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# CITY COUNCIL REGULAR SESSION

## CITY OF LAKE CITY

May 16, 2022 at 6:00 PM

Venue: City Hall

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## AGENDA

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

### Pledge of Allegiance

**Invocation** - Council Member Todd Sampson

### Roll Call

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

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

### Proclamations

- [1.](#) National Police Week - May 15 - 21, 2022

### Minutes

- [2.](#) May 2, 2022

### Approval of Agenda

### Approval of Consent Agenda

- [3.](#) Approve correction for Bid No. ITB-012-2022 Purchase of Pipe and Fittings for Disc Filter System Project awarded to Lanier Municipal Supply, Inc., the sole

bidder, for \$101,175.55 approved by City Council on May 2, 2022. The vendor calculated the unit cost per foot instead of per stick resulting in a difference of \$18,799.62 and vendor has agreed not to charge us the full difference of \$18,799.62 and charge us \$9,048.95 for a revised bid total of \$110,224.50. If not approved, putting the items out for re-bid may result in costs going up and project being further delayed.

#### **Presentations - None**

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

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

#### **Old Business**

##### Ordinances - None

##### Other Items

4. Discussion and Possible Action - City Manager Position - Renee Narloch, President of S. Renee Narloch & Associates will participate via Zoom
5. Discussion and Possible Action - Lake Montgomery Pier Replacement (Presenter: Mayor Stephen Witt)
- [6.](#) Discussion and Possible Action - Senior Home Repair Program Funding Options (Presenter: Interim City Manager Paul Dyal)
7. Discussion and Possible Action - Fire Pension Board Appointee (Presenter: Mayor Stephen Witt)
8. Discussion and Possible Action - Police Officers Pension Board Appointee (Presenter: Mayor Stephen Witt)

#### **New Business**

##### Ordinances

- [9.](#) City Council Ordinance No. 2022-2222 (first reading) - An ordinance of the City of Lake City, Florida, amending the Future Land Use Plan Map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 22-03, by the property owner of said acreage, under the amendment procedures established in

Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the future land use classification from Residential, Medium Density (less than or equal to 8 dwelling units per acre) to Commercial of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date.

**Adopt City Council Ordinance No. 2022-2222 on first reading**

- [10.](#) City Council Ordinance No. 2022-2223 (first reading) - An ordinance of the City of Lake City, Florida, amending the official zoning atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an application, Z 22-02, by the property owner of said acreage; providing for rezoning from Residential, Single Family-2 (RSF-3) and Residential Office (RO) to Commercial, Intensive (CI) of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date.

**Adopt City Council Ordinance No. 2022-2223 on first reading**

- [11.](#) City Council Ordinance No. 2022-2224 (first reading) - An ordinance of the City Council of the City of Lake City, Florida, amending the City Code to add a new section number 86-110.17 to Article III, Chapter 86, which provides for the permanent vacating of portion of the right of way for Parcels 02465-106, 02465-107, and 02465-115, as identified by the parcel identification number assigned by the Property Appraiser's Office; 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 for an effective date.

**Adopt City Council Ordinance No. 2022-2224 on first reading**

**Resolutions**

- [12.](#) City Council Resolution No. 2022-048 - A resolution of the City Council of the City of Lake City, Florida, appointing Robert Angelo as the Land Development Regulation Administrator; and providing for an effective date.
- [13.](#) City Council Resolution No. 2022-050 - A resolution of the City Council of the City of Lake City, Florida, appointing members to serve on the City's Utility Advisory Committee; repealing all resolutions in conflict; and providing an effective date.
- [14.](#) City Council Resolution No. 2022-051 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Change Order Number

One to the contract between the City and Oelrich Constriction, Inc., related to the addition of a drainage easement for the Lake City Fire Station Number 2 Project; providing for an increase in the contract price by \$1,800.00; and providing for an effective date.

15. City Council Resolution No. 2022-052 - A resolution of the City Council of the City of Lake City, Florida, accepting a proposal from Paypoint HR, LLC, related to the City's request for a classification and compensation study; providing for a price not to exceed \$37,500.00; and providing for an effective date.

#### Other Items

16. Discussion and Possible Action: Letter from Mayor Byran Williams, City of High Springs, asking for the City to donate a 2004 Vactor 2100 Series Truck or consider selling the truck to the City of High Springs for a fair price. The value has been estimated between \$6,000.00 and \$8,000.00. (Presenter: Mayor Stephen Witt)
17. Discussion and Possible Action - City Attorney (Presenter: City Attorney Fred Koberlein, Jr.)

#### **Departmental Administration**

#### **Comments by Council Members**

#### **Adjournment**

#### **YouTube Channel Information**

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

**Note: Special City Council Meeting Attorney-Client Session will be held on Monday, May 16, 2022 at 7:00 PM, or as soon thereafter the matter can be heard.**

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



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

**File Attachments for Item:**

1. National Police Week - May 15 - 21, 2022

# Proclamation

## NATIONAL POLICE WEEK MAY 15<sup>th</sup>-21<sup>st</sup> 2022

- WHEREAS,** *the Congress and President of the United States have designated May 15<sup>th</sup> as Peace Officers' Memorial Day, and the week in which it falls as National Police Week; and*
- WHEREAS,** *the members of the law enforcement agency of the City of Lake City play an essential role in safeguarding the rights and freedoms of the City of Lake City; and*
- WHEREAS,** *it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and*
- WHEREAS,** *the men and women of the law enforcement agency of the City of Lake City unceasingly provide a vital public service;*


**NOW, THEREFORE,** I, Stephen M. Witt, Mayor of the City of Lake City, Florida, call upon all citizens of the City of Lake City and upon all patriotic, civic and educational organizations to observe the week of May 15<sup>th</sup> through 21<sup>st</sup>, 2022 as "**National Police Week**" with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of the City of Lake City to observe, Sunday, May 15<sup>th</sup>, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.



Seal of the City of Lake City  
State of Florida

In witness whereof I have hereunto set my hand and caused this seal to be affixed this 15<sup>th</sup> day of May 2022.

  
Stephen M. Witt, Mayor  
City of Lake City

**File Attachments for Item:**

2. May 2, 2022

The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on May 2, 2022 beginning at 6:00 PM, in the City Council Chambers, located at City Hall 205 North Marion Avenue, Lake City, Florida. Members of the public also viewed the meeting on our YouTube Channel.

EVENTS PRIOR TO MEETING – Community Redevelopment Agency Meeting 5:45 PM.

PLEDGE OF ALLEGIANCE

INVOCATION – Mayor Stephen Witt

ROLL CALL

Mayor/Council Member  
City Council

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

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

PROCLAMATIONS

1. Building Safety Month – May 2022

Mayor Witt presented the Building Safety Month proclamation to Ann Jones, Robert Angelo, and Marshall Sova of the Growth Management Department.

2. Municipal Clerks Week - May 1 - 7, 2022

Mayor Witt presented the Municipal Clerks Week proclamation to Audrey Sikes, Michelle Cannon, Nikki Starling, and Alexis Ross of the City Clerks Department.

MINUTES

3. April 11, 2022 Special Session
4. April 18, 2022 Regular Session
5. April 26, 2022 Special Session

**Mr. Sampson made a motion to approve the April 11, 2022 Special Session, April 18, 2022 Regular Session, and April 26, 2022 Special Session minutes as presented. Mr. Jefferson seconded the motion and the motion carried unanimously on a voice vote.**

APPROVAL OF AGENDA

Mayor Witt requested to move Items #20 and #21 up on the agenda after the consent agenda. **Mr. Jefferson made a motion to approve the agenda as amended. Mr. Sampson seconded the motion and the motion carried unanimously on a voice vote.**

#### PUBLIC PARTICIPATION – PERSONS WISHING TO ADDRESS COUNCIL

- Ricky Jernigan
- Aaron Tripensee
- Shomari Bowden
- Glenel Bowden

#### APPROVAL OF CONSENT AGENDA

6. Approval to award Bid (ITB-012-2022) for Purchase of Pipe and Fittings for Disc Filter System Project to Lanier Municipal Supply Co. Inc., the sole bidder for \$101,175.55.
7. Approval to identify \$268,000.00 in ARPA funds as the funding source for City Council Resolution No. 2021-150.

History: Bell Street Wastewater Improvement Project and 5A Water Main Project. Both projects were approved by City Council on October 18, 2021 via City Council Resolution No. 2021-149 and City Council Resolution No. 2021-150. At the time of the October 18, 2021 approval, funding was not identified. On February 22, 2022 a motion was made to approve funding for the engineering of the projects identified in City Council Resolution No. 2021-149 and City Council Resolution No. 2021-150 in the amount of \$403,000.00. The motion identified restricted ARPA funds as the funding source. However, the amount of funds identified in the motion only covered the amount needed for City Council Resolution No. 2021-149. Approval of this consent agenda item, will identify ARPA funding as the funding source for City Council Resolution No. 2021-150 in the amount of \$268,000.00.

**Mr. Sampson made a motion to approve the consent agenda consisting of Items #6 and 7 identified above. Mr. Jefferson seconded the motion and the motion carried unanimously on a voice vote.**

21. Discussion and Possible Action - Request to forgive Code Enforcement Liens in the amount of \$93,500.00 that occurred from December 8, 2016 (1,870) days) on Parcel No. 06085-000, 331 NW Gwen Lake Avenue, for Sylvester Warren, new owner. Special Magistrate Order - Case No. 2016-497 (Presenter: Marshall Sova, Code Enforcement Officer)

Mr. Sova presented a request to forgive Code Enforcement Liens in the amount of \$93,550.00. He reported the property needed to be cleaned up and there was a home that needed to be torn down. He stated once the home was removed, the lien could be removed.

**Mr. Hill made a motion to remove 100% of the lien and administrative costs on parcel number 06085-000, 331 NW Gwen Lake Avenue for Sylvester Warren, Special Magistrate Order Case No. 2016-497, after the property is cleaned up. The motion**

**provides six (6) months to complete the work. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

20. Discussion and Possible Action - Request to forgive Code Enforcement Liens in the amount of \$415,950.00, that occurred from August 14, 2014 (2,773 days) on Parcel #11512-006, 862 NW Georgia Avenue, for Aaron Compton, Special Magistrate Order Case No. 14-52400968. (Presenter: Marshall Sova, Code Enforcement Officer)

Mr. Sova presented a request to forgive Code Enforcement Liens in the amount of \$415,950.00. He reported this property had no current code violations.

**Mr. Sampson made a motion to remove 100% of the lien and administrative costs on parcel number 11512-006, 862 NW Georgia Ave for Aaron Compton, Special Magistrate Order Case No. 14-52400968. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

PRESENTATIONS – None

OLD BUSINESS

Ordinances – None

Other Items

8. Discussion and Possible Action - City Manager Position (Presenter: Mayor Stephen Witt)

PUBLIC COMMENT: Jerry Leszkiewicz

PUBLIC COMMENT: Glenel Bowden

Mayor Witt reported members had received an email from Renee Narloch giving an update on where she has re-advertised the position, and stated members would have to agree to increase the salary offered.

Mr. Hill stated he wants the best qualified person for the job.

Mr. Sampson reported he reviewed past City Manager Wendell Johnson's salary package and stated it was \$155,000.00 in 2016, and by April of 2018 it would be



annualized at \$163,000.00. Annualizing that salary forward to 2022 would have been well within the \$160,000.00 - \$190,000.00 range for a City Manager candidate.

Mr. Sampson provided statistics on other cities he learned about last week at his Institute for Elected Municipal Officials training. He felt the job search had not been handled well.

Mr. Jefferson suggested advertising the salary boundaries if the City were to offer more for the position.

Mr. Sampson suggested asking for funds back from Narloch & Associates and to go a different direction, with a different vendor and start fresh.

**Mr. Hill made a motion to advertise the City Manager's salary range as \$140,000 - \$160,000.00. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

9. Discussion and Possible Action - City Parks Camera (Presenter: Matt Benedetti, Information Technology Director)

Mr. Benedetti reported all four City Parks could be covered with the amount quoted.

Mr. Sampson stated an agreement is needed prior to installation of the cameras at Annie Mattox Park.

**Mr. Sampson made a motion to authorize the City Attorney to work with the Annie Mattox Board on an agreement related to the installation of security cameras at Annie Mattox Park. The motion authorizes to move the City Camera Parks Project forward in an amount not to exceed \$100,000.00. The motion identifies ARPA as the funding source. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

10. Discussion and Possible Action - Composition of Utility Advisory Committee (Presenter: Council Member Todd Sampson)

Reference Materials Provided: City Council Resolution No. 2021-049, Composition of Utility Advisory Committee and City Council Ordinance No. 2021-2178 Composition, Function, Responsibilities of Committees

Mr. Sampson reported on the make up of the Utility Advisory Committee, and stated there still was still a need for non-Council/Staff members.

Members concurred two Council members, two County Commissioners, the Water Director, Gas Director and one other Director shall comprise the Utility Advisory Committee.

**Mr. Sampson made a motion authorizing a resolution to be prepared to appoint the members of the Utility Advisory Committee as follows: two Council, two County Commissioners, Water Director, Gas Director, and one other Director. Mr. Jefferson seconded the motion.**

PUBLIC COMMENT: Glenel Bowden

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

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

11. Discussion and Possible Action - Fire Pension Board Appointee  
(Presenter: Mayor Stephen Witt)

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

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

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

## NEW BUSINESS

Ordinances – None

Resolutions

13. City Council Resolution No. 2022-040 - A resolution of the City Council of the City of Lake City, Florida authorizing the City's participation in three settlements resulting from litigation concerning the opioid epidemic; providing for the

execution of the "Allergan Settlement", "CVS Settlement", and "TEVA Settlement", each of which as described by the Florida Attorney General; and providing for an effective date. **Mr. Jefferson made a motion to approve City Council Resolution No. 2022-040, authorizing the City's participation in three settlements resulting from litigation concerning the opioid epidemic; providing for the execution of the "Allergan Settlement", "CVS Settlement", and "TEVA Settlement", each of which as described by the Florida Attorney General. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

14. City Council Resolution No. 2022-041 - A resolution of the City Council of the City of Lake City, Florida authorizing the City, by and through the Lake City Police Department, to enter into a Memorandum of Understanding with the Department of Veterans Affairs to provide law enforcement services as needed. **Mr. Jefferson made a motion to approve City Council Resolution No. 2022-041, authorizing the City, by and through the Lake City Police Department, to enter into a Memorandum of Understanding with the Department of Veterans Affairs to provide law enforcement services as needed. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

15. City Council Resolution No. 2022-042 - A resolution of the City Council of the City of Lake City, Florida, accepting a bid from Holly Electric, Inc., related to electrical services and repairs; providing for the award of an electrical services contract; providing for the execution of the electrical services contract; and providing an effective date.

PUBLIC COMMENT: Glenel Bowden

**Mr. Sampson made a motion to approve City Council Resolution No. 2022-042, accepting a bid from Holly Electric, Inc., related to electrical services and repairs; providing for the award of an electrical services contract, and providing for the execution of the electrical services contract. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

16. City Council Resolution No. 2022-043 - A resolution of the City Council of the City of Lake City, Florida, accepting a bid from C & C Electric, LLC, related to electrical services and repairs; providing for the award of an electrical services contract; providing for the execution of the electrical services contract; and providing an effective date. **Mr. Jefferson made a motion to approve City Council Resolution No. 2022-043, accepting a bid from C & C Electric, LLC, related to electrical services and repairs; providing for the award of an electrical services contract, and providing for the execution of the electrical services contract. 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

17. City Council Resolution No. 2022-044 - A resolution of the City Council of the City of Lake City, Florida, accepting a bid from Base 3, LLC., d/b/a Gibson Electric, related to electrical services and repairs; providing for the award of an electrical services contract; providing for the execution of the electrical services contract; and providing an effective date. **Mr. Sampson made a motion to approve City Council Resolution No. 2022-044, accepting a bid from Base 3, LLC., d/b/a Gibson Electric, related to electrical services and repairs; providing for the award of an electrical services contract, and providing for the execution of the electrical services contract. 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

18. City Council Resolution No. 2022-045 - A resolution of the City Council of the City of Lake City, Florida, accepting a bid from Graham & Sons Electric, Inc., related to electrical services and repairs; providing for the award of an electrical services contract; providing for the execution of the electrical services contract; and providing an effective date. **Mr. Jefferson made a motion to approve City Council Resolution No. 2022-045, accepting a bid from Graham & Sons Electric, Inc., related to electrical services and repairs; providing for the award of an electrical services contract, and providing for the execution of the electrical services contract. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

19. City Council Resolution No. 2022-046 - A resolution of the City Council of the City of Lake City, Florida, rejecting all bids received relating to the Invitation to Bid advertised by the City and concerning the Ichetucknee Quality and Quantity Enhancement Project; and providing for an effective date. **Mr. Sampson made a motion to adopt City Council Resolution No. 2022-046, rejecting all bids received relating to the Invitation to Bid advertised by the City and concerning the Ichetucknee Quality and Quantity Enhancement Project. 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

20. Discussion and Possible Action - Request to forgive Code Enforcement Liens in the amount of \$415,950.00, that occurred from August 14, 2014 (2,773 days) on Parcel #11512-006, 862 NW Georgia Avenue, for Aaron Compton, Special Magistrate Order Case No. 14-52400968. (Presenter: Marshall Sova, Code Enforcement Officer)

Per motion on Approval of Agenda, this item was heard after Approval of Consent Agenda.

21. Discussion and Possible Action - Request to forgive Code Enforcement Liens in the amount of \$93,500.00 that occurred from December 8, 2016 (1,870) days) on Parcel No. 06085-000, 331 NW Gwen Lake Avenue, for Sylvester Warren, new owner. Special Magistrate Order - Case No. 2016-497 (Presenter: Marshall Sova, Code Enforcement Officer)

Per motion on Approval of Agenda, this item was heard after Approval of Consent Agenda.

22. Discussion and Possible Action - City Attorney Fred Koberlein to announce the need for an Attorney Client Litigation Session for Consolidate Case Number: 2021-268-CA, Befaitful Coker v City Council of Lake City, Florida Individually and Collectively, and Stephen Douglas, Intervenor.

Attorney Koberlein requested to schedule an attorney client session for Consolidated Case Number: 2021-268-CA, Befaitful Coker v City Council of Lake City, Florida Individually and Collectively, and Stephen Douglas, Intervenor after the May 16, 2022 City Council Meeting.

Members concurred.

DEPARTMENTAL ADMINISTRATION – None

## COMMENTS BY COUNCIL

Mr. Hill invited everyone to attend the 2<sup>nd</sup> annual Unity Day he is hosting on Saturday, May 7<sup>th</sup>, 2022 from 11-3:00 PM.

Mayor Witt congratulated Fred Koberlein for his upcoming appointment as Third Judicial Circuit Judge.

Mr. Sampson discussed the Emergency Housing Grants applications. Members concurred to review the applications and to consider rules and regulations at the May 16, 2022 meeting.

Ms. Sikes confirmed there would not be any advisory committee meetings until the committee structure was addressed.

## ADJOURNMENT

**All matters having been handled, the meeting adjourned at 7:19 PM on a motion made and duly seconded.**

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Stephen M. Witt, Mayor/Council Member

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Audrey Sikes, MMC City Clerk

**File Attachments for Item:**

3. Approve correction for Bid No. ITB-012-2022 Purchase of Pipe and Fittings for Disc Filter System Project awarded to Lanier Municipal Supply, Inc., the sole bidder, for \$101,175.55 approved by City Council on May 2, 2022. The vendor calculated the unit cost per foot instead of per stick resulting in a difference of \$18,799.62 and vendor has agreed not to charge us the full difference of \$18,799.62 and charge us \$9,048.95 for a revised bid total of \$110,224.50. If not approved, putting the items out for re-bid may result in costs going up and project being further delayed.



<b>MEETING DATE</b>
5/16/2022

# CITY OF LAKE CITY

## Report to Council

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

**SUBJECT:**

**DEPT / OFFICE:**

<b>Originator:</b> Karen Nelmes		
<b>City Manager</b> <b>Paul Dyal</b>	<b>Department Director</b> <b>Cody Pridgeon</b>	<b>Date</b> 05/16/2022
<b>Recommended Action:</b> Agree to the change in price.		
<b>Summary Explanation &amp; Background:</b> <p>The bid received by Lanier Municipal Supply for ITB-012-2022 was miscalculated, it should have been per foot and instead it was calculated per stick which is 18 ft long which totaled 108 Linear feet. Lanier has agreed to not charge us the full difference of 18,799.62 and charge us \$9048.95.</p> <p>Total bid approved by Council was \$101175.55 revised total is \$110,224.50.</p>		
<b>Alternatives:</b> <p>Put the items out for re-bid and run the risk of costs going up and the project being further delayed.</p>		
<b>Source of Funds:</b> <p>410.70536-060-63</p>		
<b>Financial Impact:</b> <p>110,224.50</p>		
<b>Exhibits Attached:</b> <p>Original Bid tabulation and revised quote</p>		



City of Lake City  
**Procurement**

Karen Nelmes, CPPB, NIGP-CPP, Procurement Director  
205 N. Marion Ave., Lake City, FL 32055

**EVALUATION TABULATION**

ITB No. ITB-012-2022

Purchase of Pipe and Fittings for Disc Filter System Project

RESPONSE DEADLINE: April 14, 2022 at 2:00 pm

Report Generated: Tuesday, May 10, 2022

**SELECTED VENDOR TOTALS**

Lanier Municipal Supply Co.Inc.	\$101,175.55
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\*\* Vendor put in the Unit cost per foot instead of per stick. 6 sticks of 18 ft pipe is \$19, 905.4800 not \$1105.86. Difference of \$18,799.6200. Which brings the total to \$119,975.1700.

**PIPE AND FITTINGS FOR DISC FILTER SYSTEM**

					Lanier Municipal Supply Co.Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
X	1	24" DI Pipe Class 250, Push-on Joint, Viton Gasket, Purple Strip (Non-lined)	6	PIPES 18' - 20' LONG	\$184.31**	\$1,105.86
X	2	24" PE x PE DI Spool, Class 53 , (Non-lined)	5	LF	\$380.36	\$1,901.80
X	3	24" FLG x PE DI Spool, Class 53, 2.5 ft. long (Non-lined)	2	EA	\$2,001.39	\$4,002.78
X	4	24" FLG x FLG DI Spool, Class 53, 1.5 ft. long (Non-lined)	4	EA	\$2,650.29	\$10,601.16
X	5	24" FLG x FLG DI Spool, Class 53, 2.5 ft. long (Non-lined)	2	EA	\$3,030.61	\$6,061.22
X	6	24" FLG x FLG DI Spool, Class 53, 3 ft. long (Non-lined)	1	EA	\$3,220.27	\$3,220.27
X	7	24" FLG x FLG DI Spool, Class 53, 3.5 ft. long (Non-lined)	1	EA	\$3,400.93	\$3,400.93
X	8	24" Flexible Coupling Adapter (MJ x MJ) Steel for DIP	1	EA	\$2,370.45	\$2,370.45

## EVALUATION TABULATION

ITB No. ITB-012-2022

Purchase of Pipe and Fittings for Disc Filter System Project

X	9	24" Flanged Coupling Adapter w/Thrust Ties	2	EA	\$1,970.94	\$3,941.88
X	10	24"x24" DI TEE, FJ, AWWA C110 (Non-lined)	2	EA	\$4,260.61	\$8,521.22
X	11	24" FLG x MJ 45°	1	EA	\$2,350.51	\$2,350.51
X	12	24" MJ x MJ Sleeve	1	EA	\$1,050.34	\$1,050.34
X	13	24" 90° DI MJ Compact Bend (Non-lined), AWWA C153	1	EA	\$2,010.65	\$2,010.65
X	14	24" 90° DI FJ Bend (Non-lined), AWWA C110	1	EA	\$2,990.41	\$2,990.41
X	15	24" 45° DI FJ Bend (Non-lined), AWWA C110	5	EA	\$2,120.66	\$10,603.30
X	16	24" DI Blind Flange	4	EA	\$1,400.89	\$5,603.56
X	17	24" Butterfly Valve (FJ) with handwheel AWWA C504, Class 1508	2	EA	\$6,400.88	\$12,801.76
X	18	MJ Restraining Gland (Mega Lug 1100)	15	EA	\$542.71	\$8,140.65
X	19	Pipe Restraints (EBAA Iron 1700)	5	EA	\$980.79	\$4,903.95
X	20	Polyethylene Bagging 8 mils, Type I, Class C, Grade EI (24" diameter)	115	LF	\$2.91	\$334.65
X	21	24" Gaskets, Carbon Steel Bolts, Nuts, and Washers for MJ	5	SET	\$70.40	\$352.00
X	22	24" Gaskets, Zinc-plated Bolts, Nuts, and Washers for FJ (1/8" Viton)	20	SET	\$231.76	\$4,635.20
X	23	Epoxy Paint - Green	1	SET/GAL	\$250.00	\$250.00
X	24	Valve Tag	1	EA	\$21.00	\$21.00
Total						\$101,175.55

## EVALUATION TABULATION

Invitation to Bid - Purchase of Pipe and Fittings for Disc Filter System Project

Page 2



LANIER MUNICIPAL SUPPLY CO., INC.  
1115 SW SISTERS WELCOME ROAD  
LAKE CITY, FL 32025  
386-487-6999

## Quotation

Quote #	
004-04002831	
Date	Expire Date
05/10/2022	06/09/2022

**Bill To:** LAKE110  
CITY OF LAKE CITY  
ATTN: FINANCE  
205 NORTH MARION AVE  
LAKE CITY, FL 32055

**Ship To:** 01  
CITY OF LAKE CITY  
ATTN: FINANCE  
205 NORTH MARION AVE  
LAKE CITY, FL 32055

Project Name		Terms	Ship Via/Freight		Contact	
		(C) NET 30 DAYS	LMSC TRUCK / FULL FREIGHT ALLOWED		BRENDA KARR	
Line	Item #	Description	Quantity	U/M	Unit Price	Ext Price
1	PIPE-DI-PC250-24	24" PC250 SJ DIP CL TC	108	FT	140.000	15,120.000
2	AL	24" X 60" PE X PE SPOOL	5	EA	378.000	1,890.000
3	FSP-FP-24-030	SPOOL DI FXP 24" X 030" CL TC	2	EA	1,890.000	3,780.000
4	AL	24" X 18" FLG X FLG SPOOL	4	EA	2,507.000	10,028.000
5	AL	24" X 30" FLG X FLG SPOOL	2	EA	2,861.000	5,722.000
6	AL	24" X 36" FLG X FLG SPOOL	1	EA	3,039.000	3,039.000
7	AL	24" X 42" FLG X FLG SPOOL	1	EA	3,216.000	3,216.000
8	AL	24" FLEXIBLE COUPLING ADAPTER	1	EA	2,238.000	2,238.000
9	AL	24" FLANGED COUPLING ADAPTER	2	EA	1,859.000	3,718.000
10	AL	24" FLG TEE CL/PRM	2	EA	4,020.000	8,040.000
11	AL	24" FLG X MJ 45 CL/PRM	1	EA	2,214.000	2,214.000
12	MLPS-24	24" X 15" MJ SLEEVE	1	EA	993.000	993.000
13	M90-24	24" MJ 90	1	EA	1,902.000	1,902.000
14	F90-24	24" FLANGED 90 PRM	1	EA	2,823.000	2,823.000
15	AL	24" FLG 45 CL/PRM	5	EA	1,999.000	9,995.000
16	BF-24	24" BLIND FLANGE	4	EA	1,327.000	5,308.000
17	VALV-DEZ-BFV-FLG-HW-24	24" DEZURIK FLG X FLG BUTTERFLY VALVE W/ HDWL	2	EA	6,200.000	12,400.000
18	050-MEGA-ONLY-RP-SLD-24	24" DI ONE-LOK LUG ONLY	15	EA	515.000	7,725.000
19	UFR-1700-24	24" #1700 BELL JOINT RESTRAINT - DIP	5	EA	970.000	4,850.000
20	AL	24" POLY BAG 8MIL	115	EA	2.900	333.500
21	ACC-MJ-STD-LG-24	24" STD MJ ACC SET L/GLAND	5	EA	68.000	340.000
22	FFRR-FAS-24	24" FULL FACE RED RUBBER FLG ACCESSORY SET	20	EA	215.000	4,300.000
23	AL	EPOXY KIT 1 GAL PAINT, 1 GAL EPOXY	1	EA	250.000	250.000
24	CVC-PLATE-BRASS-3	3" BRASS PLATE FOR VALVE MARKERS	0	EA	21.000	0.000

<b>Material Total:</b>	<b>\$110,224.50</b>
<b>Sales Tax (0.000%) :</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$110,224.50</b>

**Approved by**  
HOUSE LAKE CITY

This takeoff represents our best interpretation of the plans provided to us and is only meant as a bidding aid to you. Pricing on this quote is good for orders placed within thirty days from date of the original quote and must be shipped complete within 60 days. Returns from this job must be in resaleable condition in order to receive credit. Special order items are non-returnable or could be subject to restocking fees from manufacturer.

