
SPECIAL CALLED COUNCIL MEETING

CITY OF LAKE CITY

September 26, 2023 at 6:00 PM

Venue: City Hall

AGENDA

REVISED

REVISED 9/21/2023: Item 3 added

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 - Mayor Stephen Witt

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.

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 no later than noon on the day of the meeting. Citizens may also provide input to individual council members via office visits, phone calls, letters and e-mail that will become public record.

Old Business - None

New Business

Ordinances - None

Resolutions

1. City Council Resolution No. 2023-112 - A resolution of the City Council of the City of Lake City, Florida, accepting the resignation of Paul Dyal as City Manager; and providing for an effective date.
2. Discussion and possible action - Appointment of Interim City Manager (Mayor Stephen Witt)

City Council Resolution No. 2023-113 - A resolution of the City Council of the City of Lake City, Florida, appointing Interim City Manager, granting authority to the Interim City Manager, providing authority to Interim City Manager and City Finance Director, by joint signatures, to sign all checks and vouchers on all City bank accounts; and providing for an effective date.

Other Items

3. Discussion and Possible Action - City Manager Hiring Process (Council Member Todd Sampson)

Departmental Administration - None

Comments by Council Members

Adjournment

YouTube Information

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

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. City Council Resolution No. 2023-112 - A resolution of the City Council of the City of Lake City, Florida, accepting the resignation of Paul Dyal as City Manager; and providing for an effective date.

CITY COUNCIL RESOLUTION NO. 2023-112

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, ACCEPTING THE RESIGNATION OF PAUL DYAL AS CITY MANAGER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the “City”) appointed Paul Dyal as City Manager through Resolution 2021-194 for a temporary period of time; and

WHEREAS, on or about January 3, 2023, the City entered into an employment agreement with Paul Dyal to appoint him as permanent City Manager through Resolution 2023-001; and

WHEREAS, Paul Dyal has tendered a letter of his intent to resign, effective October 19, 2023 at 5:01 P.M. from his position as City Manager/Executive Director of Utilities for the City of Lake City, 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 all true and accurate and are incorporated herein and made part of this Resolution.

Section 2. That the resignation of Paul Dyal as City Manager/Executive Director of Utilities for the City of Lake City, Florida be and is hereby accepted with effect from October 19, 2023 at 5:01 P.M.

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

PASSED AND ADOPTED at a meeting of the City Council this ___ day of September, 2023.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

*City of Lake City
Resolution 2023-112
Accepting Resignation of City Manager*

ATTEST

APPROVED AS TO FORM AND LEGALITY

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III
City Attorney



MAYOR - COUNCIL MEMBER
STEPHEN M. WITT

COUNCIL MEMBERS

JAKE HILL, JR.
RICKY JERNIGAN
TODD SAMPSON
CHEVELLA YOUNG

CITY MANAGER

PAUL DYAL

CITY CLERK

AUDREY E. SIKES

CITY ATTORNEY

THOMAS J. KENNON, III

September 19, 2023

Mayor and Council:

Please accept this letter as notification of my intent to resign from my position as City Manager/Executive Director of Utilities for the City of Lake City. Based on my contract terms, I am offering one (1) month notice of my separation.

I would like to thank you for the trust and confidence you have had in me to be the City Manager/Executive Director of Utilities of such a great city. My focus has always been on protecting and standing up for the City's employees and championing their great efforts to support and take care of our community. The employees of this City are its greatest asset. Without question, the City of Lake City has some of the most dedicated, knowledgeable, and caring employees that you will find anywhere.

I wish you, the city, and its employees nothing but the best moving forward.

Sincerely,

Paul Dyal
City Manager/
Executive Director of Utilities

File Attachments for Item:

2. Discussion and possible action - Appointment of Interim City Manager (Mayor Stephen Witt)

City Council Resolution No. 2023-113 - A resolution of the City Council of the City of Lake City, Florida, appointing Interim City Manager, granting authority to the Interim City Manager, providing authority to Interim City Manager and City Finance Director, by joint signatures, to sign all checks and vouchers on all City bank accounts; and providing for an effective date.

