
CITY COUNCIL REGULAR SESSION

CITY OF LAKE CITY

October 18, 2021 at 6:00 PM

Venue: City Hall

AGENDA

REVISED

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 - Council Member Eugene Jefferson

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.

Roll Call

Minutes

[1.](#) October 4, 2021 City Council Workshop

[2.](#) October 4, 2021 Regular Session

Approval of Agenda

Persons Wishing to Address Council

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

Appointment of City Council Member for District 14

- [3.](#) City Council Resolution No. 2021-154 - A resolution of the City Council of the City of Lake City, Florida appointing Stephen A. Douglas as Council Member of District Fourteen in accordance with the City Charter; and providing an effective date.
4. Swearing in Ceremony New Council Member, City Council District 14

Approval of Consent Agenda

- [5.](#) Permit application from Lake City VFW Post #2206 to hold the Veterans Day Parade on Thursday, November 11, 2021 from 10:00 AM until 12:30 PM. All supporting documents including certificate of insurance have been provided.
- [6.](#) Travel Request - Council Member Jake Hill has requested to attend the 2021 Florida League of Cities Legislative Conference in conjunction with his attendance at the Florida League of Cities Board of Directors Meeting on Thursday, November 4, 2021. The Florida League of Cities Legislative Conference is to be held November 3 - 5, 2021 in Kissimmee, Florida. This is not a budgeted conference. Funds are budgeted to cover the estimated cost of \$210.00 associated with mileage, parking and toll charges for the Board of Directors Meeting. The unbudgeted estimated cost to attend the conference will be approximately \$695.00.

Currently budgeted in the Council Travel accounts 511.30-40 and 511.30-55 are the following: Airport \$2,900; City Council Travel Allowance \$9,000; Florida League of Cities Board Travel Expenses - Hill \$750.00; Florida Black Caucus of Local Elected Officials \$900; Florida League of Cities \$6,150; IEMO Training - Basic and/or Advanced \$2,750.

Presentations**Open Second Public Hearing**

- [7.](#) Corbett Alday, V.P. of Guardian Community Resource Management, Inc. - Community Development Block Grant (CDBG) CV Funding 2020-2021 Second Public Hearing PowerPoint (Richardson Community Center Covid Testing Site)

Close Second Public Hearing

- [8.](#) City Council Resolution No. 2021-152 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of an application to the Florida Department of Economic Opportunity for a Community Development Block Grant; providing for the rehabilitation of the existing Richardson Community Center for the use of Covid testing and vaccinations; providing for

consistency with the City's Comprehensive Plan; providing for consistency with the Community Development Plan; and providing for an effective date.

Old Business

Ordinances - None

Resolutions - None

Other Items

9. Discussion and Possible Action - Fire Pension Board Appointee (Mayor Witt)
10. Discussion and Possible Action - Lake City Police Department requesting approval to purchase laptops at a cost of \$102,947.00 to bring laptops used by officers into compliance with SmartCop's standards. (Chief Gilmore)

New Business

Ordinances

- [11.](#) City Council Ordinance No. 2021-2208 (first and final reading) - An ordinance of the City of Lake City, Florida, extending the moratorium related to the issuance of new business tax receipts that are connected to activities that include electronic simulated gaming promotions or electronic sweepstakes as adopted by Ordinance No. 2021-2189; providing for an extension of ninety (90) days; providing for severability; providing for conflicts; and providing an effective date.

Resolutions

- [12.](#) City Council Resolution No. 2021-149 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Number Eight to the Continuing Contract with Jones Edmunds & Associates, Inc., for professional services and assistance with four (4) wastewater improvement projects; providing for the payment for the professional services and assistance at a not to exceed cost of \$403,000.00; and providing an effective date.
- [13.](#) City Council Resolution No. 2021-150 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Number Nine to the Continuing Contract with Jones Edmunds & Associates, Inc., for professional services and assistance with the installation of a twenty-four (24) inch water main from the Price Creek Water Treatment Plant to the North Florida Mega Industrial Park; providing for the payment for the professional services and assistance at a not to exceed cost of \$268,000.00; and providing an effective date.

14. City Council Resolution No. 2021-153 - A resolution of the City Council of the City of Lake City, Florida, appointing Glenel Bowden to the Board of Trustees of the General City Employee Retirement Plan to serve as Trustee; and providing for an effective date.

Other Items

15. Discussion and Possible Action - Complaint identifying employees and the City Manager. F.S 119.071(2)(k) exempts all information related to employee complaint and investigation.

Departmental Administration - None

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>

Agenda revised as follows:

- * Addition of supporting documents for Item #3, City Council Resolution No. 2021-154 Appointing Stephen Douglass as City Council Member District 14.
- * Addition of Emergency Item #15, Discussion and Possible Action - Complaint identifying employees and the City Manager. F.S 119.071(2)(k) exempts all information related to employee complaint and investigation.

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. October 4, 2021 City Council Workshop

The City Council in and for the citizens of the City of Lake City, Florida, met in Workshop, on October 4, 2021 beginning at 5:30 P.M., in the City Council Chambers, located at City Hall 205 North Marion Avenue, Lake City, Florida.

PRESENT:

Mayor/Councilman
City Council

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

Stephen M. Witt
Jake Hill, Jr.
Eugene Jefferson
Todd Sampson
Frederick Koberlein, Jr.
Michael Williams
Chief Argatha Gilmore
Audrey E. Sikes

1. CITY COUNCIL PHOTO SESSION

The purpose of this workshop is to hold a City Council Photo Session with Diana Hunt (Diana Joy Photographry). No official minutes were taken.

2. ADJOURNMENT

All matters having been handled, the workshop adjourned at 5:45 P.M.

Stephen M. Witt, Mayor/Council Member

Audrey E. Sikes, MMC City Clerk

File Attachments for Item:

2. October 4, 2021 Regular Session

The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on October 4, 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.

EVENTS PRIOR TO MEETING: 5:30 PM City Council Photo Session

PLEDGE OF ALLEGIANCE

INVOCATION –Mayor Stephen Witt

ROLL CALL

Mayor/Council Member
Vice Mayor/Council Member
City Council

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

Stephen M. Witt
Chris Greene
Jake Hill, Jr.
Eugene Jefferson
C. Todd Sampson
Frederick Koberlein, Jr.
Michael Williams
Chief Argatha Gilmore
Audrey Sikes

MINUTES

1. 9-13-2021 Council Workshop
2. 9-15-2021 Special Called City Council Meeting
3. 9-20-2021 Council Regular Session

Mr. Jefferson made a motion to approve the September 13, 2021 Council Workshop, September 15, 2021 Special Called Council Meeting, and the September 20, 2021 Regular Session minutes as presented. Mr. Hill seconded the motion and the motion carried unanimously on a voice vote.

APPROVAL OF AGENDA

Mayor Witt added the Pharmacists Month Proclamation to the agenda after approval of the agenda and removed Item #4 Permit application from Blue Grey Army, Inc., from the Consent Agenda for discussion. **Mr. Sampson made a motion to approve the agenda as amended. Mr. Jefferson seconded the motion and the motion carried unanimously on a voice vote.**

PROCLAMATION – Pharmacists Month

Mayor Witt presented the Pharmacists Month Proclamation to Sandra Buck-Camp.

4. Permit application from Blue Grey Army, Inc. to hold the Olustee Battle Festival starting with the set-up on Thursday, February 17, 2022. The festival will be held on Friday, February 18 through Saturday, February 19, 2022. All supporting documents, excluding

the certificate of insurance, have been provided. This approval is contingent upon receipt of the certificate of insurance prior to the event.

PUBLIC COMMENTS

- a.) Tony Buzzello the Commanding General for the Blue Grey Army spoke in support of the Olustee Festival.
- b.) Faye Warren the Executive Director of the Blue Grey Army spoke on insurance.
- c.) Glenel Bowden stated he would like for the Festival to be called something else and felt it should not be on the Consent Agenda.
- d.) Sylvester Warren spoke in opposition of the Olustee Festival.
- e.) Shawn Holmgren spoke in support of the Olustee Festival.
- f.) Tina Roberts spoke in support of the Olustee Festival.
- g.) Vanessa George spoke in opposition of the Olustee Festival.
- h.) Ken Bouche spoke in favor of the Olustee Festival.

Mr. Sampson made a motion approve the application as presented. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.

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

PERSONS WISHING TO ADDRESS COUNCIL

Glenel Bowden stated he requested the application process for the new City Manager to be made available to the public and suggested advertising in publications encouraging women or minorities to apply. He also asked for an update on Sally Mae Jerry Park.

Sylvester Warren asked the City to spend funds for trash cans and benches on North Marion Street.

Lester McKellum, the Executive Director of the Community Development Corporation inquired about the \$100,000.00 payment for 2021, and \$100,000.00 payment for 2022 for the Sweetwater Project. He reported the funds for 2022 would be needed before the third quarter next year. Mayor Witt asked Interim City Manager Michael Williams to look into this.

Bea Coker spoke on Council interference with administration and went over the handout she provided. She stated she would also email this to the City Clerk.

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. 2021-2202. City Council Ordinance No. 2021-2202 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2021-2202. Ken Bouche spoke on City

Council Ordinance No. 2021-2202. Upon completion of public comments, Mayor Witt closed the public hearing.

5. City Council Ordinance No. 2021-2202 (final reading) - An ordinance of the City Council of the City of Lake City, Florida, amending Chapter 104, entitled vegetation of the City Code of ordinances; providing for repeal of Section 40, titled creation of City Tree Board; appointment of members; terms of the City Code in its entirety; providing for severability; providing for codification; and providing for an effective date. **Mr. Jefferson made a motion to adopt City Council Ordinance No. 2021-2202, on final reading, amending Chapter 104, entitled vegetation of the City Code of ordinances; providing for repeal of Section 40, titled creation of City Tree Board; appointment of members, and terms of the City Code in its entirety. 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

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. 2021-2203. City Council Ordinance No. 2021-2203 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2021-2203. No one asked to speak on City Council Ordinance No. 2021-2203, therefore Mayor Witt closed the public hearing.

6. City Council Ordinance No. 2021-2203 (final reading) - An ordinance of the City Council of the City of Lake City, Florida, amending the City Code to add a new Section Number 86-110.16 to Article III, Chapter 86, which provides for the permanent vacating of the two utility easements located between Lots 5 (Parcel 34-3S-16-02465-105) and Lot 6 (Parcel 34-3S-02465-106), and Lot 6 (Parcel 34-3S-02465-106) and Lot 7 (Parcel 34-3S-16-02465-107), all of said lots being located in the Stonegate Park Subdivision as recorded on a plat thereof and recorded in plat book 7, pages 61 and 62, of the public records of Columbia County, Florida; providing for conflicts; providing for severability; providing for codification; and providing an effective date. **Mr. Sampson made a motion to adopt City Council Ordinance No. 2021-2203, on final reading, amending the City Code to add a new Section Number 86-110.16 to Article III, Chapter 86, which provides for the permanent vacating of the two utility easements located between Lots 5 (Parcel 34-3S-16-02465-105) and Lot 6 (Parcel 34-3S-02465-106), and Lot 6 (Parcel 34-3S-02465-106) and Lot 7 (Parcel 34-3S-16-02465-107), all of said lots being located in the Stonegate Park Subdivision as recorded on a plat thereof and recorded in plat book 7, pages 61 and 62, of the public records of Columbia County, Florida. 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

Other Items

7. Discussion and Possible Action - Council to set the ranking process to be used for candidates providing submissions to serve as the successor of the unexpired term of the vacated City Council District 14 seat. (Mayor Witt)

Mayor Witt reminded the public all applications are due, October 7th at 5:00 PM with interviews starting October 13th at 1:00 PM.

Mr. Sampson stated he was unsure on the matrix, and preferred to nominate someone and then take a vote.

PUBLIC COMMENT: Stew Lilker expressed concern with the process. He suggested holding the interviews later than 1:00 PM. Mr. Lilker stated this should have been discussed during the Charter Review Process.

Mr. Sampson felt the questions and process were adequate.

PUBLIC COMMENT: Glenel Bowden provided a historical overview of the appointment process.

Mr. Jefferson expressed concerns with additional questions that Council could ask applicants and the need for consistency. Members concurred to ask each candidate the same additional questions.

Mr. Sampson made a motion to move forward with the interview questions as presented and the process. The motion provides at the end of the process for the council to decide based a motion, vote and a majority. 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

Council concurred to start the process at 5:00 PM on Wednesday, October 13, 2021. Applicants will be scheduled every twenty (20) minutes.

8. Discussion and Possible Action - Fire Pension Board and General Employee Pension Board Appointee (Mayor Witt)

Mayor Witt stated Glenel Bowden has expressed interest in becoming the appointee for the General Employee Pension Board. He asked for this to be placed on the next agenda for consideration.

9. Discussion and Possible Action - On May 3, 2021 City Council Ordinance No. 2021-2189 was passed and adopted relating to the establishment of a temporary moratorium for 180 days related to the issuance of new business tax receipts that are related to activities that include electronic simulated gaming promotion or electronic sweepstakes and excepting renewals of existing business tax receipts. The temporary moratorium is set to expire on October 30, 2021. (Interim City Manager Mike Williams and Chief Gilmore)

Interim City Manager Mike Williams reported the moratorium would end this month if there was no action. As a result, the City would have no choice but to issue permits, and there would be a large influx of establishments in the City. Mr. Sampson inquired how the City of Live Oak structured their ordinance. Mr. Williams reported Live Oak limited their number of applications based upon population. He stated the City could obtain a copy of the ordinance. City Attorney Fred Koberlein stated the City could extend the ordinance to allow additional time to perform research. Mayor Witt stated he would agree to a 90-day extension of the moratorium. Mr. Hill concurred and suggested looking at the ordinance from the City of Live Oak. **Mr. Sampson made a motion to extend the moratorium ninety (90) days. 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

NEW BUSINESS

Ordinances

10. City Council Ordinance No. 2021-2200 (first reading) An ordinance of the City of Lake City, Florida, amending the official zoning atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an application, Z 21-06, by the property owner of said acreage; providing for rezoning from residential, single-family-2 (RSF-2) to commercial, neighborhood (CN) of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. **Mr. Jefferson made a motion to adopt City Council Ordinance No. 2021-2200, on first reading, amending the official zoning atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an application, Z 21-06, by the property owner of said acreage, and providing for rezoning from residential, single-family-2 (RSF-2) to commercial, neighborhood (CN) of certain lands within the corporate limits of the City of Lake City, Florida. 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 Ordinance No. 2021-2201 (first reading) An ordinance of the City of Lake City, Florida, amending the text of the City of Lake City Land Development Regulations, as amended, pursuant to an application, LDR 21-03, by the City Council, providing for amending Section 3.1.1.3 entitled Planning and Zoning Board; organization, term of office by changing the term of office from three years to four years; providing for amending Section 3.2.1.3 entitled Board of Adjustment; organization, term of office by changing the term of office from three years to four years; providing severability; repealing all ordinances in conflict; and providing an effective date. **Mr. Jefferson made a motion to adopt City Council Ordinance No. 2021-2201, on first reading, amending the text of the City of Lake City Land Development Regulations, as amended, pursuant to an application, LDR 21-03, by the City Council, providing for amending Section 3.1.1.3 entitled Planning and Zoning Board; organization, term of office by changing the term of office from three years to four years, and providing for amending Section 3.2.1.3 entitled Board of Adjustment; organization, term of office by changing the term of office from three years to four years. 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

12. Ordinance No. 2021-2205 (first reading) An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 21-02, relating to voluntary annexation; making findings; annexing certain real property located in Columbia County, Florida, which is reasonable compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. Price Creek **Mr. Sampson made a motion to adopt City Council Ordinance No. 2021-2205, on first reading, pursuant to Petition No. ANX 21-02, relating to voluntary annexation; making findings, and annexing certain real property located in Columbia County, Florida, which is reasonable compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

13. City Council Ordinance No. 2021-2206 (first public hearing/transmittal public hearing) An ordinance of the City of Lake City, Florida, amending Ordinance No. 91-688, as amended, relating to an amendment to the text 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 163.3161(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 adopt City Council Ordinance No. 2021-2206, on first public hearing/transmittal public hearing, 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, and providing for adding a property rights element to the Comprehensive Plan per Section 163.3161(10), Florida Statutes, as amended and Section 187.101(3), Florida Statutes, as amended. 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 Ordinance No. 2021-2207 (first reading) An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 21-03, relating to voluntary annexation; making findings; annexing certain real property located in Columbia County, Florida, which is reasonable compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. Georgia Oil. **Mr. Jefferson made a motion to adopt City Council Ordinance No. 2021-2207, pursuant to Petition No. ANX 21-03, relating to voluntary annexation; making findings, and annexing certain real property located in Columbia County, Florida, which is reasonable compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

Resolutions

15. City Council Resolution No. 2021-145 - A resolution of the City Council of the City of Lake City, Florida, authorizing the addition of Michael D. Williams, the City Manager, as an authorized signor of all checks, vouchers, transfers or disbursements on all bank accounts of the City of Lake City, Florida; and providing for an effective date. **Mr. Jefferson made a motion to adopt City Council Resolution No. 2021-145, authorizing the addition of Michael D. Williams, the City Manager, as an authorized signor of all checks, vouchers, transfers or disbursements on all bank accounts of the City of Lake City, Florida. 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

16. City Council Resolution No. 2021-146 - A resolution of the City Council of the City of Lake City, Florida, authorizing Task Assignment Number Eighteen to the Continuing Contract with North Florida Professional Services, Inc., a Florida Corporation, for engineering services related to the inspection of the steel structure known as Memorial Stadium. **Mr. Sampson made a motion to adopt City Council Resolution No. 2021-146, authorizing Task Assignment Number Eighteen to the Continuing Contract with North Florida Professional Services, Inc., a Florida Corporation, for engineering services related to the inspection of the steel structure known as Memorial Stadium. 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

17. City Council Resolution No. 2021-147 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a declaration of restrictive covenant; providing for issuance of a conditional site rehabilitation completion order by the Florida Department of Environmental Protection; providing for the imposition of certain restriction and engineering controls to reduce the risks associated with users of certain real property and the environment caused by contaminants; and providing for an effective date. **Mr. Jefferson made a motion to adopt City Council Resolution No. 2021-147, authorizing the execution of a declaration of restrictive covenant; providing for issuance of a**

conditional site rehabilitation completion order by the Florida Department of Environmental Protection, and providing for the imposition of certain restriction and engineering controls to reduce the risks associated with users of certain real property and the environment caused by contaminants. 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. 2021-148 - A resolution of the City Council of the City of Lake City, Florida authorizing the execution of an Interlocal Agreement with the Florida Gateway College; providing for the locating and mapping of utility facilities; providing for severability; providing for conflicts; and providing for an effective date. **Mr. Sampson made a motion to adopt City Council Resolution No. 2021-148, authorizing the execution of an Interlocal Agreement with the Florida Gateway College, and providing for the locating and mapping of utility facilities. 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

19. City Council Resolution No. 2021-151 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of an amendment to the Public Transportation Grant Agreement with Florida Department of Transportation; providing for the rehabilitation of runway 5-23 at the airport; providing for a statutory exemption to the prohibition of employing the same entity for both design and construction engineering and inspection services; providing for severability; providing for conflicts; and providing for an effective date. **Mr. Jefferson made a motion to adopt City Council Resolution No. 2021-151, authorizing the execution of an amendment to the Public Transportation Grant Agreement with Florida Department of Transportation; providing for the rehabilitation of runway 5-23 at the airport, and providing for a statutory exemption to the prohibition of employing the same entity for both design and construction engineering and inspection 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

DEPARTMENTAL ADMINISTRATION

20. Lake City Police Department requesting approval to transfer \$102,947.00 in funds from Department's FY21 budget 521-010.12 Salary account to Department's FY22 budget 521-060.64 Capital Outlay and Machinery account to bring laptops used by officers into compliance with SmartCop's standards. (Chief Gilmore)

Chief Gilmore reported the Information Technology Department made an assessment on their current laptops and determined the laptops could not handle an upgrade and made the recommendation to replace the laptops. Mr. Sampson inquired about funding sources. Chief Gilmore stated she would go back and look at potential funding sources.