**File Attachments for Item:**

6. Discussion and Possible Action - Senior Home Repair Program Funding Options (Presenter: Interim City Manager Paul Dyal)

MEETING DATE
May 16, 2022

# CITY OF LAKE CITY

## Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

**SUBJECT:** Senior Home Repair Program

**DEPT / OFFICE:** City Administration

<b>Originator:</b> Paul Dyal		
<b>Interim City Manager:</b> Paul Dyal	<b>Department Director:</b> Paul Dyal	<b>Date:</b> 5-9-2022
<b>Recommended Action:</b> City Council consideration on moving forward with Senior Home Repair Program.  Council Options: <ol style="list-style-type: none"> <li>1. Write a check to Columbia County for \$250,000.00 and they would administer the program.</li> <li>2. Procure the Request for Proposals (RFP) services through the City, which could take two (2) months or more to finalize.</li> <li>3. Council could declare this an emergency and wave the procurement process.</li> <li>4. Do nothing.</li> </ol> Staff recommends option one (1) write a check to Columbia County and let them administer the program and supply the City at the end of the program with necessary paper work for auditing purposes. Columbia County is already administering the program and already have the permitting, processing, and inspecting in place to be able to administer the program faster than the city.		
<b>Summary Explanation &amp; Background:</b>  City Council, during its April 18, 2022 meeting, established that \$250,000.00 would be allocated from the American Rescue Plan Act (ARPA) to go toward the Senior Home Repair Program. This program would address emergency repairs that, if unaddressed, hinder a senior (age 62 and older), veteran, or handicapped citizen's ability to live safely in their home. Examples of repairs include: <ol style="list-style-type: none"> <li>a. Roof replacement or repair</li> <li>b. Septic system repair or replacement</li> <li>c. Well repair or replacement</li> <li>d. Public utility system connection</li> <li>e. Electrical issues</li> <li>f. Plumbing issues</li> <li>g. Accessibility modifications necessary for safety/quality of life (ramps, shower/ toilet modifications, etc.) HVAC (Heating and Air) system installation, repair or replacement.</li> <li>h. Structural issues</li> <li>i. Others not listed...specify in application</li> </ol>		
<b>Alternatives:</b> None		
<b>Source of Funds:</b> ARPA		
<b>Financial Impact:</b> \$250,000.00		
<b>Exhibits Attached:</b> None		

**File Attachments for Item:**

9. City Council Ordinance No. 2022-2222 (first reading) - An ordinance of the City of Lake City, Florida, amending the Future Land Use Plan Map of the City of Lake City Comprehensive Plan, as amended; relating to an amendment of 50 or less acres of land, pursuant to an application, CPA 22-03, by the property owner of said acreage, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the future land use classification from Residential, Medium Density (less than or equal to 8 dwelling units per acre) to Commercial of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date.

**Adopt City Council Ordinance No. 2022-2222 on first reading**



ORDINANCE NO. 2022-2222

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE FUTURE LAND USE PLAN MAP OF THE CITY OF LAKE CITY COMPREHENSIVE PLAN, AS AMENDED; RELATING TO AN AMENDMENT OF 50 OR LESS ACRES OF LAND, PURSUANT TO AN APPLICATION, CPA 22-03, BY THE PROPERTY OWNER OF SAID ACREAGE, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR CHANGING THE FUTURE LAND USE CLASSIFICATION FROM RESIDENTIAL, MEDIUM DENSITY (LESS THAN OR EQUAL TO 8 DWELLING UNITS PER ACRE) TO COMMERCIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE CITY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

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

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

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

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

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

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

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

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

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

Section 1. Pursuant to an application, CPA 22-03, by Carol Chadwick, PE, as agent for Franks & Lane Heating and Air LLC, to amend the Future Land Use Plan Map of the Comprehensive Plan by changing the land use classification of certain lands, the land use classification is hereby changed from RESIDENTIAL, MEDIUM DENSITY (less than or equal to 8 dwelling units per acre) to COMMERCIAL on property described, as follows:

A parcel of land lying within Section 32, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described, as follows: Lots 47 through 52 of Block L of the Canova Subdivision, as recorded in the Public Records of Columbia County, Florida.

Containing 0.77 acre, more or less.

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

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

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

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

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

PASSED upon first reading this 16th day of May 2022.

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

Attest:

CITY COUNCIL  
CITY OF LAKE CITY, FLORIDA

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

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

APPROVED AS TO FORM AND LEGALITY:

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

# City of Lake City

205 NORTH MARION AVENUE  
LAKE CITY, FLORIDA 32055

TELEPHONE: (386) 752-2031  
FAX: (386) 752-4896

---

May 3, 2022

TO: City Council

FROM: Planning and Zoning Board,  
Serving also as the Local Planning Agency

SUBJECT: Application No. CPA 22-03 (Franks & Lane Heating & Air LLC)

Concurrency Management Assessment  
Concerning an Amendment to the  
Future Land Use Plan Map of the Comprehensive Plan

Land use amendment requests are ineligible to receive concurrency reservation because they are too conceptual and, consequently do not allow an accurate assessment of public facility impacts. Therefore, the following information is provided, which quantifies for the purposes of a nonbinding concurrency determination, the demand and residual capacities for public facilities required to be addressed within the Concurrency Management System.

CPA 22-03, an application by Carol Chadwick, PE, as agent for Franks & Lane Heating and Air LLC, to amend the Future Land Use Plan Map of the Comprehensive Plan by changing the future land use classification from RESIDENTIAL, MEDIUM DENSITY (less than or equal to 8 dwelling units per acre) to COMMERCIAL for the property described, as follows:

A parcel of land lying within Section 32, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described, as follows: Lots 47 through 52 of Block L of the Canova Subdivision, as recorded in the Public Records of Columbia County, Florida.

Containing 0.77 acre, more or less.

Availability of and Demand on Public Facilities

Potable Water Impact

The site is located within a community potable water system service area. The community potable water system is currently meeting or exceeding the adopted level of service standard for potable water established within the Comprehensive Plan.

The proposed amendment could theoretically result in 8,385 square feet of shopping center use on the site.

An average specialty retail use is estimated to have 1.82 employees per 1,000 square feet gross floor area.

$8,385 \text{ (8,385 square feet gross floor area)} \times 1.82 \text{ (employees per 1,000 square feet gross floor area)} = 16 \text{ (employees)} \times 45 \text{ (gallons of potable water usage per employee per day)} = 720 \text{ gallons of potable water usage per day.}$

Permitted capacity of the community potable water system = 4,100,000 gallons of potable water per day.

During calendar year 2021, the average daily potable water usage = 3,351,000 gallons of potable water per day.

Residual available capacity prior to reserved capacity for previously approved development = 749,000 gallons of potable water per day.

Less reserved capacity for previously approved development = 0 gallons of potable water per day.

Residual available capacity after reserved capacity for previously approved development = 749,000 gallons of potable water per day.

Less estimated gallons of potable water use as a result of this proposed amendment = 720 gallons of potable water per day.

Residual capacity after this proposed amendment = 748,280 gallons of potable water per day.

Based upon the above analysis, the potable water facilities are anticipated to continue to meet or exceed the adopted level of service standard for potable water facilities as provided in the Comprehensive Plan, after adding the potable water demand generated by the theoretical use of the site.

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#### Sanitary Sewer Impact -

The site is located within a community centralized sanitary sewer system service area. The centralized sanitary sewer system is currently meeting or exceeding the adopted level of service standard for sanitary sewer established within the Comprehensive Plan.

The proposed amendment could theoretically result in 8,385 square feet of shopping center use on the site.

An average shopping center use is estimated to have 1.82 employees per 1,000 square feet gross floor area.

$8,385 (8,385 \text{ square feet gross floor area}) \times 1.82 (\text{employees per } 1,000 \text{ square feet gross floor area}) = 16 \text{ employees} \times 34.5 (\text{gallons of sanitary sewer effluent per employee per day}) = 552 \text{ gallons of sanitary sewer effluent per day.}$

Permitted capacity of the community sanitary sewer system = 3,000,000 gallons of sanitary sewer effluent per day.

During calendar year 2021, the average sanitary sewer usage = 2,200,000 gallons of sanitary sewer effluent per day.

Residual available capacity prior to reserved capacity for previously approved development = 800,000 gallons of sanitary sewer effluent per day.

Less reserved capacity for previously approved development = 0 gallons of sanitary sewer effluent per day.

Residual available capacity after reserved capacity for previously approved development = 800,000 gallons of sanitary sewer effluent per day.

Less estimated gallons of sanitary sewer effluent per day as a result of this proposed amendment = 552 gallons of sanitary sewer effluent per day.

Residual capacity after this proposed amendment = 799,448 gallons of sanitary sewer effluent per day.

Based upon the above analysis, the sanitary sewer facilities are anticipated to continue to meet or exceed the adopted level of service standard for sanitary sewer facilities as provided in the Comprehensive Plan, after adding the sanitary sewer effluent generated by the theoretical use of the site.

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#### Solid Waste Impact -

Solid waste disposal is provided for the use to be located on the site at the Winfield Solid Waste Facility. The level of service standard established within the Comprehensive Plan for the provision of solid waste disposal is currently being met or exceeded.

The proposed amendment could theoretically result in 8,385 square feet of shopping center use on the site.

An average shopping center use is estimated to generate 5.5 pounds of solid waste per 1,000 square feet gross floor area per day.

$8,385 (8,385 \text{ square feet gross floor area}) \times 5.5 (\text{pounds of solid waste per 1,000 square feet gross floor area per day}) = 47 \text{ pounds of solid waste per day.}$

Based upon the annual projections of solid waste disposal at the sanitary landfill, solid waste facilities are anticipated to continue to meet or exceed the adopted level of service standard for solid waste facilities, as provided in the Comprehensive Plan, after adding the solid waste demand generated by the theoretical use of the site.

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#### Drainage Impact -

Drainage facilities will be required to be provided for on site for the management of stormwater. As stormwater will be retained on site, there are no additional impacts to drainage systems as a result of the proposed amendment. The retention of stormwater on site will meet or exceed the adopted level of service standard established within the Comprehensive Plan.

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#### Recreation Impact -

The level of service standards established within the Comprehensive Plan for the provision of recreation facilities are currently being met or exceeded.

As no population increase will result from the proposed amendment, there will be no need for additional recreational facilities as a result of the proposed amendment. Therefore, the proposed amendment is not anticipated to impact recreation facilities.

Recreation facilities are anticipated to continue to operate at a level of service which meets or exceeds the level of service standards established within the Comprehensive Plan after the theoretical use of the site.

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#### Traffic Impact -

The road network serving the site is currently meeting or exceeding the level of service standards required for traffic circulation facilities as provided in the Comprehensive Plan.

The proposed amendment could theoretically result in 8,385 square feet of shopping center use on the site.

Summary of Trip Generation Calculations for a Shopping Center Use.

Based upon an average of 3.81 trips per p.m. peak hour per 1,000 square feet gross floor area.  
 $8,385 \text{ (8,385 feet gross floor area)} \times 3.81 \text{ (trips per 1,000 square feet gross floor area)} =$   
 $32 \text{ trips less 25 percent pass by trips (8)} = 24 \text{ p.m. peak hour trips (32 - 8 = 24).}$

Existing p.m. peak hour trips = 1,755 p.m. peak hour trips.

The following table contains information concerning the assessment of the traffic impact on the surrounding road network by the proposed amendment.

Level of Service	Existing PM Peak Hour Trips	Existing Level of Service	Reserved Capacity PM Peak Hour Trips for Previously Approved	Development PM Peak Hour Trips	PM Peak Hour Trips With Development	Level of Service with Development
S.R.10A / BayaAve. (from U.S. 41 to East City Limit)	1,755a	C	0	24	1,779	C

a 2020 Annual Traffic Count Station Data, Florida Department of Transportation.

Sources: Trip Generation, Institute of Transportation Engineers, 10th Edition, 2017.  
Quality/Level of Service Handbook, Florida Department of Transportation, 2012.

Based upon the above analysis and an adopted level of service standard of "D" with a capacity of 4,820 p.m. peak hour trips, the road network serving the site is anticipated to continue to meet or exceed the level of service standard provided in the Comprehensive Plan after adding the theoretical number of trips associated with the proposed amendment.

### Affordable Housing

The change in land use is not anticipated to have a negative impact on the affordable housing stock.

### Surrounding Land Uses

Currently, the existing land use of the site is vacant land. The site is bounded on the north single family residential land use, on the east by single family residential land use and commercial land use, on the south by institutional land use and on the west by commercial land use.



### Historic Resources

According to the Florida Division of Historical Resources, Master Site File, dated 2021, there are no known historic resources on the site.

### Flood Prone Areas

According to the Federal Emergency Management Agency, Digital Flood Insurance Rate Map data layer, November 2, 2018, the site is not located within a 100-year flood prone area.

### Wetlands

According to the Water Management District Geographic Information Systems wetlands data layer, dated 2007, the site is not located within a wetland.

### Minerals

According to Florida Department of Environmental Protection, Florida Geological Survey, Digital Environmental Geology Rock and Sediment Distribution Map data layer, dated November 28, 2018, the site is known to contain fine sand silt.

### Soil Types

According to the U.S. Department of Agriculture, Soil Conservation Service, Soil Survey dated October 1991, the site is comprised of Alpine fine sand (0 to 5 percent slope) soils.

Alpine fine sand (0 to 5 percent slope) soils are somewhat poorly drained, nearly level to gently sloping soil on broad flats bordering poorly defined drainage ways and in undulating area.

Alpine fine sand (0 to 5 percent slope) soils have severe limitations for building site development.

### High Aquifer Groundwater Recharge

According to the Areas of High Recharge Potential to the Floridan Aquifer, prepared by the Water Management District, dated July 17, 2001, the site is not located in high aquifer groundwater recharge area.



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Bradford • Columbia  
Dixie • Gilchrist • Hamilton  
Lafayette • Levy • Madison  
Suwannee • Taylor • Union Counties

---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

May 3, 2022

Mr. Robert Angelo  
Planning and Zoning Technician  
City of Lake City  
205 North Marion Avenue  
Lake City, FL 32055-3918

TRANSMITTED VIA ELECTRONIC MAIL ONLY

RE: Application No. CPA 22-03 (Franks & Lane Heating & Air LLC)

Concurrency Management Assessment  
Concerning an Amendment to the  
Future Land Use Plan Map of the Comprehensive Plan

Dear Robert:

Please find enclosed the above referenced concurrency management assessment.

If you have any questions concerning this matter, please do not hesitate to contact Sandra Joseph, Senior Planner, at 352.955.2200, ext. 111.

Sincerely,

Scott R. Koons, AICP  
Executive Director

Enclosure

SRK/sj

xc: Joyce Bruner, Executive Assistant  
Paul Dyal, Interim City Manager  
Audrey Sikes, City Clerk  
Marshall Sova, Code Enforcement Officer

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**File Attachments for Item:**

10. City Council Ordinance No. 2022-2223 (first reading) - An ordinance of the City of Lake City, Florida, amending the official zoning atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an application, Z 22-02, by the property owner of said acreage; providing for rezoning from Residential, Single Family-2 (RSF-3) and Residential Office (RO) to Commercial, Intensive (CI) of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date.

**Adopt City Council Ordinance No. 2022-2223 on first reading**

ORDINANCE NO. 2022-2223

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS OF THE CITY OF LAKE CITY LAND DEVELOPMENT REGULATIONS, AS AMENDED; RELATING TO THE REZONING OF LESS THAN TEN CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 22-02, BY THE PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR REZONING FROM RESIDENTIAL, SINGLE FAMILY-2 (RSF-3) AND RESIDENTIAL OFFICE (RO) TO COMMERCIAL, INTENSIVE (CI) OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE CITY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

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

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

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

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

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

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

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

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

Section 1. Pursuant to an application, Z 22-02, by Carol Chadwick, PE, as agent for Franks & Lane Heating and Air LLC, to amend the Official Zoning Atlas of the Land Development Regulations by changing the zoning district of certain lands, the zoning district is hereby changed from RESIDENTIAL, SINGLE FAMILY-2 (RSF-3) and RESIDENTIAL OFFICE (RO) to COMMERCIAL, INTENSIVE (CI) on property described, as follows:

From RESIDENTIAL, SINGLE FAMILY-2 (RSF-3) to COMMERCIAL, INTENSIVE (CI):

A parcel of land lying within Section 32, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described, as follows: The North 75.00 feet of Lots 47 through 49 of Block L of the Canova Subdivision, as recorded in the Public Records of Columbia County, Florida.

Containing 0.28 acre, more or less.

From RESIDENTIAL OFFICE (RO) to COMMERCIAL, INTENSIVE (CI):

A parcel of land lying within Section 32, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described, as follows: Lots 47 through 52 of Block L, less the North 75.00 feet of Lots 47 through 49 of said Block L of the Canova Subdivision, as recorded in the Public Records of Columbia County, Florida.

Containing 0.49 acre, more or less.

All said lands containing 0.77 acre, more or less.

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

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

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

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

PASSED upon first reading this 16th day of May 2022.

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

Attest:

CITY COUNCIL  
CITY OF LAKE CITY, FLORIDA

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

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

APPROVED AS TO FORM AND LEGALITY:

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

# City of Lake City

205 NORTH MARION AVENUE  
LAKE CITY, FLORIDA 32055

TELEPHONE: (386) 752-2031  
FAX: (386) 752-4896

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May 3, 2022

TO: City Council

FROM: Planning and Zoning Board,  
Serving also as the Local Planning Agency

SUBJECT: Application No. Z 22-02 (Franks & Lane Heating & Air LLC)

Concurrency Management Assessment  
Concerning an Amendment to the  
Official Zoning Atlas of the Land Development Regulations

Rezoning is ineligible to receive concurrency reservation because they are too conceptual and, consequently, do not allow an accurate assessment of public facility impacts. Therefore, the following information is provided which quantifies, for the purposes of a nonbinding concurrency determination, the demand and residual capacities for public facilities required to be addressed within the Concurrency Management System.

Z 22-02, an application by Carol Chadwick, PE, as agent for Franks & Lane Heating and Air LLC, to amend the Official Zoning Atlas of the Land Development Regulations by changing the zoning district from RESIDENTIAL, SINGLE FAMILY-2 (RSF-3) and RESIDENTIAL OFFICE (RO) to COMMERCIAL, INTENSIVE (CI) on property described, as follows:

From RESIDENTIAL, SINGLE FAMILY-2 (RSF-3) to COMMERCIAL, INTENSIVE (CI):

A parcel of land lying within Section 32, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described, as follows: The North 75.00 feet of Lots 47 through 49 of Block L of the Canova Subdivision, as recorded in the Public Records of Columbia County, Florida.

Containing 0.28 acre, more or less.

From RESIDENTIAL OFFICE (RO) to COMMERCIAL, INTENSIVE (CI):

A parcel of land lying within Section 32, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described, as follows: Lots 47 through 52 of Block L, less the North 75.00 feet of Lots 47 through 49 of said Block L of the Canova Subdivision, as recorded in the Public Records of Columbia County, Florida.

Containing 0.49 acre, more or less.

All said lands containing 0.77 acre, more or less.

Availability of and Demand on Public Facilities

Potable Water Impact

The site is located within a community potable water system service area. The community potable water system is currently meeting or exceeding the adopted level of service standard for potable water established within the Comprehensive Plan.

The proposed amendment could potentially result in 8,385 square feet of shopping center use on the site (based upon averages for use intensities and compliance with offstreet parking requirements, drainage requirements and landscape buffer requirements).

An average specialty retail use is estimated to have 1.82 employees per 1,000 square feet gross floor area.

$8,385 \text{ (8,385 square feet gross floor area)} \times 1.82 \text{ (employees per 1,000 square feet gross floor area)} = 16 \text{ (employees)} \times 45 \text{ (gallons of potable water usage per employee per day)} = 720 \text{ gallons of potable water usage per day.}$

Permitted capacity of the community potable water system = 4,100,000 gallons of potable water per day.

During calendar year 2021, the average daily potable water usage = 3,351,000 gallons of potable water per day.

Residual available capacity prior to reserved capacity for previously approved development = 749,000 gallons of potable water per day.

Less reserved capacity for previously approved development = 0 gallons of potable water per day.

Residual available capacity after reserved capacity for previously approved development = 749,000 gallons of potable water per day.

Less estimated gallons of potable water use as a result of this proposed amendment = 720 gallons of potable water per day.

Residual capacity after this proposed amendment = 748,280 gallons of potable water per day.

Based upon the above analysis, the potable water facilities are anticipated to continue to meet or exceed the adopted level of service standard for potable water facilities as provided in the Comprehensive Plan, after adding the potable water demand generated by the potential use of the site.

---

Sanitary Sewer Impact -

The site is located within a community centralized sanitary sewer system service area. The centralized sanitary sewer system is currently meeting or exceeding the adopted level of service standard for sanitary sewer established within the Comprehensive Plan.

The proposed amendment could potentially result in 8,385 square feet of specialty retail use on the site (based upon averages for use intensities and compliance with offstreet parking requirements, drainage requirements and landscape buffer requirements).

An average shopping center use is estimated to have 1.82 employees per 1,000 square feet gross floor area.

$8.385 (8,385 \text{ square feet gross floor area}) \times 1.82 (\text{employees per } 1,000 \text{ square feet gross floor area}) = 16 \text{ employees} \times 34.5 (\text{gallons of sanitary sewer effluent per employee per day}) = 552 \text{ gallons of sanitary sewer effluent per day.}$

Permitted capacity of the community sanitary sewer system = 3,000,000 gallons of sanitary sewer effluent per day.

During calendar year 2021, the average sanitary sewer usage = 2,200,000 gallons of sanitary sewer effluent per day.

Residual available capacity prior to reserved capacity for previously approved development = 800,000 gallons of sanitary sewer effluent per day.

Less reserved capacity for previously approved development = 0 gallons of sanitary sewer effluent per day.

Residual available capacity after reserved capacity for previously approved development = 800,000 gallons of sanitary sewer effluent per day.

Less estimated gallons of sanitary sewer effluent per day as a result of this proposed amendment = 552 gallons of sanitary sewer effluent per day.

Residual capacity after this proposed amendment = 799,448 gallons of sanitary sewer effluent per day.

Based upon the above analysis, the sanitary sewer facilities are anticipated to continue to meet or exceed the adopted level of service standard for sanitary sewer facilities as provided in the Comprehensive Plan, after adding the sanitary sewer effluent generated by the potential use of the site.

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#### Solid Waste Impact -

Solid waste disposal is provided for the use to be located on the site at the Winfield Solid Waste Facility. The level of service standard established within the Comprehensive Plan for the provision of solid waste disposal is currently being met or exceeded.

The proposed amendment could potentially result in 8,385 square feet of specialty retail use on the site (based upon averages for use intensities and compliance with offstreet parking requirements, drainage requirements and landscape buffer requirements).

An average shopping center use is estimated to generate 5.5 pounds of solid waste per 1,000 square feet gross floor area per day.

$8,385 (8,385 \text{ square feet gross floor area}) \times 5.5 (\text{pounds of solid waste per 1,000 square feet gross floor area per day}) = 47 \text{ pounds of solid waste per day.}$

Based upon the annual projections of solid waste disposal at the sanitary landfill, solid waste facilities are anticipated to continue to meet or exceed the adopted level of service standard for solid waste facilities, as provided in the Comprehensive Plan, after adding the solid waste demand generated by the potential use of the site.

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#### Drainage Impact -

Drainage facilities will be required to be provided for on site for the management of stormwater. As stormwater will be retained on site, there are no additional impacts to drainage systems as a result of the proposed amendment. The retention of stormwater on site will meet or exceed the adopted level of service standard established within the Comprehensive Plan.

---

#### Recreation Impact -

The level of service standards established within the Comprehensive Plan for the provision of recreation facilities are currently being met or exceeded.

As no population increase will result from the proposed amendment, there will be no need for additional recreational facilities as a result of the proposed amendment. Therefore, the proposed amendment is not anticipated to impact recreation facilities.

Recreation facilities are anticipated to continue to operate at a level of service which meets or exceeds the level of service standards established within the Comprehensive Plan after the potential use of the site.

---

Traffic Impact -

The road network serving the site is currently meeting or exceeding the level of service standards required for traffic circulation facilities as provided in the Comprehensive Plan.

The proposed amendment could potentially result in 151,153 square feet of shopping center use on the site (based upon averages for use intensities and compliance with offstreet parking requirements, drainage requirements and landscape buffer requirements).

Summary of Trip Generation Calculations for a Shopping Center Use.

8,385 (8,385 feet gross floor area) x 3.81 (trips per 1,000 square feet gross floor area) = 32 trips less 25 percent pass by trips (8) = 24 p.m. peak hour trips (32 - 8 = 24).

Existing p.m. peak hour trips = 1,755 p.m. peak hour trips.

The following table contains information concerning the assessment of the traffic impact on the surrounding road network by the proposed amendment.

Level of Service	Existing PM Peak Hour Trips	Existing Level of Service	Reserved Capacity PM Peak Hour Trips for Previously Approved	Development PM Peak Hour Trips	PM Peak Hour Trips With Development	Level of Service with Development
S.R.10A / BayaAve. (from U.S. 41 to East City Limit)	1,755 a	C	0	24	1,779	C

a 2021 Annual Traffic Count Station Data, Florida Department of Transportation.

Sources: Trip Generation, Institute of Transportation Engineers, 10th Edition, 2017.

Quality/Level of Service Handbook, Florida Department of Transportation, 2012.

Based upon the above analysis and an adopted level of service standard of "D" with a capacity of 4,820 p.m. peak hour trips, the road network serving the site is anticipated to continue to meet or exceed the level of service standard provided in the Comprehensive Plan after adding the potential number of trips associated with the proposed amendment.

### Affordable Housing

The change in land use is not anticipated to have a negative impact on the affordable housing stock.