CITY COUNCIL RESOLUTION NO. 2023-113

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, APPOINTING INTERIM CITY MANAGER; GRANTING AUTHORITY TO THE INTERIM CITY MANAGER; PROVIDING AUTHORITY TO INTERIM CITY MANAGER AND CITY FINANCE DIRECTOR, BY JOINT SIGNATURES, TO SIGN ALL CHECKS AND VOUCHERS ON ALL CITY BANK ACCOUNTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the “City”) appointed Paul Dyal as City Manager through Resolution 2023-001; and

WHEREAS, Paul Dyal has tendered a letter of his intent to resign, effective October 19, 2023 at 5:01 P.M. from his position as City Manager/Executive Director of Utilities for the City of Lake City, Florida, and the City Council desires to appoint an interim City Manger; and

WHEREAS, it is in the best interest of the public and necessary that this vacancy be temporarily filled; and

WHEREAS, the City Council desires to appoint _____, _____, as the Interim City Manager to assume the duties and title of Interim City Manager effective October 19, 2023 at 5:01 P.M. for a temporary period of time; and

WHEREAS, past City Managers, Finance Directors, and Assistant City Managers of the City have been authorized to sign all checks, vouchers, or disbursements on all bank accounts of the City, which authorize the disbursement and payments of funds from said bank accounts; and

WHEREAS, it has been determined that it is necessary and in the best interest of the City to appoint _____, as Interim City Manager, and authorize the addition of _____ as an additional signatory option on all checks, vouchers, or disbursements on all City bank accounts.

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 part of this Resolution.

Section 2. That effective October 19, 2023 at 5:01 P.M., _____ will assume the duties and title of Interim City Manager.

Section 3. _____, as Interim City Manager, is here by authorized as an additional signatory, available to sign all checks, vouchers, or disbursements of any kind on all bank accounts of the City of Lake City, Florida, which authorized a disbursement and payment of funds from said bank accounts.

Section 4. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a meeting of the City Council this ___ day of September, 2023.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

APPROVED AS TO FORM AND LEGALITY

ATTEST

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III
City Attorney

File Attachments for Item:

3. Discussion and Possible Action - City Manager Hiring Process (Council Member Todd Sampson)

Date: September 21, 2023
To: City Clerk Audrey Sikes
Subject: Proposed Hiring Process for City Manager
Submitted by Councilmember Todd Sampson

Introduction:

Hiring a new City Manager is a critical process that requires careful planning and execution to ensure the selection of the most qualified candidate. Here is a comprehensive plan for hiring the new City Manager. This plan includes reaching out to past applicants and having the City Human Resources Department facilitate the following plan.

Step 1: Preparing for the Hiring Process

- 1a. Review and Update the Job Description: Review and refine the City Manager job description, ensuring it reflects the current needs and expectations of the City. Be specific about qualifications, responsibilities, and expectations. Ask for Councilmember and public input at the September 26, 2023, special Council meeting.
- 1b. Budget and Timeline: Allocate the necessary budget for the recruitment process, including advertising costs and interview expenses. Establish a fast track timeline.

Step 2: Reaching Out to Past Applicants

- 2a. Identify Past Applicants: The Human Resources Department will identify past applicants who met the basic qualifications for the City Manager position. These individuals will be contacted and informed about the opening.
- 2b. Update Resumes: Invite past applicants to update their resumes and express their continued interest in the position.
- 2c. Set a Deadline: Give past applicants a 2 week deadline for updating their resumes, fill out a City employment application, and invite them to reapply.

Step 3: Advertising the Position

- 3a. Advertise the Position: The Human Resources Department will prepare and publish job advertisements in various mediums, including the City's website, professional organizations, the Florida League of Cities job board, the FAC job board, and other online job boards. Advertisements will highlight the job description, qualifications, and the application process.
- 3b. Application Period: The application period is two weeks from the time of posting with the Florida League of Cities. During this time, applicants can submit their resumes and other required documents.

Step 4: Application Screening

4a. Initial Screening: The Human Resources Department will review all applications for completeness and minimum qualifications. Applicants who meet the basic requirements will move forward in the selection process. The HR Director will rate the applicants according to the requirements of the City Charter and other requirements discussed and agreed upon by a super-majority at the September 26 Council Special Meeting.

Step 5: City Council Review

5a. Review and Shortlisting: The City Council will convene to review the shortlisted candidates. Each member will independently evaluate resumes, applications, and other material submitted by the candidates.

5b. Candidate Interviews: The top five candidates will be invited for Zoom interviews.

Step 6: Final Selection

6a. Final Interviews: Final in person interviews will be with the top 3 (three) candidates.

6b. Reference and Background Checks: Perform thorough reference, background, and credit checks on the 3 finalists to ensure their suitability for the position.

Step 7: Offer and On-boarding

7a. Offer of Employment: Extend a formal offer to the selected City Manager candidate, including details of the compensation package and employment terms.

7b. On-boarding: Develop an on-boarding plan with the candidate to facilitate a smooth transition for the new City Manager into their role.

Step 8: Announcement

8a. Public Announcement: Once the City Manager candidate has accepted the offer, the HR Director will make a public announcement to inform the community and city staff about the appointment.

By following this plan, you will ensure a structured and transparent hiring process for the new City Manager.

Respectfully Submitted,
City Councilmember Todd Sampson