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# CITY COUNCIL REGULAR SESSION

## CITY OF LAKE CITY

April 18, 2022 at 6:00 PM

Venue: City Hall

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## AGENDA

### REVISED

**Revision made 4/18/2022: Item #8, supporting documentation added and addition of Council Member Todd Sampson as presenter.**

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 Eugene Jefferson**

### 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 Arbor Day - April 29, 2022

### Minutes

- [2.](#) March 30, 2022 Special Meeting

3. April 4, 2022 Regular Session**Approval of Agenda****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.*

**Approval of Consent Agenda**

4. Approve a request from Altrusa to place a 3x5 banner on downtown entrance signs for their upcoming "Fiesta Friday for a Cause" Fundraiser to be held at the Darby Pavillion on May 6, 2022.

**Presentations**

5. David Kraus, Columbia County Manager, will be in attendance at the request of Council Member Jake Hill, Jr. to discuss and present how the County administers their Senior House Repair Program and to offer assistance to the City.

**Old Business**

Ordinances - None

Other Items

6. Discussion and Possible Action - Senior Home Repair Program  
(Presenter: Jake Hill, Jr.)
7. Discussion and Possible Action - Meeting Decorum (Presenter: Mayor Stephen Witt)
8. Discussion and Possible Action - City Manager Position (Presenter: Mayor Stephen Witt and Council Member Todd Sampson)
9. Discussion and Possible Action - Utility Advisory Committee  
(Presenter: Council Member Todd Sampson)
10. Update - Skate Park (Presenter: Mayor Stephen Witt)
11. Discussion and Possible Action - Fire Pension Board Appointee  
(Presenter: Mayor Stephen Witt)

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

### **New Business**

Ordinances - None

Resolutions

- [13.](#) City Council Resolution No. 2022-036 - A resolution of the City Council of the City of Lake City, Florida accepting a utility easement from Cypress Lake Land Trust for the purpose of extending the sewer main.
- [14.](#) City Council Resolution No. 2022-038 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a contract with Careersource Florida Crown; providing for the implementation of the "Summer Youth Employment Program" to include training and employment opportunities with the City from June 13, 2022 through July 29, 2022; and providing an effective date.
- [15.](#) City Council Resolution No. 2022-039 - A resolution of the City Council of the City of Lake City, Florida, authorizing Task Assignment Number One to the Continuing Contract with Gmuer Engineering, LLC; providing for the extension of a water main and gravity sewer main into the Crosswinds Subdivision; providing for a cost not-to-exceed \$44,750.00; and providing for an effective date.

Other Items - None

**Departmental Administration** - None

**Comments by Council Members**

**Adjournment**

### **YouTube Channel Information**

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

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

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



**File Attachments for Item:**

1. National Arbor Day - April 29, 2022

# Proclamation

## NATIONAL ARBOR DAY APRIL 29, 2022

- WHEREAS,** *in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set for the planting of trees; and*
- WHEREAS,** *this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and*
- WHEREAS,** *Arbor Day is now observed throughout the nation and the world; and*
- WHEREAS,** *trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and*
- WHEREAS,** *trees are a renewable source giving us paper, wood for our homes, fuel for our fires and countless other wood products; and*
- WHEREAS,** *trees in our community increase property values, enhance the economic vitality of business areas, and beautify our community; and*
- WHEREAS,** *trees, wherever they are planted, are a source of joy and spiritual renewal; and*

**NOW, THEREFORE, I, Stephen M. Witt, Mayor of the City of Lake City, Florida, do hereby proclaim April 29, 2022 as NATIONAL ARBOR DAY And I urge all citizens to plant trees to gladden the heart and promote the well-being for this and future generations and as we celebrate the twelfth year of the City of Lake City has being a Tree City USA designee.**



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 29th day of April 2022.*

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Stephen M. Witt, Mayor  
City of Lake City

**File Attachments for Item:**

2. March 30, 2022 Special Meeting

The City Council in and for the citizens of the City of Lake City, Florida, met in Special Session, on March 30, 2022 beginning at 8:30 A.M., in the City Council Chambers, located at City Hall 205 North Marion Avenue, Lake City, Florida. Members of the public also viewed the meeting on our YouTube Channel.

#### PLEDGE OF ALLEGIANCE

INVOCATION – Mayor Stephen M. Witt

#### ROLL CALL

Mayor/Council Member  
City Council

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

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

#### APPROVAL OF AGENDA

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

#### ORIENTATION – Renee Narloch

Due to audio issues with Zoom, members concurred to reconvene at 8:43 AM.

Due to video issues with Zoom, Renee provided orientation to members at 8:50 AM without video.

Video interviews with three City Manager finalists recommended by Renee Narloch of S. Renee Narloch & Associates.

1. Finalists to be interviewed:

8:45 AM Troy Perry – Members conducted Mr. Perry’s interview from 9:00 AM – 9:43 AM.

9:45 AM Don Rosenthal – Members conducted Mr. Rosenthal’s interview from 9:53 AM – 10:24 AM.

10:45 AM Fred Ventresco – Members conducted Mr. Ventresco’s interview from 11:00 AM – 11:45 AM.

## PERSONS WISHING TO ADDRESS COUNCIL

- Glenel Bowden

### Discussion and Possible Action – City Manager finalists

Ms. Narloch discussed the candidates with members on the subjects of salary, status, and availability.

Mr. Sampson stated he did not see the experience in the candidates presented.

Mayor Witt suggested delaying, or bring all candidates in at the same time.

Mr. Jefferson recommended to continue searching for candidates, and not rush just to fill the position.

Mr. Hill stated he felt Mr. Rosenthal was the better candidate of the three.

Members concurred to not move forward today.

### PUBLIC COMMENT: Sylvester Warren

Members will discuss the status of the City Manager search at the next Council meeting, Monday, April 4, 2022, and determine what the next steps are.

### Discussion and Possible Action – Interim City Manager Position (Mayor Stephen M. Witt)

#### 1. Memorandum from Interim City Manager Paul Dyal

Mayor Witt reported Mike Williams would be willing to act as Interim City Manager for a short period of time and could start April 7, 2022.

Mr. Jefferson spoke in favor of Mr. Williams returning as Interim City Manager.

Mr. Hill expressed concerns with Mr. Williams.

PUBLIC COMMENT: Stew Lilker

PUBLIC COMMENT: Glenel Bowden

PUBLIC COMMENT: Sylvester Warren

**Mr. Sampson made a motion to bring Mike Williams back as Interim City Manager, effective April 7, 2022; with the same terms and conditions as last time. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

#### ADJOURNMENT

**All matters having been handled, the meeting adjourned at 12:19 AM 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. April 4, 2022 Regular Session



The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on April 4, 2022 beginning at 6:07 P.M., in the City Council Chambers, located at City Hall 205 North Marion Avenue, Lake City, Florida. Members of the public also viewed the meeting on our YouTube Channel.

EVENTS PRIOR TO MEETING – Community Redevelopment Agency Meeting at 5:30 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

PUBLIC COMMENT: Glenel Bowden

1. National Public Safety Telecommunications Week, April 10-16, 2022

Mayor Witt presented the National Public Safety Telecommunications proclamation to the Lake City Police Department.

MINUTES

2. March 21, 2022 Regular Session

**Mr. Hill made a motion to approve the March 21, 2022 Regular Session minutes as presented. Mr. Jefferson seconded the motion and the motion carried unanimously on a voice vote.**

APPROVAL OF AGENDA

**Mr. Sampson made a motion to approve the agenda with removing Item #'s 10, 13, and 14. 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	Nay

Mr. Sampson stated until we get an interim or permanent City Manager there is no need to discuss those items.

#### PERSONS WISHING TO ADDRESS COUNCIL

- Sylvester Warren
- Dana Jernigan
- Glenel Bowden

#### APPROVAL OF CONSENT AGENDA – None

#### OLD BUSINESS

##### Ordinances

**At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2022-2214. City Council Ordinance No. 2022-2214 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2022-2214. After public comment from Sylvester Warren, Mayor Witt closed the public hearing.**

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

**At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2022-2218. City Council**

**Ordinance No. 2022-2218 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2022-2218. After public comment from Glenel Bowden and Sylvester Warren, Mayor Witt closed the public hearing.**

Mayor Witt recommended a workshop on meeting decorum.

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

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

**At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2022-2219. City Council Ordinance No. 2022-2219 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2022-2219. After public comment from Sylvester Warren, Mayor Witt closed the public hearing.**

Mayor Witt stated due to abuse there would only be public comment on items on the agenda, and at the beginning of the meeting. He stated the rules of the meeting would be addressed.

5. City Council Ordinance No. 2022-2219 (final reading) - An ordinance of the City of Lake City, Florida, amending the official zoning atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an Application, Z 22-01, by the property owner of said acreage; providing for rezoning from County Residential,

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

**At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2022-2220. City Council Ordinance No. 2022-2220 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2022-2220. After public comment from Glenel Bowden, Stew Lilker and Sylvester Warren, Mayor Witt closed the public hearing.**

6. City Council Ordinance No. 2022-2220 (final reading) - An ordinance of the City of Lake City, Florida, relating to unlawful activity within public roads and rights-of-way; amending Chapter 98 of the City of Lake City Code to increase the fines associated with activities that interfere with public safety and the primary purpose of the public roads and rights-of-way; providing for severability; providing for conflicts; providing for codification; and providing for an effective date. **Mr. Sampson made a motion to adopt City Council Ordinance No. 2022-2220 on final reading, relating to unlawful activity within public roads and rights-of-way, and amending Chapter 98 of the City of Lake City Code to increase the fines associated with activities that interfere with public safety and the primary purpose of the public roads and rights-of-way. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.**

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

**At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2022-2221. City Council Ordinance No. 2022-2221 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2022-2221. No one asked to speak on City Council Ordinance No. 2022-2221, therefore Mayor Witt closed the public hearing.**

7. City Council Ordinance No. 2022-2221 (final reading) - An ordinance of the City Council of the City of Lake City, Florida, amending the City Code relating to the minimum standards code; providing for amendments to Division 1 titled "In General", of Article VII, of Chapter 22 of the City Code; providing for compatibility with the Florida Statutes; providing for the repeal of conflicts; providing for severability; providing for codification; and providing an effective date. **Mr. Jefferson made a motion to adopt City Council Ordinance No. 2022-2221 on final reading, amending the City Code relating to the minimum standards code; providing for amendments to Division 1 titled "In General", of Article VII, of Chapter 22 of the City Code, and providing for compatibility with the Florida Statutes. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

#### Other Items

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

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

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

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

Mr. Sampson stated the issue is finding someone that lives in the City limits.

10. Discussion and Possible Action - Fish and Game - Pier at Lake Montgomery (Presenter: Mayor Stephen Witt)

This item was removed with the approval of agenda.

11. Discussion and Possible Action - Removal/relocation of benches in central business corridor (Presenter: Council Member Todd Sampson)

PUBLIC COMMENT: Sylvester Warren

Mr. Sampson presented to members his recommendations for the removal/relocation of benches in the central business corridor. He stated the timeframe would be at the pleasure of the Public Works Department.

**Mr. Sampson made a motion approving the moving of up to ten benches from the Central Business Corridor at the pleasure of the Public Works Department. The motion provides for benches to remain in Olustee Park and in front of John Kuykendall’s building. The motion also provides for the benches to be relocated to other City parks within the City limits.**

PUBLIC COMMENT: Shamal Bowden

**Mr. Jefferson seconded the motion.**

Mr. Hill spoke in favor of moving the benches.

Mr. Jefferson stated he supported moving the benches, but with the caveat that not all benches will be removed. He agreed that some need to be moved, as he had counted 21 benches in total.

**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>

12. Discussion and Possible Action - City Manager Position

Also discussed at this time was Item #16.

PUBLIC COMMENT: Glenel Bowden  
PUBLIC COMMENT: Sylvester Warren

Mr. Hill spoke in support of Don Rosenthal.

Mr. Sampson suggested to reach out to ICMA to aid in the search for a City Manager or an interim. He recommended interviewing Mr. Rosenthal when the City has other candidates.

Mayor Witt stated he would update Renee Narloch and supports receiving assistance from the ICMA for an Interim City Manager and/or a permanent City Manager.

PUBLIC COMMENT: Glenel Bowden  
PUBLIC COMMENT: Sylvester Warren  
PUBLIC COMMENT: Stew Lilker

**Mr. Sampson made a motion to authorize City Clerk Audrey Sikes to invite the ICMA and Florida City and County Management Association Senior Advisor Jim Hanson to come give a presentation to the Council as soon as possible during a Special meeting. The motion provides for Ms. Sikes to**

schedule a Special meeting as soon as possible as is allowed to provide ample public notice. 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

13. Update - Skate Park (Presenter: Mayor Stephen Witt)

This item was removed with the approval of agenda.

14. Update - Senior Program (Presenter: Mayor Stephen Witt)

This item was removed with the approval of agenda.

## NEW BUSINESS

Ordinances – None

### Resolutions

15. City Council Resolution No. 2022-034 - A resolution of the City Council of the City of Lake City, Florida, awarding a project to Graham & Sons Electric, Inc., related to the installation of safety disconnects on field pumps located at the City's Spray Field; providing for the execution of a contract; providing for a contract price not to exceed \$36,750.00; and providing an effective date. **Mr. Sampson made a motion to adopt City Council Resolution No. 2022-034, awarding a project to Graham & Sons Electric, Inc., related to the installation of safety disconnects on field pumps located at the City's Spray Field; providing for the execution of a contract, and providing for a contract price not to exceed \$36,750.00. 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

16. City Council Resolution No. 2022-035 - A resolution of the City Council of the City of Lake City, Florida, accepting the resignation of Paul Dyal as Interim City Manager; providing for the appointment of Michael D. Williams as Interim City Manager; providing for the addition of Michael D. Williams as an authorized signor of all checks, vouchers, transfers, or disbursements on all bank accounts of the City; and providing for an effective date. **This item was discussed with Item #12.**

## Other Items

17. Discussion and Possible Action - Advisory Utility Committee (Presenter: Mayor Stephen Witt)

PUBLIC COMMENT: Sylvester Warren

Mr. Dyal reported there were no County personnel on the Utility Advisory Committee.

Mr. Sampson recommended looking at all Committees to confirm whether or not there were potential Sunshine Law violations.

Mayor Witt stated the City would need to verify if the County was asking to be removed totally.

PUBLIC COMMENT: Stew Lilker

DEPARTMENTAL ADMINISTRATION – None

## COMMENTS BY COUNCIL MEMBERS

Mr. Hill asked Chief Butler if the Lake City Police Department could look into speeding and noise in the neighborhood at Wilson and Long Street.

Chief Butler confirmed overtime was just authorized for officers to work speeding in neighborhoods. He stated if anyone had any information to send it to him for enforcement.

Mr. Hill spoke on the mail received from the Board of Ethics.

Mr. Sampson suggested a Workshop to discuss the pier renovations and to invite the County and Florida Wildlife Commission.

Mayor Witt stated he would get with Chris Wynn to set up a workshop.

## ADJOURNMENT

**All matters having been handled, the meeting adjourned at 7:51 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:**

4. Approve a request from Altrusa to place a 3x5 banner on downtown entrance signs for their upcoming "Fiesta Friday for a Cause" Fundraiser to be held at the Darby Pavillion on May 6, 2022.



