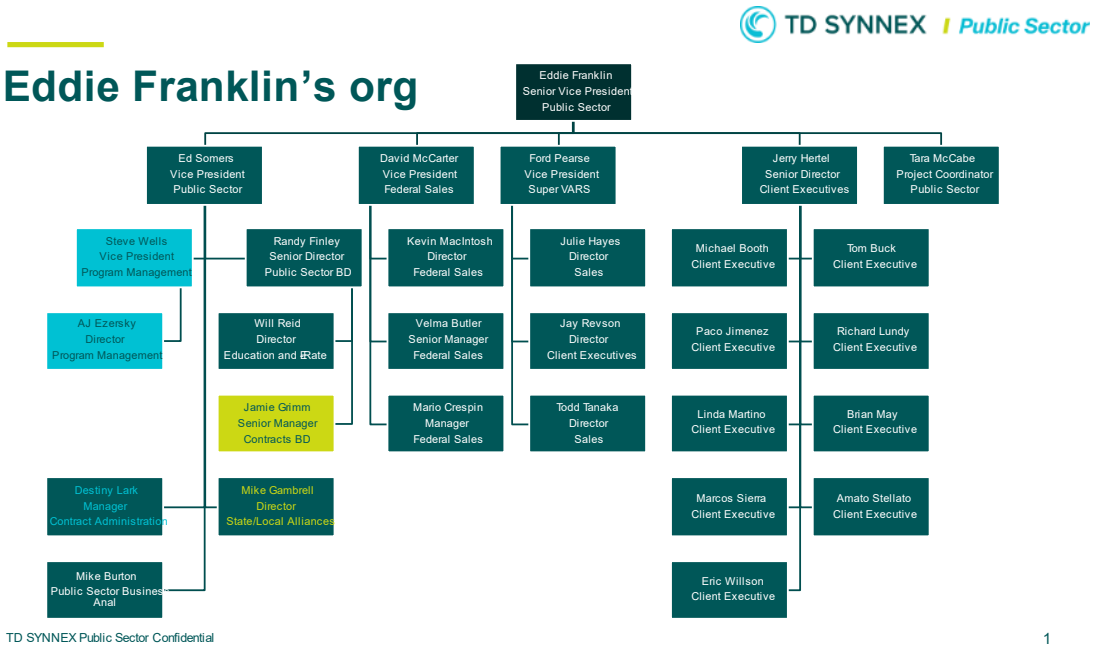
- Lisa McElroy, Contracts Business Development, Northeast US

  lisa.mcelroy@tdsynnex.com

- Caroline Trembly, Contracts Business Development, West US

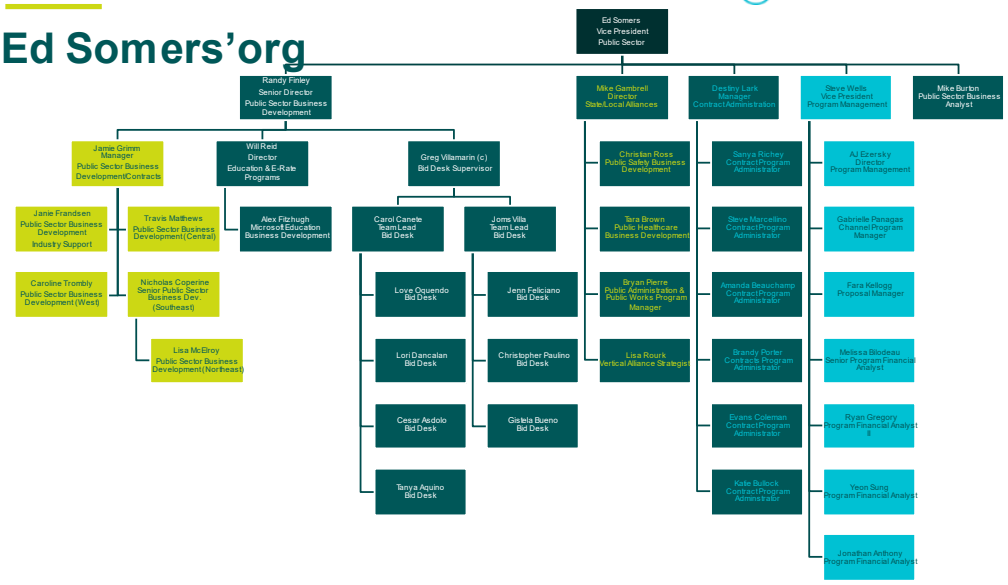
  caroline.trembly@tdsynnex.com

Each member of the TD SYNNEX Public Sector Contracts Team is involved in the ongoing success of the NCPA contract through reseller recruitment, solution development, and contract compliance.



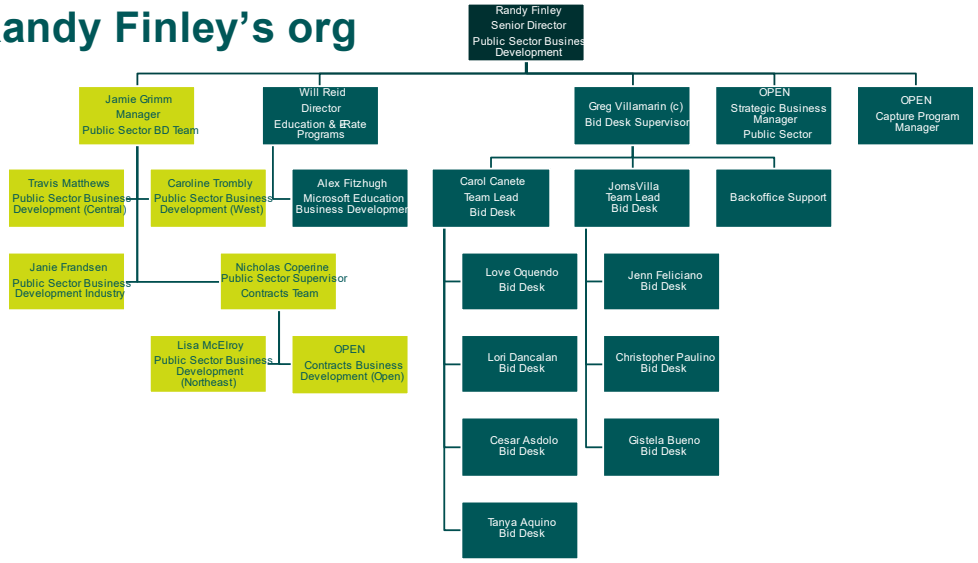
TD SYNNEX I Public Sector

Ed Somers'org



TD SYNNEX I Public Sector

Randy Finley's org



Artifact 3 Locations

TAB 4
VENDOR PROFILE

- **Corporate office location.**
  - **List the number of sales and services offices for states being bid in solicitation.**

With 15 distribution and 5 office facilities nationwide, TD SYNNEX gets the right products to market, right-on-time. In addition to reducing shipping times, our regional warehouse placement slashes freight costs to customers, helping them win deals and boosting their margins.

Our model streamlines business processes to lower costs and create greater efficiencies. We combine our core strength in distribution with our service model to provide our customers greater efficiencies in time to market, cost minimization, real time linkages in the supply chain and aftermarket product support. TD SYNNEX operates distribution facilities in the United States, Japan, England, Canada and Mexico. Our distribution processes are highly automated to reduce errors, ensure timely order fulfillment, and enhance the efficiency of our warehouse operations and back office administration. Distribution facilities are geographically located near reseller customers and their end-users. This decentralized, regional strategy enables us to benefit from lower shipping costs and shorter delivery lead times to our customers. Furthermore, we track several performance measurements to continuously improve the efficiency and accuracy of our distribution operations. Our regional locations also enable us to make local deliveries and provide will-call fulfillment to more customers than if our distribution operations were more centralized, resulting in better service to our customers.

TD SYNNEX' global presence includes:

- Sales offices and warehouses in 11 states
- National field client executives to manage the entire country for services, commodity and enterprise sales
- Focused IT distribution strategy for the United States and Canada
- 15 distribution facilities in the United States so TD SYNNEX can offer one- to two-day freight service to major metropolitan areas
- Leveraging TD SYNNEX cost efficiencies and scale
- Global BPO centers allow for 24/7 operations (North America, Central America, Asia, and Europe)
- Reseller Partners with local offices to allow for full statewide coverage

TD SYNNEX Office Facilities:

- Fremont, CA (44201 Nobel Drive, Fremont, CA 94538)

- Clearwater, FL (16202 Bay Vista Drive, Clearwater, FL 33760)
- Greenville, SC (39 Pelham Ridge Drive, Greenville, SC 29615)
- Herndon, VA (DLT Solutions, 2411 Dulles Courner Park #800, Herndon, VA 20171)
- Tempe, AZ (8700 South Price Road, Tempe, AZ 85284)

TD SYNNEX Distribution Centers:

- Chino, Califorina
- Fontana, Califorina
- Tracy, California
- Miami, Florida
- Suwanee, Georgia
- Romeoville, Illinois
- South Bend, Indiana
- Southaven, Mississippi
- South Brunswick, New Jersey
- Swedesbouro, New Jersey
- Columbus, Ohio
- Groveport, Ohio
- Fort Worth, Texas
- Garland, Texas
- Chantilly, Virginia

o List the names of key contacts at each with title, address, phone and e-mail address.

For this solicitation, your main point of contact for all locations is:

Randy Finley
Senior Director, Public Sector Business Development
39 Pelham Ridge Dr.
Greenville, SC 29615
510-402-7058
randy.finley@tdsynnex.com

Artifact 4 Payment

TAB 4
VENDOR PROFILE

• Define your standard terms of payment.

TD SYNNEX will provide a network of reseller partners who will interface with the NCPA customers, providing onsite assessments/consultation, product information, technical support, customer service support and post-sales support as authorized Order Fulfillers under the TD SYNNEX NCPA contract. These resellers will be required to maintain the appropriate vendor authorizations and sign agreements with TD SYNNEX agreeing to follow the terms and conditions of our NCPA contract. Resellers will be reviewed on a regular basis to ensure we have the appropriate resources to support this contract.

These resellers will be our “feet on the street” and act as our local presence with the NCPA customer. TD SYNNEX will also recruit resellers who hold small business and socioeconomic diversity status to ensure small business participation in this contract. TD SYNNEX Public Sector Program Team will work closely with the participating resellers to ensure they have the tools they will need to develop and close opportunities with NCPA customers.

TD SYNNEX does offer our resellers access to TD SYNNEX Capital in addition to standard Net Terms, Escrow, Flooring Accounts, Wire Transfer, and Credit Card payment terms. State, local and education (SLED) financing requirements are more diverse and complex than those of commercial clients due to the unpredictability of future budgets, non-appropriation risk and uncertainty around the lifespan of the investment. TD SYNNEX Capital has extensive regulatory knowledge to assist these SLED agencies in acquiring the equipment they need at a lower cost:

- Align payments to budget availability
- Benefit from multi-year discounts
- Free up capital for other projects
- No large, upfront cash expenditures
- Only current year payments are included in operating budget
- Put all products and services on a single agreement

TD SYNNEX CAPITAL MAKES IT EASY

- Competitive pricing, including municipal rates
- Easy credit application
- Fast funding

Streamlined documentation that includes non-appropriations protections

Artifact 5 Annual Sales

TAB 4
VENDOR PROFILE

- **Provide Annual Sales for last 3 years broken out into the following categories:**
  - **Cities / Counties**
  - **K-12**
  - **Higher Education**
  - **Other government agencies or nonprofit organizations**

TD SYNNEX tracks sales in the traditional public sector verticals of Education, State/Local government, and Federal. Education sales include all K-12, higher education (colleges and university), and community, and/or vocational & technical college revenue. State/Local government sales include all state and local government, but also includes any city, local, township, municipal, borough, county, parish, and/or commonwealth, revenue. Federal sales include all civilian, defense, and/or administrative revenue, so also include sales to prime contract holders and federal integrators.

TD SYNNEX Public Sector fiscal year 2020 public sector sales were in excess of $8.7 Billion:

- Education $3.5 Billion
- State/Local government $2.4 Billion
- Federal $2.7 Billion

TD SYNNEX Public Sector fiscal year 2021 public sector sales were in excess of $9.4 Billion:

- Education $4 Billion
- State/Local government $2.5 Billion
- Federal $2.9 Billion

TD SYNNEX Public Sector fiscal year 2022 public sector sales were in excess of $11.2 Billion:

- Education $4 Billion
- State/Local government $3.3 Billion
- Federal $3.9 Billion

TD SYNNEX fiscal year starts on December 1st of the current year and ends on November 30th of the following year.

FY 2020 $24,676,000,000.00 (Legacy SYNNEX Corporation only)
FY 2021 $31,614,000,000.00 (Legacy SYNNEX Corporation only)

On March 22, 2021, SYNNEX Corporation (NYSE: SNX) and Tech Data Corporation announced a definitive merger agreement under which SYNNEX and Tech Data will combine. The combined company, with a team of over 22,000 co-workers will provide customers and vendors with expansive reach across products, services, and geographies to accelerate technology adoption. Tech Data was wholly owned by funds managed by affiliates of Apollo Global Management, Inc. (NYSE: APO) (the "Apollo Funds") and their co-investors.

The merger with Tech Data was completed on September 1, 2021. The combined company was named TD SYNNEX Corporation.

FY 2022 $62,343,800,000.00

Artifact 6 Differentiators

TAB 4
VENDOR PROFILE

• What differentiates your company from competitors?

TD SYNNEX has significant experience owning/managing Public Sector contracts. These vehicles do not sell themselves and require a significant amount of investment in sales and demand generation to make them successful. Our plan will include several facets addressing both resellers and end-users. Although we don't sell direct to end-users, we do have a team that provides end-user demand generation through call out campaigns, print/mailers, e-mail, website contract landing page and an electronic storefront offering.

TD SYNNEX distributes technology products from more than 1,500 world-leading IT OEM suppliers to more than 25,000 resellers throughout the US, Canada, and Mexico. Our focused product categories include IT systems, rugged mobility, peripherals, system components, software, and networking.

TD SYNNEX Public Sector is a specialized, fully integrated business unit that focuses on bridging the gap between technology partners and U.S. public sector organizations so they can achieve their individual missions. This is accomplished through specialized and scalable aggregator solutions, including channel enablement, engineering services and support, industry-centric marketing, the Diversity Alliance Program, and our Cloud Navigator, Enterprise Agreement Platform, Confirmed Stateside Support and Secure Software Factory offerings.

<u>National Presence, Nationwide Distribution Capabilities</u>

TD SYNNEX' distribution model focuses on top-tier manufacturers, offering value-added resellers, system integrators, and solution providers access through knowledge-based sales consultants. We have over 1 million square feet of warehouse space across 15 distribution centers, located strategically throughout the United States.

TD SYNNEX offers:

- Proven distribution, logistics and product management processes
- Excellent past performance in the Public Sector market
- A national presence and nationwide distribution network
- ISO 9001-certifed supply chain that increases efficiencies and reduces costs
- Supply Chain Risk Management (SCRM) Plan
- Customs-Trade Partnership Against Terrorism (C-TPAT) Certified
- Membership in Transported Asset Protection Association (TAPA)

- Experienced government contractor with both Federal and State contracts
- A nationwide network of value-added resellers and solution providers with one or more SBA certified small business socio-economic statuses.

Artifact 7 Marketing

TAB 4
VENDOR PROFILE

• Describe how your company will market this contract if awarded.

TD SYNNEX has significant experience owning/managing Public Sector contracts. These vehicles do not sell themselves and require a significant amount of investment in sales and demand generation to make them successful. Our plan will include several facets addressing both resellers and end-users. Although we don't sell direct to end-users, we do have a team that provides end-user demand generation through call out campaigns, print/mailers, e-mail, website contract landing page and an electronic storefront offering.

TD SYNNEX will provide a network of reseller partners who will interface with the NCPA customers, providing onsite assessments/consultation, product information, technical support, customer service support and post-sales support as authorized Order Fulfillers under the TD SYNNEX NCPA contract. These resellers will be required to maintain the appropriate vendor authorizations and sign agreements with TD SYNNEX agreeing to follow the terms and conditions of our NCPA contract. Resellers will be reviewed on a regular basis to ensure we have the appropriate resources to support this contract. These resellers will be our “feet on the street” and act as our local presence with the NCPA customer. TD SYNNEX Public Sector Program Team will work closely with the participating resellers to ensure they have the tools they will need to develop and close opportunities with NCPA customers.

For our resellers, we will pull our historical procurement data per awarded vendor line to identify the most responsive/responsible resellers selling into State and Local Government, K-12, higher education, and public hospitals nationwide. Likewise, we will do this globally and include higher education institutions and state/local government sales. In this way we can ensure we have the correct "feet on the street" in all areas covered by the NCPA.

Marketing activities include:

- Press releases
- Identifying resellers to authorize to promote & sell off of this contract
- Reseller recruitment and training
- Multiple training webinars for both internal and external sales teams
- Dedicated NCPA web page development
- Development of marketing materials
- Attending industry events and table top shows
- Ongoing reseller recruitment efforts and internal sales training

- End-user demand generation team to drive awareness with end-users on behalf of our resellers
- Webinars
- Customized events that help to create awareness for the contract
- Specific plan developed & collaborated with our partners
- Social Media collaboration

TD SYNNEX' presence and participation in social media/interactive technology is currently designed to:

- Educate, engage, notify and entertain interested audiences
- Deliver conversation not conversion, interaction not transaction
- Increase audience participation at events through custom mobile apps and social engagement
- Provide additional communication platform for resellers, vendors, media, and associates for conversations that are already happening
- Protect and elevate the TD SYNNEX corporate brand with associated vendor brands in the social environment
- Offer timely responses to questions, suggestions, and requests
- Maintain an overall positive social sentiment

Artifact 8 Introduction

TAB 4
VENDOR PROFILE

• Describe how you intend to introduce NCPA to your company.

TD SYNNEX has identified our training processes in the preceding sections for both inside/outside sales teams, our business development teams and authorized resellers/solution providers. Essentially, it will entail training, marketing collateral, PowerPoint presentations and onsite visits to conduct Q&A. Training is an ongoing process scheduled throughout the year via webinars, onsite training and industry events. Resellers will be given access to the TD SYNNEX contract website, marketing collateral, and instruction on the processes of obtaining quote/orders and contract pricing. All aspects of the contract, from end-user marketing to customer service to tech support, must be fully explained and expectations identified.

A bid-desk, dedicated to providing quote assistance to TD SYNNEX NCPA authorized resellers, will be employed to assist our partners to ensure that NCPA customers receive timely, accurate, and contract complaint quotes.

Contract Management Summary with Marketing and Sales Strategy Post-Award

- Create Terms and Conditions summary; develop pricing calculator
- Communicate contract requirements internally and with each manufacturer line
- Determine rules of engagement, assign responsibility roles

Recruitment

- Identify Resellers: Vendor lists, TD SYNNEX Point of Sale reports, Sales Managers and Outside Sales Reps
- Training: onsite, online, webinars
- Establish eligibility requirements
- Sign participation agreement ensuring contract compliance Contract Management
- Monthly contract review by TD SYNNEX contracts team - the good, the bad and the ugly
- Monthly status calls with each participating reseller
- Quarterly cadence calls with the contractor community
- Ongoing calls with participating manufacturers to update/revise strategy.

Initial Kick-Off Phase

- Upon award, communicate to vendor and internal Product Management/Business Development teams

- Develop contract terms and conditions statement, pricing calculator, and published contract price file.
- Review administrative requirements
- Set e-mail aliases (ncpa@tdsynnex.com)
- Develop NCPA-dedicated contract webpage with required contract details, pricing calculator, and additional relevant contract information for ease of navigation
- Determine manufacturer's strategy and reseller engagement
- Establish reseller qualifiers, sales minimums, agreement
- Review contract requirements with authorized resellers
- Review required business plan/marketing plan from authorized resellers
- Conduct training via webinars of resellers, sales reps, Business Development Reps, Product Managers and manufacturers
- Where applicable, conduct joint road shows to promote/train
- Publish TD SYNNEX Corporation press release
- Provide marketing collateral for resellers

Ongoing Management

- Training/webinars - initial and ongoing
- Product Refresh - marketing and communication
- Business Development - slip/gain report for both reseller and manufacturer
- Business Development - monthly sales report to Manufacturer with email updates
- Quarterly Business Review for reseller (or as needed)
- Quarterly Business Review for manufacturers (or as needed)
- Identification of potential seasonal pricing (hot list) for NCPA eligible agencies
- Quarterly Business Review webinar for reseller community
- Periodic events to include NCPA contract dedicated marketing and training sessions at our TD SYNNEX Public Sector SLED events (see https://www.synnexcorp.com/us/govsolv/events/ for examples of upcoming events)
- Maintenance of authorized reseller database with contact information
- Contract reporting and Administrative fee payment to the NCPA
- Pricing updates as well as new product identification and submission

• Describe your firm's capabilities and functionality of your on-line catalog / ordering website.

TD SYNNEX utilizes a proprietary enterprise resource planning (ERP) system called CIS. CIS has been built from the ground up to specifically support all aspects of distritrution business needs.

With CIS as the back bone of the TD SYNNEX system, TD SYNNEX is able to offer eBusiness solutions. We feature a complete suite of solutions that partners can pick from that best best-fits their business needs. Whether partners are new to eCommerce or already have extensive capabilities, we have options to help your business run leaner and faster.

TD SYNNEX offers the following:

TD SYNNEX *ECExpress*

TD SYNNEX' ECExpress is a real-time back-office management and e-commerce platform that streamlines orders, quotes, and invoices. While securely navigating across all TD SYNNEX sites and tools without logging in again, the ECExpress platform enables you to see product alerts and available inventory, save frequent product searches, and subscribe to reports that include:

- XpressTrak Alerts
- Price and Availability Download (Reseller partners only)
- Bid Portal (Reseller partners only)
- Reports
- Custom Product Search
- Recent Orders

TD SYNNEX' Footprint in Mobile Apps

TD SYNNEX B2B services offer reseller partners Application Development Services to help balance costs, boost service levels and improve productivity through vigorous management of flexible, high-performance, business-critical applications. Leveraging the best-of-technologies and practices, we ensure that your business applications are developed, maintained and managed within optimal costs and acceptable timeframes to provide you secure and undisruptive business environments. We approach Application Development in a mature and proactive way. We believe that Application outsourcing can reap benefits only if risks are minimized, while being balanced by off shoring incentives like reducing costs, unfailing performance ratios and consistent quality levels. Our development model is a recipe of conventional and current business practices. We complement conventional practices with agility to provide faster, more enhanced solutions to clients. We deliver applications within shorter timeframes and agreed-upon deadlines, all without cutting corners or compromising quality.

B2B & eCommerce

TD SYNNEX believes the sole purpose of Information Technology(IT) is to support our businesses. We understand that our customers have unique eCommerce capabilities, preferences, and "best technologies" available. Our eCommerce options allow customers to choose the most cost effective solution that fits their needs, from the simplest to the most advanced cutting-edge technologies. TD SYNNEX supports both EDI ANSI x12 File Document Specifications and Flat File Document Specifications.

Web Services & XML

TD SYNNEX Web Services are available to reseller partners. The following Web Servics are available:

- Customer Purchase Order
- Price and Availbility

- Expense Estimate
- Product Feed Service
- Customer PO Status

TD SYNNEX also offers real-time XML services. Real-time available services include:

- EDI
- PO Submit
- PO Status
- Freight Quote
- Price and Availablity
- RMA Create
- RMA Status
- XML Invoice

TD SYNNEX eStorefronts

eStorefronts is an online ordering system based on ECExpress, built and hosted by TD SYNNEX. eStorefronts allow resellers to create their own end-customer catalog, or offer all TD SYNNEX Skus to their end-customers, while controlling pricing at a customer or product level. eStorefronts include built-in order management controls, real-time pricing and availability, personalized branding, order notifications and more, all for one inclusive monthly fee.

Punch-out Catalogs

Migrate away from Excel and PDF contract pricing lists by implementing a PunchOut with your customer. Leverage TD SYNNEX' experience and create a branded product catalog accessible from reseller end-user customers' ordering system. Resellers can include a shopping cart with products, quantities and pricing, directly linked to your customers' procurement system.

Features

- Brand the catalog as your own - TD SYNNEX becomes your silent partner.
- Keyword search, product specifications, real-time availability.
- Supports Configure-To-Order(CTO) and non TD SYNNEX sku sales.

Benefits

- Our connections use cXML/XML, SOAP/Web Service, HTTP Post and REST/JSON.
- Our most popular enterprise systems to date include SAP/Ariba, Oracle, Perfect Commerce and service now.
- Our programmers can seamlessly connect to your customer's procurement system using the highest security standards, such as PCI, Trustwave and HTTPS(TLS) 1.1

• Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)

TD SYNNEX' Customer Care after-sale support team recognizes the importance of providing timely, responsive services to Return Merchandise Authorizations (RMAs) and RMA discrepancies, order inquiries, including outbound shipments, and claim processing. We continuously strive to provide world-class customer support, and address all of our customer requests as opportunities to improve and raise the quality of our services because repeat business depends on your satisfaction.

Customer Service is available Monday through Friday (8:00 AM to 6:00 PM Eastern Time).

Customer Service Contact Information:

Phone: (800) 756-1888

Fax Number: (501) 360-6801

Email: CShelp@tdsynnex.com

With 15 distribution and 5 office facilities nationwide, TD SYNNEX gets the right products to market, right-on-time. In addition to reducing shipping times, our regional warehouse placement slashes freight costs to customers, helping them win deals and boosting their margins.

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TD SYNNEX' global presence includes:

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- National field client executives to manage the entire country for services, commodity and enterprise sales
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- Reseller Partners with local offices to allow for full statewide coverage

TD SYNNEX Distribution Centers:

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- Fontana, Califorina
- Tracy, California
- Miami, Florida
- Suwanee, Georgia
- Romeoville, Illinois
- South Bend, Indiana
- Southaven, Mississippi
- South Brunswick, New Jersey
- Swedesbouro, New Jersey
- Columbus, Ohio
- Groveport, Ohio
- Fort Worth, Texas
- Garland, Texas
- Chantilly, Virginia

TD SYNNEX Office Facilities:

- Fremont, CA
- Clearwater, FL
- Greenville, SC
- Herndon, VA
- Tempe, AZ

• Green Initiatives (if applicable)

○ As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste, energy conservation, ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.

See PDF file "TD SYNNEX Response Exhibit x td-synnex-2022-corporate-citizenship-report"

• Anti-Discrimination Policy (if applicable)

o Describe your organizations' anti-discrimination policy.

See PDF file "TD SYNNEX Response TD SYNNEX Global Human Rights Policy (3-23)"

• Vendor Certifications (if applicable)

o Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing

respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications. Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.

See PDF file “TD SYNNEX Response Exhibit x TD SYNNEX product_linecard” Other certifications, registrations, and/or licenses can be provided upon request.

- **Additional Agreements (if applicable)**
  - **Provide a copy of additional agreements**

Can be provided upon request.

Artifact 9 Online Capabilities

TAB 4
VENDOR PROFILE

• Describe your firm's capabilities and functionality of your on-line catalog / ordering website.

TD SYNNEX utilizes a proprietary enterprise resource planning (ERP) system called CIS. CIS has been built from the ground up to specifically support all aspects of distritrution business needs.

With CIS as the back bone of the TD SYNNEX system, TD SYNNEX is able to offer eBusiness solutions. We feature a complete suite of solutions that partners can pick from that best best-fits their business needs. Whether partners are new to eCommerce or already have extensive capabilities, we have options to help your business run leaner and faster.

TD SYNNEX offers the following:

TD SYNNEX *ECExpress*

TD SYNNEX' ECExpress is a real-time back-office management and e-commerce platform that streamlines orders, quotes, and invoices. While securely navigating across all TD SYNNEX sites and tools without logging in again, the ECExpress platform enables you to see product alerts and available inventory, save frequent product searches, and subscribe to reports that include:

- XpressTrak Alerts
- Price and Availability Download (Reseller partners only)
- Bid Portal (Reseller partners only)
- Reports
- Custom Product Search
- Recent Orders

TD SYNNEX' Footprint in Mobile Apps

TD SYNNEX B2B services offer reseller partners Application Development Services to help balance costs, boost service levels and improve productivity through vigorous management of flexible, high-performance, business-critical applications. Leveraging the best-of-technologies and practices, we ensure that your business applications are developed, maintained and

managed within optimal costs and acceptable timeframes to provide you secure and undisruptive business environments. We approach Application Development in a mature and proactive way. We believe that Application outsourcing can reap benefits only if risks are minimized, while being balanced by off shoring incentives like reducing costs, unfailing performance ratios and consistent quality levels. Our development model is a recipe of conventional and current business practices. We complement conventional practices with agility to provide faster, more enhanced solutions to clients. We deliver applications within shorter timeframes and agreed-upon deadlines, all without cutting corners or compromising quality.

B2B & eCommerce

TD SYNNEX believes the sole purpose of Information Technology(IT) is to support our businesses. We understand that our customers have unique eCommerce capabilities, preferences, and "best technologies" available. Our eCommerce options allow customers to choose the most cost effective solution that fits their needs, from the simplest to the most advanced cutting-edge technologies. TD SYNNEX supports both EDI ANSI x12 File Document Specifications and Flat File Document Specifications.

Web Services & XML

TD SYNNEX Web Services are available to reseller partners. The following Web Servics are available:

- Customer Purchase Order
- Price and Availbility
- Expense Estimate
- Product Feed Service
- Customer PO Status

TD SYNNEX also offers real-time XML services. Real-time available services include:

- EDI
- PO Submit
- PO Status
- Freight Quote
- Price and Availablity
- RMA Create
- RMA Status
- XML Invoice

TD SYNNEX eStorefronts

eStorefronts is an online ordering system based on ECExpress, built and hosted by TD SYNNEX. eStorefronts allow resellers to create their own end-customer catalog, or offer all TD SYNNEX Skus to their end-customers, while controlling pricing at a customer or product level.

eStorefronts include built-in order management controls, real-time pricing and availability, personalized branding, order notifications and more, all for one inclusive monthly fee.

Punch-out Catalogs

Migrate away from Excel and PDF contract pricing lists by implementing a PunchOut with your customer. Leverage TD SYNNEX' experience and create a branded product catalog accessible from reseller end-user customers' ordering system. Resellers can include a shopping cart with products, quantities and pricing, directly linked to your customers' procurement system.

Features

- Brand the catalog as your own - TD SYNNEX becomes your silent partner.
- Keyword search, product specifications, real-time availability.
- Supports Configure-To-Order(CTO) and non TD SYNNEX sku sales.

Benefits

- Our connections use cXML/XML, SOAP/Web Service, HTTP Post and REST/JSON.
- Our most popular enterprise systems to date include SAP/Ariba, Oracle, Perfect Commerce and service now.
- Our programmers can seamlessly connect to your customer's procurement system using the highest security standards, such as PCI, Trustwave and HTTPS(TLS) 1.1

Artifact 10 Customer Service

TAB 4
VENDOR PROFILE

• Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)

TD SYNNEX' Customer Care after-sale support team recognizes the importance of providing timely, responsive services to Return Merchandise Authorizations (RMAs) and RMA discrepancies, order inquiries, including outbound shipments, and claim processing. We continuously strive to provide world-class customer support, and address all of our customer requests as opportunities to improve and raise the quality of our services because repeat business depends on your satisfaction.

Customer Service is available Monday through Friday (8:00 AM to 6:00 PM Eastern Time).

Customer Service Contact Information:

Phone: (800) 756-1888

Fax Number: (501) 360-6801

Email: CShelp@tdsynnex.com

With 15 distribution and 5 office facilities nationwide, TD SYNNEX gets the right products to market, right-on-time. In addition to reducing shipping times, our regional warehouse placement slashes freight costs to customers, helping them win deals and boosting their margins.

Our model streamlines business processes to lower costs and create greater efficiencies. We combine our core strength in distribution with our service model to provide our customers greater efficiencies in time to market, cost minimization, real time linkages in the supply chain and aftermarket product support. TD SYNNEX operates distribution facilities in the United States, Japan, England, Canada and Mexico. Our distribution processes are highly automated to reduce errors, ensure timely order fulfillment, and enhance the efficiency of our warehouse operations and back office administration. Distribution facilities are geographically located near reseller customers and their end-users. This decentralized, regional strategy enables us to benefit from lower shipping costs and shorter delivery lead times to our customers. Furthermore, we track several performance measurements to continuously improve the efficiency and accuracy of our distribution operations. Our regional locations also enable us to make local deliveries and provide will-call fulfillment to more customers than if our distribution operations were more centralized, resulting in better service to our customers.

TD SYNNEX' global presence includes:

- Sales offices and warehouses in 11 states
- National field client executives to manage the entire country for services, commodity and enterprise sales
- Focused IT distribution strategy for the United States and Canada
- 15 distribution facilities in the United States so TD SYNNEX can offer one- to two-day freight service to major metropolitan areas
- Leveraging TD SYNNEX cost efficiencies and scale
- Global BPO centers allow for 24/7 operations (North America, Central America, Asia, and Europe)
- Reseller Partners with local offices to allow for full statewide coverage

TD SYNNEX Distribution Centers:

- Chino, Califorina
- Fontana, Califorina
- Tracy, California
- Miami, Florida
- Suwanee, Georgia
- Romeoville, Illinois
- South Bend, Indiana
- Southaven, Mississippi
- South Brunswick, New Jersey
- Swedesbouro, New Jersey
- Columbus, Ohio
- Groveport, Ohio
- Fort Worth, Texas
- Garland, Texas
- Chantilly, Virginia

TD SYNNEX Office Facilities:

- Fremont, CA
- Clearwater, FL
- Greenville, SC
- Herndon, VA
- Tempe, AZ

TD SYNNEX

The Power of Our Purpose

FY2022 Corporate Citizenship Report

EXHIBIT TO RESOLUTION

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EXHIBIT TO RESOLUTION

A Message from Our CEO

At TD SYNNEX, Our Purpose Is Powerful

The day we announced the merger that created TD SYNNEX, I stood before a screen displaying our co-workers from around the globe. I invited them to fulfill a mission and purpose that was greater than the sum of our individual parts. After all, that's what the merger of our legacy companies was all about.

By bringing together the insights and impact of two strong companies, we are unlocking new possibilities for what we can achieve. Most importantly, we are maximizing the value we deliver for our customers, vendors and communities. ***This is how we will fulfill our purpose: Empowering our global partners to achieve great outcomes with technology.*** All of this is possible because of our dedicated co-workers — they embody the best of who we've been and who we are today. Without them, what we stand for is simply words on paper. However, these words become powerful as people embrace them and bring them to life. Everything TD SYNNEX is and will be is ultimately up to us. Together, we can connect the global IT ecosystem and unlock its potential for all.

Since the merger, we have embraced an approach that puts our people and purpose first. In this inaugural corporate citizenship report, we outline the strategic environmental, social and governance (ESG) framework that is shaping our work around the world. It includes ambitious goals and implementation plans to ensure our continued progress. As we nurture a new culture, we are leveraging our unified spirit to ensure that we create a better, more inclusive world for all.

Our deep commitment to innovation, people and the planet is essential to our success. As we continue to align our investments and expand the way we serve our customers, vendors and communities, we are grounded in the principles that have propelled our legacy companies to this unified point.

One of the ways we celebrated the formation of one TD SYNNEX was by partnering with Treedom, providing our co-workers with the opportunity to have trees planted in East Africa. When I think about the positive impact of the 30,256 trees that now make up the TD SYNNEX forest, I remember that the whole is more than the sum of its parts. When we commit to growing together to fulfill a common purpose, there is no limit to what we can do.

Thank you for being with us as we embark on this journey together.

Rich Hume, Chief Executive Officer, TD SYNNEX

"As we continue to align our investments and expand the way we serve our customers, co-workers and communities, we are grounded in the principles that have propelled our legacy companies to this unified point."

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We're TD SYNNEX

A Company that Cares

We're a leading distributor and solutions aggregator for the IT ecosystem. The driving force behind our work is approximately 23,500 full-time co-workers of the IT industry's best and brightest, who share an unwavering passion for bringing compelling technology products, services and solutions to the world. We're an innovative partner that helps our customers maximize the value of IT investments, demonstrate business outcomes and unlock growth opportunities. At our core, we're a company that cares. We care about our partners, our co-workers, our investors and the world around us. And we're committed to being a diverse, inclusive employer of choice and a good corporate citizen.

Who We Are

TD SYNNEX[1] brings together approximately 23,500 full-time co-workers of the IT industry's best and brightest. Together, we serve 100+ countries and support 150,000+ technology partners.

We simplify the complex to achieve maximum value, faster. Our vision is to connect the global IT ecosystem and unlock its potential for all.

We deliver solutions for every type of ecosystem partner through global technology distribution and solution aggregation capabilities.

How We're Making an Impact

Our global reach enables big solutions. We benefit from leadership across our operations who test solutions and programs that make a difference.

We move at the speed of technology. We partner with the entire technology ecosystem to manage relentless transformation, execute confidently and evolve to capture opportunities as they emerge.

We care about people and the planet. As we work to be good corporate citizens and a diverse, inclusive employer, our values of inclusion, collaboration, integrity and excellence guide our success.

Where We're Going

Amplifying our impact by focusing on our purpose. We will continue to empower our co-workers and partners to meet the needs of the moment and the future.

Adapting quickly and developing innovative solutions to connect our vendors and customers with what they need, when they need it.

Setting — then achieving — bold goals. Through our new Corporate Citizenship program, we are focused on setting our strategic approach and operationalizing our efforts to achieve progress.

[1] TD SYNNEX is branded and trades as Tech Data and Tec D in the Asia Pacific Japan region. Both Tech Data and Tec D are TD SYNNEX companies.

Awards and Recognitions

Great Place To Work. Certificada DIC 2021 - DIC 2022 México

Great Place To Work. Certified MAI 2021 - MAI 2022 PORTUGAL

BEST PLACES TO WORK for LGBTQ+ Equality 2022 100% CORPORATE EQUALITY INDEX

BRONZE 2022 ecovadis Sustainability Rating

CRN CHANNEL AWARDS 2022

top EMPLOYER BELGIË BELGIQUE BELGIUM 2022 CERTIFIED EXCELLENCE IN EMPLOYEE CONDITIONS

top EMPLOYER NEDERLAND THE NETHERLANDS 2022 CERTIFIED EXCELLENCE IN EMPLOYEE CONDITIONS

EXHIBIT TO RESOLUTION

Our Corporate Citizenship Strategy

It's good business to do good business. With that in mind, we launched our first Corporate Citizenship program within the first six months as a combined company. Our strategy for the program includes a global environmental, social and governance (ESG) framework that will help deliver long-term value for our business, co-workers, investors, vendors, customers and communities.

We informed our ESG framework by engaging key stakeholders through an in-depth materiality assessment. Based on insights from the process, we identified priority ESG areas that are most important to our stakeholders and business.

As a large IT distributor situated in the middle of the supply chain, our company is uniquely positioned to drive meaningful environmental and social change. By sharing our ESG commitments and disclosing our progress, we hope to inspire similar action and progress by our suppliers, vendors and customers.

We are actively working to operationalize our strategy across our global organization. To oversee our strategy, we have created a Global Responsibility steering committee comprised of a cross-regional and cross-functional group of senior leaders. They are supported through our strong partnership with Business for Social Responsibility (BSR), a sustainable business network and consultancy that helped us complete our materiality assessment.

Addressing the UN SDGs

Through our corporate citizenship efforts, we are addressing the following United Nations Sustainable Development Goals (UN SDGs):

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Plotting Our Path Forward: Inside Our First Materiality Assessment

There are many issues that companies can consider when establishing the most sustainable path forward. To make meaningful progress, it's essential to prioritize these issues and take a focused, customized approach. Understanding this, in 2022, we partnered with BSR to conduct an in-depth ESG materiality assessment.

The first step in the process was to create a list of material issues, based on industry standards and relevant reporting frameworks. Next, interviews and surveys with internal and external stakeholders allowed us to rank and contextualize each issue. In the third step, each issue was assigned a score based on various business and stakeholder criteria. Using these scores, the team generated a materiality matrix weighing the importance of the company's top ESG opportunities. The assessment delivered critical insights on a range of sustainability topics. For example, we gained a deeper understanding of our stakeholders' alignment on our environmental goals and our opportunities to lead the technology industry forward. Our stakeholders also affirmed Diversity, Equity and Inclusion (DEI) as an essential element for business success, as well as programs to ensure our co-workers' health, safety and well-being.

Based on these insights, we developed our ESG Framework and corporate citizenship commitments. Together, these provide a roadmap that will unify our organization in driving progress and creating a more resilient future.

EXHIBIT TO RESOLUTION

TD SYNNEX Materiality Matrix

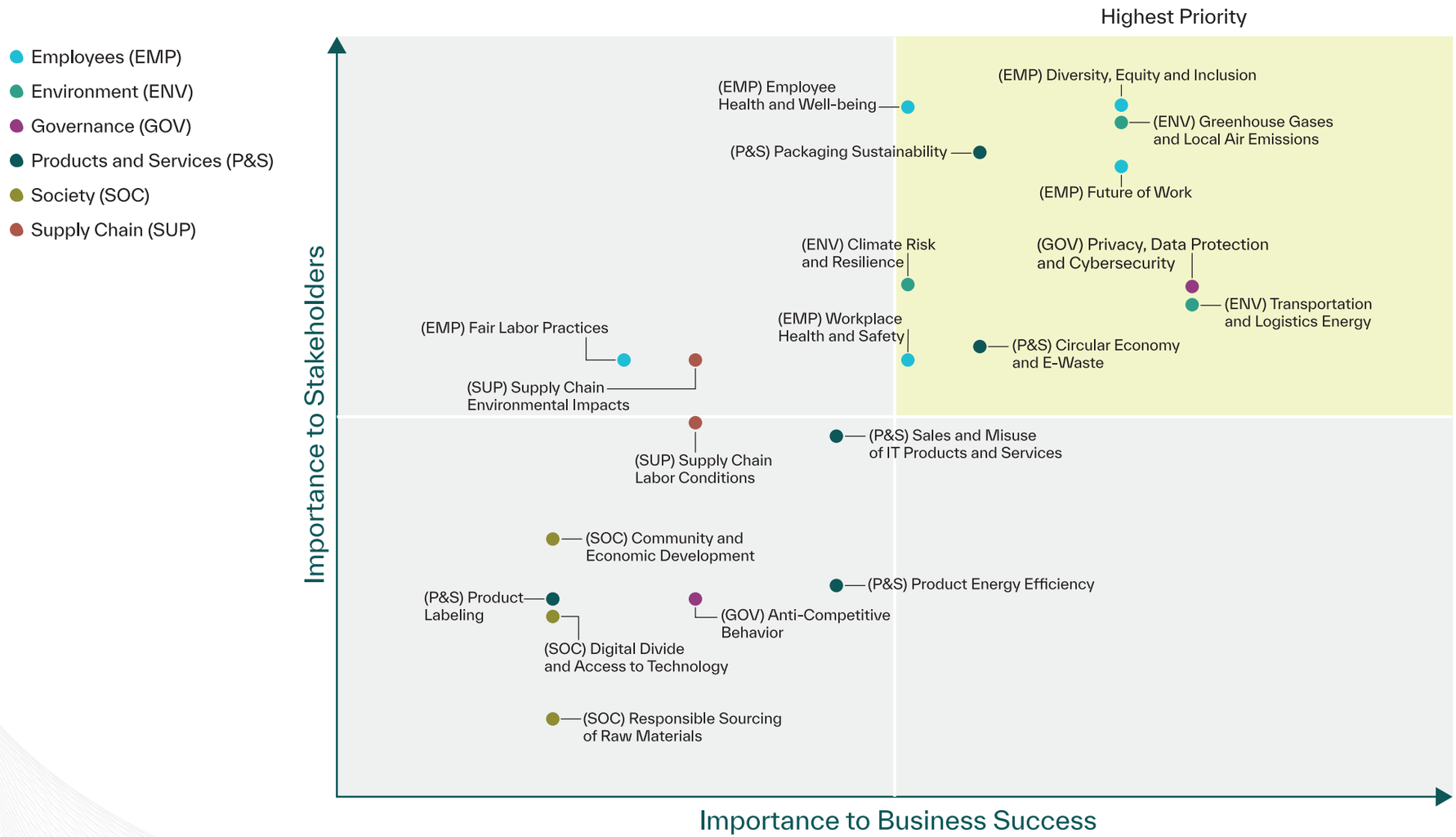

EXHIBIT TO RESOLUTION

Within our environmental and social pillars, we have established several bold corporate citizenship commitments. Over the next several years, they will drive us to help contribute to a healthier planet, increase diverse representation in our workforce and provide access to technology for those in need.

Our Corporate Citizenship Commitments

Environmental Commitments

As we work to contribute to a healthier planet where our business and communities can thrive, we are committed to lowering our global carbon footprint. To support this work, we are committed to setting emissions-reduction targets, increasing our sustainability initiatives and supporting our customers and vendors. Our goals include:

By 2045:

- In line with our commitment to the Science Based Targets Initiative (SBTi), achieve net-zero greenhouse gas (GHG) emissions.

Additional goals:

- Embed circular economy principles into our product life-cycle management strategy and partner with stakeholders to minimize waste through repairs, refurbishment and recycling.
- Deploy Environmental Management Systems such as the International Organization for Standardization ISO 14001.

Social Commitments

Our commitment to social responsibility starts by creating an inclusive and welcoming environment for our co-workers. To support that environment, we are committed to increasing diversity in our workforce and ensuring equitable programs and practices. We also aim to double co-worker participation in our seven business resource groups (BRGs), listed on page 22 in this report, to drive our social impact. As our business grows, we are committed to increasing diversity in our business partner ecosystem and working with partners to help bridge the digital divide. Our social goals include:

By 2025:

- Increase representation of underrepresented groups in our workforce.
- Double co-worker participation in our BRGs.

By 2030:

- Increase representation of those who identify as women to 50% of our workforce and 40% of our people leaders.

Additional goals:

- Increase the diversity of our partner ecosystem.
- Help bridge the digital divide by providing devices, digital skills training, internet connectivity and technical support to underserved communities and leverage partnerships with similarly focused nonprofits, such as Human I-T, to digitally equip approximately 20,000 households — touching the lives of 60,000 people.

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Environmental Sustainability

At TD SYNNEX, we share a vision for a vibrant, interconnected world. Increasingly, however, the effects of climate change pose an immediate threat to this vision. As a result, one thing that's clear for those in the technology industry and beyond: The time for purposeful environmental action is now. Through our new Corporate Citizenship program, we are working to lower our global carbon footprint, expand the circular economy and deliver education and thought leadership by taking a coordinated, collaborative approach. We have committed to the Science Based Targets initiative (SBTi) Business Ambition Pledge and established a target to achieve net-zero GHG emissions in our global operations by 2045, with many of our locations aligning with even more aggressive timelines and locally appropriate guidelines.

Along the way, we plan to set targets for emissions reductions and increase our sustainability initiatives worldwide. We are committed to advancing the circular economy by partnering with our stakeholders to maximize the value of technology and minimize waste. To better understand our environmental impact and our opportunities to improve, we have conducted internal assessments and benchmarking. We are also deploying environmental management systems, aligning with international standards and reporting our performance through CDP. We recognize that sustainability is a journey and we are confident that we can drive meaningful change across our business and the IT ecosystem.

2022 Highlights

Pillar 1: Education and Thought Leadership

- Launched a module-based sustainability training program.
- Our first two courses "Sustainability Essentials" and "Circular Economy" were launched.

Pillar 2: Sustainability Metrics and Reporting

- Achieved a C score of Awareness on our first CDP assessment as TD SYNNEX.
- 12 sites are Energy Star, LEED or BREEAM certified offices.
- Implemented an ESG Accounting tool for data collection.

Pillar 3: Climate Mitigation and Greenhouse Gases

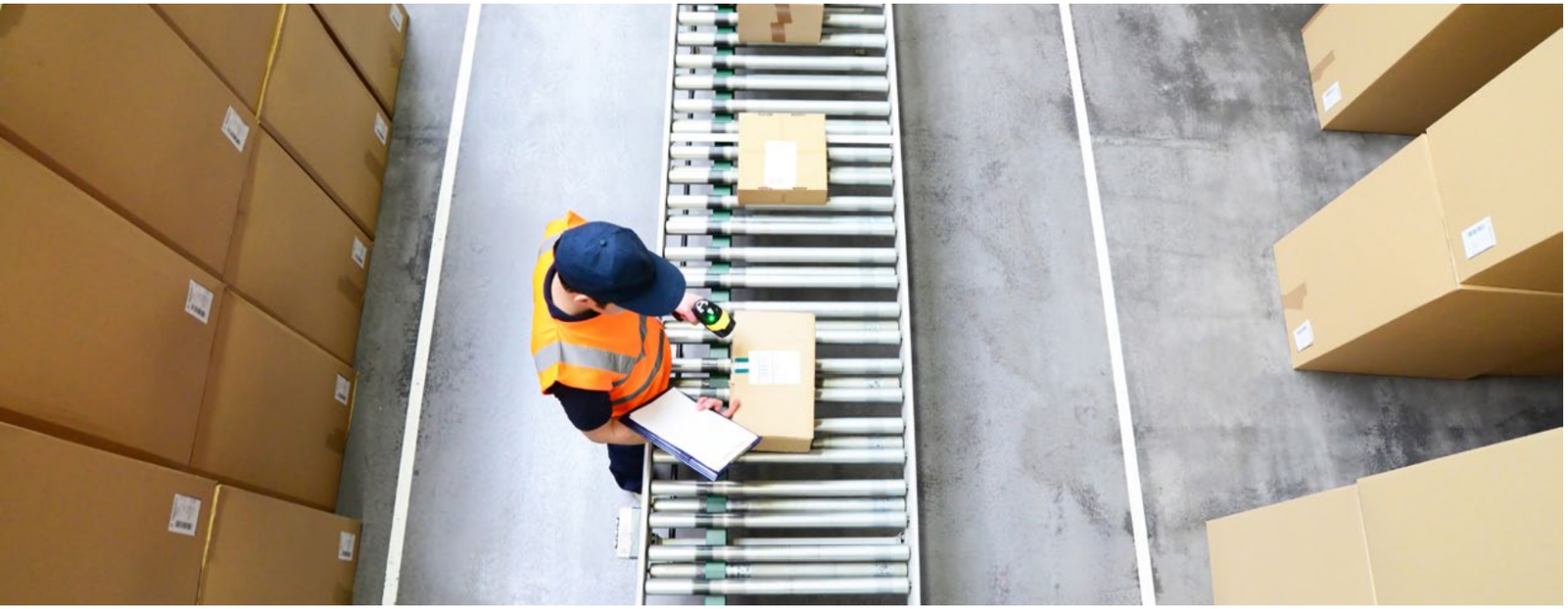
- Committed to achieving net-zero GHG emissions in our global operations by 2045.
- In 2023 we will submit our near-term emissions targets to SBTi for approval.
- Launched a partnership with the University of South Florida to help advance our net-zero carbon ambitions at our Clearwater, Florida, headquarters.
- Established a global, internal TD SYNNEX working group specializing in Sustainable Transportation and Logistics.

Pillar 4: Circular Economy

- In 2021 diverted 350,000 mobile handsets from landfills through TD SYNNEX Renew's mobile trade-in program.
- Established a global, internal TD SYNNEX working group specializing in Circular Economy.

Pillar 5: Culture

- Planted 30,256 trees in East Africa through our ongoing partnership with Treedom.



Reducing Our Carbon Footprint

Climate action can't wait, so we've made it our environmental priority. We began our carbon-reduction journey in September 2021, when we signed the SBTi's Business Ambition Pledge. In line with the Paris Agreement — which aims to limit global warming to pre-industrial levels[2] — we committed to achieving net-zero GHG emissions in our global operations by 2045. To get there, we're focused on minimizing the carbon footprint of our operations while working with partners to help decarbonize the IT ecosystem. We are also implementing data management systems to enhance our collection and disclosure of GHG emissions data. These efforts will help make up our carbon-reduction roadmap, which will outline our pathway forward.

[2] United Nations, "The Paris Agreement."

Promoting Grassroots Action

Sometimes the initiatives that push our company forward grow from the bottom up. That's been the case with Climate Parliament, a co-worker-led initiative to achieve climate neutrality in our Benelux region operations by 2030.

Climate Parliament began in early 2021 with a group of about 25 co-workers from Belgium and the Netherlands. Prompted by a call to action by leaders in our Benelux region, the group volunteered for a five-day training on design thinking. The training inspired them to launch four initiatives aimed at mitigating climate change through green mobility, green transportation, zero waste and energy-consumption awareness. The group also helped the region achieve ISO 14001 certification for improved environmental management practices.

In 2022, the group's participation nearly doubled, and added another initiative, the Green Certificate Program: working with customers to reduce their carbon emissions caused by transportation. When emissions have been reduced the customer receives a TD SYNNEX Green Certificate, which can be prolonged every quarter. We have similar "Green Teams" in Germany, Iberia, Italy and the Nordics region. In the Americas, we have teams in Greenville, South Carolina, and Costa Rica. We plan to expand these co-worker-led teams around the world. The goal is to empower co-workers to inspire their colleagues, customers and vendors in accompanying TD SYNNEX on its carbon-neutral journey. Additionally, TD SYNNEX's wholly owned subsidiary Hyve Solutions recently launched their "Hyve Environmental Initiative." This initiative has a similar goal of harnessing the interests and creativity of Hyve Solutions' global co-worker community to accelerate progress in Hyve's environmental sustainability performance.

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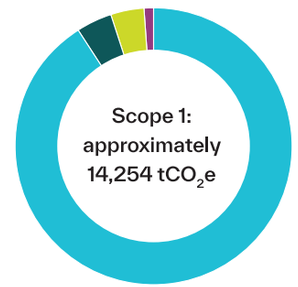
Measuring Our Emissions

Assessing our carbon footprint is the first step in effectively reducing it. With that in mind, we recently calculated our global carbon footprint for FY2022 for locations within our operation control. Our Scope 1 (direct) emissions primarily come from natural gas that we burn for heat, while our Scope 2 (indirect) emissions come from third parties that generate our electricity. To lower these categories, we are working to reduce our energy consumption and use of fossil fuels.

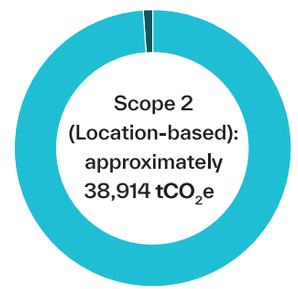
Our biggest challenge is calculating and lowering our Scope 3 (value chain) emissions, which account for most of our global carbon footprint. They are generated by our vendors as they produce the goods and services we distribute, as well as through the transportation and use of the products we bring to market. We are currently refining our data collection and calculation tools to better quantify these. The key to tackling this challenge is to promote circular economy principles and to shift to greener transportation and renewable fuels. One of the ways we are addressing our carbon impact is through our European Travel Policy, which encourages co-workers to be judicious about face-to-face meetings, make trips multi-purpose, and prioritize transportation with a lighter carbon footprint, like rail rather than air. For instances when in-person meetings are necessary, we have partnered with Climate Partner, which specializes in helping companies offset CO_2 emissions, to fund certified projects that have a positive and direct impact on communities. In 2022, our partnership resulted in the offset of 1,991 tCO_2e, which was certified to us by Climate Partner, investing in two high-quality, verified projects: the construction and operation of Mauritius' first large-scale solar plant (Verified Carbon Standard, VCS), and various photovoltaic plants in five different states of India (Gold Standard, GS VER).

When certifying according to ISO 14001, our sites in Europe assume an 80% renewable energy procurement target in the following year, as long as renewable electricity is available in the specific country and leasing contracts allow for this possibility. Additionally, air travel booked through our booking agency automatically calculates and adds a carbon offset fee, which is covered by the company.

FY2022 Scope 1 and 2 Emissions (metric tons)[3]



- Natural gas: 12,922 (91%)
- Refrigerants: 587 (4%)
- Gasoline/petrol: 528 (4%)
- Other fuels: 217 (1%)



- Electricity: 38,710 (99%)
- District heating: 204 (1%)

[3] Please refer to pg. 32.

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Creating a TD SYNNEX Forest with Treedom

Without our dedicated co-workers, progress toward our climate commitments wouldn't be possible. So, for TD SYNNEX's one-year anniversary, we wanted to find a creative and climate-friendly way to honor them and continue to embed a culture of impact across the organization. The result was our partnership with Treedom, which planted a tree for each of our approximately 23,500 full-time co-workers around the world, with additional trees planted for each co-worker who joined TD SYNNEX throughout the year. This year, TD SYNNEX was honored to receive Treedom's "Bold and Brave Award" in recognition of the company's efforts to push forward boldly and go above and beyond in pursuit of the mission to Green the Planet.

Through this partnership, Treedom has so far planted 30,256 trees in East Africa. Together, these trees make up the "TD SYNNEX forest," which supports the environment by helping to protect biodiversity, mitigate soil erosion and desertification and sequester carbon. The trees also bear fruit that local farmers can harvest, which helps to bolster the local economies where the trees are planted. The project adds to the work of TD SYNNEX co-workers in Europe, who, in 2021, were gifted trees to redeem through Treedom for a "future dream forest." TD SYNNEX has committed to planting a tree for each new TD SYNNEX employee, to continue the tradition and increase our impact.

By the Numbers: Measuring the Impact of the TD SYNNEX Forest

7,950,750kg

The TD SYNNEX Forest is responsible for absorbing 7,950,750kg of CO_2.

30,256

We've planted 30,256 trees worldwide to date.

1,780

Over 1,780 native farmers were involved in planting the forest.

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Optimizing Our Operations

To reduce our carbon footprint, we are focused on enhancing environmental sustainability across our global organization. Our approach is to invest in sustainable infrastructure while bolstering our sites' grassroots projects. For example, co-workers in our Climate Parliament introduced an initiative for greener commuting that began in Europe and has gained interest at our Clearwater, Florida, headquarters. In the United Kingdom, co-workers created in-person event guidelines to proactively work toward delivering a fully environmentally friendly experience. By providing user-friendly checklists for all elements of an event — including catering, accommodation, travel, venue, collateral and merchandising — we aim to reduce the amount of energy, waste and carbon emissions from each event.

To reduce our energy impact, we have invested in five transformative solar projects in Aalst, Belgium; Maplewood, U.K.; Swedesboro, New Jersey; Tempe, Arizona; and in one of our co-headquarters locations of Fremont, California, which has generated more than 9,800 MWh of electricity since the system began operations in 2013. The most recent project installed over 500 panels on the roof of our Maplewood, U.K., location, enabling approximately 185.06 MWh of electricity generated for on-site use.

In 2022, we launched a partnership with the University of South Florida (USF) that brought students together to engage in exercises based on our company's sustainability data, with a focus on improving our key performance indicator (KPI) processes. They have conducted on-site assessments at our headquarters in Clearwater, Florida, and identified solar generation and workplace environment possibilities to decarbonize our operations and advance our net-zero commitment.

As we increase our sustainability initiatives, we're proud of the recognition our teams have received. In China, we recently earned an excellence-level Wastewi$e Certificate via Hong Kong Green Organization Certification (HKGOC). The certificate is HKGOC's top award for waste reduction and recycling. Meanwhile, in France, we have achieved ISO 9001 and 14001 certifications and earned EcoVadis' Platinum Medal for our sustainable management system, meaning that we scored in the top 1%. In all, over 50 TD SYNNEX locations are certified through ISO 9001, ISO 14001, or both. Additionally, we achieved EcoVadis' Bronze Medal for our operations as TD SYNNEX, as well as LEED, BREEAM, or Energy Star certification for our sites in the following locations:

- Alcobendas, Madrid, Spain
- Maplewood, United Kingdom
- Stockholm, Sweden
- San Antonio, Texas, United States
- Chino, California, United States
- Rialto, California, United States
- Herndon, Virginia, United States
- Espoo, Finland
- Warsaw, Poland
- Bor, Czech Republic
- Bangkok, Thailand
- Sydney, Australia

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By the Numbers: A Smaller Carbon Footprint in Clearwater, Florida

4,000

Completed LED lighting on approximately 4,000 lights and added multizone HVAC occupancy sensing at our Clearwater HQ.

550

Achieved an estimated annual GHG reduction of more than 550 metric tons of CO_2e.

When we refurbished our Bracknell, U.K., offices, we wanted to minimize waste. By partnering with the charity Waste to Wonder, we donated office furniture to the Not Alone Foundation Trust, which serves underprivileged children in Ghana, West Africa. We plan to adopt the same process as we move and refurbish other U.K. sites.

10 Ways We're Reducing Our Carbon Footprint Around the World

1. **Shifting to energy-efficient lighting,** such as zone lighting and LEDs
2. **Implementing temperature regulation** at our data centers and facilities
3. **Adopting energy-efficient servers** such as those used in Singapore
4. **Investing in energy-efficient conveyor systems** at our North American logistics centers
5. **Introducing green transportation,** through practices like load optimization and by investing in electric vehicles and charging stations
6. **Installing solar panels** including several large-scale projects in the U.S.
7. **E-waste and recycling programs** at facilities throughout the U.S. and Europe
8. **Minimizing waste-to-landfill** by reusing and optimizing packaging, donating office furniture and avoiding single-use office products
9. **Leveraging partnerships,** including with the University of South Florida to optimize our Clearwater headquarters
10. **Environmental progress,** including an EcoVadis assessment, ISO 14001 certification and Hong Kong Green Organization certification

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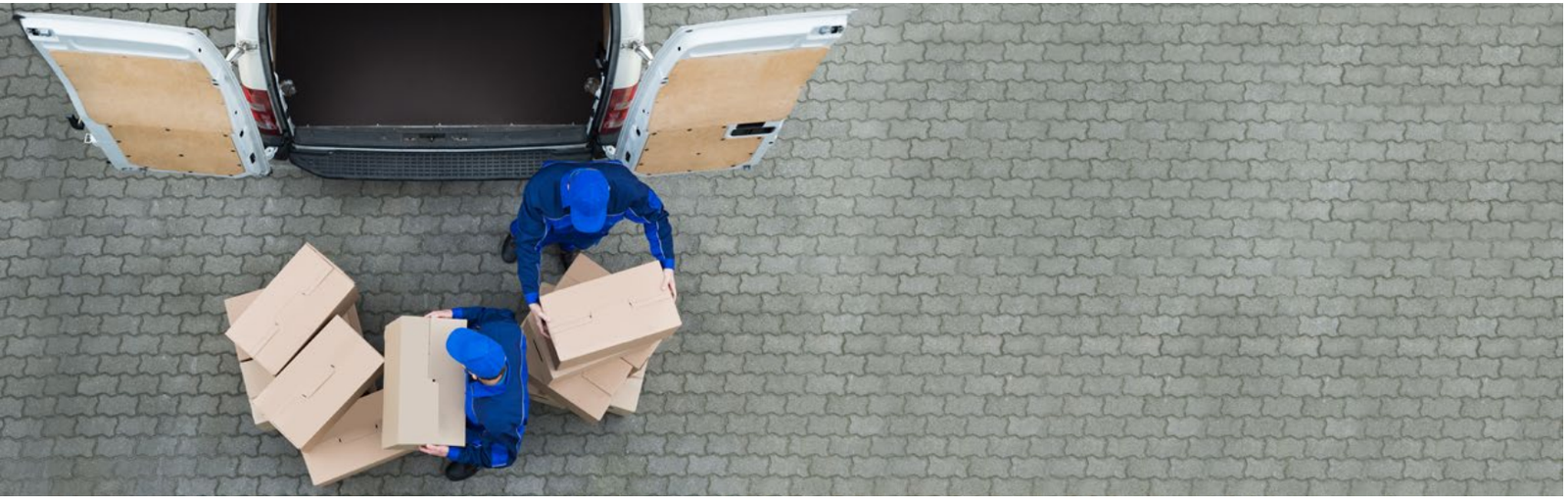
Accelerating Sustainable Transportation and Logistics

As a company in the middle of the technology value chain, transportation and logistics are critical to our operations. However, these areas are also large contributors to our carbon footprint. This isn't unique to TD SYNNEX — according to the Environmental Protection Agency, transportation is the largest contributor of U.S. GHG emissions.[4] The way we see it, our company has a big opportunity to reduce our GHG emissions by finding more sustainable transportation and logistics solutions.

To address these issues, we recently launched an area of focus on sustainable transportation and logistics. This group will help outline goals, develop KPIs and identify specific initiatives that will allow us to accelerate sustainable transportation and logistics. This enables us to prioritize our efforts related to working with logistics partners, optimizing loads and investigating sustainable fuels, and working with suppliers to reduce packaging weight, which saves fuel and the associated emissions.

In our Benelux region, we talk to our carriers to make the "last mile" green in all major cities. Our goal is to work toward electric transportation alternatives within the major cities where we deliver to our end customers. In addition, the group started a Green Certificate Program, working with customers to reduce their carbon emissions caused by transportation. When emissions have been reduced, the customer receives a TD SYNNEX Green Certificate, which can be renewed every quarter.



[4] United States Environmental Protection Agency, "Carbon Pollution from Transportation."

Working Toward Energy Sobriety in France

In terms of our company's environmental impact, energy consumption plays a major role. That was one of our French team's key insights as they deployed the ISO 14001 standard in 2019. As a result, they are focused on achieving energy sobriety by reducing the frequency and intensity of the region's overall energy use. The team's first step was to create an action plan with ambitious water, gas and electricity reduction targets set for 2024, 2030, 2040 and 2050. To achieve these targets, they have developed an energy sobriety plan focused on three areas:

- **Reducing** energy consumption (in terms of water, electricity and gas).
- **Optimizing** their operations to support cleaner consumption patterns and increase the use of renewable energy.
- **Anticipating** potential shortages or challenges related to the carbon impacts of current consumption patterns.

So far, the plan has prompted a variety of actions that have led to promising results. For example, in 2021, the team achieved a 20.6% reduction in its electricity consumption compared to 2019. Building on this success, they intensified their efforts in 2022. Plans are underway to deploy the ISO 50001 standard for energy management and begin regular internal and external energy audits. The region is also training its co-workers to become "eco-responsible workers" — including fighting against at-home and on-the-job energy waste.

EXHIBIT TO RESOLUTION

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Promoting the Circular Economy

Usually, circular products are associated with applying circular economy principles to the design phase of products, such as design for durability or using secondary materials instead of virgin. However, design alone does not guarantee that products will be collected and cycled back at the end of their use. Thus, a circular economy for IT requires not only circular products, but a holistic circular system of products, services, networks of actors and supporting infrastructure. Companies that want to offer circular products to their customers will have to actively establish such a system collaborating with value chain partners to manage the different dependencies and monitor the system's effectiveness.

One way technology companies can boost environmental progress is by combatting e-waste — or waste from electrical and electronic equipment. According to the United Nations, e-waste is one of the fastest-growing waste streams, with humans producing an estimated 53.6 megatons (Mt) of e-waste in 2019 alone.[5] Beyond crowding landfills, many types of e-waste, such as batteries, contain heavy metals, so improper disposal can contaminate soil and waterways and be harmful to people's health. This is a pressing challenge — and an important opportunity for our industry to accelerate positive change.

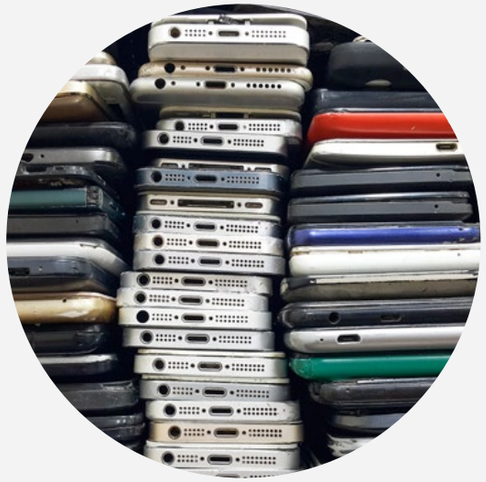
Accordingly, TD SYNNEX is working toward incorporating circular economy principles into our product life-cycle management strategy. We also provide tools, services and other resources that support and encourage our partners to do the same. In 2021, we established areas of specialization within the company to address and manage issues related to the circular economy. By embracing the four R's — reduce, reuse, repair and recycle — this team is leading our effort to collectively minimize waste by maximizing the long-term value of our products.

Shyft Global Services, a subsidiary of TD SYNNEX, delivers end-to-end product and customer life cycle management services for original equipment manufacturers and other technology innovators. Outsourcing downstream logistics and related services to a global partner like Shyft helps technology companies adopt a circular economy philosophy, which is important in reducing the impact of their IT infrastructure, extending the product life cycle and minimizing e-waste. Building upon our former Global Lifecycle Management organization and other global services teams, Shyft brings together world-class facilities, a robust infrastructure and more than 1,500 service professionals and IT experts from around the globe. The result of these efforts is that approximately 550 tonnes of repaired computer, storage, network, broadband and retail products were returned to service.

Similarly, in 2022, we expanded services in TD SYNNEX Renew's device trade-in program. Renew includes an online portal that resellers, retailers and dealers can use to provide a customer-friendly device trade-in process. In fact, during the year, our mobile device trade-in program saw 30% growth and in 2021 we diverted approximately 350,000 mobile handsets from landfills by either reusing or recycling them from our reseller's customers.

[5] United Nations Institute for Training and Research, "Global Transboundary E-waste Flows Monitor 2022."

By the Numbers: Reducing Impact Through Reuse



By giving a second life to devices, TD SYNNEX Renew has provided the following environmental benefits:

128
We saved the water of approximately 128 Olympic swimming pools.

0.20
We reused approximately 0.20 tonnes of precious material.

+33
We preserved over 33 tonnes of ferrous materials.

+42
We diverted over 42kg of rare material from e-waste disposal.

EXHIBIT TO RESOLUTION

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This avoided an estimated 38,000 tonnes of CO_2 and saved enough metals to produce the equivalent of 12 mid-sized cars. We also improved the functionality of our InTouch e-commerce platform, currently in use in France with plans to expand globally, to guide customers toward products that are developed with sustainability in mind. It's important to note that various regions have unique regulations surrounding the production and disposal of technology products, so our teams work hard to ensure compliance to do what's required to protect our communities and environment.

Another TD SYNNEX program that contributes to the circular economy is our sustainable subscription solution for both B2B and B2C resellers known as Tech-as-a-Service (TaaS). The TaaS program enables resellers to offer flexible finance plans, including leases to their small and medium sized business customers whereby hardware, software and services can be bundled into single recurrent payments. The hardware is returned at the end of the program, where it is given a second life. This prevents the unnecessary storage of depreciating assets for long periods of time, as well as avoiding any improper disposal.

Moving Waste to Wonder in Our Facilities

As part of our commitment to reduce our overall carbon impact and move toward net-zero carbon, TD SYNNEX was excited to work with partner organization the Waste to Wonder Trust to repurpose furniture following our Bracknell office refurbishment. The donated chairs, desks and other items prevented approximately 10,000 kilograms of material from going to landfill and avoided the emission of approximately 18,000 kilograms of carbon in virgin materials, harvesting and manufacturing. The Waste to Wonder Trust seeks out and refurbishes IT and other good quality office equipment and works with other charities to support children in the U.K. and 19 other countries. The items donated by TD SYNNEX were passed from the Waste to Wonder Trust to the Not Alone Foundation Trust Ghana, where we are certain they will be put to good and productive use. The items diverted from landfill as a result of this partnership include 200 wooden desks, 200 fabric desk screens, 60 wooden storage units, 40 chairs, four tables and two small settees.

We plan to repeat this process when TD SYNNEX relocates its Basingstoke offices to an adjacent building that is more energy efficient early in 2023.

Sustainability Practices in Our New Stockholm Office

Our new office in Stockholm, Sweden, was designed and built with environmental, social and economic sustainability in mind. The new office boasts state-of-the-art finishings and technology, as well as mindful use of used equipment and furniture. The office is optimally located to allow for commuting by public transport, and is built to support a hybrid workforce, enabling a much lower commuting footprint. By designing the space well, we are able to occupy fewer square meters, thus saving electricity and water use. All of these features enable us to cater to as many people as possible while utilizing the planet's resources with long-term sustainablity in mind.

Ensuring Responsible Packaging and Materials Use Throughout the Supply Chain

Yet another effort focuses on protecting users and the environment by ensuring that products we bring into the market are properly labeled and include necessary safety warnings and handling instructions.

TD SYNNEX further takes action to ensure that vendors are selling compliant products. This includes a mindful usage of raw materials and chemicals; and reducing hazardous substances in materials, products and packaging. Our goal is to have waste related to our vendor's products, batteries and packaging be collected, recycled and disposed of properly.

EXHIBIT TO RESOLUTION

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Education and Thought Leadership: Launching Our Badge Program

Knowledge sharing is one of the most powerful tools we can use to create a more sustainable future. We recently developed and are disseminating an industry-leading training program to provide our co-workers, vendors, customers, partners and other IT leaders with critical information about sustainable practices. Currently, the program includes two modules, with plans to expand into other ESG topic areas soon. The two existing modules are focused on sustainability essentials and the circular economy, and compile leading sustainability practices from vendors in addition to TD SYNNEX's own practices. They contain explanations, graphs and videos, with participants earning a badge upon the training's completion. We see it as a badge of honor for investing in new knowledge that can support our environment and communities.

EXHIBIT TO RESOLUTION

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Social Responsibility

TD SYNNEX is proud of its co-workers, who represent the best and brightest in the IT industry and work every day to rewrite the rules of what technology distribution can do. Our co-workers are strategic thinkers who are passionate about their work and want to make a positive impact on their communities and the world. Through a servant leadership approach, we empower them to innovate new approaches and lead local initiatives. As we learn from their efforts, we leverage our company's global footprint to help them expand their reach and success. Through our new social strategy, which is focused on our company, culture and people, we will further empower and inspire this powerful team.

2022 Highlights

- Achieved 27% female representation at the director and above level
- Awarded 7 college scholarships to co-workers and their families by expanding our annual Huang Leadership Development Scholarship
- Raised $17M to support TD SYNNEX Share the Magic program since its inception

EXHIBIT TO RESOLUTION

Connecting Our Co-Workers Across the Globe

Our business is all about creating connections, so in the past year, we focused on the values that bring us together. We value inclusion and the unique backgrounds, perspectives and experiences that make each of us who we are. We value collaboration — both with our co-workers and our value chain partners. We value character, as true innovation requires accountability and trust. And we value excellence; when we deliver for our customers, partners and communities, we all win.

