
CITY COUNCIL REGULAR SESSION

CITY OF LAKE CITY

February 05, 2024 at 6:00 PM

Venue: City Hall

AGENDA

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

Pledge of Allegiance

Invocation - 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.

Proclamations - None

Minutes

- [1.](#) January 16, 2024 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 no later

than noon on the day of the meeting. Citizens may also provide input to individual council members via office visits, phone calls, letters and e-mail that will become public record.

Approval of Consent Agenda - None

Presentations - None

Old Business

Ordinances

Open Public Hearing

- [2.](#) City Council Ordinance No. 2024-2275 (final reading) - An ordinance of the City of Lake City, Florida, amending the City Code to add new Section Number 86-2 to Part III, Chapter 86, Article I; providing for the regulation of Public Parks, park hours, and penalties for violations; providing for severability; providing for the repeal of conflicts; providing for codification; and providing an effective date.

Passed on first reading 01/02/24

Close Public Hearing

Adopt City Council Ordinance No. 2024-2275 on final reading

Resolutions - None

Other Items

- [3.](#) Discussion and Possible Action - Applicants for filling the vacancy of Council Member for City Council District 13. (Mayor Stephen Witt)

Note: For reference purposes, all supporting documentation provided at the January 16, 2024 meeting is attached. During the January 2, 2024 meeting, City Council authorized acceptance of letters of interest for 30 days. Deadline for submissions was 5:00 PM on February 1, 2024. One applicant, James Carter, submitted paperwork.

- [4.](#) City Council Resolution No. 2024-018 - A resolution of the City Council of the City of Lake City, Florida, appointing _____ as Councilmember of District Thirteen in accordance with the City Charter; and providing an effective date.

New Business

Ordinances

- [5.](#) City Council Ordinance No. 2024-2276 - (first reading) An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 24-01, relating to voluntary annexation; making findings; annexing certain real property located in Columbia County, Florida, which is reasonably compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. (Cecilia Davis)

Adopt City Council Ordinance No. 2024-2276 on first reading

- [6.](#) City Council Ordinance No. 2024-2278 - (first reading) An ordinance of the City Council of the City of Lake City, Florida, amending the City Code to add a new Section Number 86-110.22 to Article III, Chapter 86, which provides for the permanent vacating of a right of way; finding that the right of way was abandoned by the City; finding that the closing of the right of way will not adversely affect the public health, safety, or welfare; finding that it is in the best interest of the City and for the general welfare of its citizens to close the right of way; providing for the repeal of conflicting ordinances; providing for severability; providing for inclusion into the City Code; and providing an effective date. (McCall)

Adopt City Council Ordinance No. 2024-2278 on first reading

- [7.](#) City Council Ordinance No. 2024-2279 - (first reading) An ordinance of the City Council of the City of Lake City, Florida, amending Article I Section 70-2 of the City Code related to residency requirements; providing for severability; providing for codification; and providing an effective date.

Adopt City Council Ordinance No. 2024-2279 on first reading

Resolutions

- [8.](#) City Council Resolution No. 2024-008 - A resolution of the City Council of the City of Lake City, Florida, adopting revisions to the City's Procurement Policy and Procedure to contribute to the strategic goals of achieving efficiency, transparency, cost savings, and fairness in the City's Procurement Procedures.
- [9.](#) City Council Resolution No. 2024-009 - A resolution of the City Council of the City of Lake City, Florida, approving a replat filed by Gateway Development, LLC, for a major subdivision of real property within the City; providing for conflicts; providing for severability; providing an effective date.
- [10.](#) City Council Resolution No. 2024-014 - A resolution of the City Council of the City of Lake City, Florida, appointing Ricky Jernigan to serve on the Columbia County Tourist Development Council.

- [11.](#) City Council Resolution No. 2024-016 - A resolution of the City Council of the City of Lake City, Florida, appointing Sergeant Kevin Johns as elected members of the Board of Trustees of the Lake City Municipal Police Officers Retirement Trust Fund.

Other Items

- [12.](#) Discussion and Possible Action: Funding for Council members to hold Town Hall Meetings (Interim City Manager Dee Johnson)
13. Project Updates (Interim City Manager Dee Johnson)
14. Discussion and Possible Action: Reschedule Council Workshop to discuss Council Meeting Decorum (Council Member Ricky Jernigan)

Note: The workshop scheduled for January 29, 2024 was cancelled due to three of the four council members being in Tallahassee at the Florida League of Cities Legislative Action Days.