### Surrounding Land Uses

Currently, the existing land use of the site is vacant land. The site is bounded on the north single family residential land use, on the east by single family residential land use and commercial land use, on the south by institutional land use and on the west by commercial land use.

### Historic Resources

According to the Florida Division of Historical Resources, Master Site File, dated 2021, there are no known historic resources on the site.

### Flood Prone Areas

According to the Federal Emergency Management Agency, Digital Flood Insurance Rate Map data layer, November 2, 2018, the site is not located within a 100-year flood prone area.

### Wetlands

According to the Water Management District Geographic Information Systems wetlands data layer, dated 2007, the site is not located within a wetland.

### Minerals

According to Florida Department of Environmental Protection, Florida Geological Survey, Digital Environmental Geology Rock and Sediment Distribution Map data layer, dated November 28, 2018, the site is known to contain fine sand silt.

### Soil Types

According to the U.S. Department of Agriculture, Soil Conservation Service, Soil Survey dated October 1991, the site is comprised of Alpine fine sand (0 to 5 percent slope) soils.

Alpine fine sand (0 to 5 percent slope) soils are somewhat poorly drained, nearly level to gently sloping soil on broad flats bordering poorly defined drainage ways and in undulating area.

Alpine fine sand (0 to 5 percent slope) soils have severe limitations for building site development.

### High Aquifer Groundwater Recharge

According to the Areas of High Recharge Potential to the Floridan Aquifer, prepared by the Water Management District, dated July 17, 2001, the site is not located in high aquifer groundwater recharge area.



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---

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

May 3, 2022

Mr. Robert Angelo  
Planning and Zoning Technician  
City of Lake City  
205 North Marion Avenue  
Lake City, FL 32055-3918

TRANSMITTED VIA ELECTRONIC MAIL ONLY

RE: Application No. Z 22-02 (Franks & Lane Heating & Air LLC)

Concurrency Management Assessment  
Concerning an Amendment to the  
Official Zoning Atlas of the Land Development Regulations

Dear Robert:

Please find enclosed the above referenced concurrency management assessment.

If you have any questions concerning this matter, please do not hesitate to contact Sandra Joseph, Senior Planner, at 352.955.2200, ext. 111.

Sincerely,

Scott R. Koons, AICP  
Executive Director

Enclosure

SRK/sj

xc: Joyce Bruner, Executive Assistant  
Paul Dyal, Interim City Manager  
Audrey Sikes, City Clerk  
Marshall Sova, Code Enforcement Officer

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**File Attachments for Item:**

11. City Council Ordinance No. 2022-2224 (first reading) - An ordinance of the City Council of the City of Lake City, Florida, amending the City Code to add a new section number 86-110.17 to Article III, Chapter 86, which provides for the permanent vacating of portion of the right of way for Parcels 02465-106, 02465-107, and 02465-115, as identified by the parcel identification number assigned by the Property Appraiser's Office; 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 for an effective date.

**Adopt City Council Ordinance No. 2022-2224 on first reading**

**ORDINANCE NO. 2022-2224**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE CITY CODE TO ADD A NEW SECTION NUMBER 86-110.17 TO ARTICLE III, CHAPTER 86, WHICH PROVIDES FOR THE PERMANENT VACATING OF PORTIONS OF THE RIGHT OF WAY FOR PARCELS 02465-106, 02465-107, AND 02465-115, AS IDENTIFIED BY THE PARCEL IDENTIFICATION NUMBER ASSIGNED BY THE PROPERTY APPRAISER'S OFFICE; 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.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the "City") desires to close, vacate, and abandon portions of the right of way for Parcels lying between Lot 5 and Lot 6, and also between Lot 6 and Lot 7, 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 (hereinafter the "Vacated Property") and further identified in the Property Description attached hereto as "Exhibit A"; and

**WHEREAS**, the City finds that the Vacated Property is not vital to the City; and

**WHEREAS**, the City finds that it is in the best interests of the City and its citizens to vacate the Vacated Property to improve the business area of the City.

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

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

**Section 2.** The Code of the City of Lake City is hereby amended by adding a section to Chapter 86, Article III, to be numbered Section 86-110.17 which section reads as follows:

**Section 86-110.17** VACATING PORTIONS OF THE RIGHT OF WAY LOCATED BETWEEN LOT 6 (PARCEL 34-3S-16-02465-106) AND LOT 7 (34-3S-16-02465-107), AND ALSO BETWEEN LOT 7 (PARCEL 34-3S- 02465-107) AND LOT 15 (PARCEL 34-3S-16-02465-115), 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.

**Section 3.** The City finds the Vacated Utility Easements to be surplus to its needs and that it is in the public interest to vacate the Utility Easements.

**Section 4.** The City shall convey by Quit Claim Deed to each abutting record title owner that portion of the Vacated Utility Easement to its centerline.

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

**Section 7.** Codification. It is the intention of the City Council of the City of Lake, City, Florida, that the provisions of this ordinance shall become and be made part of the Code of the City of Lake City, Florida.

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

**Section 8.** Effective Date. This ordinance shall become effective upon adoption.

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

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

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

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

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



## **EXHIBIT A**

### **PROPERTY DESCRIPTION:**

COMMENCE AT THE NORTHEAST CORNER OF LOT 6 OF "STONEGATE PARK" AS PER THE PLAT THEREOF RECORDED IN PLAT BOOK 7, PAGE(S) 61 AND 62 OF THE PUBLIC RECORDS OF COLUMBIA COUNTY, FLORIDA AND RUN S.76°50'47"W., ALONG THE NORTH LINE OF SAID LOT 6 A DISTANCE OF 31.85 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE S.76°50'47"W., 4.33 FEET; THENCE S.12°24'10"W., 82.18 FEET; THENCE S.07°47'51"W., 218.53 FEET; THENCE S.64°11'20"E., 18.72 FEET; THENCE N.06°27'53"E., 307.87 FEET TO THE POINT OF BEGINNING.

**File Attachments for Item:**

12. City Council Resolution No. 2022-048 - A resolution of the City Council of the City of Lake City, Florida, appointing Robert Angelo as the Land Development Regulation Administrator; and providing for an effective date.

**CITY COUNCIL RESOLUTION NO. 2022-048**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, APPOINTING ROBERT ANGELO AS THE LAND DEVELOPMENT REGULATION ADMINISTRATOR; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the “City”) has experienced a vacancy in the position of land development regulations administrator; and

**WHEREAS**, the City Council finds a need to reassign the position of land development regulations administrator; and

**WHEREAS**, the City Council finds that it is in the best interests of the City to appoint Robert Angelo to serve as the land development regulations administrator effective immediately and until further notice.

**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.** That Robert Angelo is appointed to serve as the land development regulations administrator.

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

**Section 3.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_ day of May 2022.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST

APPROVED AS TO FORM AND  
LEGALITY:

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

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

**File Attachments for Item:**

13. City Council Resolution No. 2022-050 - A resolution of the City Council of the City of Lake City, Florida, appointing members to serve on the City's Utility Advisory Committee; repealing all resolutions in conflict; and providing an effective date.

MEETING DATE
May 16, 2022

# CITY OF LAKE CITY

## Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

**SUBJECT:** Utility Advisory Committee Member Composition

**DEPT / OFFICE:** Utility Administration

<b>Originator:</b> Paul Dyal		
<b>Interim City Manager:</b> Paul Dyal	<b>Department Director:</b> Paul Dyal	<b>Date:</b> 5-9-2022
<b>Recommended Action:</b> City Council consideration to approve a new Utility Advisory Committee Composition to include the following members: two (2) City Council, two (2) County Commissioners, and the City's Natural Gas Director.		
<b>Summary Explanation &amp; Background:</b>  City Council Resolution No. 2021-049 establishes the current composition of the City Utility Advisory Committee, to include the following members:  Councilmembers: Councilmember Todd Sampson, Chairperson Councilmember: Eugene Jefferson  Non-Councilmembers: City Manager of the City of Lake City Executive Director of Utilities of the City of Lake City County Manager of Columbia County, Florida Director of Economic Development of Columbia County, Florida A County Commissioner to be appointed by the Board of County Commissioners of Columbia County, Florida. A County Commissioner to be appointed by the Board of County Commissioners of Columbia County, Florida.  Based on current Sunshine Laws, it has been determined that in order to conduct City/County Business effectively, and avoiding any violations of the law, it would be best to restructure the composition of the committee to the recommended action above.		
<b>Alternatives:</b> None		
<b>Source of Funds:</b> N/A		
<b>Financial Impact:</b> N/A		
<b>Exhibits Attached:</b> City Council Resolution No. 2021-049		

**CITY COUNCIL RESOLUTION NO. 2022-050**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, APPOINTING MEMBERS TO SERVE ON THE CITY'S UTILITY ADVISORY COMMITTEE; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Lake City, Florida (hereinafter the "City") through Ordinance No. 2011-2011 created and established the Utility Advisory Committee (hereinafter the "Utility Committee"), as a standing advisory committee of the City Council; and

**WHEREAS**, the Utility Committee has been created to study, evaluate, and recommend to the City Council the various services and facilities needed to provide the citizens of the City with the most efficient and effective government; and

**WHEREAS**, the Mayor recommends, and the City Council approves, the reformation of the Utility Committee to consist of the following five members for a term expiring at midnight on September 30, 2022:

(a) Councilmembers:

- i. Councilmember Todd Sampson, Chairperson
- ii. Councilmember Eugene Jefferson

(b) Non-Councilmembers:

- i. Natural Gas Director of the City of Lake City
- ii. a County Commissioner appointed by the Board of County Commissioners of Columbia County, Florida
- iii. a County Commissioner appointed by the Board of County Commissioners of Columbia County, Florida

**WHEREAS**, the City Council finds the approval of the members recommended by the Mayor to the Utility Committee 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 five members identified in the recitals are appointed to serve on the Utility Committee and shall serve until midnight on September 30, 2022.

**Section 3.** Conflict. All resolutions, or portions of resolutions, and approved motions of the City Council, found to be in conflict with this resolution are hereby repealed to the extent of such conflict.

**Section 4.** Effective Date. This resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** at a meeting of the City Council on this \_\_ day of May 2022.

**CITY OF LAKE CITY, FLORIDA**

By:  
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

By:  
Audrey E. Sikes, City Clerk

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



**File Attachments for Item:**

14. City Council Resolution No. 2022-051 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Change Order Number One to the contract between the City and Oelrich Constriction, Inc., related to the addition of a drainage easement for the Lake City Fire Station Number 2 Project; providing for an increase in the contract price by \$1,800.00; and providing for an effective date.

**CITY COUNCIL RESOLUTION NO. 2022-051**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF CHANGE ORDER NUMBER ONE TO THE CONTRACT BETWEEN THE CITY AND OELRICH CONSTRUCTION, INC., RELATED TO THE ADDITION OF A DRAINAGE EASEMENT FOR THE LAKE CITY FIRE STATION NUMBER 2 PROJECT; PROVIDING FOR AN INCREASE IN THE CONTRACT PRICE BY \$1,800.00; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on July 19, 2021, the City of Lake City, Florida (hereinafter the “City”) and Oelrich Construction, Inc. (hereinafter “Oelrich”) entered into an agreement for the design and construction of a fire station (No. 2) (hereinafter the “Agreement”) pursuant to City Council Resolution No. 2021-111; and

**WHEREAS**, the Agreement required Oelrich to present a design and anticipated construction costs of the fire station as an amendment to the Agreement; and

**WHEREAS**, the Agreement was amended through City Council Resolution 2022-011 for a contractual price of \$2,747,429.00; and

**WHEREAS**, Oelrich has presented a change order for the design and construction of a drainage easement, a copy of which is attached hereto and titled *COP #002 – Easement Add Services* (hereinafter “Change Order Number One”); and

**WHEREAS**, the cost related to the Change Order Number One is increased by one thousand eight hundred dollars and zero cents (\$1,800.00) and no extension of the completion date is requested; and

**WHEREAS**, the City Council finds that it is in the City’s best interest to

enter into Change Order Number One pursuant to and in accordance with the respective terms and conditions included in Change Order Number One and leaving all other provisions of the Contract in full force and effect.

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

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

**Section 2.** The City Council hereby authorizes the Mayor to execute Change Order Number One.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of May 2022.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST

APPROVED AS TO FORM AND  
LEGALITY:

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

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



April 22, 2022

Justin Vollenweider  
Senior Project Architect  
Passero & Associates  
4730 Casa Cola Way, Suite 200  
St. Augustine, FL 32095

**Re: 21.01.028 – Lake City Fire Station # 2  
COP # 002 – Easement Add Services**

Mr. Vollenweider,

Included herein please find Change Order Proposal # 002. This COP is based the additional coordination required for the project related County and City Easement. Please see the detailed breakdown below for more information.

Subcontractor	Cost	Schedule Impact
Walker Architects, Inc.	\$ 1,500	
Oelrich Construction, Inc.	\$ 300	
General Conditions	\$ 0	
General Liability Insurance	\$ 0	
Permit	\$ 0	
CM Fee	\$ 0	
<b>The total cost and schedule impact of this COP is:</b>		<b>\$ 1,800 0 days</b>

Thank you for your attention to this proposal. If you require any further information on these matters, please do not hesitate to contact me at any time.

Sincerely,  
**Oelrich Construction, Inc.**

*Christina Alexandra*

Christina Alexandra  
Assistant Project Manager

Approved By:

Signature:

Date:

275 NW 137th Drive  
Suite A  
Jonesville, Florida 32669

[oelrichconstruction.com](http://oelrichconstruction.com)

352-745-7877

CGC1510579



Date: 3/29/2022

To: Matthew Marino  
Oelrich Construction, Inc.  
275 NW 137<sup>th</sup> Drive, Suite A  
Jonesville, FL 32669

Re: **Additional Service Proposal: ASA-03 Easement Scope**

Architect's Project No: 21031

Dear Matt:

Walker Architects, Incorporated is pleased to submit this letter, which will serve as our Proposal and, when signed by you on the Agreement Acceptance line below and returned to our office, shall also represent the Agreement between the parties. The parties to this Agreement are:

The Design Builder: Oelrich Construction, Inc.

AND

The Architect: Walker Architects, Incorporated

The Design Builder will provide the Architect full information regarding the project scope and program that will set forth the Owner's design objectives, constraints, criteria and budget. It is the intent of this letter to describe the Professional services to be rendered by our firm and the corresponding remuneration.

#### **SCOPE OF SERVICES**

The Architect will procure from Gmuer Engineering services for analysis of easement approach and documentation to comply with City of Lake City requirements.

Proposed fee includes:

1. Administration by Walker Architects
2. Analysis of easement approach
3. Legal description for driveway easement
4. Writeup of drainage rights for resolution

Proposed fee does not include:

1. Opinions of probable cost / cost estimates
2. Any work not listed above or in the attached sub-consultant proposal(s)



### **BASIS OF COMPENSATION**

Compensation for the Architect's services will be based on a stipulated sum which shall be agreed upon by both parties prior to commencing the work. The stipulated sum is based on the scope and detail of the work to be prepared by the Architect.

*Schedule of Fees may be found as Exhibit A.*

The agreed upon compensation for this proposal will be added to all previously contracted sums for the project and invoiced concurrently as they are completed.

Reimbursable expenses shall be actual out-of-pocket expenses incurred by the Architect, and will be invoiced in the same manner as agreed to in the original project agreement.

Remuneration for services listed in this proposal is based on the scope of work and the Professional's hourly rates listed in our original contract and in any attached subcontractor proposals.

### **DELIVERABLES and SCHEDULE:**

Work on these Additional Services will be scheduled upon receipt of a signed contract. The Architect will work with the Owner to integrate the schedule of these deliverables with the schedule of the whole project.

- Legal Description for Driveway Easement
- Writeup of Drainage Rights for Resolution

### **CONTRACTUAL TERMS**

1. Invoicing will be rendered in the same manner as agreed to in the original agreement for the project.
2. Either party may terminate this Agreement at any Phase upon at least seven (7) days written notice to the Architect. In the event of termination, the Architect shall be compensated for all services performed to termination date, together with reimbursable expenses incurred to date.
3. If this Agreement meets with your approval, please sign a copy and return it to our office within (30) days. After 30 days, schedule dates or cost estimates contained in this proposal expire and may require updates.

We look forward to working on this exciting project with you. Please contact us if you have any questions regarding the extent of our services or our compensation methods.

Best Regards,

Tim Williams, AIA, LEED AP  
Principal



#### Exhibit A: Fee Schedule

Phase	Discipline	Amount
<b>A.03 Easement</b>		
	Civil Engineer	<b>\$1,200</b>
	Architect	<b>\$300</b>
<b>Grand Total</b>		<b>\$1,500</b>

#### **IMPACT TO THE PROJECT BUDGET**

The above fees will be added to the total project budget and invoiced concurrently as the work is completed.

\_\_\_\_\_  
Matthew Marino  
Oelrich Construction, Inc.

Date: \_\_\_\_\_

# INVOICE #21-0055.5

21-0055 - Lake City Fire Station 2



FROM	TO	INVOICE NO.	21-0055.5
Gmuer Engineering, LLC	Walker Architects, Inc.	INVOICE DATE	March 22, 2022
2603 NW 13TH ST # 314	2035 NW 13th St	PAYMENT DUE	April 21, 2022
Gainesville, FL 32609	Gainesville, FL 32609		
<a href="mailto:billing@gmuereng.com">billing@gmuereng.com</a>	ID: 16-0037		

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
2022-03-02 Analysis of Easement Approach	1	\$250.00	\$250.00
2022-03-15 Legal Description for Driveway Easement	1	\$650.00	\$650.00
2022-03-16 Write up of Drainage Rights for Resolution	1	\$250.00	\$250.00
2022-03-21 Review Resolution for Typos	1	\$50.00	\$50.00

Total Due	USD \$1,200.00
-----------	----------------

## TERMS AND NOTES

Thank you for choosing GmuerEng for your project.



## Lake City Fire Station # 2

21.01.028

Oelrich Construction, Inc.

### Preconstruction Services Worksheet

April 22, 2022

#### Change Order Proposal #2: Easement Add Services Analysis of easement approach and documentaton

	Rate Per Hr	\$100.00
Matthew Marino, Preconstruction Manager	3	\$ 100.00
Grand Total	\$	300.00

**Lake City Fire Station # 2**  
**CHANGE ORDER PROPOSAL LOG**  
 Friday, April 22, 2022

COP	Description	Status	Estimated Cost		Submitted Cost		Executed Changes		Schedule Impact	Date Submitted	Date Approved	CO#
			CM Contingency	Contract	CM Contingency	Contract	CM Contingency	Contract				
001	Sigange Allowance Buyout	OPEN										
002	Easement add services	SUBMITTED			\$ 1,800.00					4/22/2022		
003												
004												
SUBTOTALS			\$ -	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	0.00			

GMP AMOUNT

CURRENT TOTALS

ESTIMATED AMOUNTS

	CONTNIGENCY	GMP	CONTRACT TIME
Original Contract Amount:	\$ 37,692	\$ 2,897,429	
Total with Currently Executed Changes:	\$ 37,692	\$ 2,897,429	0.00
Total If All Estimated & Submitted Costs Were Approved:	\$ 35,892	\$ 2,897,429	0.00

**File Attachments for Item:**

15. City Council Resolution No. 2022-052 - A resolution of the City Council of the City of Lake City, Florida, accepting a proposal from Paypoint HR, LLC, related to the City's request for a classification and compensation study; providing for a price not to exceed \$37,500.00; and providing for an effective date.

<b>MEETING DATE</b>

# CITY OF LAKE CITY

## Report to Council

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

**SUBJECT:** Classification and Compensation Study

**DEPT / OFFICE:** Human Resources

<b>Originator:</b> Karen Nelmes		
<b>City Manager</b> <b>Paul Dyal</b>	<b>Department Director</b> <b>Hubert Collins</b>	<b>Date</b> <b>05/03/2022</b>
<b>Recommended Action:</b> Request to use funds from City Manager's budget to approve a contract with Paypoint HR		
<b>Summary Explanation &amp; Background:</b> RFP-011-2022 Classification and Compensation Study was due on 4/26/2022. The City received 4 proposals. Our Evaluation Committee consisted of 5 members which met to discuss the composite scores. The Committee was all in agreement to request we enter into a contract with the top ranked firm Paypoint HR.		
<b>Alternatives:</b> Not do the study		
<b>Source of Funds:</b> City Managers Budget		
<b>Financial Impact:</b> <b>37,500.00</b>		
<b>Exhibits Attached:</b> <b>Evaluation Composite</b>		



City of Lake City  
Procurement

Karen Nelmes, CPPB, NIGP-CPP, Procurement Director  
205 N. Marion Ave., Lake City, FL 32055

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**PROPOSAL DOCUMENT REPORT**

RFP No. RFP-011-2022

[Classification and Compensation Study](#)

RESPONSE DEADLINE: April 26, 2022 at 2:00 pm

Report Generated: Wednesday, May 4, 2022

**PAYPOINT HR Proposal**

**CONTACT INFORMATION**

**Company:**

PAYPOINT HR

**Email:**

rick@paypointhr.com

**Contact:**

Karin Campbell

**Address:**

695 SANTA MARIA LN DAVIDSONVILLE  
Davidsonville, MD 21035

**Phone:**

(443) 336-4272

**Website:**

N/A

**Submission Date:**

Apr 24, 2022 3:02 PM

## ADDENDA CONFIRMATION

*No addenda issued*

## QUESTIONNAIRE

### 1. Table of Contents\*

*Pass*

Please upload your Table of Contents here.

Table\_of\_Contents.pdf

### 2. Documents Requiring Notorization\*

*Pass*

Please download the below documents, complete and have notarized. An online notarization option will be provided for you when responding.

- [Public Entity Crimes Statem...](#)
- [Conflict of Interest Statem...](#)
- [Drug Free Workplace Certifi...](#)
- [Non-Collusion Affidavit.pdf](#)

Public\_Entity\_Crimes\_Statement.pdfConflict\_of\_Interest\_Statement.pdfDrug\_Free\_Workplace\_Certificate.pdfNon-Collusion\_Affidavit.pdf

### 3. Disputes Disclosure Form\*

*Pass*

Answer the following by selecting which, if any, pertain to your organization. . If you answer "YES", please explain in the Disputes Disclosure Explanation question. If you answer None of the Above, please type "N/A" in the Disputes Disclosure Explanation question.

None of the Above

#### 4. Proposal\*

Pass

Please upload your proposal here.

Paypoint\_HR\_Response\_to\_RFP-011-2022\_Classification\_and\_Compensation\_Study.pdf

#### PRICE TABLES

##### FLAT RATE FOR SERVICES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Flat Rate Fee for Services	1	Lump Sum	\$37,500.00	\$37,500.00
TOTAL					\$37,500.00

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**SWORN STATEMENT UNDER SECTION  
287.133(3)(n), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid No. RFP-011-2022.
2. This sworn statement is submitted by Paypoint HR whose business address is 695 Santa Maria Lane, Davidsonville, MD 21035 and (if applicable) its Federal Identification No.(FEIN) is 47-5329087. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement \_\_\_\_\_.
3. My name is Karin VM Campbell and my relationship to the entity named above is CEO.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair

market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

  X   Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

       The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

       There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

       The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

       The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature: Karin VM Campbell Date 4/25/2022

STATE OF Maryland

COUNTY OF Anne Arundel

Personally appeared before me, the undersigned authority, Karin VM Campbell who  
after first being sworn by me, affixed his/her signature in the space provided above on  
this 25th day of April 20 22.

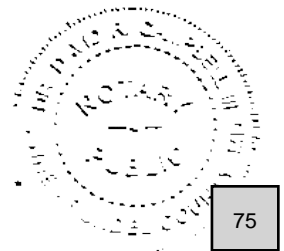
David Richard Campbell III, #124808

Notary Public, State at large Anne Arundel County, Maryland

My Commission Expires: 03/21/2024

DAVID RICHARD CAMPBELL III  
NOTARY PUBLIC  
ANNE ARUNDEL COUNTY  
MARYLAND  
MY COMMISSION EXPIRES MARCH 21, 2024

David Richard Campbell III



## CONFLICT OF INTEREST STATEMENT

STATE OF ~~FLORIDA~~, CITY OF ~~Maryland~~, County of Anne Arundel

Before me, the undersigned authority, personally appeared Karin VM Campbell, who was duly sworn deposes and states:

1. I am the CEO of Paypoint HR with a local office in Davidsonville, Maryland and principal office in City & State RFP-011-2022
2. The above named entity is submitting a Proposal for the City of Lake City ~~ITB-007-2020~~ described as ~~METAL POLE BARN - SPRAYFIELD~~. Classification and Compensation Study
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

DATED this 25th day of April 2022.

Karin VM Campbell  
(Affiant)

Karin VM Campbell, CEO  
Typed Name and Title

Sworn to and subscribed before me this 25th day of April 2022.

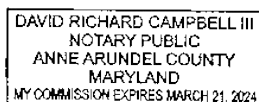
Personally Known x Or produced identification \_\_\_\_\_.

Identification type: \_\_\_\_\_

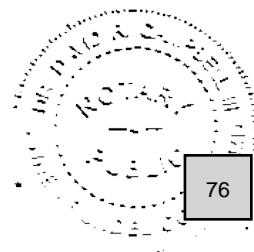
Notary Public-State of Maryland, #124808

Printed, typed, or stamped commissioned name of notary public.

My commission expires 03/21/2024.



David Richard Campbell



## DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, Paypoint HR (print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (\*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein"

Karin McCampbell

Authorized Signature

04/23/2022

Date Signed

Maryland  
State of ~~Florida~~  
County of Anne Arundel

Sworn to and subscribed before me this 25th day of April, 2022.

Personally known x or Produced Identification \_\_\_\_\_

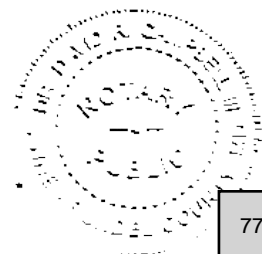
(Specify type of identification)

David Richard Campbell III

Signature of Notary

My Commission Expires: 03/21/2024

DAVID RICHARD CAMPBELL III  
NOTARY PUBLIC  
ANNE ARUNDEL COUNTY  
MARYLAND  
MY COMMISSION EXPIRES MARCH 21, 2024



## NON-COLLUSION AFFIDAVIT

STATE OF Maryland

COUNTY OF Anne Arundel

Karin VM Campbell, being duly sworn, deposes and says that:

1. He/She is CEO of Paypoint HR the Bidder  
Title Company Name  
that has submitted the attached proposal;

2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

3. Such Proposal is genuine and is not a collusive or sham proposal;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lake City, Florida or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED Karin VM Campbell

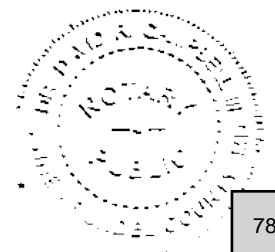
TITLE CEO

SUBSCRIBED AND SWORN TO BEFORE ME THIS 25th DAY OF April, 2022.

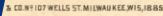
Notary Public, State of ~~Florida~~ Maryland My Commission Expires: 03/21/2024

DAVID RICHARD CAMPBELL III  
NOTARY PUBLIC  
ANNE ARUNDEL COUNTY  
MARYLAND  
MY COMMISSION EXPIRES MARCH 21, 2024

David Richard Campbell







## COUNTY-SEAT OF COLUMBIA-CITY

1885.

BECK &amp; PAULI, Litho. M.

