
CITY COUNCIL REGULAR SESSION

CITY OF LAKE CITY

December 20, 2021 at 6:00 PM

Venue: City Hall

AGENDA

SECOND REVISION

The 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 live on our YouTube channel. YouTube channel information is located at the end of this agenda.

Pledge of Allegiance

Invocation - Jake Hill, Jr.

Roll Call

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

Minutes

- [1.](#) Regular Session, December 6. 2021

Approval of Agenda

Persons Wishing to Address Council

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

Approval of Consent Agenda - None

Presentations

2. Certificate of Appreciation for Founders Day Event - (Presenter Dr. Chris Esing)

Old BusinessOrdinances**Open Public Hearing**

- [3.](#) City Council Ordinance No. 2021-2210 (final reading) - An ordinance of the City Council of the City of Lake City, Florida, amending Article 18 of the Code of Ordinances; providing for amendments to Sections 18-82 and 18-83 of the Code of Ordinances; providing for the enforcement of aviation regulations; providing for codification; providing for severability; providing for conflict. and providing for an effective date.

Passed on first reading 12/6/2021

Close Public Hearing

Adopt City Council Ordinance No. 2021-2210 on final reading.

Other Items

4. Discussion and Possible Action - Fire Pension Board Appointee (Mayor Stephen Witt)
- [5.](#) Memorial Stadium Update (Interim City Manager Mike Williams)
- [6.](#) Discussion and Possible Action - Planning and Zoning Board (Mayor Stephen Witt)

Application received on 12/14/2021 from Harlan S. Holmgren.

New BusinessOrdinances

- [7.](#) City Council Ordinance No. 2021-2211 - An ordinance of the City of Lake City, Florida, adding Article IX to Chapter 26 of the City Code; providing for the prohibition of simulated gambling devices; providing for the identification of simulated gambling establishments as a public nuisance and noxious use; providing for the prohibition of the use of simulated gambling devices for certain circumstances; providing for the creation of an enforcement mechanism for violations; providing for severability; providing for the repeal of conflicts; providing for codification; and providing an effective date.

Adopt City Council Ordinance No. 2021-2211 on first reading.

Resolutions

- [8.](#) City Council Resolution No. 2021-188 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of an amendment to a lease agreement with the United States Department of Agriculture - Forest Service; providing for the incorporation of Executive Order 14042 and adequate Covid-19 safety protocols; and providing for an effective date.
- [9.](#) City Council Resolution No. 2021-189 - A resolution of the City Council of the City of Lake City, Florida, authorizing Task Assignment Number Six to the continuing contract with Mittauer & Associates, Inc., a Florida Corporation; providing for engineering services associated with the replacement of the supervisory control and data acquisition system at the St. Margaret's Waste Water Treatment Facility; providing for a cost not-to-exceed \$67,400.00; and providing for an effective date.

Departmental Administration

- [10.](#) Discussion and Possible Action - Reclassification of Information Technology Director Position (Presenter, Interim City Manager Mike Williams)
- [11.](#) Letter of Resignation - Interim City Manager Mike Williams

Comments by Council Members

Adjournment

YouTube Chanel Information

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

Revision made 12/17/2021: Item #11 added (Resignation letter Interim City Manager Mike Williams)

Revision made 12/20/2021: Item #5 (Supporting documentation added)

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. Regular Session, December 6. 2021

The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on December 6, 2021 beginning at 6:00 P.M., in the City Council Chambers, located at City Hall 205 North Marion Avenue, Lake City, Florida. Members of the public also viewed the meeting live on our YouTube Channel.

PLEDGE OF ALLEGIANCE

INVOCATION – Mayor Stephen M. Witt

ROLL CALL

Mayor/Council Member
City Council

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

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

MINUTES

1. November 15, 2021 Regular Session

Mr. Jefferson made a motion to approve the November 15, 2021 Regular Session minutes as presented. Mr. Sampson seconded the motion and the motion carried unanimously on a voice vote.

APPROVAL OF AGENDA

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

PERSONS WISHING TO ADDRESS COUNCIL

- Sylvester Warren asked Council for an update on the ARPA funds, as well as an update on the beautification project. Referencing comments from Detective Mangrum, he expressed concern for his safety.

Mayor Witt reported Interim City Manager Michael Williams is working on scheduling a funding workshop in January.

Mr. Williams provided a brief update on the funding workshop.

- Shawn Holmgren wanted to ensure the beautification projects would be going through the proper procedures and the City was fulfilling projects that have already been approved.

APPROVAL OF CONSENT AGENDA – None

PRESENTATIONS

2. Internet Café/Safety Study PowerPoint - Lake City Police Department (Interim Chief Gerald Butler)

Interim Chief Butler presented Council with the Internet Café/Safety Study PowerPoint.

Members concurred to follow suit with the County.

Mr. Jefferson made a motion to recommend bringing back the ordinance mirroring the County's decision. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.

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

OLD BUSINESS

ORDINANCES

At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2021-2206. City Council Ordinance No. 2021-2206 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2021-2206. No one asked to be heard therefore Mayor Witt closed the public hearing.

3. City Council Ordinance No. 2021-2206 (final reading) - An ordinance of the City of Lake City, Florida, amending Ordinance No. 91-688, as amended, relating to an amendment to the text of the City of Lake City Comprehensive Plan, pursuant to application, CPA-21-03 by the City Council, under the amendment procedures established in sections 163-3161 through 163.3248, Florida Statutes, as amended, providing for adding a property rights element to the Comprehensive Plan per Section 163.316(10), Florida Statutes, as amended and Section 187.101(3), Florida Statutes, as amended; repealing all ordinances in conflict; and providing an effective date. **Mr. Sampson made a motion to approve City Council Ordinance No. 2021-2206, on final reading, amending Ordinance No. 91-688, as amended, relating to an amendment to the text of the City of Lake City Comprehensive Plan, pursuant to application, CPA-21-03 by the City Council, under the amendment procedures established in sections 163-3161 through 163.3248, Florida Statutes, as amended, providing for adding a property rights element to the Comprehensive Plan per Section 163.316(10), Florida Statutes, as amended and Section 187.101(3), Florida Statutes, as amended, and repealing all ordinances in conflict. Mr.**

Jefferson seconded the motion. A roll call vote was taken and the motion carried.

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

OTHER ITEMS

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

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

5. Discussion and Possible Action - Planning and Zoning Board (Mayor Stephen Witt)

Mayor Witt reported there two openings on the Planning and Zoning Board.

6. City Hall Update (Interim City Manager Mike Williams)

Mr. Williams reported Comcast can connect the internet on January 5th, 2022. Once that is connected, Information Technology will need one day to finish up so Customer Service can move in.

7. Memorial Stadium Update (Interim City Manager Mike Williams)

Mr. Williams reported North Florida Professional Services has not completed their final report yet.

NEW BUSINESS

Ordinances

8. City Council Ordinance No. 2021-2210 (first reading) - An ordinance of the City Council of the City of Lake City, Florida, amending Article 18 of the Code of Ordinances; providing for amendments to Sections 18-82 and 18-83 of the Code of Ordinances; providing for the enforcement of aviation regulations; providing for codification; providing for severability; providing for conflict. and providing for an effective date. **Mr. Jefferson made a motion to approve City Council Ordinance No. 2021-2210, on first reading, amending Article 18 of the Code of Ordinances; providing for amendments to Sections 18-82 and 18-83 of the Code of Ordinances, and providing for the enforcement of aviation regulations. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.**

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

Resolutions

9. City Council Resolution No. 2021-174 - A resolution of the City Council of the City of Lake City, Florida authorizing the execution of a Memorandum of Understanding with the Florida Department of Highway Safety and Motor Vehicles; providing for access to the driver and vehicle information database system by the Lake City Police Department; and providing for an effective date. **Mr. Sampson made a motion to approve City Council Resolution No. 2021-174, authorizing the execution of a Memorandum of Understanding with the Florida Department of Highway Safety and Motor Vehicles; providing for access to the driver and vehicle information database system by the Lake City Police Department. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

10. City Council Resolution No. 2021-176 - A resolution of the City Council of the City of Lake City, Florida, authorizing Task Assignment Number Five to the Continuing Contract with Mittauer & Associates, Inc., a Florida Corporation; providing for engineering services associated with the permit application renewal for the Kicklighter Wastewater Treatment Facility; providing for a cost not to exceed \$18,592.00; and providing for an effective date. **Mr. Jefferson made a motion to approve City Council Resolution No. 2021-176, authorizing Task Assignment Number Five to the Continuing Contract with Mittauer & Associates, Inc., a Florida Corporation; providing for engineering services associated with the permit application renewal for the Kicklighter Wastewater Treatment Facility, and providing for a cost not to exceed \$18,592.00. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

11. City Council Resolution No. 2021-177 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Three with Passero Associates, LLC, for professional services related to the new City Hall complex and associated buildings; providing for costs for the professional services not-to-exceed \$39,000.00; and providing for an effective date. **Mr.**

Sampson made a motion to approve City Council Resolution No. 2021-177, authorizing the execution of Task Assignment Three with Passero Associates, LLC, for professional services related to the new City Hall complex and associated buildings, and providing for costs for the professional services not-to-exceed \$39,000.00. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.

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

12. City Council Resolution No. 2021-178 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Continuing Contract with Passero Associates, LLC, a Florida Limited Liability Company; providing for engineering and consulting services; providing for severability; providing for conflicts; and providing for an effective date. **Mr. Jefferson made a motion to approve City Council Resolution No. 2021-178, authorizing the execution of a Continuing Contract with Passero Associates, LLC, a Florida Limited Liability Company, and providing for engineering and consulting services. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.**

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

13. City Council Resolution No. 2021-179 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Continuing Contract with Gmuier Engineering, LLC, a Florida Limited Liability Company; providing for engineering and consulting services; providing for severability; providing for conflicts; and providing for an effective date. **Mr. Sampson made a motion to approve City Council Resolution No. 2021-179, authorizing the execution of a Continuing Contract with Gmuier Engineering, LLC, a Florida Limited Liability Company, and providing for engineering and consulting services. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

14. City Council Resolution No. 2021-180 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Continuing Contract with Wetland Solutions, Inc, a Florida Limited Liability Company; providing for engineering and consulting services; providing for severability; providing for conflicts; and providing for an effective date. **Mr. Jefferson made a motion to**

approve City Council Resolution No. 2021-180, authorizing the execution of a Continuing Contract with Wetland Solutions, Inc, a Florida Limited Liability Company, and providing for engineering and consulting services. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.

