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# CITY COUNCIL REGULAR SESSION

## CITY OF LAKE CITY

March 21, 2022 at 6:00 PM

Venue: City Hall

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## AGENDA

### SECOND REVISION

**Revisions made 3/18/2022: Item #6, removed from agenda. Item #23, removed from agenda.**

**Second Revision made 3/18/2022: Item #7, supporting documentation added.**

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

### **Events Prior to Meeting - CRA Meeting at 5:30 PM**

### **Pledge of Allegiance**

**Invocation** - Council Member Jake Hill, Jr.

### **Roll Call**

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

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

**Proclamations**

1. Child Abuse Prevention and Volunteer Appreciation Month - Guardian Ad-Litem Circuit Director, Lauren Brown will be in attendance to accept the proclamation (Presenter: Mayor Stephen Witt)

**Minutes**

2. March 7, 2022 Regular Session

**Approval of Agenda****Persons Wishing to Address Council**

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

**Approval of Consent Agenda**

3. Approval for City of Lake City Application for "Food Truck Rally and Movie Night at the Darby" for every 2nd Friday of the month for the next twelve (12) months starting April 8th at the Darby Pavilion. Nutrien has provided funding in the amount of \$10,000 for these events.
4. Approval for the City of Lake City Application for the Flea Across Florida Community Yard Sale at the Darby Pavilion on April 8 and 9, 2022.
5. Travel Request - City Clerk Audrey Sikes is requesting to attend the 2022 IIMC Annual Conference Sunday, May 22, 2022 - Thursday, May 26, 2022 in Little Rock, AR. This is not a budgeted conference. Requesting to utilize funds budgeted for Florida Records Management Association in the amount of \$1,180.00. The unbudgeted estimated cost to attend the conference will be approximately \$733.00. Ms. Sikes is serving on the IIMC Presidential Reception Committee for incoming President Pamela Smith, MMC of Lee County, Florida.

**Presentations - None****Old Business**Ordinances**Open Public Hearing**

- [6.](#) City Council Ordinance No. 2022-2216 (final reading) - An ordinance of Lake City, Florida, correcting a scrivener's error in the legal description of certain property that was located in Columbia County, Florida, which was reasonable compact, and contiguous to the boundaries of the City of Lake City, Florida, that was voluntarily annexed into the boundaries of the City of Lake City, Florida, by Ordinance No. 2021-2207, pursuant to Petition No. ANX 21-03; providing severability; repealing all ordinances in conflict; and providing an effective date. (Southwest Georgia Oil Corporation)

**Passed on first reading on 3/7/2022**

### **Close Hearing**

Adopt City Council Ordinance No. 2022-2216 on final reading

### Other Items

- [7.](#) Discussion and Possible Action - City Manager Position - Renee Narloch will participate via Zoom
8. Discussion and Possible Action - Fire Pension Board Appointee (Presenter: Mayor Stephen Witt)
9. Discussion and Possible Action - Police Officers Pension Board Appointee (Presenter: Mayor Stephen Witt)
10. Discussion and Possible Action - Removal/relocation of benches in central business corridor (Presenter: Council Member Todd Sampson)
11. Discussion and Possible Action - Lake Montgomery Pier (Presenter: Mayor Stephen Witt)

### **New Business**

#### Ordinances

- [12.](#) City Council Ordinance No. 2022-2214 (first reading) - An ordinance of the City Council of the City of Lake City, Florida, amending the City Code relating to the cleaning of lots; providing for amendments to Division 5 titled "Lot Cleaning Code", of Article VII, of Chapter 22 of the City Code; providing for compatibility with the Florida Statutes; providing for the repeal of conflicts; providing for severability; providing for codification; and providing an effective date.

**Adopt City Council Ordinance No. 2022-2214 on first reading**

- [13.](#) City Council Ordinance No. 2022-2217 (first public hearing/transmittal public hearing) - An ordinance of the City of Lake City, Florida, amending Ordinance No. 91-688, as amended, relating to an amendment to the text and future land

use plan map series of the City of Lake City Comprehensive Plan, pursuant to Application, CPA 22-01 by the City Council, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for amending the text and future land use plan map series of the Comprehensive Plan, based upon an evaluation completed by the City, to reflect changes in state requirements pursuant to Section 163.3191, Florida Statutes, as amended; repealing all ordinances in conflict; and providing an effective date. EARBA

**Adopt City Council Ordinance No. 2022-2217 on first public hearing/transmittal public hearing**

- [14.](#) City Council Ordinance No. 2022-2218 (first reading) - An ordinance of the City of Lake City, Florida, amending the future land use plan map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 22-02, by the property owner of said acreage, under the amendment procedures established in sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the future land use classification from County Residential, Low Density (less than or equal to 2 dwelling units per acre) to City Commercial of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. (St Johns LLC)

**Adopt City council Ordinance No. 2022-2218 on first reading**

- [15.](#) City Council Ordinance No. 2022-2219 (first reading) - An ordinance of the City of Lake City, Florida, amending the official zoning atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an Application, Z 22-01, by the property owner of said acreage; providing for rezoning from County Residential, Single Family-2 (RSF-2) to City Commercial, Intensive (CI) of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date.

**Adopt City Council Ordinance No. 2022-2219 on first reading**

- [16.](#) City Council Ordinance No. 2022-2220 (first reading) - An ordinance of the City of Lake City, Florida, relating to unlawful activity within public roads and rights-of-way; amending Chapter 98 of the City of Lake City Code to increase the fines associated with activities that interfere with public safety and the primary purpose of the public roads and rights-of-way; providing for severability; providing for conflicts; providing for codification; and providing for an effective date.

**Adopt City Council Ordinance No. 2022-2220 on first reading**



- [17.](#) City Council Ordinance No. 2022-2221 (first reading) - An ordinance of the City Council of the City of Lake City, Florida, amending the City Code relating to the minimum standards code; providing for amendments to Division 1 titled "In General", of Article VII, of Chapter 22 of the City Code; providing for compatibility with the Florida Statutes; providing for the repeal of conflicts; providing for severability; providing for codification; and providing an effective date.

**Adopt City Council Ordinance No. 2022-2221 on first reading**

Resolutions

- [18.](#) City Council Resolution No. 2022-027 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Seventeen with Passero Associates, LLC, for professional services; providing for the construction administration, construction monitoring, and quality assurance of materials during the resurfacing of Runway 5-23 at the Lake City Gateway Airport; providing for a total cost not-to-exceed \$92,200.00; and providing for an effective date.
- [19.](#) City Council Resolution No. 2022-029 - A resolution of the City Council of the City of Lake City, Florida authorizing the City's participation in the "ENDO Settlement" as described by the Florida Attorney General; providing for the City's participation in the settlement agreement with Endo Health Solutions Inc. and Endo Pharmaceuticals Inc.; providing for the Mayor's execution of the participation agreement; and providing for an effective date.
- [20.](#) City Council Resolution No. 2022-030 - A resolution of the City Council of the City of Lake City, Florida, authorizing the exchange of parcels of land with Florida Gateway College to clear up ambiguities in ownership and use of the parcels; implementing the terms and conditions of the agreement dated June 4, 1991 between the City and the United States of America, Federal Aviation Administration; providing for severability; providing for conflicts; and providing an effective date.
- [21.](#) City Council Resolution No. 2022-031 - A resolution of the City Council of the City of Lake City, Florida authorizing the execution of Task Assignment Number Two to the Continuing Contract with North Florida Professional Services, Inc., A Florida Corporation; providing for engineering services related to the repairs of Memorial Stadium; providing for payment for the professional services as a cost not to exceed \$28,050.00; and providing an effective date.

**Departmental Administration**

- [22.](#) Discussion and Possible Action: Safety Risk Manager Position  
(Presenter: Human Resource Director Hubert Collins)

## Comments by Council Members

### Adjournment

#### YouTube Channel Information

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

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

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

**File Attachments for Item:**

1. Child Abuse Prevention and Volunteer Appreciation Month - Guardian Ad-Litem Circuit Director, Lauren Brown will be in attendance to accept the proclamation (Presenter: Mayor Stephen Witt)

# Proclamation



## CHILD ABUSE PREVENTION AND VOLUNTEER APPRECIATION MONTH APRIL 2022

**WHEREAS,** April is National Child Abuse Prevention Month, and April 17-23<sup>rd</sup>, 2022, is National Volunteer Week; and

**WHEREAS,** the Florida Guardian ad Litem Office provides representation for abused, abandoned, and neglected children in dependency court proceedings; and

**WHEREAS,** the Florida Guardian ad Litem Office, current best interests model of representation, is nationally recognized as best practice because it uses a multi-disciplinary team model that includes an attorney, a certified child advocate manager, and a trained volunteer or pro bono attorney; and

**WHEREAS,** for more than 40 years, the Florida Guardian ad Litem Office has provided the most vulnerable children in Florida with an adult from their community who is a consistent, positive presence in the child's life; and

**WHEREAS,** the Florida Guardian ad Litem Office provides the highest quality community advocacy and legal representation to protect each child's rights and best interests; and

**WHEREAS,** for more than 30 years, the Florida Guardian ad Litem Office has provided independent legal advocacy for hundreds of thousands of vulnerable children located throughout Florida; and

**WHEREAS,** in 2021, the Florida Guardian ad Litem Office had more than 13,000 volunteers, and those volunteers advocated for more than 37,000 children in Florida; and

**WHEREAS,** the Guardian ad Litem Program in the 3<sup>rd</sup> Judicial Circuit, serving Columbia, Suwannee, Hamilton, Lafayette, Dixie, Madison and Taylor Counties oversees a volunteer base of over 60 people; and those volunteers advocate for more than 500 children in the 3<sup>rd</sup> Judicial Circuit; and

**WHEREAS,** Guardian ad Litem pro bono attorneys sacrifice time worth over three million dollars annually to the State of Florida; and

**WHEREAS,** Guardian ad Litem volunteers sacrifice time and mileage worth millions of dollars annually to the State of Florida; and

**WHEREAS,** Guardian ad Litem volunteers have provided an invaluable service to Dependency Court Judges; and

**WHEREAS,** Studies show that children with a Guardian ad Litem are more likely to be adopted, half as likely to re-enter foster care, less likely to spend time in long-term foster care, more likely to have a permanency plan, and more likely to perform well in school; and

**NOW, THEREFORE,** in recognition of the Florida Guardian ad Litem Office and their commitment and dedication to individuals, families, and communities everywhere through service, delivery, research, education, and legislative advocacy.

I, Stephen M. Witt, Mayor of the City of Lake City do hereby proclaim the month of **April 2022** as Child Abuse Prevention and Volunteer Appreciation Month.



In witness whereof, I have hereunto set my hand and caused this seal to be affixed this 21<sup>st</sup> day of March 2022.

Stephen M. Witt, Mayor  
City of Lake City

**File Attachments for Item:**

2. March 7, 2022 Regular Session

The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on March 7, 2022 beginning at 6:00 P.M., in the City Council Chambers, located at City Hall 205 North Marion Avenue, Lake City, Florida. Members of the public also viewed the meeting on our YouTube Channel.

## PLEDGE OF ALLEGIANCE

INVOCATION – Mayor Stephen Witt

## ROLL CALL

Mayor/Council Member  
City Council

Stephen M. Witt  
Jake Hill, Jr.  
Eugene Jefferson  
C. Todd Sampson  
Frederick Koberlein, Jr.  
Paul Dyal  
Interim Chief Gerald Butler  
Audrey Sikes

City Attorney  
Interim City Manager  
Sergeant-at-Arms  
City Clerk

Mayor Witt covered meeting decorum expected at the City Council Meeting.

## PROCLAMATIONS

1. Water Conservation Month - April 2022

Mayor Witt presented the April 2022 proclamation to Water Plant Director Mike Osborne.

## MINUTES

2. February 22, 2022 Regular Session

**Mr. Sampson made a motion to approve the February 22, 2022 Regular Session minutes as presented. Mr. Jefferson seconded the motion and the motion carried unanimously on a voice vote.**

## APPROVAL OF AGENDA

**Mr. Sampson made a motion to move Item #8 prior to Item #4 on the agenda. Mr. Jefferson seconded the motion and the motion carried unanimously on a voice vote.**

## PERSONS WISHING TO ADDRESS COUNCIL

- Sylvester Warren
- Vanessa George
- Glenel Bowden

## APPROVAL OF CONSENT AGENDA

3. On February 22, 2022 City Council voted to appoint Sean McMahon and Ann McKellum to the Planning and Zoning Board, the Board of Adjustments and the Historical Board. City Council Resolution No. 2022-026 - A resolution of the City Council of the City of Lake City, Florida, appointing Sean McMahon and Ann McKellum to serve as members on the Planning and Zoning Board, the Board of Adjustments, and the Historical Board; and providing an effective date.

**Mr. Jefferson made a motion to approve the Consent Agenda consisting of Item #3 identified above. Mr. Sampson seconded the motion and the motion carried unanimously on a voice vote.**

PRESENTATIONS – None

## OLD BUSINESS

8. Discussion and Possible Action - Annie Mattox Recreation Center, Inc. license agreement regarding funding request for Annie Mattox Park.

PUBLIC COMMENT: Sylvester Warren

Mr. Sampson stated there must be a background check for volunteering and board members; he would like to see a Sunshine provision expanded to see fully noticed and open meetings; a perpetual easement for lights and cameras to be maintained; a requirement to make the park public; and signage that is consistent with all other parks.

Mr. Hill agreed with Mr. Sampson on the requirement of a background check and stated he supported Annie Mattox.

Mr. Jefferson inquired about the County's license agreement and asked how the City's agreement would fit in with it.

PUBLIC COMMENT: Glenel Bowden

City Attorney Fred Koberlein confirmed what the Council would like to see in the agreement: inclusion of background checks; notices of board meetings; maintenance of the lighting for ten years, and camera maintenance for the duration of time the City owns them.

Members concurred to move forward as described and to come back with a resolution.

## Ordinances

**At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2022-2215. City Council Ordinance No. 2022-2215 was read by title. Mayor Witt asked if anyone wanted to be heard**

regarding City Council Ordinance No. 2022-2215. No one asked to speak on City Council Ordinance No. 2022-2215, therefore Mayor Witt closed the public hearing.

4. City Council Ordinance No. 2022-2215 (final reading) - An ordinance of the City of Lake City, Florida, amending the official zoning atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an application, Z 21-08, by the property owner of said acreage; providing for rezoning from Commercial Intensive (CI) to Commercial, Highway Interchange (CHI) of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. **Mr. Sampson made a motion to adopt City Council Ordinance No. 2022-2215, amending the official zoning atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an application, Z 21-08, by the property owner of said acreage, and providing for rezoning from Commercial Intensive (CI) to Commercial, Highway Interchange (CHI) of certain lands within the corporate limits of the City of Lake City, Florida. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Sampson</b>	<b>Aye</b>
<b>Mr. Hill</b>	<b>Aye</b>
<b>Mr. Jefferson</b>	<b>Aye</b>
<b>Mayor Witt</b>	<b>Aye</b>

Other Items

5. Action Item - Dr. Christopher M. Esing - Requesting permission to erect a historic marker in Olustee Park. **Mr. Jefferson made a motion to move forward with the installation of a historical marker in May of 2022 in Olustee Park. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Jefferson</b>	<b>Aye</b>
<b>Mr. Sampson</b>	<b>Aye</b>
<b>Mr. Hill</b>	<b>Aye</b>
<b>Mayor Witt</b>	<b>Aye</b>

6. Discussion and Possible Action - Demolition of Building (old pool house) at Memorial Stadium

PUBLIC COMMENT: Sylvester Warren

Mr. Dyal reported he does not have any costs at this time, but is expecting them this week. **Mr. Hill made a motion to demolish the old pool house building at Memorial Stadium. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**



**Mr. Hill**                      **Aye**  
**Mr. Jefferson**                **Aye**  
**Mr. Sampson**                 **Aye**  
**Mayor Witt**                   **Aye**

7. Discussion and Possible Action - City Manager Position - Renee Narloch will participate via Zoom.

PUBLIC COMMENT: Glenel Bowden

Ms. Narloch updated members on the process of recruiting additional candidates and stated by the next Council meeting she should be prepared to make a recommendation of candidates. She suggested video interviews to be held as soon as possible after the March 21<sup>st</sup> meeting.

Mr. Hill restated he was not in favor of candidates who were interviewing for other positions.

PUBLIC COMMENT: Stew Lilker

PUBLIC COMMENT: Glenel Bowden

Mr. Jefferson concurred with Mr. Bowden, stating if the candidates were in negotiations, the City should be aware of that.

9. Discussion and Possible Action - Fire Pension Board Appointee (Mayor Stephen Witt)

Mayor Witt reminded members there was still a need for a Fire Pension Board Appointee.

10. Discussion and Possible Action - Police Officers Pension Board Appointee (Mayor Stephen Witt)

Mayor Witt reminded members there was still a need for a Police Officers Pension Board appointee.

## NEW BUSINESS

### Ordinances

11. City Council Ordinance No. 2022-2216 (first reading) - An ordinance of Lake City, Florida, correcting a scrivener's error in the legal description of certain property that was located in Columbia County, Florida, which was reasonable compact, and contiguous to the boundaries of the City of Lake City, Florida, that was voluntarily annexed into the boundaries of the City of Lake City, Florida, by Ordinance No. 2021-2207, pursuant to Petition No. ANX 21-03; providing severability; repealing all ordinances in conflict; and providing an effective date. (Southwest Georgia Oil Corporation) **Mr. Jefferson made a motion to adopt City Council Ordinance No. 2022-2216, correcting a scrivener's**

error in the legal description of certain property that was located in Columbia County, Florida, which was reasonable compact, and contiguous to the boundaries of the City of Lake City, Florida, that was voluntarily annexed into the boundaries of the City of Lake City, Florida, by Ordinance No. 2021-2207, pursuant to Petition No. ANX 21-03. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.

Mr. Jefferson	Aye
Mr. Sampson	Aye
Mr. Hill	Aye
Mayor Witt	Aye

Resolutions

12. City Council Resolution No. 2022-024 - A resolution of the City Council of the City of Lake City, Florida authorizing the execution of a Quit Claim Deed; providing for the conveyance of real property to the Lake City-Columbia County Humane Society, Inc.; providing for the reservation of a perpetual easement for city utilities; and providing for an effective date. **Mr. Sampson made a motion to adopt City Council Resolution No. 2022-024, authorizing the execution of a Quit Claim Deed; providing for the conveyance of real property to the Lake City-Columbia County Humane Society, Inc., and providing for the reservation of a perpetual easement for city utilities. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Sampson	Aye
Mr. Jefferson	Aye
Mr. Hill	Aye
Mayor Witt	Aye

13. City Council Resolution No. 2022-025 - A resolution of the City Council of the City of Lake City, Florida authorizing the execution of Task Assignment Number One to the Continuing Contract with North Florida Professional Services, Inc., a Florida Corporation; providing for engineering services related to the permitting and construction of an amphitheater at Wilson Park; providing for the payment for the professional services at a cost not to exceed \$21,500.00; and providing an effective date. **Mr. Jefferson made a motion to adopt City Council Resolution No. 2022-025, authorizing the execution of Task Assignment Number One to the Continuing Contract with North Florida Professional Services, Inc., a Florida Corporation; providing for engineering services related to the permitting and construction of an amphitheater at Wilson Park, and providing for the payment for the professional services at a cost not to exceed \$21,500.00. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Jefferson	Aye
Mr. Sampson	Aye
Mr. Hill	Aye
Mayor Witt	Aye

Other Items

14. Discussion and Possible Action - City to sponsor Northeast Florida League Dinner Meeting on Thursday, December 1, 2022. (Council Member Jake Hill)

**Mr. Hill made a motion to host the Northeast Florida League Dinner Meeting on Thursday, December 1, 2022. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Hill</b>	<b>Aye</b>
<b>Mr. Sampson</b>	<b>Aye</b>
<b>Mr. Jefferson</b>	<b>Aye</b>
<b>Mayor Witt</b>	<b>Aye</b>

DEPARTMENTAL ADMINISTRATION

15. Discussion and Possible Action - Police Officer Trainee Job Description (Interim Police Chief Gerald Butler)

**Mr. Sampson made a motion to approve the Police Officer Trainee Job Description as presented. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

<b>Mr. Sampson</b>	<b>Aye</b>
<b>Mr. Jefferson</b>	<b>Aye</b>
<b>Mr. Hill</b>	<b>Aye</b>
<b>Mayor Witt</b>	<b>Aye</b>

COMMENTS BY COUNCIL MEMBERS

Mr. Hill apologized for being tardy to the last Council meeting and expressed his concern with citizens bringing firearms to the meetings.

Mr. Sampson and Mr. Jefferson both concurred and suggested this matter be looked into further.

Mr. Sampson stated he would like the board to take Ordinance 2021-2183 back up, and suggested increasing the fees to \$100 - \$175, plus the administration fee. He reported the City did employ a magistrate that could enforce this Ordinance.

Mr. Sampson also suggested having all benches removed from the City Business Corridor, and inquired about the process for speed humps being installed/removed from neighborhoods.

ADJOURNMENT

**All matters having been handled, the meeting adjourned at 7:12 PM on a motion made and duly seconded.**

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Stephen M. Witt, Mayor/Council Member

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Audrey Sikes, MMC City Clerk

**File Attachments for Item:**

3. Approval for City of Lake City Application for "Food Truck Rally and Movie Night at the Darby" for every 2nd Friday of the month for the next twelve (12) months starting April 8th at the Darby Pavilion. Nutrien has provided funding in the amount of \$10,000 for these events.

<b>MEETING DATE</b>
3-21-22

# CITY OF LAKE CITY

## Report to Council

<b>COUNCIL AGENDA</b>	

**SUBJECT: Food Truck Rally & Movie Night at the Darby**

**DEPT / OFFICE: Community Program Manager/City Manager**

<b>Originator:</b> Terri Phillips, Community Program Manager		
<b>City Manager</b> Paul Dyal	<b>Department Director</b> Paul Dyal	<b>Date</b> 3/15/22
<b>Recommended Action:</b> To approve the Community Event “Food Truck Rally and Movie Night at the Darby” for every 2 <sup>nd</sup> Friday of the month.		
<b>Summary Explanation &amp; Background:</b> Food Truck Rally and Movie Night at the Darby will be held every 2 <sup>nd</sup> Friday of the month starting April 8 <sup>th</sup> at the Darby Pavilion. Please bring a blanket or chair to watch the movie. Popcorn will be served.		
<b>Alternatives:</b>  Not provide the community event		
<b>Source of Funds:</b>  We received a \$10,000 grant from Nutrien for this event.		
<b>Financial Impact:</b>  None		
<b>Exhibits Attached:</b>  Food Truck Rally and Movie Night Flyer		

## City of Lake City

**Darby Pavilion**

**Special Events**

### Application

#### Applicant Information

Organization/Applicant Name: <b>City of Lake City</b>			
What is Event For?: <b>Food Truck Rally + Movies @ The Darby</b>			
Contact Name: <b>Terni Phillips</b>		Phone: <b>386-758-5427</b>	
Address: <b>205 N. Marion Ave</b>			
City: <b>Lake City</b>	State: <b>FL</b>	ZIP Code: <b>32055</b>	
Email: <b>phillipst@lcfia.com</b>			
Facility/Park Requested: <b>Darby Pavilion</b>	Date Of The Event: <b>↓</b>	Time Requested: <b>All day</b>	
Estimated Attendance: <b>250</b> <span style="float: right;">Every 2nd Friday of Month Starts in April - through Dec per Terri</span>			
<b>Darby Pavilion Only</b>			
Alcohol <input type="checkbox"/> YES <input type="checkbox"/> NO	Set Up Time	Event Time	Clean Up Time

#### Parade Information

Line Up Place and Time:	Incident Weather Date:
Anticipated number of vehicles to be used in the parade:	Parade Start Time:
Location and desired route (state starting point, route and point of termination. Use the appropriate street names and direction. Attach a map of the parade route.)	

#### Event Information

Will you be collecting admissions/donations of any type at this event?:			
Will any items be sold at this event (including food)?:		What kind?:	
Are you having other vendors participate in this event?:		Please list:	
Is this event open to the public?:	What Activities are planned?:	Will tents be used?:	
Will bounce houses be used?:		Will you be serving food?:	

\*Movies will start 7:30, 50 will probably go until around 9:30.

RECEIVED

MAR - 4 2022

OFFICE OF THE CHIEF

Services Requested (Fees Apply)

Security/Crowd Control Requested?: *yes - Ride by or walk around during free time*

Clean Up Requested?: *yes*

Will you need access to electricity?: If Yes, will you need 20 30 50 Amp Service (please circle one)

Road/Parking Lot Closure Requested?: If Yes, please state (using appropriate names) which streets/parking lots are being requested closed; also submit a map showing all road closures or route;

**\*\*Please note clean up, electric, and police presence is an additional fee\*\***

Organization Information

Type of Organization (please circle one): Not for Profit(must provide 501c3 letter) For Profit Individual

Federal ID#:

Tax Exempt #:

Fee Schedule

Young's Park: \$50.00 daily fee - \$25.00 electricity fee - under 100 people \$100.00 deposit (refundable after event with satisfactory clean up) 100 or more people \$200.00 deposit (refundable after event with satisfactory clean up) - \$1,000,000 Liability Insurance required for events with more than 100 people attending, listing the City as "Additional Insured".

Olustee Park (Gazebo): \$100.00 daily fee - \$25.00 electricity fee - under 100 people \$50.00 deposit (refundable after even with satisfactory clean up) 100 or more people \$100.00 deposit (refundable after event with satisfactory clean up) - \$1,000,000 Liability Insurance required for events with more than 100 people attending, listing the City as "Additional Insured".

OLUSTEE PARK IS A PASSIVE PARK RENTED FOR CEREMONIAL EVENTS ONLY SUCH AS, BUT NOT LIMITED TO; WREATHS ACROSS AMERICA, HOMELESS CANDLE VIGIL, NATIONAL DAY OF PRAYER, FALLEN HEROES, WEDDINGS (CEREMONY ONLY), AND OTHER SIMILAR USES

OLUSTEE PARK IS NOT RENTED TO THE PUBLIC DURING THE MONTHS OF NOVEMBER AND DECEMBER

Teen Town: \$40.00 per hour usage fee, \$100.00 deposit -) - \$1,000,000 Liability Insurance required for events with more than 100 people attending, listing the City as "Additional Insured".

Memorial Stadium: \$400.00 per day - \$100.00 per night use of stadium lights - \$200.00 deposit - \$1,000,000 Liability Insurance required listing the City as "Additional Insured".

Rental Guidelines on the above Parks: \*NO ALCOHOL PERMITTED ON THE ABOVE LISTED CITY PROPERTIES, \*No vehicles allowed in the park, \*No tents, poles or signs allowed in the grass area of the parks, \*No nails or tape on the gazebo, \*All Trash Cans must be emptied by the organizer.

Wilson Park Only  
828 NE Lake Desoto Circle  
Hours of operation 9am-11pm

Darby Pavilion Only: \$100 daily fee - includes tables and seating for 160 people, trash receptacles, use of restrooms and warming kitchen. - Required Deposits; up to 100 people \$100.00, up to 500 people \$200.00, over 500 people \$300.00 (deposits will be refunded in the form of a check issued by the City of Lake City provided there is no damage or outstanding fees owed) - \$1,000,000 Liability Insurance required "Additional Insured".

**THERE ARE NO WAIVERS OF FEE'S OR DEPOSIT'S FOR NON-PROFIT ORGANIZATIONS  
ONLY CITY SPONSORED EVENTS ARE WAIVED FROM FEE'S AND DEPOSITS**

Fire Pit Water Features: includes wood and City Staff to light  10 lighted pits \$200.00  20 lighted pits \$300.00

Electrician: CITY OF LAKE CITY PERSONNEL ONLY  over 110 volts breaker fee \$25.00 per breaker Number Needed?

Extra Security: Security is required for public/private events with 200+ anticipated attendance or if alcohol will be served. All applications are reviewed by the Lake City Police Department and Security determinations are based on recommendations from that department. Fees are based on a ~~\$25.00~~ *35.00* per hour (4 hour minimum) per Officer. Security requirements and costs will be negotiated on a case by case basis. Security fees are paid in advance.



**Staff Use Only**

<p><b>Approved</b> (All signatures required for approval)</p>	<p>Deposit Amount:  Date Due: <i>0</i></p>	<p>Map Attached: <b>D.O.T</b> Approval:  Proof of Insurance:</p>
<p><b>Denied</b></p>	<p>Electricity Needed:  Electricity Charge:</p>	<p>Road Closures:  Parking Lot Closures:</p>
<p><i>City Event</i> Rental Fee: <i>0</i></p>	<p>Total Received:  <i>0</i></p>	<p>Deposit Returned:  Date:                      Amount:</p>
<p>Applicant Signature: <i>J. Phelan</i></p>		<p>Date: <i>2/28/22</i></p>
<p><b>Department Approval</b></p>		
<p>Public Works Official: <i>John Bullock</i></p>		<p>Date: <i>3-2-22</i></p>
<p>Police Department Official: <i>[Signature]</i></p>		<p>Date: <i>3/3/22</i></p>
<p>DOT Release (if applicable)</p>		<p>Date:</p>
<p>City Manager:</p>		<p>Date:</p>
<p>City Council:</p>		<p>Date:</p>
<p>CRA Official:</p>		<p>Date:</p>
<p>Recreation Department Official: <i>J. Phelan</i></p>		<p>Date: <i>2-28-22</i></p>

City of Lake City presents...