- 29 J. Potstamer, Red Star Store
- 30 T. G. Henderson, Fancy Groceries
- 31 Chaliker Bros. & Son, Druggists
- 32 Dr. Hunter & Son,
- 33 S. Border Thomson, Fancy Goods and Stationery
- 34 Geo. O. Adick, Baker and Confectioner
- 35 Colton & Phillips, Market.
- 36 W. E. Robinson, Fancy Goods, Jewelry, Fruits and Confectionery
- 37 Finley Dursh & Son, Real Estate
- 38 Wm. Hardon, Livery Stable
- 39 J. E. Henry, Livery and Sale Stable—Residence
- 40 W. T. Bacon, Physician and Surgeon.

40 C. E. King, Attorney  
50 W. E. Chalker, Molok.  
51 M. M. T. Hutchinson, M. D.  
42 John Vassant, Jr. Clerk Circuit Court  
43 Richard House, Carpenter—Residence.  
44 F. B. Moulder, Residence  
45 W. H. Perry, "  
46 J. C. Macfarlane, "  
47 J. C. Bates, "  
48 C. B. Wynd, "  
49 City Water Works

## RFP-011-2022

# Classification and Compensation Study

## Lake City, Florida

Paypoint HR, LLC

695 Santa Maria Lane

Davidsonville, MD 21035

(443) 336-4272

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## Executive Summary

Paypoint HR, LLC (Consultant) is responding to Lake City's request for proposals from qualified consultants to provide a comprehensive Classification and Compensation Study. The purpose of the study is to help the city to be recognized as an employer of choice in the area. Paypoint HR will objectively examine the job roles and their placement in the city's hierarchy, the external market's pay ranges for these same positions, and give recommendations for adjustments of the approximately 261 employees as warranted by the findings. The study recommendations will be substantiated using quantitative evaluations, so that the city of Lake City may make informed decisions with respect to compensation including benefits.

Karin Campbell and Dr. Rick Campbell are legally authorized to represent Paypoint HR and will serve as the main contacts for the project.

**Project Manager – Primary Contact**

Karin Campbell, SPHR, SHRM-SCP  
695 Santa Maria Lane  
Davidsonville, MD 21035  
[Karin@PaypointHR.com](mailto:Karin@PaypointHR.com)  
(443) 336-4272

**Technical Director – Secondary Contact**

Dr. Rick Campbell, CCP  
695 Santa Maria Lane  
Davidsonville, MD 21035  
[Rick@PaypointHR.com](mailto:Rick@PaypointHR.com)  
(540) 815-7837

Paypoint HR is an innovative, cost effective, and technologically advanced solution for the public sector's need to provide internally equitable and externally competitive pay plans. We are an independent Woman Owned Small Business (WOSB) and have been assisting the public sector achieve their pay plan objectives since 2012. Our firm is in Davidsonville, Maryland which is in close proximity to the United State Naval Academy in Annapolis, Maryland and Washington, DC.

Our overall approach to the field is unique. Our founding members hail from different practice areas related to classification and compensation. These specialty fields include organizational design, compliance, research analytics, business strategy, and human resources. The common denominator that brings us together is helping our clients recruit and retain quality employees. We do this by collaborating on each project to give our clients strategic recommendations for achieving their goals. We believe we are the only firm that brings together experts from multiple specialty areas to design custom classification and compensation plans that give our clients a competitive edge in the labor markets where they compete.

Our team includes recognized experts in human resource management and understands that while we follow established standards, there is not a "one size fits all" solution to compensation management. The way we look at data is more thorough than our competitors. While we use "standard" calculations for determining pay, we also create ad-hoc reports that meet specific Client needs. We help develop compliant job descriptions and pay plans based on the most current regulations. Clients benefit from the compliance review and appeals processes through a reduction in grievances and an improved sense of

equity. Our recommendations take into consideration the business and operational side of organizations.

We test our recommendations to ensure they are following sound business practices and will be a solid foundation for our clients going forward. The recommendations we make are intended to produce a structured program that gives ongoing guidance on how to improve an organization's ability to recruit, reward, motivate, and retain talent in a competitive environment. Specifically, we have developed an approach and methodology that incorporates the following:

- Market competitiveness;
- Recognition that compensation is comprised of more than just base pay levels;
- Consideration of changes in recent compensation trends and strategies; and
- Customization of solutions that consider the diversity of needs present within the Client's organization and allows the Client to select the components and options that best meet their overall needs.

Paypoint HR has developed proprietary software we call Position Vantage Point (PVP), to conduct employee job analyses. This software helps identify areas where job descriptions can be improved with input from employees based on quantitative factors. Because employees help design their job descriptions and their results are saved in a separate secure file, it reduces the likelihood of grievances related to classification and acts as a defense in the event of a dispute.

Once the recommendations are made for updates to classifications and pay structures, the city will be given our custom designed tools for implementation and ongoing administration. We will create a custom Compensation Factor Scoring (CFS) system using information gathered during the study and provide the city access to the system to help place positions in the future.

Our methodology is built on working with our clients and their employees to make appropriate, project-focused recommendations and then staying with the Project Team to see the recommendations are put into place. Our clients have peace of mind knowing the key to our success is ensuring implementation of recommendations.

Paypoint HR, LLC realizes that the employees are the most valuable asset and will be treated accordingly. By including employee input in the project, it is our experience that they feel "heard" and "valued." As such, they will be more likely to find the pride and fulfillment that public service lends. This forward-thinking philosophy ensures the city will be seen as a great place to make a career as well as make a living.

Paypoint HR's personnel bring several decades of experience of providing total compensation solutions to the public sector. In our response to the Statement of Work, we explain in detail our business history, people, and processes to show the level of resources we bring to the city. Paypoint HR has staff ready to be deployed for this project and has the resources to confidently provide the city with exceptional service.

We are members of WorldatWork and the Society for Human Resource Management. Our personnel keep abreast of new and emerging trends through continuing education in their respective fields and collaborate on each project to bring best practices to our recommendations. Our personnel are well respected and have served as speakers for industry associations, financial organizations, universities, and more. Our personnel are also members of industry organizations and serve on the Board for several groups. Typical studies incorporate a custom external market survey. We also have industry data readily available for use in our assessments. Information we have access to include the most recent survey reports conducted by industry associations, updates to regulations on a federal and state level, as well as latest trends and best practices. We anticipate the client's input on specific survey sources it would like us to use. We feel our expertise, processes, people, survey data library, and proprietary software distinguish Paypoint HR from other contractors and will help the client reach its project goals.

Our current workload allows us to commit the necessary staff members to the successful completion of the project. We welcome the active participation of the project team throughout the entire study but understand that they will be engaged with other priorities as well. Paypoint HR expects support from the client in communication with key staff, setting up meetings, providing meeting resources, as well as establishing reporting relationships, milestones, and timelines.

## Qualifications, Experience and Success Rate

Paypoint HR has the following senior staff ready to be deployed for this project and has the resources to confidently provide the city with exceptional service. They are listed below:



**Karin Campbell, SPHR, SHRM SCP, IPMA SCP**

Bachelor of Science in Business Marketing, University of Maryland

Mrs. Karin Campbell has led Human Resource initiatives for more than 20 years. She has helped over 700+ employers and 15,000 employees with the development and delivery of customized HR solutions for employee management programs; conducting labor cost analysis of employee administration, benefits, retirement, workers' compensation, federal, state, and local taxes; budgeting for human capital including recruiting, onboarding, benefits, risk management, training, and compliance; and planning, design, and implementation of payroll administration; health, dental, vision, life, and AD&D insurance; and pension, as well as ancillary benefits within a limited timeframe to large workforces.

She has consulted with clients and their employees on complicated employment topics. Her responsibilities also include development and maintenance of compliance and risk management programs. She has taught OSHA compliance as an adjunct professor. Currently she holds SPHR, SHRM-SCP, and IPMA-SCP designations and serves on the Board for the ASHRM chapter. Karin has a strong understanding of current trends in the benefits industry. Karin worked from 1995-2002 for HRLogic, Inc., a wholly owned subsidiary of Fidelity Investments. Most recently Karin owned her own HR firm, Alpine HR, from 2003 until 2012, when she sold her business. In 2013, Karin along with her husband, Rick, formed Paypoint HR, an HR consulting firm which specializes in employee compensation for both private and public-sector concerns.

Karin's expertise has been utilized in studies that involve:

- Employee Outreach – She has developed time tested approaches to gaining employee buy in through effective communication and involvement of staff at all levels. She has created formats for briefing sessions, and orientations that follow accepted industry protocol and considers both the qualitative and quantitative aspects of data collection. Her approach has allowed for better understanding of the nuances within organizations and uses it to formulate recommendations and overcome obstacles that positively impact acceptance.
- Policy Design and Implementation – She has created a process methodology for implementation of classification and compensation recommendations. The flow of the process lends itself to clear transfer of administration and maintenance from plan adoption through to long-term application.
- Communication Plans – She has led successful projects by creating communication plans with the input of each client to recognize project milestones and progress. She

has created relationship reporting to ensure projects are completed on time and within budget.

- Business Strategy – She analyzes the strengths, weaknesses, opportunities, and threats faced by each client and the community they serve to incorporate resources into the final recommendations that maximize return. She has helped clients face challenges in gaining the financial commitment necessary to adopt and implement recommendations.



### Dr. Rick Campbell

Ph.D. in Engineering Science and Mechanics, Penn State University  
Bachelor of Science in Applied Mathematics, University of Virginia  
Certified Compensation Professional (CCP), WorldatWork

Dr. Rick Campbell's extensive education and experience in the field of mathematics has enabled him to understand highly technical issues. Because he has managed both internal and external clients, he has developed the ability to take the most advanced problems and convert them into easily understood terms and processes. He has applied this experience to the field of compensation and classification for the past 10 years.

He has worked for NASA GSFC, GE Aircraft, and Lockheed Martin Space Systems among others. His roles included Team Lead, Project Manager and Principal Engineer.

Dr. Campbell holds 7 U.S. and international patents for his creative ideas on product and process improvement. Rick has experience with Lean Six Sigma for both service organizations and manufacturing organizations. He brings his unique skills to Paypoint HR to improve the accuracy of our research findings and recommendations.

Rick's knowledge heavily influences the following areas of the study:

- Performance Based Pay – He has built pay plans that incorporate performance metrics and translates them into fair pay based on relevant goals. His plans maintain objectivity and are multifaceted. He has established performance review processes and standards for merit-based compensation pay. He has converted organizations to pay-for-performance that desired merit-pay programs and were limited by existing policy and structures.
- Big Data and Research Analytics – He has worked on projects that have required large data sets and has created the format to collect and manage the data that maintains integrity and validity. He has engineered programs that are user friendly yet robust in their functionality and interpolates data into meaningful information to a granular level.
- Trends analysis – He has reviewed and analyzed data that look for patterns and correlation to determine if they are valid indicators for comparison. He has looked at causality and correlation links to consider potential for predictability.

- Study Validity - He has determined appropriate metrics for comparison in the selection of comparator organizations and benchmark positions to ensure relevancy of findings.
- Financial Impact - He has applied both short-term and long-term implications of recommendations for clients to assist in the ability to project necessary funding and revenue sources.

## Project Team

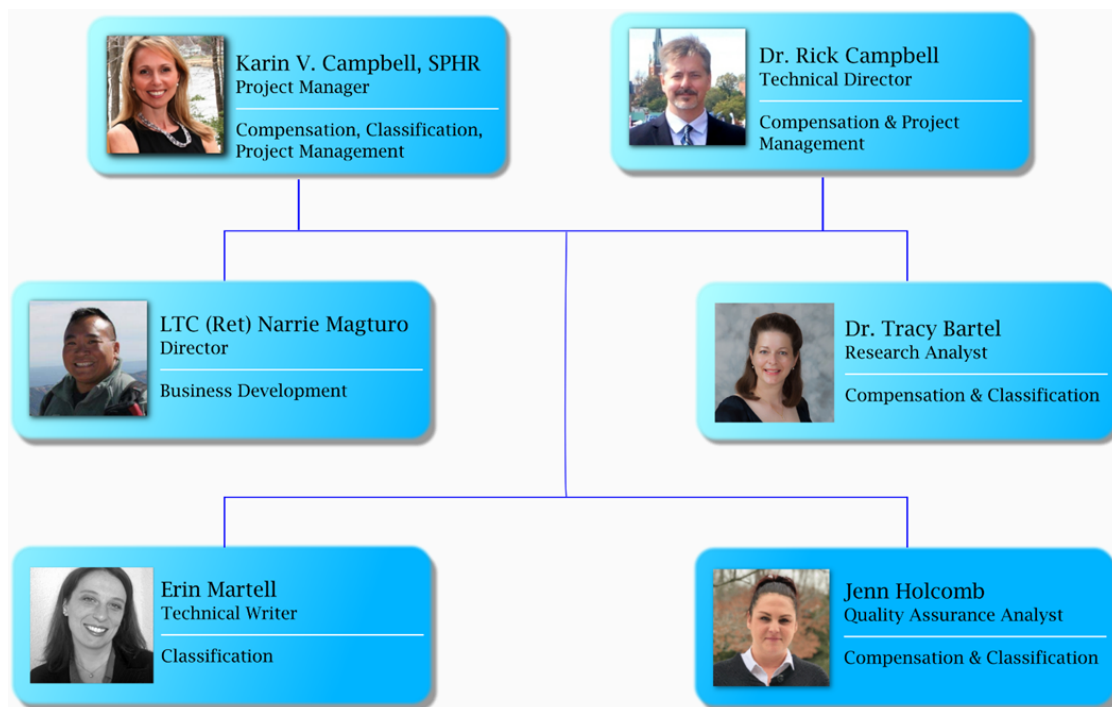


Figure 1 - Project Team Organization Chart

## *Understanding, Approach and Method*

### Assessment of Needs

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Paypoint HR has done a preliminary review of possible hurdles specific to the city of Lake City's ability to attract, motivate, and retain employees. Furthermore, our project history has familiarized us with projects similar in size, scope, and services. You can feel confident our approach is time tested.

Our understanding of the project is that Lake City is a full-service city that provides both its residents and tourists with a full range of municipal services including but not limited to police, fire, public works, and parks and recreation. The city desires to update their current compensation plan in order to keep up with current compensation practices. The purpose is to attract and retain a high performing and engaged workforce that will continue providing excellent service to those who live in the city.

#### **Possible Challenges**

Paypoint HR found the following issues as possible sources of challenges:

- Increase in community demands and expectations for service offerings paired with limited resources to quickly adapt,
- Difficulty recruiting qualified individuals for certain positions,
- Job roles have changed due to changing technology, increased regulations, etc.,
- Increasing cost of employee benefits,
- Pay compression, external inequity, and perception of internal inequities, and
- A highly competitive labor market with other public and private employers in the region competing for the same labor force.

These obstacles are independently problematic and collectively require a change from a tactical management style to a strategic management philosophy. We believe developing a long-term strategy for recruiting and retaining employees is the true intent of this RFP. Paypoint HR understands we will be working with an appointed team leader, key leadership staff, and stakeholders (Project Team) to validate the scope of services, methodology, timelines, and other deliverables. We anticipate several virtual meetings, but we remain flexible to meet your needs. We are planning that meetings will be used to kick-off the project, employee briefing sessions, and presentation of the findings of the study.

## Methodology

Our methodology is comprehensive and encompasses all of the requirements specified in the RFP. Phase 1 focuses on the Classification/Internal Components. Phase 2 focuses on the Compensation/External Component. The standard methodology we will use to conduct both phases of the study is laid out in the flowchart and delineated below.

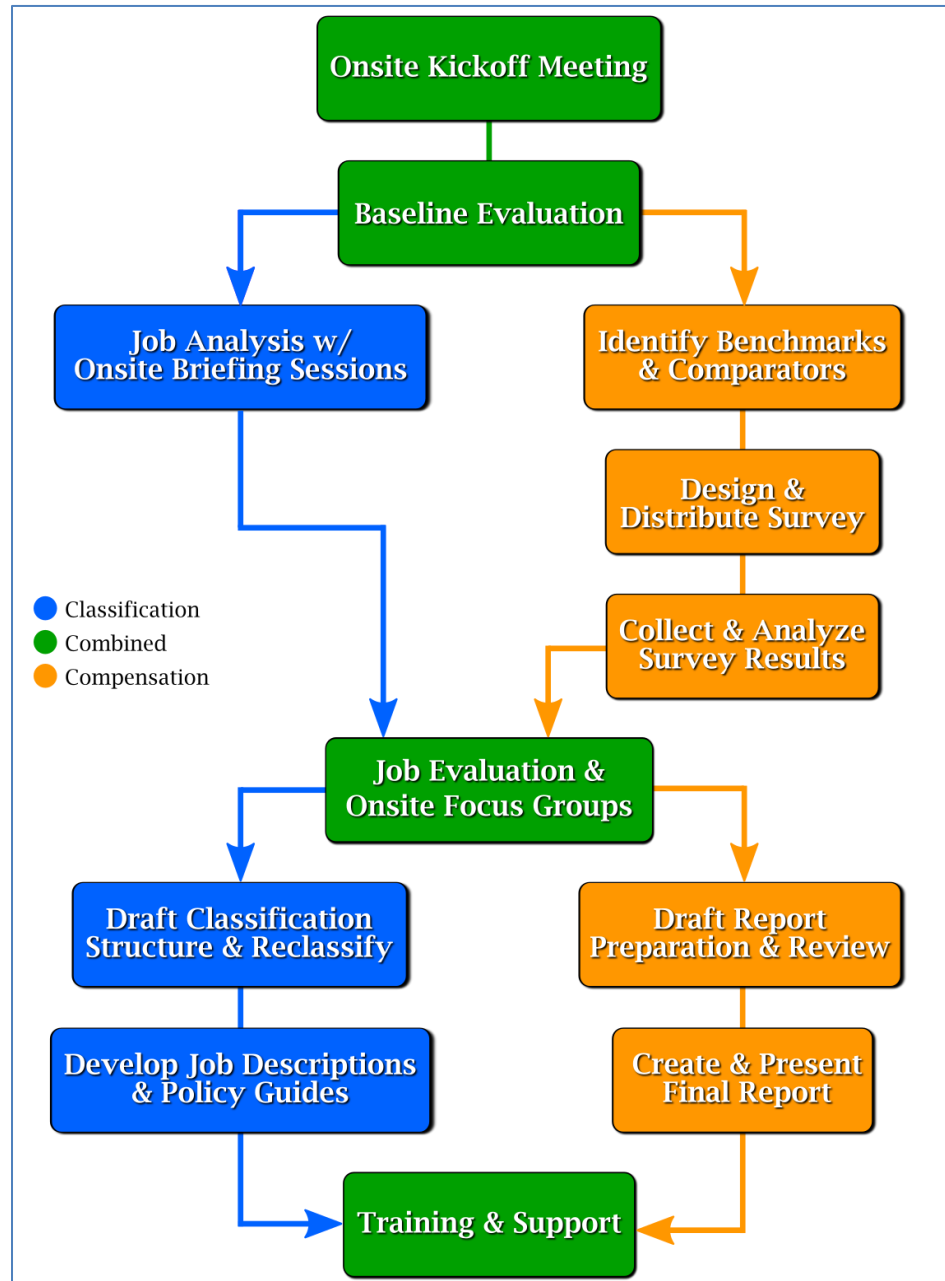


Figure 2 - Process Flow Chart



Paypoint HR plans to conduct the internal equity portion of the study prior to the external portion of the study though some activities will be conducted simultaneously. The reasons for this include:

- Job titles and job descriptions are, in the minds of the employees and their supervisors, inextricably associated with the “worth of the work” or pay. Compensation is often a highly emotional issue. By separating the two phases of the study, even though elements of the phases may be conducted concurrently, it gives us two separate yardsticks of measure.
- The compensation review will be completed when there is a full understanding of the scope of work, thereby ensuring that the data developed from the labor market and client’s classifications are correct.

Paypoint HR uses an expectation of excellence philosophy when approaching our projects. Based on the size and scope of each project, we determine the most effective utilization of resources and build our project team. We use secure, effective communication tools to safely and transparently share information. This approach tends to take a people-centric perspective, implementing short phases or steps that rely on ongoing feedback. This continuously reshapes and refines the project path. The methodology has proven successful over time and frees teams from using a cookie cutter approach to designing a custom work product. As a consequence, we are able to offer faster turnaround and the dynamic ability to quickly adapt to changes.

#### **Phase 1 – Classification/Competencies Component**

- A. Project Start and Initial Meetings
- B. Baseline Data Collection and Initial Analysis
- C. Job Analysis Collection and Completion & Focus Groups
- D. Job Evaluation and Classification Development
- E. Draft Job Descriptions and Policy Guides
- F. Develop Guide for Implementation of Changes and Draft Interim Report

#### **Phase 2 – Compensation Component**

- A. Identify Benchmark Positions and External Survey Comparator List
- B. Design and Distribute Survey
- C. Collect and Analyze Survey Data
- D. Internal Relationship Analysis and Alignment
- E. Preparation of Draft Report
- F. Deliver Final Report and Deliverables for Implementation

We will look at both qualitative data and quantitative data throughout both the classification and compensation portions study. The purpose of statistical data allows us to capture a snapshot of the existing plan and create baselines on the existing plan. This gives us a starting point to uncover areas of possible review and revision recommendations.

## Phase 1 Classification/Competencies Component

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This phase of the assignment will result in the study of all classes that includes the comparison of classes within series and to other occupational levels within the organization. Study tasks include: project initiation and orientation, employee orientations, creation of custom survey websites for employees and managers, completion of Position Vantage Point by employees, desk audits by managers and/or Human Resources, and interviews with employees/focus groups. The cumulative information gathered will culminate in the preparation of revised or new class specifications, and a review process for all employees included in the scope of the study.

### Task 1A – Project Start

The project initiation phase encompasses all the steps required to initiate the project. This task includes the following activities:

#### **Kick-Off Activities**

- Request pertinent materials prior to the project initiation meeting so that Paypoint HR has an understanding of the scope of the study, an understanding of the client's current classifications, and is prepared to seek further relevant information during the initial meetings.
- Obtain relevant information and statistical/anecdotal data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses. Identify current incumbents and gather any other documentation to gain better understanding of the client's operations.
- Meet Human Resources Director to discuss project context and methodology, determine reporting relationships, and clarify project understanding and Milestones to create the Communication Plan.
- Reach an agreement on a schedule for the project including all assignments and project milestones/deliverables and deadlines for completion of the assignment.
- Establish an agreeable communication schedule while identifying potential challenges and opportunities for the study.
- Schedule employee Kick-Off briefing sessions.
- Create an Executive Announcement Letter for distribution to staff.
- Initial review of relevant materials, including: (a) any previous projects, research, evaluations, or other studies that may be helpful to this project; (b) organizational charts for departments and divisions along with related job descriptions; (c) current position and classification descriptions, salary schedules, salary ranges, pay scales, payroll reports, and classification systems; (d) strategic business plans and budgets; (e) personnel policies and procedures; and (f) evaluation criteria.
- Discuss the Client's strategic direction and the short-term and long-term priorities.
- Review any data provided by the Client that may provide additional relevant insight.
- Review internal career ladders in order to identify needs, make recommendations, and keep positions competitive in the market.
- Maintain open lines of communication.

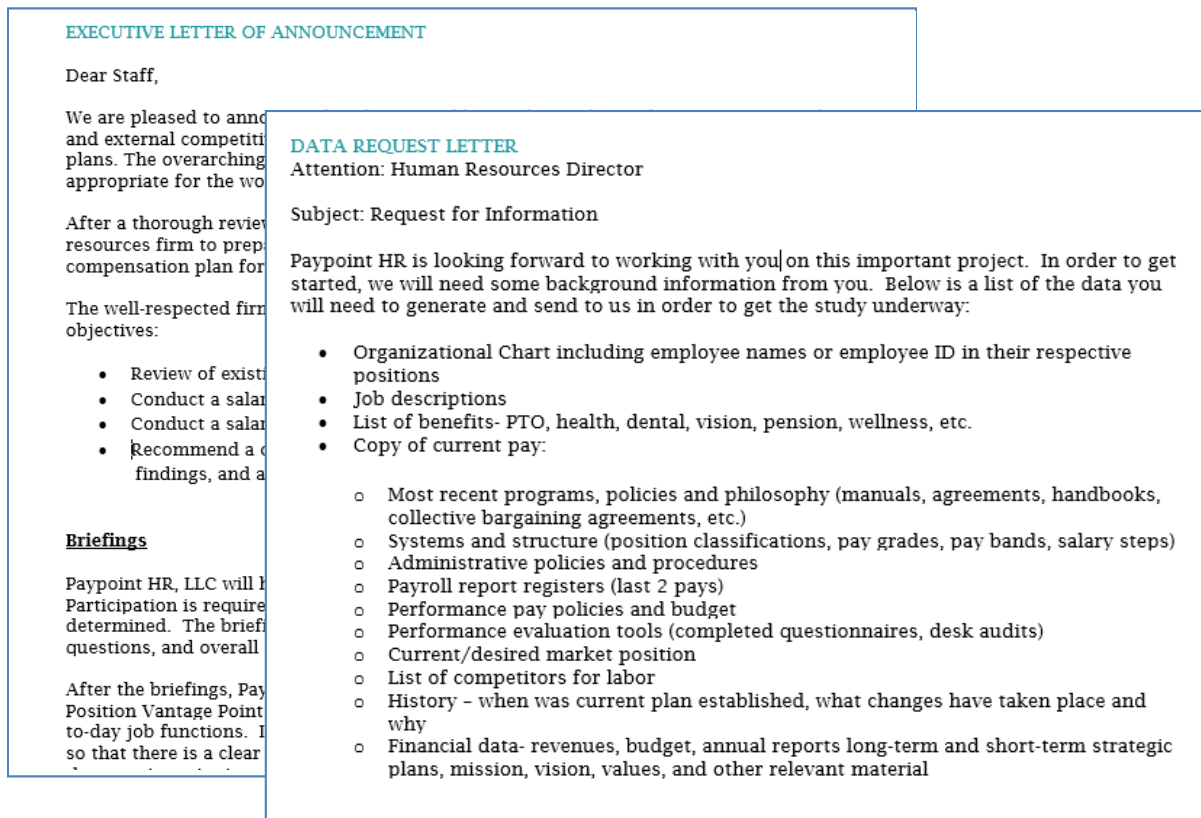


Figure 3 - Sample Letter Templates

### Task 1B – Baseline Evaluation

Paypoint HR will incorporate the accumulated knowledge and understanding of the project gathered at this point into a main client file. Data will be collected throughout the project and will be housed in this central location. The Baseline Evaluation Task evaluates the current system as outlined and includes the following activities:

- Conduct a comprehensive preliminary evaluation of the client's existing position review process. Conduct any necessary question and answer sessions. Develop an accurate database of client's employees for study and review data as well as career ladders. Understand the client's approach to compensation and overall philosophy on attracting and retaining competent staff.
- Review the existing pay structure and processes to look for potential problems to be resolved. Determine the strengths and weaknesses of the current pay plan(s).
- Complete an assessment of the current conditions that details the pros and cons of the current system as well as highlights areas for potential improvement in the final adopted solution.

- Conduct a thorough review of all background materials related to the client's classification system. Review information from the department head as well as incumbents. Conduct interviews as appropriate.
- Document accepted compensation and classification philosophy and budgets based on input from the Study Project Leaders and other key staff.
- Gain understanding of employee recruiting and retention processes to uncover challenges in the local labor market and provide guidance on market positioning strategies.
- Once a baseline is determined, establish the client's current position as compared to the local market using sources of data preferred by the client as well as Paypoint HR's resource library for consideration.
- Look at goals for recruiting and retention with regards to sustainable budget amounts that will support recommendations on market position strategy.
- Consider both current and anticipated information technology programs, software and staffing levels to support, implement, administer, and maintain the recommendations given to the client by Paypoint HR.