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

15. City Council Resolution No. 2021-181 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Continuing Contract with Chen Moore and Associates, Inc., a Florida Limited Liability Company; providing for engineering and consulting services; providing for severability; providing for conflicts; and providing for an effective date. **Mr. Hill made a motion to approve City Council Resolution No. 2021-181, authorizing the execution of a Continuing Contract with Chen Moore and Associates, Inc., a Florida Limited Liability Company, and providing for engineering and consulting services. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

16. City Council Resolution No. 2021-182 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Continuing Contract with Environmental Consulting & Technology, Inc., a Florida Limited Liability Company; providing for engineering and consulting services; providing for severability; providing for conflicts; and providing for an effective date. **Mr. Sampson made a motion to approve City Council Resolution No. 2021-182, authorizing the execution of a Continuing Contract with Environmental Consulting & Technology, Inc., a Florida Limited Liability Company, and providing for engineering and consulting services. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

17. City Council Resolution No. 2021-183 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a Continuing Contract with North Florida Professional Services, Inc., a Florida Limited Liability Company; providing for engineering and consulting services; providing for severability; providing for conflicts; and providing for an effective date. **Mr. Jefferson made a**

motion to approve City Council Resolution No. 2021-183, authorizing the execution of a Continuing Contract with North Florida Professional Services, Inc., a Florida Limited Liability Company, and providing for engineering and consulting services. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.

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

18. City Council Resolution No. 2021-185 - A resolution of the City Council of the City of Lake City, Florida authorizing the execution of the First Amendment to the Memorandum of Agreement with the Suwannee River Water Management District authorized by City Council Resolution No. 2020-114; providing for an extension of the deadlines for completion; providing for conflict; and providing for an effective date. **Mr. Jefferson made a motion to approve City Council Resolution No. 2021-185, authorizing the execution of the First Amendment to the Memorandum of Agreement with the Suwannee River Water Management District authorized by City Council Resolution No. 2020-114, and providing for an extension of the deadlines for completion. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

19. City Council Resolution No. 2021-186 - A resolution of the City Council of the City of Lake City, Florida authorizing the City's joining the State of Florida and other local government units in participating in the "Distributors Settlement" and the "Janssen Settlement" as described by the Florida Attorney General; providing for the Mayor's execution of the two participation agreements; and providing for an effective date. **Mr. Sampson made a motion to approve City Council Resolution No. 2021-186, authorizing the City's joining the State of Florida and other local government units in participating in the "Distributors Settlement" and the "Janssen Settlement" as described by the Florida Attorney General, and providing for the Mayor's execution of the two participation agreements. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

DEPARTMENTAL ADMINISTRATION

Mr. Williams asked Council for guidance on how to proceed with the Presbyterian Church's request for the City to vacate a piece of the road at US 90 and Baya which goes into their parking lot. There was an ordinance in 2014 for this, but it was never completed. The cost to resurface that road would be \$38,500.00.

Members concurred to recommended a new ordinance to vacate. Members also concurred if funding is available, to perform the paving at identified by Mr. Williams between Baya and US 90.

COMMENTS BY COUNCIL MEMBERS

Mayor Witt reminded members of the Christmas parade Saturday, December 11, 2021 at 5:30 PM.

Mr. Williams reported the Rotary Club has asked participants to not throw candy during the parade.

Mr. Hill thanked Mr. Williams for being responsive to concerns brought to his attention.

ADJOURNMENT

All matters having been handled, the meeting adjourned at 6:40 PM on a motion made and duly seconded.

Stephen M. Witt, Mayor/Council Member

Audrey Sikes, MMC City Clerk

File Attachments for Item:

3. City Council Ordinance No. 2021-2210 (final reading) - An ordinance of the City Council of the City of Lake City, Florida, amending Article 18 of the Code of Ordinances; providing for amendments to Sections 18-82 and 18-83 of the Code of Ordinances; providing for the enforcement of aviation regulations; providing for codification; providing for severability; providing for conflict. and providing for an effective date.

Passed on first reading 12/6/2021

ORDINANCE NO. 2021-2210

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AMENDING ARTICLE 18 OF THE CODE OF ORDINANCES; PROVIDING FOR AMENDMENTS TO SECTIONS 18-82 and 18-83 OF THE CODE OF ORDINANCES; PROVIDING FOR THE ENFORCEMENT OF AVIATION REGULATIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Article 18 of the Code of Ordinances of the City of Lake City, Florida (hereinafter the “City”) contains sections related to a board titled the “Board of Adjustment” (hereinafter the “Board”); and

WHEREAS, sections 18-82 and 18-83 were codified through the adoption of the Code of Ordinances during 1968; and

WHEREAS, the city council has adopted section 3.2 of the Land Development Regulations for the City of Lake City, Florida, and said section provides for a Board of Adjustment; and

WHEREAS, certain conflicts between the two (2) aforementioned sources and the verbiage related to the Board of Adjustment; and

WHEREAS, the City Council finds it necessary to alleviate any conflicts and have one Board of Adjustment to enforce the land development regulations and the code; and

WHEREAS, the City Council finds that amending sections 18-82 and 18-83 of the Code of Ordinances is in the best interest of the city.

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

Section 1. The above recitals are all true and accurate and are hereby

incorporated herein and made a part of this resolution.

Section 2. That sections 18-82 and 18-83 of the Code of Ordinances for the City of Lake City, Florida, are hereby amended to read as follows (words underlined are additions; words ~~stricken~~ are deletions):

Sec. 18-82. - Enforcement of article.

(a) It shall be the duty of the building and zoning director of each of the political entities that adopt this article to administer and enforce the regulations prescribed in this article within their respective jurisdictions. Applications for permits and variances shall be made to the building and zoning director in whose jurisdiction the permit or variance is sought upon a form furnished by him. Applications required by this article to be submitted to the building and zoning director shall be promptly considered and granted or denied by him. Application for action by the board of adjustment shall be forthwith transmitted by the building and zoning director.

(b) The Board of Adjustment created pursuant to section 3.2, Land Development Regulations for the City of Lake City, Florida, shall have and exercise the following powers:

(1) Hear and decide appeals from any order, requirement, decisions, or determination made by the building and zoning director in the enforcement of this article.

(2) Hear and decide special exceptions to the terms of this article upon which such board of adjustment under such regulations may be required to pass.

(3) Hear and decide specific variances.

Sec. 18-83. -- Board of adjustment.

~~(a)Creation; powers. There is hereby created a board of adjustment to have and exercise the following powers:(1)Hear and decide appeals from any order, requirement, decisions, or determination made by the building and zoning director in the enforcement of this article.(2)Hear and decide special exceptions to the terms of this article upon which such board of adjustment under such regulations may be required to pass.(3)Hear and decide specific variances.(b)Composition; terms; compensation; chair. The board of adjustment shall consist of five members, two of whom shall be appointed by the city council, and two of whom shall be appointed by the county board of commissioners, and one of whom shall then be appointed by the members thus appointed by the city and the county board of commissioners. Each member shall serve three years and until his successor is duly appointed and qualified, and shall serve without compensation. The board shall elect, from among itself, a chair.(c)Rules; meetings; oaths; hearings; minutes; records. The board of adjustment shall adopt rules for its governance and in harmony with the provisions of this article. Meetings of the board of adjustment shall be held at the call of the chair and at such other times as the board of adjustment may determine. The chair, or in his absence the acting chair, may administer oaths and compel the attendance of witnesses. All hearings of the board of adjustment shall be public. The board of adjustment shall keep minutes of its proceedings showing the vote of each~~

~~member upon each question; or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall immediately be filed in the office of the building and zoning director, and shall be public records.(d)Written findings of fact and conclusions of law. The board of adjustment shall make written findings of fact and conclusions of law giving the facts upon which it acted and its legal conclusions from such facts in reversing, affirming, or modifying any order, requirement, decision, or determination which comes before it under the provisions of this article.(e)Decision by majority vote. The concurring vote of a majority of the members of the board of adjustment shall be sufficient to reverse any order, requirement, decision, or determination of the building and zoning director or directors, or to decide in favor of the applicant on any matter upon which it is required to pass under this article, or to effect any variation in this article.~~

Section 3. It is the intention of the City Council, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Lake City, that the sections of the Ordinance may be renumbered or relettered to accomplish such intentions; and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

Section 4. If any clause, section, or other part or application of this Ordinance shall be held in any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and shall not affect the validity of the remaining portions or applications which shall remain in full force and effect.

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. Effective Date. This ordinance shall be effective as of the date of its adoption.

PASSED upon first reading this _____ day of _____ 2021.

NOTICE PUBLISHED on this _____ day of _____ 2021.

PASSED AND ADOPTED on the second and final reading this _____ day of _____ 2021.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Frederick L. Koberlein, Jr.,
City Attorney

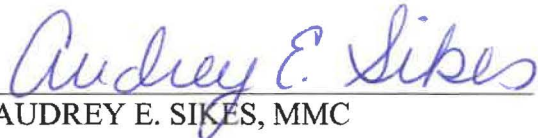
Ordinance Number: 2021-2210
Passed on first reading on December 6, 2021

Record of Vote on First Reading

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

Certification

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


AUDREY E. SIKES, MMC
City Clerk

File Attachments for Item:

5. Memorial Stadium Update (Interim City Manager Mike Williams)



NFPS



PO BOX 3823
LAKE CITY, FL 32056



PHONE (386) 752-4675
FAX (386) 752-4674



www.nfps.net

STRUCTURAL INVESTIGATION OF THE MEMORIAL STADIUM GRANDSTAND

**DRAFT FINAL REPORT OF FINDING
12/20/2021**

SCOPE:

North Florida Professional Services, Inc. (NFPS) was tasked with performing a field inspection the grandstands of the City's Memorial Stadium. This was the result of a complaint made to the City's insurance carrier. The facility has been closed since the complaint was made.

The scope of work is to consist of three phases. Phase 1 involves a complete field inspection of the structure and a report of the findings and corrective actions needed. Phase 2 will consist of providing repair details for the corrective actions needed. Phase 3 will include the structure analysis of the grandstands once the necessary repairs are completed.

BACKGROUND:

The grandstands consist of three (3) distinct sections. The main center section of the grandstands was constructed in or around 1949 by the Virginia Bridge Company. The company is no longer active under this name and original construction plans and documents are unknown. The main grandstand structure consists of ten (10) steel frames spaced approximately 15 feet on center. Each frame consisted of a wide flange steel beam running up the rake of the structure and is supported by a concrete cap block at the base and four (4) progressively taller steel H-Pile columns. The foundation supports of the columns are unable to be determined.