Our company's success stems from our ability to attract and develop co-workers who embody these values each day. We seek people with a can-do attitude who are eager to tackle new challenges in a workplace where they can thrive. As we expand our global workforce, we're committed to increasing diversity, including in leadership roles. We're also invested in ensuring ample opportunities for co-workers to connect, learn and lead. Crucially, we prioritize our co-workers' personal and family health and wellness. From the candidate phase all the way through succession planning, we want every co-worker to look back on a great experience.

Ensuring a Safe Workplace for All

We believe that safety is a shared responsibility, and that we can ensure future safety through a combination of strong work practices and the vigilance of every one of our co-workers. Our objective is to provide a safe workplace and environment for all co-workers and our goal is zero accidents and injuries. We work to achieve this by following the guidance of applicable Occupational Safety & Health Administration (OSHA) standards, continually reviewing work practices, and analyzing any incidents for ways to improve. We provide a wide variety of safety training courses — delivered when co-workers are hired, based on their job description, prior to use of certain equipment, or annually — as appropriate to the situation.

Reimagining Our Future Workplaces

There are so many ways that our work environments can shape our daily experience. At TD SYNNEX, we're taking this into account as we design and refabricate offices. For example, in some locations, we're planning to include wellness spaces for people to concentrate, take a break from their screens or unwind. In our larger locations, we are also creating mothers' rooms to support co-workers and their families, following the lead of our locations in Clearwater, Fremont and Greenville. Another new feature will be multi-faith areas, which will enhance our culture of inclusion. The idea is to increase flexibility and build new spaces where people feel comfortable and welcomed by design.

EXHIBIT TO RESOLUTION

A Social Strategy that Puts People First

Company

We prioritize accountability and make sure that resources, processes and measurements are in place to support our commitments and ensure that every co-worker understands their role.

Culture

We know our differences make the difference. We value, respect and celebrate our diversity. Through our councils, BRGs and our co-workers, we create opportunities to educate, celebrate and recognize our diverse co-worker communities and our inclusive culture.

Community

We emphasize corporate citizenship to engage and uplift our local communities and we leverage our position to help build a diverse and robust IT ecosystem.

By the Numbers: Making TD SYNNEX a Great Place to Work

As we created TD SYNNEX, we had an important opportunity to bring forward the defining cultures of our legacy companies, SYNNEX and Tech Data. Following the merger, we put enormous energy into prioritizing and guiding our company's culture.

In 2022, we were proud to earn several awards that recognize our culture and caring environment, including Forbes' America's Best Employers For Diversity, FORTUNE World's Most Admired Companies, The Human Rights Campaign's Best Places to Work for LGBTQ+ Equality and Great Place to Work-Certified™ in the United States. Great Place to Work-Certified™ is a prestigious recognition based on what co-workers say about their experience working at our company. In fact, 74% of co-workers said TD SYNNEX is a great place to work — putting us 17 points higher than the average U.S. company. Here are some other insights co-workers have provided about working at TD SYNNEX:[6]

85%

85% of co-workers said they felt welcomed when they joined TD SYNNEX.

81%

81% of co-workers said our management trusts people to do a good job.

84%

84% of co-workers said people here are given a lot of responsibility.

[6]US-only figures.

EXHIBIT TO RESOLUTION

Investing in The Power of Us

At TD SYNNEX, we talk a lot about The Power of Us, our employee value proposition, which teams of co-workers inspired and created early on in our evolution as a new company. Here's what we deliver to them as they help us deliver great results:

An environment rooted in the principles of DEI

It's not just about words on our website — it's about fair hiring and promotion practices and an environment that brings us together to celebrate the differences that make us who we are.

Environmental responsibility

Our co-workers know we're committed to climate action and environmental sustainability, and we empower them to help us make progress toward our goals each day.

Community engagement

We encourage our co-workers to become leaders in their local communities by joining us in volunteering our collective time and expertise to build resources that make life better for those in need.

Recognition and awards

Great work should be recognized! To fuel our co-workers' commitment to helping our company deliver great outcomes, we award and acknowledge their exceptional performance — in some cases on the spot.

Promoting growth

When it comes to realizing co-workers' career ambitions, joining us is just the start. We provide opportunities to learn and grow on the job and offer a range of resources for learning and development.

Supporting health and wellness

We provide comprehensive benefits, training and resources to help our co-workers and their families stay well — not only physically but emotionally and mentally, too.

EXHIBIT TO RESOLUTION

Affirming that Our Differences Make the Difference

When people join our company, they do so for a multitude of reasons. However, one that we hear over and over is that our culture and co-workers give us an edge. People are eager for the chance to connect with a vibrant, diverse and globally recognized team. Here, the principles of DEI aren't stand-alone concepts — they are foundational to all we do.

Recently, we launched a DEI strategy to strengthen our pillars of company, culture and community. Our central DEI team oversees this strategy, with support from leaders and co-workers across our sites. Through our DEI roadmap, we are driven to foster a diverse workforce, an inclusive culture and programs and practices that are equitable for all. We are dedicated to providing opportunities for DEI-focused education, awareness and engagement. To help make this effort come to life, TD SYNNEX has committed to having a diverse Board, with members coming from a variety of industries and backgrounds. Currently, 55% of our Board identifies as female or a member of a minority group.

TD SYNNEX is also committed to the growth of our Supplier Diversity program, which aims to increase direct and indirect spending with diverse businesses, including minority, veteran, people with disabilities, LGBTQ+ and women-owned businesses. We have taken concrete steps in the first year as a combined company to create an ongoing diverse supplier spend database, to embed supplier diversity as part of ongoing sourcing practices, and to identify key areas of opportunity to grow spend with existing and new diverse suppliers. Additionally, we have asked several of our key supply partners to partner with us in measuring Tier 2 diverse spend associated with our purchases from them. As all these plans continue to solidify, we are looking to grow our diverse supply base by about 20% in the coming 12 to 18 months.

Advancing Our Social Commitments

Through our corporate responsibility commitments, we are building on our legacy companies' history as a leader in promoting and practicing the principles of DEI.

By 2025:

- We will increase representation of underrepresented groups
- We will double co-worker participation in our Business Resource Groups

By 2030:

- We will increase representation of people who identify as women to 50% of our workforce
- We will increase representation of people who identify as women to 40% of leadership roles

EXHIBIT TO RESOLUTION

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Bolstering Inclusion and Community through Business Resource Groups (BRGs)

An important component of our DEI strategy is to support and grow our seven BRGs. These inclusive, co-worker-led communities are centered around underrepresented affinities and identities. Through internal and external engagement opportunities, our BRGs provide opportunities for co-workers to have meaningful and inclusive conversations, celebrate cultural differences, give back to our surrounding communities and develop skills to achieve their personal and professional goals. They also serve as powerful advisory networks for leaders and decision makers at TD SYNNEX, amplifying their communities' needs in order to influence positive organizational change.

While many of our BRGs began in North America, we are excited to continue expanding them across the globe. For example, Elevate and Spectrum have expanded their reach with new chapters in many European countries over the last few years, and in 2022, one of our newest BRGs, Embrace, was established and launched in the United Kingdom and Ireland. Plans are underway to launch additional groups and double co-worker participation by 2025.

Our Business Resource Groups Include:

ELEVATE

Dedicated to attracting, retaining and advancing women, founded in 2012.

PATRIOTS

Dedicated to recruiting and supporting military veterans, active service personnel and military family members, founded in 2013.

SPECTRUM

Dedicated to recognizing, advancing and supporting LGBTQ+ co-workers, founded in 2016.

BEACON

Dedicated to recognizing, empowering and advancing Black co-workers, founded in 2017.

FUERZA

Dedicated to empowering, developing and celebrating Hispanic and Latinx co-workers, founded in 2019.

EMBRACE

Dedicated to celebrating cultural, ethnic and religious differences and fostering a welcoming and equitable workplace, founded in 2022.

RISE

Dedicated to celebrating, supporting and advancing Asian and Pacific Islander co-workers, founded in 2022.

EXHIBIT TO RESOLUTION

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By the Numbers: Partnership for Disability Inclusion

Since 2011, the Barcelona, Spain, office of TD SYNNEX has been collaborating with Randstad Foundation, the non-profit arm of HR services company Randstad established in 2004, to integrate people at risk of exclusion and with disabilities into the workforce and successful careers. Contributions to the Randstad Foundation assist in the development of actions to increase inclusion, raise awareness about disability and ensure the development of social impact strategies. Thanks in large part to our donations over the last 11 years, we have seen the following results:

300
Assisted and guided almost 300 people.

120
Integrated almost 120 people in ordinary companies.

170
Trained more than 170 people.

EXHIBIT TO RESOLUTION

Local and Global Diversity, Equity and Inclusion (DEI) Milestones

Goal	Achieved
Increase representation of underrepresented groups by 2025	Launched our global DEI strategy. Established a DEI Executive Council chaired by our CEO and made up of our executive leadership team. Additionally, established four regional DEI Councils (APJ, Europe, Latin America and North America). Launched a recruitment directive to ensure equal representation when sourcing and interviewing for people leader roles. Advanced European DEI Council priorities to address the workforce gender imbalance, cultivate an inclusive culture and enhance the disability employment program.
Double co-worker participation in our Business Resource Groups (BRGs) by 2025	Increased co-worker participation through the creation of two new BRGs, Rise and Embrace.
We will increase representation of people who identify as women to 50% of our workforce by 2030	Established listening circles to provide women with a safe and confidential space to discuss workplace and personal challenges.
Increase representation of people who identify as women to 40% of leadership roles by 2030	Reached 27% female representation at the director and above level. Developed a Mentoring Program to support and guide women senior managers and directors and APJ.
Improve our pay equity position across the globe through our compensation and benefits programs	Moved to a single, harmonized job evaluation and grading structure across a significant portion of our global footprint, to enable fair and consistent compensation decision-making and protect against discrimination and inequity. Significant harmonization of benefits programs.
Evaluate promotion practices for fairness for all co-workers	Created a workstream to increase employment and development opportunities for people with disabilities.

Committing to Our Communities

When our people are working toward a greater purpose, they can do incredible things. Dating back to our legacy companies, we have always taken pride in making a difference for our local communities. Today, TD SYNNEX is building on this tradition with community commitments focused on three pillars: digital divide, children and wellness. Through our Community Relations program, we are working to align our efforts and maximize our co-worker and community impact. We know that when we put our hearts into our work, the benefits go both ways.

Expanding Our Community Relations Program

At TD SYNNEX, we are focused on aligning and expanding our collective efforts. Many of our enterprise-level initiatives are currently based within the U.S. As we build our Community Relations program, we plan to gradually expand them to include leaders and co-workers from sites across the world.

Encouraging Co-Worker Engagement

Not only is volunteering a great way of giving back, it's also a great way for co-workers to get to know one another outside of work. We are currently working to grow a robust Volunteer Ambassador Network, which brings co-workers together to organize volunteer events that support their local communities.

Recently, we established two companywide volunteerism programs — Volunteer Month and Next Meal Campaign. December represents our Volunteer Month and is the first month of our fiscal year, a wonderful time to share TD SYNNEX's commitment to communities where we have a presence. Co-workers are encouraged to give the gift of time by volunteering within their communities through TD SYNNEX community partners or preferred local organizations.

In July, we focus on our annual Next Meal Campaign. Each year, the campaign brings co-workers together to partner with local organizations focused on combatting food insecurity.

TD SYNNEX's Share the Magic campaign is the focal point of our fundraising efforts. Co-workers from our legacy company, SYNNEX, launched the campaign 11 years ago at what is now TD SYNNEX's location in Greenville, South Carolina. Today, the campaign has expanded across North America with plans to further expand its reach in years to come. Share the Magic has raised over $17 million over the course of 11 years for 12 beneficiaries. They include Children's Hospital Colorado, FIRST Canada and Make-a-Wish South Carolina, to name a few.

EXHIBIT TO RESOLUTION

903

Our Community Pillars

Making an impact on local communities has been a point of pride for TD SYNNEX throughout its history and the history of its legacy companies. TD SYNNEX is continuing its commitment to community support with a focus on the pillars of bridging the digital divide, supporting health and wellness, and investing in children and education.

Digital Divide

- **We believe** that anyone can do great things with technology — but first, they need access.
- **We're focused on** bridging the digital divide by ensuring communities not only have access to devices but to digital literacy programs.
- **We're making it happen** by partnering with organizations like Human-I-T and PCs for People.

Wellness

- **We believe** that health and wellness are essential for our communities to thrive.
- **We're focused on** taking action around the globe to respond to unique challenges and situations.

Children

- **We believe** that unlocking potential for all starts early and never truly ends.
- **We're focused on** actively supporting programs that provide children the tools and resources they need to succeed.
- **We're making it happen** through **Share the Magic**, which has raised **more than $17 million over the past 11 years for 12 beneficiaries** in North America.

EXHIBIT TO RESOLUTION

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Governance

TD SYNNEX takes pride in practicing strong corporate governance, in line with the history of our legacy companies and our values of inclusion, collaboration, integrity and excellence. Our corporate governance program is based on industry best practices, local and national requirements and the needs of our various stakeholders. We are committed to meeting and exceeding our responsibilities to our vendors, partners, customers, co-workers and communities. This includes being transparent and reporting our progress along the way.

To support our value of integrity and promote a culture of ethical leadership and decision-making, we have designed and implemented a comprehensive Ethics and Compliance program. The program has many facets, including several courses focused on ethical business conduct, anti-bribery, anti-corruption and other compliance-related issues. We have also established a series of governance guidelines, which outline the roles of our Board of Directors and our company's senior leadership and shared principles, which describe the behavior expected of our co-workers.

Our Corporate Citizenship program is overseen by a cross-functional steering committee of leaders and is supported through our strong partnership with BSR. Our executive leadership team, including the CEO, reviews and approves our corporate citizenship strategy and provides regular updates to our Board.

2022 Highlights

- Harmonized a new TD SYNNEX Global Code of Conduct establishing and communicating our core expectations and principles regarding ethical business conduct that serves as a foundation to guide us as a single, unified team
- Launched TD SYNNEX's purpose, mission, vision and values and fostered one culture under a Servant Leadership in Action model
- Established a corporate citizenship leadership and governance structure, including our Global Responsibility Team and Sustainability Working Group
- Created and filled the roles of Director of Global Responsibility and Global Sustainability Managers

EXHIBIT TO RESOLUTION

Leading with Integrity

At TD SYNNEX, leading with integrity begins with our Board, who receives regular updates about our corporate citizenship program. As part of our commitment to ensure strong oversight of ESG issues, our Nominating and Corporate Governance Committee assists the Board in its review of the development, oversight and implementation of our ESG policies, programs and practices. Our Audit Committee assists the Board with oversight of the integrity of the company's financial statements, reliability and integrity of the systems of disclosure controls and internal controls over financial reporting processes, the company's compliance with legal and regulatory requirements, the independent auditor's qualifications and independence, performance of the company's internal audit function and independent auditors. The company's IT security and data privacy controls are assigned to the full board via the Corporate Governance Principles. Based on its philosophy of sound corporate governance, the Board sets high standards for itself and for our co-workers, officers and directors. The Board's duty is to serve as a prudent fiduciary for our shareholders as outlined in our governance policies and principles.

We maintain regional and global Compliance Committees to ensure that key executive leaders at TD SYNNEX, including the CEO, are aware of current reporting trends and the resolution or status of investigations and ethics matters. We provide metrics and qualitative details to these internal governing bodies at the end of each quarter.

"The world has an expectation that businesses will be major contributors in helping around environmental, social and governance issues. And you know what? I think that as a group, we're all up for that challenge."

Rich Hume, CEO of TD SYNNEX, during an ESG panel held in 2022 with five of our company's senior leaders for our investor day. Learn more about our leaders' perspectives on TD SYNNEX's role in addressing ESG issues by watching the full ESG panel discussion.

In September 2021, TD SYNNEX's wholly owned subsidiary, Hyve Solutions, which manufactures hyperscale racked server systems for customer data centers, joined the RBA (Responsible Business Alliance) as an "Affiliate" member; and in January 2022 was accepted for "Regular" membership. RBA is a coalition of companies driving sustainable value for workers, the environment and business through the global electronics supply chain. Through this membership, Hyve Solutions joins more than 200 other companies in committing to and implementing the RBA Code of Conduct in its own operations and in deploying the Code to its suppliers.

EXHIBIT TO RESOLUTION

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Prioritizing Privacy and Data Security

Our partnerships are strengthened by relationships built on trust. We know that our partners look to us to help them keep their IT systems and assets secure and we take that responsibility seriously. We apply cybersecurity best practices and international standards, in addition to using best-in-class technology and processes to protect our company and partners. Our company upholds strict IT standards to achieve confidentiality and integrity while ensuring that pertinent information is readily available. We design our IT systems to provide safe and secure use of that information and we extend these best practices to our company's supporting partners. Our policy requires that we use approved TD SYNNEX systems when conducting company business and do not use company devices or networks for any illegal or unethical activities.

While we are constantly improving our organizational and technical measures to stay ahead of emerging threats, we also rely on the security awareness of each of our co-workers. We regularly train our teams to follow all policies and best practices regarding privacy, cybersecurity and IT-acceptable use. TD SYNNEX operates a Cyber Defense Center, which is a specialized security operations team that works to minimize organizational risk and reduce the impact of security breaches through a global team of security experts from across the company to help protect, detect, and respond to threats in real time. They provide continuous security monitoring, vulnerability risk assessment, threat intelligence, and intrusion detection. The Cyber Defense Center uses advanced tools and managed service providers using AI and deep learning to identify atypical user behavior and system events. If we suspect a phishing email, a potential data breach or any other cyber threat, we immediately alert our Cyber Defense Center so it can respond appropriately.

EXHIBIT TO RESOLUTION

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Ensuring Ethics and Compliance

At TD SYNNEX, we empower our global partners to achieve great outcomes with technology. By emphasizing ethical leadership, behavior and compliance, we continue to deliver on our purpose and build our stakeholders' trust. Since unifying our legacy companies, we have worked to harmonize our policies and procedures to ensure a seamless customer and co-worker experience. We want to retain the best practices of both Tech Data and SYNNEX, and we know that will require collaboration and time. Our recently launched TD SYNNEX Code of Conduct establishes and communicates our core expectations and principles regarding ethical business conduct and serves as a foundation to guide us as a single, unified team.

We plan on continuing to enhance our policy library; for example in 2023 we plan to publish a dedicated TD SYNNEX Human Rights Policy, which will include expectations of routine due diligence to identify and address human rights issues in the supply chain.

We also utilize technology to automate guidance and approvals to ensure fast and accurate guidance for our co-workers for common co-worker questions, including gifts and entertainment, conflicts of interest, government official expenses, competitive intelligence and third-party screening. To date, TD SYNNEX co-workers have received over 2,500 instances of custom guidance using these tools.

Should we ever fall short of our principles or fail to achieve compliance, we are committed to taking swift action to address and correct the issue. Our company does not tolerate retaliation and we ask every member of our community to speak up when they see something that isn't right. We have established a broad compliance policy library, as well as reporting channels, to empower our co-workers to understand ethics and compliance issues and report any concerns. These resources include:

- **TD SYNNEX EthicsLine:** provides a means to report any behavior inconsistent with our Code of Conduct 24 hours a day, 365 days a year.
- **Real Tales of Ethics & Compliance video series:** highlights and explains the consequences of real compliance issues.
- **30 Seconds with Ethics & Compliance video series:** highlights key tips and takeaways regarding relevant ethics and compliance topics.
- **Ethics & Compliance toolkits:** provide key points and steps to take in specific situations and delivered in short and simple packages.
- **Policy Pathway modules:** help our co-workers get answers to compliance-related questions digitally and efficiently by leveraging technology tools.
- **Supplier Integrity Principles:** set clear expectations for our suppliers and other business partners regarding human rights in the supply chain, anti-competitive behavior, anti-bribery and anti-corruption, as well as other core governance topics.

Our Principles

Our principles apply to all our co-workers, contractors, Board members and channel partners. They guide us to lead with integrity in the following ways:

- **We will follow** the relevant policies and law
- **We offer a safe**, respectful and inclusive workplace
- **We value** basic human rights
- **We respect** our shareholders and resources
- **We keep** competitive information confidential
- **We report** and manage potential conflicts of interest
- **We are fair and honest** in every interaction
- **We do not tolerate** bribery or corruption
- **We respect** personal privacy
- **We prioritize** cybersecurity
- **We embrace** free and fair competition
- **We hold ourselves accountable** to these principles

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Appendix

EXHIBIT TO RESOLUTION

About this Report

This report details TD SYNNEX's progress in sustainability and is our first-ever sustainability report. Many of the programs mentioned were begun by one of our two legacy companies prior to the merger that established TD SYNNEX – Tech Data and SYNNEX. As part of our effort to establish a unified and strategic approach to all business functions, we believe a corporate citizenship report is a natural next step in tracking the efforts to improve resource management, innovate and ensure responsible governance across our global footprint. It is intended to be our primary source of annual disclosure on sustainability performance and provide a transparent account of our ESG approach and performance. Reporting on other matters can be found in our public SEC filings, annual reports, and corporate website. Data in this report were collected during fiscal year 2022, the period between December 1, 2021 and November 30, 2022, unless otherwise noted.

Safe Harbor Statement

Statements in this report regarding TD SYNNEX Corporation which are not historical facts may be forward-looking statements within the meaning of Section 27A of the Securities Act of 1933 and Section 21E of the Securities Exchange Act of 1934. These forward-looking statements may be identified by terms such as believe, expect, may, will, provide, could and should and the negative of these terms or other similar expressions. These forward-looking statements include, but are not limited to, statements regarding our strategies and goals. These are subject to risks and uncertainties that could cause actual results to differ materially from those discussed in the forward-looking statements. Please refer to the documents filed with the Securities and Exchange Commission, specifically our most recent Form 10-K and subsequent SEC filings, for information on risk factors that could cause actual results to differ materially from those discussed in these forward-looking statements. Statements included in this report are based upon information known to TD SYNNEX Corporation as of the date of presentation and TD SYNNEX Corporation assumes no obligation to update information contained in this report except as otherwise required.

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Sustainability Data Summary

Corporate Metrics	2022
Impact	
Total revenue (thousands)	$62,343,810
Technology partners supported	150,000
Countries served	100

Environment	2022
Energy & Emissions	
Energy Consumption (MWh)[7]	198,562
Renewable energy consumption (MWh)	1,659
Greenhouse Gas Emissions[8,9]	
Scope 1 GHG Emissions (metric tons CO_2e)	14,254
Scope 2 GHG Emissions (metric tons CO_2e)	
Location-based emissions	38,914
Market-based emissions	43,932

[7]Energy usage was estimated/extrapolated for 20% of our energy consumption, and we have used estimations based on two-year averages of energy consumption by building type reported by the Urban Land Institute (Greenpoint Performance Report, Vol. 10 & 11). These estimations are subject to measurement uncertainties resulting from limitations inherent in the nature and the methods used for determining such data. The selection of different but acceptable measurement techniques can result in materially different measurements. The precision of different measurement techniques may also vary.

[8]We assert that our Greenhouse Gas emissions were calculated and estimated based on the World Resource Institute/ World Business Council for Sustainable Development Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard, Revised Edition, including the GHG Protocol Scope 2 Guidance, An amendment to the GHG Protocol Corporate Standard (collectively, the "GHG Protocol"). We utilize the operational control approach as our organizational boundary to consolidate emissions. Emission factors have been applied according to the prioritization hierarchy set forth by the GHG Protocol. These factors were sourced from the 2022 UK Department of Environment, Food & Rural Affairs (DEFRA), U.S. eGRID, Carbon FootPrint's 2021 Grid Electricity Emissions Factors v1.1, 2020 International Energy Agency (IEA) Emission Factors, Energy Market Authority (EMA), Institute for Global environmental Strategies (IGES) List of Grid Emission Factors 2022, and Association of Issuing Bodies (AIB). The measurement of GHG emissions requires us to interpret the criteria, make determinations as to the relevancy of information to be included, and make estimates and assumptions that affect reported information. GHG emissions are subject to measurement uncertainties resulting from limitations inherent in the nature and the methods used for determining such data. The selection of different but acceptable measurement techniques can result in materially different measurements. The precision of different measurement techniques may also vary. KPMG LLP (KPMG) has reviewed our assertion that our Scopes 1 and 2 Greenhouse gas emissions for the year ended November 30, 2022 were calculated based on the GHG Protocol. A copy of the KPMG report can be found on page 47. No other information included within the 2022 Corporate Citizenship Report was subject to KPMG's limited assurance engagement and, accordingly, KPMG does not express a conclusion or any form of assurance on such information.

[9]For direct emissions (Scope 1), approximately 6% of the emissions were the result of estimates. For indirect (Scope 2) emissions, approximately 25% of location-based and 26% of market-based emissions were estimated. In these cases, proxies such as floor area and historical usage were used to derive estimates. Emissions categories are rounded to nearest whole percentage.

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Sustainability Data Summary, Cont.

Environment

	2022
CDP Assessment	
Score	C “Awareness”
EcoVadis Assessment	
Score	Bronze Medal

Social

	2022
U.S. Ethnicity (%)	
American Indian/Alaska Native	1
Asian	8
Black/African American	11
Hawaiian/Pacific Islander	0
Hispanic/Latino	16
Two or more races	2
Undisclosed	1
Elected Not to Specify	2
White	59

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Sustainability Data Summary, Cont.

Social	2022
Workforce	
Number of full-time employees	approximately 23,500
Global Employees by Gender (%)	
Male	58
Female	42

Social	2022
Employee Engagement	
Huang Leadership Development Scholarships awarded	7
Co-workers reporting that they felt welcomed when they joined TD SYNNEX (%)[10]	85
Co-workers reporting that management trusts people to do a good job (%)[10]	81
Business Resource Groups	7

[10] US-only figures.

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Task Force on Climate-related Financial Disclosures (TCFD) Disclosure Index

Disclosure Focus Area	2022 Response
Governance Disclose the organization's governance around climate-related risks and opportunities.	Our Corporate Citizenship program is overseen by a cross-functional steering committee of leaders and is supported through our strong partnership with BSR. Our executive leadership team, including the CEO, reviews and approves our corporate citizenship strategy and provides regular updates to our Board. Board members participate in discussions on climate-related issues. The Nominating and Corporate Governance Committee has primary oversight of ESG. Climate-related issues were discussed in several Board meetings in the period, and have later guided major plans of action and goal setting, among others.

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TCFD Disclosure Index, Cont.

Disclosure Focus Area	2022 Response
Strategy Disclose the actual and potential impacts of climate-related risks and opportunities on the organization's businesses, strategy and financial planning.	We do not define, in explicit terms, substantive risk within our public filings at this time. However, we acknowledge that increasing attention on environmental, social and governance (ESG) matters may have a negative impact on our business, impose additional costs on us, and expose us to additional risks. Companies are facing increasing attention from investors, customers, partners, consumers and other stakeholders relating to ESG matters, including environmental stewardship, social responsibility, diversity and inclusion, racial justice and workplace conduct. In addition, organizations that provide information to investors on corporate governance and related matters have developed ratings processes for evaluating companies on their approach to ESG matters. Such ratings are used by some investors to inform their investment and voting decisions. Unfavorable ESG ratings may lead to negative investor sentiment toward the Company, which could have a negative impact on our stock price and our access to and costs of capital. We have established corporate social responsibility programs aligned with sound environmental, social and governance principles. These programs reflect our current initiatives and are not guarantees that we will be able to achieve them. Our ability to successfully execute these initiatives and accurately report our progress presents numerous operational, financial, legal, reputational and other risks, many of which are outside our control, and all of which could have a material negative impact on our business. With regard to climate-related risks, which have the potential to have substantive financial or strategic impact on our business, TD SYNNEX acknowledges that risks exist, but none with potential to have a substantive financial or strategic impact on business. The preliminary climate risk assessment we conducted in 2022 using estimations from the Climate Impact Lab does not show risks with potential to have a substantive negative impact on our business. However, we are continuously assessing risk and may identify additional risks in the future. We will develop our transition plan in the next two years following our formal commitment to SBTi.

EXHIBIT TO RESOLUTION

TCFD Disclosure Index, Cont.

Disclosure Focus Area	2022 Response
Risk Management Disclose how the organization identifies, assesses and manages climate-related risks.	We conducted a preliminary climate risk assessment in 2022 using estimations from the Climate Impact Lab (https://impactlab.org). This Lab estimates the relationship between a changing climate and human well-being across eight categories: human health, labor productivity, energy demand, agriculture, manufacturing, damage to coastal infrastructure, increased social conflict and crime, and altered migration patterns. In addition to providing localized climate risk information, the Lab is monetizing and aggregating these impacts to produce the world's first empirically derived estimate of the social cost of carbon (SCC) — the cost to society and the economy from each ton of carbon dioxide emitted. Additionally, we have a Business Continuity Plan that follows industry-standard guidelines, which include end-to-end procedures that enable TD SYNNEX to respond to a natural or man-made disaster with minimal disruption to our critical business functions. Disasters are defined as major business interruptions and fall into these categories: natural disasters (e.g., hurricanes, floods, earthquakes, etc.), contamination (e.g., pandemic, HAZMAT leaks, etc.), infrastructure or technology disasters (e.g., data center, telecommunication failure, etc.), and life/safety-security related events (e.g., civil unrest, terrorism, war, etc.). As a part of our planning process, we coordinate with Corporate Real Estate and Security to assess potential risks at each location, which may include, but are not limited to, climate/flood zones, security threats and health/safety risks. In the following months, we will be forming a Climate Task Force with internal functional teams such as Sustainability, Finance, Real Estate, Procurement and Business Continuity Planning.

EXHIBIT TO RESOLUTION

TCFD Disclosure Index, Cont.

Disclosure Focus Area	2022 Response
Metrics and Targets Disclose the metrics and targets used to assess and manage relevant climate-related risks and opportunities.	We are tracking emissions data including: • Gross global Scope 1 emissions (metric tons CO_2e): 14,254 • Scope 2, location-based (metric tons CO_2e): 38,914 • Scope 2, market-based (metric tons CO_2e): 43,932 Our emissions intensity will reduce over the next five years aligned with our goal of net-zero GHG emissions in our global operations by 2045. We will develop our emissions target in the next year when formally submitting to SBTi.

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Sustainability Accounting Standards Board (SASB) Standards Index

Multiline and Specialty Retailers & Distributors					
Topic	Accounting Metric	Category	Unit of Measure	Code	2022 Response
Energy Management in Retail & Distribution	(1) Total energy consumed, (2) percentage grid electricity, (3) percentage renewable	Quantitative	Gigajoules (GJ), Percentage (%)	CG-MR-130a.1	1. Total energy consumed in 2022: Approximately 198,562 MWh 2. Percentage grid energy: Approximately 99% 3. Percentage renewable energy: Approximately 1%

EXHIBIT TO RESOLUTION

SASB Standards Index, Cont.

Multiline and Specialty Retailers & Distributors

Topic	Accounting Metric	Category	Unit of Measure	Code	2022 Response
Data Security	Description of approach to identifying and addressing data security risks	Discussion and Analysis	n/a	CG-MR-230a.1	The maintenance of privacy and a security culture and the prevention of cybercrimes is a core focus that is addressed by the Board during security briefings on cybersecurity matters. Our prioritization of our cybersecurity risk management strategy is critical to maintaining the trust of our stakeholders. Our cybersecurity program is led by a dedicated team and includes protocols for detecting, addressing and responding to cybersecurity incidents. Business continuity, disaster recovery planning and testing, and security vulnerability assessments are frequently conducted. Our security strategy has been assessed by several independent security firms. As part of our information security training program, we provide cybersecurity awareness training and emphasize ethical spear-phishing simulations. Our cybersecurity insurance thresholds and deductibles align with industry expectations. 2022 Corporate Citizenship Report > Governance > Prioritizing Privacy and Data Security

EXHIBIT TO RESOLUTION

SASB Standards Index, Cont.

Multiline and Specialty Retailers & Distributors

Topic	Accounting Metric	Category	Unit of Measure	Code	2022 Response
Workforce Diversity & Inclusion	Percentage of gender and U.S. racial/ethnic group representation for (1) management and (2) all other employees	Quantitative	Percentage	CG-MR-330a.1	2022 Corporate Citizenship Report > Appendix > Sustainability Data Summary
Product Sourcing, Packaging & Marketing	Discussion of strategies to reduce the environmental impact of packaging	Discussion and Analysis	n/a	CG-MR-410a.3	2022 Corporate Citizenship Report > Environmental Sustainability > Optimizing Our Operations
Activity Metrics	Number of: (1) retail locations and (2) distribution centers	Quantitative	Number	CG-MR-000.A	As a result of the Merger, we have expanded both our domestic and international operations. We operate 181 distribution and administrative facilities globally.[11]

[11] The locations included in this report are aligned with our Corporate Real Estate listing of sites. Our larger company facilities often have several utility meters and/or accounts. For this reason, some company locations may be counted as one site with several discrete sites within, for the purpose of calculating emissions.

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United Nations Sustainable Development Goals

Goal	Most Relevant Targets	Examples of Impact in 2022
Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all (Quality Education)	4.4 By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship	Making an impact on local communities has been a point of pride for TD SYNNEX throughout its history and the history of its legacy companies. TD SYNNEX is continuing its commitment to community support with a focus on the pillars of bridging the digital divide, supporting health and wellness, and investing in children and education. 2022 Corporate Citizenship Report > Social Responsibility > Committing to Our Communities
Goal 5. Achieve gender equality and empower all women and girls (Gender Equality)	5.5 Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic and public life	Through our DEI roadmap, we are driven to foster a diverse workforce, an inclusive culture and programs and practices that are equitable for all. We are dedicated to providing opportunities for DEI-focused education, awareness and engagement. To help make this effort come to life, TD SYNNEX has committed to having a diverse Board, with members coming from a variety of industries and backgrounds. Currently, 55% of our Board identifies as female or a member of a minority group. 2022 Corporate Citizenship Report > Social Responsibility > Affirming that Our Differences Make the Difference

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United Nations Sustainable Development Goals, Cont.

Goal	Most Relevant Targets	Examples of Impact in 2022
Goal 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all (Decent Work and Economic Growth)	8.8 Protect labor rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment	TD SYNNEX takes pride in practicing strong corporate governance, in line with the history of our legacy companies and our values of inclusion, collaboration, integrity and excellence. Our corporate governance program is based on industry best practices, local and national requirements and the needs of our various stakeholders. We are committed to meeting and exceeding our responsibilities to our vendors, partners, customers, co-workers and communities. We believe that safety is a shared responsibility, and that we can ensure future safety through a combination of strong work practices and the vigilance of every one of our co-workers. Our objective is to provide a safe workplace and environment for all co-workers and our goal is zero accidents and injuries. We work to achieve this by following the guidance of applicable Occupational Safety & Health Administration (OSHA) standards, continually reviewing work practices, and analyzing any incidents for ways to improve. We provide a wide variety of safety training courses — delivered when co-workers are hired, based on their job description, prior to use of certain equipment, or annually — as appropriate to the situation. 2022 Corporate Citizenship Report > Governance 2022 Corporate Citizenship Report > Social Responsibility > Ensuring a Safe Workplace for All TD SYNNEX Website > Governance Policies and Principles

EXHIBIT TO RESOLUTION

United Nations Sustainable Development Goals, Cont.

Goal	Most Relevant Targets	Examples of Impact in 2022
Goal 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation (Industry, Innovation and Infrastructure)	9.b Support domestic technology development, research and innovation in developing countries, including by ensuring a conducive policy environment for, inter alia, industrial diversification and value addition to commodities	We're a leading distributor and solutions aggregator for the IT ecosystem and our vision is to connect the global IT ecosystem and unlock its potential for all. We're an innovative partner that helps our customers maximize the value of IT investments, demonstrate business outcomes and unlock growth opportunities. Our global reach enables big solutions and we benefit from leadership across our operations who test solutions and programs that make a difference. We partner with the entire technology ecosystem to manage relentless transformation, execute confidently and evolve to capture opportunities as they emerge. We deliver solutions for every type of ecosystem partner through global technology distribution and solution aggregation capabilities. 2022 Corporate Citizenship Report > We're TD SYNNEX TD SYNNEX Website > About Us

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United Nations Sustainable Development Goals, Cont.

Goal	Most Relevant Targets	Examples of Impact in 2022
Goal 12. Ensure sustainable consumption and production patterns (Responsible Consumption and Production)	12.2 By 2030, achieve the sustainable management and efficient use of natural resources	Through our new Corporate Citizenship program, we are working to lower our global carbon footprint, expand the circular economy and deliver education and thought leadership by taking a coordinated, collaborative approach. We have committed to the Science-based Target initiative (SBTi) Business Ambition Pledge and established a target to achieve net-zero GHG emissions in our global operations by 2045, with many of our locations aligning with even more aggressive timelines and locally appropriate guidelines. Along the way, we plan to set targets for emissions reductions and increase our sustainability initiatives worldwide. We are also committed to advancing the circular economy by partnering with our stakeholders to maximize the value of technology and minimize waste. To better understand our environmental impact and our opportunities to improve, we have conducted internal assessments and benchmarking. We are also deploying environmental management systems, aligning with international standards and reporting our performance through CDP. We recognize that sustainability is a journey, and we are confident that we can drive meaningful change across our business and the IT ecosystem. 2022 Corporate Citizenship Report > Environmental Sustainability
	12.5 By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse	Our goal is to embed circular economy principles into our product life-cycle management strategy and partner with stakeholders to minimize waste through repairs, refurbishment and recycling. Efforts such as our waste reduction program in Hong Kong have earned distinctions including Wastewi$e certification, and in France we achieved ISO 9001 and 14001 certifications and earned EcoVadis' Platinum Medal for our sustainable management system. When we refurbished our Bracknell, U.K., offices, we wanted to minimize waste. By partnering with the charity Waste to Wonder, we donated office furniture to the Not Alone Foundation Trust, which serves underprivileged children in Ghana, West Africa. We plan to adopt the same process as we move and refurbish other U.K. sites. 2022 Corporate Citizenship Report > Environmental Sustainability > Optimizing Our Operations

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United Nations Sustainable Development Goals, Cont.

Goal	Most Relevant Targets	Examples of Impact in 2022
Goal 13. Take urgent action to combat climate change and its impacts (Climate Action)	13.2 Integrate climate change measures into national policies, strategies and planning	Climate action can't wait, so we've made it our environmental priority. We began our carbon-reduction journey in September 2021, when we signed the SBTi's Business Ambition Pledge. In line with the Paris Agreement — which aims to limit global warming to pre-industrial levels — we committed to achieving net-zero GHG emissions in our global operations by 2045. To get there, we're focused on minimizing the carbon footprint of our operations while working with partners to help decarbonize the IT ecosystem. We are also implementing data management systems to enhance our collection and disclosure of GHG emissions data. These efforts will help make up our carbon-reduction roadmap, which will outline our pathway forward. 2022 Corporate Citizenship Report > Our Corporate Citizenship Strategy 2022 Corporate Citizenship Report > Environmental Sustainability > Reducing Our Carbon Footprint

EXHIBIT TO RESOLUTION

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Independent Accountants' Report

KPMG LLP
Mission Towers I
Suite 600
3975 Freedom Circle
Santa Clara, CA 95054

To the Board of Directors
TD SYNNEX Corporation:

We have reviewed management of TD SYNNEX Corporation's (the Company) assertion that the Company's Scope 1 and 2 Greenhouse Gas Emissions, as presented on page 32 of the accompanying 2022 Corporate Citizenship Report, for the year ended November 30, 2022 (the "Subject Matter") are calculated based on the World Resource Institute/World Business Council for Sustainable Development Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard, Revised Edition, including the GHG Protocol Scope 2 Guidance, An amendment to the GHG Protocol Corporate Standard (collectively, the "GHG Protocol" and the "Criteria"). The Company's management is responsible for its assertion. Our responsibility is to express a conclusion on management's assertion based on our review.

Our review was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the review to obtain limited assurance about whether any material modifications should be made to the Subject Matter in order for it to be in accordance with (or based on) the Criteria. The procedures performed in a review vary in nature and timing from and are substantially less in extent than, an examination, the objective of which is to obtain reasonable assurance about whether the Subject Matter is in accordance with (or based on) the Criteria, in all material respects, in order to express an opinion. Accordingly, we do not express such an opinion. Because of the limited nature of the engagement, the level of assurance obtained in a review is substantially lower than the assurance that would have been obtained had an examination been performed. We believe that the review evidence obtained is sufficient and appropriate to provide a reasonable basis for our conclusion.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements related to the engagement.

The procedures we performed were based on our professional judgment and consisted primarily of inquiries of management to obtain an understanding of the methodology applied, assessment of the Company's application of the stated methodology for deriving the greenhouse gas emissions, and recalculation of a selection of greenhouse gas emissions.

As described on page 32 of the accompanying 2022 Corporate Citizenship Report, the preparation of the Subject Matter requires the Company's management to interpret the Criteria, make determinations as to the relevancy of information to be included, and make estimates and assumptions that affect reported information. The selection of different, but acceptable measurement techniques can result in materially different measurements. Different entities may make different, but acceptable interpretations and determinations.

Our review was limited to management's assertion that the Company's Scopes 1 and 2 Greenhouse Gas Emissions, as presented on page 32 of the accompanying 2022 Corporate Citizenship Report, for the year ended November 30, 2022 (the "Subject Matter") are calculated based on the Criteria. The Company's 2022 Corporate Citizenship Report includes other information and metrics that were not subject to our review procedures. The Company's 2022 Corporate Citizenship Report also includes goals and targets that were not subject to our review procedures. Accordingly, we do not express an opinion, conclusion, or any other form of assurance on such information or metrics.

Based on our review, we are not aware of any material modifications that should be made to management of TD SYNNEX Corporation's assertion that the Company's Scopes 1 and 2 Greenhouse Gas Emissions for the year ended November 30, 2022 are calculated based on the GHG Protocol in order for it to be fairly stated.

KPMG LLP

Santa Clara, California
February 9, 2023

KPMG LLP, a Delaware limited liability partnership and a member firm of the KPMG global organization of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee.

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TD SYNNEX

Global Headquarters

44201 Nobel Drive
Fremont, CA 94538

16202 Bay Vista Drive
Clearwater, FL 33760

www.tdsynnex.com
corporatecitizenship@tdsynnex.com

Global Human Rights Policy

TD SYNNEX is committed to conducting all business activities in accordance with all applicable laws, regulations and internationally recognized human rights principles.[i] This TD SYNNEX Global Human Rights Policy ("Policy") provides guidance and establishes clear expectations for all TD SYNNEX business partners.

Due Diligence

We expect our business partners to have a robust due diligence process in place to assess their own and their business partners' performance for human rights and responsible sourcing. This includes:

- Conducting due diligence assessments of how their activities might adversely affect human rights, to minimize adverse impacts, and to remediate harms.
- Establishing and following a process to identify and mitigate risks in their supply chains.
- Conducting social compliance audits on their suppliers that assess supplier performance against Social Compliance topics including, but not limited to: Compliance with laws and regulations, Wages and Benefits, Child Labor, Modern Slavery, Forced Labor and Human Trafficking, Working Hours, Discrimination and Harassment, Environmental, Health and Safety and Freedom of Association.
- Ensuring that suppliers are assessed on an annual basis.

Upon completing this due diligence, it is expected that business partners will take action to improve their own business practices or work directly with their suppliers to develop action plans outlining the steps the supplier will take towards meeting expectations.

Compliance with Laws and Regulations

Partners are required to comply with all applicable laws in any country in which they conduct business and demonstrate actions in all situations that meet or exceed those required by applicable law.

Fundamental Principles and Rights at Work

The following principles apply directly to all TD SYNNEX business partners, who are also expected to ensure the same principles are followed by their suppliers.

Wages and Benefits

Business partners and their suppliers must ensure that wages paid to employees comply with all applicable wage laws, including minimum wages, overtime hours and legally mandated benefits. Holidays and paid annual leave shall be paid according to applicable laws. Benefits provided to employees must meet the applicable minimum legal standards.

Global Human Rights Policy

All employees shall be provided with clear and understandable written information about their wage for each pay period and their employment conditions in a language understood by the employee.

Wage deductions must not be excessive and shall be itemized. Deductions from wages as a disciplinary measure should not be permitted. No deductions from wages are permitted without the express, written permission of the employees concerned.

Working Hours

Business partners must ensure that they and their suppliers comply with applicable laws and industry standards around working hours. All workers shall be entitled to at least one day off during each seven-day period. If overtime work is needed, it should be voluntary and workers shall be compensated at a rate which is higher than regular wages and in accordance with applicable laws. Furthermore, a standard workweek should not be more than 60 hours a week, including overtime, except if there is an emergency or extraordinary circumstances.

Forced Labor

Business partners must ensure that they and their suppliers never use any forced, bonded or indentured labor, or involuntary prison labor, or participate in any forms of trafficking of persons or slavery. All our business partners and their suppliers must respect and follow international human rights instruments, which prohibit all forms of modern slavery and human trafficking. This includes transporting, harboring, recruiting, transferring or receiving persons by means of coercion, force, or threat. There shall never be any restrictions on freedom of movement.

Child Labor

Business partners and their suppliers must ensure compliance with all applicable laws and only employ individuals who are at, or above, the legal minimum working age, the age designated by applicable law for completion of compulsory education, or 15 years of age, whichever is greater.

For any work that requires greater maturity, is hazardous in nature, or includes night work that could conflict with educational needs, the employee shall be at least 18 years of age. Partners and their suppliers are required to maintain official documentation of each employee's date of birth, and this should be verified during the hiring process and confirmed through social compliance audits.

Discrimination and Harassment

Business partners must ensure that they and their suppliers never discriminate against their employees or prospective employees in any circumstance. This is inclusive of hiring practices, termination of employees or other terms or conditions of work that reflect discrimination, injustice, and systemic racism, including any form of discrimination or harassment on the basis

EXHIBIT TO RESOLUTION

Global Human Rights Policy

of race, color, national origin, gender, gender identity, religion, age, disability, political affiliation, sexual orientation, social or marital status, maternity, or membership in worker's organizations. TD SYNNEX prohibits harassment, discrimination, violence, and retaliation of any kind, and we expect our Business Partners to have zero tolerance for violations motivated by any form of prejudice or bigotry.

Disciplinary Practices

Business partners must ensure that they and their suppliers do not engage in any physical discipline or abuse, the use or threat of corporal punishment, or the use or threat of any type of abuse or harassment against its employees, including but not limited to mental, physical, sexual or verbal harassment. The use or threat of any other forms of intimidation are also prohibited. All major disciplinary measures taken against employees shall be documented.

Environmental

Business partners must ensure that they and their suppliers are in compliance with all local environmental laws and regulations applicable to the workplace. Business partners and their suppliers must also conduct business in a manner which considers their environmental impact.

Health and Safety

Business partners must ensure that they and their suppliers always provide a safe, respectful, and healthy working environment in accordance with applicable laws and regulations. Employees should regularly be trained on health and safety to ensure compliance and employees should be provided with the necessary Personal Protective Equipment (PPE) to conduct their job in a safe manner.

Freedom of Association

Business Partners should always respect the rights of their employees to join any lawful organization, including union membership.

Education

TD SYNNEX recognizes the importance of education and the sharing of best practices in human rights and social compliance. TD SYNNEX is committed to working collaboratively with our partners to provide training on key issue topics and facilitate the sharing of industry best practices around human rights and responsible sourcing practices.

Reporting

Progress is reported on an annual basis through the TD SYNNEX Corporate Citizenship Report which will be informed through the following:

EXHIBIT TO RESOLUTION

Global Human Rights Policy

- Business partners working with their suppliers to ensure suppliers have effective management systems in place to ensure compliance.
- Business partners and their suppliers maintaining onsite documentation to verify compliance.
- Business partners developing action plans to ensure meeting the expectations outlined herein. The developed action plan needs to include education and training.
- Business partners taking swift action to remediate any issues if non-conformities are identified

At TD SYNNEX request, business partners shall provide documentation that demonstrates compliance to this TD SYNNEX Human Rights Policy.

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[i] We **respect all human rights - civil, political, economic, social, and cultural. TD SYNNEX is committed to respecting the human rights under the following international human rights instruments:**

UN Guiding Principles on Business & Human Rights
The Global Network Initiative Principles
Universal Declaration of Human Rights
International Covenant on Civil and Political Rights
International Covenant on Economic, Social and Cultural Rights
International Labour Organization's Declaration on Fundamental Principles and Rights at Work
Convention on the Elimination of All Forms of Discrimination against Women
Convention on the Rights of the Child
Convention on the Rights of Persons with Disabilities
International Convention on the Elimination of All Forms of Racial Discrimination
International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families
Geneva Conventions and their Additional Protocols
Rome Statute of the International Criminal Court
United Nations Declaration on the Rights of Indigenous Peoples
United Nations Declaration on Human Rights Defenders

TD SYNNEX supports the following frameworks and multi-stakeholder initiatives:

Child Rights and Business Principles
Global Network Initiative
Sustainable Development Goals
United Nations Global Compact
United Nations Standards of Conduct for Business on Tackling Discrimination against LGBTI people
Women's Empowerment Principles

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10ZIG
203 TRADING LLC
22MILES
2CRSI
2K
3DTV CORPORATION
3M
3S SYSTEM TECHNOLOGY INC.
5 POINT SOLUTIONS LLC
6CLICKS NETWORKS
65BIT SOFTWARE LIMITED
7Signal SOLUTIONS INC
888 DIGITAL
911INFORM

A-DATA
AAT DATA
A2C SERVICES LTD
A2C SERVICES LTD DBA
CIRCULAR COMPUTING
AACIS INVESTMENTS, INC. DBA ALPHAGRAPHICS
AADYA
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AAVA MOBILE
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ACCORTEC INCORPORATED
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ACTION CS
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ECOPOST
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EDIMAX COMPUTER COMPANY
EDU PARTS
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EERO LLC
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ELECTRO-WISE DALLSA INC. DBA: EWD SOLUTIONS
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ELITE GROUP (ECS)
ELITE SCREENS
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EXORVISION, INC
EXPLAIN EVERYTHING SALES, INC.
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MAKERBOT
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MAKITO USA, INC
MALWAREBYTES
MAN & MACHINE, INC.
MANDOE MEDIA
MANHATTAN - STRATEGIC
MARABU NORTH AMERICA LP
MARKETS AND MARKETS
MARSHALL ELECTRONICS
MASON AMERICA
MATERIALISE USA LLC
MATROX
MATTEL INC
MAX INTERACTIVE INC.
MBM TRADING INC
MBX
MDI INC DBA TAG TECHNOLOGY
MEDALLIA
MEDIATECH, INC.
MEDIGATE
MEGAPORT
MEGH COMPUTING
MELLANOX
MEMORY EXPRESS
MENLO SECURITY
MERCURY
MERIDIAN TECHNOLOGIES INC
MERIDIAN ZERO DEGREES, LLC
MERKURY INNOVATIONS LLC
MATTERPORT
META COMPANY
METADOT CORPORATION
METEOR EDUCATION LLC
METRO BUSINESS SYSTEMS, INC.
METROPOLITAN VACUUM CLEANER CO., INC.
METTLER TOLEDO, LLC
MICRO MICR CORPORATION
MICRO SOLUTIONS ENTERPRISES
MICRO STRATEGIES
MICRON
MICROPAC TECHNOLOGIES, INC.
MICROSEMI
MICROSOFT
MILESTONE AV TECHNOLOGIES
MILESTONE SYSTEMS
MILLENIUM RETAIL SOLUTIONS DBA CRIMSON
MIMO DISPLAY LLC DBA MIMO
MINIO
MITEL NETWORKS
MK1 STUDIO
MOBILE EDG
MOLEX
MONITORS
MINGTEL INC DBA AZPEN INNOVATION
MIRANTIS, INC.
MMF POS
MOBIL TRACKR
MOBILE DEMAND, LC
MOBILE INTERNATIONAL INC
MOBILE MARK, INC.
MOBILE TECH/ARMORACTIVE
MOBISYSTEMS INC
MOHAWK USA
MOLEX
MONOPRICE
MONNIT
MOONWALK
MOORECO, INC.
MORE DIRECT
MORPHEUS DATA, LLC
MOTOROLA
MOVAVI SOFTWARE INC.
MSI
MTA MOVING
MULTITECH SYSTEMS
MULTPLX
MURATEC
MUSEUM
MUTALINK
MUTARE SOFTWARE
MXL
MY VIRTUAL BENCH
MYRICOM

N1 CRITICAL TECHNOLOGIES, INC.
NAGIOS
NANONATION
NANOV
NATIONAL PRODUCTS
NAVORI INC.
NCP ENGINEERING INC
NEC
NEKTOVA GROUP LLC
NELSON-MILLER INC.
NERDIO, INC.
NESA
NEST
NETALLY
NETAPP
NETGEAR
NETI
NETIS SYSTEMS USA CORP.
NETKILLER
NETLIST, INC.
NETMOTION SOFTWARE, INC.
NETOP TECH INC.
NEUVECTOR
NEVERWARE, INC
NEW DREAM
NEW IN BLUE
NEW RELIC
NEWELL RUBBERMAID, SANFORD L.P.
NEWLINE INTERACTIVE, INC
NEXENTA
NEXLINK COMMUNICATIONS LLC
NEXT DLP
NEXTIVA
NGINX
NIAGARA NETWORKS
NICE SYSTEMS INC
NICELABEL AMERICAS, INC.
NIMBLE
NIMBUS DATA INC
NINEYARDS
NINJIO
NINJAONE
NINTENDO OF AMERICA
NINTENDO OF AMERICA INC.
NITEL
NITRO SOFTWARE INC.
NLU PRODUCTS, L.L.C. DBA BGZ BRANDS
NOBLE SEC
NODEWEAVER
NOKIA
NOLO - STRATEGIC
NONSTOCK MISC VENDOR
NORTEK SECURITY & CONTROL LLC
NOVASTOR CORPORATION
NOW MICRO
NSION TECHNOLOGIES
NSX TECHNOLOGIES INC DBA ANYWHERE CART
NTERONE CORPORATION
NUMONIX, LLC
NUPOST
NUREVA
NUTANIX
NUWAVE
NVIDIA

OBJECT FIRST
OBSERVINT TECHNOLOGIES INC
OCEAN INC
OKIDATA
OMNICHARGE
OMNI SYSTEMS
OMNIVEX
ONAPSIS
ONE ID
ONE STOP SYSTEMS, INC
ONE WORLD TOUCH, LLC
ONESTREAM
ONGUARD SYSTEMS
ONVIEW
ONYX GRAPHICS INC
OPEN-E
OPEN TEXT
OPENGEAR
OPMANTEK
OPSWAT
OPTICON, INC.
OPTOMA
ORACLE
ORBIC
ORDR, INC.
ORESUS INC
ORIONVM INC.
ORTRONICS
OTHER WORLD COMPUTING, INC.
OTTERBOX
OVERLAND

PACKAGING STRATEGIES, INC
PAESSLER GMBH
PALMER DIGITAL GROUP
PALO ALTO NETWORKS
PANASONIC
PANDA DISTRIBUTION, INC.
PANDUIT
PANNIN TECHNOLOGIES, LLC
PANORAMA ANTENNAS, INC.
PANZERGLASS
PARA SYSTEMS INC.
PARABLUE
PARAGON FURNITURE, INC
PARAGON SOFTWARE GROUP CORP
PARALLELS
PARK PLACE TECHNOLOGIES LLC
PARSEC TECHNOLOGIES, INC.
PARTPOINT INC
PATCH MY PC LLC
PATRIOT
PAYPAL
PC MATIC INC (DS)
PCTEL, INC.

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PDI
PEACH FUZZER LLC
PEAK-RYZEX, INC.
PEERLESS AV
PEGASUS LOGISTICS GROUP, INC.
PELSUE
PERFECT FIT TECHNOLOGIES, INC
PERIMETER 81
PHILIPS
PHOENICS ELECTRONICS CORPORATION
PHOOZY
PHUNWARE
PHYBRIDGE INC
PICA8, INC
PING HD, LLC
PING IDENTITY
PIONEER
PIVOT TECHNOLOGY SERVICES CORP.
PIVOT3
PIVOTAL SOFTWARE INC
PLANAR
PLAYSEAT
PLDS USA INC
PLIOPS
PLIXER LLC
PLUG-IN STORAGE SYSTEMS, INC
PLUGABLE TECHNOLOGIES
PLUMGRID, INC.
PLUS TECHNOLOGIES, LLC
PNY
PODIUM DATA INC
POLARIS DEVELOPMENT CORP.
POLARITY.IO, INC.
POS
POSDATA, INC., A DIVISION OF CONTROL SOLUTIONS, INC.
POSIFLEX
POSTURITE LTD.
PRADEO
PRECISION DYNAMICS CORPORATION
PRECISION MOUNTING TECHNOLOGIES LTD.
PREMIER S & P, LLC
PREMIUM COMPATIBLES
PRESTIGE INTERNATIONAL, INC.
PRETON LTD.
PRINT FINISHING SOLUTIONS
PRINT MANAGER COMPANY
PRINTEK
PRINTERLOGIC
PRINTIX.NET APS
PRINTRONIX
PRIVAFY
PRIVATIZEME, LLC
PRIVORO, LLC
PRO-COM PRODUCTS, INC. / WOCF LLC.
PROCESSBOLT INC
PROCURRI LLC
PROGRESS SOFTWARE
PROHAWK
PROPRIETARY INNOVATION LABS INC
PROTEC SCIENTIFIC
PROTECT COMPUTER
PRODUCTS INC.
PROLION
PROMISE
PROOFPOINT
PROXIMITY SYSTEMS, INC
PTC, INC.
PULSE SECURE
PUPPET LABS, INC
PURPLE WIFI LTD
PYRAMID TIME - STRATEGIC

Q6 INTELLIGENCE, LLC
QNAP
QOMO LLC
QPCS
QUALCOMM
QUALITY COMPUTER ACCESSORIES INC.
QUALYS, INC
QUAM NICHOLS COMPANY
QUANMAX USA INC
QUANTA
QUANTUM
QUARK INC
QUATRRO
QUICK QUALITY CABINETS
QUICKEN INC
QUICKET SOLUTIONS
QUOTIENT, INC.
QUMU
QUNIFI LIMITED

RACKMOUNT
RACKSOLUTIONS INC
RADAPTIVE
RADIO IP
RADWARE
RAIN DESIGN - STRATEGIC
RAM MOUNTS
RANGEFORCE
RAPIDDEPLOY INC
RAPTOR BLASTING SYSTEMS LLC
RARITAN
RAYCOP NORTH AMERICA INC
RAYMOND & LAE ENGINEERING, INC.
RAZER
READYDOCK, INC. DBA ICLEANSE
REALDEFENCE LLC
REALVNC LTD
RECAST SOFTWARE, INC.
RECIPROCITY
RECORDEX MANUFACTURING, INC.
RED GATE SOFTWARE LTD
RED HAT
RED LION CONTROLS, INC
REDSKY TECHNOLOGIES
REDWOLF SECURITY
RELAUNCH AGGREGATOR
REMAGO
REMARKETED
RESPOND SOFTWARE
RETROSPECT, INC.
REVEALD
REVOLUTION ACOUSTICS
RFID-STRATEGIC
RGB SPECTRUM
RGNETS
RH BUSINESS TRADING LLC
RHINO HEALTH
RIBBON COMMUNICATIONS
RICHWOODS TECHNOLOGY
RIGADO
RING CENTRAL-RAW MATERIAL
RING CENTRAL, INC
RING, LLC
RISO-STRATEGIC
RITTAL
RIVERBED
RIVERSIDE TECHNOLOGIES, INC.
RIVET NETWORKS LLC
ROBERT BOSCH TOOL CORPORATION
ROCKETBOT
ROCKPORT NETWORKS
ROCKSTAR GAMES
ROCSTORAGE INC.
ROKU, INC
ROOFTOP
ROSE ELECTRONICS
RSA
RSTAR
RT SALES, INC.
RTECH SOLUTIONS
RTHREAT
RUCKUS
RUGGED PROTECTION, INC.
RUN.AI

SACO ENTERPRISES INC. DBA PACTECH
SAFE SOFTWARE INC
SAFETY VISION
SAHARA PRESENTATION SYSTEMS INC. DBA CLEVERTOUCH
SAILPOINT
SALAMANDER
SAMSONITE
SAMSUNG
SANDISK
SANGOMA
SANMINA
SANS DIGITAL
SANYO DENKI AMERICA, INC.
SAP AMERICA
SAPIEN TECHNOLOGIES, INC.
SATECHI
SATO
SAVANT TECHNOLOGIES LLC, DBA GE LIGHTING, A SAVANT COMPANY
SAVIN
SAVIYNT
SCALA
SCALE COMPUTING
SCALEFLUX
SCANTRON CORPORATION
SCHEDMD
SCIANTA ANALYTICS LLC
SCIENCE LOGIC
SCM MICRO
SCOOTER SOFTWARE INC
SCOPESTACK
SCORE VISION
SCREENBEAM INC.
SEAGATE
SEAGULLSCIENTIFIC
SEAL SHIELD
SECLORE
SECPOD LTD PVT
SECTRIO
SECULORE SOLUTIONS, LLC
SECUREDATA, INC.
SECURELOGIX CORPORATION
SECURITY CAMERA WAREHOUSE
SECURITY COVERAGE, INC
SECURITY STUDIO
SEGUE CORPORATION
SEGWAY INC
SEH TECHNOLOGY, INC.
SEIKO
SEISMIC LLC
SEMOTUS
SENCHA INC.
SENCOR EUROPE, SPOL. S.R.O.
SENGLED USA INC
SENNHEISER
SENTINEL TECHNOLOGIES, INC
SENTRY BAY
SERVER TECHNOLOGY, INC.
SERVICE
SERVICE365
SERVICEPOINT365, LLC
SHAPE SECURITY, INC.
SHAREGATE GROUP INC
SHAREPOINTXPERTS, LLC
SHARP
SCHNEIDER ELECTRIC
SHUTTLE COMPUTER INT
SIBLINGS INVESTMENT INC., DBA VANTEC THERMAL TECHNOLOGIES
SIC SALES & MARKETING INC
SIEMON COMPANY
SIEMONS
SIERRA CIRCUIT REPAIR, INC
SIERRA WIRELESS
SIGNAGELIVE, INC
SIIG
SIKLU
SIMEON CLOUD
SIMPLIFI
SK HYNIX
SKYEBROWSE
SILICOM CONNECTIVITY SOLUTIONS
SILICON POWER
SILVERSKY, INC.
SIMPLY NUC, LLC
SINGLEWIRE
SIOS TECHNOLOGY CORP.
SIPPIO
SIXGILL
SIYATA MOBILE
SKB CASES - STRATEGIC
SKETCH
SKYHIGH SECURITY
SKYKICK
SKYKIT
SKYTECH USA LLC
SLASHNEXT
SMART TECHNOLOGIES
SMARTAVI
SMARTOPTIC
SMK LINK
SNAPT
SNX/MFR PC RETURNS / REMAN
SOC PRIME
SOCIAL SAFEGUARD INC
SOCKET COMMUNICATIONS
SOCKET MOBILE
SOFTLAYER TECHNOLOGIES, INC
SOFTWARE & PERIPHERALS
SOFTWARE AG
SOHNEN ENTERPRISES, INC.
SOLARFLARE COMMUNICATIONS, INC.
SOLARWINDS
SOLE SOURCE TECHNOLOGY, LLC
SOLITON SYSTEMS
SONIC FOUNDRY INC.
SONICWALL
SONNET TECHNOLOGIES
SONOS
SONY
SOPHOS
SOTEL SYSTEMS, LLC
SOTER TECHNOLOGIES LLC
SOUND SECURE
SOURCE TCH
SOURCING
SP CONTROLS, INC.
SPA, LLC
SPACEPOLE INC.
SPARKLE POWER
SPECOPS SOFTWARE USA INC
SPECTRIO, LLC
SPECTRUM BUSINESS
SPECTRUM CORPORATION
SPICERS PAPER, INC.
SPIRENT
SPK AND ASSOCIATES
SPK RESOURCE
SPOTIFY USA INC.
SPRACHT PRODUCTS
SPRINT
SPRINXLE
SQUARE ENIX INC
SQUARE INC.
SSH COMMUNICATIONS SECURITY, INC.
ST CYBERLINK CORP DBA GLOBAL PC DIRECT

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STACKROX, INC.
STAMAR PACKAGING INC / REMAN
STAR PRINTER
STARLIGHT
STARTECH
STARWIND
STATIC CONTROL COMPONENTS
STAYMOBILE VENTURE LLC
STEADFAST INNOVATION
STEELCASE, INC.
STEMFUSE
STIRLING COMMUNICATION SUPPLY
STM BAGS, LLC
STORAGE MEDIA & SUPPLIES
STORAGECRAFT TECHNOLOGY CORP
STORMAGIC
STRATEGIC INTERESTS
STRATEGIC SOURCING
STRATOZEN
STREAMVU INC
SUMAR INTERNATIONAL, INC.
SUMMA AMERICA LLC
SUMOLOGIC
SUNBRITETV, LLC
SUNCRAFT SOLUTIONS INC
SUNSHINE COMPUTERS & SOFTWARE INC D/B/A INNOVATION COMPUTERS
SUPERCOM, INC.
SUPERMICRO
SUPERSONIC INC
SUPPLIES DISTRIBUTORS
SURE PEOPLE
SUSE
SWIFTPAGE ACT! LLC
SYBA MULTIMEDIA INC
SYBASE
SYMBOL SECURITY
SYNACOR, INC.
SYNAMI LIMITED
SYNERGY SKY
SYNNEX CANADA LTD
SYNNEX CLEARANCE CENTER / REMAN
SYNNEX CORP - ARUBA
SYNNEX CORPORATION
SYNNEX FINANCIAL SERVICES, INC.
SYNNEX FULFILLMENT SERVICES
SYNNEX GOLDSEAL SERVICES
SYNNEX GOLDSEAL SUPPORT SERVICES
SYNNEX INFORMATION TECH
SYNNEX LOGISTICS
SYNNEX MARKETING
SYNNEX NOC SERVICES
SYNNEX ONSITE SERVICES
SYNNEX SERVICE
SYNNEX SOLUTIONS GROUP
SYNNEX TRAINING SERVICES
SYNNEX TRAINING VOUCHER SERVICES
SYNNEX WW VENDOR GROUP
SYNNEX-WCC SUPPLY CHAIN SERVICES
SYNITI
SYNOLOGY
SYNTELA CONFERENCING
SYSDIG
SYSTIUM TECHNOLOGIES
SYSTRAN SOFTWARE INC.

TAA PRODUCTS
TAG GLOBAL SYSTEMS LLC
TAKE TWO
TAKE-TWO INTERACTIVE SOFTWARE, INC.
TALENT GRANT TECHNOLOGY INC.
TALK-A-PHONE CO
TAMR
TANDESA LLC
TANGENT COMPUTER INC
TAOGLAS USA INC.
TARGUS
TCPWAVE, INC
TD SOURCING
TE CONNECTIVITY
TEAM ONE NETWORKING, INC
TEAM RESEARCH INC.
TEAMFUSION, INC.
TEAMSABLE POS, INC.
TEC LIGHTING INC.
TECH DEFENDERS
TECHNOMAD
TEKLYNX SOFTWARE
TEKNIKOS INC
TELEDYNAMIC
TELEEPOCH LTD
TEMPEST LIGHTING, INC.
TENERGY CORPORATION
TERADICI
TES AMERICA, LLC
TEXTHELP INC.
TG3 ELECTRONICS INC
TGRMN SOFTWARE
THALES ESECURITY
THE DIGITAL DECISION
THE ELEVATOR CHANNEL DBA 11 GIRAFFES
THE JOY FACTORY
THE OLANDER COMPANY, INC.
THERMALTAKE TECHNOLOGIES
THETA LAKE
THING TECH
THINKOWL
THINKPARQ GMBH
THINKWRITE TECHNOLOGIES LLC
THINPRINT
THOMAS REGOUT
THREATQUOTIENT INC
THRONMAX
THUNDER NSI
TIBCO SOFTWARE
TIDEBREAK, INC
TIGER-VAC INTERNATIONAL, INC
TINES SECURITY SERVICES LTD
TJ COMMUNICATIONS,INC. DBA TITAN RADIO
TMAX DIGITAL INC.
TMOBILE
TMS
TOKENEX INC.
TONE COMMANDER
TOOL4EVER
TOOLS4EVER
TOOLFARM.COM, INC
TOOLS FOR SCHOOLS
TOP TECH CLOCKS
TOSHIBA
TOTOWA SYSTEMS, INC.
TP-LINK USA CORPORATION
TRACEWELL SYSTEMS, INC
TRAINING PALO ALTO
TRANSCEND
TRANSPORTATION MANAGEMENT SERVICES, INC
TREMOLO SECURITY, INC
TRENDMICRO
TRENDNET
TRIPP LITE
TRIPWIRE INC
TRNSTON NW
TROY GROUP
TRUCE SOFTWARE
TRUSTED KNIGHT
TRYTEN - STRATEGIC
TSITOUCH
TSSLINK INC
TUFIN
TURING
TURING VIDEO
TWISTLOCK, INC
TYAN COMPUTER CORPOR
TYCON SYSTEMS, INC
U.S.GAMES DISTRIBUTION, INC
UBI SOFT ENTERTAINMENT
UBIX
UBZL
UC WORKSPACE
ULINE
UNAVIS LLC
UNBW
UNC GROUP
UNCOMMONX
UNDEFINED VENDORS
UNDER ARMOUR
UNIDOC HEALTH SOLUTIONS
UNIFORM INDUSTRIAL CORP.
UNIMAX
UNITECH
UNITED DGI
UNITED STATES LUGGAGE LLC
UNITRENDS
UPSHOW
URBAN ARMOR GEAR
USA VISION SYSTEMS, INC.
UTIMACO INC
UVNETWORKS

V3GATE, LLC
V5 SYSTEMS, INC.
VADE / MTA MOVING
VADE SECURE, INC.
VALCOM
VALIDSOFT
VANDER-BENDMANUFACTURING LLC
VARIDESK
VARONIS SYSTEMS
VAULT
VCE
VCOM INTERNATIONAL MEDIA CORP
VDO360 LLC
VECTRA NETWORKS, INC
VEEAM
VEEONE HEALTH
VELOCLOUD NETWORKS LLC
VENTURA TECH GROUP INC.
VERACITY USA, INC.
VERBATIM
VERITAS
VERIZON
VERSA NETWORKS
VERTIV
VG RUSH CORPORATION
VIAAS, INC.
VIAVI SOLUTIONS
VICTORINOX
VIEWSONIC
VIKING COMPUTER PARTS
VIMEO
VINPOWER
VIPRE SECURITY
VIRCOM INC
VIRSAE
VIRTANA
VISION
VISIONEER
VISIONTEK
VISTA IT GROUP
VISUAL LABS
VIVACITY TECH PBC
VIVINT, INC.
VIVOTEK
VIZETTO
VIZIFLEX SEELS INC
VIZIO
VMRAY
VMWARE
VONAGE
VORP ENERGY, LLC
VOTIRO
VU RYTE , INC.
VUZIX CORPORATION
VWR INTERNATIONAL LLC
VXL INSTR
VYAPAY
VZBLTY

WAITTIME
WALLBOARD
WANDERA
WARNER BROTHERS
WASABI
WASP TECH
WATCHGUARD
WEBROOT SW
WEBWORKS
WEIRDWARE VENDOR GROUP
WELLBEATS, INC
WENGER BY GROUP III
WESTERN DIGITAL
WESTERNTECHSYSTEMS INC
WEVIDEO
WHISTIC
WHITECANYON SOFTWARE, INC
WHOOP USA
WIDEPOINT
WILLIAMS SOFTWARE ASSOCIATES
WILSON ELECTRONICS LLC
WIN LONG, USA LLC DBA TITANIUM TECHNOLOGIES
WIND RIVER SYSTEMS
WINMAGIC
WINSTON INTERNATIONAL LTD.
WIRELESS GUARDIAN, INC.
WIREMOLD/LEGRAND
WITFOO INC.
WOLTERS KLUWER HEALTH
WOOTCLOUD
WORKS 360, LLC DBA SPRINXLE
WORKSPOT
WORKWELL TECHNOLOGIES
WOWWEE
WSO2
WSTDIGITAL

X RITE
X6D USA INC
XENCELABS
XEROX
XI3 CORPORATION
XILINX
XINUOS, INC. DBA UNXIS, INC
XOGO, INC
XR HEALTH
XYZPRINTING, INC

YAGNA IQ INC.
YAMAHA
YEALINK
YUBICO, INC

ZAGG INC.
ZEBRA TECHNOLOGIES
ZEPLIN
ZERIFY
ZEROSPAM
ZETASETT
ZEWA, INC.
ZIMPERIUM
ZOHO CORPORATION
ZOTAC INTL
ZPE SYSTEMS
ZSCALER
ZVT INC
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Artifact 1

TAB 5
PRODUCTS AND SERVICES

TD SYNNEX Corporation is pleased to offer Region 14 Education Service Center (ESC) in partnership with the National Cooperative Purchasing Alliance (NCPA) member agencies access to the entire line of Palo Alto Networks products from the Advanced Technology Solutions cybersecurity category. Palo Alto Networks, the global cybersecurity leader, is shaping the cloud-centric future with technology that is transforming the way people and organizations operate. Their mission is “to be the cyber security partner of choice, protecting our digital way of life.”

As a value-add, TD SYNNEX Corporation is also pleased to offer Region 14 ESC in partnership with the NCPA member agencies our proposal of the TD SYNNEX full line card of IT manufacturers (enclosed), offering the broadest advanced technology solutions that can be purchased in entirety using the NCPA contract without having to utilize multiple contracts to meet their technology needs.

TD SYNNEX distributes technology products from more than 1,500 world-leading IT OEM suppliers to more than 25,000 resellers throughout the US, Canada, and Mexico. Our focused product categories include IT systems, rugged mobility, peripherals, system components, software, and networking.