Other Items

21. Approval for the Kiwanis Organization to place a shade structure over the playground equipment at Kiwanis Park, a City owned park, located behind First Federal Bank main office, on 90 W. The Kiwanis Organization purchased the shade structure and there is no expense to the City. (David Young, Growth Management Director)

Dave Young updated Council on the shade structure to be placed over the playground equipment at Kiwanis Park. **Mr. Sampson made a motion to grant the Kiwanis Organization permission to place a shade structure over the playground equipment at Kiwanis Park. 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

22. Discussion and Possible Action - Meeting with County to negotiate for the possible combining of certain City and County services (Mayor Witt)

PUBLIC COMMENT: Sylvester Warren spoke in favor of having discussions with the County in a public setting.

PUBLIC COMMENT: Glenel Bowden spoke in favor of having discussion with the County.

PUBLIC COMMENT: Stew Lilker stated there was no proposition made before this board at this time.

Mr. Sampson made a motion to authorize Interim City Manager Mike Williams to begin discussions with the County per the letter. Public Comment: Mr. Lilker asked for clarification of the motion. Mr. Williams explained

the process that would be followed. Mr. Lilker encouraged transparency throughout the process for the media and public to attend. **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

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

Mr. Williams reported he would be meeting this week with Dave Young to review renovation plans of the buildings. Final estimates will be obtained for the renovations, and these will be brought back to Council.

PUBLIC COMMENT: Sylvester Warren spoke on timelines for the renovations.

24. Memorial Stadium Update (Interim City Manager Mike Williams/Growth Management Director Dave Young)

Mr. Williams updated Council on Memorial Stadium and reported once the structure study comes back, it will be brought back before Council.

COMMENTS BY COUNCIL MEMBERS

Mr. Hill reminded members the City agreed to host the Northeast Florida League of Cities dinner in December. He suggested, due to Covid-19, to postpone until next year. Members concurred.

Mr. Sampson reminded members at the next meeting, October 18, 2021 there will be the hearing for Richardson and the Community Development Block Grant for \$5.1 million. He also stated he would like to see a unified look for the beginning of the City to the end of the City and suggested for the Community Redevelopment Advisory Committee to look into that. Mr. Sampson suggested the creation of an additional informal committee, a parks committee, to address all the parks city wide. Mr. Williams is to bring back options and recommendations as to committee structure. Mr. Sampson reminded staff to start looking at vision and mission planning so this can coincide with the new City Manager coming in.

PUBLIC COMMENT: Vanessa George suggested a multicultural appointment of members for this new committee.

ADJOURNMENT

All matters having been handled, the meeting adjourned at 7:55 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 Resolution No. 2021-154 - A resolution of the City Council of the City of Lake City, Florida appointing Stephen A. Douglas as Council Member of District Fourteen in accordance with the City Charter; and providing an effective date.

CITY COUNCIL RESOLUTION NO. 2021-154

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA APPOINTING STEPHEN A. DOUGLAS AS COUNCILMEMBER OF DISTRICT FOURTEEN IN ACCORDANCE WITH THE CITY CHARTER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the provisions and requirements of the City Charter and all applicable general laws of the State of Florida the City Council of the City of Lake City, Florida (hereinafter the “City”) was charged with the selection of a new councilmember to fill the vacancy of the District 14 council seat; and

WHEREAS, the City Council announced the vacancy of the District 14 council seat and received input from qualified voters interested in filling the position; and

WHEREAS, in accordance with the City Charter the City Council evaluated the aforementioned qualified voters and selected Stephen A. Douglas to fill the vacancy of the District 14 council seat.

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

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

Section 2. Pursuant to the provisions of the City Charter and applicable provisions of the general election laws of the State of Florida, Stephen A. Douglas is hereby declared the City Councilmember of the District 14 City Council seat for the remainder of the unexpired term of said council seat.

Section 3. Stephen A. Douglas shall take office upon taking the required oath of office.

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

5. Permit application from Lake City VFW Post #2206 to hold the Veterans Day Parade on Thursday, November 11, 2021 from 10:00 AM until 12:30 PM. All supporting documents including certificate of insurance have been provided.

City of Lake City

☐ **Darby Pavilion**

☒ **Special Events**

Application

Applicant Information

Organization/Applicant Name:

What is Event For?: *Veterans Day Parade*

Contact Name: *AC, Commander*

Phone: *252-292-0688*

Address: *343 SW Forrest Lawn Way*

City: *Lake City*

State: *FL*

ZIP Code: *32025*

Email:

Facility/Park Requested: *Parade*

Date Of The Event: *11/11/21*

Time Requested: *11:00 am*

Estimated Attendance:

Darby Pavilion Only

Alcohol: ☐ YES ☐ NO

Set Up Time:

Event Time:

Clean Up Time:

Parade Information

Line Up Place and Time: *DOT 10:00 am*

Inclement Weather Date: *N/A*

Anticipated number of vehicles to be used in the parade: *20-25 cars*

Parade Start Time: *11:00 AM*

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

map attached

Event Information

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

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

What kind?:

Are you having other vendors participate in this event?:

Please list:

Is this event open to the public?:

What Activities are planned?:

Will tents be used?:

Will bounce houses be used?:

Will you be serving food?:

Staff Use Only

<p>Approved (All signatures required for approval)</p>	<p>Deposit Amount:</p> <p>Date Due: <i>Ø</i></p>	<p>Map Attached: D.O.T. Approval:</p> <p>Proof of Insurance:</p>
<p>Denied</p>	<p>Electricity Needed:</p> <p>Electricity Charge:</p>	<p>Road Closures:</p> <p>Parking Lot Closures:</p>
<p>Rental Fee: <i>Ø</i></p>	<p>Total Received: <i>Ø</i></p>	<p>Deposit Returned:</p> <p>Date: Amount:</p>

<p>Applicant Signature: <i>Paula Richardson</i> <i>SENIOR Vice com</i></p>	<p>Date: <i>10/7/21</i></p>
--	-----------------------------

Department Approval

<p>Public Works Official: <i>Burke</i></p>	<p>Date: <i>10/8/21</i></p>
<p>Police Department Official: <i>Lt Andy Miller</i></p>	<p>Date: <i>10/7/21</i></p>
<p>DOT Release (if applicable)</p>	<p>Date:</p>
<p>City Manager: <i>Mary White</i></p>	<p>Date: <i>10/7/21</i></p>
<p>City Council:</p>	<p>Date:</p>
<p>CRA Official: <i>David Young</i></p>	<p>Date: <i>10/07/21</i></p>
<p>Recreation Department Official: <i>J. P. Miller</i></p>	<p>Date: <i>10/7/21</i></p>

Hold Harmless Agreement: The Contractor, Vendor, or User hereby promises and agrees to indemnify and save harmless the City of Lake City, a municipal corporation, its officers, agents, and employees, from and against any and all liability, claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including attorney's fees for and on appeal of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement whether by act or omission of the Contractor, Vendor, Officers, agents, servants, employees, or other or because of or due to the more existence of the agreement between the parties.

The applicant will supply a "Certificate of Insurance" reflecting minimum coverage of the amount deemed by City Staff per occurrence for bodily injury and property damage. The City of Lake City, 205 North Marion Avenue, Lake City, FL 32055, must be shown as "Additional Insured" which will be noted on the Certificate. The Certificate will indicate that the applicant's insurance policy will not be cancelled without thirty day prior written notice to the City. The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply a "Certificate of Insurance" to the Lake City Recreation Department no later than five (5) calendar days prior to program/event date.

Copyright Law: Licensee assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any event covered under this agreement and licensee agrees to indemnify and hold harmless devices, processes or dramatic rights furnished or used by licensee in connection with the agreement and will defend the City from any such suit or action, regardless of whether it is grounded or fraudulent.

Certification by Applicant: I certify that I have read this application and that all information contained in this application is true and correct. Any falsehoods or misrepresentations will constitute a criminal violation of the Florida State Statute. I agree to comply with and be bound by any and all applicable provisions of the city code. I understand the event may be cancelled by the Chief of Police or the Fire Chief should any conditions of the application or city ordinance or state statute be violated, I certify that I am authorized by the organization named herein to act as its agent for the herein described activity. I also have received the notice informing me of my responsibilities and obligations should I cancel the event.

By filing this application, I and the organization on whose behalf this application is made, contract and agree that we will jointly and severally indemnify and hold the City of Lake City harmless against liability, including court costs and attorney's fees, for trial and on appeal, for any and all claims for damage to property or injury to, or death of, persons arising out of or resulting from the approval of the Special Events application or the conduct of the activity or its participants.

Paula Richardson

10/7/21

Licensee Signature

Date

LICENSEE CERTIFICATION

I hereby certify that all the information contained herein is true and correct to the best of my knowledge. If any portion is found to be false or misrepresented, such fact may be just cause for immediate revocation of any approval previously given.

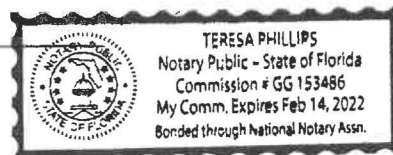
Signature of Applicant: Paula Q. Richardson Date: 10/7/21

Subscribed and affirmed 10/7/21 By (Print Applicant Name) Paula Richardson

He/she is personally known to me OR has presented _____ as identification and who did take an oath.

Notary Signature and Seal: Teresa Phillips

My commission Expires: 2/14/22



Americans with Disabilities Act:

The applicant understands and agrees that it will comply with the obligations of Titles II and III of the Americans with Disabilities Act of 1990 in the conduct of the special event, and further agrees to indemnify, hold harmless and defend the City of Lake City, its elected officials, officers, agents, employees and volunteers, from any claims or liability arising out of or by virtue of the Americans with Disabilities Act.

The Program/Event will be terminated should licensee cause any violation of Local, State, or City of Lake City Laws and ordinances.

Veterans Day Parade





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/12/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Affinity, LLC P. O. Box 879610 Kansas City, MO 64187-9610	CONTACT NAME: Lockton Affinity, LLC PHONE (A/C No. Ext): 800-829-8390 FAX (A/C No.): 913-652-7599 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: AIX Spec. Ins. Co. NAIC # 12833 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Lake City VFW Post #2206 PO Box 276 Lake City, FL 32056	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y		LPZ-BP-0034664-3	12/21/2020	12/21/2021	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPROP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Lake City VFW Post #2206 to hold Veterans Day Celebration on 11/11/2021

City of Lake City is an Additional Insured, where required by written contract, per the terms, Conditions and exclusions of the referenced general liability policy

CERTIFICATE HOLDER

CANCELLATION

City of Lake City 205 N. Marion Ave Lake City, FL 32055	2206 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

File Attachments for Item:

6. Travel Request - Council Member Jake Hill has requested to attend the 2021 Florida League of Cities Legislative Conference in conjunction with his attendance at the Florida League of Cities Board of Directors Meeting on Thursday, November 4, 2021. The Florida League of Cities Legislative Conference is to be held November 3 - 5, 2021 in Kissimmee, Florida. This is not a budgeted conference. Funds are budgeted to cover the estimated cost of \$210.00 associated with mileage, parking and toll charges for the Board of Directors Meeting. The unbudgeted estimated cost to attend the conference will be approximately \$695.00.

Currently budgeted in the Council Travel accounts 511.30-40 and 511.30-55 are the following: Airport \$2,900; City Council Travel Allowance \$9,000; Florida League of Cities Board Travel Expenses - Hill \$750.00; Florida Black Caucus of Local Elected Officials \$900; Florida League of Cities \$6,150; IEMO Training - Basic and/or Advanced \$2,750.



ACCOUNT NUMBER	DEPARTMENT	DATE
511.40 and 511-55	Council	10/12/2021

EMPLOYEE NAME	DEPARTURE DATE & TIME	RETURN DATE & TIME
Jake Hill, Jr.	11/3/2021 0:00	11/5/2021

PURPOSE / REASON / DESTINATION:	FLC BOD Meeting & 2021 FLC Legislative Conference, Kissimmee, FL 11/3-5/2021
---------------------------------	--

TRAVEL EXPENDITURES	# NIGHTS	RATE	PURCHASING CARD CHARGE	TOTAL EXPENDITURES
LODGING	2	\$ 154.00	Embassy Suites Orlando - Lake Buena Vista South	\$ 308.00
CONFERENCE REGISTRATION	1	\$ 250.00	2021 Florida League of Cities Legislative Conference	\$ 250.00
INCIDENTAL EXPENSES (TOLLS, PARKING-LIST EACH ITEM SEPARATELY)				
Parking Charges	\$ 3.00	\$ 13.00	Self Parking \$13 day (11/3-5/2021)	\$ 39.00
Tolls			Will use City Sunpass (estimate)	\$ 15.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
MEALS (Date)	# Days	Rate based on Location	REIMBURSEMENT THROUGH PAYROLL	
Wednesday 11/3/2021		\$ 69.00	First day of travel - no meals provided	\$ 51.75
Thursday, 11/4/2021		\$ 69.00	Breakfast, Lunch and Dinner provided	\$ 5.00
Friday, 11/5/2021		\$ 69.00	Last day of travel, breakfast provided	\$ 51.75
				\$ -
				\$ -
M&IE first & last day calculated at 75% - Full day may be approved based on time of departure and/or return.				
MILEAGE (Date)	# MILES	RATE		
L/C to Kissimmee	163.00	0.56	Account number 511.40	\$ 91.28
Kissimmee to L/C	163.00	0.56	Account number 511.40	\$ 91.28
				\$ -
				\$ -
				\$ -
TOTAL EXPENSE TO EMPLOYEE				\$ 291.06

TOTAL EXPENSE	\$ 903.06
---------------	-----------

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

Payee Signature: _____

Date _____

Dept. Head Signature: _____

Date _____

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

Date _____

*Please attach all supporting documentation for auditing purposes.

*Please obtain all signatures before submitting for payment.

Cannon, Michelle

From: Hill, Jake
Sent: Monday, October 4, 2021 4:44 PM
To: Cannon, Michelle
Subject: Fwd: 2021 FLC Legislative Conference November 3-5, 2021

Sent from my iPad

Begin forwarded message:

From: Penny Mitchell <PMitchell@flcities.com>
Date: September 10, 2021 at 3:25:53 PM EDT
To: Penny Mitchell <PMitchell@flcities.com>
Cc: Merrily Bennett <mbennett@flcities.com>
Subject: 2021 FLC Legislative Conference November 3-5, 2021

Florida League of Cities Board of Directors:

The FLC Board of Directors is scheduled to meet on Thursday, November 4, 2020, 4:45 p.m. – 6:00 p.m. in conjunction with the Annual Legislative Conference November 3-5, 2021 at Embassy Suites Orlando – Lake Buena Vista South, Kissimmee, FL. There will be a Board dinner following the Network Event at 7:00 p.m.

We will reserve hotel rooms for FLC Board members planning to stay at the hotel. Simply reply to this email to RSVP by September 29, 2021. The hotel is subject to selling out.

By reply of this email please advise the following:

- I will attend the Board of Directors meeting Thursday, November 4th at 4:45 p.m. _____
- I will attend the Board dinner _____ Guest _____
- I will need hotel accommodations for arrival _____ and check-out _____

Please note: This meeting is NOT a reimbursable meeting expense and you will need to pay with your credit card upon check in.

You do not need to register for the Legislative Conference to attend the Board meeting.

This link will give a tentative schedule of events: [Schedule of Events FLC Legislative Conference](#)

You may register here if you would like to attend the conference: [Registration for FLC Legislative Conference November 3-5, 2021](#)

Penny B. Mitchell, CMP
Executive Assistant
Florida League of Cities, Inc.

FLC 2021 Legislative Conference

Register today for the **2021 Florida League of Cities Legislative Conference.**

The event will be held November 3-5, 2021 at the Embassy Suites Orlando - Lake Buena Vista South.

Florida League of Cities President Phillip Walker, commissioner of the City of Lakeland, will preside over the conference where he will rally the membership in support of the League's 2022 Legislative Action Agenda.

You are essential to the League's legislative success. Join your municipal colleagues to discuss the latest on the state's top issues and the status of our legislative priorities, and to share ideas on ways to urge legislators to support Home Rule!

The registration fee for this event is \$250 and covers admission to all conference sessions, continental breakfasts, refreshment breaks and Thursday's luncheon and networking event.

We look forward to seeing you there!

Schedule of Events

Wednesday - November 3, 2021

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

Crisis Communications for Mayors: How to Serve as the Spokesperson for Your Community in a Crisis
Using the Surfside condo collapse disaster as an example, this workshop will look behind the scenes at crisis management. You'll hear from members of the contracted crisis management team who worked with the Town of Surfside during the first thirty days after the building's collapse. Mayors will learn how to better prepare for a major disaster, about funding mechanisms and the media attention and public scrutiny that always follow. Read about the speakers [here](#).

Pre-registration required; mayors only please.

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

Finding Unity in Division

Today Americans seem as deeply and broadly divided as the opposite rims of the Grand Canyon. How can public leaders find unity with their colleagues, their staff and their constituents against this backdrop? Focusing on what unites most of us and best practices for persuasion, we'll strengthen our ability to bring our communities together even in these trying times

5:00 p.m. - 6:00 p.m.

Florida League of Mayors Reception

6:00 p.m. - 7:00 p.m.

Florida Black Caucus of Local Elected Officials Reception

Thursday - November 4, 2021

7:30 a.m.

Coffee Service

7:30 a.m. - 5:00 p.m.

Registration Desk Open

8:00 a.m. - 8:30 a.m.

First-Time Attendees' Orientation

If you are newly elected, appointed or just new to the Florida League of Cities, this workshop is designed for you!

Sign in to register

Username

Password

[Sign In](#)

[Forgot username?](#) |

[Forgot password?](#)

Need help logging in or creating an account?