Departmental Administration

- [15.](#) Discussion and Possible Action: Approval to pay retainer fee in the amount of \$250,875.05 to CGC, Inc. for Taxiway C Realignment & Transient Apron Rehab Project (Airport Director Ed Bunnell)
- [16.](#) Discussion and Possible Action: Transition to County - Communication Officers (Chief Butler)

Comments by Council Members

Adjournment

UPCOMING DATES OF INTEREST

February 26, 2024 - Council Workshop - 6:00 PM - Affordable Housing/Properties and Application and Policy for Grant Funding Request \$5,000.00 max

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. January 16, 2024 Regular Session

The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on January 16, 2024 beginning at 6:00 PM, in the City Council Chambers, located at City Hall 205 North Marion Avenue, Lake City, Florida. Members of the public also viewed the meeting on our YouTube Channel.

PLEDGE OF ALLEGIANCE

INVOCATION – Council Member Chevella Young

ROLL CALL

Mayor/Council Member
City Council

Stephen M. Witt
Jake Hill, Jr.

Chevella Young

Ricky Jernigan

City Attorney
Interim City Manager

Todd Kennon

Dee Johnson

Sergeant-at-Arms

Chief Gerard Butler

City Clerk

Audrey Sikes

After Mayor Witt read the rules of decorum aloud, Mr. Jernigan inquired about consequences should someone violate the rules. Mayor Witt reported it would be addressed at that time and reminded there is a decorum workshop coming up soon.

MINUTES

1. December 18, 2023 Regular Session
2. January 2, 2024 Regular Session

Mr. Hill made a motion to approve the December 18, 2023 Regular Session and January 2, 2024 Regular Session minutes as presented. Mr. Jernigan seconded the motion and the motion carried unanimously on a voice vote.

APPROVAL OF AGENDA

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

PUBLIC PARTICIPATION – PERSONS WISHING TO ADDRESS COUNCIL

- Sylvester Warren

APPROVAL OF CONSENT AGENDA

3. Approval to award Bid ITB-001-2024 US Highway 90 Landscape Maintenance Services Annual Contract to Green Star Management, LLC, the lowest bidder, for \$16,500.00.

Mr. Jernigan made a motion to approve the consent agenda consisting of Item #3 above. Mr. Hill seconded the motion and the motion carried unanimously on a voice vote.

PRESENTATIONS – 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. 2024-2266. City Council Ordinance No. 2024-2266 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2024-2266. No one asked to be heard on City Council Ordinance No. 2024-2266, therefore Mayor Witt closed the public hearing.

4. City Council Ordinance No. 2024-2266 (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 23-09, by the property owner of said acreage, providing for rezoning from Residential Office (RO) and Residential Multi-Family 1 (RMF-1) to Commercial Intensive (CI) of certain lands within the Corporate Limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. (Faith Crossing) **Mr. Hill made a motion to approve City Council Ordinance No. 2024-2266 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 23-09, by the property owner of said acreage, providing for rezoning from Residential Office (RO) and Residential Multi-Family 1 (RMF-1) to Commercial Intensive (CI) of certain lands within the Corporate Limits of the City of Lake City, Florida. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Hill	Aye
Mr. Jernigan	Aye
Ms. Young	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. 2024-2267. City Council Ordinance No. 2024-2267 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2024-2267. No one asked to be heard on City Council Ordinance No. 2024-2267, therefore Mayor Witt closed the public hearing.

5. City Council Ordinance No. 2024-2267 (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 more than ten contiguous acres of land, pursuant to an application, Z 23-08, by the property owner of said acreage; providing for rezoning from Commercial General (CG) and Commercial Intensive (CI) to Commercial Highway Interchange (CHI) of certain lands within the Corporate Limits of the City of Lake City, Florida; providing for severability; repealing all ordinances in conflict; and providing for an effective date. (Lake City RV Park) **Mr. Hill made a motion to approve City Council Ordinance No. 2024-2267 on final reading, amending the Official Zoning Atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of more than ten contiguous acres of land, pursuant to an application, Z 23-08, by the property owner of said acreage, and providing for rezoning from Commercial General (CG) and Commercial Intensive (CI) to Commercial Highway Interchange (CHI) of certain lands within the Corporate Limits of the City of Lake City, Florida. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Hill	Aye
Mr. Jernigan	Aye
Ms. Young	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. 2024-2268. City Council Ordinance No. 2024-2268 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2024-2268. No one asked to be heard on City Council Ordinance No. 2024-2268, therefore Mayor Witt closed the public hearing.