# MOVIE NIGHT & FOOD TRUCK RALLY AT THE DARBY

Follow the  
City of Lake  
City  
Facebook  
Page for the  
upcoming  
movie titles

Free outside  
Movie Night is  
every 2nd Friday  
of the month  
starting in April  
at 7:30pm



Come out and  
enjoy a Movie  
and dinner from  
local food trucks  
at the Darby  
Pavilion

Bring a  
blanket or  
chair to enjoy  
the movie-  
Popcorn will  
be served

The Darby Pavilion  
828 NE Lake Desoto Circle  
Lake City, FL 32055



**Nutrien**  
Feeding the Future™

**File Attachments for Item:**

4. Approval for the City of Lake City Application for the Flea Across Florida Community Yard Sale at the Darby Pavilion on April 8 and 9, 2022.

<b>MEETING DATE</b>
3-21-22

# CITY OF LAKE CITY

## Report to Council

<b>COUNCIL AGENDA</b>	
<b>ITEM NO.</b>	

**SUBJECT: City of Lake City Flea Across Florida Community Yard Sale**

**DEPT / OFFICE: Community Program Manager**

<b>Originator:</b> Terri Phillips, Community Program Manager		
<b>City Manager</b> Paul Dyal	<b>Department Director</b> Paul Dyal	<b>Date</b> 3/15/22
<b>Recommended Action:</b> To approve the Flea Across Florida Community Yard Sale at the Darby Pavilion on April 8&9.		
<b>Summary Explanation &amp; Background:</b> The City of Lake City will participate with a community yard sale at the Darby Pavilion to coincide with The Flea Across Florida event. The Flea Across Florida goes from Jacksonville to Pensacola on April 8 & 9, 2022. Residents are encouraged to bring out clean household items to sell at this event.		
<b>Alternatives:</b>  Not provide the community event.		
<b>Source of Funds:</b>  No expense for this event.		
<b>Financial Impact:</b>  None		
<b>Exhibits Attached:</b>  Flea Across Florida Community Yard Sale Flyer		



City of Lake City  
*Flea Across Florida*  
**Community**

**YARD**  
**S A L E**

Wilson Park  
828 NE Lake DeSoto Circle  
Lake City, FL 32055

For a free vendor space  
please request an application  
at [cityevents@lcfla.com](mailto:cityevents@lcfla.com)

**Friday and Saturday**  
**April 8 & 9**  
**8am-2pm**



**Just in time for Spring Cleaning**

## City of Lake City

 **Darby Pavilion**
 **Special Events**

### Application

#### Applicant Information

Organization/Applicant Name: City of Lake City

What is Event For?: Flea Across Florida Yard Sale

Contact Name: Terri Phillips

Phone:

Address: 205 N. Marion Ave

City: Lake City

State: FL

ZIP Code: 32055

Email: phillips+@lcfla.com

Facility/Park Requested: Darby Pavilion

Date Of The Event: 4/8+4/9

Time Requested: 6:30am -

Estimated Attendance: 100

2pm

#### Darby Pavilion Only

Alcohol  YES  NO

Set Up Time

Event Time

Clean Up Time

#### Parade Information

Line Up Place and Time:

Inclement Weather Date:

Anticipated number of vehicles to be used in the parade:

Parade Start Time:

Location and desired route (state starting point, route and point of termination. Use the appropriate street names and direction. Attach a map of the parade route.

#### Event Information

Will you be collecting admissions/donations of any type at this event?:

Will any items be sold at this event (including food)?:

What kind?:

Are you having other vendors participate in this event?:

Please list:

Is this event open to the public?:

What Activities are planned?:

Will tents be used?:

Will bounce houses be used?:

Will you be serving food?:

RECEIVED

MAR - 4 2022 *SP*

OFFICE OF THE CHIEF



**Services Requested (Fees Apply)**

Security/Crowd Control Requested?: **NO**

Clean Up Requested?: **yes**

Will you need access to electricity?: If Yes, will you need  20  30  50 Amp Service (please circle one)

Road/Parking Lot Closure Requested?: If Yes, please state (using appropriate names) which streets/parking lots are being requested closed; also submit a map showing all road closures or route;

**\*\*Please note clean up, electric, and police presence is an additional fee\*\***

**Organization Information**

Type of Organization (please circle one): Not for Profit(must provide 501c3 letter) For Profit Individual

Federal ID#:

Tax Exempt #:

**Fee Schedule**

Young's Park: \$50.00 daily fee - \$25.00 electricity fee - under 100 people \$100.00 deposit (refundable after event with satisfactory clean up) 100 or more people \$200.00 deposit (refundable after event with satisfactory clean up) - \$1,000,000 Liability Insurance required for events with more than 100 people attending, listing the City as "Additional Insured".

Olustec Park (Gazebo): \$100.00 daily fee - \$25.00 electricity fee - under 100 people \$50.00 deposit (refundable after even with satisfactory clean up) 100 or more people \$100.00 deposit (refundable after event with satisfactory clean up) - \$1,000,000 Liability Insurance required for events with more than 100 people attending, listing the City as "Additional Insured".

OLUSTEE PARK IS A PASSIVE PARK RENTED FOR CEREMONIAL EVENTS ONLY SUCH AS, BUT NOT LIMITED TO; WREATHS ACROSS AMERICA, HOMELESS CANDLE VIGIL, NATIONAL DAY OF PRAYER, FALLEN HEROES, WEDDINGS (CEREMONY ONLY), AND OTHER SIMILAR USES

OLUSTEE PARK IS NOT RENTED TO THE PUBLIC DURING THE MONTHS OF NOVEMBER AND DECEMBER

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<p><b>Denied</b></p>	<p>Electricity Needed:</p> <p>Electricity Charge:</p>	<p>Road Closures:</p> <p>Parking Lot Closures:</p>
<p><i>City Event</i> Rental Fee: <i>Ø</i></p>	<p>Total Received: <i>Ø</i></p>	<p>Deposit Returned:</p> <p>Date: Amount:</p>
<p>Applicant Signature: <i>J.P. Philippi</i></p>		<p>Date: <i>2/28/22</i></p>
<p><b>Department Approval</b></p>		
<p>Public Works Official:</p>	<p><i>John Bullard</i></p>	<p>Date: <i>3-2-22</i></p>
<p>Police Department Official:</p>	<p><i>[Signature]</i></p>	<p>Date: <i>5/5/22</i></p>
<p>DOT Release (if applicable)</p>		<p>Date:</p>
<p>City Manager:</p>		<p>Date:</p>
<p>City Council:</p>		<p>Date:</p>
<p>CRA Official:</p>		<p>Date:</p>
<p>Recreation Department Official:</p>	<p><i>J.P. Philippi</i></p>	<p>Date: <i>2/28/22</i></p>



**File Attachments for Item:**

5. Travel Request - City Clerk Audrey Sikes is requesting to attend the 2022 IIMC Annual Conference Sunday, May 22, 2022 - Thursday, May 26, 2022 in Little Rock, AR. This is not a budgeted conference. Requesting to utilize funds budgeted for Florida Records Management Association in the amount of \$1,180.00. The unbudgeted estimated cost to attend the conference will be approximately \$733.00. Ms. Sikes is serving on the IIMC Presidential Reception Committee for incoming President Pamela Smith, MMC of Lee County, Florida.



ACCOUNT NUMBER	DEPARTMENT	DATE
512.40 and 512-55	Clerk	3/8/2022

EMPLOYEE NAME	DEPARTURE DATE & TIME	RETURN DATE & TIME
Audrey Sikes	Sunday, May 22, 2022	Thursday, May 26, 2022

PURPOSE / REASON / DESTINATION:	2022 IIMC Annual Conference Little Rock, AK 5/22/2022-5/26/2022
---------------------------------	---

TRAVEL EXPENDITURES	# NIGHTS	RATE	PURCHASING CARD CHARGE	TOTAL EXPENDITURES
LODGING	4	\$ 164.00	Cost share with another clerk reimburse Tequesta	\$ 377.20
			Total Room charges \$754.40/2 = \$377.20	
CONFERENCE REGISTRATION	1	\$ 650.00	Region III Registration Charges IIMC	\$ 650.00
<b>INCIDENTAL EXPENSES (TOLLS, PARKING-LIST EACH ITEM SEPARATE)</b>				
Parking Charges	\$ 5.00	\$ 16.00	Parking at Airport (estimate)	\$ 80.00
Tolls	N/A			
Airfare			Roundtrip	\$ 484.62
Airfare			Luggage charges (estimate)	\$ 85.00
				\$ -
				\$ -
<b>MEALS (Date)</b>	<b># Days</b>	<b>Rate based on Location</b>	<b>REIMBURSEMENT THROUGH PAYROLL</b>	
Sunday, 5/22/2022		\$59.00	First day of travel - no meals provided	\$ 44.25
Monday, 5/23/2022			Breakfast and Lunch included	\$ 31.00
Tuesday, 5/24/2022			Lunch and Dinner included	\$ 18.00
Wednesday, 5/25/2022			Breakfast and Dinner included	\$ 20.00
Thursday, 5/26/2022			Last day of travel, no meals provided	\$ 44.25
<i>M&amp;IE first &amp; last day calculated at 75% - Full day may be approved based on time of departure and/or return.</i>				
<b>MILEAGE (Date)</b>	<b># MILES</b>	<b>RATE</b>		
Lake City to Jacksonville	70.00	0.56	Account number 511.40	\$ 39.20
Jacksonville to Lake City	70.00	0.56	Account number 511.40	\$ 39.20
				\$ -
				\$ -
				\$ -
<b>TOTAL EXPENSE TO EMPLOYEE</b>				<b>\$ 235.90</b>
<b>TOTAL EXPENSE</b>				<b>\$ 1,912.72</b>

I hereby certify that this claim is true and correct in every matter.

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

Date \_\_\_\_\_

Dept. Head Signature: \_\_\_\_\_

Date \_\_\_\_\_

City Mgr. Signature: *(Required for unbudgeted or out of state travel only)*

Date \_\_\_\_\_

\*Please attach all supporting documentation for auditing purposes.

\*Please obtain all signatures before submitting for payment.



# 2022 IIMC Annual Conference Education Planning Packet (Phase II)

76th Annual Conference, Little Rock, AR • Sunday, May 22 thru Wednesday, May 25, 2022

**FULL EDUCATION  
PROGRAM  
and SCHEDULE  
Included!**



## 2022 IIMC Annual Conference Education Planning Packet (Phase II)

This Education Planning Packet will provide you with the tools you need to develop an efficient strategy when registration goes live. At that time, you will have the ability to submit all your conference and pre-conference selections along with your payment.

IIMC encourages you to familiarize yourself with the contents of this education planning packet and attend the virtual conference registration demo session with step-by-step guidance and interactive Q&A on

**Thursday, January 13, 9:00 AM PT. Use ZOOM link: <https://bit.ly/2022ConfJan13>.**

### Included in this Education Planning Packet:

- Conference Registration Ticket Type Descriptions
- Full Conference Program and Schedule – includes session titles, descriptions, and speakers for Keynote sessions, Pre-Conference Academies, Athenian Dialogues, and all general and concurrent sessions.
- Education Planning Worksheet – provides guidance for selecting conference education tracks and marking session preferences.

### During Phase II, you are encouraged to:

- Finalize Phase I Logistics – Sneak Peek Packet download:  
[www.iimc.com/DocumentCenter/View/7597/2022-IIMC-Annual-Conference-Sneak-Peek-Planning-Packet](http://www.iimc.com/DocumentCenter/View/7597/2022-IIMC-Annual-Conference-Sneak-Peek-Planning-Packet):
  - Apply for a conference grant: <https://bit.ly/2022ConfGrant> (Deadline: January 31, 2022)
  - Reserve hotel and vehicle rental (if needed)
  - Plan your budget
  - Download the IIMC Conference Mobile App
- Determine your conference registration ticket type
- Review the Athenian Dialogues and/or Academies and rank your preferences (if attending the Pre-Conference)
- Review the full conference education program and rank your preferences for concurrent sessions
- Gather your conference attendee details:
  - Member ID
  - Personal Accommodations details (if needed)
  - Dietary Restrictions (if applicable)
  - Emergency Contact name and phone number
  - Guest information – **Guests must complete their own registration process.**
- Determine the credit card you plan to use to submit payment and ensure you will have access to it when registration is live
- Attend a virtual conference registration demo session

All conference materials, including this Education Planning Packet, are included on the 2022 annual conference page: [www.iimc.com/458/2022-IIMC-Annual-Conference](http://www.iimc.com/458/2022-IIMC-Annual-Conference). IIMC updates this page often. Check back regularly.

## Registration Ticket Type

Do you know your region?

### IIMC Regions

- 1: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont
- 2: Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia
- 3: Alabama, Florida, Georgia, North Carolina, South Carolina
- 4: Arkansas, Louisiana, Mississippi, Oklahoma, Texas
- 5: Indiana, Kentucky, Michigan, Ohio, Tennessee
- 6: Iowa, Minnesota, Wisconsin
- 7: Illinois, Kansas, Missouri
- 8: Arizona, Colorado, Idaho, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah, Wyoming
- 9: Alaska, California, Hawaii, Oregon, Washington
- 10: Canada
- 11: Outside North America

### Quick Guide

#### Member (Individual) Tickets

##### Regions 1-3, 5-9

- Have attended an IIMC conference before:  
**Member Registration Ticket**
- Have not attended an IIMC conference before:  
**Member Registration Ticket with First Timer Discount**

##### Region 4

- Have attended an IIMC conference before:  
**Member Registration Ticket with Regional Discount**
- Have not attended an IIMC conference before:  
**Member Registration Ticket with Regional Discount AND First Timer Discount**

##### Region 10

- **Canada/Region 10 Member Registration Ticket**

##### Region 11

- **Members outside of North America/Region 11 Member Registration Ticket**

#### Member (Multiple) Tickets

- **Multi-Attendee Member Registration Ticket**

### Other Ticket Types

- **Retired Member Registration Ticket**
- **Guest Registration Ticket**
- **Non-Member Registration Ticket**

### **Descriptions**

- **Member Registration Ticket (No Discounts):** Available for members from Regions 1-3 and 5-9 (U.S. based members) that have been to an IIMC conference before. Package includes Opening Reception, Opening Ceremony, Grab and Go Breakfast, Concurrent Education Sessions, Exhibit Hall, General Sessions, Two Lunches, All-Conference Event - Dinner, Breakfast and AM Annual Business Meeting, Annual Banquet - Dinner, Conference Program, Refreshment Breaks, Conference Bag, Personal Profile in Smartphone App, Conference Education Verification.
- **Member Registration Ticket with First Timer Discount:** Available for members from Regions 1-3 and 5-9. First Time Attendee to IIMC's Annual Conference. Package includes Opening Reception, Opening Ceremony, Grab and Go Breakfast, Concurrent Education Sessions, Exhibit Hall, General Sessions, Two Lunches, All-Conference Event - Dinner, Breakfast and AM Annual Business Meeting, Annual Banquet - Dinner, Conference Program, Refreshment Breaks, Conference Bag, Personal Profile in Smartphone App, Conference Education Verification.
- **Member Registration Ticket with Regional Discount (Not a First Timer):** Available for members from Region 4 (Arkansas, Louisiana, Mississippi, Oklahoma, Texas). Package includes Opening Reception, Opening Ceremony, Grab and Go Breakfast, Concurrent Education Sessions, Exhibit Hall, General Sessions, Two Lunches, All-Conference Event - Dinner, Breakfast and AM Annual Business Meeting, Annual Banquet - Dinner, Conference Program, Refreshment Breaks, Conference Bag, Personal Profile in Smartphone App, Conference Education Verification.
- **Member Registration Ticket with Regional Discount AND First Timer Discount:** Available for members from Region 4 (Arkansas, Louisiana, Mississippi, Oklahoma, Texas). Ticket includes a \$50 discount for members in Region IV as well as an additional \$50 discount for being a first-time conference attendee! Package



includes Opening Reception, Opening Ceremony, Grab and Go Breakfast, Concurrent Education Sessions, Exhibit Hall, General Sessions, Two Lunches, All-Conference Event - Dinner, Breakfast and AM Annual Business Meeting, Annual Banquet - Dinner, Conference Program, Refreshment Breaks, Conference Bag, Personal Profile in Smartphone App, Conference Education Verification.

- **Retired Member Registration Ticket:** Available for retired IIMC members. Package includes Opening Reception, Opening Ceremony, Grab and Go Breakfast, Exhibit Hall, General Sessions, Two Lunches, All-Conference Event – Dinner, Breakfast and AM Annual Business Meeting, Annual Reception and Banquet – Dinner, Refreshment Breaks.
- **Multi-Attendee Member Registration Ticket:** If more than one member from your municipality will be attending the conference, this ticket is for you! Each member will need to purchase their own ticket. Package includes Opening Reception, Opening Ceremony, Grab and Go Breakfast, Concurrent Education Sessions, Exhibit Hall, General Sessions, Two Lunches, All-Conference Event - Dinner, Breakfast and AM Annual Business Meeting, Annual Banquet - Dinner, Conference Program, Refreshment Breaks, Conference Bag, Personal Profile in Smartphone App, Conference Education Verification.
- **Canada/Region 10 Member Registration Ticket:** Available for members from Region 10 (Canada based members). Package includes Opening Reception, Opening Ceremony, Grab and Go Breakfast, Concurrent Education Sessions, Exhibit Hall, General Sessions, Two Lunches, All-Conference Event - Dinner, Breakfast

and AM Annual Business Meeting, Annual Banquet - Dinner, Conference Program, Refreshment Breaks, Conference Bag, Personal Profile in Smartphone App, Conference Education Verification.

- **Members outside of North America – Region 11 Member Registration Ticket:** Available for members from Region 11. (Outside of North America). Package includes Opening Reception, Opening Ceremony, Grab and Go Breakfast, Concurrent Education Sessions, Exhibit Hall, General Sessions, Two Lunches, All-Conference Event - Dinner, Breakfast and AM Annual Business Meeting, Annual Banquet - Dinner, Conference Program, Refreshment Breaks, Conference Bag, Personal Profile in Smartphone App, Conference Education Verification.
- **Guest Registration Ticket:** Available for guests of registered IIMC members. Guests must submit their own separate registration. Guests are not permitted to attend the Concurrent Education Sessions offered Monday - Wednesday. Package includes Opening Reception, Opening Ceremony, Grab and Go Breakfast, Exhibit Hall, General Sessions, Two Lunches, All-Conference Event – Dinner, Breakfast and AM Annual Business Meeting, Annual Reception and Banquet – Dinner, Refreshment Breaks.
- **Non-Member Registration Ticket:** Package includes Opening Reception, Opening Ceremony, Grab and Go Breakfast, Concurrent Education Sessions, Exhibit Hall, General Sessions, Two Lunches, All-Conference Event - Dinner, Breakfast and AM Annual Business Meeting, Annual Banquet - Dinner, Conference Program, Refreshment Breaks, Conference Bag, Personal Profile in Smartphone App, Conference Education Verification.

# Education Sessions

## Advanced Academy Session #1

Saturday, May 21, 2022 8:00 a.m. - 12:00 p.m.  
Fee: \$179.00

### ■ Action Through the Lens of Race: Enacting Antiracist Change in Municipal Leadership

#### Kimberly Nao

Associate Professor/Consultant  
Mount Saint Mary's University/Nao & Associates  
Los Angeles, California

Since the murder of George Floyd and the Black Lives Matter protests, organizations and institutions have reflected upon and revamped their diversity, equity, and inclusion efforts. Workshops and professional development around implicit bias, antiracism book clubs, and listening sessions became prevalent. But as the moment around the movement wanes, where are we today in regard to real structural change? This interactive workshop challenges participants to reflect on power relations between individuals and social groups and their relationship to institutions that serve them. It will engage participants to dig deep to understand their own social positions within the framework of power and privilege to build antiracist policies and practices within their own sphere of influence. Participants will develop leadership skills around antiracist policy and decision-making within city leadership, Municipal councils, and professional committees and associations to create transformational and antiracist community change.

***Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. In order to receive certification points, each participant is required to complete a learning assessment. This session is limited to 30 registered delegates. Delegates must register by Monday, May 2, 2022.***

## Advanced Academy Session #2

Saturday, May 21, 2022 8:00 a.m. - 12:00 p.m.  
Fee: \$179.00

### ■ Ethiture™ - Where Ethics and Culture Merge - Ethical Standards and The Culture You Create

#### Stephanie Angelo, SPHR, SHRM-SCP, CVP

Company Culture Speaker, Trainer, and Consultant  
Chandler, Arizona

#### Marcy Maslov

CEO and Founder, EUC/e-Factor!  
Phoenix, Arizona

Where does culture come from?

How do the various types of culture emerge and what is the effect on your Municipal organization?

In this unique program, we'll define both ethics and culture and explore how ethics are derived from your personal values, experience, culture, religion, and background. Participants discover how ethical values and culture merge and learn the value of a healthy, thriving workplace culture. This highly interactive program may include participants experiencing both the e-Factor!® game and the Company Culture Game™.

During the Academy, participants will:

- Define key concepts of company culture values, ethics, accountability, and integrity for the organization
- Discuss how personal ethics and culture relate to the decisions we make at work (and affect ourselves, our team, and our organization)
- Learn several behaviors that positively improve company culture and ethical decision-making
- Resolve to commit to one action for applying this learning to the workplace

***Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. In order to receive certification points, each participant is required to complete a learning assessment. This session is limited to 40 registered delegates. Delegates must register by Monday, May 2, 2022.***

## Education Sessions (continued)

## Advanced Academy Session #3

Saturday, May 21, 2022 1:00 p.m. - 5:00 p.m.  
 Fee: \$179.00

### ■ HR is Sexy: Human Resource Trends in Municipal Government

#### Nicole Anderson

CEO and Founder  
 MEND HR Solutions and MEND Recruiting  
 West Palm Beach, Florida

Human Resources was created as Personnel Management or Office Management in the late 1970s. As this position has evolved, the Human Resources we know today was formed.

The problem is that it has stopped evolving with the needs of the organization. Human Resources has been stuck in an archaic design that limits its ability to be more forward thinking and impact organizations.

In our session, we will show you how HR can be Sexy, even in government. Local governments have many challenges that private business do not. Limited budgets for newer technology, compensation structures set by the state with little wiggle room to recruit top talent, procedures that are set by laws or the constitution. You will learn new ways to get creative to maximize your HR functions through a hiring culture, retention programs, HR technology, as well as many others. We will also work through scenarios you may face in the ever-changing employment law arena.

*Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. In order to receive certification points, each participant is required to complete a learning assessment. This session is limited to 50 registered delegates. Delegates must register by Monday, May 2, 2022.*

## Advanced Academy Session #4

Saturday, May 21, 2022 1:00 p.m. - 5:00 p.m.  
 Fee: \$179.00

### ■ Liar, Liar Pants on Fire

#### Traci Brown

Fraud-Busting Body Language Expert  
 Traci Brown, Inc.  
 Denver, Colorado

When the economy goes down, fraud goes up. And Municipal Fraud is one of the fastest growing forms of fraud. Can you spot it hidden in plain sight?

Learn to read fraudsters like a book with renowned body language expert Traci Brown. You can quit second guessing your instincts and immediately tell fact from fiction when Traci teaches the nine telltale signs someone is lying, how to quickly uncover the truth and how to keep nefarious people from making your city a victim.

Do you know how to tell if that resident really did pay their water bill? Or if the witness to that riot is telling the truth about what happened? And most importantly can you spot who on your team is siphoning money out of the city accounts into their own pocket?

In this fast-paced session, you will discover how to use Traci's 9 point Fraud Spotting System to separate the lies from the truth so you don't innocently step into a devastating financial event.

*Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. In order to receive certification points, each participant is required to complete a learning assessment. This session is limited to 50 registered delegates. Delegates must register by Monday, May 2, 2022.*



## Education Sessions (continued)

## Advanced Academy Session #5

Sunday, May 22, 2022 8:00 a.m. - 12:00 p.m.  
 Fee: \$179.00

### ■ Leading with Social + Emotional Intelligence

#### Tara Kuipers

Facilitator, Educator, and Coach  
 Tara Kuipers Consulting  
 Cody, Wyoming

*"Emotional intelligence is not the opposite of intelligence; it is not the triumph of heart over head - no, it is the unique intersection of both."* (David Caruso)

Social + Emotional Intelligence is our competency to recognize, understand, and manage emotions - our own and those of others. S+EI impacts how we understand emotions and behaviors through relationship complexities - at work and in all of life. Our S+EI influences how we handle stress, respond to challenges, make decisions, and achieve positive outcomes with others. Combining the best available research with reflection and dialogue, this workshop will give each participant the understanding and tools to:

- Gain greater self-awareness and others-awareness by understanding the four quadrants of S+EI
- Manage emotional reactions and deal more effectively with difficult people and situations
- Bounce back more quickly from challenges and improve tolerance for stress
- Grow the ability to connect to and communicate with others
- Build trust and team cohesiveness and improve empathy

***Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. In order to receive certification points, each participant is required to complete a learning assessment. This session is limited to 50 registered delegates. Delegates must register by Monday, May 2, 2022.***

## Advanced Academy Session #6

Sunday, May 22, 2022 8:00 a.m. - 12:00 p.m.  
 Fee: \$179.00

### ■ "Mind-Numbing vs Mind-Blowing: How to Energize Your Presentation"

#### Glenn Anderson

The Performance Catalyst Speaker  
 Glenn Anderson Speaks  
 Chicago, Illinois

Presentations, both virtual and face-to-face, are enjoyable and effective when the speaker is sharing their passion and energy with the audience. Whether you are staring at your computer screen doing a Zoom presentation or you are actually lucky enough to be standing in front of a live audience with a projector and some slides, how exactly is that accomplished? Speakers have power! In this workshop, you will discover the characteristics of a great presentation – a strong opening, positive body language, proper usage of slides and charts, good time management, handling questions, and many more. Discover how to survive and thrive with virtual presentations. Whether you are presenting to your own department, speaking with the public, or spontaneously answering questions from the press, this workshop will help you gain confidence and grow your public speaking skills. Explore the power you have as a speaker with this entertaining, instructional, and interactive workshop.

***Pre-registration and payment of a \$179.00 fee is required to attend this Academy session. In order to receive certification points, each participant is required to complete a learning assessment. This session is limited to 50 registered delegates. Delegates must register by Monday, May 2, 2022.***

## Education Sessions (continued)

## Advanced Academy Session #7

Sunday, May 22, 2022 1:00 p.m. - 5:00 p.m.  
Fee: \$179.00

■ **Critical Thinking for Better Judgement:  
Developing a Mindset to Look Past  
the Surface**

**Dr. Nicholas Whipps**

Veteran and Military Student Services Coordinator  
Casper College, *Casper, Wyoming*

In our daily life, we encounter information constantly. The pace of change and volume of that information makes it hard to think through decisions. Because of this, people often revert to biases and rules of thumb when making decisions. This traps them into drawing faulty conclusions. Critical thinking is the ability to think reflectively and independently in order to make thoughtful decisions. The goal is to give ourselves time and tools for improving how we think, to see things closer to how they really are, and get a better sense of the world. By focusing on root-cause issues, critical thinking helps you avoid future problems that can result from your actions. But just understanding the concepts won't get you there. Developing a critical thinking mindset requires commitment and deliberate practice.

In this session, you will learn:

- How to develop mental agility to apply insights from one context to the next
- Ways you can avoid overthinking
- How to avoid deceiving misconceptions and spot misleading biases
- How to craft better arguments
- How to sharpen judgment and improve decision-making
- How to balance rational, strategic, and even emotional thinking

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## Advanced Academy Session #8

Sunday, May 22, 2022 1:00 p.m. - 5:00 p.m.  
Fee: \$179.00

■ **The Dilemma of the Frustrated Visionary:  
How Vision-Driven Leaders Fuel a  
Movement without Causing Burnout**

**Steve Chapparro**

Founder, Culture Design Studio,  
*Long Beach, California*

Maybe you have a vision for how things should be different in your workplace or in your industry. You may have even had great success communicating and executing on your vision in the past, but something has changed. Now, you are being told that your ideas are too radical or that people are fatigued from the disruption and constant change. What do you do?

In this highly interactive, four-hour session, Steve Chapparro, Founder of Culture Design Studio will share a framework which adopts the mindsets and methodologies to enlist your team and colleagues into an emergent journey of transformation. This presentation is perfect for the innovators and change makers in the world who have ideas that have the potential to disrupt how the world thinks and works but struggle with convincing people to join them for the long haul.

Participants will leave with:

- An awareness that the passion and vision of a leader can both fuel and burn people out
- Ways to implement listening and testing out your message so that you can communicate with persuasion and impact
- How to replace the outdated models of command-and-control and mandates with a new culture and movement of collaboration and co-creation
- How to replace a culture of control for one that distributes decision-making, is responsive to changes, and facilitates growth

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# Athenian Leadership Society Dialogues

## Athenian Leadership Society Dialogue #1

Saturday, May 21, 2022

9:00 a.m. - 4:00 p.m.

Fee: \$110.00



### Leaders Eat Last: Why Some Teams Pull Together and Others Don't

by Simon Sinek

Facilitated by:  
**Tanner Vario**  
Institute Director, Southern Utah  
University

Imagine a world where almost everyone wakes up inspired to go to work, feels trusted and valued during the day, then returns home feeling fulfilled. This is not a crazy, idealized notion. Today, in many successful organizations, great leaders create environments in which people naturally work together to do remarkable things.

In his work with organizations around the world, Simon Sinek noticed that some teams trust each other so deeply that they would literally put their lives on the line for each other. Other teams, no matter what incentives are offered, are doomed to infighting, fragmentation, and failure. Why?