<b>MEETING DATE</b>
4/18/22

# CITY OF LAKE CITY

## Report to Council

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

**SUBJECT: Post Banner on Downtown Signs**

**DEPT / OFFICE: City Manager**

<b>Originator: Terri Phillips</b>		
<b>City Manager</b> Paul Dyal	<b>Department Director</b> Paul Dyal, City Manager	<b>Date</b> 4/5/22
<b>Recommended Action:</b> Approve for Altrusa to Post Banner on Downtown Signs		
<b>Summary Explanation &amp; Background:</b> Received a request from Altrusa to post a 3 X 5 banner for their upcoming "Fiesta Friday For A Cause" Fundraiser at the Darby Pavilion on May 6, 2022.		
<b>Alternatives:</b> Not Post Banner		
<b>Source of Funds:</b> N/A		
<b>Financial Impact:</b> No cost to the City. Altrusa will provide their own banner		
<b>Exhibits Attached:</b> Picture of Banner		



**\$50<sup>00</sup>**  
**Per Person**

# ***Fiesta Friday***

**For a Cause**

**Thank you to our  
Title Sponsor!**

**Where:** Darby Pavilion  
**When:** May 6, 2022  
**Time:** 5pm - 10pm

**Fiesta Food!  
Themed Drinks!  
Live Band!  
Games!  
Raffles!  
Piñatas!**



**HCA Florida**  
**Lake City Hospital**



**File Attachments for Item:**

7. Discussion and Possible Action - Meeting Decorum (Presenter: Mayor Stephen Witt)

## **ORDINANCE 2021-2178**

**AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING CHAPTER 2, ARTICLE 2, OF THE CITY CODE OF ORDINANCES; PROVIDING FOR AMENDMENTS TO THE RULES OF MEETINGS OF THE CITY COUNCIL AND SPECIAL STANDING COMMITTEES; PROVIDING FOR AMENDMENTS TO THE COMPOSITION, FUNCTIONS, AND RESPONSIBILITIES OF VARIOUS SPECIAL STANDING COMMITTEES; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS** the City Council adopted rules of its meetings in 1968, and said rules were codified in the City Code of Ordinances and from time to time said rules have been amended; and

**WHEREAS** the City Council finds that it is in the best interests of the citizens of the City of Lake City that the rules of meetings be updated; and

**WHEREAS** it is the intent of the City Council that its rules fully provide its deliberations and actions be conducted and taken openly in order that the members of the public may be fully informed; and

**WHEREAS** it is the intent of the City Council that it provide universal rules for the meetings of the City Council and its Special Standing Committees; and

**WHEREAS** it is the finding of the City Council that the members of the public must be fully informed if they are to be intelligently advised as to the conduct of public business by the Council; and

**WHEREAS** the City Council further finds that it is in the best interests of the City to find and provide opportunities for the public to be heard on propositions before the Council; and

**WHEREAS** the City Council further finds that it is in the best interests of the citizens of the City of Lake City to minimize the expenses and delays associated with future amendments to the rules of meetings.

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

**Section 1.** The above recitals are true and accurate and adopted and incorporated herein.

**Section 2.** The following Sections of Chapter 2, Article 2 of the City Code of Ordinances titled "City Council" which pertain to rules of meetings are amended as follows (words ~~stricken~~ are deletions; words underlined are additions):

## **Article II. City Council**

### **Section 2-31 ~~Regular~~ Meetings of the City Council**

- (a) The City Council shall determine and establish by ordinance or resolution the rules governing its own proceedings and the time and place for holding its meetings.
- (b) The presiding officer of the city council shall be the mayor or, in his or her absence, the vice-mayor. The presiding officer, or a majority of the city council shall preserve strict order and decorum at all regular and special meetings of the council.
- (c) Before proceeding with the business of the city council, the city clerk shall call the roll of the councilmembers, the city manager, the city attorney, and the sergeant-at-arms.
- (d) Every question coming before the city council shall be stated and the decision of the council shall be announced.
- (e) Unless a councilmember declares a conflict, his or her silence shall be recorded as an affirmative vote.
- (f) The presiding officer shall vote on all questions; the presiding officer shall be the last name called on the roll.
- (g) The presiding officer shall sign all ordinances and resolutions adopted by the council during the officer's presence. The city clerk and city attorney shall also sign as appropriate.
- (h) The city clerk, or a designee, shall be present at all meetings of the city council and shall keep a record of the council proceedings as required by law. The city clerk shall also enter in full all ordinances and resolutions in an ordinance book and a resolution book, provided and kept for those purposes. Said books may be maintained electronically and shall be public records. Furthermore, the city clerk shall cause all ordinances to be codified in the Code of Ordinances.
- (i) ~~(a)Time. T~~ Unless otherwise duly scheduled and properly noticed, the city council shall hold regular meetings on the first and third Monday of each

month, commencing at 6:00 p.m., ~~or at such other hour of said day as may be designated by the mayor or written notice given to the council members, city manager, city clerk, city attorney and local news media at least 24 hours prior to said meeting.~~ However, when the day fixed for any regular meeting of the city council falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day that is not a holiday without further notice.

- (j) ~~(b)~~ *Place.* All regular or special meetings of the city council shall be held in the city council's chambers at the City Hall in Lake City, Florida, or at such other location anywhere, within Columbia County, Florida, as may be designated by the caller of the meeting in the notice calling the meeting.

#### Section 2-32. - Special meetings.

The mayor, the city manager or three or more councilmembers of the city council may call special or emergency meetings of the council; provided, however, that each councilmember shall be given reasonable at least 12 hours' written notice. ~~Such~~ which notice shall be served personally upon each councilmember: personally, electronically, or left at his or her usual place of residence. ~~Whenever practicable, each member shall receive 12 hours' notice.~~ The notice calling the special meeting shall state the date and hour of the meeting and the purpose for which such meeting is called, and no business shall be transacted at such meeting, except such as is stated in the notice.

#### Section 2-33. Meetings open to public.

Except as specifically permitted by law, all ~~All~~ meetings of the city council shall be open to the public, and ~~any visitors~~ the public shall have access to the minutes and records of such meetings at all reasonable times.

#### Section 2-34. - Agenda.

All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the city council shall, ~~at least six business hours prior to each council meeting,~~ be delivered to the city clerk, whereupon the city clerk shall immediately arrange a list of such matters according to the order of business, the Agenda, and furnish each councilmember, of the city council the city manager, and the city attorney with a copy of the Agenda prior to the council meeting ~~and~~ as far in advance of the meeting as time for preparation will permit. No matter shall be considered by the city council at any meeting unless it shall have been first submitted to the city clerk and placed upon the Agenda as provided in this section; ~~unless, for emergency matters,~~ such requirement is waived by the unanimous consent of the councilmembers.

~~□ Sec. 2 35. Presiding officer.~~

~~□ (a) The presiding officer of the city council shall be the mayor or, in his absence, the vice mayor. The presiding officer shall preserve strict order and decorum at all regular and special meetings of the council. He shall state every question coming before the city council, announce the decision of the council on all subjects and decide all questions of order, subject, however, to an appeal to the council, in which event a majority vote of the council shall govern and conclusively determine such question of order. He shall vote on all questions, his name to be called last. He shall sign all ordinances and resolutions adopted by the council during his presence.~~

~~(b) In the event of the absence of the mayor, the vice mayor shall sign ordinances or resolutions as then adopted.~~

~~□ Sec. 2 36. Call to order; presiding officer.~~

~~□ The mayor, or in his absence, the vice mayor shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the council to order. In the absence of the mayor, the mayor may appoint one of the other members of the council as vice mayor during his absence. If the mayor fails to appoint a vice mayor to preside during his absence, the remaining members of the council shall select and designate one of the councilmembers to act as mayor during the absence of the mayor. The vice mayor shall preside at the meetings and shall assume all the duties of the mayor during the mayor's absence.~~

~~Section. 2 37. Roll call.~~

~~Before proceeding with the business of the city council, the city clerk shall call the roll of the members, and the names of those present shall be entered in the minutes. The roll call shall include the city attorney and sergeant at arms.~~

~~Section. 2-38. - Quorum.~~

~~Three councilmembers of the city council shall constitute a quorum at any regular or special meeting of the city council. In the absence of a quorum, the presiding officer may, or shall, at the insistence of any plurality of the councilmembers present, adjourn the meeting from day to day until such time as a quorum may be present. A councilmember of the city council may be compelled to attend any meeting of the council upon unanimous vote of those attending the meeting. The presiding officer shall instruct the chief of police sergeant-at-arms or his the designated officer to bring such absent councilmember or councilmembers to said meeting forthwith; provided, however, that no councilmember shall be compelled to attend any meeting if such councilmember is sick or ill or otherwise incapacitated and unable to physically be present.~~

Section. 2-39. - Order of business.

~~Promptly a~~ At the hour set by the city council, for on the day of each regular or special meeting, the councilmembers of the city council, the city manager, the city clerk, the city attorney, and the sergeant at arms chief of police shall take their regular stations in the council chambers at the meeting site, and the business of the council shall be taken up for consideration and disposition. in the following order: The Agenda prepared by the city clerk in accordance with Section 2-34 shall initially be considered as the order of business. It may be amended as necessary or appropriate prior to adoption by the council.

~~(1) Roll call.~~

~~(2) Approval of minutes of previous meeting.~~

~~(3) Petitions, remonstrances and communications.~~

~~(4) Introduction and adoption of resolutions and ordinances.~~

~~(5) Report of department heads and committees.~~

~~(6) Unfinished business.~~

~~(7) New business.~~

~~(8) Miscellaneous.~~

~~(9) Appropriations.~~

~~(10) Adjournment.~~

Section. 2-40. - Reading of minutes.

Unless a reading of the minutes of a council meeting is requested by a councilmember of the council, such minutes may be approved without reading, if the city clerk has previously furnished each member with a synopsis thereof. At least three days prior to each meeting, the city clerk shall furnish each councilmember of the city council and the city attorney with a copy of the minutes of the preceding meeting.

Section. 2-41. - Rules of debate.

(a) Debate from chair. The mayor or vice-mayor or such other councilmember of the city council as may be presiding may move, second and



debate from the chair, subject only to such limitations of debate as are by these rules imposed on all councilmembers and shall not be deprived of any of the rights and privileges of the councilmember by reason of being his acting as the presiding officer.

(b) Getting the floor; improper references to be avoided. Every councilmember desiring to speak shall address the chair, and, upon recognition by the presiding officer, shall confine ~~himself~~ all comments to the question under debate, avoiding all personalities and indecorous language.

(c) Interruptions. A councilmember, once recognized, shall not be interrupted when speaking unless it be to call him or her to order, or as otherwise provided in this section. If a councilmember, while speaking, is called to order, ~~he the councilmember~~ shall cease speaking until the question of order be determined, and, if in order, ~~he the councilmember~~ shall be permitted to proceed.

(d) Privilege of closing debate. The councilmember moving the adoption of an ordinance or resolution or any motion shall have the privilege of closing the debate.

(e) Motion to reconsider. A motion to reconsider any action taken by the council may be made only on the day such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session of the council. Such motion shall be made by one of the prevailing side, but may be seconded by any councilmembers, and may be made at any time and have precedence over all other motions or while a councilmember has the floor; it shall be debatable. Nothing in this section shall be construed to prevent any councilmember of the council from making or remaking the same or any other motion at a subsequent meeting of the council.

(f) Remarks of councilmember; entry in minutes. A councilmember may request, through the presiding officer, the privilege of having an abstract of ~~his~~ the councilmember's statement on any subject under consideration by the councilmember entered in the minutes. If the city council consents thereto, such statement shall be entered in the minutes.

(g) Synopsis of debate; entry in minutes. The clerk may ~~be directed by the presiding officer, with consent of the council, to~~ enter in the minutes a synopsis of the discussion on any question coming ~~regularly~~ before the council.

(h) Rules of order. Except in conflict with the provisions of this section, Robert's Rules of Order, Newly Revised, shall govern the deliberations of the council.

Section. 2-42. - Addressing the council through presentation.

Any person desiring to address the council through presentation shall first notify the city clerk of such desire and state the purpose or matter he desires to bring before the council. The city clerk shall place the request upon the agenda under its proper heading of business, provided the person seeking to address the council has made his request of the city clerk ~~six hours~~ prior to the final completion of the Agenda. meeting; provided, however, that under the following headings of business, unless the presiding officer rules otherwise, any qualified person may address the council without securing such prior permission:

(1) Written communications. Interested parties or their authorized representatives may address the council or councilmembers by written communications at any time in regard to matters then under discussion.

~~(2) Oral communications.~~

~~Taxpayers or residents of the city, or their authorized legal representatives, may address the council by oral communication on any matter concerning the city's business, or any matter over which the council has control; provided, however, that preference shall be given to those persons who may have notified the city clerk in advance of their desire to speak in order that the same may appear on the agenda of the council.~~

~~(3) Reading of protests, petitions or communications. Interested persons or their authorized representatives may address the council by reading of protests, petitions, or communications relating to zoning, sewer and street proceedings; hearings on protests, appeals and petitions; or similar matters, in regard to matters then under consideration.~~

Section. 2-43. - Addressing the council after motion made.

After a motion is made by the council, no person shall address the council without first securing the permission of the presiding officer so to do.

Section. 2-44. - Public Participation; mManner of addressing council; time limit.

During the Public Participation portion of the meeting, any member of the public may address the city council concerning: an Agenda item, the city's business, or any matter over which the council has control. The address may include the reading of protests, petitions, or communications.

Each person addressing the council shall stand at the podium or take a seat in front of the council, shall give his or her name and address in an audible tone of voice for the records, and unless further time is granted by the council, shall limit his or her address to ~~15~~ 3 minutes. All remarks shall be addressed

to the council as a body and not to any councilmember or other individual. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a councilmember of the council, without the permission of the presiding officer.

~~Section. 2-45. Silence constitutes affirmative vote.~~

~~Unless a member of the council states that he is not voting, his silence shall be recorded as an affirmative vote.~~

Section. 2-46. - Decorum.

(a) By councilmembers. While the council is in session, the councilmembers must preserve order and decorum, and a councilmember shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the council nor disturb any councilmember while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise provided in this section.

(b) By persons. Except as specifically set forth herein, any member of the public making oral comments to the council shall abide by all rules of discussion and decorum applicable to councilmembers. Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the council attending a meeting shall be ~~barred~~ removed by the presiding officer from ~~further audience before the council the meeting~~, unless permission to continue is granted by a majority vote of the council.

Section. 2-47. - Enforcement of decorum.

The chief of police, or such members of the police department as ~~he~~ may be designated, shall be sergeant-at-arms of the council meetings. ~~He, or they,~~ The sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the council meeting. Upon instructions of the presiding officer, it shall be the duty of the sergeant-at-arms to ~~place~~ remove from the meeting any person who violates the order and decorum of the meeting, ~~under arrest, and cause him to be prosecuted under the provisions of this article, the complaint to be signed by the presiding officer.~~ It shall also be the duty of the sergeant-at-arms to compel absent members of the council to attend any meetings upon instructions from the presiding officer or other members of the council as provided in this ~~section~~ Article.

Section. 2-48. - Special standing committees.

(1) Findings. The city hereby finds that it can best provide for the safety, welfare, health needs and development of the city and make the most effective

use of its powers and provide services and facilities to the community by creating and establishing various committees of city council-members and non-city council-members who shall study, evaluate and recommend to the city council the various services and facilities needed to provide the citizens of the city the most efficient and effective government. To that end, the following standing advisory committees of the city council are established:

a. Airport advisory committee.

1. There is hereby created and established an airport advisory committee (the "airport committee") which shall consist of two city councilmembers, together with ~~three~~ four non-council members, consisting of the city manager or their designee, executive director of administrative services and the airport manager, and two additional non-councilmembers to be appointed by the mayor with the consent and approval by resolution of the city council.

2. Functions and responsibilities of airport committee. The airport committee shall:

i. Study, investigate, develop, assist, advise and recommend to the city council ~~on any and all~~ those matters pertaining to the needs of the airport and the promotion of the airport for both aviation~~al~~ and non-aviation~~al~~ purposes;

ii. Study the needs of and develop plans for the maintenance of all airport facilities including runways;

iii. Coordinate activities at the airport including special events, lease negotiations, landlord-tenant issues, Federal Aviation Administration and Florida Department of Transportation project activities;

iv. Coordinate the development and preparation of five-year work programs, airport master plans, timber management to avoid height obstructions; and

v. Provide city council with recommendations regarding airport master plans, obtain grants, budgeting, staffing, airport improvements, economic development of the airport industrial park and plans to promote the airport.

b. Beautification advisory committee.