6. City Council Ordinance No. 2024-2268 (final reading) - An ordinance of the City of Lake City, Florida, amending the text of the City of Lake City Land Development Regulations, as amended; relating to Section 4.15.5, Special Exceptions, more specifically Section 4.15.5.2, amending the text for Travel Trailer Parks and Campgrounds, and Section 4.15.5.3 adding text to allow storage facilities for boats, recreational vehicles, and similar equipment by special exemption, within the Commercial Highway Interchange Zoning District of certain lands within the Corporate Limits of the City of Lake City, Florida; providing for severability; repealing all ordinances in conflict; and providing an effective date. (LDR-TA-23-01) **Mr. Hill made a motion to approve City Council Ordinance No. 2024-228 on final reading, amending the text of the City of Lake City Land Development Regulations, as amended; relating to Section 4.15.5, Special Exceptions, more specifically Section 4.15.5.2, amending the text for Travel Trailer Parks and Campgrounds, and Section 4.15.5.3 adding text to allow storage facilities for boats, recreational vehicles, and similar equipment by special exemption, within the Commercial Highway Interchange Zoning District of certain lands within**

the Corporate Limits of the City of Lake City, Florida. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.

Mr. Hill	Aye
Mr. Jernigan	Aye
Ms. Young	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. 2024-2269. City Council Ordinance No. 2024-2269 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2024-2269. No one asked to be heard on City Council Ordinance No. 2024-2269, therefore Mayor Witt closed the public hearing.

7. City Council Ordinance No. 2024-2269 (final reading) - An ordinance of the City of Lake City, Florida, amending the text of the City of Lake City Land Development Regulations, as amended; relating to Section 4.13.5, Special Exceptions, more specifically Section 4.13.5.16, amending the text to permit Travel Trailer Parks or Campgrounds by Special Exception, within the Commercial Intensive Zoning District of certain lands within the Corporate Limits of the City of Lake City, Florida; providing for severability; repealing all ordinances in conflict; and providing for an effective date. (LDR-TA-23-02) **Mr. Hill made a motion to approve City Council Ordinance No. 2024-2269 on final reading, amending the text of the City of Lake City Land Development Regulations, as amended; relating to Section 4.13.5, Special Exceptions, more specifically Section 4.13.5.16, amending the text to permit Travel Trailer Parks or Campgrounds by Special Exception, within the Commercial Intensive Zoning District of certain lands within the Corporate Limits of the City of Lake City, Florida. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Hill	Aye
Mr. Jernigan	Aye
Ms. Young	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. 2024-2270. City Council Ordinance No. 2024-2270 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2024-2270. No one asked to be heard on City Council Ordinance No. 2024-2270, therefore Mayor Witt closed the public hearing.

8. City Council Ordinance No. 2024-2270 (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 23-07, by the property owner of said acreage, under the amendment procedures established in Sections

163.3161 through 163.3248, Florida Statutes, as amended; providing for changing the Future Land Use Classification from Residential Medium Density (less than or equal to 8 dwelling units per acre) to Commercial of certain lands within the Corporate Limits of the City of Lake City, Florida; providing for severability; repealing all ordinances in conflict; and providing an effective date. (Faith Crossing) **Mr. Hill made a motion to approve City Council Ordinance No. 2024-2270 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 23-07, 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 Residential Medium Density (less than or equal to 8 dwelling units per acre) to Commercial of certain lands within the Corporate Limits of the City of Lake City, Florida. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Hill	Aye
Mr. Jernigan	Aye
Ms. Young	Aye
Mayor Witt	Aye

Resolutions – None

Other Items

9. Discussion and Possible Action - Filling the vacancy of Council Member for City Council District 13. (Mayor Stephen Witt)

City Clerk Audrey Sikes reported one letter of interest has been received so far.

Members concurred to wait until after the February 1, 2024 deadline to determine if letters of interest would be reviewed or if the applicants would be interviewed.