[Help me!](#)

Important note concerning registration confirmations:

We need the email address of the registrant(s) in order to send confirmations. Please provide the email address of the attendee(s) using the badge information link located directly below the registration button.

If you are not the attendee, you will have the option to send yourself copies of the email confirmation(s) after submitting the registration(s), at the end of this sign-up process.

You'll hear about the League's membership, structure, the advocacy program, and why the annual Legislative Conference is so important. Materials will be available to help give you an orientation to the FLC's programs and services.

8:45 a.m. - 9:45 a.m.

Federal Action Strike Team Meeting

8:45 a.m. - 9:45 a.m.

Positioning Your Municipality Pre- and Post-Disaster

Learn how to build local-level capacity for all phases of emergency management, including preparedness, mitigation, response and recovery, to strengthen your municipality's resiliency. Understanding disaster planning and response activities that meet the needs of the whole community, and knowing where the gaps are so they can be corrected, is vital to reduce disaster risks.

10:00 a.m. - 11:30 a.m.

Navigating the American Rescue Plan

Florida's cities have received their first tranche in ARPA funding. Come join a discussion with municipal practitioners to hear how other cities are planning to spend their funds. League staff will also provide an ARPA update and share helpful resources to help cities navigate this unprecedented funding opportunity.

11:45 a.m. - 1:00 p.m.

Keynote Luncheon--What Your Residents Think: A Round Up of Public Opinion Polling on Key Issues for Cities

1:15 p.m. - 2:15 p.m.

Legislative Preview/Joint Legislative Policy Committee Meeting

Everyone is invited to this joint meeting of the legislative policy committees. Hear from the League's legislative team about what legislation has been filed so far and what to expect for the 2022 Legislative Session.

2:30 p.m. - 3:30 p.m.

Working with Your Business Community

Local businesses are the lifeblood of our cities. Come hear from experts about best practices and approaches to use when working with your business community as you adopt policies and ordinances.

3:45 p.m. - 4:45 p.m.

Issues and Media and Bills, Oh My!

Wondering what big issues will dominate the headlines during the 2022 Legislative Session? Curious how the media landscape has changed? Want to learn how your city can cut through the clutter to have your story heard? Join veteran political reporters **Matt Dixon** from POLITICO, **Dara Kam** from the News Service of Florida and **Peter Schorsch** from *FloridaPolitics.com*, along with political and communications consultant **Steven J. Vancore**, to hear the latest on the important issues you need to be prepared for and what to expect this session.

4:45 p.m. - 6:00 p.m.

Florida League of Cities Board of Directors Meeting

6:00 p.m. - 7:00 p.m.

Networking Event

Friday - November 5, 2021

8:00 a.m.

Coffee Service

8:00 a.m. - 10:00 a.m.

Headshot Photo Station

8:00 a.m. - 11:00 a.m.

Registration Desk Open

8:45 a.m. - 9:45 a.m.

Advocacy Committee Meeting

8:45 a.m. - 9:45 a.m.

The Florida Race to Zero: Cities Racing Toward Carbon Neutrality

Scientists believe (and the vast majority of Americans now agree) that we must dramatically reduce our carbon output in the coming decades if we hope to mitigate the worst impacts of climate change. Florida's cities are leading the effort to overcome this profound challenge. Ten Florida municipalities have joined a friendly competition to meet that challenge by "racing" toward carbon neutrality, or net-zero carbon emissions, before 2050. Find out how to join the race. Topics will include a discussion of the external resources available to elected officials and city staff, how cities can create an inventory of their carbon footprint, how municipalities use those inventories to create an action plan, and examples of high-impact ways to immediately begin reducing your carbon footprint.

10:00 a.m. - 12:00 p.m.

General Session: Amplify Your Advocacy; 13 Ways to Kill Your Community; Charge to Delegates

Amplify Your Advocacy: Learn from the Pros on Effectively Communicating with Legislators

This portion of the general session will provide hands-on, effective advocacy techniques to discuss issues competently with policymakers while working within the legislative process. Whether a newcomer or long-serving advocate, don't miss this fun, interactive opportunity to learn from the pros on effective lobbying strategies.

Keynote Presentation: 13 Ways to Kill Your Community

In this presentation, popular community strategist and author **Doug Griffiths** offers valuable lessons on what makes the difference between a prospering community and a failing one. Based on his bestselling book, *13 Ways to Kill Your Community*, this presentation is sometimes startling and often revelatory. Doug's passion shines through in this keynote. He makes every audience member feel as if he was speaking directly to them about their community. His anecdotes deliver both wit and wisdom to challenge audiences, and he can help you be more confident in your role in creating a stronger community!

1:00 p.m. - 5:00 p.m.

Continuing Education in Ethics: Have You Completed Your Hours?

Florida's municipal elected officers are required to take four specific hours of continuing education in ethics per year. If you haven't completed your hours, this is your opportunity! The four hours include two hours on the Florida Ethics Law (Chapter 112, F.S.), one hour of public meetings (Chapter 286, F.S.) and one hour of public records (Chapter 119, F.S.).

NOTE: This class will be offered on a first-come, first-served basis. No pre-registration will be accepted, and the room will be filled in order of arrival.

**Schedule subject to change*

Hotel Information

The 2021 Legislative Conference will be held at the Embassy Suites Orlando - Lake Buena Vista South, located at 4955 Kyngs Heath Road in Kissimmee. The group rate is **\$154/night** and all reservations include a complimentary cooked-to-order breakfast and complimentary reception. Self-parking is **\$13.00/day**. Due to COVID-19, the hotel may have some limitations on services. Complete reservation instructions will be sent with your registration confirmation.

Cancellation Policy

Cancellations must be emailed to [Melanie Howe](#) by 5:00 p.m., Friday, October 22 to receive a full refund of registration fees. Refunds will not be issued until after the conference and no refunds will be issued for early departure.

When 11/3/2021 3:00 PM - 11/5/2021 12:00 PM

Where

Embassy Suites Orlando - Lake Buena Vista South
4955 Kyngs Heath Rd.
Kissimmee, FL 34746

Note: If there are additional registration options for this event, they will be shown below. To add an additional option, click the blue *Add* button to the left of the item(s). If there are no additional options available for this event, or additional options are available and you have successfully added the appropriate ones to the registration, click the gold *Proceed to checkout* button on the bottom right to continue on to the next registration step.

FY 2022 Per Diem Rates for Florida

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Orlando	Orange	\$69	\$16	\$17	\$31	\$5	\$51.75
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

205 N Marion Ave
Lake City, FL 32065

- Get on I-75 S from SW Main Blvd and FL-47 S
- 12 min (5.9 mi)
- ↑

1. Head south toward NE Madison St

89 ft
- ↗

2. Turn right onto NE Madison St

144 ft
- ↶

3. Turn left at the 1st cross street onto N Marion Ave

489 ft
- ↗

4. Turn right onto W Duval St

0.1 mi
- ↶

5. Turn left at the 3rd cross street onto SW Main Blvd

Pass by Wendy's (on the right)

1.4 mi
- ↗

6. Slight right onto FL-47 S

3.8 mi
- ↶

7. Turn left to merge onto I-75 S

0.4 mi

- Follow I-75 S and Florida's Turnpike to FL-535 S in Orange County. Take exit 68 from I-4 W
- 2 hr 15 min (154 mi)
- ↶

8. Merge onto I-75 S

95.2 mi
- ↶

9. Keep left at the fork to continue on Florida's Turnpike, follow signs for Orlando/Turnpike S

Toll road

49.0 mi
- ↗

10. Take exit 259 for Interstate 4 toward Downtown Orlando/Downtown Tampa

Toll road

0.7 mi
- ↗

11. Use the 2nd from the left lane to continue toward I-4 W

Toll road

322 ft
- ↶

12. Keep left at the fork, follow signs for Tampa W/I-4 W

Toll road

0.8 mi
- ↑

13. Continue onto I-4 W

7.9 mi
- ↗

14. Use the right 2 lanes to take exit 68 toward Kissimmee

0.3 mi

- Follow FL-535 S to your destination in Osceola County
- 11 min (3.5 mi)
- ↶

15. Slight left onto FL-535 S

3.4 mi
- ↗

16. Turn right onto Kyngs Heath Rd

289 ft
- ↗

17. Turn right

98 ft
- ↗

18. Turn right

82 ft
- ↶

19. Turn left

135 ft
- ↶

20. Use any lane to turn left

36 ft

4955 Kyngs Heath Rd
Kissimmee, FL 34746

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

File Attachments for Item:

7. Corbett Alday, V.P. of Guardian Community Resource Management, Inc. - Community Development Block Grant (CDBG) CV Funding 2020-2021 Second Public Hearing PowerPoint (Richardson Community Center Covid Testing Site)

Community Development Block Grant (CDBG) CV Funding

City of Lake City
and
Guardian Community Resource Management, Inc.

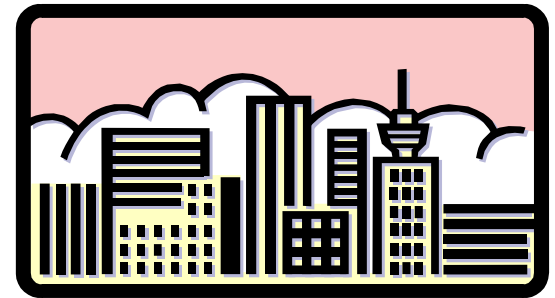


October 18, 2021



CDBG

1. Federal Funding to the State
2. State Develops Rule and Application
3. Competitive Process
4. Benefit to Low and Moderate Income (LMI)
5. Eligible Applicants:
 - a) Cities of less than 50,000 population
 - b) Counties of less than 200,000 population



CDBG

Each activity must meet one of the following national objectives for the program:

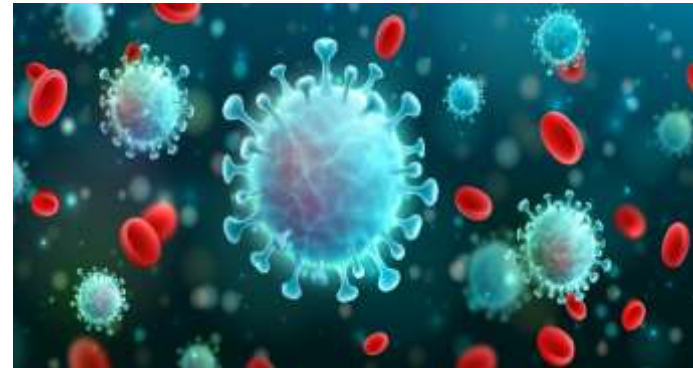
- a) benefit low- and moderate income (LMI) persons,
- b) prevent or eliminate slums or blight, or
- c) address community development needs with particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

A minimum of 70% of all CDBG-CV funds must be used for LMI benefit.



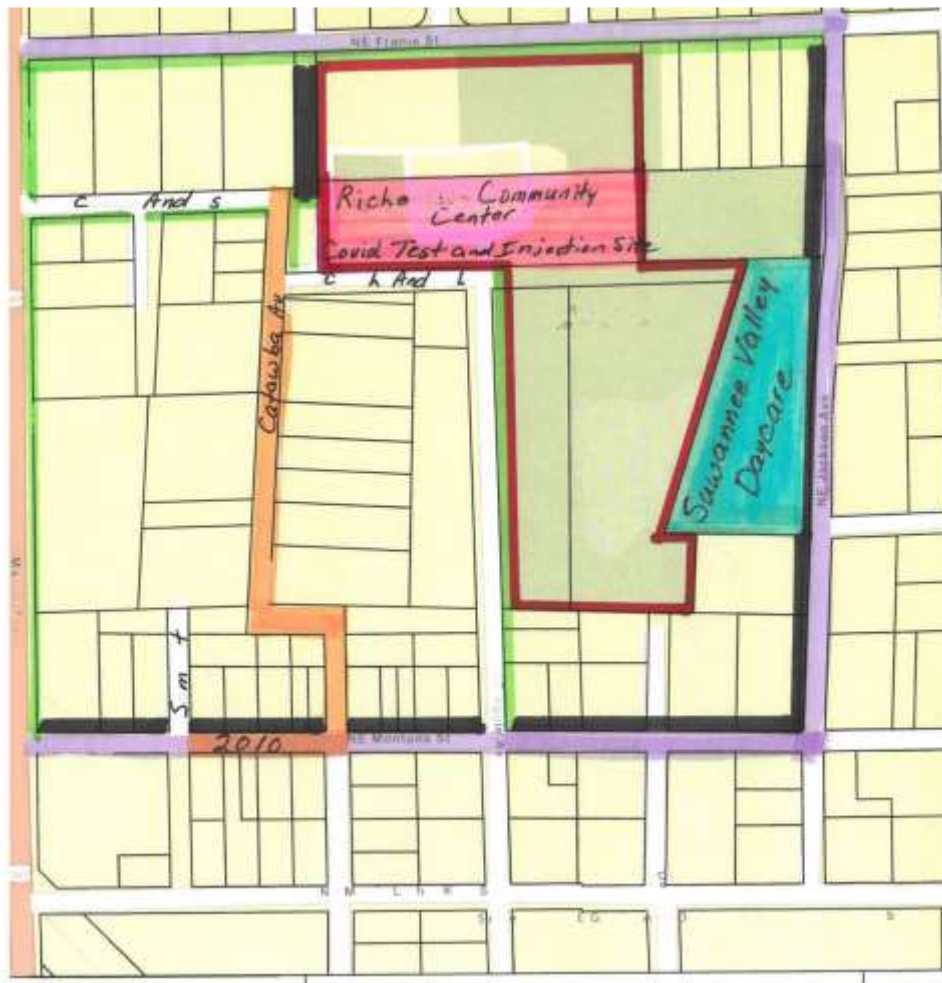
CDBG

1. Project Requirements:
2. Project activities must prevent, prepare for, or respond to the coronavirus, and should demonstrate a:
3. Direct effect: Costs directly associated with coronavirus prevention, preparation, or response (e.g. rehabilitation of building to create additional quarantine and isolation rooms for recovering COVID-19 patients).
4. Indirect effect: Economic and housing market disruptions (e. g. small business assistance)
5. Between \$200,000 and \$5,000,000 in costs



2021 CDBG Income Limits

FY 2021 Income Limit Area	Median Family Income	FY 2021 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Columbia County, FL	\$70,100	Low (50%) Income Limits (\$)	20,600	23,550	26,500	29,400	31,800	34,150	36,500	38,850
		Very (30%) Low Income Limits (\$)*	12,880	17,420	21,960	26,500	31,040	34,150	36,500	38,850
		LMI (80%) Income Limits (\$)	32,900	37,600	42,300	47,000	50,800	54,550	58,300	62,050

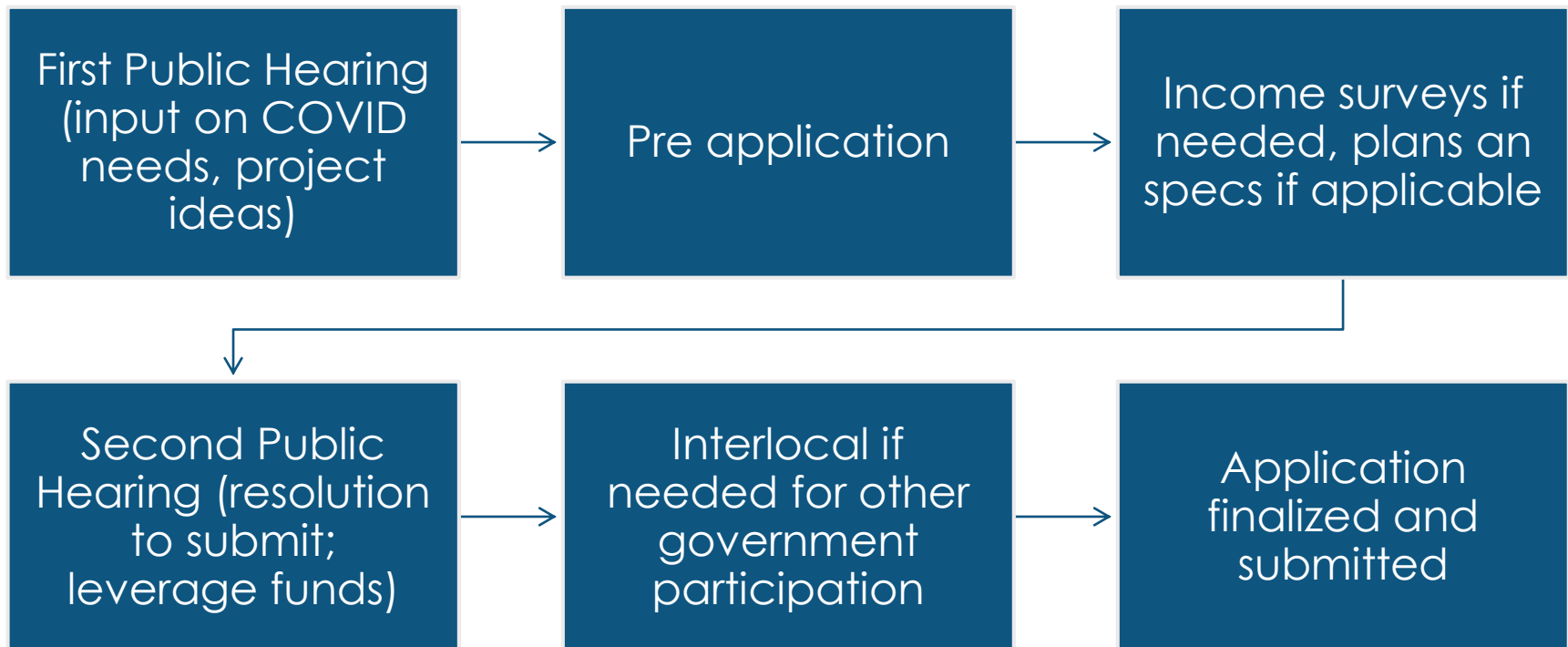


Recommended
Project:
RICHARDSON
COMMUNITY
CENTER COVID
TESTING SITE



- ▶ Richardson Community Center
- ▶ Rehab Center
- ▶ Street Paving (Black Lines)
- ▶ Sidewalks (Pink Lines)

Process



REQUIRED HEARING STEPS

Presentation

Public input

Back to elected officials

Staff comments and ideas

Resolution to proceed with application



File Attachments for Item:

8. City Council Resolution No. 2021-152 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of an application to the Florida Department of Economic Opportunity for a Community Development Block Grant; providing for the rehabilitation of the existing Richardson Community Center for the use of Covid testing and vaccinations; providing for consistency with the City's Comprehensive Plan; providing for consistency with the Community Development Plan; and providing for an effective date.