Current Grade	#	# near Min	% near Min	# near Max	% near Max
9	7	5	71%	1	14%
10	2	1	50%	0	0%
11	8	5	63%	0	0%
12	13	5	38%	2	15%
13	8	2	25%	1	13%
14	7	1	14%	3	43%
15	8	3	38%	0	0%
16	15	2	13%	2	13%
17	5	2	40%	0	0%
18	8	0	0%	4	50%

**Figure 4 – Sample Baseline Evaluation**

### Task 1C – Job Analysis Collection and Completion

The job analysis portion of the study includes employee outreach. We find that by having employee involvement, your staff will feel more valued. By gaining insight from employees about their position and the overall pay structure, in their own words, the study deliverables will be more relevant and as a result, employees will be more inclined to accept recommendations.

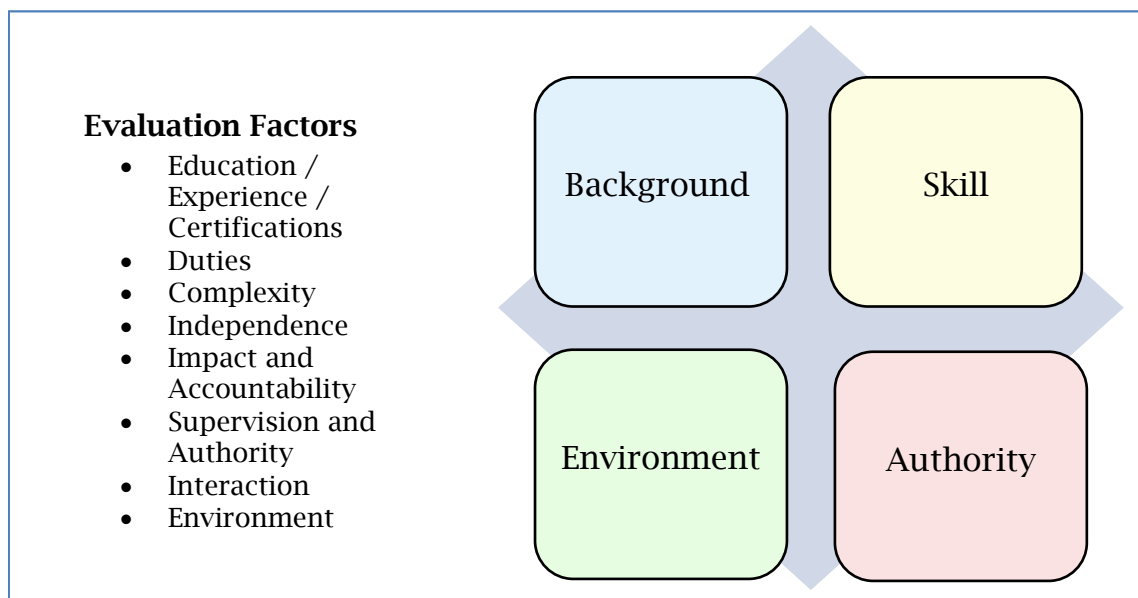
During this stage in the process, the following milestones will be met:

- Conduct employee briefing sessions to review the role of employees, the role of supervisors, the scope of work to be covered by the study and to explain how to complete the job analysis questionnaire (Position Vantage Point, or PVP.) It is communicated to employees that this process is not a performance review, but rather an identification of what should be required for new employees.
- Employees will be given a period of time to complete the PVP, usually 10 – 14 days. Employees are encouraged to retain a copy of their responses for their records.
- Completed surveys are given to department heads for their review and input. Front line supervisors often work in collaboration with department heads during this process. Typically, this process takes 7 – 10 days.
- Department heads turn in the reviewed PVPs to Human Resources for any further input with the final product then provided to Paypoint HR for analysis.

#### Task 1D – Job Evaluation and Classification Development

Task 1D of the project acknowledges the job analysis information and supporting material. The city may have Paypoint HR utilize an existing classification method or choose to utilize Paypoint HR's Compensable Factor System (CFS). Once the job analysis PVP is distributed, Paypoint HR will:

- Facilitate collection of job descriptions, desk audits, and supporting materials from the Study Project Leaders or designated Human Resource department contact. The job descriptions, audits, and supporting reports will be reviewed and analyzed in detail along with other documentation to obtain an understanding of the duties and responsibilities assigned to each position.
- Identify the classification of existing positions utilizing the existing job evaluation system, review jobs, and characterize the internal equity relationships within the organization.
- Review all class specifications with the Study Project Leaders. Review each classification and score the classification using a point factor system or the system that the client has in place. Include an evaluation of results.
- Develop preliminary recommendations for the classification structure. The classification system designed at this point will be based solely on internal equity relationships and will be guided by scores for each classification. Essentially, a structure of classifications will be reviewed and classifications with similar scoring would be grouped into pay grades. The final decision on the minimums and maximums of the pay grades will be determined after the market data has been collected.



**Figure 5 - Position Evaluation Factors (Example)**

Prior to developing detailed class descriptions, our job evaluation will result in a classification plan concept and employee allocation discussion with the Project Team. We recognize the city will have its own factors to determine hierarchy. We will compare changes in business needs and operations, as well as any reorganization, with the established classification system and job families, as well as review internal relationships between classifications.

Our job evaluation method involves a quantitative approach. The whole position classification methodology examines your current evaluation criteria and augments it with other factors as needed. Our analysis will include our assessment methodology. We will list broad class concepts and highlight where significant changes may be recommended, such as, expanding or collapsing class series in the same functional area and/or separating or combining classifications assigned to different functional areas. We will review and analyze current classification series, the number of classifications and classification levels, and job families. We will also review and update established titling guidelines for the studied classifications for appropriate and consistent titling.

A detailed, incumbent-specific allocation list for each position included in the study will be prepared, specifying current and proposed classification title and the impact of our recommendations (reclassification upgrade or downgrade, title change, or no change). After we have completed this process, a meeting will be arranged to review any recommended changes to the classification plan with the Study Project Leaders.

After preliminary approval of the class concepts and allocation lists, recommendations for new and/or updated class descriptions will be developed for each proposed classification following the format approved by the client.

From the review of the PVPs, desk audit reports and any interviews, we will update duties, responsibilities, and minimum qualifications of each class specification, as necessary, or develop new class specifications if duties, responsibilities, and minimum qualifications have changed significantly. We will recommend new classification/class levels and/or operational changes, business needs, and any reorganizations that require new classifications. Analysis of FLSA, EEO, and ADA requirements will also be analyzed for compliance.

**Index of Current to Recommend Job Classes**

Current Job Class	New Job Class	Trans Code
Superintendent of Printing	Printing Supervisor	T
Support Services Project Manager	Delete	D
Survey Party Chief	Survey Party Chief	N
Surveyor I	Surveyor	M,D
Surveyor II	Surveyor	S,N
	Utility Locator	J
Switchboard Operator	Clerical Assistant	M,D
Systems Analyst	Systems Analyst	N
Transaction Codes		
M – Merge into Other Class	S – Split into Two or More Classes	
T – Title Modification	N – No Change	
D – Delete Class Title	J – New Job Class	

**Figure 6 - Sample Index of Current to Recommended Classes**

The Index of Current to Recommended Job Classes is an alphabetical listing of all job classes currently used by the client and the recommended disposition of each of those job classes and titles. Current data is from the payroll, class specifications, and/or job descriptions, classification plan, and PVPs. New data includes job class title and transaction codes.

### Task 1E – Draft of Job Descriptions and Policy Guides

Task E of the project will draft a job class classification and allow for review by the city. This task includes the following activities, principally for new job titles and those that have substantially changed, namely:

- A draft copy of the revised/new class description with an allocation recommendation will be submitted to the Project Leaders.
- Department Heads and managers will receive a copy of their employees' draft job descriptions and will be asked to review their comments and feedback to verify and concur with the information provided.
- Subsequently each manager, supervisor, and employee will be given an opportunity to provide comments and concerns regarding any modifications to the classification structure and specifications.
- Our experience has been that this is one of the most critical phases of the project (but also one of the most time-consuming).
- Our proactive and effective communication process at this crossroad has always avoided formal appeals, adversarial meetings, or major conflicts after the study.
- Paypoint HR will provide a format for the client to show each employee whose position was studied, and how their position is being affected.
- The form will have two options for the employee's signature: one line is reserved for employees who have read and agree with their draft job description; the other line is reserved for employees who have read the draft class description and disagree with certain parts, want to make changes, want to add or delete information, or have general questions about the description and/or the process.

### Task 1F – Develop Guide for Implementation of Changes and Draft Interim Report

A Draft Interim Report of the Classification Study will be completed and submitted to the client for review and comment. The report will contain:

- A recommended classification plan;
- A classification implementation and maintenance manual, including documentation regarding study goals and objectives, classification methodology, approach, and process, as well as analysis and resulting recommendations;
- The recommended allocation list, and classification title changes; and
- Classification concepts and guidelines, as well as distinguishing characteristics and other pertinent information for implementation and continued maintenance of the pay plan.

Once we have received the city's comments regarding the Draft Interim Report and have made any necessary changes, a Final Classification Report will be developed that is compliant with State and Federal Regulations.



## Phase 2 Compensation Component

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This Section of the study will result in the development of labor market survey parameters and the collection and evaluation of labor market survey data. The findings from the compensation component will be reviewed and analyzed to look for areas of possible improvement. Paypoint HR will create a pay structure that meets the city's objectives. We will give the city perspective on the economic impact adoption of the recommendations will have on the city. This will make the factors for implementation clear and help anticipate needed steps to meet the overall goals.

### Task 2A – Identify Benchmark Positions and External Survey Comparator List

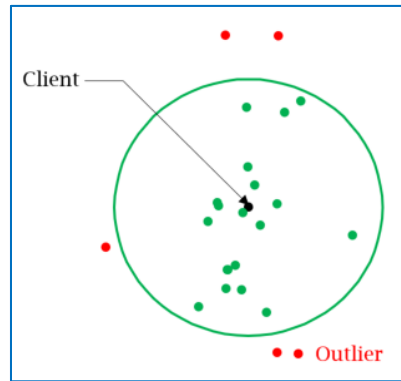
Task 2A of the compensation portion of the study will include identifying benchmark job positions and identifying a mutually agreed upon list of external comparators to be included in the external survey. In order to complete this, the following steps will be taken:

- Involving the Study Project Leaders and stakeholders as appropriate, in the decision-making process.
- Agreement on which agencies are included *PRIOR* to beginning the study. Our experience has shown that this is the most advantageous approach.
- Conducting a thorough review of all materials to date including: employee database, classification listing, interviews, compensation review, and meetings with the Project Management Team. This will be closely followed by an exploration of the Project Team's overall strategic compensation vision.
- Thoroughly reviewing the various components of existing compensation plans and policies as well as the regulatory environment surrounding compensation.
- Identifying highly competitive positions within the organization and customizing the survey where appropriate.
- Reviewing and discussing how a compensation program might be designed to support the organization's business strategy and organizational objectives.
- Confirming and discussing the Project Team's preferred percentile placement within the market place.
- Acknowledging the organization's policy with respect to internal pay equity and employee perceptions of fairness.
- Addressing the Project Team's philosophy with respect to employee retention including the role compensation plays in retention issues.
- Reviewing the Project Team's philosophy with respect to fiscal sensitivity and flexibility.

"Benchmark classes" are normally chosen to reflect a broad spectrum of class levels. The positions that are selected normally include classes that are most likely to be found in other similar agencies and will therefore provide a sufficient and valid sample for analysis.

Benchmark positions should encompass the entire range of positions from the beginning of the pay ranges to the end. There should be a number of positions equally interspersed among the pay scale. Positions that have been difficult to attract and retain excellent

employees should be included. Paypoint HR will offer information and examples for the Project Leaders to consider and which will provide a measurable, rational, fact-based methodology to determine the relative job worth within the organization (as required by the EEOC).



**Figure 7 - Illustration of Economic Variance Using the Client as the Baseline**

Paypoint HR will conduct an economic analysis of regional organizations to identify a preliminary unbiased list of appropriate comparators. The purpose of this step is to ensure the worthiness and legitimacy of using these organizations to develop recommendations. This adds validity to the findings and yields defensible results. We will keep in mind the Project Team’s criteria on such factors as degree of competition for obtaining and retaining candidates for high quality staff, their location in the city’s traditional recruitment areas, and their level of service. Paypoint HR uses objective parameters to determine the legitimacy of findings. Below is a list of possible criteria to consider when selecting organizations to be sampled:

#### **Sample List of Selection Criteria**

Median Housing Price	Unemployment Rate
Median Household Income	Labor Force Participation Rate
Cost of Living Adjustment	Proximity
Population	

Each organization considered is given a variance score related to data points and an aggregate variance score is created. This will help identify the organizations whose results will provide validity to the study. Upon identifying benchmark positions and the selected comparators, Paypoint HR will then create the document for surveying the selected organizations and conduct the external survey.

## Task 2B – Design and Distribute Survey

In Task 2B of the study, it is anticipated that the creation and distribution of the external survey will take place. This analysis will include a detailed concise presentation of data to be collected. The survey will include job titles along with a brief summary of each position. This approach allows respondents to compare job description to job description and not just job titles, therefore ensuring true "matches" from the survey respondents.

Paypoint HR will send the survey to all comparators and if necessary, complete Freedom of Information Act (FOIA) requests. We conduct all of the survey distribution, data collection, and analysis ourselves to ensure validity of the data and to enforce quality control. While there is an industry standard of 5-15% response rate for surveys, Paypoint HR typically receives 25-40% response rates. While the surveys are out for distribution, Paypoint HR will further examine the existing compensation environment to establish a baseline and keep in contact with the Project Team.

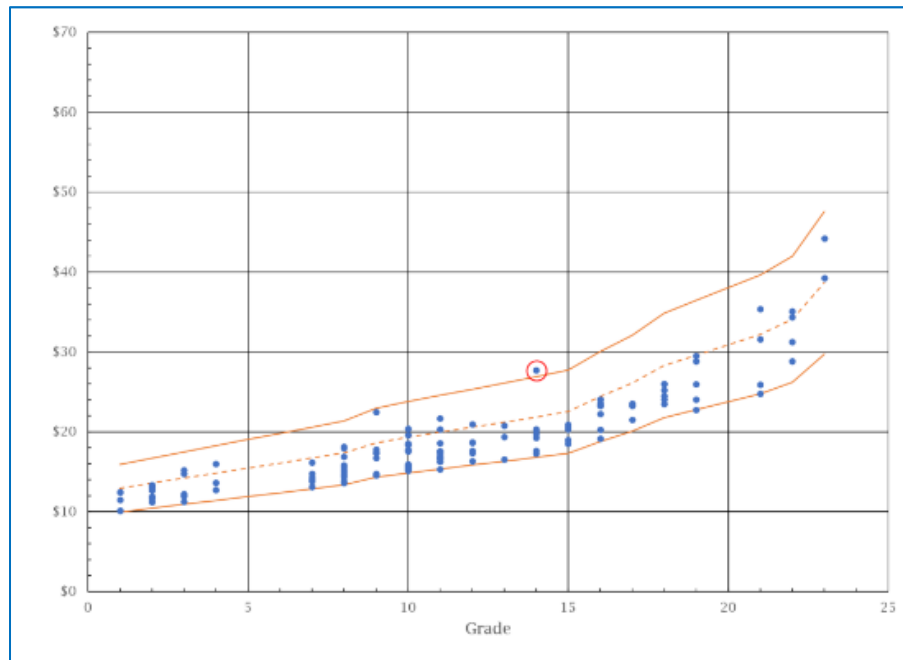
## Task 2C – Collect and Analyze Survey Data

Client's Job Title	Client's Job Summary	Match	Min	Mid	Max
Accounting Technician	Performs intermediate technical and clerical work involving the preparation and/or maintenance of fiscal or related records; does related work as required.	Exact Match - 100%	\$15.61	\$18.53	\$26.07
Administrative Assistant	Performs difficult skilled clerical work providing a variety of administrative, secretarial and record keeping duties; does related work as required.	Very Good Match - 75%	\$14.15	\$18.72	\$23.64
Benefit Programs Specialist I	Determines eligibility and re-determination of eligibility of individuals and families for financial assistance, food stamps, medical assistance, and other social services' benefit programs. Entry level.	Exact Match - 100%	\$19.92	\$19.95	\$33.26
Building Inspector	Performs intermediate technical work in the inspection of all phases of building plans and construction.	Exact Match - 100%	\$18.08	\$26.72	\$30.20
Chief Deputy Treasurer	Performs difficult technical and administrative work assisting in the operation of the Treasurer's Office; does related work as required.	Exact Match - 100%	\$35.77	\$45.37	\$59.74
Communications Officer	Performs intermediate skilled clerical work dispatching law enforcement, fire, rescue and other equipment and personnel usually in response to emergency situations; does related work as required.	Very Good Match - 75%	\$18.06	\$20.32	\$30.16
Communications Supervisor	Performs difficult technical work overseeing and participating in dispatching law enforcement, fire and rescue equipment and personnel to emergency and non emergency requests for service.	Very Good Match - 75%	\$20.95	\$25.92	\$34.99

**Figure 8 – Sample of Job Summaries in External Survey**

Following the distribution of the surveys, Paypoint HR will collect the data and conduct an in-depth review of the survey results with the Study Project Leaders, as appropriate. The purpose of this review is to identify any additional information needed or areas that require

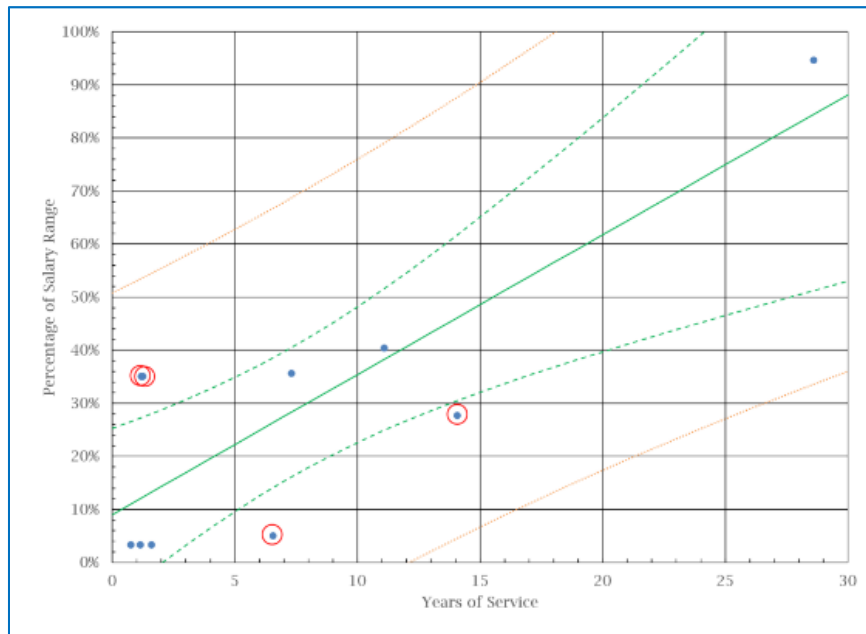
further analysis. Paypoint HR will examine salary spread for all grades, ladders between grades, and identify the possibility of positions being compensated differently than intended from the existing plan. We will examine the distribution of employee salaries to highlight challenges and conduct an analysis of wage compression using Paypoint HR's proprietary statistical processes, if requested. Positions that contribute to compression are specifically identified for adjustment.



**Figure 9 - Baseline Analysis of Client's Workforce**

#### Task 2D - Internal Relationship Analysis and Alignment

To determine recommendations for internal equity, considerable attention will be given to this phase of the project. It is necessary to develop an internal position hierarchy based on the organizational value of each classification. By reviewing those factors, we will make recommendations regarding vertical salary differentials between classes in a class series (if recommended), as well as across departments.



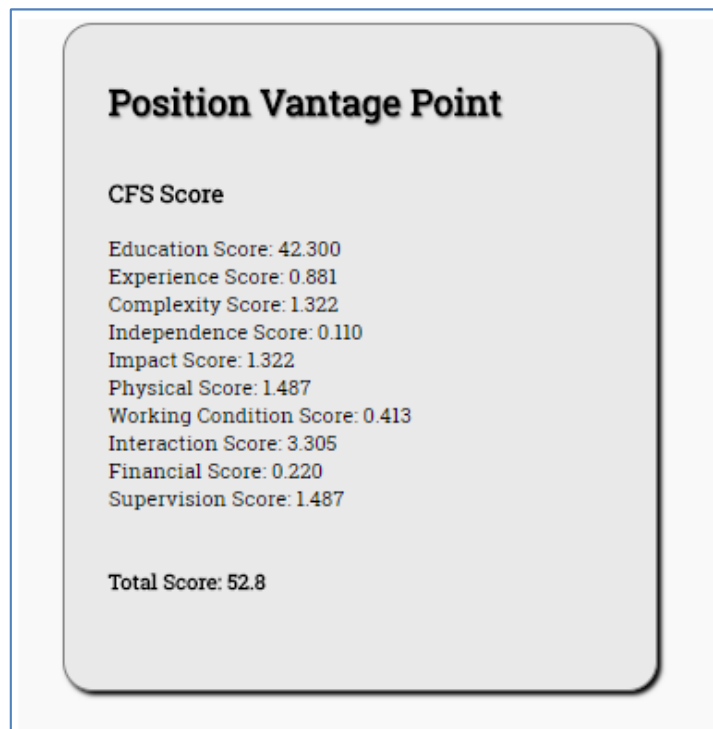
**Figure 10 - Sample Internal Compression Analysis**

Paypoint HR analytically develops an internal hierarchy based upon the job analysis responses. The ultimate goal of this critical step of the process is to address any internal equity issues and concerns with the current compensation system. We look for compression and inconsistencies. Our quantitative tool, Compensable Factor Score (CFS) system, allows us to objectively compare between certain classifications.

Current Grade	Job Title	CFS Score
25	Director of Public Works	95.7
24	Director of Fire & Rescue	83.4
24	Director of Human Resources	78.3
22	Deputy Director of Finance	43.5
FR 4	Lieutenant, Police	21.1
19	Senior Accountant	20.5
12	Crew Leader	13.9
13	GIS Specialist	12.4
2	Custodian	7.5

**Figure 11 - Sample of Compensable Factor Score Results**

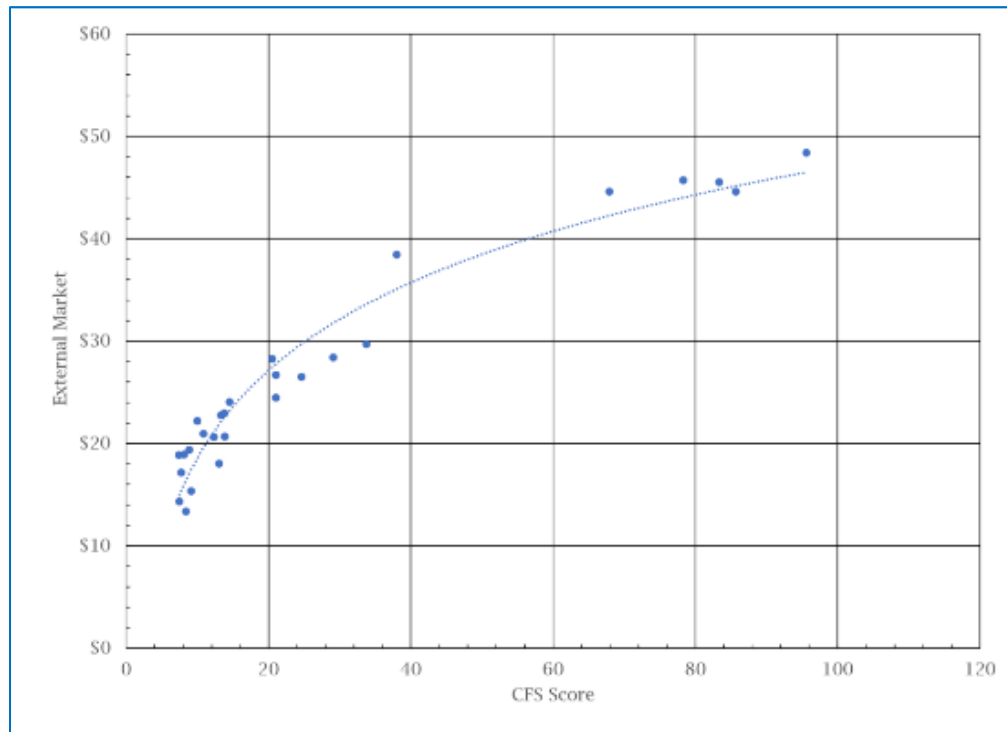
We will create a sound and logical compensation structure for the various levels within each class series, so that career ladders are not only reflected in the classification system but also in the compensation system. The recommendations will contain pay differentials between levels that allow employees to progress on a clear path for career growth and development. Career ladders will be looked at both vertically and horizontally to mirror the classification structure that was developed during the classification section of the study. Paypoint HR's Compensable Factor Score (CFS) formulation provides a framework to construct an unbiased internal hierarchy of positions.



**Figure 12 - Compensable Factor Score Example**

The internal hierarchy is correlated with the findings of the external market, external equity, by using Paypoint HR's non-linear statistical algorithm. A 90% or greater correlation is typical, lending to confidence that both the internal and external equity are sound and appropriate.

Paypoint HR may choose to supplement the survey data with information from our own internal library. This helps to identify outliers and get a pulse on how the study results compare to the market as a whole.



**Figure 13 - Sample Comparison of Internal / External Hierarchy**

### Task 2E – Preparation of Draft Report

Depending on the data developed from the internal analysis, we will review and make recommendations regarding internal alignment of your salary structures including combining or expanding groups or salary scales. We will develop recommendations for pay grades and salary ranges for all classifications based typically on median salaries from the comparable agencies based on the organization’s overall compensation philosophy and policy. We will also analyze any pay compression issues to ensure internal equity, if requested.

- We will conduct a competitive pay analysis using the market data gathered to assist in the determination of external pay equity and the recommendation of a new base compensation level for each classification studied.
- We will conduct a comparative analysis to illustrate the relationships between current pay practices and the newly determined market conditions. We will also develop solutions to address pay equity issues. Our analysis includes information regarding the financial impact of addressing pay equity issues for the city. The end result is intended to create a market adjustment and implementation strategy supporting your goals, objectives, and budget considerations.

Positions will be categorized in a compensation ratio or “Compa-ratio” relating actual pay rates to market rates to determine if they are in-line with the external market. Positions will be classified by their Compa-ratio and determined to be either below, at, or above the market rate. We use these findings to make corrections to pay for each position which allows for fiscal impact analysis of recommendations.