The north and south grandstand section were constructed sometime in the 1990's and consist of frames each. The spacing of the frames are 5 feet on center. Each frame consists of a wide flange steel beam supported by five (5) H-pile columns. The columns are supported by concrete strip footing of unknown dimensions and reinforcement. No plans for these sections of the grandstands are known to exist.

EXECUTIVE SUMMARY:

While the grandstand sections need some repair and maintenance work, the overall condition of the structure does appear to support the expenditure of funds to make the necessary repairs. Most of the repairs needed are minor in scope and would most likely involve shoring up the existing columns at their bases. The entire structure does need to be sandblasted and painted. While painting does not affect the structural integrity of the facility, it does extend the useful life of the structure for the foreseeable future.

MAIN GRANDSTAND SECTION:

*For the main grandstand structure, a column does not exist at the toe of the frame lines. A concrete "cap block" (CB) supports the main floor beams.

Frame Line 1

Over CB1* - Active corrosion with insignificant pitting, less than 5%.



Column 2 – 2 ½" H x 1" W area North flange with 25% loss of section and 100% section loss 2" x ¼" area of flange edge.

Corrective Action Required: Repair section loss at base of the column flange.



Column 3 - Above base plate the South face of web and Southeast flange exhibit up to 10% section loss to the lower 1". The North face at this location appears similar. (Limited access due to building)

Corrective Action Required: Repair section loss at base of the column flange.



Column 4 - The web at bearing has up to 100% section loss in a 6" wide x 3 ½" area.

Corrective Action Required: Repair section loss at base of the column flange.



Column 5 - Top of column cover plate at I-beam (floor beam) interface active corrosion with 5% section loss above base plate. At footing, web of column up to 100% section loss in a 3" H x 6" W area.

Corrective Action Required: Repair section loss at base of the column flange.

Frame Line 2



Over CB 1* - Active corrosion with insignificant pitting, less than 5% to upper flange, 25% section loss 12" from bearing 18" length x 1" width.

Corrective Action Required: Repair section loss at base of the column flange.

Column 2 - Insignificant pitting, less than 5% and up to 10% to lower North face of web and Northwest flange. South face limited access.

Column 3 - East face, East flange only exposed. Lower 1" Insignificant pitting, less than 5% section loss.

Column 4 - Limited access, concrete encased.



Column 5 - North face of web less than 10% section loss in lower 1 ½" at base.

Corrective Action Required: Repair section loss at base of the column flange.

Frame Line 3



Over CB 1* - Top and bottom flange, 2" from bearing up to 40% section loss to flange edges of the floor beam 1" H x 18" long.

Corrective Action Required: Repair section loss at base of the column flange.

Column 2 - Insignificant, less than 5%, pitting to lower 10" at base.

Column 3 - South face of web at base less than 5% section loss in 1" wide area.

Column 4 - Access limited, concrete encased.



Column 5 - Up to 100% section loss to web in a 6"x 4" area at base.

Corrective Action Required: Repair section loss at base of the column flange.

Frame Line 4

Over CB 1* - Active corrosion with insignificant pitting, less than 5% section loss.

Column 2 - No significant deficiencies



Column 3 - Up to 20% section loss at base predominately in web 2" high.

Corrective Action Required: Repair section loss at base of the column flange.

Column 4 - No significant deficiencies on exposed member, South face encased in concrete.



Column 5 - At base, up to 15% section loss to web 1 ½" high of South face and North face of flange edges.

Corrective Action Required: Repair section loss at base of the column flange.

Frame Line 5



Over CB 1* - 100% section loss to web at bearing 2" x 2" area. Deep pitting, 25% section loss to lower web in a 10" long x up to a 2" wide area, South face. North angle in clip anchoring the floor beam to cap block is 40% due to corrosion.

Corrective Action Required: Repair section loss at base of the column flange.



Column 2 - 50-80% overall section loss with areas of 100% section loss within the web and flange at base 3-4" in height.

Corrective Action Required: Repair section loss at base of the column flange.



Column 3 - 50-70% section loss to web with a $\frac{1}{4}$ " hole to lower $2\frac{1}{2}$ ".

Corrective Action Required: Repair section loss at base of the column flange.



Column 4 - At base up to 100% section loss to lower 3" of web and Southwest flange. Also, a 2 1/2" x 2 1/4" hole and 3/4" x 1/2" hole. Remainder of web 70% section loss.

Corrective Action Required: Repair section loss at base of the column flange.



Column 5 - Repair plates removed for web access. Up to 100% section loss to original web at base.

Corrective Action Required: Repair section loss at base of the column flange.

Frame Line 6



Over CB 1* - Adjacent to anchor clip the web of the floor beam exhibits up to 20% section loss in a 2" x 1 ½" area on south face. The upper flange 2" from bearing South flange 25% section loss 12" in length.

Corrective Action Required: Repair section loss at base of the column flange.



Column 2 - up to 70% section loss to North face of web and North flanges. Limited access to South face. Concrete encased.

Corrective Action Required: Repair section loss at base of the column flange.



Column 3 - 100% section loss to entire web 1 ¼" high. Flanges exhibit 50-60% overall section loss.

Corrective Action Required: Repair section loss at base of the column flange.

Column 4 - 10-20% section loss to web at base 1 ¼" South face. North face encased in concrete.



Column 5 - Repair plates removed for access. Up to 100% section loss to original web at base.

Corrective Action Required: Repair section loss at base of the column flange.

Frame Line 7



Over CB 1* - Anchor bolt nut missing at bearing. Insignificant pitting, less than 5% bottom flange 2' in length, upper flange 2' from bearing 20% section loss in a 2" x 2" area around $\frac{3}{4}$ " drilled hole.

Column 2 - Base of the column is encased in concrete. Surface rust with no apparent section loss.



Column 3 - Limited access; Concrete block construction. East face, East flange up to 20% section loss, West face, West flange up to 20% section loss.

Corrective Action Required: Repair section loss at base of the column flange.

Column 4 - up to 15% section loss to lower 1 $\frac{1}{2}$ " to North web and West flange.



Column 5 - Repair plates removed for access. Up to 100% section loss to original web at base.

Corrective Action Required: Repair section loss at base of the column flange.

Frame Line 8



Over CB 1* – pitting section loss up to 25% to top and bottom flange of floor beam up to 3' in length. 10% section loss to lower web 1" wide up to 20" long south face. Anchor bolt nuts missing.

Column 2 - Insignificant pitting, less than 5%.

Column 3 - Up to 20% section loss East face, East flange and West face, west flange. No access to web and inside flange faces.

Column 4 - Up to 10% section loss West face, West Flange. (Only exposed face)

Column 5 - 10-15% section loss to lower 3", flanges and web.

Frame Line 9



Over CB 1* - 34" from the bearing of the floor beam has been spliced by butt welding floor beam and augmented with 2 full height of web x 10" long steel plates welded around full perimeter.

Column 2 - Surface corrosion with no apparent section loss at base.

Column 3 - completely encased in concrete and block structure. The connection to I-beam (bent cap) is exposed and in good condition.



Column 4 - South Face inaccessible (block wall) North face, North web 40-50% section loss with 100% section loss in a $\frac{3}{4}$ " area lower 3" at base. Inside Face of East and West flanges up to 50 % section loss.

Corrective Action Required: Repair section loss at base of the column flange.



Column 5 - Up to 100 % section loss in a $1" \times \frac{3}{4}"$ area in web at base. Up to 25% overall section loss to lower $1 \frac{1}{2}"$ at base. Up to 30 % section loss Inside face Northeast flange.

Corrective Action Required: Repair section loss at base of the column flange.

Frame Line 10



Over CB 1* - Surface corrosion, no section loss, no functioning anchor bolt.

Column 2 - 25% section loss to West and East faces of the South flange edges.

Column 3 – 10% overall section loss to North Face of web and East face of East flange.



Column 4 - 50% section loss overall in web with a 2" x 1" area up to 100% (pin hole).

Corrective Action Required: Repair section loss at base of the column flange.

Column 5 - 10-15% section loss to South face of web $\frac{3}{4}$ " high at base plate. East face of East flange concrete encased above base plate.

Opening of grandstands to field Bay 5



The channel, parallel and approximately 3' North of Frame Line Cap 5 extends from Cap Block 5A and runs 2' beyond Column 2 at Frame Line 5.



Single anchor bolt at Cap Block 5A is 25% deteriorated.



The channel, parallel and approximately 3' South of Frame Line Cap 6 extends from Cap Block 5B and runs 2' beyond Column 2 at Frame Line 6.



No functioning anchor bolt, A 4" x 5" x 1/4" plate is welded atop.



The South to North 4" angle between Bent 5 and 6, 36" East of Column 2 is welded to the decking only. The decking and portions of the 4" angle exhibit 100% section loss along the welded seam 27" x up to 1" wide (adjacent to Bent 5).

GRANDSTAND DECKING



Located 4' South of Frame Line 4, top row of seats a 14" x 6" depression/ low spot exhibits significant deterioration with 6 holes from $\frac{1}{2}$ " to $\frac{3}{4}$ " in diameter.

ALL DECKING (additions included)



Throughout the decking areas exist with cracked and blistered paint, active corrosion, and minor section loss.



Typically, throughout, the angle clips securing the aluminum bench seating to the steel decking at the welded connection to steel decking, exhibit active corrosion, rust bleed out, and varying amounts of section loss up to 20%, isolated in the welded connection.



Additionally, the steel decking joints along the longitudinal/horizontal welded seams exhibit cracked paint, active corrosion, rust bleed out. Section loss is less than 10% in areas chipped out.



Throughout, the steps/stairs have a 1" angle stitch welded to the 90-degree bend at the riser/tread. Typically, these locations exhibit active corrosion and rust bleed out between the decking and angles.



Over/near Frame Line 5. Of the grandstand, column 2 inside corner of deck and stair riser 100% section loss in an 18" x 1" area.

Corrective Action Required: Repair holes in deck pans, repair or replace seat brackets as needed. Sandblast and paint.



The pipe frames, for the chain link fencing at the stadium top, exhibits 100% section loss at the welded connection to the 6" channel predominately in the pipe, up to half the circumference x 4" high. The 6" channel at this location is heavily deteriorated along the entire length of the main bleachers. The decking is welded at the top. Pack rust has pried apart up to 1 ¼". Top flange of channel has up to 100% section loss to the outer flange edge up to 1" in width.

