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# CITY COUNCIL REGULAR SESSION

## CITY OF LAKE CITY

November 20, 2023 at 6:00 PM

Venue: City Hall

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## AGENDA

### REVISED

**Revised 11/16/2023: Item 6; supporting documentation added, Item 7; replaced job description for Procurement Director**

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

### **Pledge of Allegiance**

**Invocation** - Council Member Ricky Jernigan

### **Roll Call**

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

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

### **Minutes**

- [1.](#) November 6, 2023 Regular Session

### **Approval of Agenda**

### **Public Comment - Persons Wishing to Address Council**

*Citizens are encouraged to participate in City of Lake City meetings. The City of Lake City encourages civility in public discourse and requests that speakers direct their comments to the Chair. Those attendees wishing to share a document and or comments in writing*

*for inclusion into the public record must email the item to [submissions@lcfla.com](mailto:submissions@lcfla.com) no later than noon on the day of the meeting. Citizens may also provide input to individual council members via office visits, phone calls, letters and e-mail that will become public record.*

## **Approval of Consent Agenda - None**

### **Presentations - None**

### **Old Business**

Ordinances - None

Resolutions - None

#### Other Items

2. Discussion and Possible Action: Salary for Interim City Manager Dee Johnson

Note: Item removed from 10/16/23 and 11/6/23 agenda until such time full council in attendance.

3. Discussion of September 11, 2023 vote regarding Section 2-53 of the Code of Ordinances relating to the compensation of Mayor and Council Members (City Attorney Todd Kennon)

Note: Item removed from 10/16/23 and 11/6/23 agenda until such time full council in attendance

### **New Business**

Ordinances - None

#### Resolutions

4. City Council Resolution No. 2023-132 - A resolution of the City Council of the City of Lake City, Florida, accepting a perpetual easement from Shekinah Baptist Church, Inc., for the purpose of relocating the Lake City Historic Downtown Sign and the continued maintenance of the Lake City Historic Downtown Sign.
5. City Council Resolution No. 2023-134 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Union Employment Agreement with Local No. 2288 of the International Association of Firefighters, AFL-CIO.

#### Other Items

- [6.](#) Informational Purposes Only - City Attorney Robinson, Kennon, and Kendron, P.A. invoices for October 2023. Folds Walker, LLC invoice for October 2023. (documents forth coming)

### **Departmental Administration**

- [7.](#) Approval of job descriptions for the Procurement, Vehicle Maintenance, Safety, and Public Works Departments. The Human Resources Department is in the process of reviewing all job descriptions for positions that were approved in the FY 23-24 Budget. In accordance with the City's Personnel Manual, the job descriptions will be presented for each department for council review over the next two agendas. (Interim City Manager Dee Johnson)

### **Comments by Council Members**

### **Adjournment**

#### **Upcoming Dates of Interest**

**December 3, 2023 Tree Lighting Event in Olustee Park (4PM - 7PM)**

**December 9, 2023 Holiday Market (9AM - 4PM)**

**December 9, 2023 Christmas Parade 6PM**

**January 15, 2024 Martin Luther King Parade 10AM**

#### **YouTube Information**

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

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

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

**File Attachments for Item:**

1. November 6, 2023 Regular Session

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

## PLEDGE OF ALLEGIANCE

INVOCATION – Mayor/Council Member Stephen Witt

## ROLL CALL

Mayor/Council Member City Council	Stephen M. Witt Jake Hill, Jr. C. Todd Sampson Chevella Young Ricky Jernigan – absent
City Attorney City Manager Sergeant-at-Arms City Clerk	Todd Kennon Paul Dyal Chief Gerald Butler Audrey Sikes

PROCLAMATIONS – None

## MINUTES

1. October 16, 2023 Regular Session
2. October 31, 2023 Special Called Council Meeting

**Mr. Sampson made a motion to approve the minutes as presented. Ms. Young seconded the motion and the motion carried unanimously on a voice vote.**

## APPROVAL OF AGENDA

Mayor Witt reported Items # 5 and 6 were requested to be removed from the Consent Agenda for discussion. **Mr. Hill made a motion to approve the agenda as amended. Mr. Sampson seconded the motion and the motion carried unanimously on a voice vote.**

## PUBLIC PARTICIPATION – PERSONS WISHING TO ADDRESS COUNCIL

- Sylvester Warren
- Glenel Bowden

## APPROVAL OF CONSENT AGENDA

3. Approval to award Bid No. ITB-016-2023 Petroleum Products & Delivered Diesel Fuel-Annual Term Contract to G.W. Hunter, Inc., the sole bidder.

4. Approval to award Bid No. ITB-018-2023 Demolition Services to Cross Environmental, Inc., the sole bidder, for demolition of structures within the City. This is a budgeted item for the Growth Management Department.

**Mr. Hill made a motion to approve the consent agenda consisting of items 3-4 above. Mr. Sampson seconded the motion and the motion carried unanimously on a voice vote.**

5. Approval of job descriptions for the City Manager, City Clerk, Human Resources, Finance and Information Technology Departments. The Human Resources Department is in the process of reviewing all job descriptions for positions that were approved in the FY 23-24 Budget. In accordance with the City's Personnel Manual, the job descriptions will be presented for each department for council review over the next three agendas.

PUBLIC COMMENT: Glenel Bowden

Mr. Sampson requested red line edits to review what changed in the descriptions, as well as a timestamp of approval.

Ms. Sikes confirmed the final drafts will have the Council approval date.

**Mr. Sampson made a motion to approve the job descriptions for the City Manager, City Clerk, Human Resources, Finance and Information Technology Department as presented. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

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

6. Approval to apply for a Rural Infrastructure Grant through Florida Commerce for the Gwen Lake Project.

PUBLIC COMMENT: Sylvester Warren; Glenel Bowden

Mr. Johnson reported the application for the grant was due today, and was already in the portal awaiting Council approval; if the application is not approved, the application will be withdrawn from the portal.

Mr. Johnson discussed the different phases of the project.

**Mr. Hill made a motion to apply for the Rural Infrastructure Grant through Florida Commerce for the Gwen Lake Project. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

OLD BUSINESS

Resolutions

7. City Council Resolution No. 2023-130 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a contract with Colin Baenziger & Associates; providing for Executive Recruitment Services related to the employment of a City Manager; declaring an emergency pursuant to Section 2-181 of the City Code; authorizing an agreement price not-to-exceed \$29,500.00; providing for conflict; and providing for an effective date.

Note: Item removed from 10/16/2023 agenda until such time full council in attendance.

PUBLIC COMMENT: Sylvester Warren

Members discussed waiting until a full Council was present before voting on Item #7.

**Mr. Hill made a motion to table City Council Resolution No. 2023-130. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

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

Other Items

8. Discussion and Possible Action: Salary for Interim City Manager Dee Johnson

Note: Item removed from 10/16/2023 agenda until such time full council in attendance.

PUBLIC COMMENT: Sylvester Warren

Mayor Witt stated a full Council should be present before any discussion.

**Mr. Hill made a motion to table the Discussion and Possible Action: Salary for Interim City Manager Dee Johnson. Ms. Young seconded the motion. Mr. Sampson inquired as to what Mr. Johnson's idea of compensation would be.**

Ms. Young suggested a salary of \$130,000.00.

After an inquiry, Mr. Johnson responded he would accept \$135,000.00.

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

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

9. Discussion of September 11, 2023 vote regarding Section 2-53 of the Code of Ordinances relating to the compensation of Mayor and Council Members (City Attorney Todd Kennon)

Note: Item removed from 10/16/2023 agenda until such time full council in attendance.

Mr. Kennon covered the three options presented to members regarding to compensation of the Mayor and Council.

Mr. Sampson clarified those options with Mr. Kennon.

PUBLIC COMMENT: Sylvester Warren; Glenel Bowden

Mr. Sampson expressed favoring option one.

Mayor Witt expressed favoring option one, along with members voting to have the raise, not give it back.

Ms. Young suggested waiting on Mr. Jernigan to be present prior to acting.

**Ms Young made a motion to table the discussion of the September 11, 2023 vote regarding Section 2-53 of the Code of Ordinances relating to the compensation of the Mayor and Council Members. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.**

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

NEW BUSINESS

Resolutions



10. City Council Resolution No. 2023-123 - A resolution of the City Council of the City of Lake City, Florida, appointing John Andrew Miles as a member of the Board of Trustees of the Lake City Municipal Police Officers Retirement Trust Fund. **Mr. Sampson made a motion to approve City Council Resolution No. 2023-123, appointing John Andrew Miles as a member of the Board of Trustees of the Lake City Municipal Police Officers Retirement Trust Fund. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

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

11. City Council Resolution No. 2023-124 - A resolution of the City Council of the City of Lake City, Florida, authorizing the City to execute a Commercial Lease Agreement between the City of Lake City, Florida and RG Ambulance Service, Inc. D/B/A Century EMS-Columbia County. **Mr. Sampson made a motion to approve City Council Resolution No. 2023-124, authorizing the City to execute a Commercial Lease Agreement between the City of Lake City, Florida and RG Ambulance Service, Inc. D/B/A Century EMS-Columbia County. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.**

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

12. City Council Resolution No. 2023-125 - A resolution of the City Council of the City of Lake City, Florida, adopting a schedule of fees pertaining to City Utilities; providing for severability; providing for conflicts; and providing an effective date. **Mr. Hill made a motion to approve City Council Resolution No. 2023-125, adopting a schedule of fees pertaining to City Utilities. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

13. City Council Resolution No. 2023-126 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of an Interlocal Agreement with Columbia County, Florida, the Sheriff of Columbia County, Florida, the Columbia County Fire/Rescue Department, the City of Lake City, Florida, the Lake City Police Department, and the Lake City Fire Department related to a combined Communications 911 center; providing for severability providing for conflicts; and providing for an effective date. **Mr. Sampson made a motion to**

approve City Council Resolution No. 2023-126, authorizing the execution of an Interlocal Agreement with Columbia County, Florida, the Sheriff of Columbia County, Florida, the Columbia County Fire/Rescue Department, the City of Lake City, Florida, the Lake City Police Department, and the Lake City Fire Department related to a combined Communications 911 center. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.

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

14. City Council Resolution No. 2023-127 - A resolution of the City Council of the City of Lake City, Florida, appointing Gregory Burnsed as a member of the Board of Trustees of the Lake City Municipal Police Officers Retirement Trust Fund. **Mr. Sampson made a motion to approve City Council Resolution No. 2023-127, appointing Gregory Burnsed as a member of the Board of Trustees of the Lake City Municipal Police Officers Retirement Trust Fund. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.**

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

15. City Council Resolution No. 2023-128 - A resolution of the City Council of the City of Lake City, Florida, amending the Annual Operating Budget for the Fiscal Year beginning October 1, 2022, and ending September 30, 2023. **Mr. Hill made a motion to approve City Council Resolution No. 2023-128, amending the Annual Operating Budget for the Fiscal Year beginning October 1, 2022, and ending September 30, 2023. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

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

16. City Council Resolution No. 2023-129 - A resolution of the City Council of the City of Lake City, Florida, authorizing the extension of the initial agreement with James Moore & Co., P.L., for outside auditing services for the fiscal years ending September 30th of 2024, 2025, and 2026; and providing for conflicts. **Mr. Sampson made a motion to approve City Council Resolution No. 2023-129, authorizing the extension of the initial agreement with James Moore & Co., P.L., for outside auditing services for the fiscal years ending September**

**30th of 2024, 2025, and 2026. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

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

17. City Council Resolution No. 2023-133 - A resolution of the City Council of the City of Lake City, Florida amending the Personnel Manual for the City; authorizing and adopting a revised Sick Leave Incentives Policy; incorporating the revised Sick Leave Incentives Policy into Chapter 10 Leave Accounting of the Personnel Manual; and providing an effective date. **Mr. Sampson made a motion to approve City Council Resolution No. 2023-133, amending the Personnel Manual for the City; authorizing and adopting a revised Sick Leave Incentives Policy, and incorporating the revised Sick Leave Incentives Policy into Chapter 10 Leave Accounting of the Personnel Manual. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

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

Other Items

18. Project Updates (Interim City Manager Dee Johnson)

Annie Mattox: Lighting - Concrete poles have been ordered, with a 14 -16-week lead time with an estimated time of arrival, November, in progress; cameras – scheduling with the vendor for installation.

Gwen Lake: The project has been submitted to the Suwannee River Water Management District conceptual portal for possible funding; Rural Infrastructure Fund grant is being sought for funding.

Lake Montgomery Project: The project is on schedule for the City of Lake City portion.

North Downtown Project: Relocation of Welcome to Downtown Sign- In the process of obtaining an easement from the property owner.

Relocation of the Historic District sign- Attorney Kennon is reviewing - no update.

Downtown Parking: On-going

SR 47 RV Park: Currently in the engineering phase.

Bell Rd: Plans are around 80% complete.

Wilson Park Amphitheater: Waiting for Florida Department of Environmental Protection (FDEP) to approve the wetland mitigation plan; FDEP requested updated Uniform Mitigation Assessment Method (UMAM) on October 23, 2023.

Memorial Stadium Repairs: Structural rehabilitation work has been completed.

Patterson Avenue Resurfacing: Mobilization depends upon railroad flaggers' availability.

Grandview Resurfacing: Department of Transportation has approved the project plans. Task assignments for construction solicitation are forthcoming

Ms. Young inquired about the open position in the City Clerks Office. Ms. Sikes reported applications have been received and the next step would be to conduct interviews with candidates.

DEPARTMENTAL ADMINISTRATION – None

COMMENTS BY COUNCIL MEMBERS

Mayor Witt reminded members of upcoming dates of interest:

November 11, 2023 Veterans Day Parade 11AM

November 18, 2023 Food Truck Festival at the Darby Pavilion (1PM - 5PM)

December 3, 2023 Tree Lighting Event in Olustee Park (4PM - 7PM)

December 9, 2023 Holiday Market (9AM - 4PM)

December 9, 2023 Christmas Parade 6PM

January 15, 2024 Martin Luther King Parade 10AM

Ms. Young requested something different versus riding in the fire truck for the next parade.

ADJOURNMENT

**Ms. Young made a motion to adjourn at 6:59 PM. Mr. Sampson seconded the motion and the motion carried unanimously on a voice vote.**

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Stephen M. Witt, Mayor/Council Member

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Audrey Sikes, City Clerk

**File Attachments for Item:**

3. Discussion of September 11, 2023 vote regarding Section 2-53 of the Code of Ordinances relating to the compensation of Mayor and Council Members (City Attorney Todd Kennon)

Note: Item removed from 10/16/23 and 11/6/23 agenda until such time full council in attendance

## ANNUAL CITY COUNCIL RAISE OPTIONS

### **Current City Code:**

#### **Sec. 2-53. - Compensation of mayor and councilmembers**

- (a) The annual compensation paid to the mayor shall be \$9,540.00, and the annual compensation paid to each city councilmember shall be \$8,480.00. Such compensation shall be paid in 12 equal monthly payments.
  
- (b) Commencing fiscal year October 1, 1989, the annual compensation provided for herein shall be adjusted annually by that same percentage adjustment in annual compensation granted to general employees of the city.

#### **Option 1:**

- (b) Commencing fiscal year October 1, 1989, the annual compensation provided for herein shall be voted upon each fiscal year during the budget process to determine if council is to receive a raise for the next fiscal year. The percentage of any raise cannot exceed the percentage of raises awarded to other city employees. ~~adjusted annually by that same percentage adjustment in annual compensation granted to general employees of the city.~~

#### **Option 2:**

- (b) Commencing fiscal year October 1, 1989, the annual compensation provided for herein shall be adjusted annually by that same percentage adjustment in annual compensation granted to general employees of the city. Each fiscal year the council may dispense with awarding of a raise by majority, super majority or unanimous vote.

**NOTE: If this option is selected, it is recommended that an opinion from an employment law firm be requested to ensure the legality of the process as it pertains to employment law and wages.**

#### **Option 3:**

Leave the pay raise method as currently written.

**File Attachments for Item:**

4. City Council Resolution No. 2023-132 - A resolution of the City Council of the City of Lake City, Florida, accepting a perpetual easement from Shekinah Baptist Church, Inc., for the purpose of relocating the Lake City Historic Downtown Sign and the continued maintenance of the Lake City Historic Downtown Sign.

**CITY COUNCIL RESOLUTION NO. 2023-132**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA ACCEPTING A PERPETUAL EASEMENT FROM SHEKINAH BAPTIST CHURCH, INC., FOR THE PURPOSE OF RELOCATING THE LAKE CITY HISTORIC DOWNTOWN SIGN AND THE CONTINUED MAINTENANCE OF THE LAKE CITY HISTORIC DOWNTOWN SIGN.**

**WHEREAS**, the City of Lake City, Florida, (hereinafter the "City"), has identified a need for a perpetual ingress and egress easement for the placement and maintenance of the Lake City Historic Downtown Sign on a piece of real property identified by the Columbia County Property appraiser as Parcel ID 11560-000, (hereinafter the "Property"); and

**WHEREAS**, Shekinah Baptist Church, Inc. (hereinafter "Shekinah"), is the owner of the aforementioned Property, and the City has requested that Shekinah grant a perpetual ingress and egress easement to the City; and

**WHEREAS**, Shekinah has agreed to convey a perpetual ingress and egress easement to the City and the City Council finds that it is in the best interests of the City to accept the grant of the perpetual easement deed, a copy of which is attached hereto as "Exhibit A" and made a part of this resolution; and

**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.

*[Remainder of this page left blank intentionally.]*



**Section 2.** The City is hereby authorized to accept the grant of a perpetual easement deed from Shekinah for the purpose of relocating the Lake City Historic Downtown Sign and the continued maintenance of the Lake City Historic Downtown Sign.

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

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

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

## **EXHIBIT A**

Return to:  
City of Lake City, Florida  
Attn: City Clerk  
205 North Marion Avenue  
Lake City, Florida, 32005

This instrument prepared by:  
Robinson, Kennon, & Kendron, P.A.  
582 W. Duval St  
Lake City, Florida 32055

### **EASEMENT DEED TO CITY OF LAKE CITY, FLORIDA**

THIS EASEMENT, made this \_\_\_\_ day of November 2023, by SHEKINAH BAPTIST CHURCH, INC., a Florida not for profit corporation, which has a mailing address of 950 N. Marion Ave, Lake City, Florida 32055, herein “Grantor”, and CITY OF LAKE CITY, FLORIDA, a municipal corporation organized under the laws of the State of Florida, which has a mailing address of 205 North Marion Avenue, Lake City, Florida, 32005, herein “Grantee”.

### **WITNESSETH:**

That Grantor, for and in consideration of the mutual obligations herein contained, and other valuable consideration, receipt of which is hereby acknowledged, has given and granted, and by these presents does give and grant unto the Grantee, its successors and assigns, a perpetual permanent easement and right-of-way on, over, under, and across real property in Columbia County, Florida, described in “Exhibit A” attached hereto and incorporated herein (the “Easement Property”) for the purpose of constructing, installing and maintaining a City of Lake City Welcome Sign, and related appurtenances (herein “Grantee’s Welcome Sign”), together with all rights reasonably necessary or incident thereto, including the right of ingress and egress to and from the Easement Property to the Grantee, its successors and assigns, for the purpose of exercising its rights provided for herein.