	Accounting Technician I	Admin. Assistant	Asst. County Attorney	Asst. Landfill Manager
<b>Market Percentiles</b>				
20%	\$15.78	\$15.27	\$34.70	\$16.88
25%	\$17.17	\$16.03	\$36.37	\$17.91
30%	\$17.69	\$16.56	\$38.07	\$18.74
...	...	...	...	...
70%	\$22.92	\$22.18	\$52.69	\$24.75
75%	\$23.29	\$22.73	\$53.81	\$25.91
80%	\$24.27	\$23.75	\$55.44	\$26.88
Mean	\$20.25	\$19.51	\$45.41	\$22.29
Compa-Ratio	-1.6%	-6.3%	-11.3%	+8.4%

**Figure 14 - Sample Compa-Ratio Results by Job Title**

The Draft Final Report will be completed and submitted to the Study Project Leaders for review and comment. The report will provide detailed compensation findings, documentation, and recommendations. The report will include the following information:

- A proposed Salary Range/Plan document;
- Any alternative compensation plans identified;
- Reports addressing employees whose base pay either is below or exceeds the market rate;
- The option to implement the recommended plan in phases;.

After an initial round of feedback from the Study Project Leaders, we will make edits and resubmit the draft to the Project Team for review and approval. Final meetings with the Project Team and stakeholders will be conducted and any final adjustments are made prior to delivery of the final report to the appropriate stakeholders. Once all of your questions and concerns are addressed, a Final Report will be created and submitted in a bound format and electronic format.



Positions Compensated Substantially Below Market (% Diff < -10%)	
Accounting Technician I	Assistant County Attorney
GIS Specialist	GIS Technician
Maintenance Supervisor	Network Technician
Permit Specialist I	Water Meter Technician II
Positions Compensated Below Market (-10% < % Diff < -5%)	
Administrative Assistant	Custodian
Deputy Director of Technology	Landfill Truck Driver
Maintenance Worker	Parks and Recreation Manager
Payroll Specialist	Senior Systems Analyst

**Figure 15 - Sample External Market Results Summary**

#### Task 2F – Deliver Final Report and Deliverables for Implementation

Paypoint HR typically works on tight schedules that demand extensive communication. We first listen to our clients to understand their specific needs and then create recommendations that fulfill the purpose of the study. Our final report reviews the city's background as related to the study and conveys complex concepts clearly and concisely. We feel this is one of our strongest attributes. An area of communication where we particularly excel is in the ability to communicate with employees at all levels of education and background. The concepts covered during employee outreach are reflected in the final report, as appropriate. This improves morale as the employees feel valued by knowing they have been heard. We are a liaison and have discovered opportunities and issues that would not have otherwise been utilized or addressed.

The final report includes an Executive Summary that summarizes the study methodology and gives recommendations for consideration by the city. The report highlights specific areas where an opportunity exists to improve the city's Classification and Compensation programs. The strategic position of the existing plan is reviewed in relation to the findings and shows comparisons. Recommendations that affect the city's budget are reviewed and their financial impacts are projected to ensure the city is able to support them. The Final Report is developed in a way that is relevant to the current market as well as allows the city to make a long-term strategic plan for attracting and retaining staff. The work product includes steps for implementation, training, and ongoing administration.

Our recommendations have been well received by our audiences. We have developed valued relationships and are considered by our clients and their employees as a trusted advisor. We

welcome the opportunity to work with the city to prove ourselves as an excellent service-oriented firm.

#### Salary Recommendations

The fiscal impact of the recommendations listed below are approximate costs for salary adjustments only. It does not factor in associated costs for employee related benefits.

1. Raise the salary of 13 positions that are *substantially* below market, first, at a cost of \$102,438.
2. Raise the salary of 52 positions that are below market, second, at a cost of \$145,571.
3. Adjust the salaries of positions that are near market with normal base-salary and tenure adjustments.
4. Discontinue making base-salary adjustments to the salaries of positions that are above or *substantially* above market until compensation is near market. Continue providing tenure-based salary bonuses.
5. Adjust only the salary scale by the Southern Mid-Atlantic Consumer Price Index (CPI) yearly to help ensure that the County's salary plan keeps up with market. Individual salaries would not be scaled by the CPI.

**Figure 16 - Sample of Study Recommendations**

#### Summary of List of Standard Deliverables

- Kick-off meeting with Project Team and collaborative development of the Project Communication Plan.
- Project planning and methodology.
- Briefing Sessions with All Employees to go over the scope of the project, their role, and to give direction on how to complete the job analysis.
- Job Evaluation report completed using scores from job analysis responses.
- Comparator Analysis reports to identify localities that compete for labor with the city.
- Development of agreed benchmark positions.
- External Market Survey for comparators with benchmark job titles and short job summaries.
- Update of Job Descriptions, where applicable, to include FSLA, EEO, and ADA compliance (sample provided upon request).
- Creation of Recommendations for Reclassifications report, including job title simplification.
- Development of a Compensable Factor Scoring System tailored to the city for use and maintenance of job evaluations and internal equity.
- Development of training for ongoing administration and implementation along with supporting materials and manual.

- Development of a salary structure based on the survey findings and job evaluations.
- Survey finding reports showing options for strategic position as compared to current position.
- Fiscal Impact report showing costs associated to the selected strategic market position.
- Cumulative Final Report for presentation which shows methodology, procedures, development of findings, work product deliverables, and the financial impact of recommendations.

## Implementation

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Communication with the Project Team and key stakeholders are described at each step in the process of our project methodology. We consider our audience for implementation to be the Project Team, managers, and employees. We have tailored our process to involve each at the appropriate times. We incorporate meetings, frequently asked questions, questionnaires, informal appeals, reviews and feedback sessions. Various media is used during the project to convey changes. We include: online access to information, written communication, forms, face-to-face meetings, electronic communication, as well as virtual meetings.

Weekly progress reports will be provided to the Project Team. Paypoint HR will also provide to the Project Team status reports every two weeks and as requested. We keep our clients fully abreast of all activities that Paypoint HR undertakes during the course of our projects to ensure timely completion and to short-circuit any issues that may arise.

- Paypoint HR provides forms for discussions with personnel regarding how the changes affect them individually.
- We create Job Discussion Request (JDR) and Job Discussion Guide (JDG) forms for employees and their supervisors to complete and submit to the Human Resources department. While employees may not always agree with our recommendations, they have a "second chance" to ensure that they have been heard and to continue the educational process regarding why specific recommendations were made.
- A manual of instructions and training materials regarding the administration of the proposed compensation system;
- A list of implementation issues, schedules, fiscal impact statements, cost projections, and communications surrounding our recommendations;
- A guide for rules, policies, and procedures for you in implementing, managing, and maintaining the compensation system;
- Train the trainer sessions; and,
- Customized software, unique for each client based on the results of the study, and support plan options.

## Maintenance

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The city will receive tools from Paypoint HR for continued maintenance of the adopted pay plan. Example of these tools include:

- Access to the CFS system for placement of new positions or positions that have experience a substantial change,
- Job description update processes and procedures, and
- A “Train the Trainer” guide for transfer of administration.

To conduct a proactive ongoing maintenance program for the client’s compensation structure, we recommend an in-depth review of the pay plan every three years to consider internal and external equity among key benchmarked positions. During interim years, where there are issues of concern, brief reviews and updates should be conducted. Paypoint HR will be available as needed to support the client in the implementation process. By developing an ongoing maintenance plan, the client should expect to see the benefits and return on investment through reduced turnover and fewer employee complaints.

## Proposed Timeline

Our professional experience is that comprehensive studies of this scope and for this size organization take no more than 16 weeks to complete, allowing for adequate position vantage point completion, interview time, classification description development, compensation data collection and analysis, review of steps by the client, the development of final reports, and any appeals.

Timely progress reports will be provided to the client. Paypoint HR will also provide to the Project Team interim reports as the project progresses. We keep our clients fully abreast of all activities that Paypoint HR undertakes during the course of our projects to ensure timely completion and to short-circuit any issues that may arise. A customized schedule would be constructed in conjunction with both Paypoint HR and the city to meet the project requirements.

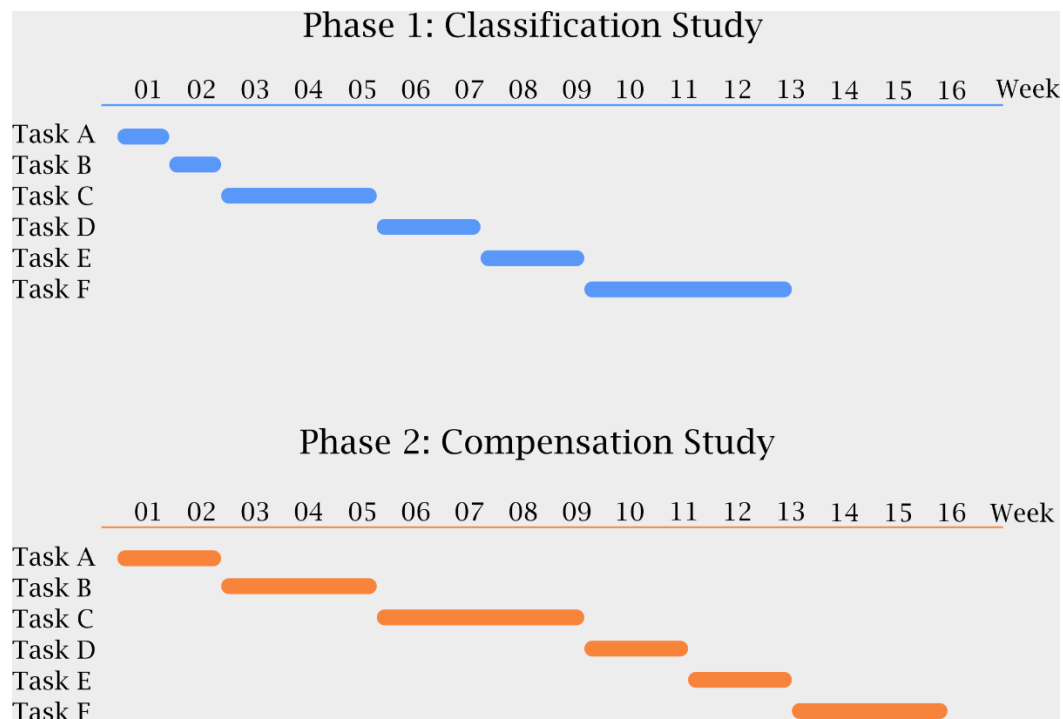


Figure 17 - Gantt Chart

## Price Proposal

### PHASE 1 Classification Component

Task		Hours
A	Project Start and Initial Meetings	12
B	Baseline Data Collections & Initial Analysis	24
C	Job Analysis Collection/Completion & Focus Groups	28
D	Job Evaluation and Classification Development	24
E	Draft Job Descriptions and Policy Guides	8
F	Develop Guide for Implementation of Changes and Draft Interim Report	12
	<b>Subtotal Professional Hours</b>	<b>108</b>

### PHASE 2 Compensation Component

Task		Hours
A	Identify Benchmark Positions and External Survey Comparator List	12
B	Design and Distribution of Survey	24
C	Collect and Analyze Survey Data	60
D	Internal Relationship Analysis and Internal Alignment	40
E	Preparation of Draft Report	32
F	Deliver Final Report and Work Products for Implementation	24
	<b>Subtotal Professional Hours</b>	<b>192</b>

<b>Total Estimated Hours of Phase 1 &amp; Phase 2</b>	<b>300</b>
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The standard consulting rate for the senior personnel listed, consistent with the Federal GSA schedule, is \$125 per hour of service. For a project entailing 300 hours of service, the total fee would be \$37,500. Our fee includes expenses associated with travel, phone, materials, and supplies. The total is an estimate of the time needed. Regular invoices, including a thorough delineation of services rendered, would be on a net 30-day basis. Paypoint expects support from the client in communication with key staff, setting up meetings, and providing meeting resources, as well as establishing reporting relationships, milestones, and timelines.

## References

### Recent Studies

Organization	Project Title and Service Dates
City of Aberdeen, Maryland	Classification, Compensation and Benefits Study 2019 - 2021
City of Bath, Maine	Compensation Study 2021 - 2022
Belknap County, New Hampshire	Pay and Classification Audit - Consultation Services 2021
City of Bethlehem, Pennsylvania	Classification and Compensation Survey 2017 - 2018
Bureau County, Illinois	Compensation Plan Study 2019 - 2020
Center School District, Missouri	Job Description, Legal Compliance, and Strategic Compensation Design 2018 - 2019
Charter Township of Shelby, Michigan	Job Analysis and Compensation Study 2016 - 2017
City of Claremont, New Hampshire	Pay and Classification Study Update 2019 - 2020
City of Columbia, Missouri	Classification and Compensation Data Consultation Services 2018 - 2022
City of Cottage Grove, Minnesota	Position Classification and Compensation System 2020 - 2022
City of Dover, New Hampshire	Classification and Compensation Study 2019 - 2020
Durham Public Schools, North Carolina	Compensation and Market Comparability Study 2016 - 2017
Elko County, Nevada	Compensation and Classification Study 2019 - 2021
Town of Farmville, Virginia	Classification and Compensation Plan Study 2019 - 2020

City of Fort Walton Beach, Florida	Pay and Classification Study 2018 - 2019
Town of Front Royal, Virginia	Compensation and Classification Study 2016 - 2018
Garrett College, Maryland	Job Classification and Compensation Study 2018 - 2019
City of Glenpool, Oklahoma	Compensation Study 2017 - 2018
City of Jacksonville, Texas	Compensation and Classification Study 2021 - 2022
Knox County, Illinois	Classification & Compensation Study 2019 - 2022
Town of La Plata, Maryland	Organizational Design Study 2021 Classification and Compensation Study 2022
City of Lake Dallas, Texas	Employee Compensation Study 2020
City of Largo, Florida	Compensation & Classification Study 2019 - 2020, 2022
City of Leander, Texas	Citywide Compensation Study 2022
City of Lebanon, Missouri	Compensation Philosophy and Study 2018 - 2019, 2022
City of Marion, Iowa	Compensation and Classification Study 2019 - 2020
Mid-America Regional Council, Missouri	Pay Plan Study Consultation Services 2016, 2022
City of Milford, Delaware	Job Classification and Compensation Study 2017
Millard County, Utah	Salary Survey and Compensation Analysis Services 2021 - 2022
City of Nixa, Missouri	Employee Compensation, Benefits and Classification Consulting Services 2018 - 2019



Northampton County Schools, Virginia	Compensation Study 2017 - 2018
Oklahoma City Zoological Trust, Oklahoma	Compensation and Classification Assessment 2018 - 2019
Otero County, New Mexico	Wage & Compensation Study 2019 - 2020
Prince George's County Memorial Library System, Maryland	Comprehensive Classification and Compensation Study 2017 - 2018
City of Raytown, Missouri	Compensation and Classification Plan 2021 - 2022
Richmond Metropolitan Transportation Authority, Virginia	Compensation Consultant 2018 - 2019
Rockingham County, New Hampshire	Pay and Classification Audit 2021
Rockingham County, Virginia	Employee Compensation and Classification Study 2017 - 2018
City of South Portland, Maine	Compensation Plan Study 2019 - 2020
City of Stuart, Florida	Classification and Compensation Study 2019
Warren County, Virginia	Classification and Compensation Study 2018 - 2019
Warren County Public Schools, Virginia	Classification and Compensation Study 2018 - 2019
City of Waynesboro, Virginia	Comprehensive Classification and Compensation Study 2019 - 2020

## Contacts

Contact Name	Contact Info	Project Title and Service Dates
Susan Sinz Director, Human Resources City of Largo	201 Highland Avenue Largo, Florida 33770 (727) 587-6706 <a href="mailto:SSinz@Largo.com">SSinz@Largo.com</a>	Compensation & Classification Study 2019 – 2020

The City of Largo employs 232 non-represented employees across 168 job titles.

The scope of work for the Compensation & Classification Study included

- Conduct a comprehensive salary survey for the City's Non-Represented positions to determine and identify quality job matches for each job title.
- Conduct a compensation and classification study of the City's job titles in the Non-Represented Pay Groups: City Manager, Executive Management, Operational Management, Professional/Technical, Temporary, and Variable.
- Review job titles and make recommendations for pay group, grade, range placement of current and proposed positions based on the classification study and salary survey.
- Review job families and career ladders and identify problem/concerns within the internal hierarchy system and propose methods to correct.
- Prepare a framework for a new and improved compensation structure to include definitions for each pay group identified, recommended pay ranges per group, and the list of the job titles to be classified to each unique pay group and pay range.
- Determine if the Professional/Technical group should be further defined and separated. Determine if the Operational Management group should be further defined and separated (ex. a business track vs. technical career track).
- Perform a comprehensive compensation analysis to address internal equity and compression issues considering employee compensation history, annual compensation in relationship to pay range spread, midpoint, anniversary, education, directly related years of experience and related factors to include state and federal regulations.
- Conduct an analysis of the City's administrative support classifications for the purpose of recommending job descriptions that more effectively capture the department's administrative needs city-wide.
- Recommend specific job evaluation methodologies and approaches to ensure the establishment and maintenance of a job evaluation and pay system based on internal equity and competitiveness with the public sector and private sector (similar sized organizations).
- Review and determine best practices and improved narratives to enhance the process in which the City administers the following personnel actions and handling of the transaction for the City's consideration in updating the Personnel Rules and

Regulations, Section VI: Pay and Classification Plan. Personnel Action Types: Starting Pay, Rehire, Reclassification and Types, Delete/Add, Demotion, Promotion, Transfer, Standby Time, and Call Back Time.

Contact Name	Contact Info	Project Title and Service Dates
Roz Johnson Human Resources Director City of Stuart	121 SW Flagler Avenue Stuart, FL 34994 (772) 288-5322 <a href="mailto:RJohnson@CI.Stuart.FL.US">RJohnson@CI.Stuart.FL.US</a>	Classification and Compensation Study 2019

The City of Stuart has a total of 251 full-time budgeted positions with 79 in one of two collective bargaining units and 40-45 part-time employees across 121 different classifications.

### Classification

- Conduct a job audit of selected benchmark positions, including general task analysis by department. This review may include interviews with Department Directors, division managers and other key personnel and/or employees to determine the essential functions of each position. Benchmark positions to be determined by the project team, input from Department Directors and guidance from the consultant.
- If deemed the appropriate method, prepare/provide a job analysis questionnaire for City management approval. The City would facilitate its distribution and completion.
- Assign all jobs to salary grades based on an objective evaluation of compensable factors related to the duties and responsibilities of the individual job.
- Refine job classifications/titles to accurately represent job duties and responsibilities as necessary. Review supervisor/management titles and recommend titling structure which defines consistent levels of responsibility across the organization.
- Review a sampling of existing job descriptions and recommend updates, as needed, including requirements of education, experience, knowledge, skills, and abilities.
- Map career ladders/promotional opportunities for selected classifications.
- Provide methodology for evaluating the classification of positions/jobs on an ongoing basis. Train Human Resources personnel in the administration of the proposed new/modified classification system.
- Assess FLSA designation for select positions.

### Compensation

- Review the current pay grade and salary ranges of City positions, including recommending appropriate salary ranges based on compensation survey and study results and appropriate salary range for each position.

- Evaluate current pay plan structure (i.e. number of pay grades, including additions, deletions, and/or consolidations, appropriateness of pay range spread from salary minimum to maximum).
- Conduct interviews, as necessary, with City Manager, Human Resources personnel, and Department Directors for the purpose of clarifying and determining project scope, selection of entities to be surveyed, and identification of benchmark positions. Listing of the benchmark agencies to be utilized in the study shall be subject to review and approval by the project and/or executive team prior to the initiation of the work.
- Determine the appropriate labor markets for the study (non-bargaining, PBA, and IAFF) and determine existence of relevant salary survey data.
- Develop and conduct an external compensation survey comparing benchmark positions with other local government and private sector entities in order to identify the City's competitive position in the regional labor market. This compensation survey shall include the actual salaries and tenure in position of employees in said benchmark positions, with anomalies identified.

Contact Name	Contact Info	Project Title and Service Dates
Joe Fischbach Human Resources Manager / City Clerk City of Cottage Grove	12800 Ravine Parkway S. Cottage Grove, MN 55016 (654) 458-2883 JFischbach@ CottageGroveMN.gov	Position Classification and Compensation System 2020 - 2021

Cottage Grove employs 145 full-time and 12 part-time employees as well as 47 paid on call Fire and 200 seasonal staff. Of this, 82 employees are organized into one of the following unions: Cottage Grove Police Officers Federation, Inc., Law Enforcement Labor Services, Cottage Grove Professional Firefighters Association, and International Union of Operating Engineers

The scope of work for the Classification & Compensation Study included

Provide professional services with integrative support services to evaluate and analyze needs, design, develop, and implement updates to the position evaluation and compensation system that includes the following milestones:

- Evaluation and analysis of City needs and philosophy.
- Evaluation of existing job descriptions and the recommendations of revisions to assure compliance with ADA and other State and Federal requirements.
- Thorough evaluation of changed positions to determine a job value, by assigning points to the position based on standard factors, and a spot review of the current position evaluations with recommendations for necessary revisions.

- Objective classification ranking and banding of each position and the provision of internal pay equity.
- Provide a wage/labor market survey and the analysis of supporting data for the development of the pay structure while assuring internal and external equity and compliance with State Pay Equity Compensation Standards.

Provide recommendations and options for updating the evaluation and compensation system.

- Provide system testing to assure compliance.
- Provide recommendations on a system for determining the validity for requests for reclassification and/or compensation changes.
- Determine exempt and non-exempt status for each position.
- Provide implementation support and maintenance training on the system.
- Post contract services involving review of new job descriptions and determination of points and salary for the new position as well as assistance with the first State Pay Equity report following compensation review to assure compliance.

Contact Name	Contact Info	Project Title and Service Dates
Michelle D. Cichoki Director of Human Resources City of Bethlehem	10 East Church Street, Bethlehem, PA 18018 (610) 865-7015 <a href="mailto:MCichoki@Bethlehem-PA.gov">MCichoki@Bethlehem-PA.gov</a>	Classification and Compensation Survey 2017 - 2018

The City of Bethlehem non-represented employee workforce includes 99 full time positions, 18 full-time contract positions, and 154 seasonal positions.

The scope of work for the Classification and Compensation Survey included

- Conduct a thorough job analysis for every position to be included in the study and utilize this information to properly classify all positions of interest.
- Identify management, supervisory, professional, technical, and general employees, including FLSA status (exempt/non-exempt).
- Update and/or create class specifications as needed to uniformly reflect distinguishing characteristics, essential job functions, minimum qualifications, supervision exercised and received with definition of lead or supervisory roles, working conditions, physical requirements, license requirements, and regulatory requirements for all classifications.
- Conduct salary survey by comparing salary data for each existing classification. Included in the survey will be consideration for benefits provided between the City and the selected agencies.
- Evaluate jobs by developing, then reviewing a job ranking structure, verify rankings by analyzing pertinent market data concerning the ranking; determine

- recommended comparative city and if applicable county employers, compare initial rankings to the City's existing ranking and that of the market hierarchy and adjust as determined to show compensation at market rates.
- Recommend pay grades; modified grade pricing and salary ranges for all classifications based on the compensation survey results, if required. Essentially, eliminating inequity to the external employment market.
  - Recommend an appropriate salary structure including minimum, midpoint, and maximum and the difference between each salary step if different than current structure.
  - Study current performance appraisal system and practices. Identify essential elements of performance appraisals necessary to use the appraisals for merit purposes. Develop methodologies, written procedures, and training and implementation plan for performance appraisal.
  - Make recommendations to eliminate the 27th pay while maintaining the bi-weekly pay process.

Contact Name	Contact Info	Project Title and Service Dates
Stephanie Weaver HR Director City of South Portland	25 Cottage Road South Portland, ME 04106 (207) 767-7667 <a href="mailto:SWeaver@SouthPortland.org">SWeaver@SouthPortland.org</a>	Compensation Plan Study 2019 - 2020

The City of South Portland employs 168 permanent (full and part-time) employees in approximately 130 different positions.

The scope of work for Compensation & Classification Study included

1) Job Descriptions:

Create, modify and update job descriptions for all nonunion positions in compliance with all applicable state and federal statutes. Provide orientation sessions to explain the process to employees, supervisors and managers. Provide for employee input, likely via a survey and follow up interview process, and the supervisor's review, comments and approval; with final approval by the Human Resources Department. Ensure Essential Functions are accurate and documented. Ensure FLSA status is defensible.

2) Classifications:

Rate and rank positions based on specific criteria, and then recommend how positions should be placed into a grade or classification system that ensures internal equity and fairness. Allow for an appeals process for individuals who may require additional information regarding the proposed classification for their position. Meet with supervisors and senior managers to introduce the classification structure and respond to questions and concerns. Develop a position evaluation system for the Human Resources Department to

administer ongoing to ensure appropriate classification when new positions are introduced or when significant changes to a position are made.

3) Salary Survey:

Conduct a salary survey of comparable municipalities and relevant other organizations in the region to provide data for comparison to current City wages to assess the level of market competitiveness. Methodology to be used and recommended comparable communities and entities with rationale specified.

4) Compensation Plan:

In collaboration with the City's project oversight team (City Manager, Finance Director, and Human Resources Director), develop a statement of compensation philosophy for the City. Based on current information, this philosophy likely will include a merit compensation component and a desire to pay employee "at market." Using information from the salary survey, recommend salary structures and a compensation plan aligned with the City's compensation philosophy. Develop a system to integrate positions and employees into the plan and manage the plan going forward, including how to stay current with the market. This system will include costing out the recommended approach and may include how the new plan can be phased in over time if full deployment exceeds available resources. Provide employee education on how the new plan works.

5) Performance Evaluation:

Review the City's current performance evaluation forms to ensure they align with the recommended compensation plan. Suggest improvements to the evaluation forms as needed. Provide supervisory training on using the final evaluation form to align and support the compensation plan.

Contact Name	Contact Info	Project Title and Service Dates
Amanda Osborne County Manager Elko County	571 Idaho Street Elko, NV 89801 (775) 748-0204 <a href="mailto:AOsborne@ElkoCountyNV.net">AOsborne@ElkoCountyNV.net</a>	Compensation and Classification Study 2019 - 2021

Elko County employs approximately 335 full-time employees in approximately 140 unique job classifications and 60 part-time employees with most positions covered by one of eight collective bargaining agreements.

The scope of work for the Compensation and Classification Study included

- Provide for a comprehensive evaluation of every job within the County to determine relative worth within the organization for internal equity and external competitiveness and for the establishment of pay ranges and step progressions

- within the ranges. Recommend changes to hierarchical order of jobs, if necessary. Identify potential pay compression issues and provide potential solutions.
- Conduct a comprehensive compensation survey of the external regional labor market and make recommendations for changes to the current classification system or adoption of a newly designed compensation system, which ensures internal equity and external competitiveness. Establish appropriate benchmarking standards with comparable public sector employers.
  - Design an implementation strategy for the updated compensation system with the lowest financial impact on County operating process and greatest gain to positions that fall outside of a designated range. The implementation of such a plan may need to be over a period of years. The updated system may include a freeze for those positions that placed at levels above the midpoint.
  - Provide training on the utilization and maintenance of the compensation system. Provide the necessary documentation and other materials so the County will be able to maintain the system independently following the implementation of the job evaluation/compensation plan.

Contact Name	Contact Info	Project Title and Service Dates
Samantha Lauzon Human Resources Manager City of Claremont	58 Opera House Square Claremont, NH 03743 (603)504-0298 <a href="mailto:slauzon@claremontnh.com">slauzon@claremontnh.com</a>	Pay and Classification Study Update 2019 – 2020

The City of Claremont employs approximately 75 non-union positions and 78 union positions.