NEW BUSINESS

Ordinances

10. City Council Ordinance No. 2024-2274 (first reading) - An ordinance of the City of Lake City, Florida, amending the City Code of Ordinances to create Article IX titled Shopping Carts, to regulate businesses within the City of Lake City, Florida, that provide shopping carts to customers; establishing shopping cart retention system requirements; establishing enforcement procedures; establishing a civil citation penalty; providing for codification; providing for severability; providing for repeals; and providing for an effective date. **Mr. Hill made a motion to approve City Council Ordinance No. 2024-2274 on first reading, amending the City Code of Ordinances to create Article IX titled Shopping Carts, to regulate**

businesses within the City of Lake City, Florida, that provide shopping carts to customers; establishing shopping cart retention system requirements; establishing enforcement procedures; establishing a civil citation penalty, and providing for codification. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.

Mr. Hill	Aye
Mr. Jernigan	Aye
Ms. Young	Aye
Mayor Witt	Aye

11. City Council Ordinance No. 2024-2275 (first reading) - An ordinance of the City of Lake City, Florida, amending the City Code to add new Section Number 86-2 to Part III, Chapter 86, Article I; providing for the regulation of Public Parks, park hours, and penalties for violations; providing for severability; providing for the repeal of conflicts; providing for codification; and providing an effective date. **Mr. Hill made a motion to approve City Council Ordinance No. 2024-2275 on first reading, amending the City Code to add new Section Number 86-2 to Part III, Chapter 86, Article I; providing for the regulation of Public Parks, park hours, and penalties for violations. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Hill	Aye
Mr. Jernigan	Aye
Ms. Young	Aye
Mayor Witt	Aye

Resolutions

12. City Council Resolution No. 2024-010 - A resolution of the City Council of the City of Lake City, Florida, declaring one firearm to be surplus to the City's needs; providing for the conveyance of the firearm to Sergeant Jason Byrd for his outstanding service to the City and its citizens during his career with the Lake City Police Department; and providing for the removal of the firearm from the fixed assets of the City. **Mr. Jernigan made a motion to approve City Council Resolution No. 2024-010, declaring one firearm to be surplus to the City's needs; providing for the conveyance of the firearm to Sergeant Jason Byrd for his outstanding service to the City and its citizens during his career with the Lake City Police Department; and providing for the removal of the firearm from the fixed assets of the City. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Jernigan	Aye
Mr. Hill	Aye
Ms. Young	Aye
Mayor Witt	Aye

13. City Council Resolution No. 2024-011 - A resolution of the City Council of the City of Lake City, Florida, confirming and upholding the City of Lake City's Historic Preservation Agency's issuance of a Certificate of Appropriateness as to COA 23-31, submitted by Rocky Ford as owner; providing for conflicts; and providing for an effective date. **Mr. Jernigan made a motion to approve City Council Resolution No. 2024-011, confirming and upholding the City of Lake City's Historic Preservation Agency's issuance of a Certificate of Appropriateness as to COA 23-31, submitted by Rocky Ford as owner. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Jernigan	Aye
Mr. Hill	Aye
Ms. Young	Abstained (Florida Statute 286.012)
Mayor Witt	Aye

Note: Per Attorney Todd Kennon, the vote for Resolution No. 2024-011, was an extension and finalization of the December 27, 2023 Quasi-Judicial proceedings, allowing Ms. Young to abstain from voting on this resolution.

Other Items

14. Discussion and Possible Action: City Attorney (City Attorney Todd Kennon)

Mr. Kennon reported tendering a letter of resignation, which provides for 60 day's notice. He stated the transition with Folds Walker, LLC had already begun, with the main attorney being Clay Martin to represent the City. Mr. Kennon also stated an ordinance would need to be prepared to address the residency requirement listed in City Code under Section 70-2.

Mr. Hill made a motion to adopt City Council Resolution No. 2024-013, authorizing staff to move forward with an amended contract with Folds Walker, LLC, designating as primary attorney, starting March 1, 2024. Mr. Jernigan seconded the motion.

PUBLIC COMMENT: Sylvester Warren

Ms. Sikes assigned resolution number 2024-013, and proceeded with roll call.

A roll call vote was taken and the motion carried.

Mr. Hill	Aye
Mr. Jernigan	Aye
Ms. Young	Aye
Mayor Witt	Aye

Ms. Sikes confirmed; members concurred to authorize the City Attorney to prepare an ordinance to remove the residency requirement for the City Attorney.

15. Informational Purposes Only - City Attorney Robinson, Kennon, and Kendron, P.A. invoices for December 2023. Folds Walker, LLC invoice for December 2023.