The Rights herein granted to Grantee by Grantor include, but are not limited to, the following: (a) the right for Grantee to construct, inspect, alter, improve, and repair the City of lake City Welcome Sign; (b) the right for Grantee to clear the Easement Property of trees, limbs, undergrowth and other physical objects which, in the opinion of Grantee, interfere with the visibility of the Welcome Sign; and (d) all other rights and privileges

reasonably necessary or convenient for Grantee's safe and efficient installation and maintenance of Grantee's Welcome Sign and for the enjoyment and use of said easement for the purposes described above.

Grantor hereby covenants and agrees that no buildings, structures or obstacles shall be located, constructed, excavated or created within the Easement Property. If the Easement Property is fenced, Grantor shall install gates of sufficient width to allow for trucks and equipment to have ready access to Grantee's Welcome Sign. If the gates are locked, Grantor shall provide Grantee with keys. If signs are placed upon the Easement Property, they shall be erected in a manner not to interfere with the visibility of Grantee's Welcome Sign. At any time that it becomes necessary to repair, or to do any work on the maintenance of the Welcome Sign; the Grantor will remove the signs during the time of such work so as not to interfere with any repairs or maintenance to Grantee's Welcome Sign.

Grantor covenants not to interfere with Grantee's Welcome Sign within the Easement Property in Grantor's premises, and Grantor further covenants to indemnify and hold Grantee harmless from any and all damages and injuries, whether to persons or property, resulting from interference with Grantee's Welcome Sign by Grantor or by Grantor's agents or employees. Grantee by acceptance and recording of this Easement, agrees to the extent it may lawfully do so, to indemnify and hold Grantor harmless from any and all damages and injuries, whether to persons or property, arising from Grantee's exercise of the rights herein granted.

Grantor hereby warrants and covenants, (a) that it is the owner of the fee simple title to the premises in which the above described Easement Property is located, (b) that it has full right and lawful authority to grant and convey this easement to Grantee, and (c) that Grantee shall have quiet and peaceful possession, use and enjoyment of this Easement as to Grantor's interest.

TO HAVE AND TO HOLD the same unto the said Grantee, its successors and assigns, forever.

*[SIGNATURES ON FOLLOWING PAGE]*

IN WITNESS WHEREOF, the said Grantor has caused these presents to be executed under seal on the day and year aforesaid.

Signed, sealed and delivered  
in the presence of:

SHEKINAH BAPTIST CHURCH, INC.

\_\_\_\_\_  
Witness' Signature

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**STATE OF FLORIDA  
COUNTY OF COLUMBIA**

The foregoing instrument was acknowledged before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by \_\_\_\_\_ as \_\_\_\_\_ of SHEKINAH BAPTIST CHURCH, INC., who is personally known to me or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public – Signature

\_\_\_\_\_  
Notary Name - Printed

## EXHIBIT A

### DESCRIPTION

Parcel# 11560-000

FOR: Sign Easement

A parcel of land in Block L, Northwestern Division, City of Lake City, in Section 29, Township 3 South, Range 17 East, Columbia County, Florida, being more particularly described as follows:

BEGIN at the Northeast corner of Block L, Northwestern Division of City of Lake City, Florida being also the intersection of the South right-of-way line of Fronie Street and the West right-of-way line of Marion Street; thence South  $52^{\circ}43'20''$  East, along the West right-of-way line of Marion Street, a distance of 8.89 feet; thence South  $01^{\circ}46'46''$  East, along said West right-of-way line of Marion Street, a distance of 20.00 feet; thence North  $63^{\circ}13'59''$  West, a distance of 53.39 feet to a point on the South right-of-way line of Fronie Street; thence North  $88^{\circ}05'54''$  East, along said South right-of-way line of Fronie Street, a distance of 40.00 feet to the POINT OF BEGINNING. Containing 581 square feet, more or less.

**File Attachments for Item:**

5. City Council Resolution No. 2023-134 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Union Employment Agreement with Local No. 2288 of the International Association of Firefighters, AFL-CIO.

**CITY COUNCIL RESOLUTION NO. 2023-134**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF A UNION EMPLOYMENT AGREEMENT WITH LOCAL NO. 2288 OF THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, AFL-CIO.**

**WHEREAS**, pursuant to and in accordance with the negotiations for a union employment agreement relating to the Lake City Firefighters who are members of Local No. 2288 of the International association of Firefighters, AFL-CIO (“IAFF”), the City of Lake City, Florida (hereinafter “City”) and the IAFF have negotiated a union employment agreement (the “Agreement”), a copy of which is attached as “Exhibit A”; and

**WHEREAS**, the Agreement is subject to such changes, modifications, or amendments required and authorized by Section 3 of this resolution.

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

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

**Section 2.** The City is hereby authorized to execute the Agreement with IAFF.

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

changes, amendments, modifications, omissions and additions.

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

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

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



AGREEMENT BETWEEN  
THE CITY OF LAKE CITY, FLORIDA  
AND  
LOCAL NO. 2288 OF THE  
INTERNATIONAL ASSOCIATION  
OF FIREFIGHTERS, AFL-CIO



October 1, 2023 — September 30, 2026

## AGREEMENT

THIS AGREEMENT, made and entered into effective October 1, 2023, between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, hereinafter "the City", and LOCAL NO. 2288 OF THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, AFL-CIO, hereinafter referred to as "the Union".

## ARTICLE 1

### PREAMBLE

The parties enter into this Agreement to assure a sound and mutually beneficial working and economic relationship between the parties; to provide an orderly and peaceful means of resolving any misunderstanding or difference which may arise; and to establish rates of pay, hours, and terms and conditions of employment. No individual arrangement that is contrary to the terms of this Agreement shall be enforceable. The City is engaged in furnishing essential public services which vitally affect the health, safety, comfort, and general wellbeing of the public. Therefore, both parties recognize the need for continuous and reliable service to the public.

## ARTICLE 2

### RECOGNITION

Section 1. The City recognizes the Union as the exclusive bargaining agent for those employees of the City as certified by the Public Employees Relations Commission as the appropriate unit in PERC Certification No. 124, as amended.

Section 2. Probationary Employees. All firefighters will be subject to the conditions as specified in the Personnel Manual, Chapter 8.

## ARTICLE 3

### UNION SECURITY AND CHECK-OFF

Section 1. The City agrees to deduct, once each pay period, dues and assessments from the first and second paychecks of each month only in an amount certified in writing by the Treasurer of the Union from the pay of those employees who individually request, in writing to the City that such deductions be made. The total amount of deductions shall be remitted, each pay period, by the City directly to the Union's checking account. Changes in deductions or checking account will be similarly certified to the City in writing at least thirty (30) calendar days before the effective date of such change. A firefighter may notify the City in writing to discontinue his/her individual deductions, and the City shall, within thirty (30) calendar days thereafter, discontinue deductions of said firefighter's dues.

Section 2. The Union agrees to indemnify and hold the City harmless against any and all claims, suits, orders or judgments brought or issued against the City as a result of any action taken or not taken by the City at the request of the Union under the provisions of this Article.

## ARTICLE 4

### NON-DISCRIMINATION

No employee covered by this Agreement shall be discharged or discriminated against because of membership or non-membership in the Union. Neither the Union, its members, nor the City shall directly or indirectly, by intimidation or coercion, compel or attempt to compel any employees of the City to join or refrain in joining the Union.

## ARTICLE 5

### UNION BUSINESS

Section 1. Union members may, in the sole discretion of Fire Chief, be granted time off up to a maximum of three (3) consecutive regular shifts in any one instance by the Fire Chief or his/her designee to attend to Union business without loss of straight time pay or benefits by using pool time or a Union member's own annual leave, provided:

- a. A written request for use of Union pool time is submitted to the Chief or his/her designee in advance of time off. It is further provided, however, that seven (7) calendar days' notice must be given in order to use pool time to attend meetings.
- b. The Fire Chief or his/her designee shall have the right to restrict the number of persons off for Union time or to revoke previously authorized Union time when an emergency condition exists or such time off from regular assignments would create a clear and present danger to public safety. Requests may be denied if sufficient personnel are not available as determined by the Fire Chief or his/her designee, which may include denial if all three (3) vacation slots are in use.

Section 2. It shall be the Union's responsibility to supply to the City a Union Time Pool Authorization form which includes the name of the employee and the hours of vacation time donated by the employee to the pool. The form must be signed by the employee donating time. Time donation shall be in increments of not less than three (3) hours nor more than forty-eight (48) hours. Time Pool hours may be drawn upon at the discretion of the Union President or Executive Board members in increments of one (1) hour.

Section 3. A record of all time donated and drawn against the above pool shall be kept by the Fire Department and the Union. The Union shall indemnify, defend, and hold the City harmless against any and all claims made and against any suits instituted against the City on account of the City complying with any of the provisions of this Article.

It is the intention of the City and the Union that this concept be operated at no cost to the City. If costs are incurred, the Union shall reimburse the City.

Section 4. The Union may, in the Fire Department lounge, schedule meetings pertinent to business of those members of the unit, insofar as such meetings are not disruptive of the duties of the employees or the efficient operation of the department, and provided that prior notice is given the Fire Chief.

Section 5. Union representatives may elect one (1) steward per regular shift. The Union shall furnish the steward's name to the City Manager and Fire Chief. The Union shall keep the list of stewards current at all times. If a steward's name is not listed, he/she will not be granted time away from his/her job. Stewards will be permitted reasonable time to process grievances subject to the terms of this Agreement.



## ARTICLE 6

### PREVAILING RIGHTS

Section 1. The City agrees that all privileges, benefits, and rights presently enjoyed by the employees in the bargaining unit, as set forth in the Lake City Fire Department General Rules and Regulations, are hereby protected and will not be discontinued or changed, except by official action of the City Manager, after a minimum of five (5) days' notice to the Union. This is not a waiver of the Union's right to bargain over the impact of such change.

## ARTICLE 7

### UNION BULLETIN BOARDS

Section 1. The City will allow the Union partial use of bulletin board space in each station (up to ten square feet).

Section 2. The Union may have a bulletin posted on its space by submitting signed copies of the bulletin in duplicate to the Fire Chief for approval. Approval may not be withheld if the bulletin includes official Union business, including, but not limited to, notices of Union elections, appointments and results of Union elections, and notices of Union meetings.

Section 3. Except during Union meetings, there shall be no other general distribution or posting by employees of pamphlets, advertising on political matters, notices, or any kind of Union literature upon City premises other than as herein provided. Provided however, it shall not be a violation of this Section for any employee to read any kind of Union literature while on the premises during off-duty hours.

## ARTICLE 8

### MANAGEMENT SECURITY

Section 1. There shall be no strikes, work stoppages, slowdown, or concerted failure or refusal to perform assigned work by the employees or the Union and there shall be no lockouts by the City for the duration of this Agreement. The Union supports the City fully in maintaining normal operation. "Strike" means the concerted failure to report for duty, the concerted absence of employees from their positions, the concerted stoppage of work, the concerted submission of resignations, the concerted abstinence in whole or in part by any group of employees, including concerted sick call, from the full and faithful performance of the duties of employment within the City for purpose of inducing, influencing, condoning, or coercing a change in the terms and conditions of employment or the rights, privileges, or obligations of public employment, or participating in a deliberate and concerted course of conduct which adversely affects the services of the City, the concerted failure to report for work after the expiration of a collective bargaining agreement, regardless of whether it is alleged the City has committed an unfair labor practice. The Union will not authorize, approve, finance, aid, ratify, or condone any strike, boycott, slowdown, or an interference with the City's operations, and the Union will take immediate steps to end and prevent continuation of any work stoppages, strikes, slowdowns, or suspensions of work. The Union agrees to expel from its membership any employee who violates this Article. (Florida Statutes §447.505)

Section 2. Any employee who participates in or promotes a strike, work stoppage, slowdown, or concerted failure or refusal to perform assigned work, regardless of which employee organization is conducting the strike, may be disciplined

or discharged by the City Manager or his/her authorized delegate. The City Manager may utilize selective disciplinary actions for certain employees, whom the City Manager or his/her delegates, in their sole discretion, determine to be principally at fault for violating this Article. Allowing employees to work or return to work shall not be considered condonation of their activity in violation of this Article.

Furthermore, the City shall have the right to:

- a. Refuse to bargain until the violations cease, terminate certain Articles of the Agreement, or any of them, or any part or paragraph of them, the remaining provisions of this agreement to remain in full force and effect unless the City desires to terminate the same;
- b. Make such changes in the wages, hours, and conditions of work that the City may desire, without notifying the Union in regard thereto or negotiating in regard to such changes;
- c. Obtain an injunction in the State court, restraining employees and/or the Union from striking or any other violations of this clause, without removal of the Complaint to Federal Court; or
- d. Hold the Union liable for damages resulting therefrom, compensatory and punitive, including costs of suit, attorney's fees for litigation and negotiations, settlements, security costs, and other costs directly or indirectly attributable to the Union's role in such violation;
- e. Declare this Agreement, in its entirety, null and void and may lawfully withdraw recognition of the Union.

Provided, however, the City shall not be entitled to any relief against the Union under this Section where employees strike without support of the Union.

Section 3. The City may exercise, at its discretion, all or any of the above rights, as well as any other legal right it is entitled to. The City is not required to exhaust the contractual remedies provided in this Section prior to seeking judicial relief.

Section 4. Employees covered by this Agreement shall cross picket lines established by employee organizations to perform the employees' assigned duties. Failure to do so is cause for termination.

## ARTICLE 9

### SAVING CLAUSE

If any Article, Section, or provision of this Agreement should be found invalid, unlawful, or not enforceable, by reason of any existing or subsequently enacted legislation or by judicial authority, all other Articles, Sections and provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. Upon any such judicial determination, the City and the Union shall promptly negotiate and endeavor to reach an agreement upon a substitute for the provisions found to be invalid.

## ARTICLE 10

### MANAGEMENT RIGHTS

Section 1. The Union recognizes the prerogatives of the City to operate and manage its municipal government in all respects in accordance with its public responsibilities. The City retains all the rights and duties including, but not limited to, the following:

- a. to manage and direct the employees of the City;
- b. to hire, promote, transfer, schedule, assign, and retain employees in positions within the City;
- c. to suspend, demote, discharge or take other disciplinary action against employees for just cause;
- d. to relieve employees from duties because of lack of work or other legitimate reasons;
- e. to maintain the efficiency of the operations of the City;
- f. to determine the methods, means, and personnel by which such operations are to be conducted, including the right to contract and subcontract existing and future work;
- g. organization of the City government;
- h. the number of employees to be employed by the City;
- i. the number, types, and grades of positions assigned to an organizational unit, department, or project.

Section 2. The City has sole authority to determine its purpose and mission, and the amount of the budget to be adopted by the City Council.

Section 3. If, in the sole discretion of the City Council or City Manager, it is determined that civil emergency conditions exist, riots, civil disorders, hurricane conditions, or similar catastrophes, the provisions of this Agreement, with the exception

of economic benefits, may be suspended by the City Manager during the time of the declared emergency.

Section 4. Generally, the duties of the fire department's personnel shall continue to be the same as those now performed by said personnel, except as may be modified by the Fire Chief to meet improved standards of service in said department.



## ARTICLE 11

### HEALTH AND SAFETY

Section 1. The Union shall have the right to name a person from the Fire Department to serve as the Department's representative on the City Safety Committee.

Section 2. The City shall pay all appropriate costs consistent with, but not covered under, the current Florida Workers Compensation law associated with HIV, AIDS, Tuberculosis, Hepatitis A, Hepatitis B and Hepatitis C contracted by firefighters covered by this Agreement.

Section 3. The City shall conduct medical screening on all employees annually in accordance with NFPA 1583. This medical screen shall include testing for Tuberculosis, Hepatitis A, Hepatitis B and Hepatitis C, along with any other testing required by state legislation or retirement system.

Section 4. The City shall be responsible for testing of any firefighter who may have come in contact with any person with an infectious or communicable disease. The City shall also be responsible for any medical cost incurred as a result of an on-duty infection.

Section 5. Firefighters must notify the Fire Department of any medical condition or prescribed medication they are taking which may adversely affect their ability to perform the job.

Section 6. A written exposure control plan (plan will define what to do if an exposure occurs) will be developed, or the City will provide a written exposure control plan to accompany this Agreement. Each employee will be provided with and utilize all personal protective equipment as required for infectious disease exposure which meets

or exceeds the minimum standards established by the State Department of Labor for the prevention of infectious diseases. Likewise, the City and the employee, whenever practical, will follow the required prophylactic procedures established with regard to any employee who is exposed to blood or other body fluids. The City will provide training as required in infectious disease prevention, mitigation and exposure control.

## ARTICLE 12

### LABOR-MANAGEMENT COMMITTEE

Section 1. There shall be a Labor-Management Committee consisting of two (2) Union representatives and two (2) City representatives. The committee shall meet on request of either party to discuss matters of mutual concern. The committee shall have authority to make recommendations to the Union or the City.

## ARTICLE 13

### HOURS OF WORK

Section 1. As the City may direct, each member of the unit shall be on duty at the fire station a minimum of 312 hours out of every 42 consecutive calendar days. Each regular shift is defined as a 24 consecutive hour assignment, with no more than two regular shifts during any consecutive 72-hour period. Provided, however, the maximum normal hours of work during any City fiscal year shall not exceed 2,704 hours.

Section 2. All hours worked as directed by the City in excess of the foregoing shall be considered as overtime hours.

Section 3. In the event the above-defined normal hours of work result in overtime liability to the City, as defined by any Federal or State laws, the Union agrees to immediately re-negotiate said hours of work with the City so that overtime pay will not be required for normal hours of work.

Section 4. The City shall continue to allow firefighters to swap time subject to the following limitations:

- a. A firefighter is prohibiting from swapping his/her shift if the shift would thereby be left with less than four years of experience at the officer position; and
- b. Consistent with the Fair Labor Standards Act, the Fire Chief or his/her designee must be notified and approve of the shift or time swap in advance.

Section 5. The twenty-four (24) hour regular shift with forty - eight (48) hours off schedule now in effect shall continue.

Section 6. The current beginning and ending hours (0800 to 0800) for the twenty-four (24) hour regular shift shall not be changed without negotiations between the City and Union.

Section 7. K-days shall remain in place and maintained.

Section 8. Pay periods: There are twenty-six (26) pay periods per year, with paying being distributed on alternating Fridays. Pay periods end on Sunday at 11:59 p.m. preceding the Friday payday. Records of time worked will be kept on the Department time sheets, which shall be maintained in the Payroll Department.

Section 9. Calculations:

- a. Regular pay: bi-weekly earnings shall be calculated by multiplying 104 hours by the firefighter's hourly rate.
- b. Overtime: Overtime shall be paid for hours worked in excess of regularly scheduled hours and shall be calculated by multiplying the firefighter's hourly rate by 1.5. Overtime shall be paid according to the Fair Labor Standards Act.

Section 10. Meal Periods: Personnel may be able to travel in the Fire Department vehicle (including engine, ladder, or squad) to and from the grocery store or restaurant located inside their respective district to pick up a meal so long as at least one firefighter remains in the vehicle at all times. The Employee shall remain in service at all times and properly park his/her vehicle in a designated parking space. Trucks must be parked in a way not to attract unnecessary attention.