The answer became clear during a conversation with a Marine Corps general. "Officers eat last," he said. Sinek watched as the most junior Marines ate first while the most senior Marines took their place at the back of the line. What's symbolic in the chow hall is deadly serious on the battlefield: Great leaders sacrifice their own comfort - even their own survival - for the good of those in their care.

Too many workplaces are driven by cynicism, paranoia, and self-interest. But the best ones foster trust and cooperation because their leaders build what Sinek calls a "Circle of Safety" that separates the security inside the team from the challenges outside.

Sinek illustrates his ideas with fascinating true stories that range from the military to big business, from government to investment banking.

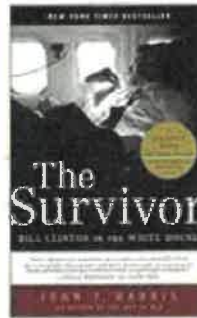
*Pre-registration (on-site registrations are not permitted) and payment of a \$110.00 fee is required to attend this Athenian Leadership Society Dialogue. In order to receive points, each participant is required to complete a learning assessment. This dialogue is limited to 30 registered delegates. Delegates must register by Monday, May 2, 2022.*

## Athenian Leadership Society Dialogue #2

Saturday, May 21, 2022

9:00 a.m. - 4:00 p.m.

Fee: \$110.00



### The Survivor: Bill Clinton in the White House

by John F. Harris

Facilitated by:  
**Tara Kuipers**, Facilitator, Educator, and  
Coach, Tara Kuipers Consulting  
Cody, Wyoming

Bill Clinton is the most arresting leader of his generation. He transformed American politics, and his eight years as president spawned arguments that continue to resonate. For all that has been written about this singular personality—including Clinton's own massive autobiography—there has been no comprehensive, nonpartisan overview of the Clinton presidency.

Few writers are as qualified and equipped to tackle this vast subject as the award-winning veteran Washington Post correspondent John F. Harris, who covered Clinton for six of his eight years in office—as long as any reporter for a major newspaper. In *The Survivor*, Harris frames the historical debate about President William Jefferson Clinton, by revealing the inner workings of the Clinton White House and providing the first objective analysis of Clinton's leadership and its consequences.

Harris shows Clinton entering the Oval Office in 1993 primed to make history. But with the Cold War recently concluded and the country coming off a nearly uninterrupted generation of Republican presidents, the new president's entry into this maelstrom of events was tumultuous. His troubles were exacerbated by the habits,



## Athenian Leadership Society Dialogues (continued)

personal contacts, and the management style, he had developed in his years as governor of Arkansas. Clinton's enthusiasm and temper were legendary, and he and Hillary Rodham Clinton—whose ambitions and ordeals also fill these pages—arrived filled with mistrust about many of the characters who greeted them in the “permanent Washington” that often holds the reins in the nation's capital.

Showing surprising doggedness and a deep-set desire to govern from the middle, Clinton repeatedly rose to the challenges; eventually winning over (or running over) political adversaries on both sides of the aisle—sometimes facing as much skepticism from fellow Democrats as from his Republican foes. But as Harris shows in his accounts of political debacles such as the attempted overhaul of health care, Clinton's frustrations in the war against terrorism, and the numerous personal controversies that time and again threatened to consume his presidency, Bill Clinton could never manage to outrun his tendency to favor conciliation over clarity, or his own destructive appetites. *The Survivor* is the best kind of history, a book filled with major revelations—the tense dynamic of the Clinton inner circle and Clinton's professional symbiosis with Al Gore to the imprint of Clinton's immense personality on domestic and foreign affairs—as well as the minor details that leaven all great political narratives. This long-awaited synthesis of the dominant themes, events, and personalities of the Clinton years will stand as the authoritative and lasting work on the Clinton Presidency.

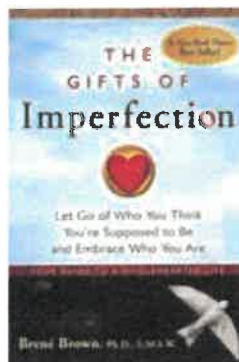
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### Athenian Leadership Society Dialogue #3

**Sunday, May 22, 2022**

**9:00 a.m. - 4:00 p.m.**

**Fee: \$110.00**



### **The Gifts of Imperfection: Let Go of Who You Think You Are Supposed To Be and Embrace Who You Are**

by Brené Brown

Facilitated by:

**Mary Lynne Stratta, MMC**  
City Secretary  
City of Bryan, Texas

Brené Brown's game-changing *New York Times* bestseller, *The Gifts of Imperfection*, has sold more than **2 million copies** in more than **30 different languages** and is celebrating its **10th Anniversary in print**. *Forbes* magazine named *Gifts* Through this self-help classic we find courage to overcome paralyzing fear and self-consciousness, strengthening our connection to the world and helping us to believe we are worthy of self-discovery, personal growth, and boundless love.

A motivational and inspiring guide to wholehearted living, rather than just the average self-help book, with this groundbreaking work, Brené Brown, Ph.D., bolsters the self-esteem and personal development process through her characteristic heartfelt, honest storytelling. With original research and plenty of encouragement, she explores the psychology of releasing our definitions of an “imperfect” life and embracing living authentically. Brown's “ten guideposts” are benchmarks for authenticity that can help anyone establish a practice for a life of honest beauty—a perfectly imperfect life.

Now more than ever, we all need to cultivate feelings of self-worth, as well as acceptance and love for ourselves. In a world where insults, criticisms, and fears are spread too generously alongside messages of unrealistic beauty, attainment, and expectation, we look for ways to “dig deep” and find truth and gratitude in our lives. A new way forward means we can't hold on too tightly to our own self-defeating thoughts or the displaced pain in our world. Instead, we can embrace the imperfection.

## Athenian Leadership Society Dialogues (continued)

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### Athenian Leadership Society Dialogue #4

**Sunday, May 22, 2022**

**9:00 a.m. - 4:00 p.m.**

**Fee: \$110.00**



### **Dutch Girl: Audrey Hepburn and World War II**

by Robert Matzen and Luca Dotti

Facilitated by:  
**Jannette Goodall, MMC**  
City Secretary  
City of Fort Worth, Texas

Twenty-eight years after her passing, Audrey Hepburn remains the most beloved of all Hollywood stars, known as much for her role as UNICEF ambassador as for films like Roman Holiday and Breakfast at Tiffany's. Several biographies have chronicled her stardom, but none have

covered her intense experiences through five years of Nazi occupation in the Netherlands. According to her son, Luca Dotti, "The war made my mother who she was." Audrey Hepburn's war included participation in the Dutch Resistance, working as a doctor's assistant during the "Bridge Too Far" battle of Arnhem, the brutal execution of her uncle, and the ordeal of the Hunger Winter of 1944. She also had to contend with the fact that her father was a Nazi agent and her mother was pro-Nazi for the first two years of the occupation. But the war years also brought triumphs as Audrey became Arnhem's most famous young ballerina. Audrey's own reminiscences, new interviews with people who knew her in the war, wartime diaries, and research in classified Dutch archives shed light on the riveting, untold story of Audrey Hepburn under fire in World War II. Also included is a section of color and black-and-white photos. Many of these images are from Audrey's personal collection and are published here for the first time.

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# Monday, May 23

Monday, May 23, 2022

1:00 p.m. - 2:30 p.m.



## Genius Jam

**Felicia Hatcher**  
CEO, Miami, Florida

IIMC is proud to welcome Felicia Hatcher as the opening speaker for the 2022 Annual Conference! This “Genius Jam” keynote will encourage you to step into your Power, stop limiting beliefs, and never question who you are ever again.

Working in this new normal requires you to step into your Zone of Genius, to be mentally prepared to design the future, and develop new ways that foster collaboration, culture, creativity, and commitment to working on something much bigger than ourselves. In this session, you will learn how to find your north star, step boldly into your personal zone of genius to achieve peak performance, pivot your mindset, become more engaged and impactful within the innovation economy, and recharge with the ability to take on the world.

Delegates will walk away from this session knowing how to:

- Identify their Zones of Low Return
- Step Boldly into their Zone of Genius
- Better identify their personal Zones of Opportunity
- Enact clear strategies on how to PLAY BIGGER in the innovation economy

### Concurrent Education Session #1

Monday, May 23, 2022

3:00 p.m. - 5:00 p.m.

## ■ Shaping Culture in a Post-Covid Workplace

**Steve Chapparro**  
Founder, Culture Design Studio  
Long Beach, California

Let’s face it, this pandemic has disrupted how we work. Leaders are still wrestling with so many questions. Do we cater to virtual employees or those who work in the office? If the answer is hybrid, then how do we make sure

that we deliver the same quality of employee experience when they are so different?

In this interactive session, Steve Chapparro, Founder of Culture Design Studio, addresses the most important questions for leaders to address in how to reshape workplace culture in a way that delivers the best employee experience in a post-COVID world.

### Participants will leave with:

- Factors to consider in assessing the health of the workplace culture
- Synthesis of the valuable lessons they have learned to take into a post-COVID world
- Principles of why communication is so important to the development of a healthy workplace
- Ways to evaluate and develop the new value proposition and strategies for physical and virtual workplaces

### Concurrent Education Session #2

Monday, May 23, 2022

3:00 p.m. - 5:00 p.m.

## ■ Growing as a Leader, One Difficult Conversation at a Time

**Tara Kuipers**  
Facilitator, Educator, and Coach  
Tara Kuipers Consulting, Cody, Wyoming

“When we avoid difficult conversations, we trade short-term discomfort for long-term dysfunction.” (Peter Bromberg)

Rather than letting uncomfortable or troubling situations persist, leaders can grow their skills, shift their mindset, and use difficult conversations to create accountability and positive change in their organizations and lives.

We can stop avoiding and start engaging with difficult conversations by incorporating compassion, cooperation, courage, and creativity into these pivotal times and transform them into welcome learning and leading experiences. This practical workshop will give each participant the understanding and tools to:

- Reflect on and define what makes a conversation difficult
- Minimize the energy and time spent avoiding difficult conversations
- Prepare effectively with a compassionate and organized approach to difficult conversations

## Monday, May 23 (continued)

## Concurrent Education Session #3

Monday, May 23, 2022

3:00 p.m. - 5:00 p.m.

### ■ Reflective Leadership: The Essence of Self-Awareness and Authenticity and How to Get Results

#### Dr. Nicholas Whipps

Veteran and Military Student Services Coordinator  
Casper College, Casper, Wyoming

One of the hardest things any leader has to do is to see themselves as others see them. For a lot of us, we're afraid to be honest and be real. You can't be authentic if you don't have a clear understanding of who you are. Reflective leadership is the consistent practice of reflection, which involves conscious awareness of behaviors, situations, and consequences with the goal of improving yourself and others around you. Reflective practice helps leaders make sense of uncertain, unique, or conflicted situations.

Reflection also promotes clarity with respect to one's values, identity, emotions, motives, and goals. Learn how to develop your self-awareness so that you can understand how others see you and better align your actions with your intentions.

*In this session, you will tangible tips and lessons for reflective leadership through these learning objectives:*

- Identifying beliefs to enhance your self awareness
- Stepping outside of yourself
- Reflecting and enhancing self-awareness
- Identifying the ripple effect
- Managing stress
- Seeking feedback to boost self-awareness
- Putting an action plan in place

## Concurrent Education Session #4

Monday, May 23, 2022

3:00 p.m. - 5:00 p.m.

### ■ Solve A Team's Communications Problem—The Illusion That It Has Taken Place

#### Glenn Anderson

The Performance Catalyst Speaker  
Glenn Anderson Speaks, Chicago, Illinois

Are you a confusing communicator?

Do you feel like you are trying your best to communicate, but no one seems to understand you?

Miscommunication and an absence of understanding can result in team and organizational problems large and small. This session takes you on a journey to connect and communicate more effectively. Part of effective communications is collaboration - relating to the person with whom you are communicating. True teamwork and collaboration can be achieved by thinking like an improvisational actor, by saying "Yes, And." Thinking "Yes, And" improves communication by building a culture that celebrates diverse opinions and ideas. Laugh and learn and apply "Yes And" thinking to better communicate while exceeding your organizational goals. Learn how to command attention, why eyebrows need to be up, steps to good listening, along with many more ideas and tips in this entertaining and practical presentation.

## Concurrent Education Session #5

Monday, May 23, 2022

3:00 p.m. - 5:00 p.m.

### ■ Mastering Strategic Thinking Skills for Maximum Impact in Your Organization

#### Stephanie Angelo, SPHR, SHRM-SCP, CVP

Company Culture Speaker, Trainer, and Consultant  
Chandler, Arizona

Leaders, Managers, and Human Resource Professionals are often confused by what is, and is not, Strategic Thinking. They may fall easily into traps and make expensive mistakes to the detriment of their company. This session will help attendees grasp the Strategic Thinking differences that will help them have a positive impact on the organization's bottom line and open the doorway to strategic goals and objectives.



## Monday, May 23 (continued)

Business Coach J. Glenn Ebersole said, "Strategic thinking is a process that defines the manner in which people think about, assess, view, and create the future for themselves and others. One can apply strategic thinking to arrive at decisions that can be related to your work or personal life."

But the question is – Do you? Are you looking at the "bigger picture" of possibility when making decisions? Are you settling for the easiest choice? How can you maximize critical thinking skills for best results?

During this session you will discover:

- Benefits of being a Strategic Thinker
- Competitive business advantages of a Strategic Thinker
- Comparison of a Strategic Thinker vs. a non-Strategic Thinker
- Strategic Thinking skills and tips
- Cautionary tales of non-Strategic Thinkers

## Tuesday, May 24



### Extraordinary Leaders Inspire, Retain, and Engage All Employees

#### Clint Pulver

Corporate Keynote Speaker and Employee Retention Expert

Today -- employees are looking for leadership that supports, encourages, and gives them the tools they need to grow, adapt, give back – and create real impact. In this unforgettable customized presentation designed to inspire corporate leadership and managers, Clint expertly demonstrates the ground-breaking WHY of mentorship over old school management techniques and HOW every employee is just one caring person away from a phenomenal success story.

As a Corporate Keynote Speaker and employee retention expert, Clint offers the insider leadership secrets for elevating team and individual engagement, cultivating creative and collaborative environments, and inspiring both themselves and those that they lead. He also shares the life-changing story of Mr. Jensen, who, with one small and simple gift, brought purpose, empowerment, and perspective to a young life – and how each of us has the chance to do the same.

In this powerfully moving session, delegates will be able to:

- Adapt to a rapidly changing workforce
- Communicate effectively with a multi-generation team
- Create a culture that cultivates, celebrates, and encourages diversity
- Understand the four keys to mentorship within the role of leadership
- Develop a greater understanding of leadership and mentorship
- Create methods of accountability
- Adopt implementation strategies for cultural change

#### Concurrent Education Session #6

**Tuesday, May 24, 2022 10:00 a.m. - 12:00 p.m.**

### ■ Securing Election and Municipal Infrastructure

#### Matt Crane and Jennifer Morrell

Elections Subject Matter Experts

Cybersecurity and Infrastructure Security Agency (CISA), Department of Homeland Security  
*Washington, DC*

As the nation's risk advisor, the Cybersecurity and Infrastructure Security Agency's (CISA) mission is to ensure the security and resiliency of our critical infrastructure.



## Tuesday, May 24 (continued)

CISA is committed to working collaboratively with state and local governments, election officials, federal partners, and vendors to manage risks to the Nation's election infrastructure.

The presentation will include an overview of the election security risk landscape, the designation of elections as critical infrastructure, and CISA's role in assisting election stakeholders to manage risk and strengthen resilience in elections infrastructure. Because security threats such as ransomware, phishing, and mis, dis, and malinformation (MDM) threaten all government sectors, this session will provide valuable information for all Municipal Clerks regardless of whether they conduct elections or not.

### Concurrent Education Session #7

Tuesday, May 24, 2022 10:00 a.m. - 12:00 p.m.

#### ■ **Leading the Pack: How a Culture of Learning Puts You Ahead**

**Stephanie Angelo, SPHR, SHRM-SCP, CVP**  
Company Culture Speaker, Trainer and Consultant  
*Chandler, Arizona*

Municipal organizations must constantly innovate to deliver the best services to their communities. Whether your municipality is a city, town, village, county, or special district, you run the risk of becoming stagnant if you are content to stand still. All members of the workforce must be skilled and informed to adapt to ever-changing environments.

Join Stephanie Angelo, Company Culture Speaker & Trainer as she unveils what a "Culture of Learning" is and why it's of critical value to you and your municipality. She will introduce you to the seven ingredients needed to create, foster, and sustain a learning centered municipality. You will learn how this cultural focus will help reduce absenteeism, inspire higher productivity, and engage current and longtime loyal employees.

### Concurrent Education Session #8

Tuesday, May 24, 2022 10:00 a.m. - 12:00 p.m.

#### ■ **Diversity Diamonds: Empowering Your Employees to Create with Passion and Purpose**

**Genein Letford,**  
Chief Creative Director, CAFFE Strategies, LLC  
*Buckeye, Arizona*

2020 pushed conformity out the door. Celebrating the uniqueness of your employees is now your organization's superpower. Genein equips organizations with strategies to build creative cultures that highlight the diamond facets of team members for individual and corporate success. When employees are more self-aware of their talents and unique contributions, their well-being and productivity is increased. Learn how to empower team members to show up fully and contribute with heart.

Attendees will learn how to:

- Increase self-awareness
- Identify team members' individual strengths
- Highlight and capitalize on team members' unique contributions

### Concurrent Education Session #9

Tuesday, May 24, 2022 10:00 a.m. - 12:00 p.m.

#### ■ **21st Century Priority Based Budgeting: The Next Chapter in Budget Transformation in Support of Sustainability, Equity, Climate Action, and More**

**Chris Fabian**  
CEO & Co-Founder, Resource Exploration (ResourceX)  
*Denver, Colorado*

Today's budget processes are ill-equipped to fund priorities like climate action and equity, while grappling with recovery from COVID's impacts, and sorting out how best to deploy APRA resources. But communities from Denver to Ann Arbor to Pittsburgh are showing the way. Emerging beyond COVID, leveraging ARPA, how can your municipality maintain core service delivery, plus

## Tuesday, May 24 (continued)

fund new programs to address societal challenges? How will your municipality fund imminent challenges such as climate action, equity, and sustainability with current available resources? Through program based decision-making and Priority Based Budgeting (PBB), your municipality can apply program level data to repurpose resources and successfully address emerging challenges.

### Concurrent Education Session #10

Tuesday, May 24, 2022 10:00 a.m. 12:00 p.m.

#### ■ Employee Well Being and Work Life Integration in a Hybrid Environment

##### Preethi Fernando

Author, Speaker, Consultant, Leadista  
Loveland, Colorado

Work life integration is the new work life balance. Managing a hybrid workforce requires a different leadership style. Some employees may be working half and half between home and office, while others may be working entirely remotely. Offering support and building trust is key. Since the hybrid work model is new to many and change occurs rapidly, it's important to allow room for adjustment, encourage improvement, and maintain continual communication.

During this session, you will improve hybrid work management by learning how to:

- Work smarter rather than harder
- Make meetings work with minimal time waste
- Balance home and work life with professionalism and efficiency
- Engage in activities that are self-soothing and vital for self-growth while juggling remote work

### Concurrent Education Session #11

Tuesday, May 24, 2022 1:30 p.m. - 3:30 p.m.

#### ■ Securing Election and Municipal Infrastructure

##### Matt Crane and Jennifer Morrell

Elections Subject Matter Experts  
Cybersecurity and Infrastructure Security Agency (CISA), Department of Homeland Security  
Washington, DC

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### Concurrent Education Session #12

Tuesday, May 24, 2022 1:30 p.m. - 3:30 p.m.

#### ■ Leading the Pack: How a Culture of Learning Puts You Ahead

##### Stephanie Angelo, SPHR, SHRM-SCP, CVP

Company Culture Speaker, Trainer and Consultant  
Chandler, Arizona

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## Tuesday, May 24 (continued)

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Attendees will learn how to:

- Increase self-awareness
- Identify team members’ individual strengths
- Highlight and capitalize on team members’ unique contributions

### Concurrent Education Session #14

Tuesday, May 24, 2022 1:30 p.m. - 3:30 p.m.

#### ■ 21st Century Priority Based Budgeting: The Next Chapter in Budget Transformation in Support of Sustainability, Equity, Climate Action, and More

**Chris Fabian**  
CEO & Co-Founder, Resource Exploration (ResourceX)  
*Denver, Colorado*

Today’s budget processes are ill-equipped to fund priorities like climate action and equity, while grappling with recovery from COVID’s impacts, and sorting out how best to deploy APRA resources. But communities from Denver to Ann Arbor to Pittsburgh are showing the way.

Emerging beyond COVID, leveraging ARPA, how can your municipality maintain core service delivery, plus fund new programs to address societal challenges? How will your municipality fund imminent challenges such as climate action, equity, and sustainability with current available resources? Through program based decision-making and Priority Based Budgeting (PBB), your municipality can apply program level data to repurpose resources and successfully address emerging challenges.

### Concurrent Education Session #15

Tuesday, May 24, 2022 1:30 p.m. - 3:30 p.m.

#### ■ Employee Well Being and Work Life Integration in a Hybrid Environment

**Preethi Fernando**  
Author, Speaker, Consultant, Leadista  
*Loveland, Colorado*

Work life integration is the new work life balance.

Managing a hybrid workforce requires a different leadership style. Some employees may be working half and half between home and office, while others may be working entirely remotely. Offering support and building trust is key. Since the hybrid work model is new to many and change occurs rapidly, it’s important to allow room for adjustment, encourage improvement, and maintain continual communication.

## Tuesday, May 24 (continued)

During this session, you will improve hybrid work management by learning how to:

- Work smarter rather than harder
- Make meetings work with minimal time waste
- Balance home and work life with professionalism and efficiency
- Engage in activities that are self-soothing and vital for self-growth while juggling remote work

### Concurrent Education Session #16

Tuesday, May 24, 2022

4:00 p.m. - 5:30 p.m.

#### ■ Diversity and Inclusion: Worth More Than Gold

##### **Dima Ghawi**

Keynote Speaker and Executive Coach  
Dima Ghawi, LLC.,  
Baton Rouge, Louisiana

There is compelling research that diversity enhances creativity and elevates employee engagement. Despite this, there is still resistance to creating a diverse workplace.

Through engaging personal narratives, Dima Ghawi will share the many different types of diversity beyond race and gender and discuss its proven benefits. She will provide the audience with tools to increase diversity in their teams and municipalities and focus on attracting, engaging, and retaining diverse talent. Attendees will gain new understanding of managing resistance, tracking progress, and creating a climate that celebrates diversity in their organization.

The main topics in this session include:

- Definition of Diversity & Inclusion
- Cognitive Diversity
- The difference between Diversity and Inclusion
- The evolution of D&I within organizations
- Research about the value of D&I
- The advantages of D&I for increasing employee engagement, retention, creativity, and customer satisfaction
- Biases (this includes unconscious bias), stereotypes, and microaggressions
- Tips for increasing diversity within your team
- Tips for fostering a sense of inclusion & belonging within your team

- Inclusion mindset in the hiring and promotion process
- Benchmark details on what other organizations are doing to increase diversity
- Synthesis of topics into an action plan to increase D&I within the team

### Concurrent Education Session #17

Tuesday, May 24, 2022

4:00 p.m. - 5:30 p.m.

#### ■ Building Future Leaders within your Office

Panel:

**Jannette Goodall, MMC**, City Clerk/Records Manager,  
*City of Austin, Texas*

**Lee Frazier, MMC**, City Clerk,  
*City of Birmingham, Alabama*

**Monica Martinez Simmons, MMC**, City Clerk and  
IIMC Past President, *City of Seattle, Washington*

**Mary Lynne Stratta, MMC**, City Secretary and IIMC  
Past President, *City of Bryan, Texas*

**Leticia Vacek, MMC**, Town Secretary,  
*Town of Trophy Club, Texas*

Municipal Clerks are many times the unsung heroes of our municipalities. Their dedication often goes unnoticed and is rarely rewarded. One of the most important roles we have as a Municipal Clerk is the development of future leaders within our offices and organization. As professionals, we must start identifying the leaders within our offices and our organization. It is necessary to develop succession plans and career development opportunities to advance our profession through the dreaded compensation conversations with our Council or City Executives. This session will provide you with tools, tips, and success stories from Municipal Clerks on best practices for identifying future leaders, developing succession planning, and pursuing fair compensation.

This session will cover:

- Traits of leaders
- Career development opportunities
- Succession planning
- Forms of compensation
- Things to avoid during a salary negotiation
- Tips for performance evaluations



## Tuesday, May 24 (continued)

- Tips for negotiating salary
- Innovative ways to develop and reward future leaders

### Concurrent Education Session #18

Tuesday, May 24, 2022 4:00 p.m. - 5:30 p.m.

#### ■ **Municipal Clerks as Accidental Archivists**

##### **Lisa Johnston, MMC**

Interim Institute Director and  
Retired Assistant City Clerk  
New Mexico Municipal League  
Roswell, New Mexico

##### **Rebecca Martinez, CMC**

City Clerk, *City of Rio Rancho, New Mexico*

As Clerks, we quickly grasp the concept that we are responsible for the records within our municipality. We even “get” that some of the records are to be kept a really long time, some even permanently. What we don’t always realize is that caring for permanent records now makes us an archivist.

During this presentation, the panel will discuss some of the ways that caring for permanent records is different from regular records retention. State Archivists will share some best practices suggestions, additional resources, and sources of additional training.

### Concurrent Education Session #19

Tuesday, May 24, 2022 4:00 p.m. - 5:30 p.m.

#### ■ **Saying It in Minutes**

##### **Connie Deford, CMC**

Retired City Clerk/IIMC Parliamentarian  
*From the City of Bay City, Michigan*

Improve your skills in applying parliamentary procedure information to produce accurate and concise minutes. We will explore how to handle withdrawing a motion; what happens when a seconder withdraws the second after the motion has been modified; processes for remarks demanded to be “on the record;” what gets recorded when the presiding officer states the motion

differently than when it was made; how a member can change his/her vote; and how to handle Points of Order and Appeals.

Join your fellow Clerks in problem-solving unique situations that many encounter in public meetings, and you will enhance your knowledge as a valuable meeting resource for your municipality.

The instructor serves as IIMC Parliamentarian, and she brings her unique experiences as a Municipal Clerk and parliamentarian to provide specific techniques for preparing minutes. This session is all about “saying it in minutes” and will go well above and beyond the “basics.”

### Concurrent Education Session #20

Tuesday, May 24, 2022 4:00 p.m. - 5:30 p.m.

#### ■ **Seize the Data! Accessing the Once-in-a-Decade Statistics from the 2020 Census**

##### **Tyson Weister**

Survey Statistician, U.S. Census Bureau  
*Suitland, Maryland*

##### **Vicki Mack**

Data Scientist, U.S. Census Bureau

##### **Randy Moore**

Finance Statistics Branch Chief, U.S. Census Bureau

Census Bureau data is foundational for understanding your city’s people and economy and making good decisions. Users can often feel overwhelmed when searching for the data they need. With major data releases from the 2020 Census, American Community Survey, and Public Sector Surveys, it is critical that Municipal Clerks stay up to date on data resources available to them from the U.S. Census Bureau and the new ways of accessing these data.

In this session, you will participate in interactive demonstrations of new ways to access these data to learn how to get a handle on just the data you need.

# Wednesday, May 25

## Concurrent Education Session #21

Wednesday, May 25, 2022 10:00 a.m. - 12:00 p.m.

### ■ Communicating with the Mentally Impacted Population

**Dr. Christy Kane, PsyD, PhD, CMHC**

CEO, 360 Focus Mental Health  
Highland, Utah

From a neurological perspective, Dr. Christy Kane will provide attendees with an in-depth understanding of how mental health issues impact the brain and how such brain issues are manifested in the daily population Municipal Clerks serve. From this neurological understanding, Dr. Kane will instruct on practical skills Municipal Clerks can use to help calm, manage, direct, and work with individuals who are mentally impaired. Further, Dr. Kane will provide in-depth understanding of how trauma impacts the human brain and practices Municipal Clerks can cultivate to help stabilize and increase their own mental health while healing from past trauma.

Following this session, participants will have a better understanding of:

- Mental health issues their community is facing
- How those mental health issues are publicly manifested
- Ways to work with impaired mental health individuals
- The neurological impact of trauma on the brain
- What “mental health” is and what it is not

## Concurrent Education Session #22

Wednesday, May 25, 2022 10:00 a.m. - 12:00 p.m.

### ■ Intercultural Creativity: The Ace Up Your Sleeve for the Future of Work

**Genein Letford,**

Chief Creative Director  
CAFFE Strategies, LLC  
Buckeye, Arizona

Creative thinking is now the #1 skill needed in our workforce. This is a VUCA (Volatile, Uncertain, Complex, and Ambiguous) environment and increasing the creative thinking skills on your teams and in your leadership is

no longer a luxury, it's now required. But creativity can't thrive unless there is a culture of inclusion, belonging, and psychological safety.

This interactive session combines intercultural development—a key tool needed for inclusion—with a methodology that cultivates and expands creative thinking.

Attendees will learn how to:

- Connect culture with creativity
- Analyze cultural behaviors and become aware and beneficially responsive
- Creatively engage with other cultures in business virtual and in person
- Advance intercultural competence for success in Clerk interactions

## Concurrent Education Session #23

Wednesday, May 25, 2022 10:00 a.m. - 12:00 p.m.