The scope of work for the Pay and Classification Study Update included

- Update and validate job descriptions for the City’s union and non-union positions;
- Work with City Staff to define comparable communities to survey and collect wage and benefit data from;
- Analyze the wage and benefit data received from the comparable municipal communities; Provide a comprehensive market analysis based on the data;
- Develop recommendations for appropriate follow-up actions, factoring in considerations as appropriate, including market competitiveness, internal equity, and funding and timing options, along with feasibility.
- Develop a position classification system based on appropriate internal equity;
- Develop recommendations for establishing appropriate compensation ranges, which will provide for a competitive pay plan with other municipal employers comparable to Claremont;
- Provide the City with a salary classification manual that documents the classification.
- methodology used in the study and provides for a sustainable system for maintaining a future salary administration program.



Contact Name	Contact Info	Project Title and Service Dates
Susan Daudelin, SHRM-SCP, IPMA-SCP Director of Human Resources City of Dover	288 Central Avenue Dover NH 03820 (603) 516-6869 <a href="mailto:S.Daudelin@Dover.NH.gov">S.Daudelin@Dover.NH.gov</a>	Classification and Compensation Study 2019 - 2020

The City of Dover has 158 position descriptions for approximately 330 full-time and part-time employees with a wage schedule that includes 40 pay grades with a majority of employees covered by one of seven collective bargaining agreements.

The scope of work for the Classification and Compensation Study included

- Recommend / suggest adjustments to the current classification structure and recommend the appropriate assignment for all City positions within the structure.
- Determine the appropriate Fair Labor Standards Act (FLSA exempt/non-exempt) designation for all positions.
- Develop or revise Position Descriptions to ensure full compliance with the requirements of the Americans with Disabilities Act, and to show each position's appropriate FLSA status. Uniformly reflect essential job functions, minimum qualifications, working conditions, license requirements, regulatory requirements and special responsibilities.
- Conduct a comprehensive analysis of the City's current compensation [and benefits] program and identify opportunities including, but not limited to, recruitment, retention, salary compression, and equity.
- Develop and conduct an external assessment/survey of compensation [and benefits], evaluating benchmark positions by comparing actual job content and duties to comparable positions in other like organizations.
- Develop a report analyzing the results of the data from the internal and external assessments. The report should compare the City salary [and benefits] in relation to other like organizations - a market competitive analysis and other observations resulting from the review.
- Provide recommendations based upon objective analysis and evaluation of job content that provides internal equity and are competitive with the external market.
- Provide guidance in the design and development of a communication plan regarding the study to inform and educate stakeholders.
- Prepare a final report with recommendations for a system that is affordable, sustainable, competitive and innovative.

Contact Name	Contact Info	Project Title and Service Dates
C. Scott Davis Town Manager Town of Farmville	116 North Main Street Farmville, VA 23901 (434) 392-5685 <a href="mailto:SDavis@FarmvilleVA.com">SDavis@FarmvilleVA.com</a>	Classification and Compensation Plan Study 2019 - 2020

The Town of Farmville employs approximately 137 full-time employees, 28 part-time employees, with an annual combined budget of approximately \$28 million, and provides a full range of services to Town residents and businesses.

The scope of work for the Classification and Compensation Plan Study included

- Review of the Town's current employee classification and compensation plan, including but not limited to organizational structure, job titles, job descriptions, corresponding FLSA exempt/non-exempt classification under current Department of Labor regulations, pay grades, and minimum and maximum ranges within pay grades;
- Conduct an employee classification and compensation plan study of public and private employers who are providing equitable services;
- Based on the study and current operations, determine what individualized position/job descriptions are needed and to develop them, and develop a new agreed upon classification and compensation plan;
- Based on the study, prepare comparative analysis that identifies the Town of Farmville's competitive position in the labor market; and,
- Based on the study, prepare recommendations for compensation rules and policies.

## *Appendix – Sample PVP Job Description Survey*

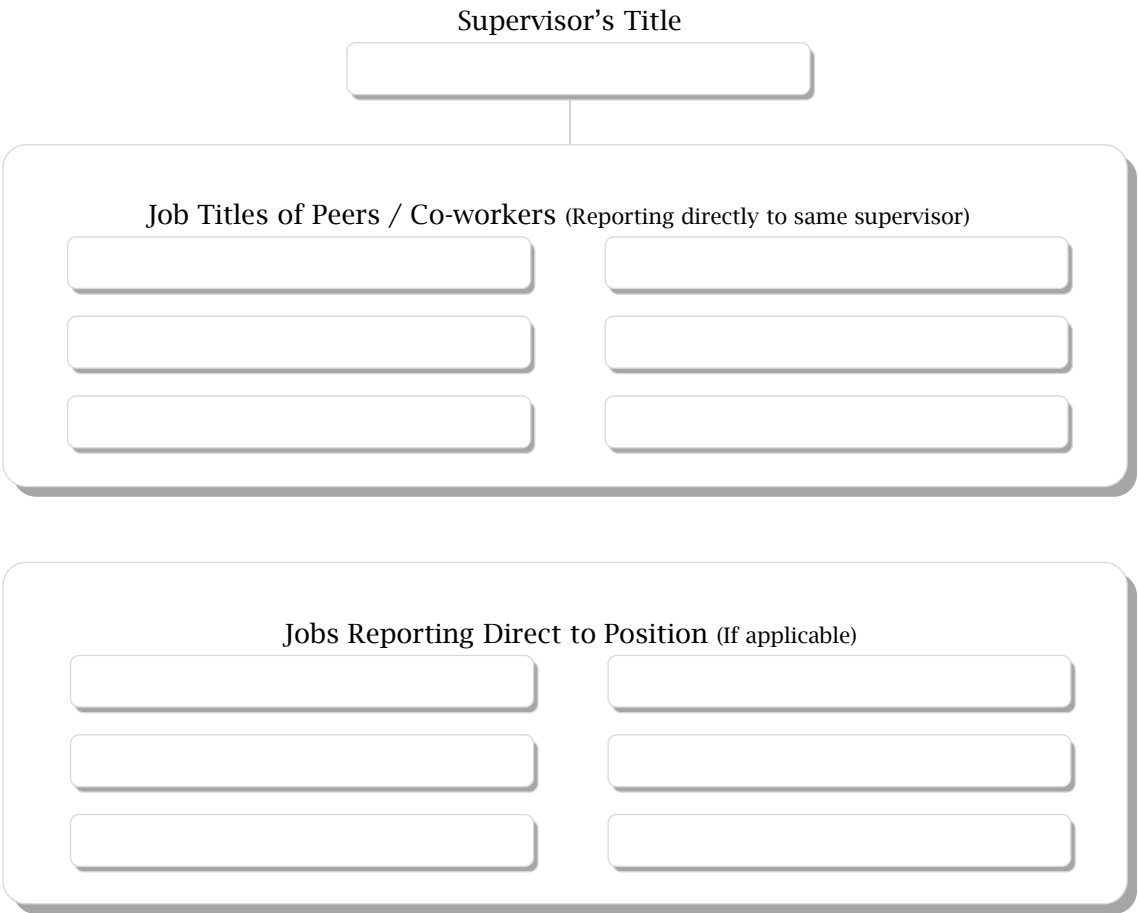
# Position Vantage Point



First Name	Last Name	Job Location
<input type="text"/>	<input type="text"/>	<input type="text"/>
Department	Job Title	Full-time / Part-time
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Job Summary**  
Please provide a summary for the purpose of the position in one or two sentences.

**Where Position Fits**  
Complete the structure using job titles to show where your job fits. Use official classification titles only, not working titles.



Jobs Reporting Direct to Position (If applicable)

# Position Vantage Point



## Education and Experience

Minimum Education Level that Should be Required for Job Title

- |  |   |
|--|---|
| <input type="checkbox"/> No Degree                               | <input type="checkbox"/> Master Degree in a Related Field (MA/MS/MBA)         |
| <input type="checkbox"/> High School Diploma / GED               | <input type="checkbox"/> Master Degree Not in a Related Field (MA/MS/MBA)     |
| <input type="checkbox"/> Trade School Certificate                | <input type="checkbox"/> Specialist Degree in a Related Field                 |
| <input type="checkbox"/> Associate Degree in a Related Field     | <input type="checkbox"/> Specialist Degree Not in a Related Field             |
| <input type="checkbox"/> Associate Degree Not in a Related Field | <input type="checkbox"/> Doctorate Degree in a Related Field (PhD/JD/EdD)     |
| <input type="checkbox"/> Bachelor Degree in a Related Field      | <input type="checkbox"/> Doctorate Degree Not in a Related Field (PhD/JD/EdD) |
| <input type="checkbox"/> Bachelor Degree Not in a Related Field  | <input type="checkbox"/> Other  |

Degree Field Required for Job Title (e.g., Finance, Business Administration, Civil Engineering)

Required Certifications, Training, and Licensing for Job Title (e.g., Driver's License, CDL, CPR)

Upon entering position: the minimum number years of prior experience in profession required.  
(e.g., For Police Lieutenant: 8 years as a certified sworn officer, all ranks including Officer and Sergeant)

- |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 0                        | 1                        | 2                        | 3                        | 4 to 5                   | 6 to 7                   | 8 to 10                  | More than 10             |

Upon entering position: the minimum number of years in preceding job in job series required  
(e.g., For W/WWTP Operator III: 3 years as a W/WWTP Operator II )

- |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 0                        | 1                        | 2                        | 3                        | 4 to 5                   | 6 to 7                   | 8 to 10                  | More than 10             |

# Position Vantage Point



**Equipment/Tools** (e.g., GIS, Microsoft Office, Backhoe, Narcan)

**Visual Acuity** (check all that apply)

- ☐ Clarity of vision at 20 feet or more
- ☐ Clarity of vision at 20 inches or less
- ☐ Three-dimensional vision – ability to judge distance and space relationships
- ☐ Precise hand-eye coordination
- ☐ Ability to identify and distinguish colors

**Regulatory** (Enter number associated with category)

EEO Category Number (if known)

- 1 - Officials / Administrators
- 2 - Professionals
- 3 - Technicians
- 4 - Protective Service Workers
- 5 - Paraprofessionals
- 6 - Office / Clerical
- 7 - Skilled Craft Workers
- 8 - Service / Maintenance

FLSA Status and Exemption (if known)

- 1 - Non-exempt
- 2 - Exempt - Executive
- 3 - Exempt - Administrative
- 4 - Exempt - Computer
- 5 - Exempt - Professional Learned or Creative

# Position Vantage Point



**Duties and Responsibilities** (to identify major duties and responsibilities)

## EXAMPLE

Percent of time spent

40%

Priority  
(Select one)

Essential ☒

Very important ☐

Important ☐

Somewhat important ☐

Marginal ☐

Result Expected of the Work

Payroll administration for the maintenance department

Tasks Required to Achieve Result

Collecting payroll information from department employees on a weekly basis; reviewing the collected information to make sure that it is complete; forwarding all appropriate documentation (timecards, requests for time off, etc.) to the business office for processing.

### Task 1

Percent of time spent

Priority  
(Select one)

Essential ☐

Very important ☐

Important ☐

Somewhat important ☐

Marginal ☐

Result Expected of the Work

Tasks Required to Achieve Result

### Task 2

Percent of time spent

Priority  
(Select one)

Essential ☐

Very important ☐

Important ☐

Somewhat important ☐

Marginal ☐

Result Expected of the Work

Tasks Required to Achieve Result

# Position Vantage Point



**Duties and Responsibilities** (to identify major duties and responsibilities)

## Task 3

Percent of time spent

Priority  
(Select one)

Essential

☐

Very important

☐

Important

☐

Somewhat important

☐

Marginal

☐

Result Expected of the Work

Tasks Required to Achieve Result

## Task 4

Percent of time spent

Priority  
(Select one)

Essential

☐

Very important

☐

Important

☐

Somewhat important

☐

Marginal

☐

Result Expected of the Work

Tasks Required to Achieve Result

## Task 5

Percent of time spent

Priority  
(Select one)

Essential

☐

Very important

☐

Important

☐

Somewhat important

☐

Marginal

☐

Result Expected of the Work

Tasks Required to Achieve Result



# Position Vantage Point



**Work Environment** (Check all that apply)

	Never (0%)	Rarely (1% - 15%)	Occasionally (16% - 40%)	Frequently (41% - 70%)	Regularly (over 70%)	Specific Examples
<b>EXAMPLE: Standing</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Speaking at public events</u>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Talking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grasping, pulling, pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stooping, kneeling, crouching, crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing or balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repetitive wrist, hand and/or finger movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work in high, dangerous places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work in confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operate mechanical equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Biohazard or bloodborne pathogens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Required to wear respirator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Risk of electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Position Vantage Point



**Note:** Answer each question independent of any preceding questions. For example: a position that often involves complex and diversified tasks may also involve routine or repetitive tasks. Enter 1 to 5, 1 - Strongly Disagree with the statement to 5 - Strongly Agree.

Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

## Complexity (Answer all that apply)

- ☐ **Question 1:** This position involves *routine or repetitive* tasks, processes, or operations requiring the application of well-defined rules, procedures, policies, guidelines, and/or instructions.
- ☐ **Question 2:** This position involves generally *standardized* tasks, processes, or operations requiring the *choice of action* within well-defined rules, procedures, policies, guidelines, and/or instructions.
- ☐ **Question 3:** This position involves generally *diversified* tasks, processes, or operations requiring the *choice of action* within well-defined rules, procedures, policies, guidelines, and/or instructions.
- ☐ **Question 4:** This position involves *occasional (16% - 40%) complex and diversified* tasks, processes, or operations requiring the *development* of rules, procedures, policies, guidelines, and/or instructions..
- ☐ **Question 5:** This position involves *frequent (41% - 70%) complex and diversified* tasks, processes, or operations requiring the *development* of rules, procedures, policies, guidelines, and/or instructions.

## Independence (Answer all that apply)

- ☐ **Question 1:** My position primarily involves *detailed* work instructions with *close* supervisory review.
- ☐ **Question 2:** My position primarily involves *detailed* work instructions with *regular* supervisory review.
- ☐ **Question 3:** My position primarily involves *general* work instructions with *regular* supervisory review.
- ☐ **Question 4:** My position primarily involves *broad latitude* on work tasks with *regular* supervisory review.
- ☐ **Question 5:** My position primarily involves *broad latitude* on work tasks with *minimal* supervisory review.

# Position Vantage Point



**Note:** Answer each question independent of any preceding questions. For example: a position that involves employee training may also schedule tasks. Enter 1 to 5, 1 – Strongly Disagree with the statement to 5 – Strongly Agree.

Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

## Supervision Received *(Answer all that apply)*

- ☐ **Question 1:** My position frequently (41% - 70%) is provided established policy and procedures.
- ☐ **Question 2:** My position frequently (41% - 70%) is provided specific direction and task/project information needed is generally available.
- ☐ **Question 3:** My position frequently (41% - 70%) is provided general direction and task/project information needed is generally available.
- ☐ **Question 4:** My position frequently (41% - 70%) is provided general direction and task/project information is usually not readily available and must be sought.
- ☐ **Question 5:** My position frequently (41% - 70%) is provided minimal direction and task/project information is regularly vague.

## Supervision Responsibilities *(Answer all that apply)*

- ☐ **Question 1:** My position involves the training and guidance of other employees and provides input to supervisors with respect to employee performance.
- ☐ **Question 2:** My position involves the assignment and scheduling of tasks of others.
- ☐ **Question 3:** My position is directly responsible for the performance of others.
- ☐ **Question 4:** My position directs employee performance evaluation including hiring, promotion, discipline, and termination.
- ☐ **Question 5:** My position has absolute authority to hire, discipline, and terminate employees with the involvement of human resources.
- ☐ **Question 6:** Total number of people who report to your position in the organization. (E.g., For a department head, all employees in the department would be included.)

**Note:** Answer each question independent of any preceding questions. For example: a position that is occasionally somewhat strenuous may also be occasionally very strenuous. Enter 1 to 5, 1 - Strongly Disagree with the statement to 5 - Strongly Agree.

Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

## Impact *(Answer all that apply)*

- ☐ **Question 1:** Mistakes made in my position typically lead to only minor costs, waste, or inconvenience.
- ☐ **Question 2:** Mistakes made in my position may lead to some costs, waste, or inconvenience.
- ☐ **Question 3:** Mistakes made in my position may lead to significant costs, waste, or inconvenience.
- ☐ **Question 4:** Mistakes made in my position may lead to major costs, waste, or inconvenience and short-term impact to the direction, goals, and reputation of the organization.
- ☐ **Question 5:** Mistakes made in my position may lead to major costs, waste, or inconvenience and long-term impact to the direction, goals, and reputation of the organization.

## Physical *(Answer all that apply)*

- ☐ **Question 1:** On occasion (16% - 40%), my position is slightly strenuous often requiring minimal physical exertion and/or lifting of minimal weight (< 5 pounds).
- ☐ **Question 2:** On occasion (16% - 40%), my position is somewhat strenuous often requiring light physical exertion and/or lifting of light weight (< 20 pounds).
- ☐ **Question 3:** On occasion (16% - 40%), my position is strenuous often requiring some physical exertion and/or lifting of moderate weight (< 40 pounds).
- ☐ **Question 4:** On occasion (16% - 40%), my position is very strenuous often requiring physical exertion and/or lifting of heavy weight (< 60 pounds).
- ☐ **Question 5:** On occasion (16% - 40%), my position is extremely strenuous often requiring substantial physical exertion and/or lifting of especially heavy weight (> 60 pounds).

# Position Vantage Point



**Note:** Answer each question independent of any preceding questions. For example: a position that involves interaction with vendors may also involve interaction with senior managers. Enter 1 to 5, 1 - Strongly Disagree with the statement to 5 - Strongly Agree.

Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

## Working Condition *(Answer all that apply)*

- ☐ **Question 1:** My position rarely (1% - 15%) or never (0%) involves exposure to uncomfortable temperature, noise, chemicals/gases, contagious diseases, airborne pathogens, and/or physical trauma.
- ☐ **Question 2:** My position often involves occasional (16% - 40%) exposure to uncomfortable temperature, noise, chemicals/gases, contagious diseases, airborne pathogens, and/or physical trauma.
- ☐ **Question 3:** My position often involves frequent (41% - 70%) exposure to uncomfortable temperature, noise, chemicals/gases, contagious diseases, airborne pathogens, and/or physical trauma.
- ☐ **Question 4:** My position often involves regular (over 70%) exposure to uncomfortable temperature, noise, chemicals/gases, contagious diseases, airborne pathogens, and/or physical trauma.
- ☐ **Question 5:** My position often involves potentially life-threatening exposure temperature, noise, chemical/gases, contagious diseases, airborne pathogens, and/or physical trauma.

## Interaction *(Answer all that apply)*

- ☐ **Question 1:** My position requires frequent (41% - 70%) interaction with employees or supervisors within my work area.
- ☐ **Question 2:** My position requires frequent (41% - 70%) interaction with employees and supervisors of other departments.
- ☐ **Question 3:** My position requires frequent (41% - 70%) interaction with administrative and technical staff including those outside the organization, i.e., vendors.
- ☐ **Question 4:** My position requires frequent (41% - 70%) interaction with executive level employees, senior managers, and directors.
- ☐ **Question 5:** My position requires frequent (41% - 70%) interaction with individuals outside the organization including community leaders, citizens, and the media.

# Position Vantage Point



**Note:** Answer each question independent of any preceding questions. For example: position that involves petty cash purchases may also manage the department budget. Enter 1 to 5,  
1 - Strongly Disagree with the statement to 5 - Strongly Agree.

Strongly Disagree	Somewhat Disagree	Neither Agree Nor Disagree	Somewhat Agree	Strongly Agree
1	2	3	4	5

## Financial (Answer all that apply)

☐

**Question 1:** My position is responsible for minor/petty cash purchases.

☐

**Question 2:** My position is involved with financial/budgetary matters including purchase orders, payments, grant funds, employee benefits, and the like.

☐

**Question 3:** My position manages the budget for the department / work unit.

☐

**Question 4:** My position allocates funds for the various departments / work units.

**Question 5:** The greatest value that my position has purchasing authority without approval by another individual or external authority. (Select only one)

☐

None

☐

Less than \$5,000

☐

Less than \$50,000

☐

Less than \$1,000

☐

Less than \$10,000

☐

More than \$50,000

☐

Less than \$2,500

☐

Less than \$25,000

## Additional Information



City of Lake City  
Procurement

Karen Nelmes, CPPB, NIGP-CPP, Procurement Director  
205 N. Marion Ave., Lake City, FL 32055

## EVALUATION TABULATION

RFP No. RFP-011-2022

Classification and Compensation Study

RESPONSE DEADLINE: April 26, 2022 at 2:00 pm

Report Generated: Wednesday, May 11, 2022

### CONSENSUS SCORECARD SUMMARY

Vendor	<u>Executive Summary</u> 0-100 Points 10 Points (10%)	<u>Qualifications, Experience and Success Rate</u> 0-100 Points 30 Points (30%)	<u>Understanding, Approach and Method</u> 0-100 Points 30 Points (30%)	<u>Proposed Timeframe</u> 0-100 Points 5 Points (5%)	<u>Price Proposal</u> 0-100 Points 10 Points (10%)	<u>References</u> 0-100 Points 15 Points (15%)	Total Score (Max Score 100)
Bolton Partners, Inc.	94	89.8	89.4	89	86.4	89.4	89.7
Diane Meiller and Associates, Inc.	90	93.6	89	86.4	86	86	89.6
Evergreen Solutions, LLC	91	91	89	94.4	94.2	91.2	90.9
PAYPOINT HR	91.4	95.6	97.2	86	90	94.4	94.4

### VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Bolton Partners, Inc.	Diane Meiller and Associates, Inc.	Evergreen Solutions, LLC	PAYPOINT HR
Table of Contents	Pass	Pass	Pass	Pass
Documents Requiring Notorization	Pass	Pass	Pass	Pass
Disputes Disclosure Form	Pass	Pass	Pass	Pass
Proposal	Pass	Pass	Pass	Pass

## PHASE 1

### EVALUATION CRITERIA

Criteria	Description	Scoring Method	Weight (Points)
Executive Summary	Provide an overview of your firm/consultants. Include the size of the firm, years of experience, and explain how the proposed solution will differentiate itself from other proposer's solutions and the reasons the City should select the proposed solution. Provide a brief summary of your firm's capabilities and how you will work with the City to provide the required services, meet timeframe and budget requirements.	0-100 Points	10 (10% of Total)
Qualifications, Experience and Success Rate	Provide the names of the person(s)/ team members proposed to perform and/or assist with the work and oversee the City's objectives. Include organization chart showing the structure of the team members that will have a working relationship on this study. Describe the qualifications, related expertise and discuss experiences with managing similar projects. Indicate the success rate in providing a quality classification and compensation study that was successfully implemented by another City or governmental agency including information on prior failure (if any).	0-100 Points	30 (30% of Total)



## EVALUATION TABULATION

RFP No. RFP-011-2022

## Classification and Compensation Study

Understanding, Approach and Method	Describe your understanding of the City's goals and objections. Describe the approach and methodology for meeting the City's goal as described in the scope of services including specific steps and techniques the firm intends to utilize to complete the study. Provide information related to the implementation of the classification and compensation plan and the training that will be provided to City staff. Describe how the firm's team intends to communicate with the City to perform on-site and off-work as well as meetings and presentations to include the findings and recommendations. Identify any other resources, sample of reports and/or documentation that will be provided to the City to maintain the plan following the implementation as well as ways to easily accommodate for organizational change and growth.	0-100 Points	30 (30% of Total)
Proposed Timeframe	Submit a proposed time schedule for accomplishing the task and delivering the work specified. Provide an estimated time line, which will show the approximate times when key activities will occur.	0-100 Points	5 (5% of Total)
Price Proposal	The price proposal shall be presented detailing cost for providing the services listed. The stated fee shall include all costs	0-100 Points	10 (10% of Total)

## EVALUATION TABULATION

Request for Proposal - Classification and Compensation Study

## EVALUATION TABULATION

RFP No. RFP-011-2022

Classification and Compensation Study

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	associated with the performance of the services. There shall be no hidden cost associated with this request. Full disclosure of nature and amount of all fees and charges is mandatory. The City shall not be responsible for the reimbursement of any costs not specially set forth in the firm's proposal and mutually agreed upon in advance in writing. The city reserves the right to accept any part or all of the proposer's fee schedule. Please use Price Proposal Form provided.		
References	Provide a listing of a minimum of three (3) contact references similar in size and scope of services described in this RFP. The references must be present or past clients within the past five (5) years, preferably within governmental municipalities. This list must include the agency name, contact person(s), address, telephone number, email address, project title, length of contract and status of the study conducted. Please use the Reference Form provided.	0-100 Points	15 (15% of Total)

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EVALUATION TABULATION

Request for Proposal - Classification and Compensation Study

Page 4

EVALUATION TABULATION  
RFP No. RFP-011-2022  
Classification and Compensation Study

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### AGGREGATE SCORES SUMMARY

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Total Score (Max Score 100)
Bolton Partners, Inc.	97.2	86	91.6	92.5	81	89.66
Diane Meiller and Associates, Inc.	94	85.5	80.6	92.5	95.5	89.6
Evergreen Solutions, LLC	100	88	92.1	82.5	92	90.92
PAYPOINT HR	94.3	85.5	95.5	100	97	94.44

### VENDOR SCORES BY EVALUATION CRITERIA

Vendor	<u>Executive Summary</u> 0-100 Points 10 Points (10%)	<u>Qualifications, Experience and Success Rate</u> 0-100 Points 30 Points (30%)	<u>Understanding, Approach and Method</u> 0-100 Points 30 Points (30%)	<u>Proposed Timeframe</u> 0-100 Points 5 Points (5%)	<u>Price Proposal</u> 0-100 Points 10 Points (10%)	<u>References</u> 0-100 Points 15 Points (15%)	Total Score (Max Score 100)
Bolton Partners, Inc.	94	89.8	89.4	89	86.4	89.4	89.66
Diane Meiller and Associates, Inc.	90	93.6	89	86.4	86	86	89.6
Evergreen Solutions, LLC	91	91	89	94.4	94.2	91.2	90.92
PAYPOINT HR	91.4	95.6	97.2	86	90	94.4	94.44



City of Lake City  
Procurement

Karen Nelmes, CPPB, NIGP-CPP, Procurement Director  
205 N. Marion Ave., Lake City, FL 32055

## EXECUTIVE SUMMARY

RFP No. RFP-011-2022

Classification and Compensation Study

RESPONSE DEADLINE: April 26, 2022 at 2:00 pm

Report Generated: Wednesday, May 11, 2022

## SOLICITATION OVERVIEW

Project Title	Classification and Compensation Study
Project ID	RFP-011-2022
Project Type	Request for Proposal
Release Date	March 20, 2022
Due Date	April 26, 2022
Procurement Agent	Karen Nelmes
Project Description	<p>The City of Lake City seeks to establish a contract for a qualified firm to provide Consulting Services to perform a Classification and Compensation Study. The firm awarded the contract shall be paid on a flat fee basis. The City of Lake City currently does not have an active contract with any firm for this type of service.</p> <p>The City of Lake City (herein after, "City") has issued this Request for Proposals (herein after, "RFP") with the sole purpose and intent of obtaining proposals from interested and qualified Consultants licensed to do business in the State of Florida to perform a Classification and Compensation Study and other related services as noted in this document, in accordance with the specifications, terms and conditions contained within the RFP document.</p>

## INTRODUCTION

### 1. Summary

The City of Lake City seeks to establish a contract for a qualified firm to provide Consulting Services to perform a Classification and Compensation Study. The firm awarded the contract shall be paid on a flat fee basis. The City of Lake City currently does not have an active contract with any firm for this type of service.