ARTICLE 14

WAGES AND CLASSIFICATIONS

Section 1. Effective October 1, 2023, employees will receive annual salaries based on the following pay grades set forth in the pay matrix in Schedule A attached to this Agreement:

Firefighter .....	Grade F1
Driver/Engineer .....	Grade F2
Lieutenant .....	Grade F3

On the effective date, each employee will be placed in the step in the matrix with the rate closest to and above that employee's base rate on September 30, 2023.

Section 2. New hires will be brought in at the step in the applicable grade which the Fire Chief determines in his/her discretion is appropriate given the individual's prior experience and qualifications. A Firefighter promoted to Driver/Engineer will be raised to the step in the Driver/Engineer pay grade corresponding to the step in the Firefighter pay grade in which the employee had been slotted immediately before the promotion. A Driver/Engineer promoted to Lieutenant will be slotted in the step in the Lieutenant pay grade corresponding to the step in the Driver/Engineer pay grade from which the employee was promoted.

A firefighter employed in the lowest step of Grade F1 will advance as follows:

- a. to the next higher step in Grade F1 after completing the probationary period of one (1) year set forth by Lake City Fire Department SOG #100.22 Section 3, subsection (1), and
- b. to the next step after three (3) years' continuous employment with the City, and
- c. to the next higher step after that after six (6) years' continuous service in position.

After promotion to Driver/Engineer, a Driver/Engineer will advance as follows:

- a. to the next higher step in Grade F2 after the first three (3) continuous years' service as a Driver/Engineer, and
- b. to the next higher step after that after six (6) years' continuous service in position.

After promotion to Lieutenant, a Lieutenant will advance as follows:

- a. to the next higher step in Grade F3 after the first three (3) continuous years' service in position, and
- b. to the next higher step after six (6) years' continuous service in position.

The foregoing step increases are contingent on the employee having logged and maintained at least two hundred forty (240) hours of creditable training in each year of service.

Section 3. Except as provided in Section 6 below, firefighters shall be paid an annual supplement for each certification he/she or she holds in the amounts indicated and not to exceed the total number of personnel indicated.

SCHEDULE OF CERTIFICATIONS and ADDITIONAL PAY

Certificate/Additional Pay	Total Personnel	Annual Supplement Amount
EMT	11	\$1400.00
EMT Paramedic	12	\$5200.00
Hazmat Technician	24	\$1300.00
Pump Operator	15	\$1300.00
Inspector	3	\$1300.00
Life Safety Educator	2	\$1300.00
Fire Investigator	1	\$1300.00
Live Fire Training	6	\$1300.00

Section 4. Driver Engineers and Lieutenants are not eligible for the Pump Operator additional pay unless they had been receiving such additional pay before October 1, 2023.

Section 5. Firefighters and Driver Engineers are not eligible for the Inspector additional pay.

Section 6. Those hired on or after October 1, 2017 will not receive additional pay for EMT certification.

Section 7. Special Merit Salary Adjustments: Based upon annual performance reports and recommendation from the Fire Chief, the City may authorize a special merit increase, or bonus award to anyone who demonstrates exceptional performance, leadership, initiative or bravery in the performance of his/her assigned duties.



Section 8. Effective October 1, 2023, the annual salaries are set forth on the attached Schedule A.

## ARTICLE 15

### OVERTIME, CALL BACK AND WORKING OUT OF CLASSIFICATION

Section 1. Any overtime work shall be distributed (as equally as possible) among all employees of the unit and the City shall pay any such employees detailed to such overtime work at one and one-half (1-1/2) times their regular hourly rate. The regular hourly rate of each such employee shall be computed by dividing 2,704 hours into his/her annual salary.

Section 2. Any member of the unit called back from off duty shall be paid a minimum of two (2) hours pay for each call back. All pay thereafter shall be adjusted to the nearest half hour. The hours paid, but not worked, under this Section shall not be added to the employee's total hours under Article 10 in computing overtime.

Section 3. Any member of the unit designated by the City to fill a vacancy on a temporary basis in a higher classification shall be paid the rate of pay of said classification for that period of work as follows: after four (4) consecutive weeks of work in said higher classification job, the employee shall be paid at the higher rate of pay prospectively. No employee shall be returned to his/her previous position to escape the application of this Section except where the higher classification position is temporarily vacant because of the permanent employee's sick leave or vacation.

Where no shift Officer is on duty, the City shall appoint a firefighter on the current Lieutenant eligibility list on the shift, if any, to serve as Lieutenant for that shift. In the absence of such an employee being available, the most senior firefighter on the shift shall so serve. For cause, the Chief may designate another person to serve. If a

firefighter serves as Lieutenant on a temporary basis, he/she shall receive an additional fifty dollars (\$50.00) per shift if the temporary assignment is not the result of a shift swap.

## ARTICLE 16

### PROBATIONARY PERIOD

Each new employee shall remain on probation until successfully passing a firefighter examination, which examination shall be prepared and administered by the Fire Chief or his/her designee. The firefighter examination shall be administered after one (1) year of employment and if the employee does not score over 70% correct answers, he/she shall be dismissed absent extenuating circumstances such as accommodation for a learning disability, or at the Chief's discretion, may be given the option to retake the test. The subjects to be covered on the Firefighter examination shall be posted on the bulletin board in the fire department at least thirty (30) calendar days prior to the date of the examination. Furthermore, the provisions of SOG #100.22 effective October 1, 2020 shall be incorporated into this Agreement.

## ARTICLE 17

### PROMOTION TO DRIVER ENGINEER

Section 1. To be eligible for consideration for promotion and to participate in the promotional process, the City must certify that the position is open, and an employee's name must be placed on the Driver-Engineer's eligibility list.

Section 2. To be eligible to participate in the Driver-Engineer's eligibility list, an employee shall pass a Driver-Engineer's examination. In order to take the examination, the employee must possess the following qualifications:

- a. Three (3) years of service as a certified firefighter, with a minimum of twenty (24) months in the Lake City Fire Department. Beyond twenty-four (24) months in the Lake City Fire Department will be credited as (1) month for each two (2) months in another career Fire Department,
- b. Have successfully completed two 40 hour classes related to the fire service by a credited institution, or two 3 credit hour classes that are required for an Associate's Degree or higher in Fire Science or Fire Service Management within the 24 months prior to the Driver-Engineers examination, or have an Associate's Degree or higher in Fire Science or Fire Service Management,
- c. Be certified by the State of Florida as a pump operator, and
- d. Within the immediately preceding twelve (12) month period, have logged and maintained at least two hundred forty (240) hours of creditable training.

Section 3. All employees eligible for consideration for promotion to the rank of Driver-Engineer shall thereafter participate in the below-described promotional exams administered by the City, and promotion shall be made according to the below-described procedure with weights being assigned as indicated:

a. Written Examination - 55%

The test shall be graded on a score of from 0% to 100%. Source material from which the Driver-Engineer examination questions are to be drawn shall consist of:

1. City, County Street and roads including hydrant locations
2. Fire department sprinkler and standpipe connections
3. Equipment carried on apparatus
4. Latest edition of the Pumping Apparatus course material the Florida State Fire College has adopted

The City shall furnish copies of the above-referenced material at the candidate's request.

b. Practical Examination - 45%

The practical examination shall be administered by a three member board composed of appointees of the Fire Chief. The board shall give a minimum score of 0% to a maximum of 100%. The test shall include:

1. Demonstration of driving skills based upon practical evaluations from the IFSTA pumping apparatus book.
2. Evaluation with the apparatus at a water supply, consisting of putting the pump into operations and setting proper pressures with different lines.

c. Seniority Points

Each person shall have added to their combined scores of written and oral, one-half point for each year, or major portion thereof, of continuous service to the Department up to twenty (20) years maximum.

Section 4. All segments of the promotional procedure shall be separate from each other, and no member of the practical evaluation board shall know the previously attained score of any candidate. Only candidates scoring a 70% or better on the written exam will be able to move on to the practical exam.

Section 5. All candidates scoring 70% or more on the combination of written examination and seniority scores and oral practical examination, or the top five (5) of those, whichever is less, shall comprise the eligibility lists.

Section 6. Promotions will be made from the Driver-Engineer eligibility list, from the top three (3) that appear at the time of the promotion, except as herein provided.

Section 7. If at any time the Fire Chief determines a Driver-Engineer's position becomes or may soon become vacant, and no one is eligible to be promoted, the City shall administer the appropriate test during a set time frame once that year and establish a new eligibility list.

Section 8. If the Fire Chief decides to administer an eligibility test to fill a vacancy or potential vacancy, the test shall be given after thirty (30) calendar days' posted notice. The eligibility of all persons on the then current list will expire one (1) year after the eligibility test is given and the results posted.

Section 9. If the test is given again before one (1) year is up from the last test, those already on the eligibility list may retake the examination. If so, then under these circumstances, the higher score of that examination or the previous shall stand. However, the results that are posted one (1) year after the previous test shall be the only results posted or considered for eligibility.

## ARTICLE 18

### PROMOTION TO LIEUTENANT

Section 1. Promotions in the Department shall be made by the Fire Chief with approval of the City Manager from within the Department.

Section 2. To be eligible to participate in the Lieutenant's eligibility examination, the employee must:

- a. Have 5 years uninterrupted service with the Department. Also be a current driver and/or Firefighter First Class have passed the Driver/Engineer promotion test, and meet the promotional requirements of Driver/Engineer except for the exam, and
- b. Have successfully completed two 40 hour classes related to the fire service by a credited institution, or two 3 credit hour classes that are required for an Associate's Degree or higher in Fire Science or Fire Service Management within the 24 months prior to the Lieutenant's examination, or have an Associate's Degree or higher in Fire Science or Fire Service Management,
- c. Be certified as a Fire Officer 1 or obtain Fire Officer 1 during probationary period, and
- d. Within the immediately preceding twelve (12) month period, have logged and maintained at least two hundred forty (240) hours of creditable training.

Section 3. All employees eligible for consideration for promotion to the rank of Lieutenant shall participate in the below-described promotional exams administered by the City, and promotion shall be made according to the below-described procedure with weights being assigned as indicated:

- a. Written Examination - 55%

Source material from which the Lieutenants examination questions are to be drawn shall consist of:

1. Latest edition of the Company Officer course material the Florida State Fire College has adopted



2. Latest edition of the Fire Cause and Determination course material the Florida State Fire College has adopted
3. Latest edition of the Pumping Apparatus course material the Florida State Fire College has adopted
4. Latest edition of the Essentials course material the Florida State Fire College has adopted)

The City shall furnish copies of the above-referenced material at the candidate's request.

b. Oral Examination - 45%

By a three member board composed of appointees of the Fire Chief, the board, for Lieutenants, shall give the minimum score of 60% to a maximum of 100%.

1. Fire Operations
2. Hazardous Material Operations
3. A training session

c. Seniority Points

Each person shall have added to their combined scores of written and oral, one-half point for each year, or major portion thereof, of continuous service to the Department up to a twenty (20) year maximum.

Section 4. All segments of the promotional procedure shall be separate from each other, the employee taking the exam must receive a score of 70% on the written portion of the exam in order to participate in the oral portion of the exam. No member of the oral evaluation board shall know the previously attained score of any candidate.

Section 5. All candidates scoring 70% or more on the combination of written examination, oral examination, and seniority scores, or the top five (5) of these, whichever is less, shall comprise the Lieutenants eligibility lists.

Section 6. Promotions will be made from the Lieutenant's eligibility list, from the top three (3) that appear at the time of the promotion.

Section 7. If the Fire Chief determines that a Lieutenant's position becomes or soon may become vacant, and no one is eligible to be promoted, the City shall administer the appropriate test during a set time frame once that year and establish a new eligibility list.

Section 8. If the Fire Chief decides to administer an eligibility test to fill a vacancy or potential vacancy, the test shall be given after thirty (30) calendar days' posted notice. The eligibility of all persons on the then current list will expire one (1) year after the eligibility test is given and the results posted.

Section 9. If the test is given again before one (1) year is up from the last test those already on the eligibility list may retake the examination. If so, then under these circumstances, the higher score of that examination or the previous shall stand. However, the results that are posted one (1) year after the previous test shall be the only results posted or considered for eligibility.

## ARTICLE 19

### CLOTHING ALLOWANCE

Section 1. All uniforms, protective clothing, or protective devices required of firefighters in the performance of their duties, shall be furnished without cost to them by the City, specifically the following:

- a. Three blue (firefighter) Lake City Fire Department t-shirts
- b. Two Lake City Fire Department polo shirts
- c. Two pairs of duty pants

Section 2. Each firefighter shall receive \$50.00 per month for clothing maintenance, payable each month at the second payroll.

Section 3. In addition to protective clothing and devices being supplied, all firefighters shall receive one (1) pair of black shoes per year, furnished by the City; provided said cost shall not exceed \$90.00 per pair, per year, to the City. These shall be furnished annually. Policies pertaining to the acquisition of the shoes shall be the same as those for other City employees. This includes the selection of the make and the model by the City.

Section 4. In consideration of the foregoing, employees agree to (1) wear or use said uniforms and shoes and protective devices only for official City business; (2) maintain, clean, and repair, to the extent possible, on a regular basis, said uniforms, protective devices, and shoes. Any employee in violation of these provisions shall be subject to appropriate discipline as determined by the City.

## ARTICLE 20

### INJURY IN LINE OF DUTY

Any employee who sustains a job-connected injury that is compensable under the Worker's Compensation Law shall be carried in full pay status for a period not to exceed seven (7) calendar days; without being required to use sick leave. If the employee receives Worker's Compensation salary loss benefits for this period of leave with pay, the employee shall reimburse the City the amount of the benefits. Such reimbursement shall not include payments for medical, surgical, hospital, nursing, or related expenses, or lump-sum or scheduled payments or disability losses.

ARTICLE 21

VACATION, LEAVES, AND HOLIDAYS

Section 1. Vacation time is intended to benefit the employee, and employees are encouraged to take vacations in the year in which it is earned. However, the Fire Chief shall determine whether a vacation request is approved, considering operational requirements and minimization of overtime.

Seniority, within the various departments, shall apply in case of conflict, insofar as scheduling is concerned.

Vacations will be scheduled so as to meet the operation requirements of the City, and, insofar as possible, the preference of employees. The City will attempt to have sufficient manpower so that vacations may be reasonably available.

The City's vacation and leave policy, based on years of service, as it now exists for general employees, shall apply to employees in this unit. Firefighters accrue annual leave at the following rate based upon a 52 hour work week as follows:

Less than one (1) year of service	3.90 hours
One (1) to five (5) years of service	6.76 hours
Five (5) to ten (10) years of service	8.06 hours
Over ten (10) years of service	10.4 hours

and may accumulate up to 320 hours.

Section 2. Holidays as established by the City Council for City's general employees shall be paid holidays also for employees under this contract. There shall be a minimum of twelve (12) holidays listed below so designated for employees under this contract, plus any other days that the City Council may so designate as holidays for its general employees. All employees in the unit shall receive ten (10) hours' straight pay for

each holiday, except for those employees working the full holiday shift who shall be paid an additional fourteen (14) hours' straight pay.

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Easter
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

Section 3. Firefighters may also use up to ninety six (96) hours from their sick leave accrual for personal leave.

Section 4. Seniority shall be determined by continuous service in the Fire Department calculated from the date of employment. Continuous service shall be broken by only resignation, discharge or retirement. Firefighters with the same employment date shall be assigned to the seniority list in order of their rank, with the higher rank having more seniority; if the firefighters are of the same rank, their seniority will be the same.

Section 5. The firefighter working the holiday shift due to a swap shall receive an additional fourteen (14) hours' holiday pay; the firefighter off work due to a swap shall receive only the ten (10) hours' holiday pay.

ARTICLE 22

MILITARY LEAVE

Current City policy in regard to military leave shall apply to employees in this bargaining unit and shall comply with all applicable military leave law.

## ARTICLE 23

### INSURANCE AND SICK LEAVE

Section 1. The City shall maintain health and life insurance on its employees, with substantially the same coverage as is now provided. The City reserves the right to obtain substantially the same coverage from another carrier, in the event of a premium increase from its present carrier. Provided, the City shall not be required to pay more in premiums for employees' health and life insurance than what it is now paying.

Employees who desire employee/family or employee/spouse coverage may purchase the same by paying the City the rate for such coverage the City charges its general employees. Employees who elect individual coverage shall pay to the City twenty five percent (25%) of the cost of such coverage under the City's mid-level plan, or such other sums as the City may, from time to time, charge its general employees for said coverage, whichever is greater.

Section 2. The City's sick leave policy, as now exists for general employees, shall apply to employees in this unit; except the rate of accrual for sick leave shall be five (5) hours per pay period. All firefighters who take time off for sick leave will be charged accrued leave hour for hour. The following apply:

(a) Medical Certification: After two (2) consecutive shifts of absence, the firefighter shall submit to the department head a medical certification from a physician before additional use of sick leave will be authorized for the firefighter. If the firefighter continues to be absent, the City can require further medical certification for each ten (10) regular shifts of used sick leave. Such medical certification must state the firefighter is



unable to perform the regularly assigned duties if sick leave is to be authorized by the City.

(b) Abuse of Sick Leave: Sick leave benefits are intended solely to provide income protection in the event of an illness or injury and may not be used for any other absence other than allowed in this Agreement. If it is suspected that a firefighter is abusing sick leave policies, the firefighter shall be subject to the investigation notification and due process of the firefighter bill of rights and the City's disciplinary procedures.

(c) Sick Leave Incentives: Annually, during the first week of December, firefighters having a sick leave account balance of sixty (60) hours or more may request payment of up to twenty-four (24) hours of available sick leave. All firefighters may use up to ninety six (96) hours of sick leave during the budget year as personal leave which may be taken in 12 or 24 hour increments only. See Article 21, Section 3, above.

(d) Payment of Unused Sick Leave: Unused sick leave will be paid upon the firefighters separation from the City, but will not exceed twenty-five percent (25%) of the total accrued sick leave and shall not be more than five hundred (500) sick leave hours.

Section 3. Sick Leave Bank:

(a) The City's employee sick leave bank has been established for the purpose of providing personal sick leave with pay for City employees during extended periods due to illness, accident or injury not otherwise compensated by the City. Firefighters of the department will enjoy this benefit.

(b) The sick leave bank shall be administered by the City Manager, Assistant City Manager and HR Director.

(c) All firefighters who have been employed full-time for at least one (1) year and who have available sixty-four (64) hours of unused sick leave are eligible to join the sick leave bank by requesting voluntary enrollment and contributing eight (8) hours of sick leave to the bank.

(d) The sick leave bank shall be activated when a minimum of forty-five (45) leave days have been deposited. All participating firefighters shall be required to contribute eight (8) additional hours to the pool each time the sick leave bank is depleted below thirty (30) days.

## ARTICLE 24

### FUNERAL BEREAVEMENT LEAVE

Section 1. A maximum of three (3) working days regular shifts (consecutive) with pay will be granted a full-time employee when an immediate family member death occurs. Immediate family members are husband, wife, father, mother, son, daughter, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents and grandchildren. The leave must be approved by the department director.