RESOLUTION NO. 2021-152

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF AN APPLICATION TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR A COMMUNITY DEVELOPMENT BLOCK GRANT; PROVIDING FOR THE REHABILITATION OF THE EXISTING RICHARDSON COMMUNITY CENTER FOR THE USE OF COVID TESTING AND VACCINATIONS; PROVIDING FOR CONSISTENCY WITH THE CITY'S COMPREHENSIVE PLAN; PROVIDING FOR CONSISTENCY WITH THE COMMUNITY DEVELOPMENT PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the "City"), owns and operates the Richardson Community Center (hereinafter the "Center"); and

WHEREAS, the City is experiencing a need for economic development funds to assist the community with the rehabilitation of the Center to meet ADA and CDC requirements for safe and social distancing of pedestrians using the facility for COVID testing and vaccinations; and

WHEREAS, the City Council finds it necessary to submit an application for a Community Development Block Grant (hereinafter "CDBG") through the Florida Department of Economic Opportunity to facilitate the rehabilitation of the Center; and

WHEREAS, the City Council finds that it is in the best interests of the City and its citizens to authorize the execution of an application for the CDBG.

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

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

Section 2. The Community Development Block Grant program is declared to be a workable program for providing needed physical improvements to benefit low-to-moderate income households indicated in the proposed Fiscal Funding Year (FFY) 2021 CDBG application.

Section 3. The City Council directs the Mayor or the City Manager to sign all necessary certifications of the Community Development Block Grant application.

Section 4. The City Council directs the Mayor or the City Manager to execute and submit the FFY 2021 Economic Development CDBG application to the Florida Department of Economic Opportunity (FDEO) for state approval.

Section 5. The City Council authorizes the Mayor or the City Manager to submit additional information in a timely manner as may be required by the FDEO application, award agreement, or other State or Federal request related to said application and award agreement.

Section 6. The proposed CDBG application is consistent with the local comprehensive plan.

Section 7. The proposed CDBG application is consistent with the City's adopted Community Development Plan.

Section 8. This Resolution shall take effect immediately upon its adoption.

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



Florida Small Cities Community Development Block Grant Coronavirus Relief Funding (CDBG-CV)

Application for Funding

Applicant: **City of Lake City**

(Name of Local Government)

- | | |
|--|---|
| <input type="checkbox"/> Commercial Revitalization | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Neighborhood Revitalization | <input type="checkbox"/> Economic Development |
| <input type="checkbox"/> Public Services | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Other (Specify) _____ | |

Mailing Address: Department of Economic Opportunity
Bureau of Small Cities and Rural Communities
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

Telephone: (850) 717-8405
Fax: (850) 922-5609
Web: <http://www.floridajobs.org/SmallCitiesCDBG>

Contents

- **Part I – Applicant Information**
- **Part II – Citizen Participation**
- **Part III – Project Budget**
- **Part IV – Activity Description**
- **Part V – CARES Act Justification**
- **Part VI – National Objective and Beneficiaries Information**
- **Part VII – Environmental Review**
- **Part VIII - Applicant Capacity and Experience**
- **Part IX – Duplication of Benefit**

Supporting Documentation will be uploaded separately, per appendix online through our Qualtrics application. For a supporting documentation checklist and more information on submitting your application through Qualtrics go to www.floridajobs.org/CDBG-CV.

Throughout the application try to keep responses limited to the space provided, but if more space is needed include a supplementary document in the supporting documentation upload.

Part I – Applicant Information

Local Government Name: Clty of Lake City		
Street Address: 205 N Marion Avenue		
Mailing Address (if different):		
City: Lake City	Zip Code: 32055	County: Columbia
Main Telephone: 386-719-5756	Main Facsimile: 386-752-4896	Federal ID Number: 59-6000352
DUNS Number: 020983110	Local Government's Name in DUNS: City of Lake City	

Chief Elected Official: Stephen Witt	Title: Mayor
Telephone: 386-719-5756	Facsimile: 386-752-4896
E-mail Address: williamsm@lcfla.com	

Local Government Financial Officer: Audrey E. Sikes	Title: City Clerk
Telephone: 386-719-5756	Facsimile: 386-752-4896
E-mail Address: sikesa@lcfla.com	

Local Government Project Contact: Mike Williams	Title: Interim Clty Manager
Street Address: 205 N Marion Avenue	
City: Lake City	Zip Code: 32055
Direct Telephone: 386-719-5756	Facsimile: 386-752-4896
E-mail Address:	

Part I - Applicant Information (Continued)

Application Preparer Information		
Preparer's Name: James Corbett Alday	Organization Preparing Application: <input type="checkbox"/> Local Government <input type="checkbox"/> Private Company <input type="checkbox"/> RPC	
Street Address: 15000 Citrus Country Drive, Suite 331		
City: Dade City	State: FL	Zip Code: 33523
Telephone: 813-943-2627	Facsimile: 863-583-0357	
E-mail Address: corbett.alday@guardiancrm.com		

Grant Consultant Information		
Consultant's Name: Guardian Community Resource Management, Inc	<input type="checkbox"/> Private Company <input type="checkbox"/> RPC	
Street Address: 15000 Citrus Country Drive, Suite 331		
City: Dade City	State: FL	Zip Code: 33523
Telephone: 352-437-3902	E-mail Address: corbett.alday@guardiancrm.com	

Demographics		
U.S. Congressional District Number: 10	Florida Senate District Number: 5	Florida House District Number: 5
Service Area Census Tract(s) and Block Group(s): City of Lake City CDP		

Part I - Applicant Information (Continued)

Answer the following questions by clicking on the correct check box.		
Interlocal Agreement Will project activities require an interlocal agreement? If yes , the interlocal agreement(s) must be uploaded in Part I: Applicant Information Supporting Documentation. (See instructions.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
State of Financial Emergency Is the local government currently identified as being in a State of Financial Emergency pursuant to Section 218.50 – 218.504, Florida Statutes? Check at http://www.leg.state.fl.us/cgi-bin/View_Page.pl?File=financialemergencies.cfm&Directory=committees/joint/Jcla/&Tab=committees	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Consultant Procurement Does the applicant intend to hire a grant consultant to administer the grant award? If yes, has a consultant been procured? If yes, documentation must be uploaded in Part III: Budget Information Supporting Documentation. (See instructions.) Does the applicant intend to hire an architect/engineer to implement the project? If yes, documentation must be uploaded in Part III: Budget Information Supporting Documentation. (See instructions.)	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No

Subrecipient Information			
Subrecipient Name: Not Applicable			
Street Address:			
Mailing Address (if different):			
City:		Zip Code:	County:
Telephone:	E-mail Address:		Federal ID Number:
DUNS Number:	Subrecipient Name in DUNS:		
Recipient Project Contact:		Title:	
Direct Telephone:		E-mail Address:	

Part II – Citizen Participation

Citizen Participation – Public Hearings Documentation of the citizen participation activities must be uploaded in Part II: Citizen Participation Supporting Documentation. (See instructions.)	
List the date that the public notice for the first public hearing was published: 2-23-21	List the date when the first public hearing was held: 3-1-21
List the date that the public notice for the second public hearing was published: 10-8-21	List the date when the second public hearing was held: 10-18-21

Recipients are required to take reasonable steps to ensure meaningful access to LEP persons. This "reasonableness" standard is intended to be flexible and fact dependent. It is also intended to balance the need to ensure meaningful access by LEP persons to critical services while not imposing undue financial burdens on small businesses, small local governments, or small nonprofit organizations. As a starting point, a recipient may conduct an individualized assessment that balances the following four factors:

- The number or proportion of LEP persons served or encountered in the eligible service population ("served or encountered" includes those persons who would be served or encountered by the recipient if the persons received adequate education and outreach and the recipient provided sufficient language services);
- The frequency with which LEP persons come into contact with the program;
- The nature and importance of the program, activity, or service provided by the program; and
- The resources available and costs to the recipient.

Examples of applying the four-factor analysis to HUD-specific programs are located in [Appendix A of the LEP Final Guidance](#).

Describe the outcomes of the 4-Factor Analysis for Limited English Proficiency:

Based on the four factor analysis the City of Lake City is not required to complete a LAP. The City will make oral interpretation available when needed for non english speakers.

Part II – Citizen Participation (Continued)

Describe the methods used to solicit participation of low-and moderate-income persons:

Two hearings were advertised in a paper of local circulation. Agendas of both meetings were posted at City Hall. The ads were run in english, spanish and creole. The public was invited to both meetings.

Denote any adverse comments/complaints received and describe resolution:

None

If no comments were made by the residents during the public hearing, describe the efforts to obtain input from residents on the project:

The public was invited to comment at each public hearing before actions were taken by the Clty Commission.

Part III – Budget Information

Summary Budget

ACTIVITY	CDBG	LOCAL	IN-KIND	TOTAL
Administration (1)	50,000			50,000
Engineering (2)	200,000			200,000
Additional Engineering (3)	50,000			50,000
Construction (4)*	1,600,000			1,600,000
Acquisition(5)*	0			
Public Services(6)*	0			
Public Assistance(7)*	0			
Project Delivery	50,000			50,000
Project Inspection	50,000			50,000
TOTAL	2,000,000			2,000,000

(1) Administration: 8% of total award not to exceed \$50,000. May include professional services and/or salaries and benefits for positions delivering grant administration services; general expenses including supplies, postage, advertising, costs related to environmental record review; etc.

(2) Engineering: May include professional services for construction planning and design, construction engineering, and inspections.

(3) Additional engineering services subject to review and approval by DEO.

(4) Construction: Includes the cost of construction services for allowable construction activities.

(5) Acquisition: Cost of acquisition of real property in support of a CDBG-CV funded activity.

(6) Public Services: May include cost of nursing assistance, viral testing for infection, meals on wheels, community outreach services, etc.

(7) Public Assistance: May include cost of rental assistance, payroll assistance, etc.

(8) Business Assistance: Includes both microenterprise and assistance to businesses. May include the cost of technical assistance, direct financial assistance or physical improvements.

(9) Planning: Includes planning-only activities and may be limited by the total available CDBG-CV planning and administration funds per 24 CF 570.489. This category does not include planning that is associated with another activity. This planning-only activity must meet a National Objective per 24 CFR 570.483.

* May also include cost of professional services and/or salaries and benefits for activity delivery costs (i.e., Davis Bacon compliance, client screening, case management, etc.).

Detailed Budget Assumptions

Explain the proposed project budget, including how you derived costs for each activity cost of the budget form. Your assumptions should include:

- How this budget is reasonable and appropriate considering the scope, substance, and duration of the proposed project.
- The basis and the assumptions behind the activity cost calculations. Be detailed and specific.
- Detail on any equipment purchases using CDBG funds over \$300.
- Source documentation of the costs, such as an engineer's preliminary cost estimate. Supporting documentation can be uploaded in Part III: Budget Information Supporting Documentation. (See instructions.)

Budget prices were based on staff experience with similar projects and prevailing prices from other jobs.

Sources of Funds (not including CDBG-CV)

SOURCE	AMOUNT	COMMITTED
Not Applicable		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
TOTAL		<input type="checkbox"/> Yes <input type="checkbox"/> No

*Attach documentation of commitment of all other fund sources in Part III: Budget Information Supporting Documentation. (See instructions.)

Part IV – Activity Description

Describe the proposed project in no more than three sentences using the guidelines in the instructions.

The project will rehabilitate the existing Richardson Community Center which is located in a very low income neighborhood where residents walk to the center for COVID testing/vaccinations. The Center needs touchless bathrooms, replacement of HVAC, parking rehabilitation, and sidewalk improvements to meet ADA & CDC requirements for safe and social distancing of pedestrians using the facility for COVID testing/vaccinations. The community center is located in a census tract that is predominantly LMI. There are multiple community centers throughout the City and this community center serves the surrounding area due to walkability to the center.

Applicants must also clearly summarize the proposed project and intended outcomes in no more than 500 words. The information below must be included in the project summary:

- Activity description
- Justification of need for CDBG-CV funding (tie to COVID-19)
- Description of the service area
- Identification of all project partners
- Information on leveraged funds included in project
- Beneficiaries (Total, VLI and LMI) of the activities.

*@ 500 word supporting documentation, if applicable, in Appendix IV: Activity Description Supporting Documentation. (See instructions.)

Part V – CARES Act Justification

Describe how this activity will prevent, respond to, or assist in the recovery from the coronavirus pandemic. Maximum one page. Supporting documentation may be included in Appendix V: CARES Act Justification Supporting Documentation (See instructions.)

Part VI – National Objective Information

Complete the following questions. Census data must be provided even if an Income Survey will be used. Documentation supporting the National Objective must be uploaded in Part VII: National Objective Supporting Documentation. (See Instructions.)

Select the CDBG National Objective the project/program is intended to meet. Choose one of the three National Objectives and the Sub-Objective:

Benefit to Low- to Moderate-Income Persons

Area Benefit

Limited Clientele

Jobs

Housing

Prevention or Elimination of Slums or Blight

Area Basis

Spot Basis

Urgent Need

For ALL projects:

List the census tract number(s) that are included in the project area: Lake City CDP, Tract 1103, Block 5.

List the census tract block group(s) that are included in each of the census tracts listed in the previous question:

Explain why the National Objective was selected and how this project meets the criteria of that objective. **Refer to the instructions on pages 6-8 for further guidance on the criteria and information that must be included.** Specifically, make sure to address the questions listed for the chosen national objective.

Because the community center will likely be assumed City Wide benefit we used the Lake City Census Designated Place (CDP) to determine LMI benefit. The City is 51% LMI. However, the immediate census tract and block is 82% LMI. We wanted to describe the immediate area to show the need for walkability to the community center. Also, the City does have other community centers.

For LMI Area projects:

If an Income Survey was used, please complete the following items:

Low/Moderate percentage from that survey: Not applicable

Date the Income Survey was started:

Date the Income Survey was completed:

If Census Data was used to establish the percentage of low-to-moderate income, report the percentage and Census data as follows:

- If the Service Area covers all of the Block Groups in a Census Tract, list only the Census Tract number (do **not** list the Block Group numbers). Provide data for all persons who reside in the Census Tract; or

- If the Service Area covers **only some** of the Block Groups in a Census Tract, list each of the Block Group numbers on a separate line with the Census Tract number. Provide data **only** for the persons who reside in each of the Block Groups.

Census Tract Number	Block Group Number	Total Persons in Census Tract or Block Group (A)	Total Low- and Moderate-Income Persons (B)
Lake City CDP		11,270	5735
1103	Block 5	645	530
TOTAL			

Column (B) divided by Column (A): 51 (82%) %

Proposed Accomplishments

Enter the proposed accomplishments for this activity according to only one (1) of the following unit types.

Unit Type	Number of Units	Unit Type	Number of Units	Unit Type	Number of Units
People	11,270	Jobs		Household	

Part VII – Environmental Review Information

Is the project Exempt or Categorically Excluded? ☐ Yes ☐ No

If no, has the environmental review process been completed? ☐ Yes ☐ No

Describe the project activities, level of environmental review required, and the status of review:

The activities include major rehabilitation of the community center and improvements to sidewalks and streets around the center to improve walkability and access to the community center which will act as a testing site for COVID. The surrounding community is very low income. The level of review due to paving and sidewalks would be an Environmental Assessment. The ENVRR has not begun.

Applicants must attach Certificate of Exempt/CENST and/or documentation that the applicable level of review has been completed up to, but not including, publication in Part VII: Environmental Review Supporting Documentation. (See instructions.)

Does the applicant participate in the National Flood Insurance Program: ☐ Yes ☐ No

Part VIII – Applicant Capacity and Experience

Describe the applicants and/or the subrecipients experience and qualifications for performing the proposed activity.

The City has a City Manager form of government with a City Clerk, an Assistant City Manager and Public Works Supervisor with many years of experience. The City has initiated many construction projects. The City has applied for and successfully been awarded numerous grants over the past 5 years. The City has been successful in obtaining grant funding from the U.S Department of Justice Edward Byrne JAG, Florida Department of Transportation (FDOT) Transportation, Federal Aviation Administration, Florida Department of Economic Opportunity, and Florida Department of Environmental Protection. Grant awards for these programs have ranged from \$40,000 to \$6.9 million. Through administration of these grants, the City has become knowledgeable with managing compliance documents, submitting status reports, and monitoring grant revenue. Similar project experience includes 1. SR47/I-75 Septic to Sewer, Project No. LP12030, Awarded Amount: \$2,697,456.00 2. Rehabilitation of Runway 10/28, Project # 3-12-0039-023-2018, Awarded Amount: \$6,944,432.00 3. Rehabilitation of Runway 10/28, Project No. 436773-1-94-18, Awarded Amount: \$625,000.00 4. Resurfacing McFarlane, Project No. 441428-1-54-01, Awarded Amount: \$875,493.65 and expenditures.

Identify the four (4) most recent projects similar to the one proposed that the grantee and/or subrecipient has either completed or assisted in completing.

1. SR47/I-75 Septic to Sewer, Project No. LP12030, Awarded Amount: \$2,697,456.00 2. Rehabilitation of Runway 10/28, Project # 3-12-0039-023-2018, Awarded Amount: \$6,944,432.00 3. Rehabilitation of Runway 10/28, Project No. 436773-1-94-18, Awarded Amount: \$625,000.00 4. Resurfacing McFarlane, Project No. 441428-1-54-01, Awarded Amount: \$875,493.65

Fiscal and Grants Management. Describe the applicant's fiscal management structure, financial controls, and process for managing grant funds, including the process and protocol for preparing and managing the quality and accuracy of reporting on grant outcomes and related grant expense requests prior to their submittal for reimbursement to grant funders.

The City has applied for and successfully been awarded numerous grants over the past 5 years. The City has been successful in obtaining grant funding from the U.S Department of Justice Edward Byrne JAG, Florida Department of Transportation (FDOT) Transportation, Federal Aviation Administration, Florida Department of Economic Opportunity, and Florida Department of Environmental Protection. Grant awards for these programs have ranged from \$40,000 to \$6.9 million. Through administration of these grants, the City has become knowledgeable with managing compliance documents, submitting status reports, and monitoring grant revenue and expenditures.

Part IX – Duplication of Benefits

CDBG-CV funds cannot be used to pay for eligible costs that have already been paid for, or will be paid for, by another federal program, insurance, or other sources. If this occurs, the grantee must repay its CDBG-CV grant. Grantees must prepare a Duplication of Benefits Worksheet to determine the level of CDBG-CV assistance that is considered non-duplicative.

Grantees must ensure that subrecipients, assisted individuals or families, businesses, and other entities that receive CDBG-CV assistance have not previously received, or will not receive, duplicative assistance from another source before CDBG-CV assistance is provided.

Will the activity provide a direct benefit to individuals, households, or businesses? ☐ Yes ☐ No

If yes, describe how the applicant will ensure that duplication of benefits requirements have been met and documented.

Part XIV – Application Authorization

The CDBG-CV Entitlement application must be signed by an authorized representative of the Unit of Local Government Applicant.

I, the undersigned chief elected official or authorized representative of the Applicant, certify that, to the best of my knowledge, this Florida Community Development Block Grant-Coronavirus Small Cities Application for Funding was prepared in accordance with state and federal rules and regulations, contains information that is true and correct, and has been approved by the local governing body.

Signature of Chief Elected Official or Designee
Signature: _____
Typed Name and Title:
Date:
If signed by a person other than the chief elected official, a copy of the resolution authorizing the person to sign the application must be included in Appendix I.