TD SYNNEX will provide a network of reseller partners who will interface with the NCPA customers, providing onsite assessments/consultation, product information, technical support, customer service support and post-sales support as authorized Order Fulfillers under the TD SYNNEX NCPA contract. These resellers will be required to maintain the appropriate vendor authorizations and sign agreements with TD SYNNEX agreeing to follow the terms and conditions of our NCPA contract. Resellers will be reviewed on a regular basis to ensure we have the appropriate resources to support this contract. These resellers will be our “feet on the street” and act as our local presence with the NCPA customer. TD SYNNEX Public Sector Program Team will work closely with the participating resellers to ensure they have the tools they will need to develop and close opportunities with NCPA customers.

Palo Alto Networks Product Warranty and Hardware Service Model

All Palo Alto Networks products are covered by a 90 day software and 12 month hardware warranty. To take advantage of our warranty related information and updates, we encourage you to register your products through our Palo Alto Networks Support Portal (https://support.paloaltonetworks.com). Other details about your software and hardware warranty are outlined below.

Software Warranty

The standard warranty for software is 90 days. During the 90 day warranty period, you are entitled to all software updates (bug fixes, maintenance releases, and feature upgrades) for your particular software product. You can download the software updates through our software update portal embedded in your device web interface, or through our password-protected Palo Alto Networks support web site. You must create an account and register your device for access into the support portal.

Hardware Warranty

The standard warranty for our hardware is 12 months from the date of shipment. This is a 'return and repair' hardware service model. If a Return Merchandise Authorization ("RMA") is required during the 12 month period, we will work with you to confirm the hardware problem and issue an RMA number to be used when you ship the product to Palo Alto Networks.

Hardware Return Procedures

You should obtain a RMA number for the product that you wish to return to us, Palo Alto Networks by contacting Support via telephone or by opening a case with Palo Alto Networks Support. You must ship the product in the original packaging (shipping damage that occurs from insufficient packaging is not covered), record the RMA number on the shipping label, and send the product to the specified Palo Alto Networks location. You will be responsible for all shipping costs incurred in returning the defective product. Products will be repaired (or replaced) and shipped within 10 business days from receipt of the defective product by us We will pay all costs incurred in shipping the repaired or replacement product to you, except that if you are located outside the United States, you will be responsible for any taxes, duties, fees or other charges assessed in connection with importing the repaired or replaced product into your country of destination.

Warranty and Service Model Restrictions

- The applicable warranties and Service Model do not apply if the product:
- Has been altered, except by an authorized Palo Alto Networks, Inc.
- Has not been installed, operated, repaired, or maintained in accordance with the instructions supplied by Palo Alto Networks, Inc.
- Has been subjected to unreasonable physical or electrical stress, misuse, negligence, accidental damage, or damage caused by an Act of God.
- Is being used in a different country than where the original purchase or activation occurred.

Other products carry the standard manufacturer's warranty and will vary by vendor.

Letter of Authorization

Date: 11/14/2023

To Whom This May Concern:

This letter is to confirm that TD SYNNEX Corporation is an authorized Distributor for all Palo Alto Networks products. They have met all the necessary requirements to purchase Palo Alto Networks products and services.

The Palo Alto Network Reseller network can use multiple purchasing paths, including direct or through a distributor or service provider.

For verification purposes, the following information may be used and/or contacted:

Point of Contact Name:	Lauren Aloway
Point of Contact Mailing Address:	3000 Tannery Way Santa Clara, CA 95054
Point of Contact Phone Number:	408-941-3782
Point of Contact Email:	laloway@paloaltonetworks.com

If you have any questions regarding our partnership, please contact the above listed Point of Contact.

Sincerely,

lauren aloway

Name: Lauren Aloway
Title: Sr. GTM Manager – Public Sector Contracts

Customer Reference for TD SYNNEX Products & Services

Entity Name	Copper River Information Technology
Contact Name and Title	Paul Pfleger, Executive Vice President
City and State	Chantilly, VA
Phone number	703-234-3825
Years Serviced	2010-Present
Description of Services	Information Technology Consulting and Services
Annual Volume	$50M

Please provide a brief statement on the description of services:

Copper River IT prides itself on delivering industry-leading performance through the provision of IT products, solutions, and services that leverage our long-standing, elite-level partnerships with top manufacturers, solution providers, and technology experts. Combined with our deep expertise in engineering, systems design, and professional services delivery, Copper River IT is singularly capable of ensuring that the solutions we provide our customers meet their precise requirements. As an end-to-end solution provider, Copper River IT provides clients with a comprehensive range of enterprise services, advanced technology solutions, and acquisition fulfillment

Customer Signature:

Paul Pfleger

Customer Reference for TD SYNNEX Products & Services

Entity Name	Logicalis, Inc.
Contact Name and Title	Mike Marchal, GovEd Director
City and State	Tempe, AZ (nationwide coverage)
Phone number	480-346-2314
Years Serviced	20+ years for distribution, 7+ years contract authorization relationship
Description of Services	Logicalis is a Value Added Reseller and global technology service provider
Annual Volume	$66M overall; $1,850,000 NCPA

Please provide a brief statement on the description of services:

As an authorized reseller on TD Synnex's contracts, Logicalis has made great strides with our customers in closing deals with the utilization of TD Synnex's procurement contracts, including the NCPA contract. The government and education procurement departments we work with throughout the nation were thrilled to learn that Logicalis can provide products and services through these contracts. The sheer number of available products on these contracts has been extremely beneficial to our customers and meeting the procurement departments' requirements has been easy. We have had a long-standing relationship with TD Synnex as our preferred distributor, and Logicalis' more recent utilization of TD Synnex's contracts has deepened that relationship. Our experience with TD Synnex has been and continues to be superb.

Customer Signature:

X DocuSigned by:
Michael Marchal
377031E061D9491...

Customer Reference for TD SYNNEX Products & Services

Entity Name	Mvation Worldwide Inc.
Contact Name and Title	Gunjan Gupta, President
City and State	Glen Cove, NY
Phone number	6465739719
Years Serviced	7
Description of Services	Hardware, software and integration
Annual Volume	$10 M

Please provide a brief statement on the description of services:

Mvation is a reseller partner to TD Synnex. They have provided IT Hardware, Software and support services with best-in-class support.

Customer Signature:

X _____

Customer Reference for TD SYNNEX Products & Services

Entity Name	TANCHES GLOBAL MANAGEMENT, INC.
Contact Name and Title	TANAZ CHOUDHURY - PRESIDENT
City and State	HOUSTON, TX
Phone number	(281) 826-2437
Years Serviced	25 years.
Description of Services	Hardware and Software services.
Annual Volume	3 – 5 million dollars

Please provide a brief statement on the description of services:
TanChes is a 25-year-old fully certified State of Texas Corporation. With over 2 decades of experience and expertise in award winning business processes and alignments, we deliver IT excellence to our Clients in the SMB, Commercial, Enterprise and SLED (State/ Local Governments and Education verticals.
At TanChes we deliver solutions to assist with:
(1) Business Continuity and Disaster Recovery
(2) Infrastructure Design and Maintenance
(3) Cybersecurity.

Customer Signature:

X _____ 11/13/2023

Omnia Partners
840 Crescent Center Drive
Suite 600
Franklin, TN 37067

To Whom It May Concern,

SYNNEX is a valued added distributor that supplies both hardware and software OEM vendors. These vendors include vendors such as Acer, Capsa Solutions, Cisco, Extreme Networks, Google, Hewlett Packard Enterprises, HP Inc, Lenovo, Microsoft, and ViewSonic.

Within the last 15 years ITsavvy has made SYNNEX their preferred distribution source. With over $40M in business that we have done with SYNNEX in 2019, we rely on them for more than just shipping equipment. SYNNEX is a source for support, integration, configuration and services.

GovSolv, within SYNNEX, has provided a high level of expertise in addressing more complex and unique requirements of Federal, State, Local and Educational clients. The contract management team at SYNNEX is superior to any other group that I have worked with; and continues to be best in class.

If I can be of any additional assistance in this reference, please contact me via the information below.

Respectfully

Brian Fields
Senior Director Public Sector

ITsavvy 313 South Rohlwing Road Addison, IL 60101
Tel 630.396.6305 FAX 630.396.6322 bfields@ITsavvy.com www.ITsavvy.com

events | Spiceworks | LinkedIn | Twitter | Facebook | YouTube

Official IT Solutions Provider
of Chicago Fire FC

To whom it may concern:

Crossvale Inc., a Dallas based IT professional services company, has been working with Synnex for over three years.

During that time Crossvale has worked approximately 100 deals in the commercial and SLED space. The type of work we have done together is software product resale and IT Professional Services.

Crossvale has found all the staff at Synnex to be:

- Responsive
- Intelligent
- Agile
- Able to execute
- Flexible

Specifically, in the SLED space Crossvale has leveraged Synnex's TX DIR and NCPA contracts successfully. We found the process to be easy, well documented and fast. The Synnex staff were there to answer any and all questions no matter how basic.

I would recommend Synnex as a valued partner to any company wishing to sell their products or services.

If you'd like to discuss further, I would be pleased to chat over any concerns or questions you might have.

Sincerely,

Conor Brankin
CEO
Crossvale Inc
cbrankin@crossvale.com

Customer Reference for TD SYNNEX Products & Services

Entity Name	AATD, LLC
Contact Name and Title	Vernon Putnam, Chairman and President
City and State	San Antonio, Texas
Phone number	844-255-2283, ext 1
Years Serviced	11 years
Description of Services	Software and Hardware
Annual Volume	$10M +

Please provide a brief statement on the description of services:

On time best price delivery of hardware and software product for resale to the Federal government. On-going support to facilitate business growth via year-round networking and company marketing opportunities. Help and assistance with state and local procurement vehicles. Year-round access to training and introduction to new products to help expand my company's market reach. On-going access to nearly any category and level of expertise needed to close business.

Customer Signature:

X

Vernon Putnam, Chairman and President
AATD, LLC

Customer Reference for TD SYNNEX Products & Services

Entity Name	Essnova Solutions, Inc.
Contact Name and Title	Sridhara Gutti, President
City and State	Birmingham, AL 35203
Phone number	888.405.3189
Years Serviced	2018 to current date
Description of Services	Infrastructure, cloud, security and other software and hardware products.
Annual Volume	$500,000 to $1.5M per year

Please provide a brief statement on the description of services:

At Essnova, we specialize in procuring a diverse range of hardware and software products through our trusted distribution partner, TDSynnex, specifically tailored to meet the unique needs of our federal, SLED (State, Local, and Education), and healthcare customers. Our procurement services focus on sourcing essential technology solutions for these critical sectors, including infrastructure, security, cloud, and specialized healthcare IT products. We understand the stringent requirements and compliance standards that federal agencies, state and local governments, and healthcare providers demand. Leveraging our strong relationship with TDSynnex, we ensure that our customers in these sectors have access to the latest and most reliable products and services. Partner with Essnova to streamline your procurement process and enhance the efficiency and effectiveness of your technology infrastructure.

Customer Signature:

X _____

Sridhara Gutti, President

Customer Reference for TD SYNNEX Products & Services

Entity Name	Paragon-One Group, LLC
Contact Name and Title	Frederick C. Hines
City and State	Gaithersburg, MD
Phone number	301-466-5716
Years Serviced	7 years
Description of Services	Partner and resell information technology, software, and services
Annual Volume	$1,200,000

Please provide a brief statement on the description of services:

Paragon-One Group purchases information technology from TD Synnex including computer systems, computer storage, printers, printer supplies, ruggedized laptops, displays, televisions, audio-visual equipment, cables, and backup batteries.

Customer Signature:

X Frederick C. Hines

Frederick C. Hines

Customer Reference for TD SYNNEX Products & Services

Entity Name	TKK Electronics, LLC
Contact Name and Title	Juan Hernandez - CEO
City and State	Milwaukee, WI
Phone number	414-290-0585
Years Serviced	17 years
Description of Services	Computer hardware and software reseller
Annual Volume	$3 Million

Please provide a brief statement on the description of services:

Traditional VAR of computer hardware and software.

Customer Signature:

Juan Hernandez

Customer Reference for TD SYNNEX Products & Services

Entity Name	RCN Communications LLC DBA RCN Technologies
Contact Name and Title	Reed Perryman, Director of Sales
City and State	Knoxville, TN
Phone number	865-293-0350
Years Serviced	9
Description of Services	RCN provides end to end cellular networking / wireless WAN solutions, services and support to enterprise, SMB and government clients across the US. TD Synnex and their GovSolv division are not only invaluable partners from a fulfillment perspective, but their financing and purchasing contract capabilities have allowed us to win business time and time again over the years.
Annual Volume	$7-8 million

Please provide a brief statement on the description of services:

RCN provides end to end cellular networking / wireless WAN solutions, services and support to enterprise, SMB and government clients across the US. We integrate many 5G/LTE antennas and routers into our own custom products to offer unique, integrated solutions to our customer base that go beyond the scope of traditional wired connections to establish positive business results in the building, the vehicle, and the field.

Customer Signature:

X Reed Perryman

Nov 16 2023 09:34 EST

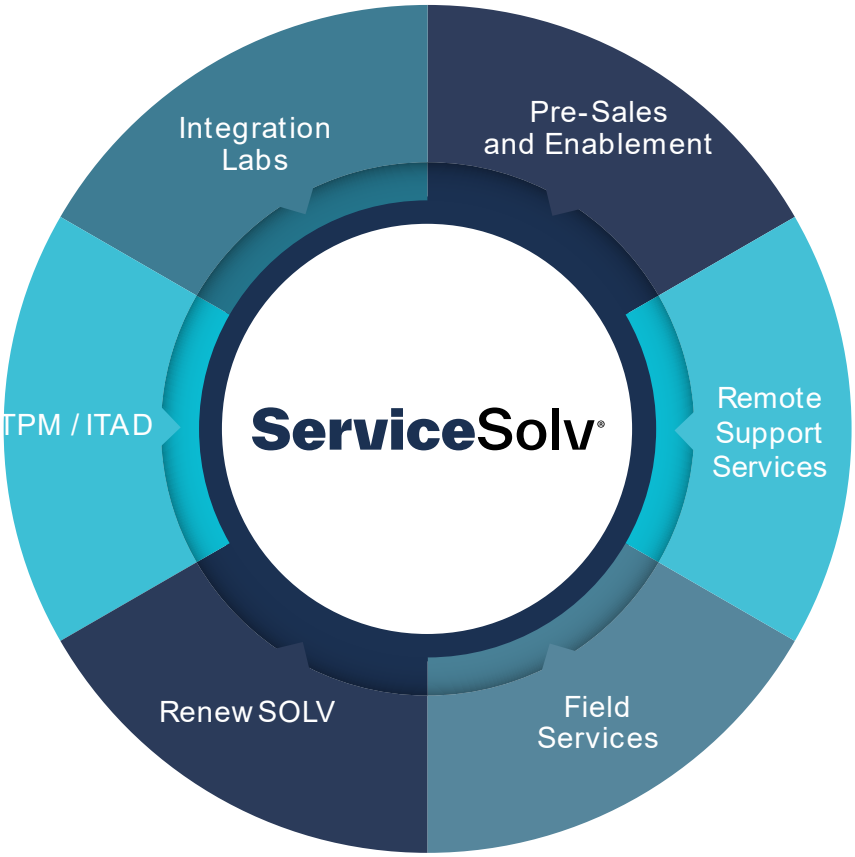
Reed Perryman

TD SYNNEX

ServiceSolv

TD SYNNEX ServiceSolv: Easy to Buy, Easy to Sell

Complete Lifecyle Services End-to-End Solutions



Partner with TD SYNNEX by leveraging our services capabilities giving you access to:

- Hundreds of SME resources available across all verticals
- Custom SOWs turned 24-48 hours
- Online portal for services information
- White labeled resources to sell under your brand
- Global reach to 180+ countries
- Over 1,000 static SKUs available for any Zip Code USA pricing

With a variety of value-added services, TD SYNNEX ServiceSolv can help supplement your company's service offerings, skillsets and geographic reach to expand your services portfolio and grow your business.

See next page for full list of our services.

EXHIBIT TO RESOLUTION

Pre-Sales Design

- Specific Vendor/Partner Service Level Agreements SLAs
- Standard Measurement Systems and Metrics
- Vendor Specific Key Performance Indicator KPI
- Cross Sell/Upsell
- Multi-Vendor Solutions
- Promote Demos / Internal Training
- Technical Certification Management

Pre-Sales Enablement

- Reseller Engaged in Delivering Vendor Programs and Training
- Hosting Webex, Training, Technical Business Development
- Attending Technical Conferences and Partner Meetings
- Vendor Roadmap Planning
- Vendor-Specific KPI
- Proactive Vendor Engagement
- Identify Services for End-to-end Solutions
- Providing Demos for Proof of Value, Hands-On Education, Testing of a Specific Environment

Solution Centers

- Seven locations in the US and Canada
- 175 Solutions Available
- Guided Solutions and Training
- Multi-Vendor Cloud-Enabled Solutions
- Cyber Range Focused on Security

RENEW Solv

- Multi-Vendor, End-To-End Solutions, Provided to Our Partners via an Online Dashboard.
- Continuous and Recurring Pipeline of Warranty and License Opportunities
- Load Your Own Opportunity" Feature
- Weekly Automated Updates and Reminders of Pending Opportunities

Managed Services

- 24x7 Remote Monitoring and Alerting
- Remote Remediation
- Patch Management
- Help Desk Support
- NOC
- SOC

Education

- Public and Private Trainings
- Onsite or Virtual Classes
- Access to:
  - Vendor and IT Certification Training
  - Business Skills Training

Software and Cloud Services

- Consulting, Assessments and Well-Architected Reviews
- Cloud Migration (From On-Premises and Cloud-to-Cloud)
- Cloud Implementation Consulting
- Virtual Desktop Implementation
- Application Development and Modernization
- Artificial Intelligence and Machine Learning
- Automation
- DevOps Consulting (Pipelines, CI/CD)
- Container Consulting
- Software-defined Networking
- CRM/ERP Implementation and Integration
- Custom Integrations (Anything-to-Anything)
- Custom Web Development
- Ongoing Support
- Change Management
- Training

Assembly & Configuration

- Custom Hardware Services
  - Client Devices
  - Data Center
  - UCC/Collaboration
- Imaging and Provisioning
- Software / OS Load
- Valued Added Services
  - Asset Tagging, Labeling, Etching Solutions
  - Bundling, Packaging, Collateral Insertion
  - Burn-In/Diagnostic Testing
- Staging & Logistics
- Project Management
- Last Mile Delivery
- Testing & Training

ITAD Services

- Asset Buyback
- Data and Physical Destruction
- Recycling

Field Services

- Professional Audio-Visual
- Cabling
- Digital Signage
- Fleet Services
- Telephony
- Point of Sale
- Onsite Installation and Configuration
- Wireless Networking and Site Survey
- Physical Security
- Smart Hands

Professional Services

- Remote Deployment
- Implementation
- Adoption Services and Consultancy
- Health Check and Configuration Audits
- Migrations and Updates
- Project Management
- Data Center Transformation

Annual Maintenance and Warranty Services

- Print
- Data Center
- Compute
- Point-of-Sale

GoldSeal®Support Maintenance Solution

- Product Maintenance Package
- Vendor Authorized OEM Support
- 24/7 Technical Support
- Engineered to Site / Hardware Replacement
- Available for:
  - Avaya, IP Office
  - Polycom
  - Palo Alto Networks
  - Ribbon Communications (Sonus)

Security Assessments

- Vulnerability Assessments
- Penetration Testing
- Incident Response and Remediation
- Compliance Readiness
- vCISO

Additional Services

- IOR / EOR
- Staff Augmentation

Grow your business with TD SYNNEX ServiceSolv

For more information, contact our team today via email, servicebd@tdsynnex.com or call 877-358-5505, option # 1.

EXHIBIT TO RESOLUTION

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TD SYNNEX

ServiceSolv

TD SYNNEX Networking Services

With a variety of value-added services, TD SYNNEX ServiceSolv can help supplement your company's service offerings, skillsets, flat rate service SKUs, Level 1-4 engineering expertise and geographic reach to expand your services portfolio and grow your business.

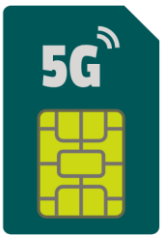
Assess, Design, Install, Configure and Manage with TD SYNNEX's Networking service offerings:

Wireless Networking

- Complimentary predictive heat maps
- Indoor and Outdoor onsite surveys (active, passive, and post-install verification)
- Cabling
- WAP installation and remote configuration
- Monitoring and support

Router/Switch

- Rack and stack services
- Cabling
- Configuration services
- Remote management and support



5G Networking

- Indoor/outdoor surveys
- Cellular router installations (in-building and in-vehicle) and management
- Design services
- Implementation services
- Configuration
- Testing
- Monitoring

Grow your business with TD SYNNEX ServiceSolv

For more information contact our team today at servicebd@tdsynnex.com

EXHIBIT TO RESOLUTION

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The complete life-cycle of a solution

1. Lifecycle Strategy and Assessment Your IT Infrastructure environment will be analyzed using industry best practices to determine your required policy service levels, productivity and total cost of ownership (TCO) objectives. Our recommendation will be provided to achieve these objectives.

2. Design and Consulting Provide a Gap Analysis, design recommendations and/or vendor recommendations to meet the policy service levels, productivity and TCO requirements.

3. Build-to-Order and Integration Hardware will be pre-staged and additional value adding services performed to help reduce touch time, eliminate DOAs, lower freight costs, and reduce installation time required onsite.

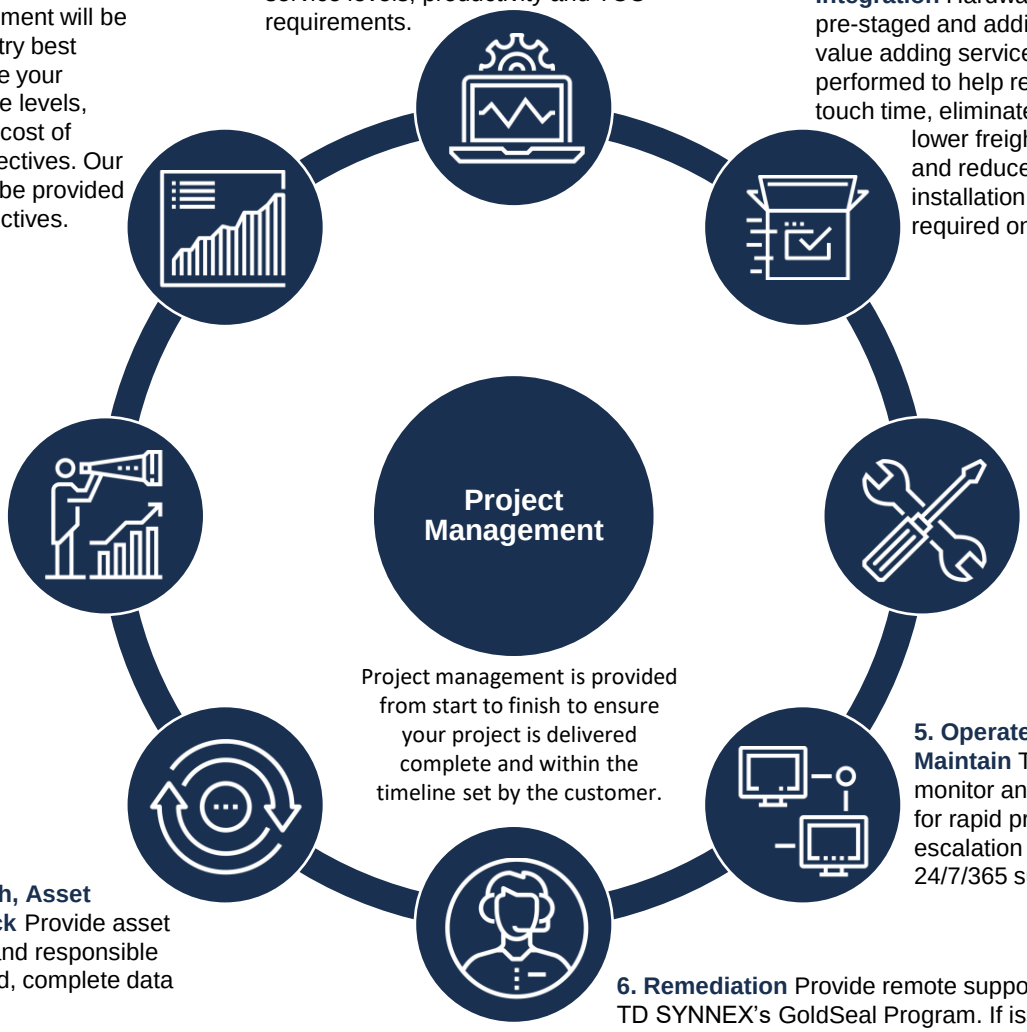
4. Implementation and Deployment Hardware and software will be deployed, upgraded, or configured to project specifications onsite or remote by TD SYNNEX Field Services

5. Operate, Manage, and Maintain TD SYNNEX NOC will monitor and manage IT devices for rapid problem resolution and escalation where needed with 24/7/365 support.

6. Remediation Provide remote support through TD SYNNEX's GoldSeal Program. If issues cannot be remediated remotely and hardware must be replaced, TD SYNNEX will dispatch an engineer onsite to replace the device.

7. Technology Refresh, Asset Disposal, and Buyback Provide asset buyback, eco-friendly and responsible disposal and, if required, complete data asset destruction.

8. Ongoing Reviews for Contiguous Improvement and Compliance We will provide policy service levels, productivity and TCO reviews to validate your return on investment as well as further recommendations to meet your changing business needs.



Grow your business with TD SYNNEX ServiceSolv

For more information contact our team today at servicebd@tdsynnex.com

EXHIBIT TO RESOLUTION

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EXHIBIT "B"
INSURANCE REQUIREMENTS

The certificate must state the City of Lake City as Certificate Holder

- Commercial General Liability insurance to provide coverage of not less than $1,000,000.00 combined single limit per occurrence and annual aggregate, where generally applicable, and must include premises operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.

- Business Vehicle/Umbrella Liability insurance with a minimum limit of $200,000 per occurrence and $300,000 for all claims arising out of the same incident or occurrence for property damage and personal injury; please note that these limits may change according to Florida law and the protections afforded to the City pursuant to sovereign immunity for liability.

- Statutory Workers Compensation insurance as required by the State of Florida.

EXHIBIT “C”

EXHIBIT "C"

Computers At Work!, Inc.

DBA vTECH io

www.vTECHio.com

EIN: 31-1758837

PROPOSAL
CAWQ41820-01

Quoted: Aug 28, 2026
Expires: Nov 24, 2026

Prepared For:	Ship To:	Presented By:
City of Lake City Phil Adler 218 NW Hilton Avenue Lake City, FL 32055 United States **Phone** (386) 719-5830 **Email** adlerp@lcfla.com	**City of Lake City** Phil Adler 218 NW Hilton Avenue Lake City, FL 32055 United States	**Alex Charwin** alex.charwin@vtechio.com 850-982-1665 To accept this proposal, sign here and return: _____ Date: _____ Purchase Order # : _____

Please review quote for shipping address and accuracy of each item BEFORE placing order.
ALL SALES ARE FINAL ** 7-day from ship-date return window for items damaged in transit.

Terms: Net 45 Days

Pricing shown reflects current manufacturer rates at the time of this proposal. Per industry-wide manufacturer agreements, a purchase order secures your place in the fulfillment queue but not final pricing, which the manufacturer reserves the right to set at shipment based on market conditions. If we receive notice of pricing changes prior to shipment, we will reach out for your approval and issuance of an updated PO before the order ships.

Line #	Description	Product #	Unit Price	Qty	Ext. Price
1	[redacted]	[redacted]	$1,280.00	48	$61,440.00
2	[redacted]	[redacted]		36	
3	[redacted]	[redacted]	$220.00	48	$10,560.00
4	[redacted]	[redacted]		36	
5	[redacted]	[redacted]	$1,280.00	48	$61,440.00
6	[redacted]	[redacted]		36	
7	[redacted]	[redacted]	$220.00	48	$10,560.00
8	[redacted]	[redacted]		36	

EXHIBIT "C"

Line #	Description	Product #	Unit Price	Qty	Ext. Price
9	[redacted]	[redacted]	$3,890.00	3	$11,670.00
10	[redacted]	[redacted]	$5,650.00	1	$5,650.00
11	[redacted]	[redacted]	$5,650.00	1	$5,650.00
12	[redacted]	[redacted]	$3,890.00	3	$11,670.00
13	**Pricing includes installation, Set-up, and Configuration by vTECHio engineer**	Professional Service		1	
	Contract: National Cooperative Purchasing Alliance (NCPA) 01-170	NCPA 01-170			

Recurring :

Your investment in addition to the Grand Total:

$0.00	*Billed Monthly*
$0.00	*Billed Quarterly*
$0.00	*Billed Annually*

www.vTECHio.com

Totals :

Your Subtotal	$178,640.00
Tax	$0.00
Shipping	$0.00
Grand Total	**$178,640.00**

Pricing, Taxes, and Additional Information
All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. vTechio reserves the right to cancel quotes and orders arising from pricing or other errors. Sales tax on products shipped is based on your "Ship To" address. Please indicate any tax-exempt status on your PO, and email your exemption certificate to DJ.peterson@vtechio.com . Note: All tax quoted above is an estimate; final taxes will be listed on the invoice. If you have any questions regarding tax please send an e-mail to DJ.peterson@vtechio.com
For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice.***A 3.5% convenience fee will be charge for credit card purchases*** By signing this quote you acknowledge having read and agree to be bound by such terms.

EXHIBIT "C"

Computers At Work!, Inc.

DBA vTECH io

www.vTECHio.com

EIN: 31-1758837

PROPOSAL
CAWQ41818-03

Quoted: Aug 31, 2026
Expires: Sep 24, 2026

Prepared For:	Ship To:	Presented By:
City of Lake City Phil Adler 218 NW Hilton Avenue Lake City, FL 32055 United States **Phone** (386) 719-5830 **Email** adlerp@lcfla.com	**City of Lake City** Phil Adler 218 NW Hilton Avenue Lake City, FL 32055 United States	**Alex Charwin** alex.charwin@vtechio.com 850-982-1665 To accept this proposal, sign here and return: _____ Date: _____ Purchase Order # : _____

Please review quote for shipping address and accuracy of each item BEFORE placing order.
ALL SALES ARE FINAL ** 7-day from ship-date return window for items damaged in transit.

Terms: Net 45 Days

Pricing shown reflects current manufacturer rates at the time of this proposal. Per industry-wide manufacturer agreements, a purchase order secures your place in the fulfillment queue but not final pricing, which the manufacturer reserves the right to set at shipment based on market conditions. If we receive notice of pricing changes prior to shipment, we will reach out for your approval and issuance of an updated PO before the order ships.

Line #	Description	Product #	Unit Price	Qty	Ext. Price
	System 1				
1	[redacted]	[redacted]	$6,220.00	3	$18,660.00
2	[redacted]	[redacted]		36	
3	[redacted]	[redacted]	$6,220.00	3	$18,660.00
4	[redacted]	[redacted]		36	
5	[redacted]	[redacted]		1	
6	[redacted]	[redacted]		1	
	System 2				
7	[redacted]	[redacted]	$8,000.00	3	$24,000.00
8	[redacted]	[redacted]	$5,710.00	24	$137,040.00
9	[redacted]	[redacted]	$15,800.00	6	$94,800.00

EXHIBIT "C"

Line #	Description	Product #	Unit Price	Qty	Ext. Price
10	[redacted]	[redacted]	$490.00	6	$2,940.00
11	[redacted]	[redacted]	$28.00	6	$168.00
12	[redacted]	[redacted]	$95.00	3	$285.00
13	[redacted]	[redacted]	$8,000.00	3	$24,000.00
14	[redacted]	[redacted]	$5,710.00	24	$137,040.00
15	[redacted]	[redacted]	$15,800.00	6	$94,800.00
16	[redacted]	[redacted]	$490.00	6	$2,940.00
17	[redacted]	[redacted]	$28.00	6	$168.00
18	[redacted]	[redacted]	$95.00	3	$285.00
	Contract: National Cooperative Purchasing Alliance (NCPA) 01-170	NCPA 01-170			
19	**Pricing includes installation, Set-up, and Configuration by vTECHio engineer**	Professional Service		1	

Recurring :		Totals :	
Your investment in addition to the Grand Total:		**Your Subtotal**	$555,786.00
$0.00	*Billed Monthly*	**Tax**	$0.00
$0.00	*Billed Quarterly*	**Shipping**	$0.00
$0.00	*Billed Annually*	**Grand Total**	**$555,786.00**

www.vTECHio.com

Pricing, Taxes, and Additional Information
All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. vTechio reserves the right to cancel quotes and orders arising from pricing or other errors. Sales tax on products shipped is based on your "Ship To" address. Please indicate any tax-exempt status on your PO, and email your exemption certificate to DJ.peterson@vtechio.com . Note: All tax quoted above is an estimate; final taxes will be listed on the invoice. If you have any questions regarding tax please send an e-mail to DJ.peterson@vtechio.com
For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice.***A 3.5% convenience fee will be charge for credit card purchases*** By signing this quote you acknowledge having read and agree to be bound by such terms.

File Attachments for Item:

15. City Council Resolution No. 2026-116- A resolution of the City of Lake City, Florida, adopting the evaluation and tabulation of responses to that certain Request for Proposal Number 014-2026 for janitorial services; accepting the proposal from American Janitorial, Inc., a Florida Corporation; making certain findings of fact in support thereof; directing the City Manager to commence negotiation of an agreement with said vendor pursuant to the terms of the request for proposals and the proposal submitted by said vendor; directing the City Manager to present such agreement to the City Council at a future date; repealing all prior resolutions in conflict; and providing an effective date.

MEETING DATE
09/21/2026

CITY OF LAKE CITY
Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: **RFP-014-2026 Janitorial Services for 4 Municipal Facilities**

DEPT / OFFICE: Procurement

Originator: Angel Bryant		
City Manager Don Rosenthal	**Department Director**: Brenda Karr	**Date** 9/2/2026

Recommended Action: Request Approval from council to accept proposal from American Janitorial, Inc. based on the consensus of the evaluation committee and proceed with entering into an agreement.

Summary Explanation & Background: RFP-014-2026 Janitorial Services for Municipal Facilities- 4 Locations was released on July 7th, 2026 and proposals were due on August 7th, 2026. Eleven proposals were submitted. An evaluation committee meeting was held on September 2nd,2026 in which the evaluation committee came to consensus that the recommended award should go to the top-ranked proposal which is American Janitorial, Inc.

Alternatives: Not proceed with the recommended proposal.

Source of Funds: The funds will come from the .34 account from the general fund, the police department's budget and IT departments budget.

Financial Impact: 53,896.44

Exhibits Attached: Solicitation, Evaluation Committee Consensus scorecard, American Janitorial Inc's proposal, contract documentation.

REQUEST FOR PROPOSAL

RFP-014-2026

JANITORIAL SERVICES FOR MUNICIPAL FACILITIES- 4 LOCATIONS

City of Lake City

205 N. Marion Ave.

Lake City, FL 32055

RELEASE DATE: July 7, 2026

DEADLINE FOR QUESTIONS: July 21, 2026

PROPOSAL SUBMISSION DEADLINE: August 7, 2026, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

https://procurement.opengov.com/portal/lcfla

City of Lake City
REQUEST FOR PROPOSAL
Janitorial Services for Municipal Facilities- 4 Locations

I. The City of Lake City, Florida .....
II. Introduction .....
III. Instructions to Proposers .....
IV. Scope of Work .....
V. Format and Content .....
VI. Evaluation Criteria .....
VII. Pricing Proposal .....
VIII. Terms and Conditions .....
IX. Vendor Questionnaire .....

Attachments:

A - Standard Services Agreement (v.11) (002)

1. The City of Lake City, Florida

1.1. Request for Proposal

RFP-014-2026
Janitorial Services for Municipal Facilities- 4 Locations

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, OpenGov, until 2:00 pm, local time, on Friday, August 7, 2026. The Procurement Department will not consider proposals delivered by any other means. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

At the time of the proposal opening, only the respondents' names will be read aloud.

Request for additional information or clarifications shall be submitted in writing via the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before the Tuesday, July 21, 2026 by 2:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal.

It will be the sole responsibility of the Proposer to contact the Procurement Department before submitting a response to determine if any addenda have been issued, obtain such addenda, and acknowledge that addenda must be accessed through OpenGov.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72 hours following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The City of Lake City reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, or take any similar actions that may be deemed to be in the best interest of the City.

CITY OF LAKE CITY, FLORIDA

Don Rosenthal
City Manager

2. Introduction

2.1. Summary

The City of Lake City (herein after, "City") has issued this Request for Proposals (hereinafter, "RFP") with the sole purpose and intent of obtaining responses from interested and qualified firms licensed to do business in the State of Florida offering to provide Janitorial Services for Municipal Facilities- 4 Locations

2.2. Background

The City of Lake City is approximately 12.4 square miles in size and serves a population of approximately 12,500. The City of Lake City is an urban city located in Columbia County, Florida, a rural community.

The legislative branch of the City is composed of an elected five-member City Council consisting of the Mayor and four council members. The City Council is governed by the City Charter and by state and local laws and regulations.

The City of Lake City operates under a City Council-City Manager form of government and provides a full range of municipal services, including: general government administration, law enforcement and fire protection, community redevelopment, stormwater management, sanitation and solid waste, as well as construction and maintenance of infrastructure, recreational, and other cultural facilities. The City also operates a municipal airport.

2.3. Contact Information

Angel Bryant
Procurement Analyst
205 N Marion Ave
Lake City, FL 32055
Email: bryanta@lcfla.com
Phone: (386) 719-5818

Department:
Procurement

2.4. Timeline

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the RFP process.

Note: Dates are subject to change. TBD = to be determined. NLT = no later than.

Issue RFP Notice	July 7, 2026

Pre-Proposal Meeting (Mandatory)	July 14, 2026, 10:00am City Hall - 205 N Marion Avenue, Lake City, FL 32055
Last Date for Receipt of Written Questions	July 21, 2026, 2:00pm
Proposal Due Date	August 7, 2026, 2:00pm
PRE EVALUATION MEETING	August 13, 2026, 2:00pm
Evaluation Committee Meeting	September 2, 2026

3. Instructions to Proposers

3.1. Proposal Response

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, OpenGov, until 2:00 pm, local time, on Friday, August 7, 2026. Proposals delivered by any other means will not be considered by the Procurement Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

3.2. Questions

All questions related to this RFP shall be submitted in writing via the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before, Tuesday, July 21, 2026 by 2:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal. Please include the section referenced for each question in order to ensure that the questions asked are responded to correctly.

3.3. Method of Source Selection

Each proposal will be reviewed to determine if it is responsive to the RFP. Proposals deemed non-responsive will be rejected without evaluation. A responsive proposal has been signed and submitted by the specified Proposal deadline and has provided the information required to be submitted with the Proposal. While poor formatting, poor documentation, and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

The Evaluation Committee shall review all proposals for compliance with the specifications and select a vendor(s) for recommendation.

The City may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for clarification to assure full understanding of, and responsiveness to, solicitation requirements. Contingent upon the successful ranking of proposals and negotiation of contracts, nothing shall preclude the City from selecting a single, qualified firm to provide both services.

3.4. Pre-Proposal Conference

A mandatory pre-proposal conference will be held on Tuesday, July 14, 2026, commencing promptly at 10:00 am, and will be held: City Hall - 205 N Marion Avenue, Lake City, FL 32055.

This pre-proposal conference is designated as "mandatory"; prospective proposers must be present to submit a proposal response.

The purpose of the pre-proposal conference is to provide an open forum for discussion and questions with City staff regarding the RFP, ensuring all prospective proposers have an equal opportunity to hear and participate. Oral questions will receive oral responses, neither of which will be official nor become

part of the RFP. Only written responses to written questions will be considered official and will be included as part of the RFP.

All prospective proposers are strongly encouraged to attend, as this will be the only pre-proposal conference for this solicitation unless the department requests otherwise.

3.5. Proposal Due Date

Sealed Proposals must be received via the City's e-Procurement Portal, OpenGov, no later than 2:00 pm, Local Time, Friday, August 7, 2026. Proposals received after this date and time will not be considered.

3.6. Public Opening

There is no public opening of the proposals. Only the respondents' names will be read aloud.

3.7. Public Record

Pursuant to Chapter 119, Florida Statutes, proposals received in response to this Request for Proposal are exempt from disclosure under the provisions of the Public Records Law until an award decision has been made known or within thirty (30) days after the Proposal opening, whichever is earlier.

4. Scope of Work

4.1. Introduction

The City of Lake City ("City") invites sealed bids from qualified contractors to provide janitorial services at various municipal facilities. The selected contractor shall provide all necessary labor, materials, equipment, and supervision to maintain clean and sanitary conditions in accordance with the specifications contained herein.

The contract shall be awarded to the lowest responsive and responsible bidder meeting all specifications.

4.2. General Scope of Work

Four City of Lake City facilities require ongoing janitorial services, including but not limited to:

- City Hall
  205 N. Marion Ave. Lake City, FL 32055
- Customer Service
  173 NW Hillsboro Ave. Lake City, FL 32055
- IT/GIS Building
  494 NW Desoto St. Lake City, FL 32055
- Public Safety Building
  225 NW Main Blvd., Lake City, FL 32055

The City will provide cleaning products to clean the designated areas as well as paper products to restock, such as trash bags, paper towels, and toilet paper. The Contractor shall furnish and maintain, in good repair all equipment, including, but not limited to, mops, brooms, vacuums, ladders and any other equipment necessary to perform the requirements of the contract. Stock must be kept on hand at all times in each facility for use in emergencies.

Janitorial services for the Police Department **and the IT/GIS building** shall be performed **during normal business hours** on **Monday, Wednesday, and Friday**. All other facilities—including **City Hall and Customer Service**—shall be cleaned **after normal operating hours (after 5:00 p.m.)** on **Monday, Wednesday, and Friday**. The **IT/GIS building** will require cleaning **twice per week**. If the contractor needs to perform cleaning at any time outside of this schedule, prior approval must be obtained.

The Contractor is required to provide a proposed listing of all personnel who will be utilized at the Lake City Police Department and City Hall. Required information shall include the name, date of birth, current resident address, telephone number, Social Security number, and 5 years of residence history for all applicable contractor employees. A criminal screening and background check will be conducted for all contract employees of the contractor awarded this service, prior to the commencement of work. A

Florida Department of Law Enforcement (FDLE) and a Criminal Justice Information Services (CJIS) Certification on all personnel will be required before the contract is awarded. The awarded contractor will be notified of those individuals authorized to provide janitorial services. Any new or additional employees will need to be pre-approved by the City of Lake City before they gain access to the facility.

4.3. Project Locations

1. Lake City Police Department is located at 225 N.W. Main Blvd, Suite 102, Lake City, FL 32055. There are two (2) floors with a total of ten (10) regular restrooms, two (2) of which are located in the locker rooms. The building also consists of hallways, training rooms, conference rooms, squad room, and Kitchen. The total area of the Police Department is approximately 18,564 square feet.

2. City Hall is located at 205 N. Marion Ave. Lake City, FL 32055. There are three (3) floors with a total of six (6) restrooms with two (2) stalls in each restroom. There are two (2) breakrooms, hallways, lobby area, Customer Service area. Council Chambers on the 2nd floor should be cleaned two (2) times a month. The total area of the building is approximately 15,782 square feet.

3. Customer Service and Growth Management is located at 173 NW Hillsboro St., Lake City, FL 32055. There is one (1) with two (2) restrooms, one (1) is a single bathroom with a urinal and the other bathroom has two (2) stalls, bathrooms located on 1st floor. There is also one (1) breakroom and drive-thru area. The building also consists of hallways and lobby areas. The total area of the building is approximately 7,772 square feet.

4. Information Technology is located at 494 NW Desoto St., Lake City, FL 32055. There is one (1) floor with a total of two (2) restrooms with five (5) stalls total. There are four (4) offices and two (2) storage rooms. The building also consists of hallways. The total area of the Information Technology building is approximately 2,000 square feet.GIS is located at 494 SW Desoto Street, Lake City, FL 32055. There is one (1) floor with a total of two (2) restrooms with five (5) stalls total. There are four (4) offices and two (2) storage rooms. The building also consists of hallways 1 kitchen. The total area of GIS building is approximately 2,000 square feet. These are two separate buildings at the same location.

4.4. Contract

The initial term of the contract shall commence upon execution by the CITY and continue in effect for a period of three (3) years. Upon mutual agreement of the City and the awarded Contractor, the contract may be renewed for two (2) additional one-year periods under the same terms, conditions, and prices.

4.5. Cleaning Tasks

1. Sweep/dust and wet mop all hard surface floors.

2. Vacuum carpets in all common areas; spot clean when needed.

3. Vacuum and spot clean the carpets, dust furniture and window sills and empty trash receptacles of the executive offices located at City Hall and Public Safety Building during business hours once a week. (4 offices – City Manager, Assistant City Manager, Chief of Police and Assistant Chief of Police).

4. Spot clean all walls, light switches and doors.

5. Dust and wipe all open countertops.

6. Dust and spot clean furniture and window sills in common areas as needed. (i.e. Lobby, Entrance, Council Chambers, Conference Rooms and Training Rooms)

7. Clean and polish water fountains.

8. Empty and remove trash, replace liner if needed.

9. Clean elevator and elevator tracks once a week.

10. Clean all interior and exterior glass doors.

11. Sweep around outside entrance doors.

12. Sweep and spot mop stairwells.

13. Empty exterior trash and cigarette butt containers.

14. Clean Kitchen and Breakroom Areas: Sweep and wet mop floors with disinfectant cleaner, remove all trash, clean surfaces of all vending machines, appliances. Clean tables, counters, chairs, and trash receptacle. Clean and sanitize sinks. Check and refill all dispensers (towels, hand sanitizer and soap).

15. Clean restrooms: including sweep and mop floors with disinfectant cleaner, clean and sanitize counters, sinks, toilets and urinals, wipe window sills, and restock supplies. Damp clean walls and partitions walls. Clean mirrors and frames. Check and refill all dispensers (paper towels, soap, toilet paper and meter mist).

16. Notify the department staff when supplies get low and need to be restocked.

- ADD/ALTERNATE #1: Carpet cleaning of the common areas of the of all locations once per year. Hard Surface Stripping/Waxing/Buffing of the common areas of the Public safety building.
- ADD/ALTERNATE #2: Vacuum, spot cleaning of floors and carpets, dust furniture and window sills and empty and remove trash, replace liners of all open offices once a week located in the Public Safety Building. There are approximately 20 offices, including the dispatch center and Records Department.
- ADD/ALTERNATE #3: Deep clean carpet and chairs in the Council Chambers two (2) times a year.

4.6. Termination

The contract may be terminated immediately by the City for any reason upon written notice. Contractor will be paid for all service satisfactorily performed through the date of termination. Termination will be effective upon written notification to the Contractor and such termination will relieve the City from any future obligations with the Contractor.

4.7. Peformance Standards

a. After completion of each scheduled service the entire building shall present a clean uniform appearance. If any irregularities are noted, the Vendor shall be required to rectify the situation in 24 hours with no additional cost to the City.

b. The Vendor shall develop a checklist to ensure all tasks are completed and to assist in quality control. A checklist shall be completed daily and signed by the on-site supervisor to certify that all services have been performed satisfactorily. A copy of the checklist shall be left with the contract manager at each location.

4.8. Criminal History Check

All janitorial service personnel that are actively engaged in providing services inside any of the buildings covered in this bid solicitation will be subject to an FDLE criminal history check and CJIS certification through the City police department. Any personnel not meeting the police department's criteria for access will be prohibited from providing janitorial services on any building in this solicitation. Any change in personnel during the course of the contract term will also require background checks for each new employee assigned to these buildings. If, during the course of the contract, any employee is arrested for, or charged with, an offense that carries a potential for a felony conviction, the contractor is responsible for notifying the City in writing immediately upon notification.

4.9. Protection of Property/Property Conditions

1. If property is damaged performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the bidder in a manner acceptable to the City of Lake City.
2. Bidder shall notify the Contract Manager for the City of the work site having pre-existing damage before beginning the work. Failure to do so shall obligate the bidder to make repairs as addressed in this solicitation.
3. Bidder shall be responsible for securing all work areas to be safe.

4.10. Safety

The Contractor shall be responsible for the safe conduct of his/her personnel during the execution of the work detailed herein. The Contractor shall meet or exceed the standards set for by the Occupational Safety and Health Administration (OSHA) and requirements established by the Federal, State, and Local agencies. Should an unsafe condition be identified during the execution of this work, the Contractor will immediately suspend such activity until a safe method can be employed.

4.11. Employees

1. Contractor shall be responsible for the appearance of all working personnel assigned to the project. Personnel shall be clean and appropriately dressed at all times. Personnel must wear property identification at all times (company shirts, ID badges, etc.)

2. All personnel of the Contractor shall be considered to be, at all times, the sole employees of the Contractor, under the Contractor's sole direction, and not an employee or agent of the City of Lake City. The Contractor shall supply competent and physically capable employees and the City of Lake City may require the Contractor to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on city property is not in the best interest of the City of Lake City. The City of Lake City shall not have any duty to implement or enforce such requirements.
3. Contractor shall assign an "on-duty" supervisor who speaks and reads English.
4. Contractor shall have its employees refrain from the use of tobacco products in the City's buildings or grounds. Tobacco use will be allowed in designated areas only.
5. Contractor shall be solely responsible for receiving all materials and equipment at site.

4.12. Storage of Materials

Contractor shall discuss material and/or equipment storage areas with the City Contract Manager.

4.13. Criteria

Proposals received for the requested services shall be evaluated separately using the following criteria:

Proposed Evaluation Criteria for Janitorial Services Proposals

1. **Experience and Qualifications**
   - Years of experience providing commercial janitorial services
   - Experience with municipal or public-sector facilities
   - References from comparable clients
   - Staff training, certifications, and background check processes
2. **Quality of Proposed Work Plan**
   - Clarity and completeness of the cleaning schedule (including business-hours vs. after-hours requirements)
   - Staffing plan, including the number of personnel assigned
   - Approach to quality control, inspections, and supervision
   - Procedures for handling complaints and service issues
3. **Staffing and Reliability**
   - Proposed staffing levels and consistency
   - Backup or contingency plan for absences

        - Reliability record and ability to meet deadlines

- 4. **Cost Proposal**
    - Overall cost and rate competitiveness
    - Clarity of the pricing structure
    - Reasonableness of costs relative to services offered

5. Format and Content

5.1. Preparation

Prepare your Proposal in a clear and concise manner. Ensure that the content of your Proposal submittal is complete. Special attention should be given to the specific information, instructions and requirements of the Request for Proposal document to ensure responsiveness. Proposals that are incomplete or lack key information may be rejected.

5.2. Incurred Expenses

The City is not responsible for any expenses which Proposers may incur in preparing or submitting proposals including presentations and any other expenses called for in this Request for Proposal.

5.3. Proprietary Information

1. In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Proposers should be aware that the Request for Proposal, and the responses thereto, are in the public domain. Proposers are requested to identify specifically any information contained in their Proposals that they consider confidential and/or proprietary and that they believe to be exempt from disclosure, citing specifically the applicable exempting law.
   A generic notation that information is "confidential" is not sufficient. Failure to provide the Procurement department with a detailed explanation and justification, including statutory cites and specific reference to your Proposal detailing what provisions, if any, you believe are exempt from disclosure, may result in your entire Proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.

2. All Proposals received from Proposers in response to this Request for Proposal will become the property of the City of Lake City and will not be returned to the Proposers. In the event of a contract award, all documentation produced as part of the Contract will become the exclusive property of the City.

5.4. Requirements

1. Proposals will be evaluated based on the information provided in the response. All documents should be in 8 1/2 x 11 format and must not exceed 25 pages.

2. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non-responsive and will not be evaluated.

3. During this process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Proposals must include a Table of Contents that clearly identifies the material by section.

5.5. Delivery of Proposals

Proposals shall be submitted via the City's e-Procurement Portal. All Proposals submitted must be received in the Procurement Department by the time specified in this solicitation. It is the sole responsibility of the Proposer to ensure that Proposals are received by the due date and time. The City shall not be responsible for delays caused by any occurrence. Proposals received following the Proposal Due Date will not be considered.

5.6. Evaluation Criteria

An Evaluation Committee will be established to review all responsive Proposals. Proposers submitting Proposals deemed to be reasonably acceptable will be evaluated using the evaluation criteria set forth herein. The information that will be considered and the relative scoring for each criterion is identified in the "Evaluation Criteria" section of the solicitation.

Individual Evaluation Committee members will use the scoring mechanism to rank firms. Ranks from all Evaluation Committee members will then be summed for each Proposer to establish the overall rank order.

5.7. Proposal Evaluation Committee and Evaluation Process

1. Evaluation Committee
   An Evaluation Committee (hereinafter referred to as "the Committee") consisting of at least three (3) members will be established to review, discuss, and evaluate all responsive Proposals submitted in response to this Request for Proposals (RFP). The Committee shall conduct a preliminary evaluation of all Proposals based on the information provided and the evaluation criteria outlined in this Request for Proposal.

2. Presentations
   The Committee reserves the right to require oral presentations from any or all responsive and responsible Proposers who submit Proposals determined to be reasonably acceptable for selection for award. Discussions may be conducted for the purpose of clarification and to ensure full understanding of and responsiveness to the solicitation requirements. The City will not be liable for any costs incurred by the Proposer in connection with such interviews, presentations, or negotiations (i.e., travel, accommodations, etc.).

3. Award without Presentations
   The City may evaluate and award a Contract based on responses to this Request for Proposal without discussions or oral presentations. Therefore, each response to this RFP should contain the Proposer's best terms and conditions for consideration.

4. Ranking
   The Committee will evaluate and rank the Proposers as outlined in the preceding section

entitled "Evaluation Criteria" and submit the proposed rank order to the Director of Procurement.

5. Authority to Award
   Contracts negotiated as a result of this RFP will be presented to the City Council for final award.

6. Reserved Rights

   a. The City, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise this solicitation, postpone or cancel, at any time, this solicitation process, or to waive minor irregularities and informalities in this RFP or in the proposals received as a result of this RFP.

   b. The City does not guarantee the award of any Contract as a result of this solicitation process.

6. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Experience and Qualifications** • Years of experience providing commercial janitorial services • Experience with municipal or public-sector facilities • References from comparable clients - Please provide up to five (5) references for the most similar contracts, preferably in the State of Florida. Include the size of the municipality. References should include the following information: name of agency, contact name, address, telephone number, and email address. • Staff training, certifications, and background check processes	0-100 Points	25 *(25% of Total)*
2.	**Quality of Proposed Work Plan** Clarity and completeness of the cleaning schedule (including business-hours vs. after-hours requirements) Staffing plan, including the number of personnel assigned Approach to quality control, inspections, and supervision Procedures for handling complaints and service issues	0-100 Points	25 *(25% of Total)*
3.	**Staffing and Reliability** • Proposed staffing levels and consistency • Backup or contingency plan for absences • Reliability record and ability to meet deadlines	0-100 Points	25 *(25% of Total)*

4.	**Cost Proposal** • Overall cost and rate competitiveness • Clarity of the pricing structure • Reasonableness of costs relative to services offered	0-100 Points	25 *(25% of Total)*

7. Pricing Proposal

JANITORIAL SERVICES FOR MUNICIPAL FACILITIES- 4 LOCATIONS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	LAKE CITY PUBLIC SAFETY BUILDINGS- CLEANING 3 TIMES A WEEK ALTERNATING MONDAYS- WEDNESDAYS-FRIDAYS	156	DOLLARS		
2	CITY HALL - 205 N MARION AVE- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS		
3	CUSTOMER SERVICE/GROWTH MANAGEMENT- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS		
4	INFORMATION TECHNOLOGY/ GIS - CLEANING TWICE A WEEK	104	DOLLARS		
TOTAL					

ADD/ ALTERNATE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	CARPET CLEANING OF COMMON AREAS OF CITY HALL AND PUBLIC SAFETY BUILDING ONCE A YEAR. STRIP/WAX OF THE PUBLIC SAFETY BUILDING ONCE A YEAR	1	DOLLARS		
2	Vacuum, spot cleaning of floors and carpets, dust furniture and window sills and empty and remove trash, replace liners of all open offices once a week located in the Public Safety Building. There are approximately 20 offices this includes the dispatch center and Records Department.	52	DOLLARS		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
3	Deep clean carpet and chairs in the Council Chambers two (2) times a year.	2	DOLLARS		
TOTAL					

8. Terms and Conditions

8.1. Contract Award

An award, if made, will be made to the best overall proposer(s) whose proposal is most advantageous to the City, taking into consideration the evaluation factors outlined in this RFP.

8.2. Questions Regarding the Solicitation or Proposal Process

To ensure fair consideration for all Proposers, the City prohibits communication to or with any officer, elected official (including the Mayor and City Council), department, division, office, or employee of the City, and any Evaluation Committee members during the solicitation process from the date of issuance of the RFP through award, except as provided below.

All communications relating to this RFP between Proposer (or anyone on Proposer's behalf) and the City must be made through the Procurement Department. Any communications in violation of this provision may be grounds for disqualifying the offending Proposer from consideration for award of the Proposal and/or any future Proposal.

Any questions relative to the interpretation of the solicitation or the Proposal process shall be submitted via the City's e-Procurement Portal. The Procurement Department must receive questions on or before the cut-off date specified in the Proposal Schedule. Questions received after the cut-off date as specified in the Proposal Schedule will not be considered.

Any interpretation made to prospective Proposers will be answered through the City's e-Procurement Portal or expressed in the form of an addendum to the solicitation, which, if issued, will be conveyed in writing to all persons on record as following this RFP, no later than five (5) days before the date set for receipt of Proposals. Oral answers will not be authoritative.

It will be the responsibility of the Proposer to acknowledge and confirm receipt of all addenda in the City's e-Procurement Portal.

8.3. Additional Information

The City reserves the right to request that the Proposer provide additional information it deems necessary to evaluate, clarify, or substantiate any area contained in each submitted Proposal and to more fully meet the needs of the City.

8.4. Addendum to Request for Proposals

If it becomes necessary to revise or amend any part of this Request for Proposal before the Proposal due date, the Procurement Department will furnish the revision by written Addendum.

8.5. Execution of Contract

Unless the City extends such time, the successful Proposer shall, within ten (10) calendar days after Notice of Award is issued by the City of Lake City, Procurement Department, sign and enter into a Contract with the City, and shall simultaneously provide any required bonds, indemnities, and insurance certificates.

Failure to meet the established deadline for submitting the required documents may be grounds for cancellation of the award.

8.6. Proposer's Guarantee

By submitting a Proposal, a Proposer warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified herein.

8.7. Indemnification

The Respondent agrees to indemnify and hold the City harmless for any and all claims, liability, losses, and causes of action that may arise out of its fulfillment of the contract awarded pursuant to this RFP. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions or Respondent employees and/or agents In the event the completion of a project awarded pursuant to this RFP(to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the City from any and all increased expenses resulting from such delay.

8.8. Insurance Requirements

The Proposer will be required to furnish evidence of the following insurance coverage by a licensed Florida Company.

1. Without limiting Proposer's indemnification, it is agreed that the successful Proposer will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, they must be the minimum acceptable limits. If successful, the Proposer's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City, naming the City of Lake City as additional insured. These certificates must provide ten (10) calendar days' notice to the City in the event of cancellation, non-renewal, or a material change to the policy.

    a. Professional liability insurance to provide coverage of not less than one million dollars ($1,000,000).

    b. Workers' compensation insurance to apply to all employees of the contractor, sub-contractors, and the contractor's architect and/or engineer, meeting the "Workers' Compensation Law" of the State of Florida and all applicable federal laws.

    c. Commercial General Liability insurance to provide coverage of not less than one million dollars ($1,000,000) combined single limit per occurrence and annual aggregates, where generally applicable, and must include premises-operations, independent contractors,

products/completed operations, broad form property damage, blanket contractual, and personal injury endorsements.

d. Comprehensive Automobile Liability Insurance covering all owned, hired, and non- owned vehicles with coverage limits not less than one hundred thousand dollars ($100,000) per person, three hundred thousand dollars ($300,000) per occurrence, and one hundred thousand dollars ($100,000) property damage.

2. The official title of the owner is "City of Lake City". This official title will be used in all insurance documentation.

8.9. Proof of Insurance

The Proposer will furnish to the Procurement Department Certificates of Insurance or endorsements evidencing the insurance coverage specified above within seven (7) days after notification of an award. The required Certificates of Insurance or endorsements will not only name the types of policies continued, but also specifically refer to this contract and state that such insurance is as required by this contract. If the initial insurance expires before the completion of the work, renewal Certificates of Insurance will be furnished thirty (30) days before their expiration. Notice of cancellation and/or restriction Policy(s) must be endorsed to give the City thirty (30) days' notice of cancellation and/or restriction.

9. Vendor Questionnaire

9.1. Table of Contents*

Please upload your Table of Contents here.

*Response required

9.2. Acknowledgment*

By checking yes, the Respondent acknowledges the following:

The information provided in the response is true and correct, and the response submission is final. Respondent agrees to all terms and conditions contained in the Solicitation.

☐ Yes
☐ No

*Response required

9.3. Documents Requiring Notorization*

Please download the documents below, complete, and have them notarized. An online notarization option will be provided for you when responding.

- Public_Entity_Crimes_Statem...
- Drug_Free_Workplace_Certifi...
- Non-Collusion_Affidavit.pdf
- Conflict_of_Interest_Statem...

*Response required

9.4. Scrutinized Companies Certification*

Per State of Florida Statutes. 287.135(5) Suppliers (companies) must acknowledge and agree to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies' paragraph listed below. Respondents shall agree by marking the option below. Respondents neglecting to respond may be disqualified from consideration for the award and deemed non-responsive.

I hereby certify that neither the responding entity, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making a profit, have been placed on the Scrutinized Companies That Boycott Israel List created pursuant to s. 215.4725 of the Florida Statutes, or are engaged in a boycott of Israel.

In addition, if this Solicitation is for a contract for goods or services where the total contract value is one million dollars ($1,000,000) or more, I hereby certify that neither the responding entity, nor any of its wholly owned subsidiaries, majority- owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy

Sector List, created pursuant to s. 215.473 of the Florida Statutes, or are engaged in business operations in Cuba or Syria as defined in said statute.

I understand and agree that the County may immediately terminate any contract resulting from this Solicitation upon written notice if the responding entity (or any of those related entities of respondent as defined above by Florida law) are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars ($1,000,000) or more, it has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or it is found to have been engaged in business operations in Cuba or Syria.

By selecting "Yes", the respondent acknowledges and agrees to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies'.

☐ Yes
☐ No

*Response required

9.5. Human Trafficking Affidavit*

Please download the documents below, complete them, and upload.

- Human_Trafficking.docx

*Response required

9.6. Disputes Disclosure Form*

Answer the following by selecting which, if any, pertain to your organization. . If you answer "YES", please explain in the Disputes Disclosure Explanation question. If you answer None of the Above, please type "N/A" in the Disputes Disclosure Explanation question.

Select all that apply

☐ Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
☐ Has your firm, or any member of your firm, been declared in default, terminated, or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
☐ Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
☐ None of the Above
*Response required

9.7. E-Verify Affirmation Statement*

Please download the documents below, complete them, and upload.

- E-VERIFY_AFFIRMATION_STATEM...

*Response required

9.8. Statement of Qualification Document*

Please upload your COMPLETE Statement of Qualifications.

*Response required

[AMERICAN JANITORIAL, INC.] RESPONSE DOCUMENT REPORT

RFP No. RFP-014-2026

Janitorial Services for Municipal Facilities- 4 Locations

RESPONSE DEADLINE: August 7, 2026 at 2:00 pm

Report Generated: Wednesday, September 2, 2026

American Janitorial, Inc. Response

CONTACT INFORMATION

Company:
American Janitorial, Inc.

Email:
heather.casavant@ajiclean.com

Contact:
Heather Casavant

Address:
87 North Central Ave
Umatilla, FL 32784

Phone:
N/A

Website:
N/A

Submission Date:
Aug 6, 2026 10:07 PM (Eastern Time - New York)

ADDENDA CONFIRMATION

Addendum #1
Confirmed Aug 5, 2026 5:23 PM by Heather Casavant

Addendum #2
Confirmed Aug 5, 2026 5:23 PM by Heather Casavant

Addendum #3
Confirmed Aug 5, 2026 5:23 PM by Heather Casavant

QUESTIONNAIRE

1. Table of Contents*

Pass

Please upload your Table of Contents here.

Table_of_Contents.pdf

2. Acknowledgment*

Pass

By checking yes, the Respondent acknowledges the following:

The information provided in the response is true and correct, and the response submission is final. Respondent agrees to all terms and conditions contained in the Solicitation.

Yes

3. Documents Requiring Notorization*

Pass

Please download the documents below, complete, and have them notarized. An online notarization option will be provided for you when responding.

- Public_Entity_Crimes_Statem...
- Drug_Free_Workplace_Certifi...
- Non-Collusion_Affidavit.pdf
- Conflict_of_Interest_Statem...

Public_Entity_Crimes_Statement_(AJI).pdf
Drug_Free_Workplace_Certificate_(AJI).pdf
Non-Collusion_Affidavit_(AJI).pdf
Conflict_of_Interest_Statement_(AJI).pdf

4. Scrutinized Companies Certification*

Pass

Per State of Florida Statutes. 287.135(5) Suppliers (companies) must acknowledge and agree to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies' paragraph listed below. Respondents shall agree by marking the option below. Respondents neglecting to respond may be disqualified from consideration for the award and deemed non-responsive.

I hereby certify that neither the responding entity, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making a profit, have been placed on the Scrutinized Companies That Boycott Israel List created pursuant to s. 215.4725 of the Florida Statutes, or are engaged in a boycott of Israel.

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I understand and agree that the County may immediately terminate any contract resulting from this Solicitation upon written notice if the responding entity (or any of those related entities of respondent as defined above by Florida law) are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars ($1,000,000) or more, it has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or it is found to have been engaged in business operations in Cuba or Syria.

By selecting "Yes", the respondent acknowledges and agrees to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies'.

Yes

5. Human Trafficking Affidavit*

Pass

Please download the documents below, complete them, and upload.

- Human_Trafficking.docx

Human_Trafficking_(AJI).pdf

6. Disputes Disclosure Form*

Pass

Answer the following by selecting which, if any, pertain to your organization. . If you answer "YES", please explain in the Disputes Disclosure Explanation question. If you answer None of the Above, please type "N/A" in the Disputes Disclosure Explanation question.

None of the Above

7. E-Verify Affirmation Statement*

Pass

Please download the documents below, complete them, and upload.

- E-VERIFY_AFFIRMATION_STATEM...

E-VERIFY_AFFIRMATION_STATEMENT_(AJI).pdf

8. Statement of Qualification Document*

Pass

Please upload your COMPLETE Statement of Qualifications.

AJI_Statement_of_Qualifications_-_RFP-014-2026,_Janitorial_Services_for_Municipal_Facilities-_4_Locations.pdf

PRICE TABLES

JANITORIAL SERVICES FOR MUNICIPAL FACILITIES- 4 LOCATIONS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	LAKE CITY PUBLIC SAFETY BUILDINGS- CLEANING 3 TIMES A WEEK ALTERNATING MONDAYS-WEDNESDAYS-FRIDAYS	156	DOLLARS	$154.07	$24,034.92
2	CITY HALL - 205 N MARION AVE- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS	$107.83	$16,821.48
3	CUSTOMER SERVICE/GROWTH MANAGEMENT- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS	$59.49	$9,280.44
4	INFORMATION TECHNOLOGY/ GIS - CLEANING TWICE A WEEK	104	DOLLARS	$36.15	$3,759.60
TOTAL					$53,896.44

ADD/ ALTERNATE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	CARPET CLEANING OF COMMON AREAS OF CITY HALL AND PUBLIC SAFETY BUILDING ONCE A YEAR. STRIP/WAX OF THE PUBLIC SAFETY BUILDING ONCE A YEAR	1	DOLLARS	$5,688.00	$5,688.00
2	Vacuum, spot cleaning of floors and carpets, dust furniture and window sills and empty and remove trash, replace liners of all open offices once a week located in the Public Safety Building. There are approximately 20 offices this includes the dispatch center and Records Department.	52	DOLLARS	$180.46	$9,383.92
3	Deep clean carpet and chairs in the Council Chambers two (2) times a year.	2	DOLLARS	$367.84	$735.68
TOTAL					$15,807.60

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- Thank you! 40

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

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

1. This sworn statement is submitted with Bid No. #RFP-014-2026.
2. This sworn statement is submitted by American Janitorial, Inc. whose business address is 87 N. Central Ave, Umatilla, FL 32784 and (if applicable) its Federal Identification No.(FEIN) is 46-0557106. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement_____.
3. My name is Jason Lay and my relationship to the entity named above is CEO.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes means:
   a. A predecessor or successor of a person convicted of a public entity crime; or
   b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair

market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

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

__X__Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

_____There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

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

Signature:_____ Date 8/5/2026

STATE OF Florida

COUNTY OF Lake

Personally appeared before me, the undersigned authority, Jason Lay who after first being sworn by me, affixed his/her signature in the space provided above on this 5th day of August 20 26.

_____

Notary Public, State at large

My Commission Expires: 9/19/2026

HEATHER L. CASAVANT
Notary Public
State of Florida
Comm# HH313808
Expires 9/19/2026

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, American Janitorial, Inc. (print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contender to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein."

Jason Lay, CEO
Authorized Signature

8/5/2026
Date Signed

State of Florida
County of Lake
Sworn to and subscribed before me this 5th day of August 20 26.
Personally known X or Produced Identification _____
(Specify type of identification)

Signature of Notary
My Commission Expires: 9/19/2026

HEATHER L. CASAVANT
Notary Public
State of Florida
Comm# HH313808
Expires 9/19/2026

NON-COLLUSION AFFIDAVIT

STATE OF Florida

COUNTY OF Lake

Jason Lay, being duly sworn, deposes and says that:

1. He/She is CEO of American Janitorial, Inc. the Bidder
Title Company Name
that has submitted the attached proposal;

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

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

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lake City, Florida or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE Jason Lay, CEO

SUBSCRIBED AND SWORN TO BEFORE ME THIS 5th DAY OF August, 2026.

_____

Notary Public, State of Florida My Commission Expires: 9/19/2026

HEATHER L. CASAVANT
Notary Public
State of Florida
Comm# HH313808
Expires 9/19/2026

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA, CITY OF Umatilla

Before me, the undersigned authority, personally appeared Jason Lay, who was duly sworn deposes and states:

1. I am the CEO of American Janitorial, Inc. with a local office in Umatilla, FL and principal office in Umatilla, FL and principal office in Umatilla, FL.
   City & State City & State
2. The above named entity is submitting a Proposal for the City of Lake City **RFP-014-2026** described as **JANITORIAL SERVICES FOR MUNICIPAL FACILITIES-4 LOCATIONS**.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

DATED this 5th day of August 20 26.

(Affiant)

Jason Lay, CEO

Typed Name and Title

Sworn to and subscribed before me this 5th day of August 2026. Personally Known X Or produced identification_____.

Identification type:_____

Notary Public-State of Florida

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

My commission expires 9/19/2026.

HEATHER L. CASAVANT
Notary Public
State of Florida
Comm# HH313808
Expires 9/19/2026

FLORIDA NOTARY ASSOCIATION SINCE 1976

HUMAN TRAFFICKING AFFIDAVIT

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.

2. I currently serve as CEO (Role) of American Janitorial, Inc. (Company).

3. American Janitorial, Inc. (Company) does not use coercion for labor or services, as those terms are defined in Florida Statute 787.06.

4. This declaration is made pursuant to Florida Statute 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I Jason Lay, CEO (Signatory Name and Title), declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

COMPANY

American Janitorial, Inc.

NAME OF BUSINESS ENTITY

SIGNATURE

Jason Lay, CEO

TYPE NAME AND TITLE

E-VERIFY AFFIRMATION STATEMENT

RFP/Bid /Contract No:
Request for Proposal #RFP-014-2026

Project Description:
Title: Janitorial Services for Municipal Facilities- 4 Locations

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

(a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
(b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name:
American Janitorial, Inc.

Authorized Company Person's Signature:

Authorized Company Person's Title:
Jason Lay, CEO

Date: 8/5/2026

THIS FORM MUST BE INCLUDED WITH YOUR SUBMITTAL

August 5, 2026

Angel Bryant
Procurement Analyst
City of Lake City
205 N Marion Ave
Lake City, FL 32055

RE: #RFP-014-2026
Janitorial Services for Municipal Facilities- 4 Locations

Dear Ms. Bryant,

We are pleased to submit a proposal for RFP-014-2026, Janitorial Services for Municipal Facilities- 4 Locations. As you review our proposal, you will see that American Janitorial, Inc. (AJI) understands your specific challenges and our proposal provides you with a program tailored specifically for the needs of the City of Lake City. These key items separate AJI in the marketplace:

<u>Experience with large scale, multi-location projects</u> – As the current janitorial contractor for multiple County and City government entities throughout Florida, including Volusia, Lake, Manatee, Pinellas, and Flagler Counties, as well as the Cities of Ormond Beach, Clermont, Dunedin, Flagler Beach, Riviera, Madeira Beach, and Palm Coast, AJI understands the unique challenges of providing daily services for multiple locations spread out over large geographic areas.

<u>Management</u> - The Contract Managers we assign to oversee your account are the most integral part of our program. These are salaried positions, which coordinate, direct, and control all of the custodial functions in their area of operation. The assigned Contract Managers will be available to City of Lake City representatives 24 hours a day, 7 days a week.

<u>Proximity</u> – Headquartered in Lake County, AJI has a strong presence throughout the state of Florida. We currently service over 300 locations each day throughout Central Florida, and this places us in a unique position to be able to handle any issues that arise at the City of Lake City locations promptly and efficiently.

American Janitorial, Inc. (AJI)
87 North Central Ave, Umatilla, FL 32784
P: 352-551-7[illegible]
F: 352-669-1408

AJI is a local cleaning company that has serviced Florida businesses and governments for over 39 years. AJI was founded in 1987 as a "one stop shop" commercial and industrial janitorial service and supply company. Under our current structure as American Janitorial, Inc., we are a Florida Corporation incorporated on July 12, 2012. Our officers are Jordan Daily (President), Stephanie Dailey (CFO) and Jason Lay (CEO). Our home office is located in the City of Umatilla, allowing us a central base in which to service a large geographical area throughout Florida. We have serviced hundreds of local businesses and government organizations over the years and stand by our reputation as the best cleaning value available.