DEPARTMENTAL ADMINISTRATION

16. Discussion and Possible Action - Executive Director of Utilities position (Interim City Manager Dee Johnson)

Mr. Johnson reported it would be in the best interest of the City to bring the Executive Director of Utilities position back due to upcoming projects.

PUBLIC COMMENT: Sylvester Warren

Mr. Hill made a motion authorizing the addition of an Executive Director of Utilities position with the position description as presented. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.

Mr. Hill	Aye
Mr. Jernigan	Aye
Ms. Young	Aye
Mayor Witt	Aye

COMMENTS BY COUNCIL MEMBERS

Mayor Witt reminded members of upcoming dates of interest: City Council Workshop to discuss the Mariah Fund on January 22, 2024 at 6:00 PM; City Council Workshop to discuss Council Meeting Decorum on January 29, 2024 at 6:00 PM; City Council Workshop to discuss Affordable Housing/Properties and Application and Policy for Grant Funding Request \$5,000.00 max.

Mr. Hill reminded he and other members would be in Tallahassee on January 29th for Legislative Action Days. Mayor Witt reported the Workshop for January 29th would need to be rescheduled.

Ms. Young inquired as to the process of a public record request once an initial deposit has been paid.

Ms. Sikes provided an update on the public records process.

ADJOURNMENT

Mr. Jernigan made a motion to adjourn at 6:47 PM and the motion carried unanimously on a voice vote.

Stephen M. Witt, Mayor/Council Member

Audrey Sikes, City Clerk

File Attachments for Item:

2. City Council Ordinance No. 2024-2275 (final reading) - An ordinance of the City of Lake City, Florida, amending the City Code to add new Section Number 86-2 to Part III, Chapter 86, Article I; providing for the regulation of Public Parks, park hours, and penalties for violations; providing for severability; providing for the repeal of conflicts; providing for codification; and providing an effective date.

Passed on first reading 01/02/24

ORDINANCE 2024-2275

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE CITY CODE TO ADD NEW SECTION NUMBER 86-2 TO PART III, CHAPTER 86, ARTICLE I; PROVIDING FOR THE REGULATION OF PUBLIC PARKS, PARK HOURS, AND PENALTIES FOR VIOLATIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS the City of Lake City, a political subdivision of the State of Florida (hereinafter the “City”), operates a number of City Parks for the benefit of the public; and

WHEREAS the City desires to adopt rules and regulations that are applicable and enforceable to various City Parks; and

WHEREAS the City Council finds that it is in the best interests of the citizens of the City to amend the City Code to add new Section Number 86-2 to Part III, Chapter 86, Article I.

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 Section of Chapter 86, Article I, of the City Code of Ordinances titled “Regulation in Parks: Hours; Penalties”, which creates regulations of public parks, shall be established as follows (words ~~stricken~~ are deletions; words underlined are additions):

Sec. 86-2. – Regulation in parks: hours; penalties.

- (a) Purpose. It is the purpose of this section to protect the public health, welfare and safety by regulating the hours of use of and activities in city parks. The City Council finds that these regulations are necessary to protect the safety, integrity and lawful use of city parks so that they can be enjoyed by all citizens, and that these regulations are the minimum necessary to carry out this purpose. These regulations shall be interpreted to carry out this intent.
- (b) Use of park prohibited when closed. No person shall use or enter or be present on any portion of any city park during the hours that the park is closed in accordance with this section, unless they are participating in an activity authorized and supervised by the city.