1. There is hereby created and established a beautification advisory committee (the "beautification committee") which shall consist of two city

councilmembers, together with such non-council members appointed by the mayor with the consent and approval by resolution of the city council.

2. Functions and responsibilities of the beautification committee. The beautification committee shall:

i. Study, investigate, develop, assist, advise and recommend to the city council any and all matters pertaining to beautification, sanitation, environment and citizens' participation relating thereto;

ii. Advise and recommend plans to organizations and groups in the city and promote public interest in the general improvement of the appearance of the city;

~~iii. Participate with and serve as the city's representative on the joint city-county beautification committee;~~

iii ~~iv~~. Develop plans and make preparations for the annual Florida Arbor Day, National Arbor Day (tree give away program), and for the City to be designated each year as Tree City USA;

~~iv~~ v. Prepare, locate sites, and install and erect appropriate "Welcome to Lake City" signs.

v ~~vi~~. Initiate, promote and assist in the implementation of general community beautification.

vi ~~vii~~. promote, cooperate with and coordinate the activities of individuals, agencies, organization and groups, public or private, whose plans, activities and programs bear on the appearance of the city.

vii ~~viii~~. Prepare both general and specific proposals for improving the appearance of the city. such proposals may include suggested goals and standards for the aesthetic enhancement of the city or any part thereof, including public ways and areas, open spaces, and public and private buildings and projects.

viii ~~ix~~. Participate in appropriate ways in the implementation of such proposals. This participation may including making studies of the visual assets and liabilities of the community, including surveys and inventories of an appropriate nature, with particular attention to the appearance of properties along the major streets and thoroughfares of the city.

ix ~~8~~. Develop and supervise programs of the city and citizens cooperation to protect and upgrade such properties, consisting of, but not limited to contacts and discussions with citizen groups, business groups and individuals to encourage cooperative improvement of the city's appearance.

~~3. The two council members of the beautification committee shall represent the city at the city county joint beautification committee, as it may exist from time to time.~~

c. Community redevelopment advisory committee.

1. There is hereby created and established a community redevelopment advisory committee (herein "CRAC") ~~of the city council,~~ which shall consist of the mayor, and one city council member ("council members"), ~~a member ("county board member") representing the Columbia County Board of County Commissioners (the "county board"), a member ("chamber member") representing the Lake City Columbia County Chamber of Commerce (the "chamber member"), and seven and six non-council members ("non council public members").~~ The council members and ~~seven~~ six non-council members shall be appointed by the mayor by resolution with the consent and approval of the city council. ~~The county board member shall be a person designated from time to time in writing by the county board and whose designation shall be ratified and confirmed by resolution of the city council. The initial designated chamber member shall serve an initial term ending December 31, 2014. On January 1, 2015, and annually thereafter, the chamber member shall be the duly elected and acting president of the chamber whose name shall be certified to the city and whose designation shall be ratified and confirmed by resolution of the city council. The seven non-council~~ six public members shall be either a resident of the city and/or operate a business in the city (preferably within the CRA area).

2. Functions and responsibilities of the community redevelopment advisory committee. The community redevelopment advisory committee shall:

i. study, investigate, develop, assist, advise and recommend to the city community redevelopment agency ("CRA") in all matters pertaining to the promotion and development of the city's commercial and residential CRA areas through use of tax increment financing ("TIF") funds.

ii. Advise and recommend plans to organizations and groups in the city and promote public interest in the general improvement of the appearance of the city.

iii. Study, develop, and recommend amendments to the CRA plan and for the expenditure and growth of CRA tax increment funds.

iv. Study, investigate, develop and recommend to the CRA various ways to promote the development of the city's downtown and neighborhoods, including, but not limited to, work with the beautification committee to resolve the on-going challenge of landscape maintenance and improvements of the appearance of major intersections in the city.

v. o study and recommend to the CRA amendments to the city codes and ordinances to address vacant and dilapidated housing, commercial buildings and unsightly vacant lots and developing a master list of such identifiable properties.

vi. Review and study of zoning and land use regulations relating to the downtown district and making recommendations to the planning and zoning board for amendments to the zoning regulations which would improve and promote new development in the downtown and CRA area.

vii. Perform periodic review of the community redevelopment plan and when appropriate submit recommendations to the CRA for changes.

viii. Make written recommendations to the CRA on plan implementation, including developing an annual work program, setting project priorities, and developing incentives to further CRA efforts.

ix. Hold public meetings for the purpose of receiving citizen input related to the CRA area and to report such information to the CRA.

x. Evaluate and provide recommendations to the CRA on the expenditure or use of local, state and/or federal funds for redevelopment activities within the CRA area.

d. Utility advisory committee.

1. There is hereby created and established the utility advisory committee (the "utility committee") which shall consist of two city councilmembers, together with non-councilmembers to be appointed by the mayor with the consent and approval by resolution of the city council.

2. Functions and responsibilities of the utility committee. The utility committee shall:

i. Study, investigate, develop, assist, advise and recommend to the city council ~~any and all~~ those matters pertaining to the city utility systems and referred to the utility committee by either the city manager or city council;

ii. Recommend from time to time to the city council action on establishing new kinds of utility services, preserving and expanding existing utility services, on the financial needs of the utility systems, on making any changes in the utility rates and charges and on making any changes in service which may be beneficial to the public;

iii. Initiate and review utility master planning efforts in the areas of water, sewer, natural gas and stormwater projects. Review and recommend approval of projects and requests for extension of water, sewer and gas lines for new development. Provide recommendations regarding major annual maintenance programs, i.e., lift station rehabilitation, leak detection programs, water tank refurbishment, systems enhancements, pilot programs to explore new or innovative operational techniques, utility standards, outside engineering proposals involving engineering services for water, sewer, gas and drainage projects.

iv. Except as otherwise provided for herein or in the City Code, the city council shall take no action with respect to making major improvements to the existing utility systems, extending and providing new developments and subdivisions with utility services, or make any changes in the utility rates and charges, without first receiving from the utility committee its recommendations relating to such changes.

(2) Appointment of advisory committee members. Except as otherwise provided for herein, both city council members and non-council members on each of the respective advisory committees created herein shall be appointed by the mayor with the consent and approval by resolution adopted by the city council. The mayor shall designate the chairperson, who shall be the committee presiding officer, of each of the respective advisory committees. Members of all advisory committees created herein shall serve without compensation.

(3) Mayor ~~to be~~ as ex-officio member of committees. The mayor may serve as an ex-officio member of each committee created in this section.

(4) Role of non-council advisory committee members. The role of the non-council members on each of the advisory committees shall be to act in an advisory



capacity to the councilmembers of each respective advisory committee with staff support, recommendations, suggestions and such data and information relating and pertaining to the functions, responsibilities and duties of the respective advisory committees to assist and help the city council members of the respective advisory committees in reaching prudent decisions and recommendations to city council and to the CRA as to the CRAC. Said members shall be entitled to make motions and vote on all matters coming before the respective advisory committees.

(5) Role of advisory committees. The role of each advisory committee created herein is advisory only and all of the recommendations and decisions of each respective advisory committee must be submitted in writing to the city council, or to the CRA as to the CRAC, for its discussions and considerations at a regular or special meeting and shall be subject to the approval or disapproval of or modification by the city council, or CRA as to the CRAC.

(6) Creation of additional committees. The city council may, from time to time, by resolution, establish and create additional advisory committees of the city council or other citizens' committees. The number of members, the purpose, function and responsibilities of any such additional committees or boards shall be stated in the resolution creating any additional committee. The members of any such additionally created committee shall be appointed by the mayor with the consent and approval by resolution adopted by the city council with one of such members being appointed chairperson thereof by the mayor.

(7) Term. Except as provided for herein, the members of each of the standing advisory committees herein created and established shall be appointed for a term of two years and, subject to being reappointed by the mayor may serve on an advisory committee for one or more consecutive terms. Members reappointed to serve on an advisory committee may be reappointed by the mayor with the consent and approval by resolution of the city council. Vacancies occurring on an advisory committee for reasons other than the expiration of terms shall immediately be reported to the city council. Vacancies shall be filled in the same manner that the original appointments are made and shall be filled for the unexpired term of the member whose place has become vacant. The initial members of each advisory committee shall be appointed for a period terminating September 30, 2013. Thereafter The term of all members shall be for two years commencing October 1, 2013 of each year.

(8) Committee rules. Each advisory committee herein created and established shall abide by the rules for the city council meetings. Notwithstanding the foregoing, if necessary, a committee may adopt special rules for the transaction of its business, and shall keep minutes of its discussions, findings, and recommendations, all of which shall be open to public inspection. Robert's Rules of Order, newly revised, as amended from time to time shall govern the deliberations of each advisory committee.

(9) City attorney. The city attorney shall render each committee legal advice when and as needed.

(10) Committee secretary. The city clerk or their designee shall serve as the secretary to each committee created by the city council, with the duty to:

a. Provide reasonable notice of each meeting of the committee to all members of the committee, members of the city council, city attorney and local news media ~~at least 24 hours~~ (excluding Saturday, Sunday and holidays) prior to the meeting;

b. Record and make, or cause to be made, the minutes of each committee meeting; which shall include the committee discussions, findings, and recommendations, all of which shall be open to public inspection.

c. Within no less than ~~seven~~ five days prior to each meeting furnish copies of the minutes of each preceding committee meeting to all members of the committee, the city manager, city council members and the city attorney.

(11) Committee meetings. Each advisory committee herein created shall hold meetings when and as needed as determined by its respective chairperson, the mayor, or the city manager. The chairperson of each committee shall establish the time and place of any meeting which shall be noticed in writing at least five days prior to the meeting and shall be open to the public and shall comply with and abide by the requirements of the laws of Florida regarding public meetings, ~~including the provisions and requirements of F.S. chs. 112, 119 and F.S. § 286.~~

(12) Committees advisory to council, or CRA as to the CRAC. Committees herein created and established by the city council shall act only in an advisory capacity to the city council, or the CRA as to the CRAC, and shall have no authority to legally obligate the city or CRA in any way whatsoever. Each committee shall report its recommendations to the city council, or the CRA as to the CRAC, at a regular or special meeting of the city council so that the city council or CRA may determine if the recommendations of the committee should be accepted in whole or part and implemented by formal action of the city council, or CRA as to the CRAC.

Notwithstanding any provision in this section to the contrary, the committee of the whole shall have the right to consider and make recommendations to the city council on any and all matters without first having received recommendations from any of the respective committees.

None of the respective advisory committees shall have the authority to enter into contracts for and on behalf of the city which financially obligates the city or CRA for the expenditure of either CRA or city funds.

Section. 2-49. - Committee of the whole council.

(a) Committee of the whole council. There is hereby created and established the committee of the whole, which shall consist of all councilmembers of the city council. The mayor shall be the chairman of the committee.

(b) Functions and responsibilities of the committee of the whole council. The committee of the whole council shall:

(1) Schedule and conduct workshop meetings to consider any matter pertaining to the functioning of the city, including any of the functions and responsibilities assigned to any of the special committees created in Section 2-48 of this article;

(2) Represent the city and serve on any joint city-county committee composed of the councilmembers of the city council, the Columbia County Board of Commissioners and, when applicable, the Mayor of Fort White.

(c) The mayor, or in his or her absence, the vice mayor, shall preside at all meetings of the committee of the whole and the rules of proceedings of the council shall apply and be observed in all meetings of the committee of the whole as far as such rules may be applicable. The committee of the whole shall meet as often as is necessary to do so in order to carry out the business or matters referred to it by the council. The mayor or any two councilmembers of the council may call a meeting of the committee of the whole upon reasonable 24 hours written notice to all members, the city manager, the city attorney and the city clerk. All meetings shall be open to the public. The city clerk shall serve as the secretary of the committee of the whole.

Section. 2-50. - Councilmembers may file protests against council action.

Any councilmember shall have the right to have the reasons for his or her dissent from, or protest against, any action of the council entered on the minutes.

Section. 2-51. - Ordinances, resolutions, motions and contracts.

(a) Preparation of ordinances. All ordinances shall be ~~prepared~~ reviewed by the city attorney. No ordinance shall be prepared for presentation to the council unless ordered by a majority vote of the council, or requested in writing by the mayor or the City Manager, or prepared by the city attorney on his or her own initiative.

(b) Approval by city attorney. All ordinances, resolutions and contract documents shall, before presentation to the council, have been approved as to form and legality by the city attorney.

(c) Introduction for passage or approval. Introduction for passage of ordinances, motions and contracts shall be as follows:

(1) Ordinances, resolutions, and other matters or subjects requiring action by the council must be introduced and sponsored by a councilmember ~~of the council~~, or the city attorney may present ordinances, resolutions, and other matters or subjects to the council, and any councilmember may assume sponsorship thereof by moving that such ordinances, resolutions, matters or subjects be adopted; otherwise, they shall not be considered.

(2) Every proposed ordinance or resolution shall be introduced in written or printed form and shall not contain more than one subject and matters properly connected therewith. The subject shall be clearly stated in the title.

(3) Except as provided in F.S. § 166.041(3)(c), a proposed ordinance may be read by title, or in full, on at least two separate days and shall, at least ten days prior to adoption, be noticed once in a newspaper of general circulation in the city.

(4) The city council may, by a two-thirds vote, enact an emergency ordinance without complying with the requirements of subsection (c)(3) of this section. However, no emergency ordinance or resolution shall be enacted which establishes or amends the actual zoning map designation of a parcel of land or that changes the actual list of permitted, conditional, or prohibited uses within a zoning category.

(5) All ordinances or resolutions passed by the council shall become effective ten days after passage or as otherwise provided therein.

(6) The enacting clause of all ordinances shall be "be it enacted by the people of the City of Lake City, Florida." The affirmative vote of a majority of councilmembers present shall be necessary to adopt any ordinance or resolution, and the passage of all ordinances and resolutions shall be taken by yeas and nays and be entered upon the minutes.

Section. 2-52. - Adjournment.

A motion to adjourn shall always be in order and decided without debate.

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

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

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

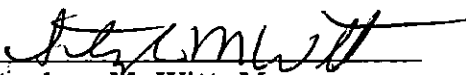
**Section 6:** This ordinance shall take effect immediately upon its adoption.

**PASSED** upon first reading this 16<sup>th</sup> day of February 2021.

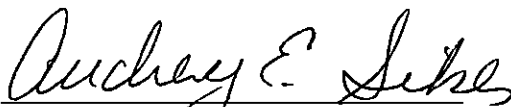
**NOTICE PUBLISHED** on the 19<sup>th</sup> day of February 2021.