Our fundamental values of honesty, trust, integrity, respect, and quality drive our philosophy of cleaning at AJI; to deliver the best possible service to our customers each and every day. Our basic principles for achieving this goal are:

- Develop transparent relationships with employees, suppliers and customers
- Create a positive economic outcome for both employees and customers
- Seek to steadily improve our quality control system through our APP
- Develop meaningful community interaction
- Protect and preserve the environment at all times
- Maintain our competitive edge

Point of Contact:
Ryan Strem, Chief Sales Officer
352-932-9456
ryan.strem@ajiclean.com

We verify that all terms and conditions set forth by the City of Lake City are understood and acknowledged by the undersigned, and there are no potential conflicts of interest associated with our response. As CEO of AJI, I am legally authorized to bind the corporation through signature.

We look forward to developing an excellent working relationship with City of Lake City and we are committed to giving you the highest possible quality for the fairest possible price. If you have any questions regarding this response, please contact me anytime at 352-910-0880 or by email at jason.lay@ajiclean.com.

Sincerely,

Jason Lay
CEO
87 North Central Ave, Umatilla, FL 32784
AJI is a Florida Corporation

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- Thank you! 40

Our Story

American Janitorial Inc. (AJI) was founded in 1987 as a “one stop shop” commercial and industrial janitorial service and supply company. AJI was previously known as ABC Clean-All, and in 2004, the company was purchased by our current President, Jordan Dailey and Stephanie Dailey, our current CFO & Vice President.

AJI started out as an energetic family business with only a few part-time employees. It has now grown to be one of the leading janitorial service contracting companies in Central Florida yet still remains a strong family business. AJI has always maintained a focus on hard work and dedication to customer service.

Our President is Jordan Dailey, the company founder’s grandson. Mr. Dailey joined the company in 2000 to assist in the development of the commercial janitorial operations. Despite tough economic conditions, AJI has continued to grow under his leadership as he has demonstrated his ability to lead and adapt to ever-changing times.

The basis of AJI’s business operations and relationships are the core values of honesty, trust and integrity. Our longevity in an industry where many competitors have come and gone proves that the company’s business principles are solid and consistent.

39
Years In Business

5.5
Million Square Feet Cleaned Daily at More Than
700
Separate Locations

325
Total Team Members

AJI is a
FLORIDA COMPANY
with
Headquarters in
Umatilla, FL

Who We Are

The basis of AJI's business operations and relationships are the core values of honesty, trust and integrity. Our longevity in an industry where many competitors have come and gone proves that the company's business principles are solid and consistent.

Who We Are:

- We are a locally owned and operated company that takes pride in every facility we service. We have the resources and expertise of a national corporation combined with the quality customer service of a hometown cleaning company. Our reputation is our best asset!
- We are a company that builds and cultivates long lasting relationships with our customers through clear communication and outstanding customer support. We invest time and effort into relationships with our customers!
- We are a company that retains business. Every contract we have is important to us and we treat each one as if it's our only one.
- We are a company that cares about quality workmanship. Our smartphone APP creates accountability for our staff and allows us to detect problems before they happen. We routinely inspect our own work so our customers don't have to.
- We are a company that does whatever it takes. Just ask our references.

AJI always meets the needs of its customers, regardless of the cost or time it takes to ensure satisfaction.

What We Do

Janitorial Services

Day Porter Services

Carpet Cleaning

Hard Surface Floor Care

Pressure Washing

Proven Performance in Comparable Locations

The AJI team supports customers with facilities similar to those of the City of Lake City, giving us a clear understanding of the operational demands, cleaning standards, and service expectations required to perform successfully in these environments.

Lake County Government
72 Locations
$1,159,382.00/Yr
Start: October 1, 2011
End: March 31, 2027

Pinellas Suncoast Transit Auth
5,500 Bus Stop Locations
$1,006,013.00/Yr
Start: October 1, 2015
End: September 30, 2029

City of Ormond Beach
44 Locations
$478,000.00/Yr
Start: March 1, 2015
End: February 28, 2028

The Villages CPM
72 Locations
$1,632,980.00/Yr
Start: April 1, 2014
End: Annual Renewal

City of Palm Coast
23 Locations
$538,000.00/Yr
Start: October 1, 2018
End: September 30, 2026

City of Flagler Beach
7 Locations
$55,392.00/Yr
Start: July 1, 2023
End: April 30, 2027

Volusia County Government
82 Locations
$1,827,633.00/Yr
Start: March 1, 2019
End: July 31, 2029

City of Clermont
7 Locations
$231,670.00/Yr
Start: October 1, 2016
End: March 31, 2028

SECO Energy
8 Locations
$286,000.00/Yr
Start: July 1, 2019
End: Annual Renewal

Village of North Palm Beach
10 Locations
$234,410.00/Yr
Start: January 1, 2024
End: December 31, 2026

City of Gainesville RTS
500 Bus Stop Locations
$248,000.00/Yr
Start: October 1, 2017
End: September 30, 2027

Flagler County Government
76 Locations
$809,337.00/Yr
Start: April 1, 2018
End: July 31, 2030

City of Madeira Beach
11 Locations
$127,156.00/Yr
Start: October 1, 2024
End: September 30, 2029

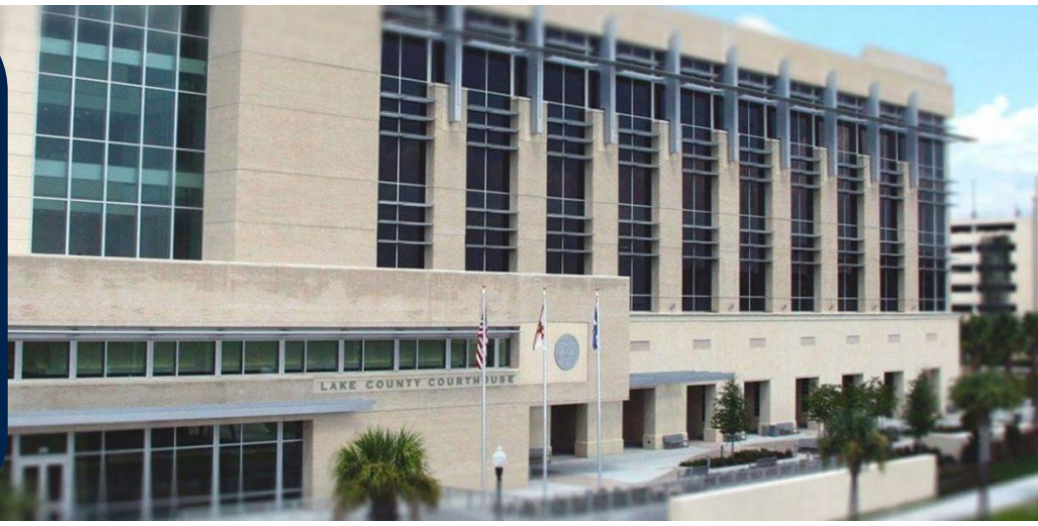
Manatee County Government
86 Locations
$1,309,211.00/Yr
Start: November 1, 2024
End: October 31, 2028

Pinellas County (Utilities Locations)
8 Locations
$165,000.00/Yr
Start: September 1, 2025
End: August 31, 2030

City of Dunedin
36 Locations
$708,969.00/Yr
Start: October 1, 2021
End: September 30, 2026

References

LAKE COUNTY BOARD OF COUNTY COMMISSIONERS



Lake County Board of County Commissioners
550 West Main Street, Tavares, FL 32778
Rochelle Buchanan
352-253-4963 (p)
rochelle.buchanan@lakecountyfl.gov
Annual Contract Billing: $1,159,382.00

AJI provides daily janitorial and day porter services for 72 facilities totalling over 700,000 square feet for the Lake County Board of County Commissioners. We service all of the County's facilities in the downtown Tavares area including the Lake County Judicial Center, the Lake County Administration Building, the Historic Courthouse, the Property Appraiser / Tax Collector building and the Public Defender offices. Our services are also contracted for high-traffic, high-usage public building such as the public libraries, the community center buildings, the fairground buildings and various warehouse and office space.

CONTRACT TERM:
Start: October 1, 2011 End: March 31, 2027

AJI was the successful proposer during rebids in 2017 and 2021

72 County Locations Including:

- Property Appraiser
- Tax Collector
- Courthouse
- Historic Courthouse
- Judicial Center
- Animal Services
- Libraries
- Community Centers
- Emergency Operations
- Administrative Building
- Warehouses
- Maintenance Facilities
- Environmental Lab
- Fleet Maintenance
- Election Support Center
- Fuel Stations
- Fairgrounds - Expo Bldg.
- Nature Center
- Parking Garage
- Tourist Welcome Center
- Property Records
- Public Defender's Office
- Haz-Mat Trailer
- Scalehouse

MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS

Manatee County Board of County Commissioners
1112 Manatee Ave W, Bradenton, FL 34205
Brandon K. Bennett
941-748-4501 Ext. 5843 (p)
brandon.bennett@mymanatee.org
Annual Contract Billing: $1,309,211.00

AJI provides daily janitorial and day porter services to over 80 separate locations for Manatee County, totalling over 900,000 square feet. This project includes the Manatee County Government Complex, Judicial Center, libraries, community centers and beaches. We also provide carpet cleaning, floor stripping and waxing, hard surface floor buffing and ceramic tile steam cleaning.

CONTRACT TERM:
Start: October 1, 2024 End: September 30, 2029

86 County Locations Including:

- Courthouse Annex
- Judicial Center
- Administrative Center
- Parks
- Transit Stations
- Utilities Complex
- Fleet Services
- Administrative Offices
- EMS Stations
- Water Reclamation Locations
- Laboratories
- Libraries
- Community Centers
- Animal Shelter
- Fairgrounds
- Athletic Centers
- Nature Preserves
- Public Safety Complex
- Stormwater
- Public Works
- Medical Examiner
- Aquatic Center
- Landfill
- Traffic Maintenance

THE VILLAGES COMMERCIAL PROPERTY MANAGEMENT

The Villages®
Commercial Property Management

The Villages® Commercial Property Management
7580 Middleton Drive, Middleton, Florida 34762
Justin Foster, Facility Manager/Amenity Properties
352-750-9455 x 2415 (p)
Justin.Foster@TheVillages.com
Annual Contract Billing: $1,632,980.00

Since 2014, AJI has provided daily janitorial services to more than 60 recreation centers in The Villages, as well 32 golf courses and 25 pool restroom locations, and these locations are typically open 14 or more hours per day. AJI ensures optimal levels of cleanliness and sanitation by detail cleaning and thoroughly mopping all hard service flooring each day. Floor services include carpet cleaning, floor stripping and waxing, hard surface floor buffing and ceramic tile steam cleaning. Additionally, we provide cleaning services to the offices and meeting room areas, paying special attention to the restrooms as they experience high levels of resident traffic each day.

AJI's Villages CPM porter team handles various events such as Ribbon Cutting Ceremonies, the annual Villages Wine Walk throughout multiple town squares, Hometown Happenings events, and other community gatherings like dance events, arts and crafts festivals, and holiday celebrations.

CONTRACT TERM:
Start: April 1, 2014 End: Annual Renewal

Locations Include:

Dabney Postal and Rec Center
Franklin Rec Center
Lake Denham Postal
Mickylee Pitch and Putt
Moultrie Creek Postal and Rec
Saluki VCR
Shady Brook Rec Center

CPM Championship Golf Courses:
Hacienda Hills,
Glenview CC,
Lopez Legacy CC,
Palmer Legends CC,
Cane Garden CC,
Mallory Hill CC,
Havana CC,
Bonifay CC,
Evans Prairie CC,
Belle Glade CC

Sharon Morse Medical Center for Advanced Health - Brownwood

CITY OF DUNEDIN

City of Dunedin
737 Louden Ave, Dunedin, FL 34698
Tanya Hart, Business Analyst
727-298-3232 (p)
thart@dunedinfl.net
Annual Contract Billing: Approx. $708,969.00

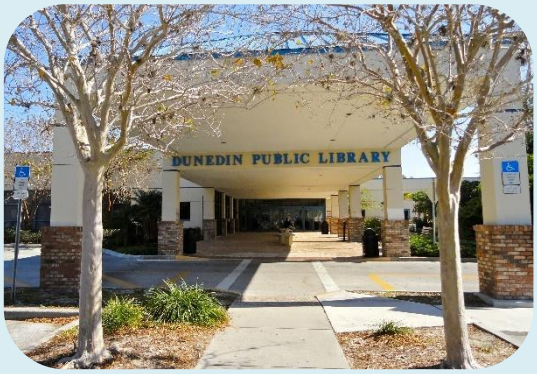
AJI provides daily janitorial services to 30 locations for the City of Dunedin. Our services include evening janitorial cleaning of the City Hall, EOC, Fire Stations, Wellness and Community Centers, Library and Maintenance locations totalling over 200,000 total square feet. We also provide semi-annual carpet cleaning, tile stripping and waxing, and ceramic tile steam cleaning.

This contract also includes daily restroom cleaning for 13 parks throughout the City of Dunedin, including the Dunedin Causeway. Additionally, we provide daily porter services to the Dunedin Causeway restrooms.

CONTRACT TERM:
Start: October 1, 2021 End: September 30, 2026

30 City Locations Including:

City Hall
New City Hall
Government Services
Emergency Operations Center
Wellness Center
Fire Administration
Fire Stations
Library
Highlander Pool
Spray Ground Restrooms
MLK
Nature Center
Comm. Center
CC Library Branch
CC Outdoor Restrooms
Hale Center
Middle School Restrooms
Multiple Park Restrooms
Public Services
Fleet Services
Solid Waste
Water
Wastewater
Causeway Restrooms
Train Depot Restrooms
Weaver Park Restrooms
Stirling Golf
Parks Maintenance Facility



CITY OF MADEIRA BEACH

City of Madeira Beach
300 Municipal Dr, Madeira Beach, FL 33708
Megan Wepfer, Public Works Director
727-543-8154 (p)
mwepfer@madeirabeachfl.gov
Annual Contract Billing: Approx. $127,156.00

AJI provides daily janitorial services to 11 locations for the City of Madeira Beach. Our services include: evening janitorial cleaning of office areas in the Madeira Beach City Hall, as well as the Fire Station and City Recreation Center.

We also provide daily restroom cleaning at the City Marina, as well as Causeway Park, Archibald Park, Tom & Kitty Stuart Park, and Johns Pass Park & Village.

Additionally, we provide semi-annual carpet cleaning, tile stripping and waxing, and ceramic tile steam cleaning.

Start: October 1, 2024 End: September 30, 2029

11 City Locations Including:

City Hall
Building Dept
Satellite Office
Rec Center
Fire Station RR
Rec Center
Marina
Causeway Park
Archibald Park
Tom and Kitty Stuart Park
Johns Pass Village
Johns Pass Park

Standardized Training.
Reliable Results.

Training Program

AJI makes a large investment in initial and continuous training programs for our team members. We believe that our team members are our most valuable resource, and we are committed to helping them succeed. We hire and train our own staff for all services that we provide.

AJI provides comprehensive training for all of our cleaning technicians, and management. Our training program includes classroom training and hands on instruction, and each member of the AJI team receives training in the following areas:

- Introduction and Organizational Structure
- The Do's and Don'ts
- Issuing of the Custodial Procedures & Training Manual
- Cleaning Chemicals and Equipment Training
- Basic Cleaning Procedures
- Dress and Appearance
- Customer Service
- Safety and Security

Before completion of the training, we require the cleaning tech to sign a contract with our company. This contract states that the team member will always act professionally and reflect a positive image upon AJI and its staff.

The last step in the training program is OJT (on the job training). The new cleaning technician will begin work as a helper, under the supervision of an experienced crew leader for a minimum of one week. During this time, the new cleaning tech's work ethic and attitude are evaluated.

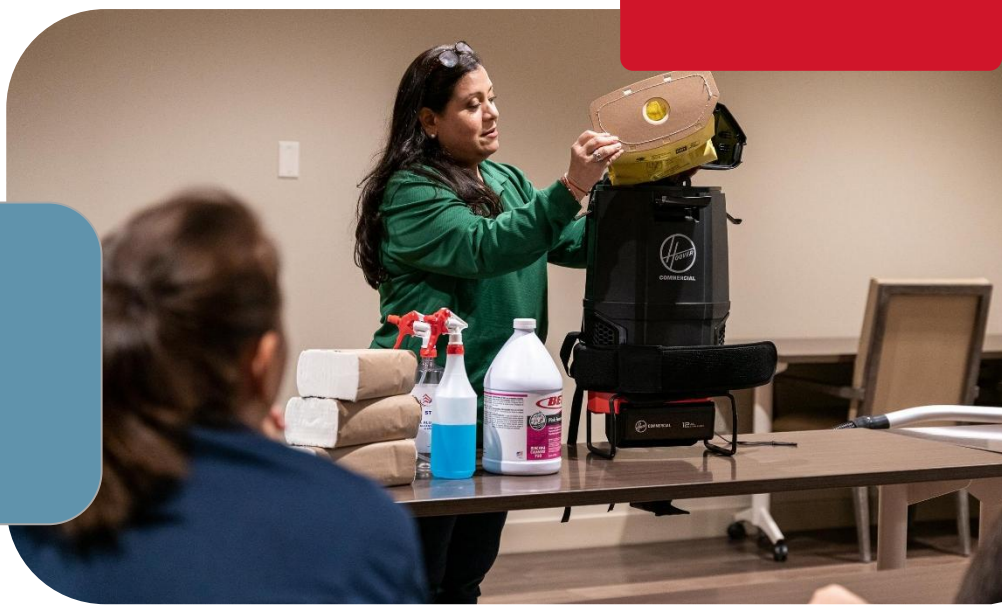
OSHA & Safety Compliance

Cleaning Procedures & Industry Best Practices

APP, Equipment & Chemical Use Training

Customer Service & Professional Conduct

KEY TRAINING COMPONENTS



OSHA & Safety Compliance

Monthly training on OSHA standards, including hazard communication (HazCom), proper use of PPE, bloodborne pathogens, slip-and-fall prevention, and safe chemical handling to ensure a safe work environment for team members and building occupants. Team members are trained to recognize workplace hazards, report incidents promptly, and follow established safety protocols to protect themselves and building occupants.

Cleaning Procedures & Industry Best Practices

Team Members are trained on standardized, task-specific cleaning procedures aligned with industry best practices and client requirements. Training covers proper techniques for routine, detail, and deep cleaning; high-touch and high-traffic areas; restroom sanitation; and specialty spaces such as offices, labs, or public facilities. Emphasis is placed on consistency, quality control, infection prevention, and adherence to site-specific scopes of work and schedules.

Smartphone App, Equipment & Chemical Use Training

Team members receive instructions on navigating AJI's smartphone app, as well as hands-on instruction in the safe and effective use of all janitorial equipment, including vacuums, floor machines, extractors, and automated cleaning tools. Training includes startup, shutdown, routine maintenance, and troubleshooting to extend equipment life and ensure optimal performance. Chemical training covers proper dilution utilizing the Clean on the Go VersaFill 3 system, labeling, storage, and disposal, as well as reading Safety Data Sheets (SDS) to prevent misuse, cross-contamination, or damage to surfaces.

Customer Service & Professional Conduct

Training emphasizes professionalism, accountability, and customer-focused service. Team members are trained on appropriate workplace behavior, communication protocols, confidentiality, security awareness, and access control procedures. Team members learn how to interact respectfully with clients and occupants, respond to requests or concerns, escalate issues appropriately, and represent AJI in a professional manner at all times.

Cleaning Technician Review

Our training program also includes classroom training and hands on instruction, covering the following areas:

Attendance • **Knowledge and Skill Level** • **Quality of Work** • **Response to Discrepancies**

Results of QC Inspection • **Professionalism and Appearance** • **Adherence to Company Policies**

Any cleaning tech whose work or conduct does not meet our company quality standards will be terminated immediately. In addition, routine training meeting and refresher classes are held throughout the year to ensure cleaners are aware of new techniques and are performing their duties to our high standards.

Ongoing Training

AJI team members receive ongoing, hands-on training to stay up to date on best practices, safety standards, and efficient cleaning methods. By continually investing in our team, we ensure every visit delivers the same high-quality, dependable results you can count on.

- **Monthly Leadership Development Training** equips supervisors with the skills, accountability, and communication tools needed to lead teams effectively and consistently.
- **Monthly Safety Training** keeps team members up to date on safety standards, procedures, and best practices to maintain a safe work environment.
- **Quarterly Vehicle and Driver Training** reinforces safe driving practices, vehicle care, and compliance to protect our team and the communities we serve.

Recognition

Achievement awards and promotions are given to cleaning techs that show exceptional work ethic and measurable improvements in these areas. We are committed to promoting an atmosphere where hard work and dependability pays off. We expect quality performance to be the “norm” among our cleaning techs.

Investing in Training.
Delivering Quality.

Safety Program

AJI's Safety Program is called **BeSafe** and is designed to protect AJI's team members from on the job injuries and reduce risk as much as possible at the City of Lake City locations. The goals of the **BeSafe** safety program are as follows:

- Prevent job injuries and illnesses through hazard avoidance training, safety awareness, inter-personnel communication and implementation of safe work practices.
- Lower workers' compensation costs by providing a safe work environment. As a result, AJI's clients benefit by enjoying ultra-competitive pricing.
- Reduce the number of days of lost work and ensure maximum work productivity by training team members to remain safe at all times. This allows AJI's team members to perform their job with confidence and without risk of injury.
- Meet training requirements per client contracts and State mandates.

Team members are trained in the following areas:

- Safety Orientation
- Chemical Hazards
- Electrical Hazards
- Ergonomic Hazards
- Injuries on the job
- Emergency Planning/Response
- Robberies and Assaults
- Slips and Falls

BeSafe instructs team members to take one of three actions when encountering a safety hazard:

- Removed or isolate the hazard
- Improve work practices
- Use protective clothing and equipment

Team Members receive **BeSafe** training when they are initially hired and receive quarterly refresher training, at a minimum. Team members are encouraged to provide relevant feedback and useful insight based either on past experiences or industry knowledge. In addition, Team members can offer safety suggestions at any time by contacting their direct supervisor.

At the start of a new assignment, team members are given a **BeSafe** Safety Orientation Checklist. This checklist is gone through by their direct supervisor. At the conclusion of the orientation both the team member and manager sign the checklist acknowledging that safety training has been provided. AJI maintains these records for audit or for contractual compliance. With **BeSafe** in place, AJI ensures that the work environment is safe and remains so and that team members are aware and focused on working safely each and every day.

Hiring & Retention

Background Checks

AJI accomplishes background checks on all new cleaning techs utilizing the Florida Department of Law Enforcement criminal history information systems. Accurate and up to date records will be maintained in the cleaning techs file. No cleaning tech will begin work without a complete background check. We will work closely with City of Lake City personnel to ensure that our employees go through the background check process required by the City for this project. Additionally, upon termination or transfer of any AJI employee working under this project, we will immediately notify City Representatives, in writing, of such termination or transfer.

AJI will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all new employees hired by the AJI during the contract term; and (b) all new employees hired by a subcontractor during the contract term and assigned by AJI to perform work pursuant to the contract.

Recruitment

AJI is committed to supporting the local community and hiring as many local residents of the City of Lake City as possible to service this contract. We have a 5-step process that we follow when hiring all new personnel:

1. Announce job opening to current staffing and ask for referrals: We always try to allow our experienced staff the opportunity to take on more work before we look for new personnel. We also prefer referrals from our experienced staff.
2. Place job announcement in classified ads and local newspapers: We accept a minimum of 5 applications for each position.
3. Initial Interview: During the initial interview, management evaluates each applicant for appearance, communication ability, experience, and overall attitude. We then begin the screening process and resume review.
4. Reference Verification and Drug Testing: All applicants are narrowed down to a select few. The remaining applicant's references are verified and applicants are drug tested. AJI has a zero tolerance policy for drug use.
5. Final Interview: All applicants that remain are scheduled for a final interview. Final selections are made and new cleaning techs are scheduled to start classroom training.

Retention & Recognition

AJI provides an unparalleled level of service delivered through our greatest asset: OUR TEAM MEMBERS.

An appreciated and acknowledged person will deliver better results each and every day. Engaged team members provide a vital advantage and are held at the highest level within the AJI organization. An empowered TEAM MEMBER is a source of untapped power that has profound implications for our company's growth and profitability.

As outlined previously, AJI vigorously screens potential hires based on past job experience, background checks and references. The goal of the screening process is to assess each applicant across consistent criteria in order to make the most informed and effective hiring decision possible. This process helps reduce costly turnover and allows AJI to deliver consistent, quality service to our customers.

Achievement awards and promotions are given to team members that show exceptional work ethic and measurable improvements in these areas. We are committed to promoting an atmosphere where hard work and dependability pays off. We expect quality performance to be the “norm” among our team members.

Project Approach

AJI's plan to provide janitorial services at the City of Lake City locations is simple: take care of the City with professional, high-quality service, and ensure that all contract requirements are met or exceeded on a daily basis.

We believe that the secret to the company's success is through understanding our customer's needs and ensuring those needs are met on a consistent basis. AJI is dedicated to the continual development of stronger customer relations and consistent quality improvement. We do this by having a proven and tested cleaning system upon which our entire operations are based.

People

We are an organization that cares about our team members. As such, we take the time to ensure each and every one is properly trained to perform the work they are assigned, ensuring their safety and the safety of the building occupants in the facilities we service.

Products

In business for over 39 years, AJI understands what products and equipment are necessary to do the job correctly. We use Green Seal certified products whenever possible to maintain our commitment to preserving the environment.

Process

Clear, repeatable systems ensure every task is performed consistently, safely, and to the highest standard—no matter the location or scope. By following proven processes, we deliver reliable results, maintain accountability, and continuously improve the quality and efficiency our customers count on.

We have customized cleaning systems in place that will meet all of the needs of the City and often exceed expectations. Key components of this system include:

- Customized daily checklist for all locations
- Cleaning request log and communications system through our smartphone app
- In-house training of all new team members, and ongoing training of existing team members
- Full-time Project Managers and Supervisors/Crew Leaders
- Daily inspections and immediate support and response
- Detailed monthly inspections and reports
- Hot spot training and implementation

To ensure consistent, high-quality results, AJI utilizes a three-tier cleaning technician model. Each technician type is trained for specific responsibilities throughout their service areas, allowing us to deliver efficient, detail-oriented service while maintaining rigorous quality standards on every project.

Our technicians are:

Executive Technician

Restroom Technician

Vacuum Technician

These three highly trained technicians work together to form an efficient team which is capable of providing the consistently high-quality service upon which our reputation was built.

Executive Technician

The Executive Technician is our most versatile cleaning position. They are responsible for the emptying of all trash and recycling receptacles, sanitizing telephones, and dusting all appropriate horizontal and vertical surfaces up to 72”.

They mop hard surface flooring in common areas and suites. They also spot clean various surfaces around the office: doors, glass, and walls. In addition, they are responsible for ensuring that the first-impression areas of your building are cleaned and maintained properly. They detail clean all interior glass walls, polish all brass fixtures, and maintain the cleanliness of the elevator tracks. They will also haul trash from various areas to on-site dumpsters and police the stairwells to remove all debris.

Scope of Work

- Beginning of shift, prepares needed equipment and supplies to perform duties
- Starts by removing trash and replacing trashcans liners as needed, from designated areas.
- Cleans kitchen areas, counters, sinks, cabinet doors, outside of microwaves and toasters.
- Detail clean designated areas for the day, tops, partitions, windowsills, desks, chair legs.
- At the end of shift, replenishes supplies for next day.

Key Priorities:

Leading the cleaning effort, starting at the assigned area and working their way through the location.

Cleaning high-touch surfaces, dusting, wiping down, and organizing each area.

Handling tasks such as garbage collection, recycling bag removal, and cleaning hard surfaces.

Working strategically through the building to maintain cleanliness and ensure nothing is overlooked.

Restroom Technician

Key Priorities:

Focusing on the critical task of restroom sanitation, ensuring cleanliness and hygiene are maintained throughout the building.

Performing a top to bottom sanitization process to maintain fresh and sanitized restrooms.

Maintaining a high level of cleanliness in high-traffic areas.

Primary responsibilities for our Restroom Technicians include restocking of all paper dispensers (toilet tissue, hand towels, etc.), emptying trash and replacing liners, cleaning and disinfecting all fixtures and mirrors, and wiping down stall partitions and doors. They are also responsible for scrubbing all flooring areas in each restroom. The primary function of the Restroom Technician is to disinfect and clean all surfaces while maintaining an odor-free environment.

Scope of Work

- Beginning of shift, prepares needed equipment and supplies to perform duties
- Starts by announcing themself and placing wet floor signs outside restrooms
- Proceeds to apply disinfectant to commodes and urinals
- Stocks paper supplies and soap, removes dust, clean partitions, counters, sinks, mirrors, walls, etc.
- Wipes commodes and urinals, removes trash
- Sweeps and mops the floor, removes wet floor signs once the floor is dry
- Detail cleans mirrors, walls, vents, partitions, doors, etc.
- At the end of shift, replenishes supplies for next day

Vacuum Technician

The Vacuum Technician is responsible for the daily vacuuming of all traffic areas and spot vacuuming all other office areas. In addition, they vacuum office furniture to remove various small debris and spills. Depending on the size of the building, they may also help the Executive Technician with hard surface floor cleaning, such as mopping in kitchen areas and corridors.

Scope of Work

- Beginning of shift, prepares needed equipment and supplies to perform duties
- Starts by vacuuming hard surface areas, puts wet floor signs and begins wet mopping designated areas.
- Right after mopping begins vacuuming traffic areas. (This procedure is repeated in each floor/area.)
- Detail vacuuming designated areas for the day, edges, corners, under desks, tables, etc.
- One day per week, usually Fridays, is designated to do projects such as cleaning window blinds, air vents/returns, and wipe baseboards.
- At the end of shift, empties vacuum and stores it for next day.

Key Priorities:

Focusing on vacuuming and finishing the cleaning process.

Ensuring all carpets, rugs, and fabric surfaces are thoroughly cleaned.

Day Porters

AJI day porters have experience working independently as well as proven customer service experience working with the general public. All AJI day porters will be proficient in the English language and be able to communicate with building representatives and visitors both orally and in writing. AJI day porters are trained to work independently, and be reliable, self-motivated, mature, and responsible.

Scope of Work

- Service main lobbies
- Respond promptly to spills, messes, and service requests as they arise
- Monitor restrooms and replenish supplies to ensure continuous usability
- Respond to resident complaints
- Perform special cleaning
- Empty, reline, and maintain trash and recycling receptacles to prevent overflow and keep areas neat and odor-free
- Setup rooms for meetings & conferences
- Post-meeting cleanup
- Emergency cleaning

Key Priorities:

Maintain cleanliness and appearance of high-traffic common areas throughout the day

Support overall facility safety by addressing hazards and reporting concerns

Provide a visible, professional presence that enhances the building's image and occupant experience

Serve as a visible building ambassador by providing courteous assistance, clear communication, and a professional presence for occupants and visitors

Cross Contamination

In a concerted effort to maintain the highest-quality cleaning for our customers, AJI has implemented measures to reduce the level of cross contamination in the locations we service.

One way we are working to accomplish this is the use of microfiber towels. The towels are color coded based on the locations of use to reduce the spread of potentially harmful bacteria. By assigning specific cloth colors to designated areas—such as restrooms, breakrooms, offices, and high-touch public spaces—our cleaning teams prevent bacteria, germs, and residues from being transferred from one area to another. For example, red cloths used to clean toilets and urinals in restrooms are never used in food service or office areas. This clear visual system removes guesswork, reinforces proper cleaning practices, and helps teams work more efficiently while maintaining strict hygiene controls.

Green Cloths:	Office/Desk Surfaces
Yellow Cloths:	Kitchens/Sinks/Water Fountains
Red Cloths:	Toilets/Urinals
Blue Cloths:	Windows/Glass Surfaces

In addition, microfiber cloths are designed to trap and remove dirt and microorganisms more effectively than traditional cleaning rags. When combined with color coding, they support safer cleaning procedures, protect occupant health, and help ensure every area of the building is cleaned to the appropriate standard—every time. Additional benefits of microfiber cloths:

- Cleans more effectively
- Cleans faster by eliminating unnecessary steps
- Improves image of the housekeeping staff with less intrusive and quieter equipment
- Promotes Green Cleaning by drastically reducing wastewater and chemical disposal
- Reduces material costs by using far less chemicals
- Reduces workers compensation claims because it requires less heavy lifting and movement

Staffing Plan

This preliminary staffing plan is based on our inspection of the facilities and our experience servicing multiple, similar locations for County and City government clients; it is not uncommon for staffing levels to be modified after award and on-the-job experience.

Location	SF	Days Serviced	Times Serviced	Daily Man Hours
Public Safety Building	18,564	Mon, Wed, Fri	B/W 12:00pm-5:00pm	5.00
City Hall	15,782	Mon, Wed, Fri	After 5:00pm	3.00
Customer Service	7,772	Mon, Wed, Fri	After 5:00pm	2.00
IT/GIS Building	4,000	Wed, Fri	After 5:00pm	2.00

SMART TECHNOLOGY. HIGHER STANDARDS.

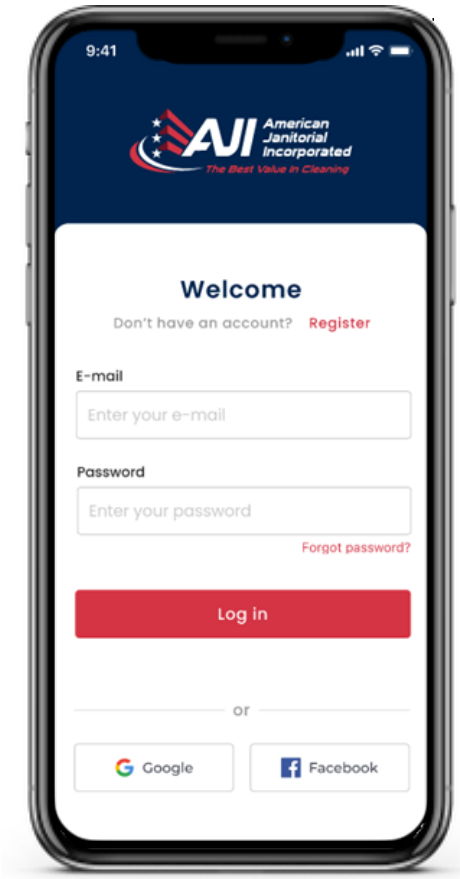
Quality Control

AJI works in close partnership with our clients to develop customized reporting plans that work perfectly and seamlessly using documented and efficient work management processes, advanced technologies, and highly trained and trustworthy personnel.

We have developed an application for smartphones that serves as a communication tool between our customers and management and cleaning team at your locations. We designed our APP to provide our clients with fast and easy access to our team for any issues that may arise as well as requests for additional services outside the scope of our normal daily tasks.

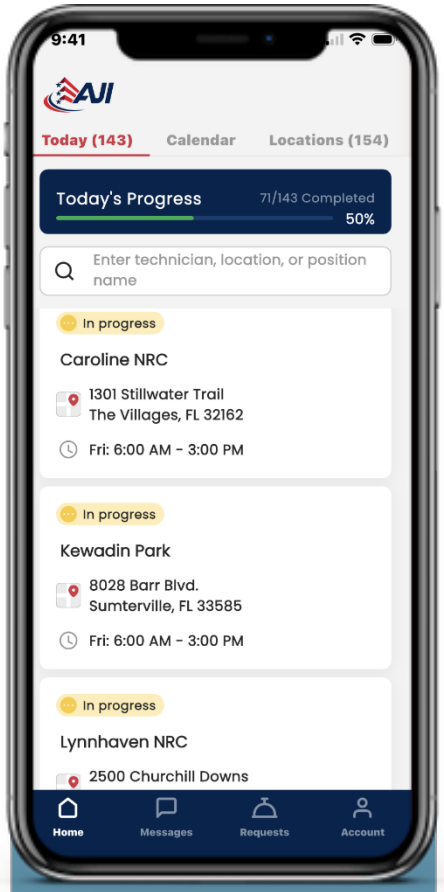
The app will allow you to quickly contact the AJI manager in charge of your location to relay your request or concern. You will be able to communication within the APP and track the progress of your request.

To provide consistent, quality service to our customers, AJI is diligent in tracking our service metrics so we can see which areas are running smoothly and where we need to improve. AJI is committed to providing quality workmanship and operating to the highest standards with an emphasis in excellent customer service.

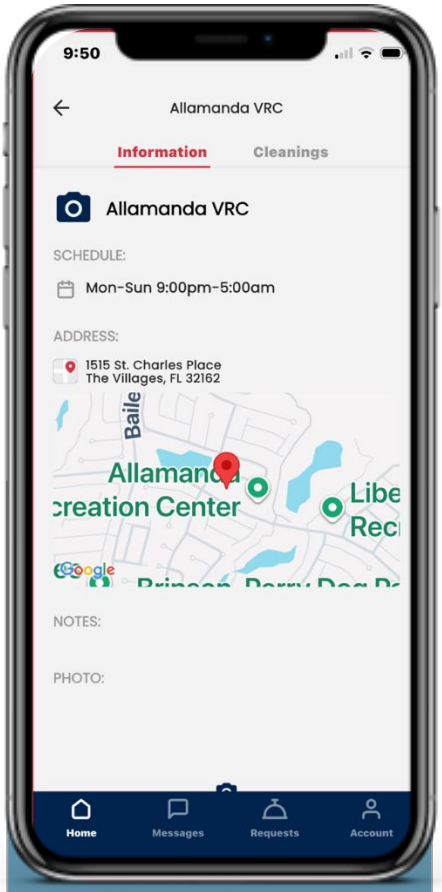


At contract award, AJI will enter your facilities into our app, allowing our team immediate access to site details, schedules, scopes of work, and service expectations. This will allow our managers and team members to be fully up to speed—tracking tasks, documenting work, and responding to needs in real time.

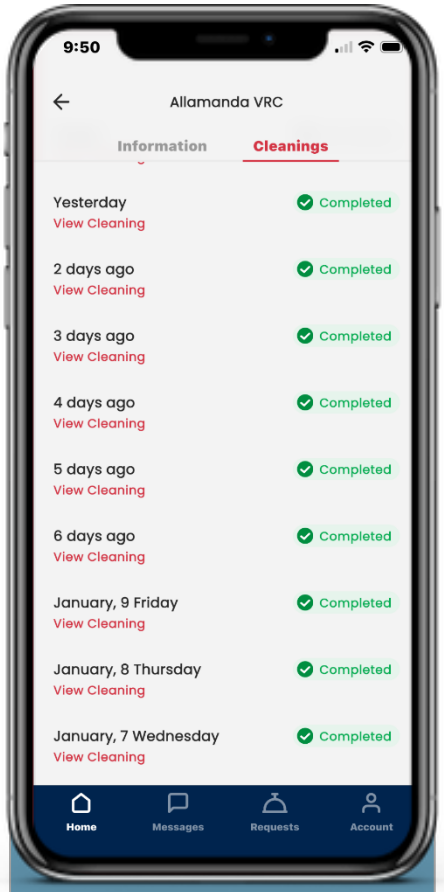
Ensuring Accountability Through Real-Time Reporting.



AJI team members and City of Lake City representatives can see live updates on the progress of the buildings.

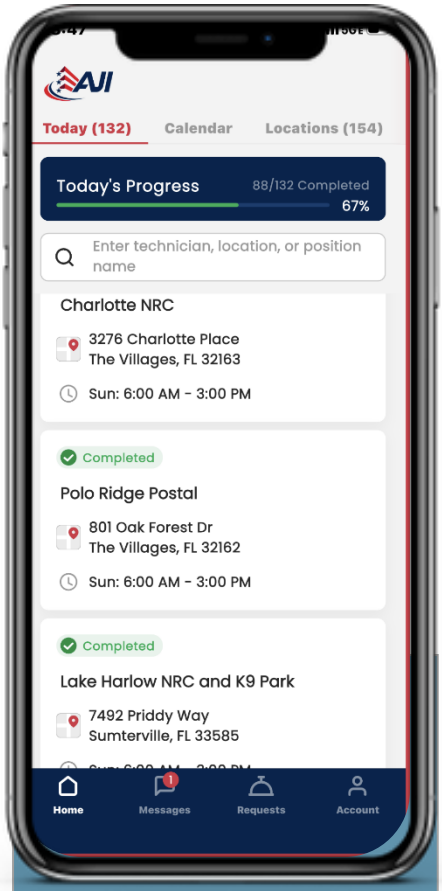


Location overview provides vital information on the location such as address and cleaning hours.

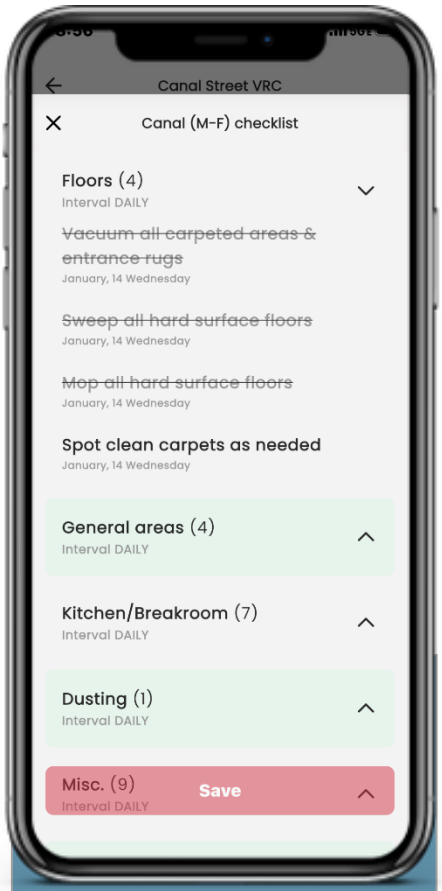


AJI managers and City representatives can easily search cleaning checklist history for each facility

Calendar function allows for a quick overview of which periodic tasks are scheduled to be performed on a specific day.



Progress screen is a convenient way to view the day's progress and see in real time which locations are completed and which are still in progress.



AJI cleaning technicians use daily checklists to ensure they are performing per the scope of work for each facility. Once a task as been performed it is marked as completed.

To provide consistent, quality service to our customers, AJI is diligent in tracking our service metrics so we can see which areas are running smoothly and where we need to improve. AJI is committed to providing quality workmanship and operating to the highest standards with an emphasis in excellent customer service. Our quality statement describes our commitment to quality and reinforces compliance with key elements of the quality assurance system and will be endorsed by senior management.

AJI is committed to providing quality workmanship, operating to the highest standards with an emphasis on excellent customer service.

To this end, we pledge the following:

- A focus on satisfying the needs of the City of Lake City.
- Compliance with applicable cleaning procedures, regulations, safety requirements and good workmanship practices.
- Fulfillment of contract requirements in their entirety.
- Direction of work crews by qualified crew leaders.
- Performance of inspections by qualified inspectors.
- Continuous quality improvement and training.
- AJI's technicians make every effort to protect the value of our clients' facilities.
- The Operations Managers and Project Managers are together responsible for ensuring the overall effectiveness of the Quality Assurance System.

Operations Manager will:

- Demonstrate commitment to the company's Quality Assurance System and its integrity.
- Ensure the availability of necessary resources and information for the effective operation of the Quality Assurance System.
- Ensure achievement of the company's quality objectives.
- Improve performance of the Quality Assurance System to meet client requirements.
- Ensure that each employee understands his or her quality assurance responsibilities and the company's quality assurance policies.

AJI is committed to procedural performance for all the company's cleaning services. AJI will respond to all customer service requests and correct any problems immediately. A member of management will evaluate all discrepancies and a qualified technician will be assigned to resolve the issue.

Records of the call and successful resolution will be kept. Information from these records will be used in the Quality Improvement Program. At least quarterly, data from custom service activities will be examined for hot spot training activities.

AJI will work with the City to address and make an action plan for any service issues.

Our operations team will be knowledgeable of the contract's terms and service schedule, expectations, tracking, communication, and ensuring customer satisfaction.

Emergency Response

AJI's emergency response plan has been developed to minimize the impact of emergencies and maximize the effectiveness of our response to those incidents. The plan is initiated whenever a crisis, man-made or natural, disrupts operations or creates major damage to your locations. Below is a flow chart showing emergency response dispatching procedure.

1

Call or Email Placed to Maria Constantinou Notifying Her of Issue In Need of Action
352-408-8003
Maria.c@ajiclean.com

1st Communication Layer

If Maria Constantinou is not available contact:
Elizabeth Allender
352-409-4340
elizabeth.allender@ajiclean.com

2nd Communication Layer

If Elizabeth Allender is not available contact:
Thomas Donehoo
352-409-0754
thomas.donehoo@ajiclean.com

3rd Communication Layer

2

AJI Crew Dispatched Within 60 Minutes to Resolve Issue

3

- **Issue Resolved**
- **Maria Constantinou Notified**
- **Data Logged for Monthly Report**

4

Follow-Up Email to City Representatives Confirming Issue Resolution with Before & After Pictures Showing Resolution of Issue

24/7 Contract Support

The primary contact person for this project will be Thomas Donehoo. Mr. Donehoo will oversee all daily cleaning operations and is responsible for quality control inspections, enforcing proper cleaning procedures, managing personnel, and overseeing additional services. Mr. Donehoo will be designated to this contract and will immediately respond to any issue that may arise.

Thomas Donehoo
Chief Operations Officer
352-409-0754
thomas.donehoo@ajiclean.com

Communication is at the core our Customer Service program. At AJI, we are a team of experienced people have worked together an average of 14 years. We understand the importance of teamwork and communication to achieve the high levels of service we deliver on a consistent basis. In addition to Mr. Donehoo, each of the individuals below is also available for City of Lake City representatives 24 hours a day, 7 days a week.

Maria Constantinou, Project Manager
352-409-3408
alexia.bates@ajiclean.com

Brenda Ortega, Operations Manager
352-849-8050
brenda.ortega@ajiclean.com

Elizabeth Allender, Senior Project Manager
352-409-4340
elizabeth.allender@ajiclean.com

Ryan Strem, Chief Sales Officer
352-932-9456
ryan.strem@ajiclean.com

Stephanie Dailey, VP & CFO
352-630-1075
support@ajiclean.com

Jason Lay, CEO
352-910-0880
jason.lay@ajiclean.com

City of Lake City Contract Supervision Plan

Jordan Dailey
President

Jason Lay
CEO

Ryan Strem
CSO

Thomas Donehoo
Chief Operations Officer

Elizabeth Allender
Senior Project Manager

Jorge Elvira
Accessory
Service Manager

Floor Crew(s)

Maria Constantinou
Project Manager
City of Lake City

Brenda Ortega
Operations Manager
City of Lake City

Supervisor

Cleaning Technicians

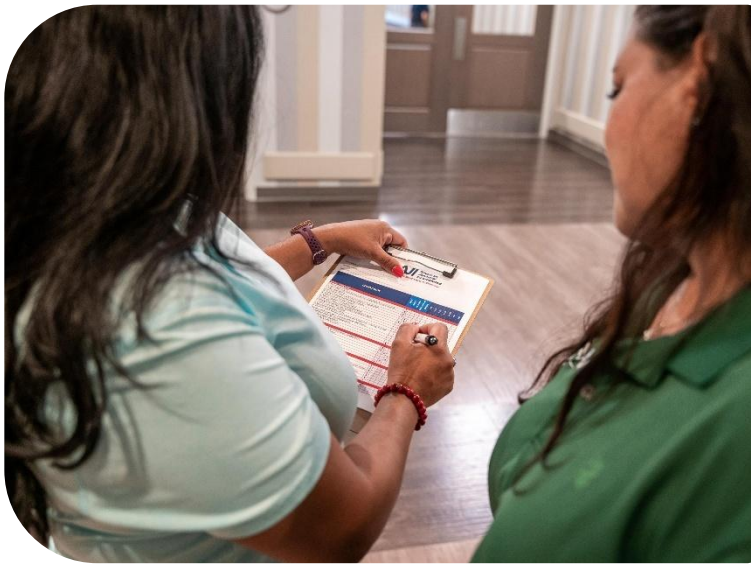
Management Qualifications

Our supervision plan is based on a team concept of highly trained individuals who are assigned to a specific duty throughout their assigned service area. AJI will have 5 layers of management on this project to ensure the needs of the City of Lake City locations are met consistently on a daily basis.

PROJECT MANAGER:
Ms. Maria Constantinou will be the project manager for the City of Lake City locations, and she will focus on customer service, operational oversight, and purchasing. She will oversee client communication, program development and staff training, ensuring that AJI's service is exceptional and specialized for the City locations. Additionally, she will emphasize employee training to make sure each employee knows AJI's philosophies, such as using green cleaning systems.

OPERATIONS MANAGERS
The Operations Manager assigned to this project will be Ms. Brenda Ortega, and she will oversee all daily cleaning operations and be responsible for quality control inspections, enforcing proper cleaning procedures, managing personnel, and overseeing additional services.

SUPERVISORS:
AJI Supervisors report directly to the Operations Managers and generally work evening hours managing a cleaning crew. The Supervisor for this project will do nightly inspections and modify staffing to correct deficiencies and allow any changes that may arise in your buildings. The Supervisor will keep track of keys and other various entry cards, ensure adherence to AJI employee uniform requirements, and establish and maintain frequency schedules for floor work and other periodic maintenance requirements per the scope of work, as well as maintaining the proper inventory of supplies at each location.



NOTE: No conflict of interest exists between any AJI team member and any City of Lake City official.

The following pages outline the janitorial service industry experience and primary responsibilities of AJI's management team.

Jordan Dailey

President

AJI's President joined the company in 2000 to assist in the development of the commercial janitorial operations. AJI has continued to grow under his leadership as he has demonstrated his ability to lead and adapt to ever-changing times and build upon AJI's legacy as one of the most popular janitorial service providers in the region. Part of this adaptation was the creation and implementation of a new quality assurance system that has drastically improved the overall performance level of the company's services. Mr. Dailey also expanded the service offerings that the company provides. This expansion has allowed the company to branch into new markets and add more services to a wider variety of customers, particularly in the governmental and medical fields.

Jason Lay

CEO

AJI's CEO joined AJI in 2022, after retiring from a successful, 28-year career as a Colonel in the United States Air Force and the Florida Air National Guard. His extensive experience as a senior military officer and commander, including multiple overseas combat deployments, makes him a trusted and valuable leader for the AJI Team. In addition, Mr. Lay brings a wealth of business experience and acumen from his time as President and CEO of his own construction and restoration company for 10 years. Mr. Lay earned his Bachelor of Science degree in mechanical engineering from the University of Portland in 1994, and he also earned a master's degree in Security Studies from Air University in 2016. As CEO, Mr. Lay is responsible for the business performance of the entire AJI organization, including Operations, Sales, Business Development, office management, accounting, support functions, and individual leadership development. In addition, he is responsible for establishing and implementing key business strategies and objectives that will maintain and secure AJI's future success.

Stephanie Dailey

Vice President & CFO

Ms. Daily joined AJI in 2001 and currently serves as our Vice President & Chief Financial Officer. In this role, Ms. Dailey is responsible for developing and implementing purchasing strategies to reduce costs, which allows AJI to stay competitive as well as maintaining strong supplier relationships to ensure our employees in the field have the proper equipment and materials necessary to do their jobs. Additionally, Ms. Daily is responsible for the overall administrative operation of janitorial service contracts and adherence to terms and conditions.

Ryan Strem

Chief Sales Officer

Mr. Ryan Strem joined the company as CSO in 2022. Mr. Strem has over 20 years' experience in the Education and Administration field where he gained extensive knowledge of customer service and communication. He works closely with AJI customers to provide solutions to any issues that arise with the performance of their contracts. Additionally, he has developed a set of performance metrics that drive improved financial performance, customer service, and overall operational accountability He is responsible for overseeing AJI's business development and ensuring complete customer satisfaction.

Thomas Donehoo

Chief Operations Officer

As the COO, Mr. Donehoo is responsible for customer service, operational oversight, and purchasing. A member of the AJI team since 2010, Mr. Donehoo specializes in client communication, program development and staff training, ensuring that AJI's service is consistently exceptional and specialized for each client. Mr. Donehoo is responsible for overseeing the operations of the janitorial contract and the management of all cleaning technicians assigned to the contract. He will perform inspections, maintain checklists and quality control procedures, and schedule all services.

Elizabeth Allender

Senior Project Manager

Ms. Allender joined AJI in 2016 and has over 20 years of experience in the janitorial service industry. She began her career as a housekeeper for Hyatt Hotels and worked her way up to Front Office Manager before accepting a position with Sodexho as a General Manager. Ms. Allender's experience in the janitorial business is comprehensive in that she fully understands the means and processes of cleaning a facility, the necessity to work and lead staff members, the need to coordinate efforts with the customer, and the requirement to produce consistent, quality service. Ms. Allender presently has the full authority to act on behalf of AJI on her projects. She has hire-fire authority, purchasing authorization, inspection and reporting responsibilities and overall point of contact duties with her customers.

- Provides additional management and supervision to project and operations managers as well as oversight to supervisors and cleaning personnel.
- Reviews the operational needs pertaining to supplies, equipment, tools and other materials and makes requests as necessary.
- Meets with customers' management staff and tenants to review performance and determine if added resources are required.
- Directly responsible for all operations, supplies, labor, and payroll.
- Manage the P&L requirement as outlined for the facility in meeting the projected financial forecasts, productivity and staffing plans and budget. Analyze and interpret financial data and weekly operating reports for trends impacting AJI. Initiate corrective action as needed.
- Take the lead in client communication regarding AJI programs and services as well as performance under the contract. Provide feedback to management as needed on unique client requirements and opportunities to expand the client relationship.
- Coach, motivate, train, develop and lead the AJI team. Maintain knowledge of human resource policies and practices, including the development of staffing plans, employee relations, training, safety, EEO, benefits administration and succession planning.
- Provide training to all employees on state-of-the-art equipment and doctrine in the janitorial service field.

Experience in position: Ms. Allender has over 20 years' experience in the janitorial service industry. She began her career as a housekeeper for Hyatt Hotels and worked her way up to Front Office Manager and ultimately to GM with Sodexo.

10/2016 - Present	Senior Project Manager	American Janitorial Inc.
08/2015 - 09/2016	Project Manager	USSI Janitorial Service
07/2014 - 07/2016	Project Manager	ABM Janitorial Services
02/2007 - 07/2014	District Manager	ABM Janitorial Services
08/2006 - 02/2007	General Manager	Sodexo

Maria Constantinou

Project Manager

She has been a full time member of the AJI team since 2017, and currently oversees over 15 locations for various City and County government contracts

As Project Manager, Ms. Constantinou will be responsible for ensuring AJI's services operate smoothly, efficiently, and consistently, acting as the bridge between frontline teams, City representatives, and AJI's executive leadership.

- Direct and support operations managers, site supervisors, and custodial teams
- Ensure compliance with OSHA, SDS, safety programs, and company policies
- Oversee janitorial services across multiple facilities, ensuring contract compliance and service consistency
- Manage labor budgets, staffing costs, and supply usage
- Analyze trends in service issues and implement corrective action plans
- Review payroll, overtime, and productivity metrics
- Mentor operations managers and supervisors to develop future leaders
- Support procurement, inventory controls, and equipment planning
- Support AJI's growth through retention, renewals, and client satisfaction

Brenda Ortega

Operations Manager

Ms. Ortega joined AJI in 2024 and has over eight years of experience in janitorial service management. She currently serves as a full time Project Manager for multiple AJI locations in Central Florida.

As Operations Manager, Ms. Ortega will be responsible for quality control inspections, enforcing proper cleaning procedures, managing personnel, and overseeing additional services. She is all local and will immediately respond to any issue that may arise at the City of Lake City locations within 60 minutes.

- Properly allocates work responsibilities and counsels, coaches, and supervises all cleaning team members.
- Maintain knowledge of contract requirements and creation of schedules to maintain properly skilled staffing levels to satisfy those schedules.
- Approves vacation time, overtime and timecards.
- Trains custodians on work-related equipment.
- Issue reports and summaries as required.
- Meet periodically with cleaners to review status of various elements of facility services and to institute corrective measures for any deficiencies found.
- Perform any additional duties on an "as required" basis where such duties are within the scope of contractual responsibilities.
- Ensures all equipment in proper working condition including carts, steam cleaners, etc.

Absentee Coverage

As outlined previously, AJI understands that the unexpected can happen, so if an unanticipated absence or an emergency occurs at the City of Lake City locations, other cross-trained team members from surrounding locations we service will work additional hours to ensure we are performing per the specifications.

Additionally, AJI's standardized processes enable us to transfer trained team members from surrounding locations to cover absent employees if necessary and provide additional manpower to cover unexpected situations as they occur.

We currently service over 400 locations for the following customers:

- City of Gainesville RTS
- Volusia County Board of County Commissioners
- City of Ormond Beach
- Seminole County District Schools
- Peace River Electric Cooperative (PRECO)
- The Villages Commercial Property Management
- The Villages Community Development Districts
- Lake County Board of County Commissioners
- City of Clermont
- Central Florida Regional Transportation Authority (LYNX)

We're positioned to quickly step in and cover absentee cleaners—ensuring seamless service, consistent quality, and no disruption to your daily operations.

Due to our contracts in the surrounding area, AJI has over 20 team members within 60 miles of the City of Lake City.

We're poised for rapid response.

Staffing Plan

This preliminary staffing plan is based on our inspection of the facilities and our experience servicing multiple, similar locations for County and City government clients; it is not uncommon for staffing levels to be modified after award and on-the-job experience.

Location	SF	Days Serviced	Times Serviced	Daily Man Hours
Public Safety Building	18,564	Mon, Wed, Fri	B/W 12:00pm-5:00pm	5.00
City Hall	15,782	Mon, Wed, Fri	After 5:00pm	3.00
Customer Service	7,772	Mon, Wed, Fri	After 5:00pm	2.00
IT/GIS Building	4,000	Wed, Fri	After 5:00pm	2.00

Thank you!

Partnership

AJI believes in forming partnerships with our customers because we know that working together ensures success. Understanding each other's needs and capabilities. Aligning core values of accountability and honesty. Creating a shared vision and mission.

We look forward to developing our partnership with the City of Lake City on this project.

Vendor	Katrina Medearis	TERRI PHILLIPS	Alexis Spoehr	Total Score
American Facility Services, Inc.	69	96.25	76.25	80.5
American Janitorial, Inc.	90	97.5	81.25	89.58
A&S Complete Services LLC	63	91.25	73.75	76
Bayway Group LLC	95	86.25	72.5	84.58
CDB Cleaning Services	24	85	36.25	48.42
Clean Space LLC	84	90	80	84.67
G. Caldwell Services LLC	22	83.75	21.25	42.33
Padegenis Cleaning Inc	76	85	66.25	75.75
Serviamigos Solutions, LLC	22	85	12.5	39.83
Tara's Cleaning Service with Heart LLC	63	92.5	81.25	78.92

SERVICES AGREEMENT

THIS SERVICES AGREEMENT ("Agreement") is made as of this _____ day of _____, 2026 ("Effective Date"), by and between the City of Lake City, a Florida municipal corporation ("City"), and("Contractor") (individually, each a "Party," and collectively, the "Parties").

WITNESSETH:

WHEREAS, the City requested proposals pursuant to (the "Procurement Document") for and

WHEREAS, based upon the City's assessment of the Contractor's proposal, the City selected the Contractor to provide the Services defined herein; and

WHEREAS, Contractor represents it has the experience and expertise to perform the Services set forth in this Agreement.

NOW, THEREFORE, in consideration of the above recitals, the mutual covenants, agreements, terms and conditions herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the Parties agree as follows:

1. **Definitions.**

   a. "Agreement" means this Agreement, including all Exhibits, which are expressly incorporated herein by reference, and any amendments thereto.

   b. "City Confidential Information" means any City information deemed confidential and/or exempt from Section 119.07, Florida Statutes, and Section 24(a), Article 1 of the Florida Constitution, or other applicable law, and any other information designated in writing by the City as City Confidential Information.

   c. "Contractor Confidential Information" means any Contractor information designated as confidential and/or exempt by Florida's public records law, including information constituting a trade secret pursuant to Chapter 688, Florida Statutes, and is designated in this Agreement or in writing as a trade secret by Contractor (unless otherwise determined to be a public record by applicable Florida law). Notwithstanding the foregoing, Contractor Confidential Information does not include information: (1) becoming public other than as a result of a disclosure by the City in breach of the Agreement; (2) becoming available to the City on a non-confidential basis from a source other than Contractor, which is not prohibited from disclosing such information by obligation to Contractor; (3) known by the City prior to its receipt from Contractor without any obligation or confidentiality with respect thereto; or (4) is developed by the City independently of any disclosures made by Contractor.

   d. "Contractor Personnel" means all employees of Contractor, and all employees of subcontractors of Contractor, including, but not limited to temporary and/or leased employees, who are providing the Services at any time during the project term.

   e. "Services" means the work, duties and obligations to be carried out and performed safely by Contractor under this Agreement, as described throughout this Agreement and as specifically described in Exhibit A ("Statement of Work") attached hereto and incorporated herein by reference. As used in this Agreement, Services shall include any component task, subtask, service, or function inherent, necessary, or a customary part of the Services, but not specifically

described in this Agreement, and shall include the provision of all standard day-to-day administrative, overhead, and internal expenses, including costs of bonds and insurance as required herein, labor, materials, equipment, safety equipment, products, office supplies, consumables, tools, postage, computer hardware/software, telephone charges, copier usage, fax charges, travel, lodging, and per diem and all other costs required to perform Services except as otherwise specifically provided in this Agreement.

2. **Conditions Precedent.** This Agreement, and the Parties' rights and obligations herein, are contingent upon and subject to the Contractor securing and/or providing the performance security, if required in Section 3, and the insurance coverage(s) required in Section 13, within ten (10) days of the Effective Date. No Services shall be performed by the Contractor and the City shall not incur any obligations of any type until Contractor satisfies these conditions. Unless waived in writing by the City, in the event the Contractor fails to satisfy the conditions precedent within the time required herein, the Agreement shall be deemed not to have been entered into and shall be null and void.

3. **Services.**

   a. **Services.** The City retains Contractor, and Contractor agrees to provide the Services. All Services shall be performed to the satisfaction of the City, and shall be subject to the provisions and terms contained herein and the Exhibits attached hereto.

   b. **Services Requiring Prior Approval.** Contractor shall not commence work on any Services requiring prior written authorization in the Statement of Work without approval from _____

   c. **Additional Services.** From the Effective Date and for the duration of the project, the City may elect to have Contractor perform Services not specifically described in the Statement of Work attached hereto but are inextricably related to and inherently necessary for Contractor's complete provision of the Services ("Additional Services"), in which event Contractor shall perform such Additional Services for the compensation specified in the Statement of Work attached hereto. Contractor shall commence performing the applicable Additional Services promptly upon receipt of written approval as provided herein.

   d. **De-scoping of Services.** The City reserves the right, in its sole discretion, to de-scope Services upon written notification to the Contractor by the City. Upon issuance and receipt of the notification, the Contractor and the City shall enter into a written amendment reducing the appropriate Services Fee for the impacted Services by a sum equal to the amount associated with the de-scoped Services as defined in the payment schedule in this Agreement, if applicable, or as determined by mutual written consent of both Parties based upon the scope of work performed prior to issuance of notification.

   e. **Independent Contractor Status and Compliance with the Immigration Reform and Control Act.** Contractor is and shall remain an independent contractor and is neither agent, employee, partner, nor joint-venturer of City. Contractor acknowledges it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 located at 8 U.S.C. 1324, et seq, and regulations relating thereto, as either may be amended from time to time. Failure to comply with the above provisions shall be considered a material breach of the Agreement.

   f. **Non-Exclusive Services.** This is a non-exclusive Agreement. During the term of this Agreement

and any extensions thereof, the City reserves the right to contract with another provider for similar services as it determines necessary in its sole discretion.

g. **Project Monitoring.** During the term of the Agreement, Contractor shall cooperate with the City, either directly or through its representatives, in monitoring Contractor's progress and performance of this Agreement.

4. **Term of Agreement.**

a. **Initial Term.** The term of this Agreement shall commence on (select appropriate box):

X the Effective Date;

and shall remain in full force and effect upon completion of work and final payment submission, or until termination of the Agreement, whichever occurs first.

b. **Term Extension.** (Select appropriate box.)

X The term of this Agreement is three (3) years with two (2) one (1) year allowable extensions based on mutual agreement within the parties.

Compensation and Method of Payment.

c. **Services Fee.** As total compensation for the Services, the City shall pay the Contractor the sums as, provided in this Section 5 ("Services Fee"), pursuant to the terms and conditions as provided in this Agreement. It is acknowledged and agreed by Contractor this compensation constitutes a limitation upon City's obligation to compensate Contractor for such Services required by this Agreement, but does not constitute a limitation upon Contractor's obligation to perform all of the Services required by this Agreement. In no event will the Services Fee paid exceed the not-to-exceed sums set out in subsections 5.b. and 5.c., unless the Parties agree to increase this sum by written amendment as authorized in Section 21 of the Agreement.

d. **Payment Details.** The City agrees to pay the Contractor the not-to-exceed sum of $ 53,896.44_, for Services completed and accepted as provided in Section 15 herein, if applicable, payable

X the LUMP SUM FEE set out in the Exhibit attached hereto, upon submittal of an invoice as required herein.

e. **Travel Expenses.** (Select appropriate box.)

X The Services Fee includes all travel, lodging and per diem expenses incurred by Contractor in performing the Services.

or

☐ The City shall reimburse the Contractor the sum of not-to-exceed $_____ for the travel expenses incurred in accordance with Section 112.061, Florida Statutes, and/or City Travel Policy, and as approved in writing in advance by _____.

f. **Taxes.** Contractor acknowledges the City is not subject to any state or federal sales, use, transportation and certain excise taxes.

g. **Payments.** Contractor shall submit invoices for payments due as provided herein and authorized reimbursable expenses incurred with such documentation as required by City. Invoices shall be

submitted to (select appropriate box):

X the designated person as set out in Section 18 herein;

☐ as provided in Exhibit D attached hereto.

For time-and-materials Services, all Contractor Personnel shall maintain logs of time worked, and each invoice shall state the date and number of hours worked for Services authorized to be billed on a time-and-materials basis. All payments shall be made in accordance with the requirements of Section 218.70 et seq., Florida Statutes, "The Local Government Prompt Payment Act." The City may dispute any payments invoiced by Contractor in accordance with Section 218.76, Florida Statutes.

5. **Personnel.**

a. **Qualified Personnel.** Contractor agrees each person performing Services in connection with this Agreement shall have the qualifications and shall fulfill the requirements set forth in this Agreement.

b. **Approval and Replacement of Personnel.** The City shall have the right to approve all Contractor Personnel assigned to provide the Services, which approval shall not be unreasonably withheld. Prior to commencing the Services, the Contractor shall provide at least ten (10) days written notice of the names and qualifications of the Contractor Personnel assigned to perform Services pursuant to the Agreement. Thereafter, during the term of this Agreement, the Contractor shall promptly and as required by the City provide written notice of the names and qualifications of any additional Contractor Personnel assigned to perform Services. The City, on a reasonable basis, shall have the right to require the removal and replacement of any of the Contractor Personnel performing Services, at any time during the term of the Agreement. The City will notify Contractor in writing in the event the City requires such action. Contractor shall accomplish any such removal within forty-eight (48) hours after receipt of notice from the City and shall promptly replace such person with another person, acceptable to the City, with sufficient knowledge and expertise to perform the Services assigned to such individual in accordance with this Agreement. In situations where individual Contractor Personnel are prohibited by applicable law from providing Services, removal and replacement of such Contractor Personnel shall be immediate and not subject to such forty-eight (48) hour replacement timeframe and the provisions of Section 7.a.i shall apply if minimum required staffing is not maintained.

6. **Termination.**

a. **Contractor Default -- Provisions and Remedies of City.**

i. **Events of Default.** Any of the following shall constitute a "Contractor Event of Default" hereunder: (1) Contractor fails to maintain the staffing necessary to perform the Services as required in the Agreement, fails to perform the Services as specified in the Agreement, or fails to complete the Services within the completion dates as specified in the Agreement; (2) Contractor breaches Section 9 (Confidential Information); (3) Contractor fails to gain acceptance of a deliverable per Section 15, if applicable, for two (2) consecutive iterations; or (4) Contractor fails to perform or observe any of the other material provisions of this Agreement.

ii. **Cure Provisions.** Upon the occurrence of a Contractor Event of Default as set out above, the City shall provide written notice of such Contractor Event of Default to Contractor ("Notice to Cure"), and Contractor shall have thirty (30) calendar days after the date of a Notice to Cure to correct, cure, and/or remedy the Contractor Event of Default described in the written notice.

iii. **Termination for Cause by the City.** In the event Contractor fails to cure a Contractor Event of Default as authorized herein, or upon the occurrence of a Contractor Event of Default as specified in Section 7.a.i.(3), the City may terminate this Agreement in whole or in part, effective upon receipt by Contractor of written notice of termination pursuant to this provision, and may pursue such remedies at law or in equity as may be available to the City.

b. **City Default -- Provisions and Remedies of Contractor.**

i. **Events of Default.** Any of the following shall constitute a "City Event of Default" hereunder: (1) the City fails to make timely undisputed payments as described in this Agreement; (2) the City breaches Section 9 (Confidential Information); or (3) the City fails to perform any of the other material provisions of this Agreement.

ii. **Cure Provisions.** Upon the occurrence of a City Event of Default as set out above, Contractor shall provide written notice of such City Event of Default to the City ("Notice to Cure"), and the City shall have thirty (30) calendar days after the date of a Notice to Cure to correct, cure, and/or remedy the City Event of Default described in the written notice.

iii. **Termination for Cause by Contractor.** In the event the City fails to cure a City Event of Default as authorized herein, Contractor may terminate this Agreement in whole or in part effective on receipt by the City of written notice of termination pursuant to this provision, and may pursue such remedies at law or in equity as may be available to the Contractor.

c. **Termination for Convenience.** Notwithstanding any other provision herein, the City may terminate this Agreement, without cause, by giving thirty (30) days advance written notice to the Contractor of its election to terminate this Agreement pursuant to this provision.

7. **Time is of the Essence.** Time is of the essence with respect to all provisions of this Agreement specifying a time for performance, including the Services as described in Exhibits attached hereto; provided, however, the foregoing shall not be construed to limit a Party's cure period allowed in the Agreement.

8. **Confidential Information and Public Records.**

a. **City Confidential Information.** Contractor shall not disclose to any third party any City Confidential Information Contractor, through its Contractor Personnel, has access to or has received from the City pursuant to its performance of Services pursuant to the Agreement, unless approved in writing by the City Contract Manager. All such City Confidential Information will be held in trust and confidence from the date of disclosure by the City, and discussions involving such City Confidential Information shall be limited to Contractor Personnel as is necessary to complete the Services.

b. **Contractor Confidential Information.** All Contractor Confidential Information received by the City from Contractor will be held in trust and confidence from the date of disclosure by

Contractor and discussions involving such Contractor Confidential Information shall be limited to the members of the City's staff and the City's subcontractors who require such information in the performance of this Agreement. The City acknowledges and agrees to respect the copyrights, registrations, trade secrets and other proprietary rights of Contractor in the Contractor Confidential Information during and after the term of the Agreement and shall at all times maintain the confidentiality of the Contractor Confidential Information provided to the City, subject to federal law and the laws of the State of Florida related to public records disclosure. Contractor shall be solely responsible for taking any and all action it deems necessary to protect its Contractor Confidential Information except as provided herein. Contractor acknowledges the City is subject to public records legislation, including but not limited to Chapter 119, Florida Statutes, and the Florida Rules of Judicial Administration, and any of the City's obligations under this Section may be superseded by its obligations under any requirements of said laws.

c. **Public Records.** Contractor shall generally comply with Florida's public records laws, and specifically Contractor shall:

i. Keep and maintain public records required by the City to perform and/or provide the service or services contracted for herein.

ii. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if Contractor does not transfer the records to the City.

iv. Upon completion of this Agreement, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the City's custodian of Public records at:

Audrey E. Sikes, City Clerk,

City of Lake City custodian of public records

at 386-719-5756 or SikesA@lcfla.com

Mailing Address

205 North Marion Avenue,

Lake City, Florida 32055.

9. **Audit.** Contractor shall retain all records relating to this Agreement for a period of at least three (3) years after final payment is made. All records shall be kept in such a way as will permit their inspection pursuant to Chapter 119, Florida Statutes. In addition, City reserves the right to examine and/or audit such records.

10. **Compliance with Laws.** Contractor shall comply with all applicable federal, state, City and local laws, ordinances, rules and regulations in the performance of its obligations under this Agreement, including the procurement of permits and certificates where required, and including but not limited to laws related to Workers Compensation, Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Minority Business Enterprise (MBE), occupational safety and health and the environment, equal employment opportunity, privacy of medical records and information, as applicable. Failure to comply with any of the above provisions shall be considered a material breach of the Agreement.

11. **Public Entities Crimes.** Contractor is directed to the Florida Public Entities Crime Act, Section 287.133, Florida Statutes, as well as Florida Statute 287.135 regarding Scrutinized Companies, and represents to City that Contractor is qualified to transact business with public entities in Florida, and to enter into and fully perform this Agreement subject to the provisions state therein. Failure to comply with any of the above provisions shall be considered a material breach of the Agreement.

12. **Liability and Insurance.**

    a. **Insurance.** Contractor shall comply with the insurance requirements set out in Exhibit B, attached hereto and incorporated herein by reference.

    b. **Indemnification.** Contractor agrees to indemnify, pay the cost of defense, including attorney's fees, and hold harmless the City, its officers, employees and agents from all damages, suits, actions or claims, including reasonable attorney's fees incurred by the City, of any character brought on account of any injuries or damages received or sustained by any person, persons, or property, or in any way relating to or arising from the Agreement; or on account of any act or omission, neglect or misconduct of Contractor; or by, or on account of, any claim or amounts recovered under the Workers' Compensation Law or of any other laws, regulations, ordinance, order or decree; or arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon; except only such injury or damage as shall have been occasioned by the sole negligence of the City.

    c. **Liability.** Neither the City nor Contractor shall make any express or implied agreements, guaranties or representations, or incur any debt, in the name of or on behalf of the other Party. Neither the City nor Contractor shall be obligated by or have any liability under any agreements or representations made by the other not expressly authorized hereunder. The City shall have

no liability or obligation for any damages to any person or property directly or indirectly arising out of the operation by Contractor of its business, whether caused by Contractor's negligence or willful action or failure to act.

d. **Contractor's Taxes.** The City will have no liability for any sales, service, value added, use, excise, gross receipts, property, workers' compensation, unemployment compensation, withholding or other taxes, whether levied upon Contractor or Contractor's assets, or upon the City in connection with Services performed or business conducted by Contractor. Payment of all such taxes and liabilities shall be the responsibility of Contractor.