Signature of Application Preparer if not an employee of the Local Government
Signature: _____
Typed Name and Title:
Name of Firm or Agency:



SITE CONTROL CERTIFICATION

The City of Lake City hereinafter referred to as "Applicant", submits this certification to the Florida Department of Economic Opportunity, hereinafter referred to as "DEO", respective to the Applicant's application to DEO for federal Community Development Block Grant – Coronavirus (CDBG-CV) Relief Funding. This certification is submitted to DEO to assure that the following activities have been completed respective to all interests in real property, which are related or involved with the commencement and completion of CDBG-assisted activities in accordance with the federal Uniform Relocation and Acquisitions Policies Act of 1970, as amended, hereinafter referred to as "URA":

STATUS OF SITE CONTROL

YES **NO**

- ☐ ☒ The proposed project/activity includes the acquisition of real property (including the acquisition of temporary or permanent easements).

If yes, complete below:

YES **N/A**

- ☐ ☐ All project-related sites, parcels, easements, and other real property interests have been identified.
- ☐ ☐ All title searches and title opinions have been completed.
- ☐ ☐ All subject parcels, easements, or interests are unencumbered to the extent that the same may be dedicated to the project by the owner(s) of title.
- ☐ ☐ The owner(s) of record for each parcel, easement or other interest has been furnished, and the HUD-1041-CPD brochure entitled "When a Public Agency Acquires Your Property" and receipts are on file with Applicant.
- ☐ ☐ Written notifications to owners of right to accompany the appraiser for all parcels or easements have been completed and are on file.
- ☐ ☐ Completion of all fee and review appraisals for all parcels or a market value estimate if below \$10,000.
- ☐ ☐ Where applicable, written waiver of rights in accordance with the URA has been obtained from all applicable owner(s) of record.
- ☐ ☐ All options and easement agreements completed and fully executed by owner(s) of record.

(List any comments regarding this section here)

Signature

Date

Name: (typed or printed)

Title:



STATUS OF ENVIRONMENTAL REVIEW CERTIFICATION

The City _____ of Lake City _____, hereinafter referred to as “Applicant”, submits this certification to the Florida Department of Economic Opportunity, hereinafter referred to as “DEO”, respective to the Applicant’s application to DEO for federal Community Development Block Grant – Coronavirus (CDBG-CV) Relief Funding. This certification is submitted to DEO to assure that the subject project activity will require the following type of environmental review respective to 24 CFR Part 58:
Fill in the type of activity: Environmental Assessment (EA)

Except for an exempt/CENST activity, I further certify that all applicable local, state, and federal agencies have been contacted in writing and the present status of the environmental review process for this project is as follows (you must check one box for every line):

YES N/A

- | | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All agencies have been contacted; all responses by these agencies have been received with no negative environmental comments received. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | All agencies have been contacted; response pending from the following: (list all agencies on the following page). |
| <input type="checkbox"/> | <input type="checkbox"/> | All agencies contacted; all responses and comments received. Mitigation is necessary; actions necessary are as follows: (list actions on the following page). |
| <input type="checkbox"/> | <input type="checkbox"/> | All agencies contacted; all responses and comments received; mitigation is not necessary. |
| <input type="checkbox"/> | <input type="checkbox"/> | Additional environmental studies are pending: (list all that apply on the following page: e.g. Cultural Resource Survey, Phase I/II ESA, Biological Assessment). |
| <input type="checkbox"/> | <input type="checkbox"/> | Categorically Excluded Subject To review complete; ready to publish the Notice of Intent to request Release of Funds public notice. |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental assessment review complete; Finding of No Significant Impact (FONSI) determined; ready to publish the combined public notice. |

As Certifying Officer of the Applicant, I hereby certify that the environmental review of the subject project activity will meet the requirements of 24 CFR Part 58. If signing as a Designee, please attach the Delegation of Authority.

Certifying Officer (or Designee) Signature

Date

Name:

Title:

List any comments regarding this certification below:



READINESS TO PROCEED CERTIFICATION

The City of Lake City, hereinafter referred to as "Applicant", submits this certification to the Florida Department of Economic Opportunity, hereinafter referred to as "DEO", respective to the Applicant's application to DEO for federal Community Development Block Grant - Coronavirus (CDBG-CV) Relief Funding. This certification is submitted to DEO to assure that the Applicant has attained sufficient readiness in order to complete the subject project within eighteen (18) months after the CDBG-CV award by DEO. The Applicant warrants that the project will be completed within eighteen (18) months following the CDBG-CV grant award and herein indicates the level of readiness-to-proceed respective to the following areas:

- Project financing.
- Project engineering and/or architectural services.
- Obtaining necessary local, state, and federal permits to complete the project.

PROJECT FINANCING

As Chief Elected Official (CEO) of the Applicant, I hereby certify that all non-CDBG-CV sources of funding necessary to carry out the project, as listed in the project application, have been secured and are available for expenditure immediately upon full execution of the CDBG-CV grant agreement between Applicant and DEO, and subsequent release of funds by DEO.

(List any comments regarding this section here)

PROJECT ENGINEERING SERVICES

As Engineer/Architect of the Applicant, I hereby certify that all architectural and/or engineering planning and design services necessary to complete the environmental review process have been completed and the Applicant is prepared to submit a complete set of plans and specifications to DEO for review and acceptance following award of the CDBG-CV grant by DEO.

I hereby certify that all local, state, and federal permits necessary to complete the project have been identified.

☒ Yes

☐ No

☐ N/A (project does not require architectural or engineering services)

(List any comments regarding this section here)

If yes, Affirmation by Applicant's Professional Engineer or Architect

Signature

Date

Name: (typed or printed)

Title:

As Chief Elected Official (CEO), I hereby certify to the above declarations and that the Applicant is ready to proceed.

Signature

Date

Name: (typed or printed)

Title:



CITY OF LAKE CITY

FOUR-FACTOR ANALYSIS FOR LIMITED ENGLISH PROFICIENCY PERSONS

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

CITY OF LAKE CITY

Purpose: In compliance with Executive Order 13166, the City of Lake City has developed the following Four Factor Analysis for Limited English Proficiency (LEP) persons.

History: Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

City of Lake City Four-Factor Analysis: The following Four-Factor Analysis will serve as the guide for determining which language assistance measures that the City of Lake City will undertake to guarantee access to the City of Lake City Community Development Block Grant (CDBG) programs by LEP persons.

1. Number or proportion of LEP persons served or encountered in the eligible service population (served or encountered includes those persons who would be served by the recipient if the person received education and outreach and the recipient provided sufficient language services).

The City of Lake City utilized American Community Survey data (<https://www.lep.gov/maps/lma2015/Final>) Table# 2013 ACS LEP. Based on this data, the City of Lake City does not meet the 1,000 or 5% LEP persons threshold for any languages or Language(s) identified.

The City of Lake City will make all reasonable attempts to accommodate language access needs of residents requesting oral translation during citizen participation activities.

2. The frequency with which the LEP persons come into contact with the program.

The City of Lake City is unable to determine or anticipate the LEP representation of any project. However, all citizen participation activities are open to the general public.

3. The nature and importance of the program, activity, or service provided by the program.

The City of Lake City states that the importance of any proposed program, activity or service will be open to the general public and that access to public notices will be provided in English and Spanish. Further should a translator for such programs, activities, or services be requested one will be provided upon such request.

4. The resources available and costs to the recipient.

Currently, The City provides Notices of Public Comment in English. Additionally, translators will be made available upon request to provide oral translation services at public meetings. Furthermore, many of the common forms used in the implementation of a CDBG project are available in multiple languages on the HUD and DOL websites, and there are free websites that can be utilized to translate some written materials. Additionally, translation activities are an eligible CDBG administrative expense. Therefore, limited LAP measures are reasonable given the resources available to the City of Lake City

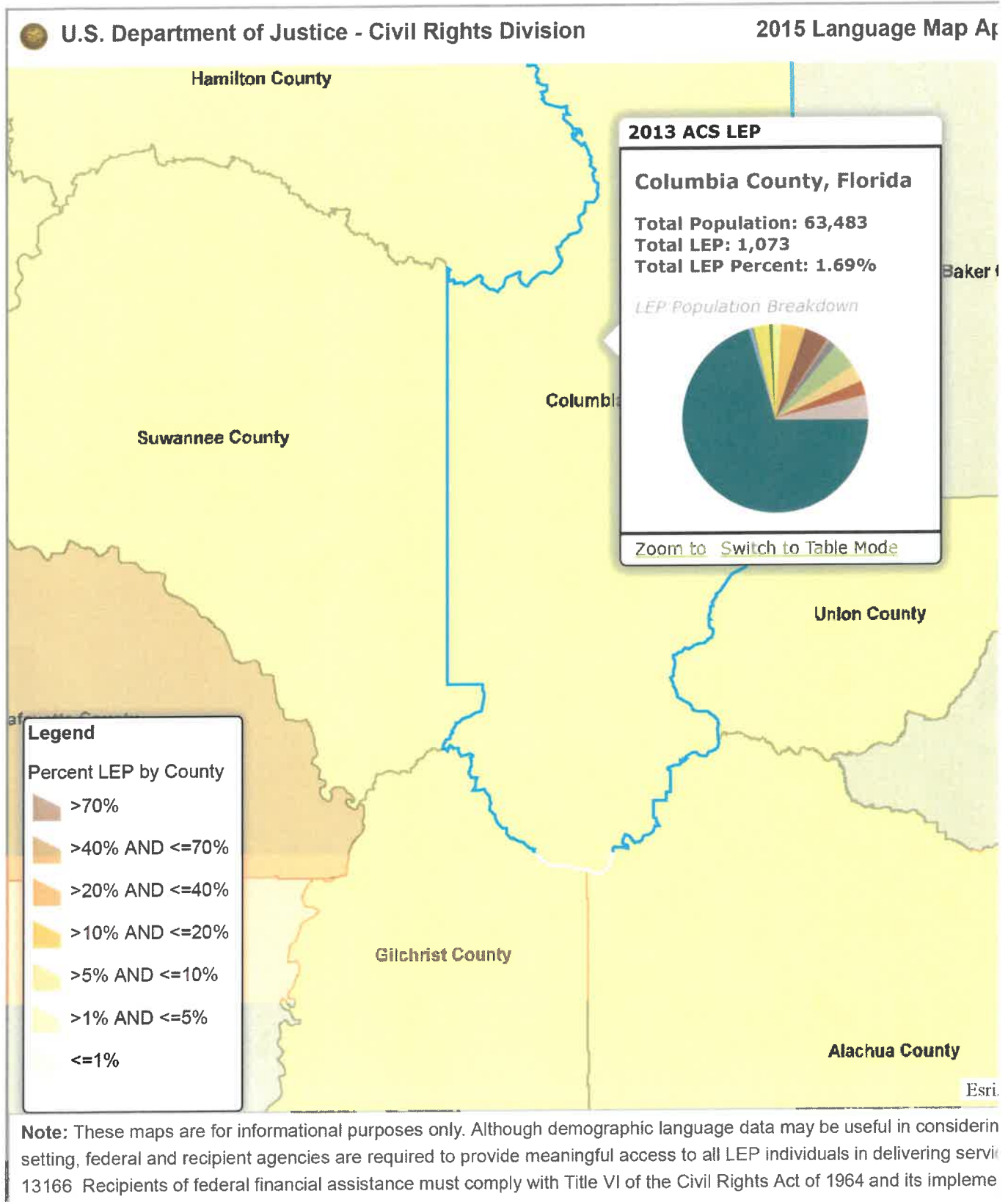
Certification: Based on the above Four-Factor Analysis, the City of Lake City is not required to develop a LAP. However, the City of Lake City will make all reasonable attempts to accommodate language access needs of residents requesting oral translation during citizen participation activities.



Chief Elected Official

3/11/21

Date



[Return to top](#)

PART IV

Project Description:

The project will rehabilitate the existing Richardson Community Center which is located in a very low-income neighborhood where residents walk to the center for COVID testing/vaccinations. The Center needs touchless bathrooms, replacement of HVAC, parking rehabilitation, and sidewalk improvements to meet ADA & CDC requirements for safe and social distancing of pedestrians using the facility for COVID testing/vaccinations. The community center is located in a census tract that is predominantly LMI. There are multiple community centers throughout the City and this community center serves the surrounding area due to walkability to the center.

COVID Funding Tie:

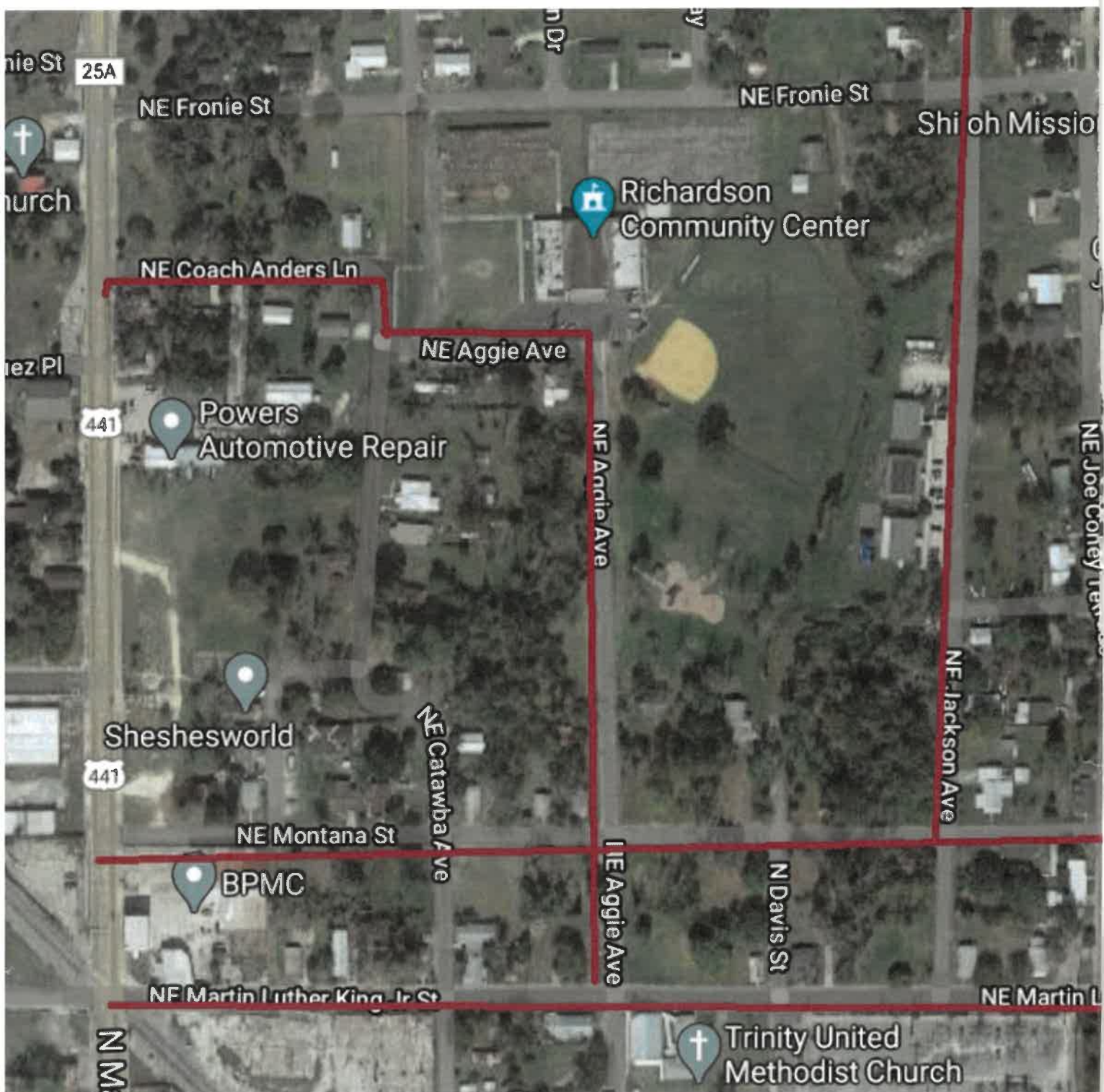
The project helps respond to COVID-19 (coronavirus) and CDC guidelines by providing a safe and sanitary location for COVID testing/vaccinations, including sidewalk improvements to meet ADA & CDC requirements for social distancing of pedestrians using the facility. The Community Center is located in a very low-income neighborhood where LMI residents can walk to the center to get testing/vaccinations done. The LMI census tract is over 80% LMI and many residents walk for the lack of transportation, creating the need for ADA compliant sidewalks leading to the Community Center. Access to COVID testing/vaccinations at the Center will serve a very low- population.

Service Area and Beneficiaries:

The Richardson Community Center is located in a very low-income neighborhood withing the City of Lake City limits. Tract 1103, Block 5 is the immediate census area of the project. The LOWMOD population is 530 and the total universe is 645, or 82% LMI. The entire City is 51% LMI has LOWMOD population of 5,735 and the total universe is 11,279.

There are no project partners.

There are no leverage funds.



Red Lines are major streets leading to Test site.



- * Pink lines are new Sidewalks
- * Black lines are Street Paving.

File Attachments for Item:

11. City Council Ordinance No. 2021-2208 (first and final reading) - An ordinance of the City of Lake City, Florida, extending the moratorium related to the issuance of new business tax receipts that are connected to activities that include electronic simulated gaming promotions or electronic sweepstakes as adopted by Ordinance No. 2021-2189; providing for an extension of ninety (90) days; providing for severability; providing for conflicts; and providing an effective date.

ORDINANCE NO. 2021-2208

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, EXTENDING THE MORATORIUM RELATED TO THE ISSUANCE OF NEW BUSINESS TAX RECEIPTS THAT ARE CONNECTED TO ACTIVITIES THAT INCLUDE ELECTRONIC SIMULATED GAMING PROMOTIONS OR ELECTRONIC SWEEPSTAKES AS ADOPTED BY ORDINANCE 2021-2189; PROVIDING FOR AN EXTENSION OF NINETY (90) DAYS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the “City”) provides municipal services to its citizens, including the regulation and issuance of business tax receipts; and

WHEREAS, the appropriate regulation, licensing, and permitting of business tax receipts is vital to the public’s health, safety, morals and welfare as deficient or inadequate regulations can lead to public harm; and

WHEREAS, the City has learned of certain activities related to game rooms, arcades, internet cafes, sweepstakes redemption centers, establishments using slot machines or slot machine-like equipment, and similar indoor entertainment and amusement activities (hereinafter “Sweepstakes Promotions” or “Game Promotions”) within the City being proposed or considered, which the alleged activities would harm the City’s economic and redevelopment activities and otherwise significantly and adversely affect the public health, safety, morals and welfare, since said activities may include forms of gaming or gambling that are inconsistent with either state, federal, or local laws; and

WHEREAS, the City Council imposed a moratorium related to the issuance of new business tax receipts and permitting Sweepstakes Promotions or Game Promotions through ordinance 2021-2189; and

WHEREAS, the City Councils finds it necessary to the public’s health, safety, morals and welfare to continue the studying relative to the criteria for issuance of business tax receipts related to Sweepstakes Promotions; and

WHEREAS, the City Council finds that the problems giving rise to the need for the temporary moratorium continue to exist and that reasonable progress is being made in carrying out a specific plan of corrective legislative action, and that additional time, to adequately address the issues facing the City, is reasonable and necessary; and

WHEREAS, the City Council finds it necessary to extend the temporary moratorium imposed through ordinance 2021-2189, on the issuance of business

tax receipts related to Sweepstakes Promotions for a period of ninety (90) days; and

WHEREAS, the City Council, finds that it is appropriate to extend the temporary moratorium on the issuance of new business tax receipts and permitting of Sweepstakes Promotions.