**PASSED AND ADOPTED** on the 1<sup>st</sup> day of March 2021.

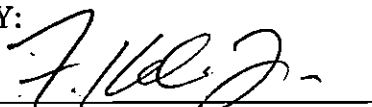
**CITY OF LAKE CITY, FLORIDA**

By:   
Stephen M. Witt, Mayor

ATTEST:

By:   
Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND  
LEGALITY:

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


**Ordinance Number: 2021-2178**  
**Passed on first reading on February 16, 2021**

**Record of Vote on First Reading**

	For	Against	Absent	Abstain
Stephen Witt, Mayor/Council Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Greene, Council Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Hill, Jr., Council Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eugene Jefferson, Council Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Todd Sampson, Council Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Certification**

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

  
\_\_\_\_\_  
AUDREY E. SIKES, MMC  
City Clerk

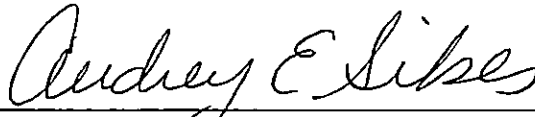
**Ordinance Number: 2021-2178**  
**Passed on second and final reading on March 1, 2021**

**Record of Vote on Second and Final Reading**

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

**Certification**

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

  
\_\_\_\_\_  
AUDREY E. SIKES, MMC  
City Clerk

**File Attachments for Item:**

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



To: City Council  
Cc: City Clerk

From: Councilman Todd Sampson

Date: April 18, 2022

Subject: Recommend pro forma contract terms to candidate Glen Adams

- Employment Date: On, or about. May 15, 2022.
- Base Salary: An annual base salary of \$160,000 with a mandatory review of the annual base salary after one year of employment.
- Relocation Expenses: Reimbursement of relocation expenses of up to \$10,000.00.
- Employee Benefits: Entitlement to all benefits offered to the highest classification of a full-time employee including medical, dental, vision, life insurance, disability insurance, retirement savings, annual leave, sick leave, and tuition. All benefits begin on the first day of employment.
- Additional Benefits: Two weeks of annual leave in addition to the default annual leave provided for full-time employees in the classification plan; individual computer laptop, tablet and software, mobile phone, a city-owned vehicle for business use, and life insurance equal to annual salary
- Business Expenses: Expenses related to position of city manager including travel, professional memberships in local associations, professional memberships in professional associations, and continuing professional development and education.
- Severance: If terminated without cause, 20 weeks of salary and benefits at the then rate of pay; payment of accrued leave time.
- Performance Evaluation: Annual evaluation based on goals set during workshop with professional facilitator/consultant.

**File Attachments for Item:**

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

**CITY COUNCIL RESOLUTION NO. 2021-049**

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

**WHEREAS**, the City Council of the City of Lake City, Florida (hereinafter the "City") created and established the composition of the Utility Advisory Committee (hereinafter the "Utility Committee"); 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 the most efficient and effective government; and

**WHEREAS**, the Utility Committee shall consist of two City Councilmembers, together with non-Councilmembers, each of which are to be appointed by the Mayor with the consent and approval of the City Council; and

**WHEREAS**, members of the Utility Committee are to be appointed for a two-year term; and

**WHEREAS**, having considered the foregoing the Mayor nominated individuals to the Utility Committee, all of whom were not approved at the City Council's meeting held on March 29, 2021; and

**WHEREAS**, the Mayor and Councilmembers reached an agreement at the City Council meeting held on March 29, 2021, that identified individuals and individuals holding certain positions with both the City and Columbia County, Florida governments would be appointed to the Utility Committee; and

**WHEREAS**, the City Council finds that the best interests of the City are served by the appointment of the following individuals to the Utility Committee 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. City Manager of the City of Lake City
  - ii. Executive Director of Utilities of the City of Lake City
  - iii. County Manager of Columbia County, Florida

- iv. Director of Economic Development of Columbia County, Florida
- v. a County Commissioner to be appointed by the Board of County Commissioners of Columbia County, Florida
- vi. a County Commissioner to be appointed by the Board of County Commissioners of Columbia County, Florida

**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 individuals 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 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 the 29th day of March 2021, and subsequently reduced to writing.

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

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

APPROVED AS TO FORM AND LEGALITY:

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

**File Attachments for Item:**

13. City Council Resolution No. 2022-036 - A resolution of the City Council of the City of Lake City, Florida accepting a utility easement from Cypress Lake Land Trust for the purpose of extending the sewer main.

**CITY COUNCIL RESOLUTION NO. 2022-036**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA ACCEPTING A UTILITY EASEMENT FROM CYPRESS LAKE LAND TRUST FOR THE PURPOSE OF EXTENDING THE SEWER MAIN.**

**WHEREAS**, the City of Lake City, Florida, (hereinafter the "City"), has identified a need for a six (6) foot utility easement to extend a sewer main along the boundary line of a piece of real property identified by the Columbia County Property appraiser as Parcel ID 02433-001, (hereinafter the "Property"); and

**WHEREAS**, Cypress Lake Land Trust (hereinafter "Cypress") is the owner of the aforementioned Property and the City has requested that Cypress grant a public utility easement to the City; and

**WHEREAS**, Cypress has agreed to convey a utility easement to the City and the City Council finds that it is in the best interests of the City to accept the grant of the utility easement deed a copy of which is attached hereto and made a part of this resolution.

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

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

**Section 2.** The City is hereby authorized to accept the grant of a utility easement deed from Cypress for the purpose of extending a sewer main.

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

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

**PASSED AND ADOPTED** a meeting of the City Council this \_\_\_\_ day of April 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

Return to:  
City of Lake City, Florida  
Attn: City Clerk  
205 N. Marion Ave  
Lake City, Florida 32055

This instrument prepared by:  
Koberlein Law Offices  
855 SW Baya Drive  
Lake City, FL 32025

**WARRANTY DEED FOR UTILITY EASEMENT**

THIS INDENTURE, made this \_\_\_\_ day of \_\_\_\_\_, 2022, by CYPRESS LAKE LAND TRUST, having a mailing address of P.O. Box 16, Lake City, Florida 32056, (hereinafter the “Grantor”), grants, conveys, and warrants unto City of Lake City, Florida, a municipal corporation organized under the laws of the State of Florida, having a mailing address of 205 N. Marion Avenue, Lake City, Florida 32055, (hereinafter the “Grantee”).

**WITNESSETH:**

That Grantor, for and in consideration of the mutual obligations herein contained, and other valuable consideration, receipt of which is hereby acknowledged, has given and granted, and by these presents does give and grant unto the Grantee, its successors and assigns, an easement on, over, under, and across real property in Columbia County, Florida, described in “Exhibit A” attached hereto and incorporated herein (the “Property”).

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

Grantor and Grantee acknowledge and agree that the Grantee shall be entitled to alter the easement for the purpose of providing, installing, and maintaining sewer lines, together with all rights reasonably necessary or incident thereto, including the right of ingress and egress to and from the Property to the Grantee, its successors and assigns, for the purpose of exercising its rights provided for herein.



Grantor hereby covenants and agrees that no buildings, structures or obstacles shall be located, constructed, excavated or created within the Property. If the Property is fenced, Grantor shall install gates of sufficient width to allow for trucks and equipment to have ready access to the Property. If the gates are locked, Grantor shall provide Grantee with keys. If signs are placed upon the Property, they shall be erected in a manner not to interfere with the purposes of the Property. If Grantor's future orderly development of Grantor's adjacent premises is in physical conflict with Grantee's Property, Grantee shall, within sixty (60) days after receipt of written request from Grantor, relocate Grantee's Property to another mutually agreed upon Property in Grantor's premises, provided that such relocation is feasible based upon general accepted engineering principles, and provided that prior to the relocation of Grantee's Property: (a) Grantor shall pay to Grantee the full expected cost of the relocation as estimated by Grantee, and (b) Grantor shall execute and deliver to Grantee an acceptable and recordable easement to cover the relocated facilities. Upon completion of the relocation, the easement herein shall be considered canceled as to the portion vacated by such relocation.

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

*[Signature pages (two) to follow]*

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

**CYPRESS LAKE LAND TRUST**

Signed, sealed and delivered  
in the presence of:

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

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

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

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

By: \_\_\_\_\_  
Richard Cole, Trustee

**STATE OF FLORIDA  
COUNTY OF COLUMBIA**

The foregoing instrument was acknowledged before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by RICHARD COLE, as Trustee of the Cypress Lake Land Trust, who is personally known to me or produced \_\_\_\_\_ as identification.

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

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

**CYPRESS LAKE LAND TRUST**

Signed, sealed and delivered  
in the presence of:

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

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

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

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

By: \_\_\_\_\_  
Daniel Crapps, Trustee

**STATE OF FLORIDA  
COUNTY OF COLUMBIA**

The foregoing instrument was acknowledged before me by means of \_\_\_\_\_  
physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of  
\_\_\_\_\_, 2022 by DANIEL CRAPPS, as Trustee of the Cypress Lake Land Trust,  
who is personally known to me or produced \_\_\_\_\_  
as identification.

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

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

## **EXHIBIT A**

Parcel #02433-001

A 6 FOOT UTILITY EASEMENT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF LOT 3, CYPRESS LAKE BUSINESS PARK, A SUBDIVISION RECORDED IN PLAT BOOK 9, PAGES 112 AND 113, OF THE PUBLIC RECORDS OF COLUMBIA COUNTY, FLORIDA, AND RUN SOUTH 65°20'47" EAST, ALONG THE SOUTHERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY NO. 90, A DISTANCE OF 326.96 FEET TO THE POINT OF BEGINNING. THENCE SOUTH 24°00'00" WEST, A DISTANCE OF 6.00 FEET TO THE POINT OF CURVE OF A CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 24.00 FEET, A CENTRAL ANGLE OF 78°10'29", A CHORD BEARING OF SOUTH 26°54'46" EAST, AND A CHORD DISTANCE OF 30.26 FEET; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 32.75 FEET; THENCE SOUTH 24°39'43" WEST, A DISTANCE OF 204.97 FEET TO THE POINT OF CURVE OF A CURVE CONCAVE TO THE NORTH HAVING A RADIUS OF 14.00 FEET, A CENTRAL ANGLE OF 89°59'59", A CHORD BEARING OF SOUTH 69°43'26" WEST, AND A CHORD DISTANCE OF 19.80 FEET; THENCE SOUTHWESTERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 21.99 FEET; THENCE SOUTH 24°43'25" WEST, A DISTANCE OF 6.00 FEET TO THE POINT OF CURVE OF A CURVE CONCAVE TO THE NORTHWEST HAVING A RADIUS OF 20.00 FEET, A CENTRAL ANGLE OF 90°00'36", A CHORD BEARING OF NORTH 69°43'07" EAST, AND A CHORD DISTANCE OF 28.29 FEET; THENCE NORTHEASTERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 31.42 FEET; THENCE NORTH 24°39'43" EAST, A DISTANCE OF 205.38 FEET; THENCE NORTH 16°49'08" WEST, A DISTANCE OF 6.60 FEET TO THE POINT OF CURVE OF A CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 30.00 FEET, A CENTRAL ANGLE OF 78°39'55", A CHORD BEARING OF NORTH 26°40'03" WEST, AND A CHORD DISTANCE OF 38.03 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF SAID CURVE, A DISTANCE OF 41.19 FEET BACK TO THE POINT OF BEGINNING. CONTAINING 0.04 ACRES MORE OR LESS.





DESCRIPTION:

Part of the Southwest 1/4 of the Northeast 1/4 of Section 33,Township 3 South, Range 16 East, Columbia County, Florida, being more particularly described as follows:

BEGIN at the Northeast corner of Lot 3, CYPRESS LAKE BUSINESS PARK, a subdivision recorded in Plat Book 9, Pages 112 and 113, of the public records of Columbia County, Florida, and run South 65°20'38" East, along the Southerly right-of-way line of U.S. Highway No. 90, a distance of 326.95 feet to the point of curve of a curve concave to the Southwest having a radius of 30.00 feet, a central angle of 78°56'22", a chord bearing of South 26°30'48" East, and a chord distance of 38.14 feet; thence Southeasterly along the arc of said curve, a distance of 41.33 feet to a point on the Westerly right-of-way line of SW Sweetbreeze Drive; thence South 17°24'00" West, along said Westerly right-of-way line of SW Sweetbreeze Drive, a distance of 6.54 feet; thence South 24°40'25" West, still along said Westerly right-of-way line of SW Sweetbreeze Drive, a distance of 205.41 feet to the point of curve of a curve concave to the Northwest having a radius of 20.00 feet, a central angle of 90°00'42", a chord bearing of South 69°39'39" West, and a chord distance of 28.29 feet, thence Southwesterly along the arc of said curve, a distance of 31.42 feet to a point on the Northerly right-of-way line of SW Prosperity Place; thence North 65°20'00" West, along said Northerly right-of-way line of SW Prosperity Place, a distance of 195.78 feet to the point of curve of a curve concave to the South, having a radius of 625.00 feet, a central angle of 10°38'29", a chord bearing of North 70°38'07" West, and a chord distance of 115.91 feet; thence Westerly along the arc of said curve, still being along said Northerly right-of-way line of SW Prosperity Place, a distance of 116.08 feet; thence North 76°00'23" West, still along said Northerly right-of-way line of SW Prosperity Place, a distance of 26.64 feet to the Southeast corner of Lot 3, CYPRESS LAKE BUSINESS PARK, a subdivision recorded in Plat Book 9, Pages 112 and 113, of the public records of Columbia County, Florida; thence North 24°38'50" East, along the East line of said Lot 3, a distance of 271.40 feet to the POINT OF BEGINNING. Containing 2.11 acres, more or less.

SURVEYOR'S NOTE:

The above legal description has not yet been recorded. The Columbia County public records have yet to reflect these changes as of 03/17/22.

EASEMENT DESCRIPTION:

A utility easement along the East side of the above described property, being more particularly described as follows:

COMMENCE at the Northeast corner of Lot 3, CYPRESS LAKE BUSINESS PARK, a subdivision recorded in Plat Book 9, Pages 112 and 113, of the public records of Columbia County, Florida, and run South 65°20'47" East, along the Southerly right-of-way line of U.S. Highway No. 90, a distance of 326.96 feet to the POINT OF BEGINNING. Thence South 24°00'00" West, a distance of 6.00 feet to the point of curve of a curve concave to the Southwest having a radius of 24.00 feet, a central angle of 78°10'29", a chord bearing of South 26°54'46" East, and a chord distance of 30.26 feet; thence Southeasterly along the arc of said curve, a distance of 32.75 feet; thence South 24°39'43" West, a distance of 204.97 feet to the point of curve of a curve concave to the North having a radius of 14.00 feet, a central angle of 89°59'59", a chord bearing of South 69°43'26" West, and a chord distance of 19.80 feet; thence Southwesterly along the arc of said curve, a distance of 21.99 feet; thence South 24°43'25" West, a distance of 6.00 feet to the point of curve of a curve concave to the Northwest having a radius of 20.00 feet, a central angle of 90°00'36", a chord bearing of North 69°43'07" East, and a chord distance of 28.29 feet; thence Northeasterly along the arc of said curve, a distance of 31.42 feet; thence North 24°39'43" East, a distance of 205.38 feet; thence North 16°49'08" West, a distance of 6.60 feet to the point of curve of a curve concave to the Southwest having a radius of 30.00 feet, a central angle of 78°39'55", a chord bearing of North 26°40'03" West, and a chord distance of 38.03 feet; thence Northwesterly along the arc of said curve, a distance of 41.19 feet back to the POINT OF BEGINNING. Containing 0.04 acres more or less.

REVISIONS	
DATE	DESCRIPTION



**NORTH FLORIDA PROFESSIONAL SERVICES, INC.**  
P.O. BOX 3823  
LAKE CITY, FL 32056  
PH. 386-752-4675  
LIC NO. LB8356  
2551 BLAIRSTONE PINES DR.  
TALLAHASSEE, FL 32301  
WWW.NFPS.NET  
CA# 29011

JOB NUMBER:  
L220224CLC  
SOR:  
JAMES B. SMITH  
P.S.M. NO.:  
7355

CITY OF LAKE CITY

SHEET NO.
2

James B. Smith

James B. Smith, P.S.M.  
Florida Reg. No. 7355  
DATE: 03/17/2022

NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA REGISTERED PROFESSIONAL SURVEYOR AND MAPPER

James B. Smith

Number 7355

STATE OF FLORIDA

Professional Surveyor and Mapper

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.

**File Attachments for Item:**

14. City Council Resolution No. 2022-038 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a contract with Careersource Florida Crown; providing for the implementation of the "Summer Youth Employment Program" to include training and employment opportunities with the City from June 13, 2022 through July 29, 2022; and providing an effective date.

MEETING DATE
5-2-22

# CITY OF LAKE CITY

## Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

**SUBJECT:** Summer Youth Employment Program 2022

**DEPT / OFFICE:** Lake City Police Department

**Originator:**

Chief Gerald Butler

**City Manager**

Paul Dyal-Interim

**Department Director**

Chief Gerald Butler 

**Date**

4-8-22

**Recommended Action:** Approve Summer Youth Agreement for 2022 between CareerSource Florida Crown, City of Lake City, and Columbia County. This will continue the positive outcome of the program offered in 2019 and 2021 (2020 did not have a program due to COVID-19).