Section 2. One (1) regular shift of bereavement leave will be permitted for relatives who are not within the immediate family. This privilege will only be allowed two (2) times during any 12-month period, and the leave day must be used to attend the funeral. Family relatives are aunt, uncle, niece, nephew and first cousin. The leave must be approved by the department director.

## ARTICLE 25

### PHYSICAL EXAMINATIONS AND DRUG TESTING POLICY

Section 1. The City may, at its expense, require members of the fire department to submit to a physical. The result shall be forwarded to the City and the firefighter.

The Union agrees that the City may consult with the Union and a physician in establishing appropriate fitness levels that reflect the employee's assigned functions and employment activities. This is intended to help reduce possible occupational injuries and illnesses. Thereafter, the City may initiate a physical fitness program which will enable employees to develop and maintain the appropriate level of fitness to perform their primary assigned function.

Section 2. This Agreement adopts and incorporates the City's Substance Abuse and Drug Free Workplace Policy that is currently contained in Section 3.04 of the City's Personnel Policies, which were revised effective October 1, 2014; provided, appeals in Section J.4. of the Policy shall be taken through Article 26 of this Agreement.

Section 3. This Agreement adopts and incorporates the City's Tobacco Free Policy effective January 1, 2015.

ARTICLE 26

GRIEVANCE EMPLOYEE COMPLAINT PROCEDURE AND ARBITRATION  
EMPLOYEE COMPLAINT PROCEDURE

Section 1. In a mutual effort to provide harmonious working relations between the parties of this Agreement, it is agreed to and understood by both parties that there shall be a procedure for the resolution of grievances between the parties.

Section 2. A grievance is a claim by a non-probationary employee that the City has violated a term or Section of this Agreement.

Section 3. Grievances shall be settled in the following manner:

If any employee, regardless of membership or non-membership in the Union wishes to present and settle a grievance, it is understood and agreed that he/she has the right to present such grievances as set forth below and attempt to have such grievance adjusted.

The grievance shall be presented on the City's Complaint Form and contain:

- a. A statement of the grievance and the facts upon which it is based;
- b. The Section of the Agreement alleged violated;
- c. The action, remedy, or adjustment requested;
- d. The signature of the aggrieved employee, and, if requested by the employee, Union representative, and the date of the grievance.

Section 4. Grievances shall be processed as follows:

*STEP 1 SUPERVISOR LEVEL* - Any employee having a complaint may, within seven (7) calendar days following any incident, discuss the situation informally with the immediate supervisor. If the matter is not resolved, the employee may submit to the supervisor a Complaint Form setting forth the information outlined in section 3 above. The form must be completed and submitted to the

supervisor within fourteen (14) calendar days of the incident giving rise to the complaint. The supervisor shall meet with the employee and provide a written decision to the employee within seven (7) calendar days following receipt of the formal complaint form.

*STEP 2 DEPARTMENT DIRECTOR LEVEL* - If the complaint cannot be resolved at the supervisor level, the employee may appeal the complaint to the Department Director. The Step 2 appeal must be initiated by the employee by signature on the complaint form within five (5) calendar days of the supervisor's decision. The supervisor will forward the original complaint form including his/her reply to the Department Director within five (5) calendar days following receipt of the employee's notice of Step 2 appeal. The Department Director shall meet with the employee and provide a written decision to the employee within seven (7) calendar days following receipt of the appeal. Department Directors shall inform the City Manager of complaints that reach the Department Director level.

*STEP 3 CITY MANAGER LEVEL* - If the complaint is not resolved by the Department Director, the employee may appeal the complaint to the City Manager. The Step 3 appeal must be initiated by the employee by signature on the complaint form within five (5) calendar days of the Department Director's decision. The Department Director will forward the original complaint form and their reply to the City Manager within five (5) calendar days following the employee's notice of Step 3 appeal. The City Manager may:

- e. Meet with the employee, if the employee desires to discuss the complaint.
- f. Consider the complaint based solely on the written content.

The City Manager shall communicate a written decision to the employee within ten (10) calendar days following a meeting with the employee, or reviewing the written complaint based on content, whichever is later. Such decision shall be the City's final decision on the grievance, subject to further appeal under section 5 below.

Section 5. If a grievance, as defined in this Article, has not been satisfactorily resolved within the above Employee Complaint Procedure, the grievant may request arbitration in writing to the City Manager, or in the City Manager's absence, the City Manager's authorized representative, no later than seven (7) calendar days after the date of the response from the City Manager under this Employee Complaint Procedure. Oral

and written reprimands may not be challenged through arbitration, except that the propriety of such discipline may be challenged in an arbitration challenging more severe discipline or discharge if the City claims that the oral or written reprimand or reprimands was or were considered in issuing the more severe discipline.

Provided, however, where a grievance is general in nature in that it applies to a number of employees having the same issue to be decided, it may be presented at Step 1 and signed by the aggrieved employees or the Union representative on their behalf.

Section 6. A grievance shall stand abandoned upon failure of the grievant or the designated Union representative to observe any of the above time limits, however, these limits may be extended upon written mutual consent by the Union and the City. The City's failure to timely respond to a grievance shall entitle the grievant to proceed to the next step of the grievance procedure as if the grievance were denied. If the employee is not satisfied with the City's resolution of the matter, he/she may proceed to arbitration, except as provided hereinafter.

Section 7. The Union representative may settle the grievance at any step of the procedure, and, upon his/her withdrawal of the grievance, or settlement of same, no further action is necessary in processing the grievance.

Section 8. No employee or group of employees may refuse to follow directions as to any matter then being grieved, pending the outcome of a grievance. Compliance with such directives will not in any way prejudice the employee's right to file a grievance within the time limits contained herein, nor shall compliance affect the ultimate resolution of the grievance.

Section 9. Grievances may be processed or discussed during duty hours, provided that the time spent doing so shall not interfere with work and shall be limited to a reasonable period of time, and will not result in the payment of overtime to any employee involved. If, in the Fire Chiefs sole judgment, this Section is being abused, he/she may direct that further discussions regarding grievances be conducted off-site on the grievant's and Union representative's non-duty time.

### ARBITRATION

Section 10. Only grievances which satisfy each of the following conditions are subject to arbitration hereunder:

- a. The grievance was filed in writing and processed in the manner and within the time limits prescribed in this Article;
- b. The grievance involves a claim of direct violation by the City of a Section or specific provision in the Agreement that is clearly arbitrable under the rules of interpretation applicable to public arbitration, under the laws of the State of Florida;
- c. The written grievance and the written demand for arbitration clearly identify the Section or specific provisions allegedly violated;
- d. A demand for arbitration has been made in writing within fourteen (14) calendar days from and after the City Manager's response is due in Step 2. Multiple grievances involving different claims shall not be submitted to the same arbitrator. A demand for arbitration made by an employee or the Union shall be served on the City Manager.

An arbitrator hereunder shall only have jurisdiction to determine whether or not the City or the Union or employee violated the identified contract provision in the respect alleged in the written demand for arbitration, but he/she may consider, to the extent applicable, the entire contract in reaching such a decision.

Section 11. A demand for arbitration shall state the nature of the dispute, the remedy requested, and the specific provision, or provisions, of the contract violated.



Within fifteen (15) calendar days after receipt of the demand for arbitration, the other party will give its response thereto, stating whether or not it believes the stated dispute is arbitrable.

Section 12. It is the specific agreement of the City and the Union that the arbitrator, in determining whether a grievance upon which arbitration has been demanded is arbitrable, shall:

- a. Consider as a fundamental principle that the City retains all the rights as set forth in the Management Rights Article;
- b. Consider this Agreement sets out expressly all the restrictions and obligations assumed by the respective parties, and that no implied restrictions or obligations are inherent in this Agreement, or were assumed by the parties in entering into this Agreement;
- c. Find that the grievance upon which the demand for arbitration is based is not arbitrable unless the time limits and procedures provided for in this Article have been strictly complied with, unless the parties have agreed, in writing, as provided, to waive such time limits and procedures.

Section 13. If the demand for arbitration is in proper order, then the parties shall attempt to agree upon an arbitrator. If they cannot mutually agree on an arbitrator within ten (10) calendar days following receipt of the demand for arbitration, then either party may request a panel of seven (7) names from the Federal Mediation and Conciliation Services (FMCS). The party demanding arbitration shall strike the first name, followed by the other party striking the next name, and so forth, until one name remains. The remaining name shall be the arbitrator to hear the dispute.

The Arbitrator's decision will be rendered, in writing, and shall be final and binding on both parties. The parties will each bear the cost of preparing and conducting their own presentation, including pay for witnesses attending the hearing at their request. The

party ruled against will pay the cost of arbitration, including the arbitrator's fees, hearing room, and a transcript of the proceedings for both parties.

Section 14. The arbitrator, in reaching a ruling, may not so interpret the specific provisions of this Agreement that the practical result is a modification of any of its terms, nor may he/she add to or delete from the provisions as set forth in the Agreement.

Section 15. The arbitrator, in reaching a ruling, shall have due regard for rights, responsibilities, and prerogatives of management, and shall so construe this Agreement that there will be no interference with such rights, responsibilities, and prerogatives, except as they may be expressly limited by this Agreement. But, if he/she finds he/she has no power to rule on such grievance, the matter shall be referred back to the parties, without decision or recommendation on the merits of the case. No remedy may go beyond the termination date of this Agreement, even if such rights, claims, or grievances arose during its term.

Section 16. Only sworn testimony shall be received and such exhibits that may be properly identified and authenticated, and, since the arbitrator has no contempt power, the arbitrator shall have the authority to render an award against the party who presents a witness whose testimony or variance and contradictory to prior sworn testimony or statements of witnesses for the same party. The decisions of the arbitrator in any case shall not require a retroactive wage adjustment in any other case. It is agreed that an arbitrator's award is not a binding precedent in like or analogous situations. The powers of the arbitrator also shall be limited as follows:

- a. The arbitrator shall have no authority to rule on jurisdictional disputes between groups of employees or Unions representing groups of employees;

- b. The arbitrator shall have no power or authority to establish wage scales rates for new jobs, or, except if he/she is specifically empowered, to change any wage;
- c. In the case of a grievance arising from a discipline, the arbitrator shall not have the authority to alter or amend the discipline, but may only determine whether the employee engaged in the misconduct alleged;
- d. The arbitrator shall have only the power to rule on grievances arising under this Agreement as defined in section 3 above;
- e. The arbitrator shall have no power to arbitrate any matter that arose before the effective date of this Agreement, or after the expiration of this Agreement;
- f. The arbitrator shall promptly hear the matter and shall issue the decision within ninety (90) calendar days from the close of the arbitration.

Section 17. Notwithstanding any provision of the Agreement to the contrary, any individual employee shall have the right, at any time, to present grievances to the City and to have such grievances adjusted, without the intervention of the bargaining representative, so long as the adjustment is not inconsistent with the terms of the collective bargaining agreement then in effect.

## ARTICLE 27

### OFF DUTY HOURS/OUTSIDE EMPLOYMENT

Section 1. Employee's off duty hours shall be his/her own time to do with as s/he desires, so far as it does not discredit the City nor interfere with his/her regular duty time.

Section 2. It is understood and agreed that all employees may be called back to duty in the event of a major fire or declared disaster, and the Union agrees to use its best efforts to get said employee-members back to duty.

Section 3. A firefighter may take outside employment consistent with City policy.

Section 4. Firefighters taking outside employment will be required to file a form indicating the business location and the hours of employment and to file such form with the Personnel Office and his/her department head.

## ARTICLE 28

### EDUCATION AND TRAINING

Section 1. The City and the Union agree that continuing education is important. Therefore, the City will pay for a minimum of two (2) educational, vocational, technical seminars or adult training programs a year for each firefighter. The programs shall be limited to fire related courses and limited by budget constraints.

#### Section 2.

- a. The City agrees to pay 100% of the cost for tuition, books, and expenses and to allow the firefighter's training and education leave for any shifts that coincides with class dates.
- b. If enough money is in the education budget within three (3) months of the end of the fiscal year, firefighters will be allowed to attend more classes on a first come, first served basis. Section 2 (a) of this article allowing administration leave per extra class taken shall apply to such additional classes.

Section 3. If the class is given out of town, the City will pay all lodging cost, mileage to and from the training center, and per diem in accordance with the City's per diem rates.

#### Section 4. To be eligible for this program, the following criteria shall apply:

- a. The firefighter must have accumulated one (1) year or more service with the Fire Department.
- b. The program or course must be one that is related to the fire service and is needed for an Associate's degree or higher in fire science or fire service management, or is necessary to maintain eligibility for promotion.
- c. The firefighter must place a request in writing to the Fire Chief or his/her designee within 14 calendar days prior to the start of class.
- d. The Fire Chief has the sole discretion to approve the program or course which shall not be reasonably withheld, and when the Fire Chief approves of an existing program or course as appropriate to

be attended virtually, firefighters shall select such virtual program or course.

Section 5. The payment process is as follows:

- a. This payment will be made directly to the college or school sponsoring the course unless the City is prevented from doing so in which case the firefighter will be given a check to cover reimbursement of the cost.
- b. Firefighters participating in the program must show successful completion of the course. If there is a grade given for the course, successful completion will require a final grade of 70 or above.
- c. The firefighter will receive a check for travel, lodging and per diem prior to leaving for the class.
- d. If the firefighter fails the course or program, he/she shall, upon his/her own, register, attend, and pay for tuition, meals, credits and lodging for the failed course. The firefighter must register to retake the course or program the next time it is offered. Failure to do so, or to successfully complete the program or course, will result in the firefighter reimbursing the City for all expenses the City incurred related to the failed course or program.

ARTICLE 29

MISCELLANEOUS

Section 1. The City shall not furnish bed linens, and the same shall be furnished by the individual employees. The City will furnish bathing and dish towels.

Section 2. The Union shall work with the City to establish and participate in a physical fitness program. The City will also pay \$15.00 per month for a gym membership for each employee upon proof of membership to a gym that will be submitted by the 15<sup>th</sup> of each month.

Section 3. Firefighters shall receive the benefits of the City's Employee Assistance Program in effect as of October 1, 2014.

## ARTICLE 30

### NEGOTIATION

The Union and the City shall negotiate for new Article 14 (Wages and Classifications) and Article 23 (Insurance and Sick Leave), effective April 1, 2024, for the fiscal year beginning October 1, 2024. A party seeking to reopen the above Articles shall furnish to the other party in writing its request, by April 1, 2024, and the requested party shall respond within fifteen (15) days. Negotiations shall follow. The same procedures regarding opening of negotiations shall apply effective April 1, 2025, following, for each year thereafter, except the entire contract is negotiable April 1, 2026. Should it be mutually agreed upon between firefighters and the City, this contract may be opened for other issues.



ARTICLE 31

DURATION

This Agreement, as amended, shall become effective October 1, 2023 and shall remain in full force and effect until September 30, 2026, unless modified or changed by written agreement signed by both the City and the Union.

CITY OF LAKE CITY, FLORIDA

By: \_\_\_\_\_  
STEPHEN M. WITT  
Mayor-Councilmember

APPROVED as to form and legality:

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

ATTEST:

\_\_\_\_\_  
City Clerk

Signed, sealed and delivered  
in the presence of:

\_\_\_\_\_

\_\_\_\_\_  
Witnesses as to City of Lake City

LOCAL NO. 2288 OF THE INTERNATIONAL  
ASSOCIATION OF FIREFIGHTERS, AFL-CIO

By: \_\_\_\_\_  
MATTHEW HERNDON  
as its President

ATTEST:

\_\_\_\_\_  
Secretary, Local No. 2288

Signed, sealed and delivered  
in the presence of:

\_\_\_\_\_

\_\_\_\_\_  
Witnesses as to City of Lake City

## SCHEDULE A

### Fire Department Matrix 2023-24

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
F1	\$16.0000	\$16.4800	\$16.9744	\$17.4836	\$18.0081	\$18.5484	\$19.1048	\$19.6780	\$20.2683	\$20.8764	\$21.5027	\$22.1477	\$22.8122	\$23.4965	\$24.2014	\$24.9275	\$25.6753	\$26.4456
F2	\$17.4400	\$17.9632	\$18.5021	\$19.0572	\$19.6289	\$20.2177	\$20.8243	\$21.4490	\$22.0925	\$22.7552	\$23.4379	\$24.1410	\$24.8653	\$25.6112	\$26.3796	\$27.1710	\$27.9861	\$28.8257
F3	\$20.5792	\$21.1966	\$21.8325	\$22.4874	\$23.1621	\$23.8569	\$24.5726	\$25.3098	\$26.0691	\$26.8512	\$27.6567	\$28.4864	\$29.3410	\$30.2212	\$31.1279	\$32.0617	\$33.0236	\$34.0143

Grade	Title
F1	Firefighter EMT
F2	Fire Driver/Engineer
F3	Fire Lieutenant

Effective October 1, 2023, the following annual wages shall be paid to the following employees:

Employee	Position Title	Current Base Salary	Grade & Step	Base Salary 10/1/2023	Certifications	Allowances	Adjusted Salary with Add Pays
Department <b>110 - Fire</b>							
Alford, Dustin Michael	Firefighter	\$ 51,655.50	F1 - G	\$ 51,659.38	Pump Operator, Paramedic, Live Fire Trainer	Boots, Clothing, & Gym Membership	\$ 60,329.38
Anderson, Shawn H.	Firefighter	\$ 45,898.84	F1 - C	\$ 45,898.84	Pump Operator	Boots, Clothing, & Gym Membership	\$ 48,068.84
Bethea, Christopher Michael	Driver/Engineer	\$ 59,398.30	F2 - I	\$ 59,737.85	Pump Operator, Paramedic, Hazmat, Life Safety Instr.	Boots, Clothing, & Gym Membership	\$ 69,707.85
Brannon, Adam Laverne	Fire Lieutenant	\$ 70,684.38	F3 - J	\$ 72,605.37	EMT	Boots, Clothing, & Gym Membership	\$ 74,875.37
Craft, Michael A	Firefighter	\$ 51,406.68	F1 - G	\$ 51,659.38	Pump Operator, Paramedic, Hazmat	Boots, Clothing, & Gym Membership	\$ 60,076.68
Croft, Gramby Lance	Firefighter	\$ 51,659.11	F1 - G	\$ 51,659.38	Pump Operator, Paramedic	Boots, Clothing, & Gym Membership	\$ 59,029.38
Dohrn, Daniel Zachary	Driver/Engineer	\$ 58,243.64	F2 - I	\$ 59,737.85	Paramedic, Hazmat	Boots, Clothing, & Gym Membership	\$ 67,107.85
Herndon, Matthew Darrell	Driver/Engineer	\$ 56,549.22	F2 - H	\$ 57,998.10	Paramedic, Hazmat, Education Stipend, Live Fire Trainer	Boots, Clothing, & Gym Membership	\$ 67,268.10
Howard, John H III	Firefighter	\$ 44,561.92	F1 - B	\$ 44,561.92		Boots, Clothing, & Gym Membership	\$ 45,431.92
Kirkman, Michael W JR	Firefighter	\$ 46,369.96	F1 - D	\$ 47,275.65	Pump Operator	Boots, Clothing, & Gym Membership	\$ 49,445.65
Kreienheder, Trenton M	Firefighter	\$ 47,779.68	F1 - E	\$ 48,693.90	Pump Operator, Hazmat	Boots, Clothing, & Gym Membership	\$ 52,163.90
Lockwood, Adam M	Driver/Engineer	\$ 55,186.56	F2 - G	\$ 56,308.64	Pump Operator, Paramedic, Hazmat, Live Fire Trainer	Boots, Clothing, & Gym Membership	\$ 66,278.64
Lupardus, James E. III	Firefighter	\$ 45,898.78	F1 - C	\$ 45,898.78	Pump Operator	Boots, Clothing, & Gym Membership	\$ 48,068.78
Morris, Joshua S	Firefighter	\$ 51,256.92	F1 - G	\$ 51,659.38	Pump Operator, Paramedic	Boots, Clothing, & Gym Membership	\$ 59,029.38
Oliver, Robert Lee	Fire Lieutenant	\$ 62,619.70	F3 - E	\$ 62,630.05	EMT, Hazmat, Inspector, Live Fire Trainer	Boots, Clothing, & Gym Membership	\$ 68,800.05
Ovalle, Pedro A	Firefighter	\$ 44,561.92	F1 - B	\$ 44,561.92	Pump Operator	Boots, Clothing, & Gym Membership	\$ 46,731.92
Parnell, Anthony G JR	Driver/Engineer	\$ 51,332.58	F2 - D	\$ 51,530.40	Pump Operator, Hazmat	Boots, Clothing, & Gym Membership	\$ 55,000.40
Redish, Lowell Elliot	Firefighter	\$ 49,764.26	F1 - F	\$ 50,154.60	Pump Operator, EMT, Hazmat	Boots, Clothing, & Gym Membership	\$ 55,024.60
Reed, Chad A JR	Firefighter	\$ 45,898.78	F1 - C	\$ 45,898.78	Pump Operator	Boots, Clothing, & Gym Membership	\$ 48,068.78
Rodriguez, Kyle J	Firefighter	\$ 45,597.24	F1 - C	\$ 45,898.78	Pump Operator	Boots, Clothing, & Gym Membership	\$ 48,068.78
Spivey, Chance M.	Firefighter	\$ 43,264.00	F1 - A	\$ 43,264.00		Boots, Clothing, & Gym Membership	\$ 44,134.00
Sund, Gregory Merlin II	Fire Lieutenant	\$ 65,527.80	F3 - G	\$ 66,444.31	EMT, Hazmat, Education Stipend	Boots, Clothing, & Gym Membership	\$ 70,614.31
Thomas, Austin Scott	Driver/Engineer	\$ 56,548.96	F2 - H	\$ 57,998.10	Paramedic, Hazmat, Education Stipend	Boots, Clothing, & Gym Membership	\$ 67,288.10

**File Attachments for Item:**

6. Informational Purposes Only - City Attorney Robinson, Kennon, and Kendron, P.A. invoices for October 2023. Folds Walker, LLC invoice for October 2023. (documents forth coming)



# ROBINSON KENNON & KENDRON, P.A.

BRUCE W. ROBINSON\* †  
KRIS B. ROBINSON  
JENNIFER C. BIEWEND

ATTORNEYS AT LAW  
582 W. DUVAL STREET  
LAKE CITY, FLORIDA 32055  
TEL (386) 755-1334 FAX (386) 755-1336  
WWW.RKKATTORNEYS.COM

THOMAS J. KENNON††  
JOHN J. KENDRON  
STEPHEN P. MERCER  
KELLEN G. VINCENT

November 16, 2023

City Councilmembers  
Via: Email

***Re: Legal Services Agreement***

Dear Councilmembers:

This correspondence is to advise of a change in the billing for the City of Lake City. Pursuant to the Legal Services Agreement Between the City of Lake City, Florida and Robinson, Kennon, & Kendron, P.A., and Folds & Walker, LLC, an increase in the billing is effective as of October 1, 2023. As such, the attached bills have been updated to reflect the change.

If you have any questions or need anything further, please let us know.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'TJK', is written over a horizontal line.

Thomas J. Kennon, III  
For the Firm

TJK/alj

Cc: Demetrius Johnson  
Audrey Sikes

**Robinson, Kennon and Kendron, P. A.**

582 West Duval Street  
Lake City, FL 32055 USA

Ph:(386) 755-1334

Fax:(386) 755-1336

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

November 16, 2023

**Attention:**

File #: 00801-001  
Inv #: 7748

**RE:** City of Lake City - General Legal Services

<b>DATE</b>	<b>DESCRIPTION</b>	<b>HOURS</b>	<b>AMOUNT</b>	<b>LAWYER</b>
Sep-19-23	Telephone conference with Audrey Sikes regarding upcoming agenda items. Telephone conference with Audrey Sikes regarding Dyal. Telephone conference with Danielle regarding Dyal. Reviewed statute and case law on speaking after motions. Telephone conference with Dyal and reviewed Dyal's Employment Agreement. Telephone conference with Todd Sampson regarding Dyal. Reviewed proposed agreement with North Central Florida Planning Council and dictated draft of Resolution related to the Agreement.	2.30	391.00	TJK
Oct-02-23	Reviewed agenda and revised agenda with supporting documents. Attended Council meeting. Reviewed Thomas Henry employment records in response to subpoena in Dissolution matter. Telephone conference with Audrey Sikes regarding Mr. Dyal. Reviewed resume for Shoobridge. Telephone conference with Paul Dyal.	2.70	472.77	TJK
	Reviewed agendas for upcoming meeting on 10/3/23. Telephone conference with Robert Angelo regarding Agenda items.	0.50	87.55	TJK
	Worked on City Board Application draft. Updated, formatted, and disseminated the same to Mrs. Sikes for review and input.	0.30	21.63	ALJ

Oct-03-23	Reviewed LDR provisions for application SE 23-06 - Citadel Holding Company I, LCC. Attended P&Z Meeting.	1.70	297.67	TJK
	Conferece with Alysha regarding Thomas Henry Subpoena and response to attorney regarding subpoena.	0.30	52.53	TJK
	Worked on correspondence and revised draft Application. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.42	ALJ
	Worked on Resolution 2023-117 reappointing Christopher Lydick to the P&Z Board. Updated, formatted, and disseminated the same to appropriate individuals.	1.00	72.10	ALJ
	Worked on revisions to Ordinance 2023-2264 establishing business impact statements. Updated, formatted, and disseminated the same to appropriate individuals.	0.40	28.84	ALJ
	Coordinated Agenda Preparation Meetings with City administration.	0.10	7.21	ALJ
	Received draft agenda for upcoming Agenda Preparation Meeting. Reviewed and updated the same, and forwarded to Mrs. Adams and Mr. Kennon prior to the upcoming meeting.	0.50	36.05	ALJ
Oct-04-23	Dictated draft of Resolution 2023-116 regarding Mariah R. Smith road dedication. Reviewed Danielle's email regarding Town Hall Meetings and dictated a response. Reviewed Memorandum of Agreement between LCPD and DOC. Dictated draft Resolution 2023-109 authorizing execution of Memorandum of Agreement. Telephone conference with Chief Butler.	1.70	297.67	TJK
Oct-05-23	Reviewed and finalized draft of Resolution 2023-109. Reviewed Mrs. Sike's revisions to Board Application. Revised draft Ordinance on decorum and dictated email to Council members. Telephone conference with Mrs. Sikes regarding Agenda Preparation Meeting on Friday. Reviewed class action settlement document related to LIBOR Financial Transactions, and dictated email to Mrs. Sikes regarding the same.	1.40	245.14	TJK

	Received subpoena for Henry v. Henry and responsive documents from City administration. Reviewed the same with Mr. Kennon and distributed to the requesting attorney.	0.60	43.26	ALJ
Oct-06-23	Reviewed the draft agenda for the Agenda Preparation Meeting. Attended the Agenda Preparation Meeting.	1.70	297.67	TJK
	Reviewed bid proposal and corresponding documents related to CEI Inspection/Observation Services. Dictated draft Resolution 2023-118 and 2023-119 related to the corresponding contracts with RS&H and AE Engineering.	1.10	192.61	TJK
	Attended Agenda Preparation Meeting.	1.42	102.38	ALJ
	Worked on Resolution 2023-109 authorizing an MOA with DOC and LCPD. Updated, formatted, and disseminated the same to appropriate individuals.	1.60	115.36	ALJ
	Coordinated meeting with Mr. Kennon, Mr. Walker, and Mrs. Adams to discuss Circle K issues.	0.10	7.21	ALJ
Oct-09-23	Reviewed and finalized proposed Resolution 2023-116 related to the street designation, and forwarded to Mrs. Sikes for information to include in the resolution. Reviewed Report to Council and corresponding documents related to Task Assignment 3 with Wetland Solutions. Dictated draft of Resolution 2023-122 and Task Assignment Number 3 for Wetland Solutions. Researched issue of police officers as citizen members of the Police Pension Board. Reviewed email from Sikes regarding the Police Pension Fund.	1.80	315.18	TJK
	Email to City administration for additional information needed for Resolution 2023-116 related to the street designation.	0.10	7.21	ALJ
	Coordinated meeting with Mr. Kennon, Mr. Walker, and Mrs. Adams to discuss Circle K issues.	0.10	7.21	ALJ
Oct-10-23	Telephone conference with Colin Baenziger regarding manager search. Reviewed	1.70	297.67	TJK



Florida Statute 218.391 regarding the auditor renewal. Dictated draft Resolution renewing contract with James Moore. Finalized review of Resolution 2023-118 and 2023-119 and corresponding contracts. Dictated instructions regarding Resolution related to the Pole Barn and JC Enterprises and issue with qualifications in Florida. Dictated email to Mr. Johnson regarding legal advertisements. Dictated draft Resolution regarding the appointment of David Young as Land Development Administrator.

Worked on Resolution 2023-122 and corresponding Task Assignment 3 with Wetland Solutions. Updated, formatted, and disseminated the same to appropriate individuals.	2.00	144.20	ALJ
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Worked on correspondence to Mrs. Adams regarding Town Hall Meetings. Updated, formatted, and disseminated the same to appropriate individuals.	0.10	7.21	ALJ
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Worked on Resolution 2023-118 and corresponding contract with RS&H. Worked on Resolution 2023-119 and corresponding contract with AE Engineering. Updated, formatted, and disseminated the same to appropriate individuals.	4.00	288.40	ALJ
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Emailed correspondence to Mrs. Sikes regarding City raises.	0.10	7.21	ALJ
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Oct-11-23	Dictated email to Mrs. Sikes regarding Police Pension Board. Reviewed and responded to Mrs. Sikes' email regarding Council raises.	0.40	70.04	TJK
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Coordinated meeting with Mr. Kennon, Mr. Walker, and Mrs. Adams to discuss Circle K issues.	0.10	7.21	ALJ
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Worked on correspondence to Mr. Johnson regarding Legal Advertisements. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.42	ALJ
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Oct-12-23	Coordinated meeting with City administration and City attorneys regarding Circle K issue.	0.10	7.21	ALJ
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	Worked on Resolution 2023-121 authorizing the appointment of David Young as Land Development Regulations Administrator. Updated, formatted, and disseminated the same to appropriate individuals.	1.00	72.10	ALJ
	Worked on correspondence to Mrs. Sikes regarding LIBOR Settlement. Updated, formatted, and disseminated the same to appropriate individuals.	0.10	7.21	ALJ
	Worked on correspondence to Mrs. Sikes regarding Decorum Revisions. Updated, formatted, and disseminated the same to appropriate individuals.	0.30	21.63	ALJ
	Coordinated Agenda Preparation Meeting with City administration.	0.10	7.21	ALJ
Oct-13-23	Reviewed and finalized Resolution regarding street dedication to Mariah. Telephone conference with Jake Hill regarding agenda items. Reviewed correspondence from Dyal regarding Mariah and revised draft of associated resolution.	0.60	105.06	TJK
	Reviewed documentation regarding a Lease with Century Ambulance. Dictated draft of resolution 2023-124 and associated Lease Agreement.	1.30	227.63	TJK
	Worked on revisions to Ordinance related to Decorum. Forwarded the same to Mrs. Adams for further review.	0.20	14.42	ALJ
	Worked on correspondence to Mrs. Sikes regarding Police Pension Plan and Trust Fund. Updated, formatted, and disseminated the same to appropriate individuals.	0.10	7.21	ALJ
	Worked on Resolution 2023-116 authorizing the designation of Mariah Reginae Smith. Updated, formatted, and disseminated the same to appropriate individuals.	1.00	72.10	ALJ
	Worked on revised correspondence to Mrs. Sikes regarding Decorum. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.42	ALJ
	Worked on revisions to Resolution 2023-116	0.50	36.05	ALJ

	authorizing the designation of Mariah Reginae Smith. Updated, formatted, and disseminated the same to appropriate individuals.			
	Received proposed agreement from Chief Wehinger regarding Century Ambulance. Requested previous agreements between the City and Century.	0.20	14.42	ALJ
Oct-16-23	Reviewed agenda packet and supporting documents and attended council meeting.	1.80	315.18	TJK
	Requested additional information from Chief Wehinger regarding Century Ambulance lease agreement.	0.10	7.21	ALJ
Oct-18-23	Telephone conference with Robert Angelo regarding the P&Z Meeting related to Rocky Ford and Circle K Appeal.	0.30	52.53	TJK
	Reviewed Resolution and Contract with Baenziger and Associates. Dictated email to Colin Baenziger. Reviewed correspondence from Mrs. Sikes regarding Police Trust Fund appointees and dictated email to Mrs. Sikes concerning the same subject. Reviewed David Young's email as to nuisance ducks.	1.00	175.10	TJK
Oct-19-23	Telephone conference with Rocky Ford regarding status of permits.	0.20	35.02	TJK
	Review Paul Dyal's contract and addendum and dictated email regarding completion of the Agreement. Dictated letter to businesses regarding shopping cart ordinance. Telephone conference with Ron Williams at Baenziger and Associates regarding Manager search. Dictated email to Mr. Johnson regarding the duck issue.	1.60	280.16	TJK
	Worked on correspondence to Mr. Dyal regarding the separation of employment. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.42	ALJ
	Worked on correspondence to Mrs. Sikes regarding Police Pension Plan and Trust Fund. Updated, formatted, and disseminated the same to appropriate individuals.	0.10	7.21	ALJ
Oct-20-23	Begin watching replay of October 17, 2023	1.80	315.18	TJK

Historic Board regarding Rocky Ford application. Office consultation with Robert Angelo. Telephone conference with Robert Angelo.

Reviewed email from Mrs. Sikes regarding appointments to Police Pension Fund and dictated draft Resolution related to Miles and Burnsed appointment to the Police Pension Board. Telephone conference with Danielle regarding various issues. 0.70 122.57 TJK

Worked on Resolution 2023-125 adopting the schedule of fees for utilities. Updated, formatted, and disseminated the same to appropriate individuals. 3.20 230.72 ALJ

Oct-23-23 Complete review of Historic District meeting regarding Rocky Ford. Reviewed packet and agenda for October 17, 2023 meeting. Reviewed LDRs. Telephone conference with Robert Angelo. Office consultation with Robert Angelo and David Young. 2.30 402.73 TJK

Reviewed and revised draft Resolution 2023-124 and associated Lease Agreement. Reviewed and revised Resolutions appointing Miles and Burnsed to Police Pension Fund. Telephone conference with Mrs. Sikes regarding upcoming agenda items. 1.10 192.61 TJK

Worked on revised Resolution 2023-125 adopting the schedule of fees for utilities. Updated, formatted, and disseminated the same to appropriate individuals. 2.20 158.62 ALJ

Worked on correspondence to Mr. Angelo regarding P&Z Meetings. Updated, formatted, and disseminated the same to appropriate individuals. 0.20 14.42 ALJ

Worked on correspondence to Colin Baenziger regarding the City Manager search. Updated, formatted, and disseminated the same to appropriate individuals. 0.20 14.42 ALJ

Worked on correspondence to Mr. Johnson regarding the duck removal issue. Updated, formatted, and disseminated the same to appropriate individuals. 0.20 14.42 ALJ

Oct-24-23	Telephone conference with Rocky Ford regarding his application before the Historic Board.	0.30	52.53	TJK
	Revised Resolution concerning appointment of John Andrew Miles. Finalized shopping cart letter to forward to Dee for review. Reviewed and revised Resolution 2023-126 regarding combined dispatch center Interlocal Agreement.	0.90	157.59	TJK
	Coordinated rescheduling of meeting with City administration and City attorneys to discuss Circle K issue.	0.10	7.21	ALJ
	Received proposed resolution from Mr. Angelo for replat SD23-03. Sent email request for supporting documents for the resolution.	0.20	14.42	ALJ
	Sent email request to Mr. Baenziger for an updated proposal for the upcoming council meeting.	0.10	7.21	ALJ
	Coordinated Mr. Kennon's availability for Special Meeting.	0.10	7.21	ALJ
	Worked on correspondence for Mr. Johnson's review related to the Shopping Cart Ordinance and businesses. Updated, formatted, and disseminated the same.	0.20	14.42	ALJ
	Worked on revisions to correspondence for Mr. Johnson's review related to the Shopping Cart Ordinance and businesses. Updated, formatted, and disseminated the same.	0.10	7.21	ALJ
Oct-25-23	Attended Zoom conference meetings with David Young and Robert Angelo regarding Circle K appeal and attended attorney Zoom conference regarding Circle K.	0.90	157.59	TJK
	Attended Agenda Preparation Meeting. Reviewed final draft of Interlocal Agreement between the County, LCPD, fire, etc, and telephone conference with Chief Butler. Telephone conference with Todd Sampson regarding various issues. Worked on draft ordinance for procurement policy. Reviewed letter from Dee regarding shopping carts and dictated instructions to distribute letter to businesses. Telephone conference with Paul	3.00	525.30	TJK

Dyal and forwarded agreement to Angela Taylor. Dictated draft of Resolution 2023-128 regarding budget amendment. Dictated draft Resolution 2023-130 regarding Baenziger and associated contract.