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 incorporated herein and made a part of this ordinance.

Section 2. Continuation of Moratorium. Beginning on the effective date of this ordinance the previously imposed moratorium is hereby extended and the following impositions are continued:

A. The Land Development Regulations and the Code of Ordinances of the City of Lake City, Florida, are hereby amended by placing a moratorium on the issuance of business tax receipts, development orders, building permits and zoning approval related to Sweepstakes Promotions as principal or accessory uses. For purposes herein, the term, "development order," shall have the same meaning as that set forth in F.S. § 163.3164.

Section 3. Penalties.

A. Any person, firm, corporation, other business entity, or agent thereof who shall violate any provision of this ordinance or who fails to comply with any provisions herein, shall be guilty of a misdemeanor of the second degree and subject to a maximum fine in an amount not exceeding five hundred dollars and zero cents (\$ 500.00) and a definite term of imprisonment not exceeding sixty (60) days. Either or both penalties may be imposed. Each day during which any violation occurs constitutes a separate offense.

B. Nothing herein contained shall prevent the City from taking such other lawful action including, but not limited to, equitable legal action, as it deems necessary to prevent or remedy any violation of this ordinance.

Section 4. Severability. Should any section, subsection, sentence, clause, phrase, or other provision of this ordinance be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 5. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

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

PASSED AND DULY ADOPTED by the City Council of the City of Lake City, Florida in accordance with emergency adoption procedures and by a two-thirds affirmative vote on the _____ day of October 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:

12. City Council Resolution No. 2021-149 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Number Eight to the Continuing Contract with Jones Edmunds & Associates, Inc., for professional services and assistance with four (4) wastewater improvement projects; providing for the payment for the professional services and assistance at a not to exceed cost of \$403,000.00; and providing an effective date.

CITY COUNCIL RESOLUTION NO. 2021-149

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF TASK ASSIGNMENT NUMBER EIGHT TO THE CONTINUING CONTRACT WITH JONES EDMUNDS & ASSOCIATES, INC., FOR PROFESSIONAL SERVICES AND ASSISTANCE WITH FOUR (4) WASTEWATER IMPROVEMENT PROJECTS; PROVIDING FOR THE PAYMENT FOR THE PROFESSIONAL SERVICES AND ASSISTANCE AT A NOT TO EXCEED COST OF \$403,000.00; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the “City”) entered into a Continuing Contract for Professional Services (hereinafter the “Continuing Contract”), with Jones Edmunds & Associates, Inc. (hereinafter “Jones Edmunds”) as authorized by City Council Resolution No. 2019-024 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 Jones Edmunds 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 performed by and compensation to be paid to Jones Edmunds for each separate project and be defined by and embodied in a separate Task Assignment; and

WHEREAS, the City desires to enter into Task Assignment Number Eight with Jones Edmunds and receive assistance with four (4) wastewater improvement projects pursuant to the terms and conditions of Task Assignment Number Eight, a copy of which is attached hereto as “Exhibit A” and made a part of this resolution (“Task Assignment Number Eight”), and in compliance with the Continuing Contract; and

WHEREAS, the four (4) wastewater improvement projects are identified as, (i) the NW Washington Street Force Main, (ii) the Youngs Park Lift Station, (iii) the Youngs Park Force Main, and (iv) the Kicklighter and St. Margarets Flow Optimization, each of which are more particularly described within the Task Assignment Number Eight.

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

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

Section 2. The City is hereby authorized to execute Task Assignment Number Eight with Jones Edmunds for the Additional Services.

Section 3. The City Manager and City Attorney are authorized to make such reasonable changes and modifications to Task Assignment Number Eight 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 Eight 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 Jones Edmunds 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 this ____ day of October 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 EIGHT TO THE CONTINUING CONTRACT BETWEEN THE CITY OF LAKE CITY, FLORIDA, AND JONES, EDMUNDS & ASSOCIATES, INC., FOR PROFESSIONAL SERVICES ASSISTING THE CITY WITH FOUR (4) WASTEWATER IMPROVEMENT PROJECTS.

THIS TASK ASSIGNMENT NUMBER EIGHT is made and entered into this ____ day of October, 2021, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055 (herein referred to as "City") and JONES, EDMUNDS & ASSOCIATES, INC., a Florida limited liability company, having a mailing address of 730 NE Waldo Road, Gainesville, Florida 32641 (herein referred to as "Consultant" and "Contractor")

RECITALS

A. City and Consultant have heretofore entered into a Continuing Contract during March 2019, for professional consulting services as authorized by City Council Resolution No. 2019-024 (the "Continuing Contract").

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

in a separate Task Assignment.

C. The City is in need of additional assistance to complete four (4) wastewater improvement projects that are identified as the NW Washington Street Force Main, the Youngs Park Lift Station, the Youngs Park Force Main, and the Kicklighter and St. Margarets Flow Optimization (hereinafter the “Wastewater Improvement Project”); and

D. The City desires to enter into Task Assignment Eight with Consultant for its assistance in the Wastewater Improvement Project pursuant to the terms and conditions contained in Consultant's proposed Scope of Services (hereinafter “Consultant’s Scope”), a copy of which is attached hereto as "Exhibit A".

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

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

2. **PROJECT**: The City hereby engages Consultant and Consultant agrees to furnish to the City the services and work as set forth in the Consultant’s Scope, attached hereto, within the scheduled timeframe shown in

the section titled “Schedule” of the Consultant’s Scope. A Notice to Proceed shall be required for each of the seven (7) tasks identified in the Consultant’s Scope. City shall be under no obligation to proceed with any of the tasks.

3. **COMPENSATION TO CONSULTANT:** City shall pay Consultant a fee for each of the seven (7) tasks identified in the Consultant’s Scope as each task is completed for a total projected cost not to exceed \$403,000.00.

4. **PROVISIONS OF CONTINUING CONTRACT:** The terms, provisions, conditions, obligations, and requirements of the Continuing Contract are incorporated in to, and made a part of, this Task Assignment and shall be binding on, and complied with by, Consultant.

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

6. **ENTIRE AGREEMENT.** This Task Assignment Eight and the Continuing Contract constitute the entire agreement (or “Contract”) between the City and Consultant and supersedes all prior written or oral understandings with respect to the project. Should any of the provisions of this Task Assignment and the Continuing Contract conflict with the

provisions of the attachments hereto, the provisions of this Task Assignment and the Continuing Contract shall control. This Task Assignment Eight may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

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

8. **E-VERIFY.** As a condition precedent to entering into this Contract, and in compliance with Section 448.095, Fla. Stat., Contractor and its subcontractors shall, register with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021.

a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of the subcontractor's affidavit as part of and pursuant to the records retention requirements of this Contract.

b. The City, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions

of this section shall terminate the contract with the person or entity.

c. The City, upon good faith belief that a subcontractor knowingly violated the provisions of this section, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.

d. A termination of this Contract under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Contractor acknowledges that upon termination of this Contract by the City for a violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the City as a result of termination of any contract for a violation of this section.

e. Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the subcontractors to include these clauses in any lower

tier subcontracts. Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

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

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

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

ATTEST:

**JONES, EDMUNDS & ASSOCIATES,
INC.**

By: _____
Angela Witt,
Contracts Administrator

By: _____
Stanley F. Ferreira, Jr.,
Vice President

SCOPE OF SERVICES**City of Lake City Bell Road Wastewater Improvements**

TO: Paul Dyal
Executive Director of Utilities
692 SW Saint Margarets Street
Lake City, Florida 32025

DATE: August 30, 2021

SUBJECT: City of Lake City Bell Road Wastewater Improvements
Jones Edmunds Proposal/Opportunity No. 95110-262-21

PROJECT BACKGROUND

Columbia County is promoting economic development north of the City of Lake City in an area currently served by the City's utility system. The City has wastewater treatment capacity for the planned and proposed projects but must convey the wastewater flows through an older network of force mains (FMs) and gravity mains (GMs). The City hired Jones Edmunds to conduct the Bell Road Wastewater Capacity Analysis Study (Study) to review the existing collection system's capacity and provides recommendations for infrastructure improvements to allow wastewater flows to be conveyed from the development area to the City's wastewater treatment plants. The Study identified six potential wastewater improvement projects that would increase capacity and reduce the risk of sanitary sewer overflows, high water alarms, and/or lag pump-on conditions.

Jones Edmunds is pleased to provide the following scope of services for four of the proposed projects: NW Washington Street FM, Youngs Park Lift Station (LS), Youngs Park LS FM, and Kicklighter/St. Margarets Flow Optimization. The proposed services include surveying, engineering, permitting, and limited construction phase services.

SCOPE OF SERVICES**TASK 1 – PROJECT MANAGEMENT AND KICKOFF MEETING****PROJECT INITIATION AND MANAGEMENT**

Jones Edmunds will set up project financial files and prepare a Project Management Plan (PMP) that will be used throughout the project. The PMP will summarize the City's goals and critical success factors, project schedule, project budgets, communication plan, accounting/invoicing procedures, and project contacts list. Jones Edmunds will monitor project progress (percent complete and schedule) and manage the project in conformance with the PMP to the extent possible throughout the contract.

KICKOFF MEETING WITH CITY PERSONNEL

Jones Edmunds will conduct a virtual kickoff meeting with the City. During the kickoff meeting, the following will be discussed:

- Key issues and confirmation of the City's objectives and expectations related to the project.
- Availability of information to be used in the preliminary engineering services.
- Refine overall project objectives and project schedule.

TASK 2 – PRELIMINARY DESIGN

Jones Edmunds will provide the following preliminary design and engineering services before obtaining the topographic survey and developing the detailed design drawings and specifications. The purpose of this task will be to evaluate the proposed force main route and lift station location based on a site visit and walk-through of the route and to assess the available geographic information system (GIS) data.

This task will include the following:

- **Wetland Delineation and Listed Species Assessment.** Jones Edmunds will delineate jurisdictional wetlands and surface waters along the proposed route and locate key flags using a handheld global positioning system (GPS) unit prior to mobilization of the survey subcontractor. A preliminary wetland and surface water delineation map will be generated and provided to a registered surveyor to locate as part of the topographic survey. This effort will include a listed species assessment.
- **Existing Data Collection and Review.** Review available GIS data such as existing infrastructure geodatabases, County parcel data, recent high-resolution aerial imagery, National Wetland Inventory data, and LiDAR elevation data as available.
- **Site Visit.** Perform a walking site visit of the proposed route to identify potential utility conflicts, assess general site conditions such as traffic and special considerations, visualize potential constructability challenges, and develop recommendations for the side of the road for the pipe and the locations of the proposed lift station and valve vault(s).
- **Develop Preliminary Layout.** Develop 10% preliminary design-level GIS figures of the proposed force main route, indicating the recommended side of the road for the pipeline, and locations of the proposed lift station, valve assemblies, and trenchless installations (either by horizontal directional drill (HDD) or jack and bore). Preliminary design figures will also note any potential easements the City may need to acquire.
- **Model Scenarios and Develop Preliminary Pump Selection.** Gather and evaluate data to develop design wastewater flow rates for hydraulic modeling and pump station sizing. Build upon existing hydraulic models, perform model simulations in Bentley SewerGems to evaluate the pump station and force main sizes, select pumps, and develop a design calculation package summarizing the design criteria, model results, and selected system components.

Once the preliminary figures are developed, Jones Edmunds will host a design review workshop with the City to discuss the model results and proposed improvements before providing the surveyor and geotechnical subconsultant their Notice to Proceed (NTP). Items

discussed and agreed to during the design review workshop will be incorporated into the Final Design.

Deliverables

One electronic PDF copy of the preliminary design figures and the design calculation package, a GIS shapefile of any delineated wetland boundaries, and design review meeting minutes will be provided to the City.

TASK 3 – SURVEYING

Jones Edmunds will authorize a professional land surveyor (PLS) subconsultant to perform a topographic/location survey within the limits of the proposed wastewater improvements in support of the design. The topographic survey will meet the Standards of Practice as prescribed by the Florida Board of Professional Land Surveyors in Chapter 5J-17 of the Florida Administrative Code (FAC), Section 472.027 of the Florida Statutes. The survey will include the following:

- Task I – See the attached Bell Road Wastewater Improvements Project map. The PLS will survey the full roadway right-of-way (ROW) along this route which will be developed into the base map for the construction plans/documents. This task will include:
 - Based on Task 2 Preliminary Design, provide design-level survey services for the full ROW from NW Railroad Street to each of the wastewater treatment plants, based on the provided map, including a 50-foot by 50-foot section where the lift station is proposed and a 25-foot by 25-foot section where each valve assembly is proposed.
 - Determine the right-of-way for the primary roadways and intersecting roadways to the return radius.
 - Locate aboveground improvements and utilities.
 - Locate underground drainage and sewer facilities with pipe size, material, and elevation.
 - Locate wetland delineation flags placed by Jones Edmunds staff.
 - Create a survey baseline for all primary roads.
 - Set control points with x, y, and z at 500-foot intervals.
 - Locate utility designations and test holes data performed as part of Task II.
- Task II – Provide Subsurface Utility Designation and Verification (Test Holes):
 - Perform Quality Level B survey at each major utility crossing along the proposed route. Horizontally locate and field mark (paint and/or flags) public subsurface utility mains found excluding service lines and irrigation along the selected project route.
 - Coordinate obtaining Sunshine 811 and utility locates to include supplemental calls to each locator to expedite the field marking of each subsurface utility as required by law.
 - Expose the subject utilities by using non-destructive vacuum excavation methods at up to fifteen (15) specific locations.
 - Confirm/determine the vertical and horizontal position of the subject utilities and record the information, using the locate marks provided by the utility owners, their representatives, and/or by Quality Level B survey.
 - Reference each test-hole location to a minimum of three visible physical features to enable these data to be added to the base map and enable future recovery.

Deliverables

One paper copy and one electronic PDF copy of the final survey signed and sealed by the PLS will be provided to the City.

TASK 4 – GEOTECHNICAL SERVICES

Jones Edmunds will authorize a professional geotechnical engineering subconsultant for this project. The geotechnical investigation is expected to include the following:

- Up to 12, 10-foot-deep hand auger borings spaced at approximately 1000-foot intervals along the proposed force main route.
- Four, 25-foot-deep standard penetration test (SPT) borings to be used for horizontal directional drill (HDD) layout and design (two SPTs at each HDD location).
- One, 50-foot-deep (SPT) boring at the proposed lift station location.

The subsurface investigation will occur when the approved preliminary design is in place, and borings will be conducted at the selected locations along the proposed route.

A geotechnical report summarizing the following will be provided:

- Classifying representative soil samples including percent soil fines (sieve determinations), organic content, natural moisture determination, and Atterberg limit tests.
- Water-table levels found during exploration and the seasonal high-water level for each boring.
- Recommendations for suitability of soils for trenchless installations.
- Recommended subgrade preparation for the proposed force main and lift station.

Deliverables

One paper copy and one electronic PDF copy of the final geotechnical report will be provided to the City.

TASK 5 – FINAL DESIGN

Task 5 will consist of three submittals – 60% Design, 90% Design, and Final Design. The 60% submittal will include design Drawings and a Technical Specification table of contents. The 90% and Final submittals will include design Drawings and full Technical Specifications. Each submittal will include an Engineer's Opinion of Probable Construction Cost (EOPCC).

The Drawings will use Jones Edmunds' presentation standards. The City-provided standard details will be used to the extent practical. A preliminary list of Drawings is outlined below as a basis of design for our fee estimate. The Bell Road Wastewater Improvements Project plan and profile sheets will be prepared at the following scale:

- Horizontal: 1 inch = 20 feet (full-size sheets, 22-x-34-inch); and 1 inch = 40 feet (half-size sheets, 11-x-17-inch).
- Vertical: 1 inch = 5 feet (full-size sheets, 22-x-34-inch).

Drawing No.	Title
G-1	Cover Sheet
G-2	Drawing Index and Key Map
G-3	General Notes
G-4	Legends and Pipe Schedule
C-1 to C-22	Force Main Plan and Profile Sheets
C-23 to C-26	Civil and Utility Details
C-27 to C-31	Erosion and Sedimentation Control Plan, Notes, and Details
M-1	Lift Station Mechanical Site Plan
M-2	Lift Station Mechanical Sections
M-3	Force Main Valve Assembly Plan, Section, and Details
M-4	Mechanical Details
E-1	Electrical Legend
E-2	Lift Station Electrical Site Plan
E-3	Lift Station Electrical Schedule, Diagram, and Details
E-4	Lift Station Generator Details

The Specifications will be prepared using Jones Edmunds' standard Construction Standards Institute 16-division format using 2018 EJCDC Front-End Documents and Technical Specifications. Jones Edmunds will customize the Technical Specifications based on comments from the City.

60% DESIGN SUBMITTAL

The 60% Design Submittal Package will be submitted to the City for review and comment and will include the following:

- Design Drawings – design drawings including General, Civil, and Electrical.
- Technical Specifications – table of contents (TOC) identifying selected specification sections for major project components.
- EOPCC.

The EOPCC accuracy range will be Class 3 according to the Association for the Advancement of Cost Engineering (AACE) International's Cost Estimate Classification System (Recommended Practice No. 18R-97). The classifications depend on the level of project definition, with Class 1 being the highest level of definition and Class 5 being the lowest level of definition.

We assume that the City will need 2 weeks to review the submittal package. Jones Edmunds will participate in a review meeting at the City's Utility Annex office to discuss and obtain comments from the City on the 60% Submittal. Changes agreed to at the meeting will be incorporated into the 90% documents.

Deliverables

- 60% Design Drawings in PDF format.
- Draft Technical Specifications TOC in PDF format.
- EOPCC in PDF format.
- Meeting minutes from the 60% Review Meeting.
- Updated raw SewerGEMS, ArcGIS, and AutoCAD data collected and developed.

90% DESIGN SUBMITTAL

The 90% Design Submittal package will be submitted to the City for review and comment and will include the following:

- Design Drawings – Updated drawings including General, Civil, Electrical, and Details.
- Technical Specifications – draft specification sections for major project components showing most major edits with selections of materials for the project.
- EOPCC.
- Draft permit application packages (FDEP, FDOT, and County) for City signature and submittal to the appropriate agencies.