**Summary Explanation & Background:** In 2019, the Lake City Police Department approached CareerSource Florida Crown to develop a partnership to offer a Summer Youth Employment Program which would provide employment to youth ages 16-18, with an extension for 19 year-olds graduating that year.

The Lake City Police Department supports diversion programs; therefore, this employment program will also be offered to youth who have committed misdemeanor crimes. There are several expected outcomes of this program:

1. Participants receive income to assist with school supplies and family needs
2. Bridge the gap between law enforcement officers and the community by fostering positive relationships
3. Participants will become more productive and contributing members of the community.

This year, there are 18 employers who will be participating with approximately 40 students to fill positions with those employers.

**Alternatives:** Limited summer employment opportunities for youth of the community to interact with the police and other employers.

**Source of Funds:**

FY 22 Budget line item 001.11.521-030.49



**Financial Impact:**

None-already budgeted in FY 22.

**Exhibits Attached:**

After Action Report/Summary 2021

Summer Youth Agreement 2022

List of employers & position to be filled for 2022

Summer Youth Employment Program 2022 Summary

Promotional Flier for 2022

2022 Facts Sheet

Budget page from FY22 for Council approved line item funding



## LAKE CITY POLICE DEPARTMENT

### After-Action Report



**Detail Type/Event:** Summer Youth Employment Program **Date:** 08/02/2021

**Location:** LCPD / CareerSource Florida Crown **OIC:** Chief Gilmore

**OFFICER(S) / Officials INVOLVED:**

Chief Gilmore, Chief Butler, CRC Wickline

**SEQUENCE OF EVENTS:**

04/29/2021	Met with Department Heads and Businesses to provide information about the program and determine how many students each area could take on.
05/04/2021	Meeting with interested youth and guardians at School Board
05/19/2021	Meeting with interested youth and guardians at School Board
05/27/2021	Youth Applications due to CareerSource Florida Crown by 6pm
06/7-6/10	Interviews
06/14/2021	Soft Skills Training
06/17/2021	Students are introduced to their employers
06/21/2021	First week of work
06/28/2021	Second week of work
07/03/2021	Third week of work
07/10/2021	Fourth week of work
07/17/2021	Fifth week of work
07/24/2021	Sixth and final week of work
07/31/2021	Celebration / completion ceremony

**Crowd Size:** 46 **Hostility Level:** N/A

**LEO Injuries:** N/A **Civilian Injuries:** N/A **Deaths Associated:** N/A

**Associated Reports/DTR's:** N/A

**Total Manpower:** 2 **Final Est. OT Costs:** N/A

**Weather:** Clear **Impact on Event:** N/A

**Command Staff Notified:** Yes

**Assisting Agencies:** CareerSource Florida Crown

**Known Deficiencies** none

## **OPERATIONAL SUMMARY:**

The Summer Youth Work Program was initiated by Chief Argatha Gilmore of the Lake City Police Department (LCPD) to provide a deterrent for the youth of Lake City / Columbia County. During summer months, school is not in session and youth activities are limited. Historical statistics suggest that there is a correlation between idle youth and increased mischief activities such as petty crime. The program intent was to reduce the number of idle youth while providing a work opportunity that would earn the youths resume building experience and professional references.

Funding for the 2021 year was obtained through the combined efforts of the City of Lake City, Columbia County, and CareerSource Florida Crown. The City of Lake City and Columbia County each provided \$25,000. CareerSource Florida Crown was able to utilize funding received through the State of Florida Welfare Transition program. This combined funding was able to provide fifty (50) student salaries, with a pay increase from the pilot year of \$8.46 to \$9 per hour. Additionally, the funding provided 600 students lunches for the first three weeks of the program. (Lunch is provided the first three weeks. This prevents a student who many not be able to afford lunch, from going without.) During the last day of the third week of the program, students receive their first paycheck.

To provide a balanced work / life scheduled it was determined that students would work thirty-two (32) hours a week. The work scheduled was Monday through Thursday 8:00 a.m. until 5:00 p.m. with a one-hour lunch break from 12:00 p.m. until 1:00 p.m. Thursday's students would return from lunch to the Lake City Police Department Training Room, to participate in a weekly, one-hour, developmental session provided by CareerSource Florida Crown. The developmental session, coined *Nugget for Success*, was held from 3:30 p.m. until 4:30 p.m. Starting at 4:30 p.m. until 5:00 p.m. paychecks were distributed to students. This time will also be utilized for students to share their learning experiences. If needed, working schedules would be altered to fit the need of the employer, while adhering to Florida working laws for minors. In order to progress through the program students were required to complete 28 hours of Soft Skills training, unpaid, with CareerSource Florida Crown.

With this scheduled, students were eligible to earn \$1728 over the course of the program.

Fifty (50) students working 32 hours a week, at a payrate of \$9 an hour, resulted in a possible salary payout of \$86,400.

## **Employer Requirements**

Local employers that would provide students with resume building work experience and reference were identified. The City of Lake City became the primary employer opening twelve (12) student positions. The City of Lake City provided jobs within the following departments: Police with one (1) position, Growth Management with two (2) positions, Gas with one (1) positions, Customer Service with three (3) positions, Community Programs with one (1) positions, Distribution/Collections with two (2) positions, and Water Plant with two (2) positions. Other employers involved were: Columbia County: Library with one (1) position, Offices with three (3) positions, Public Works with two (2) positions, and School Board with one (1) position, Florida Gateway College with three (3) positions, Holiday Inn with one (1) position, LaQuinta with one (1) position, Lake City Humane Society with two (2) positions, Lake City Humane Society Thrift Store with one (1) position, Main Street Printing with one (1) position, North Florida Pharmacy with two (2) positions, NorthStar Family Resource Center with one (1) position, RidegePoint Design with one (1) position, Skips Deli with one (1) position, SnS Mowers with one (1) position, Chelsea Flores State Farm with one (1) position, Star Tech with one (1) position, United Way with two (2) positions, Van Carpet One with two (2) positions.

Employers were advised this program was established to provide work experience that may otherwise be difficult for students to obtain and students should not be utilized primarily for cleaning and janitorial services

Additionally, employers were informed that any and all disciplinary issues should be reported to the Job Coach, Abraham Perry, or LCPD Liaison, Community Relations Coordinator Ashley Wickline, as students would be provided with twenty-right (28) hours of Soft Skills and professionalism training prior to being placed with an employer.

## **Program Requirements**

In order to be accepted into the program, students were required to:

- be between the ages of sixteen (16) and eighteen (18) years-old
  - graduating students can be nineteen (19) years-old
- be actively enrolled in school or have graduated in 2021
- have reliable transportation
- live in the designated county

## **Initial Meeting with Interested Students and Guardians**

During this meeting students and guardians were provided an overview of the program and potential work assignments. The expectations of the students were discussed in depth.

### **Student Expectations**

- During the course of the program students were expected to
  - follow the organizational policy and procedures as it applied to their positions
  - wear appropriate attire
  - not utilize cell phones during work hours
  - remain professional while at work
  - interact professionally with co-workers, employers, and customers

## **Selection Process**

Students were sought through advertisement at local schools including but not limited to: Columbia High School, Ft. White High School, Pathways Academy, New Generation, Belmont, and New Beginnings. Flyers were delivered to local churches and recreational areas. An “event” was created through Facebook and shared on social media. (Attachment I – Advertisement)

All interested students and guardians were advised to attend the mandatory meeting scheduled for May 8<sup>th</sup>, 2021.

Students were informed applications would be accepted no later than 6:00 p.m. on May 25<sup>th</sup>, 2021. This information was provided through various forms of communication, to include the advertisements and reiterated at the informative meeting. (Attachment II – Application)

Fifty-five (55) applications were received. Incomplete applications were not considered and removed from the selection process. Those applications that were not actively enrolled in school or had graduated before 2021 were removed from the selection process.

A total of forty (45) applicants were interviewed. Interviews were arranged over a four-day period, resulting in ten (10) interviews per day. Five additional interviews were completed the week of Soft Skills training. The applicants were each asked six (6) interview questions (Attachment III – Interview questions) and scored (Attachment IV – Score Sheet) by a panel of three (3) interviewers. The interview panel consisted of the CareerSource Florida Crown Job Coach, LCPD Liaison, and a program employer. All student records, including payroll, are maintained by and stored with CareerSource Florida Crown.

Students that scored the highest in the interview process were selected to move forward in the program.

## **COVID-19 Impact**

The program was significantly impacted from the COVID-19 pandemic. The program was cancelled in 2020. During the start of 2021 it was undecided if the program was going to be permitted. After the approval and release of vaccinations and the lifting of many state and national restrictions, it was decided the program would proceed. Due to the inability to plan for the pandemic, this resulted in a significant delay in the start of planning for the programs. When the first planning

meeting was held, the program was approximately three weeks behind schedule. Although it was underdetermined if the program would be canceled again, all parties would have benefited from continuing with planning.

### **Soft Skills Training**

Soft skills training week was the students first week in the program. However, this was an unpaid training week that provided the students the opportunity to receive a *Florida Ready to Work Certificate*. “Florida Ready to Work is an innovative, new workforce education and economic development program. The centerpiece of the program is the Florida Ready to Work credential, a career readiness certificate – signed by Governor Rick Scott – that certifies that a Florida student/jobseeker has the fundamental job skills necessary to succeed in today’s rapidly changing and competitive economy. Florida Ready to Work is sponsored and funded by the State of Florida. The program is administered by the Florida Department of Economic Opportunity.” (<http://www.floridareadytowork.com/>)

The expectations of the student were discussed, to include attire, etiquette, cell phone use, behavior, and more. A full overview of the soft skill program will be provided by CareerSource Florida Crown. (Attachment VI – Soft Skills Overview)

### **Employer Assignments**

Students were placed in work assignments based upon age, interview performance, and success in the soft skills program. Two work sites requested students that were eighteen (18) years-old due to scheduling and sensitive office information.

On June 20, 2021 a Meet and Greet was arranged for students and employers at City Hall Council Chambers. During this meeting all students and employers were informed of the expectations of the students and of the expectations of the employers.

### **Weekly Developmental Sessions – Nugget for Success**

Each Thursday from 3:30 p.m. until 4:30 p.m. the students were provided a developmental session. These sessions included topics such as interview skills, resume writing, and more. Initially planned to be held in the training room of the police department, the meetings were moved the conference room of the Florida Gateway College Library for adequate spacing and seating. This was determined after “meet the employer” and it was obvious the room was not large enough. The college was very generous by allowing the space to be utilized for the program and completed all necessary paperwork. Due to a previous engagement, the space was not available for the last meeting of the program on July 29<sup>th</sup>. That meeting was held in the training room of the police department.

### **Disciplinary Issues**

In the instance there is a disciplinary issue the following will be utilized: progressive discipline will be provided in each case, with supporting documentation. (Attachment VI – example Progressive Discipline) If an issue continues and termination is required, a termination meeting will be held with the student, guardians, Chief, Gilmore, CareerSource Florida Crown Director Jones, Job Coach Perry, and CRC Wickline. All involved will be provide copies of the documents, and the documents will be reviewed. The guardians will be involved in the process to have direct communication and information.

## Participating Employers Contact Information

Business / Organization	Name	Email
City – Community Programs	Terri Phillips	Contact Ashley or Katrina
City – Customer Service	Katrina Medearis	Medearis, Katrina <MedearisK@lcfla.com>
City – Distribution and Collections	Bryan Scott	Scott, Brian <ScottB@lcfla.com>
City -- Gas	Steve Brown	Brown, Stephen <BrownS@lcfla.com>
City – Growth Management	Dave Young	Young, David <YoungD@lcfla.com>
City – Police Department	Chief Gilmore / CRC Ashley Wickline	wicklinee@lcfla.com
City – Water Plant	Mike Osborn	Osborn, Michael <OsbornM@lcfla.com>
Columbia County Schools	Rachel Paphides 755-8003	umsteadr@columbiak12.com
County	Esther Chung	Echung@ColumbiaCountyFLA.com
Florida Gateway College	Tony Cardenas	<a href="mailto:anthony.cardenas@fgc.edu">anthony.cardenas@fgc.edu</a> <a href="mailto:Julie.cannon@fgc.edu">Julie.cannon@fgc.edu</a>
Holiday Inn	Rob Butler 754-1411	gm@hilakecityfl.com
LCHS	Robin (director)	Robin WJ. Tobak Ward <rtobak@lakecityhumane.org>
LCHS Thrift		
Library	Katrina Evans	kevans@columbiacountyfla.com
Main St Printing		<a href="mailto:shane@mainstprint.com">shane@mainstprint.com</a>
North Fl Pharm		nflmain@yahoo.com
North Star Family Resource Center	or 352-538-2774.	<a href="mailto:Philip.Mobley@pfsf.org">Philip.Mobley@pfsf.org</a>
Skips Deli	Brenda 752-1520 (works 230-4p)	No email
SnS Mowers	Kevin	kevin@ssmowers.com
StarTech	Tyler Lankford 386-466-1969	Jtl@startech.cc
State Farm – Customer Service	Chelsea Flores	chelsea@chelseaflores.com
United Way- Data Entry Spec	Jen Anchors	jen@unitedwsv.org
Vann Carpet One	Matt 3446198	mattvann77@comcast.net



## Student Work Assignments

Due to a variety of reasons, some students had to be switched to other work sites. The tables below show the differences between June and July.

June 22, 2021

Location	Job	Position 1	Position 2	Position 3	Contact Person
City Gas Department	Secretarial/Customer Service	Ky'ara Thomas			Steve Brown/Katrina Medearis
City Distribution / Collec	Secretarial/Customer Service	Alexis Blair	Hunter Scott		Bryan Scott
City Hall	Growth Management	Alvin Jonas	Nathaniel-Johnson Adams		Dave Young
City Hall	Customer Service	Isaiah Dunning	Jur'Nee Brown	Haley Cook	Katrina Medearis
City Hall	Community Programs	Asayjah Jackson			Terri Phillips
City Police Dept	Police Department	Yesenia Pachas			Ashley Wickline
City Water Plant	Water Plant	Jordyn Johnson	Jayden Thomas		Mike Osborn
County - School Board	Warehouse	Donavan Turner			Rachel Umstead
County - Library	Library	Luke Spradlin			Katrina Evans
County - Offices	Offices	Asia Chapman	Ashley Quinn	Raniyah Robinson	Esther Chung
County - Public Works	Public Works	Isaiah Henderson	I'Shaed Henderson		Esther Chung
Florida Crown	Clerical	Khambrell White	Raniyah Robinson		Esther Chung
Florida Gateway College	Student Activities	Jacquin Udell	Charleston Ponds		Tony Cardenas
Holiday Inn	Hotel	Kyler Sutton			Rob Butler
La Quinta	Hotel	Jayziyn Watson			Rob Butler
LCHS	Animal Shelter	Jessica Henley	Sara Spradlin	Krystina Smulick	Robin
LCHS	Thrift Store	Cai'Liana Mobley			Robin
Main Street Printing	Printing	Jordan-Smith Washington			Shane
North Florida Pham	Pharmacy	Lexi Medearis	Jayla Harrison		Billie Kinney
NorthStar	Partnership	Darian Mayo			Philip Mobley
Richardson Center	Youth Programs	Keleb Manning	Adeon Farmer	Jyson Glover	Philip Mobley
Ridgepoint Design	Home Design	Nathaniel Mobley			Jon Morris
Skips Deli	Deli	Student is unavailable			Brenda Koltz
Sns Mowers	mechanic/small engines	Kevin Williams			Kevin
Star Tech	Computers	Tristan Wilks			Tyler Lankford
State Farm	Customer Service	Serenity Gowdy			Chelsea Flores
2 Fat Guys	Food Preparation	Curtis Thomas			
United Way	Data Entry Special	Jaylen Robinson	Dylan Williams		Jen Anchors
Vann Carpet One	Carpet Install	Galvin Jones	Davondre Stevenson		Matt Vann
Zaxbys-Backed out	Worker				Bob Halsten
		*Frederick Harrell Jr			