Worked on mailing out correspondence from Mr. Johnson to local businesses with the Shopping Cart Ordinance. 1.00 72.10 ALJ

Worked on Resolution 2023-129, related to the audit extension for James Moore. Updated, formatted, and forwarded the same to the attorney for review. 1.00 72.10 ALJ

Attended Agenda Preparation Meeting. 1.50 108.15 ALJ

Oct-26-23 Reviewed and finalized Resolution 2023-128 regarding the Budget Amendment. Reviewed and revised draft of contract with Baenziger and associated Resolution. Reviewed correspondence from Jason Dumas regarding an easement for the relocation of the welcome sign. Dictated draft easement in favor of the City. Telephone conference with Witt and Dyal. Finalized Resolution 2023-126 regarding the Interlocal Combined Communication Center. Reviewed and revised Lease with Century EMS and dictated draft resolution to approve the lease. 1.90 332.69 TJK

Oct-27-23 Reviewed draft of initial funding application for undesignated funds. Reviewed minutes of September 5, 2023 regarding Chamber of Commerce funding. Telephone conference with Paul Dyal. Confirmed Interlocal Agreement signed by the County. Reviewed and finalized Resolution 2023-124 regarding Century Ambulance. 2.10 367.71 TJK

Received Attorney General Opinion Response via mail. Sent a copy to Mrs. Adams and Mr. Kennon for review. 0.20 14.42 ALJ

Worked on Lease Agreement with Century Ambulance and correspondence to Chief Wehinger. Updated, formatted, and disseminated the same to appropriate individuals. 1.20 86.52 ALJ

	Coordinated scheduling of Agenda Preparation Meeting with City administration.	0.10	7.21	ALJ
	Worked on Resolution 2023-128 amending the budget. Updated, formatted, and disseminated the same to appropriate individuals.	1.00	72.10	ALJ
	Worked on Resolution 2023-126 related to the Interlocal Agreement for a combined communications 911 center. Updated, formatted, and disseminated the same to appropriate individuals.	1.50	108.15	ALJ
Oct-30-23	Worked on contract with Baenziger & Associates for the City Manager search. Updated, formatted, and forwarded the same to Mr. Baenziger for review.	1.00	72.10	ALJ
	Worked on Resolution 2023-130 related to the City Manager search and the corresponding contract with Baenziger & Associates. Updated, formatted, and disseminated the same to appropriate individuals.	1.20	86.52	ALJ
Oct-31-23	Worked on Resolution 2023-123 appointing Andy Miles and Resolution 2023-127 appointing Gregory Burnsed to the Police Pension Board. Updated, formatted, and disseminated the same to appropriate individuals.	2.10	151.41	ALJ
	Totals	74.82	<u>\$9,410.09</u>	

**DISBURSEMENTS**

Apr-06-23	Travel Fee for FMAA Seminar July 2023	350.00
Jul-09-23	7/05 to 7/09/23 FMAA ANNUAL SEMINAR 2023	1,316.40
	Travel-Mileage to Boca Raton to attend FMAA Seminar July 2023	481.03
Oct-25-23	Photocopy Expense 152 @ 0.20 (Shopping Cart Ordinance)	30.40
	Postage Expense (Shopping Cart Ordinance)	25.08
Nov-01-23	Photocopies 290 @ 0.20	58.00
Nov-06-23	Photocopies 476 @ 0.20	95.20
	Totals	<u>\$2,356.11</u>

**Total Fee & Disbursements**

\$11,766.20

Previous Balance

9,786.12

Previous Payments

9,786.12

**Balance Now Due**

\$11,766.20

TAX ID Number 20-2029910

**PAYMENT DETAILS**

Oct-25-23 For Services Rendered

9,786.12

**Total Payments**

*Thank you!*

\$9,786.12



**Robinson, Kennon and Kendron, P. A.**  
582 West Duval Street  
Lake City, FL 32055 USA

Ph:(386) 755-1334

Fax:(386) 755-1336

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

November 16, 2023

**Attention:**

File #: 00801-006

Inv #: 7751

**RE:** Terry Lund v. COLC

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Oct-04-23	Reviewed email and EEOC letter regarding the investigation.	0.20	39.14	TJK
	Totals	0.20	<u>39.14</u>	
	<b>Total Fee &amp; Disbursements</b>			<u>\$39.14</u>
	Previous Balance			57.00
	Previous Payments			57.00
	<b>Balance Now Due</b>			<u>\$39.14</u>

TAX ID Number 20-2029910

**PAYMENT DETAILS**

May-02-23	For Services Rendered			57.00
	<b>Total Payments</b>			<u>57.00</u>

*Thank you!*

**Robinson, Kennon and Kendron, P. A.**

582 West Duval Street  
Lake City, FL 32055 USA

Ph:(386) 755-1334

Fax:(386) 755-1336

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

November 16, 2023

**Attention:**

File #: 00801-012

Inv #: 7752

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

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Oct-27-23	Received Order to Serve. Forwarded the same to Mrs. Adams for review.	0.10	7.21	ALJ
Oct-30-23	Remailed a certified letter to Deidra Rossin due to issue with previous delivery of the same.	0.20	14.42	ALJ
	Totals	0.30	\$21.63	

**DISBURSEMENTS**

Oct-30-23	Postage Expense		8.56	
	Totals		\$8.56	
	<b>Total Fee &amp; Disbursements</b>			<b>\$30.19</b>
	Previous Balance			299.56
	Previous Payments			299.56
	<b>Balance Now Due</b>			<b>\$30.19</b>

TAX ID Number 20-2029910

**PAYMENT DETAILS**

Oct-25-23	For Services Rendered	299.56
	<b>Total Payments</b>	<hr/> \$299.56

*Thank you!*

**Robinson, Kennon and Kendron, P. A.**  
582 West Duval Street  
Lake City, FL 32055 USA

Ph:(386) 755-1334

Fax:(386) 755-1336

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205 N. Marion Avenue  
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USA

November 16, 2023

**Attention:**

File #: 00801-021

Inv #: 7753

**RE:** City of Lake City v. Livingston - Eminent Domain

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Oct-27-23	Received Order to Serve. Forwarded the same to Mrs. Adams for review.	0.10	7.21	ALJ
	Totals	0.10	<u>7.21</u>	
	<b>Total Fee &amp; Disbursements</b>			<u>\$7.21</u>
	Previous Balance			3.50
	Previous Payments			3.50
	<b>Balance Now Due</b>			<u>\$7.21</u>

TAX ID Number 20-2029910

**PAYMENT DETAILS**

Oct-25-23	For Services Rendered			3.50
	<b>Total Payments</b>			<u>\$3.50</u>

*Thank you!*

**Robinson, Kennon and Kendron, P. A.**

582 West Duval Street  
Lake City, FL 32055 USA

Ph:(386) 755-1334

Fax:(386) 755-1336

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

November 16, 2023

**Attention:**

File #: 00801-023

Inv #: 7754

**RE:** Kailay Simmons v. COLC

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Oct-03-23	Reviewed claim by Farah & Farah regarding Kailey Simmons, and dictated an email to Mrs. Sikes.	0.20	39.14	TJK
Oct-11-23	Worked on correspondence to Mrs. Sikes regarding the Simmons claim. Updated, formatted, and disseminated the same to appropriate individuals.	0.10	7.21	ALJ
	Totals	0.30	\$46.35	
	<b>Total Fee &amp; Disbursements</b>			<b>\$46.35</b>
	<b>Balance Now Due</b>			<b>\$46.35</b>

TAX ID Number 20-2029910

**Robinson, Kennon and Kendron, P. A.**

582 West Duval Street  
Lake City, FL 32055 USA

Ph:(386) 755-1334

Fax:(386) 755-1336

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November 16, 2023

**Attention:**

File #: 00801-024

Inv #: 7755

**RE:** James Gibson v. COLC

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Oct-03-23	Reviewed claim by Morgan & Morgan regarding James Gibson and dictated an email to Mrs. Sikes.	0.20	34.00	TJK
Oct-11-23	Worked on correspondence to Mrs. Sikes regarding the Gibson claim. Updated, formatted, and disseminated the same to appropriate individuals.	0.10	7.00	ALJ
	Totals	0.30	\$41.00	
	<b>Total Fee &amp; Disbursements</b>			<b>\$41.00</b>
	<b>Balance Now Due</b>			<b>\$41.00</b>

TAX ID Number 20-2029910

***Robinson, Kennon and Kendron, P. A.***

582 West Duval Street  
Lake City, FL 32055 USA

Ph:(386) 755-1334

Fax:(386) 755-1336

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USA

November 16, 2023

**Attention:**

File #: 00801-025  
Inv #: 7756

**RE:** Timothy Parisi (minor child) v. COLC

<b>DATE</b>	<b>DESCRIPTION</b>	<b>HOURS</b>	<b>AMOUNT</b>	<b>LAWYER</b>
Oct-16-23	Reviewed information regarding Tim Parisi claim and dictated draft letter to Mrs. Sikes. Reviewed cited statute in claim documents.	0.40	78.28	TJK
Oct-19-23	Worked on correspondence to Mrs. Sikes regarding Timothy Parisi Claim. Updated, formatted, and disseminated the same to appropriate individuals.	0.10	7.21	ALJ
	Totals	0.50	<hr/> \$85.49	
	<b>Total Fee &amp; Disbursements</b>			<hr/> <b>\$85.49</b>
	<b>Balance Now Due</b>			<hr/> <b>\$85.49</b>

TAX ID Number 20-2029910

**Robinson, Kennon and Kendron, P. A.**

582 West Duval Street  
Lake City, FL 32055 USA

Ph:(386) 755-1334

Fax:(386) 755-1336

City of Lake City  
205 N. Marion Avenue  
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November 16, 2023

**Attention:**

File #: 00801-026

Inv #: 7757

**RE:** Javier Lago Pelletier - Code Enforcement violation (Case No. 2023-1004-MO)

<b>DATE</b>	<b>DESCRIPTION</b>	<b>HOURS</b>	<b>AMOUNT</b>	<b>LAWYER</b>
Oct-23-23	Reviewed Order Setting Case Management Conference. Legal research on Chapter 556 - Underground Facility Damage Prevention and Safety Act. Reviewed Code Enforcement file for Pelletier. Conference with Marshall Sova regarding the claim.	2.00	391.40	TJK
Oct-24-23	Dictated email to Marshall Sova regarding the claim and request for information concerning witnesses for upcoming hearing.	0.20	39.14	TJK
	Received Order Setting Case Management Conference. Forwarded the same to Mr. Sova.	0.10	7.21	ALJ
Oct-25-23	Telephone conference with Marshall Sova regarding the claim.	0.30	58.71	TJK
Oct-27-23	Reviewed additional documentation concerning Pelletier complaint.	0.20	39.14	TJK
	Worked on correspondence to Mr. Sova regarding the claim. Updated, formatted, and disseminated the same.	0.20	14.42	ALJ
	Totals	3.00	\$550.02	

**Total Fee & Disbursements**

**\$550.02**



**Balance Now Due**

**\$550.02**

TAX ID Number 20-2029910

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582 West Duval Street  
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Fax:(386) 755-1336

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USA

November 16, 2023

File #: 00801-027  
Inv #: 7758

**Attention:**

**RE:** John Myers Amusement, LLC v. COLC

<b>DATE</b>	<b>DESCRIPTION</b>	<b>HOURS</b>	<b>AMOUNT</b>	<b>LAWYER</b>
Oct-30-23	Reviewed complaint filed on behalf of John Myers Amusement v. City, County, etc. Dictated email to Mrs. Sikes. Copied and reviewed statutes on declaratory relief. Telephone conference with Joel Foreman. Reviewed technical report provided by Mr. Wolf and dictated email with copy of the same to Joel Foreman. Office consultation with Kellen regarding research on Bingo games. Dictated email to John Durrett.	1.50	262.65	TJK
	Worked on correspondence to Mrs. Sikes regarding summons. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.42	ALJ
Oct-31-23	Pull Attorney General opinions and review re John Meyers	0.50	87.55	KGV
	Pull law review articles and review re John Meyers	0.40	70.04	KGV
	Review statute annotations 849.0931 re John Meyers	0.60	105.06	KGV
	Confer w/ partner and deliver findings re John Meyers material	0.50	87.55	KGV
	Totals	3.70	<u>\$627.27</u>	

**Total Fee & Disbursements**

\$627.27

**Balance Now Due**

\$627.27

TAX ID Number 20-2029910

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Ph:(386) 755-1334

Fax:(386) 755-1336

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

November 16, 2023

**Attention:**

File #: 01579-001

Inv #: 7759

**RE:** City of Lake City - Airport

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Oct-03-23	Worked on correspondence to Hilary Maull with FAA. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.42	ALJ
Oct-25-23	Received and reviewed Market Rent Analysis regarding Airport property.	0.70	122.57	TJK
Oct-30-23	Completed review of HAECO MOU and Danielle's email regarding concerns. Dictated email to Mr. Johnson regarding HAECO MOU and dictated issue memo. Reviewed and finalized issue memo.	1.10	192.61	TJK
	Worked on correspondence to Mr. Johnson regarding the HAECO MOU. Updated, formatted, and disseminated the same to appropriate individuals.	0.20	14.42	ALJ
Oct-31-23	Reviewed information provided by Mr. Sampson and attended Special meeting.	2.00	350.20	TJK
	Totals	4.20	\$694.22	

**Total Fee & Disbursements**

**\$694.22**

Previous Balance

778.00

Previous Payments

778.00

**Balance Now Due**

**\$694.22**

TAX ID Number 20-2029910

**PAYMENT DETAILS**

Oct-25-23 For Services Rendered 778.00

**Total Payments**

*Thank you!*

**\$778.00**



## Folds Walker, LLC

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

## INVOICE

Number	2160
Issue Date	11/1/2023
Matter	668900 - GENERAL REPRESENTATION
Email	taylor@lcfla.com

### Bill To:

CITY OF LAKE CITY

### Time Entries

Time Entries	Billed By	Rate	Hours	Subtotal
10/1/2023 Correspondence with WCM and KNB regarding Town Halls and purchasing food for same; email correspondence with Audrey Sikes, TJK and others regarding ability to hold town hall and advertisement requirements of same	Danielle C. Adams	\$175.10	0.50	\$87.55
10/2/2023 Email correspondence with City regarding Business Impact Estimate Requirements and exempt ordinances	Danielle C. Adams	\$175.10	0.20	\$35.02
10/3/2023 Review Board Application draft from TJK	Danielle C. Adams	\$175.10	0.20	\$35.02
10/4/2023 Review and respond to email from Marshall Rainey regarding public records request status update; email Audrey and Nikki regarding same	Danielle C. Adams	\$175.10	0.20	\$35.02
10/4/2023 Review email from Paul Dyal regarding citizen's concerns related to issues in city	Danielle C. Adams	\$175.10	0.20	\$35.02
10/4/2023 Telephone conference with TJK regarding interim manager compensation, decorum policy, road dedication, and agenda policy	Danielle C. Adams	\$175.10	0.40	\$70.04
10/6/2023 Review multiple emails between Audrey and CivicPlus regarding contractual obligations	Danielle C. Adams	\$175.10	0.10	\$17.51
10/6/2023 Email Allison McGrath regarding potential testimony in quasi-judicial hearing	Danielle C. Adams	\$175.10	0.10	\$17.51
10/10/2023 Review email from Audrey Sikes regarding compensation for councilmen and review proposed raise options drafted by Audrey for the council's consideration	Danielle C. Adams	\$175.10	0.30	\$52.53
10/13/2023 Review and approve decorum ordinance; email correspondence with ALJ re same	Danielle C. Adams	\$175.10	0.20	\$35.02
10/13/2023 Review correspondence between ALJ and Audrey Sikes regarding lack of quorum for police pension board	Danielle C. Adams	\$175.10	0.20	\$35.02

Time Entries	Billed By	Rate	Hours	Subtotal
10/13/2023 Multiple email correspondences with David Young regarding appeal and due process; email correspondence to Terrell Arline regarding party status and order of events for the QJ hearing	Danielle C. Adams	\$175.10	1.00	\$175.10
10/14/2023 Review email from Audrey Sikes regarding potential trustees to the police pension board	Danielle C. Adams	\$175.10	0.10	\$17.51
10/14/2023 Review email correspondence with Paul and Audrey regarding nuisance ducks; email response to both	Danielle C. Adams	\$175.10	0.30	\$52.53
10/14/2023 Review and respond to email from Audrey regarding software for preparing ordinances and resolutions	Danielle C. Adams	\$175.10	0.10	\$17.51
10/14/2023 Review letter from TJK regarding LIBOR settlement	Danielle C. Adams	\$175.10	0.20	\$35.02
10/16/2023 Telephone conference with SSW regarding communication with Terrell Arline	Danielle C. Adams	\$175.10	0.30	\$52.53
10/16/2023 Review email correspondence from Allison McGrath; gather requested documents and send same to Allison	Danielle C. Adams	\$175.10	0.30	\$52.53
10/18/2023 Correspondence with SSW regarding advertisement; review emails from Marshall Rainey and Terrell Arline regarding nature of hearing; email correspondence with Allison McGrath regarding advertisement	Danielle C. Adams	\$175.10	0.60	\$105.06
10/18/2023 Review email thread from Brenda Karr regarding audit extension letters; respond to Audrey with opinion on renewing contract	Danielle C. Adams	\$175.10	0.40	\$70.04
10/18/2023 Telephone conference with Dee Johnson regarding procurement of auditing services	Danielle C. Adams	\$175.10	0.10	\$17.51
10/18/2023 Telephone conference with Audrey Sikes regarding public records requests	Danielle C. Adams	\$175.10	0.30	\$52.53
10/18/2023 Telephone conference with TJK regarding procurement of auditing services; review emails regarding same	Danielle C. Adams	\$175.10	0.20	\$35.02
10/19/2023 Zoom meeting with A. Sikes, A. Taylor, and D. Young regarding business impact estimates	Danielle C. Adams	\$175.10	0.40	\$70.04
10/19/2023 Email correspondence with Robert Angelo regarding notice and agenda packet for circle K	Danielle C. Adams	\$175.10	0.10	\$17.51
10/20/2023 Review email from A. Taylor regarding auditor extension; telephone conference with A. Taylor regarding auditor extension; telephone conference with D. Johnson regarding auditor extension; telephone conference with Alysha Jenkins regarding auditor extension; pull and review 2018 version of Florida statute 218.391(2)(b); email correspondence to all regarding recommendations and defensibility of options	Danielle C. Adams	\$175.10	1.50	\$262.65
10/20/2023 Review and respond to email from David Young regarding Florida League of Cities' template for business impact estimates	Danielle C. Adams	\$175.10	0.30	\$52.53
10/20/2023 Telephone conference with TJK regarding P&Z and 2018 statute	Danielle C. Adams	\$175.10	0.40	\$70.04
10/25/2023 Prepare for and attend zoom conference with SSW, TJK, D. Young, and R. Angelo regarding plan for Circle K Hearing	Danielle C. Adams	\$175.10	1.50	\$262.65
10/25/2023 Prepare for and attend zoom conference with SSW, TJK, D. Young, and R. Angelo regarding plan for Circle K Hearing	S. Scott Walker	\$175.10	1.50	\$262.65
10/25/2023 Prepare for and attend Agenda Prep Meeting	Danielle C. Adams	\$175.10	1.20	\$210.12
10/25/2023 Telephone conference with Ricky Jernigan regarding decorum revisions and meetings	Danielle C. Adams	\$175.10	0.90	\$157.59
10/25/2023 Lake City-Circle K Meeting w/ Guy Norris and team	S. Scott Walker	\$175.10	1.00	\$175.10

Time Entries	Billed By	Rate	Hours	Subtotal
10/13/2023 Multiple telephone conferences and email correspondences with A. McGrath regarding Circle K status and facts of application and opposition	Danielle C. Adams	\$175.10	1.30	\$227.63
10/6/2023 Telephone conference with DCA regarding experts on behalf of the City, review emails from Marshall (multiple)	S. Scott Walker	\$175.10	2.20	\$385.22
10/17/2023 Review multiple emails from Terrell and Marshall	S. Scott Walker	\$175.10	1.30	\$227.63
10/13/2023 Review emails from Terrell	S. Scott Walker	\$175.10	0.60	\$105.06
10/19/2023 Prepare for and attend zoom meeting with DCA	S. Scott Walker	\$175.10	1.00	\$175.10
10/25/2023 Prepare for zoom conference and review multiple emails from Marshall, John, Guy, Terrell and attend zoom with all parties	S. Scott Walker	\$175.10	3.70	\$647.87
10/31/2023 Review multiple emails from Terrell, Marshall, John Shell, Troy Register (DOT)	S. Scott Walker	\$175.10	1.40	\$245.14
		<b>Time Entries Total</b>	<b>26.80</b>	<b>\$4,692.68</b>

<b>Total (USD)</b>	<b>\$4,692.68</b>
Paid	\$0.00
<b>Balance</b>	<b>\$4,692.68</b>
<b>Total Outstanding</b>	<b>\$4,692.68</b>

## Terms & Conditions

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

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

## Timekeeper Totals

Name	Rate	Hours	Total
Danielle C. Adams	\$175.10	14.10	\$2,468.91
S. Scott Walker	\$175.10	12.70	\$2,223.77

## Trust Account Balance

Date	Item	Amount	Balance
11/10/2023	Current Balance		\$0.00



**File Attachments for Item:**

7. Approval of job descriptions for the Procurement, Vehicle Maintenance, Safety, and Public Works Departments. The Human Resources Department is in the process of reviewing all job descriptions for positions that were approved in the FY 23-24 Budget. In accordance with the City's Personnel Manual, the job descriptions will be presented for each department for council review over the next two agendas. (Interim City Manager Dee Johnson)

**PROCUREMENT**

**Position Schedule**

<b>ACCOUNT</b>	<b>POSITION</b>	<b>FY 2023 BUDGET</b>	<b>FY 2024 BUDGET</b>
001.08.513	DIRECTOR OF PROCUREMENT	1	1
	PROCUREMENT ANALYST	1	1
	PROCUREMENT SPECIALIST	1	1
	PROCUREMENT CLERK	1	0
	<b>TOTAL</b>	<b>4</b>	<b>3</b>

# City of Lake City, FL

## Classification Description

Classification Title: DIRECTOR OF PROCUREMENT  
Department: PROCUREMENT

Pay Grade: ~~16~~-13  
FLSA Status: Exempt

### General Description

This is a management level position involving the planning and administering of programs and activities of the Procurement Department and supervising the operations and the employees of the Procurement Department.