Corrective action required: Reinforce top flange as needed. Replace pipe frames and attachments as needed.



A 4' section of top rail is missing located adjacent to the NE corner of the press box.

Corrective Action Required: Repair top rail pipe frame and secure fencing.

SWAY BRACING (between Main Grandstand and both bleacher additions South and North)

South Bleacher Addition

Frame Line 4, Column 3 to main grandstand Frame Line 1, Column 2: minor corrosion with insignificant section loss at the lower edge of the mitered channel.

Frame Line 6, Column 4 to main grandstand Frame Line 1, Column 3: No significant deficiencies.

North Bleacher Addition

Main grandstand Frame Line 10, Column 2 to North Addition Frame Line 1, Column 3: paint loss with active corrosion at mitered connections.

Main grandstand Frame Line 10, Column 3 to, North Addition Frame Line 1 Column 5: Lower connection, Frame Line 10 Column 3 exhibits active corrosion with pitting, less than 5% along vertical weld seam and where the channels cross.

NORTH ADDITION:
Frame 1



Column 1 - (6" channel) Active corrosion, pitting with 10% loss of section isolated in lower web only.



Column 2 - (H-pile) Overall section loss less than 5% in lower 2". The Northwest flange has been removed (flame cut).

Column3 - No significant deficiencies.

Column 4 - Insignificant pitting less than 5% at base.

Column 5 - No significant deficiencies.

Frame 2

Column 1 - (6" channel) Section loss less than 10% to the lower 2" of the web. The channel and base plate are floating above the footer with no bearing.



Column 2 - less than a 5% section loss to the lower 1" of web Southwest flange removed (flame cut)

Column 3 - Less than 10% overall section loss above base.

Column 4 - Insignificant pitting above base, less than 5%.

Column 5 - No significant deficiencies.

Frame 3



Column1 - (6" channel) Section loss up to 10% in the lower 2" of the web. The channel and base plate are floating above the footer with no bearing.



Column 2 - 25% overall section loss within the lower 2" with a 1 ¼" x 1" area of 100% section loss, bottom of web.

Column 3 - Active corrosion with insignificant pitting less than 5%.

Column 4 - Active corrosion with insignificant pitting less than 5%.

Column 5 - No significant pitting

Frame 4



Column 1 - (6" channel) 15% section loss to lower 2" of web. The channel and base plate are floating with no bearing.

Column 2 - less than 10% section loss within the lower 3".

Column 3 - No significant deficiencies.

Column 4 - Insignificant pitting at base, less than 5%.

Column 5 - No significant deficiencies.

Frame 5

Column 1 - (6" channel) No significant deficiencies.

Column 2 - (H-pile) Less than 10% overall section loss to lower 3".

Column 3 - No significant deficiencies.

Column 4 - Insignificant pitting less than 5% in the lower 3" at base.

Column 5 - No significant deficiencies.

Frame 6

Column 1 - (6" channel) No significant deficiencies.

Column 2 - (H pile) Insignificant pitting less than 5% lower 2" at base.

Column 3 - No significant deficiencies.

Column 4 - Surface corrosion, no section loss.

Column 5 - No significant deficiencies.

General Note



Randomly throughout the North bleacher addition areas exist where paint failure has revealed active corrosion and insignificant section loss

SWAY BRACING



Frame 5 between Columns 4 and 5 the South leg is bent to the South up to 3”.

All sway bracing has been cut and butt welded in Bay 3 between Columns 3, 4, and 5.

**SOUTH ADDITION:
Frame 1**



Column 1 (6" channel) The built-up welded connection to column 1 exhibits heavy active corrosion with section loss up to 80% within the weld.



Column 2 (H-pile) Approximately 20% overall section loss at interface of concrete footing.

Column 3 No significant deficiencies.

Column 4 Minor pitting at ground line; less than 10%.

Column 5 No significant deficiencies.

Frame 2 (H-pile)

Column 1 (6"channel) Minor pitting, less than 10% at interface with concrete footing.

Column 2 (H-pile) No significant deficiencies.



Column 3 Southeast Flange 100% section loss in a 1" H x $\frac{3}{4}$ " W.

Column 4 Approximately 10% section loss at footing.

Column 5 No significant deficiencies.

Frame 3

Column 1 (6" channel) Minimal section loss, less than 5% at base

Column 2 (H-pile) No significant deficiencies.

Column 3 Minimal section loss, less than 5% at base.

Column 4 No significant deficiencies.

Column 5 No significant deficiencies.

Frame 4

Column 1 (6" channel) minor pitting at base, less than 10%.

Column 2 (H-pile) No significant deficiencies.

Column 3 No significant deficiencies.

Column 4 No significant deficiencies.

Column 5 No significant deficiencies.

Frame 5

Column 1 (6" channel) Corrosion with less than 10% section loss at base.

Column 2 (H-pile) No significant deficiencies.

Column 3 Minor pitting at base, less than 10%.

Column 4 No significant deficiencies.

Column 5 No significant deficiencies.

Frame 6

Column 1 (6" channel) Minor pitting at base, less than 10%.



Column 2 (H-pile) 10" above groundline, Southwest flange bent in a 4" area up to $\frac{3}{4}$ ".

Column 3 North web and Northwest flange up to 10% loss of section.



Column 4 Overall section loss less than 10% at base, Southwest flange bent in 2 locations up to $\frac{1}{2}$ " in a 16" area.

Column 5 Southwest flange bent $\frac{1}{4}$ " out of plane in 10" area.

General comment



Randomly throughout the South bleacher addition areas exist where paint failure has revealed corrosion with insignificant section loss.

SWAY Bracing



Between Frame 3, Column 3 and Frame 4, Column 4, The upper North channel leg has been removed.



Between Frame 3 and Frame 4 at columns 4 and 5 (2 locations) The Sway Brace legs have been spliced together with butt weld.

File Attachments for Item:

6. Discussion and Possible Action - Planning and Zoning Board (Mayor Stephen Witt)

Application received on 12/14/2021 from Harlan S. Holmgren.

REC'D 12/14/21
10 AM
me

**CITY OF LAKE CITY, FLORIDA
CITY BOARD/COMMITTEE APPLICATION**

Dear Applicant:

Thank you for your interest in serving the City of Lake City as a member of a "Citizen" board or committee. We appreciate your willingness to help our elected and appointed officials shape the future of Lake City.

Please note, the City of Lake City is subject to FS 119, therefore this application is subject to disclosure absent any applicable exemptions.

Harlan Holmgren S
First Name Last Name Middle Initial
240 NE Laguna Dr.
Home Address
Lake City Florida 32055
City State Zip
386-965-4201 561-389-1490
Phone Number Cell#
Email: Shawnh@shawnh.com

The following list compiles the active Boards and Committees of the City. Membership is limited to only one board. Please indicate your preference by marking which Board(s) or Committee(s) you would like to serve:

Beautification Advisory Committee _____
Community Redevelopment Advisory Committee _____
Utility Advisory Committee _____
Planning and Zoning Board X
Board of Trustees – Municipal Firefighters Pension Trust Fund _____
Board of Trustees – General City Employees Retirement Plan _____
Board of Trustees – Lake City Municipal Police Officers Retirement Trust Fund _____
Charter Review _____
Other: _____

Please indicate any certifications, skills, or experience that you feel will benefit the City through your service on a Board or Committee.

Experience working with D.E.P. Army Corp of Engineers
Extensive Construction Experience
Licensed Community Association Manager (1989)
With 15 years Experience Managing Properties

While not required, please feel free to attach a resume to this application.

File Attachments for Item:

7. City Council Ordinance No. 2021-2211 - An ordinance of the City of Lake City, Florida, adding Article IX to Chapter 26 of the City Code; providing for the prohibition of simulated gambling devices; providing for the identification of simulated gambling establishments as a public nuisance and noxious use; providing for the prohibition of the use of simulated gambling devices for certain circumstances; providing for the creation of an enforcement mechanism for violations; providing for severability; providing for the repeal of conflicts; providing for codification; and providing an effective date.

Adopt City Council Ordinance No. 2021-2211 on first reading.

ORDINANCE NO. 2021-2211

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, ADDING ARTICLE IX TO CHAPTER 26 OF THE CITY CODE; PROVIDING FOR THE PROHIBITION OF SIMULATED GAMBLING DEVICES; PROVIDING FOR THE IDENTIFICATION OF SIMULATED GAMBLING ESTABLISHMENTS AS A PUBLIC NUISANCE AND NOXIOUS USE; PROVIDING FOR THE PROHIBITION OF THE USE OF SIMULATED GAMBLING DEVICES FOR CERTAIN CIRCUMSTANCES; PROVIDING FOR THE CREATION OF AN ENFORCEMENT MECHANISM FOR VIOLATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, gaming and gambling are not presently lawful in the City of Lake City, Florida (hereinafter the “City”); and

WHEREAS, presently throughout the state, there is a proliferation of establishments that utilize computer or video displays of games, contests, challenges, and other electronic simulations which are or are of the type of games generally associated with legalized casino or gambling outlets or which show, or purport to show, the results of raffles, sweepstakes, contests, or business game promotions (hereinafter collectively known as “simulated gambling devices”) for commercial or pecuniary gain; and

WHEREAS, the City Council of the City of Lake City, Florida (hereinafter the “City Council”) finds that establishments that utilize simulated gambling devices can deceive many City residents, including the elderly, the economically disadvantaged, the uneducated, and the unsuspecting into believing such activities are legal and lawfully permitted; and

WHEREAS, the City Council finds that simulated gambling devices are deceptive; and

WHEREAS, due to the inherently deceptive nature of simulated gambling devices, establishments that utilize simulated gambling devices are adverse to the quality of life, tone of commerce, and total community environment in the City; and

WHEREAS, Columbia County, Florida, on April 15, 2021, adopted Ordinance No. 2021-06, which based upon findings banned simulated gambling establishments; and

WHEREAS, Columbia County, Florida, in the referenced Ordinance, detailed criminal activity associated with simulated gambling devices; and

WHEREAS, since the adoption of Ordinance No. 2021-06 by Columbia County, Florida, the number of inquiries or applications submitted to the City for the use of simulated gambling establishments has increased; and

WHEREAS, the City Council has reviewed the findings in Ordinance No. 2021-06 of Columbia County, Florida, and incorporates the findings herein; and

WHEREAS, the City Council finds that a correlation exists between establishments that utilize simulated gambling devices and crime or disturbances of the peace and good order of the community, and those activities are hazardous to the public health, safety, and general welfare of the citizens of the City and constitutes a public nuisance; and

WHEREAS, the City Council has determined that the endangerment of both the public and first responders required to react to this ongoing criminal activity is too significant to allow any public or commercial use of simulated gambling devices to continue; and

WHEREAS, the City Council finds that the operation of simulated gambling establishments constitutes a public nuisance; and

WHEREAS, the City Council finds that the continued operation of simulated gambling establishments create an immediate and ongoing hazard to the public health, safety, and welfare associated with the operation of simulated gambling establishments; and

WHEREAS, the City Council finds that there is a legitimate public purpose in eliminating simulated gambling establishments from operating in the City.