### ■ Cyber Security, Social Engineering Attacks, and How to Secure Your Municipality

**Pete Canavan**

Personal Safety Expert, PJC Services, LLC  
Kingston, Pennsylvania

Local government networks and municipalities have become attractive targets for cybercriminals in recent years. This is because these systems contain sensitive information about residents, including social security numbers, addresses, financial and tax records, and more. These systems also contain information about infrastructure, so municipal services are also at risk. By law, government must be transparent, and so any breach must be reported, potentially creating a public relations nightmare of municipalities. They cannot be complacent considering the increase in threats.

Data breaches and threats in cyberspace have skyrocketed in recent years. These threats are not limited to the private sector, and many municipalities, especially smaller ones without large IT budgets are increasingly at risk. In March of 2018, the City of Atlanta was the victim of a major ransomware attack that disabled many services for over a week, resulting in lost data and the disruption of many of the city's services. In March of 2021, Baltimore

## Wednesday, May 25 (continued)

experienced an emergency when their 911 dispatch system was shut down from a ransomware attack. These has affected municipalities all over the country. Today's municipalities must become more aware of their vulnerabilities and take measures to protect their data and their services—they must fight back against the cyber-criminals.

With so much municipal information moving online and into the “cloud,” there is a very real threat that data can be stolen, exploited, and leveraged. In this session, you will learn the most critical ways your data is under attack and discover the best defenses to protect your municipality from cyber threats. The increased use of mobile devices and remote access has made it more difficult to secure data and services—especially since many of the various systems in a municipality are interconnected. From websites to email to remotely accessing resources, it is imperative that Clerks understand the risks and how to avert problems. In addition, many municipalities are becoming “smart” cities that increasingly rely on technologies that integrate with video surveillance, traffic flow monitoring, lighting motion sensors, and much more.

### Concurrent Education Session #24

Wednesday, May 25, 2022 10:00 a.m. – 12:00 p.m.

#### ■ High Touch Public Interface in a Low Touch World

##### Sheila Moss and Judith Tavano

Consultants, Information Solutions Team  
Lowell, Arkansas

The 2020-2021 worldwide pandemic has changed so many aspects of our lives; not the least of which is how we, as people, relate to each other. The stress of the pandemic has everyone at fever pitch. For those who serve the public, social distancing is presenting particular challenges for effective public interface—from not being able to hear your masked constituents clearly to dealing with their fears, frustrations, and overwhelming desire for things to be back the way they used to be.

In this workshop, we will unpack how your job has changed and how now, more than ever, your ability to truly empathize with your public and communicate in ways that meet their needs is paramount. We will examine the advantage of an outward mindset, the role

resilience plays in times of trouble, how the pandemic has affected each generation, and we will test out some new ways of communicating and problem-solving. Do we have all the answers? No. But we, all of us, are experiencing the same disruption to our daily lives, and we are expecting those who serve the public to be a little more “there” for us than ever before. It’s a big ask, but it’s an ask that cannot go unheard.

### Concurrent Education Session #25

Wednesday, May 25, 2022 10:00 a.m. – 12:00 p.m.

#### ■ Ethics by Degree

##### Daniel Porter

Consultant/Trainer, Manchester, Tennessee

If you place a frog in a pot of water and slowly raise the temperature, it will adapt to its environment and slowly boil to death...a death by degrees. Similarly, most people don't become unethical overnight; instead, it is a gradual process.

A Municipal Clerk accepts a caramel macchiato from a vendor every time they visit City Hall....

The vendor offers them a \$25 gift card to Bass Pro Shop for every \$200 in office supplies they purchase.

Before you know it, they are accepting season tickets to the Seattle Seahawks.

People don't become unethical in one big transgression. Instead, they do small things in the “gray” area between ethical and unethical.

Don't find yourself answering citizens' questions about why you paid so much for ink pens and paper. Join Fraud Investigator Daniel Porter as he:

- Defines ethics
- Poses some ethical questions guaranteed to make you think
- Reviews the IIMC Code of Ethics
- Does a deep dive into a case study of an individual who started small and got deeper and deeper into unethical behavior

## Wednesday, May 25 (continued)

### Concurrent Education Session #26

Wednesday, May 25, 2022 1:30 p.m. – 3:30 p.m.

#### ■ Communicating with the Mentally Impacted Population

**Dr. Christy Kane, PsyD, PhD, CMHC**  
CEO, 360 Focus Mental Health  
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Wednesday, May 25, 2022 1:30 p.m. – 3:30 p.m.

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**Genein Letford,**  
Chief Creative Director  
CAFFE Strategies, LLC  
Buckeye, Arizona

Creative thinking is now the #1 skill needed in our workforce. This is a VUCA (Volatile, Uncertain, Complex, and Ambiguous) environment and increasing the creative thinking skills on your teams and in your leadership is

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**Pete Canavan**  
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## Wednesday, May 25 (continued)

attacks have affected municipalities all over the country. Today's municipalities must become more aware of their vulnerabilities and take measures to protect their data and their services—they must fight back against the cybercriminals.

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### Concurrent Education Session #29

Wednesday, May 25, 2022 1:30 p.m. - 3:30 p.m.

#### ■ High Touch Public Interface in a Low Touch World

##### Sheila Moss and Judith Tavano

Consultants, Information Solutions Team  
Lowell, Arkansas

The 2020-2021 worldwide pandemic has changed so many aspects of our lives; not the least of which is how we, as people, relate to each other. The stress of the pandemic has everyone at fever pitch. For those who serve the public, social distancing is presenting particular challenges for effective public interface—from not being able to hear your masked constituents clearly to dealing with their fears, frustrations, and overwhelming desire for things to be back the way they used to be.

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new ways of communicating and problem-solving. Do we have all the answers? No. But we, all of us, are experiencing the same disruption to our daily lives, and we are expecting those who serve the public to be a little more “there” for us than ever before. It’s a big ask, but it’s an ask that cannot go unheard.

### Concurrent Education Session #30

Wednesday, May 25, 2022 1:30 p.m. - 3:30 p.m.

#### ■ Ethics by Degree

##### Daniel Porter

Consultant/Trainer, Manchester, Tennessee

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## Wednesday, May 25 (continued)

## Concurrent Education Session #31

Wednesday, May 25, 2022 4:00 p.m. - 5:30 p.m.

### ■ The Three Cs for Managing Unconscious Bias

#### Dima Ghawi

Keynote Speaker and Executive Coach  
Dima Ghawi, LLC.  
Baton Rouge, Louisiana

In this engaging presentation, Dima Ghawi delves into the intricacies of unconscious bias, uncovering the root of these predispositions and sharing actionable methods for managing these unseen prejudices. The dialogue focuses on three essential messages related to Curiosity, Courageousness, and Commitment. These three Cs emphasize the importance of:

- Sparking curiosity through self-reflection and continued conversations about discrimination and conscious and unconscious biases
- Finding the courage to stand up and challenge the old programming to break free of harmful norms and become allies for minority groups
- Committing to the continuous journey of self-improvement and taking an active role in being part of the solution

The session will cover the various types of unconscious biases and microaggressions and highlight the negative impact of these biases in the workplace. Dima will share innovative neuroscience research on the effect of biases on our brains and wellbeing, and provide highlights derived from a variety of workplace surveys with messages essential for managing these biases.

You will further recognize the importance of managing biases and the power of allyship. This session will yield actionable takeaways to be more Curious, Courageous, and Committed to current and future diversity, equity, and inclusion initiatives. This results in a positive ripple effect at the personal, organization, and community levels.

## Concurrent Education Session #32

Wednesday, May 25, 2022 4:00 p.m. - 5:30 p.m.

### ■ Hindsight Is 2020: Navigating Transparency and Open Meetings

Panel:

**Amanda Campos, CMC**, City Secretary,  
*City of Burleson, Texas*

**Stephanie Carouthers Kelly, MMC**,  
City Clerk and IIMC Past President,  
*City of Charlotte, North Carolina*

**Jannette Goodall, MMC**, City Clerk/Records Manager,  
*City of Austin, Texas*

**Sandra Pinsonault, MMC**, Town Clerk,  
*Town of Dorset, Vermont*

The pandemic forced Municipal Clerks to reinvent many of the functions of the office over the past two years, including holding open meetings, ensuring public participation in meetings, maintaining transparency with residents, teleworking, supporting Council and staff, etc. While a pandemic is not the most desired way of learning, it forced us all to think outside of the box and our comfort zones. In this session, a panel of Municipal Clerks will discuss how they are taking the good from their experiences to make their cities better.

This session will focus on:

- Impacts of the pandemic on Council, staff, and the public
- Impacts of the pandemic on transparency and public participation
- Innovative solutions and the need to act quickly and think creatively
- Legislative impacts
- Role of the Clerk during the pandemic and moving forward
- Lessons learned

## Wednesday, May 25 (continued)

### Concurrent Education Session #33

Wednesday, May 25, 2022

4:00 p.m. - 5:30 p.m.

#### ■ **How to Defeat a Worldwide Pandemic: A Local Approach to Dealing with COVID-19 in Belgium**

**Wim Van Der Schoot**

Gemeentesecretaris

Municipality of Ranst, Belgium

Prior to 2019, "Corona" was best known as the halo light seen around the sun or moon, especially during an eclipse. This is a fitting metaphor for the impact of the COVID-19 pandemic on local governments in not only Belgium, but around the globe.

The world has been in the dark since the light went out on March 13, 2020, both figuratively and literally. The impact of this never-ending eclipse has been severe, and the toll taken on the people remains high and heavy.

However, even in an eclipse there is a ray of light - a beacon of hope that can only be compared to the iconic "Bat Signal" calling for our favorite Caped Crusader Batman, to save the community. Local government employees, Municipal Clerks in particular, are the caped crusaders of the pandemic. Staying calm and composed, we have navigated the best we can through trial and error acknowledging that our days don't always have to be full of doom and gloom. Management of this crisis has created valuable lessons and opportunities as we look to the future of government services.

During this session, a panel of Dutch Clerks will distinguish five critical tasks in strategic leadership during a crisis including sense making, decision making, coordinating, meaning making, accounting, and learning. These five critical tasks provide an interesting framework and are ideal steppingstones to highlight the different dimensions of the crisis and the approach taken by municipalities in Belgium.

### Concurrent Education Session #34

Wednesday, May 25, 2022

4:00 p.m. - 5:30 p.m.

#### ■ **Distraction Freedom**

**Paul Weston**

President and Head of Solutions

Paul Weston Consulting Inc.

Newmarket, Ontario, Canada

Is this your life:

- Is it becoming more and more difficult to get your work done without being distracted?
- Do other people, emails, social media notifications, chat, Slack get in the way of your work?
- Have you tried to block off time, close the door, tell people not to disturb you, but they didn't seem to take any notice?
- Do emails and phone notifications constantly distract you?

Would you prefer to:

- Discover the joy of working in a distraction-free environment
- Complete your tasks efficiently, to the highest standard & achieve better results
- Become more effective in your work overall and feel good at the end of the day
- Increase your quality of life by setting healthy boundaries and enjoy gold medal-winning weeks.

If you answered yes, then this session is for you! Distraction Freedom is centered around creating professional, personal and social spaces that are not disrupted by distractions in order to allow us to spend more time doing activities that are important, to a higher quality, and spend more time with the people we love. You will be given tools to create a Focus Zone system designed specifically to support your busy professional lifestyle and overcoming your unique challenges. Distraction Freedom is jet fuel for an optimized personal and professional life and will give participants a better perspective on the causes and health implications of living with constant distractions in every aspect of their lives.

The presentation will outline the transformation that can be created by a mindset shift through the implementation of a methodical approach to overcoming the addiction of distraction. Your Focus Zone is where your unique brilliance shines the brightest, offering tremendous satisfaction and gold medal-winning weeks.







# 2022 IIMC Annual Conference Education Planner

Use this form to plan your preferred education track and make the registration process a cinch!

**NOTE: All Saturday and Sunday pre-conference sessions require additional fees and ticket purchases**

## Saturday, May 21, 2022

Time	Session Options	Choice Ranking
8:00am - 12:00am (4hrs)	<b>Pre-Conference Academy Session #1 (\$179.00)</b> - <i>"Action Through the Lens of Race: Enacting Antiracist Change in Municipal Leadership"</i>	
8:00am - 12:00am (4hrs)	<b>Pre-Conference Academy Session #2 (\$179.00)</b> - <i>"Ethiture™ - Where Ethics and Culture Merge - Ethical Standards and The Culture You Create"</i>	
1:00pm - 5:00pm (4hrs)	<b>Pre-Conference Academy Session #3 (\$179.00)</b> - <i>"HR is Sexy: Human Resource Trends in Municipal Government"</i>	
1:00pm - 5:00pm (4hrs)	<b>Pre-Conference Academy Session #4 (\$179.00)</b> - <i>"Liar, Liar Pants on Fire"</i>	
9:00am - 4:00pm (6hrs)	<b>Athenian Leadership Dialogue #1 (\$110.00)</b> - <i>"Leaders Eat Last: Why Some Teams Pull Together and Others Don't" by Simon Sinek</i>	
9:00am - 4:00pm (6hrs)	<b>Athenian Leadership Dialogue #2 (\$110.00)</b> - <i>"The Survivor: Bill Clinton in the White House" by John F. Harris</i>	

## Sunday, May 22, 2022

Time	Session Options	Choice Ranking
8:00am - 12:00pm (4hrs)	<b>Pre-Conference Academy Session #5 (\$179.00)</b> - <i>"Leading with Social + Emotional Intelligence"</i>	
8:00am - 12:00pm (4hrs)	<b>Pre-Conference Academy Session #6 (\$179.00)</b> - <i>"Mind-Numbing vs Mind-Blowing: How to Energize Your Presentation"</i>	
1:00pm - 5:00pm (4hrs)	<b>Pre-Conference Academy Session #7 (\$179.00)</b> - <i>"Critical Thinking for Better Judgement: Developing a Mindset to Look Past the Surface"</i>	
1:00pm - 5:00pm (4hrs)	<b>Pre-Conference Academy Session #8 (\$179.00)</b> - <i>"The Dilemma of the Frustrated Visionary: How Vision-Driven Leaders Fuel a Movement without Causing Burnout"</i>	
9:00am - 4:00pm (6hrs)	<b>Athenian Leadership Dialogue #3 (\$110.00)</b> - <i>"The Gifts of Imperfection: Let Go of Who You Think You Are Supposed To Be and Embrace Who You Are" by Brené Brown</i>	
9:00am - 4:00pm (6hrs)	<b>Athenian Leadership Dialogue #4 (\$110.00)</b> - <i>"Dutch Girl: Audrey Hepburn and World War II" by Robert Matzen and Luca Dotti</i>	

**All Education below is included in your Ticket package.  
Please select one session per time slot**

## Monday, May 23, 2022

Time	Session Options	Choice Ranking
1:00pm - 2:30pm (1.5hr)	<b>General Session #1 - "Genius Jam"</b>	Included in your Ticket!
<b>Choose <u>One</u> of the Following:</b>		
3:00pm - 5:00pm (2hrs)	<b>Concurrent Session #1 - "Shaping Culture In a Post-Covid Workplace"</b>	
3:30pm - 5:30pm (2hrs)	<b>Concurrent Session #2 - "Growing as a Leader, One Difficult Conversation at a Time"</b>	
3:30pm - 5:30pm (2hrs)	<b>Concurrent Session #3 - "Reflective Leadership: The Essence of Self-Awareness and Authenticity and How to Get Results"</b>	
3:30pm - 5:30pm (2hrs)	<b>Concurrent Session #4 - "Solve A Team's Communications Problem – The Illusion That It Has Taken Place"</b>	
3:30pm - 5:30pm (2hrs)	<b>Concurrent Session #5 - "Mastering Strategic Thinking "</b>	



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## Tuesday, May 24, 2022

Time	Session Options	Choice Ranking
8:00am-9:30am (1.5hr)	<b>General Session - "Mentorship vs. Management: How Extraordinary Leaders Inspire, Retain, and Engage All Employees"</b>	<b>Included In your Ticket!</b>
<b>Choose One of the Following:</b>		
<b>NOTE: Sessions offered from 10:00am-12:00pm will be repeated from 1:30pm-3:30pm</b>		
10:00am-12:00pm (2hrs)	<b>Concurrent Session #6 - "Securing Election and Municipal Infrastructure"</b>	
10:00am-12:00pm (2hrs)	<b>Concurrent Session #7 - "Leading the Pack – How a Culture of Learning Puts You Ahead"</b>	
10:00am-12:00pm (2hrs)	<b>Concurrent Session #8 - "Diversity Diamonds: Empowering Your Employees to Create with Passion and Purpose"</b>	
10:00am-12:00pm (2hrs)	<b>Concurrent Session #9 - "21st Century Priority Based Budgeting: The Next Chapter in Budget Transformation in Support of Sustainability, Equity, Climate Action and More"</b>	
10:00am-12:00pm (2hrs)	<b>Concurrent Session #10 - "Employee Well Being and Work Life Integration in a Hybrid Environment"</b>	

## Tuesday, May 24, 2022

Time	Session Options	Choice Ranking
<b>Choose One of the Following (make sure it is different than the morning session you selected!):</b>		
1:30pm-3:30pm (2hrs)	<b>Concurrent Session #11 - "Securing Election and Municipal Infrastructure"</b>	
1:30pm-3:30pm (2hrs)	<b>Concurrent Session #12 - "Leading the Pack – How a Culture of Learning Puts You Ahead"</b>	
1:30pm-3:30pm (2hrs)	<b>Concurrent Session #13- "Diversity Diamonds: Empowering Your Employees to Create with Passion and Purpose"</b>	
1:30pm-3:30pm (2hrs)	<b>Concurrent Session #14 - "21st Century Priority Based Budgeting: The Next Chapter in Budget Transformation in Support of Sustainability, Equity, Climate Action and More"</b>	
1:30pm-3:30pm (2hrs)	<b>Concurrent Session #15- "Employee Well Being and Work Life Integration in a Hybrid Environment"</b>	

## Tuesday, May 24, 2022

Time	Session Options	Choice Ranking
<b>Choose One of the Following:</b>		
4:00pm-5:30pm (1.5hrs)	<b>Concurrent Session #16 - "Diversity and Inclusion: Worth More Than Gold"</b>	
4:00pm-5:30pm (1.5hrs)	<b>Concurrent Session #17 - "Building Future Leaders within your Office"</b>	
4:00pm-5:30pm (1.5hrs)	<b>Concurrent Session #18 - "Municipal Clerks as Accidental Archivists"</b>	
4:00pm-5:30pm (1.5hrs)	<b>Concurrent Session #19- "Saying It in Minutes"</b>	
4:00pm-5:30pm (1.5hrs)	<b>Concurrent Session #20 - "Seize the Data! Accessing the Once-in-a-Decade Statistics from the 2020 Census"</b>	

## 2022 IIMC Annual Conference Education Planner

Use this form to plan your preferred education track and make the registration process a cinch!

### Wednesday, May 25, 2022

Time	Session Options	Choice Ranking
<b>Choose One of the Following:</b>		
<b>NOTE: Sessions offered from 10:00am-12:00pm will be repeated from 1:30pm-3:30pm</b>		
10:00am-12:00pm (2hrs)	<b>Concurrent Session #21 - "Communicating with the Mentally Impacted Population"</b>	
10:00am-12:00pm (2hrs)	<b>Concurrent Session #22 - "Intercultural Creativity: The Ace Up Your Sleeve for the Future of Work"</b>	
10:00am-12:00pm (2hrs)	<b>Concurrent Session #23- "Cyber Security, Social Engineering Attacks and How To Secure Your Municipality"</b>	
10:00am-12:00pm (2hrs)	<b>Concurrent Session #24 - "High Touch Public Interface in Low Touch World"</b>	
10:00am-12:00pm (2hrs)	<b>Concurrent Session #25 - "Ethics by Degree"</b>	

### Wednesday, May 25, 2022

Time	Session Options	Choice Ranking
<b>Choose One of the Following (make sure it is different than the morning session you selected!):</b>		
1:30pm-3:30pm (2hrs)	<b>Concurrent Session #26 - "Communicating with the Mentally Impacted Population"</b>	
1:30pm-3:30pm (2hrs)	<b>Concurrent Session #27 - "Intercultural Creativity: The Ace Up Your Sleeve for the Future of Work"</b>	
1:30pm-3:30pm (2hrs)	<b>Concurrent Session #28- "Cyber Security, Social Engineering Attacks and How To Secure Your Municipality"</b>	
1:30pm-3:30pm (2hrs)	<b>Concurrent Session #29 - "High Touch Public Interface in Low Touch World"</b>	
1:30pm-3:30pm (2hrs)	<b>Concurrent Session #30 - "Ethics by Degree"</b>	

### Wednesday, May 25, 2022

Time	Session Options	Choice Ranking
<b>Choose One of the Following:</b>		
4:00pm-5:30pm (1.5hrs)	<b>Concurrent Session #31 - "The Three C's for Managing Unconscious Bias"</b>	
4:00pm-5:30pm (1.5hrs)	<b>Concurrent Session #32 - "Hindsight Is 2020: Navigating Transparency and Open Meetings"</b>	
4:00pm-5:30pm (1.5hrs)	<b>Concurrent Session #33- "How to Defeat a Worldwide Pandemic: A Local Approach to Dealing with COVID-19 in Belgium"</b>	
4:00pm-5:30pm (1.5hrs)	<b>Concurrent Session #34 - "TBD"</b>	
4:00pm-5:30pm (1.5hrs)	<b>Concurrent Session #35 - "Leading Through Change"</b>	

# Little Rock Marriott (Host Hotel)

3 Statehouse Plaza, Little Rock, AR 72201



## Complimentary airport shuttles

Encounter a renowned Little Rock hotel combining the epitome of luxury and convenience at the Little Rock Marriott, an Arkansas landmark as the state's only full-service Marriott. Located downtown and in the heart of the River Market District, our hotel in Little Rock provides the perfect place to stay during your visit to 'The Natural State.' With deluxe amenities and stylish decor, the Little Rock Marriott offers excellent service and accommodations for both business and leisure travelers alike.

The Little Rock Marriott is a 4-star riverfront hotel connected to the Statehouse Convention Center in Downtown Little Rock. **A restaurant, a 24-hour fitness center, and a bar/lounge are available at this smoke-free hotel.** Amenities include a coffee shop/café, valet parking and a business center. All 418 rooms offer free WiFi, and flat-screen TVs with digital channels. Guests will also find premium bedding, free newspapers and free local calls.

Delegates can make their own reservations by one of two methods: 1) use the link or 2) call the reservation number



**Single/Double: \$164.00/night**

15.00% Guest Room Tax (subject to change)

Complimentary in room WiFi and Complimentary access to health club

**The Hotel Reservations Link is:**

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1635167482529&key=GRP&app=resvlink>

OR – Call **877-759-6290** – reference code **IIMC 2022**

## Marriott Parking:

The Convention District Public Parking lot is located 2 blocks from the hotel at 2nd & Main. The address is **201 Main Street, Little Rock, AR 72201**. The special IIMC rate is \$6.00/day (with NO in and out privileges) and validation is required.

Valet parking is also available at the Marriott: Day rate is \$18.00/day (includes tax) and the overnight rate is \$25.00/day (plus tax). Valet parking prices subject to change.



# DoubleTree by Hilton Hotel

424 West Markham, Little Rock, AR 72201

## Complimentary airport shuttles

Our downtown Little Rock hotel is connected to the Robinson Center and next to the Arkansas River. We're blocks from the Statehouse Convention Center and River Market District. The William J. Clinton Library and Museum is a mile away. Enjoy our seasonal outdoor pool, free airport and area shuttle and a warm DoubleTree cookie on arrival.

**DoubleTree Parking:** The parking lot is located at the hotel at **424 West Markham, Little Rock, AR 72201**. The entrance has a drive for the under ground parking deck and an entrance for the front door of the hotel. The special IIMC rate is \$ 6.00/day with in and out privileges.

**Single/Double:** \$ 164.00/night

**Triple:** \$ 174.00/night

**Quad:** \$ 184.00/night

15.00% Guest Room Tax (subject to change)

**Complimentary...**

in room WiFi

access to health club

Delegates can make their own reservations by one of two methods: 1) use the link or 2) call the reservation number

**The Hotel Reservations Link is:**

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=LITMBDT&groupCode=CDTIMC&arrivaldate=2022-05-20&departuredate=2022-05-26&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIREC>

OR Call **1-800-HILTONS** - reference code **IMC**

# Your trip to Little Rock is in 75 days

[Email](#) [Print](#)

**JAX - LIT**

May 22 - May 26

[Cancel / Change your flight](#)

## Payment Summary

Priceline trip number  
Purchase date  
Payment method  
Billing name

Ticket cost	\$409.99
Taxes and fees	\$47.20
Number of travelers	X1
Flight subtotal	\$457.19

Trip protection \$27.43

**Total charged \$484.62**

Prices are in USD.  
The total charged will be shown on your credit card statement in separate charges from Priceline and our travel partners.  
See Delta Air Lines baggage information for additional fees that may apply.  
This itinerary including summary of charges is your official receipt.



205 N Marion Ave  
Lake City, FL 32055

**Get on I-10 E in Baker County from US-90 E**

24 min (21.1 mi)

- ↑ 1. Head south toward NE Madison St 89 ft
- ↪ 2. Turn right onto NE Madison St 144 ft
- ↶ 3. Turn left at the 1st cross street onto N Marion Ave 489 ft
- ↶ 4. Turn left onto US-90 E/E Duval St
  - ➊ Continue to follow US-90 E
  - ➋ Pass by Advance Auto Parts (on the right in 0.3 mi)2.7 mi
- ↑ 5. Continue straight to stay on US-90 E 17.6 mi
- ↗ 6. Use the right lane to merge onto I-10 E via the ramp to Jacksonville 0.7 mi

**Follow I-10 E and I-295 N to Duval Rd in Jacksonville. Take exit 33 from I-295 N**

40 min (45.6 mi)

- ↗ 7. Merge onto I-10 E 31.9 mi
- ↪ 8. Take exit 356 toward Int'l Airport/Savannah 0.8 mi
- ↗ 9. Merge onto I-295 N 12.2 mi
- ↪ 10. Take exit 33 to merge onto Duval Rd 0.6 mi

**Follow Duval Rd and Int'l Airport Blvd to Yankee Clipper Dr**

5 min (3.1 mi)

- ↗ 11. Merge onto Duval Rd 0.7 mi
- ↑ 12. Continue onto Int'l Airport Blvd 1.5 mi
- ↗ 13. Use the left 2 lanes to turn left onto the ramp to Jacksonville Int'l Airport 0.3 mi
- ↑ 14. Continue onto Yankee Clipper Dr 0.6 mi
- ↗ 15. Use the right 3 lanes to turn slightly right to stay on Yankee Clipper Dr 0.1 mi

Jacksonville International Airport  
2400 Yankee Clipper Dr, Jacksonville, FL 32218

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

## FY 2022 Per Diem Rates for Arkansas

Meals & Incidentals (M&I) Breakdown

Primary Destination	County	M&I Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25



**File Attachments for Item:**

6. City Council Ordinance No. 2022-2216 (final reading) - An ordinance of Lake City, Florida, correcting a scrivener's error in the legal description of certain property that was located in Columbia County, Florida, which was reasonable compact, and contiguous to the boundaries of the City of Lake City, Florida, that was voluntarily annexed into the boundaries of the City of Lake City, Florida, by Ordinance No. 2021-2207, pursuant to Petition No. ANX 21-03; providing severability; repealing all ordinances in conflict; and providing an effective date. (Southwest Georgia Oil Corporation)

**Passed on first reading on 3/7/2022**

ORDINANCE NO. 2022-2216

AN ORDINANCE OF LAKE CITY, FLORIDA, CORRECTING A SCRIVENER'S ERROR IN THE LEGAL DESCRIPTION OF CERTAIN PROPERTY THAT WAS LOCATED IN COLUMBIA COUNTY, FLORIDA, WHICH WAS REASONABLY COMPACT, AND CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF LAKE CITY, FLORIDA, THAT WAS VOLUNTARILY ANNEXED INTO THE BOUNDARIES OF THE CITY OF LAKE CITY, FLORIDA, BY ORDINANCE NO. 2021-2207, PURSUANT TO PETITION NO. ANX 21-03; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Lake City, Florida, hereinafter referred to as the City, previously adopted Ordinance No. 2021-2207 on November 1, 2021, relating to a voluntary annexation of certain real property located in Columbia County, Florida, that was contiguous to the existing boundaries of the City and was reasonably compact at the time that said certain real property was annexed into the boundaries of the City;

WHEREAS, the legal description of said certain real property annexed by Ordinance No. 2021-2207 has been found to include a scrivener's error; and

WHEREAS, the City Council of the City of Lake City, Florida, has determined and found it necessary to correct said scrivener's error in the legal description of said certain real property annexed by Ordinance No. 2021-2207.