13. **City's Funding.** The Agreement is not a general obligation of the City. It is understood neither this Agreement nor any representation by any City employee or officer creates any obligation to appropriate or make monies available for the purpose of the Agreement beyond the fiscal year in which this Agreement is executed. No liability shall be incurred by the City, or any department, beyond the monies budgeted and available for this purpose. If funds are not appropriated by the City for any or all of this Agreement, the City shall not be obligated to pay any sums provided pursuant to this Agreement beyond the portion for which funds are appropriated. The City agrees to promptly notify Contractor in writing of such failure of appropriation, and upon receipt of such notice, this Agreement, and all rights and obligations contained herein, shall terminate without liability or penalty to the City.

14. **Acceptance of Services.** For all Services deliverables requiring City acceptance as provided in the Statement of Work, the City, through the City Commission or its designee, will have ten (10) calendar days to review the deliverable(s) after receipt or completion of same by Contractor, and either accept or reject the deliverable(s) by written notice to Contractor. If a deliverable is rejected, the written notice from the City will specify any required changes, deficiencies, and/or additions necessary. Contractor shall then have seven (7) calendar days to revise the deliverable(s) to resubmit and/or complete the deliverable(s) for review and approval by the City, who will then have seven (7) calendar days to review and approve, or reject the deliverable(s); provided however, Contractor shall not be responsible for any delays in the overall project schedule resulting from the City's failure to timely approve or reject deliverable(s) as provided herein. Upon final acceptance of the deliverable(s), the City will accept the deliverable(s) in writing.

15. **Subcontracting/Assignment.**

a. **Subcontracting.** Contractor is fully responsible for completion of the Services required by this Agreement and for completion of all subcontractor work, if authorized as provided herein. Contractor shall not subcontract any work under this Agreement to any subcontractor other than the subcontractors specified in the proposal and previously approved by the City, without the prior written consent of the City, which shall be determined by the City in its sole discretion.

b. **Assignment.** (Select appropriate box.)

☐ This Agreement, and any rights or obligations hereunder, shall not be assigned, transferred or delegated to any other person or entity. Any purported assignment in violation of this section shall be null and void.

or

X This Agreement, and all rights or obligations hereunder, shall not be assigned, transferred,

or delegated in whole or in part, including by acquisition of assets, merger, consolidation, dissolution, operation of law, change in effective control of the Contractor, or any other assignment, transfer, or delegation of rights or obligations, without the prior written consent of the City. The Contractor shall provide written notice to the City within fifteen (15) calendar days of any action or occurrence assigning the Agreement or any rights or obligations hereunder as described in this section. In the event the City does not consent to the assignment, as determined in its sole discretion, the purported assignment in violation of this section shall be null and void, and the City may elect to terminate this Agreement by providing written notice of its election to terminate pursuant to this provision upon fifteen (15) days' notice to Contractor.

16. **Survival.** The following provisions shall survive the expiration or termination of the Term of this Agreement: 7, 9, 10, 13 20, 23, and any other which by their nature would survive termination.

17. **Notices.** All notices, authorizations, and requests in connection with this Agreement shall be deemed given on the day they are: (1) deposited in the U.S. mail, postage prepaid, certified or registered, return receipt requested; or (2) sent by air express courier (e.g., Federal Express, Airborne, etc.), charges prepaid, return receipt requested; or (3) sent via email and addressed as set forth below, which designated person(s) may be amended by either Party by giving written notice to the other Party:

To the Contractor: American Janitorial, Inc.
87 North Central Ave.
Umatilla, FL 32784

To the City: City of Lake City
Attn: City Manager
205 North Marion Avenue
Lake City, FL 32055

18. **Conflict of Interest.**

    a. The Contractor represents it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of the Services required hereunder, and no person having any such interest shall be employed by Contractor during the agreement term and any extensions.

    b. The Contractor shall promptly notify the City in writing of any business association, interest, or other circumstance which constitutes a conflict of interest as provided herein. If the Contractor is in doubt as to whether a prospective business association, interest, or other circumstance constitutes a conflict of interest, the Contract may identify the prospective business association, interest or circumstance, the nature of work the Contractor may undertake and request an opinion as to whether the business association, interest or circumstance constitutes a conflict of interest if entered into by the Contractor. The City agrees to notify the Contractor of its opinion within (10) calendar days of receipt of notification by the Contractor, which shall be binding on the Contractor.

19. **Right to Ownership.** All work created, originated and/or prepared by Contractor in performing

Services pursuant to the Agreement, including plans, reports, maps and testing, and other documentation or improvements related thereto, to the extent such work, products, documentation, materials or information are described in or required by the Services (collectively, the "Work Product") shall be City's property when completed and accepted, if acceptance is required in this Agreement, and the City has made payment of the sums due therefore. The ideas, concepts, know-how or techniques developed during the course of this Agreement by the Contractor or jointly by Contractor and the City may be used by the City without obligation of notice or accounting to the Contractor. Any data, information or other materials furnished by the City for use by Contractor under this Agreement shall remain the sole property of the City.

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

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

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

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

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

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

21. **Amendment.** This Agreement may be amended by mutual written agreement of the Parties hereto.

22. **Severability.** The terms and conditions of this Agreement shall be deemed to be severable. Consequently, if any clause, term, or condition hereof shall be held to be illegal or void, such determination shall not affect the validity or legality of the remaining terms and conditions, and notwithstanding any such determination, this Agreement shall continue in full force and effect unless the particular clause, term, or condition held to be illegal or void renders the balance of the Agreement impossible to perform.

23. **Applicable Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida (without regard to principles of conflicts of laws). The Parties agree all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the state or federal (if permitted by law and a Party elects to file an action in federal court) courts located in or for Bradford County, Florida. This choice of venue is intended by the Parties to be mandatory and not permissive in nature, and to preclude the possibility of litigation between the Parties with respect to, or arising out of, this Agreement in any jurisdiction other than the jurisdiction specified in this section. Each Party waives any right it may have to assert the doctrine of forum non conveniens or similar doctrine or to object to venue with respect to any proceeding brought in accordance with this section.

24. **Costs of Legal Actions and Attorneys' Fees.** Except as otherwise set forth in this Agreement, including in any exhibits or addenda hereto, in any legal action between the parties hereto arising from this Agreement, an award for costs of litigation, including, but not limited to court costs and reasonable attorney fees, shall be made against the non-prevailing party to the prevailing party in such legal action, and such award shall including those fees incurred as a result of an appeal.

25. **Waiver.** No waiver by either Party of any breach or violation of any covenant, term, condition, or provision of this Agreement or of the provisions of any ordinance or law, shall be construed to waive any other term, covenant, condition, provisions, ordinance or law, or of any subsequent breach or violation of the same.

26. **Due Authority.** Each Party to this Agreement represents and warrants: (1) it has the full right and authority and has obtained all necessary approvals to enter into this Agreement; (2) each person executing this Agreement on behalf of the Party is authorized to do so; (3) this Agreement constitutes a valid and legally binding obligation of the Party, enforceable in accordance with its terms.

27. **No Third-Party Beneficiary.** The Parties hereto acknowledge and agree that there are no third-party beneficiaries to this Agreement. Persons or entities not a party to this Agreement may not claim any benefit from this Agreement or as third-party beneficiaries hereto.

28. **Entire Agreement.** This Agreement constitutes the entire Agreement between the Parties and supersedes all prior negotiations, representations, or agreements, either oral or written.

(REMAINDER OF PAGE INTENTIONALLY BLANK]
(Signature Page Follows)

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the day and year first written.

By _____, its _____

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah Walker, Mayor

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

_____
Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

EXHIBIT B
INSURANCE REQUIREMENTS

Certificate must state City of Lake City as Certificate Holder

- Commercial General Liability insurance to provide coverage of not less than $1,000,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
- Business Vehicle/Umbrella Liability insurance with a minimum limit of $200,000 per occurrence, and $300,000 for all claims arising out of the same incident or occurrence, for property damage and personal injury. Notice, these limits may change according to Florida law and the protections afforded to the City pursuant to sovereign immunity for liability.
- Statutory Workers Compensation insurance as required by the State of Florida.

EXHIBIT C
PAYMENT SCHEDULE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	LAKE CITY PUBLIC SAFETY BUILDINGS- CLEANING 3 TIMES A WEEK ALTERNATING MONDAYS-WEDNESDAYS-FRIDAYS	156	DOLLARS	$154.07	$24,034.92
2	CITY HALL - 205 N MARION AVE- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS	$107.83	$16,821.48
3	CUSTOMER SERVICE/GROWTH MANAGEMENT- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS	$59.49	$9,280.44
4	INFORMATION TECHNOLOGY/ GIS - CLEANING TWICE A WEEK	104	DOLLARS	$36.15	$3,759.60
TOTAL					$53,896.44

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	CARPET CLEANING OF COMMON AREAS OF CITY HALL AND PUBLIC SAFETY BUILDING ONCE A YEAR. STRIP/WAX OF THE PUBLIC SAFETY BUILDING ONCE A YEAR	1	DOLLARS	$5,688.00	$5,688.00
2	Vacuum, spot cleaning of floors and carpets, dust furniture and window sills and empty and remove trash, replace liners of all open offices once a week located in the Public Safety Building. There are approximately 20 offices this includes the dispatch center and Records Department.	52	DOLLARS	$180.46	$9,383.92
3	Deep clean carpet and chairs in the Council Chambers two (2) times a year.	2	DOLLARS	$367.84	$735.68
TOTAL					$15,807.60

EXHIBIT D
PAYMENT/INVOICES

PAYMENT/INVOICES:

Contractor shall submit invoices for payment due as provided herein with such documentation as required by City of Lake City and all payments shall be made in accordance with the requirements of Section 218.70 et. seq, Florida Statutes, "The Local Government Prompt Payment Act." Invoices shall be submitted to the address below unless instructed otherwise on the purchase order, or if no purchase order, by the ordering department:

Finance Department
Attn: Accounts Payable
City of Lake City
205 North Marion Avenue
Lake City, FL 32055

Each invoice shall include, at a minimum, the Contractor's name, contact information and the standard purchase order number. In order to expedite payment, it is recommended the Contractor also include the information shown in below. The City may dispute any payments invoiced by Contractor in accordance with Section 218.76, Florida Statutes and the provisions of this Agreement.

INVOICE INFORMATION:

Contractor Information ..... Company name, mailing address, phone number, contact name and email address as provided on the PO

Remit To ..... Billing address to which you are requesting payment be sent

Invoice Date ..... Creation date of the invoice

Invoice Number ..... Company tracking number

Shipping Address ..... Address where goods and/or services were delivered

Ordering Department ..... Name of ordering department, including name and phone number of contact person

PO Number ..... Standard purchase order number

Ship Date ..... Date the goods/services were sent/provided

Quantity ..... Quantity of goods or services billed

Description ..... Description of services or goods delivered

Unit Price ..... Unit price for the quantity of goods/services delivered

Line Total ..... Amount due by line item

Invoice Total ..... Sum of all of the line totals for the invoice

EXHIBIT E
DISPUTE RESOLUTION IN MATTERS OF INVOICE PAYMENTS

Payment of invoices for work performed for City of Lake City (CITY) is made, by standard, in arrears in accordance with Section 218.70, et. seq., Florida Statutes (the Local Government Prompt Payment Act).

If a dispute should arise as a result of non-payment of a payment request or invoice the following Dispute Resolution process shall apply:

A. City of Lake City shall notify a vendor in writing, within ten (10) days after receipt of an improper invoice, that the invoice is improper. The notice should indicate what steps the vendor should undertake to correct the invoice and resubmit a proper invoice to the City, which steps shall include initially contacting the requesting department to validate Contractor's invoice conforms with the terms and conditions of the agreement. Once the requesting department determines Contractor's invoice conforms with the terms and conditions of the agreement, the vendor should resubmit the invoice as a "Corrected Invoice" to the requesting department which will initiate the payment timeline.

   1) Requesting department for this purpose is defined as the City department for whom the work is performed.

   2) Proper invoice for this purpose is defined as an invoice submitted for work performed where such work meets the terms and conditions of the agreement to the satisfaction of the City of Lake City.

B. Should a dispute result between the vendor and the City about payment of a payment request or an invoice then the vendor should submit their dissatisfaction in writing to the Requesting Department. Each Requesting Department shall assign a representative who shall act as a "Dispute Manager" to resolve the issue at departmental level.

C. The Dispute Manager shall first initiate procedures to investigate the dispute and document the steps taken to resolve the issue in accordance with section 218.76 Florida Statutes. Such procedures shall be commenced no later than forty-five (45) days after the date on which the payment request or invoice was received by City of Lake City, and shall not extend beyond sixty (60) days after the date on which the payment request or invoice was received by City of Lake City.

D. The Dispute Manager should investigate and ascertain whether the work, for which the payment request or invoice has been submitted, was performed to City of Lake City's satisfaction and duly accepted by the Proper Authority. Proper Authority for this purpose is defined as the City of Lake City representative who is designated as the approving authority for the work performed in the contractual document. The Dispute Manager shall perform the required investigation and arrive at a solution before or at the sixty (60) days' timeframe for resolution of the dispute, per section 218.76, Florida Statutes. The City Manager or his or her designee shall be the final arbiter in resolving the issue before it becomes a legal matter. The City Manager or his or her designee will issue their decision in writing.

E. City of Lake City Dispute Resolution Procedures shall not be subject to Chapter 120 of the Florida Statutes. The procedures shall also, per section 218.76, Florida Statutes, not be intended as an administrative proceeding which would prohibit a court from ruling again on any action resulting from the dispute.

F. Should the dispute be resolved in the City's favor interest charges begin to accrue fifteen (15) days after the final decision made by the City. Should the dispute be resolved in the vendor's favor the City shall pay interest as of the original date the payment was due.

G. For any legal action to recover any fees due because of the application of Sections 218.70 et. seq., Florida Statutes, an award shall be made to the prevailing party to cover court costs and reasonable attorney fees, including those fees incurred as a result of an appeal if the reason for the dispute is because the non-prevailing party held back any payment without having a reasonable basis to dispute the prevailing party's claim to those amounts.

EXHIBIT F
SCOPE OF WORK

Four City of Lake City facilities require ongoing janitorial services, including but not limited to:

- City Hall
  205 N. Marion Ave. Lake City, FL 32055
- Customer Service
  173 NW Hillsboro Ave. Lake City, FL 32055
- IT/GIS Building
  494 NW Desoto St. Lake City, FL 32055
- Public Safety Building
  225 NW Main Blvd., Lake City, FL 32055

The City will provide cleaning products to clean the designated areas as well as paper products to restock, such as trash bags, paper towels, and toilet paper. The Contractor shall furnish and maintain, in good repair all equipment, including, but not limited to, mops, brooms, vacuums, ladders and any other equipment necessary to perform the requirements of the contract. Stock must be kept on hand at all times in each facility for use in emergencies.

The Contractor is required to provide a proposed listing of all personnel who will be utilized at the Lake City Police Department and City Hall. Required information shall include the name, date of birth, current resident address, telephone number, Social Security number, and 5 years of residence history for all applicable contractor employees. A criminal screening and background check will be conducted for all contract employees of the contractor awarded this service, prior to the commencement of work. A Florida Department of Law Enforcement (FDLE) and a Criminal Justice Information Services (CJIS) Certification on all personnel will be required before the contract is awarded. The awarded contractor will be notified of those individuals authorized to provide janitorial services. Any new or additional employees will need to be pre-approved by the City of Lake City before they gain access to the facility.

After completion of each scheduled service the entire building shall present a clean uniform appearance. If any irregularities are noted, the Vendor shall be required to rectify the situation in 24 hours with no additional cost to the City.

The Vendor shall develop a checklist to ensure all tasks are completed and to assist in quality control. A checklist shall be completed daily and signed by the on-site supervisor to certify that all services have been performed satisfactorily. A copy of the checklist shall be left with the contract manager at each location.

CM/rrp
09/15/2026

RESOLUTION NO 2026-116

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA ADOPTING THE EVALUATION AND TABULATION OF RESPONSES TO THAT CERTAIN REQUEST FOR PROPOSAL NUMBER 014-2026 FOR JANITORIAL SERVICES; ACCEPTING THE PROPOSAL FROM AMERICAN JANITORIAL, INC., A FLORIDA CORPORATION; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT THEREOF; DIRECTING THE CITY MANAGER TO COMMENCE NEGOTIATION OF AN AGREEMENT WITH SAID VENDOR PURSUANT TO THE TERMS OF THE REQUEST FOR PROPOSALS AND THE PROPOSAL SUBMITTED BY SAID VENDOR; DIRECTING THE CITY MANAGER TO PRESENT SUCH AGREEMENT TO THE CITY COUNCIL AT A FUTURE DATE; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, in accordance with said provision of the City's Code of Ordinances, the City solicited bids pursuant to Request for Proposal Number 014-2026 (the "RFP") in the form of the composite exhibit hereto, seeking a vendor-for janitorial services (the "Services"); and

WHEREAS, American Janitorial, Inc., a Florida corporation (the "Vendor") was the highest ranked respondent to the RFP; and

WHEREAS, the City desires to and does accept the Vendor's response as the highest ranked response to the RFP; and

WHEREAS, pursuant to the RFP, the Vendor and the City desire to enter into an agreement for Vendor to provide the Services; and

WHEREAS, the City Council desires the City Manager commence negotiation of an agreement with the Vendor for the Vendor to provide the Services pursuant to the terms of the RFP and the Vendor's response thereto; and

WHEREAS, the City Manager is directed to submit any agreement negotiated with the Vendor to the City Council for final approval; and

WHEREAS, accepting the Vendor's response to the RFP in the form of the composite exhibit hereto as the highest ranked response and negotiating an agreement with said Vendor are in the public interest and in the interests of the City; now therefore

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

1. Accepting the Vendor's response pursuant to the evaluation and tabulation results arising from the RFP, and negotiating with the Vendor to establish an agreement is in the public or community interest and for public welfare; and
2. In furtherance thereof, the Vendor's response to the RFP in the form of the composite exhibit hereto as the highest ranked response to the RFP is accepted by the City Council of the City of Lake City; and
3. The City Manager of the City of Lake City is directed to negotiate an agreement with the Vendor pursuant to the terms of the RFP and the Vendor's proposal in response thereto; and
4. The City Manager of the City of Lake City is directed to submit to the City Council any such agreement negotiated with the Vendor; and
5. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
6. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

REQUEST FOR PROPOSAL

RFP-014-2026

JANITORIAL SERVICES FOR MUNICIPAL FACILITIES- 4 LOCATIONS

City of Lake City

205 N. Marion Ave.

Lake City, FL 32055

RELEASE DATE: July 7, 2026

DEADLINE FOR QUESTIONS: July 21, 2026

PROPOSAL SUBMISSION DEADLINE: August 7, 2026, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

https://procurement.opengov.com/portal/lcfla

EXHIBIT TO RESOLUTION

City of Lake City
REQUEST FOR PROPOSAL
Janitorial Services for Municipal Facilities- 4 Locations

I. The City of Lake City, Florida .....
II. Introduction .....
III. Instructions to Proposers .....
IV. Scope of Work .....
V. Format and Content .....
VI. Evaluation Criteria .....
VII. Pricing Proposal .....
VIII. Terms and Conditions .....
IX. Vendor Questionnaire .....

Attachments:

A - Standard Services Agreement (v.11) (002)

1. The City of Lake City, Florida

1.1. Request for Proposal

RFP-014-2026
Janitorial Services for Municipal Facilities- 4 Locations

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, OpenGov, until 2:00 pm, local time, on Friday, August 7, 2026. The Procurement Department will not consider proposals delivered by any other means. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

At the time of the proposal opening, only the respondents' names will be read aloud.

Request for additional information or clarifications shall be submitted in writing via the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before the Tuesday, July 21, 2026 by 2:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal.

It will be the sole responsibility of the Proposer to contact the Procurement Department before submitting a response to determine if any addenda have been issued, obtain such addenda, and acknowledge that addenda must be accessed through OpenGov.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72 hours following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The City of Lake City reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, or take any similar actions that may be deemed to be in the best interest of the City.

CITY OF LAKE CITY, FLORIDA

Don Rosenthal
City Manager

2. Introduction

2.1. Summary

The City of Lake City (herein after, "City") has issued this Request for Proposals (hereinafter, "RFP") with the sole purpose and intent of obtaining responses from interested and qualified firms licensed to do business in the State of Florida offering to provide Janitorial Services for Municipal Facilities- 4 Locations

2.2. Background

The City of Lake City is approximately 12.4 square miles in size and serves a population of approximately 12,500. The City of Lake City is an urban city located in Columbia County, Florida, a rural community.

The legislative branch of the City is composed of an elected five-member City Council consisting of the Mayor and four council members. The City Council is governed by the City Charter and by state and local laws and regulations.

The City of Lake City operates under a City Council-City Manager form of government and provides a full range of municipal services, including: general government administration, law enforcement and fire protection, community redevelopment, stormwater management, sanitation and solid waste, as well as construction and maintenance of infrastructure, recreational, and other cultural facilities. The City also operates a municipal airport.

2.3. Contact Information

Angel Bryant
Procurement Analyst
205 N Marion Ave
Lake City, FL 32055
Email: bryanta@lcfla.com
Phone: (386) 719-5818

Department:
Procurement

2.4. Timeline

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the RFP process.

Note: Dates are subject to change. TBD = to be determined. NLT = no later than.

Issue RFP Notice	July 7, 2026

Pre-Proposal Meeting (Mandatory)	July 14, 2026, 10:00am City Hall - 205 N Marion Avenue, Lake City, FL 32055
Last Date for Receipt of Written Questions	July 21, 2026, 2:00pm
Proposal Due Date	August 7, 2026, 2:00pm
PRE EVALUATION MEETING	August 13, 2026, 2:00pm
Evaluation Committee Meeting	September 2, 2026

3. Instructions to Proposers

3.1. Proposal Response

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, OpenGov, until 2:00 pm, local time, on Friday, August 7, 2026. Proposals delivered by any other means will not be considered by the Procurement Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

3.2. Questions

All questions related to this RFP shall be submitted in writing via the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before, Tuesday, July 21, 2026 by 2:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal. Please include the section referenced for each question in order to ensure that the questions asked are responded to correctly.

3.3. Method of Source Selection

Each proposal will be reviewed to determine if it is responsive to the RFP. Proposals deemed non-responsive will be rejected without evaluation. A responsive proposal has been signed and submitted by the specified Proposal deadline and has provided the information required to be submitted with the Proposal. While poor formatting, poor documentation, and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

The Evaluation Committee shall review all proposals for compliance with the specifications and select a vendor(s) for recommendation.

The City may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for clarification to assure full understanding of, and responsiveness to, solicitation requirements. Contingent upon the successful ranking of proposals and negotiation of contracts, nothing shall preclude the City from selecting a single, qualified firm to provide both services.

3.4. Pre-Proposal Conference

A mandatory pre-proposal conference will be held on Tuesday, July 14, 2026, commencing promptly at 10:00 am, and will be held: City Hall - 205 N Marion Avenue, Lake City, FL 32055.

This pre-proposal conference is designated as "mandatory"; prospective proposers must be present to submit a proposal response.

The purpose of the pre-proposal conference is to provide an open forum for discussion and questions with City staff regarding the RFP, ensuring all prospective proposers have an equal opportunity to hear and participate. Oral questions will receive oral responses, neither of which will be official nor become

part of the RFP. Only written responses to written questions will be considered official and will be included as part of the RFP.

All prospective proposers are strongly encouraged to attend, as this will be the only pre-proposal conference for this solicitation unless the department requests otherwise.

3.5. Proposal Due Date

Sealed Proposals must be received via the City's e-Procurement Portal, OpenGov, no later than 2:00 pm, Local Time, Friday, August 7, 2026. Proposals received after this date and time will not be considered.

3.6. Public Opening

There is no public opening of the proposals. Only the respondents' names will be read aloud.

3.7. Public Record

Pursuant to Chapter 119, Florida Statutes, proposals received in response to this Request for Proposal are exempt from disclosure under the provisions of the Public Records Law until an award decision has been made known or within thirty (30) days after the Proposal opening, whichever is earlier.

4. Scope of Work

4.1. Introduction

The City of Lake City ("City") invites sealed bids from qualified contractors to provide janitorial services at various municipal facilities. The selected contractor shall provide all necessary labor, materials, equipment, and supervision to maintain clean and sanitary conditions in accordance with the specifications contained herein.

The contract shall be awarded to the lowest responsive and responsible bidder meeting all specifications.

4.2. General Scope of Work

Four City of Lake City facilities require ongoing janitorial services, including but not limited to:

- City Hall
  205 N. Marion Ave. Lake City, FL 32055
- Customer Service
  173 NW Hillsboro Ave. Lake City, FL 32055
- IT/GIS Building
  494 NW Desoto St. Lake City, FL 32055
- Public Safety Building
  225 NW Main Blvd., Lake City, FL 32055

The City will provide cleaning products to clean the designated areas as well as paper products to restock, such as trash bags, paper towels, and toilet paper. The Contractor shall furnish and maintain, in good repair all equipment, including, but not limited to, mops, brooms, vacuums, ladders and any other equipment necessary to perform the requirements of the contract. Stock must be kept on hand at all times in each facility for use in emergencies.

Janitorial services for the Police Department **and the IT/GIS building** shall be performed **during normal business hours** on **Monday, Wednesday, and Friday**. All other facilities—including **City Hall and Customer Service**—shall be cleaned **after normal operating hours (after 5:00 p.m.)** on **Monday, Wednesday, and Friday**. The **IT/GIS building** will require cleaning **twice per week**. If the contractor needs to perform cleaning at any time outside of this schedule, prior approval must be obtained.

The Contractor is required to provide a proposed listing of all personnel who will be utilized at the Lake City Police Department and City Hall. Required information shall include the name, date of birth, current resident address, telephone number, Social Security number, and 5 years of residence history for all applicable contractor employees. A criminal screening and background check will be conducted for all contract employees of the contractor awarded this service, prior to the commencement of work. A

Florida Department of Law Enforcement (FDLE) and a Criminal Justice Information Services (CJIS) Certification on all personnel will be required before the contract is awarded. The awarded contractor will be notified of those individuals authorized to provide janitorial services. Any new or additional employees will need to be pre-approved by the City of Lake City before they gain access to the facility.

4.3. Project Locations

1. Lake City Police Department is located at 225 N.W. Main Blvd, Suite 102, Lake City, FL 32055. There are two (2) floors with a total of ten (10) regular restrooms, two (2) of which are located in the locker rooms. The building also consists of hallways, training rooms, conference rooms, squad room, and Kitchen. The total area of the Police Department is approximately 18,564 square feet.

2. City Hall is located at 205 N. Marion Ave. Lake City, FL 32055. There are three (3) floors with a total of six (6) restrooms with two (2) stalls in each restroom. There are two (2) breakrooms, hallways, lobby area, Customer Service area. Council Chambers on the 2nd floor should be cleaned two (2) times a month. The total area of the building is approximately 15,782 square feet.

3. Customer Service and Growth Management is located at 173 NW Hillsboro St., Lake City, FL 32055. There is one (1) with two (2) restrooms, one (1) is a single bathroom with a urinal and the other bathroom has two (2) stalls, bathrooms located on 1st floor. There is also one (1) breakroom and drive-thru area. The building also consists of hallways and lobby areas. The total area of the building is approximately 7,772 square feet.

4. Information Technology is located at 494 NW Desoto St., Lake City, FL 32055. There is one (1) floor with a total of two (2) restrooms with five (5) stalls total. There are four (4) offices and two (2) storage rooms. The building also consists of hallways. The total area of the Information Technology building is approximately 2,000 square feet.GIS is located at 494 SW Desoto Street, Lake City, FL 32055. There is one (1) floor with a total of two (2) restrooms with five (5) stalls total. There are four (4) offices and two (2) storage rooms. The building also consists of hallways 1 kitchen. The total area of GIS building is approximately 2,000 square feet. These are two separate buildings at the same location.

4.4. Contract

The initial term of the contract shall commence upon execution by the CITY and continue in effect for a period of three (3) years. Upon mutual agreement of the City and the awarded Contractor, the contract may be renewed for two (2) additional one-year periods under the same terms, conditions, and prices.

4.5. Cleaning Tasks

1. Sweep/dust and wet mop all hard surface floors.

2. Vacuum carpets in all common areas; spot clean when needed.

3. Vacuum and spot clean the carpets, dust furniture and window sills and empty trash receptacles of the executive offices located at City Hall and Public Safety Building during business hours once a week. (4 offices – City Manager, Assistant City Manager, Chief of Police and Assistant Chief of Police).

4. Spot clean all walls, light switches and doors.

5. Dust and wipe all open countertops.

6. Dust and spot clean furniture and window sills in common areas as needed. (i.e. Lobby, Entrance, Council Chambers, Conference Rooms and Training Rooms)

7. Clean and polish water fountains.

8. Empty and remove trash, replace liner if needed.

9. Clean elevator and elevator tracks once a week.

10. Clean all interior and exterior glass doors.

11. Sweep around outside entrance doors.

12. Sweep and spot mop stairwells.

13. Empty exterior trash and cigarette butt containers.

14. Clean Kitchen and Breakroom Areas: Sweep and wet mop floors with disinfectant cleaner, remove all trash, clean surfaces of all vending machines, appliances. Clean tables, counters, chairs, and trash receptacle. Clean and sanitize sinks. Check and refill all dispensers (towels, hand sanitizer and soap).

15. Clean restrooms: including sweep and mop floors with disinfectant cleaner, clean and sanitize counters, sinks, toilets and urinals, wipe window sills, and restock supplies. Damp clean walls and partitions walls. Clean mirrors and frames. Check and refill all dispensers (paper towels, soap, toilet paper and meter mist).

16. Notify the department staff when supplies get low and need to be restocked.

- ADD/ALTERNATE #1: Carpet cleaning of the common areas of the of all locations once per year. Hard Surface Stripping/Waxing/Buffing of the common areas of the Public safety building.
- ADD/ALTERNATE #2: Vacuum, spot cleaning of floors and carpets, dust furniture and window sills and empty and remove trash, replace liners of all open offices once a week located in the Public Safety Building. There are approximately 20 offices, including the dispatch center and Records Department.
- ADD/ALTERNATE #3: Deep clean carpet and chairs in the Council Chambers two (2) times a year.

4.6. Termination

The contract may be terminated immediately by the City for any reason upon written notice. Contractor will be paid for all service satisfactorily performed through the date of termination. Termination will be effective upon written notification to the Contractor and such termination will relieve the City from any future obligations with the Contractor.

4.7. Peformance Standards

a. After completion of each scheduled service the entire building shall present a clean uniform appearance. If any irregularities are noted, the Vendor shall be required to rectify the situation in 24 hours with no additional cost to the City.

b. The Vendor shall develop a checklist to ensure all tasks are completed and to assist in quality control. A checklist shall be completed daily and signed by the on-site supervisor to certify that all services have been performed satisfactorily. A copy of the checklist shall be left with the contract manager at each location.

4.8. Criminal History Check

All janitorial service personnel that are actively engaged in providing services inside any of the buildings covered in this bid solicitation will be subject to an FDLE criminal history check and CJIS certification through the City police department. Any personnel not meeting the police department's criteria for access will be prohibited from providing janitorial services on any building in this solicitation. Any change in personnel during the course of the contract term will also require background checks for each new employee assigned to these buildings. If, during the course of the contract, any employee is arrested for, or charged with, an offense that carries a potential for a felony conviction, the contractor is responsible for notifying the City in writing immediately upon notification.

4.9. Protection of Property/Property Conditions

1. If property is damaged performing work specified or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the bidder in a manner acceptable to the City of Lake City.
2. Bidder shall notify the Contract Manager for the City of the work site having pre-existing damage before beginning the work. Failure to do so shall obligate the bidder to make repairs as addressed in this solicitation.
3. Bidder shall be responsible for securing all work areas to be safe.

4.10. Safety

The Contractor shall be responsible for the safe conduct of his/her personnel during the execution of the work detailed herein. The Contractor shall meet or exceed the standards set for by the Occupational Safety and Health Administration (OSHA) and requirements established by the Federal, State, and Local agencies. Should an unsafe condition be identified during the execution of this work, the Contractor will immediately suspend such activity until a safe method can be employed.

4.11. Employees

1. Contractor shall be responsible for the appearance of all working personnel assigned to the project. Personnel shall be clean and appropriately dressed at all times. Personnel must wear property identification at all times (company shirts, ID badges, etc.)

2. All personnel of the Contractor shall be considered to be, at all times, the sole employees of the Contractor, under the Contractor's sole direction, and not an employee or agent of the City of Lake City. The Contractor shall supply competent and physically capable employees and the City of Lake City may require the Contractor to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on city property is not in the best interest of the City of Lake City. The City of Lake City shall not have any duty to implement or enforce such requirements.
3. Contractor shall assign an "on-duty" supervisor who speaks and reads English.
4. Contractor shall have its employees refrain from the use of tobacco products in the City's buildings or grounds. Tobacco use will be allowed in designated areas only.
5. Contractor shall be solely responsible for receiving all materials and equipment at site.

4.12. Storage of Materials

Contractor shall discuss material and/or equipment storage areas with the City Contract Manager.

4.13. Criteria

Proposals received for the requested services shall be evaluated separately using the following criteria:

Proposed Evaluation Criteria for Janitorial Services Proposals

1. **Experience and Qualifications**
   - Years of experience providing commercial janitorial services
   - Experience with municipal or public-sector facilities
   - References from comparable clients
   - Staff training, certifications, and background check processes
2. **Quality of Proposed Work Plan**
   - Clarity and completeness of the cleaning schedule (including business-hours vs. after-hours requirements)
   - Staffing plan, including the number of personnel assigned
   - Approach to quality control, inspections, and supervision
   - Procedures for handling complaints and service issues
3. **Staffing and Reliability**
   - Proposed staffing levels and consistency
   - Backup or contingency plan for absences

- Reliability record and ability to meet deadlines

- 4. **Cost Proposal**
  - Overall cost and rate competitiveness
  - Clarity of the pricing structure
  - Reasonableness of costs relative to services offered

5. Format and Content

5.1. Preparation

Prepare your Proposal in a clear and concise manner. Ensure that the content of your Proposal submittal is complete. Special attention should be given to the specific information, instructions and requirements of the Request for Proposal document to ensure responsiveness. Proposals that are incomplete or lack key information may be rejected.

5.2. Incurred Expenses

The City is not responsible for any expenses which Proposers may incur in preparing or submitting proposals including presentations and any other expenses called for in this Request for Proposal.

5.3. Proprietary Information

1. In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Proposers should be aware that the Request for Proposal, and the responses thereto, are in the public domain. Proposers are requested to identify specifically any information contained in their Proposals that they consider confidential and/or proprietary and that they believe to be exempt from disclosure, citing specifically the applicable exempting law.
   A generic notation that information is "confidential" is not sufficient. Failure to provide the Procurement department with a detailed explanation and justification, including statutory cites and specific reference to your Proposal detailing what provisions, if any, you believe are exempt from disclosure, may result in your entire Proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.

2. All Proposals received from Proposers in response to this Request for Proposal will become the property of the City of Lake City and will not be returned to the Proposers. In the event of a contract award, all documentation produced as part of the Contract will become the exclusive property of the City.

5.4. Requirements

1. Proposals will be evaluated based on the information provided in the response. All documents should be in 8 1/2 x 11 format and must not exceed 25 pages.

2. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non-responsive and will not be evaluated.

3. During this process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Proposals must include a Table of Contents that clearly identifies the material by section.

5.5. Delivery of Proposals

Proposals shall be submitted via the City's e-Procurement Portal. All Proposals submitted must be received in the Procurement Department by the time specified in this solicitation. It is the sole responsibility of the Proposer to ensure that Proposals are received by the due date and time. The City shall not be responsible for delays caused by any occurrence. Proposals received following the Proposal Due Date will not be considered.

5.6. Evaluation Criteria

An Evaluation Committee will be established to review all responsive Proposals. Proposers submitting Proposals deemed to be reasonably acceptable will be evaluated using the evaluation criteria set forth herein. The information that will be considered and the relative scoring for each criterion is identified in the "Evaluation Criteria" section of the solicitation.

Individual Evaluation Committee members will use the scoring mechanism to rank firms. Ranks from all Evaluation Committee members will then be summed for each Proposer to establish the overall rank order.

5.7. Proposal Evaluation Committee and Evaluation Process

1. Evaluation Committee
   An Evaluation Committee (hereinafter referred to as "the Committee") consisting of at least three (3) members will be established to review, discuss, and evaluate all responsive Proposals submitted in response to this Request for Proposals (RFP). The Committee shall conduct a preliminary evaluation of all Proposals based on the information provided and the evaluation criteria outlined in this Request for Proposal.

2. Presentations
   The Committee reserves the right to require oral presentations from any or all responsive and responsible Proposers who submit Proposals determined to be reasonably acceptable for selection for award. Discussions may be conducted for the purpose of clarification and to ensure full understanding of and responsiveness to the solicitation requirements. The City will not be liable for any costs incurred by the Proposer in connection with such interviews, presentations, or negotiations (i.e., travel, accommodations, etc.).

3. Award without Presentations
   The City may evaluate and award a Contract based on responses to this Request for Proposal without discussions or oral presentations. Therefore, each response to this RFP should contain the Proposer's best terms and conditions for consideration.

4. Ranking
   The Committee will evaluate and rank the Proposers as outlined in the preceding section

entitled "Evaluation Criteria" and submit the proposed rank order to the Director of Procurement.

5. Authority to Award
   Contracts negotiated as a result of this RFP will be presented to the City Council for final award.

6. Reserved Rights

   a. The City, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise this solicitation, postpone or cancel, at any time, this solicitation process, or to waive minor irregularities and informalities in this RFP or in the proposals received as a result of this RFP.

   b. The City does not guarantee the award of any Contract as a result of this solicitation process.

6. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Experience and Qualifications** • Years of experience providing commercial janitorial services • Experience with municipal or public-sector facilities • References from comparable clients - Please provide up to five (5) references for the most similar contracts, preferably in the State of Florida. Include the size of the municipality. References should include the following information: name of agency, contact name, address, telephone number, and email address. • Staff training, certifications, and background check processes	0-100 Points	25 *(25% of Total)*
2.	**Quality of Proposed Work Plan** Clarity and completeness of the cleaning schedule (including business-hours vs. after-hours requirements) Staffing plan, including the number of personnel assigned Approach to quality control, inspections, and supervision Procedures for handling complaints and service issues	0-100 Points	25 *(25% of Total)*
3.	**Staffing and Reliability** • Proposed staffing levels and consistency • Backup or contingency plan for absences • Reliability record and ability to meet deadlines	0-100 Points	25 *(25% of Total)*

4.	**Cost Proposal** • Overall cost and rate competitiveness • Clarity of the pricing structure • Reasonableness of costs relative to services offered	0-100 Points	25 *(25% of Total)*

7. Pricing Proposal

JANITORIAL SERVICES FOR MUNICIPAL FACILITIES- 4 LOCATIONS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	LAKE CITY PUBLIC SAFETY BUILDINGS- CLEANING 3 TIMES A WEEK ALTERNATING MONDAYS- WEDNESDAYS-FRIDAYS	156	DOLLARS		
2	CITY HALL - 205 N MARION AVE- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS		
3	CUSTOMER SERVICE/GROWTH MANAGEMENT- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS		
4	INFORMATION TECHNOLOGY/ GIS - CLEANING TWICE A WEEK	104	DOLLARS		
TOTAL					

ADD/ ALTERNATE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	CARPET CLEANING OF COMMON AREAS OF CITY HALL AND PUBLIC SAFETY BUILDING ONCE A YEAR. STRIP/WAX OF THE PUBLIC SAFETY BUILDING ONCE A YEAR	1	DOLLARS		
2	Vacuum, spot cleaning of floors and carpets, dust furniture and window sills and empty and remove trash, replace liners of all open offices once a week located in the Public Safety Building. There are approximately 20 offices this includes the dispatch center and Records Department.	52	DOLLARS		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
3	Deep clean carpet and chairs in the Council Chambers two (2) times a year.	2	DOLLARS		
TOTAL					

8. Terms and Conditions

8.1. Contract Award

An award, if made, will be made to the best overall proposer(s) whose proposal is most advantageous to the City, taking into consideration the evaluation factors outlined in this RFP.

8.2. Questions Regarding the Solicitation or Proposal Process

To ensure fair consideration for all Proposers, the City prohibits communication to or with any officer, elected official (including the Mayor and City Council), department, division, office, or employee of the City, and any Evaluation Committee members during the solicitation process from the date of issuance of the RFP through award, except as provided below.

All communications relating to this RFP between Proposer (or anyone on Proposer's behalf) and the City must be made through the Procurement Department. Any communications in violation of this provision may be grounds for disqualifying the offending Proposer from consideration for award of the Proposal and/or any future Proposal.

Any questions relative to the interpretation of the solicitation or the Proposal process shall be submitted via the City's e-Procurement Portal. The Procurement Department must receive questions on or before the cut-off date specified in the Proposal Schedule. Questions received after the cut-off date as specified in the Proposal Schedule will not be considered.

Any interpretation made to prospective Proposers will be answered through the City's e-Procurement Portal or expressed in the form of an addendum to the solicitation, which, if issued, will be conveyed in writing to all persons on record as following this RFP, no later than five (5) days before the date set for receipt of Proposals. Oral answers will not be authoritative.

It will be the responsibility of the Proposer to acknowledge and confirm receipt of all addenda in the City's e-Procurement Portal.

8.3. Additional Information

The City reserves the right to request that the Proposer provide additional information it deems necessary to evaluate, clarify, or substantiate any area contained in each submitted Proposal and to more fully meet the needs of the City.

8.4. Addendum to Request for Proposals

If it becomes necessary to revise or amend any part of this Request for Proposal before the Proposal due date, the Procurement Department will furnish the revision by written Addendum.

8.5. Execution of Contract

Unless the City extends such time, the successful Proposer shall, within ten (10) calendar days after Notice of Award is issued by the City of Lake City, Procurement Department, sign and enter into a Contract with the City, and shall simultaneously provide any required bonds, indemnities, and insurance certificates.

Failure to meet the established deadline for submitting the required documents may be grounds for cancellation of the award.

8.6. Proposer's Guarantee

By submitting a Proposal, a Proposer warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified herein.

8.7. Indemnification

The Respondent agrees to indemnify and hold the City harmless for any and all claims, liability, losses, and causes of action that may arise out of its fulfillment of the contract awarded pursuant to this RFP. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions or Respondent employees and/or agents In the event the completion of a project awarded pursuant to this RFP(to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the City from any and all increased expenses resulting from such delay.

8.8. Insurance Requirements

The Proposer will be required to furnish evidence of the following insurance coverage by a licensed Florida Company.

1. Without limiting Proposer's indemnification, it is agreed that the successful Proposer will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, they must be the minimum acceptable limits. If successful, the Proposer's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City, naming the City of Lake City as additional insured. These certificates must provide ten (10) calendar days' notice to the City in the event of cancellation, non-renewal, or a material change to the policy.

    a. Professional liability insurance to provide coverage of not less than one million dollars ($1,000,000).

    b. Workers' compensation insurance to apply to all employees of the contractor, sub-contractors, and the contractor's architect and/or engineer, meeting the "Workers' Compensation Law" of the State of Florida and all applicable federal laws.

    c. Commercial General Liability insurance to provide coverage of not less than one million dollars ($1,000,000) combined single limit per occurrence and annual aggregates, where generally applicable, and must include premises-operations, independent contractors,

products/completed operations, broad form property damage, blanket contractual, and personal injury endorsements.

d. Comprehensive Automobile Liability Insurance covering all owned, hired, and non- owned vehicles with coverage limits not less than one hundred thousand dollars ($100,000) per person, three hundred thousand dollars ($300,000) per occurrence, and one hundred thousand dollars ($100,000) property damage.

2. The official title of the owner is "City of Lake City". This official title will be used in all insurance documentation.

8.9. Proof of Insurance

The Proposer will furnish to the Procurement Department Certificates of Insurance or endorsements evidencing the insurance coverage specified above within seven (7) days after notification of an award. The required Certificates of Insurance or endorsements will not only name the types of policies continued, but also specifically refer to this contract and state that such insurance is as required by this contract. If the initial insurance expires before the completion of the work, renewal Certificates of Insurance will be furnished thirty (30) days before their expiration. Notice of cancellation and/or restriction Policy(s) must be endorsed to give the City thirty (30) days' notice of cancellation and/or restriction.

9. Vendor Questionnaire

9.1. Table of Contents*

Please upload your Table of Contents here.

*Response required

9.2. Acknowledgment*

By checking yes, the Respondent acknowledges the following:

The information provided in the response is true and correct, and the response submission is final. Respondent agrees to all terms and conditions contained in the Solicitation.

☐ Yes
☐ No

*Response required

9.3. Documents Requiring Notorization*

Please download the documents below, complete, and have them notarized. An online notarization option will be provided for you when responding.

- Public_Entity_Crimes_Statem...
- Drug_Free_Workplace_Certifi...
- Non-Collusion_Affidavit.pdf
- Conflict_of_Interest_Statem...

*Response required

9.4. Scrutinized Companies Certification*

Per State of Florida Statutes. 287.135(5) Suppliers (companies) must acknowledge and agree to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies' paragraph listed below. Respondents shall agree by marking the option below. Respondents neglecting to respond may be disqualified from consideration for the award and deemed non-responsive.

I hereby certify that neither the responding entity, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making a profit, have been placed on the Scrutinized Companies That Boycott Israel List created pursuant to s. 215.4725 of the Florida Statutes, or are engaged in a boycott of Israel.

In addition, if this Solicitation is for a contract for goods or services where the total contract value is one million dollars ($1,000,000) or more, I hereby certify that neither the responding entity, nor any of its wholly owned subsidiaries, majority- owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy

Sector List, created pursuant to s. 215.473 of the Florida Statutes, or are engaged in business operations in Cuba or Syria as defined in said statute.

I understand and agree that the County may immediately terminate any contract resulting from this Solicitation upon written notice if the responding entity (or any of those related entities of respondent as defined above by Florida law) are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars ($1,000,000) or more, it has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or it is found to have been engaged in business operations in Cuba or Syria.

By selecting "Yes", the respondent acknowledges and agrees to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies'.

☐ Yes
☐ No

*Response required

9.5. Human Trafficking Affidavit*

Please download the documents below, complete them, and upload.

- Human_Trafficking.docx

*Response required

9.6. Disputes Disclosure Form*

Answer the following by selecting which, if any, pertain to your organization. . If you answer "YES", please explain in the Disputes Disclosure Explanation question. If you answer None of the Above, please type "N/A" in the Disputes Disclosure Explanation question.

Select all that apply

☐ Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
☐ Has your firm, or any member of your firm, been declared in default, terminated, or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
☐ Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
☐ None of the Above
*Response required

9.7. E-Verify Affirmation Statement*

Please download the documents below, complete them, and upload.

- E-VERIFY_AFFIRMATION_STATEM...

*Response required

9.8. Statement of Qualification Document*

Please upload your COMPLETE Statement of Qualifications.

*Response required

City of Lake City
Procurement
Brenda Karr, Procurement Director
205 N. Marion Ave., Lake City, FL 32055

[AMERICAN JANITORIAL, INC.] RESPONSE DOCUMENT REPORT

RFP No. RFP-014-2026

Janitorial Services for Municipal Facilities- 4 Locations

RESPONSE DEADLINE: August 7, 2026 at 2:00 pm

Report Generated: Wednesday, September 2, 2026

American Janitorial, Inc. Response

CONTACT INFORMATION

Company:
American Janitorial, Inc.

Email:
heather.casavant@ajiclean.com

Contact:
Heather Casavant

Address:
87 North Central Ave
Umatilla, FL 32784

Phone:
N/A

Website:
N/A

Submission Date:
Aug 6, 2026 10:07 PM (Eastern Time - New York)

EXHIBIT TO RESOLUTION

ADDENDA CONFIRMATION

Addendum #1
Confirmed Aug 5, 2026 5:23 PM by Heather Casavant

Addendum #2
Confirmed Aug 5, 2026 5:23 PM by Heather Casavant

Addendum #3
Confirmed Aug 5, 2026 5:23 PM by Heather Casavant

QUESTIONNAIRE

1. Table of Contents*

Pass

Please upload your Table of Contents here.

Table_of_Contents.pdf

2. Acknowledgment*

Pass

By checking yes, the Respondent acknowledges the following:

The information provided in the response is true and correct, and the response submission is final. Respondent agrees to all terms and conditions contained in the Solicitation.

Yes

3. Documents Requiring Notorization*

Pass

Please download the documents below, complete, and have them notarized. An online notarization option will be provided for you when responding.

- Public_Entity_Crimes_Statem...
- Drug_Free_Workplace_Certifi...
- Non-Collusion_Affidavit.pdf
- Conflict_of_Interest_Statem...

Public_Entity_Crimes_Statement_(AJI).pdf
Drug_Free_Workplace_Certificate_(AJI).pdf
Non-Collusion_Affidavit_(AJI).pdf
Conflict_of_Interest_Statement_(AJI).pdf

4. Scrutinized Companies Certification*

Pass

Per State of Florida Statutes. 287.135(5) Suppliers (companies) must acknowledge and agree to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies' paragraph listed below. Respondents shall agree by marking the option below. Respondents neglecting to respond may be disqualified from consideration for the award and deemed non-responsive.

I hereby certify that neither the responding entity, nor any of its wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making a profit, have been placed on the Scrutinized Companies That Boycott Israel List created pursuant to s. 215.4725 of the Florida Statutes, or are engaged in a boycott of Israel.

In addition, if this Solicitation is for a contract for goods or services where the total contract value is one million dollars ($1,000,000) or more, I hereby certify that neither the responding entity, nor any of its wholly owned subsidiaries, majority- owned subsidiaries, parent companies, or affiliates of such entities or business associations, that exists for the purpose of making profit are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473 of the Florida Statutes, or are engaged in business operations in Cuba or Syria as defined in said statute.

I understand and agree that the County may immediately terminate any contract resulting from this Solicitation upon written notice if the responding entity (or any of those related entities of respondent as defined above by Florida law) are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars ($1,000,000) or more, it has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or it is found to have been engaged in business operations in Cuba or Syria.

By selecting "Yes", the respondent acknowledges and agrees to the 'Certification Regarding Prohibition Against Contracting with Scrutinized Companies'.

Yes

5. Human Trafficking Affidavit*

Pass

Please download the documents below, complete them, and upload.

- Human_Trafficking.docx

Human_Trafficking_(AJI).pdf

6. Disputes Disclosure Form*

Pass

Answer the following by selecting which, if any, pertain to your organization. . If you answer "YES", please explain in the Disputes Disclosure Explanation question. If you answer None of the Above, please type "N/A" in the Disputes Disclosure Explanation question.

None of the Above

7. E-Verify Affirmation Statement*

Pass

Please download the documents below, complete them, and upload.

- E-VERIFY_AFFIRMATION_STATEM...

E-VERIFY_AFFIRMATION_STATEMENT_(AJI).pdf

8. Statement of Qualification Document*

Pass

Please upload your COMPLETE Statement of Qualifications.

AJI_Statement_of_Qualifications_-_RFP-014-2026,_Janitorial_Services_for_Municipal_Facilities-_4_Locations.pdf

PRICE TABLES

JANITORIAL SERVICES FOR MUNICIPAL FACILITIES- 4 LOCATIONS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	LAKE CITY PUBLIC SAFETY BUILDINGS- CLEANING 3 TIMES A WEEK ALTERNATING MONDAYS-WEDNESDAYS-FRIDAYS	156	DOLLARS	$154.07	$24,034.92
2	CITY HALL - 205 N MARION AVE- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS	$107.83	$16,821.48
3	CUSTOMER SERVICE/GROWTH MANAGEMENT- CLEANING 3 TIMES A WEEK ALTERNATING DAYS MON-WED-FRI	156	DOLLARS	$59.49	$9,280.44
4	INFORMATION TECHNOLOGY/ GIS - CLEANING TWICE A WEEK	104	DOLLARS	$36.15	$3,759.60
TOTAL					$53,896.44

ADD/ ALTERNATE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	CARPET CLEANING OF COMMON AREAS OF CITY HALL AND PUBLIC SAFETY BUILDING ONCE A YEAR. STRIP/WAX OF THE PUBLIC SAFETY BUILDING ONCE A YEAR	1	DOLLARS	$5,688.00	$5,688.00
2	Vacuum, spot cleaning of floors and carpets, dust furniture and window sills and empty and remove trash, replace liners of all open offices once a week located in the Public Safety Building. There are approximately 20 offices this includes the dispatch center and Records Department.	52	DOLLARS	$180.46	$9,383.92
3	Deep clean carpet and chairs in the Council Chambers two (2) times a year.	2	DOLLARS	$367.84	$735.68
TOTAL					$15,807.60

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

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

1. This sworn statement is submitted with Bid No. #RFP-014-2026.
2. This sworn statement is submitted by American Janitorial, Inc. whose business address is 87 N. Central Ave, Umatilla, FL 32784 and (if applicable) its Federal Identification No.(FEIN) is 46-0557106. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement_____.
3. My name is Jason Lay and my relationship to the entity named above is CEO.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes means:
   a. A predecessor or successor of a person convicted of a public entity crime; or
   b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair

EXHIBIT TO RESOLUTION

market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

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

__X__Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

_____There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

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

Signature:_____ Date 8/5/2026

STATE OF Florida

COUNTY OF Lake

Personally appeared before me, the undersigned authority, Jason Lay who after first being sworn by me, affixed his/her signature in the space provided above on this 5th day of August 20 26.

_____

Notary Public, State at large

My Commission Expires: 9/19/2026

HEATHER L. CASAVANT
Notary Public
State of Florida
Comm# HH313808
Expires 9/19/2026

EXHIBIT TO RESOLUTION

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, American Janitorial, Inc. (print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contender to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein."

Jason Lay, CEO
Authorized Signature

8/5/2026
Date Signed

State of Florida
County of Lake
Sworn to and subscribed before me this 5th day of August 20 26.
Personally known X or Produced Identification _____
(Specify type of identification)

Signature of Notary
My Commission Expires: 9/19/2026

HEATHER L. CASAVANT
Notary Public
State of Florida
Comm# HH313808
Expires 9/19/2026

EXHIBIT TO RESOLUTION

NON-COLLUSION AFFIDAVIT

STATE OF Florida

COUNTY OF Lake

Jason Lay, being duly sworn, deposes and says that:

1. He/She is CEO of American Janitorial, Inc. the Bidder
Title Company Name
that has submitted the attached proposal;

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

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

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lake City, Florida or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE Jason Lay, CEO

SUBSCRIBED AND SWORN TO BEFORE ME THIS 5th DAY OF August, 2026.

_____

Notary Public, State of Florida My Commission Expires: 9/19/2026

HEATHER L. CASAVANT
Notary Public
State of Florida
Comm# HH313808
Expires 9/19/2026

EXHIBIT TO RESOLUTION

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA, CITY OF Umatilla

Before me, the undersigned authority, personally appeared Jason Lay, who was duly sworn deposes and states:

1. I am the CEO of American Janitorial, Inc. with a local office in Umatilla, FL and principal office in Umatilla, FL and principal office in Umatilla, FL.
   City & State City & State
2. The above named entity is submitting a Proposal for the City of Lake City **RFP-014-2026** described as **JANITORIAL SERVICES FOR MUNICIPAL FACILITIES-4 LOCATIONS**.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

DATED this 5th day of August 20 26.

(Affiant)

Jason Lay, CEO

Typed Name and Title

Sworn to and subscribed before me this 5th day of August 2026. Personally Known X Or produced identification_____.

Identification type:_____

Notary Public-State of Florida

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

My commission expires 9/19/2026.

HEATHER L. CASAVANT
Notary Public
State of Florida
Comm# HH313808
Expires 9/19/2026

EXHIBIT TO RESOLUTION

HUMAN TRAFFICKING AFFIDAVIT

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.

2. I currently serve as CEO (Role) of American Janitorial, Inc. (Company).

3. American Janitorial, Inc. (Company) does not use coercion for labor or services, as those terms are defined in Florida Statute 787.06.

4. This declaration is made pursuant to Florida Statute 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I Jason Lay, CEO (Signatory Name and Title), declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

COMPANY

American Janitorial, Inc.

NAME OF BUSINESS ENTITY

SIGNATURE

Jason Lay, CEO

TYPE NAME AND TITLE

EXHIBIT TO RESOLUTION

E-VERIFY AFFIRMATION STATEMENT

RFP/Bid /Contract No:
Request for Proposal #RFP-014-2026

Project Description:
Title: Janitorial Services for Municipal Facilities- 4 Locations

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

(a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
(b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name:
American Janitorial, Inc.

Authorized Company Person's Signature:

Authorized Company Person's Title:
Jason Lay, CEO

Date: 8/5/2026

THIS FORM MUST BE INCLUDED WITH YOUR SUBMITTAL

August 5, 2026

Angel Bryant
Procurement Analyst
City of Lake City
205 N Marion Ave
Lake City, FL 32055

RE: #RFP-014-2026
Janitorial Services for Municipal Facilities- 4 Locations

Dear Ms. Bryant,

We are pleased to submit a proposal for RFP-014-2026, Janitorial Services for Municipal Facilities- 4 Locations. As you review our proposal, you will see that American Janitorial, Inc. (AJI) understands your specific challenges and our proposal provides you with a program tailored specifically for the needs of the City of Lake City. These key items separate AJI in the marketplace:

<u>Experience with large scale, multi-location projects</u> – As the current janitorial contractor for multiple County and City government entities throughout Florida, including Volusia, Lake, Manatee, Pinellas, and Flagler Counties, as well as the Cities of Ormond Beach, Clermont, Dunedin, Flagler Beach, Riviera, Madeira Beach, and Palm Coast, AJI understands the unique challenges of providing daily services for multiple locations spread out over large geographic areas.

<u>Management</u> - The Contract Managers we assign to oversee your account are the most integral part of our program. These are salaried positions, which coordinate, direct, and control all of the custodial functions in their area of operation. The assigned Contract Managers will be available to City of Lake City representatives 24 hours a day, 7 days a week.

<u>Proximity</u> – Headquartered in Lake County, AJI has a strong presence throughout the state of Florida. We currently service over 300 locations each day throughout Central Florida, and this places us in a unique position to be able to handle any issues that arise at the City of Lake City locations promptly and efficiently.

American Janitorial, Inc. (AJI)
87 North Central Ave, Umatilla, FL 32784
P: 352-551-7[illegible]
F: 352-669-1408

EXHIBIT TO RESOLUTION

AJI is a local cleaning company that has serviced Florida businesses and governments for over 39 years. AJI was founded in 1987 as a "one stop shop" commercial and industrial janitorial service and supply company. Under our current structure as American Janitorial, Inc., we are a Florida Corporation incorporated on July 12, 2012. Our officers are Jordan Daily (President), Stephanie Dailey (CFO) and Jason Lay (CEO). Our home office is located in the City of Umatilla, allowing us a central base in which to service a large geographical area throughout Florida. We have serviced hundreds of local businesses and government organizations over the years and stand by our reputation as the best cleaning value available.

Our fundamental values of honesty, trust, integrity, respect, and quality drive our philosophy of cleaning at AJI; to deliver the best possible service to our customers each and every day. Our basic principles for achieving this goal are:

- Develop transparent relationships with employees, suppliers and customers
- Create a positive economic outcome for both employees and customers
- Seek to steadily improve our quality control system through our APP
- Develop meaningful community interaction
- Protect and preserve the environment at all times
- Maintain our competitive edge

Point of Contact:
Ryan Strem, Chief Sales Officer
352-932-9456
ryan.strem@ajiclean.com

We verify that all terms and conditions set forth by the City of Lake City are understood and acknowledged by the undersigned, and there are no potential conflicts of interest associated with our response. As CEO of AJI, I am legally authorized to bind the corporation through signature.

We look forward to developing an excellent working relationship with City of Lake City and we are committed to giving you the highest possible quality for the fairest possible price. If you have any questions regarding this response, please contact me anytime at 352-910-0880 or by email at jason.lay@ajiclean.com.

Sincerely,

Jason Lay
CEO
87 North Central Ave, Umatilla, FL 32784
AJI is a Florida Corporation

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Our Story

American Janitorial Inc. (AJI) was founded in 1987 as a “one stop shop” commercial and industrial janitorial service and supply company. AJI was previously known as ABC Clean-All, and in 2004, the company was purchased by our current President, Jordan Dailey and Stephanie Dailey, our current CFO & Vice President.

AJI started out as an energetic family business with only a few part-time employees. It has now grown to be one of the leading janitorial service contracting companies in Central Florida yet still remains a strong family business. AJI has always maintained a focus on hard work and dedication to customer service.

Our President is Jordan Dailey, the company founder’s grandson. Mr. Dailey joined the company in 2000 to assist in the development of the commercial janitorial operations. Despite tough economic conditions, AJI has continued to grow under his leadership as he has demonstrated his ability to lead and adapt to ever-changing times.

The basis of AJI’s business operations and relationships are the core values of honesty, trust and integrity. Our longevity in an industry where many competitors have come and gone proves that the company’s business principles are solid and consistent.

39
Years In Business

5.5
Million Square Feet Cleaned Daily at More Than
700
Separate Locations

325
Total Team Members

AJI is a
FLORIDA COMPANY
with
Headquarters in
Umatilla, FL

EXHIBIT TO RESOLUTION

Who We Are

The basis of AJI's business operations and relationships are the core values of honesty, trust and integrity. Our longevity in an industry where many competitors have come and gone proves that the company's business principles are solid and consistent.

Who We Are:

- We are a locally owned and operated company that takes pride in every facility we service. We have the resources and expertise of a national corporation combined with the quality customer service of a hometown cleaning company. Our reputation is our best asset!
- We are a company that builds and cultivates long lasting relationships with our customers through clear communication and outstanding customer support. We invest time and effort into relationships with our customers!
- We are a company that retains business. Every contract we have is important to us and we treat each one as if it's our only one.
- We are a company that cares about quality workmanship. Our smartphone APP creates accountability for our staff and allows us to detect problems before they happen. We routinely inspect our own work so our customers don't have to.
- We are a company that does whatever it takes. Just ask our references.

AJI always meets the needs of its customers, regardless of the cost or time it takes to ensure satisfaction.

What We Do

Janitorial Services

Day Porter Services

Carpet Cleaning

Hard Surface Floor Care

Pressure Washing

EXHIBIT TO RESOLUTION

Proven Performance in Comparable Locations

The AJI team supports customers with facilities similar to those of the City of Lake City, giving us a clear understanding of the operational demands, cleaning standards, and service expectations required to perform successfully in these environments.

Lake County Government
72 Locations
$1,159,382.00/Yr
Start: October 1, 2011
End: March 31, 2027

Pinellas Suncoast Transit Auth
5,500 Bus Stop Locations
$1,006,013.00/Yr
Start: October 1, 2015
End: September 30, 2029

City of Ormond Beach
44 Locations
$478,000.00/Yr
Start: March 1, 2015
End: February 28, 2028

The Villages CPM
72 Locations
$1,632,980.00/Yr
Start: April 1, 2014
End: Annual Renewal

City of Palm Coast
23 Locations
$538,000.00/Yr
Start: October 1, 2018
End: September 30, 2026

City of Flagler Beach
7 Locations
$55,392.00/Yr
Start: July 1, 2023
End: April 30, 2027

Volusia County Government
82 Locations
$1,827,633.00/Yr
Start: March 1, 2019
End: July 31, 2029

City of Clermont
7 Locations
$231,670.00/Yr
Start: October 1, 2016
End: March 31, 2028

SECO Energy
8 Locations
$286,000.00/Yr
Start: July 1, 2019
End: Annual Renewal

Village of North Palm Beach
10 Locations
$234,410.00/Yr
Start: January 1, 2024
End: December 31, 2026

City of Gainesville RTS
500 Bus Stop Locations
$248,000.00/Yr
Start: October 1, 2017
End: September 30, 2027

Flagler County Government
76 Locations
$809,337.00/Yr
Start: April 1, 2018
End: July 31, 2030

City of Madeira Beach
11 Locations
$127,156.00/Yr
Start: October 1, 2024
End: September 30, 2029

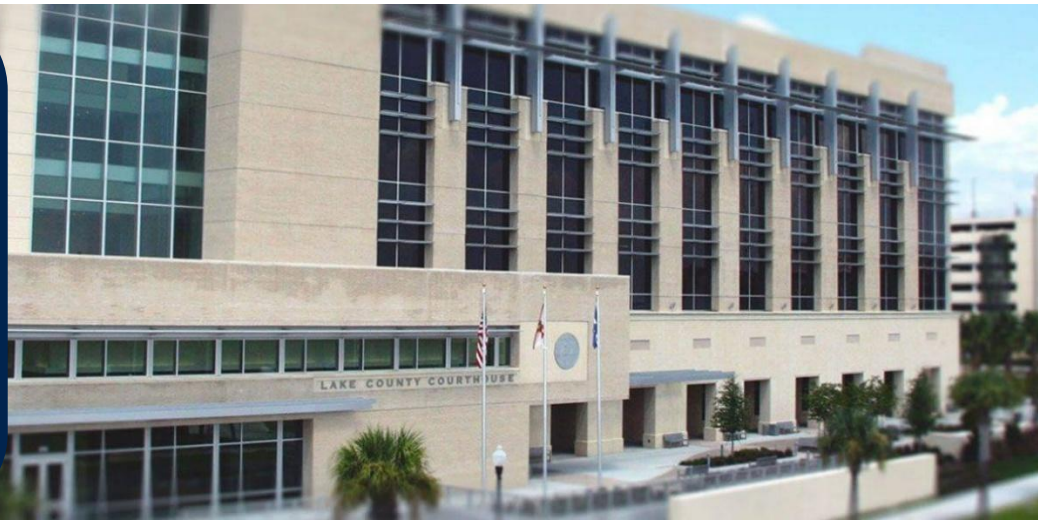
Manatee County Government
86 Locations
$1,309,211.00/Yr
Start: November 1, 2024
End: October 31, 2028

Pinellas County (Utilities Locations)
8 Locations
$165,000.00/Yr
Start: September 1, 2025
End: August 31, 2030

City of Dunedin
36 Locations
$708,969.00/Yr
Start: October 1, 2021
End: September 30, 2026

References

LAKE COUNTY BOARD OF COUNTY COMMISSIONERS



Lake County Board of County Commissioners
550 West Main Street, Tavares, FL 32778
Rochelle Buchanan
352-253-4963 (p)
rochelle.buchanan@lakecountyfl.gov
Annual Contract Billing: $1,159,382.00

LAKE COUNTY, FL

AJI provides daily janitorial and day porter services for 72 facilities totalling over 700,000 square feet for the Lake County Board of County Commissioners. We service all of the County's facilities in the downtown Tavares area including the Lake County Judicial Center, the Lake County Administration Building, the Historic Courthouse, the Property Appraiser / Tax Collector building and the Public Defender offices. Our services are also contracted for high-traffic, high-usage public building such as the public libraries, the community center buildings, the fairground buildings and various warehouse and office space.

CONTRACT TERM:
Start: October 1, 2011 End: March 31, 2027

AJI was the successful proposer during rebids in 2017 and 2021

72 County Locations Including:

- Property Appraiser
- Tax Collector
- Courthouse
- Historic Courthouse
- Judicial Center
- Animal Services
- Libraries
- Community Centers
- Emergency Operations
- Administrative Building
- Warehouses
- Maintenance Facilities
- Environmental Lab
- Fleet Maintenance
- Election Support Center
- Fuel Stations
- Fairgrounds - Expo Bldg.
- Nature Center
- Parking Garage
- Tourist Welcome Center
- Property Records
- Public Defender's Office
- Haz-Mat Trailer
- Scalehouse

EXHIBIT TO RESOLUTION

MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS

Manatee County Board of County Commissioners
1112 Manatee Ave W, Bradenton, FL 34205
Brandon K. Bennett
941-748-4501 Ext. 5843 (p)
brandon.bennett@mymanatee.org
Annual Contract Billing: $1,309,211.00

AJI provides daily janitorial and day porter services to over 80 separate locations for Manatee County, totalling over 900,000 square feet. This project includes the Manatee County Government Complex, Judicial Center, libraries, community centers and beaches. We also provide carpet cleaning, floor stripping and waxing, hard surface floor buffing and ceramic tile steam cleaning.

CONTRACT TERM:
Start: October 1, 2024 End: September 30, 2029

86 County Locations Including:

- Courthouse Annex
- Judicial Center
- Administrative Center
- Parks
- Transit Stations
- Utilities Complex
- Fleet Services
- Administrative Offices
- EMS Stations
- Water Reclamation Locations
- Laboratories
- Libraries
- Community Centers
- Animal Shelter
- Fairgrounds
- Athletic Centers
- Nature Preserves
- Public Safety Complex
- Stormwater
- Public Works
- Medical Examiner
- Aquatic Center
- Landfill
- Traffic Maintenance

EXHIBIT TO RESOLUTION

THE VILLAGES COMMERCIAL PROPERTY MANAGEMENT

The Villages®
Commercial Property Management

The Villages® Commercial Property Management
7580 Middleton Drive, Middleton, Florida 34762
Justin Foster, Facility Manager/Amenity Properties
352-750-9455 x 2415 (p)
Justin.Foster@TheVillages.com
Annual Contract Billing: $1,632,980.00

Since 2014, AJI has provided daily janitorial services to more than 60 recreation centers in The Villages, as well 32 golf courses and 25 pool restroom locations, and these locations are typically open 14 or more hours per day. AJI ensures optimal levels of cleanliness and sanitation by detail cleaning and thoroughly mopping all hard service flooring each day. Floor services include carpet cleaning, floor stripping and waxing, hard surface floor buffing and ceramic tile steam cleaning. Additionally, we provide cleaning services to the offices and meeting room areas, paying special attention to the restrooms as they experience high levels of resident traffic each day.

AJI's Villages CPM porter team handles various events such as Ribbon Cutting Ceremonies, the annual Villages Wine Walk throughout multiple town squares, Hometown Happenings events, and other community gatherings like dance events, arts and crafts festivals, and holiday celebrations.

CONTRACT TERM:
Start: April 1, 2014 End: Annual Renewal

Locations Include:

Dabney Postal and Rec Center
Franklin Rec Center
Lake Denham Postal
Mickylee Pitch and Putt
Moultrie Creek Postal and Rec
Saluki VCR
Shady Brook Rec Center

CPM Championship Golf Courses:
Hacienda Hills,
Glenview CC,
Lopez Legacy CC,
Palmer Legends CC,
Cane Garden CC,
Mallory Hill CC,
Havana CC,
Bonifay CC,
Evans Prairie CC,
Belle Glade CC

Sharon Morse Medical Center for Advanced Health - Brownwood

CITY OF DUNEDIN

City of Dunedin
737 Louden Ave, Dunedin, FL 34698
Tanya Hart, Business Analyst
727-298-3232 (p)
thart@dunedinfl.net
Annual Contract Billing: Approx. $708,969.00

AJI provides daily janitorial services to 30 locations for the City of Dunedin. Our services include evening janitorial cleaning of the City Hall, EOC, Fire Stations, Wellness and Community Centers, Library and Maintenance locations totalling over 200,000 total square feet. We also provide semi-annual carpet cleaning, tile stripping and waxing, and ceramic tile steam cleaning.

This contract also includes daily restroom cleaning for 13 parks throughout the City of Dunedin, including the Dunedin Causeway. Additionally, we provide daily porter services to the Dunedin Causeway restrooms.

CONTRACT TERM:
Start: October 1, 2021 End: September 30, 2026

30 City Locations Including:

City Hall
New City Hall
Government Services
Emergency Operations Center
Wellness Center
Fire Administration
Fire Stations
Library
Highlander Pool
Spray Ground Restrooms
MLK
Nature Center
Comm. Center
CC Library Branch
CC Outdoor Restrooms
Hale Center
Middle School Restrooms
Multiple Park Restrooms
Public Services
Fleet Services
Solid Waste
Water
Wastewater
Causeway Restrooms
Train Depot Restrooms
Weaver Park Restrooms
Stirling Golf
Parks Maintenance Facility

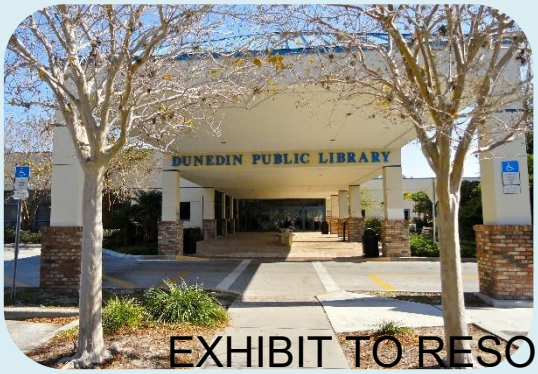


EXHIBIT TO RESOLUTION

CITY OF MADEIRA BEACH

City of Madeira Beach
300 Municipal Dr, Madeira Beach, FL 33708
Megan Wepfer, Public Works Director
727-543-8154 (p)
mwepfer@madeirabeachfl.gov
Annual Contract Billing: Approx. $127,156.00

AJI provides daily janitorial services to 11 locations for the City of Madeira Beach. Our services include: evening janitorial cleaning of office areas in the Madeira Beach City Hall, as well as the Fire Station and City Recreation Center.

We also provide daily restroom cleaning at the City Marina, as well as Causeway Park, Archibald Park, Tom & Kitty Stuart Park, and Johns Pass Park & Village.

Additionally, we provide semi-annual carpet cleaning, tile stripping and waxing, and ceramic tile steam cleaning.