The Procurement Director works with outside consultants, vendors, and contractors and must have the ability to develop working relationships with the general public as well, ensuring a professional image to the general public; and must have the ability to analyze and appraise data related to purchasing and procurement business decisions and policies. Work is performed under the general direction of the City Manager.

### Nature of Work

#### Essential Functions:

- Establishes best practices and procedures for procurement and other department personnel.
- Directs the solicitation of competitive bids and proposals including organizing and assisting in developing necessary specifications, scope of work, terms and conditions to be included in the formal bid request and/or sole source negotiated procurement.
- Obtains quotes, draft specifications, and administers sealed bid procedures, request for proposal, and request for qualifications.
- Assists in the preparation of contractual agreements, reviews language and prepares modifications and re-drafts as required.
- Ensures procurement documents are properly completed and the terms and conditions of purchases are appropriate.
- Analyzes leases, contracts, agreements and terms and conditions to assure clarity, protection and enhancement of the City's interest.
- Interprets contracts and determines where legal assistance is required.
- Conducts workshops for user departments, receives and answers request for information regarding procurement services, provides training to user department personnel pertaining to procurement policy procedures.
- Performs non-discriminatory evaluation of performance of employees.

- Ensures department records are maintained and that purchases are followed up or expedited when required.

(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 small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes.

**Critical Skills/ Expertise:** All employees 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 appropriately 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 includes:

- Ability to plan, coordinate and direct the work of all personnel employed in the operation of the Procurement Department;
- Knowledge of office practices and procedures, business English, spelling and commercial arithmetic;
- Knowledge of computers and relevant software;
- Knowledge of governmental budget procedures;
- Ability to keep records and prepare reports; and
- Ability to work effectively with co-workers and the general public.

**Minimum Qualifications:** Requires graduation from an accredited four-year college or university with a Bachelor's Degree in political science, marketing, public relations, public administration, communications, or related field, or a Certified Professional Public Buyer (CPPB) issued by the Universal Public Procurement Certification Council (UPPCC), and five years of experience in purchasing, public relations, communications, or related field. This position must possess 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 and in writing

### **Environmental Conditions:**

- Works inside in an office environment.

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and

**DIRECTOR OF PROCUREMENT**

reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# City of Lake City, FL

## Classification Description

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**Classification Title: PROCUREMENT ANALYST**  
**Department: PROCUREMENT**

**Pay Grade: 5-3**  
**FLSA Status: Non-Exempt**

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### **Nature of Work:**

Under supervised direction, performs professional work of advanced difficulty in the technical and administrative functions of the purchasing activities of the government, including purchasing and contract administration. This position is responsible for the procurement of construction, supplies and professional services that are to be conducted in accordance with applicable federal, state and local laws, ordinances, rules and regulations. Direction is received from the Director of Procurement.

### **Duties and Responsibilities:**

- This position is responsible for procuring or coordinating the procurement of architectural and engineering services, construction, and related supplies and services required by various departments in accordance with all applicable federal, state and local laws, policies and procedures.
- Prepare highly technical and complex specifications, contracts and solicitation documents, including all related research and value analysis.
- Prepare and analyze competitive sealed bids, competitive sealed proposals, requests for quotations and requests for statements of qualifications.
- Identify and notify potential sources.
- Conduct pre-bid and pre-proposal conferences.
- Coordinate and supervise activities of evaluation committees.
- Perform contract administration, including liaison between suppliers and departments, compliance with contract terms and conditions, compliance with grant requirements, processing of contract amendments, extensions and change orders. Analyze cost and price data from vendors. Perform contract audits when required.
- Review and execute contracts, purchase orders, change orders and other documents within delegated authority.
- Maintain the integrity of the public procurement process.
- Analyze current procurement activities and recommend improvements through more efficient procurement methods, e-procurement, privatization, quantity discounts,

standardization, value analysis or cooperative purchasing.

- Provide guidance and assistance to other employees, as required.
- Research market sources and suppliers to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
- Effectively communicate purchasing policies and procedures to all personnel and interpret said policies and procedures as necessary.
- Maintain individual workload statistics.
- Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow-up.
- Provide departmental training of purchasing and p-card procedures.
- Perform other related duties

(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.)

**Minimum Qualifications:** Associates Degree required or Bachelor’s Degree preferred, from an accredited College or University in Business or Public Administration, Purchasing, or closely related field. Minimum of three (3) years progressively responsible experience in procurement. Related work experience can substitute on a year for year basis for formal education requirements. Applicant must possess a valid Florida Driver’s License and pass a background check.

**Knowledge, Skills and Abilities:**

- Considerable knowledge of business practices related to purchasing.
- Considerable knowledge of contract documents, solicitation methods and contract administration related to procurement
- Good knowledge of laws, policies and procedures governing public procurement.
- Good knowledge of contract law.
- Good knowledge of mathematics to perform computations and collect statistics for basic cost and price analysis.
- Good knowledge of infrastructure project delivery methods, including design-bid-build, design-build, construction manager-at-risk, and job order contracts.
- Some knowledge of cost accounting as it relates to price and cost analysis.
- Considerable skill in researching and preparing highly complex specifications, solicitations, and contract documents.
- Working skill in project management.
- Working skill with computers, including automated purchasing systems and common office software and productivity tools.
- Ability to read, interpret, explain and properly apply rules, regulations, laws,

policies and procedures.

- Ability to develop effective and cooperative working relationships with other departments, employees, suppliers and other public agencies.
- Ability to use judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.
- Ability to effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- Ability to establish schedules and to complete projects on a timely basis.
- Ability to successfully deal with all persons in a fair and equitable manner.
- Ability to make difficult decisions and recommend award of contracts impartially and objectively.
- Possess complete integrity and a high sense of personal and professional ethics.

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# City of Lake City, FL

## Classification Description

Classification Title: PROCUREMENT SPECIALIST  
Department: PROCUREMENT

Pay Grade: 1  
FLSA Status: Non-Exempt

### General Description

The position of Procurement Specialist is responsible for researching suppliers of goods and services. Duties will include gathering quotes, proposals, and purchase terms and conditions. Responsibilities will include ordering and issuing purchase orders for the General Building and the Procurement Department. Work is performed under the general direction of the Director of Procurement.

### Nature of Work

#### Essential Functions:

- Cleans the office for the purpose of maintaining an organized and safe work environment.
- Schedules deliveries for the purpose of ensuring timely delivery of items.
- Communicates with vendors in person and telephone.
- Researches items available via other City, County and State Contracts.
- Communicates with employees and department heads with problems and solves the acquisition problems.
- Obtains quotes, both verbally and in writing for inventory and non-inventory items.
- Assist other departments with the purchasing of supplies/equipment as needed.
- Monitors and request insurance from vendors.
- Handles the disposition of assets for the City.
- Prepares various reports.

(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

Skills are required to perform multiple, non-technical tasks with a need to occasionally upgrade

skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment using pertinent software applications.

Knowledge is required to perform basic math; understand written procedures, write routine documents, and speak clearly and solve practical problems. Specific knowledge to satisfactorily perform the functions of the job includes, material handling and storage.

Ability is required to schedule activities, meetings, and/or events, collate data and consider a number of factors when using equipment. Must have the ability to work with others in problem solving and to identify issues and solicit assistance when needed.

Critical skills/expertise include:

- Knowledge of standard office practices, procedures and equipment;
- Knowledge of procurement practices, procedures and standard reference materials
- Knowledge of store keeping practices and procedures;
- Knowledge of computer word processing, software application, spread sheets and data entry;
- Knowledge of grades, qualities, supply sources and market factors for products/services frequently required;
- Ability to perform mathematical calculations; and
- Ability to establish and maintain a good working relationship.
- Knowledge of Material Safety Data Sheets

**Minimum Qualifications:** Must be a high school graduate or possess a general education diploma an Associates of Arts degree is preferred. At least two (2) years training in computer data entry, Microsoft Office and preferable working for a governmental agency or large company in a warehousing capacity.

**ESSENTIAL PHYSICAL SKILLS**

- Must be able to hear
- Must be able to see
- Ability to communicate both orally and in writing
- Ability to use a computer

**Environmental Conditions:**

The usual and customary methods of performing the job’s functions require the following physical demands: lifting, carrying, pushing and/or pulling, and kneeling. Generally, the job requires 70% sitting, 20% walking and 10% standing.

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of

my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**VEHICLE MAINTENANCE**

**Position Schedule**

<b>ACCOUNT</b>	<b>POSITION</b>	<b>FY 2023 BUDGET</b>	<b>FY 2024 BUDGET</b>
001.09.519			
	MECHANIC II	1	1
	SERVICE TECHNICIAN	1	1
	<b>TOTAL</b>	<b>2</b>	<b>2</b>

# City of Lake City, FL

## Classification Description

Classification Title: MECHANIC II  
Department: FLEET SERVICES

Pay Grade: 7-4  
FLSA Status: Non-Exempt

### General Description

This is skilled work in the general and major repair of cars, trucks, and other City equipment. Work is performed under the general supervision of the Public Work Director.

### Nature of Work

#### Essential Functions:

- Performs mechanical and service work on all City vehicles, trucks and other equipment such as: front ends; four wheel brake job; tire replacement/repair; electrical repair; tune-ups; carburetors/FI repairs; drive train repairs; diesel repair/minor service, etc.
- Performs vehicle evaluation for preventative maintenance and tests equipment for proper operation.
- Picks up and delivers vehicles to various vendors. Drives and operates the tow truck.
- Repairs parts on vehicles and equipment.
- Makes outside service calls.
- Performs paint and body work on equipment and vehicles.

(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 or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers. Uses or repairs heavy or complex machinery, construction equipment.

**Critical Skills/ Expertise:** All employees 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 construction, assembly, adjustment and maintenance of a wide variety of automotive, truck and equipment;
- Knowledge of all types of shop tools;
- Ability to follow directions and have a mechanical aptitude;
- Ability to repair gas and diesel motors and pumps;
- Ability to diagnose the defects of worn or broken parts on engines;
- Ability to perform tune-ups; electrical, brake, minor air conditioning, cooling system exhaust system repairs; front end and clutch repairs; pumps and related equipment maintenance; and
- Skill in applying methods and techniques in the use of automotive or diesel repairs.

**Minimum Qualifications:** Must be a high school graduate or possess a General Equivalency Diploma (GED) and have at least two (2) years mechanical experience in the automotive/truck repair field. Must obtain Automotive Service Excellence (ASE) Certification within six (6) months of employment. Must possess a valid Class "A" Commercial Florida Driver's License.

### **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Heavy (45 pounds and over) lifting and carrying
- Reaching
- Climbing
- Distinguish Colors
- Pulling
- Pushing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Driving
- Equipment Operation

### **Environmental Conditions:**

- Works inside
- Works outside in various weather conditions with: noise, dust, fumes, grease, or oils, electrical energy
- Works on slippery surfaces
- Works with moving objects or vehicles

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# City of Lake City, FL

## Classification Description

Classification Title: SERVICE TECHNICIAN  
Department: FLEET SERVICES

Pay Grade: ~~6~~-1  
FLSA Status: Non-Exempt

### General Description

This is semi-skilled work in servicing automotive equipment and helping mechanics in a sub-technical manner. Work is performed under the general supervision of the Director of Public Works.

### Nature of Work

#### Essential Functions:

- Services, lubricates, and performs preventative maintenance on automobiles, trucks, tractors, mowers and other equipment.
- Services batteries; changes and repairs tires; checks and cleans radiators and generators; replaces oil filters.
- Performs custodial duties.
- Assists mechanics in their work and performs the more routine repairs.
- Answers calls for road services; changes flat tires; changes dead batteries, and makes minor repairs.
- Maintains garage area in a clean and orderly condition.

(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 or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers.

**Critical Skills/ Expertise:** All employees 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



## SERVICE TECHNICIAN

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 the standard methods, practices, tools and equipment of the automotive mechanical trade;
- Knowledge of the occupational hazards and safety precautions of the trade; and
- Ability to understand and follow oral and written instructions.

**Minimum Qualifications:** Must be a high school graduate or possess an acceptable equivalency diploma (GED) and One (1) year of automotive service work experience. Must possess a valid Florida Driver's License and a Class "A" CDL.

### ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Heavy (45 pounds and over) lifting and carrying
- Reaching
- Climbing
- Depth perception
- Pulling
- Pushing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Driving
- Equipment Operation

### **Environmental Conditions:**

- Works inside
- Works outside in various weather conditions with: noise, dust, fumes, grease, or oils, electrical energy
- Works on slippery surfaces
- Works with moving objects or vehicles

**SERVICE TECHNICIAN**

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## **SAFETY/RISK MANAGEMENT**

### **Position Schedule**

<b>ACCOUNT</b>	<b>POSITION</b>	<b>FY 2023 BUDGET</b>	<b>FY 2024 BUDGET</b>
001.12.529			
	SAFETY/RISK COORDINATOR	0	1
	SAFETY/RISK DIRECTOR	1	1
	<b>TOTAL</b>	<b>1</b>	<b>2</b>

# City of Lake City, FL

## Classification Description

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**Classification Title: RISK/SAFETY COORDINATOR**  
**Department: CITY MANAGEMENT**

**Pay Grade: 4**  
**FLSA Status: Exempt**

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### **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 emergency management during any emergency.
- Attends, coordinates, and works with 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

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

# City of Lake City, FL

## Classification Description

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Classification Title: DIRECTOR OF RISK/SAFETY MANAGEMENT Pay Grade: ~~17~~19

Department: RISK MANAGEMENT

FLSA Status: Exempt

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### General Description

This is responsible, specialized and administrative work in coordinating and overseeing the City's safety program, and processing work's compensation and liability claims. Work is performed under the general direction of the Executive Director of Administrative Services.

### Nature of Work

#### Essential Functions:

- Manages all worker's compensation, automotive, property and general liability claims that are filed within the City. This includes taking part in mediations and working closely with City Attorneys.
- Administrates and coordinates safety programs and training for the City.
- Formulates training modular 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 vehicle accidents, secures statements, injuries, pictures, etc.
- Investigates all sewer or water damage claims within the City, and work with the County emergency management during any County-wide emergency.
- Attends meetings and acts as secretary to Safety Board 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.
- Develops annual budget for the department.

## DIRECTOR OF SAFETY/RISK MANAGEMENT

- Manages property schedules, worker's compensation claims and auto schedules.
- Coordinates and processes worker's compensation claims.
- 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:** All employees 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) and five (5) years experience in industrial safety with some 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:**



**DIRECTOR OF SAFETY/RISK MANAGEMENT**

- Works inside in an office environment
- May work outside on inspection of facilities, equipment and jobs under construction

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**CITY OF LAKE CITY**

**PUBLIC WORKS**

**Position Schedule**

<b>ACCOUNT</b>	<b>POSITION</b>	<b>FY 2023 BUDGET</b>	<b>FY 2024 BUDGET</b>
001.15.541			
	CREW LEADER	5	5
	DIRECTOR OF PUBLIC WORKS	1	1
	EQUIPMENT OPERATOR II	4	4
	MAINTENANCE WORKER I/II	14	15
	PUBLIC WORKS SUPERINTENDENT	1	0
	PUBLIC WORKS SUPERVISOR	2	2
	SENIOR ADMINISTRATIVE ASSISTANT	1	1
	SENIOR CONCRETE FINISHER	1	1
	SMALL ENGINE MECHANIC	1	1
	TRAFFIC SIGNAL SUPERVISOR	1	0
	TRAFFIC SIGNAL TECHNICIAN II	2	0
	<b>TOTAL</b>	<b>33</b>	<b>30</b>

# City of Lake City, FL

## Classification Description

Classification Title: CREW LEADER  
Department: PUBLIC WORKS

Pay Grade: € 4  
FLSA Status: Non-Exempt

### General Description

Semi-skilled manual and lead work in various areas within Public Works. Work is performed under the general supervision of the Public Works Supervisor.

### Nature of Work

#### Essential Functions:

- Performs landscaping and turf maintenance for various parks and fields.
- Installs turf. Maintains sprinkler systems and their electrical components.
- Leads and supervises designated crew.
- Operates motor vehicles, dump trucks, chippers, tractors, mowers and other equipment, and performs preventative maintenance on same.
- Prepares reports and maintains records.
- Performs chemical applications and fertilization of the turf.
- Performs work found in the Maintenance Worker (Parks) class.

(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 or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers.

**Critical Skills/ Expertise:** All employees 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 landscape and turf maintenance and installation and related equipment;
- Ability to perform heavy manual labor under adverse weather conditions;
- Ability to follow written and oral instructions;
- Ability to complete daily work sheets and keep records;
- Ability to supervise crews;
- Ability to read and write;
- Skill at landscape and turf maintenance and installation techniques; and
- Skill in operation and preventative maintenance of the tools and equipment related to the position.

**Minimum Qualifications:** High school graduation or possession of an acceptable equivalency diploma (GED). Two (2) years lead work in supervisory maintenance work. Class “B” Commercial Florida Drivers License and ability to obtain pesticide applicators license, if required.