- (c) Park hours. Halpatter Park, Kiwanis Park, Lake Desoto Park, Lake Isabella Park, Olustee Park, Sallie Mae Jerry Memorial Park, the Veteran's Plaza, Wilson Park, and Young's Park shall be open from 30 minutes before sunrise until 30 minutes after sunset. Campbell Park/Lake Montgomery Park shall be open from 7:00 A.M. until 8:00 P.M. during the months of June, July, and August. Campbell Park/Lake Montgomery Park shall be open from 8:00 A.M. until 5:00 P.M. at all other times not specified herein.
- (d) City manager may set more restrictive closing hours. The city manager may establish in writing closing hours for parks more restrictive than the closing hours provided above for a period of not more than 30 days when necessary to protect the public health, welfare and safety, and based upon the following factors to be taken into consideration when the closing hours are set:
- (1) The amount of daylight at the time of year during which the closing hours will be in effect.
 - (2) The availability of artificial lighting.
 - (3) The ability to provide (and the cost of providing) adequate police protection during the hours the park is open.
 - (4) The occurrence of acts of vandalism or other crimes in the park.
 - (5) The prevention of the deterioration of existing buildings, playground apparatus or other structures or facilities.
 - (6) The prevention of the deterioration of shrubbery, trees and grass.
 - (7) The protection of new plantings of grass, trees or shrubbery.
- (e) Filing memorandum of new hours. The city manager shall file a memorandum with the city clerk and chief of police establishing any new closing hours set by the city manager pursuant to subsection (4).
- (f) City Council may set different opening and closing hours. The City Council by resolution may at any time set different opening and closing hours for any public park.
- (g) Posting of hours. A sign shall be posted at each main authorized entrance to each city park identifying the park and stating the current hours during which the park or area is open and closed. The signs shall also indicate that using the park during closed hours is prohibited.
- (h) Allowance of activities. The city manager may authorize a particular activity to be carried on in a city park during the closed hours set for that park or area, so long as the activity to be carried on does not violate the considerations contained in subsection (d) above and the activity is supervised by at least one city employee. A fee shall be charged for the activity to offset additional costs to the city.
- (i) Penalties. Pursuant to Florida Statute § 162.22, any person who violates this section may be sentenced to pay a fine, not to exceed \$500, and may be

sentenced to a definite term of imprisonment, not to exceed 60 days, in a municipal detention facility or other facility as authorized by law. The failure of the alleged violator to see or understand, or of the City to erect, any signs or other notices provided for in this section shall not be a defense to or in the prosecution of any violation of this section.

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.

[Remainder of this page left blank intentionally.]

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

PASSED upon first reading this ____ day of _____ 2024.

NOTICE PUBLISHED on the _____ day of _____ 2024.

PASSED AND ADOPTED on the _____ day of _____ 2024.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III,
City Attorney

Record of Vote on First Reading

	For	Against	Absent	Abstain
Stephen Witt, Mayor/Council Member	<u>✓</u>	_____	_____	_____
Jake Hill, Jr., Council Member	<u>✓</u>	_____	_____	_____
Chevella Young, Council Member	<u>✓</u>	_____	_____	_____
Ricky Jernigan, Council Member	<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



DEPARTMENT OF GROWTH MANAGEMENT
205 North Marion Avenue
Lake City, Florida 32055
Telephone: (386) 752-2031
growthmanagement@lcfla.com

BUSINESS IMPACT ESTIMATE

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of proposed ordinance is published.

Proposed ordinance's title/reference: City Council Ordinance No. 2024-2275 - An ordinance of the City of Lake City, Florida, amending the City Code to add new Section Number 86-2 to Part III, Chapter 86, Article I; providing for the regulation of Public Parks, park hours, and penalties for violations; providing for severability; providing for the repeal of conflicts; providing for codification; and providing an effective date.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law* for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance.

This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, the City hereby publishes the following information:

*See section 166.041(4)(c) Florida Statutes

1. Summary of the proposed ordinance (must include a statement of the public purposes, such as serving the public health, safety, morals and welfare):

Providing for the regulation of Public Parks, park hours, and penalties for violations to serve the public at large for the public's safety and welfare by regulating the trespassing which affects the health of the public at large due to the trespassers urinating and leaving human feces in all public areas of the parks.

2. An Estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any: ***There will be no impact on any business or for-profit business in the City by this proposed ordinance.***

3. Good faith estimates of the number of businesses likely to be impacted by the proposed ordinance:

No businesses will be impacted by the proposed ordinance.

4. Additional information the governing body deems useful (if any):

The City scheduled the 1st Reading of the ordinance for the January 02, 2024 City Council meeting and advertised this reading of the ordinance on the City web site on December 29, 2023.

The City scheduled the 2nd Reading of this ordinance for the City Council meeting on February 05, 2024 and advertised this reading on the City web site on February 02, 2024 and advertised in the local newspaper on January 20, 2024.

File Attachments for Item:

3. Discussion and Possible Action - Applicants for filling the vacancy of Council Member for City Council District 13. (Mayor Stephen Witt)

Note: For reference purposes, all supporting documentation provided at the January 16, 2024 meeting is attached. During the January 2, 2024 meeting, City Council authorized acceptance of letters of interest for 30 days. Deadline for submissions was 5:00 PM on February 1, 2024. One applicant, James Carter, submitted paperwork.