Start: October 1, 2024 End: September 30, 2029

11 City Locations Including:

City Hall
Building Dept
Satellite Office
Rec Center
Fire Station RR
Rec Center
Marina
Causeway Park
Archibald Park
Tom and Kitty Stuart Park
Johns Pass Village
Johns Pass Park

EXHIBIT TO RESOLUTION

Standardized Training.
Reliable Results.

Training Program

AJI makes a large investment in initial and continuous training programs for our team members. We believe that our team members are our most valuable resource, and we are committed to helping them succeed. We hire and train our own staff for all services that we provide.

AJI provides comprehensive training for all of our cleaning technicians, and management. Our training program includes classroom training and hands on instruction, and each member of the AJI team receives training in the following areas:

- Introduction and Organizational Structure
- The Do's and Don'ts
- Issuing of the Custodial Procedures & Training Manual
- Cleaning Chemicals and Equipment Training
- Basic Cleaning Procedures
- Dress and Appearance
- Customer Service
- Safety and Security

Before completion of the training, we require the cleaning tech to sign a contract with our company. This contract states that the team member will always act professionally and reflect a positive image upon AJI and its staff.

The last step in the training program is OJT (on the job training). The new cleaning technician will begin work as a helper, under the supervision of an experienced crew leader for a minimum of one week. During this time, the new cleaning tech's work ethic and attitude are evaluated.

OSHA & Safety Compliance

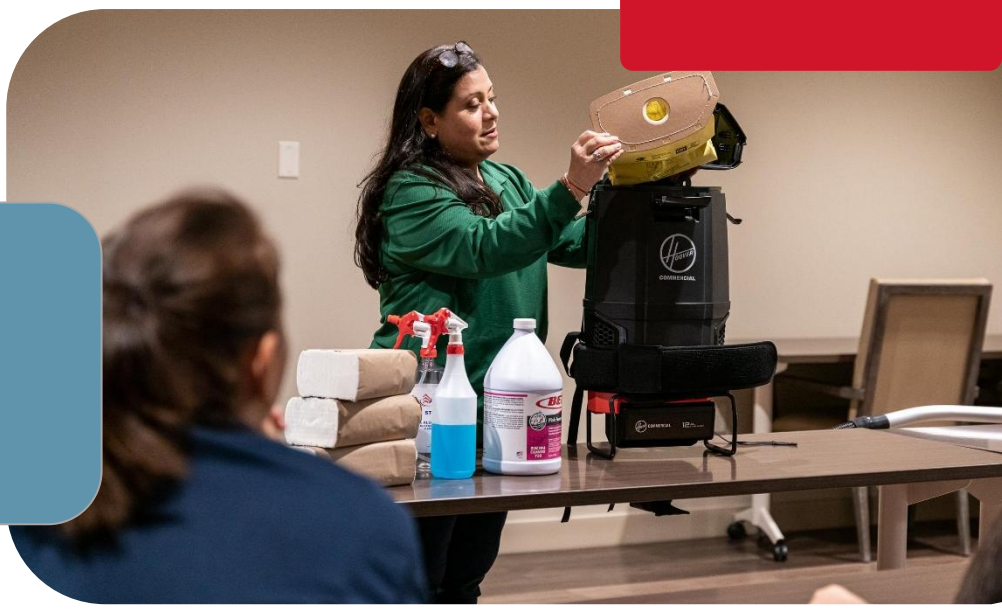
Cleaning Procedures & Industry Best Practices

APP, Equipment & Chemical Use Training

Customer Service & Professional Conduct

EXHIBIT TO RESOLUTION

KEY TRAINING COMPONENTS



OSHA & Safety Compliance

Monthly training on OSHA standards, including hazard communication (HazCom), proper use of PPE, bloodborne pathogens, slip-and-fall prevention, and safe chemical handling to ensure a safe work environment for team members and building occupants. Team members are trained to recognize workplace hazards, report incidents promptly, and follow established safety protocols to protect themselves and building occupants.

Cleaning Procedures & Industry Best Practices

Team Members are trained on standardized, task-specific cleaning procedures aligned with industry best practices and client requirements. Training covers proper techniques for routine, detail, and deep cleaning; high-touch and high-traffic areas; restroom sanitation; and specialty spaces such as offices, labs, or public facilities. Emphasis is placed on consistency, quality control, infection prevention, and adherence to site-specific scopes of work and schedules.

Smartphone App, Equipment & Chemical Use Training

Team members receive instructions on navigating AJI's smartphone app, as well as hands-on instruction in the safe and effective use of all janitorial equipment, including vacuums, floor machines, extractors, and automated cleaning tools. Training includes startup, shutdown, routine maintenance, and troubleshooting to extend equipment life and ensure optimal performance. Chemical training covers proper dilution utilizing the Clean on the Go VersaFill 3 system, labeling, storage, and disposal, as well as reading Safety Data Sheets (SDS) to prevent misuse, cross-contamination, or damage to surfaces.

Customer Service & Professional Conduct

Training emphasizes professionalism, accountability, and customer-focused service. Team members are trained on appropriate workplace behavior, communication protocols, confidentiality, security awareness, and access control procedures. Team members learn how to interact respectfully with clients and occupants, respond to requests or concerns, escalate issues appropriately, and represent AJI in a professional manner at all times.

Cleaning Technician Review

Our training program also includes classroom training and hands on instruction, covering the following areas:

Attendance • **Knowledge and Skill Level** • **Quality of Work** • **Response to Discrepancies**

Results of QC Inspection • **Professionalism and Appearance** • **Adherence to Company Policies**

Any cleaning tech whose work or conduct does not meet our company quality standards will be terminated immediately. In addition, routine training meeting and refresher classes are held throughout the year to ensure cleaners are aware of new techniques and are performing their duties to our high standards.

Ongoing Training

AJI team members receive ongoing, hands-on training to stay up to date on best practices, safety standards, and efficient cleaning methods. By continually investing in our team, we ensure every visit delivers the same high-quality, dependable results you can count on.

- **Monthly Leadership Development Training** equips supervisors with the skills, accountability, and communication tools needed to lead teams effectively and consistently.
- **Monthly Safety Training** keeps team members up to date on safety standards, procedures, and best practices to maintain a safe work environment.
- **Quarterly Vehicle and Driver Training** reinforces safe driving practices, vehicle care, and compliance to protect our team and the communities we serve.

Recognition

Achievement awards and promotions are given to cleaning techs that show exceptional work ethic and measurable improvements in these areas. We are committed to promoting an atmosphere where hard work and dependability pays off. We expect quality performance to be the “norm” among our cleaning techs.

Investing in Training.
Delivering Quality.

EXHIBIT TO RESOLUTION

Safety Program

AJI's Safety Program is called **BeSafe** and is designed to protect AJI's team members from on the job injuries and reduce risk as much as possible at the City of Lake City locations. The goals of the **BeSafe** safety program are as follows:

- Prevent job injuries and illnesses through hazard avoidance training, safety awareness, inter-personnel communication and implementation of safe work practices.
- Lower workers' compensation costs by providing a safe work environment. As a result, AJI's clients benefit by enjoying ultra-competitive pricing.
- Reduce the number of days of lost work and ensure maximum work productivity by training team members to remain safe at all times. This allows AJI's team members to perform their job with confidence and without risk of injury.
- Meet training requirements per client contracts and State mandates.

Team members are trained in the following areas:

- Safety Orientation
- Chemical Hazards
- Electrical Hazards
- Ergonomic Hazards
- Injuries on the job
- Emergency Planning/Response
- Robberies and Assaults
- Slips and Falls

BeSafe instructs team members to take one of three actions when encountering a safety hazard:

- Removed or isolate the hazard
- Improve work practices
- Use protective clothing and equipment

Team Members receive **BeSafe** training when they are initially hired and receive quarterly refresher training, at a minimum. Team members are encouraged to provide relevant feedback and useful insight based either on past experiences or industry knowledge. In addition, Team members can offer safety suggestions at any time by contacting their direct supervisor.

At the start of a new assignment, team members are given a **BeSafe** Safety Orientation Checklist. This checklist is gone through by their direct supervisor. At the conclusion of the orientation both the team member and manager sign the checklist acknowledging that safety training has been provided. AJI maintains these records for audit or for contractual compliance. With **BeSafe** in place, AJI ensures that the work environment is safe and remains so and that team members are aware and focused on working safely each and every day.

Hiring & Retention

Background Checks

AJI accomplishes background checks on all new cleaning techs utilizing the Florida Department of Law Enforcement criminal history information systems. Accurate and up to date records will be maintained in the cleaning techs file. No cleaning tech will begin work without a complete background check. We will work closely with City of Lake City personnel to ensure that our employees go through the background check process required by the City for this project. Additionally, upon termination or transfer of any AJI employee working under this project, we will immediately notify City Representatives, in writing, of such termination or transfer.

AJI will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all new employees hired by the AJI during the contract term; and (b) all new employees hired by a subcontractor during the contract term and assigned by AJI to perform work pursuant to the contract.

Recruitment

AJI is committed to supporting the local community and hiring as many local residents of the City of Lake City as possible to service this contract. We have a 5-step process that we follow when hiring all new personnel:

1. Announce job opening to current staffing and ask for referrals: We always try to allow our experienced staff the opportunity to take on more work before we look for new personnel. We also prefer referrals from our experienced staff.
2. Place job announcement in classified ads and local newspapers: We accept a minimum of 5 applications for each position.
3. Initial Interview: During the initial interview, management evaluates each applicant for appearance, communication ability, experience, and overall attitude. We then begin the screening process and resume review.
4. Reference Verification and Drug Testing: All applicants are narrowed down to a select few. The remaining applicant's references are verified and applicants are drug tested. AJI has a zero tolerance policy for drug use.
5. Final Interview: All applicants that remain are scheduled for a final interview. Final selections are made and new cleaning techs are scheduled to start classroom training.

Retention & Recognition

AJI provides an unparalleled level of service delivered through our greatest asset: OUR TEAM MEMBERS.

An appreciated and acknowledged person will deliver better results each and every day. Engaged team members provide a vital advantage and are held at the highest level within the AJI organization. An empowered TEAM MEMBER is a source of untapped power that has profound implications for our company's growth and profitability.

As outlined previously, AJI vigorously screens potential hires based on past job experience, background checks and references. The goal of the screening process is to assess each applicant across consistent criteria in order to make the most informed and effective hiring decision possible. This process helps reduce costly turnover and allows AJI to deliver consistent, quality service to our customers.

Achievement awards and promotions are given to team members that show exceptional work ethic and measurable improvements in these areas. We are committed to promoting an atmosphere where hard work and dependability pays off. We expect quality performance to be the “norm” among our team members.

Project Approach

AJI's plan to provide janitorial services at the City of Lake City locations is simple: take care of the City with professional, high-quality service, and ensure that all contract requirements are met or exceeded on a daily basis.

We believe that the secret to the company's success is through understanding our customer's needs and ensuring those needs are met on a consistent basis. AJI is dedicated to the continual development of stronger customer relations and consistent quality improvement. We do this by having a proven and tested cleaning system upon which our entire operations are based.

People

We are an organization that cares about our team members. As such, we take the time to ensure each and every one is properly trained to perform the work they are assigned, ensuring their safety and the safety of the building occupants in the facilities we service.

Products

In business for over 39 years, AJI understands what products and equipment are necessary to do the job correctly. We use Green Seal certified products whenever possible to maintain our commitment to preserving the environment.

Process

Clear, repeatable systems ensure every task is performed consistently, safely, and to the highest standard—no matter the location or scope. By following proven processes, we deliver reliable results, maintain accountability, and continuously improve the quality and efficiency our customers count on.

We have customized cleaning systems in place that will meet all of the needs of the City and often exceed expectations. Key components of this system include:

- Customized daily checklist for all locations
- Cleaning request log and communications system through our smartphone app
- In-house training of all new team members, and ongoing training of existing team members
- Full-time Project Managers and Supervisors/Crew Leaders
- Daily inspections and immediate support and response
- Detailed monthly inspections and reports
- Hot spot training and implementation

To ensure consistent, high-quality results, AJI utilizes a three-tier cleaning technician model. Each technician type is trained for specific responsibilities throughout their service areas, allowing us to deliver efficient, detail-oriented service while maintaining rigorous quality standards on every project.

Our technicians are:

Executive Technician

Restroom Technician

Vacuum Technician

These three highly trained technicians work together to form an efficient team which is capable of providing the consistently high-quality service upon which our reputation was built.

Executive Technician

The Executive Technician is our most versatile cleaning position. They are responsible for the emptying of all trash and recycling receptacles, sanitizing telephones, and dusting all appropriate horizontal and vertical surfaces up to 72”.

They mop hard surface flooring in common areas and suites. They also spot clean various surfaces around the office: doors, glass, and walls. In addition, they are responsible for ensuring that the first-impression areas of your building are cleaned and maintained properly. They detail clean all interior glass walls, polish all brass fixtures, and maintain the cleanliness of the elevator tracks. They will also haul trash from various areas to on-site dumpsters and police the stairwells to remove all debris.

Scope of Work

- Beginning of shift, prepares needed equipment and supplies to perform duties
- Starts by removing trash and replacing trashcans liners as needed, from designated areas.
- Cleans kitchen areas, counters, sinks, cabinet doors, outside of microwaves and toasters.
- Detail clean designated areas for the day, tops, partitions, windowsills, desks, chair legs.
- At the end of shift, replenishes supplies for next day.

Key Priorities:

Leading the cleaning effort, starting at the assigned area and working their way through the location.

Cleaning high-touch surfaces, dusting, wiping down, and organizing each area.

Handling tasks such as garbage collection, recycling bag removal, and cleaning hard surfaces.

Working strategically through the building to maintain cleanliness and ensure nothing is overlooked.

Restroom Technician

Key Priorities:

Focusing on the critical task of restroom sanitation, ensuring cleanliness and hygiene are maintained throughout the building.

Performing a top to bottom sanitization process to maintain fresh and sanitized restrooms.

Maintaining a high level of cleanliness in high-traffic areas.

Primary responsibilities for our Restroom Technicians include restocking of all paper dispensers (toilet tissue, hand towels, etc.), emptying trash and replacing liners, cleaning and disinfecting all fixtures and mirrors, and wiping down stall partitions and doors. They are also responsible for scrubbing all flooring areas in each restroom. The primary function of the Restroom Technician is to disinfect and clean all surfaces while maintaining an odor-free environment.

Scope of Work

- Beginning of shift, prepares needed equipment and supplies to perform duties
- Starts by announcing themself and placing wet floor signs outside restrooms
- Proceeds to apply disinfectant to commodes and urinals
- Stocks paper supplies and soap, removes dust, clean partitions, counters, sinks, mirrors, walls, etc.
- Wipes commodes and urinals, removes trash
- Sweeps and mops the floor, removes wet floor signs once the floor is dry
- Detail cleans mirrors, walls, vents, partitions, doors, etc.
- At the end of shift, replenishes supplies for next day

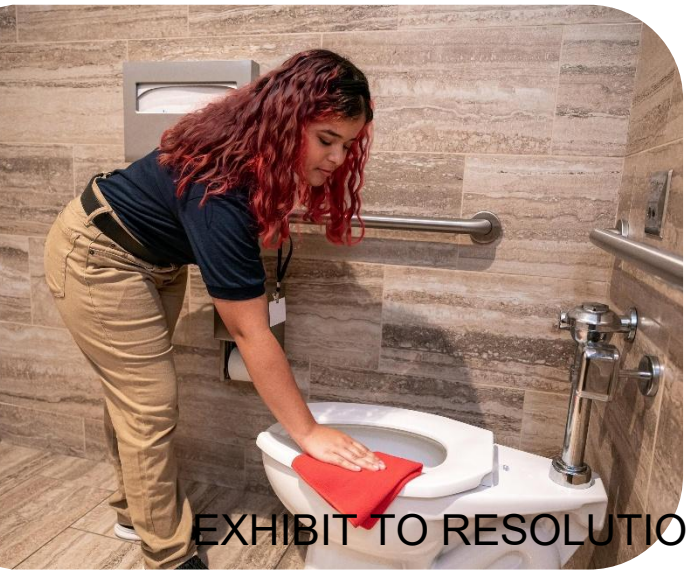


EXHIBIT TO RESOLUTION

Vacuum Technician

The Vacuum Technician is responsible for the daily vacuuming of all traffic areas and spot vacuuming all other office areas. In addition, they vacuum office furniture to remove various small debris and spills. Depending on the size of the building, they may also help the Executive Technician with hard surface floor cleaning, such as mopping in kitchen areas and corridors.

Scope of Work

- Beginning of shift, prepares needed equipment and supplies to perform duties
- Starts by vacuuming hard surface areas, puts wet floor signs and begins wet mopping designated areas.
- Right after mopping begins vacuuming traffic areas. (This procedure is repeated in each floor/area.)
- Detail vacuuming designated areas for the day, edges, corners, under desks, tables, etc.
- One day per week, usually Fridays, is designated to do projects such as cleaning window blinds, air vents/returns, and wipe baseboards.
- At the end of shift, empties vacuum and stores it for next day.

Key Priorities:

Focusing on vacuuming and finishing the cleaning process.

Ensuring all carpets, rugs, and fabric surfaces are thoroughly cleaned.

EXHIBIT TO RESOLUTION

Day Porters

AJI day porters have experience working independently as well as proven customer service experience working with the general public. All AJI day porters will be proficient in the English language and be able to communicate with building representatives and visitors both orally and in writing. AJI day porters are trained to work independently, and be reliable, self-motivated, mature, and responsible.

Scope of Work

- Service main lobbies
- Respond promptly to spills, messes, and service requests as they arise
- Monitor restrooms and replenish supplies to ensure continuous usability
- Respond to resident complaints
- Perform special cleaning
- Empty, reline, and maintain trash and recycling receptacles to prevent overflow and keep areas neat and odor-free
- Setup rooms for meetings & conferences
- Post-meeting cleanup
- Emergency cleaning

Key Priorities:

Maintain cleanliness and appearance of high-traffic common areas throughout the day

Support overall facility safety by addressing hazards and reporting concerns

Provide a visible, professional presence that enhances the building's image and occupant experience

Serve as a visible building ambassador by providing courteous assistance, clear communication, and a professional presence for occupants and visitors

EXHIBIT TO RESOLUTION

Cross Contamination

In a concerted effort to maintain the highest-quality cleaning for our customers, AJI has implemented measures to reduce the level of cross contamination in the locations we service.

One way we are working to accomplish this is the use of microfiber towels. The towels are color coded based on the locations of use to reduce the spread of potentially harmful bacteria. By assigning specific cloth colors to designated areas—such as restrooms, breakrooms, offices, and high-touch public spaces—our cleaning teams prevent bacteria, germs, and residues from being transferred from one area to another. For example, red cloths used to clean toilets and urinals in restrooms are never used in food service or office areas. This clear visual system removes guesswork, reinforces proper cleaning practices, and helps teams work more efficiently while maintaining strict hygiene controls.

Green Cloths:	Office/Desk Surfaces
Yellow Cloths:	Kitchens/Sinks/Water Fountains
Red Cloths:	Toilets/Urinals
Blue Cloths:	Windows/Glass Surfaces

In addition, microfiber cloths are designed to trap and remove dirt and microorganisms more effectively than traditional cleaning rags. When combined with color coding, they support safer cleaning procedures, protect occupant health, and help ensure every area of the building is cleaned to the appropriate standard—every time. Additional benefits of microfiber cloths:

- Cleans more effectively
- Cleans faster by eliminating unnecessary steps
- Improves image of the housekeeping staff with less intrusive and quieter equipment
- Promotes Green Cleaning by drastically reducing wastewater and chemical disposal
- Reduces material costs by using far less chemicals
- Reduces workers compensation claims because it requires less heavy lifting and movement

Staffing Plan

This preliminary staffing plan is based on our inspection of the facilities and our experience servicing multiple, similar locations for County and City government clients; it is not uncommon for staffing levels to be modified after award and on-the-job experience.

Location	SF	Days Serviced	Times Serviced	Daily Man Hours
Public Safety Building	18,564	Mon, Wed, Fri	B/W 12:00pm-5:00pm	5.00
City Hall	15,782	Mon, Wed, Fri	After 5:00pm	3.00
Customer Service	7,772	Mon, Wed, Fri	After 5:00pm	2.00
IT/GIS Building	4,000	Wed, Fri	After 5:00pm	2.00

SMART TECHNOLOGY. HIGHER STANDARDS.

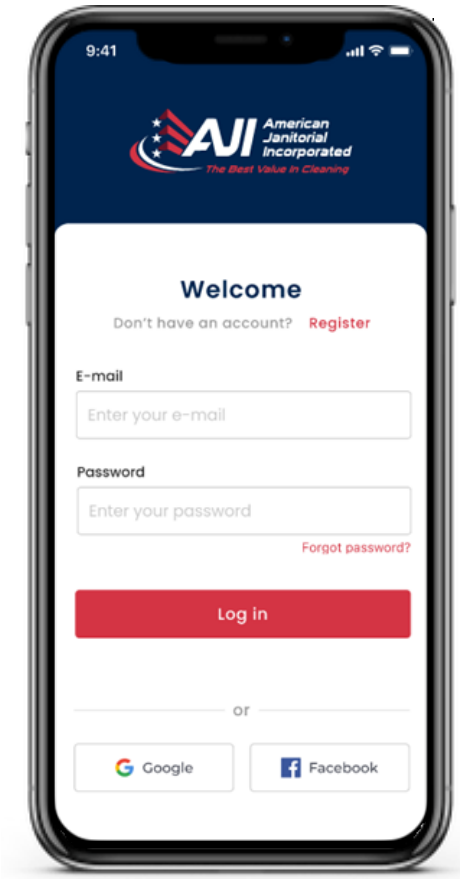
Quality Control

AJI works in close partnership with our clients to develop customized reporting plans that work perfectly and seamlessly using documented and efficient work management processes, advanced technologies, and highly trained and trustworthy personnel.

We have developed an application for smartphones that serves as a communication tool between our customers and management and cleaning team at your locations. We designed our APP to provide our clients with fast and easy access to our team for any issues that may arise as well as requests for additional services outside the scope of our normal daily tasks.

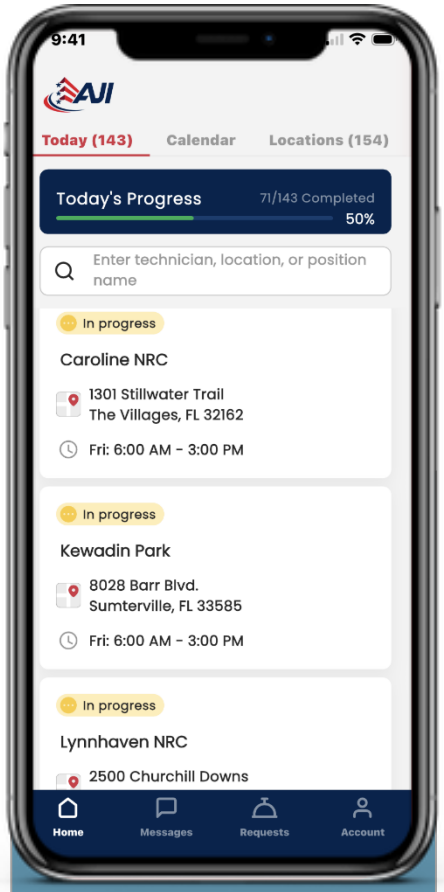
The app will allow you to quickly contact the AJI manager in charge of your location to relay your request or concern. You will be able to communication within the APP and track the progress of your request.

To provide consistent, quality service to our customers, AJI is diligent in tracking our service metrics so we can see which areas are running smoothly and where we need to improve. AJI is committed to providing quality workmanship and operating to the highest standards with an emphasis in excellent customer service.

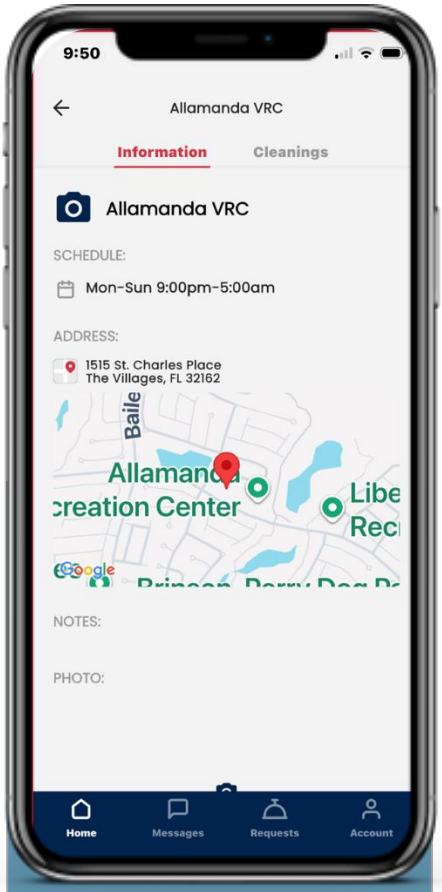


At contract award, AJI will enter your facilities into our app, allowing our team immediate access to site details, schedules, scopes of work, and service expectations. This will allow our managers and team members to be fully up to speed—tracking tasks, documenting work, and responding to needs in real time.

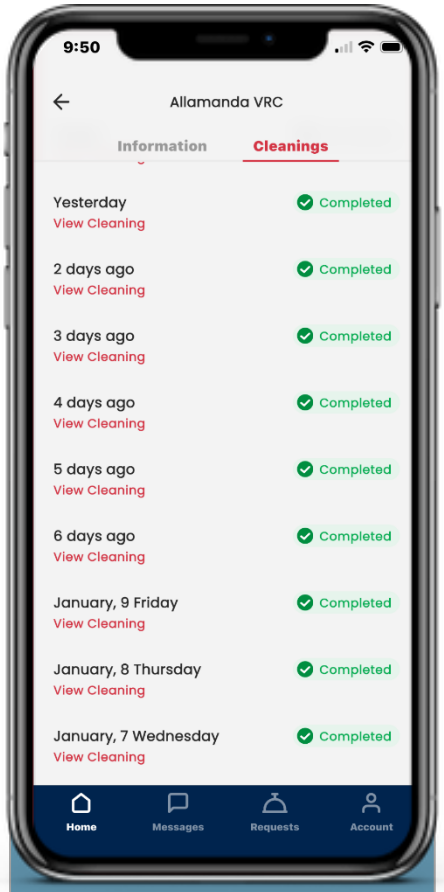
Ensuring Accountability Through Real-Time Reporting.



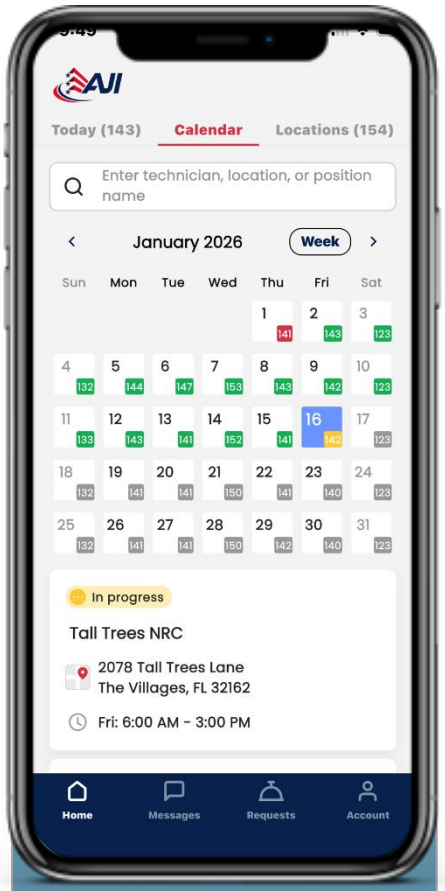
AJI team members and City of Lake City representatives can see live updates on the progress of the buildings.



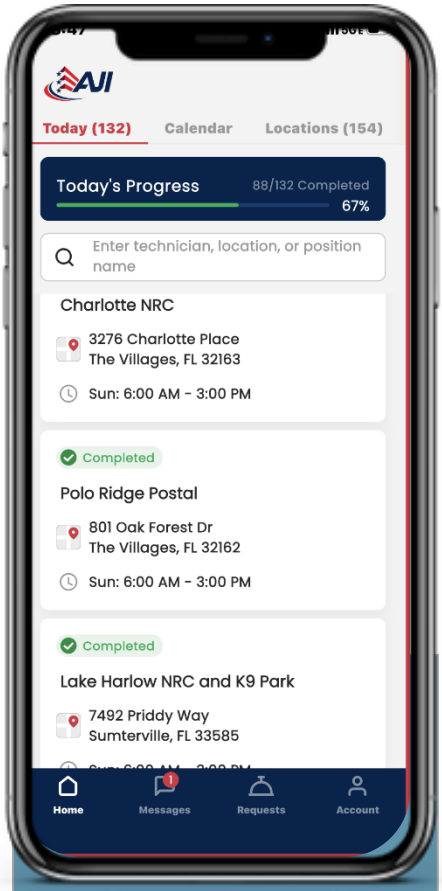
Location overview provides vital information on the location such as address and cleaning hours.



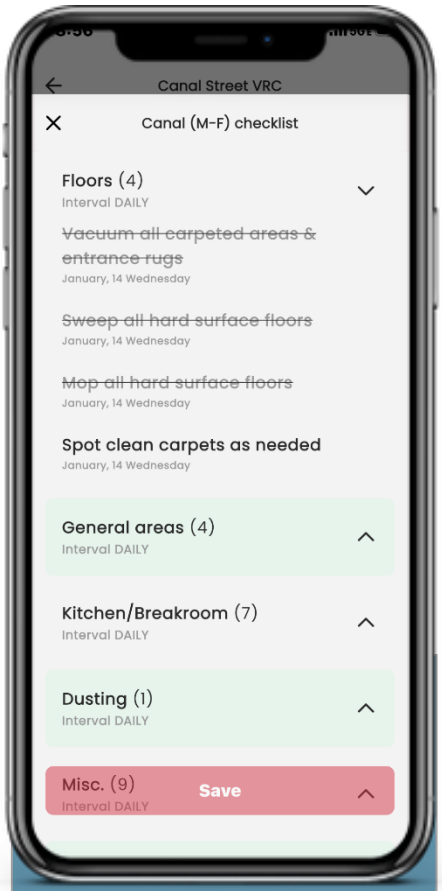
AJI managers and City representatives can easily search cleaning checklist history for each facility



Calendar function allows for a quick overview of which periodic tasks are scheduled to be performed on a specific day.



Progress screen is a convenient way to view the day's progress and see in real time which locations are completed and which are still in progress.



AJI cleaning technicians use daily checklists to ensure they are performing per the scope of work for each facility. Once a task as been performed it is marked as completed.

To provide consistent, quality service to our customers, AJI is diligent in tracking our service metrics so we can see which areas are running smoothly and where we need to improve. AJI is committed to providing quality workmanship and operating to the highest standards with an emphasis in excellent customer service. Our quality statement describes our commitment to quality and reinforces compliance with key elements of the quality assurance system and will be endorsed by senior management.

AJI is committed to providing quality workmanship, operating to the highest standards with an emphasis on excellent customer service.

To this end, we pledge the following:

- A focus on satisfying the needs of the City of Lake City.
- Compliance with applicable cleaning procedures, regulations, safety requirements and good workmanship practices.
- Fulfillment of contract requirements in their entirety.
- Direction of work crews by qualified crew leaders.
- Performance of inspections by qualified inspectors.
- Continuous quality improvement and training.
- AJI's technicians make every effort to protect the value of our clients' facilities.
- The Operations Managers and Project Managers are together responsible for ensuring the overall effectiveness of the Quality Assurance System.

Operations Manager will:

- Demonstrate commitment to the company's Quality Assurance System and its integrity.
- Ensure the availability of necessary resources and information for the effective operation of the Quality Assurance System.
- Ensure achievement of the company's quality objectives.
- Improve performance of the Quality Assurance System to meet client requirements.
- Ensure that each employee understands his or her quality assurance responsibilities and the company's quality assurance policies.

AJI is committed to procedural performance for all the company's cleaning services. AJI will respond to all customer service requests and correct any problems immediately. A member of management will evaluate all discrepancies and a qualified technician will be assigned to resolve the issue.

Records of the call and successful resolution will be kept. Information from these records will be used in the Quality Improvement Program. At least quarterly, data from custom service activities will be examined for hot spot training activities.

AJI will work with the City to address and make an action plan for any service issues.

Our operations team will be knowledgeable of the contract's terms and service schedule, expectations, tracking, communication, and ensuring customer satisfaction.

EXHIBIT TO RESOLUTION

Emergency Response

AJI's emergency response plan has been developed to minimize the impact of emergencies and maximize the effectiveness of our response to those incidents. The plan is initiated whenever a crisis, man-made or natural, disrupts operations or creates major damage to your locations. Below is a flow chart showing emergency response dispatching procedure.

1

Call or Email Placed to Maria Constantinou Notifying Her of Issue In Need of Action
352-408-8003
Maria.c@ajiclean.com

1st Communication Layer

If Maria Constantinou is not available contact:
Elizabeth Allender
352-409-4340
elizabeth.allender@ajiclean.com

2nd Communication Layer

If Elizabeth Allender is not available contact:
Thomas Donehoo
352-409-0754
thomas.donehoo@ajiclean.com

3rd Communication Layer

2

AJI Crew Dispatched Within 60 Minutes to Resolve Issue

3

- **Issue Resolved**
- **Maria Constantinou Notified**
- **Data Logged for Monthly Report**

4

Follow-Up Email to City Representatives Confirming Issue Resolution with Before & After Pictures Showing Resolution of Issue

EXHIBIT TO RESOLUTION

24/7 Contract Support

The primary contact person for this project will be Thomas Donehoo. Mr. Donehoo will oversee all daily cleaning operations and is responsible for quality control inspections, enforcing proper cleaning procedures, managing personnel, and overseeing additional services. Mr. Donehoo will be designated to this contract and will immediately respond to any issue that may arise.

Thomas Donehoo
Chief Operations Officer
352-409-0754
thomas.donehoo@ajiclean.com

Communication is at the core our Customer Service program. At AJI, we are a team of experienced people have worked together an average of 14 years. We understand the importance of teamwork and communication to achieve the high levels of service we deliver on a consistent basis. In addition to Mr. Donehoo, each of the individuals below is also available for City of Lake City representatives 24 hours a day, 7 days a week.

Maria Constantinou, Project Manager
352-409-3408
alexia.bates@ajiclean.com

Brenda Ortega, Operations Manager
352-849-8050
brenda.ortega@ajiclean.com

Elizabeth Allender, Senior Project Manager
352-409-4340
elizabeth.allender@ajiclean.com

Ryan Strem, Chief Sales Officer
352-932-9456
ryan.strem@ajiclean.com

Stephanie Dailey, VP & CFO
352-630-1075
support@ajiclean.com

Jason Lay, CEO
352-910-0880
jason.lay@ajiclean.com

City of Lake City Contract Supervision Plan

Jordan Dailey
President

Jason Lay
CEO

Ryan Strem
CSO

Thomas Donehoo
Chief Operations Officer

Elizabeth Allender
Senior Project Manager

Jorge Elvira
Accessory
Service Manager

Floor Crew(s)

Maria Constantinou
Project Manager
City of Lake City

Brenda Ortega
Operations Manager
City of Lake City

Supervisor

Cleaning Technicians

EXHIBIT TO RESOLUTION

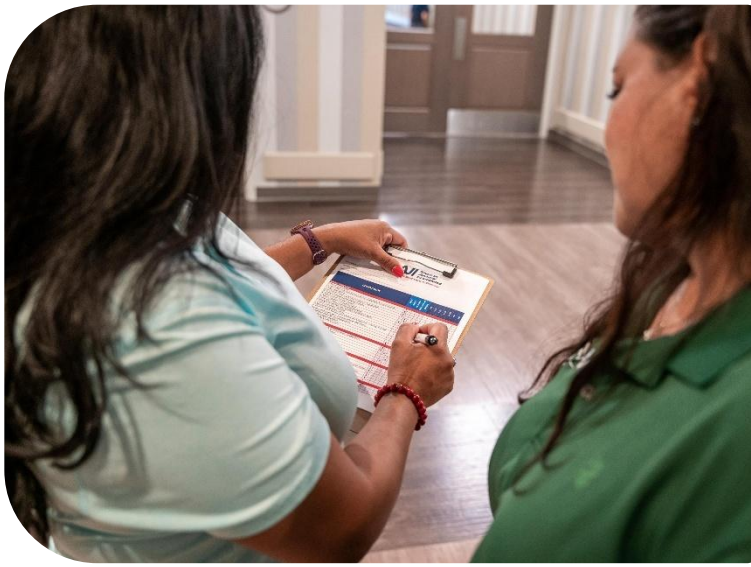
Management Qualifications

Our supervision plan is based on a team concept of highly trained individuals who are assigned to a specific duty throughout their assigned service area. AJI will have 5 layers of management on this project to ensure the needs of the City of Lake City locations are met consistently on a daily basis.

PROJECT MANAGER:
Ms. Maria Constantinou will be the project manager for the City of Lake City locations, and she will focus on customer service, operational oversight, and purchasing. She will oversee client communication, program development and staff training, ensuring that AJI's service is exceptional and specialized for the City locations. Additionally, she will emphasize employee training to make sure each employee knows AJI's philosophies, such as using green cleaning systems.

OPERATIONS MANAGERS
The Operations Manager assigned to this project will be Ms. Brenda Ortega, and she will oversee all daily cleaning operations and be responsible for quality control inspections, enforcing proper cleaning procedures, managing personnel, and overseeing additional services.

SUPERVISORS:
AJI Supervisors report directly to the Operations Managers and generally work evening hours managing a cleaning crew. The Supervisor for this project will do nightly inspections and modify staffing to correct deficiencies and allow any changes that may arise in your buildings. The Supervisor will keep track of keys and other various entry cards, ensure adherence to AJI employee uniform requirements, and establish and maintain frequency schedules for floor work and other periodic maintenance requirements per the scope of work, as well as maintaining the proper inventory of supplies at each location.



NOTE: No conflict of interest exists between any AJI team member and any City of Lake City official.

The following pages outline the janitorial service industry experience and primary responsibilities of AJI's management team.

Jordan Dailey

President

AJI's President joined the company in 2000 to assist in the development of the commercial janitorial operations. AJI has continued to grow under his leadership as he has demonstrated his ability to lead and adapt to ever-changing times and build upon AJI's legacy as one of the most popular janitorial service providers in the region. Part of this adaptation was the creation and implementation of a new quality assurance system that has drastically improved the overall performance level of the company's services. Mr. Dailey also expanded the service offerings that the company provides. This expansion has allowed the company to branch into new markets and add more services to a wider variety of customers, particularly in the governmental and medical fields.

Jason Lay

CEO

AJI's CEO joined AJI in 2022, after retiring from a successful, 28-year career as a Colonel in the United States Air Force and the Florida Air National Guard. His extensive experience as a senior military officer and commander, including multiple overseas combat deployments, makes him a trusted and valuable leader for the AJI Team. In addition, Mr. Lay brings a wealth of business experience and acumen from his time as President and CEO of his own construction and restoration company for 10 years. Mr. Lay earned his Bachelor of Science degree in mechanical engineering from the University of Portland in 1994, and he also earned a master's degree in Security Studies from Air University in 2016. As CEO, Mr. Lay is responsible for the business performance of the entire AJI organization, including Operations, Sales, Business Development, office management, accounting, support functions, and individual leadership development. In addition, he is responsible for establishing and implementing key business strategies and objectives that will maintain and secure AJI's future success.

Stephanie Dailey

Vice President & CFO

Ms. Daily joined AJI in 2001 and currently serves as our Vice President & Chief Financial Officer. In this role, Ms. Dailey is responsible for developing and implementing purchasing strategies to reduce costs, which allows AJI to stay competitive as well as maintaining strong supplier relationships to ensure our employees in the field have the proper equipment and materials necessary to do their jobs. Additionally, Ms. Daily is responsible for the overall administrative operation of janitorial service contracts and adherence to terms and conditions.

Ryan Strem

Chief Sales Officer

Mr. Ryan Strem joined the company as CSO in 2022. Mr. Strem has over 20 years' experience in the Education and Administration field where he gained extensive knowledge of customer service and communication. He works closely with AJI customers to provide solutions to any issues that arise with the performance of their contracts. Additionally, he has developed a set of performance metrics that drive improved financial performance, customer service, and overall operational accountability He is responsible for overseeing AJI's business development and ensuring complete customer satisfaction.

Thomas Donehoo

Chief Operations Officer

As the COO, Mr. Donehoo is responsible for customer service, operational oversight, and purchasing. A member of the AJI team since 2010, Mr. Donehoo specializes in client communication, program development and staff training, ensuring that AJI's service is consistently exceptional and specialized for each client. Mr. Donehoo is responsible for overseeing the operations of the janitorial contract and the management of all cleaning technicians assigned to the contract. He will perform inspections, maintain checklists and quality control procedures, and schedule all services.

Elizabeth Allender

Senior Project Manager

Ms. Allender joined AJI in 2016 and has over 20 years of experience in the janitorial service industry. She began her career as a housekeeper for Hyatt Hotels and worked her way up to Front Office Manager before accepting a position with Sodexho as a General Manager. Ms. Allender's experience in the janitorial business is comprehensive in that she fully understands the means and processes of cleaning a facility, the necessity to work and lead staff members, the need to coordinate efforts with the customer, and the requirement to produce consistent, quality service. Ms. Allender presently has the full authority to act on behalf of AJI on her projects. She has hire-fire authority, purchasing authorization, inspection and reporting responsibilities and overall point of contact duties with her customers.

- Provides additional management and supervision to project and operations managers as well as oversight to supervisors and cleaning personnel.
- Reviews the operational needs pertaining to supplies, equipment, tools and other materials and makes requests as necessary.
- Meets with customers' management staff and tenants to review performance and determine if added resources are required.
- Directly responsible for all operations, supplies, labor, and payroll.
- Manage the P&L requirement as outlined for the facility in meeting the projected financial forecasts, productivity and staffing plans and budget. Analyze and interpret financial data and weekly operating reports for trends impacting AJI. Initiate corrective action as needed.
- Take the lead in client communication regarding AJI programs and services as well as performance under the contract. Provide feedback to management as needed on unique client requirements and opportunities to expand the client relationship.
- Coach, motivate, train, develop and lead the AJI team. Maintain knowledge of human resource policies and practices, including the development of staffing plans, employee relations, training, safety, EEO, benefits administration and succession planning.
- Provide training to all employees on state-of-the-art equipment and doctrine in the janitorial service field.

Experience in position: Ms. Allender has over 20 years' experience in the janitorial service industry. She began her career as a housekeeper for Hyatt Hotels and worked her way up to Front Office Manager and ultimately to GM with Sodexo.

10/2016 - Present	Senior Project Manager	American Janitorial Inc.
08/2015 - 09/2016	Project Manager	USSI Janitorial Service
07/2014 - 07/2016	Project Manager	ABM Janitorial Services
02/2007 - 07/2014	District Manager	ABM Janitorial Services
08/2006 - 02/2007	General Manager	Sodexo

EXHIBIT TO RESOLUTION

Maria Constantinou

Project Manager

She has been a full time member of the AJI team since 2017, and currently oversees over 15 locations for various City and County government contracts

As Project Manager, Ms. Constantinou will be responsible for ensuring AJI's services operate smoothly, efficiently, and consistently, acting as the bridge between frontline teams, City representatives, and AJI's executive leadership.

- Direct and support operations managers, site supervisors, and custodial teams
- Ensure compliance with OSHA, SDS, safety programs, and company policies
- Oversee janitorial services across multiple facilities, ensuring contract compliance and service consistency
- Manage labor budgets, staffing costs, and supply usage
- Analyze trends in service issues and implement corrective action plans
- Review payroll, overtime, and productivity metrics
- Mentor operations managers and supervisors to develop future leaders
- Support procurement, inventory controls, and equipment planning
- Support AJI's growth through retention, renewals, and client satisfaction

Brenda Ortega

Operations Manager

Ms. Ortega joined AJI in 2024 and has over eight years of experience in janitorial service management. She currently serves as a full time Project Manager for multiple AJI locations in Central Florida.

As Operations Manager, Ms. Ortega will be responsible for quality control inspections, enforcing proper cleaning procedures, managing personnel, and overseeing additional services. She is all local and will immediately respond to any issue that may arise at the City of Lake City locations within 60 minutes.

- Properly allocates work responsibilities and counsels, coaches, and supervises all cleaning team members.
- Maintain knowledge of contract requirements and creation of schedules to maintain properly skilled staffing levels to satisfy those schedules.
- Approves vacation time, overtime and timecards.
- Trains custodians on work-related equipment.
- Issue reports and summaries as required.
- Meet periodically with cleaners to review status of various elements of facility services and to institute corrective measures for any deficiencies found.
- Perform any additional duties on an "as required" basis where such duties are within the scope of contractual responsibilities.
- Ensures all equipment in proper working condition including carts, steam cleaners, etc.

Absentee Coverage

As outlined previously, AJI understands that the unexpected can happen, so if an unanticipated absence or an emergency occurs at the City of Lake City locations, other cross-trained team members from surrounding locations we service will work additional hours to ensure we are performing per the specifications.

Additionally, AJI's standardized processes enable us to transfer trained team members from surrounding locations to cover absent employees if necessary and provide additional manpower to cover unexpected situations as they occur.

We currently service over 400 locations for the following customers:

- City of Gainesville RTS
- Volusia County Board of County Commissioners
- City of Ormond Beach
- Seminole County District Schools
- Peace River Electric Cooperative (PRECO)
- The Villages Commercial Property Management
- The Villages Community Development Districts
- Lake County Board of County Commissioners
- City of Clermont
- Central Florida Regional Transportation Authority (LYNX)

We're positioned to quickly step in and cover absentee cleaners—ensuring seamless service, consistent quality, and no disruption to your daily operations.

Due to our contracts in the surrounding area, AJI has over 20 team members within 60 miles of the City of Lake City.

We're poised for rapid response.

Staffing Plan

This preliminary staffing plan is based on our inspection of the facilities and our experience servicing multiple, similar locations for County and City government clients; it is not uncommon for staffing levels to be modified after award and on-the-job experience.

Location	SF	Days Serviced	Times Serviced	Daily Man Hours
Public Safety Building	18,564	Mon, Wed, Fri	B/W 12:00pm-5:00pm	5.00
City Hall	15,782	Mon, Wed, Fri	After 5:00pm	3.00
Customer Service	7,772	Mon, Wed, Fri	After 5:00pm	2.00
IT/GIS Building	4,000	Wed, Fri	After 5:00pm	2.00

Thank you!

Partnership

AJI believes in forming partnerships with our customers because we know that working together ensures success. Understanding each other's needs and capabilities. Aligning core values of accountability and honesty. Creating a shared vision and mission.

We look forward to developing our partnership with the City of Lake City on this project.

Vendor	Katrina Medearis	TERRI PHILLIPS	Alexis Spoehr	Total Score
American Facility Services, Inc.	69	96.25	76.25	80.5
American Janitorial, Inc.	90	97.5	81.25	89.58
A&S Complete Services LLC	63	91.25	73.75	76
Bayway Group LLC	95	86.25	72.5	84.58
CDB Cleaning Services	24	85	36.25	48.42
Clean Space LLC	84	90	80	84.67
G. Caldwell Services LLC	22	83.75	21.25	42.33
Padegenis Cleaning Inc	76	85	66.25	75.75
Serviamigos Solutions, LLC	22	85	12.5	39.83
Tara's Cleaning Service with Heart LLC	63	92.5	81.25	78.92

EXHIBIT TO RESOLUTION

File Attachments for Item:

16. City Council Resolution No. 2026-120 - A resolution of the City of Lake City, Florida, approving that certain Fourth Amendment to the amended and restated contract for collection & disposal services for solid waste having an effective date of November 30, 2024 between the City and Waste Pro of Florida, Inc., a Florida Corporation; making certain findings of fact in support of the City approving said amendment; recognizing the authority of the Mayor to execute and bind the City to said amendment; repealing all prior resolutions in conflict; and providing an effective date.

CM/rrp
09.16.2026

RESOLUTION NO 2026 – 120

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN FOURTH AMENDMENT TO THE AMENDED AND RESTATED CONTRACT FOR COLLECTION & DISPOSAL SERVICES FOR SOLID WASTE HAVING AN EFFECTIVE DATE OF NOVEMBER 30, 2024 BETWEEN THE CITY AND WASTE PRO OF FLORIDA, INC., A FLORIDA CORPORATION; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID AMENDMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AMENDMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AMENDMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City ("City") and Waste Pro of Florida, Inc., a Florida corporation ("Waste Pro"), are parties to that certain Amended and Restated Contract for Collection and Disposal Services for Solid Waste and Recycling effective September 9, 2014 ("Original Agreement"); and

WHEREAS, the Original Agreement provided Waste Pro would render to the City certain collection and disposal services for solid waste and recycling, establishing fees in compensation therefor, and establishing an index to adjust pricing to account for inflationary factors; and

WHEREAS, the Original Agreement has been routinely amended to adopt relevant and timely terms concerning fees and scope of services; and

WHEREAS, the Original Agreement expired September 30, 2024 and was amended to extend the initial terms for an additional sixty (60) days through November 29, 2024; and

WHEREAS, the City and Waste Pro entered into an agreement effective on November 30, 2024 amending, restating, and extending the Original Agreement, as amended, for a five year period through September 30, 2029 (the "Third Amendment"); and

WHEREAS, certain economic assumptions and conditions upon which the Third Amendment was predicated have changed, particularly solid waste fees at the Columbia County landfill; and

WHEREAS, the City and the Waste Pro desire to enter into a fourth amendment to the Original Agreement, amending the terms of the Third Amendment by fixing updated fees and charges necessary to accommodate the referenced changes to the solid waste fees and charges and the Columbia County landfill (the "Fourth Amendment"); and

WHEREAS, the parties intend for all other terms to remain in full force and unchanged unless stated otherwise below; and

WHEREAS, approving the Fourth Amendment is in the public interest and in the interests of the City; now therefore

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

1. Approving the Fourth Amendment is in the public or community interest and for public welfare; and

2. In furtherance thereof, the Fourth Amendment in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and

3. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and

4. The Mayor of the City of Lake City is authorized and directed to execute on behalf of and bind the City to the terms of the Fourth Amendment; and

5. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and

6. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

EXHIBIT TO RESOLUTION

FOURTH AMENDMENT TO
AMENDED AND RESTATED CONTRACT FOR
COLLECTION & DISPOSAL SERVICES FOR SOLID WASTE

THIS AGREEMENT, hereinafter referred to as the "Second Amendment", by and between the CITY OF LAKE CITY, a political subdivision of the State of Florida, hereinafter referred to as the "City", and WASTE PRO OF FLORIDA, INC., a Florida corporation authorized to transact business in the State of Florida, hereinafter referred to as the "Contractor".

WHEREAS, the City and Contractor entered into a five year agreement (hereinafter "Initial Agreement") on the 9th day of September, 2014, for Contractor to provide solid waste collection services within the City; and

WHEREAS, the City and Contractor entered into an agreement on October 1, 2019 amending and extending the Initial Agreement for a five year period through September 30, 2024; and

WHEREAS, the City and Contractor entered into a second amendment to the Initial Agreement extending the initial terms for an additional sixty (60) days through November 29, 2024; and

WHEREAS, the City and Contractor entered into an agreement effective on November 30, 2024 amending, restating, and extending the Initial Agreement, as amended, for a five year period through September 30, 2029 (the "Third Amendment"); and

WHEREAS, certain economic assumptions and conditions upon which the Third Amendment was predicated have changed, particularly solid waste fees at the Columbia County landfill; and

WHEREAS, the City and the Contractor desire to enter into a fourth amendment to the Initial Agreement, amending the terms of the Third Amendment by fixing updated fees and charges necessary to accommodate the referenced changes to the solid waste fees and charges and the Columbia County landfill; and

WHEREAS, the parties intend for all other terms to remain in full force and unchanged unless stated otherwise below;

NOW, THEREFORE, in consideration of the premises and the mutual promises and undertakings herein contained, and for other good and valuable consideration which the parties acknowledge, the parties agree as follows:

1. The City and Contractor mutually agree to change the fee structure of the Third Amendment by adopting the revised Schedule "A" attached hereto as a replacement for the Schedule "A" entitled "Rates and Charges for Residential Customers" adopted as a material term of the Third Amendment.

2. The effective date of the rates and charges in the attached revised Schedule "A" shall be October 1, 2026, and such rates and charges shall continue until amended or the Third Amendment terminates.

EXHIBIT TO RESOLUTION

3. All other terms, conditions, responsibilities, and obligations found in the initial agreement shall remain in full force and effect with no other modifications.

IN WITNESS WHEREOF, the parties have caused this Amendment to the Agreement to be executed for the uses and purposes herein expressed on the day and year first written.

CITY OF LAKE CITY, FLORIDA

By: _____ Date: _____
Mayor, City of Lake City

WASTE PRO OF FLORIDA, INC.

By: _____ Date: _____
Ralph Mills, Senior Vice President

EXHIBIT TO RESOLUTION

Revised Schedule "A"
Revision Effective October 1, 2026
Adopted by City Council Resolution 2026-120

Rates and Charges For Residential Customers

Basic Residential Services **Unit Price Per Month is to be billed by the City for residential services and remitted to the Contractor, which includes a Franchise Fee of 10% to be paid monthly to the City.**

Curbside/Roadside Collection - Cart

One (1) pick up each week

- 10/01/2026 through 09/30/2027 $ 16.75
- 10/01/2027 through 09/30/2028 $ 17.60
- 10/01/2028 through termination of contract **

Senior Citizen – One (1) pick up each week

- 10/01/2026 through 09/30/2027 $ 15.08
- 10/01/2027 through 09/30/2028 $ 15.85
- 10/01/2028 through termination of contract **

Optional 2nd cart pick up

- 10/01/2026 through 09/30/2027 $ 7.62
- 10/01/2027 through 09/30/2028 $ 8.00
- 10/01/2028 through termination of contract **

Senior Citizen – Optional 2nd cart pick up

- 10/01/2026 through 09/30/2027 $ 21.94
- 10/01/2027 through 09/30/2028 $ 23.05
- 10/01/2028 through termination of contract **

One (1) pick-up each week with option for Back Door Service

- 10/01/2026 through 09/30/2027 $ 30.08
- 10/01/2027 through 09/30/2028 $ 31.60
- 10/01/2028 through termination of contract **

NOTE: The garbage collection includes the Bulky Wastes Collection, which has an unlimited volume. Residential customers may select one 36, 64, or 96 Gallon cart.

Yard Trash

Included in price for residential curbside pickup, subject to conditions below.

NOTE: Yard waste/Debris is not to exceed the volume dimensions which measure 4 feet high by 4 feet wide by 8 feet long. Limbs shall not exceed 6 feet in length and 6 inches in diameter. No one item can weigh more than 40 lbs. Grass clippings, leaves or other organic cuttings must be bagged or containerized.

The residential rates above are the rates the City bills the residential customers. The city shall pay the Contractor a fee equal to ninety percent (90%) of the gross billings generated at the above rates.

** 3% annual increase over prior annual period.

EXHIBIT TO RESOLUTION

(Revised Schedule "A", Continued)
Revision Effective October 1, 2026
Adopted by City Council Resolution 2026-120

Rates and Charges for Commercial Customers

Commercial Services **Unit Price Per Month to be billed and collected by Contractor for commercial customers, which includes Franchise Fee of 12% to be paid monthly to the City**

Curbside/Roadside Pick Up - Cart Unit*

One pick-up each week of 96-gallon Cart

- 10/01/2026 through 09/30/2027 $ 17.30
- 10/01/2027 through 09/30/2028 $ 18.70
- 10/01/2028 through termination of contract **

Frontload Container (Dumpsters)

Frontload Container - one pick-up per week, per yard

- 10/01/2026 through 09/30/2027 $ 8.85
- 10/01/2027 through 09/30/2028 $ 9.35
- 10/01/2028 through termination of contract **

Yard Trash

Commercial yard trash pick up is at prevailing market rates. Please call Waste Pro at (386)758-7800 for a quote.

Special Waste

Commercial yard trash pick up is at prevailing market rates. Please call Waste Pro at (386)758-7800 for a quote.

Roll Offs

Pull Charge and Disposal

20/30/40 Cubic Yard

- 10/01/2026 through 09/30/2027 $ 201.13
- 10/01/2027 through 09/30/2028 $ 207.16
- 10/01/2028 through termination of contract **

Container Rent

20 Cubic Yard

- 10/01/2026 through 09/30/2027 $ 89.39
- 10/01/2027 through 09/30/2028 $ 92.07
- 10/01/2028 through termination of contract **

30 Cubic Yard

- 10/01/2026 through 09/30/2027 $ 119.19
- 10/01/2027 through 09/30/2028 $ 122.77
- 10/01/2028 through termination of contract **

40 Cubic Yard

- 10/01/2026 through 09/30/2027 $ 148.98
- 10/01/2027 through 09/30/2028 $ 153.45
- 10/01/2028 through termination of contract **

Commercial rates above are the rates the Contractor bills to commercial customers. The contractor shall pay the City a Franchise Fee equal to twelve percent (12%) of the gross billings generated by the above commercial rates.

** 3% annual increase over prior annual period.

Amended and Restated Contract between the City of Lake City, Florida, & Waste Pro of Florida, Inc., for Collection & Disposal Services For Solid Waste & Recycling, Effective November 30, 2024.

SCHEDULE A
Page 1 of 3 Pages
Rates and Charges For Residential Customers

Basic Residential Services

Unit Price Per Month is to be billed by the City for residential services and remitted to the Contractor, which includes a Franchise Fee of 10% to be paid monthly to the City.

Curbside/Roadside Collection - Cart

One (1) pick up each week	$	15.44
Optional 2nd cart pick up	$	7.02
One (1) pick-up each week with option for Back Door Service	$	21.06

*NOTE: The garbage collection includes the Bulky Wastes Collection, which has an unlimited volume. Residential customers may select one 36,64,96 Gallon cart.

Yard Trash

One (1) pick-up each week of an unlimited volume containerized or loose (unbagged)	$	3.50

NOTE: Tree limbs and branches shall not exceed 6 feet in length or 6 inches in diameter. Articles or containers shall not exceed 40 pounds.

The residential rates above are the rates the City bills the residential customers. The city shall pay the Contractor a fee equal to ninety percent (90%) of the gross billings generated at the above rates.

(Schedule A Continued)
. Page 2 of 3 Pages

Rate and Charges for Commercial Customers

Commercial Services	**Unit Price Per Month to be billed and collected by Contractor for commercial customers, which includes Franchise Fee of 12% to be paid monthly to the City**
Curbside/Roadside Pick Up - Cart Unit*	
One pick-up each week of 96-gallon Cart	$ 15.44
Frontload Container (Dumpsters)	
Frontload Container - one pick-up per week, per yard.	$ 8.11
Yard Trash	
One (1) pick up each week of containerized or loose (unbagged) per cubic yard.	$ 7.02
Special Waste	
As needed.	$ 35.11
Roll Offs	
Pull Charge	
20 Cubic Yard	$ 189.58
30 Cubic Yard	$ 189.58

40 Cubic Yard	$	189.58
Container Rent		
20 Cubic Yard	$	84.26
30 Cubic Yard	$	112.35
40 Cubic Yard	$	140.43

Commercial rates above are the rates the Contractor bills to commercial customers. The contractor shall pay the City a Franchise Fee equal to twelve percent (12%) of the gross billings generated by the above commercial rates.

File Attachments for Item:

17. City Council Resolution No. 2026-124 - A resolution of the City of Lake City, Florida, approving that certain application for funds from the United States Department of Commerce Economic Development Administration for infrastructure improvements to hangars at the Lake City Gateway Airport; making certain findings of fact in support of the City applying for such grant funds; recognizing said grant requires a funding match from the City in the amount of one million five hundred thousand dollars ($1,500,000); directing the City's Finance Department to earmark and set aside funds in the amount of one million five hundred thousand dollars ($1,500,000) as the City's required matching funds; recognizing AAR Airframe MRO - Lake City has committed to fulfill the City's obligation to provide said matching funds; directing the City's Finance Department to de-obligate the City's earmarked matching funds upon receipt of matching funds to be provided by AAR Airframe MRO - Lake City; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

MEETING DATE
9/21/2026

CITY OF LAKE CITY
Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: EDA Supplemental Disaster Grant

DEPT / OFFICE: Finance Department

Originator:

Dakota Braun

City Manager	Department Director	Date
Don Rosenthal	Angela T. Moore	9/9/2026

Summary Explanation & Background:

The City has the opportunity to apply for $5,999,993 in EDA Supplemental Disaster Grant funds to repair hangar roofs on city-owned property, leased by AAR Aircraft Services MRO at the Lake City Airport. AAR has pledged to provide the entire $1,500,000 in matching funds to complete the project.

In order to apply, the city must provide a letter committing the funds derived from AAR to the EDA project.

Alternatives:

Don't Apply for the EDA grant.

Source of Funds:

AAR Aircraft Services MRO LLC, EDA Supplemental Disaster Grant

Financial Impact:

$7,499,993 infrastructure investment, $0 city budget impact.

Exhibits Attached:

EDA Application, AAR Matching Funds letter

205 N. Marion Ave.
Phone (386) 752-2031 *Lake City, FL 32055* *FAX (386) 758-5488*

September 21, 2026

Mr. Lee Mertins, Acting Regional Director

U.S. Economic Development Administration

401 Peachtree Street, NW Suite 1820

Atlanta, GA 30308-3510

Re: Commitment of Matching Funds – EDA Disaster Supplemental Grant Application

The City of Lake City hereby affirms its commitment to allocate $1,500,000 in matching funds (that will be provided to the City by AAR Aircraft Services LLC) for the replacement of storm-damaged roofing systems on four aircraft maintenance hangars at the Lake City Gateway Airport through the U.S. Economic Development Administration Supplemental Disaster Grant.

This project will strengthen critical aviation infrastructure and protect the region's largest source of high-skill jobs and training opportunities. The locally registered apprenticeship program at the Lake City Gateway Airport supports a sustained pipeline of skilled aviation technicians for the industry. Upgrading the four hangars with hurricane-rated roofing will reduce vulnerability to severe weather and ensure rapid recovery following storm events.

Upon award of EDA funding, the City of Lake City will commit the $1,500,000 matching share, that will be provided by AAR Aircraft Services LLC, to the project. Representing 20% of the total project cost of $7,499,993. These funds are fully dedicated to this project and will not be reallocated for any other purpose during the performance period. All committed funds will be available as needed to support project activities and are free from any encumbrances, restrictions, or legal impediments that would limit their use for eligible project expenses. Additionally, these funds have not been, and will not be, used to meet the matching requirements of any other financial assistance award, in accordance with 13 CFR § 301.5.

City of Lake City

Mayor Noah Walker

July 6, 2026

Mr. Don Rosenthal
City Manager
City of Lake City
205 N. Marion Avenue
Lake City, FL 32055

Re: Commitment of Matching Funds – EDA Infrastructure Grant Application (Lake City Gateway Airport)

Dear Mr. Rosenthal,

On behalf of **AAR Airframe MRO – Lake City**, I am writing to formally express AAR's commitment to support the City of Lake City's application to the U.S. Department of Commerce, Economic Development Administration (EDA), for critical infrastructure improvements at the Lake City Gateway Airport.

The proposed project will replace the roof systems on five existing aircraft maintenance hangars—Hangars 3, 5, 6, and 9—totaling approximately **354,286 square feet** of facility space. These hangars are essential to AAR's Maintenance, Repair, and Overhaul (MRO) operations, providing the controlled indoor environment required to safely house aircraft, perform heavy maintenance checks, protect sensitive equipment, and maintain continuous production schedules. The integrity of these structures is critical to ensuring operational continuity, workforce stability, and the protection of high-value aviation assets in a region vulnerable to hurricane impacts. The proposed improvements will restore full weather protection, improve structural resilience, and significantly reduce operational disruptions caused by storm-related damage.

Upon award of EDA funds, AAR hereby **commits a matching share of $1,500,000**, representing 20% of the total $7,499,993 project cost. These matching funds are fully **dedicated to this project and will not be reallocated for any other purpose** during the period of performance. All committed funds will be **available as needed** to support project activities, and they are **free of any encumbrances, restrictions, or legal impediments that would prevent their use for eligible project expenses**. Furthermore, these funds have not been, and will not be, used to satisfy the matching requirements of any other financial assistance award, consistent with the requirements of 13 CFR § 301.5.

.

This investment reflects AAR's long-standing commitment to the Lake City facility and supports the continued viability of a site that has served as a cornerstone of the regional aviation economy for decades.

We appreciate the City's leadership in advancing this important project and respectfully support its consideration for EDA funding.

Sincerely,

Thomas D. Hoferer

SVP, Repair and Engineering
AAR Airframe MRO – Lake City

CM/rrp
09/16/2026

RESOLUTION NO 2026 – 124

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN APPLICATION FOR FUNDS FROM THE UNITED STATES DEPARTMENT OF COMMERCE ECONOMIC DEVELOPMENT ADMINISTRATION FOR INFRASTRUCTURE IMPROVEMENTS TO HANGARS AT THE LAKE CITY GATEWAY AIRPORT; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPLYING FOR SUCH GRANT FUNDS; RECOGNIZING SAID GRANT REQUIRES A FUNDING MATCH FROM THE CITY IN THE AMOUNT OF ONE MILLION FIVE HUNDRED THOUSAND DOLLARS ($1,500,000); DIRECTING THE CITY'S FINANCE DEPARTMENT TO EARMARK AND SET ASIDE FUNDS IN THE AMOUNT OF ONE MILLION FIVE HUNDRED THOUSAND DOLLARS ($1,500,000) AS THE CITY'S REQUIRED MATCHING FUNDS; RECOGNIZING AAR AIRFRAME MRO – LAKE CITY HAS COMMITTED TO FULFILL THE CITY'S OBLIGATION TO PROVIDE SAID MATCHING FUNDS; DIRECTING THE CITY'S FINANCE DEPARTMENT TO DE-OBLIGATE THE CITY'S EARMARKED MATCHING FUNDS UPON RECEIPT OF MATCHING FUNDS TO BE PROVIDED BY AAR AIRFRAME MRO – LAKE CITY; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City (the "City") by and through the Lake City Gateway Airport (the "Airport") desires to apply for funds through the United States Department of Commerce Economic Development Administration (the "Agency") Infrastructure Grant Program (the "Grant Program") in the amount of $5,999,993.00. (the "Grant Funds"); and

WHEREAS, the Airport will use the Grant Funds for improvements to the roofs of certain hangars (the "Project"); and

WHEREAS, particularly, upon approval, the Grant Funds will be used to cover the cost of said repairs, as detailed in the quote provided in the grant application (the "Application") attached hereto; and

WHEREAS, the Grant Program requires the City to provide matching funds in the amount of $1,500,000.00 (the "Matching Funds"); and

WHEREAS, AAR Airframe MRO – Lake City ("AAR") by its letter to the City dated July 6, 2026 (the "AAR Letter") has committed to provide to the City the City's required Matching Funds; and

WHEREAS, the City desires to accept the AAR Letter as a commitment by AAR to be responsible for the City's obligation to provide the Matching Funds; and

WHEREAS, notwithstanding AAR's commitment to be responsible for the City's obligation to provide the Matching Funds, the City remains liable to the Agency for providing the Matching Funds in the event AAR is unable to provide same; and

WHEREAS, it is prudent that the City earmark and set aside the Matching Funds until such time as the City receives funds from AAR in fulfillment of AAR's commitment pursuant to the AAR Letter; and

WHEREAS, applying for the Grant Funds and accepting the AAR Letter as a commitment by AAR to be responsible for the City's obligation to provide the Matching Funds, while also earmarking and setting aside the Matching Funds in the event AAR is unable to fulfill its commitment to provide funds to the City in the amount of the Matching Funds is in the public interest and in the interests of the City; now therefore

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

1. Applying for the Grant Funds and accepting the AAR Letter as a commitment by AAR to be responsible for the City's obligation to provide the Matching Funds, while also earmarking and setting aside the Matching Funds in the event AAR is unable to fulfill its commitment to provide funds to the City in the amount of the Matching Funds is in the public or community interest and for public welfare; and

2. In furtherance thereof, applying to the Grant Program for an award of the Grant Funds should be and is approved by the City Council of the City of Lake City; and

3. In furtherance thereof, the City accepts AAR's commitment, as set forth in the AAR Letter, to provide to the City funds equal to the amount of the Matching Funds; and

4. In furtherance thereof, setting aside and earmarking the Matching Funds in furtherance of funding the Project is in the public interest and in the interests of the City; and

5. In furtherance thereof, the City's finance department is directed to set aside and earmark the Matching Funds for use as the City's required funding match pursuant to the terms of the Grant Program in the event AAR is unable to fulfill its commitment to provide funds to the City in the amount of the Matching Funds; and

6. In furtherance thereof, the City's finance department is directed to de-obligate the Matching Funds set aside pursuant to the foregoing paragraph upon fulfillment of AAR's commitment

to provide funds to the City in the amount of the Matching Funds as set forth in the AAR Letter; and

7. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and

8. The Mayor of the City of Lake City is authorized to execute on behalf of and bind the City to the terms of the Application; and

9. The Mayor of the City of Lake City is directed to execute on behalf of and bind the City to the terms of the Application; and

10. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____
Noah E. Walker, Mayor

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

_____
Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

OMB Number: 0610-0094
Expiration Date: 10/31/2024

ED-900 – General Application for EDA Programs

This form is required for application to EDA grant programs, consistent with the requirements outlined in each program Notice of Funding Opportunity (NOFO). **Applicants are strongly encouraged to clearly and concisely respond to each answer in the space provided. Applicants should not provide additional documents or narratives without prior written approval from EDA.**

A. Applicant Information

A.1. Please identify all applicants for this project.

The Lead Applicant is the party who is responsible for handling disbursements of funds and reporting to EDA.

Please note: Active registration with the System for Award Management (SAM) is required of all EDA applicants and awardees at www.SAM.gov. Please list the relevant Commercial and Government Entity CAGE Code and SAM expiration data for all applicants and co-applicants (if any) in the table below.

	Name	SAM.gov CAGE Code	SAM.gov Registration Expiration Date	Fiscal Year End Date (mm/dd)
Lead Applicant	City of Lake City		10/17/2026	09/30
Co-Applicant 1				
Co-Applicant 2				
Co-Applicant 3				
Co-Applicant 4				
Co-Applicant 5				

Agency Disclosure Notice: *This information collection is authorized by OMB control #0610-0094. Public reporting burden for this collection of information is estimated to average 17.1 hours per response for non-construction projects and 43 hours per response for construction projects, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Commerce, Economic Development Administration at jknott@eda.gov. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.*

EXHIBIT TO RESOLUTION

B. Scope of Work

B.1. Describe the scope of work for the proposed EDA investment, including a list of project tasks to be undertaken.

List the specific tasks/activities that will be undertaken as a result of this investment.

Applicants for construction assistance should also include a statement of project components, including whether the proposed project involves the construction of a new facility (or facilities) or the expansion, renovation, or replacement of an existing facility or facilities. Applicants should also describe the proposed project components in terms of dimensions, capacities, quantities, square footage, etc. and should verify the description aligns with the engineering description provided in the preliminary engineering report, the environmental narrative, and other application materials.

Applicants for Partnership Planning Assistance should provide a narrative on the economic development activities that will be undertaken, which must include managing and maintaining the Comprehensive Economic Development Strategy (CEDS) process.

Applicants for Short Term Planning Assistance or Local Technical Assistance should provide a narrative explaining how the proposed scope of work will enhance economic development planning capacity of the identified region. Applicants should include information regarding any relationship or collaboration with other public and private entities, and should explain how the strategy will expand the capacity of public officials and economic development organizations to work effectively with employers and enable the region to plan and coordinate the use of available resources to support economic recovery and the development of a regional economy and/or develop innovative approaches to economic revitalization in the region.

Applicants for State Planning Assistance should provide a narrative outlining the proposed scope of work for the project, including the relationship to any existing CEDS or similar planning processes, and the goals and objectives of the proposed project.

Applicants for a Revolving Loan Fund (RLF) should clearly define the service area of the proposed Revolving Loan Fund, the types and size of loans anticipated to be made under the RLF and the focus area of the RLF (if any). Applicants should describe how the RLF will be designed to make loans to businesses that cannot otherwise obtain traditional bank financing. Applicants should describe what (if any) technical assistance will be provided for loan applicants/borrowers and explain how quickly grant funds are expected to be deployed (i.e. lent) to potential borrowers.

The proposed EDA investment will support the renovation and replacement of critical public industrial facilities through the installation of new hurricane-rated roofing systems on four aging aircraft maintenance hangars within the City-owned, 114-acre aviation industrial complex leased to AAR. These hangars, constructed in the 1960s, have experienced decades of wear and repeated hurricane damage, resulting in severe roof deterioration and end-of-life conditions. The project constitutes the replacement and renovation of existing facilities.

1. Pre-construction Activities - Engineering design and technical specifications for each of the four hangars will be finalized. The City will conduct competitive procurement for roofing contractors and will complete all required environmental review compliance and associated permitting actions necessary before construction can begin. Structural inspections will confirm load capacity and identify areas requiring reinforcement. Crews will then remove damaged roofing components, insulation, and any compromised structural elements in preparation for full roof replacement. This phase ensures that all underlying conditions are addressed before new systems are installed. Roof demolition and surface preparation will follow, involving the safe removal and disposal of the original 1960s roof assemblies. Structural steel decking and trusses will be prepared to receive the new system, with repairs or replacements as needed where age or storm damage has weakened existing components.

2. Construction Activities - Installation of new hurricane-rated roofing systems designed to meet current Florida Building Code standards. Work will include installing new structural decking where required, adding wind-rated insulation and waterproofing systems, and completing installation of durable metal roofing assemblies capable of withstanding severe weather events. These improvements will restore structural integrity while significantly improving resilience and operational reliability. Guttering, drainage, and water intrusion controls will be installed to improve long-term performance and reduce future maintenance needs. Contractors will replace or modernize drainage systems and ensure all transitions between roof and wall assemblies are fully sealed and weatherproofed.

3. Engineering & Inspection Activities - Quality assurance activities will occur throughout installation. On-site inspections will verify compliance with engineered specifications, followed by post-installation structural certification and final commissioning before turnover to facility operators. The project will conclude with a formal closeout phase that includes final inspections, documentation, warranties, and submission of all required EDA compliance and completion certifications.