46 Students

July 19, 2021

Location	Job	Position 1	Position 2	Position 3	Contact Person
City Gas Department	Secretarial/Customer Service	Ky'ara Thomas			Steve Brown/Katrina Medearis
City Distribution / Collect	Secretarial/Customer Service	Alexis Blair	Hunter Scott		Bryan Scott
City Hall	Growth Management	Alvin Jonas	Nathaniel-Johnson Adams		Dave Young
City Hall	Customer Service	Isaiah Dunning	Jur'Nee Brown	Haley Cook	Katrina Medearis
City Hall	Community Programs	Asayjah Jackson			Terri Phillips
City Police Dept	Police Department	Yesenia Pachas			Ashley Wickline
City - Public Works	Public Works	Lexi Medearis	Frederick Harrell Jr	Kyler Sutton	Thomas Henry
City Water Plant	Water Plant	Jordyn Johnson	Jayden Thomas		Mike Osborn
County - School Board	Warehouse	Donavan Turner			Rachel Umstead
County - Library	Library				Katrina Evans
County - Offices	Offices	Asia Chapman	Ashley Quinn	Teyghan Harrell	Esther Chung
County - Public Works	Public Works	Isaiah Henderson	I'Shaad Henderson	Krystina Smulick	Esther Chung
Florida Crown	Clerical	Khambrell White			Esther Chung
Florida Gateway College	Student Activites	Jacqin Udell	Charleston Ponds		Tony Cardenas
Holiday Inn	Hotel				Rob Butler
La Quinta	Hotel	Jayzlyn Watson			Rob Butler
LCHS	Animal Shelter	Jessica Henley			Robin
LCHS	Thrift Store	Cal'Liana Mobley			Robin
Main Street Printing	Printing	Jordan-Smith Washington			Shane
North Florida Pham	Pharmacy	Jayla Harrison			Billie Kinney
NorthStar	Partnership	Darian Mayo			Phillip Mobley
Richardson Center	Youth Programs	Kaleb Manning	Adeon Farmer	Jyson Glover	Phillip Mobley
Ridgepoint Design	Home Design	Nathaniel Mobley			Jon Morris
Skips Deli	Deli				Brenda Koltz
SnS Mowers	mechanic/small engines	Kevin Williams			Kevin
Star Tech	Computers	Tristan Wilks			Tyler Lankford
State Farm	Customer Service	Serenity Gowdy			Chelsea Flores
2 Fat Guys	Food Preparation	Curtis Thomas			
United Way	Data Entry Special	Jaylen Robinson	Dylan Williams		Jen Anchors
Vann Carpet One	Carpet Install	Galvin Jonas	Davondre Stevenson		Matt Vann
Zaxbys-Backed out	Worker				Bob Haisten
		<b>Total # of Students</b>	<b>46 Students</b>		



## Celebration / Completion Ceremony

Due to an influx of the more transmissible COVID19 Delta variant in Columbia County, the completion ceremony was canceled the Wednesday prior to the event. All planning was completed as state below:

The program was concluded with a Celebration Ceremony. The ceremony was held the Saturday following the last day of the program. Employers and guardians were invited to attend. Planning for this event started before Soft Skills training. CareerSource took the lead for planning and arranged for catering and decorations. Due to COVID-19 it was difficult to find a location to hold the event. The police department assisted with finding an event location. The American Legion Post 57 was available and offered the site to the program for free.

Employers and officials were provided with invitations on July 20, 2021.

Students were provided with invitations on: July 22, 2021.

### Considerations for future planning:

- It is vital to the success of the program to begin advertising and recruitment approximately eight to ten weeks before applications are due.
  - In an effort to involve more students with barriers, reach out to guidance counselors who may be able to assist in identifying students.
- The program needs to be capped at 50 students.
  - If more students are added, larger facilities are going to be required to compete soft skills training and Nugget for Success.
  - If there are more than 50 students an additional job coach will be required to support the work load.
- Funding will need to be obtained to continue the program.
  - LCPD is contacting various organizations for donations.
  - A final collection date needs to be identified for the 2022 program, as it will impact the number of students able to participate.
  - The number of student salaries will need to be determined.
- Employers should be identified in the fall of 2021 for the 2022 program.
  - All contracts, agreements, and employer training need to be completed prior to program kick off.
  - Employers will be provided a schedule of events related to the program.
  - Employers need additional timesheet and evaluation training.
- Begin identifying student participants in January 2022.
  - Informative flyers explaining the program requirements and expectations will be created.
  - Begin accepting applications March 1, 2022.
    - Due date of March 31, 2022
  - Interviews should be conducted:
    - April 20<sup>th</sup> through May 1<sup>st</sup>
    - Soft Skill training starts June 6, 2022.
    - Employer / Student meeting June 9, 2022 (group photo).
      - Take a group photo of all students and employers.
    - First week of work June 13, 2022.
- Additional employers were added after the students were interviewed because there were not enough positions. This resulted in employers not being able to attend the initial meetings which provide a better understanding of the program. It is critical to ensure there are enough student positions *prior* to interviews being conducted and to secure the employers before the student application deadline.
- It is suggested to alter the interview questions to include a situation where students will explain their personal responsibilities.

- The question: *“Tell us about a time you were criticized about your behavior. Who criticized you and what did you do in response?”* should be changed. Students have a difficult time understanding and answering the question.
- Interviews require about 10 minutes and should be scheduled in 15-minute intervals.
- The program would benefit from increased involvement with DJJ.
- A number of students were added to the program after the official dead line for applications. Many of these students were attending schools that had summer classes and some students had football practice.
  - To maintain the integrity of the program, it is in the best interest of all parties involved that exceptions are not made. If a student is unable to attend the program due to extracurriculars, the student must decide which program in which they want to participate.
  - If students are going to be accepted into the program that are enrolled in private school or a school that has summer class, separate requirements and disciplinary procedures need to be established. This is necessary as the students are earning school credit for their employment.
- Information was not being openly shared between agencies. If the Job Coach or Community Relations Coordinator are unavailable, information should be relayed to the organization’s administrative assistant. Currently those individuals are Sue Tuell at the Lake City Police Department [tuells@lcfla.com](mailto:tuells@lcfla.com) and Vann Brown at CareerSource Florida Crown [vbrown@careersourceflcrown.com](mailto:vbrown@careersourceflcrown.com)
- Ashley would like to find a better solution to dealing with the cell phones and attitude when addressing issues with cell phones, especially during the nugget for success meeting. It seems to me that some students believed nothing would happen or come of their disrespectful behavior.

\_\_\_\_\_  
Event Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shift Commander/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Commander

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Chief of Police

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

Cc:    Operations Division Commander  
        Patrol Division Commander  
        Chief of Police



# SUMMER YOUTH EMPLOYMENT PROGRAM

**REAL WORK EXPERIENCE  
WEEKLY PAY  
RESUME BUILDING**

**Requirements:**  
Must be enrolled in school  
Graduate this year,  
or have a GED  
Ages 16 to 18  
Attend all meetings

Applications submitted to CareerSource by  
**6pm May 27th**

For additional info contact  
A. Perry at 386-755-9026 ext 3116  
or Ashley Wickline at 386-719-5742

**INFORMATIVE MEETING FOR STUDENTS AND PARENTS  
TUESDAY, MAY 4 AT 6PM IN SCHOOL BOARD AUDITORIUM**

**LAKE CITY  
POLICE  
DEPARTMENT**

**LAND COLUMBIA COUNTY  
WAY TO FLORIDA**

**CITY OF  
LAKE  
CITY**  
Florida Gateway City, 2019

**CareerSource  
FLORIDA CROWN**

## Summer Youth Program Application

Participant's Name: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# \_\_\_\_-\_\_\_\_-\_\_\_\_

Participant's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Phone: \_\_\_\_\_

Last grade completed \_\_\_\_\_

### Employment Expectations (Top three (3) occupations of interest)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Please answer the following

1. Do you have basic computer skills? ☐ Yes ☐ No
2. Do you need child care assistance? ☐ Yes ☐ No
3. Do you have reliable transportation? ☐ Yes ☐ No
4. Do you have attire that is suitable for a job interview? ☐ Yes ☐ No
5. Do you have any limitations that would prohibit you from working in this program? If so, please list

\_\_\_\_\_

***All statements I have provided in completing this Summer Youth Program Application are true to the best of my knowledge. I understand that willful misrepresentation on my part will result in immediate dismissal from the Summer Youth Program.***

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

Parent/Guardian Signature (if under 18): \_\_\_\_\_

(PLEASE PRINT APPLICATION AND SIGN)

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Staff Signature: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Emergency Contact Information

Participant's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Personal Reference

<b>Name:</b>	
<b>Relationship:</b>	
<b>Telephone:</b>	
<b>Cell:</b>	
<b>Email:</b>	

<b>Name:</b>	
<b>Relationship:</b>	
<b>Telephone:</b>	
<b>Cell:</b>	
<b>Email:</b>	



## Summer Youth Program Interview

Applicant Name:	Date of interview:
Interviewed by:	
<p>1. Tell us about yourself. What do you like to do for fun, what are your interests, and your favorite subject in school?</p>	
<p>2. Why are you interested in this program?</p>	
<p>3. Tell us about a time you were criticized about your behavior. Who criticized you and what did you do in response?</p>	
<p>4. Have you ever been in trouble with law enforcement? If yes, explain.</p>	
<p>5. Have you ever had a job? If yes, explain.</p>	
<p>6. In three minutes or less, please tell us any additional information you would like us to know about you. Include any question you may have for us.</p>	



# Summer Youth Program Interview

Applicant Name: \_\_\_\_\_ Date of interview: \_\_\_\_\_

The applicant will be scored 1 through 5, with 1 being the least and 5 being the greatest. Each interviewer's scores will be totaled and combined resulting in the final score. The highest possible score being 120.

	Interviewer #1	Interviewer #2	Interviewer #3
Punctuality			
Attire / Presence			
Question 1			
Question 2			
Question 3			
Question 4			
Question 5			
Question 6			

**CareerSource Florida Crown  
Region 07**

**Summer Youth Agreement**

**with**

**The City of Lake City**

**And**

**Columbia County**

**subrecipient ☐ or vendor ☒**

**March 9, 2022**



**LAKE CITY SUMMER YOUTH EMPLOYMENT PROGRAM AGREEMENT  
BETWEEN CAREERSOURCE FLORIDA CROWN AND THE CITY OF LAKE CITY  
AND COLUMBIA COUNTY**

This **AGREEMENT** is entered into between CareerSource Florida Crown (**hereinafter referred to as “CSFC”**), located at 1389 US Highway 90 West, Suite 170-B, Lake City, Florida 32055  
and

**City of Lake City (hereinafter referred to as CLC)** located at 205 N. Marion Ave, Lake City, FL 32055

and

**Columbia County, (hereinafter referred to as CC)** located at 135 N.E. Hernando Ave, Lake City, FL 32055.

**1. TERMS and CONDITIONS:**

CSFC, CLC and CC will provide employment assistance under the Summer Youth Program as follows:

- A. All participants designated for the Summer Youth Program must meet eligibility requirements per the CSFC. CSFC will establish and certify eligibility of all participants prior to their enrollment in the program.
- B. The Summer Youth Program consists of one (1) week of mandatory soft skills training, unpaid. Once the soft skills training is complete, the participant will have the opportunity to complete up to six (6) weeks of paid work experience.
- C. The rate of compensation for the Summer Youth Program is \$12.50 per hour for 32 hours per week maximum. Each participant will receive a 1099 at the end of year in order to file taxes as no taxes will be deducted.
- D. Funds from CSFC in conjunction with the City of Lake City and Columbia County will be used to compensate participants in the Summer Youth Employment Program.
- E. CSFC cannot pay overtime.
- F. The CSFC will not negotiate a contract with an Employer who is involved in a labor dispute, has employees in active layoff status, or is in violation of Davis-Bacon Labor practices.
- G. No contract will be negotiated, or Trainee placed, with an employer that discriminates in its training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations, age, or because of their participation in Federal Grant Programs.

- H. CSFC will not negotiate a contract if the implementation of that contract would displace any current employee or infringe upon the promotional opportunities of any current employee.
- I. CSFC will not negotiate a contract with an Employer that has relocated from another area in the United States within the last one hundred twenty (120) days, if, by relocating, any employees experienced a layoff.
- J. CSFC will evaluate the progress and quality of training on a continuous basis.
- K. CSFC will provide a Job Coach/Developer who will be working with the participant to ensure they are meeting the requirements of the position.
- L. The CLC, CC, and CSFC will work with the Job coach/Developer to determine job duties and skills training.
- M. Contracts through the Summer Youth Program may **NOT** be made with businesses and agencies that can directly benefit from services and are represented on the CSFC Board of Directors.
- N. Once approved, CSFC will provide an executed contract for the employer(s) listed within this document.
- O. Participants will provide completed weekly timesheets to CSFC for processing of payments.
- P. Employer agrees to forward all training documentation relating to the training to CSFC.
- Q. Once training is complete, the Participant will be required to complete a post-employment debriefing.

This **AGREEMENT** shall commence on **June 13, 2022** or the date on which this **AGREEMENT** has been signed by both parties. This **AGREEMENT** shall terminate no later than **July 29, 2022**.

It is understood and agreed to by the Contractor that CSFC may use information regarding this **AGREEMENT** in its grant applications.

## **2. Termination:**

### **a) Termination at Will:**

This **AGREEMENT** may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery, to the individuals identified

### **b) Termination for Breach:**

Unless EMPLOYER breach is waived by CSFC in writing, the CSFC may, upon written notice of breach to EMPLOYER, terminate this **AGREEMENT** upon no less than seventy-two (72) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver or breach of any provision of this **AGREEMENT** shall not be deemed to be waiver of any other breach and shall not be construed to be a modification of terms to the **AGREEMENT**

## **3. Notice of Contact:**

### **The name, title and address of the representative for the CSFC:**

Van Brown or Elizabeth Wetherington  
CareerSource Florida Crown  
1389 US Hwy. 90 West, Suite 170-B, Lake City, FL 32055  
(386) 755-9026, ext. 3219 or 3132

### **The name, title and address of the representative for EMPLOYER:**

City of Lake City  
205 N. Marion Ave  
Lake, City, FL 32055

Columbia County  
135 N.E. Hernando Ave  
Lake, City, FL 32055

In the event that either party designates a different representative following the execution of this ***AGREEMENT***, notice of the name, title and address of the new representative will be rendered in writing to the other party and said notification attached to the original copies of the ***AGREEMENT***.

This ***AGREEMENT*** contains all the terms and conditions agreed upon by both parties.

**IN WITNESS** thereof, the parties hereto have caused this ***AGREEMENT*** to be executed by their undersigned agreed upon by both parties.