MEETING DATE
01/02/2024

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Discussion and Possible Action: Filling the vacancy of Council Member for City Council District 13

DEPT / OFFICE: City Council

Originator: Audrey Sikes, City Clerk

City Manager	Department Director	Date 12/29/23
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Recommended Action:
Members to discuss and decide what process will be used to seek interested candidates to fill the unexpired term.

Summary Explanation & Background:
On December 27, 2023 C. Todd Sampson resigned his position on the City Council, effective December 30, 2023.

Section 301 (b) of the Charter, titled Eligibility is as follows: Only qualified voters who have resided in the city for a minimum of one (1) year prior to qualifying as a candidate for election to a seat on the city council, and are eighteen (18) years of age or older, shall be eligible to hold office, and all council members, except the mayor, shall have resided in the district which they represent at least one (1) year prior to the time they qualify for office.

Section 304 (c) (2) and 304 (c) (2) (2) of the Charter, titled Vacancies, forfeiture of office; filling of vacancies is as follows: A vacancy in the office of councilmembers other than mayor shall be filled as follows: If less than two (2) years and sixty (60) days remain in the term of office, the council shall within sixty (60) days from the date the vacancy occurred, by a majority vote of the remaining members, choose a successor to serve said unexpired term of the vacated council seat.

Alternatives:

Source of Funds:

Financial Impact:

Exhibits Attached:
 C. Todd Sampson resignation letter
 Section 301 of Charter – Composition; eligibility; districts; election and terms of office
 Section 304 of Charter – Vacancies, forfeiture of office; filling of vacancies
 Section 508 of Charter – Qualifications
 Sample Qualifying Checklist for Elections
 Minutes 9/20/2021 (See Page 9) regarding process utilized from last City Council vacancy
 Minutes 10/4/2021 (See Page 4) regarding process from last City Council vacancy
 Handout from 10/4/2021 - scoring process discussed from last City Council vacancy

Rec'd 12/27/2023
at Council Meeting
als

December 27, 2023

Mayor and City Council,

I am writing to formally resign from my position as District 13 Councilman on the City Council, effective December 30, 2023.

This decision is driven by the recent imposition of the new state law mandating the submission of Form 6 financial filings. Regrettably, I find myself unwilling to comply with the overly intrusive nature of this requirement, exposing personal, non-public, private financial information both for my family and as well potentially for my private business clients.

I appreciate the opportunity to have served the community during my tenure and would like to thank all those who supported me in this endeavor.

Thank you for your understanding.

Sincerely,



C. Todd Sampson

Section 301. - Composition; eligibility; districts; election and terms of office.

- (a) *Composition.* There shall be a city council of five (5) members elected by the qualified voters of the city. The council positions are as follows: Mayor-councilmember; councilmember, District 10; councilmember, District 12; councilmember, District 13; and councilmember, District 14.
- (b) *Eligibility.* Only qualified voters who have resided in the city for a minimum of one (1) year prior to qualifying as a candidate for election to a seat on the city council, and are eighteen (18) years of age or older, shall be eligible to hold office, and all council members, except the mayor, shall have resided in the district which they represent at least one (1) year prior to the time they qualify for office.
- (c) *Districts.* The several districts of the city are defined as follows:
- (1) District 10 shall consist of and embrace all of the territory or area of the City lying and being North of each SE Putnam Street, SE Knox Street and SW Knox Street and lying and being East of Main Boulevard beginning at the intersection of SW Main Boulevard with SW Knox Street and extending North to the City limits. Main Boulevard, as located on the effective date of this ordinance, is also designated as U.S. Highway 41.
- (2) District 12 shall consist of and embrace all of the territory or area of the City lying and being North of both West Duval Street and West U.S. Highway 90 starting at the intersection of West Duval Street with Main Boulevard and lying West of NW Main Boulevard. West Duval Street, as located on the effective date of this ordinance, is also designated as West Highway 90.
- (3) District 13 shall consist of and embrace all of the territory or area of the City lying and being in the following tracts:
- Tract One of District 13 shall consist of and embrace all of the territory or area of the City lying and being West of SW Sisters Welcome Road and lying South of U.S. Highway 90, LESS AND EXCEPT all of the area of the City in Quail Heights, a subdivision as per plat recorded in Plat Book 3 Page 104, public records of Columbia County, Florida.
- Tract Two of District 13 shall consist of and embrace all of the territory or area of the City lying and being North of each SW St. Margaret Drive, and Margaret Road extending to the intersection of SW Sisters Welcome Road and the South line of the NE ¼ of Section 1, Township 4 South, Range 16 East (the "SW Corner of Tract s") and lying East of that portion of SW Sisters Welcome Road from the Southwest Corner of Tract 2 to U.S. Highway 90 and lying South of both SW Baya Drive and West U.S. Highway 90 and lying West of SW Main Boulevard.
- (4) District 14 shall consist of and embrace all of the territory or area of the City lying and being in the following tracts:
- Tract One of District 14 shall consist of and embrace all of the territory or area of the City lying and being East of SW Main Boulevard starting at the intersection of SW Main Boulevard with SW Knox Street and lying South of SE Putnam Street, SE Knox Street and SW Knox Street.
- Tract Two of District 14 shall consist of and embrace all of the territory or area of the City lying and being South of West Duval Street to its intersection with SW Baya Drive and lying North of SW Baya Drive to its intersection with SW Main Boulevard and lying West of SW Main Boulevard to its intersection with West Duval Street and SW Main Boulevard.
- Tract Three of District 14 shall consist of and embrace all of the territory or area of the City lying and being South of each SW St. Margaret Drive and Margaret Road from its intersection with SW Main Boulevard and extending West along each SW St. Margaret Drive and Margaret Road as extended along the South line of the NE ¼ of Section 1, Township 4 South, Range 16 East, and lying East of SW Sisters Welcome Road, and lying West of SW Main Boulevard.
- Tract Four of District 14 shall consist of and embrace all of the territory or area of the City located and being in Quail Heights, a subdivision as per plat recorded in Plat Book 3, page 104, public records of Columbia County, Florida.