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

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

SECTION 2. That the Code of the City of Lake City, Florida, is hereby amended by adding an article to be numbered IX, to chapter 26, which article reads as follows:

ARTICLE IX. – SIMULATED GAMBLING DEVICES

Sec. 26-401. - FINDINGS AND STATEMENT OF INTENT

- (a) The recitals of this Ordinance are hereby adopted as the City Council's Findings of Fact; and
- (b) The City Council's original intent was to focus on the equipment that appears to violate State law; and it is the intent of the City Council to enact this ordinance to abate a public nuisance and to prohibit the noxious use associated with operation of simulated gambling establishments.

Sec. 26-402. - LEGISLATIVE AUTHORIZATION

This Article is enacted in the interest of the public health, peace, safety, and general welfare of the citizens, inhabitants and visitors of the City.

Sec. 26-403. - DEFINITIONS

The following definitions apply to this Ordinance:

- (a) "Person" means an individual, association, partnership, joint venture, corporation, or any other type of organization, whether conducted for profit or not for profit, or a director,

executive, officer or manager of an association, partnership, joint venture, corporation or other organization.

(b) “Simulated gambling device” means any device that, upon connection with an object, is available to play or operate a computer simulation of any game, where the play or operation of the device may deliver or entitle the person or persons playing or operating the device to a payoff directly or indirectly from the owner or operator of the device or that person’s designee. The following rules of construction apply to this definition of “simulated gambling device”:

(1) The term “device” means any mechanical or electrical contrivance, computer, terminal, video or other equipment that may or may not be capable of downloading games from a central server system or stored locally or on other hard drives, machine, computer or other device or equipment. The term “device” also includes any associated equipment necessary to conduct the operation of the device.

(2) The term “upon connection with” means insertion, swiping, passing in range, or any other technical means of physically or electromagnetically connecting an object to a device, including by the manual input by any person of characters, numbers, or any combination thereof, or other code for the purpose of accessing or activating a device, or any other mechanism or method by which the object provides access to the device.

(3) The term “object” means a coin, bill, ticket, token, card, characters, numbers, or any combination thereof, other code, or any other tangible or intangible access mechanism or method, obtained directly or indirectly

through payment of consideration, or obtained as a bonus or supplement to another transaction involving the payment of consideration.

(4) The terms “play or operate” or “play or operation” includes the use of skill, the application of the element of chance, or both.

(5) The term “computer simulation” includes simulations by means of a computer, computer system, video display, video system or any other form of electronic video presentation.

(6) The term “game” includes slot machines, poker, bingo, craps, keno, “fish”, any other type of game ordinarily played in a casino, a game involving the display of the results of a raffle, sweepstakes, drawing, contest or other promotion, lotto, sweepstakes, and any other game associated with gambling or which could be associated with gambling, but the term “game” does not necessarily imply gambling as that term may be defined elsewhere.

(7) The term “payoff” means cash, monetary or other credit, billets, tickets, tokens, or electronic credits to be exchanged for cash or to receive merchandise or anything of value whatsoever, whether made automatically from the machine or manually.

(8) The use of the word “gambling” in the term “simulated gambling device” as used in this Article is defined exclusively by this subsection and does not incorporate or imply any other legal definition or requirement applicable to gambling that may be found elsewhere.

(c) “Slot machine” has the same meaning as specified in Chapter 551, Florida Statutes.

Sec. 26-404. - AREA OF ENFORCEMENT

The City Council is acting herein as the governing body for the City, and this Ordinance shall be effective within the boundaries of the City.

Sec. 26-405. - INTENT

The City Council’s intent in adopting this Ordinance is to broadly prohibit the possession or use of simulated gambling devices not authorized for legal use under Florida law, including any related activity or behavior which can be reasonably construed to be the use of simulated gambling devices. Further, the Council in prohibiting simulated gambling devices in no way intends to locally approve the use of actual slot machines, other forms of casino gambling or other types of gambling devices. In addition, this prohibition is aimed directly at devices that simulate gambling activity, regardless of whether the devices or the simulations in and of themselves can be said to constitute gambling as that term may be defined elsewhere.

Sec. 26-406. - PROHIBITION OF SIMULATED GAMBLING DEVICES

It is unlawful for any person to manage, supervise, maintain, provide, produce, possess or use one or multiple simulated gambling devices for commercial, promotional or pecuniary gain or purpose. Each individual act to manage, supervise, maintain, provide, produce, possess or use a simulated gambling device constitutes a separate violation of this Ordinance.

Sec. 26-407. - EXEMPTIONS

(a) This Ordinance does not prohibit an individual’s personal, recreational, and non-commercial ownership, possession, play, operation or use of a device which could be construed to be a

simulated gambling device.

(b) This Ordinance does not prohibit the ownership, possession, play, operation or use of any device expressly permitted by Section 546.10 or other provision of the Florida Statutes and is not otherwise prohibited by Article X, Section 23 of the Florida Constitution and Chapter 551, Florida Statutes, in Broward and Miami-Dade County only are not permitted by this Ordinance.

(c) This Ordinance does not prohibit a religious or charitable organization from conducting a fund raising activity involving simulated gambling, provided the religious or charitable organization does not conduct the activity more than twice in one calendar year for no more than six (6) hours per fund raising activity, the organization provides advance written notice to the Police Department of the date, time, place, and nature of such activity and who will be conducting it, and the activity is not otherwise unlawful.

(d) This article does not apply to pari-mutuel facilities, operated by a holder of a pari-mutuel permit issued pursuant to F.S. ch. 550, and Fla. Admin. Code 61D, or to any devices or games therein.

Sec. 26-408. - CONFLICT WITH STATE LAW

Nothing in this Ordinance is intended to conflict with the provisions of the Florida Constitution or Chapter 849, Florida Statutes, concerning gambling. In the event of a direct and express conflict between this Ordinance and either the Florida Constitution or Chapter 849, Florida Statutes, then the provisions of the Florida Constitution or Chapter 849, Florida Statutes, as applicable, control.

Sec. 26-409. - ENFORCEMENT; CIVIL REMEDIES

(a) The Growth Management Department, the Fire Department, and the Police Department shall have concurrent jurisdiction to enforce the requirements of this Ordinance as follows:

(1) By the Lake City Code Enforcement Board pursuant to the authority granted by Florida Statutes, Chapter 162, and Article X, Chapter 26, of the City Code. However, in no instance shall a civil penalty less than \$250 per violation per day for a first violation be imposed and not less than \$500 per day for a repeat violation;

(2) By citation for civil penalties pursuant to the authority granted by Florida Statutes, Chapter 162 and Article X, Chapter 26, of the City Code, however, in no instance shall a civil penalty less than \$250 per violation per day for a first violation be imposed and not less than \$500 per day for a repeat violation;

(3) By action for civil penalties through a court of competent jurisdiction as provided for in Part II, Chapter 162, Florida Statutes;

(4) By an action for injunctive relief through a court of competent jurisdiction.

(b) Upon notice from any agency authorized to enforce this Ordinance, occupancy or operation of any structure or property where any simulated gambling device is being used or operated in violation of this Ordinance shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property or to his or her agent or to the person operating any establishment where any simulated gambling device is being used or operated in

violation of the Ordinance. Visiting, operating, or managing a location in violation of a cease and desist order constitutes a second degree misdemeanor, trespass after warning, in violation of Chapter 810, Florida Statutes. Failure to comply with the terms and conditions of a cease and desist order issued pursuant to this Ordinance shall constitute an additional violation of this Ordinance. Cease and desist orders may be lifted by the issuing agency upon demonstration that all simulated gambling devices have been removed and all applicable civil penalties have been paid.

(c) The provisions of this Ordinance may also be enforced through a private cause of action for injunctive relief filed by any adversely affected person, including the Office of the State Attorney. If such action is successful, a judgment for reasonable attorney's fees and costs may be awarded by the Court.

SECTION 3. If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

SECTION 4. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this ordinance are hereby repealed to the extent inconsistent herewith.

SECTION 5. It is the intention of the City Council of the City of Lake City, Florida, that the provisions of this ordinance shall become and be made a part of the Code of the City of Lake City, Florida, and the sections may be renumbered in order to accomplish such intentions.

SECTION 6. This ordinance shall take effect immediately upon its adoption.

PASSED upon first reading this _____ day of _____ 2021.

NOTICE PUBLISHED on this _____ day of _____ 2021.

PASSED AND ADOPTED on the second and final reading this _____ day of _____ 2021.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Frederick L. Koberlein, Jr.,
City Attorney

File Attachments for Item:

8. City Council Resolution No. 2021-188 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of an amendment to a lease agreement with the United States Department of Agriculture - Forest Service; providing for the incorporation of Executive Order 14042 and adequate Covid-19 safety protocols; and providing for an effective date.

CITY COUNCIL RESOLUTION NO. 2021-188

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF AN AMENDMENT TO A LEASE AGREEMENT WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE - FOREST SERVICE; PROVIDING FOR THE INCORPORATION OF EXECUTIVE ORDER 14042 AND ADEQUATE COVID-19 SAFETY PROTOCOLS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the "City"), and the United States Department of Agriculture, Forest Service (hereinafter the "Forest Service"), entered into a lease agreement for the lease of property located at Lake City Gateway Airport (hereinafter the "Lease Agreement"); and

WHEREAS, the Lease Agreement was authorized pursuant to City Council Resolution 2019-112, and the Lease Agreement has a current lease term that expires on April 30, 2039; and

WHEREAS, the Forest Service has requested the addition of Federal Acquisition Regulation (FAR) Clause 52.223-99 to incorporate Executive Order 14042 and ensure adequate COVID-19 safety protocols for federal contractors with the City; and

WHEREAS, the City Council finds that it is in the City's best interest and the best interest of its citizens to enter into the *United States Department of Agriculture, Forest Service, Lease Amendment (Lease Amendment No. 1)* in accordance with the terms and conditions set forth in the proposed amendment attached hereto as "Exhibit A."