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

Section 1. The corrected legal description of said certain real property annexed into the City by Ordinance No. 2021-2207 adopted on November 1, 2021, pursuant to a petition, ANX 21-03, by Southwest Georgia Oil Company, Inc., the owner of said certain real property, as described below and depicted on Schedule A: Location Map, attached hereto and incorporated as part of this ordinance, which said real property was contiguous to the existing boundaries of the City and was reasonably compact at the time that said certain real property was annexed into the boundaries of the City, is as shown below:

A parcel of land lying in Section 8, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described, as follows: Commence at the Northwest corner of the East 1/2 of the Southwest 1/4 of said Section 8; thence North 87°51'21" East 90.50, feet, along the Southwest 1/4 of said Section 8 to the centerline of U.S. Highway 441 (State Road 47); thence South 00°39'21" West 1,388.27 feet, along the centerline of said U.S. Highway 441 (State Road 47); thence South 89°20'39" East 100.00 feet to the East right-of-way line of said U.S. Highway 441 (State Road 47) and the Point of Beginning; thence Southerly, along the East right-of-way line of said U.S. Highway 441 (State Road 47), on a curve concave to the left with a radius of 29,547.89 feet, 598.04 feet; thence South 89°12'51" West 50.00 feet; thence Southerly, along the East right-of-way line of said U.S. Highway 441 (State Road 47), 198.28 feet; thence North 89°14'51" East 679.44 feet; thence North 0°45'09" West 1,182.88 feet to the South right-of-way line of the Southeast ramp of Interstate Highway 10 (State Road 8); thence South 72°40'21" West 509.35 feet, along the South right-of-way line of the Southeast ramp of said Interstate Highway 10 (State Road 8), to a point of curve to the left; thence Southwesterly, along said curve to the left with a radius of 180.00 feet, and an arc distance of 226.08 feet to a point of tangent on the East right-of-way line of said U.S. Highway 441 (State Road 47); thence South 00°39'21" West 73.49 feet, along the East right-of-way line of said U.S. Highway 441 (State Road 47) to the Point of Beginning.

Containing 15.77 acres, more or less.

LESS AND EXCEPT:

A parcel of land lying in Section 8, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described, as follows: Commence at the Northwest corner of the Northeast 1/4 of the Southwest 1/4 of said Section 8; thence East 90.50 feet to the centerline of U.S. Highway No. 441 (State Road No. 47); thence South 1,394.48 feet, along the centerline of said U.S. Highway No. 441 (State Road No. 47); thence

East 100.00 feet to the East right-of-way line of said U.S. Highway No. 441 (State Road No. 47); thence South 488.89 feet for the Point of Beginning; thence East 398.06 feet; thence South 298.30 feet; thence West 446.56 feet to the East right-of-way line of said U.S. Highway No. 441 (State Road No. 47); thence North 198.28 feet, along the East right-of-way line of said U.S. Highway No. 441 (State Road No. 47); thence East 50.59 feet, along the East right-of-way line of said U.S. Highway No. 441 (State Road No. 47); thence North 103.18 feet, along the East right-of-way line of said U.S. Highway No. 441 (State Road No. 47) to the Point of Beginning.

Containing 2.96 acres, more or less.

LESS AND EXCEPT:

A parcel of land lying in Section 8, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described, as follows: Commence at the Northwest corner of the Northeast 1/4 of the Southwest 1/4 of said Section 8; thence North 87°51'21" East 76.50 feet, along the North line of the Southwest 1/4 of said Section 8, to the centerline of U.S. Highway 441 (State Road 47); thence South 00°42'00" West 1,394.45 feet, along the centerline of said U.S. Highway 441 (State Road 47); thence South 89°18'00" East 100.00 feet to a point on the Easterly right-of-way line of said U.S. Highway 441 (State Road 47), said point being a point on a curve concave to the East having a radius of 28,547.89 feet, a central angle of 00°10'55", a chord bearing of South 00°36'33" West and a chord distance of 90.59 feet; thence Southerly, along the arc of said curve a distance of 90.59 feet; thence South 89°28'55" East 457.66 feet; thence South 02°37'28" West 392.40 feet; thence South 89°43'08" West 42.44 feet; thence South 00°00'24" East 23.03 feet to the Point of Beginning; thence continue South 00°00'24" East 100.20 feet; thence North 89°37'14" East 100.97 feet; thence North 00°30'27" West 100.75 feet; thence South 89°18'32" West 100.30 feet to the Point of Beginning.

Containing 0.23 acre, more or less.

All said lands containing 12.58 acres, more or less.

Section 2. All other provisions of Ordinance No. 2021-2207 remain in full force and effect.

Section 3. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 4. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 5. Effective Date. This ordinance shall become effective upon adoption.

PASSED UPON FIRST READING on the 7th day of March 2022.

PASSED AND DULY ADOPTED UPON SECOND AND FINAL READING, in regular session with a quorum present and voting, by the City Council this 21st day of March 2022.

Attest:

CITY COUNCIL OF THE  
CITY OF LAKE CITY, FLORIDA

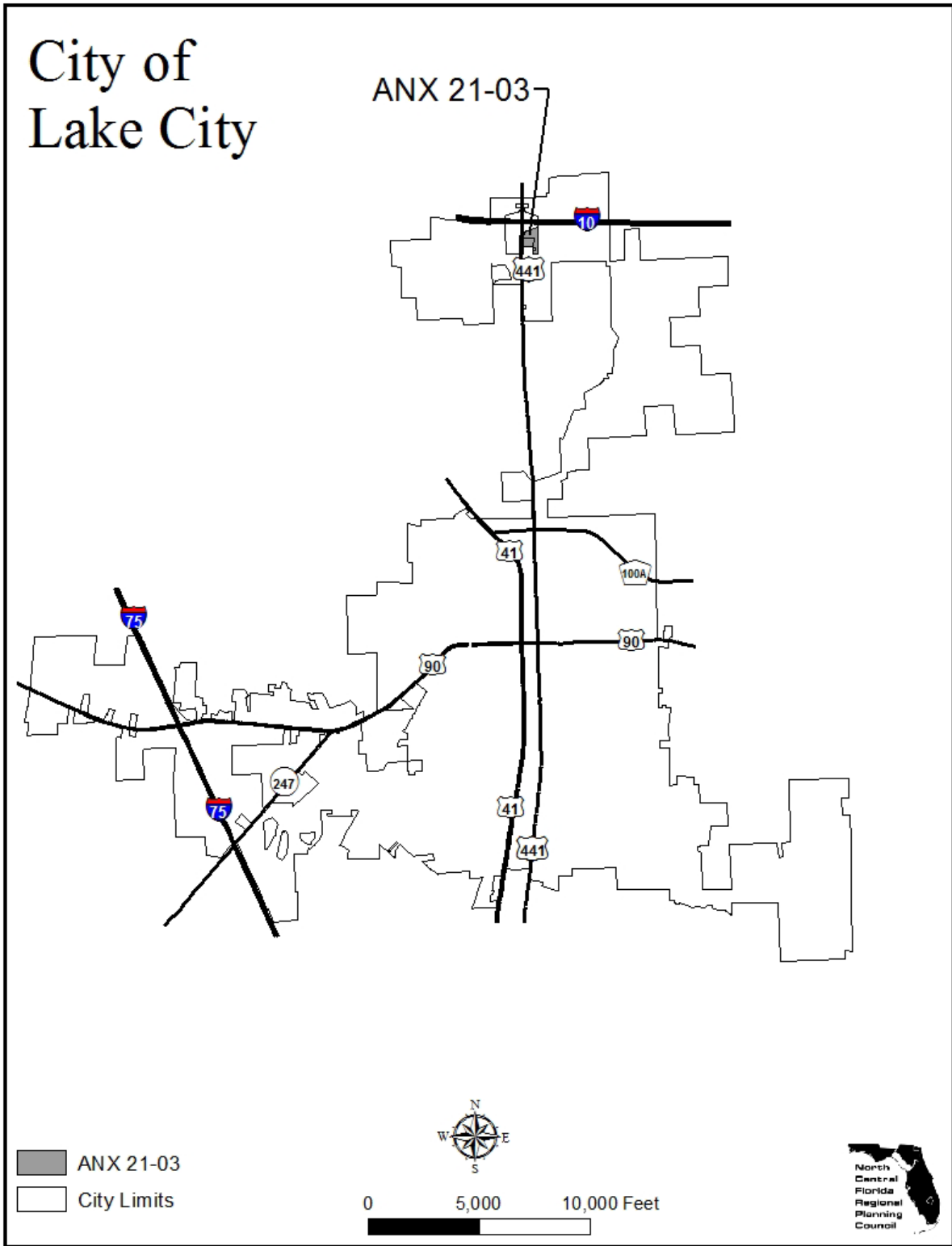
\_\_\_\_\_  
Audrey Sikes, City Clerk

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

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Fred Koberlein Jr., City Attorney

Schedule A: Location Map

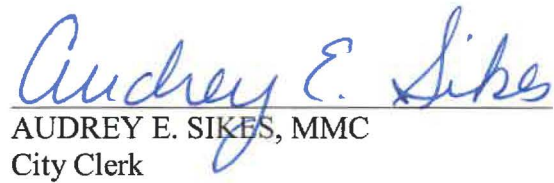


**Record of Vote on First Reading**

	For	Against	Absent	Abstain
Stephen Witt, Mayor/Council Member	<u>✓</u>	_____	_____	_____
Jake Hill, Jr., Council Member	<u>✓</u>	_____	_____	_____
Eugene Jefferson, Council Member	<u>✓</u>	_____	_____	_____
Todd Sampson, Council Member	<u>✓</u>	_____	_____	_____

**Certification**

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

  
AUDREY E. SIKES, MMC  
City Clerk



**File Attachments for Item:**

7. Discussion and Possible Action - City Manager Position - Renee Narloch will participate via Zoom



**CITY OF LAKE CITY, FL  
CITY MANAGER**

**RECOMMENDED FINALISTS**

**March 2022**

**CITY OF LAKE CITY, FL  
CITY MANAGER**

**RECOMMENDED FINALISTS**

**Troy Perry**

Director of Operations and Facilities, State of Florida Office of Criminal Conflict and Civil  
Regional Counsel 4<sup>th</sup> DCA Region, FL

**Don Rosenthal**

Former Commercial/Redevelopment Project Liaison, Pasco County, FL

**Fred Ventresco**

City Administrator, City of Milan, MO

# TROY PERRY

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1378 North Mangonia Drive, West Palm Beach, FL 33401, Phone (561) 758-2896

Email chftroyperry@aol.com

## **PROFESSIONAL EXPERIENCE**

- 2017 - present      **State of Florida Office of Criminal Conflict and Civil Regional Counsel 4<sup>th</sup> DCA Region, FL**  
Director of Operations and Facilities
- 1997 - 2017      **City of Riviera Beach, FL**  
Interim City Manager (2017)  
Interim Executive Director of Utilities (2016 – 2017)  
Assistant to the City Manager/Economic Development (2014 – 2016)  
Interim Fire Chief (2012 –2014)  
Fire Chief (1997 – 2010)  
Interim Assistant City Manager (2008-2008, 2008-2009)

## **EDUCATION**

- 2004                  M.B.A., Nova Southeastern University, Fort Lauderdale, FL  
2001                  B.S., Public Administration, Barry University, Miami Shores, FL

# TROY F. PERRY, MBA

1378 North Mangonia Drive, West Palm Beach, FL 33401 • 561-758-2896 • [chftroyperry@aol.com](mailto:chftroyperry@aol.com)

## PROFILE SUMMARY

An accomplished and talented professional with a comprehensive background in leadership and public administration with extensive experience overseeing operational activities in municipal and state government. Proficient in public policy, budgeting, human resource management, collective bargaining, and economic development. Delivers outstanding customer service and client satisfaction. Establishes, cultivates, and manages productive relationships.

### Core Competencies & Management Skills

- |                           |                           |                           |
|---------------------------|---------------------------|---------------------------|
| ➤ Emergency Management    | ➤ Resource Allocation     | ➤ Planning / Benchmarking |
| ➤ Public Safety           | ➤ Operations Management   | ➤ Procurement             |
| ➤ Fire / Medical Response | ➤ Project Management      | ➤ Fleet Management        |
| ➤ Staffing                | ➤ Fiscal Management       | ➤ Facility Management     |
| • Leadership / Mentor     | • Analytical / Accurate   | • Exemplary Communicator  |
| • Initiated / Motivated   | • Solution-Oriented       | • Dedicated               |
| • Performance-Focused     | • Engaging / Enthusiastic | • Committed to Excellence |

## PROFESSIONAL EXPERIENCE

### **State of Florida Office of Criminal Conflict and Civil Regional Counsel 4<sup>th</sup> DCA Region** **2017 – Present** ***Director of Operations and Facilities***

Provides oversight and administrative support, developing and implementing operational standards and procedures. Plans and manages multiple facilities located in four counties. Coordinates programs and interfaces with professionals. Performs sensitive administrative assistance in human resource compliance, staffing, programming, long / short-term planning, special project assessment, and budget analysis. Monitors and evaluates facility operations.

- Supports the functions and operating practices at all facilities.
- Researches, develops, and implements operational policies.
- Implements technology, upgrades, and improvements for facilities.
- Promotes and maintains training and communications with team members.

### **City of Riviera Beach** **1997 – 2017** ***Interim City Manager (2017)***

Managed daily activities of operating departments (Police, Fire, Marina, Community Development, Public Works, Information Technology, Utility District, Library and Code Enforcement). Researched and prepared policy and program recommendations for elected officials and ensured implementation. Oversaw the development and implementation of a \$74 M operating budget and five-year capital plan. Facilitated communication throughout the organization and conducted meetings with staff members and stakeholders.

- Developed and implemented organizational goals, policies, and procedures.
- Met with personnel and the public to resolve service-related concerns and build a consensus.
- Analyzed data / trends and recommend service delivery models that mirrored industry standards.
- Researched and prepared technical reports related to public policy, federal, and state legislative issues.
- Reviewed and administered disciplinary action on established policies and guidelines.

### ***Interim Executive Director of Utilities (2016 – 2017)***

Performed technical, sensitive administrative, and operational assistance in utility operations. Implemented and initiated programs. Managed organizational or community-based projects. Directed long / short-term goals related to service delivery and operations. Assisted with the development and solicitation of request for proposals (RFP) for the procurement of goods and services. Interacted with engineers on design / construction management of selected projects.

- Managed and implemented the Wastewater Master plan.
- Researched and recommended the purchase of administrative and operational fleet as part of an on-going Capital Improvement Plan.
- Supported the repair and maintenance division with servicing user departments and forecasting future needs.
- Secured state and federal funding to assist with infrastructure improvements.



***Assistant to the City Manager/Economic Development (2014 – 2016)***

Assisted with technical and sensitive administrative issues for city operations. Prepared agendas and managed departmental functions. Directed community-based programs, providing technical and analytical assistance to departmental and employee performance. Directed and implemented small business initiatives and economic development incentive programs with local, state, and federal agencies. Assisted with the development of the city budget, city agenda, and operating policies.

- Assisted with daily management of 600+ personnel and four labor unions.
- Participated in the development and implementation of small business initiatives and economic development incentive programs with local and state agencies.
- Served as liaison between the city, county, and state regarding legislative and public policy initiatives.
- Developed city-wide policies and training that improved customer service, organizational efficiency, and service levels that mirror industry standards and best practices.

***Interim Fire Chief (2012 – 2014)******Fire Chief (1997 – 2010)***

Oversaw the activities of the Fire and Emergency Medical Service Department. Directed the development and implementation of the city's Comprehensive Emergency Management and Continuity of Operations Plan. Directed, coordinated, and planned all administrative, supervisory, and management functions. Developed and managed departmental operating and capital budgets. Developed a resource and fleet allocation plan to ensure strategic placement and optimum response.

- Reviewed and investigated policy violations and administered corrective actions.
- Developed and implemented standard operating guidelines related to administrative and operational practices.
- Directed the formulation of labor relations initiatives to assist management and labor with a fair resolution to bargaining unit conflicts.

***Interim Assistant City Manager (01/2008 - 04/2008) (10/2008 - 07/2009)***

Assisted the City Manager with managing the services to a community of 45,000+ residents. Coordinated and managed the daily activities of operating departments. Prepared policy and program recommendations for the City Manager and City Council's consideration and ensured implementation. Assisted with the development and management of a \$53 M budget, five-year capital plan and utility district budget.

- Developed the city's three (3) year budget reduction plan and financial forecasting model.
- Implemented a furlough program to reduce personnel costs throughout the agency, while maintaining an acceptable level of service to the community.
- Developed and implemented a citywide personnel buyout plan to streamline staffing and reduce long term personnel costs within the constraints of labor agreements.

**EDUCATION & PROFESSIONAL STUDIES**

Nova Southeastern University, Fort Lauderdale, FL

*Master of Business Administration*

Barry University, Miami Shores, FL

*Bachelor of Public Administration*

Graduate of the National Forum of Black Public Administrator's Executive Leadership Institute (2008)

**PROFESSIONAL CERTIFICATIONS**

NIMS-ICS Training and Certifications, 100b, 200b, 300, 400, 700, 702, 800, 703, 706, 775

National Forum for Black Public Administrators 2008

Former Advisory Board Member, Palm Beach County Metropolitan Planning Organization 2010

Northern Palm Beach Chamber of Commerce 2012 International Economic Development Council 2014

## **TROY F. PERRY, MBA**

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1378 North Mangonia Drive, West Palm Beach, FL 33401 • 561-758-2896 • [chftroyperry@aol.com](mailto:chftroyperry@aol.com)

October 19, 2021

To Whom It May Concern:

My name is Troy Perry, and I am applying to your posting for City Manager with a copy of my attached resume.

Currently, I serve as the Director of Operations and Facilities for the State of Florida Office of Criminal Conflict and Civil Regional Counsel 4th DCA Region, where I have been employed since 2017. I am exploring opportunities to allow for additional professional development while providing support to your organization resulting in a mutually beneficial relationship.

I believe my background matches up well with your opportunity. Selected career highlights:

- An accomplished and talented professional with a comprehensive background in leadership and public administration with extensive experience overseeing operational activities in municipal and state government.
- Proficient in public policy, budgeting, human resource management, collective bargaining, and economic development.
- Delivers outstanding customer service and client satisfaction.
- Establishes, cultivates, and manages productive relationships.

You may reach me at 561-758-2896 or, if you prefer, email me at [chftroyperry@aol.com](mailto:chftroyperry@aol.com).

Thank you for your time and thoughtful consideration.

Respectfully,

Troy Perry

## **DON ROSENTHAL**

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6335 Cardinal Crest Drive, New Port Richey, FL 34655, Phone (630) 742-6817

Email [donnierosenthal63@gmail.com](mailto:donnierosenthal63@gmail.com)

### **PROFESSIONAL EXPERIENCE**

- 2014 - 2021      **Pasco County, FL**  
Commercial/Redevelopment Project Liaison (2020 – 2021)  
Assistant County Administrator (2014 – 2019)
- 2010 - 2014      **City of Atlanta, GA**  
Director of Office Buildings
- 2007 - 2010      **City of Reno, NV**  
Building and Safety Manager
- 2000 - 2007      **City of Downers Grove, IL**  
Director of Community Development (2005 – 2007)  
Director of Code Services (2000 – 2005)

### **EDUCATION**

M.B.A., Finance and Accounting, Regis University, Denver, CO  
B.S., Psychology and Military Science, Loyola University, Chicago, IL



## Don L. Rosenthal

6335 Cardinal Crest Drive, New Port Richey, Florida 34655 • donnierosenthal63@gmail.com • Cell: (630)742-6817

**Dynamic leader with over 25 years of expertise in City and County Management contributing strategic, operational, and financial stewardship that supports the success of growing communities.**

- ☑ Trusted leader who empowers people and innovates through vision, technology initiatives, strong community relationships, proactive government agency partnerships, and a dedication to serve.
- ☑ Forward-looking strategist who partners with community and department leaders to develop and implement projects that improve infrastructure, attract niche industries, support job growth, and improve quality of life.
- ☑ Expertise in applying technological solutions to enhance productivity, expand and improve services, and create new streams of revenue that add millions in surplus to City and County budgets.
- ☑ History of successful stewardship of communities ranging from rural areas with 50K residents to over 550K residents living in fast-growing metropolitan areas including the City of Atlanta.

### Key Areas of Expertise

Governmental Operations, Strategic Planning & Operations, Financial Operations & Multi-Million Dollar Budgets, Customer Relations & Support, Accela System Design & Implementation, Program & Project Management, Multi-Department Leadership, Communications, Strategic Partnerships, Employee Training & Development

## CAREER EXPERIENCE

### **COMMERCIAL/REDEVELOPMENT PROJECT LIAISON / Pasco County, Florida**

**01/19/ 2020 to 02/01/2021**

Appointed to a newly created leadership position spearheading all new commercial and redevelopment projects in Pasco County, Florida. Partner with County Engineer, Design Professional, Developer, and Contractor to ensure cohesion and timely department action on all active development projects.

- Partner with the Office of Economic Development to collaborate in County Planning Meetings and ensure that all commercial and redevelopment projects are in alignment with the County's vision for growth.
- Serve as the Point-of-Contact for the public and ensure that contractors and developers have the knowledge and resources to navigate the permitting process with minimal confusion and delays.

### **ASSISTANT COUNTY ADMINISTRATOR / Pasco County, Florida**

**2014 to 2019**

Managed over 285 County employees and administered over \$347M in county funds for a region of over 550,000 residents. Directed the Office of Economic Growth, Building, Permitting, Plan Review, Unlicensed Contractors, Minimum Standards, Planning and Development, Long Range Planning, Metropolitan Planning Organization, Code Enforcement, Traffic Control/Monitoring/Signal Repair, County Engineer, Capital Improvement Plan, Stormwater, Road and Bridge, Real Estate, Survey, and Project Management.

- Identified over \$15M in USDA grants and county funds to provide clean drinking water and complete off-site road improvements for the Lacoochee area of Pasco County. Transformed a blighted area into a new industrial zone that created 100 new full-time jobs with an additional 500 projected within 3 years of launch.
- Re-zoned 97 acres of the Old Pasco Road Spray Field. Secured a \$3M+ Florida DEO job creation grant, and sourced an experienced regional industrial park developer who will purchase the land at market value and build an 885,000 square foot industrial park generating approximately 1,500 full-time jobs.

- Obtained \$22M in federal funding to extend the airport runway by six hundred feet to allow corporate jets to utilize the airport facility at the Zephyrhills Airport and capitalize on access to an existing rail spur.
- Implemented the VuSpex System allowing Building Inspectors to conduct inspections via the contractor's smartphone, which delivers significant savings in travel time, gas, vehicle maintenance. The software was critical to maintaining business continuity during the Covid-19 social distancing period.
- Deployed the Accela software program to improve management of building projects and launch a customer portal. Improved reporting delivered over \$2M in recovered payments on delinquent accounts. Greater efficiency resulted in the county's building department accumulating over \$28M in surplus funds.
- Launched the *Open Counter* program, which uses Artificial Intelligence to keep itself up-to-date on construction, zoning or planning information, and accurately answers customer inquiries. Migrating customer inquiries from staff to the automated process saves \$95K per year with high customer satisfaction.
- Recipient of the Nov 2019 Innovation and Leadership Award from the Tampa Bay Builders Association.

#### **DIRECTOR OF OFFICE OF BUILDINGS / Atlanta, Georgia**

**2010 to 2014**

Managed a team of 115 including Inspectors, Plan Reviewers, and Certified Permit Technicians serving 425,000 city residents. Directed operations, process improvement, and budget administration for Permitting, Site Development, Zoning, Planning, Plan Review and Inspection functions for Public Works, Office of Buildings, Site Development, and Erosion Control.

- Established communication and productive relationships within the community including Attorneys, Developers, and Contractors who then supported much needed changes for the growth of the City.
- Gained approval from the City Council Board of the City of Atlanta to transition the Office of Buildings to an Enterprise Fund that was self-financed through fees to services to the public. Generated an average of \$12M in annual revenue creating a surplus to the department's \$6M in annual operational expenses.
- Led a \$1.1M project to implement Accela software. Trained specially assigned teams and strategically increased permit fees (that had not been increased in 20 years), which increased revenue from \$4.5M per year to up to \$15M per year depending on the level of construction activity each year.
- Led a 1-year project to transition from City Clerks to Certified Permit Technicians. Of 62 Clerks, 41 completed the Certification and earned a 50% salary increase while reducing overall labor costs for the City.
- Implemented a "triage process" that analyzed why submissions of development projects were failing by almost 70%. Used findings to conducted outreach to contractors and developers, which reduced the fail rate to less than 10% and also improved response turnaround time from 30+ days to 10 days.

#### **BUILDING AND SAFETY MANAGER / Reno, Nevada**

**2007 to 2010**

Managed the Building Department including Plan Review, Building Inspection, Permitting and Code Enforcement serving a population of 250,000 residents. Provided leadership and mentorship for a team of 140 employees and held financial stewardship over a \$6M budget and an Enterprise Fund of \$13M.

- Used existing training programs to fine-tune customer service performance resulting in turnaround times from 30 days to 10 days in Planning and Inspections.
- Optimized use of Accela software to support increases in revenue and ensure residents received top quality service that made them comfortable with fee schedules.
- Implemented zones of responsibility that allowed for better staffing in the Inspection Department. Reduced our roll-over rate (postponed inspections) to zero over a 90-day time period using the new zone approach.
- Invested in cross-training for trade inspectors to increase the inspector ability to inspect multiple trade work on projects, which increased departmental capacity and reduced labor costs.



**DIRECTOR OF COMMUNITY DEVELOPMENT / Downers Grove, Illinois**

**2005 to 2007**

Director of Code Services, Downers Grove, Illinois

2000 to 2005

Managed Community Development and exercised managerial responsibility for Building, Code Enforcement, Planning, Economic Development and Zoning departments serving a community of 50,000 residents. Led planning, development, and operations related to Community Development activities. Spearheaded greater understanding of urban renewal and housing/retail mixes to stimulate growth and development.

- Led large-scale projects generating tax revenue that met and exceeded projections at the two-year mark.
- Consolidated departmental efforts and completed new projects made possible by incremental tax revenue.
- Created and deployed an in-house software program to optimize the building and planning process.
- Initially hired to lead the Code Services Department and subsequently promoted to an expanded role as the Director of Community Development.

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**EDUCATION**

MBA in Finance and Accounting - Regis University  
B.S. in Psychology and Military Science - Loyola University

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**PROFESSIONAL AFFILIATIONS**

Certified Manager - ICMA-CM (International City/County Manager Association)  
Certified Public Manager - State of Florida  
1st Lieutenant-Ansbach, Germany - United States Army

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# Don L. Rosenthal

Florida 34655    [donnierosenthal63@gmail.com](mailto:donnierosenthal63@gmail.com)    [www.linkedin.com/in/don-rosenthal](http://www.linkedin.com/in/don-rosenthal)    (630)  
742-6817

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February 17, 2022

City of Lake City  
Mayor and Councilmembers

RE: City Manager

Dear Mayor and Council,

Please accept this letter and my professional resume as a formal expression of interest in your recently advertised position of City Manager. I am confident that my experience in City and County Management uniquely qualify me to be a valuable member of your leadership team.

My career includes over 20 years of successful stewardship of communities ranging from smaller rural areas with 50K residents to fast-growing metropolitan areas with over 550K residents. Every city and county I have served has offered unique challenges, yet the fundamental objectives are always the same – **to create or improve staff efficiency and provide services that are fiscally responsible and to deliver those services in a manner that contributes to a thriving community.**

In all my roles, I have proactively collaborated with department leaders, community representatives, and government agencies to ensure alignment in securing funds, forward-looking planning, and strategically choosing projects that support community growth.

## ***Select Career Highlights:***

- Past roles in the successful Leadership of Office of Economic Growth, Building Departments, Planning & Development, Metropolitan Planning Organization, Code Enforcement, Zoning, and Community Development, Capital Improvement Planning, and Infrastructure Maintenance (Ex: Roads and Bridges).
- Implemented the Accela software program to improve management of building projects. Greater service enabled a fee adjustment which coupled with greater department efficiency resulted in the county's building department accumulating over \$28M in surplus funds.
- Secured a \$3M+ Florida DEO job creation grant, and sourced an experienced regional industrial park developer to build an 885,000 square foot industrial park generating approximately 1,500 full time jobs.
- Certified Florida Public Manager
- Certified Manager by the ICMA-CM, the International City/County Manager Association.

As a leader, I hold myself, staff, and my organization to high standards of productivity, service, and ethical behavior. There are other relevant professional and personal accomplishments in my background that could be of interest to you. Please contact me at **(630) 742-6817** to set a time to meet and explore how my skills and experience can be of value to Lake City.

Thank you for your time. I look forward to meeting.

**Don Rosenthal**

[donnierosenthal63@gmail.com](mailto:donnierosenthal63@gmail.com)

# FRED VENTRESCO

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102 ½ Hawthorne Dr., Milan, MO 63556, Phone (603) 361-8448

f.ventresco@gmail.com

## **PROFESSIONAL EXPERIENCE**

- 2019 - present      **City of Milan, MO**  
City Administrator
- 2017 - 2019        **Town of Sandisfield, MA**  
Town Administrator
- 2015 - 2017        **Town of Limestone, ME**  
Town Manager
- 2009 - 2015        **Municipal Resources Incorporated (MRI), Meredith, NH**  
Consultant/Researcher
- 2006 - 2009        **Town of Weare, NH**  
Town Administrator
- 2004 - 2006        **Town of Madawaska, ME**  
Town Manager
- 2001 - 2004        **Town of Milbridge, ME**  
Town Manager

## **EDUCATION**

- 2001                Bachelors, Public Management and Business Administration, University  
of Maine, Orono, ME



# Fred F. Ventresco

102 ½ Hawthorne Dr.  
Milan, MO 63556

(603) 361-8448  
f.ventresco@gmail.com

## ***PROFILE***

Well-rounded manager, leader, hard-working, team-oriented public servant offering 14 years' experience managing full-service municipalities in multiple states. Overall 17 years' public sector administrative experience in local and state government. Much formal education and ongoing training/professional development over career in all areas of local government and pertinent topics.