**CareerSource Florida Crown**

\_\_\_\_\_  
Robert Jones, Executive Director

\_\_\_\_\_  
Date

**City of Lake City**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Official Title

\_\_\_\_\_  
Date

**Columbia County**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Official Title

\_\_\_\_\_  
Date

Location	Position 1	Position 2	Position 3	Position 4	Contact Person
City Airport					Florence Straugh
City Dist & Collections					Jason Dumas
City Clerk's Office					Audrey Sikes
City Hall					Katrina Medearis
City Hall					Terri Phillips
City Police Dept					Ashley Hardison
City Water Plant					Mike Osborn
County - Library					Katrina Evans
County - Offices					
County - Public Works					
School Board					Todd Widergren
School - CHS					Trey Hosford
School - Pathways					Makeeba Murphy
School - Ft. White					A. Giddens
NorthStar					Philip Mobley
LCHS					Robin
Main Street Printing					Shane
Inland					(386)752-7344 michelle@inland-stores.com- Michelle Bass
KC's Produce					1449
Salvation Army Store					next to Main St. Printing
Carlisle Construction Materials					gomez@carlisleccm.com
Haeco					michele.monroe@haeco.aero-386-668-4410
Reed Construction					lesilem.rmc@gmail.com
SnS Mowers					kevin
Cal-Tech					amcmillan@foundationprosfll.com, 3309 FL-247, Lake City, FL
State Farm					Chelsea Flores
CC Florist					SW Main Blvd Suite 140, Lake City, FL 32025
CARC					(386)7521880
Vann Carpet One					Matt Vann
Total # of Students					

## SUMMER YOUTH EMPLOYMENT PROGRAM 2022

An Employment Collaboration Presented by the Lake City Police Department and CareerSource Florida Crown

Origin:	<p>The Lake City Police Department approached CareerSource Florida Crown to develop a partnership that offered a Summer Youth Employment Program. The employment program is designed to provide employment to the youth ages 16-18, with an extension for 19 year-olds graduating this year. The Lake City Police Department supports diversion programs. Therefore, this employment program will also be offered to youth who have committed misdemeanor crimes. There are several expected outcomes of the employment program:</p> <ol style="list-style-type: none"><li>1. Participants will receive income to assist with school supplies and family needs</li><li>2. Bridge the gap and foster positive relationships between law enforcement officers and the community</li><li>3. Participants will become productive and contributing members of the community</li></ol>
Funding Source:	<p>CareerSource Florida Crown embraced the concept of the Summer Youth Employment Program and secured a grant that would enable the organizations to sponsor youth ranging from 16-19 years of age. In 2019, 29 students participated. In 2021, the City of Lake City and Columbia County each donated \$25,000 to assist in funding the program. This additional funding allowed the program to be offered to 46 students. For 2022, the program is funded through a line-item in the FY22 budget for the Lake City Police Department.</p>
Stakeholders:	<p>The City of Lake City, Lake City Police Department, CareerSource Florida Crown, and Columbia County</p>
Employers:	<p>Representatives of sponsoring agencies have agreed to provide sponsorship and training opportunities for the Summer Youth Employment Program. Please see the list of employers below.</p>
Training:	<ol style="list-style-type: none"><li>1. Prior to job placement, a required one (1) week of soft skills training will be provided by CareerSource Florida Crown</li><li>2. During employment, Weekly trainings will be provided to the Summer Youth Employment Program to teach leadership, teambuilding skills, and “nuggets for success”</li></ol>
Benefits:	<ol style="list-style-type: none"><li>1. There is no cost to the employer</li><li>2. Participants will be paid \$12.50 an hour for 32 hours per week</li><li>3. Soft skills training provided by CareerSource Florida Crown</li><li>4. Potential to earn \$2400 for 6 weeks of work</li><li>5. Possible reduction in property crime activities in the community (i.e. )</li><li>6. Assist students in the following areas:<ol style="list-style-type: none"><li>a. Conveying professionalism</li><li>b. Communicating effectively</li><li>c. Promoting teamwork and collaboration</li><li>d. Thinking critically and solving problems</li></ol></li></ol>

Expectations of Students:	<ul style="list-style-type: none"> <li>Follow the organizational policy and procedures as they applied to their positions</li> <li>Wear appropriate attire</li> <li>Not utilize cell phones during work hours</li> <li>Remain professional while at work</li> <li>Interact professionally with co-workers, employers, and customers</li> </ul> <p>Schedule: To provide a balanced work/life schedule, it was determined students would work thirty-two (32) hours a week. The work schedule was Monday through Thursday, 8:00 a.m. until 5:00 p.m. with a one-hour lunch break from 12:00 p.m. until 1:00 p.m.</p>
Job Placements:	<p>COLUMBIA COUNTY</p> <ol style="list-style-type: none"> <li>Lake City Police Department</li> <li>City of Lake City (Airport, Water Plant, Customer Service, Clerk's Office, and Distribution &amp; Collections)</li> <li>Columbia County (Public Library &amp; Public Works)</li> <li>Chelsea Flores-State Farm</li> <li>NorthStar Family Resource Center</li> <li>Richardson Community Center</li> <li>Vann Carpet One</li> <li>S&amp;S Mowers</li> <li>Lake City Humane Society Thrift Store</li> <li>Main Street Printing</li> <li>Columbia County School District</li> <li>Inland</li> <li>KC's Produce</li> <li>Salvation Army Thrift Store</li> <li>Carlisle Construction Materials</li> <li>HAECO</li> <li>Reed Construction</li> <li>CalTech</li> <li>CC's Florist</li> <li>CARC</li> </ol>
Eligibility:	<p>In order to be accepted into the program, students were required to:</p> <ul style="list-style-type: none"> <li>Be between the ages of sixteen (16) and eighteen (18) <ul style="list-style-type: none"> <li>Or a graduating 19 year-old</li> </ul> </li> <li>Be actively enrolled in school or have graduated in 2021</li> <li>Have reliable transportation</li> </ul>
Applications:	<ol style="list-style-type: none"> <li>All applications must be received by May 20, 2022 at 5pm</li> <li>Applications can be obtained at the CareerSource Florida Crown office located at 1389 US Highway 90 W Suite 170B</li> </ol>
Contact:	<p>Elizabeth Wetherington, Job Coach/ Developer at 386-755-9026 Ashley Hardison, Community Relations Coordinator at 386-719-5742</p>
Summary:	<p>The overall purpose of the Summer Youth Employment Program is to address the concerns of positive interaction between police and youth, decrease youth unemployment, provide training, skills and employment that will make the participants marketable for future job opportunities.</p>



# Summer Youth Employment Program



## Requirements:

Must be enrolled in school or graduate this year or have a GED  
Age 16 to 18  
Must attend all meetings

**Applications Due to CareerSource by 6pm Friday, May 20, 2022**



**REAL WORK  
EXPERIENCE**

**WEEKLY  
PAY**

**RESUME  
BUILDING**

For info contact:  
CareerSource Florida Crown  
Abraham Perry 386-755-9026 x3116  
Lake City Police Department  
Ashley Hardison 386-719-5742





# SUMMER YOUTH EMPLOYMENT PROGRAM

VOL. 3

2022



## Providing a positive student work experience

### OUR PROGRAM

The Summer Youth Employment Program was developed to create positive relationships between youth and law enforcement. This is accomplished by youth and their families experiencing a beneficial relationship and program through their local police department, CareerSource Florida Crown, and the community.

### STUDENT REQUIREMENTS

- Between the ages of 16 and 18
- May be 19 if graduating this year
- Must be currently enrolled in school, graduating this year, or have their GED
- Must attend all meetings
- Must apply by deadline
- Must complete SoftSkills training

### WHAT WE PROVIDE

CareerSource Florida Crown in conjunction with the Lake City Police Department will provide planning, mentorship, soft skills training. In addition, they will coordinate all aspects of the program and provide oversight, ensuring employers are adequately supported. When necessary, assist with redirection and correction of unfavorable behaviors.



Follow Us On Social Media @lcflapd



## 2019

- 29 students were selected to participate
- 3 students were removed from the program for not adhering to their guidelines and requirements
- 26 students completed the program
- 100 attendees at culmination ceremony
- 11 employers participated to provide jobs
- Students earned \$8.46 hour



## EMPLOYER EXPECTATIONS

- Provide working and learning experiences which students may not otherwise be afforded at their age
- Provide a job description
- Complete necessary agreement paperwork
- Check-in with Florida Crown and LCPD as needed



## 2021

- 46 students were selected to participate
- 2 students dropped out for personal reasons
- 44 students completed the program
- Culmination Ceremony not held due to COVID-19
- 21 employers participated to provide jobs
- Students earned \$9 hour



## SCHEDULE

- SoftSkills training will be conducted June 6 – June 9
- Students will be introduced to their employer June 9
- Students will begin work on Monday, June 13, 2022
- Students work Monday – Thursday from 8am until 5pm with a one-hour lunch
- On Thursdays, students will report to the designated training site at 1pm for weekly training
- Students' last day of work July 27
- Students will earn \$12.50 hour

Fy22

**Account 030.49 - Operating Expense Other Current Charges**

001.11.521-030.49	Awards Banquet	2,400.00
001.11.521-030.49	Policeman's Ball	25,600.00
001.11.521-030.49	Summer Youth Program	25,000.00

Account **030.49 - Operating Expense Other Current Charges Totals** \$53,000.00

**Account 030.51 - Operating Expense Office Supplies**

001.11.521-030.51	Copier Paper	1,500.00
001.11.521-030.51	Office Supplies	2,000.00
001.11.521-030.51	Thermal Paper (Patrol)	3,000.00
001.11.521-030.51	Toner Cartridges for Printers	1,500.00

Account **030.51 - Operating Expense Office Supplies Totals** \$8,000.00

**Account 030.52 - Operating Expense Operating Supplies**

001.11.521-030.52	Ammunition, Targets and Supplies	63,000.00
001.11.521-030.52	Axon Taser X2 Unlimited (Qty 50) ( year 5 of 5)	29,789.00
001.11.521-030.52	Ballistic Vest (CIU, CID)	925.00
001.11.521-030.52	Ballistic Vest with Carriers	21,600.00
001.11.521-030.52	Brother Thermal Printer	2,500.00
001.11.521-030.52	Carpet and Tile Cleaning	1,200.00
001.11.521-030.52	Cleaning Supplies	3,000.00
001.11.521-030.52	Clothing Allowance Support Bureau	4,000.00
001.11.521-030.52	Clothing Cleaning Allowance	30,000.00
001.11.521-030.52	Critical Program for Communications	1,695.00
001.11.521-030.52	Crowd Control Gear	26,000.00
001.11.521-030.52	Desktops	21,000.00
001.11.521-030.52	Diesel Fuel for Generator	1,000.00
001.11.521-030.52	Dispatch Headsets	3,000.00
001.11.521-030.52	Dispatch Projectors	1,500.00
001.11.521-030.52	Entry gear ( 2 sets) (Patrol)	1,720.00
001.11.521-030.52	Evidence Supplies	4,500.00
001.11.521-030.52	Facelogic Program1	999.00
001.11.521-030.52	General Medical Supplies	5,000.00
001.11.521-030.52	Investigative Supplies	3,500.00
001.11.521-030.52	IT Operating Supplies	12,000.00
001.11.521-030.52	K-9 Officers	10,000.00
001.11.521-030.52	K-9 Supplies and Services	5,000.00
001.11.521-030.52	Keys	500.00
001.11.521-030.52	Leads Online Program	3,200.00
001.11.521-030.52	New Vehicle Radio Upfit	2,000.00
001.11.521-030.52	Police Explorers Clothing	1,000.00
001.11.521-030.52	Police Explorers Operating Expenses	5,000.00
001.11.521-030.52	Power Inverters	2,000.00
001.11.521-030.52	Redaction Desktop	1,200.00
001.11.521-030.52	Rise Vision- Digital Signage Device	450.00
001.11.521-030.52	SmartCop Upgrades	3,000.00
001.11.521-030.52	Tire Deflation Devices (StopSticks)	900.00
001.11.521-030.52	Tough Books Laptops	4,000.00
001.11.521-030.52	Trane Computer Replacement	2,300.00
001.11.521-030.52	Uniform Cleaning (Returned)	500.00
001.11.521-030.52	Uniforms and Accessories	15,000.00
001.11.521-030.52	Vehicle fuel	125,000.00
001.11.521-030.52	Wicking Polos	3,000.00

Account **030.52 - Operating Expense Operating Supplies Totals** \$421,978.00

**CITY COUNCIL RESOLUTION NO. 2022-038**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF A CONTRACT WITH CAREERSOURCE FLORIDA CROWN; PROVIDING FOR THE IMPLEMENTATION OF THE “SUMMER YOUTH EMPLOYMENT PROGRAM” TO INCLUDE TRAINING AND EMPLOYMENT OPPORTUNITIES WITH THE CITY FROM JUNE 13, 2022 THROUGH JULY 29, 2022; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida, (hereinafter the “City”) by and through its Lake City, Police Department (hereinafter the “Police Department”) has historically joined with CareerSource Florida Crown (hereinafter “CSFC”) to provide employment assistance to adolescents; and

**WHEREAS**, the City, Police Department, and CSFC desire to provide employment assistance again through the “Summer Youth Employment Program”; and

**WHEREAS**, the City, Police Department, and CSFC desire to provide training and employment opportunities to the youth of the surrounding communities that will benefit the communities; and

**WHEREAS**, the City, Police Department, and CSFC have found benefits from working together in the past and desire to continue the working relationship; and

**WHEREAS**, the City, Police Department and CSFC desire to enter into the *Lake City Summer Youth Employment Program Agreement Between CareerSource Florida Crown and the City of Lake City and Columbia County*, a copy of which is attached hereto and made a part of this resolution (hereinafter the “Summer Youth Employment Agreement”).

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

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

**Section 2.** The City is hereby authorized, for and on behalf of its Police Department, to enter into the Summer Youth Employment Agreement with CSFC.

**Section 3.** The Mayor is authorized to execute the Summer Youth Employment Agreement for, and on behalf of, the City.

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



**CareerSource Florida Crown  
Region 07**

**Summer Youth Agreement**

**with**

**The City of Lake City**

**And**

**Columbia County**

**subrecipient ☐ or vendor ☒**

**March 9, 2022**

**LAKE CITY SUMMER YOUTH EMPLOYMENT PROGRAM AGREEMENT  
BETWEEN CAREERSOURCE FLORIDA CROWN AND THE CITY OF LAKE CITY  
AND COLUMBIA COUNTY**

This **AGREEMENT** is entered into between CareerSource Florida Crown (**hereinafter referred to as "CSFC"**), located at 1389 US Highway 90 West, Suite 170-B, Lake City, Florida 32055  
and

**City of Lake City (hereinafter referred to as CLC)** located at 205 N. Marion Ave, Lake City, FL 32055

and

**Columbia County, (hereinafter referred to as CC)** located at 135 N.E. Hernando Ave, Lake City, FL 32055.

**1. TERMS and CONDITIONS:**

CSFC, CLC and CC will provide employment assistance under the Summer Youth Program as follows:

- A. All participants designated for the Summer Youth Program must meet eligibility requirements per the CSFC. CSFC will establish and certify eligibility of all participants prior to their enrollment in the program.
- B. The Summer Youth Program consists of one (1) week of mandatory soft skills training, unpaid. Once the soft skills training is complete, the participant will have the opportunity to complete up to six (6) weeks of paid work experience.
- C. The rate of compensation for the Summer Youth Program is \$12.50 per hour for 32 hours per week maximum. Each participant will receive a 1099 at the end of year in order to file taxes as no taxes will be deducted.
- D. Funds from CSFC in conjunction with the City of Lake City and Columbia County will be used to compensate participants in the Summer Youth Employment Program.
- E. CSFC cannot pay overtime.
- F. The CSFC will not negotiate a contract with an Employer who is involved in a labor dispute, has employees in active layoff status, or is in violation of Davis-Bacon Labor practices.
- G. No contract will be negotiated, or Trainee placed, with an employer that discriminates in its training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations, age, or because of their participation in Federal Grant Programs.

- H. CSFC will not negotiate a contract if the implementation of that contract would displace any current employee or infringe upon the promotional opportunities of any current employee.
- I. CSFC will not negotiate a contract with an Employer that has relocated from another area in the United States within the last one hundred twenty (120) days, if, by relocating, any employees experienced a layoff.
- J. CSFC will evaluate the progress and quality of training on a continuous basis.
- K. CSFC will provide a Job Coach/Developer who will be working with the participant to ensure they are meeting the requirements of the position.
- L. The CLC, CC, and CSFC will work with the Job coach/Developer to determine job duties and skills training.
- M. Contracts through the Summer Youth Program may **NOT** be made with businesses and agencies that can directly benefit from services and are represented on the CSFC Board of Directors.
- N. Once approved, CSFC will provide an executed contract for the employer(s) listed within this document.
- O. Participants will provide completed weekly timesheets to CSFC for processing of payments.
- P. Employer agrees to forward all training documentation relating to the training to CSFC.
- Q. Once training is complete, the Participant will be required to complete a post-employment debriefing.