The EOPCC accuracy range will be Class 2 according to the Association for the Advancement of Cost Engineering (AACE) International's Cost Estimate Classification System (Recommended Practice No. 18R-97). The classifications depend on the level of project definition, with Class 1 being the highest level of definition and Class 5 being the lowest level of definition.

We assume that the City will need 2 weeks to review the submittal package. Jones Edmunds will participate in a review meeting at the City's Utility Annex office to discuss and obtain comments from the City on the 90% Submittal. Changes agreed to at the meeting will be incorporated into the Final Design Submittal documents.

Deliverables

- 90% Design Drawings in PDF format.
- Draft Technical Specifications in PDF format.
- Draft permit application packages in PDF format.
- EOPCC in PDF format.
- Meeting minutes from the 90% Review Meeting.
- Updated raw SewerGEMS, ArcGIS, and AutoCAD data collected and developed.

FINAL DESIGN SUBMITTAL

After the 90% design review meeting, Jones Edmunds will incorporate the City's review comments into the Final Design Package and issue the Final Design Submittal. The Final Design will be completed after obtaining all approved permits described in Task 6. The Final Design Submittal will include the Drawings, Front-End Documents, Technical Specifications, a final Class 1 EOPCC, and approved permit application package(s).

Deliverables

- Final Design Drawings – two signed-and-sealed hard copies (one 22-x-34-inch and one 11-x-17-inch) and an electronic copy (PDF format).
- Final Technical Specifications – two signed-and-sealed hard copies and an electronic copy in PDF format.
- Final EOPCC in PDF format.
- Signed permit application packages and copies of issued permits.
- Final raw SewerGEMS, ArcGIS, and AutoCAD data collected and developed.

TASK 6 – PERMITTING ASSISTANCE

Jones Edmunds will provide the permitting services described below. All permit applications will be submitted based on the 90% Design Submittal.

FDEP PERMITTING

- Prepare an FDEP Domestic Wastewater Collection/Transmission System permit application package, including forms, calculations, exhibits, maps, and drawings for the new lift station and new force mains.
- Prepare a General Environmental Resource Permit (ERP) application package, including forms, calculations, exhibits, maps, and drawings for the proposed construction.
- If wetlands will be impacted by project construction, a Section 404 permit application may be required. If so, a General 404 permit application package will be prepared, including forms, calculations, exhibits, maps, and drawings for the proposed construction.
- Each application package will be provided to the City for review, approval, and signatures before being submitted to FDEP.
- Respond to one FDEP Request for Additional Information (RAI) per application.
- Following construction, prepare a Request for Approval to Place a Domestic Wastewater Collection/Transmission System into Operation.

FDOT PERMITTING

Jones Edmunds will prepare two FDOT Utility Permit applications, one for the crossing of US-90 (Duval Street) and one for the crossing of State Road 10A (Baya Road). Jones Edmunds will respond to one RAI per application. The City will pay any review/application fee. Comments from FDOT will be incorporated by Jones Edmunds into the Final Submittal.

COLUMBIA COUNTY PUBLIC WORKS RIGHT-OF-WAY PERMIT

Jones Edmunds will apply to Columbia County Public Works Department for a Right-of-Way Utilization permit and respond to up to one RAI. The City will pay any review/application fee. Comments from Columbia County will be incorporated by Jones Edmunds into the Final Submittal.

Deliverables

Jones Edmunds will provide one hard copy and one electronic PDF copy of each draft permit application to the City for review. The final permit applications will require City signatures. Jones Edmunds will collect the signed permit applications from the City and submit to the

regulatory agencies. Electronic and hardcopies of all fully executed permits will be provided to the City.

TASK 7 – BIDDING AND LIMITED PROFESSIONAL SERVICES DURING CONSTRUCTION

BIDDING SERVICES

Jones Edmunds will assist the City during a proposed 45-day bidding and award process for the project as follows:

- Provide electronic Bid Documents in PDF format to the City. The City will advertise the project through ProcureNow; the City will distribute and maintain distribution records of Bid Documents to the prospective bidders and correspond with prospective bidders.
- Assist the City with one addendum to the Contract Documents. Verbal and written questions from prospective bidders will be first directed to the City. The City and Jones Edmunds will decide if issuing an addendum is required. Jones Edmunds will prepare responses to the bidders' questions to the City, prepare the addenda, and provide the addenda to the City for distribution. Contractor questions received less than 7 calendar days prior to bid opening will not be received by Jones Edmunds.
- Conduct one non-mandatory pre-bid meeting with prospective bidders, direct the meeting, and develop/issue any subsequent minutes or addenda associated with the pre-bid meeting.
- Review the bidders' cost proposals, prepare proposal tabulation, conduct reference and bond checks of the apparent low bidder, and develop a contract award recommendation letter.

CONSTRUCTION-ADMINISTRATION ASSISTANCE AND LIMITED OBSERVATION SERVICES

A 12-month construction schedule is proposed for this project, consisting of a 2-month submittal and material acquisition period and 10 months on site. Jones Edmund's Limited Professional Services During Construction services are based on this 10-month construction schedule. The limited construction-phase services provided will consist of the following:

Submittal Review

Jones Edmunds will receive, log, review, and issue comments on project submittals, including administrative submittals (i.e., construction schedules and work plans), shop drawings, and product data for the materials to be incorporated into the project, warranties, samples, and O&M manuals. Jones Edmunds estimates approximately 24 submittals for this project. This Scope of Work includes an initial review and one resubmittal review for each submittal. Submittals will be returned to the Contractor within 14 calendar days if all deviations are not listed as requested on the project forms.

Site Visits

During construction, Jones Edmunds will visit the site to observe construction progress and review that the project work is progressing in general conformance with the Contract Documents. It is assumed that one of the site visits each month will be a progress meeting led by the Contractor. For this Task, we have planned up to 40 site visits to perform these services. If additional site visits are required, they can be performed on an as-needed,

time/materials basis. It is assumed that the City will provide daily construction inspection services including completing daily logs and photographs of work completed.

Construction Project Closeout and FDEP Certification

Jones Edmunds will conduct one substantial completion site review with the City and the Contractor when the Contractor submits their request for substantial completion. We will prepare a punch list of items that need correction and completion. Final Completion will be certified once the punch list items are completed.

Jones Edmunds will prepare the Certification of Completion (COC) documentation and prepare and submit the FDEP Request for Approval to Place a Domestic Wastewater Collection/Transmission System into Operation (Form 62-604.300(8)(b)) for the connection. For the preparation of the COCs, we have assumed that the Contractor shall provide surveyor signed/sealed as-built drawings of the completed lift station and force main.

SCHEDULE

Jones Edmunds will begin work on this project within two weeks of receipt of a signed contract and Notice to Proceed (NTP) from the City. The schedule for this project will be based on the negotiated agreement between the City and Jones Edmunds. Preliminarily, the project tasks are estimated to be completed as follows:

Task	Calendar Days	Calendar Days from NTP
Task 1 – Project Management and Kickoff Meeting	14	14
Task 2 – Preliminary Design	45	60
Task 3 – Surveying	60	120
Task 4 – Geotechnical Services	30	120
Task 5 – Final Design		
60% Design Submittal	60	240
90% Design Submittal	30	
Final Design Submittal	30	
Task 6 – Permitting Assistance	45	254
Task 7 – Bidding and Limited Professional Services during Construction	12 months	-

Note: The above schedule assumes 14-day client review times and that the permits will be received within 60 days from submittal of the permit applications.

PROPOSAL CLARIFICATIONS

The following clarifications are assumptions, exclusions, or conditions to this Scope of Services. Excluded items may be provided by Jones Edmunds with written authorization via a contract amendment.

- The force main pipe size will be based on the Study dated October 30, 2020.
- No residential and/or commercial service connections will be added to the new force mains.

- This project will not require design or permitting of stormwater systems.
- The project will not require modifications to existing roads.
- Survey of the wastewater treatment facilities is excluded; Jones Edmunds will rely on City-provided drawings and as-builts.
- It is assumed that up to 25-percent of the survey will be Quality Level B; the remaining survey will be Quality Level C.
- The proposed scope assumes that wetland impacts will be avoided by following existing ROW. If the design requires alternate construction methods which will result in wetland impacts, Jones Edmunds can provide additional design services under separate scope and fee.
- Wetland mitigation and associated permitting is excluded from this Scope of Services.
- Individual ERP permitting is excluded from this Scope of Services. If the design requires an individual ERP, Jones Edmunds can provide additional permitting services under separate scope and fee.
- Environmental site assessments and threatened or endangered species, archaeological, or historical investigations are not expected to be necessary and are excluded from this Scope of Services.
- Permitting services other than those described herein are excluded from this Scope of Services.
- RAIs from permitting agencies will not result in changes to the pipeline route/alignment or construction methods.
- All permit application fees will be paid by the City.
- If Section 404 permitting is required permit issuance may take longer than 60 days; construction will not be allowed to begin until all appropriate permits are received.
- Gopher tortoise survey and Temporary Exclusion Permits are excluded from this Scope of Services. Jones Edmunds can provide these services under separate scope and fee if necessary.
- The City will coordinate with the County and other necessary parties on any activities related to zoning, comprehensive planning, fire-department approvals, building-permitting approvals, and easement acquisition.
- The City will acquire all required easements/properties, legal descriptions, and official boundary surveys. Professional services related to these activities are excluded from this Scope of Services.
- The City will provide full-time resident observation for the project and will review and approve all pay requests. These services are not included in this Scope of Services.

COMPENSATION

In accordance with our Contract for Consulting Engineering Services, Jones Edmunds proposes to perform the Scope of Services as described herein on a not-to-exceed, time and materials basis for Task 3 and Task 7 and on a lump-sum fee, percent-complete basis for the remaining Tasks:

Task	Cost
Task 1 – Project Management and Kickoff Meeting	\$14,000
Task 2 – Preliminary Design	\$27,300
Task 3 - Surveying	\$136,800*
Task 4 – Geotechnical Services	\$14,300
Task 5 – Final Design	\$72,500
Task 6 – Permitting Assistance	\$17,200
Task 7 – Bidding and Limited Professional Services During Construction	\$120,900*
Total	\$403,000

*Not-to-exceed cost.

Jones Edmunds appreciates this opportunity to offer our continuing professional engineering services to the City of Lake City and looks forward to working with the City on this important project. If you have any questions or wish to discuss any aspect of the proposed Scope of Services, please contact me at 352-377-5821 or jsbell@jonesedmunds.com.

Sincerely,



Jamie Sortevik Bell, PE, CFM
Engineer

Y:\08504 Lake City\Opportunities\2021_Proposals\95110-262-21 Bell Road Wastewater Improvements\BellRoadWastewaterImprovements_ScopeandFee_jsb.docx

File Attachments for Item:

13. City Council Resolution No. 2021-150 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Number Nine to the Continuing Contract with Jones Edmunds & Associates, Inc., for professional services and assistance with the installation of a twenty-four (24) inch water main from the Price Creek Water Treatment Plant to the North Florida Mega Industrial Park; providing for the payment for the professional services and assistance at a not to exceed cost of \$268,000.00; and providing an effective date.

CITY COUNCIL RESOLUTION NO. 2021-150

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF TASK ASSIGNMENT NUMBER NINE TO THE CONTINUING CONTRACT WITH JONES EDMUNDS & ASSOCIATES, INC., FOR PROFESSIONAL SERVICES AND ASSISTANCE WITH THE INSTALLATION OF A TWENTY-FOUR (24) INCH WATER MAIN FROM THE PRICE CREEK WATER TREATMENT PLANT TO THE NORTH FLORIDA MEGA INDUSTRIAL PARK; PROVIDING FOR THE PAYMENT FOR THE PROFESSIONAL SERVICES AND ASSISTANCE AT A NOT TO EXCEED COST OF \$268,000.00; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the “City”) entered into a Continuing Contract for Professional Services (hereinafter the “Continuing Contract”), with Jones Edmunds & Associates, Inc. (hereinafter “Jones Edmunds”) as authorized by City Council Resolution No. 2019-024 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, and City safety facilities and streets (herein collectively the “City Projects”); and

WHEREAS, the Continuing Contract provides that Jones Edmunds 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 performed by and compensation to be paid to Jones Edmunds for each separate project and be defined by and embodied in a separate Task Assignment; and

WHEREAS, the City desires to enter into Task Assignment Number Nine with Jones Edmunds and receive assistance towards the installation of a twenty-four (24) inch water main from the Price Creek Water Treatment Plant to the North Florida Mega Industrial Park, pursuant to the terms and conditions of Task Assignment Number Nine, a copy of which is attached hereto as “Exhibit

A” and made a part of this resolution (“Task Assignment Number Nine”), and in compliance with the Continuing Contract.

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

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

Section 2. The City is hereby authorized to execute Task Assignment Number Nine with Jones Edmunds for the Additional Services.

Section 3. The City Manager and City Attorney are authorized to make such reasonable changes and modifications to Task Assignment Number Nine 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 Nine 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 Jones Edmunds 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 this ____ day of October 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 NINE TO THE CONTINUING CONTRACT BETWEEN THE CITY OF LAKE CITY, FLORIDA, AND JONES, EDMUNDS & ASSOCIATES, INC., FOR PROFESSIONAL SERVICES ASSISTING THE CITY WITH THE INSTALLATION OF A TWENTY-FOUR (24) INCH WATER MAIN FROM THE PRICE CREEK WATER TREATMENT PLANT TO THE NORTH FLORIDA MEGA INDUSTRIAL PARK.

THIS TASK ASSIGNMENT NUMBER NINE is made and entered into this ____ day of October, 2021, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055 (herein referred to as "City") and JONES, EDMUNDS & ASSOCIATES, INC., a Florida limited liability company, having a mailing address of 730 NE Waldo Road, Gainesville, Florida 32641 (herein referred to as "Consultant" or "Contractor")

RECITALS

A City and Consultant have heretofore entered into a Continuing Contract during March 2019, for professional consulting services as authorized by City Council Resolution No. 2019-024 (the "Continuing Contract").

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

C. The City is in need of additional assistance towards the installation

of a twenty-four (24) inch water main from the Price Creek Water Treatment Plant to the North Florida Mega Industrial Park (hereinafter the “5A Water Main Project”) and intends to seek financial assistance from grant sources.

D. The City desires to enter into Task Assignment Nine with Consultant for its assistance with the 5A Water Main Project pursuant to the terms and conditions contained herein and contained in Consultant's proposed Scope of Services (hereinafter the “Consultant’s Scope”), a copy of which is attached hereto as "Exhibit A".

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

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

2. **PROJECT**: The City hereby engages Consultant and Consultant agrees to furnish to the City the services and work as set forth in the Consultants Scope, attached hereto, within the scheduled timeframe shown in the section titled “Schedule” of the Consultant’s Scope. A Notice to Proceed shall be required for each of the eight (8) tasks identified in the Consultant’s Scope. City shall be under no obligation to proceed with any of the tasks.

3. **COMPENSATION TO CONSULTANT**: City shall pay Consultant a fee for each of the eight (8) tasks identified in the Consultant’s Scope as each task is completed for a total projected cost not to exceed \$268,000.00.

4. **PROVISIONS OF CONTINUING CONTRACT:** The terms, provisions, conditions, obligations, and requirements of the Continuing Contract are incorporated in to, and made a part of, this Task Assignment and shall be binding on, and complied with by, Consultant.

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

6. **ENTIRE AGREEMENT.** This Task Assignment Nine and the Continuing Contract constitute the entire agreement (or “Contract”) between the City and Consultant and supersedes all prior written or oral understandings with respect to the project. Should any of the provisions of this Task Assignment and the Continuing Contract conflict with the provisions of the attachments hereto, the provisions of this Task Assignment and the Continuing Contract shall control. This Task Assignment Nine may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

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

8. **E-VERIFY.** As a condition precedent to entering into this Contract, and in compliance with Section 448.095, Fla. Stat., Contractor and its subcontractors shall, register with and use the E-Verify system to verify work authorization status

Page 3 of 5

of all employees hired after January 1, 2021.

- a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of the subcontractor's affidavit as part of and pursuant to the records retention requirements of this Contract.
- b. The City, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity.
- c. The City, upon good faith belief that a subcontractor knowingly violated the provisions of this section, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.
- d. A termination of this Contract under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat. Contractor acknowledges that upon termination of this Contract by the City for a violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor further acknowledges that Contractor is liable for any additional costs incurred

by the City as a result of termination of any contract for a violation of this section.

e. Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the subcontractors to include these clauses in any lower tier subcontracts. Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

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

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

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

ATTEST:

JONES, EDMUNDS & ASSOCIATES, INC.

By: _____
Angela Witt,
Contracts Administrator

By: _____
Stanley F. Ferreira, Jr.,
Vice President

SCOPE OF SERVICES**City of Lake City NFMIP 5A Water Main Project**

TO: Paul Dyal
Executive Director of Utilities
692 SW Saint Margarets Street
Lake City, Florida 32025

DATE: August 30, 2021

SUBJECT: City of Lake City NFMIP 5A Water Main Project
Jones Edmunds Proposal/Opportunity No. 95110-205-21

PROJECT BACKGROUND

Columbia County is developing the North Florida Mega Industrial Park (NFMIP) in conjunction with the private landowner, Weyerhaeuser, on the lands east of the Lake City Gateway Airport along the south side of US 90. It is currently anticipated that new businesses will begin construction in late 2022 or early 2023. To support this development, the City contracted with Jones Edmunds to evaluate various alternative routes to supply the NFMIP with potable water for the near future demand (See Water Main Routing Study Technical Memorandum (TM), dated May 7, 2021). Based on the findings presented in the TM, the City has decided to proceed with Alternative 5A. Alternative 5A consists of roughly 5,800 linear feet of 24-inch water main to be constructed from the Price Creek Water Treatment Plant to the approximate property line of the proposed NFMIP (see attached Route Alternative 5 Map).

Jones Edmunds is pleased to provide the following scope for this project, which includes surveying, engineering, permitting, and limited construction phase services.

SCOPE OF SERVICES**TASK 1 – PROJECT MANAGEMENT AND KICKOFF MEETING****PROJECT INITIATION AND MANAGEMENT**

Jones Edmunds will set up project financial files and prepare a Project Management Plan (PMP) that will be used throughout the project. The PMP will summarize the City's goals and critical success factors, project schedule, project budgets, communication plan, accounting/invoicing procedures, and project contacts list. Jones Edmunds will monitor project progress (percent complete and schedule) and manage the project in conformance with the PMP to the extent possible throughout the contract.

KICKOFF MEETING WITH CITY PERSONNEL

Jones Edmunds will conduct a virtual kickoff meeting with the City. During the kickoff meeting, the following will be discussed:

- Key issues and confirmation of the City's objectives and expectations related to the project.
- Availability of information to be used in the preliminary engineering services.
- Refine overall project objectives and project schedule.

TASK 2 – PRELIMINARY DESIGN

Jones Edmunds will provide the following preliminary design and engineering services before obtaining the topographic survey and developing the detailed design drawings and specifications. The purpose of this task will be to evaluate the proposed water main route based on a site visit and walk-through of the route and to assess the available geographic information system (GIS) data.