*(Please review all of work history listed below to see breadth of local government and management experience. Have managed larger communities than at most-recent positions.)*

## ***EMPLOYMENT EXPERIENCE***

### **City Administrator.**

City of Milan, Milan, MO (9/19-present)

Head administrator of full-service, county-seat city. Population 2,400. Budget 6.9M. All customary departments, including gas and electric, with dept. heads. Responsible for all operations and staff including (not limited to) budget/finance public relations; HR; procurement; economic-community development; advisor/informer for Mayor and Council; all other duties and expectations common of Municipal Manager of full-service community.

#### *Some Projects/Experiences/Accomplishments:*

- ❖ Redo of Zoning code and many ordinances to reflect current needs and desires of community.
- ❖ Changed risk-management carrier for significant premium savings and enhanced benefits.
- ❖ City accepted into Main Street program, working with chamber, other community group.
- ❖ Emergency Manager during COVID-19 Pandemic.

### **Town\* Administrator.**

Town of Sandisfield, Sandisfield, MA (10/17-8/19)

Managed and led full-service municipality. Population 1000 year-round, 3000+ seasonal. Budget 4.8M. All customary departments with dept. heads. Responsible for all operations and staff including, not limited to, budget/finance; public relations; HR; procurement; economic-community development; advisor/informer for Board/Council; all other duties and expectations common of Municipal Manager of full-service community.

#### *Some Projects/Experiences/Accomplishments:*

- ❖ Wrote three successful grants for transfer station equipment and emergency preparedness funds.
- ❖ Assisted in team effort to gain Green Community status, to bring in funds and help environment.
- ❖ Modernized budgeting process and created policies and procedures for such.

### **Town\* Manager.**

Town of Limestone, Limestone, ME. (1/15-10/17)

Managed and led full-service municipality, population 2,200. Budget 2.5M. All customary departments with department heads. Responsible for all operations and staff including (not limited to) budget/finance; HR; procurement; public/press relations; economic-community development; advisor and informer to Board/Council; all other duties common for Municipal Manager of full-service community.

#### *Some Projects/Experiences/Accomplishments:*

- ❖ Recruited, trained, mentored many staff in most departments upon arrival due to retirements.
- ❖ Managed project to construct new sand-salt shed (grants, permits, engineers, contractors +++).
- ❖ Helped coordinate successful community effort to bring new business and interest to Town.



***EMPLOYMENT EXPERIENCE, continued*****Consultant/Researcher.**Municipal Resources Incorporated (MRI), Meredith, N.H. (9/09-1/15)

Participated in various projects from time to time over this period for this professional consulting and recruiting firm. Work usually focused on assisting municipalities with studies involving assessments and recommendations to improve services and/or maximize cost efficiencies, such as sharing-of-services studies, master/comprehensive plan updates, SWOT analyses.

(>> **NOTE:** During this time period took time off from “permanent”-type work to assist family. In addition to consulting work here, also held other temp./interim positions and completed courses for Masters. Some other work sources during period: Town of Wilmington, VT; City of Keene, NH; State of NH, Dept. Human Services. Specifics can be immediately provided if desired.)

**Town Administrator.**Town of Weare, Weare, N.H. (6/06-6/09)

Led and managed full-service, “bedroom” community 55 miles north of Boston with diverse population of 9,000. Staff of 60+ (responsible for 90+ with committees and volunteers). Overall budget \$17M. All customary departments/ department heads. Responsible for all operations and staff including (not limited to) budget/finance; HR; public/press relations; procurement; grants; economic-community development; advisor and informer to Board/Council; all other duties common for Municipal Manager of full-service community.

*Some Projects/Experiences/Accomplishments:*

- ❖ Realigned, updated Administration and Finance Depts. after Town went year without Town Administrator and only PT bookkeeper.
- ❖ Led successful effort to bring Town into financial-audit compliance, was years in arrears.
- ❖ Reestablished presence of Administrator/Manager into culture and chain of command
- ❖ Implemented risk management program, improvements to facilities, best-practices to increase Town safety-ranking metrics, lower insurance premiums, and improve safety and staff morale.
- ❖ Updated Town’s computer network, introducing firewalls and other data-security measures.

**Town Manager.**Town of Madawaska, Madawaska, ME. (6/04-5/06)

Led and managed full-service municipality with population 4,600; five-mile-radius population of 20,000+/- when Edmundston, N.B. (Canada) is included. Overall budget 10M. Bilingual community situated on U.S.-Canadian border. Staff of 50, not including schools. All customary departments with dept. heads. Responsible for all operations and staff including (but not limited to) budget/finance; HR; public/press relations; procurement; advisor and informer to Board/Council; all other duties common for Municipal Manager of full-service community.

*Some Projects/Experiences/Accomplishments:*

- ❖ Managed successful effort to re-open Town’s Community-Economic Development Department.
- ❖ Enhanced relations with business community, other groups, helping spark new business interest.
- ❖ Streamlined building-permit process to improve citizen service and desired/measured growth.
- ❖ Maintained open, cooperative relations with New Brunswick, Canada, border city to U.S.

## ***EMPLOYMENT EXPERIENCE, continued***

### **Town\* Manager.**

Town of Milbridge, Milbridge, ME. (2/01-7/04)

Managed and led full-service coastal Town with population 1,300 year-round, 2,500 seasonal. Staff 16. Budget 2.0M. Small but quite diverse community with life-long commercial fishing segment as well as significant seasonal/retirement population. All customary municipal departments. Responsible for all operations and staff including, not limited to, budget/finance; HR; public relations; purchasing; grants; economic-community development; advisor/informer to Board; all other duties common for Municipal Manager.

#### *Some Projects/Experiences/Accomplishments:*

- ❖ Brought Town's fund balance reserve into compliance with auditor's recommendations, increasing it by 120% in first two years as manager.
  - ❖ Cut General Fund expenditures approximately 12% without sacrificing community services.
  - ❖ Achieved \$400,000 CDBG Housing grant two years in a row.
  - ❖ Led successful effort to gather grants and garner support to rebuild economically vital Town pier, working with elected delegation, granting agencies, and other stakeholders.
- *Other experience (before change of career focus to Municipal Management) includes retail management, banking, university/college administration, travel-tourism.*

## ***EDUCATION***

### **Master of Public Administration (MPA), University of New Hampshire.**

All courses completed. Completing final project for degree, when time/work permits.

### **B.A. Public Management and Business Administration, University of Maine, Orono.**

Many courses well beyond requirements for awarded degree.

## ***AFFILIATIONS/PROFESSIONAL ASSOCIATIONS***

- Full member International City/County Management Association (ICMA), over 14 years.
- Full member Missouri City/County Management Association (MCMA).
- Normally represent municipality/employer on a number of boards/committees/associations; currently Green Hills Regional Planning Commission, Northwest Central Missouri Regional Water Commission; number of FEMA groups.

## ***REFERENCES AND RECOMMENDATIONS***

Immediately available upon request.

\* "Towns" in New England states tend to provide the same services (in some cases more when smaller communities are compared state to state) as "Cities" in other parts of the country, and thus are similar in complexity.



## Fred F. Ventresco

102 ½ Hawthorne Dr.  
Milan, MO 63556

(603) 361-8448  
f.ventresco@gmail.com

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November 5, 2021

S. Renée Narloch & Associates  
2910 Kerry Forest Pkwy., D4-242  
Tallahassee, FL 32309  
(Submitted through the online application system)

RE: Lake City, Florida, City Manager Recruitment

Dear Officials of S. Renée Narloch & Associates and, if/when Appropriate, Honorable Mayor and Council of Lake City:

I am writing to apply for the City Manager position. My résumé is being attached as well through the online application system.

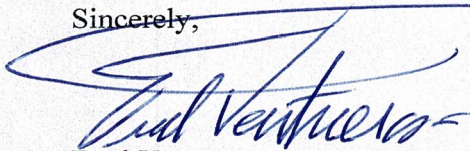
In addition to a passion for public service and a dedication and desire to always strive for the best, I can offer all of the qualifications stated in your brochure. I would bring all of the qualities, technical and otherwise, you describe for the "ideal candidate," as well as all of the other expectations and desires you list. Indeed, I would also bring experience and knowledge delivering all of the expectations common for the Position and Profession.

In summary, I offer a bachelor's degree in public management and business, have completed the curriculum for my master's degree in public administration (MPA), and have over 14 years of employed work experience managing local governments in a number of states. Please see my résumé for the details of my qualifications and history.

I would greatly value an opportunity/interview in furtherance of discussing my serving Lake City as City Manager. Of course, should have any questions, please do not hesitate to contact me by the means most convenient to you.

I look forward to the possibility of our future contact and discussion!

Sincerely,



Fred Ventresco

CITY OF LAKE CITY, FL  
 CITY MANAGER  
 CANDIDATE LIST

CONFIDENTIAL

NAME	MOST RECENT/CURRENT POSITION	ORGANIZATION
1. Vince Akhimie	Management Consulting	Self Employed
2. Douglas Baber	Human Resources & Risk Management Director & Emergency Operation Section Chief, Administration & Finance	St. Lucie County, FL
3. Amir Bercovicz	Police Captain	City of Asbury Park Police Department, NJ
4. Lyndon Bonner	Former County Administrator	Jackson County, FL
5. Barry Brooks	Assistant to the City Manager	Board of Commissioners, City of Albany, GA
6. Calvin Burke	City Manager	City of Liberal, KS
7. Anthony Carson	City Manager	City of Forney, TX
8. Robert Daniels	City Manager	Madeira Beach, FL
9. Jason Davis	Division Director IV, Palm Beach County Board of County Commissioners	Royal Palm Beach, FL
10. Timothy Day	Interim City Manager	City of Bowling Green, FL
11. Robin Gomez	City Manager	City of Clarkston, GA
12. Louis Goodin	County Coordinator	Hamilton County Board of Commissioners; Jasper, FL
13. Dale Hall	Development Review Coordinator	City of Milton, GA
14. Patrick Jordan	City Manager	Escanaba, MI

CITY OF LAKE CITY, FL  
 CITY MANAGER  
 CANDIDATE LIST

CONFIDENTIAL

NAME	MOST RECENT/CURRENT POSITION	ORGANIZATION
15. Brian Kauffman	Engineering Division Director	Citrus County Board of City Commissioners, Citrus County, FL
16. Joy Knight	Community Association Manager	High Rise Condominium, West Palm Beach, FL
17. Elizabeth Ladner	Community Member Engagement Manager	Merit Network, Ann Arbor MI
18. Patrick Marsh	Consultant	CWlowa, LLC, Rock Island, IL
19. Ricardo Mendez-Saldivia	Assistant City Administrator	City of West Palm Beach, FL
20. Francis Nicholson	Vice President of Global Relations	The Institute of Internal Auditors, Lake Mary, FL
21. Troy Perry	Director of Operations and Facilities	State of Florida Office of Criminal Conflict and Civil Regional Counsel 4 <sup>th</sup> DCA Region, FL
22. Carlo Pilgrim	Town Administrator	Town of Dover, VT
23. Michael Powers	Borough Manager	Kodiak Island Borough, Kodiak, AK
24. Hector Rivera Senior	Consultant	Casals & Associates, Washington, DC
25. Troy Rolling	Chief Executive Officer	Red Tie Concierge and The Political Company
26. Don Rosenthal	Former Commercial/Redevelopment Project Liaison	Pasco County, FL
27. Jeff Shoobridge	City Administrator	City of Madison Lake, Minnesota
28. Leonard Sossamon	Interim City Manager	City of Port Richey, FL



CITY OF LAKE CITY, FL  
 CITY MANAGER  
 CANDIDATE LIST

CONFIDENTIAL

NAME	MOST RECENT/CURRENT POSITION	ORGANIZATION
29. Dennis Stark	County Manager	Lyon County, NV
30. C. Seth Sumner	City Manager	City of Athens, TN
31. Stacy Tebo	Client Services	Blanchard Insurance, Inc.,
32. Thomas Tedford	Payroll Director	City of Springfield, MA
33. William Vance	Local Government Resource Consulting	WMV, LLC,
34. Fred Ventresco	City Administrator	City of Milan, MO
35. Michele Williams	Project Manager	Housing Authority of Birmingham; Birmingham, AL
36. Ronald Williams	Presiding Prelate	W2 Ministries; Lake City, FL
37. Adam Wilson	Senior Project Management	Eversource Energy LLC, Plymouth, MA
38. Jeffrey Yelton	PLINT/Leaching SX Bleed General Foreman	American Zinc Products, Mooresboro, NC
39. George Zoukee	Real Estate Investor	Washington, DC; CT; FL; MA; CO; NH; NJ; NY; PA; TN; NV

**File Attachments for Item:**

12. City Council Ordinance No. 2022-2214 (first reading) - An ordinance of the City Council of the City of Lake City, Florida, amending the City Code relating to the cleaning of lots; providing for amendments to Division 5 titled "Lot Cleaning Code", of Article VII, of Chapter 22 of the City Code; providing for compatibility with the Florida Statutes; providing for the repeal of conflicts; providing for severability; providing for codification; and providing an effective date.

**Adopt City Council Ordinance No. 2022-2214 on first reading**

**CITY COUNCIL ORDINANCE NO. 2022-2214**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE CITY CODE RELATING TO THE CLEANING OF LOTS; PROVIDING FOR AMENDMENTS TO DIVISION 5 TITLED “LOT CLEANING CODE”, OF ARTICLE VII, OF CHAPTER 22 OF THE CITY CODE; PROVIDING FOR COMPATIBILITY WITH THE FLORIDA STATUTES; PROVIDING FOR THE REPEAL OF CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Code of the City of Lake City, Florida (hereinafter the “Code”), establishes regulations concerning the cleanliness of lot parcels within the City of Lake City, Florida (hereinafter the “City”); and

**WHEREAS**, Section 1-10, of the City Code, provides that any alterations to the regulations concerning the cleanliness of lot parcels must be made by ordinance; and

**WHEREAS**, Chapter 162, Florida Statutes, is intended to promote, protect, and improve the health, safety, and welfare of the citizens of the counties and municipalities of this state and to provide an equitable, expeditious, effective, and inexpensive method of enforcing any codes and ordinances in force in counties and municipalities; and

**WHEREAS**, the City Council finds that Division 5, Article VII, Chapter 22, Code, is in need of an amendment to increase the compatibility with Chapter 162, Florida Statutes, to protect the health, safety and general welfare of the residents of the City.

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

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

**Section 2.** The following Sections of Division 5, Article VII, Chapter 22, Code, are hereby amended to read as follows (words ~~stricken~~ are deletions; words underlined are additions):

## **DIVISION 5. - LOT CLEANING CODE**

### **Sec. 22-201. - Accumulation of weeds, rubbish, and other matter upon land prohibited as public nuisances.**

The existence of excessive accumulation or untended growth of weeds, undergrowth or other dead or living plant life; or stagnant water, rubbish, garbage, refuse, debris, trash, including but not limited to household furnishings, and all other objectionable, unsightly or unsanitary matter upon any lot, tract or parcel of land within this city be it uncovered or under open shelter, to the extent and in the manner that such lot, tract or parcel of land is or may reasonably become infested or inhabited by rodents, vermin or wild animals, or may furnish a breeding place for mosquitoes, or threatens or endangers the public health, safety, or welfare, or may reasonably cause disease, or adversely affects and impairs the economic welfare of adjacent property, is hereby prohibited and declared to be a public nuisance and unlawful unless neatly arranged for removal in accordance with directions of the department of growth management.

### **Sec. 22-202. - Duty of property owners generally.**

It shall be the duty of the owner of each lot, tract, or parcel of land within the city to reasonably regulate and effectively control excessive growths and accumulations, as enumerated in [section 22-201](#), on the property and on the portion of the adjoining public right-of-way between the property and the street. It shall also be the duty of the owner to drain, regrade, or fill any lot, tract, or parcel, including swimming pools thereon, which shall be unwholesome or unsanitary, have stagnant water thereon, or be in such other condition as to be susceptible to producing disease.

### **Sec. 22-203. - ~~Notice to remove and appeal process~~ Enforcement.**

The provisions of this Division 5 (Lot Cleaning Code) shall be enforced in accordance with Article Two, Chapter X of this Code.

~~(a) If the director of growth management or his designee finds and determines that a public nuisance as described and declared in sections [22-201](#) and [22-202](#) hereof exists, he shall so notify the record owner of the offending property and demand that such owner cause the condition to be remedied. The notice shall be given by both physical posting on the property in the name of the property owner and by certified mail or personal delivery to the owner or owners as their names and addresses are shown upon the records of the county tax assessor. Notice shall be deemed~~

complete and sufficient when so physically posted and personally delivered or mailed.

~~(b) The notice required by subsection (a) shall contain the following:~~

~~(1) Name(s) and address(es) of the owner(s) of the property, according to the public records of the county.~~

~~(2) Location of the property on which the violation exists.~~

~~(3) A statement by the code inspector that the property has been inspected pursuant to [chapter 22](#) of this Code and that a violation of sections [22 201](#) and [22 202](#) has been determined to exist on the property, which violation constitutes a public nuisance.~~

~~(4) A description of the condition which causes the property to be in violation.~~

~~(5) A requirement that the record owner of the property remedy the violation within 15 days from the date of the notice, failing which the city will remedy the condition and assess against the record owner the costs thereof plus an administrative charge.~~

~~(6) A statement that, if the costs and administrative charge are not paid within 30 days of invoice date, a lien will be placed on the property which is enforceable by foreclosure on the property.~~

~~(7) A schedule of the charges which may be assessed against the record owner if the city has to remedy the violation.~~

~~(8) An estimate of the total cost, based on the schedule of charges, if the violation is remedied by the city. Such estimate is not to be interpreted or construed as the final cost which may be assessed, but only as a good faith approximation of such cost. The final assessable cost may be greater or lesser than the estimate.~~

~~(9) A statement that the record owner of the property may, within 15 days from the date of the notice, submit a written appeal, from the determination of a public nuisance, which must contain all reasons, evidence and argument that the cited condition does not constitute a violation.~~

~~(c) Within 15 days from the date of the notice, the owner of the property may appeal the determination of nuisance by submitting a written appeal to show that the condition does not constitute a public nuisance. Such appeal shall be addressed to the code enforcement board and shall state~~



~~the name of the property owner, the location of the cited property, and the specific grounds upon which the owner relies in order to show that the cited condition does not constitute a public nuisance.~~

~~(Ord. No. 2007-1112, § 1, 5-21-07)~~

**~~Sec. 22-204. Removal by city.~~**

~~(a) If after 15 days from the date of the notice no written appeal has been filed and the condition described in the notice has not been remedied, the director of growth management or his designee shall cause the condition to be remedied by the city at the expense of the property owner. If a written appeal has been filed and the finding of public nuisance is upheld, the director of growth management or his designee may cause the condition to be remedied by the city at the expense of the property owner unless the city council otherwise directs.~~

~~(b) If a written appeal has been filed and the finding of public nuisance is reversed, the city will not assess any costs or administrative penalties against the property, although such administrative penalties would otherwise be authorized by [section 22-206](#) of this Code.~~

~~(c) In cases involving major nuisance conditions requiring immediate, direct action to abate hazards immediately dangerous to the health, welfare or safety of the public, the city may, upon the growth management director authorization, cause the conditions to be immediately remedied by city authorized lot cleaning. Notice of said lot cleaning shall be given within five days after the lot cleaning and according to the procedures detailed in [section 22-203](#) above, except that the notice shall explain that the property contained hazards requiring immediate remedy, that the lot has already been cleaned, and that the property owner has 15 days from the date of the notice to apply to city council to show cause why costs of cleaning should not be assessed against his property. Said emergency lot cleaning shall be at the expense of the property owner; however, the property owner may make a written request for a hearing before city council as above provided within 15 days from the date of notice that his lot had to be cleaned and that a charge is being assessed therefore.~~

~~(Ord. No. 2007-1112, § 1, 5-21-07)~~

**~~Sec. 22-205. Collection of costs and records; secured property.~~**

~~After causing the condition to be remedied, the director of growth management shall certify to the director of finance the expense incurred in remedying the condition whereupon such expense, plus a charge to cover city administrative expenses, plus any administrative penalty as provided in [section](#)~~

~~22-206~~, shall become payable within 30 days, after which a special assessment lien and charge will be made upon the property, which shall be payable with interest at the rate of eight percent per annum from the date of such certification until paid.

~~Such lien shall be enforceable in the same manner as a tax lien in favor of the city and may be satisfied at any time by payment thereof including accrued interest. Notice of such lien may be filed in the office of the clerk of the circuit court and recorded among the public records of the county.~~

~~If the subject property is secured by locks or otherwise, the city shall have the authority to enter said property for purposes of remedying the violation, and any additional costs incurred by the city in gaining access to the property or in re-securing the property after cleaning shall be considered expenses of remedying the condition.~~

~~(Ord. No. 2007-1112, § 1, 5-21-07)~~

**~~Sec. 22-206. Administrative charge; administrative penalty.~~**

~~(a) In addition to the actual cost of remedying the violation cited under sections [22-201](#) and [22-202](#), the city may also assess a charge to cover administrative expenses incurred in securing and monitoring the services of a private contractor to remedy the violation. Said administrative charge shall be reviewed and approved by city council.~~

~~(b) If a second violation of sections [22-201](#) and [22-202](#) is cited against the same property and property owner within 12 months from the date of the first citation, an administrative penalty of \$100.00 shall additionally be assessed five days after the second citation. If the condition is abated by the owner during that five day period, the penalty will not be assessed. If a third violation of sections [22-201](#) and [22-202](#) is cited against the same property and property owner within 12 months from the date of the first citation, an administrative penalty of \$200.00 shall additionally be assessed five days after the third citation. If the condition is abated by the owner during that five day period, the penalty will not be assessed. Subsequent violations cited against the same property and property owner shall be referred to the city's legal council for appropriate legal action including, but not limited to, injunctive relief, in addition to enforcement as provided in this chapter.~~

~~(Ord. No. 2007-1112, § 1, 5-21-07)~~

**Sec. 22-207. Definitions.**

~~In addition to the definitions provided in [section 22-164](#), the following additional definitions shall apply for the purposes of this division:~~

~~Director of growth management. The director of growth management of the city, or his designee.~~

~~Hazardous trees. Trees containing limbs larger than three inches in diameter which are broken and hanging or broken and lodged/wedged in such a fashion that they present an immediate threat to adjoining properties. A hazard exists when, collectively, a substantial number of smaller limbs threaten adjoining properties as described above.~~

~~Trash/debris. Items which are not usable in their present condition as intended by the manufacturer by reason of being broken, discarded, unmaintained, or abandoned. Items include, but are not limited to: mechanical equipment, automobiles, trailers, trucks, or any parts thereof, household furnishings, toys.~~

~~Weeds. Plants that by reason of abandonment, lack of care or lack of maintenance, choke out growth of other plant material in the area. Dead, dying, or unattended plant life, named or unnamed, which is abandoned or overgrown, shall, for the purpose of this Code, be defined as a weed.~~

~~(Ord. No. 2007-1112, § 1, 5-21-07)~~

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

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

**Section 5.** Codification. It is the intention of the City Council of the City of Lake, City, Florida, that the provisions of this ordinance shall become and be made part of the Code of the City of Lake City, Florida.

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

**PASSED** upon first reading the \_\_\_\_ day of \_\_\_\_\_ 2022.

**NOTICE PUBLISHED** on the \_\_\_\_ day of \_\_\_\_\_ 2022.

**PASSED AND ADOPTED** on second and final reading the \_\_\_\_ day of \_\_\_\_\_ 2022.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

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

**File Attachments for Item:**

13. City Council Ordinance No. 2022-2217 (first public hearing/transmittal public hearing) - An ordinance of the City of Lake City, Florida, amending Ordinance No. 91-688, as amended, relating to an amendment to the text and future land use plan map series of the City of Lake City Comprehensive Plan, pursuant to Application, CPA 22-01 by the City Council, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for amending the text and future land use plan map series of the Comprehensive Plan, based upon an evaluation completed by the City, to reflect changes in state requirements pursuant to Section 163.3191, Florida Statutes, as amended; repealing all ordinances in conflict; and providing an effective date. EARBA

**Adopt City Council Ordinance No. 2022-2217 on first public hearing/transmittal public hearing**



ORDINANCE NO. 2022-2217

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING ORDINANCE NO. 91-688, AS AMENDED, RELATING TO AN AMENDMENT TO THE TEXT AND FUTURE LAND USE PLAN MAP SERIES OF THE CITY OF LAKE CITY COMPREHENSIVE PLAN, PURSUANT TO APPLICATION, CPA 22-01 BY THE CITY COUNCIL, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR AMENDING THE TEXT AND FUTURE LAND USE PLAN MAP SERIES OF THE COMPREHENSIVE PLAN, BASED UPON AN EVALUATION COMPLETED BY THE CITY, TO REFLECT CHANGES IN STATE REQUIREMENTS PURSUANT TO SECTION 163.3191, FLORIDA STATUTES, AS AMENDED; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 166.021, Florida Statutes, empowers the City Council of the City of Lake City, Florida, hereinafter referred to as the City Council, to prepare, adopt and implement a comprehensive plan;

WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, the Community Planning Act, empowers and requires the City Council to prepare, adopt and implement a comprehensive plan;

WHEREAS, an application for an amendment, as described below, has been filed with the City;

WHEREAS, the Planning and Zoning Board of the City of Lake City, Florida, hereinafter referred to as the Planning and Zoning Board, has been designated as the City of Lake City Local Planning Agency of the City of Lake City, Florida, hereinafter referred to as the Local Planning Agency;

WHEREAS, pursuant to Section 163.3174, Florida Statutes, and the Land Development Regulations, the Planning and Zoning Board, serving also as the Local Planning Agency, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the Planning and Zoning Board, serving also as the Local Planning Agency, reviewed and considered all comments received during said public hearing concerning said application for an amendment, as described below, and recommended to the City Council approval of said application for amendment, as described below;

WHEREAS, the City Council held the required public hearings, with public notice having been provided, under the procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended, on said application for an amendment, as described below, and at said public hearings, the City Council reviewed and considered all comments received during said public hearings, including the recommendation of the Planning and Zoning Board, serving also as the Local Planning Agency, concerning said application for an amendment, as described below;

WHEREAS, the City Council, found said application for an amendment, as described below, to be compatible with the Land Use Element objectives and policies, and those of other affected elements of the Comprehensive Plan; and

WHEREAS, the City Council, has determined and found that approval of an application for an amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare.

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

Section 1. Pursuant to an application, CPA 22-01, by the City Council, to amend the text and the Future Land Use Plan Map Series of the Comprehensive Plan based upon an evaluation completed by the City to reflect changes in state requirements pursuant to Section 163.3191, Florida Statutes, as amended, amending the text of the Future Land Use Element, Transportation Element, Housing Element, Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge Element, Conservation Element, Recreation and Open Space Element, Intergovernmental Coordination Element, Capital Improvements Element, Public School Facilities Element, Property Rights Element and the Future Land Use Plan Map Series of the Comprehensive Plan entitled Comprehensive Plan Evaluation Amendments, dated March 8, 2022, and the Future Land Use Plan Map 2032 are hereby incorporated by reference and adopted.

Section 2. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 3. Conflict. All ordinances or portions of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This ordinance shall become effective upon adoption.

The effective date of this plan amendment, if the amendment is not timely challenged, shall be the date the Florida Department of Economic Opportunity posts a notice of intent determining that this amendment is in compliance. If timely challenged, or if the state land planning agency issues a notice of intent determining that this amendment is not in compliance, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective.

Section 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

PASSED upon first reading this 21st day of March 2022.

PASSED AND DULY ADOPTED, upon second and final reading, in regular session with a quorum present and voting, by the City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Attest:

CITY COUNCIL  
CITY OF LAKE CITY, FLORIDA

\_\_\_\_\_  
Audrey Sikes, City Clerk

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

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APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Frederick L. Koberlein Jr., City Attorney

**File Attachments for Item:**

14. City Council Ordinance No. 2022-2218 (first reading) - An ordinance of the City of Lake City, Florida, amending the future land use plan map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 22-02, by the property owner of said acreage, under the amendment procedures established in sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the future land use classification from County Residential, Low Density (less than or equal to 2 dwelling units per acre) to City Commercial of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. (St Johns LLC)

**Adopt City council Ordinance No. 2022-2218 on first reading**

ORDINANCE NO. 2022-2218

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE FUTURE LAND USE PLAN MAP OF THE CITY OF LAKE CITY COMPREHENSIVE PLAN, AS AMENDED; RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND, PURSUANT TO AN APPLICATION, CPA 22-02, BY THE PROPERTY OWNER OF SAID ACREAGE, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR CHANGING THE FUTURE LAND USE CLASSIFICATION FROM COUNTY RESIDENTIAL, LOW DENSITY (LESS THAN OR EQUAL TO 2 DWELLING UNITS PER ACRE) TO CITY COMMERCIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE CITY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City of Lake City, Florida, hereinafter referred to as the City Council, to prepare, adopt and implement a comprehensive plan;

WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community Planning Act, empowers and requires the City Council to prepare, adopt and implement a comprehensive plan;

WHEREAS, an application for an amendment, as described below, has been filed with the City;

WHEREAS, the Planning and Zoning Board of the City of Lake City, Florida, hereinafter referred to as the Planning and Zoning Board has been designated as the Local Planning Agency of the City of Lake City, Florida, hereinafter referred to as the Local Planning Agency;

WHEREAS, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land Development Regulations, the Planning and Zoning Board, serving also as the Local Planning Agency, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the Planning and Zoning Board, serving also as the Local Planning Agency, reviewed and considered all comments received during said public hearing and the Concurrency Management Assessment concerning said application for an amendment, as described below, and recommended to the City Council approval of said application for an amendment, as described below;

WHEREAS, the City Council held the required public hearing, with public notice having been provided, under the procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended, on said application for an amendment, as described below, and at said public hearing, the City Council reviewed and considered all comments received during said public hearing, including the recommendation of the Planning and Zoning Board, serving also as the Local Planning Agency, and the Concurrency Management Assessment concerning said application for an amendment, as described below;

WHEREAS, the City Council has determined and found said application for an amendment, as described below, to be compatible with the Land Use Element objectives and policies, and those of other affected elements of the Comprehensive Plan; and

WHEREAS, the City Council has determined and found that approval of said application for an amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare.