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

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

Section 2. The City Council hereby approves the *United States Department of Agriculture, Forest Service, Lease Amendment (Lease Amendment*

No. 1) with the United States Department of Agriculture, Forest Service, of property located at the Lake City Gateway Airport.

Section 3. The Mayor is authorized to execute the *United States Department of Agriculture, Forest Service, Lease Amendment (Lease Amendment No. 1)*.

Section 4. Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED a meeting of the City Council this ____ day of December 2021.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey Sikes, City Clerk

By: _____
Frederick L. Koberlein, Jr.,
City Attorney

| | |
|---|----------------------------------|
| UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE | LEASE AMENDMENT No. ¹ |
| LEASE AMENDMENT | LEASE CONTRACT No. 1243ZP19L0502 |
| ADDRESS OF PREMISES Lake City Gateway Airport 3524 E. US HWY 90 Lake City, FL 32055 | |

THIS AMENDMENT is made and entered into between City of Lake City

whose address is: 205 Marion Avenue, Lake City, FL 32055

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

WHEREAS the parties hereto desire to amend the above Lease to add FAR Clause 52.223-99, Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors (OCT 2021) (DEVIATION).

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective October 25, 202 as follows:

52.223-99 ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021) (DEVIATION)

(a) *Definition.* As used in this clause -

United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

This Lease Amendment contains 2 pages.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR:

FOR THE GOVERNMENT:

Signature: _____
 Name: _____
 Title: _____
 Entity Name: _____
 Date: _____

Signature: _____
 Name: _____
 Title: Lease Contracting Officer
 Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: _____
 Name: _____
 Title: _____
 Date: _____

(b) *Authority*. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Compliance*. The Contractor shall comply with all guidance, including guidance conveyed through Frequently Asked Questions, as amended during the performance of this contract, for contractor or subcontractor workplace locations published by the Safer Federal Workforce Task Force (Task Force Guidance) at <https://www.saferfederalworkforce.gov/contractors/>.

(d) *Subcontracts*. The Contractor shall include the substance of this clause, including this paragraph (d), in subcontracts at any tier that exceed the simplified acquisition threshold, as defined in Federal Acquisition Regulation 2.101 on the date of subcontract award, and are for services, including construction, performed in whole or in part within the United States or its outlying areas.

(End of clause)

INITIALS: _____ & _____
LESSOR GOV'T

File Attachments for Item:

9. City Council Resolution No. 2021-189 - A resolution of the City Council of the City of Lake City, Florida, authorizing Task Assignment Number Six to the continuing contract with Mittauer & Associates, Inc., a Florida Corporation; providing for engineering services associated with the replacement of the supervisory control and data acquisition system at the St. Margaret's Waste Water Treatment Facility; providing for a cost not-to-exceed \$67,400.00; and providing for an effective date.

CITY COUNCIL RESOLUTION NO. 2021-189

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING TASK ASSIGNMENT NUMBER SIX TO THE CONTINUING CONTRACT WITH MITTAUER & ASSOCIATES, INC., A FLORIDA CORPORATION; PROVIDING FOR ENGINEERING SERVICES ASSOCIATED WITH THE REPLACEMENT OF THE SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM AT THE ST. MARGARET'S WASTE WATER TREATMENT FACILITY; PROVIDING FOR A COST NOT-TO-EXCEED \$67,400.00; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the "City") entered into a Continuing Contract for Professional Services with Mittauer & Associates, Inc. (hereinafter "Mittauer & Associates"), as authorized by City Council Resolution No. 2019-022 with respect to certain studies, planning, design, and construction of improvements to the City water system, wastewater system, reuse water, stormwater systems, gas system, Lake City Gateway Airport, City recreational facilities, City Hall, City safety facilities and streets (herein collectively the "City Projects"); and

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

WHEREAS, the City Council desires to enter into Task Assignment Number Six to its Continuing Contract with Mittauer & Associates for engineering services associated with the replacement of the supervisory control and data acquisition system (hereinafter the "SCADA System") at the City's St. Margaret's Waste Water Treatment Facility in accordance with the terms and conditions of Task Assignment Number Six, a copy of which is attached hereto and made a part of this resolution and the Continuing Contract.

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

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

Section 2. The City Council hereby authorizes Task Assignment Number Six with Mittauer & Associates for the professional services.

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

PASSED AND ADOPTED at a meeting of the City Council on this ____ day of December 2021.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Frederick L. Koberlein, Jr.,
City Attorney

**TASK ASSIGNMENT NUMBER SIX TO THE CONTINUING CONTRACT
BETWEEN THE CITY OF LAKE CITY, FLORIDA, AND MITTAUER &
ASSOCIATES, INC., A FLORIDA CORPORATION, FOR PROFESSIONAL
ENGINEERING SERVICES**

THIS TASK ASSIGNMENT NUMBER SIX made and entered into this ____ day of December 2021, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055 (hereinafter the "City"), and Mittauer & Associates, Inc., a Florida corporation (hereinafter the "Consultant").

RECITALS

A. City and Consultant have heretofore entered into a Continuing Contract for professional consulting services as authorized by City Council Resolution No. 2019-022.

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

C. The City is in need of professional engineering services associated with the replacement of the supervisory control and data acquisition system (hereinafter the "SCADA System") at the City's St. Margaret's Waste Water Treatment Facility.

D. The City desires to enter into this Task Assignment Number Six with the Consultant for the aforementioned services pursuant to the terms and

conditions contained herein and the attachment hereto.

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

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

2. **PROJECT**: The City hereby engages Consultant and Consultant agrees to furnish to City the services and work as set forth in the correspondence dated October 29, 2021, received by the City from the Consultant consisting of a total of four (4) pages and attached hereto as “Exhibit A” and made a part of this Task Assignment.

3. **COMPENSATION TO CONSULTANT**: City shall pay Consultant a fee for each of the four (4) tasks identified in Exhibit A as each task is completed for a total projected cost not to exceed sixty-seven thousand four hundred dollars (\$67,400.00).

4. **PROVISIONS OF CONTINUING CONTRACT**: The terms, provisions, conditions, and requirements of the Continuing Contract are incorporated herein and made a part of this agreement and shall be complied with by Consultant. Should any conflict arise between the terms and conditions set forth herein and the Continuing Contract, the terms and conditions of the Continuing Contract shall be controlling. Should any conflict arise between the terms and conditions set forth in the attached exhibit with either the Continuing Contract or this Task Assignment, the conflicts shall be construed in favor of the Continuing Contract

first and then, if applicable, this Task Assignment.

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

6. **ENTIRE AGREEMENT.** This Task Assignment, and the Continuing Contract, constitute the entire agreement between City and Consultant and supersedes all prior written or oral understandings with respect to the project. This Task Assignment may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

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

[Remainder of the page left blank intentionally. Signature page to follow.]

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

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

Approved as to form and legality:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Frederick L. Koberlein, Jr.,
City Attorney

MITTAUER & ASSOCIATES, INC.

By: _____
Joseph A. Mittauer,
President & Secretary



MITTAUER
& ASSOCIATES, INC.
 CONSULTING ENGINEERS &
 PROJECT FUNDING SPECIALISTS

580-1 WELLS ROAD
 ORANGE PARK, FL 32073
 PHONE: (904) 278-0030
 FAX: (904) 278-0840
 WWW.MITTAUER.COM

October 29, 2021

Mayor and City Council
 City of Lake City
 205 N. Marion Ave.
 Lake City, FL 32055-3918

RE: Engineering Services Agreement
 New SCADA for St. Margarets WWTF
 City of Lake City, Florida
 Mittauer & Associates, Inc. Project No. 8904-23-1

Dear Mayor and City Council:

We are pleased to present the following proposal for Engineering Services in conjunction with the incorporation of a new SCADA system at the St. Margarets WWTF (SMWWTF) located in Lake City, Florida. Mittauer & Associates, Inc., hereinafter referred to as the Engineer, proposes to provide services as described in the Scope of Services to the City of Lake City, the Client, for the fees stipulated hereafter.

SCOPE OF SERVICES

ITEM A - ENGINEERING DESIGN

The existing SCADA infrastructure at the SMWWTF will be replaced in its entirety. Mittauer & Associates, Inc. and its subconsultant, Eng Engineering, Inc., will coordinate with City staff to develop the new SCADA architecture in regard to computers, servers and clients, inputs/outputs, physical locations, monitoring devices, and other necessary hardware. Tasks shall include the following:

1. Review Existing SCADA Facilities: Visit site to review existing SCADA architecture with related computers, servers and clients, physical locations, motor control centers, monitoring devices, inputs/outputs, etc. Determine which existing equipment, if any, will be reconnected to the new SCADA system.
2. Design Plan/Electrical Engineering: Coordinate with Client in regard to related computers, servers and clients, physical locations, motor control centers, monitoring devices, inputs/outputs, other hardware, etc. Use flow diagrams to develop process and instrumentation

diagrams. Design power to SCADA control panels and communication lines to new SCADA system. Develop new SCADA architecture that is capable of future expansion. Prepare plans and specifications for new SCADA architecture, as well as an opinion of probable project cost. Review with City staff and SCADA system vendor at the 60%, 90%, and 100% stages of completion. Inputs/outputs, setpoints, and alarms from the following process units will be incorporated into the new SCADA system architecture:

- a. Mechanical Screen
- b. Grit Removal System
- c. Influent Pump Station
- d. Ovivo Oculus Control Panel for Surface Aerators
- e. Clarifiers and Scum Pumps
- f. RAS Pumps and Flowmeters
- g. WAS Pumps and Flowmeters
- h. Chlorination System Storage Tank Levels, Setpoints, Residuals, and Feed Rates
- i. Effluent Pumps, Wetwell Level, and Flow Rates
- j. Digester Mixers, Blowers, Levels and Setpoints
- k. Centrifuge Control Panel and Sludge Transfer Pumps
- l. Generator and Automatic Transfer Switch

No offsite facilities will be monitored by the proposed SCADA system, but the proposed SCADA system will have the capability of incorporating offsite facilities in the future.

ITEM B - SERVICES DURING SCADA INSTALLATION

The Engineer shall provide standard Engineering Construction Administration Services, including attending a preconstruction conference; reviewing the SCADA vendors's material shop drawings; making periodic visits to the site to observe the progress of the various aspects of the SCADA vendor's work; reviewing and approval of the SCADA vendor's application for payment; processing change orders, if required; reviewing the SCADA vendor's completion documents and record drawings; and performing a final inspection of the work. Resident Observation to be performed by the City.