This task will include the following:

- **Wetland Delineation and Listed Species Assessment.** Jones Edmunds will delineate jurisdictional wetlands and surface waters along the proposed route and locate key flags using a handheld global positioning system (GPS) unit prior to mobilization of the survey subcontractor. A preliminary wetland and surface water delineation map will be generated and provided to a registered surveyor to locate as part of the topographic survey. This effort will include a listed species assessment.
- **Existing Data Collection and Review.** Review available GIS data such as existing infrastructure geodatabases, County parcel data, recent high-resolution aerial imagery, National Wetland Inventory data, and LiDAR elevation data as available.
- **Site Visit.** Perform a walking site visit of the proposed route to identify potential utility conflicts, assess general site conditions such as traffic and special considerations, visualize potential constructability challenges, and develop recommendations for the side of the road for the pipe.
- **Develop Preliminary Layout.** Develop 10% preliminary design-level GIS figures of the proposed water main route, indicating the recommended side of the road for the pipeline and location of potential trenchless installations (either by horizontal directional drill (HDD) or jack and bore). Preliminary design figures will also note any potential easements the City may need to acquire.

Once the preliminary figures are developed, Jones Edmunds will host a design review workshop with the City to discuss the proposed route before providing the surveyor and geotechnical subconsultants their Notice to Proceed (NTP). Items discussed and agreed to during the design review workshop will be incorporated into the Final Design.

Deliverables: One electronic PDF copy of the preliminary design figures, a GIS shapefile of any delineated wetland boundaries, and the design review meeting minutes will be provided to the City.

TASK 3 – PUBLIC OUTREACH

Jones Edmunds will assist the City with conducting one public meeting focused on the proposed project route. The purpose of the meeting will be to inform and engage the public regarding the new water main and to discuss projects at the airport and the college that may impact the final design. Jones Edmunds will coordinate with City staff and assist with public presentations and discussions. This task will include the following:

- Prepare exhibits and drawings to show the general layout of the work proposed.
- Furnish additional information about the project design required for public education.

Jones Edmunds will also prepare one presentation to give before Council when the 90% design submittal is complete.

Deliverables: Exhibits and drawings of general layout (submitted in PDF format to City, poster-size printouts provided for meetings); informational handouts and attendance sheets for meetings; PowerPoint presentation for Council meeting.

TASK 4 – SURVEYING

Jones Edmunds will authorize a professional land surveyor (PLS) subconsultant to perform a topographic/location survey within the limits of the proposed water main route in support of the design. The topographic survey will meet the Standards of Practice as prescribed by the Florida Board of Professional Land Surveyors in Chapter 5J-17 of the Florida Administrative Code (FAC), Section 472.027 of the Florida Statutes. The survey will include the following:

- Task I – See the attached Route Alternative 5A map. The PLS will survey a 50-foot-wide corridor along this route which will be developed into the base map for the construction plans/documents. This task will include:
 - Based on Task 2 Preliminary Design, provide design-level survey services for a 50-foot corridor along one side of the road and through a portion of Suwannee River Water Management District (SRWMD) property, from the Price Creek Water Treatment Plant to the approximate property boundary of the proposed NFMIP site.
 - Determine the right-of-way for the primary roadways and intersecting roadways to the return radius.
 - Locate aboveground improvements and utilities.
 - Locate underground drainage and sewer facilities with pipe size, material, and elevation.
 - Locate wetland delineation flags placed by Jones Edmunds staff.
 - Create a survey baseline for both primary roads.
 - Set control points with x, y, and z at 500-foot intervals.
 - Locate utility designations and test holes data performed as part of Task II.
- Task II – Provide Subsurface Utility Designation and Verification (Test Holes):
 - Horizontally locate and field mark (paint and/or flags) public subsurface utility mains found excluding service lines, gravity sewer lines, and irrigation along the selected project route.

- Coordinate obtaining Sunshine 811 and utility locates to include supplemental calls to each locator to expedite the field marking of each subsurface utility as required by law.
- Expose the subject utilities by using non-destructive vacuum excavation methods at up to six (6) specific locations.
- Confirm/determine the vertical and horizontal position of the subject utilities and record the information, using the locate marks provided by the utility owners and/or their representatives.
- Reference each test-hole location to a minimum of three visible physical features to enable these data to be added to the base map and enable future recovery.

Deliverables: One paper copy and one electronic PDF copy of the final survey signed and sealed by the PLS will be provided to the City.

TASK 5 – GEOTECHNICAL SERVICES

Jones Edmunds will authorize a professional geotechnical engineering subconsultant for this project. The geotechnical investigation is expected to include the following:

- Four, 10-foot-deep hand auger borings spaced at approximately 1,200-foot intervals along the proposed water main route.
- In addition, based upon the Preliminary Design route, one boring adjacent to wetlands may be performed utilizing Standard Penetration Test (SPT) methods to a depth of 25 feet to be used for horizontal directional drill layout and design.

The subsurface investigation will occur when the approved preliminary design is in place, and borings will be conducted at the selected locations along the proposed route.

A geotechnical report summarizing the following will be provided:

- Classifying representative soil samples including percent soil fines (sieve determinations), organic content, natural moisture determination, and Atterberg limit tests.
- Water-table levels found during exploration and the seasonal high-water level for each boring.
- Recommendations for suitability of soils for trenchless pipe installations.
- Recommended subgrade preparation for the proposed water main.

Deliverables: One paper copy and one electronic PDF copy of the final geotechnical report will be provided to the City.

TASK 6 – CONSTRUCTION DOCUMENTS

Task 6 will consist of two submittals – 90% Design and Final Design. Each design submittal will include design Drawings, Technical Specifications, and an Engineer’s Opinion of Probable Construction Cost (EOPCC).

The Drawings will use Jones Edmunds’ presentation standards. The City-provided standard details will be used to the extent practical. A preliminary list of Drawings is outlined below as a basis of design for our fee estimate.

The Water Main Plan and Profile sheets will be prepared at the following scales:

- Horizontal: 1 inch = 20 feet (full-size sheets, 22-x-34-inch); and 1 inch = 40 feet (half-size sheets, 11-x-17-inch).
- Vertical: 1 inch = 4 feet (full-size sheets, 22-x-34-inch);

Drawing No.	Title
G-1	Cover Sheet
G-2	Drawing Index and Key Map
G-3	General Notes
G-4	Legends and Pipe Schedule
C-1 to C-11	Water Main Plan and Profile
C-12 to C-15	Civil and Utility Details
C-16 to C-20	Erosion and Sedimentation Control Plan, Notes, and Details

The Specifications will be prepared using Jones Edmunds' standard Construction Standards Institute 16-division format using 2018 EJCDC Front-End Documents and Technical Specifications. Jones Edmunds will customize the Technical Specifications based on comments from the City.

90% DESIGN SUBMITTAL

Jones Edmunds will prepare a 90% Design Submittal to the City for review and comment. The 90% Design Submittal will present the proposed complete design pending the City's comments and will include Drawings, Front-End Documents, Technical Specifications, an EOPCC, and permit application packages.

The EOPCC accuracy range will be Class 1 according to the Association for the Advancement of Cost Engineering (AACE) International's Cost Estimate Classification System (Recommended Practice No. 18R-97). The classifications depend on the level of project definition, with Class 1 being the highest level of definition and Class 5 being the lowest level of definition.

We assume that the City will need 2 weeks to review the submittal package. Jones Edmunds will participate in a review meeting with the City to discuss and obtain the City's comments. Changes agreed to at the meeting will be incorporated into the Final Design Submittal documents.

90% Deliverables: Jones Edmunds will provide electronic PDF copies of the 90% Drawings, Technical Specifications, and EOPCC to the City. Jones Edmunds will also provide hardcopies of the permit application packages for signature by the City, after which Jones Edmunds will coordinate submittal to the appropriate permitting agency. Jones Edmunds will distribute electronic copies of the design review meeting minutes to meeting attendees by email. The meeting minutes will include key decisions made and action items discussed during the meeting.

FINAL DESIGN SUBMITTAL

After the 90% design review meeting, Jones Edmunds will incorporate the City's review comments into the Final Design Submittal and issue the Final Design Submittal. The Final

Design will be completed after obtaining all approved permits described in Task 6. The Final Design Submittal will include the Drawings, Front-End Documents, Technical Specifications, a final EOPCC, and approved permit application package(s).

Final-Deliverables: Jones Edmunds will provide two paper copies and one electronic copy (PDF and/or CAD format) of the Final Design Submittal to the City. Jones Edmunds will also provide final copies of raw ArcGIS and AutoCAD data collected and developed.

TASK 7 – PERMITTING ASSISTANCE

Jones Edmunds will provide the permitting services described below. All permit applications will be submitted based on the 90% Design Submittal.

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) NOTICE OF INTENT TO USE THE GENERAL PERMIT FOR CONSTRUCTION OF WATER MAIN EXTENSIONS FOR PWSs

Jones Edmunds will prepare and submit FDEP Form 62-555.900(7) Alternate, Notice of Intent to use the General Permit for Construction of Water Main Extension for PWSs and respond to up to one Request for Additional Information (RAI). We assume that the City will not have to pay the permit application fee of \$650.00 per City's Reduction or waiver of permit processing fee agreement with the State.

As part of this FDEP permit application, we assume that the City will provide flow data to Jones Edmunds for our review as necessary to complete the permit application. Hydraulic modeling of the water system is not included in this Scope of Services.

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) GENERAL ENVIRONMENTAL RESOURCE PERMIT

Jones Edmunds will prepare and submit FDEP Form 62-330.060(1), F.A.C. (June 1, 2018) for a General Environmental Resource Permit and, if necessary, a Section 404 General Permit. We assume that the City will pay the permit application fee of \$100.00 per City's Reduction or waiver of permit processing fee agreement with the State. Jones Edmunds will coordinate and attend on on-site field meeting with FDEP to review the flagged wetland lines, if required, and will respond up to one RAI per application.

COLUMBIA COUNTY PUBLIC WORKS RIGHT-OF-WAY PERMIT

Jones Edmunds will apply to Columbia County Public Works Department for a Right-of-Way Utilization permit and respond to up to one RAI. The City will pay any review/application fee. Comments from Columbia County will be incorporated by Jones Edmunds into the Final Submittal.

Deliverables: Jones Edmunds will provide one hard copy and one electronic PDF copy of each draft permit application to the City for review. The final permit applications will require City signatures. Jones Edmunds will collect the signed permit applications from the City and submit to the regulatory agencies. Electronic and hardcopies of all fully executed permits will be provided to the City.

TASK 8 – BIDDING AND LIMITED PROFESSIONAL SERVICES DURING CONSTRUCTION

BIDDING SERVICES

Jones Edmunds will assist the City during a proposed 45-day bidding and award process for the project as follows:

- Provide electronic Bid Documents in PDF format to the City. The City will advertise the project through ProcureNow; the City will distribute and maintain distribution records of Bid Documents to the prospective bidders and correspond with prospective bidders.
- Assist the City with one addendum to the Contract Documents. Verbal and written questions from prospective bidders will be first directed to the City. The City and Jones Edmunds will decide if issuing an addendum is required. Jones Edmunds will prepare responses to the bidders' questions to the City, prepare the addenda, and provide the addenda to the City for distribution. Contractor questions received less than 7 calendar days prior to bid opening will not be received by Jones Edmunds.
- Conduct one non-mandatory pre-bid meeting with prospective bidders, direct the meeting, and develop/issue any subsequent minutes or addenda associated with the pre-bid meeting.
- Review the bidders' cost proposals, prepare proposal tabulation, conduct reference and bond checks of the apparent low bidder, and develop a contract award recommendation letter.

CONSTRUCTION-ADMINISTRATION ASSISTANCE AND LIMITED OBSERVATION SERVICES

A 10-month construction schedule is proposed for this project, consisting of a 2-month submittal and material acquisition period and 8 months on site. Jones Edmund's Limited Professional Services During Construction services are based on this 10-month construction schedule. The limited construction-phase services provided will consist of the following:

Submittal Review

Jones Edmunds will receive, log, review, and issue comments on project submittals, including administrative submittals (i.e., construction schedules and work plans), shop drawings, and product data for the materials to be incorporated into the project, warranties, samples, and O&M manuals. Jones Edmunds estimates approximately 20 submittals for this project. This Scope of Work includes an initial review and one resubmittal review for each submittal. Submittals will be returned to the Contractor within 14 calendar days if all deviations are not listed as requested on the project forms.

Site Visits

During construction, Jones Edmunds will visit the site to observe construction progress and review that the project work is progressing in general conformance with the Contract Documents. It is assumed that one of the site visits each month will be a progress meeting led by the Contractor. For this Task, we have planned up to 36 site visits to perform these services. If additional site visits are required, they can be performed on an as-needed, time/materials basis. It is assumed that the City will provide daily construction inspection services including completing daily logs and photographs of work completed.

Construction Project Closeout and FDEP Certification

Jones Edmunds will conduct one substantial completion site review with the City and the Contractor when the Contractor submits their request for substantial completion. We will prepare a punch list of items that need correction and completion. Final completion will be certified once the punch list items are completed.

Jones Edmunds will prepare the Certification of Completion (COC) documentation and submit to FDEP for clearance of the new water main. For the preparation of the COCs, we have assumed that the Contractor shall provide surveyor signed/sealed as-built drawings of the completed water main along with passing pressure testing and bacteriological testing results.

SCHEDULE

Jones Edmunds will begin work on this project upon receipt of a signed contract and NTP from the City. The schedule for this project will be based on the negotiated agreement between the City and Jones Edmunds. Preliminarily, the project tasks are estimated to be completed as follows:

Task	Calendar Days	Calendar Days from NTP
Task 1 – Project Management and Kickoff Meeting	14	14
Task 2 – Preliminary Design	45	60
Task 3 – Public Outreach	30	-
Task 4 – Survey	60	120
Task 5 – Geotechnical Services	30	120
Task 6-1 – Construction Documents – 90%	60	180
Task 6-2 – Construction Documents – Final	45	225
Task 7 – Permitting Assistance & Wetland Delineation	60	240
Task 8 – Limited Professional Services during Construction	10 months	-

Note: The above schedule assumes 14-day client review times and that the permits will be received within 60 days from submittal of the permit applications.

PROPOSAL CLARIFICATIONS

The following clarifications are assumptions, exclusions, or conditions to this Scope of Services. Excluded items may be provided by Jones Edmunds with written authorization via a contract amendment.

- The water main pipe size will be based on the noted Technical Memorandum dated May 7, 2021.
- No residential and/or commercial service connections will be added to the new water main.
- This project will not require design or permitting of stormwater systems.

- The project will not require modifications to existing roads other than minor replacement in kind for limited roadway sections impacted by the pipeline installation.
- The project will not require modifications to the water treatment plant other than the water main connection point.
- Delineated wetland boundaries, if available, will be provided by the City or adjacent landowner(s).
- The proposed scope assumes that wetland impacts will be avoided by following existing trail/timber roads, and therefore an Individual ERP will not be required. If the design requires alternate construction methods which will result in wetlands impacts, Jones Edmunds can provide additional design services under separate scope and fee.
- Wetland mitigation and associated permitting is excluded from this Scope of Services.
- Environmental site assessments and threatened or endangered species, archaeological, or historical investigations are not expected to be necessary and are excluded from this Scope of Services.
- The project includes no known areas that are contaminated by low-molecular-weight petroleum products or organic solvents.
- Permitting services other than those described herein are excluded from this Scope of Services.
- RAIs from permitting agencies will not result in changes to the pipeline route/alignment or construction methods.
- All permit application fees will be paid by the City.
- If Section 404 permitting is required permit issuance may take longer than 60 days; construction will not be allowed to begin until all appropriate permits are received.
- The City will coordinate with the County and other necessary parties on any activities related to zoning, comprehensive planning, fire-department approvals, building-permitting approvals, and easement acquisition.
- Gopher tortoise survey and Temporary Exclusion Permits are excluded from this Scope of Services. Jones Edmunds can provide these services under separate scope and fee if necessary.
- The City will acquire all required easements/properties, legal descriptions, and official boundary surveys. Professional services related to these activities are excluded from this Scope of Services.
- The City will provide full-time resident observation for the project and will review and approve all pay requests. These services are not included in this Scope of Services.

COMPENSATION

In accordance with our Contract for Consulting Engineering Services, Jones Edmunds proposes to perform the Scope of Services as described herein on a lump-sum fee, percent-complete basis as follows:

Task	Cost
Task 1 – Project Management and Kickoff Meeting	\$17,500
Task 2 – Preliminary Design	\$21,800
Task 3 – Public Outreach	\$7,200
Task 4 – Surveying	\$38,700
Task 5 – Geotechnical Services	\$9,900
Task 6 – Construction Documents (90% and Final Design)	\$65,800
Task 7 – Permitting Assistance	\$13,300
Task 8 – Bidding and Limited Professional Services During Construction	\$93,800
Total	\$268,000

Jones Edmunds appreciates this opportunity to offer our continuing professional engineering services to the City of Lake City and looks forward to working with the City on this important project. If you have any questions or wish to discuss any aspect of the proposed Scope of Services, please contact me at 352-377-5821 or jsbell@jonesedmunds.com.

Sincerely,



Jamie Sortevik Bell, PE, CFM
Engineer

Y:\08504 Lake City\Opportunities\2021_Proposals\95110-205-21-NFMIP-24-inch Water Main\ScopeFee-design_jsb.docx

Figure 1 Route Alternative 5A and 5B



File Attachments for Item:

14. City Council Resolution No. 2021-153 - A resolution of the City Council of the City of Lake City, Florida, appointing Glenel Bowden to the Board of Trustees of the General City Employee Retirement Plan to serve as Trustee; and providing for an effective date.

CITY COUNCIL RESOLUTION NO. 2021-153

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA APPOINTING GLENEL BOWDEN TO THE BOARD OF TRUSTEES OF THE GENERAL CITY EMPLOYEE RETIREMENT PLAN TO SERVE AS A TRUSTEE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Lake City, Florida (hereinafter the “City”) created and established the Board of Trustees of the General City Employees Retirement Plan (hereinafter the “Board”); and

WHEREAS, a vacancy currently exists on the Board and the term of the vacant seat is two (2) years and expires at midnight on September 30, 2022; and

WHEREAS, the Mayor has recommended that Glenel Bowden be appointed to the Board; and

WHEREAS, the City Council finds the approval of Glenel Bowden, as recommended by the Mayor, to the Board to be in the best interests of the City.

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

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

Section 2. The appointment of Glenel Bowden, recommended by the Mayor, to serve as a Trustee of the Board of Trustees of the General City Employees Retirement Plan is hereby approved.

Section 3. Glenel Bowden is hereby appointed to serve as a Trustee of the Board of Trustees of the General City Employees Retirement Plan for a period expiring at midnight September 30, 2022, or until a successor is

appointed.

Section 4. The Trustee herein appointed shall take office upon taking the required oath of office.

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