This **AGREEMENT** shall commence on **June 13, 2022** or the date on which this **AGREEMENT** has been signed by both parties. This **AGREEMENT** shall terminate no later than **July 29, 2022**.

It is understood and agreed to by the Contractor that CSFC may use information regarding this **AGREEMENT** in its grant applications.

## **2. Termination:**

### **a) Termination at Will:**

This **AGREEMENT** may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery, to the individuals identified

### **b) Termination for Breach:**

Unless EMPLOYER breach is waived by CSFC in writing, the CSFC may, upon written notice of breach to EMPLOYER, terminate this **AGREEMENT** upon no less than seventy-two (72) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver or breach of any provision of this **AGREEMENT** shall not be deemed to be waiver of any other breach and shall not be construed to be a modification of terms to the **AGREEMENT**

## **3. Notice of Contact:**

### **The name, title and address of the representative for the CSFC:**

Van Brown or Elizabeth Wetherington  
CareerSource Florida Crown  
1389 US Hwy. 90 West, Suite 170-B, Lake City, FL 32055  
(386) 755-9026, ext. 3219 or 3132

### **The name, title and address of the representative for EMPLOYER:**

City of Lake City  
205 N. Marion Ave  
Lake, City, FL 32055

Columbia County  
135 N.E. Hernando Ave  
Lake, City, FL 32055

In the event that either party designates a different representative following the execution of this ***AGREEMENT***, notice of the name, title and address of the new representative will be rendered in writing to the other party and said notification attached to the original copies of the ***AGREEMENT***.

This ***AGREEMENT*** contains all the terms and conditions agreed upon by both parties.

**IN WITNESS** thereof, the parties hereto have caused this ***AGREEMENT*** to be executed by their undersigned agreed upon by both parties.

**CareerSource Florida Crown**

\_\_\_\_\_  
Robert Jones, Executive Director

\_\_\_\_\_  
Date

**City of Lake City**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Official Title

\_\_\_\_\_  
Date

**Columbia County**

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Official Title

\_\_\_\_\_  
Date

**File Attachments for Item:**

15. City Council Resolution No. 2022-039 - A resolution of the City Council of the City of Lake City, Florida, authorizing Task Assignment Number One to the Continuing Contract with Gmuer Engineering, LLC; providing for the extension of a water main and gravity sewer main into the Crosswinds Subdivision; providing for a cost not-to-exceed \$44,750.00; and providing for an effective date.

MEETING DATE
April 18, 2022

# CITY OF LAKE CITY

## Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

**SUBJECT:** Gmuer Engineering for extension of water main and gravity sewer main into the Crosswinds Subdivision

**DEPT / OFFICE:** Distribution & Collections

<b>Originator:</b> Brian Scott, Director of Distribution and Collections		
<b>Interim City Manager</b> Paul Dyal	<b>Department Director</b> Brian Scott	<b>Date</b> 04-08-2022
<b>Recommended Action:</b> Approve Gmuer Engineering (Task Assignment #1) proposal for engineering for extension of water main and gravity sewer main into the Crosswinds Subdivision. (Not to exceed \$44,750.00)		
<b>Summary Explanation &amp; Background:</b> This is for professional services to extend water main and gravity sewer main into the Crosswinds Subdivision. The extension would tie into the St Rd 47/ I75 project. The extension would provide water and sewer service to approximately 61 single family residential lots. This extension would take those wells and septic tanks off line.		
<b>Design</b> <ul style="list-style-type: none"> <li>➤ Evaluate utility layouts that optimize the layout and reduce materials and needed pavement cuts and repairs</li> <li>➤ Meet with City to review the optional routes and discuss layout alternatives</li> <li>➤ Prepare utility plans and vertical profiles of the gravity sewer main that meet the applicable code requirements of the reviewing agencies</li> <li>➤ Determine the needed pavement cuts and repairs for the utility installation</li> </ul>		
<b>Permitting</b> <ul style="list-style-type: none"> <li>➤ Submit permit applications to the reviewing agencies, respond to comments, and revise plans</li> </ul>		
<b>Construction</b> <ul style="list-style-type: none"> <li>➤ Perform site visits at the request of the City to resolve conflicts encountered in the field</li> <li>➤ Issue verbal or written field orders or field orders with revised plans in response to requests for information</li> <li>➤ Review record drawings kept by the contractor in relation to the utility construction plans</li> <li>➤ Review as-built surveys completed by the contractor in relation to the utility construction plans</li> <li>➤ Certify pressure and other material and construction testing and certify bacteriological and other public safety testing (completed at the cost of the contractor and witnessed by the City) as required by FDEP</li> <li>➤ Complete any required closeout documentation with the City and FDEP</li> </ul>		
<b>Alternatives:</b> None		
<b>Source of Funds:</b> 410.78.536-030.31		
<b>Financial Impact:</b> \$44,750.00		
<b>Exhibits Attached:</b> <ol style="list-style-type: none"> <li>1) Quote from Gmuer Engineering</li> </ol>		

**CITY COUNCIL RESOLUTION NO. 2022-039**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING TASK ASSIGNMENT NUMBER ONE TO THE CONTINUING CONTRACT WITH GMUER ENGINEERING, LLC; PROVIDING FOR THE EXTENSION OF A WATER MAIN AND GRAVITY SEWER MAIN INTO THE CROSSWINDS SUBDIVISION; PROVIDING FOR A COST NOT-TO-EXCEED \$44,750.00; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City, Florida (hereinafter the “City”) entered into a Continuing Contract for Professional Services with Gmuer Engineering, LLC (hereinafter “Gmuer”), as authorized by City Council Resolution No. 2021-179 with respect to engineering and consulting services for City projects; and

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

**WHEREAS**, the City Council desires to enter into Task Assignment Number One to its Continuing Contract with Gmuer for the extension of a water main and gravity sewer main into the Crosswinds Subdivision, along with additional services, all of which are identified in the terms and conditions of Task Assignment Number One, a copy of which is attached hereto and made a part of this resolution and the Continuing Contract.

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

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

**Section 2.** The City Council hereby authorizes the execution of Task Assignment Number One with Gmuer for the professional services.

**Section 3.** The City Manager and City Attorney are authorized to make such reasonable changes and modifications to Task Assignment Number One 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 Gmuer to exceed the pricing referenced herein. The Mayor is authorized and directed to execute and deliver Task Assignment Number One in the name and on behalf of the City, with such changes, amendments, modifications, omissions, and additions made by the City Manager and City Attorney, if any. Execution by the Mayor and Gmuer shall be deemed to be conclusive evidence of approval of such changes, amendments, modifications, omissions, and additions, if any.

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

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

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

APPROVED AS TO FORM AND  
LEGALITY:

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

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

**TASK ASSIGNMENT ONE TO THE CONTINUING CONTRACT  
BETWEEN THE CITY OF LAKE CITY, FLORIDA AND GMUER  
ENGINEERING, LLC, FOR PROFESSIONAL SERVICES RELATED  
TO THE EXTENSION OF A WATER MAIN AND GRAVITY SEWER  
MAIN INTO THE CROSSWINDS SUBDIVISION.**

THIS TASK ASSIGNMENT NUMBER ONE is made and entered into this \_\_\_\_ day of April 2022, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055 (hereinafter referred to as the "City") and GMUER ENGINEERING, LLC, a Florida limited liability company, having a mailing address of 1135 NW 23<sup>rd</sup> Ave, Suite G, Gainesville, Florida 32609 (hereinafter referred to as "Consultant").

**RECITALS**

A. City and Consultant have heretofore entered into a Continuing Contract for professional services as authorized by City Council Resolution No. 2021-179 (the "Continuing Contract").

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

C. The City desires to extend a water main and gravity sewer main into the Crosswinds Subdivision, and desires to enter into Task Assignment Number One with Consultant for such services pursuant to the terms and conditions

contained in Consultant's four-page proposal dated December 14, 2021 (hereinafter the "Services"), a copy of which is attached as "Exhibit A".

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

1. **RECITALS**: The above recitals are all true and accurate and are incorporated herein and made a part of Task Assignment Number One.
2. **PROJECT**: The City hereby engages Consultant and Consultant agrees to furnish to the City the Services identified in Exhibit A.
3. **COMPENSATION TO CONSULTANT**: City shall pay Consultant a fee for each of the five (5) services listed in the section titled "Fee" of the Services and the total projected cost of the project shall not exceed \$44,750.00. Consultant shall invoice the City in accordance with the terms and conditions included in the Continuing Contract and in no event more than once per calendar month and said fees shall equal a percentage of the completed work. Should a conflict in the terms and conditions arise the Continuing Contract shall be controlling.
4. **PROVISIONS OF CONTINUING CONTRACT**: The terms, provisions, conditions, obligations, and requirements of the Continuing Contract are incorporated in and made a part of this Task Assignment and shall be binding on, and complied with by, the Consultant.
5. **ATTORNEYS' FEES AND COSTS**. In the event of breach by either party of the Continuing Contract or Task Assignment, the breaching party shall be liable for, and agrees to pay, all costs and expenses incurred in the enforcement of this Continuing Contract or Task Assignment Number One,



including reasonable attorneys' fees.

6. **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.

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

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

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

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

**CITY OF LAKE CITY, FLORIDA**

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

ATTEST:

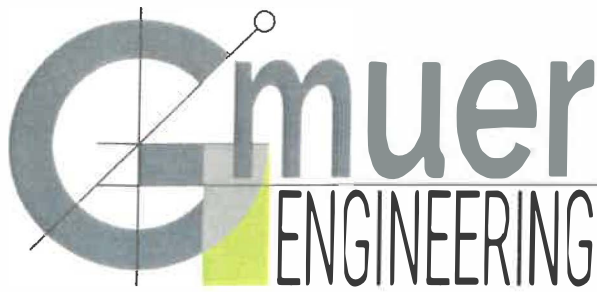
APPROVED AS TO FORM AND  
LEGALITY:

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

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

**GMUER ENGINEERING, LLC**

By: \_\_\_\_\_  
Christopher A Gmuer  
Authorized Member - President



2603 NW 13th St, Box 314  
Gainesville, FL 32609  
Ph. (352) 281-4928

gmuereng.com

December 14, 2021

Lake City Distribution/Collections – Brian Scott, Director  
692 SW Saint Margarets St, Lake City, FL, 32025

Re: Crosswinds Subdivision

Thank you for the opportunity to submit this proposal for professional services under the continuing services contract with Lake City. The project scope and services are listed below.

**Project understanding and scope:**

The Lake City Distribution/Collections Department (City / Owner) would like to extend a water main and gravity sewer main into the Crosswinds Subdivision. The proposed system is shown in the attached sketch provided by Lake City and generally consists of:

- Watermain – Extend a watermain south 650 ft along the north leg of SW Chesterfield Cir from the existing watermain stub in SW Cannon Creek Dr, complete a 3,600 ft loop around SW Chesterfield Cir around the center of the subdivision, extend a northwest 300 ft leg into SW Erskine Ct, and extend southwest 1,100 ft through common area into the Windswept Industrial Subdivision, and then extend east 1,000 ft along SW Windswept Glen to connect back into the existing watermain in SW Windswept Glen.
- Install water services with meters to the single family residential lots.
- Gravity Sewer – Begin at the designed manhole located at the southwest corner of SW Chesterfield Cir and extend approximately 3,600 ft of gravity sewer main with manholes around the loop of SW Chesterfield Cir and approximately 300 ft into SW Erskine Ct.
- Install 4" sewer laterals to the single family residential lots.

To facilitate the project, Gmuer Engineering, LLC (GmuerEng) will subcontract for a specific purpose topographic survey, design the utility plans with vertical profiles of the gravity sewer main, permit the right-of-way use permit with Columbia County, permit the water and sewer improvements with FDEP, supply the utility plans for construction, review record drawings and as-built surveys, and certify testing with FDEP. The services are more specifically outlined in the following sections.

**GmuerEng will provide the following services:****Pre-Design**

- Complete a Specific Purpose Topographic, PUE, and Right-of-Way Survey along the proposed water and sewer main route meeting Minimum Technical Standards by the state of Florida

**Design**

- Evaluate utility layouts that optimize the layout and reduce materials and needed pavement cuts and repairs
- Meet with City to review the optional routes and discuss layout alternatives
- Prepare utility plans and vertical profiles of the gravity sewer main that meet the applicable code requirements of the reviewing agencies
- Determine the needed pavement cuts and repairs for the utility installation

**Permitting**

- Submit permit applications to the reviewing agencies, respond to comments, and revise plans

**Bidding**

- Provide utility plans to the City and answer bid questions from contractors via the City

**Construction**

- Perform site visits at the request of the City to resolve conflicts encountered in the field
- Issue verbal or written field orders or field orders with revised plans in response to requests for information
- Review record drawings kept by the contractor in relation to the utility construction plans
- Review as-built surveys completed by the contractor in relation to the utility construction plans
- Certify pressure and other material and construction testing and certify bacteriological and other public safety testing (completed at the cost of the contractor and witnessed by the City) as required by FDEP
- Complete any required closeout documentation with the City and FDEP

**GmuerEng will sub-contract for the following services:**

- Specific Purpose Topographic, PUE, and Right-of-Way Survey

**GmuerEng has not included the following services in this proposal:**

- Bid Administration with Contractors, Construction Management, or regular Construction Monitoring
- Creation /Preparation of Public Utility Easements
- Tree Removal Permits or any associated plans
- Modifications to the Pump or Pump Controls of the downstream Lift Station

**Owner shall furnish the following to GmuerEng:**

- Public Utility Easements that enable the routing of these properties through the intended private properties.
- Details concerning any and all expectations of the interested stakeholders such as the Rehabilitation Center or the Owner of the private properties being traversed.

**Owner shall contract separately for the following services:**

- Construction Survey Staking of any applicable right-of-way, property lines, easements, entitlements, etc.
- It is assumed that the City as the utility owner has the qualified staff necessary to adequately monitor the project throughout construction and witness the final testing required by the reviewing agencies

**Other conditions of this proposal:**

- Design parameters provided by GmuerEng are approximate and the City is responsible for the resulting costs
- The following costs will be billed as direct reimbursable to the City:
  - All printing, shipping, and materials costs for submittals, response to comments, etc.
  - All travel expenses for locations outside of Columbia and Alachua County, FL
- City is responsible for supplying all permitting fees, impact fees, connection fees, etc.
- Additional services may be required for changes made after reviewing agency approval.

**Schedule:** The following schedule is referenced to the issuance of a Notice to Proceed (NTP)

12 Weeks from NTP: Survey and Draft Utility Layout

16 Weeks from NTP: Base Map Creation, and 60% Utility Layout

18 Weeks from NTP: Waiting for comments from Lake City Distribution/Collections

20 Weeks from NTP: Submittals to FDEP and Columbia County Public Works

24 Weeks from NTP: Receive and Respond to Review Comments

26 Weeks from NTP: Anticipated Issuance of Permits and Start of Construction

**Fee:** To be invoiced in portions based upon Engineer's estimate of services completed. Each task fee below.

<del>\$15,500</del>	Subcontracted Survey
<del>\$18,000</del>	Utility Plan Design
<del>\$4,500</del>	Permitting with FDEP and Columbia County
<del>\$2,250</del>	Bidding
<del>\$4,500</del>	Construction Services
<u>\$44,750</u>	<u>TOTAL</u>

Sincerely,  
Gmuer Engineering, LLC  
Christopher A Gmuer, PE  
President







# Crosswinds Subdivision



## Legend

- Man Hole
- - - Proposed Sewer
- - - Proposed Water
- Water Mains

This product is for informational purposes only and may not have been prepared for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of displayed information. It is not to be used in place of locates.