The City of Lake City (herein after, “City”) has issued this Request for Proposals (herein after, “RFP”) with the sole purpose and intent of obtaining proposals from interested and qualified Consultants licensed to do business in the State of Florida to perform a Classification and Compensation Study and other related services as noted in this document, in accordance with the specifications, terms and conditions contained within the RFP document.

## 2. Background

The City of Lake City is approximately 12.4 square miles in size and serves a population of approximately 12,000. The City of Lake City is an urban city located in Columbia County, Florida, a rural community.

The legislative branch of the City is composed of an elected five-member City Council consisting of the Mayor and four council members. The City Council is governed by the City Charter and by state and local laws and regulations.

The City of Lake City operates under a City Council-City Manager form of government and provides a full range of municipal services including: general government administration, law enforcement and fire protection, community redevelopment, stormwater management, sanitation and solid waste, as well as construction and maintenance of infrastructure, recreational, and other cultural facilities. The City also operates a municipal airport. See **Attachment A** for the Organizational Chart.

The City has 261 full time budgeted positions for this fiscal year of 2021/2022. The normal work week for general employees is 40 hours, police officers 42 hours and firefighters 52 hours. The current pay plans for both bargaining and non-bargaining classifications are included in **Attachment B**.

The City has two collective bargaining units; IAFF and the Fraternal Order of Police. The current agreements are included in **Attachment C**. The IAFF Union Agreement is **Attachment D**.

The City provides health insurance benefits or an HSA option. Other benefits include dental, life insurance, long term disability, vision rider, leave programs to include but not limited to vacation time, sick time, personal time off, and paid holidays. There are four retirement plans, defined benefit for general, police, fire and FRS. Please see **Attachment E**.

### Additional Information

Various classification and compensation policies/practices currently exist to include; promotion, demotion, transfers, reclassification and working out of class.

Positions are reevaluated upon department request due to change in operational needs, duties and responsibilities. Requests are made during the budget process; however some are done throughout the year.

Job descriptions are reviewed and updated upon request, upon reclassification, and as positions are vacated before recruitment commences.

There is no incentive program in place, other than that which is articulated in collective bargaining agreements.

City policy dictates hiring new employees at the minimum rate for a position. Department Directors can request approval from the City Manager to hire above the minimum. Considerations for these requests include applicant's education, certifications, training, experience or other qualifications that are above those required for the position as well as the pay of other employees in the same pay range and each employee's years of service.

### **3. Contact Information**

#### **Project Contact:**

**Karen Nelmes**

Procurement Director

205 N. Marion Ave

Lake City, FL 32055

Email: [nelmesk@lcfla.com](mailto:nelmesk@lcfla.com)

Phone: [\(386\) 719-5818](tel:(386)719-5818)

#### **Procurement Contact:**

**Karen Nelmes**

Procurement Director

205 N. Marion Ave

Lake City, FL 32055

Email: [nelmesk@lcfla.com](mailto:nelmesk@lcfla.com)

Phone: [\(386\) 719-5818](tel:(386)719-5818)

#### **Department:**

Human Resources

#### 4. Timeline

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the RFP process.

Note: Dates are subject to change. TBD = to be determined. NLT = no later than.

<b>Issue RFP Notice</b>	<b>March 20, 2022</b>
<b>Last Date for Receipt of Written Questions</b>	April 14, 2022, 4:00pm
<b>Addendum Issued (If Applicable)</b>	April 15, 2022
<b>Proposal Due Date</b>	April 26, 2022, 2:00pm
<b>Evaluation Committee Meeting</b>	May 3, 2022 Council Chambers - 2nd Floor of City Hall 205 N. Marion Ave. Lake City, FL 32055
<b>Recommendation Presented for Approval</b>	May 16, 2022

### SOLICITATION STATUS HISTORY

Date	Changed To	Changed By
Mar 1, 2022 8:45 AM	Draft	Karen Nelmes
Mar 15, 2022 3:30 PM	Review	Karen Nelmes
Mar 17, 2022 7:23 AM	Final	Karen Nelmes
Mar 17, 2022 7:23 AM	Post Pending	Karen Nelmes
Mar 20, 2022 12:00 AM	Open	ProcureNow Bot
Apr 26, 2022 2:00 PM	Pending	ProcureNow Bot
Apr 26, 2022 2:10 PM	Evaluation	Karen Nelmes

### PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	Bolton Partners, Inc.	Ryan Harris	Apr 26, 2022 10:51 AM

		rgunning@boltonusa.com	
Submitted	Diane Meiller and Associates, Inc.	Diane Meiller-Cook mtaylor@meillerassociates.com (407) 487-1992	Apr 18, 2022 1:29 PM
Submitted	Evergreen Solutions, LLC	Kelly Tucker kelly@consultevergreen.com (850) 383-0111	Apr 25, 2022 12:03 PM
Submitted	PAYPOINT HR	Karin Campbell rick@paypointhr.com (443) 336-4272	Apr 24, 2022 3:02 PM

## VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Bolton Partners, Inc.	Diane Meiller and Associates, Inc.	Evergreen Solutions, LLC	PAYPOINT HR
Table of Contents	Pass	Pass	Pass	Pass
Documents Requiring Notorization	Pass	Pass	Pass	Pass
Disputes Disclosure Form	Pass	Pass	Pass	Pass
Proposal	Pass	Pass	Pass	Pass

## QUESTIONS AND ANSWERS

### 1. Number of Positions

*Apr 5, 2022 8:44 AM*

#### Question:

The RFP states that City of Lake City has 261 Full time positions. We found online that that is the number of employees- Our question is - How many positions does the City of Lake City have?

*Mar 25, 2022 1:03 PM*

**Answered by Karen Nelmes:**



The City actually has 223 assigned positions and 92 unassigned positions at this time.

*Apr 5, 2022 8:44 AM*

**2. No subject**

*Apr 7, 2022 11:58 AM*

**Question:**

Of the 261 employees, how many unique job descriptions/job titles are there?

*Apr 5, 2022 3:00 PM*

**Answered by Karen Nelmes:**

There are 105 individual titles in the 2022 budget. Four (4) of those unique positions are for youth services, which will most likely not be in next years budget.

*Apr 7, 2022 11:58 AM*

## ADDENDA & NOTICES

**ADDENDA ISSUED:**

*No Addenda issued.*

**NOTICES ISSUED:**

*No Notices issued.*

## EVALUATION

### CONSENSUS SCORECARD SUMMARY

Vendor	<u>Executive Summary</u> 0-100 Points 10 Points (10%)	<u>Qualifications, Experience and Success Rate</u> 0-100 Points 30 Points (30%)	<u>Understanding, Approach and Method</u> 0-100 Points 30 Points (30%)	<u>Proposed Timeframe</u> 0-100 Points 5 Points (5%)	<u>Price Proposal</u> 0-100 Points 10 Points (10%)	<u>References</u> 0-100 Points 15 Points (15%)	Total Score (Max Score 100)
Bolton Partners, Inc.	94	89.8	89.4	89	86.4	89.4	89.7
Diane Meiller and Associates, Inc.	90	93.6	89	86.4	86	86	89.6
Evergreen Solutions, LLC	91	91	89	94.4	94.2	91.2	90.9
PAYPOINT HR	91.4	95.6	97.2	86	90	94.4	94.4

## PHASE 1

### EVALUATION CRITERIA

Criteria	Description	Scoring Method	Weight (Points)
<b>Executive Summary</b>	Provide an overview of your firm/consultants. Include the size of the firm, years of experience, and explain how the proposed solution will differentiate itself from other proposer's solutions and the reasons the City should select the proposed solution. Provide a brief summary of your firm's capabilities and how you will work with the City to provide the required services, meet timeframe and budget requirements.	0-100 Points	10 (10% of Total)
<b>Qualifications, Experience and Success Rate</b>	Provide the names of the person(s)/ team members proposed to perform and/or assist with the work and oversee the City's objectives. Include organization chart showing the structure of the team members that will have a working relationship on this study. Describe the qualifications, related expertise and discuss experiences with managing similar projects. Indicate the success	0-100 Points	30 (30% of Total)

EXECUTIVE SUMMARY  
RFP No. RFP-011-2022  
Classification and Compensation Study

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	rate in providing a quality classification and compensation study that was successfully implemented by another City or governmental agency including information on prior failure (if any).		
<b>Understanding, Approach and Method</b>	Describe your understanding of the City's goals and objections. Describe the approach and methodology for meeting the City's goal as described in the scope of services including specific steps and techniques the firm intends to utilize to complete the study. Provide information related to the implementation of the classification and compensation plan and the training that will be provided to City staff. Describe how the firm's team intends to communicate with the City to perform on-site and off-work as well as meetings and presentations to include the findings and recommendations. Identify any other resources, sample of reports and/or documentation that will be provided to the City to maintain the plan following the implementation as well as ways to easily accommodate for organizational change and growth.	0-100 Points	30 (30% of Total)
<b>Proposed Timeframe</b>	Submit a proposed time schedule for accomplishing the task and delivering the work specified. Provide an estimated time line, which will show the approximate times when key activities will occur.	0-100 Points	5 (5% of Total)
<b>Price Proposal</b>	The price proposal shall be presented detailing cost for providing the services listed. The stated fee shall include all costs associated with the performance of the services. There shall be no hidden cost associated with this request. Full disclosure of nature and amount of all fees and charges is mandatory. The City shall not be responsible for the reimbursement of any costs not specially set forth in the firm's proposal and mutually agreed upon in advance in writing. The city reserves the right to accept any part or all of the proposer's fee schedule. Please use Price Proposal Form provided.	0-100 Points	10 (10% of Total)

<b>References</b>	Provide a listing of a minimum of three (3) contact references similar in size and scope of services described in this RFP. The references must be present or past clients within the past five (5) years, preferably within governmental municipalities. This list must include the agency name, contact person(s), address, telephone number, email address, project title, length of contract and status of the study conducted. Please use the Reference Form provided.	0-100 Points	15 (15% of Total)
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### AGGREGATE SCORES SUMMARY

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Total Score (Max Score 100)
Bolton Partners, Inc.	97.2	86	91.6	92.5	81	89.66
Diane Meiller and Associates, Inc.	94	85.5	80.6	92.5	95.5	89.6
Evergreen Solutions, LLC	100	88	92.1	82.5	92	90.92
PAYPOINT HR	94.3	85.5	95.5	100	97	94.44

### VENDOR SCORES BY EVALUATION CRITERIA

EXECUTIVE SUMMARY  
RFP No. RFP-011-2022  
Classification and Compensation Study

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Vendor	<u>Executive Summary</u> 0-100 Points 10 Points (10%)	<u>Qualifications, Experience and Success Rate</u> 0-100 Points 30 Points (30%)	<u>Understanding, Approach and Method</u> 0-100 Points 30 Points (30%)	<u>Proposed Timeframe</u> 0-100 Points 5 Points (5%)	<u>Price Proposal</u> 0-100 Points 10 Points (10%)	<u>References</u> 0-100 Points 15 Points (15%)	Total Score (Max Score 100)
Bolton Partners, Inc.	94	89.8	89.4	89	86.4	89.4	89.66
Diane Meiller and Associates, Inc.	90	93.6	89	86.4	86	86	89.6
Evergreen Solutions, LLC	91	91	89	94.4	94.2	91.2	90.92
PAYPOINT HR	91.4	95.6	97.2	86	90	94.4	94.44

**CITY COUNCIL RESOLUTION NO. 2022-052**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, ACCEPTING A PROPOSAL FROM PAYPOINT HR, LLC, RELATED TO THE CITY'S REQUEST FOR A CLASSIFICATION AND COMPENSATION STUDY; PROVIDING FOR A PRICE NOT TO EXCEED \$37,500.00; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the "City") desires to conduct a classification and compensation study of the City as an employer (hereinafter the "Project"); and

**WHEREAS**, section 2-178(d) of the City Code requires the procurement of supplies and contractual services based on a competitive bid process and a formal contract to be entered when procuring services valued in excess of \$20,000.00, and the Project is anticipated to exceed the monetary threshold requiring competitive procurement; and

**WHEREAS**, due to the anticipated costs of the Project, a Request for Proposals ((RFP-011-2022) hereinafter "RFP") was advertised and the city administration recommends that the Project be awarded to Paypoint HR, LLC (hereinafter "Paypoint"); and

**WHEREAS**, the City Council finds that it is in the City's best interest to award a contract to Paypoint for the aforementioned Project pursuant to and in accordance with the terms, provisions, conditions, and requirements of the *Contract between the City of Lake City, Florida and Paypoint HR, LLC* (hereinafter the "Contract") attached hereto.

**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 Contract is awarded to Paypoint and the execution of the same is authorized.

**Section 3.** the City Manager and City Attorney are authorized to make such reasonable changes and modifications to the Contract as may be deemed necessary to be in the best interest of the City and its citizens. Provided however, that any such changes or modifications shall not cause the payment to Paypoint to exceed the Contract pricing. The Mayor is authorized and directed to execute and deliver the Contract in the name of, and on behalf of, the City with such changes, amendments, modifications, omissions, and additions made by the City Manager and City Attorney. Execution by the Mayor and Paypoint shall be deemed to be conclusive evidence of approval of such changes, amendments, modifications, omissions, and additions.

**Section 4.** Effective Date. This resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** at a meeting of the City Council this \_\_\_\_ day of May 2022.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

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

**CONTRACT BETWEEN THE CITY OF LAKE CITY, FLORIDA, AND  
PAYPOINT HR, LLC**

**THIS CONTRACT** made and entered into this \_\_\_\_ day of May 2022, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055, and having a mailing address of 205 North Marion Avenue, Lake City, Florida 32055 (herein referred to as "City") and Paypoint HR, LLC, having a mailing address of 7901 4<sup>th</sup> Street North, Suite 300, St. Petersburg, Florida 33702 (herein referred to as "Contractor").

**WHEREAS**, the City desires the Contractor to provide consulting services to perform a classification and compensation study; and

**WHEREAS**, the City invited proposals through a Request for Proposals (RFP-011-2022), and the Contractor was selected with the highest evaluation score; and

**WHEREAS**, the City desires to enter into a contract with the Contractor to memorialize the intentions and obligations of the City and Contractor.

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

1. **Recitals**: The above recitals are all true and accurate and are incorporated herein and made a part of this Contract.

2. **Definitions**: The following definitions of terms associated with this Contract are provided to establish a common understanding between both parties to this Contract, as to the intended usage, implication, and



interpretation of terms pertaining to this Contract:

- a. "CITY" means the City Council of the City of Lake City, Florida, and any official or employee thereof who shall be duly authorized to act on the City's behalf relative to this Contract.
- b. "CONTRACT" means the terms, conditions, and covenants expressed herein in addition to all the terms, conditions, and covenants of the Request for Proposals and its addendum (hereinafter collectively referred to as "RFP-011-2022" or "RFP"), reasonably inferred to the City and general conditions, all of which are incorporated herein and made an essential part of this agreement between the parties.
- c. "CONTRACTOR" means the individual or firm offering professional services, which has executed this Contract, and which shall be legally obligated, responsible, and liable for providing and performing any and all of the services and work of sub-contractors, required under the covenants, terms, and provisions contained in this Contract and any and all amendments to this Contract.
- d. "SERVICES" means professional services for the Consulting Services to perform a Classification and Compensation Study, and the services and responsibilities listed within the RFP.
- e. "SUB-CONTRACTOR" means any individual or firm offering professional services which is engaged by the Contractor or one of its sub-contractors in providing and performing the

professional services, work and materials for which the Contractor is contractually obligated, responsible and liable to provide and perform under this Contract and any and all amendments thereto. The City shall not be a party to, responsible or liable for, or assume any obligation whatsoever for any agreement entered into between the Contractor and any sub-contractor or any sub-sub-contractor.

f. "PARTIES" means the signatories to this Contract.

3. **Engagement of Contractor:** City hereby engages Contractor to provide City with the services identified herein and within the RFP.

4. **Term of Contract:** The Contractor shall fully complete all work required under this Contract within sixteen (16) weeks from receipt of a notice to proceed. The Contractor shall not commence any work until the Contractor has received a notice to proceed from the City's Procurement Department. The term of this Contract may be extended only by a written agreement of the parties.

5. **Compensation and Method of Payment:** City agrees to pay the Contractor compensation for its services rendered to the City not to exceed thirty-seven thousand, five hundred dollars and zero cents (\$37,500.00). One payment shall be made to Contractor upon receipt of Contractor's one invoice which shall be submitted at the completion and acceptance of the Contractor's work. City reserves the right to withhold an amount City deems necessary to pay any claims for labor and services rendered and materials provided to Contractor or sub-Contractor in furtherance of this Contract.

6. **Insurance:** Contractor agrees to and shall procure and maintain insurance during the term of this Contract and shall provide proof of the following insurance coverages, in addition to any listed in the RFP, to the City Procurement Department prior to the commencement of work:

- a. Comprehensive commercial general liability insurance covering as insured the Contractor and City with limits of liability of not less than \$1,000,000.00 per occurrence and aggregate, for coverage of bodily injury or death to any person or persons, property damage, premises-operations, independent contractors, products/completed operations; and
- b. Comprehensive automobile liability insurance covering all owned, hired and non-owned vehicles with coverage limits of not less than the limits provided for in the RFP; and
- c. Worker's compensation insurance for the benefit of the employees of Contractor, as required by the laws of the State of Florida.

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of the Contract. This Contract does not limit the types of insurance Contractor may desire to obtain or be required to obtain by law. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability or obligations under the Contract. All insurance policies shall be through Insurers authorized to write policies in Florida. All certificates shall provide that the policy or policies of insurance shall not be changed or canceled until at least

ten (10) days prior written notice shall have been given to City. As to insurance other than workers compensation and professional liability insurance, the coverage shall name City as an additional insured for City's vicarious liability resulting from the conduct of Contractor and other employed or utilized sub-Contractors in the performance of the services.

7. **Indemnity:** Contractor is an independent contractor and agrees to indemnify, and hold harmless the City and its agents, and employees from and against all suits, actions, claims, damages, costs, charges, and expenses, including court costs and attorneys' fees, of any character caused by or brought because of any injury or damage received or sustained by any person, persons, or property caused by or resulting from any asserted negligent act, errors, or omissions of Contractor or its agents, employees, or sub-contractors.

The indemnity required hereunder shall not be limited by reason of the specifications of any particular insurance coverage in this Contract.

Notwithstanding any other provisions of this Contract, neither party will be responsible to the other party for consequential damages, including, but not limited to, loss of profit, loss of investment, or business interruption.

8. **Liability:** The Contractor agrees to be and remain liable for any and all damages, losses, and expenses incurred by the City caused by the errors, omissions, negligence, or delays of the Contractor, or by any sub-contractor engaged by the Contractor in providing, performing and furnishing services, work or materials pursuant to this Contract and any and all damages, losses, and expenses to the City caused by the Contractor's

negligent performance of any of its obligations contained in this Contract. The Contractor shall be liable and agrees to be liable for and shall indemnify and hold City harmless for any and all claims, suits judgments, or damages, losses, and expenses, including court costs, expert witness and professional consultation services, and attorney fees arising out of the Contractor's errors, omissions, negligence, breaches of contract or delays, or those of any and all sub-contractors engaged by the Contractor during the providing, performing and furnishing of services or materials pursuant to this Contract.

9. **Licenses and Compliance with Regulations:** The Contractor agrees to and shall obtain and maintain throughout the period that this Contract is in effect, all licenses and authorizations as are required to do business in the State of Florida, including, but not limited to, licenses required by any federal and state boards and other government agencies responsible for regulating and licensing the services provided and performed by Contractor pursuant to this Contract.

The Contractor agrees to and will abide by and comply in accordance with the laws, statutes, ordinances, codes, rules, regulations, and requirements of any and all governmental agencies which may regulate or have jurisdiction over the services to be provided and performed by the Contractor for the City, and by any sub-contractor engaged by the Contractor.

10. **Timely Accomplishment of Services and Liquidated Damages:** The timely and expeditious accomplishment and completion by the Contractor of all services provided pursuant to this Contract is of the essence. The Contractor agrees to employ, engage, retain, and assign an adequate

number of personnel throughout the period of this Contract so that all services provided pursuant to this Contract will be provided, performed and completed in a diligent, continuous, expeditious and timely manner throughout.

Time is of the essence in the Contract and all obligations thereunder. If the Contractor fails to complete the Services within sixteen (16) weeks of receipt of the notice to proceed, the City shall be entitled to retain or recover from the Contractor, as liquidated damages and not as a penalty, the sum of three hundred dollars and zero cents (\$100.00) per calendar day, commencing on the first day following the expiration of the contract time and continuing until the actual date of completion. Such liquidated damages are hereby agreed to be a reasonable estimate of damages the City will incur as a result of delayed completion of the Services. The City may deduct liquidated damages as described in this paragraph from any unpaid amounts then or thereafter due the Contractor under this Agreement. Any liquidated damages not so deducted from any unpaid amounts due the Contractor shall be payable to the City at the demand of the City, together with interest from the date of the demand at the maximum allowable rate.

11. **Controlling Law:** This Contract is to be governed by the laws of the State of Florida. If any term or provision of the Contract is found to be illegal or unenforceable such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. It is further

agreed and understood that in the event of any dispute between the City and Contractor arising out of any interpretation or compliance with any of the terms, conditions, and requirements of this Contract proper venue for filing any lawsuit with respect to any such disputes shall lie in Columbia County, Florida. It is intended and understood that this venue provision shall survive any bankruptcy filing.

12. **Attorneys' Fees and Costs:** In the event of default by either party under the terms of the Contract, the defaulting party shall be liable for, and agrees to pay all costs and expenses incurred in the enforcement of this Contract, including reasonable attorneys' fees as well as fees, costs, and expenses in the collection of said expenses.

13. **Other litigation:** The Contractor shall notify the City of any legal actions filed against it for a violation of any laws, rules, codes ordinances, or licensing requirements within thirty (30) days of the action being filed. The Contractor shall notify the City of any legal actions filed against it by a government subdivision or for any claims of sub-Contractors or materialmen. Failure to notify the City of a legal action within thirty (30) days of the action shall be grounds for termination.

14. **Public Records:** The Contractor shall comply with all public records laws.

a. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS**

**RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF  
PUBLIC RECORDS AT:**

City Clerk, City of Lake City  
205 North Marion Avenue  
Lake City, Florida 32055  
386-719-5826 or 386-719-5756

b. The Contractor shall comply with public records laws, specifically the Contractor shall:

1. Keep and maintain public records required by the City to perform the services.
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this Chapter 119 of Florida Statutes or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the City.

If the Contractor considers any portion of any documents, data, or records submitted to the City to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution, or other law, Contractor must simultaneously provide the City with a separate redacted copy of the information it claims as confidential



and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Contract name and number, and it shall be clearly titled "Confidential." The redacted copy should only redact those portions of material that the Contractor claim are confidential, proprietary, trade secret or otherwise not subject to disclosure.

4. Upon completion of the contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

5. Failure of the Contractor to provide the above described public records to the City within a reasonable time may subject Contractor to penalties under 119.10, Florida Statutes, as amended.

15. **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.

16. **Entire Agreement:** Incorporated herein, and made a part hereof, are the Request for Proposals (RFP-011-2022) and all addendum, and all attachments thereto, and the Contractor's response to the RFP. With those incorporations, this Contract constitutes the entire agreement between City and Contractor and supersedes all prior written or oral understandings. Should any term or condition of the documents referenced within this paragraph be found to conflict with a term or condition of this contract the term or condition of this contract shall prevail and be binding. This Contract may only be amended, supplemented, modified, or canceled by a duly executed written instrument adopted by resolution.

17. **Effective and Binding:** This Contract shall not become effective or binding upon City unless and until the City Council of City shall have authorized the Mayor of the City to execute the same by the adoption of an official resolution.

18. **Execution in Counterparts and Authority to Sign:** This Contract, any amendments, or change orders related to the Contract, may be executed in

counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Contract warrants that he or she is duly authorized to do so and to bind the respective party to the Contract.

*[Remainder of this page intentionally left blank]*

19. **Effective Date:** It is agreed by City and Contractor that the effective date is that date first written above.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Contract 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 Sikes, City Clerk

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

**PAYPOINT HR, LLC**

By: \_\_\_\_\_  
Rick Campbell, Member

**File Attachments for Item:**

16. Discussion and Possible Action: Letter from Mayor Byran Williams, City of High Springs, asking for the City to donate a 2004 Vactor 2100 Series Truck or consider selling the truck to the City of High Springs for a fair price. The value has been estimated between \$6,000.00 and \$8,000.00. (Presenter: Mayor Stephen Witt)

*City of High Springs*  
23718 W US HWY 27  
High Springs, Florida 32643



*Telephone (386) 454-1416*  
*Web: [highsprings.us](http://highsprings.us)*

Dear Mayor Witt,

I would like to introduce myself. My name is Mayor Byran Williams from High Springs Florida. You may know that High Springs is a small community, and our tax base is small as well.

High Springs Public Works Director, Thomas Henry, has told us that Lake City's Utility Director, Brian Scott, stated that Lake City would be selling one of their small vactor trucks because it is too small for your size city. The City of High Springs needs a vactor truck that size. Our city is starting to grow, and we are at the point where we need a piece of equipment that can handle some of our utility work.

Our Public Works Director has talked with Mr. Scott about the truck, and it is a 2004 vactor 2100 series. Mr. Henry has contacted Southern Sewer Equipment Sales and spoke with Bill Stinson about a fair price for the truck. Bill Stinson stated the year and hours constitute a price around \$6,000 to \$8,000.

The City of High Springs would like to first ask for a donation of the vactor truck, but we also understand if you need to sell the truck. If High Springs were to purchase the truck, could we purchase it at a fair price? Can we please arrange a time to discuss this truck and see if we can work out an agreement?

Sincerely,

Mayor Byran Williams

**File Attachments for Item:**

17. Discussion and Possible Action - City Attorney (Presenter: City Attorney Fred Koberlein, Jr.)





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## KOBERLEIN LAW OFFICES

FRED KOBERLEIN, JR., B.C.S. | MEAGAN STANDARD | FRED KOBERLEIN, SR.

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### Reply to: Lake City Office

May 9, 2022

Mr. Stephen Witt, Mayor  
City of Lake City, Florida  
Via e-mail only: *witts@lcfla.com*

### Re: Resignation

Dear Mayor Witt and Councilmembers:

Please accept this correspondence as formal notice that Koberlein Law Offices, PLLC, intends to terminate the relationship with the City of Lake City, Florida (hereinafter the "City") at midnight on November 30, 2022. We are hopeful that the advance notice will help achieve a seamless transition and allow for time to budget the change before the new fiscal year. We will be available through the remainder of the calendar year (including December) to assist with a smooth and efficient transition.

On behalf of the law firm, I wish to express to each of you, the city administration, and the citizens that we have enjoyed the experience. We wish nothing but the best for the City and those who work and volunteer in the citizens' best interests.

Respectfully,



Frederick L. Koberlein, Jr., B.C.S.

Cc (via e-mail only):

Paul Dyal, Interim City Manager  
Audrey Sikes, City Clerk  
Councilmembers Jefferson, Hill, and Sampson

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#### LAKE CITY

Telephone: 386.269.9802  
Facsimile: 888.908.8699

#### GAINESVILLE SATELLITE OFFICE

Telephone: 352.519.4357  
Facsimile: 888.908.8699