ITEM C - FACILITY START-UP SERVICES

The Engineer shall assist the Client in the start-up of the SCADA system to ensure it is functioning properly and in accordance with the design documents and to suggest adjustments/improvements to optimize operation.

ITEM D - RECORD DRAWINGS AND O&M MANUAL REVIEW

The Engineer shall prepare record drawings in accordance with City's requirements based on red-line drawings and surveyed information received from the SCADA vendor. Engineer shall review O&M manual prepared by the SCADA vendor for accuracy and completeness.

ITEMS FURNISHED BY CLIENT AT NO EXPENSE TO THE ENGINEER

The Client shall provide a current copy of all available record drawings for the site. The Client shall provide all regulatory agency permit application fees and related items. The Engineer's scope of services does not include employment of a Resident Project Representative (RPR), the preparation of landscape plans, traffic studies, retaining wall design, geotechnical investigations, off-site design, zoning related tasks, wetlands surveys, wetlands permitting and/or wetland mitigation, flood plain permitting and/or flood plain mitigation, tree surveys, boundary or easement surveys, subdivision platting, or value engineering.

SCHEDULE OF FEES

For Item A - Engineering Design, the Engineer shall be paid a lump sum fee of \$48,900.

For Item B - Services During SCADA Installation, the Engineer shall be paid \$9,400.

For Item C - Facility Start-Up Services, the Engineer shall be paid a lump sum fee of \$5,600.

For Item D - Record Drawings and O&M Manual Review, the Engineer shall be paid a lump sum fee of \$3,500.

TOTAL ENGINEERING FEE = \$67,400

The Engineer shall make himself available to the Client at the Engineer's standard hourly rates for additional services as requested and changes in project scope of work.

Invoices for services in progress are prepared monthly and are due in accordance with Florida Statute 218, The Local Government Prompt Payment Act. Payments which are not received in accordance herewith are subject to late fees as outlined in the Act as well as collection fees and may cause the Engineer to stop work on the Client's projects. The fees listed above do not include state sales tax, federal sales tax, or value added tax (VAT), should they be required by law.

ACCEPTANCE

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of the proposal returned to the Engineer shall serve as Notice to Proceed. Should this proposal not be accepted within a period of sixty (60) days, it shall become null and void.

Sincerely,
Mittauer & Associates, Inc.



Joseph A. Mittauer, P.E.
President

JAM/TPN/jpp/pj

Accepted by
City of Lake City, Florida

By: _____

Date: _____

File Attachments for Item:

10. Discussion and Possible Action - Reclassification of Information Technology Director Position
(Presenter, Interim City Manager Mike Williams)

| MEETING DATE |
|-------------------|
| December 20, 2021 |

CITY OF LAKE CITY

Report to Council

| COUNCIL AGENDA | |
|----------------|--|
| SECTION | |
| ITEM NO. | |

SUBJECT: Position Changes within the IT Department

DEPT / OFFICE:

| | | |
|---|----------------------------|------------------------------|
| Originator: Interim City Manager Mike Williams | | |
| City Manager Interim City Manager: Mike Williams | Department Director | Date 12/9/2021 |
| Recommended Action: Abolish the position of IT Systems Administrator and approve a revised IT Director position which includes the major duties of the Systems Administrator position. | | |
| Summary Explanation & Background: All attempts to fill the vacant IT Systems Administrator position over the past 12 months have been unsuccessful. Rather than continue this search the City can abolish this position and merge the major duties into the IT Director position. The current IT Director is qualified to perform the duties and is comfortable with the workload. He would be compensated for the additional duties. This would result in a significant saving to the City (approximately \$45,000). | | |
| Alternatives: <ul style="list-style-type: none"> Continue to seek to fill the current position | | |
| Source of Funds: General funds | | |
| Financial Impact: Fiscal cost savings to the city of Approximately \$45,000 | | |
| Exhibits Attached: Position descriptions | | |

(Request to Abolish this Position)

City of Lake City, FL Classification Description

Classification Title: IT SYSTEMS ADMINISTRATOR
Department: IT

Pay Grade: 15
FLSA Status: Exempt

General Description

This is a highly technical position that is responsible for the maintenance, configuration and reliable operation of the City of Lake City's server infrastructure and server applications, computers and computer networks; including hardware, software, and all configurations. Management of the local area network (LAN), the wide area network (WAN), and the intranet/internet systems. Serves as senior level support to the Systems Specialists and the Helpdesk Technicians. Problems encountered are highly complex in nature. Work performed with wide latitude for the exercise of independent judgment and action. This position will work under the direction of the Director of Information Technology.

Nature of Work

Essential Functions:

- Configures, optimizes, maintains and upgrades server hardware and applications housed on them.
- Responsible for server and network security. Keeping up-to-date on new vulnerabilities and threats and addressing them via patching and updates.
- Configures and monitors data backups, checking them daily and correcting any errors immediately. Tests recovery procedures monthly. Evaluate and assist the IT Director with disaster recovery planning, making recommendations on hardware and software.
- Assist with definition and maintenance of physical network architecture and infrastructure including TCP/IP addressing, communication lines, configuring and supporting routers and switches.
- Analyze server and network workload and monitors performance, making adjustments where needed.
- Responsible for capacity and storage planning.
- Assist the systems specialist and helpdesk technicians to install and configure new personal computers, printers, displays and software.
- Diagnose and document hardware and software problems via telephone and on-site visits—includes managing the problem resolution from start to finish.

- Research and produce written analysis for new hardware/software purchases for best price, best fit for application, best vendor, etc. for all agencies and departments that use Information Technology services. Assist with vendor negotiations if requested by other city agency or department.
- Project management for server-related projects and software implementation projects.
- Educate City of Lake City employees in the efficient and effective use of computer hardware and software.
- Assist IT Help Desk Technicians in any escalated support requests and help educate on problem resolution. Design automations for the routine portions of their work (Using tools such as SCCM).
- Configure and install virtual private network (VPN) connections for outside users through the City of Lake City's firewall.
- Manage Windows patching and updates for servers and pc's.
- Manage patching and updates on network equipment such as switches.
- Coordinate with Director of Information Technology on a daily basis to provide maximum support coverage to the City of Lake City.
- Works in an on-call rotation with other IT staff.
- Update City of Lake City computer documentation manuals under the direction of the Director of Information Technology.
- Regularly work with software installed on City of Lake City personal computers, including software used by the City's geographic information systems (GIS) and City's E-911 system for addressing, to maintain a software proficiency to provide software support.

(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/Software: Extensive knowledge of LAN/WAN technology, server hardware and software (physical and virtual), backup hardware and software, pc software and operating systems. Significant experience administering Microsoft Windows servers, SQL database and Cisco switches. Strong troubleshooting and problem solving skills. Ability to manage and supervise vendors and projects. Ability to work effectively and accurately under pressure and without supervision and to work in continually changing environments. Demonstrated ability to work with computer users in an effective and productive manner. Proven ability to keep track of multiple tasks and projects at once.

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. Employees should 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:

- Knowledge of business English which includes the ability to read, spell, comprehend instructions, and correspondence to perform daily activities.
- Ability to communicate effectively which being able to generate professional business correspondence, presenting information in one-on-one and small group situations to customers, City employees and other agencies.
- Expert in Windows Server and desktop computer configuration and network environments with advanced diagnostic and troubleshooting abilities.
- Extensive working-knowledge of network protocols and network components.
- Experience in MS Office applications and their integration with other application systems.
- Experience with large database systems, using SQL.
- Experience with backup hardware and software, and industry best practices for disaster recovery.
- Ability to physically install desktop computers, printers, and other computer equipment throughout City departments, lifting up to 50 pounds.
- Ability to relate instructions and answer questions in non-technical terms to address individuals on their level.
- Ability to provide organized and informative direction to users.
- Effectively utilizes time to perform multiple tasks concurrently and meet established deadlines.
- Ability to read and comprehend technical and business material to stay abreast of technology trends and changes.
- Strong organization skills to effectively utilize time to perform multiple tasks concurrently and meet established deadlines.
- Relies on experience and judgment to perform the functions of the job and to plan and accomplish goals.
- Works under general supervision with a high degree of creativity and latitude expected.
- Ability to learn new methods, procedures, and operations.
- Ability to communicate effectively, orally and in writing and convey ideas persuasively in a concise, organized, and professional manner.
- Possesses good teamwork skills.

Minimum Qualifications: Graduation from an accredited four-year college or technical school with a Bachelor's Degree with major coursework in system administration or computer technology or has equivalent extensive work experience. Minimum five years' experience and technical training on networks and server computer systems. Relevant Microsoft and Cisco certifications preferred. An equivalent combination of training, professional experience and relevant certifications may substitute for educational requirements. Must be able to obtain a FCIC/NCIC security certification.

ESSENTIAL PHYSICAL SKILLS

IT SYSTEMS ADMINISTRATOR

- Sitting, standing, walking, stooping, bending, kneeling, pushing, pulling, reaching, crawling, climbing, handling objects, talking and hearing.
- Must possess hand-eye coordination and fine manipulation skills as necessary to operate computers and various office machines.
- The employee may occasionally lift/carry and/or move up to 50 pounds.
- Employee must have ability to access file cabinets for filing and retrieval of data, the ability to access, input, and retrieves information from a computer and to sit at a desk and view a display screen for extended periods of time.
- Specific vision abilities required by this job include close vision for data entry and reading correspondence, and peripheral vision to be able to greet public as they enter the office.

Environmental Conditions:

- Works inside in an office environment most of the time.
- Occasionally works on equipment located outdoors. Approximately 10% of the time.

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.

Name: _____ Date: _____

Signature: _____

(Current IT Director Position)

City of Lake City, FL

Classification Description

Classification Title: DIRECTOR OF INFORMATION TECHNOLOGY (Interim)

Pay Grade: 18

Department: INFORMATION TECHNOLOGY

FLSA Status: Exempt

General Description

This is a highly technical and administrative position in the planning and carrying out the functions of the City's Information Technology Systems. Work is performed under the general direction of the Assistant City Manager.