**ESSENTIAL PHYSICAL SKILLS**

- Heavy (up to 50 pounds) lifting and carrying
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Tasks may involve: reaching, pushing, walking, standing, crawling, kneeling, bending, stooping, driving

**Environmental Conditions:**

- Works inside
- Works outside in various weather conditions with: dust, fumes, chemicals
- Works on uneven surfaces

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

# City of Lake City, FL

## Classification Description

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Classification Title: DIRECTOR OF PUBLIC WORKS  
Department: PUBLIC WORKS

Pay Grade: 19  
FLSA Status: Exempt

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### General Description

This is highly responsible administrative, planning and professional work, in directing all activities of the Public Works Department, including: installation of storm water and streets construction and maintenance, traffic lights, street lights and concrete crews. In addition, this position coordinates assigned activities with other departments and outside agencies and is highly visible to a wide variety of citizens in the City of Lake City. Other duties may be required, assigned, and expected commensurate with the administrative needs of the City of Lake City.

### Nature of Work

#### Essential Functions:

- Directs and supervises the various sections and activities of Public Works; plans, assigns and directs the employees through the supervisors.
- Develops plans and projects for the Public Works Department such as: short- and long-range goals; capital improvements as well as maintenance update scheduling.
- Investigates complaints from the general public.
- Plans and analyzes the budget and makes adjustments. Prepares recommendations for the upcoming year.
- Inspects work done for the City by outside construction companies.
- Develops and implements policies and ordinances.
- Oversees the plans, placement, training, promotions, discipline and evaluations of all Public Works employees.
- Prepares specifications for bid work and selection.
- Meets with citizens and answers and investigates complaints.
- Attends meetings and workshops.

(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. Uses or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers. Uses or repairs heavy or complex machinery, such storm water systems, construction equipment, or water plants. Supervises employees using or repairing heavy or complex machinery. Establishes policies for using, acquiring, and/or maintaining heavy or complex machinery. Creates and guides implementation of capital improvement plans or programs.

**Critical Skills/ Expertise:** All employees 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 all phases of public works, engineering and facilities maintenance;
- Knowledge of the equipment, tools, and supplies required to accomplish all operations;
- Ability to plan, direct and coordinate a wide range of public works systems and activities;
- Ability to supervise a large number of employees through divisional supervisors; and
- Ability to create a positive image to the public relative to public works programs.

**Minimum Qualifications:** Graduation from an accredited four-year college or university with a Bachelor’s Degree in Engineering, Construction, Public Administration highly preferred. Two years of managerial experience in the selected field may be substituted for each year of education. A registered Professional Engineer is preferred but not required. Must possess a valid Florida Driver’s License.

**ESSENTIAL PHYSICAL SKILLS**

- Acceptable Eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Walking
- Standing
- Bending

**Environmental Conditions:**

- Works inside and works outside in various weather conditions

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# City of Lake City, FL

## Classification Description

Classification Title: EQUIPMENT OPERATOR II  
Department: PUBLIC WORKS

Pay Grade: ~~5~~-3  
FLSA Status: Non-Exempt

### General Description

This is skilled manual work in the operation of one or more of the heaviest and most complex heavy construction equipment and duties including the performance of manual laboring tasks.

### Nature of Work

#### **Essential Functions:**

- Operates heavy equipment in performing various construction activities and maintenance activities. Heavy equipment includes, but is not limited to: water tanker, front end loader, combination back-hoe, dump truck, and knuckle boom.
- Hauls construction materials.
- Repairs and reworks swales.
- Regrades and cleans ditches.
- Installs storm drains and pipes.
- Repairs sidewalks and streets.
- Occasionally operates lighter equipment such as a dump truck.
- Performs routine first echelon maintenance to the equipment.
- Serves on hurricane first response duty.

(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 or repairs small/light equipment, such as power tools. Uses or repairs heavy or complex machinery, such as, construction equipment. Supervises employees using or repairing heavy or complex machinery

**Critical Skills/ Expertise:** All employees 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 the effective operation of medium and heavy equipment;
- Knowledge of traffic and highway safety rules and regulations, and of effective precautionary measures necessary to avoid accidents;
- Knowledge of the hazards involved in the use of heavy equipment and of the safety precautions to be taken;
- Ability to understand and carry out general instructions relating to construction and maintenance operations;
- Ability to understand and follow oral and written instructions;
- Skill in the operation of heavy construction equipment; and
- Physical strength and agility sufficient to do strenuous laboring tasks under varying weather conditions.

**Minimum Qualifications:** High school graduation or possession of an acceptable equivalency diploma (GED), five (5) years experience in the operation and routine maintenance of the type of equipment of primary assignment. Must possess a valid Class "B" Commercial Florida Driver's License and 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 orally
- Heavy (45 pounds and over) lifting and carrying
- Reaching
- Climbing
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Throwing
- Driving
- Heavy Equipment Operation

### **Environmental Conditions:**

- Works outside in various weather conditions with: dust, fumes, gases, chemicals, oils, uneven surfaces, poor lighting, vibrations

- Works in or with moving vehicles
- Works at heights (up to 10 feet)

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# City of Lake City, FL

## Classification Description

Classification Title: MAINTENANCE WORKER I  
Department: PUBLIC WORKS

Pay Grade: ~~2~~-1  
FLSA Status: Non-Exempt

### General Description

This position requires semi-skilled and manual work in maintaining various grounds, fields and facilities.

### Nature of Work

#### Essential Functions:

- Maintains various grounds, fields, cemeteries, and parks by performing mowing, weeding, tilling, raking, fertilizing, digging and other manual labor tasks. Assists in tree trimming. Assist in concrete and asphalt work.
- Prepares fields for athletic activities such as lining and raking.
- Installs turf and seeds on field, parks and other grounds. Maintains irrigation system.
- Maintains equipment and facilities by performing manual labor and semi-skilled work.
- Performs litter control functions; cleans restrooms; sets up picnic and other areas.
- Operates vehicles and medium to heavy equipment. Performs preventative maintenance functions on the vehicles and equipment.
- Makes written and oral reports.
- Informs and directs public in the use of facilities.
- Performs janitorial services.
- Responds to emergency after hours, weekends and holidays.

(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 or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers. Uses or repairs heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.

**Critical Skills/ Expertise:** All employees 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,

## MAINTENANCE WORKER I

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 facilities maintenance functions;
- Knowledge of landscape maintenance and turf installation;
- Knowledge of tools and equipment to do related work;
- Knowledge of grounds keeping practices and principles;
- Ability to operate light equipment;
- Ability to perform heavy manual labor under various weather conditions;
- Ability to follow written and verbal instructions; and
- Skill in the operation and preventative maintenance of equipment and related tools.

**Minimum Qualifications:** Must be a high school graduate or possession of an acceptable equivalency diploma (GED), and one (1) year of maintenance experience involving custodial activities. Must possess a valid Florida Driver's License. CDL license preferred. Applicant will be required to pass a background check, pre-employment physical and drug screen.

### ESSENTIAL PHYSICAL SKILLS

- Heavy (45 pounds and over) lifting and carrying
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Walking
- Stand
- Kneeling
- Bending
- Driving
- Operating equipment
- Stooping

### **Environmental Conditions:**

- Works outside in various weather conditions
- Works with chemicals (insecticides and herbicides)
- Works at heights (up to 15 feet)

**MAINTENANCE WORKER I**

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

# City of Lake City, FL

## Classification Description

Classification Title: MAINTENANCE WORKER II  
Department: PUBLIC WORKS

Pay Grade: 2  
FLSA Status: Non-Exempt

### General Description

This position requires semi-skilled and manual work in maintaining various grounds, fields and facilities.

### Nature of Work

#### Essential Functions:

- Maintains various grounds, fields, cemeteries, and parks by performing mowing, weeding, tilling, raking, fertilizing, digging and other manual labor tasks.
- Prepares fields for athletic activities such as lining and raking.
- Installs turf and seeds on field, parks and other grounds. Maintains irrigation system.
- Maintains equipment and facilities by performing manual labor and semi-skilled work.
- Performs litter control functions; cleans restrooms; sets up picnic and other areas.
- Operates vehicles and medium to heavy equipment. Performs preventative maintenance functions on the vehicles and equipment.
- Makes written and oral reports.
- Informs and directs public in the use of facilities.
- Performs janitorial services.
- Performs small engine repairs as needed.
- Responds to emergency after hours, weekends and holidays.

(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 or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers. Ability to repair small engines, such as lawn mowers, saws (various types) and weed eaters.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and

## **MAINTENANCE WORKER II**

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 facilities maintenance functions;
- Knowledge of landscape maintenance and turf installation;
- Knowledge of tools and equipment to do related work;
- Knowledge of grounds keeping practices and principles;
- Ability to operate light equipment;
- Ability to perform heavy manual labor under various weather conditions;
- Ability to follow written and verbal instructions; and
- Skill in the operation and preventative maintenance of equipment and related tools.

**Minimum Qualifications:** Must be a high school graduate or possession of an acceptable equivalency diploma (GED), and three (3) year of maintenance experience. Must possess a valid Florida Driver's License and be able to attain a CDL license within six (6) months of employment.

### **ESSENTIAL PHYSICAL SKILLS**

- Heavy (45 pounds and over) lifting and carrying
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Walking
- Stand
- Kneeling
- Bending
- Driving
- Operating equipment
- Stooping

### **Environmental Conditions:**

- Works outside in various weather conditions
- Works with chemicals (insecticides and herbicides)
- Works at heights (up to 15 feet)

**MAINTENANCE WORKER II**

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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Signature



# City of Lake City, FL

## Classification Description

Classification Title: PUBLIC WORKS SUPERVISOR  
Department: PUBLIC WORKS

Pay Grade: ~~13~~-6  
FLSA Status: Exempt

### General Description

This is supervisory and skilled work in installing, pouring concrete, storm water drainage systems, street repair and maintenance work and the City's right-of-way. Work is performed under the general direction of the Public Works Superintendent.

### Nature of Work

#### Essential Functions:

- Organizes, directs and participates in maintaining, pouring concrete and asphalt, drainage system, right-of-ways, and streets.
- Supervises moderate sized group of subordinates.
- Organizes crews and plans their work; schedules the project work and personnel; trains subordinates.
- Supervises and participates in repair and maintenance activities.
- Estimates and requisitions necessary equipment and materials.
- Maintains a good work time, and materials records and prepares written reports.
- Compiles and installs daily work orders and reports.
- Operates heavy equipment as needed. Maintains equipment inventory and orders department equipment and supplies.
- Coordinates work with other departments and sections. Coordinates and supervises special events.
- Assists in preparation of annual budget.
- Addresses citizen concerns and complaints.
- Responds to emergency after hours, weekends and holidays.

(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 or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers. Uses or repairs heavy or complex machinery, such as HVAC systems, construction equipment, or water plants. Supervises employees using or repairing heavy or complex machinery.

**Critical Skills/ Expertise:** All employees 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 street maintenance and repair;
- Knowledge of water and sewer construction and maintenance;
- Knowledge of safety hazards, principles and procedures;
- Ability to communicate effectively in writing and orally;
- Ability to train subordinates in all phases of maintenance, construction and repair;
- Ability to supervise effectively; and
- Skill in the operation of equipment used in public works maintenance.

**Minimum Qualifications:** Must be a high school graduate or possess a General Education Diploma. Must have five (5) years in maintenance, repair or installation activities in specific areas (such as Storm water, concrete, street maintenance, etc.) with some experience in a supervisory capacity. Must possess a CDL "B" License.

**ESSENTIAL PHYSICAL SKILLS**

- Acceptable Eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Moderate 15 to 45 pounds) lifting and carrying
- Walking
- Standing
- Bending
- Smelling
- Driving

**Environmental Conditions:**

- Works inside
- Works outside in various weather conditions with: fumes, gases

**PUBLIC WORKS SUPERVISOR**

- Works with electrical energy
- Works in or with moving vehicles
- Works with odors

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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Signature

# City of Lake City, FL

## Classification Description

Classification Title: SR ADMINISTRATIVE ASSISTANT  
Department: PUBLIC WORKS

Pay Grade: 3  
FLSA Status: Non-Exempt

### General Description

This is a highly responsible administrative work in assisting supervisors in the performance of managerial duties.

### Nature of Work

#### Essential Functions:

- Prepares time sheets, compiles, calculates, and tracks project hours. Prepares and processes payroll and invoices for the department.
- Prepares documents, composes letters, and maintains office files, reports and technical information.
- Types correspondence for director and all supervisors.
- Processes invoices, codes and checks for accuracy, and posts on ledger.
- Assists with training of directors and other key personnel.
- Prepares and coordinates material for publicity, press releases and provides liaison between the City and public daily on various topics.
- Performs research, analysis data, coordinates with City departments on cross-departmental issues affecting the City. Creates and maintains project files and departmental records.
- Maintains appointment calendars and schedules appointments.
- Receives and screens calls and refers calls to other employees. Communicates with citizens and responds to inquiries regarding the operation of the City.
- Coordinates, plans, and participates in special events, awards, activities and programs as to promote and coordinate activities in the City.
- Assists in preparation of the Department's annual budget and monitoring of funds by collecting information, researching specific resources.
- Attends City Council meetings, conferences, committee, and staff meetings to gather information and provide administrative assistance. Takes notes and minutes of meetings and functions as required.
- Orders and maintains office supplies and other departmental materials.
- Communicates clearly and professionally in person, by telephone and in writing, prepares slides, flip charts and other graphic materials necessary to convey concepts and ideas.
- Performs various administrative duties: filing, typing, telephone answering, computer input/retrieval.
- Plans, initiates, and carries to completion various administrative assignment.
- Attends training and education opportunities.
- Performs other duties as assigned.

(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 small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes.

**Critical Skills/ Expertise:** All employees 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 includes:

- Knowledge of modern business management and the principles and practice of public administration or related field.
- Knowledge of computer-based software; Microsoft Office programs and Outlook.
- Knowledge of sources of information related to problems of local government;
- Ability to write and produce clear and concise reports, publications, memoranda and letters;
- Ability to develop and maintain effective working relationships with media representatives, and with department personnel;
- Ability to communicate clearly with the general public;
- Ability to work with all levels of city personnel tactfully and courteously;
- Ability to meet multiple deadlines;
- Ability to research and analyze data, situations, and to make recommendations;
- Ability to work with a variety of financial reports and data;
- Ability to interpret and communicate city policies and procedures, and ability to solve problems and be detail oriented;
- Ability to communicate clearly in both verbal and written form; and
- Ability to remain courteous in stressful situations.

**Minimum Qualifications:** Must be a high school graduate or possess a General Education Diploma (GED) and three (3) years of experience involving secretarial/clerical duties including the operation of a personal computer, keyboard, or similar data entry equipment Must possess a valid Florida Operators Driver's License.

## ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Sitting for extended periods of time

## Environmental Conditions:

- Works inside in an office setting

**ADMINISTRATIVE ASSISTANT**

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

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Print Name

Date

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Signature

# City of Lake City, FL

## Classification Description

Classification Title: SENIOR CONCRETE FINISHER  
Department: PUBLIC WORKS

Pay Grade: ~~5~~-3  
FLSA Status: Non-Exempt

### General Description

This is skilled heavy manual work in the maintenance, construction and repair of streets, sidewalks, etc. Work is performed under the general supervision of the Public Works Supervisor.

### Nature of Work

#### Essential Functions:

- Forms sidewalks, curbs, gutters, and performs concrete finishing.
- Performs manual labor (shoveling, digging, sweeping materials); maintenance work on streets.
- Leads workers in concrete work activities.
- Operates small and heavy equipment.
- Operates safety equipment: flagging, work signs, set cones, stop and slow signs.
- Loads and unloads materials.
- Responds to emergency after hours, weekends and holidays.

(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 small/light equipment, such as power tools. Uses medium equipment and machinery, such as vehicles. Uses heavy or complex machinery, construction equipment. Supervises employees using or repairing heavy or complex machinery.

**Critical Skills/ Expertise:** All employees 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

**SENIOR CONCRETE FINISHER**

skills/expertise identified for this job include:

- Knowledge of the principles and methods of modern concrete construction methods;
- Knowledge of occupation hazards and safety precautions applicable to construction work;
- Ability to follow oral and written communications;
- Ability to complete work orders;
- Skill in operation of dump trucks;
- Skill in the use of common hand tools and small power drive equipment (pumps, generators, compactors); and
- Skill in reading and writing in the English Language.

**Minimum Qualifications:** Must be a high school graduate or possess a General Education Diploma (GED) and three (3) years of experience in concrete construction work preferred. Must have or obtain a Class “B” Commercial Driver’s License within six (6) months of employment.

**ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Heavy (45 pounds and over) lifting and carrying
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Driving vehicles and heavy equipment operation
- Pushing

**Environmental Conditions:**

- Works outside in various weather conditions with: dust, noise, oils, grease
- Works on uneven and slippery surfaces
- Works around moving vehicles and traffic
- Works on ladders and scaffolding

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below I am indicating I have read and concur with the above description of my job.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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



# City of Lake City, FL

## Classification Description

Classification Title: SMALL ENGINE MECHANIC  
Department: PUBLIC WORKS

Pay Grade: ~~6~~-1  
FLSA Status: Non-Exempt

### General Description

This is skilled work in the diagnoses, adjust, repair or overhaul of small engines used to power lawn mowers, chainsaws and related equipment. Work is performed under the general supervision of the Public Works Director.

### Nature of Work

#### Essential Functions:

- Performs repairs and maintenance on gasoline engines used to power equipment such as portable saws, lawn mowers, generators, and compressors.
- Performs routine maintenance such as cleaning and oiling parts, honing cylinders, and turning ignition systems.
- Tests and inspects engines to determine malfunctions, to locate missing and broken parts, and to verify repairs using diagnostic instruments.
- Adjusts points, valves, carburetors, distributors, and spark plug gaps using feeler gauges.
- Responsible for sharpening all types of mower and chainsaw blades.
- Responsible for issuing equipment such as: mowers, blowers, edger's, chainsaws, weed eaters, etc. to crews throughout the day.
- Maintains inventory records on repairs made, parts ordered, and parts inventory and all small engine equipment in stock and issued.

(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 or repairs small/light equipment, such as power tools and landscaping equipment. Uses or repairs medium equipment and machinery, chainsaws or commercial mowers, etc.

**Critical Skills/ Expertise:** All employees 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 construction, assembly, adjustment and maintenance of a wide variety of power tools, mowers and landscaping equipment;
- Knowledge of all types of shop tools;
- Ability to follow directions and have a mechanical aptitude;
- Ability to repair gas and diesel motors and pumps;
- Ability to diagnose the defects of worn or broken parts on engines;
- Ability to troubleshoot, diagnose, and repair equipment with accuracy and speed;
- Ability to create effective working relationships with employees, communicate both verbally and in writing.
- Ability to maintain written equipment maintenance records;
- Skill in applying methods and techniques in the use of lawn equipment repairs.

**Minimum Qualifications:** Must be a high school graduate or possess a General Equivalency Diploma (GED) and have at least two (2) years' work experience in the operation and repair of small equipment. Must possess Small Engine Repair Certification and a valid Class "B" Commercial Florida Driver's License.

### ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Heavy (45 pounds and over) lifting and carrying
- Reaching
- Climbing
- Distinguish Colors
- Pulling
- Pushing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Driving
- Equipment Operation

### Environmental Conditions:

- Works inside
- Works outside in various weather conditions with: noise, dust, fumes, grease, or oils, electrical energy

- Works on slippery surfaces
- Works with moving objects or vehicles

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

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Date

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Signature