The four Hangars have the following square footage:

Hangar 3 - 106,500 sq. ft.
Hangar 5 - 84,330 sq. ft.
Hangar 6 - 84,057 sq. ft.
Hangar 9 - 77,519 sq. ft.

B.2. Describe the specific deliverables/outcomes that the project will produce and the primary beneficiaries or audience of those deliverables. Please note that deliverables are defined as the specific outcomes that will come from the project and differ from information on project tasks/activities requested in B.1. Project tasks/activities requested in B.1 should be reported as process steps that will be achieved to reach the final project while deliverables/outcomes detailed in B.2 are the final product produced.

The proposed project will produce several measurable and tangible deliverables that directly result from the replacement and renovation of roofing systems on the existing aircraft maintenance hangars within the City-owned aviation industrial complex. These deliverables represent the final outcomes of the work, distinct from the process-based tasks described in Section B.1.

The primary deliverable will be the successful installation of new hurricane-rated roofing systems on the designated aircraft maintenance hangars. These modern roofing systems will include updated structural decking where required, new wind-rated insulation, waterproofing layers, and metal roofing assemblies designed to meet current Florida Building Code hurricane resilience standards. Completing these installations will restore full structural integrity to facilities that have reached end-of-life conditions due to decades of wear and repeated hurricane damage.

In addition to the roofing systems, the project will deliver fully upgraded guttering, drainage, and water intrusion control systems for each hangar. These improvements will reduce long-term water infiltration risks and enhance the overall durability and functional safety of the buildings. All transitions between roof and wall systems will be sealed and weatherproofed, ensuring a comprehensive enhancement of the hangars' protective envelopes.

The project will also produce formal post-construction certifications and quality assurance documentation, including on-site inspection reports, structural certifications, warranties, and all required EDA closeout and compliance materials. These deliverables verify that the work meets engineering specifications and regulatory standards and that the renovated facilities are safe, resilient, and ready for continued industrial use.

The primary beneficiaries of these deliverables are the businesses and workforce utilizing the City-owned aviation complex, including AAR, which leases and operates within the facility. By restoring these hangars, ranging in size from 77,519 to 106,500 square feet, the project ensures continuity of operations within a critical regional aerospace and maintenance hub. Enhanced structural reliability and storm resilience directly support sustained employment, economic activity, and industrial productivity across the 114-acre complex.

Overall, the project will produce fully modernized, storm-resilient hangar facilities that protect existing economic assets, strengthen regional disaster resilience, and ensure safe, functional infrastructure for current and future aviation maintenance operations.

B.3. Identify the proposed time schedule for the project, including specific project milestones.

During Months 1 through 3, the project team will complete the final engineering design and technical specifications for each hangar, while simultaneously beginning environmental review compliance and required permitting. Competitive procurement preparation will also be initiated during this period to ensure a seamless transition into the solicitation phase. These first three months consolidate the original design, procurement initiation, and early permitting activities into a unified design and permitting period.

Months 4 and 5 will focus on completing all permitting processes, securing FAA airfield clearances, and finalizing building permit approvals. During this same period, the City will conduct its formal solicitation of bids, manage contractor inquiries, and award the construction contract in accordance with EDA procurement requirements. Structural inspections needed to confirm load capacities and identify any necessary reinforcements will be integrated into pre-award and early mobilization activities.

Construction will occur during Months 6 through 11 and will follow a phased approach that allows the MRO facility to remain operational. Initial work will include the removal of damaged roofing components, insulation, and compromised sections, followed by preparation of the structural steel decking and trusses. Once demolition and surface preparation are complete, contractors will proceed with installing new structural decking where required, applying wind-rated insulation and waterproofing systems, and beginning installation of hurricane-rated metal roofing assemblies that meet current Florida Building Code standards. As each hangar progresses through the roofing phase, crews will install new guttering, drainage improvements, and water intrusion control systems, followed by sealing and weatherproofing all transitions between roof and wall systems.

Months 12 and 13 will be dedicated to engineering verification, quality assurance, and closeout activities. This includes ongoing on-site inspections to confirm compliance with engineering specifications, completion of post-installation structural certifications, final commissioning, turnover to facility operators, and preparation of all required documentation, warranties, and EDA closeout materials.

Milestones:
Design: Month 3
Permitting: Month 5
Solicitation of Bids & Contract Award: Month 7
Construction: Month 13

B.4. Describe how the proposed project aligns with one or more of EDA's investment priorities. Current EDA investment priorities are available at https://www.eda.gov/about/investment-priorities/. Applicants must identify all relevant investment priorities with which the project aligns with and describe how the project advances each relevant priority (ies).

The aircraft maintenance hangars, located at the Lake City Gateway Airport, are core components of the City's industrial infrastructure and are essential to the continued operation of the region's aviation industry. Replacement of the failing roofing systems restores the safety and functionality of decadesâ€'old public assets, allowing the aviation complex to maintain operations and support economic activity. Modernizing industrial facilities of this scale is vital to sustaining the region's infrastructure backbone.

2. Workforce

The aviation industrial complex supports major aircraft maintenance, repair, and overhaul (MRO) operations„an industry that employs a large workforce of skilled technicians. By restoring the structural integrity of the hangars, the project ensures that AAR and related aviation businesses can continue operating without interruption. Protecting the hangars ranging from 77,519 to over 106,000 square feet safeguards existing skilled jobs and supports longâ€'term workforce stability in a highâ€'wage sector central to the region's economy.

3. Innovation and Entrepreneurship

The proposed investment strengthens the region's innovation capacity by ensuring that the aviation industrial complex„home to largeâ€'scale aircraft maintenance and repair operations„remains a reliable platform for technologically advanced aerospace activity. By replacing the aging, stormâ€'damaged roofing systems on the Cityâ€'owned hangars with modern, hurricaneâ€'rated assemblies, the project preserves essential industrial space that supports sophisticated aircraft maintenance processes requiring precision, safety, and compliance with current standards. These infrastructure upgrades enable the continued use of the hangars for highâ€'skill, technologyâ€'driven work and position the complex to support future entrepreneurial growth in the aviation sector by providing durable, resilient facilities suitable for advanced aerospace innovation.

4. Economic Recovery Resilience

The project directly addresses repeated hurricane impacts that have caused severe deterioration of the hangar roofs. The installation of hurricaneâ€'rated metal roofing systems, structural decking, windâ€'rated insulation, waterproofing, and enhanced drainage significantly increases the resilience of these public industrial facilities. These improvements ensure continuity of operations following severe weather events and reduce the economic disruptions that have historically resulted from stormâ€'related damage. Renovating these existing industrial facilities directly benefits the regional economy by supporting longâ€'term economic productivity within the 114â€'acre complex, preserving the major employment center, and ensuring that this critical aviation hub continues contributing to economic growth. The project leverages existing assets to generate durable community benefits and protect vital facilities.

5. Manufacturing

Aircraft maintenance is a technologically advanced, globally competitive industry. Ensuring that these hangars meet current structural, safety, and windâ€'resistance standards enables AAR and other tenants to continue operating in compliance with aviation industry requirements. Without these upgrades, the deteriorating conditions threaten operational certification and competitiveness. The project strengthens the region's position as a hub for aerospace services.

Summary

By strengthening critical infrastructure, enhancing resilience, preserving highâ€'skill aviation jobs, supporting competitiveness in a technologyâ€'driven industry, and advancing economic development, the project substantially advances EDA's key Investment Priorities while addressing immediate public infrastructure needs.

C. Project Region

C.1. Project Location

Project location is the physical location where the project work occurs. Project location information helps EDA conduct application reviews and map projects. Providing complete and accurate information is important to the application review process. For revolving loan funds (RLF), the project location is the RLF lending area.

C.1.a. For construction projects, identify the physical location of construction. Include as much geographical information as possible including street address (or close approximation), census tract(s), county(ies), and state(s). If more than one census tract applies, please identify all census tracts where the project will be located.

Example 1 (single location project such as a Water Tower, workforce training center or incubator): 1234 Daisy St., Census Tract: 53123456789, County: Adams County, State: WA

Example 2 (multi location project that does not have a defined address, such as a water or sewer line or access road): Pump at Intersection of Hwy 70 and Route 24, 500 linear feet of sewer at Mockingbird Lane, Census Tract: 53123456789, 53123456790, 53123456791, State: WA

South side of the Lake City Gateway Airport (LCQ)., 102 SE Academic Ave, Lake City, Florida, 32025,
Census Tract: 12023110300, Columbia County

C.1.b. For planning, technical assistance, revolving loan funds or other non-construction projects, identify the primary location(s) where the work will be conducted. Include as much geographical information as possible including census tract(s), county(ies), and state(s). If more than one census tract applies, please identify all census tracts where the project will be located. If all census tracts in a county apply, include "All Census Tracts" after the county name. For Revolving Loan Fund applications, please describe the proposed geographic lending area.

Example 1 (single location project such as feasibility study or economic impact study where the project location is the location where analysis is being performed): 1234 Daisy St., Census Tract: 53123456789, County: Adams County, State: WA

Example 2 (multi-location project such as a Partnership Planning grant, regional resilience project, or other regional project): County Robeson (All Census Tracts), Bladen (All Census Tracts), Columbus (all Census tracts), state NC

Example 3 (multi location project that is a statewide project): State of NC (All counties and Census Tracts)

C.2. Estimated Area of Impact

The estimated area of impact for your project is the area expected to benefit directly from the proposed EDA project. For construction projects, area of impact could include the commuting shed where potential employees may reside. For non-construction projects the area of impact could include the geographic scope where the work will occur and where the output of the work will be utilized. Defining the area of impact helps EDA to assess the economic benefits of projects and the merits of applications. Providing complete and accurate information is critical to the application review process.

List all census tracts, counties, and state where the project benefit will occur. If all census tracts in a county apply, include "All Census Tracts" after the county name.

Example 1 (single location project such as feasibility study or economic impact study where the project location is the location where analysis is being performed but the impact is two counties that serve as the commuting area and economic engine for the location of the project): 1234 Daisy St., Census Tract:, County: Benton and Grant County, State: WA

Example 2 (multi-location project such as a Partnership Planning grant, regional resilience project, or other regional project): project performed by entity located in Raleigh, NC for statewide project: State of NC (All counties and Census Tracts)

Example 3 (a multi-location project could cross state boundaries): State of WA (All counties and Census Tracts), Nez Perce County (Idaho), and Multnomah County (Oregon).

This project will directly impact the Lake City Airport. It will have regional economic impacts primarily in Columbia County Florida., Lake City, Florida, 32025, Columbia County(All Census Tracts)

D. Economic Development Needs

D.1. Current Economic Conditions - Area of Impact. Briefly describe the economic conditions of the estimated area of impact with a focus on available data describing the level of distress, if applicable. This should also include a concise overview of the economic development needs, area's workforce, industry clusters, main economic drivers, challenges, and assets. Describe the economic adjustment problems or economic dislocations the area is experiencing (or is likely to experience in the next 24 months). Relevant data may be drawn from the regional CEDS, https://eda.gov/resources/tools/, as well as other sources. You'll be asked to provide more details about this in Section H. For revolving loan fund applications, please include information on borrowers and industry sectors that the loan fund is anticipated to target.

Current Economic Conditions (Area of Impact)
The area of impact for this project includes Columbia County, Florida, and the broader North Central Florida aviation and industrial labor shed centered on the Lake City Gateway Airport (ZIP 32025). The county's economy is fundamentally rural and exhibits a goods-producing orientation stronger than both state and national averages, driven by manufacturing, construction, transportation, and logistics. Major employment sectors include Wholesale/Retail (22%), Healthcare (20%), Leisure/Hospitality (15%), Manufacturing (9.4%), Construction (9.3%), Professional & Business Services (7.4%), and Transportation (5.8%). The region's Comprehensive Economic Development Strategy (CEDS) identifies airport facilities and related public infrastructure as priority investments essential for competitiveness and resilience.
Economic Conditions and Distress Indicators
Columbia County has a modest but growing economic base, reflected in its $3.40 billion all industry GDP in 2023. Median household income remains below the Florida state median, and per capita income is similarly lower than statewide levels, consistent with the county's designation as a rural lower-income area. Recent labor market fluctuations further illustrate economic vulnerability: following repeated hurricane seasons, the county's unemployment rate rose to approximately 5.1% (August 2025), above pre-storm levels, while labor force participation continues to lag behind state averages. These trends indicate structural workforce challenges compounded by storm-related disruptions.
Key Economic Drivers and Assets
One of the county's most significant economic anchors is the City-owned Lake City Gateway Airport and the 114-acre AAR Maintenance, Repair, and Overhaul (MRO) campus situated on its grounds. This facility represents the largest private employer in Columbia County, supporting approximately 650 direct jobs, including high-wage technical positions and a Registered Apprenticeship Program that enrolls 75…90 apprentices annually. The MRO also accounts for roughly half of all transportation employment in the county, making it a disproportionately important driver of household income, workforce development, and long-term fiscal stability.
Because of this concentration, the county faces heightened economic exposure when critical airport infrastructure is compromised. The aviation complex's success is foundational not only to local employment but also to the region's manufacturing, supply-chain, retail, hospitality, and service sectors, all of which depend on the stability and throughput of AAR's operations.
Economic Adjustment Problems and Near-Term Risks (Next 24 Months)
The region is currently facing acute infrastructure-related economic disruptions. Repeated hurricane events revealed end-of-life roof failures on multiple hangars, including a recent structural failure at Hangar Zero. These conditions have produced water intrusion, temporary bay closures, safety

concerns, and reduced operational throughput across the MRO campus. The resulting disruptions adversely affect production schedules, job stability, and apprenticeship training capacity.
Without timely replacement of these deteriorated hangar roofs, the county is likely to experience escalating economic impacts over the next 24 months, including:
Partial or prolonged capacity reductions at the AAR MRO facility, the county's largest private employer
Potential layoffs or hiring freezes affecting hundreds of skilled workers
Decreased apprenticeship enrollment and reduced workforce pipeline development
Revenue and employment losses cascading through local industries, including retail, hospitality, transportation, and regional suppliers
Rising short-term unemployment and reduced household spending, consistent with recent upward movement in the LAUS unemployment data
If roofs are not replaced, the region faces partial or prolonged capacity reductions at its largest private employer, potential layoffs or hiring freezes, reduced apprenticeship throughput, and negative multipliers across retail, hospitality, and local manufacturing suppliers. Addressing the structural deficiencies at the airport is therefore essential to stabilizing employment, supporting workforce development, and preventing broader economic dislocation throughout Columbia County and the surrounding labor shed.

D.2. Explain how the proposed EDA investment addresses the economic development needs identified in D.1. For revolving loan fund projects, please explain the need for capital in the area.

The proposed EDA investment directly addresses the most critical economic vulnerability facing Columbia County and the surrounding aviation-focused labor-shed: the structural failure and end-of-life condition of the roofing systems on four operating hangars within the City-owned MRO campus. Because this single industrial complex anchors roughly 650 direct high-skill jobs, supports a regional apprenticeship pipeline, and drives significant downstream economic activity, stabilizing its operating environment is essential to preventing near-term economic disruption and long-term structural decline. The investment provides targeted, high-impact mitigation through the following outcomes:

1. Restoring operational capacity and continuity

Replacing the aging, storm-damaged roofs with modern, hurricane-rated systems eliminates weather-related bay closures and protects production continuity. Restored reliability enables the MRO to maintain its throughput of approximately 150 aircraft annually, preserving roughly 650 direct jobs and sustaining the 75…90 apprentices who enter the workforce pipeline each year. The primary outcome is stabilization of both employment and industrial output.

2. Reducing concentration risk and preventing downstream economic dislocation

Because the MRO represents the county's largest private employer and a disproportionately large share of transportation-sector jobs, facility disruptions have immediate and cascading regional impacts. Hardening the hangars lowers the probability of operational shutdowns that would otherwise trigger layoffs, reductions in supplier demand, and declines in local retail and service-sector spending. The investment prevents a localized infrastructure failure from producing broader, multi-sector economic harm.

3. Improving workforce and training resilience

Reliable, weather-resistant facilities ensure uninterrupted apprenticeship and on-the-job training, essential in a rural county where high-skill career pathways are limited. Protecting instructional and work environments supports labor force participation, maintains talent pipelines, and preserves long-term economic mobility for residents.

4. Strengthening regional competitiveness and supporting future industry expansion

Code-compliant, resilient hangars increase the MRO's competitiveness in securing and retaining aircraft maintenance contracts. These improvements also support incremental expansion opportunities, including higher-value manufacturing activity such as precision parts machining or component refurbishment, which can generate additional full-time positions and diversify the region's industrial base.

Collectively, the investment addresses the most urgent infrastructure, workforce, and economic resilience needs identified in the region's CEDS. By stabilizing the county's central economic asset, the project prevents a near-term disruption from escalating into sustained structural decline and positions Columbia County for durable, long-term economic growth.

D.3. Does the project align with the regional Comprehensive Economic Development Strategy (CEDS)? Except for grants to fund developing, updating or refining a CEDS as described in 13 C.F.R. § 303.7, the project must be consistent with the CEDS for the area in which the project will be located, unless EDA approves an alternative strategy. Information on the CEDS can be obtained at **http://www.statsamerica.org/ceds/Default.aspx**.

☒ Yes If Yes, what is the CEDS your project aligns with?

The North-Central Florida CEDS identifies transportation infrastructure and airport facilities among priority project areas.

☐ No If No, then please attach an alternate strategic planning document with which the project aligns:

Add Attachment | Delete Attachment | View Attachment

☐ N/A – Not Applicable

D.4. How does the proposed project align with the regional CEDS (and for revolving loan fund projects, how does the proposed project align with the applicable RLF Plan)? Applicants should identify the specific CEDS strategy(s) that the project helps advance and explain how the project supports the identified goal(s).

The proposed project directly advances several priority strategies identified in the region's Comprehensive Economic Development Strategy (CEDS), particularly those related to critical infrastructure investment, cluster resilience, disaster preparedness, workforce development, and economic diversification. By replacing the deteriorated roofing systems on seven aircraft maintenance hangars within the 114-acre MRO campus, the project delivers concrete, measurable outcomes that align with and operationalize core CEDS objectives.

1. Investing in Critical Transportation and Industrial Infrastructure

The regional CEDS identifies airport assets and freight-related infrastructure as essential drivers of economic competitiveness and trade. Replacing the storm-damaged roofs strengthens a major transportation and industrial asset that underpins aviation maintenance operations, supports regional supply chains, and anchors employment in a rural county. The improvements ensure the long-term viability of a facility explicitly recognized in the CEDS as a priority for infrastructure investment.

2. Preserving and Growing Goods-Producing Clusters

The CEDS emphasizes the importance of sustaining and expanding regional manufacturing, transportation, and logistics clusters. The City-owned MRO campus represents the county's largest goods-producing and export-oriented employer. By stabilizing its physical infrastructure, the project safeguards hundreds of high-skill jobs, maintains the county's largest transportation employment base, and creates conditions that enable future cluster growth,,such as opportunities for machining, component fabrication, and other value-added aerospace manufacturing activities.

3. Enhancing Regional Resilience and Disaster Preparedness

Strengthening resilience to hurricanes and severe weather is a central CEDS priority. Installing hurricane-rated roofing systems, improving structural decking, and hardening drainage and waterproofing systems directly reduces vulnerability to storm disruptions and shortens post disaster recovery time. These improvements protect a vital economic asset and ensure continuity of operations within a sector that has historically suffered from weather-related interruptions, thereby fulfilling the CEDS objective of building durable, climate-resilient infrastructure.

4. Supporting Workforce Development and Training Pathways

Workforce readiness and access to high-skilled career pathways are major CEDS focus areas. The MRO campus hosts the region's Registered Apprenticeship Program and sustained on-the-job training pipelines that prepare 75 to 90 apprentices annually for in-demand aviation maintenance careers. Ensuring facilities remain safe, functional, and operational protects training continuity, supports rural workforce participation, and preserves long-term opportunities for residents seeking high-wage technical jobs.

Overall Alignment with CEDS Goals

Taken together, the roof replacements advance the regional CEDS by protecting critical infrastructure, strengthening a cornerstone goods-producing cluster, enhancing disaster resilience, and supporting workforce pipelines essential to long-term economic diversification. The project prevents immediate operational risks from escalating into long-term structural decline and ensures that one of the region's most important industrial assets remains stable, competitive, and aligned with the CEDS vision for sustainable economic growth.

D.5. Attach a letter from the organization responsible for the CEDS indicating how the proposed project aligns with the CEDS. If the estimated impact area is not covered by a CEDS, attach a letter of support from the organization responsible for the alternative planning document.

City of Lake City.05.28.26.ltr.pdf | Add Attachment | Delete Attachment | View Attachment

EXHIBIT TO RESOLUTION

E. Economic Impact of the Project

E.1. Provide a clear and compelling justification for the long-term potential economic impact of the proposed project, through anticipated job creation or retention, private investment leveraging, number of businesses or collaborations supported, or other appropriate measures. All job and private investment estimates should reflect the anticipated impact within nine years of the potential EDA investment and applicants should provide documentation or third-party data to substantiate claims.

For RLF applications, applicants should clearly define lending and technical assistance (if applicable) impacts expected, including targeted borrowers and industry sectors, and should describe the applicant's plan for ensuring sustainability of RLF lending into perpetuity, including information on other lending programs that may be leveraged to subsidize operational costs through economies of scale and loan pricing, and other relevant factors.

The proposed EDA investment to replace roofing systems on four aircraft maintenance hangars will generate significant long-term economic benefits for Columbia County and the North Central Florida region. The project ensures the continued operation, safety, and competitiveness of the county's largest private employer and a critical public industrial asset.

Job Retention and Workforce Continuity

The investment directly supports the retention of approximately 650 high-skill FTE positions at the MRO campus and preserves a Registered Apprenticeship Program that trains 75 to 90 apprentices annually, ensuring a sustained pipeline of aviation and manufacturing technicians. These roles represent the area's highest wage employment opportunities and anchor economic activity throughout the region.

Private Investment Leveraging

AAR will provide the required non-federal match and continues to invest in facility operations and capital improvements, demonstrating a long-term commitment to the site. The project reduces operational risk, thereby encouraging additional private investment over the nine-year impact horizon.

Industry Stability and Business Support

The MRO facility accounts for half of the county's transportation employment and supports a broad network of local suppliers, subcontractors, and service firms. By preventing disruptions caused by roof failures, the project safeguards regional supply chains and enables targeted expansion opportunities, including aircraft parts manufacturing and machining, anticipated to create 125 additional FTE positions as conditions stabilize.

Long-Term Economic Output and Resilience

The facility has historically generated more than $2.4 billion in revenue, $1 billion in wages, and $162 million in employee benefits, underscoring its long-term economic value. Strengthening the hangars with hurricane-rated systems reduces vulnerability to severe weather events, ensuring operational continuity and protecting economic stability in a designated Rural Area of Opportunity.

Summary of Nine-Year Outcomes:

Retention of 650 direct jobs and stabilization of thousands of indirect jobs

Continued training of 75…90 apprentices per year

Leveraged private capital investment

125 projected new FTEs through expansion

Protection of a major regional economic engine and high-wage employment base

Reduced storm-related risk and strengthened long-term resilience

The project provides a well-substantiated, high-value economic return by retaining critical employment, leveraging private investment, supporting key industry clusters, and enhancing the region's long-term resilience and competitiveness.

E.2. Does the proposed project have one or more committed beneficiaries? A committed beneficiary is defined as a specific business that is expected to create or retain jobs and/or invest private funds as a result of the proposed project.

- [x] Yes
- [ ] No, Go to E.5

E.3. Beneficiaries of the project

If applicants have identified specific private sector employers that are expected to create and/or save jobs as a result of the project, applicants should list those beneficiaries in the table provided below.

All job and private investment estimates should reflect the anticipated impact within nine years of the potential EDA investment. Jobs should be reported as full-time equivalents (FTEs) and should be attributable to the proposed EDA investment. Private investment reflects the amount of funds expected to be invested in the business as a result of the project.

Applicants should identify the North American Industry Classification System (NAICS) code for the major industry category of the beneficiary company (see https://www.census.gov/naics/ for a searchable list).

Form ED-900B must be completed and signed by an authorized representative of each beneficiary that expects to create and/or save 15 or more jobs as a result of the project.

Beneficiary Name	NAICS Code	Main product or service produced by beneficiary	Estimated Jobs Created	Estimated Jobs Retained	Estimated Private Investment
AAR	488190	Maintenance Repair a	125	525	$20,000,000.00
Total			125	525	$20,000,000.00

EXHIBIT TO RESOLUTION

E.4. Do all "Other Parties" (as listed in question E.3.), i.e., businesses that estimate they will create and/ or save 15 or more jobs as a result of the EDA project, understand and agree to comply with all applicable civil rights requirements listed in 13 C.F.R. § 302.20, including the requirement to provide signed assurances of compliance (Form ED-900B)?

☐ Not Applicable (No Other Parties Identified) ☒ Yes ☐ No (explain below)

E.5. Please identify the total estimated jobs expected to be created and retained and the amount of private investment expected to be generated by this project. If your project is not expected to generate/retain jobs or attract private investment please enter 0 for each category in the table below.

Estimated Jobs Created	Estimated Jobs Retained	Estimated Private Investment
125	525	$20,000,000.00

E.6. Please identify the source(s) of the jobs and private investment estimates provided above in E.5 (check as many as apply):

☒ Signed Beneficiary forms (Form ED-900B)
☐ Letters from Beneficiaries of the Project
☐ Input/Output Model (e.g. IMPLAN, REMI)
☐ Other Method (specify below)

F. Capacity and Administration

F.1. List and describe the strategic partners and organizations that will be engaged in this project
Describe any third-party organizations, including governmental agencies, that will be directly engaged in supporting the proposed project, and explain how each partner will be engaged in the project.

For revolving loan fund applications, please include any RLF supporting partners, such as banks, other economic development lenders, and business support entities that will be engaged in supporting the RLF.

AAR is the primary strategic partner for this project and the tenant of the City-owned, 114-acre aviation MRO complex at the Lake City Gateway Airport. As the operator of the Maintenance, Repair, and Overhaul (MRO) facility, AAR is the largest private employer in Columbia County, capable of supporting approximately 650 direct high-skill jobs and accounting for roughly half of the county's transportation employment. AAR also administers the region's Registered Apprenticeship Program, training 75…90 apprentices annually and supplying the skilled workforce required for aviation maintenance and advanced manufacturing.
AAR will be directly engaged throughout the project by providing the required non-federal match, coordinating maintenance and operational scheduling during construction, and supporting contractor access to the seven hangars undergoing roof replacement. The company's continued operational commitment and capital investment ensure that the improved facilities will be fully utilized, thereby maximizing the long-term impact of the EDA investment on regional employment, workforce development, and industrial competitiveness.

F.2. Applicant's organizational capability

Briefly describe your organization's capability to administer, implement, and maintain the project, including prior experience with federal awards. List any awards received from EDA in the last five years, along with the relevant federal award ID numbers, if known.

For Revolving Loan Fund applications, please include a list of other lending programs that your organization currently operates, its approximate size, source of capitalization, and the general target(s) of each fund, if any. Revolving loan fund applicants should also explain their capacity to operate a public lending program, to manage lending activities, and to create networks between the business community and other financial providers. RLF applicants should also describe any other lending programs managed by the applicant, and describe the applicant's ability to sustain the RLF lending into perpetuity (which could include other lending programs that subsidize operational costs through economies of scale and loan pricing – interest and fee income).

The City possesses the organizational capacity, staffing structure, and administrative experience necessary to successfully manage, implement, and maintain the proposed EDA-funded project. The City currently manages approximately 20 active grants totaling $20,315,906.80, including two Federal Aviation Administration grants totaling $777,218 for critical airfield infrastructure improvements to repair an airport taxiway. This portfolio demonstrates the City's established capability to administer complex, multi-phase projects involving federal compliance, construction oversight, financial management, and long-term reporting requirements.

Grant administration is supported by a six-person Finance Department that includes a dedicated Grant Program Specialist responsible for federal grant compliance, financial tracking, performance reporting, and coordination across departments. This structure ensures proper segregation of duties, robust internal controls, and reliable fiscal stewardship of federal resources. The City also maintains a two-person Procurement Department that oversees competitive solicitations, bid evaluations, contract awards, and procurement documentation in full compliance with federal procurement standards, including 2 CFR Part 200.

Together, these teams provide a comprehensive administrative framework capable of supporting the full lifecycle of an EDA investment, from project initiation and procurement through construction, reporting, and long-term maintenance. The City has a proven record of successfully executing federally funded infrastructure projects and meeting all associated compliance requirements. While the City has not received an EDA award within the past five years, its extensive experience with other federal programs, including FAA grants and state-funded public infrastructure projects, demonstrates strong readiness to manage the proposed EDA investment effectively and in full accordance with federal guidelines.

G. Budget and Match Information

G.1. Are all non-EDA funds committed to the project, available as needed, and not conditioned or encumbered in any way that would preclude their use for the project?

☒ Yes ☐ No (explain below)

G.1.a. Identify the source, nature and amount of all non-EDA funds. Applicants should identify the source, nature and amount of all non-EDA funds, including in-kind contributions (non-cash contributions may include space, equipment, services, or assumptions of debt). Explain the status of all funding commitments, including the date the funds will be available from each source, and describe any conditions or restrictions on the use of such funds. If in-kind contributions are included, explain the basis on which they are valued, and describe the source, amount and any terms and conditions of the funding, and when the funding will be available for use by the applicant.

Source	Amount	Date Available	Type	Restriction/Comments
AAR Corp	$1,500,000.00	07/01/2026	Cash	Contingent upon acceptance of the EDA grant award.

EXHIBIT TO RESOLUTION

G.1.b. Do you plan to seek other federal financial assistance as part of or in connection with this project, including federal funds passed through by state governments or other entities? If so, identify the source, amount, timing of funding availability, and whether the funds are subject to any restrictions relevant to the project.

Revolving loan fund applicants should specify any other federal loan funds they administer, including source, amount, and focus.

☐ Yes (explain below) ☒ No

G.1.c. Attach documentation confirming all non-EDA funding is available, committed, and unencumbered. Documentation is required from all sources of match. For example, if bonds are contemplated as match, counsel opinion of the applicant's bonding authority and eligibility of the bonds for use as match, along with full disclosure of the type of bonds and the schedule of the applicant's intended bond issue, are required.

Match Letter - AAR.pdf | Add Attachment | Delete Attachment | View Attachment

G.1.d. This question should only be completed for construction projects.
Attach a budget narrative with a breakdown for each "cost classification" line item included on the SF-424C and its associated tasks. The budget narrative must include both EDA and non-EDA funds and be consistent with the detailed construction cost estimate in the preliminary engineering report.

City of Lake City - Budget Narrative.pdf | Add Attachment | Delete Attachment | View Attachment

G.1.e. This question should only be completed for design and engineering assistance only projects.
Attach a budget narrative with a breakdown for each "cost classification" line item included on the SF-424C and its associated tasks. The budget narrative must include both EDA and non-EDA funds.

Add Attachment | Delete Attachment | View Attachment

G.1.f. The following questions should only be completed for non-construction projects.
Attach a budget narrative with a breakdown for each "cost classification" line item included on the Form SF-424A and its associated tasks. The budget narrative must include both EDA and non-EDA funds and be consistent with the detailed construction cost estimate in the preliminary engineering report.

Add Attachment | Delete Attachment | View Attachment

G.1.f.1. Is your organization seeking indirect costs on your non-construction project?

☐ Yes ☒ No

G.1.f.2. Is your organization requesting the de minimis indirect cost rate on your non-construction project in accordance with Uniform Guidance at § 200.414.

☐ Yes ☒ No

If indirect costs are requested as part of the budget, attach a copy of your organization's current federal negotiated indirect cost rate agreement or other indirect cost documentation as permitted under the applicable NOFO.

Add Attachment | Delete Attachment | View Attachment

G.2. Justification for sole source procurement

Will you contract work to complete part or all of this project?

☒ Yes ☐ No

If yes, will contracts be awarded by competitive bid?

☒ Yes ☐ No

Provide a justification for contracts that will not be awarded competitively.

G.3. Equipment

Will any funds be used to purchase equipment? (Per 2 CFR § 200.33 equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost greater than $5,000).

☐ Yes ☒ No

If yes, will project funding be used to install the equipment?

☐ Yes ☐ No

Will the applicant provide EDA a security interest in the significant items of tangible personal property acquired or improved with EDA investment assistance? (For more information, see 13 C.F.R. 314.9).

☐ Yes ☐ No (explain below)

Attach a list of equipment to be purchased, including unit price, quantity, description, purpose, and estimated useful life.

Add Attachment | Delete Attachment | View Attachment

G.4. Business Incubators and Accelerators

Does the applicant intend to construct or renovate a business incubator, accelerator, commercialization center, or similar project?

☐ Yes ☒ No

If Yes, please attach a feasibility study demonstrating the need for the Project and an operational plan based on the industry best practices demonstrating the plan for ongoing successful operations. See the applicable

NOFO for additional information and guidance.

Add Attachment | Delete Attachment | View Attachment

H. Regional Eligibility

H.1. Explain how the estimated area of impact defined in section C.2 above meets EDA's distress criteria as defined in the applicable NOFO. EDA will review and evaluate documentation submitted by the applicant to verify eligibility.

Columbia County, Florida, meets the EDA distress criteria under the FY25 Disaster Supplemental NOFO based on both its federal disaster designation and its measurable economic distress following repeated natural disasters in 2023 and 2024 for hurricanes Idalia, Helene, and Debby. The County is included in a FEMA major disaster declaration for hurricane-related impacts during the eligible period, satisfying the NOFO requirement that a project be located in, primarily serve, or demonstrably benefit an area designated for public assistance under the Stafford Act. This establishes the County's eligibility for consideration under the Disaster Supplemental program.
In addition to meeting the disaster designation criterion, Columbia County demonstrates clear signs of economic distress in alignment with the NOFO's definition of "economic recovery resilience," which emphasizes regions experiencing adverse changes in economic conditions attributable to natural disasters. The County's economy is rural, lower income relative to Florida averages, and heavily concentrated in goods-producing sectors, including manufacturing, transportation, and aviation maintenance, which increases its vulnerability to disaster-related disruptions. Median household and per capita incomes are approximately 85% of the Florida state average, according to the US Census Bureau ACS data, and labor force participation trails the Florida average. Following the series of hurricanes and severe storms affecting the region, the County's unemployment rate rose to approximately 5.4% in April 2026, 2% higher than pre-disaster levels and reflective of slowed economic activity and workforce instability. These indicators align with EDA's distress considerations related to unemployment, income levels, and structural workforce challenges.
Further, the County's primary economic anchor, the City-owned aviation industrial complex and AAR MRO campus, has experienced significant operational disruptions due to storm damage, including roof damage, water intrusion, and reduced maintenance throughput. These impacts directly threaten approximately 650 high-skill jobs and the County's largest apprenticeship pipeline, heightening near-term and long-term economic risks. Because this single employer accounts for roughly half of the County's transportation sector employment, infrastructure degradation creates disproportionate regional effects, consistent with the NOFO's emphasis on communities facing severe and compounding impacts.
Given its FEMA disaster designation, below-average income and workforce indicators, increased unemployment following declared disaster events, and the documented economic harm resulting from storm-related infrastructure deterioration, Columbia County clearly meets the distress criteria established in the FY25 Disaster Supplemental NOFO. The area demonstrates both the required disaster eligibility and the economic conditions that warrant federal assistance to stabilize, recover, and strengthen long-term economic resilience.

H.2. Economic Distress

Public Works and Economic Adjustment Assistance projects must satisfy regional eligibility requirements (see the relevant NOFO for more details). This section will assist EDA in determining if the proposed project satisfies these eligibility requirements.

Planning and Technical Assistance applications: although meeting specific distress criteria is not a prerequisite for funding under these programs, the economic distress level of the region impacted by a project serves as the basis for establishing the EDA share of the total cost of the project and can inform competitiveness.

Check all that apply in establishing regional eligibility (see NOFO for more details):

- [x] **Unemployment rate**
- [x] **Per capita income**
- [x] **Special need**, including:
  - [ ] Closure or restructuring of industries or the loss of a major employer, essential to the regional economy;
  - [ ] Substantial out-migration or population loss;
  - [ ] Underemployment; that is, employment of workers at less than full-time or at less skilled tasks than their training or abilities permit;
  - [ ] Military base closure or realignment, defense contractor reductions-in-force, or U.S. Department of Energy defense-related funding reductions;
  - [x] Natural or other major disasters or emergencies;
  - [ ] Extraordinary depletion of natural resources or other impact attributable to a new or revised federal regulation or policy that will have a significant impact on a community's ability to prevent an extraordinary depletion of natural resources;
  - [ ] Negative effects of changing trade patterns; or
  - [ ] Other circumstances set forth in the applicable NOFO (please explain below).

H.3. Source of data provided for regional eligibility determination

Check the box denoting what data source you used to establish eligibility:

- [ ] The most recent ACS data published by the U.S. Census Bureau.
- [ ] The most recent Bureau of Labor Statistics Data.
- [ ] The most recent other federal data for the region in which the project is located (e.g., U.S. Census Bureau or the Bureaus of Economic Analysis, Labor Statistics, Indian Affairs, etc.).
- [ ] If no federal data are available, the most recent data available through the state government for the region in which the project is located.
- [x] Other data to substantiate regional eligibility based on a "Special Need" as defined in 13 C.F.R. § 300.3.

H.4. Substantial Direct Benefit

If the project does not meet any of the criteria above, is it located in an Economic Development District (EDD), and will it provide substantial direct benefit to residents of an area within that EDD that does meet the distress criteria?

☐ Yes ☐ No

Identify the Economic Development District (EDD) where the project will be located.

A project provides a "substantial direct benefit" if it provides significant employment opportunities for unemployed, underemployed or low-income residents of the identified area within the EDD that meet the distress criteria. Please explain how the proposed project will provide a substantial direct benefit to this distressed area within the identified EDD.

H.5. Location in a geographic area of distress

If the project is located in a region that overall does not meet any of the criteria above, is the project located in a defined geographic area that meets EDA's distress criteria for unemployment or per capita income? To qualify, a project must be physically located in a distressed area (for construction projects) or primarily intended to benefit the distressed area (for non-construction projects).

☐ Yes ☐ No

If yes, define the area of distress where the project will be located using Census tracts or other geographical designations (e.g., political subdivisions) and explain how the area meets the distress criteria for unemployment or per capita income. Identify the source of the data used to demonstrate distress.

I. Administrative Requirements

I.1. Civil rights

Do you understand and agree to comply with all applicable civil rights requirements (see 13 C.F.R. § 302.20)?

☒ Yes ☐ No (explain below)

I.2. Lobbying certifications

All applicants for federal financial assistance must certify that federal funds have not been used and will not be used for lobbying in connection with this request for federal financial assistance (Form CD-511). If non- federal funds have been or are planned to be used for lobbying in connection with this request for federal financial assistance, Form SF-LLL also must be completed. Applicants must comply with 13 C.F.R. § 302.10 regarding attorneys' and consultants' fees and the employment of expediters. This regulation requires that applicants identify and disclose the amount of fees paid to anyone engaged to assist the applicant in obtaining assistance under the Public Works and Economic Development Act of 1965 (PWEDA), as amended.

Will you be able to comply with federal requirements regarding lobbying?

☒ Yes ☐ No (explain below)

I.3. Compliance with Executive Order 12372, State Single Point of Contact (SPOC)

Does the state in which the project will be located have a project review process that requires submission to a Single Point of Contact (SPOC)? A list of states that maintain a Single Point of Contact can be found at https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf.

☐ Yes

☐ No, go to question I.4

If Yes, does this request for EDA investment assistance require review by SPOC?

☐ Yes ☐ No (explain below)

If Yes, were SPOC comments/clearance received?

☐ Yes

Please attach the comments/clearance:

City of Lake City - SPOC Review.pdf | Add Attachment | Delete Attachment | View Attachment

☐ No. The review period has expired and no comments were received.

☐ No. Comments have been requested but the review period has not yet expired.

Please attach evidence of your request for comments:

Add Attachment | Delete Attachment | View Attachment

I.4. Single Audit Act Requirement

For organizations with fiscal years beginning before October 1, 2024, did your organization expend $750,000 or more in federal funds during your previous fiscal year?

For organizations with fiscal years beginning on or after October 1, 2024 did your organization expend $1,000,000 or more in federal funds?

☐ Yes ☐ No

If yes, what is the date of the last submission of the audit Federal Audit Clearinghouse?

06/25/2025

EXHIBIT TO RESOLUTION

If no, please attach your organization's most recent financial audit or financial statement.

Add Attachment | Delete Attachment | View Attachment

J. Requirements for Non-Governmental Applicants (Excluding Public Universities and Certain District Organizations)

Non-governmental applicants (excluding public universities and certain district organizations) must also provide a copy of the following items, either using the Attachments form that is part of the application package in www.Grants.gov.

J.1. Non-profit organizations must provide a current certificate of good standing or equivalent from the State in which they are incorporated.

Add Attachment | Delete Attachment | View Attachment

J.2. Non-profit organization applicants must provide their Articles of Incorporation and By-Laws. Non-profits with an active EDA grant must either provide a) a revised copy of their Articles of Incorporation or By-Laws if these have been amended or b) a statement certifying that there has been no change in the organization's Articles of Incorporation or By-Laws.

Add Attachment | Delete Attachment | View Attachment

J.3. Non-profit organizations must provide a resolution passed by a general purpose political subdivision of a State (e.g., local government entity) or a letter signed by an authorized representative of a local government acknowledging that the applicant is acting in cooperation with officials of the political subdivision. EDA may waive this requirement for certain projects of significant regional or national scope (see 13 CFR § 301.2(b)).

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J.4. If applying for a construction or RLF investment, an applicant must afford the appropriate general purpose governmental authority a minimum of 15 days to review and comment on the proposed project (13 CFR § 302.9(a)).
Will the applicant be able to provide these comments?

- ☐ Yes
- ☐ Not applicable, because the applicant is not applying for a construction or RLF grant
- ☐ Not applicable, because this requirement has been satisfied under an existing RLF plan
- ☐ No, for another reason (explain below)

EXHIBIT TO RESOLUTION

OMB Number: 0610-0094
Expiration Date: 11/30/2021

ED-900C – EDA Application Supplement for Construction Programs

A. Metropolitan Area Review

A.1. Projects involving the development of hospitals, airports, libraries, water supply and distribution facilities, sewage and waste treatment works, highways, transportation facilities, water development, or land conservation within a metropolitan statistical area (MSA) require comments from the metropolitan area clearinghouse/agency. Does the proposed project involve any of the above identified developments within an MSA?

☐ Yes ☒ No

A.2. If Yes, please attach either:

☐ Comments from the responsible metropolitan area clearinghouse/agency and a statement that such comments have been considered; or

☐ An explanation as to why comments are not available; or

☐ A statement indicating the date the application was made available to the appropriate metropolitan area clearinghouse/agency and units of general local government for review and certifying that the application has been before the metropolitan area clearinghouse/agency for a period of 60 days without comments or recommendations.

Add Attachment | Delete Attachment | View Attachment

B. District Organization Project Administration

B.1. Will the District Organization for the region in which the project will be located administer the project for the applicant?

☐ Yes ☒ No

B.2. If Yes, you must certify to all of the following and indicate your certification by checking each box:

☐ The administration of the project is beyond the capacity of the applicant's current staff and would require hiring additional staff or contracting for such services;

☐ No local organization/business exists that could administer the project in a more efficient or cost-effective manner than the District Organization; and

☐ The District Organization will administer the project without subcontracting the work.

B.3. If the project will be administered by the District Organization and you did not certify to all of the above, explain below.

EXHIBIT TO RESOLUTION

C. Preliminary Engineering Report

To be considered for assistance, all construction and design applications must include a **Preliminary Engineering Report (PER)** that at a minimum provides the following information:

C.1. Description of project components. Provide a general description of all project components involved in the project. Indicate whether the project involves the construction of new infrastructure or facilities or the renovation or replacement of existing ones. Describe each of the project components in terms of dimensions, quantities, capacities, square footage, etc.

C.2. A statement verifying that the project components described in the engineering report are consistent with the EDA investment project description that is provided in Section B.2 of Form ED-900. Engineering reports that describe project components that are inconsistent with the EDA investment project description in Section B.2 of Form ED-900 will not be considered valid.

C.3. Drawings showing the general layout and location of the existing site conditions and of the project components as well as location of any project beneficiary identified in Section B.9 of Form ED-900 that provide economic justification for the project, if any. Rough dimensions and quantities for major project components should be shown and labeled on the drawings. Drawings should clearly identify the project components that are being proposed. Applicants are encouraged to clarify such drawings, for example, through color coding, labeling, and other appropriate methods.

C.4. A feasibility analysis for the constructability of the project. Include a review of the existing conditions and note particular features, alignments, and circumstances affecting construction of project components.

C.5. The proposed method of construction. Indicate whether construction procurement will be done through competitive bid or other method. Indicate if any portion of the project is to be done by design/build, construction management at risk, the applicant's own forces, or a third-party construction manager. If an alternate construction procurement method (other than traditional design/bid/build with sealed competitive bid process) is proposed, a construction services procurement plan must be provided to EDA for approval in accordance with EDA's regulation at 13 C.F.R. § 305.6(a).

C.6. The number of construction contracts anticipated. If multiple contracts are proposed, describe the project components included in each contract. If separate contracts are anticipated for demolition or site work, the budget information cost classification should reflect the estimated costs for these components. If project phasing is proposed, a project phasing request must be provided to EDA for approval per EDA's regulation at 13 C.F.R. § 305.9(a).

C.7. A current detailed construction cost estimate for each of the project components. Show quantities, unit prices, and total costs and provide a basis for the determination of construction contingencies. The total of this estimate should match the construction line item of the SF-424C.

C.8. Real property acquisition. If the budget includes costs for acquisition of real property, include a current fair market value appraisal completed by a certified appraiser for the property to be purchased.

C.9. A list of all permits required for the proposed project and their current status. Identify all permits required; include the timeline to obtain the permits and discuss how the permitting relates to the overall project schedule. If the project crosses a railroad right-of-way or is within a railroad right-of-way, explain any permitting or approvals that may be required from the railroad or other authority and the timeframe for obtaining these permits or approvals.

C.10. An overall estimated project schedule. This schedule should agree with the project schedule outlined in the ED-900. Include the number of months for each of the following:

i. design period;
ii. period of time to obtain required permits;
iii. period of time to obtain any required easements or rights-of-way;
iv. solicitation of bids and awarding of contracts, and
v. construction period.

C.11. Overall project budget breakdown. For each "cost classifications" line item that the applicant indicates will be included in the project budget on Form SF-424C, the applicant must provide a breakdown of the proposed project costs and tasks that is consistent with the detailed construction cost estimate for the project provided in the PER.

AAR Airframe ARO - PER - 06 | Add Attachment | Delete Attachment | View Attachment

D. Title Requirements

D.1. Does the applicant currently hold title to all project facilities, underlying land, necessary easements, and rights-of-way required for the project?

☒ Yes (go to question D.2) ☐ No (explain below)

D.1.a. If No, does the applicant plan to obtain title?

☐ D.1.a.i. Yes

How and when will the applicant obtain title? (After answering, go to question D.2)

☐ D.1.a.ii. No

Please explain why not

D.1.b. If you indicated that the applicant does not currently have title and does not intend to obtain title, does the applicant hold a long-term lease or hold interest in project property for a period not less than the estimated useful life of the project?

☐ D.1.b.i. Yes. Go to question D.2

☐ D.1.b.ii. No. Please explain below how the applicant will satisfy EDA's title regulation at 13 C.F.R. § 314.7.

D.2. EDA regulations normally require recipients to provide a security interest and/or covenant of use in the real property or significant items of tangible personal property acquired or improved with EDA investment assistance (see 13 C.F.R. §§ 314.8 & 314.9). Will you be able to provide the required security interest?

☒ Yes ☐ No (explain how you will satisfy the requirements of 13 C.F.R. §§ 314.8 & 314.9)

D.3. Will real property or project facilities to be acquired or improved with EDA investment assistance, including any industrial or commercial park acreage, be mortgaged or used to collateralize any type of financing, including but not limited to bonds or tax credits, or is any real property to be used for the project currently mortgaged or being used as collateral?

☐ Yes (explain below) ☒ No

D.4. Describe any required State permits, easements, rights-of-way or leases necessary to construct, operate, and maintain the project.

The project potentially requires three permits: a Building Permit for the roof replacement issued by the City of Lake City or Columbia County Building Department, which typically takes 4-6 weeks to review and must be obtained before construction mobilization; an FAA Airfield Construction Clearance, required because the work occurs on hangars within a controlled airport environment, with an estimated review time of 3-6 weeks; and, if applicable, a Storm water or Environmental Permit from the Florida Department of Environmental Protection/County Environmental Division, which must be secured before any site disturbance and generally takes 2-4 weeks to process. These permits together ensure compliance with building, aviation, and environmental requirements for the EDA funded roof replacement project.

D.5. Describe any liens, mortgages, other encumbrances, reservations, reversionary interests or other restrictions on the applicant's interest in the property.

None.

D.6. Is the project located on a military or Department of Energy installation that is closed or scheduled for closure or realignment?

☐ Yes ☒ No

D.7. Does the project involve construction within a railroad's right-of-way or over a railroad crossing?

☐ Yes (explain below) ☒ No

D.8. Does the project include construction of a highway owned by a State or local government (other than the applicant)?

☐ Yes (explain below) ☒ No

E. Sale or Lease

E.1. Does the applicant intend to sell, lease, transfer, dedicate or otherwise convey any interest in the project facilities, underlying land, or any land improved with EDA investment assistance?

☒ Yes (explain below) ☐ No

The property is currently leased, and this lease will continue into the future. The lease agreement will not expire until 2043.

E.2. Is the purpose of the project to construct facilities to serve an industrial or commercial park or sites owned by the applicant for sale or lease to private parties?

☐ No ☒ Yes

Identify the owners of the acreage, provide an estimate of the number of acres benefiting from the proposed investment and explain how EDA's requirements will continue to be met after any sale or lease.

The City of Lake City owns the 114 acre parcel. The recipient will continue to meet all EDA requirements in the event of any future sale or lease of the project property. Any transfer will be conducted in full compliance with EDA regulations, including securing prior written approval when required. All EDA conditions, such as maintaining the approved use of the facility, protecting the federal interest, and ensuring ongoing reporting and oversight, will remain in effect for the duration of the award's useful life. The recipient will ensure that any new owner or lessee fully understands and accepts these obligations so that the project continues to serve its intended public purpose without interruption.

Note: Applicants may be asked to provide documentation that EDA's requirements will continue to be met after the sale or lease of project property.

E.3. Is the purpose of the project to construct facilities to serve a privately owned industrial or commercial party or other privately owned sites for sale or lease?

☒ No ☐ Yes

If Yes, identify the owners of the acreage, estimate the number of acres benefiting from the proposed investment, and explain below how EDA's requirements will continue to be met after the sale or lease. Note that EDA may require that the private owner agree to certain restrictions on the use of the property and may require that those restrictions survive any sale or transfer of the property. In addition, EDA may require evidence that the private party has title to the park or site and may require the private party to provide other assurance that EDA determines are necessary to ensure that the property is used in a manner consistent with the project purpose. See 13 C.F.R. § 314.3(c) and § 314.7.

E.4. For privately owned land improved by the proposed project, is the private owner willing to enter into an agreement to limit the sale price of the improved land to its fair market value before the improvements for a reasonable period of time?

☐ Yes (explain below) ☒ No/Not applicable (no private owners)

E.5. Is the purpose of the project to construct, renovate or purchase a building?

☒ Yes (explain below) ☐ No

Four Aircraft hangars will be renovated with new roofs.

E.5.a. Will the building be leased in whole or in part?

☒ Yes (explain below) ☐ No

The entirety of all 4 hangars are currently leased by AAR Corp and will continue to be leased after project completion.

E.5.b. Is the purpose of the building to provide incubator space to new companies?

☐ Yes (explain below) ☒ No

E.5.c. Will there be limitations on the length of the lease term?

☒ Yes (explain below) ☐ No

The current lease can be extended until 2043.

E.5.d. Is the purpose of the project to provide building space to a single user or multiple users?

☐ Yes ☒ No

E.5.e. Explain below the terms of any proposed lease.

Beginning in 2023, the lease agreement has four 5-year periods where the tenant can choose to extend the lease. The fourth 5-year period ends in 2043.

F. State Historic Preservation Requirements

Have comments from the appropriate State Historic Preservation Officer (SHPO) already been received?

☒ Yes (attach comments) ☐ No

Florida SHPO.pdf | Add Attachment | Delete Attachment | View Attachment

Note: If comments have not already been received, the applicant will be required to submit materials to SHPO. Regardless of whether the applicant believes historic or archaeological artifacts are present, the applicant will be required work with its SHPO. Specific requirements for states' SHPOs can generally be found on their websites. Applicants can also request additional information from EDA Regional Offices.

Please note that the SHPO clearance process can be lengthy. When submitting this material to the SHPO, the applicant must request that the SHPO submit comments on the proposed project to the EDA Regional Office processing the application.

G. National Environmental Policy Act (NEPA) Requirements

G.1. Please attach an environmental narrative and applicant certification clause using the template found on www.eda.gov.

City of Lake City - Environ | Add Attachment | Delete Attachment | View Attachment

Federal agencies are required by law to assess the expected environmental impacts associated with proposed federal actions. Depending on its analysis of information submitted by the applicant, EDA may request additional information to better understand the current environmental conditions and the project elements that will affect the environment.

Comprehensive information is required to complete an environmental review in accordance with NEPA. Information must be provided for the:

(i) site where the proposed project facilities will be constructed and the surrounding areas affected by its operation; and

(ii) areas to be affected by any primary beneficiaries of the project.

(iii) The information submitted must be sufficient to evaluate all reasonable alternatives to the proposed project and the direct and indirect environmental impacts of the project, as well as the cumulative impacts on the environment as defined in the regulations for implementing the procedural provisions of NEPA. See 40 C.F.R. parts 1500-1508.

The level of detail should be commensurate with the complexity and size of the project and the magnitude of the expected impact. Previously completed environmental impact documentation (assessments, impact statements, etc.) for activities in the region in which the proposed project will be located may be used as documentation.

H. Business Incubators and Accelerators

Does the applicant intend to construct or renovate a business incubator, accelerator, commercialization center, or similar project?

☒ No ☐ Yes

Please attach a feasibility study demonstrating the need for the Project and an operational plan based on industry best practices demonstrating the Eligible Applicant's plan for ongoing successful operations. See the applicable NOFO for additional information and guidance.

Add Attachment | Delete Attachment | View Attachment

City of Lake City

Hurricane Resilient Airport MRO Infrastructure

EDA D25 - Implementation - Construction

Application ID - EDA-APP# 00015071

Budget Narrative

The total project cost is $7,499,993, which is consistent with the amounts listed in Form SF-424 (question 18, line g) and Form SF-424C. The budget includes $6,068,175 for construction activities, $750,000 for engineering, design, permitting, and construction oversight, and $681,818 for contingencies. All costs support the replacement of the existing, storm-damaged roof systems on four aircraft maintenance hangars within the City-owned, 114-acre aviation industrial complex leased to AAR.

Construction Costs - $6,068,175
Construction costs include demolition and removal of the deteriorated 1960s roof assemblies; replacement of metal roof panels and deteriorated structural purlins; installation of new standing seam metal roofing systems designed to meet current Florida Building Code hurricane-resilience standards; installation of required waterproofing components, flashing, and trim; and replacement or upgrading of gutters, downspouts, and drainage systems. These costs also include labor, materials, equipment, mobilization, and project-required safety measures. Construction activities will be completed using a phased approach to minimize operational impacts at the active MRO facility. All work constitutes permanent capital improvements with an expected useful life of 30–40 years.

Engineering and Project Administration - $750,000
Engineering costs include final design, preparation of bid-ready drawings and specifications, structural assessments, environmental and permitting coordination, construction administration, and on-site construction engineering inspections required to certify that the roof systems meet all structural, safety, and building code requirements. These services will support bid preparation, contractor solicitation, and full compliance with EDA design and construction standards. Engineering services will be procured in accordance with federal, state, and local procurement requirements.

Contingency - $681,818
The contingency budget of $681,818 provides a necessary financial buffer to cover unforeseen conditions or cost fluctuations that may arise during the roof replacement project. Given the age and deteriorated condition of the existing 1960s roof systems, unanticipated structural repairs, material cost escalations, or scheduling impacts may occur once demolition and construction activities begin. This contingency ensures the project can address these unexpected needs without compromising scope, quality, or compliance with Florida Building Code and EDA construction standards. Maintaining an adequate contingency is essential for safeguarding project continuity, mitigating risk, and ensuring successful and timely completion of the permanent capital improvements.

Federal and Non-Federal Share
AAR will provide the required 20% non-federal match, which will be applied proportionally across both construction and engineering costs unless otherwise required to support the scheduling of project phases. AAR's match will support direct construction activities, engineering services, and related eligible project costs.

Subrecipient and Contractor Determinations
The City will administer the award directly and will not issue subawards. Contractors performing design, engineering, and construction services will be procured through competitive, sealed bidding consistent with 2 CFR Part 200 procurement standards. Contractors will be characterized as vendors/contractors rather than subrecipients, as they will be providing goods and services within the scope of the project rather than carrying out a programmatic portion of the federal award. Should the City determine that a subrecipient relationship is required for any component of the project, documentation and justification will be submitted to EDA for review and approval prior to execution.

Summary
The budget presented is reasonable, allowable, and fully aligned with EDA requirements. The combination of EDA funds and AAR's committed non-federal match will support the full replacement of the hangar roofing systems, ensure engineering oversight and code compliance, and restore long-term operational resilience for the region's largest aviation employer. The project budget supports all work necessary to deliver permanent, hurricane-resilient improvements that will protect critical public industrial facilities and strengthen the region's economic stability.

City of Lake City

Hurricane Resilient Airport MRO Infrastructure

EDA D25 - Implementation - Construction

Application ID - EDA-APP# 00015071

Impact and Engagement Narrative

Section 1: Executive Summary

Project Title: Hurricane Resilient Airport MRO Infrastructure Project

The Lake City Hurricane-Resilient Airport MRO Infrastructure Project will restore and harden critical industrial infrastructure by replacing and renovating hurricane-damaged roofing systems on four aircraft maintenance hangars within the City-owned, 114-acre aviation industrial complex leased to AAR. Built in the 1960s, these hangars have suffered decades of deterioration and repeated storm impacts, resulting in severe roof damage, water intrusion risks, and end-of-life structural conditions that now threaten operational continuity and workforce stability. This project addresses these urgent vulnerabilities by installing modern, hurricane-rated roofing systems designed to meet current Florida Building Code standards and ensure long-term resilience.

The City's vision is to secure the long-term viability, safety, and resilience of the region's largest aviation maintenance employer by protecting the critical public facilities that underpin stable job retention, industrial productivity, and economic mobility. The mission is to restore full structural integrity to the hangars, safeguard year-round aircraft maintenance operations, and strengthen the region's ability to withstand and recover from future hurricanes. These improvements directly support business continuity, protect high-skill jobs, and sustain the city's expanding aerospace sector.

The project's goals include restoring hurricane resilience to the four aircraft maintenance hangars, reducing disaster-related operating risks, protecting and expanding aviation sector employment, and supporting regional economic recovery by ensuring that the complex remains fully functional and competitive. By eliminating weather-related bay closures and improving operational reliability, the project enables the MRO facility to maintain its throughput of approximately 150 aircraft annually and sustain its workforce pipeline of 75–90 apprentices each year.

The geographic region served includes the City of Lake City, Columbia County, and the surrounding North-Central Florida counties that rely on the aviation industrial complex for employment, industrial activity, supply-chain functions, and economic stability. Strengthening this facility will stabilize the economic foundation for a rural region that depends heavily on the aviation sector for high-skill career pathways, supplier activity, and long-term economic resilience.

Section 2: Disaster Impact

The region relies heavily on the aviation maintenance, repair, and overhaul (MRO) operations housed within the City-owned, 114-acre aviation industrial complex. The MRO facility maintains a throughput of approximately 150 aircraft annually and supports roughly 650 direct high-skill jobs, along with a Registered Apprenticeship Program enrolling 75–90 apprentices each year. These positions constitute some of the county's highest-wage employment opportunities and form a core part of the local labor force and its mobility. The aviation sector, due to its size and concentration, plays an outsized role in supporting local service industries, retail establishments, suppliers, and other regional economic actors.

Hurricane Idalia in 2023, and hurricanes Debby and Helene in 2024 affected the region severely and compromised the economic foundation by accelerating the deterioration of the four 1960s-era hangar roofs at the Lake City Airport. Repeated storm impacts resulted in water intrusion, safety hazards, and weather-related bay closures. These disruptions undermine operational capacity, threaten the facility's ability to maintain its aircraft throughput levels, and creates significant risk for job losses at the county's single largest private employer. With 650 direct jobs and a pipeline of apprentices depending on the uninterrupted operation of the hangars, every instance of downtime reduced earnings, productivity, and workforce stability.

These disruptions also intensified concentration risk. Because the MRO represents a disproportionately large share of the regional transportation-sector workforce, any reduction in operational capacity generated immediate downstream impacts. Storm-related closures reduced demand for local suppliers, constrained subcontractors, and contributed to declines in regional consumer spending. Without restoring facility reliability, the region risked temporary or permanent job dislocation, weakening the broader economic ecosystem.

The hurricanes further jeopardized workforce development. Water-damaged and unsafe facilities interrupted apprenticeship and on-the-job training, creating challenges for sustaining a skilled labor pipeline in a rural county where high-skill career pathways are otherwise limited. Disruptions to training schedules and diminished operating capacity endangers long-term labor force participation and stifles opportunities for upward mobility.

Finally, storm-related damage to the hangars threatens the region's competitiveness in the aerospace maintenance industry. The lack of weather-resilient infrastructure placed the MRO at a disadvantage in securing and fulfilling maintenance contracts, especially compared to facilities in regions less vulnerable to weather-related disruptions. This further heightened the risk of contract loss, reduced production, and missed opportunities for future expansion such as precision machining or component refurbishment, activities that could otherwise create additional high-skill jobs and support long-term regional diversification.

In summary, the disasters produced both immediate and systemic economic impacts, it reduced operational capacity, increased the risk of job loss, constrained training pathways, weakened regional competitiveness, and had broad downstream commercial effects. Without targeted infrastructure investment, these impacts would compound, preventing the region from fully recovering and undermining prospects for future economic growth.

Section 3: Project Impact

The proposed project will restore critical aviation infrastructure while positioning the region for economic growth that exceeds its pre-disaster trajectory. By replacing the failing, storm-damaged roofs on four aircraft maintenance hangars with hurricane-rated systems, the project directly strengthens the region's largest aviation maintenance operation and mitigates the most significant threat to its long-term stability.

The project supports the aviation maintenance, repair, and overhaul (MRO) sector, which anchors approximately 650 high-skill jobs and trains 75–90 apprentices each year. The installation of modern, hurricane-rated roofing systems will eliminate weather-related bay closures, restore the complex's ability to maintain its throughput of roughly 150 aircraft annually, and ensure continuity of operations across all maintenance lines. This restoration of structural reliability is essential to preserving existing employment, maintaining specialized workforce pipelines, and preventing broader economic instability in a rural county with limited high-wage industries.

The improvements directly address disaster-related damage by replacing deteriorated 1960s roof assemblies, repairing compromised structural components, and upgrading all drainage and water intrusion systems. These hardened facilities will significantly reduce storm vulnerability and protect the complex from future operational disruptions. The enhancements make the aviation industrial complex markedly more resilient to hurricanes and severe weather events, reducing long-term maintenance costs and ensuring uninterrupted aircraft maintenance capacity.

Importantly, the project not only restores pre-disaster conditions but also serves as a catalyst for expanded regional economic competitiveness. AAR has committed to investing approximately $20 million in planned capital improvements following the hangar roof replacements. These private investments will build on the foundation established by the EDA-supported upgrades and enable the MRO to expand into higher-value activities such as precision machining, component refurbishment, and advanced manufacturing operations. This expansion potential is expected to generate additional full-time positions, broaden the region's industrial base, and enhance long-term economic resilience.

Collectively, the project sets the region on a trajectory to surpass pre-disaster economic performance by stabilizing existing jobs, ensuring operational continuity, supporting workforce advancement, and enabling new industry growth driven by AAR's post-repair capital investments. The outcome metrics proposed to measure project success include: number of hangars fully restored to hurricane-resilient standards; reduction in storm-related downtime; number of jobs retained; number of apprentices trained annually; annual aircraft throughput maintained or increased; and documentation of AAR's capital investments and resulting job creation or expansion activities.

Section 4: Engagement

The City engaged a wide range of stakeholders throughout the development of the project, including AAR leadership, facility engineers, workforce representatives, local economic council partners, business community members, and aviation industry stakeholders. Engagement activities included site inspections, facility planning meetings, and consultations with operations managers regarding operational risks and restoration priorities.

Stakeholder feedback emphasized urgent concerns regarding water intrusion, roof failure risks, safety hazards, and interruptions to aircraft maintenance operations. AAR and workforce representatives stressed that deteriorated hangar conditions were increasingly affecting productivity, contract reliability, and long-term operational planning. Economic development partners highlighted the importance of protecting high-wage aviation jobs and maintaining the region's industrial competitiveness.

Based on this input, the project design incorporated enhanced hurricane-resilient roofing materials, updated drainage systems, and structural reinforcements to address both immediate and long-term vulnerabilities. Stakeholder feedback guided decisions around construction phasing to minimize operational disruptions and informed project sequencing to avoid interfering with maintenance schedules.

Section 5: Commitments

The project includes commitments from the City's aviation industry partner and lease tenant AAR. AAR has provided a commitment to provide the 20% match to the City for the grant, they have demonstrated their intention to honor their ongoing lease commitment long-term, and to maintaining the improved facilities. The City has committed to managing all procurement, environmental review, and permitting requirements for the project.

These commitments demonstrate a strong private-sector investment in the long-term resilience and continued operation of the aviation industrial complex. In addition to the financial match, AAR will maintain the renovated facilities through ongoing operational oversight and routine maintenance. This includes ensuring that the new hurricane-rated roofing systems, drainage improvements, and structural enhancements remain in optimal condition throughout their lifecycle. AAR's commitment reflects its long-term stake in the region's economic stability and its reliance on safe, resilient hangar infrastructure to support aircraft maintenance operations, workforce development, and future industry growth.
The City will continue to serve as owner and manager of the aviation industrial complex, coordinating with AAR to monitor facility conditions, address operational needs, and uphold all local compliance responsibilities. Full documentation for AAR's match commitment and maintenance responsibilities is included with the application.

Conclusion:

The proposed hangar roof replacement project represents a pivotal investment in the long-term economic strength, resilience, and competitiveness of the region's aviation sector. By restoring hurricane-damaged facilities that support more than 650 high-skill jobs and a robust apprenticeship pipeline, the project directly stabilizes the region's most important economic anchor while addressing vulnerabilities that have repeatedly disrupted operations and threatened long-term productivity. The installation of modern, hurricane-rated roofing systems will eliminate weather-related closures, safeguard critical infrastructure, and ensure that aircraft maintenance operations can continue reliably during and after severe weather events.

Beyond restoring pre-disaster conditions, the project positions the region for meaningful economic advancement. AAR's commitment to maintain the upgraded hangars and contribute the required 20 percent match underscores strong private-sector partnership and long-term operational confidence. Additionally, AAR's planned $20 million in capital improvements following the roof replacements will further expand industrial capabilities, support higher-value activities, and create new opportunities for business growth and job creation. Together, these investments will elevate the region's competitiveness in the aerospace maintenance market and strengthen the foundation for continued economic diversification.

Through coordinated stakeholder engagement, data-driven planning, and targeted infrastructure improvements, this project ensures that the community will recover stronger than before, with enhanced resilience, greater economic opportunity, and a more sustainable future trajectory. The combined impact of EDA support, City leadership, and AAR's long-term commitments will deliver durable benefits that extend well beyond the project's completion and secure the region's position as a critical hub for aviation maintenance and skilled workforce development.

City of Lake City

Hurricane Resilient Airport MRO Infrastructure

EDA D25 - Implementation - Construction

Application ID - EDA-APP# 00015071

Environmental Narrative

A. PROJECT DESCRIPTION

A.1 Beneficiaries

The proposed project will benefit existing businesses and economic activities located at the Lake City Gateway Airport. It will preserve the operations of AAR Corp., which is the largest private employer in Columbia County and the region's only major commercial aircraft maintenance operation. Protecting these facilities will support approximately 650 full-time equivalent positions in transportation and advanced manufacturing sectors. The project also supports about 15 additional on-site companies that provide customer representation, contract labor, parts supply, engineering, and regulatory compliance services, representing roughly 200 additional full-time equivalent positions tied directly to aircraft maintenance activities. It will help maintain regional supply chains involving construction, logistics, professional services, and manufacturing firms that rely on ongoing MRO operations, strengthening local economic stability in a rural area with a high concentration of goods-producing industries. The project also preserves the infrastructure needed to sustain AAR's Registered Apprenticeship Program, which enrolls 75 to 90 apprentices annually and provides access to skilled aviation careers. In addition, the improvements will enhance the competitiveness of the MRO campus for future aviation-related tenants and potential expansion activities expected to generate 125 new full-time positions. Finally, the project strengthens critical aviation infrastructure, reducing vulnerability to hurricanes and severe weather events and protecting regional employment and economic resilience.

A.2 Proposed Construction

The City of Lake City proposes to replace storm-damaged and end-of-life roofing systems on four existing aircraft maintenance hangars at the Lake City Gateway Airport in Columbia County, Florida. All work occurs within City-owned airport property on a 114-acre aviation industrial leasehold that has been in continuous use since the 1960s. The project includes roof replacement on Hangars 3, 5, 6, and 9 totaling approximately 352,406 square feet, with all work confined to existing building footprints on previously developed land and with no new construction or land-use changes. Activities include removal and disposal of old roofing materials, inspection and selective structural reinforcement, and installation of new Florida Building Code compliant metal roofing systems with insulation, waterproofing, flashing, and upgraded drainage. Construction staging and material storage will remain within existing paved apron areas. No trenching, excavation, or new ground disturbance will occur, resulting in zero acres of land disturbance. The anticipated schedule is 13 months, including design, permitting, mobilization,

sequential roof replacement to maintain ongoing aircraft maintenance operations, inspections, and closeout. Routine maintenance after completion will not involve ground disturbance.

A.3 Need and Purpose

The proposed project aims to restore and harden critical publicly owned aviation infrastructure by replacing aging and storm-damaged roofing systems on four aircraft maintenance hangars at the Lake City Gateway Airport. These hangars support the county's largest private-sector employer and a key transportation and manufacturing industry cluster essential to economic stability and workforce retention in Columbia County. The need for the project stems from repeated hurricane impacts and the deteriorated condition of roofs originally constructed in the 1960s that have exceeded their functional lifespan. Ongoing water intrusion and structural degradation threaten operational continuity, worker safety, and regional economic resilience in a Rural Area of Opportunity. The project will restore pre-disaster operational capacity, improve resilience to future extreme weather events, and protect essential public assets without altering land use or expanding facility footprints.

A.4 Alternatives to the Proposed Project

The City of Lake City evaluated several alternatives to address damage and deterioration at the aircraft maintenance hangars. The No Action alternative, involving continued temporary repairs, would not restore operational reliability or reduce safety hazards and was rejected due to risks of operational disruption and job loss. Partial roof repairs would not correct structural deficiencies or meet current hurricane-resilience standards and were rejected because they fail to provide long-term reliability. Relocating operations or constructing new off-site facilities would create unnecessary costs, disrupt active maintenance operations, and result in additional environmental impacts and therefore did not meet the project's purpose and need. The preferred alternative is full roof replacement on the existing hangars, which restores pre-disaster capacity, strengthens resilience to future storms, and preserves approximately 650 direct jobs while remaining entirely within the existing airport footprint with no new ground disturbance and no impacts to wetlands or floodplains.

B. HISTORIC/ARCHEOLOGICAL RESOURCES

B. Historic and Archeological Resources

The proposed project will replace the roofs on four existing aircraft maintenance hangars at the Lake City Gateway Airport at 102 SE Academic Ave, Lake City, FL 32025. The Area of Potential Effect includes the footprints of the hangars and the adjacent operational areas where construction activities will occur, including staging, demolition, and roof replacement. Consultation with local and state authorities confirmed that no known historic or cultural resources are present within the Area of Potential Effect. The Florida State Historic Preservation Office reported that the Lake City Municipal Airport is neither listed on the National Register of Historic Places nor considered eligible for listing. The City of Lake City Growth Management Department confirmed that no historic properties exist within the airport boundaries and that the site is not located within a designated historic district. Based on these findings, the proposed project will have no effect on historic properties or cultural resources. Documentation from both SHPO and the City of Lake City confirming the absence of historic resources is included in the project attachments. The determination is that no historic properties or cultural resources are present within the Area of Potential Effect, and therefore no historic properties will be adversely affected by the proposed roof replacement activities.

C. AFFECTED ENVIRONMENT

C.1 Affected Area

The project site is the City-owned Lake City Municipal Airport in Columbia County, Florida. The area is flat, entirely developed, and graded to support aviation operations, including paved aprons, taxiways, and existing hangars. The airport has served as a commercial and industrial aviation maintenance center since the 1960s, and the 114-acre leasehold remains central to the region's maintenance, repair, and overhaul activities. Native vegetation on the site is minimal and consists primarily of maintained turf, landscaping, and paved surfaces. No significant native vegetation will be removed as part of the project, and wildlife present consists of common species adapted to urban and airport conditions. There are no State or National Parks, National Wildlife Refuges, National Game Preserves, Wilderness Areas, Wild or Scenic Rivers, or other protected lands located on or near the project site. Direct effects are limited to temporary construction-related disturbance occurring on hangar rooftops and adjacent operational areas with no impacts anticipated to vegetation, wetlands, water bodies, or protected wildlife. Temporary increases in noise, dust, and activity will occur during the estimated eighteen-to-twenty-four-month construction period. Indirect effects are minimal because the project restores existing industrial capacity without changing land use, expanding operations, or altering surrounding undeveloped areas. Maintaining MRO operations at the airport supports regional economic development, workforce stability, and continuity of high-wage employment opportunities.