Nature of Work

Essential Functions:

- Manage the deployment, monitoring, maintenance, development, upgrade and support of all IT systems, including servers, PCs, operating systems, telephone, software applications, and peripherals.
- Establish and evaluate network performance issues including availability, utilization, throughput, and latency, planning and executing the selection, installation, configuration, and testing if equipment.
- Manage and upgrades servers, security solutions, network hardware and equipment, as well as troubleshoot network performance. Install new/rebuild existing servers and configures hardware, peripherals, services, settings, directories, storage, etc.
- Provide expertise and support during systems upgrades, installations, and conversions and file maintenance.
- Oversee systems development and enhancement and the integration if new systems with existing systems.
- Work with staff to develop strategies and plans to enhance services, improve user effectiveness and foster innovation.
- Communication regularly with management and all users of information service and systems,
- Develop standard operating procedures, training, and best practices, including written protocols and guidance to IT staff and to end users.
- Develop and implement all policies and procedures, including those for architecture, security, disaster recover, standards, purchasing, and service provision.
- Ensure the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades.

DIRECTOR OF INFORMATION TECHNOLOGY

- Oversee provision of end-user services, including help desk and technical support services and training.
- Keep current with the latest technologies and determine what new technology solutions and implementations will meet business and system requirements.
- Ensures daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes. Ensures regular security monitoring to identify any possible intrusions.
- Ensures all City systems are updated and running the most up-to-date Cyber Security measures at all times.
- Ensures there are adequate training and education measures in place for all City personnel to prevent viruses and other intrusions into the City's network.
- Ensures scheduled backups operations, ensuring all required file systems and system data are successfully backed up to the appropriate media.
- Manage IT staff, including hiring, training, evaluation, guidance, discipline and discharge.
- Manage financial aspects of the IT Department including purchasing, budgeting and budget review.
- Manage telecommunications infrastructure and development plans, projects, policies and procedure.
- Negotiate and administer vendor, outsources and consultant contract and service agreements.

(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: Repairs, develops, or installs complex software or management information systems, establishes policies for using, acquiring, and/or maintaining technology systems. Creates plans for guides implementation of new technology systems. Demonstrated ability to lead a team of technical staff, to work with the Management of the organization, and to manage multiple concurrent projects.

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:

DIRECTOR OF INFORMATION TECHNOLOGY

- Knowledge of enterprise-level hardware systems, LAN's, enterprise-level software and programming languages;
- Knowledge of hardware configurations;
- Ability to plan and direct staff activities;
- Ability to design integrated computer systems;
- Ability to set work schedules;
- Ability to prepare and manage budget;
- Skill in operating PC's, terminals, etc.; and
- Ability to communicate effectively both orally and in writing.

Minimum Qualifications: Graduation from an accredited four (4) year college or university with a Bachelor's degree in Computer Science or related field. Five (5) years of experience as a system analyst, network administrator, or project leader with experience in the design, development, installation and implementation of computer systems.

Fluency in the administration of Microsoft's Active Directory (or Open LDAP) is necessary for daily tasks. Experience with the administration and integration of a mixed-OS environment is desired. Basic familiarity with Linux (Unix-based) and Microsoft server operating systems is required. Experience with the creation or modification of batch, shell, Perl, and/or python scripts may be necessary for certain job functions. Familiarity with the administration of MTAs. Along with webmail frontend(s), is preferred, a firm understanding of a virtualized server environment (among varying host operating systems) is preferred.

A comparable amount of education, training or experience may be substituted for the minimum qualifications. Must be able to obtain a FCIC/NCIC security certification. Must possess a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKIL

- Moderate to heavy (45 pounds and over) lifting and carrying
- Distinguish colors
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to access, input and retrieve information from a computer
- Walking, Standing, and Crawling
- Kneeling and Bending
- Bending
- Balancing, Stooping
- Driving

Environmental Conditions:

- Works inside and outside in various weather conditions; noise, slippery and uneven surfaces
- Works at heights up to 50 Feet
- May work in stressful situations

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

(New Revised as of 12/9/2021)

City of Lake City, FL

Classification Description

Classification Title: DIRECTOR OF INFORMATION TECHNOLOGY

Pay Grade: 19

Department: INFORMATION TECHNOLOGY

FLSA Status: Exempt

General Description

This is a highly technical and administrative position in the planning and carrying out the functions of the City's Information Technology Systems. Responsible for the maintenance, configuration and reliable operation of the City of Lake City's server infrastructure and server applications, computers and computer networks; including hardware, software, and all configurations. Management of the local area network (LAN), the wide area network (WAN), and the intranet/internet systems. Work is performed under the general direction of the Assistant City Manager.

Nature of Work

Essential Functions:

- Manage the deployment, monitoring, maintenance, development, upgrade and support of all IT systems, including servers, PCs, operating systems, telephone, software applications, and peripherals.
- Establish and evaluate network performance issues including availability, utilization, throughput, and latency, planning and executing the selection, installation, configuration, and testing if equipment.
- Manage and upgrades servers, security solutions, network hardware and equipment, as well as troubleshoot network performance. Install new/rebuild existing servers and configures hardware, peripherals, services, settings, directories, storage, etc.
- Provide expertise and support during systems upgrades, installations, and conversions and file maintenance.
- Oversee systems development and enhancement and the integration if new systems with existing systems.
- Work with staff to develop strategies and plans to enhance services, improve user effectiveness and foster innovation.
- Communication regularly with management and all users of information service and systems,
- Develop standard operating procedures, training, and best practices, including written protocols and guidance to IT staff and to end users.
- Develop and implement all policies and procedures, including those for architecture, security, disaster recover, standards, purchasing, and service provision.

DIRECTOR OF INFORMATION TECHNOLOGY

- Ensure the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades.
- Oversee provision of end-user services, including help desk and technical support services and training.
- Keep current with the latest technologies and determine what new technology solutions and implementations will meet business and system requirements.
- Ensures daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes. Ensures regular security monitoring to identify any possible intrusions.
- Ensures all City systems are updated and running the most up-to-date Cyber Security measures at all times.
- Ensures there are adequate training and education measures in place for all City personnel to prevent viruses and other intrusions into the City's network.
- Ensures scheduled backups operations, ensuring all required file systems and system data are successfully backed up to the appropriate media.
- Manage IT staff, including hiring, training, evaluation, guidance, discipline and discharge.
- Manage financial aspects of the IT Department including purchasing, budgeting and budget review.
- Manage telecommunications infrastructure and development plans, projects, policies and procedure.
- Negotiate and administer vendor, outsources and consultant contract and service agreements.
- Configures, optimizes, maintains and upgrades server hardware and applications housed on them.
- Responsible for server and network security. Keeping up-to-date on new vulnerabilities and threats and addressing them via patching and updates.
- Configures and monitors data backups, checking them daily and correcting any errors immediately. Tests recovery procedures monthly. Evaluate and assist the IT Director with disaster recovery planning, making recommendations on hardware and software.
- Manage patching and updates on network equipment such as switches.
- Assist with definition and maintenance of physical network architecture and infrastructure including TCP/IP addressing, communication lines, configuring and supporting routers and switches.
- Configure and install virtual private network (VPN) connections for outside users through the City of Lake City's firewall.

(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/Software: Repairs, develops, or installs complex software or management information systems, establishes policies for using, acquiring, and/or maintaining technology systems. Creates plans for guides implementation of new technology systems. Demonstrated ability to lead a team of technical staff, to work with the Management of the organization, and to manage multiple concurrent projects. Extensive knowledge of LAN/WAN technology, server hardware and software, backup hardware and software, pc software and operating systems. Experience managing Cisco routers and switches.

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 enterprise-level hardware systems, LAN's, enterprise-level software and programming languages;
- Expert in Windows Server and desktop computer configuration and network environments with advanced diagnostic and troubleshooting abilities;
- Experience with backup hardware and software, and industry best practices for disaster recovery;
- Experience with large database systems, using SQL;
- Knowledge of hardware configurations;
- Ability to plan and direct staff activities;
- Ability to design integrated computer systems;
- Ability to set work schedules;
- Ability to prepare and manage budget;
- Skill in operating PC's, terminals, etc.; and
- Ability to communicate effectively both orally and in writing.

Minimum Qualifications: Graduation from an accredited four (4) year college or university with a Bachelor's degree in Computer Science or related field. Five (5) years of experience as a system analyst, network administrator, or project leader with experience in the design, development, installation and implementation of computer systems.

Fluency in the administration of Microsoft's Active Directory (or Open LDAP) is necessary for daily tasks. Experience with the administration and integration of a mixed-OS environment is desired. Basic familiarity with Linux (Unix-based) and Microsoft server operating systems is required. Experience with the creation or modification of batch, shell, Perl, and/or python scripts may be necessary for certain job functions. Familiarity with the administration of MTAs. Along with webmail frontend(s), is preferred, a firm understanding of a virtualized server environment (among varying host operating systems) is preferred.

A comparable amount of education, training or experience may be substituted for the minimum qualifications. Must be able to obtain a FCIC/NCIC security certification. Must possess a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKIL

- Moderate to heavy (45 pounds and over) lifting and carrying
- Distinguish colors
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to access, input and retrieve information from a computer
- Walking, Standing, and Crawling
- Kneeling and Bending
- Bending
- Balancing, Stooping
- Driving

Environmental Conditions:

- Works inside and outside in various weather conditions; noise, slippery and uneven surfaces
- Works at heights up to 50 Feet
- May work in stressful situations

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

File Attachments for Item:

11. Letter of Resignation - Interim City Manager Mike Williams

December 17, 2021

To: Mayor Witt and Members of the City Council of Lake City,

Gentlemen,

Unfortunately, my time with the City is Drawing to an end. I spoke with my Doctor today and my pending back cannot be postponed. In fact, they have moved it up to earlier in January 2022.

As such I regretfully tender my notice with my last day being December 31, 2021. I know that this leaves the City without an interim City Manager for a period of 4-5 weeks. I respectfully would nominate Paul Dyal for this short-term position. I have spoken with Mr. Dyal and he is amenable if that is the wish of the Council. Paul is an outstanding Director, steady and reliable. He would do a great job as the final bridge to the new City Manager. I would also offer my limited services to consult with Paul or the City at No charge post-surgery if needed.

I have enjoyed my brief tenure at the City of Lake City. I was very impressed with the resilience of the staff and employees. They have stuck with the City through COVID, personnel shortages, and a litany of negativity from every corner. They are truly the most important asset that the City possesses. I urge them to continue in their love and service to their City.

I would also like to thank each of the Council members for their support during my tenure as interim City Manager. Lastly, I would be remiss if I didn't thank the City Clerk Audrey Sikes and her Staff and our attorney Fred Koberlein for there support they made my life much easier.

Respectfully Submitted,

Mike Williams
Interim City Manager,
City of Lake City

CC: City Clerk