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

Section 1. Pursuant to an application, CPA 22-02, by St. Johns LLC, to amend the Future Land Use Plan Map of the Comprehensive Plan by changing the land use classification of certain lands, the land use classification is hereby changed from COUNTY RESIDENTIAL, LOW DENSITY (less than or equal to 2 dwelling units per acre) to CITY COMMERCIAL on property described, as follows:

A parcel of land lying within Section 7, Township 4 South, Range 17 East, Columbia County, Florida. Being more particularly described, as follows: The South 1/2 of the Northeast 1/4 of the Northeast 1/4 of said Section 7 lying West of State Road 47.

Containing 9.69 acre, more or less.

Section 2. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 3. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This ordinance shall be effective upon adoption.

The effective date of this plan amendment shall be thirty-one (31) days following the date of adoption of this plan amendment. However, if any affected person files a petition with the Florida Division of Administrative Hearings pursuant to Section 120.57, Florida Statutes, as amended, to request a hearing to challenge the compliance of this plan amendment with Sections 163.3161 through 163.3248, Florida Statutes, as amended, within thirty (30) days following the date of adoption of this plan amendment, this plan amendment shall not become effective until the Florida Department of Economic Opportunity or the Florida Administration Commission, respectively, issues a final order determining this plan amendment is in compliance. No development orders, development permits or land uses dependent on this plan amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued, this plan amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Florida Department of Economic Opportunity, Division of Community Development, 107 East Madison Street, Caldwell Building, First Floor, Tallahassee, Florida 32399-4120.

Section 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

PASSED upon first reading this 21st day of March 2022.

PASSED AND DULY ADOPTED, upon second and final reading, in regular session with a quorum present and voting, by the City Council this \_\_\_\_ day of \_\_\_\_\_ 2022.

Attest:

CITY COUNCIL  
CITY OF LAKE CITY, FLORIDA

\_\_\_\_\_  
Audrey Sikes, City Clerk

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

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Frederick L. Koberlein Jr., City Attorney



**File Attachments for Item:**

15. City Council Ordinance No. 2022-2219 (first reading) - An ordinance of the City of Lake City, Florida, amending the official zoning atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an Application, Z 22-01, by the property owner of said acreage; providing for rezoning from County Residential, Single Family-2 (RSF-2) to City Commercial, Intensive (CI) of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date.

**Adopt City Council Ordinance No. 2022-2219 on first reading**

ORDINANCE NO. 2022-2219

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS OF THE CITY OF LAKE CITY LAND DEVELOPMENT REGULATIONS, AS AMENDED; RELATING TO THE REZONING OF LESS THAN TEN CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 22-01, BY THE PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR REZONING FROM COUNTY RESIDENTIAL, SINGLE FAMILY-2 (RSF-2) TO CITY COMMERCIAL, INTENSIVE (CI) OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE CITY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City of Lake City, Florida, hereinafter referred to as the City Council, to prepare, adopt and enforce land development regulations;

WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community Planning Act, requires the City Council to prepare and adopt regulations concerning the use of land and water to implement the comprehensive plan;

WHEREAS, an application for an amendment, as described below, has been filed with the City;

WHEREAS, the Planning and Zoning Board of City of Lake City, Florida, hereinafter referred to as the Planning and Zoning Board, has been designated as the Local Planning Agency of the City of Lake City, Florida, hereinafter referred to as the Local Planning Agency;

WHEREAS, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land Development Regulations, the Planning and Zoning Board, serving also as the Local Planning Agency, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the Planning and Zoning Board, serving also as the Local Planning Agency, reviewed and considered all comments received during said public hearing and the Concurrency Management Assessment concerning said application for an amendment, as described below, and recommended to the City Council approval of said application for an amendment, as described below;

WHEREAS, pursuant to Section 166.041, Florida Statutes, as amended, the City Council held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the City Council reviewed and considered all comments received during said public hearing, including the recommendation of the Planning and Zoning Board, serving also as the Local Planning Agency, and the Concurrency Management Assessment concerning said application for an amendment, as described below; and

WHEREAS, the City Council has determined and found that approval of said application for an amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare.

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

Section 1. Pursuant to an application, Z 22-01, by St. Johns LLC, to amend the Official Zoning Atlas of the Land Development Regulations by changing the zoning district of certain lands, the zoning district is hereby changed from COUNTY RESIDENTIAL, SINGLE FAMILY-2 (RSF-2) TO CITY COMMERCIAL, INTENSIVE (CI) on property described, as follows:

A parcel of land lying within Section 7, Township 4 South, Range 17 East, Columbia County, Florida. Being more particularly described, as follows: The South 1/2 of the Northeast 1/4 of the Northeast 1/4 of said Section 7 lying West of State Road 47.

Containing 9.69 acre, more or less.

Section 2. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 3. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This ordinance shall become effective upon adoption.

Section 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

PASSED upon first reading this 21st day of March 2022.

PASSED AND DULY ADOPTED, upon second and final reading, in regular session with a quorum present and voting, by the City Council this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Attest:

CITY COUNCIL  
CITY OF LAKE CITY, FLORIDA

\_\_\_\_\_  
Audrey Sikes, City Clerk

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

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Frederick L. Koberlein Jr., City Attorney

**File Attachments for Item:**

16. City Council Ordinance No. 2022-2220 (first reading) - An ordinance of the City of Lake City, Florida, relating to unlawful activity within public roads and rights-of-way; amending Chapter 98 of the City of Lake City Code to increase the fines associated with activities that interfere with public safety and the primary purpose of the public roads and rights-of-way; providing for severability; providing for conflicts; providing for codification; and providing for an effective date.

**Adopt City Council Ordinance No. 2022-2220 on first reading**

**ORDINANCE NO. 2022-2220**

**AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, RELATING TO UNLAWFUL ACTIVITY WITHIN PUBLIC ROADS AND RIGHTS-OF-WAY; AMENDING CHAPTER 98 OF THE CITY OF LAKE CITY CODE TO INCREASE THE FINES ASSOCIATED WITH ACTIVITIES THAT INTERFERE WITH PUBLIC SAFETY AND THE PRIMARY PURPOSE OF PUBLIC ROADS AND RIGHTS-OF-WAY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City Code is empowered to enact ordinances to address the City's legitimate and significant interest in providing and promoting safe means of travel and use of the public roads and rights-of-way in the City; and

**WHEREAS**, the Florida Department of Transportation determined the City of Lake City ranked number one in the State of Florida out of 101 Group II Cities, for pedestrian or bicycle accidents with serious injuries and fatalities between the years of 2013 and 2017; and

**WHEREAS**, the City of Lake City Police Department conducted a study of vehicle accidents involving pedestrians from 2015 to the present within the City, to determine which roadways accounted for the greatest number of vehicles involved in pedestrian accidents (hereinafter the "Safety Study"); and

**WHEREAS**, the Safety Study determined roadways which may not have documented vehicle-pedestrian accidents in recent years, but which have similar traffic flow and configuration to roadways with documented vehicle-pedestrian accidents, should also be considered to have a high risk of future vehicle-pedestrian accidents; and

**WHEREAS**, the City has a significant governmental interest in providing and promoting the health, safety and general welfare of the public by reducing distractions to motorists and unsafe pedestrian movement within or near travel lanes of high risk roadways and intersections; and

**WHEREAS**, traffic safety studies and other information reveal there are certain high risks to pedestrians on and near arterial roads in the City of Lake City. Arterial roads generally are among the most heavily trafficked roads in the City, have multiple travel lanes in each direction, do not have shoulders, do not have right side parking lanes, have curbs adjacent to the right exterior lane of travel, are populated with commercial businesses and advertisements that may distract vehicle operators; and have intersections with and without specific turn lanes, all of which require heightened operator attention and pose a high risk for pedestrians on such roadways if operators are distracted, and

**WHEREAS**, in addition to the high risks to pedestrians on arterial roads, there are high traffic volume cross streets to the arterial roads which generally: are controlled by a traffic control device (traffic lights), are among the most heavily trafficked intersections in Lake City, have one or more pedestrian crosswalks, do not have shoulders, do not have right lane parking lanes, have curbs adjacent to the right exterior lane of travel, are populated with commercial businesses and advertisements that may distract vehicle operators; and have one or more specific turn lanes, all of which require heightened operator attention and pose a high risk for pedestrians on such intersections if operators are distracted, and

**WHEREAS**, generally, the sidewalks along arterial roads have grass buffers separating the pedestrian and motor vehicle traffic; the medians on the arterial roadways in the City are designed for traffic separation and not for pedestrian use; pedestrians who cross the grass buffers or occupy the medians unduly distract drivers and place the occupants of motor vehicles and pedestrians in jeopardy, and

**WHEREAS**, the existence of sidewalks alongside arterial roads precludes any necessity for pedestrians to use the travel portion of said roads, and

**WHEREAS**, the unexpected presence of pedestrians near a motor vehicle within the traveled portion of the arterial roads and high volume cross streets increases the risk of collisions; regardless of whether the motor vehicle is in motion or stopped at a traffic signal; and

**WHEREAS**, pedestrians remaining on or within any portion of a roadway classified as arterial roads and high volume cross streets, including median areas, for purposes other than lawfully crossing the road in a crosswalk, increase the risk of collision between vehicles and pedestrians; and

**WHEREAS**, person-to-vehicle or vehicle-to-person interactions on high risk roads are inherently dangerous and are unwarranted distractions to motor vehicle operators; and

**WHEREAS**, the City wishes to amend Chapter 62 of the City of Lake City Code of Ordinances to address these concerns related to pedestrian-vehicle interactions; and

**WHEREAS**, this Ordinance is enacted pursuant to the home rule power of the City specifically and pursuant to Article VIII, Section 2, Florida Constitution, and Section 316.008(1), Florida Statutes, which authorizes the City to regulate the movement of motor vehicles and pedestrians on roads located within the City of Lake City; and



**WHEREAS**, the City Council of Lake City finds that the provisions of this Ordinance are in the best interests of the health, safety and welfare of the citizens and others within Lake City.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA:**

**Section 1.** Findings of Fact. The foregoing recital clauses are hereby adopted as findings of fact.

**Section 2.** The following Sections of Article V, Chapter 98, Code, are hereby amended to read as follows (words ~~stricken~~ are deletions; words underlined are additions):

ARTICLE V – Prohibited activities that interfere with public safety and the primary purpose of high use public roads.

Section 98.70 - Area of applicability. This Article shall be applicable to and govern the public roads and the rights-of-way within the City of Lake City, Florida as set forth herein.

Section 98.71 – Definitions. When used in this Section, the following words or phrases have the following meanings:

- (a) *City* means the City of Lake City, Florida.
- (b) *Arterial Road* means the following roads within the *City*:
  - (1) U.S. Highway 90, a.k.a. SR 10 and Duval Street
  - (2) U.S. Highway 41, a.k.a. SR 25 and Main Boulevard (that portion South of the intersection with S.R. 100)
  - (3) U.S. Highway 441, a.k.a. SR 25a and Marion Avenue (that portion South of the intersection with S.R. 100)
  - (4) S.R. 10a, a.k.a. Baya Drive

*Arterial Road* includes any *medians* in such roadways.

- (c) *High Risk Intersection* means any intersection on an *Arterial Road* which is controlled by traffic control devices (traffic signals). The *High Risk Intersection* shall extend outward along the intersecting road for a distance of two hundred (200) yards from the *Travel Portion* of the *Arterial Road*.

*High Risk Intersection* includes any *Medians* in such intersection.

- (d) *Median* means the area dividing a public road that separates lanes of traffic traveling in opposite directions or that controls or directs vehicular movements; it includes traffic islands. A *Median* area may be paved, unpaved, curbed, or painted.
- (e) *Motor Vehicle* shall have the same meaning as in Chapter 316, Florida Statutes.
- (f) *Pedestrian* shall have the same meaning as in Chapter 316, Florida Statutes.
- (g) *Travel Portion* means any portion of an *Arterial Road* or a *High Risk Intersection Road* that is normally used by moving motor vehicles.

Section 98.72 - Prohibitions. Except for First Responders in the course of official duties, persons rendering aid to accident victims, authorized highway repair or maintenance personnel, or other use authorized by the City Manager:

- (a) No *Pedestrian* shall occupy any travel portion of any *Arterial Road* or *High Risk Intersection Road* except in a designated crosswalk.
- (b) No *Pedestrian* shall have any interaction with an operator or occupant of a *Motor Vehicle* on the *Travel Portion* of an *Arterial Road* or in a *High Risk Intersection Road* including, but not limited to, handing or delivering any object to an operator or occupant of a *Motor Vehicle* or receiving any object from an operator or occupant of a *Motor Vehicle*.
- (c) No operator or occupant of any *Motor Vehicle* on the *Travel Portion* of an *Arterial Road* or in a *High Risk Intersection Road* shall have any interaction with any *Pedestrian* including, but not limited to, handing or delivering any object to a *Pedestrian* or receiving any object from a *Pedestrian*.

Section 98.73 - Penalties. A first or second violation of this Article shall be deemed a noncriminal infraction and disposed of in the manner provided for noncriminal infractions as set forth below.

- (d) The penalty for the first violation shall be a civil penalty of a minimum \$100.00 ~~\$25.00~~ fine paid in accordance with Section 98-62(b) of this Code.
- (a) The penalty for the second violation shall be a civil penalty of a minimum \$175.00 ~~\$50.00~~ fine paid in accordance with Section 98-62(b) of this Code.

(e) Appeals shall be as set forth in Section 98-63 of this Code.

(f) The penalty for the third and any subsequent violation shall be a misdemeanor of the second-degree punishable in accordance with Florida Statutes.

**Section 3.** Severability. If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of the Ordinance are declared severable.

**Section 4.** Conflicts. All ordinances or parts of ordinances in conflict herewith are, to the extent of the conflict, hereby repealed.

**Section 5.** Codification. It is the intention of the City Council of the City of Lake, City, Florida, that the provisions of this ordinance shall become and be made part of the Code of the City of Lake City, Florida.

**Section 6.** Effective date. This Ordinance shall become effective upon adoption.

**PASSED** upon first reading the \_\_\_\_ day of \_\_\_\_\_ 2022.

**NOTICE PUBLISHED** on the \_\_\_\_ day of \_\_\_\_\_ 2022.

**PASSED AND ADOPTED** on second and final reading the \_\_\_\_ day of \_\_\_\_\_ 2022.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

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

**File Attachments for Item:**

17. City Council Ordinance No. 2022-2221 (first reading) - An ordinance of the City Council of the City of Lake City, Florida, amending the City Code relating to the minimum standards code; providing for amendments to Division 1 titled "In General", of Article VII, of Chapter 22 of the City Code; providing for compatibility with the Florida Statutes; providing for the repeal of conflicts; providing for severability; providing for codification; and providing an effective date.

**Adopt City Council Ordinance No. 2022-2221 on first reading**

**ORDINANCE NO. 2022-2221**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE CITY CODE RELATING TO THE MINIMUM STANDARDS CODE; PROVIDING FOR AMENDMENTS TO DIVISION 1 TITLED "IN GENERAL", OF ARTICLE VII, OF CHAPTER 22 OF THE CITY CODE; PROVIDING FOR COMPATIBILITY WITH THE FLORIDA STATUTES; PROVIDING FOR THE REPEAL OF CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Code of the City of Lake City, Florida (hereinafter the "Code"), establishes minimum standards governing the maintenance, appearance and condition of residential, rental properties, housing, commercial, business, and industrial premises within the City of Lake City, Florida (hereinafter the "City"); and

**WHEREAS**, Sections 22-161 through 2-163, Code, provide for the enforcement of violations of the provisions referenced above and said sections are incompatible with state law; and

**WHEREAS**, Section 1-10, Code, provides that any alterations to the minimum standards governing the maintenance, appearance, and condition of residential, rental properties, housing, commercial, business, and industrial premises within the City must be made by ordinance; and

**WHEREAS**, Chapter 162, Florida Statutes, is intended to promote, protect, and improve the health, safety, and welfare of the citizens of the counties and municipalities of this state and to provide an equitable, expeditious, effective, and inexpensive method of enforcing any codes and ordinances in force in counties and municipalities; and

**WHEREAS**, the City Council finds that Division 1, Article VII, Chapter 22, Code, should be amended to increase the compatibility with Chapter 162, Florida Statutes, to protect the health, safety, and general welfare of the residents of the City.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA:**

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

**Section 2.** The following Sections of Division 1, Article VII, Chapter 22, Code, are hereby amended to read as follows (words ~~stricken~~ are deletions; words underlined are additions):

**Sec. 22-161. - Procedure where violation is discovered.**

The provisions of this Division 1 (“In General”) and Chapter 22, shall be enforced in accordance with Article X, Chapter 2 of this Code.

~~Whenever the enforcing authority determines that there is a violation of this chapter, or that there are reasonable grounds to believe that there is a violation of any provision of this Code, he shall give notice of such violation or alleged violation to the person or persons responsible for the correction thereof. Such notice shall:~~

- ~~(1) Be in writing.~~
- ~~(2) Include a description of the real estate or address sufficient for identification.~~
- ~~(3) Specify the violation(s) by code citation and factual description and the remedial action required.~~
- ~~(4) Include a schedule as to the time allowed for completion of the required improvements necessary to bring the building into compliance with the minimum standards code.~~
- ~~(5) The written notice referred to above shall be served as provided for in chapter 2, article X, of this Code.~~
- ~~(6) The time given to comply with minor infractions as defined in this Code shall not exceed 120 days. The time given to comply with major violations shall not exceed 45 days.~~
- ~~(7) Any violation not corrected in the time and manner specified in the notice pursuant to this section may be referred to the code enforcement board. Major or cumulative minor violations which are deteriorating into hazardous or nuisance conditions may also be subject to proceedings under division 4 of the minimum standards code.~~

~~{Ord. No. 2007-1112, § 1, 5-21-07}~~



**~~Sec. 22-162. Hearings.~~**

~~Any person affected by any notice which has been issued in connection with the enforcement of any provision of this Code or of any rule or regulation adopted pursuant thereto may request and shall be granted a hearing on the matter before the code enforcement board.~~

~~(Ord. No. 2007-1112, § 1, 5-21-07)~~

**~~Sec. 22-163. Means of appeal.~~**

~~Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed within 14 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.~~

~~(Ord. No. 2007-1112, § 1, 5-21-07)~~

**Section 3.** Conflicts. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this ordinance are hereby repealed to the extent inconsistent herewith.

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

**Section 5.** Codification. It is the intention of the City Council of the City of Lake, City, Florida, that the provisions of this ordinance shall become and be made part of the Code of the City of Lake City, Florida.

*(The remainder of the page has been left blank intentionally.)*

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

**PASSED** upon first reading the \_\_\_\_ day of \_\_\_\_\_ 2022.

**NOTICE PUBLISHED** on the \_\_\_\_ day of \_\_\_\_\_ 2022.

**PASSED AND ADOPTED** on second and final reading the \_\_\_\_ day of \_\_\_\_\_ 2022.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

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

**File Attachments for Item:**

18. City Council Resolution No. 2022-027 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Seventeen with Passero Associates, LLC, for professional services; providing for the construction administration, construction monitoring, and quality assurance of materials during the resurfacing of Runway 5-23 at the Lake City Gateway Airport; providing for a total cost not-to-exceed \$92,200.00; and providing for an effective date.

**CITY COUNCIL RESOLUTION NO. 2022-027**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF TASK ASSIGNMENT SEVENTEEN WITH PASSERO ASSOCIATES, LLC, FOR PROFESSIONAL SERVICES; PROVIDING FOR THE CONSTRUCTION ADMINISTRATION, CONSTRUCTION MONITORING, AND QUALITY ASSURANCE OF MATERIALS DURING THE RESURFACING OF RUNWAY 5-23 AT THE LAKE CITY GATEWAY AIRPORT; PROVIDING FOR A TOTAL COST NOT-TO-EXCEED \$92,200.00; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the "City") has heretofore entered into a Continuing Contract (hereinafter the "Agreement") with Passero Associates, LLC (hereinafter "Passero" or "Consultants"), authorized by City Council Resolution No. 2017-061 for Professional Consulting Services with the Lake City Gateway Airport (hereinafter the "Project"); and

**WHEREAS**, the Continuing Contract provides that Passero shall perform services to the City only when requested and authorized in writing by the City and that each request for services shall be for a specific project and be defined by and embodied in a separate Task Assignment; and

**WHEREAS**, the City desires to enter into Task Assignment Seventeen to its Continuing Contract with Passero for services related to the construction administration, construction monitoring, and quality assurance of materials during the resurfacing of Runway 5-23 at the Lake City Gateway Airport at a total cost not to exceed ninety-two thousand two hundred dollars and zero cents (\$92,200.00), in accordance with the terms and conditions of Task Assignment Seventeen, a copy of which is attached hereto as "Exhibit A" and made a part of this resolution ("Task Assignment Seventeen"), and the Continuing Contract.

**WHEREAS**, the City Council has determined that it is in the best interests of its citizens to enter into Task Assignment Seventeen.

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

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

**Section 2.** The City is hereby authorized to enter into Task Assignment Seventeen with Passero Associates, LLC, for the additional services.

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

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

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_ day of March 2022.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

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

**TASK ASSIGNMENT SEVENTEEN TO THE CONTINUING CONTRACT BETWEEN THE CITY OF LAKE CITY, FLORIDA AND PASSERO ASSOCIATES, LLC, FOR PROFESSIONAL SERVICES RELATED TO THE CONSTRUCTION ADMINISTRATION, CONSTRUCTION MONITORING, AND QUALITY ASSURANCE OF MATERIALS DURING THE RESURFACING OF RUNWAY 5-23 AT THE LAKE CITY GATEWAY AIRPORT**

THIS TASK ASSIGNMENT SEVENTEEN is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2022, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055 (herein referred to as "City") and PASSERO ASSOCIATES, LLC, a Florida limited liability company, having a mailing address of 13453 North Main Street, Suite 106, Jacksonville, Florida 32218 (herein referred to as "Consultant")

**RECITALS**

A. City and Consultant have heretofore entered into a Continuing Contract dated August 21, 2017, for professional consulting services as authorized by City Council Resolution No. 2017-061 (the "Continuing Contract").

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

C. The City is in need of additional assistance related to the resurfacing of Runway 5-23 at the Lake City Gateway Airport and desires to enter into this Task Assignment Seventeen with Consultant for related services pursuant to the terms and conditions included herein and the Consultant's *Supplemental Agreement No. 21-21R Runway 5-23 Pavement Rehabilitation (Construction Phases) Lake City Gateway Airport (LCQ), Lake City, Florida* (hereinafter "Supplemental Agreement 21-21R"), a copy of which is attached as "Exhibit A".

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



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

2. **PROJECT**: The City hereby engages Consultant and Consultant agrees to furnish to the City the services and work as set forth in Exhibit A attached hereto.

3. **COMPENSATION TO CONSULTANT**: City shall pay Consultant a fixed fee for services rendered, each of which are specified within Exhibit A, at a total projected cost not to exceed ninety-two thousand two hundred dollars and zero cents (\$92,200.00).

4. **PROVISIONS OF CONTINUING CONTRACT**: The terms, provisions, conditions, obligations, and requirements of the Continuing Contract are incorporated in and made a part of this Task Assignment and shall be binding on, and complied with by, Consultant. Should any conflict arise between the terms and conditions set forth herein and the Continuing Contract, the terms and conditions of the Continuing Contract shall be controlling. Should any conflict arise between the terms and conditions set forth in the attached exhibit with either the Continuing Contract or this Task Assignment, the conflicts shall be construed in favor of the Continuing Contract first and then, if applicable, this Task Assignment.

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

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

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

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

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

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

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

ATTEST:

**PASSERO ASSOCIATES, LLC**

By: \_\_\_\_\_  
Angela Witt,  
Contracts Administrator

By: \_\_\_\_\_  
Bradley Wente  
Vice President

**City of Lake City**



**Lake City Gateway Airport**

**Runway 5-23 Pavement Rehabilitation**

**Construction Administration, Full-time Construction  
Monitoring/Observation, and Quality Assurance  
Material Testing**

by

**Passero Associates, LLC**

(PA Project No. 20070044.021R)

**Supplemental Agreement 21-21R**

**Supplemental Agreement 21-21R**  
**Runway 5-23 Pavement Rehabilitation (Construction Phases)**  
**Lake City Gateway Airport (LCO), 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 August 21, 2017, 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, 3256 East US Highway 90, Lake City, Florida, 32055.

**Project Description:** The project includes bituminous pavement milling and overlay (resurfacing) of the 4,000 LF x 75 feet wide runway 5-23, selective rehabilitation of the existing bituminous shoulder pavement, sealing and remarking of the runway 5-23 blast pads.

**Scope of Basic Services:** Construction Administration, Full-time and Periodic Construction Monitoring / Observation, and Quality Assurance Materials Testing (Schedule A: Scope of Work).

**Scope of Special Services:** None.

**City Manager:** Mr. Paul Dyal, Interim City Manager.

**City Project Coordinator:** Ms. Florence Straugh, Airport Manager.

**PA Program Manager:** Mr. Bradley J. Wentte, P.E.

**PA Resident Project Representative:** Mr. David Harris, III.

**Basic Services Compensation:** Owner Representative/Construction Observation Not-to-Exceed: \$ 79,580.00

**Special Services:** Quality Assurance Material Testing Not-to-Exceed: \$ 12,620.00

**Total Project Cost (Lump Sum Consultant Fees):** Not-to-Exceed: \$ 92,200.00

**Schedule:** Construction Contract Time is 95 calendar days.  
Construction anticipated to begin in Spring 2022.

**Meetings:** Pre-Construction Meeting; Progress Meetings and as stated in Scope of Work.

**Deliverables:** Testing Reports, Field Observation Reports, Pay Applications, Change Orders and Grant Closeout Documents

**"Client" - City of Lake City**

**"Consultant" - Passero Associates, LLC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Stephen M. Witt, Mayor  
Typed Name, (Title)

Bradley J. Wentte, P.E., Vice President  
Typed Name, (Title)

ATTEST:

ATTEST:

BY: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_  
Name, (Title)

Angela Witt Grants/Contracts Administrator  
Name, (Title)

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

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

**Schedule A: Scope of Work - Runway 5-23 Pavement Rehabilitation (Construction Phase)**  
**Lake City Gateway Airport, Lake City, Florida**

**I. Project Description**

Base The project includes bituminous pavement milling and overlay of the 4,000 LF x 75 feet wide runway 5-23, selective rehabilitation of the existing bituminous shoulder pavement, sealing and remarking of the runway 5-23 blast pads.

**II. Basic Services**

Passero Associates, LLC (Consultant) will provide the following basic services to assist the City of Lake City (City) with the Construction Phase this project to Rehabilitate Cross Wind Runway 5-23, described above:

**A. Construction Administration Phase**

Passero will provide the following basic services (construction administration for construction duration (95 calendar days), plus pre-construction services and closeout services (assume 30 calendar days) to assist the City with the construction administration phase of the project.

The Consultant shall provide construction administration support by an engineer, inspector and supporting professional staff that will:

1. Assist the City in managing the technical and administrative components of the project.
2. Provide periodic updates to the City and airport staff, as requested throughout the life of the project.
3. Provide consultation and advice to the City during construction, including the holding of a pre-construction conference, attendance at construction coordination meetings and other meetings required during the course of construction. Prepare, review, and distribute minutes of these meetings, if applicable.
4. Review contractor submittals, such as construction schedules and phasing schedules, shop drawings, product data, catalog cuts, and samples, for conformance with the construction contract requirements.
5. Review, with the City, alternative construction methods proposed by the contractor.
6. Review and process supplemental drawings and change orders necessary to properly execute the work within the intended scope and to accommodate changed field conditions.
7. Interpret the requirements of the contract documents for the City.
8. Review and furnish the City one reproducible set of the record drawings (to be completed by the contractor) for the completed project.
9. Participate in the pre-final and final inspections of the completed project with City and Airport personnel, the FDOT, and the contractor.

**B. Construction Observation Phase**

Passero will provide the following basic services (both full time and periodic resident engineering and observation for construction duration (95 calendar days), plus follow-up punch list and closeout services (assumed to be 30 calendar days)) to assist the City with the construction inspection phase of the project. The Consultant shall provide construction monitoring / observation support by its engineer, inspector and supporting professional staff.

This Phase is field based. The Consultant will provide full-time and periodic monitoring and observation services on the construction site during daytime and nighttime operations when the Contractor is working. The Consultant shall provide on-site monitoring of construction procedures by a full-time Resident Project Representative who will:

1. Conduct on-site observations and monitor the construction activities to monitor compliance with the intent of the design.
2. Report regularly to the City pertaining to the construction progress and, based on on-site observations, its compliance to the project plans and specifications.
3. Review the construction schedule prepared by the contractor for compliance with the contract and give written advice to the City concerning its acceptability.