C.2 Coastal Zones

The Lake City Municipal Airport is not located within a designated coastal zone under the Coastal Zone Management Act, as confirmed by NOAA mapping and Florida's coastal boundary data. No beaches, dunes, shorelines, estuaries, or other coastal resources occur on or near the airport property. The project involves replacement of roofs on existing structures and does not include any activity involving construction over water or within navigable waters. No coastal zone impacts are anticipated because all activities occur on previously developed, land-based airport infrastructure.

C.3 Wetlands

The project site contains no jurisdictional wetlands, streams, or waters regulated under Section 404 of the Clean Water Act. The area consists entirely of impervious airport surfaces including hangars, taxiways, parking aprons, and support structures. Because no wetlands or waters of the United States are present within or adjacent to the project area, the project will not cause direct or indirect impacts to these resources. All work occurs on existing building footprints without grading, excavation, filling, or other ground disturbance. No mitigation or alternative wetland avoidance measures are required.

C.4 Floodplains

The proposed project is not located within a FEMA designated one-hundred-year or five-hundred-year floodplain, as confirmed by Flood Insurance Rate Map Panel 12027C0415D with an effective date of October 16, 2012. The hangar complex and surrounding paved surfaces are situated on elevated and previously developed areas of the airport property. No critical facilities are being newly introduced into flood-prone areas, and the project does not alter drainage patterns or increase on-site or off-site flood risk. The City of Lake City participates in the National Flood Insurance Program and remains in compliance with applicable federal and local floodplain management requirements.

C.5 Endangered Species

The project is located entirely within a developed aviation industrial site that contains no natural

habitats. U.S. Fish and Wildlife Service IPaC review and county-level protected species listings indicate that no federally listed threatened, endangered, or candidate species or designated critical habitat occur within the project area or its immediate surroundings. Because the project consists solely of roof replacement on existing structures without any ground disturbance or alteration of natural areas, the potential for impacts to protected species is negligible. No Biological Assessment or effect determination is required at this time, and no consultation with the U.S. Fish and Wildlife Service or National Marine Fisheries Service has been initiated, although the project team will follow EDA direction if additional coordination becomes necessary.

C.6 Land Use and Zoning

The project area is located within the City of Lake City limits and is zoned for Public and Industrial Airport use. The site consists of a fully developed 114-acre aviation campus that supports maintenance, repair, and overhaul operations. Surrounding parcels contain aviation support facilities, airport operations areas, and light industrial uses. No residential, recreational, or agricultural land occurs within the immediate vicinity. No part of the project site or adjacent areas has been designated as prime or unique farmland under USDA criteria. Because the project involves renovation of existing structures without expansion into undeveloped land, it is fully consistent with the zoning designation and surrounding land uses.

C.7 Solid Waste Management

Operations at the airport's MRO facility generate approximately twelve to eighteen tons of solid waste per month. Waste streams include general commercial refuse and recyclable materials such as metals, cardboard, and paper. Waste is collected by WastePro, a permitted provider, and transported to Class I and Class III landfills serving Columbia County, which have sufficient remaining capacity to accommodate current and projected volumes. The proposed project does not increase facility capacity or waste generation beyond existing operational levels, and no new waste disposal infrastructure is required.

C.8 Hazardous and Toxic Substances

The primary facility operator, AAR Corp., manages hazardous materials under a Florida Large Quantity Generator identification and complies with all applicable federal and state regulations. Hazardous wastes are collected, stored, and transported by licensed contractors for off-site treatment or disposal within required timeframes. The roof replacement project does not introduce new hazardous or toxic substances beyond standard construction materials, which will be handled in accordance with OSHA and EPA requirements. A recent Phase I Environmental Site Assessment identified no recognized environmental conditions requiring remediation before construction. No known contamination areas will be disturbed by the project.

C.9 Water Resources

The airport leasehold is supplied with potable water by the City of Lake City municipal water system. No on-site groundwater wells are used, and the aquifer serving the region is not in overdraft or adjudication. Stormwater generated from the developed leasehold is managed through on-site retention ponds that ultimately discharge to Price Creek, which is not listed as impaired under EPA Section 303(d). The project does not introduce new discharges or alter stormwater patterns because roof footprints and drainage systems remain unchanged. Standard construction best management

practices will be implemented to prevent erosion and sedimentation. The site is not located within a sole source aquifer recharge area.

C.10 Water Supply and Distribution
The municipal water system serving the airport complies with Safe Drinking Water Act standards and has adequate supply and distribution capacity to meet existing and future water demands. The facility currently uses approximately 191,000 gallons of water per month. The roof replacement project does not increase long-term water consumption because no new processes or water-intensive activities are added. Temporary construction water use will be minimal and managed efficiently to avoid strain on the municipal supply.

C.11 Wastewater Collection and Treatment
Wastewater from the site is managed under Industrial Wastewater Permit LC001090103-4. The on-site system has sufficient treatment and storage capacity and discharges to the municipal wastewater system at levels well within permitted limits. The municipal treatment plant has adequate capacity to accommodate both ongoing operations and temporary construction-related wastewater. No upgrades or additional wastewater infrastructure are required for the proposed project.

C.12 Environmental Justice
The proposed project will not result in disproportionate impacts on minority or low-income populations. Work occurs entirely within an established industrial aviation complex and involves renovation of existing structures without introducing new emissions, hazards, or land use changes. Construction impacts are temporary and controlled through standard mitigation measures. The project preserves existing employment and supports long-term economic stability within the region.

C.13 Transportation
The airport is served by U.S. Highway 90 and internal airport service roads that accommodate industrial and aviation-related traffic. The roof replacement project does not create permanent changes to traffic patterns. Construction-related vehicle activity will be temporary, limited to deliveries and contractor movements, and managed within on-site staging areas. No residential, institutional, or recreational areas will be affected. The project will not exceed roadway capacity or reduce levels of service.

C.14 Air Quality
Temporary air emissions associated with construction activities, including dust and equipment exhaust, will be minimized using standard best management practices. Operational emissions from the facility will remain consistent with existing permit conditions because no new industrial processes are introduced. The project location is not within a non-attainment area for any criteria pollutants, and local atmospheric conditions support adequate pollutant dispersal. No long-term air quality impacts are expected.

C.15 Noise
Construction activities will produce temporary noise confined to the immediate project area and limited to typical work hours. These noise levels will not exceed levels already common in an active aviation and industrial setting. The adjacent Florida Gateway College has long operated next to the airport and is accustomed to airport-related and construction-related noise. No long-term increases in ambient noise levels are anticipated once construction is complete.

C.16 Permits

The project involves roof replacement on existing structures and requires standard local building and roofing permits, FAA Airfield Construction Clearance permit, and FDEP stormwater permit (if required), all of which will be obtained before construction. No other federal or state environmental permits are required because the project does not affect wetlands, floodplains, coastal zones, or navigable waters.

C.17 Public Notification and Controversy

The City of Lake City will provide formal public notice following award of the EDA grant during a publicly accessible City Council meeting. Project information will be available to residents and stakeholders through publicly posted meeting documentation. No objections or controversies have been raised regarding the project. If concerns arise, they will be addressed through established public engagement processes.

C.18 Cumulative Effects

Past, present, and reasonably foreseeable activities at the airport include MRO operations, prior storm-related repairs, ongoing maintenance, and planned future improvements such as replacement of Hangar Zero and potential expansion of light industrial activities. The proposed roof replacement project contributes positively to infrastructure reliability and operational stability without adding adverse environmental impacts. The project does not increase air emissions, noise, water use, or ecological impacts and supports regional economic resilience by preserving critical aviation infrastructure and associated employment. Overall, cumulative impacts are minimal and beneficial to long-term operational continuity and economic stability.

D. MITIGATION

Mitigation measures for the proposed project are designed to minimize temporary construction impacts and ensure that all work is completed in a safe, compliant manner. Construction noise will be reduced through careful sequencing and adherence to standard noise control practices such as limiting work to normal daytime hours and using properly maintained equipment with appropriate mufflers. Stormwater and water resource protection will be maintained through the continued use of existing retention ponds and the implementation of best management practices to control sediment and runoff during construction activities. Air quality impacts will be minimized through standard dust control methods and careful handling of materials, and no long-term increases in emissions are expected. Solid waste and hazardous materials generated during construction will be managed and disposed of in accordance with existing facility protocols, and ongoing recycling programs for metals, cardboard, and paper will continue without interruption. Construction-related traffic will be scheduled to minimize conflicts with peak aviation operations, and the completion of taxiway and apron improvements will support safe and efficient access to the hangars. Although no known historic or archaeological resources are present within the project area, any unexpected discoveries will be handled in coordination with the State Historic Preservation Office. The project is outside mapped one-hundred-year and five-hundred-year floodplains and contains no wetlands, and standard erosion and sediment controls will be applied to ensure that surrounding areas are not indirectly affected. No endangered species or critical habitat occur on-site, and the use of best management practices will avoid inadvertent impacts to wildlife. Worker and community safety will be ensured through compliance with OSHA standards, including the use of designated work zones, protective barriers, and safety signage to reduce risks to construction personnel and on-site contractors.

North Central Florida Regional Planning Council

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

May 28, 2026

Mr. Lee Mertins, Acting Regional Director
U.S. Economic Development Administration
401 Peachtree Street, NW Suite 1820
Atlanta, GA 30308-3510

Dear Lee:

The North Central Florida Regional Planning Council is pleased to submit this letter in support of the City of Lake City's proposal to replace the storm-damaged roofing systems on four aircraft maintenance hangars at the Lake City Gateway Airport through a U.S. Economic Development Administration Supplemental Disaster grant.

This project strengthens physical infrastructure while safeguarding the region's largest source of high-skill jobs and training pathways. A local registered apprenticeship program supports a continuous pipeline of skilled aviation technicians for the aviation industry housed at Lake City Gateway Airport. Hardening four hangars with hurricane-rated roofing addresses resiliency by reducing vulnerability to severe weather events and ensuring rapid recovery following storms.

The City's proposal aligns well with the North Central Florida Comprehensive Economic Development Strategy. In particular, the replacement of the storm-damaged roofing systems on four aircraft maintenance hangars at the Lake City Gateway Airport furthers the following goal of the Strategy.

> GOAL7 - Modernize the region's transportation, telecommunications, energy, water and wastewater systems to meet future demand and respond to changing business needs.
>
> GOAL 8 - Improve coordination of economic development, land use, infrastructure, water, energy, natural resources, workforce and community development decision-making and investments at the regional level.

Thank you very much for your consideration of this City of Lake City proposal. Should you have any questions concerning our support for the initiative, please do not hesitate to contact me at 352.339.2489.

Sincerely,

Scott R. Koons, AICP
Executive Director

EXHIBIT TO RESOLUTION

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AAR Facility

EXHIBIT TO RESOLUTION

11/07/2022

COLUMBIA COUNTY
Property Appraiser

Parcel 01-4S-17-07466-002 https://search.ccpafl.com/parcel/07466002174S01

102 SE ACADEMIC AVE

Owners

CITY OF LAKE CITY (LEASED)
AERO CORPORATION (TIMCO)
102 SE ACADEMIC AVE
LAKE CITY, FL 32025

Legal Description

114.56 AC SEC 1-4S-17, AS PER LEASE FROM CITY OF LAKE CITY,

Use: 8901: MUNICIPAL IMP- NON- EX
Subdivision: DIST 2

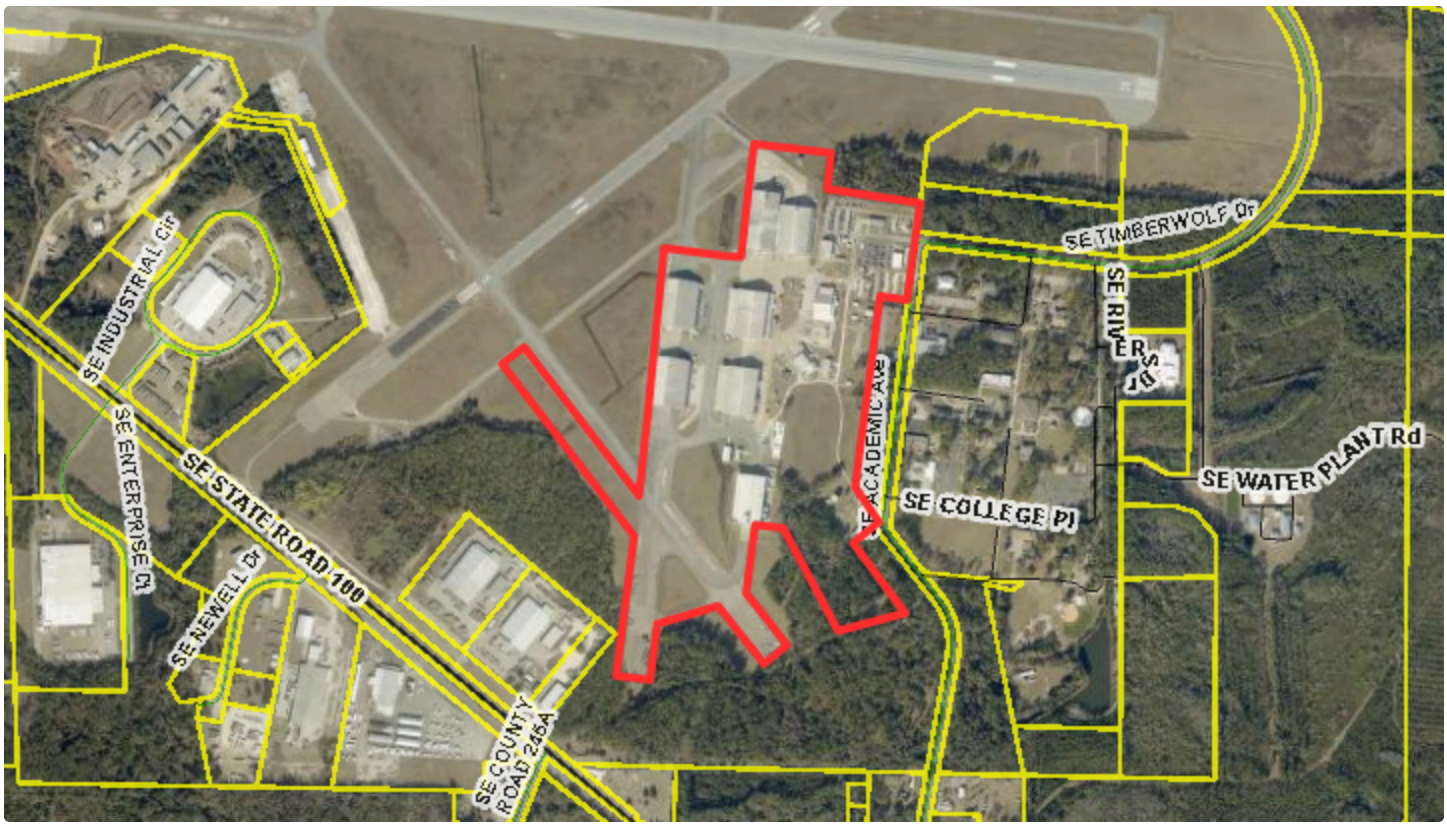

EXHIBIT TO RESOLUTION

ARCHITECTURE

C4 Architecture, L.L.C.
135 W. Central Blvd.
Suite 400
Orlando, Florida 32801

p 407.363.6136
AR91246

June 11, 2026

Aaron Swanson
AAR Airframe MRO – Lake City
102 Academic Ave
Lake City, FL 32025

Re: **Preliminary Engineering Report (PER)**
AAR Hangar Roof Replacement – Hangars 3, 5, 6, & 9

To Whom It May Concern:

AAR Airframe MRO has authorized C4 Architecture to provide this Preliminary Engineering Report (PER) in a format acceptable to EDA for the replacement of compromised and failing roof system. This narrative only applies to the requirements for the roof replacement and does not imply either the inclusion or exclusion of any items or services that may be required by the owner, owner's insurer, authority having jurisdiction, or any other entity.

Preliminary Engineering Report (PER)

C.1. Project Overview

Project Overview

The proposed project (the "Total Project") consists of a coordinated set of improvements to four existing aircraft hangars located at the City-owned airport facility: Hangar 3 (H3), Hangar 5 (H5), Hangar 6 (H6), and Hangar 9 (H9). The Total Project includes the replacement of obsolete roof systems including metal uninsulated roof panels and light gauge steel purlins. The project does not involve the construction of new facilities; all work is limited to the rehabilitation and modernization of existing infrastructure.

The Total Project is comprised of EDA-funded components and limited to the roof replacement components. The roof systems have exceeded their useful life and have sustained storm-related damage from multiple recent hurricane events.

EDA-Funded Project Components

EDA funding will be used exclusively for the replacement of roof systems on the following existing hangars:

- Hangar 3 (H3)
- Hangar 5 (H5)
- Hangar 6 (H6)
- Hangar 9 (H9)

The EDA-funded work includes demolition and disposal of existing roofing materials; replacement of deteriorated metal roof panels and steel purlins; and installation of new, code-compliant metal roof systems. The replacement roofs will be designed to meet current Florida Building Code. Replacement roof system will also be FM Approved and designed in strict accordance with guidelines as shown in RoofNav and the latest issues of FM Property Loss

Prevention Data Sheets 1-28, Wind Design; 1-29, Roof Deck Securement and Above-Deck Roof Components; and 1-31, Panel Roof Systems. RoofNav can be accessed at www.RoofNav.com. A RoofNav Assembly Number can typically be obtained from a roofing manufacturer's sales representative.

Each hangar is a large-span aircraft storage structure with substantial roof area typical of aviation facilities. Based on existing facility records, the approximate roof areas are as follows: Hangar 3 (H3) – 106,500 square feet; Hangar 5 (H5) – 84,330 square feet; Hangar 6 (H6) – 84,057 square feet; and Hangar 9 (H9) – 77,519 square feet. Final dimensions and quantities will be verified during final design. The total EDA-funded roof replacement area across all five hangars is approximately 352,406 square feet. The new roof systems will include standing seam uninsulated metal panels, steel purlins, flashing, trim, fasteners, and related waterproofing components necessary to provide a complete, functional roof assembly. Metal gutters and downspouts, meeting required codes will also be provided. The roof replacement components are permanent capital improvements with an anticipated useful life of approximately 30 to 40 years, assuming routine maintenance. These components exceed EDA's minimum 20-year useful life requirement. These improvements will restore and enhance the resilience and long-term functionality of critical airport infrastructure that supports regional aviation and aerospace-related economic activity.

Components With Useful Life Less Than 20 Years

The EDA-funded components (roof systems) have useful lives exceeding 20 years. Certain ancillary components associated with the EDA-funded have shorter anticipated service lives, including:

- Roof sealants, gaskets, and minor waterproofing accessories: approximately 10–15 years

These shorter-life components are standard, replaceable elements that do not affect the long-term useful life of the primary roof and structural systems.

C.2. Statement

Consistency With EDA Investment Project Description (Form ED-900, Section B.2)

The project components described in this Preliminary Engineering Report are fully consistent with the EDA Investment Project Description provided in Section B.2 of Form ED-900. Both documents describe the same Total Project, consisting of the coordinated rehabilitation of existing airport hangar infrastructure through the replacement of obsolete roof systems on five existing hangars.

As described herein and in Form ED-900, EDA funding is limited exclusively to the roof replacement components, totaling approximately 352,406 square feet across Hangars 3, 5, 6, and 9.

No new construction is proposed, and no project components are included in either document that are not described consistently across the Preliminary Engineering Report and Form ED-900.

C.3. Drawings

Before the start of the project, bid drawings, including project scope, hangar size, removal and replacement of hangar roof systems, and structural engineering specifications will be provided.

C.4. Feasibility and Constructability Analysis

Existing Conditions

The project site consists of four existing aircraft hangars (Hangars 3, 5, 6, and 9) located within an active, City-owned airport facility. The hangars were originally constructed in the 1960s and are large-span steel-framed structures typical of aviation storage and maintenance uses. Existing roof systems have exceeded their intended useful life and exhibit chronic leakage, corrosion, and storm-related damage resulting from repeated hurricane events over the past several years.

The hangars are currently occupied and in active use by the airport tenant. Construction activities will therefore be performed in a controlled, phased manner to minimize disruption to airport operations and tenant activities.

Constructability and Site Constraints

The proposed roof replacement work is feasible and constructable using conventional construction methods appropriate for large-span standing seam metal roof systems installed on steel purlin-supported by existing steel truss girders. No unusual or experimental construction techniques are anticipated.

Key features and circumstances affecting constructability include:

- **Existing Roof and Structural System:** All four hangars are steel-framed structures with purlin-supported standing seam metal roof systems. This configuration is well suited to roof replacement using standard aviation hangar construction practices.
- **Active Airport Environment:** Construction will occur within a secure airside environment. Contractor access, staging, and material deliveries will be coordinated with airport operations to comply with security, safety, and FAA airfield requirements.
- **Phased Construction Approach:** Roof replacement will be performed one hangar at a time. Aircraft maintenance and tenant operations will be temporarily shifted among available hangars as work progresses, allowing airport operations to continue throughout construction.
- **Site Access and Staging:** The hangars are accessible on all sides via existing taxiways, aprons, and hangar access areas. Adequate space exists for crane placement, material staging, and construction equipment without requiring off-site staging or modifications to existing airfield infrastructure.
- **Large-Span and High Roof Elevations:** The hangars' clear-span design and roof heights will require cranes, lifts, and fall protection systems typical for aircraft hangar roof replacement projects.

- **Weather and Wind Exposure:** The project is located in a hurricane-prone coastal region. Construction sequencing and temporary weather protection measures will be incorporated to manage exposure during roof removal and installation.
- **Hazardous Materials:** No asbestos-containing roofing materials or hazardous building materials are known to be present, reducing construction risk and complexity.

Feasibility Determination

Based on the age, configuration, and condition of the existing hangars, the project is considered technically feasible and readily constructable. The proposed improvements rely on proven construction methods and readily available materials and equipment. No right-of-way acquisition, utility relocation, or off-site improvements are required to implement the project.

The project can be constructed within the existing hangar footprints and airport property limits, and no environmental, topographic, or alignment constraints have been identified that would preclude successful completion of the work.

C.5. Proposed Method of Construction and Procurement

Method of Construction

The project will be implemented using a traditional **design–bid–build** delivery method. Final design documents will be prepared prior to construction and will be used to solicit competitive bids from qualified contractors. Construction activities will include removal of existing roof systems, installation of new standing seam metal roof systems including metal roof panels and steel purlins.

Construction will be phased such that work is performed on one hangar at a time. This approach will allow ongoing aircraft maintenance and tenant operations to be temporarily shifted among available hangars, minimizing operational disruption at the active airport facility.

Procurement Method for EDA-Funded Components

Procurement for the EDA-funded roof replacement components will be conducted by Lake City, Florida (the City) in accordance with the City's adopted procurement policies and procedures. The City anticipates using a **sealed, competitive bidding process** consistent with traditional public-sector design–bid–build procurement.

The City's procurement procedures are intended to comply with applicable federal requirements, including EDA regulations at 13 C.F.R. Part 305, as well as all other applicable federal, state, and local procurement standards. EDA-funded construction contracts will be awarded based on competitive bids and will not involve sole-source procurement, design/build, construction manager at risk, or use of the City's own forces.

EDA Procurement Compliance

No alternate construction procurement methods are proposed for the EDA-funded portion of the project. Accordingly, a construction services procurement plan under 13 C.F.R. § 305.6(a) is not required for the EDA-funded work. Should the City propose any changes to the procurement method for EDA-funded components, such changes would be submitted to EDA for review and approval prior to implementation.

The City will maintain cost tracking and documentation to ensure that EDA-funded construction activities remain clearly delineated throughout project implementation.

C.6. Construction Contracts and Phasing

Number of Anticipated Contracts

The Total Project is anticipated to be implemented using the following contract:

1. **EDA-Funded Roof Replacement Contract**
    - Scope: Removal and disposal of existing roof systems, including standing seam non insulated roof panels and steel purlins; and installation of new standing seam metal roof systems and steel purlins on Hangars 3, 5, 6, and 9. Demolition of existing roof components is included in this contract.
    - Funding: EDA and Tenant match.

Project Phasing

Construction will be conducted on a **phased basis, one hangar at a time**, to allow ongoing aircraft maintenance and tenant operations to be temporarily shifted among available hangars. This approach minimizes operational disruption while ensuring safety and constructability. The phasing schedule is coordinated with airport operational requirements and satisfies the requirements of 13 C.F.R. § 305.9(a) for phased construction projects.

Cost Allocation and Compliance

Costs associated with the contract will be tracked and documented to maintain compliance with EDA requirements. This ensures clarity in funding, reporting, and audit compliance while enabling the Total Project to be implemented efficiently and effectively.

C.7. Preliminary Construction Cost Estimate

The following table presents a current, detailed preliminary construction cost estimate for each major project component. Quantities, unit prices, and total costs are provided for EDA-funded components. A construction contingency is included to account for uncertainties.

Hangar 3 - 106,500 SF

Component	Unit Price	Total Cost	Notes
Roof removal / demolition –	$1.95/SF	$ 207,449	EDA-funded & Tenant match
Roof installation labor –	$5.45/SF	$ 580,858	EDA-funded & Tenant match
Roof and purlin materials –	$9.82/SF	$1,045,545	EDA-funded & Tenant match

Hangar 5 - 84,330 SF

Component	Unit Price	Total Cost	Notes
Roof removal / demolition –	$1.95/SF	$ 164,265	EDA-funded & Tenant match
Roof installation labor –	$5.45/SF	$ 459,942	EDA-funded & Tenant match
Roof and purlin materials –	$9.82/SF	$ 827,895	EDA-funded & Tenant match

Hangar 6 - 84,057 SF

Component	Unit Price	Total Cost	Notes
Roof removal / demolition –	$1.95/SF	$ 163,733	EDA-funded & Tenant match
Roof installation labor –	$5.45/SF	$ 458,453	EDA-funded & Tenant match
Roof and purlin materials –	$9.82/SF	$ 825,215	EDA-funded & Tenant match

Hangar 9 - 77,519 SF

Component	Unit Price	Total Cost	Notes
Roof removal / demolition –	$1.95/SF	$ 150,998	EDA-funded & Tenant match
Roof installation labor –	$5.45/SF	$ 422,794	EDA-funded & Tenant match
Roof and purlin materials –	$9.82/SF	$ 761,029	EDA-funded & Tenant match

Total	$ 6,068,175	
Engineering/Supervision	$ 750,000	
Sub-total	$ 6,818,175	
Contingency - 10%	$ 681,818	
Total Project Cost	**$ 7,499, 993**	Matches SF-424C Construction line item

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Basis for Contingency: A 10% contingency is included in the total of EDA-funded costs ($681,818) to account for uncertainties associated with site conditions, and any unforeseen budget while accommodating minor scope adjustments identified during final design and bidding.

Notes: Quantities and unit prices are preliminary estimates based on contractor-provided pricing and standard industry costs. Final construction costs will be determined through competitive bidding and final design.

C.9. Permits Required

The project will require standard construction permits to implement roof replacement at the City-owned airport hangars. All permits will be obtained by the contractor prior to or during construction, as applicable, to ensure compliance with local, state, and federal regulations.

Anticipated Permits and Authorities

Permit/Approval	Issuing Authority	Status/Timeline	Notes
Building Permit – Roof Replacement	City of Lake City / Columbia County Building Department	To be obtained prior to construction mobilization; typical review 4–6 weeks	Required for EDA-funded roof replacement
FAA Airfield Construction Clearance	Federal Aviation Administration (placeholder)	To be obtained prior to construction mobilization; estimated 3–6 weeks	Required due to work on hangars within controlled airport environment
Stormwater/Environmental Permit (if required)	Florida Department of Environmental Protection / County Environmental Division (placeholder)	To be obtained prior to site disturbance; estimated 2–4 weeks	Standard environmental compliance for roof replacement

Permitting and Project Schedule

Permitting activities are anticipated to occur concurrently with final design and procurement phases. No long lead-time permits are expected, and the acquisition of all required permits is not anticipated to delay the overall project schedule. The phased construction plan (one hangar at a time) allows flexibility in scheduling permit-dependent activities without affecting ongoing airport operations.

All permit responsibilities will be managed by the contractor, with oversight from the City to ensure compliance with EDA and local regulations.

C.10. Overall Project Schedule

Project Phase	Estimated Duration	Notes
Design Period	3 months	Final design of roof replacement
Permitting	2 months	Includes building permits (City/County), FAA airfield clearance, and any environmental approvals. Permitting will occur concurrently with final design.
Easements/Rights-of-Way	0 months	All work is on City-owned airport property; no easements or rights-of-way are required.
Solicitation of Bids & Contract Award	2 months	City-managed competitive bidding for EDA-funded roof replacement;
Construction Period	6 months	Phased construction, one hangar at a time, including roof removal and roof installation. Phasing allows ongoing aircraft maintenance operations to continue.
Total Estimated Duration	13 months	Sum of design, permitting, bidding, and construction periods.

Notes:

- Durations are preliminary estimates and may be adjusted based on final design, contractor availability, and permitting timelines.
- Phased construction ensures no single-hangar outage will significantly disrupt airport operations.

The estimated project schedule presented above corresponds directly to the Project Schedule outlined in Section B.3 of Form ED-900. Each major phase, including design, permitting, solicitation of bids, and construction, has been assigned a reasonable duration based on standard industry practice, local permitting timelines, and the phased construction approach. The schedule ensures that EDA-funded roof replacement activities and ongoing airport operations are coordinated to minimize disruption. No easements or rights-of-way are required, and permitting activities are scheduled to occur concurrently with final design and procurement to maintain an efficient overall project timeline. This schedule represents the anticipated time to complete the Total Project from initiation of final design through the conclusion of construction.

C.11. Overall Project Budget Breakdown

Notes:

- Unit costs for demo, labor, and materials are based on contractor-provided pricing.
- Engineering, supervision, and permitting are shown as lump sums, separate from per-SF calculations, avoiding double counting.
- Contingency is calculated as 10% of the EDA-funded construction subtotal.
- Totals reconcile with SF-424C construction line item and the overall project budget.

C.11. Overall Project Budget Breakdown

SF-424C **Hangar 3 - 106,500 SF**

Component	Unit Price	Total Cost	Notes
Roof removal / demolition –	$1.95/SF	$ 207,449	EDA-funded & Tenant match
Roof installation labor –	$5.45/SF	$ 580,858	EDA-funded & Tenant match
Roof and purlin materials –	$9.82/SF	$1,045,545	EDA-funded & Tenant match

Hangar 5 - 84,330 SF

Component	Unit Price	Total Cost	Notes
Roof removal / demolition –	$1.95/SF	$ 164,265	EDA-funded & Tenant match
Roof installation labor –	$5.45/SF	$ 459,942	EDA-funded & Tenant match
Roof and purlin materials –	$9.82/SF	$ 827,895	EDA-funded & Tenant match

Hangar 6 - 84,057 SF

Component	Unit Price	Total Cost	Notes
Roof removal / demolition –	$1.95/SF	$ 163,733	EDA-funded & Tenant match
Roof installation labor –	$5.45/SF	$ 458,453	EDA-funded & Tenant match
Roof and purlin materials –	$9.82/SF	$ 825,215	EDA-funded & Tenant match

Hangar 9 - 77,519 SF

Component	Unit Price	Total Cost	Notes
Roof removal / demolition –	$1.95/SF	$ 150,998	EDA-funded & Tenant match
Roof installation labor –	$5.45/SF	$ 422,794	EDA-funded & Tenant match
Roof and purlin materials –	$9.82/SF	$ 761,029	EDA-funded & Tenant match

Total	$ 6,068,175	
Engineering/Supervision	$ 750,000	
Sub-total	$ 6,818,175	
Contingency - 10%	$ 681,818	
Total Project Cost	**$ 7,499, 993**	Matches SF-424C Construction line item

Please let us know if you have any questions concerning this report.

Sincerely,
C4 Architecture

Jonathan D. Collins, P.E.
Principal, Structural Engineer

JONATHAN D. COLLINS
LICENSE
No 74693
STATE OF FLORIDA
PROFESSIONAL ENGINEER

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY JONATHAN D. COLLINS, PE, FL LICENSE NO. 74693 ON 06/11/2026. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

EXHIBIT TO RESOLUTION

Lake City Airport

EDA Grant

Hangar Roof Project

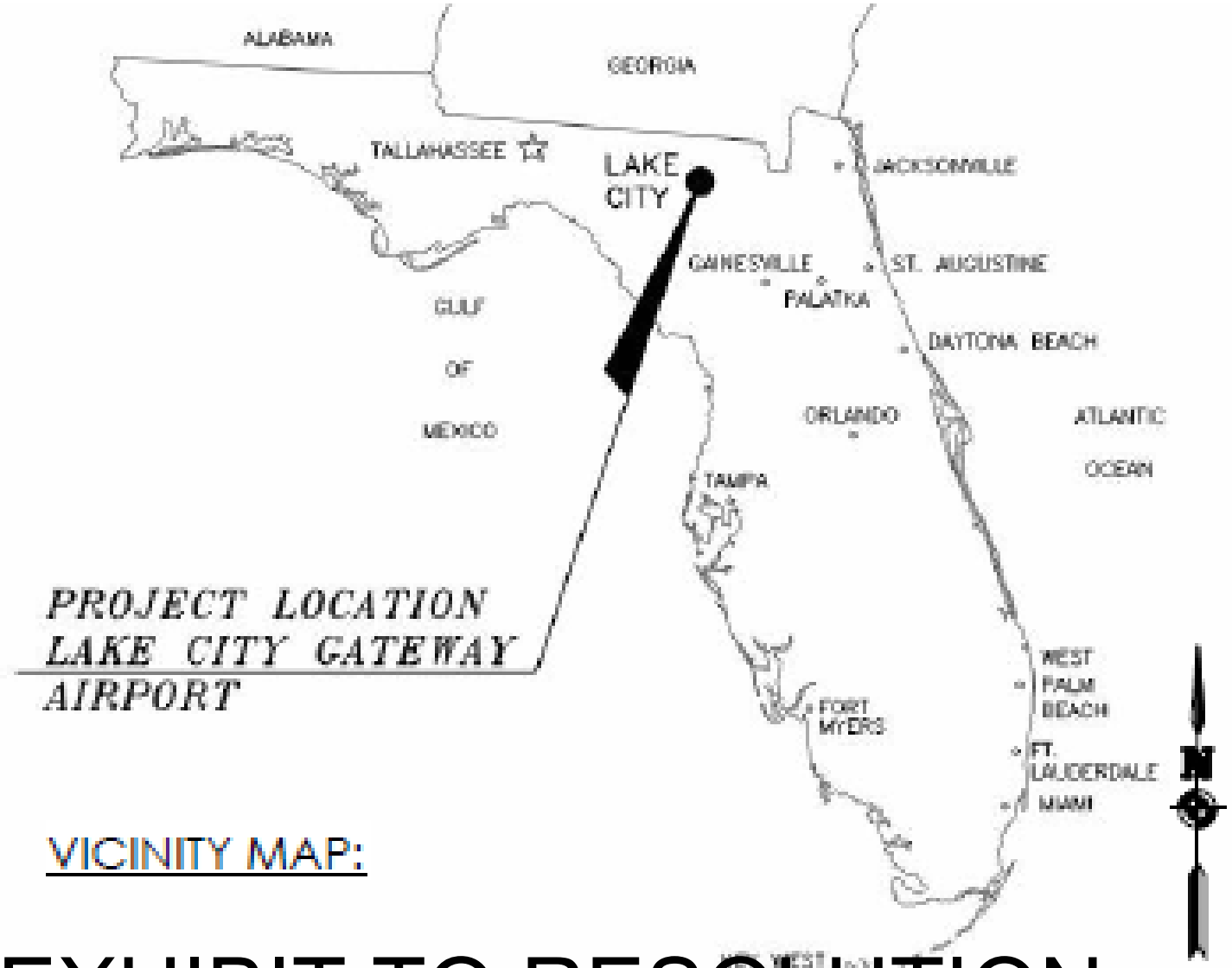
PER – Section C.3

EXHIBIT TO RESOLUTION

General Layout

EXHIBIT TO RESOLUTION

Location



VICINITY MAP:

EXHIBIT TO RESOLUTION

Dimensions

Hangar 5
84,330 SF
~250’ x 340’

Hangar 6
84,057 SF
~250’ x 340’

Hangar 3
106,500 SF
~250’ x 340’
+ 65’ Nose Dock

Hangar 9
77,519 SF
~225’ x 340’

EXHIBIT TO RESOLUTION

July 6, 2026

Mr. Don Rosenthal
City Manager
City of Lake City
205 N. Marion Avenue
Lake City, FL 32055

Re: Commitment of Matching Funds – EDA Infrastructure Grant Application (Lake City Gateway Airport)

Dear Mr. Rosenthal,

On behalf of **AAR Airframe MRO – Lake City**, I am writing to formally express AAR's commitment to support the City of Lake City's application to the U.S. Department of Commerce, Economic Development Administration (EDA), for critical infrastructure improvements at the Lake City Gateway Airport.

The proposed project will replace the roof systems on five existing aircraft maintenance hangars—Hangars 3, 5, 6, and 9—totaling approximately **354,286 square feet** of facility space. These hangars are essential to AAR's Maintenance, Repair, and Overhaul (MRO) operations, providing the controlled indoor environment required to safely house aircraft, perform heavy maintenance checks, protect sensitive equipment, and maintain continuous production schedules. The integrity of these structures is critical to ensuring operational continuity, workforce stability, and the protection of high-value aviation assets in a region vulnerable to hurricane impacts. The proposed improvements will restore full weather protection, improve structural resilience, and significantly reduce operational disruptions caused by storm-related damage.

Upon award of EDA funds, AAR hereby **commits a matching share of $1,500,000**, representing 20% of the total $7,499,993 project cost. These matching funds are fully **dedicated to this project and will not be reallocated for any other purpose** during the period of performance. All committed funds will be **available as needed** to support project activities, and they are **free of any encumbrances, restrictions, or legal impediments that would prevent their use for eligible project expenses**. Furthermore, these funds have not been, and will not be, used to satisfy the matching requirements of any other financial assistance award, consistent with the requirements of 13 CFR § 301.5.

.

This investment reflects AAR's long-standing commitment to the Lake City facility and supports the continued viability of a site that has served as a cornerstone of the regional aviation economy for decades.

We appreciate the City's leadership in advancing this important project and respectfully support its consideration for EDA funding.

Sincerely,

Thomas D. Hoferer

SVP, Repair and Engineering
AAR Airframe MRO – Lake City

File Attachments for Item:

18. City Council Resolution No. 2026-128 - A resolution of the City of Lake City, Florida approving and directing the appropriation and disbursement of City funds for a forgivable loan to Gorman & Company, LLC, a Wisconsin Limited Liability Company in support of the development of affordable housing for senior citizens; conditionally authorizing the forgiveness of the obligation of Gorman & Company, LLC to repay said loan funds; making certain findings of fact in support of the City appropriating, expending, and forgiving the repayment of said funds; providing certain conditions to the authorization to loan said grant funds; repealing all prior resolutions in conflict; and providing an effective date.

RESOLUTION NO 2026 - 128

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING AND DIRECTING THE APPROPRIATION AND DISBURSEMENT OF CITY FUNDS FOR A FORGIVABLE LOAN TO GORMAN & COMPANY, LLC, A WISCONSIN LIMITED LIABILITY COMPANY IN SUPPORT OF THE DEVELOPMENT OF AFFORDABLE HOUSING FOR SENIOR CITIZENS; CONDITIONALLY AUTHORIZING THE FORGIVENESS OF THE OBLIGATION OF GORMAN & COMPANY, LLC TO REPAY SAID LOAN FUNDS; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROPRIATING, EXPENDING, AND FORGIVING THE REPAYMENT OF SAID FUNDS; PROVIDING CERTAIN CONDITIONS TO THE AUTHORIZATION TO LOAN SAID GRANT FUNDS; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Gorman & Company, LLC, a Wisconsin limited liability company (the "Developer") has identified certain real property located in the City of Lake City, Florida (the "City") for development of apartments for affordable senior housing (the "Project"); and

WHEREAS, construction of the Project by the Developer will be partially financed via a program (the "Program") of the Florida Housing Finance Corporation (the "Agency"), a public body corporate and politic organized pursuant to Florida Statute; and

WHEREAS, the Developer must submit an application to the Agency and be selected to build the Project and participate in the Program; and

WHEREAS, the application submitted by the Developer to the Agency to be selected to build the Project and participate in the Program will be scored by the Agency; and

WHEREAS, an element of said application is whether the local jurisdiction in which the Project will be sited is willing to assist in funding the Project by providing in-kind or direct financial assistance; and

WHEREAS, the Developer has requested the City provide a forgivable loan to the Developer in furtherance of the Project and in support of increasing the competitiveness of the Developer's application to the Agency to participate in the Program; and

WHEREAS, at its meeting on September 21, 2026, the City Council did hear a presentation from the Developer regarding the Program, and the Project, and the City Council did discuss same; and

WHEREAS, the successful completion of the Project pursuant to the terms of the Program is

in the public interest and in the interests of the City; and

WHEREAS, authorizing a forgivable loan to the Developer or an affiliate of the Developer pursuant to the terms and conditions of the Program and the Agency in furtherance of the Developer's application to participate in the Program and develop the Project is in the public interests and the interests of the City; now, therefore,

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

1. The successful completion of the Project pursuant to the terms of the Program is in the public or community interest, for public welfare, and in the interests of the City and the City Council; and

2. Authorizing a forgivable loan to the Developer or an affiliate of the Developer pursuant to the terms and conditions of the Program and the Agency in furtherance of the Developer's application to participate in the Program and develop the Project is in the public or community interest, for public welfare, and in the interests of the City and the City Council; and

3. In furtherance thereof, the City Manager is authorized and directed to obligate and set aside funds in the amount of ten thousand dollars ($10,000) for disbursement to the Developer or an affiliate of the Developer pursuant to the terms of the Program administered by the Agency; and

4. In furtherance thereof, the City Manager is authorized and directed to disburse said funds to the Developer (or the applicable affiliate of the Developer) when required by the terms and conditions of the Program and the rules and requirements of the Agency, pursuant to the terms and conditions of the Program administered by the Agency; and

5. The Mayor is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council; and

6. The Mayor is authorized and directed to execute on behalf of and bind the City to the terms of such documents as are necessary and proper to give effect to the commitment of the City to loan the aforementioned funds to the Developer (or the applicable affiliate of the Developer); and

7. In furtherance thereof, the Mayor, in consultation with the City Attorney, is authorized to execute such documents as are necessary and proper to indicate the City's forgiveness of

said loan, in accordance with the established terms and conditions of the Program and the rules and regulations of the Agency, provided the Developer (or the applicable affiliate of the Developer) has complied with the established terms, conditions, requirements and procedures of the Program and the Agency; and

8. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and

9. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026.

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

_____
Noah E. Walker, Mayor

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

_____
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Clay Martin, City Attorney

UNIT MATRIX

1 bedroom units - 51
2 bedroom units - 49

Total Units - 100

Unit Types

Type B Adaptable - 90 units
Type A Accessible - 10 units (10%)

Total Units - 100 units

Building Type

1 - 100 unit four story elevator building

SITE MATRIX

Net Property Size

260,053 sf
5.97 acres

PARKING COUNT

Parking Required - Multifamily

One bedroom total = 1.5 * 51 = 76.5 stalls
Two bedroom total = 2 * 49 = 98 stals
Total stalls required = 175 stalls

Parking Provided

Standard Stalls -166 stalls
Accessible Stalls -9 stalls
Total Parking Provided - 175 stalls

N 1 SITE PLAN
1" = 40'-0"

0 20 10 80

LAKE CITY DOUBLE LOADED CORRIDOR

CONCEPT SITE PLAN

SE MAGNOLIA LOOP
LAKE CITY, FL

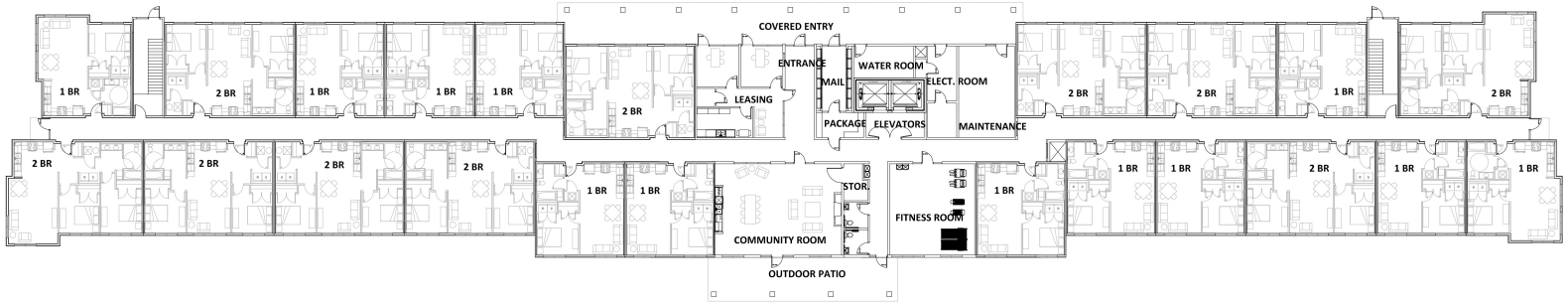
GORMAN ARCHITECTURAL

SITE PLAN
1.0

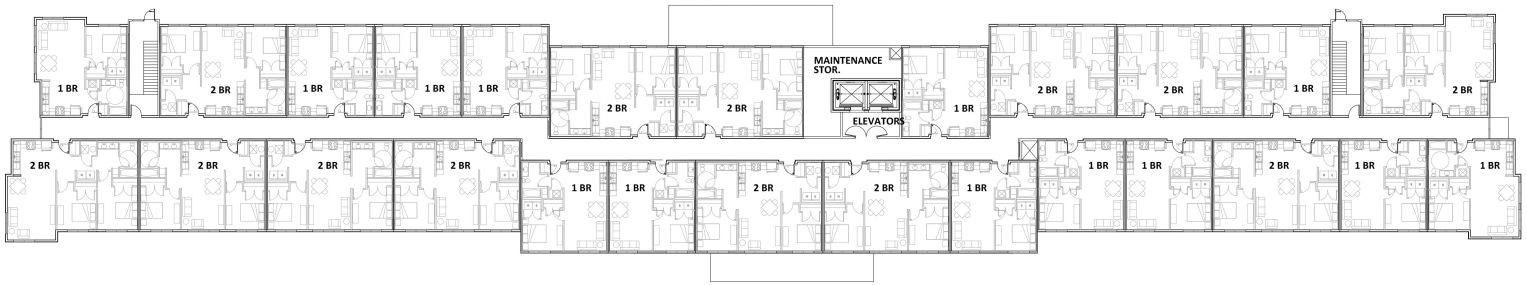
Plot Date: 09.14.2023

PROJECT XXX

1241



N 1 FIRST FLOOR OVERALL PLAN
1/16" = 1'-0"



N 2 SECOND-FOURTH FLOOR OVERALL PLANS
1/16" = 1'-0"

LAKE CITY DOUBLE LOADED CORRIDOR

CONCEPT OVERALL FLOOR PLANS

SE MAGNOLIA LOOP
LAKE CITY, FL

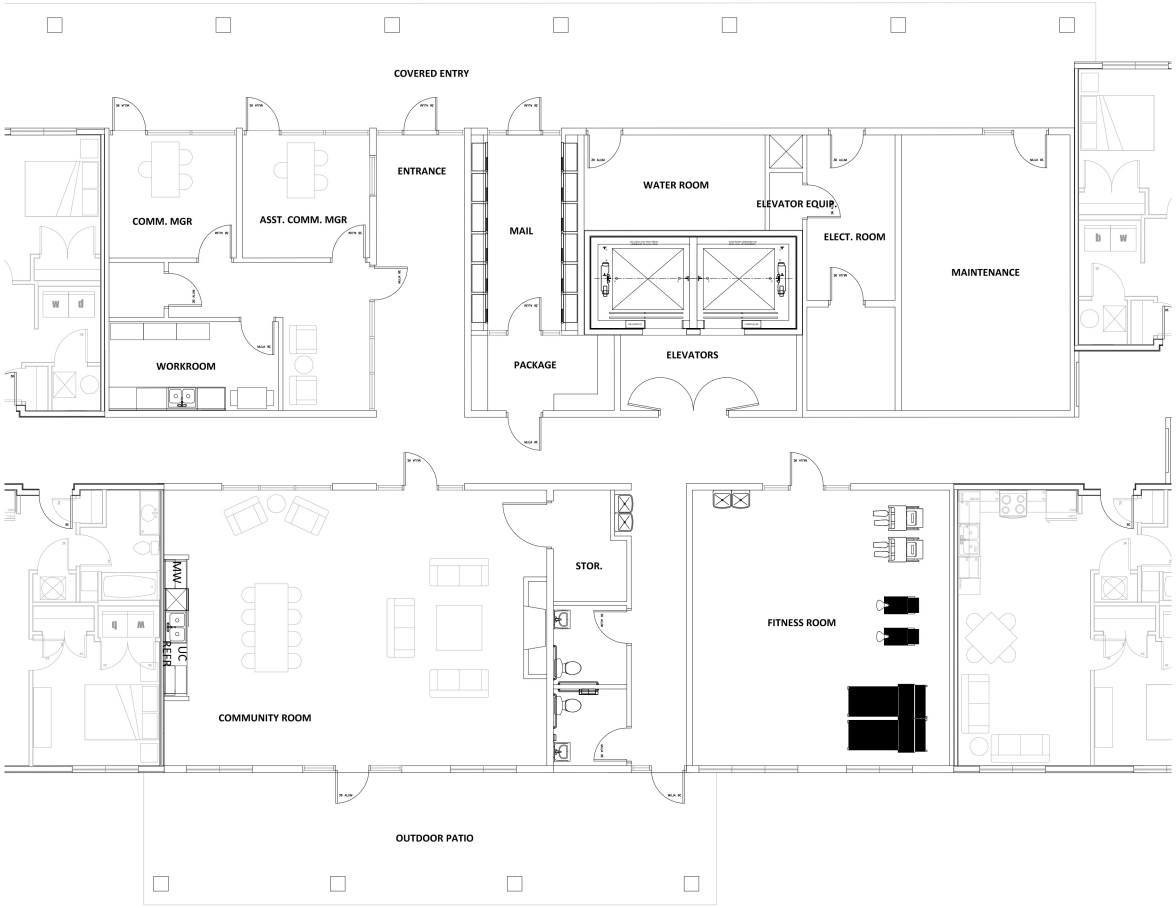
GORMAN ARCHITECTURAL

OVERALL FLOOR PLANS
2.0

Plot Date: 09.14.2026

PROJECT XXX

1242



N 1 ENLARGED FLOOR PLAN
3/16" = 1'-0"

LAKE CITY DOUBLE LOADED CORRIDOR

CONCEPT COMMON AREA FLOOR PLAN

SE MAGNOLIA LOOP
LAKE CITY, FL

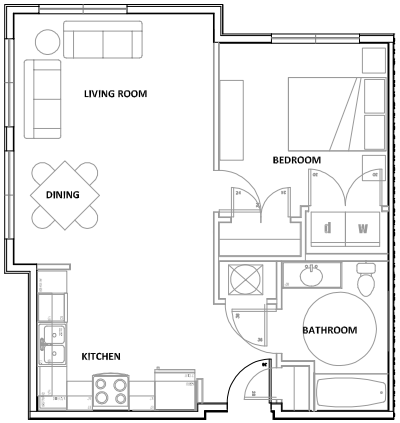
GORMAN ARCHITECTURAL

ENLARGED COMMON AREA PLAN
3.0

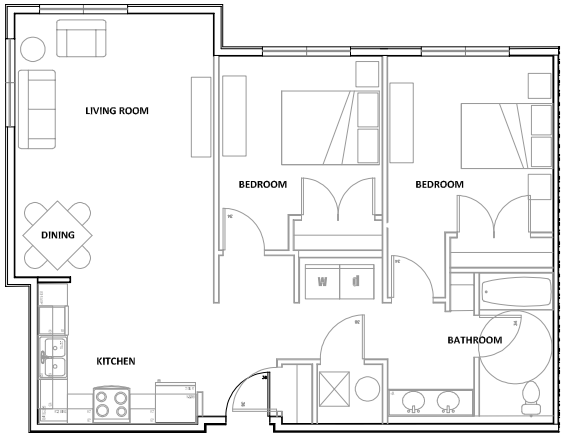
Plot Date: 09.14.2026

PROJECT XXX

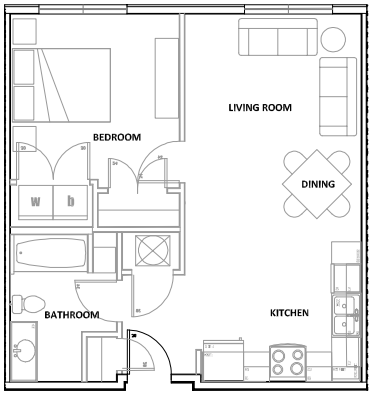
1243



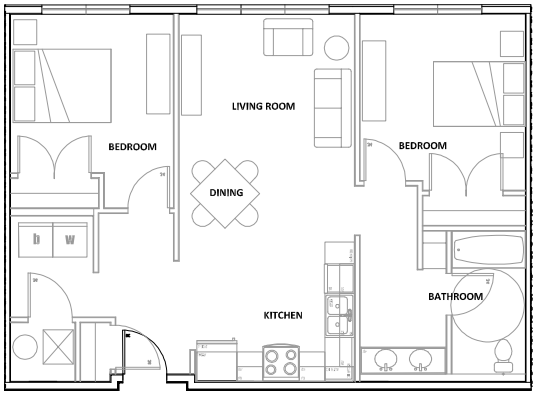
1 ENLARGED 1 BEDROOM END UNIT PLAN
1/4" = 1'-0"



3 ENLARGED 2 BEDROOM END UNIT PLAN
1/4" = 1'-0"



2 ENLARGED 1 BEDROOM MIDDLE UNIT PLAN
1/4" = 1'-0"



4 ENLARGED 2 BEDROOM MIDDLE UNIT PLAN
1/4" = 1'-0"

LAKE CITY DOUBLE LOADED CORRIDOR

CONCEPT UNIT FLOOR PLANS

SE MAGNOLIA LOOP
LAKE CITY, FL

GORMAN ARCHITECTURAL

ENLARGED UNIT PLANS

4.0

Plot Date: 09.14.2026

PROJECT XXX

1244

COLUMBIA COUNTY
Property Appraiser

Parcel 33-3S-17-13539-000 https://search.ccpafl.com/parcel/13539000173S33

Owners

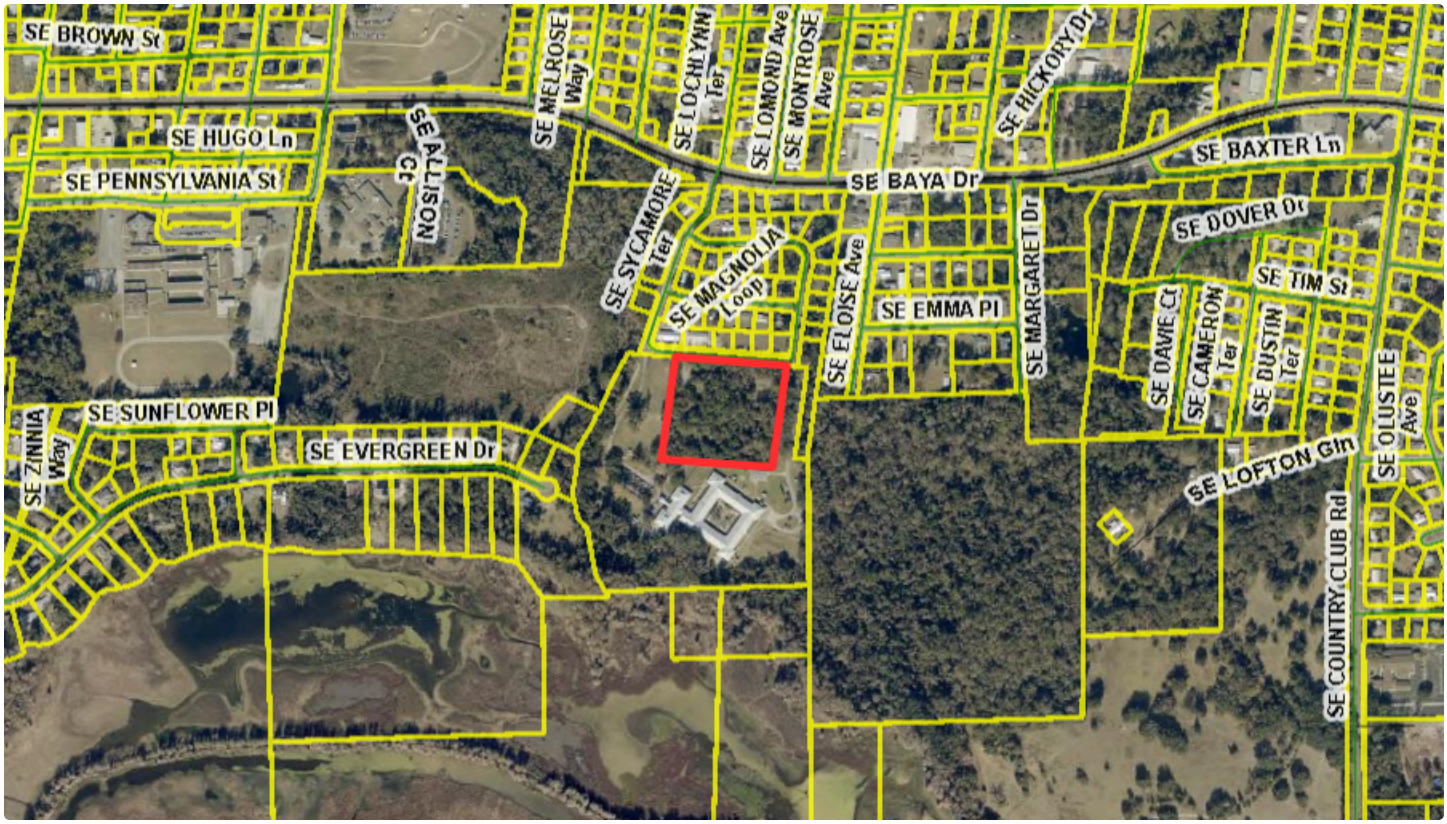
MHATRE UMESH M
MHATRE SHILPA U
213 SW BROTHERS LN
LAKE CITY, FL 32025

Use: 0700: MISC IMPROVED
Subdivision: S DIV

Legal Description

S DIV: BEG SE COR OF SW1/4 SEC 33, RUN W 160 FT FOR POB, RUN S 122.17 FT, W 578.50 FT, N 491.38 FT, E 578.50 FT, S 369.21 FT TO POB, EX THE W 45.11 FT. BEING PART OF SE1/4 OF SW1/4.

571-467, 572-79, 704-759, 880-2441, WD 1060-247, 1085-1604, QC 1516-59



Florida Housing Finance Corporation Local Government Verification Of Contribution Form

Name of Development: Heron House Apartments

Development Location: Magnolia Loop, SW of the intersection of Magnolia Loop and Violet Pl, Lake City

(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county). If the Development consists of Scattered Sites, the Development Location stated above must reflect the Scattered Site where the Development Location Point is located.)

Information regarding the Contribution*

Type of the ONE contribution to be used as a source*	Face amount of ONE contribution*	Net present value amount, if applicable	Contribution amount (face amount minus net present value)
Fee Deferral			
Fee Waiver		Not applicable	Not applicable
Grant		Not applicable	Not applicable
Loan to be repaid			
Loan with forgiveness	$ 10,000.00	Not applicable	Not applicable

*Each form can be used for one type of funding contribution. Use multiple forms if contributing multiple types of funding sources to the same Development (e.g. a combination of loans and grants).

This contribution will not be considered Local Government Area of Opportunity funding. In certain RFAs, this contribution may make the Development eligible for points or other preferences in the selection process. There is no limit on the number of such contributions the Local Government stated above may make to Developments competing in the same RFA. Additionally, loans and grants will be eligible to be considered as a source of funding for the Development.

Certification

This amount is valid for 12 months from the date signed and may be used in any RFA in which the Applicant applies during that time unless a specific RFA is designated here: 2026-205. (Designate an RFA number here if the contribution is only valid in a specific RFA and not intended to be submitted in any other RFA.)

The city/county of City of Lake City commits the contribution stated above for the Applicant for its use solely for assisting the proposed Development referenced above. I certify that the foregoing information is true and correct, and that this commitment is effective at least through the date required in the applicable RFA.

Signature

Print or Type Name

Print or Type Title

Date Signed

NOTE TO LOCAL GOVERNMENT OFFICIAL: Additional information is set forth in the applicable Request for Application under which the Applicant is applying for funding for the above referenced Development.

This certification must be signed by the chief appointed official (staff) responsible for such approvals, such as the Mayor, City Manager, County Manager/Administrator/Coordinator, Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. If the contribution is from a Land Authority organized pursuant to Chapter 380.0663, Florida Statutes, this certification must be signed by the Chair of the Land Authority. One of the authorized persons as described above may sign this form for certification of state, federal or Local Government funds initially obtained by or derived from a Local Government that is directly administered by an intermediary such as a housing finance authority, a community reinvestment corporation, or a state-certified Community Housing Development Organization (CHDO). Other signatories are not acceptable. The Applicant will not receive credit for this contribution if the certification is improperly signed. The amount of the contribution stated on this form must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc.

If there are alterations made to this form that change the meaning of the form, the form will not be accepted.

(Form Rev. 03-2025)

File Attachments for Item:

19. City Council Resolution No. 2026-129 - A resolution of the City of Lake City, Florida, approving Preferred Governmental Insurance Trust as the workers' compensation insurance carrier for the City commencing on October 1, 2026; making certain findings of fact in support of the City approving said carrier; authorizing the City Manager to direct the payment of insurance premiums in support thereof; directing the City Manager to take such other actions as are necessary and prudent to finalize such insurance policy insuring the City; authorizing and directing the Mayor to execute such insurance applications, contracts, and other documents as are necessary and prudent to give effect hereto; repealing all prior resolutions in conflict; and providing an effective date.

CM/rrp
09/17/2026

RESOLUTION NO 2026 – 129

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING PREFERRED GOVERNMENTAL INSURANCE TRUST AS THE WORKERS' COMPENSATION INSURANCE CARRIER FOR THE CITY COMMENCING ON OCTOBER 1, 2026; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID CARRIER; AUTHORIZING THE CITY MANAGER TO DIRECT THE PAYMENT OF INSURANCE PREMIUMS IN SUPPORT THEREOF; DIRECTING THE CITY MANAGER TO TAKE SUCH OTHER ACTIONS AS ARE NECESSARY AND PRUDENT TO FINALIZE SUCH INSURANCE POLICY INSURING THE CITY; AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE SUCH INSURANCE APPLICATIONS, CONTRACTS, AND OTHER DOCUMENTS AS ARE NECESSARY AND PRUDENT TO GIVE EFFECT HERETO; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City ("City") has determined it is necessary and prudent to seek competitive quotes from workers' compensation insurance vendors (the "Providers") to procure the best bargain for the City's workers' compensation insurance coverage (the "Services"); and

WHEREAS, the City contracted with Arthur J. Gallagher & Company (the "Consultant") to obtain quotes from qualified Providers; and

WHEREAS, the Consultant previously presented quotes to the City for consideration; and

WHEREAS, notwithstanding the City's procurement policy provides an open and formal procurement process is required for acquisitions in excess of $35,000, such as the instant procurement process for the Services, the City Council has determined seeking quotes from multiple qualified Providers is the best means of providing a competitive procurement process and simultaneously obtaining meaningful results to be considered by the City Council; and

WHEREAS, accordingly, the City Council has determined it is in the best interests of the City to waive the formal procurement process required by the City's procurement policy; and

WHEREAS, the City Council previously reviewed the quotes provided by the Providers to provide the Services; and

WHEREAS, Preferred Governmental Insurance Trust (the "Vendor") has presented a proposal to provide the Services, which proposal is in the best interests of the City and provides the broadest scope of Services; and

WHEREAS, engaging the Vendor to provide the Services is in the public interest and in the interests of the City; now therefore

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

1. Waiving the formal procurement process set forth in the City's procurement policy is in the best interests of the City and the public, and accordingly such process is waived by the City Council in favor of obtaining quotes from qualified Providers; and

2. Engaging the Vendor to provide the Services is in the public or community interest and for public welfare; and

3. In furtherance thereof, the City Manager is authorized and directed to direct the payment of such insurance premiums as are necessary to bind coverage in support of obtaining the Services from the Vendor; and

4. In furtherance thereof, the City Manager is authorized and directed to take such other actions as are necessary and prudent to finalize obtaining the Services from the Vendor; and

5. The Mayor is authorized and directed to execute such insurance applications, contracts, and other documents as are necessary and prudent to give effect hereto; and

6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and

7. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ___ day of September, 2026.

BY THE MAYOR OF THE CITY OF LAKE CITY, FLORIDA

_____

Noah E. Walker, Mayor

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

_____

Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____

Clay Martin, City Attorney

Public Entity Application
PO Box 958455
Lake Mary, FL 32795-8455
Phone: 321-832-1450
Fax: 321-832-1496

Public Entity Application
Worker's Compensation 1st$ or Deductible Application
Coverage Term: 10/01/2026 **to** 10/01/2027

General Member Information	
Name:	City of Lake City
Mailing:	205 N Marion Ave.
City/State/Zip:	Lake City, Florida 32055-3918
Physical:	205 N Marion Ave.
City/State/Zip:	Lake City, Florida 32055-3918

Member Contact Information	Additional Member Information
Contact: Jill Milton	**FEIN:** **NCCI Risk ID:**
Title: ADA Risk-Safety Manager	**Population:** 12,602
Phone: 386-719-5308 **Fax:**	**Physical County:** Columbia
Email: miltonj@lcfla.com	**Member Type:** Municipality
Agency Information	**Agency Contact Information**
Agency: Arthur J. Gallagher Risk Management Services, Inc. - Jacksonville/Yulee	Contact: Justin Terry
Address: 501 Riveside Avenue	Phone#: 9045482280
Suite 1000	Fax#:
City/State/Zip: : Jacksonville, FL 32202	Email: Justin_Terry@ajg.com
Phone: (904) 548-2280 **Fax:** (904) 277-8739	

CERTIFICATION
The undersigned being authorized by and acting on behalf of the applicant and all persons/concerns seeking insurance, has read and understands this Application, including any appendices and/or supplements, and declares that all statements set forth herein are true, complete and accurate. The undersigned acknowledges and agrees that the submission and the Trust's receipt of such written report, prior to the inception of the coverage agreement applied for, is a condition precedent to coverage.

The signing of this Application does not bind the undersigned to purchase the coverage, nor does the review of same bind The Trust to issue a coverage agreement. This application shall be the basis of the contract, should one be issued.

This Application must be signed by the "Ranking Elected/ Appointed Official" of the Entity making the application (e.g. Chair, President, Superintendent or Executive Director of the Educational Entity) or the Risk Manager (or ranking official) assigned this function.

SIGNATURE: _____

TITLE: _____

DATE: _____

NOTICE TO APPLICANT
For your protection, the following Fraud Warning is required to appear on this application:

FLORIDA FRAUD STATEMENT
Any person who knowingly and with intent to injure, defraud or deceive any insurer, files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.

1250

EXHIBIT TO RESOLUTION

Coverage Term: 10/01/2026 to 10/01/2027

Member Name: City of Lake City

Agency: Arthur J. Gallagher Risk Management Services, Inc. - Jacksonville/Yulee

Current Coverages Selected:

Workers' Compensation

Coverage/ Exposure Summary:

Line of Business	Exposure Coverage	Applicable/Not Applicable
General Question	Application General Information	Applicable
Workers' Compensation	1st Dollar (Standard Limits are $1M/$1M/$1M)	Applicable

1251

EXHIBIT TO RESOLUTION

Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Coverage Term: 10/01/2026 to 10/01/2027

Member Name: City of Lake City

Agency: Arthur J. Gallagher Risk Management Services, Inc. - Jacksonville/Yulee

COVERAGE INFORMATION

General Questions	Response
Account CSR:	Corey Markle
Agent Name:	Justin Terry
Primary Member Contact:	Jill Milton
If New Primary Contact include name, phone and email address:	Jill Milton 386-719-5308 miltonj@lcfla.com
Have you attached the most recent audited financials?	No
Requested Effective Date:	10/01/2026
Requested Termination Date:	10/01/2027
Bid Date (if Applicable, Attach RFP copy):	
Need by Date:	
Is this new business? If it is new business, please complete and attach the 'Expiring Information' form. Template can be found under 'Agent Documents' at the top of the page (Application is not complete without this information).	No
Have you been with PGIT less than 5 years? If Yes - complete and attach the 'Loss Summary' form or a 'No Known Losses' letter. Template can be found under 'Agent Documents' at the top of the page (Application is not complete without this information).	Yes
Member's FEIN:	
NCCI Risk ID #:	
Population:	~~12,602~~ XXXXXX12,889
Full Detailed Description of Operations:	City Municipality
Installment Schedule (Direct Bill):	Quarterly
Do you have a risk Manager? (Yes/No) If yes, please provide name and phone number	Yes Jill Milton 386-719-5308
Do you have a Human Resources or Personnel Department? (Yes/No) If No, please describe handling of this function:	Yes
Number of Full Time Police	51
Number of Full Time Fire	~~27~~ XXX 33
Number of Full Time All Other Personnel	~~184~~ XXX 202
Number of Part Time Police	3
Number of Part Time Fire	0
Number of Part Time All Other Personnel including Seasonal	0
Number of Volunteers Police	0
Number of Volunteers Fire	0
Number of Volunteers All Others	0
Police - Estimated Payroll	~~2,200,722~~ XXXXXXX $3,658,865
Fire - Estimated Payroll	~~1,780,731~~ XXXXXXX $2,097,376
All Other – Estimated Payroll	~~8,710,642~~ XXXXXXX $10,048,796

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EXHIBIT TO RESOLUTION

Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Coverage Term: 10/01/2026 to 10/01/2027

Member Name: City of Lake City

Agency: Arthur J. Gallagher Risk Management Services, Inc. - Jacksonville/Yulee

COVERAGE INFORMATION - Worker's Compensation

1st Dollar or Deductible		Response
1.	Enter number of broken arm posters needed:	
2.	WC Limit Requested (standard is $1M/$1M/$1M):	$1,000,000/$1,000,000/$1,000,000
3.	WC Deductible Requested:	$0
4.	Experience Modification Factor:	
5.	Experience Modification Factor Effective Date:	
6.	Is a formal drug free program in operation? Attach Drug Free Credit Application.	Yes
7.	Is a formal safety program in operation? Attach Safety Credit Application.	Yes
8.	Is there a formal Return to Work - Light Duty program in place for all operational areas?	Yes
9.	Does employer have a safety committee?	Yes
10.	If Yes, is there management participation	Yes
11.	Is there a formal review of all workplace accidents?	Yes
12.	Do past, present, or discontinued operations involve storing, treating, discharging, applying, disposing, or transporting hazardous materials? If yes, describe:	No
13.	Any work performed underground or above 15 feet? If yes, describe:	No
14.	Any work performed on docks, barges, vessels, bridges, or over water? If yes, describe:	No
15.	Are sub-contractors used? If yes, describe:	Yes
16.	Are Work Comp COI's required for sub-contractors/ vendors?	Yes
17.	Do employees travel out of state? If yes, describe:	No
18.	Do you lease employees to or from other employers? If yes, describe:	No
19.	Any group transportation provided? If yes, describe:	No
20.	Are physicals required after offers of employment are made? If yes, list which departments or positions require physicals.	Yes

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EXHIBIT TO RESOLUTION

21.	Are there any occupational disease exposures involved in the operation including asbestos, silica, dust, hazardous chemicals, radiation, communicable disease or any other occupational disease exposure? If Yes, describe:	No
22.	Is there any owned, leased or chartered aircraft? If yes, complete aviation supplemental application.	No
23.	Are there any owned or operated airports? If yes, describe:	Yes
24.	Is there any owned, leased or chartered watercraft? If yes, describe operation:	No
25.	Any employees who may be subject to the Longshore and Harbor Workers' Compensation Act, Jones Act or Federal Employer's Liability Act? If yes, describe:	No
26.	Do operations include electric utility? If yes, describe:	No
27.	Any power generation?	No
28.	Any power distribution?	No
29.	# Lineman	
30.	Amount of payroll associated with lineman	
31.	Do operations include gas utility? If yes, describe:	Yes
32.	Do operations include a penal facility? If yes, describe:	No
33.	Do operations include amusement park or similar facility? If yes, describe:	No

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EXHIBIT TO RESOLUTION

Preferred PGIT GOVERNMENTAL INSURANCE TRUST

Coverage Term: 10/01/2026 to 10/01/2027

Member Name: City of Lake City

Agency: Arthur J. Gallagher Risk Management Services, Inc. - Jacksonville/Yulee

Submission Checklist:

For selected coverages, please ensure you have attached the following:

New Business
Expiring Coverage Information - see Template in Agent Documents. Include target premium.

All Coverages
5 years of currently valued loss runs (if with Preferred less than 5 years) (10 years for XS WC)
Details on any claims in excess of $50,000
Premium Loss Summary (if with Preferred less than 5 years)
Most recent audited financial or link to website that we can get it from

Liability Coverage
All policies and procedures (including incident response) related to your Sexual Abuse Prevention Program
Abuse Prevention Training Program Details
List of all Sexual Abuse claims with a Total Incurred Amount in excess of $10,000

Workers' Compensation - 1st Dollar or deductible application
Payroll Schedule by Class Code
Employee Concentration Form
Aviation supplemental if aviation class code requested

Worker's Compensation - SIR/Excess coverage included in Package application
10 years of currently valued loss runs (if with Preferred less than 5 years)
Payroll Schedule by Class Code
Employee Concentration Form
Aviation Supplemental if aviation class code requested

Employment Practices Liability
Employee Handbook

Educators Legal Liability
Student Handbook

Automobile Liability
15 Passengers Vans older than 2006 - Copy of safety policy/procedures for Van usage

Property/Automobile/Inland Marine
Schedules in the Preferred ternplate

-END OF APPLICATION-

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EXHIBIT TO RESOLUTION