4. Attend, conduct, and prepare meeting minutes for pre-construction conference, pre-paving conference, bi-weekly construction progress meetings, and any other special meetings as needed or required.
5. Serve as the City's liaison with the contractor and various local agencies, including the FDOT.
6. Verify that tests, including equipment and system start-ups, were conducted and that the results are documented.
7. Furnish weekly written summary reports of contractor activities observed, work progress, and compliance with the approved construction schedule.
8. Prepare, review, and approve monthly and final payments to the contractor.
9. Develop and confirm final punch list completion.
10. Assist City with the Project Closeout.

### **C. Clarification of Responsibilities**

The Client acknowledges 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-phase work tasks for the Project are limited to those specified in this Scope of Work.

The Client acknowledges 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 Client acknowledges 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 Client acknowledges 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.

If construction exceeds the contract completion time of 95-calendar days, a supplemental Work Order to extend Passero Associates' services may be required.

## **III. Special Services**

### **A. Management of Quality Assurance Material Testing**

1. The Consultant will manage all Quality Assurance (Q/A) testing of materials, subcontracting for outside field, laboratory and / or shop tests of construction materials, as required by the plans and specifications.

## **IV. Other Considerations**

1. This project does not include the following services:
  - a. Any type of Permitting.
  - b. Preparation of any Design or Construction Plans.
2. If other services are needed due to unforeseen circumstances affecting the nature or scope of the Project, they shall be performed by the Consultant only as agreed upon by the Parties and as approved by the City in writing prior to such services being rendered.
3. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from Airport archives. Passero shall have the right to rely on this data and Passero is not responsible for data that is not provided during this Agreement.

### **End of Scope of Services**



**File Attachments for Item:**

19. City Council Resolution No. 2022-029 - A resolution of the City Council of the City of Lake City, Florida authorizing the City's participation in the "ENDO Settlement" as described by the Florida Attorney General; providing for the City's participation in the settlement agreement with Endo Health Solutions Inc. and Endo Pharmaceuticals Inc.; providing for the Mayor's execution of the participation agreement; and providing for an effective date.

**CITY COUNCIL RESOLUTION NO. 2022-029**

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

**WHEREAS**, the City of Lake City, Florida (hereinafter the "City") has joined with the Florida Attorney General in the *State of Florida, Office of the Attorney General, Department of Legal Affairs v. Purdue Pharma, L.P., et al.* (Case No. 2018-CA-001438) (Fla. Cir. Ct. Pasco County); and

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

**WHEREAS**, the Florida Attorney General has attained a settlement known as the "Endo Settlement", a copy of which is available online at: [https://myfloridalegal.com/webfiles.nsf/WF/GPEY-CASMRW/\\$file/Executed+Endo-Florida+Agreement.pdf](https://myfloridalegal.com/webfiles.nsf/WF/GPEY-CASMRW/$file/Executed+Endo-Florida+Agreement.pdf) ; and

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

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

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

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

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

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

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

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

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of March 2022.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

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

**Exhibit D**

**Subdivision Settlement Participation Form**

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

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated January 15, 2022 (“*Endo Settlement*”), and acting through the undersigned authorized official, hereby elects to participate in the Endo Settlement, release all Released Claims against all Releasees, and agrees as follows.

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

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

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

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

11. Nothing herein is intended to modify in any way the terms of the Endo Settlement, to which the Governmental Entity hereby agrees. To the extent this Subdivision Settlement

Participation Form is interpreted differently from the Endo Settlement in any respect, the Endo Settlement controls.

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

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

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

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

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

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

**File Attachments for Item:**

20. City Council Resolution No. 2022-030 - A resolution of the City Council of the City of Lake City, Florida, authorizing the exchange of parcels of land with Florida Gateway College to clear up ambiguities in ownership and use of the parcels; implementing the terms and conditions of the agreement dated June 4, 1991 between the City and the United States of America, Federal Aviation Administration; providing for severability; providing for conflicts; and providing an effective date.



**CITY COUNCIL RESOLUTION NO. 2022-030**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXCHANGE OF PARCELS OF LAND WITH FLORIDA GATEWAY COLLEGE TO CLEAR UP AMBIGUITIES IN OWNERSHIP AND USE OF THE PARCELS; IMPLEMENTING THE TERMS AND CONDITIONS OF THE AGREEMENT DATED JUNE 4, 1991 BETWEEN THE CITY AND THE UNITED STATES OF AMERICA, FEDERAL AVIATION ADMINISTRATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the “City”), owns and operates the Lake City Gateway Airport (hereinafter the “Airport”) located on several parcels of land in Columbia County, Florida; and

**WHEREAS**, the Board of Trustees of the Florida Gateway College (hereinafter the “College”), owns property adjacent and near the Airport; and

**WHEREAS**, the ownership to some parcels of real property that border the Airport have been questioned; and

**WHEREAS**, attached hereto as composite Exhibit “A” are parcel descriptions, sketches or depictions of the parcels numbered “Parcel One”, “Parcel Two”, and “Parcel Three”; and

**WHEREAS**, the land to be conveyed by Quit Claim Deed labeled “Parcel One” is believed to be titled to the College but has been used by the City as a runway border for more than twenty years; and

**WHEREAS**, the land to be conveyed by Quit Claim Deed labeled “Parcel Two” is believed to be titled to the City but has been used by the College as a dormitory and swimming pool (now demolished) and an office space and parking lot for more than forty years; and

**WHEREAS**, the land to be conveyed by Quit Claim Deed labeled “Parcel Three” is titled to the City but has not been used by the City for more than twenty years and has been passively used by the College as part of its Southern approach landscaping, sound buffer, and other uses for many years; and

**WHEREAS**, the Quit Claim Deeds to be executed by the parties will need accurate legal descriptions to be prepared by a licensed surveyor; and

**WHEREAS**, there is an agreement between the City and the United States of America acting by and through the Federal Aviation Administration (hereinafter the “FAA”) dated June 4, 1991, and recorded in Official Records Book 751, Page 1033, public records of Columbia County, Florida which allows for the described transfers of Parcels One and Two; and

**WHEREAS**, the City and College are desirous of clearing up and resolving the foregoing titles and ownership issues; and

**WHEREAS**, the City and College have each agreed to bear their own respective costs incurred in clearing up said issues; and

**WHEREAS**, the Board of Trustees of Florida Gateway College is considering a reciprocal motion or resolution to this resolution; and

**WHEREAS**, the City Council has determined that it is in the best interests of the citizens of the City of Lake City that the foregoing title and ownership interests be cleared.

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

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

**Section 2.** The City and College will jointly solicit and procure the services of a Florida licensed surveyor to survey and provide legal descriptions to be included in the respective Quit Claim Deeds. The cost of such survey services will be equally shared by the parties.

**Section 3.** After the accurate legal descriptions are prepared and approved by legal counsel for the City, the Mayor is authorized to execute the Quit Claim Deeds by the City as Grantor to the College as Grantee of Parcels One and Three.

**Section 4.** Upon the City’s receipt of a duly executed Quit Claim Deed from the College as Grantor to the City as Grantee for Parcel Two, the City is authorized to deliver said deeds to Parcels One and Three to the College.

**Section 5.** The City Manager will cause the deed to Parcel Two to be recorded upon receipt among the public records of Columbia County, Florida.

**Section 6.** Severability. If any clause, section, or other part of this resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portion or applications of this resolution.

**Section 7.** Conflict. All resolutions or portions of resolutions in conflict with this resolution are hereby repealed to the extent of such conflict.

**Section 8.** This resolution shall become effective immediately upon passage and adoption.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of March 2022.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST

APPROVED AS TO FORM AND  
LEGALITY:

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

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

AGREEMENT

THIS AGREEMENT made and entered into this 4 day of JUNE, 1991 by and between the UNITED STATES OF AMERICA, party of the first part, acting by and through the Federal Aviation Administration, hereinafter referred to as the FAA and the City of Lake City, a municipal corporation organized and existing under the laws of the State of Florida; WITNESSETH:

WHEREAS, the United States of America, acting by and through the War Assets Administrator under and pursuant to Executive Order 9689 dated January 31, 1946, and the powers and authority contained in the provisions of the Surplus Property Act of 1944 (58 Stat. 765), as amended, and applicable rules, regulations, and orders, by an instrument of transfer entitled "Quitclaim Deed" dated August 29, 1947 and July 7, 1948; did remise, release and forever quitclaim to the City of Lake City, Florida, its successors and assigns, all rights, title and interest in and to that certain property located and situated in Columbia County, Florida, subject to certain terms, conditions, reservations, and restrictions, said Quitclaim Deed being recorded in Book 59, Pages 109-116 and Deed Book 66, Pages 29 to 42, of the Public Records of Columbia County, Florida, reference being hereto made as if fully set out herein, and

WHEREAS, the City of Lake City has requested the United States of America to release certain real property located at the Lake City Municipal Airport from all of the terms, conditions, reservations, and restrictions of the said instruments of transfer, and

WHEREAS, the City of Lake City wants to transfer certain real property, herein referred to as Parcel No. 1 to the District Board of Trustees of Lake City Community College for the expansion of Lake City Community College, Lake City, Florida, said property being described as follows:

Commence at the SW corner of NE 1/4 of the NW 1/4, Section 1, T4S, R17E, and run N 55°48' E, 338.20 feet to Point of Beginning; thence N 06°18' E, 310.00 feet; thence S 83°48' E, 219.41 feet; thence S 06°11' W, 1524.24 feet; thence N 83°11' W, 33.49 feet; thence N 38°52' W, 266.55 feet; thence N 06°18' E for a distance of 1025.63 feet to Point of Beginning; said land lying in the E 1/2, of the NW 1/4, Section 1, T4S, R17E, Columbia County, Florida, containing 7.32 acres more or less, and

WHEREAS, the District Board of Trustees of Lake City Community College wants to transfer certain real property, herein referred to as Parcel No. 2, located contiguous to the Lake City Municipal Airport, Lake City, Florida, said property being described as follows:

Commence at the NE corner of NW 1/4 of NW 1/4 of NE 1/4, Section 1, Township 4 south, Range 17 East and proceed S 00° 29' 40" E for a distance of 59.36 feet; thence N 83° 55' 30" W for a distance 1388.20 feet; thence N 06° 34' 00" E for a distance of 274.45 feet; thence N 56° 56' 00" E for a distance of 397.26 feet; thence S 02° 19' 30" W for a distance of 484.00 feet to Point of Beginning, said land lying in Section 36, Township 3 South, Range 17 East and Section 1, Township 4 South, Range 17 East, Columbia County, Florida, containing 15.64 acres, more or less, and

WHEREAS, the City of Lake City and the District Board of Trustees of Lake City Community College have agreed to an exchange of the real properties mentioned herein, and

NOW THEREFORE, for and in consideration of the FAA's releasing Parcel No. 1 from all the terms, conditions, reservations, and restrictions, the Owner hereby agrees as follows:

1. To incorporate in any deed of transfer or conveyance or surrenderance of any portion of said property (Parcel No. 1) any reservation or restriction which is reserved or retained in the Deed of Release to protect the rights and interest of the public in the airport, and to preserve its use as a safe usable airfield.
2. To impose on (Parcel No. 2) all the terms, conditions, reservations and restrictions which were imposed on Parcel No. 1 in the Deed of Conveyance from the United States of America to the City of Lake City dated August 29, 1947 and July 7, 1948.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the 4<sup>th</sup> day of JUNE, 1991.

WITNESSES

(SPONSOR)

Christine M. Welch

BY

T. Gerald Witt, Mayor  
(Title)

Jackie B. Cox

BY

James M. Sinclair City Clerk  
(Title)

EX 0751 PG 1034

OFFICIAL RECORDS

(SEAL)

ATTEST:

0751 161035

\_\_\_\_\_  
(Title)  
OFFICIAL

Approved:

\_\_\_\_\_  
(Title)

WITNESSES:

Armando L. Roria

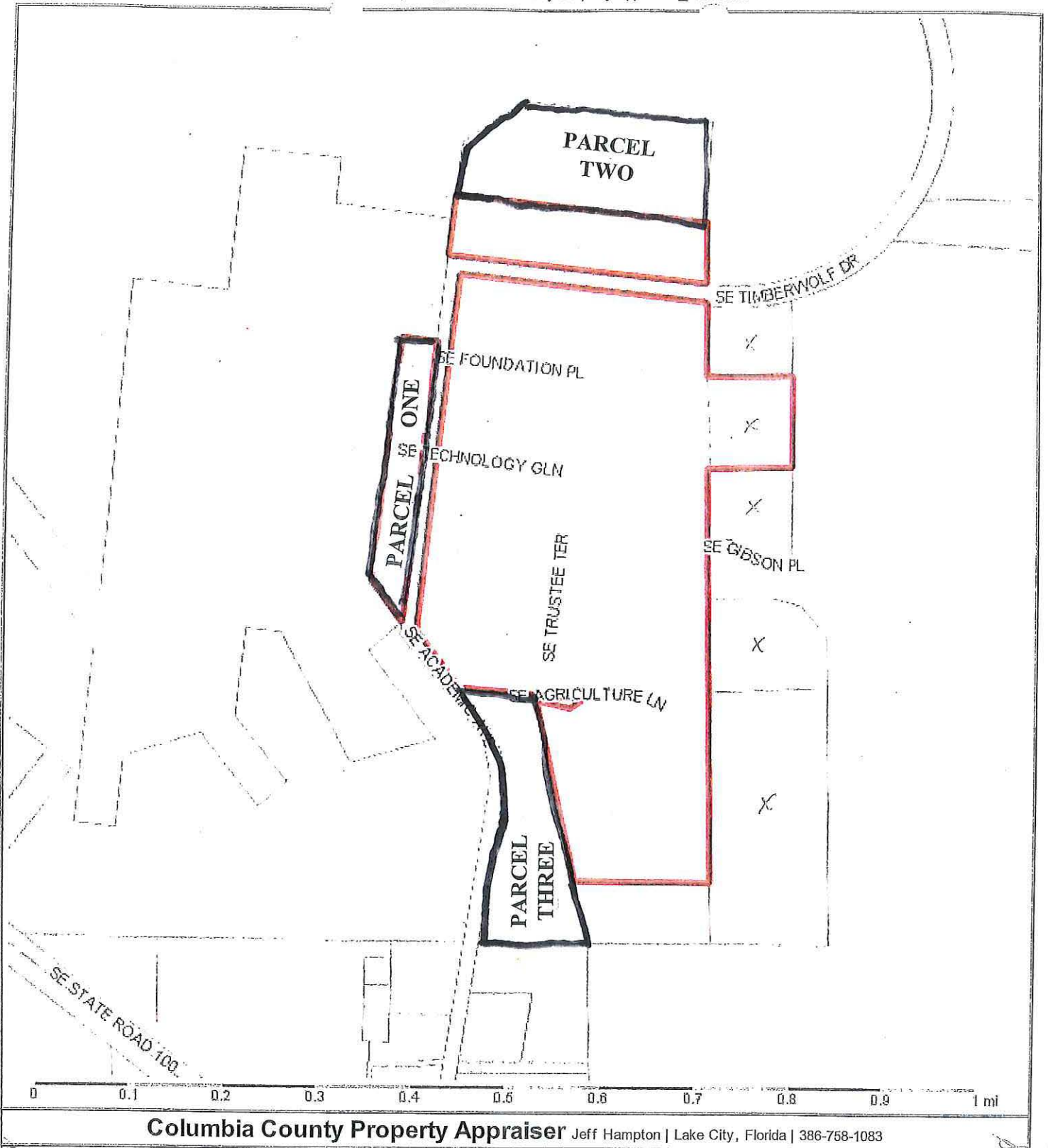
THE UNITED STATES OF AMERICA

BY

James Sheppard  
Manager, Orlando Airports District Office  
Airports Division, Southern Region  
Federal Aviation Administration  
Department of Transportation

91-13814

*Maal Keen*



Columbia County Property Appraiser Jeff Hampton | Lake City, Florida | 386-758-1083

**EXHIBIT "A-1"**



**PARCEL 1.** Partial but incomplete legal descriptions.

Commence at the SW corner of NE 1/4 of the NW 1/4, Section 1, T4S, R17E, and run N 55°48' E, 338.20 feet to Point of Beginning; thence N 06°18' E, 310.00 feet; thence S 83°48' E, 219.41 feet; thence S 06°11' W, 1524.24 feet; thence N 83°11' W, 33.49 feet; thence N 38°52' W, 266.55 feet; thence N 06°18' E for a distance of 1625.63 feet to Point of Beginning; said land lying in the E 1/2, of the NW 1/4, Section 1, T4S, R17E, Columbia County, Florida, containing 7.32 acres more or less, and

**PARCEL 2.** Partial but incomplete legal descriptions.

Commence at the NE corner of NW 1/4 of NW 1/4 of NE 1/4, Section 1, Township 4 south, Range 17 East and proceed S 00°29'40" E for a distance of 59.36 feet; thence N 83°55'30" W for a distance 1388.20 feet; thence N 06°34'00" E for a distance of 274.45 feet; thence N 56°56'00" E for a distance of 397.26 feet; thence S 02°19'30" W for a distance of 484.00 feet to Point of Beginning, said land lying in Section 36, Township 3 South, Range 17 East and Section 1, Township 4 South, Range 17 East, Columbia County, Florida, containing 15.64 acres, more or less, and

**PARCEL 3.** Legal description to be determined by survey.

**EXHIBIT "A-2"**

**File Attachments for Item:**

21. City Council Resolution No. 2022-031 - A resolution of the City Council of the City of Lake City, Florida authorizing the execution of Task Assignment Number Two to the Continuing Contract with North Florida Professional Services, Inc., A Florida Corporation; providing for engineering services related to the repairs of Memorial Stadium; providing for payment for the professional services as a cost not to exceed \$28,050.00; and providing an effective date.

**CITY COUNCIL RESOLUTION NO. 2022-031**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA AUTHORIZING THE EXECUTION OF TASK ASSIGNMENT NUMBER TWO TO THE CONTINUING CONTRACT WITH NORTH FLORIDA PROFESSIONAL SERVICES, INC., A FLORIDA CORPORATION; PROVIDING FOR ENGINEERING SERVICES RELATED TO THE REPAIRS OF MEMORIAL STADIUM; PROVIDING FOR PAYMENT FOR THE PROFESSIONAL SERVICES AT A COST NOT TO EXCEED \$28,050.00; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the “City”) entered into a Continuing Contract for Professional Services with North Florida Professional Services, Inc. (hereinafter “NFPS”), as authorized by City Council Resolution No. 2021-183 with respect to certain studies, planning, design, and constructions of improvements to the City water system, wastewater system, reuse water, stormwater systems, gas system, Lake City Gateway Airport (hereinafter the “Airport”), City recreational facilities, City Hall, City safety facilities and streets (herein collectively the “City Projects”); and

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

**WHEREAS**, the City desires to enter into Task Assignment Number Two to its Continuing Contract with NFPS for engineering services related to the repair procedures, plans, and bid documents for repairs to the steel structure known as “Memorial Stadium”, pursuant to the terms and conditions of Task Assignment Number Two, a copy of which is attached hereto as “Exhibit A” and made a part of this resolution, and the Continuing Contract.

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

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

**Section 2.** The City is hereby authorized to enter into Task Assignment Number Two with NFPS for the additional services.

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

**PASSED AND ADOPTED** at a meeting of the City Council on this \_\_\_\_ day of March 2022.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

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

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

## **EXHIBIT A**

### **TASK ASSIGNMENT NUMBER TWO TO THE CONTINUING CONTRACT BETWEEN THE CITY OF LAKE CITY, FLORIDA, AND NORTH FLORIDA PROFESSIONAL SERVICES, INC., A FLORIDA CORPORATION, FOR ENGINEERING SERVICES RELATED TO THE REPAIRS OF MEMORIAL STADIUM**

THIS TASK ASSIGNMENT NUMBER TWO is made and entered into this \_\_\_\_\_ day of March 2022, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055, and whose mailing address is 205 North Marion Avenue, Lake City, Florida 32055 (herein referred to as "City") and NORTH FLORIDA PROFESSIONAL SERVICES, INC., a Florida corporation (herein referred to as "Consultant").

#### **RECITALS**

A. City and Consultant have heretofore entered into a Continuing Contract for professional consulting services as authorized by City Resolution No. 2021-183 (the "Continuing Contract").

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

C. The City is in need of professional engineering services related to the repair procedures, plans, and bid documents for repairs to the steel structure known as "Memorial Stadium", and the City desires to enter into this Task Assignment Number Two with Consultant for such services pursuant to the terms and conditions contained herein.

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

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

2. **PROJECT**: The City hereby engages Consultant and Consultant agrees to furnish to City the services and work as set forth in "Exhibit A" titled Proposal to Provide a Repair Procedures, Repair Plans, Bid Documents for Repairs to Memorial Stadium, Lake City, that was provided by Consultant and a copy of which is attached hereto and made a part of this Task Assignment number Two.

3. **COMPENSATION TO CONSULTANT**: City shall pay Consultant for its services a not-to-exceed fee of twenty-eight thousand fifty dollars and zero cents (\$28,050.00). Consultant shall invoice the City in accordance with the terms and conditions included in the Continuing Contract and in no event more than once per calendar month and said fees shall equal a percentage of the completed work. Should a conflict in the terms and conditions arise the Continuing Contract shall be controlling.

4. **PROVISIONS OF CONTINUING CONTRACT**: The terms, provisions, conditions, and requirements of the Continuing Contract are incorporated herein and made a part of this agreement. Should any term or condition of the documents referenced herein conflict with a term or condition of the Continuing Contract the term or condition of the Continuing Contract shall prevail and be binding.

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

6. **ENTIRE AGREEMENT.** This Task Assignment Number Two, the Continuing Contract, and “Exhibit A”, constitute the entire agreement between City and Consultant and supersedes all prior written or oral understandings with respect to the project. Should any of the provisions of this Task Assignment and the Continuing Contract conflict with the provisions of the attachment hereto, the provisions of this Task Assignment and the Continuing Contract shall control. This Task Assignment Number Two may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

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

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

*[Remainder of this page intentionally left blank. Signature page to follow.]*



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

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

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

**NORTH FLORIDA PROFESSIONAL  
SERVICES, INC.**

By: \_\_\_\_\_  
Gregory G. Bailey, President



March 9, 2022

Paul Dyal  
Interim City Manager/  
Executive Director of Utilities  
City of Lake City  
692 SW St. Margaret Street  
Lake City, FL 32025

**REF: PROPOSAL TO PROVIDE A REPAIR PPROCEDURES, REPAIR PLANS, BID DOCUMENTS FOR REPAIRS TO MEMORIAL STADIUM; LAKE CITY**

Dear Mr. Dyal,

North Florida Professional Services, Inc. (NFPS) is pleased to provide this fee proposal for Phase 2 of a multi-phased project. This phase is to provide repair methods and procedures, repair plans, and bid documents for repairs to the 1940's vintage steel structure known as Memorial Stadium. Once the repairs have been completed, the final phase of the project involving the detailed structural analysis including a STADD Structural Analysis, 3D Model identifying the members and providing a CODE check for the loads applied using AISC version 14 can be completed.

**BACKGROUND:**

In October of 2021, NFPS performed a detailed inspection of the structural steel components and secondary steel appurtenances to steel structure of the grandstands at Memorial Stadium. Our inspection specifically excluded any of the masonry building enclosures under the stadiums used for storage, restrooms, and concessions. A detailed report of the findings of the field inspection was provided to the City in December 2021 and a Final Inspection Report was submitted on February 7, 2022.

**SCOPE AND DELIVERABLES FOR PHASE 2:**

Based on the findings of the Inspection Report, NFPS will prepare repair methodologies and procedures for the deficiencies noted. We will prepare construction plans and details sufficient for qualified contractors to submit written bids for the completion of the repairs. We will prepare a bid advertisement and bid documents necessary to obtain bids for the work.

**LIMITATIONS:**

Work not identified in the Scope is excluded unless a contract scope amendment is executed.

This includes the following:

- Post-Design Services.
- Contract Administration and Construction Inspection Services.

**PROJECT SCHEDULE:**

Upon execution of the necessary contract documents and a written Notice to Proceed, NFPS will begin immediately to develop repair methodologies and procedures. Within approximately 30 days we will have preliminary plans along with an Engineer's Estimate of Probable Cost and estimate for construction time for review will the appropriate City staff. Once the preliminary plans are approved, preparation of the final plans and bid documents will begin. The estimated time for this activity is approximately 30 days.

**PROJECT FEES:**

The services and deliverables outlined in the Scope will be provided for a Lump Sum fee of **\$28,050.00**

If you have any questions, please do not hesitate to contact me.

Sincerely,

R. P. (Phil) Bishop, Jr., P.E.  
Director of Construction Services

**File Attachments for Item:**

22. Discussion and Possible Action: Safety Risk Manager Position (Presenter: Human Resource Director Hubert Collins)

<b>MEETING DATE</b>
March 21, 2022

# CITY OF LAKE CITY

## Report to Council

COUNCIL AGENDA	
<b>SECTION</b>	
<b>ITEM NO.</b>	

**SUBJECT:** Reclassification of Director of Safety/Risk to Safety, Risk Manager

**DEPT / OFFICE:** Human Resources

<b>Originator:</b> Hubert Collins		
<b>Interim City Manager:</b> Paul Dyal	<b>Department Director:</b> Hubert Collins	<b>Date:</b> 3-15-2022
<b>Recommended Action:</b> City Council consideration to approve reclassification of unfunded Director of Safety/Risk position to a Safety, Risk Manager position and fund the position with existing budgeted funds for the current unfilled Director of Growth Management position.		
<b>Summary Explanation &amp; Background:</b>  <p>After the retirement of the previous Director of Safety/Risk, the position was not filled or funded in the current budget year as the previous administration were looking to go in a different direction. The current administration, along with the Human Resources Director, see the need to have a trained experienced person serve as the City's Safety, Risk Manager.</p> <p>City employees use a wide assortment of light and heavy equipment, a variety of hazardous chemicals and operate in various conditions. This represents a greater than usual risk of injury due to reduced familiarization. Not only are the City's employees at risk of injury on a continuing basis, but the general public is also at increased risk if safety protocols are not taught and enforced. Given the diversity in responsibilities of City Employees and the safety threats therein, a full time Safety, Risk Manager is needed to mitigate risks.</p> <p>We propose to have the 2022 funding for this role originate from the vacated Director of Growth Management role and that funding for both roles be considered during the 2023 budget process. Referencing Mid-ranges for the Step/Grade for both roles, this recommendation represents a cost difference of \$4,228.63 for 2022 in addition to the cost savings from a reduction in accidents.</p>		
<b>Alternatives:</b> None		
<b>Source of Funds:</b> Already budgeted funds in the 001.55.524-010.12 account.		
<b>Financial Impact:</b> None		
<b>Exhibits Attached:</b> 1) Safety/Risk Manager Job Description		

# City of Lake City, FL

## Classification Description

Classification Title: SAFETY, RISK MANAGER  
Department: CITY MANAGEMENT

Pay Grade: 15  
FLSA Status: Exempt

### General Description

This is responsible, specialized and administrative work in coordinating and overseeing the City's safety program, worker's compensation and liability claims and the City's safety training program. Work is performed under the general direction of the City Manager.

### Nature of Work

#### Essential Functions:

- Manages all automotive, property and general liability claims that are filed within the City. This includes taking part in mediations and working closely with City Attorneys.
- Oversees all worker's compensation claims that are filed within the City. This includes taking part in mediations and working closely with City Attorneys and Human Resources.
- Administers and coordinates safety programs and training for the City.
- Formulates training modules and schedules educational programs for the City.
- Processes liability reports and claims.
- Confers and conducts training sessions with employees, department heads, attorneys, insurance companies, etc on safety related matters.
- Provides assistance to those seeking information pertinent to safety. Develops safety manuals and procedures. Distributes safety films, newsletters, etc.
- Investigates (from safety perspective) all City-owned / leased vehicle accidents, secures statements, injuries, pictures, etc. Ensures all incident reports are completed and leads event causal and root cause analysis investigations.
- Works with the County emergency management during any County-wide emergency.
- Attends, coordinates, and leads the Safety Committee. Maintains various records and files for the committee.
- Attends Safety and Auto Accident Review Board. Maintains various records and files.

- Investigates safety procedures and employee injuries. Makes recommendations on improvements in working conditions and safety equipment.
- Performs routine safety inspections at various locations and in the field. Accompanies Lake City Fire Department personnel during safety inspections.
- Works with various departments to maintain oversight of the Lock Out / Tag Out (LOTO) program. Performs routine inspections to verify control of energy sources.
- Develops and oversees job hazard analysis and pre-job task lists.
- Develops and oversees safety observation program.
- Develops annual budget for the department.
- Manages and performs periodic property safety inspections.
- Maintains training records as required and ensures employees meet training requirements.
- Works with outside contractors to develop training for employees.
- Inputs and retrieves information from a computer.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses computers for word processing and/or accounting purposes.

**Critical Skills/ Expertise:** Must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of Principles, practices, and procedures of a municipal loss-controlled program;
- Knowledge of the principles, practices, and procedures of developing and maintaining a safety program;
- Knowledge of recent developments, current literature and sources of information in the field of safety supervision, and resource preservation;



- Ability to plan and coordinate the activities of a municipal loss-controlled reports and provide safety training; and
- Skill in computing and presenting statistical analysis of loss due to accidents for use by management.

**Minimum Qualifications:** Must be a high school graduate or possess a General Education Diploma (GED) Associate's or Bachelor's in Business, Occupational Safety, Industrial Hygiene or related field preferred, and four (4) years experience in industrial safety with two (2) years claims experience. Must have a valid Florida Driver's License

### **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally
- Ability to access, input and retrieve information from a computer

### **Environmental Conditions:**

- Works inside in an office environment
- May work outside on inspection of facilities, equipment and jobs under construction