A map identifying Districts 10, 12, 13, and 14 is attached to this ordinance as Exhibit "A" for illustrative purposes only and is on file in the Office of the City Clerk.

(d) *Election and terms.*

- (1) The regular election of the city councilmembers shall be held on the same day established by the State of Florida for the first state primary election.
- (2) The mayor-councilmember and the councilmembers from Districts twelve (12) and thirteen (13) shall be elected in 1978 for a two-year term. In 1980 and every four (4) years thereafter, the mayor-councilmember and councilmembers from Districts twelve (12) and thirteen (13) shall be elected for four-year terms. The councilmembers from Districts ten (10) and fourteen (14) shall be elected in 1978 and every four (4) years thereafter for four-year terms.
- (3) The mayor-councilmember shall be elected at large by all the electors of the city. The councilmembers from Districts ten (10), twelve (12), thirteen (13) and fourteen (14) shall be elected by the electors residing within their respective districts.
- (e) *Revisions of districts.* In October 2005, and at least every five (5) years thereafter, the council shall review the boundaries of the four (4) separate districts of the city as established by Section 30 (c), for the purpose of determining the number of registered voters in each of the separate districts. Following each such review, the council may, in its discretion, by ordinance, redefine the boundaries of each of the separate districts to insure that each has approximately the same number of registered voters.

(Ord. No. A-389, § 1(B), 5-15-78; Ord. No. A-390, § 1, 5-15-78; Ord. No. A-496, § 1, 8-16-82; Ord. No. 92-716, § 1, 7-6-92; Ord. No. 2002-957, § 1(a), 7-15-02; Ord. No. 2010-2003, § 1, 6-21-10; Res. No. 2010-116, § 1, 11-3-10; Ord. No. 2013-2034, § 1, 5-20-13)

Section 304. - Vacancies, forfeiture of office; filling of vacancies.

- (a) *Vacancies.* The office of a councilmember shall become vacant upon his death, resignation, removal from office in any manner authorized by law or forfeiture of his office, such forfeiture to be declared only by the remaining members of the council.
- (b) *Forfeiture of office.* The council shall declare a council seat forfeited if the council by majority vote finds that a council member:
- (1) Lacks at any time during his or her term of office any qualification for the office prescribed by this Charter, or by law;
- (2) Violates any express prohibition of this Charter;
- (3) Is absent from three (3) consecutive regular meetings of the council without being excused by the council;
- (4) Is guilty of committing a felony;
- (5) Is guilty of engaging in conduct which violates acceptable standards of moral behavior where such conduct involves moral turpitude or would constitute a crime under the laws of Florida, or if such conduct was engaged in by a judge of any of the state courts would cause such judge to be removed from office.
- (c) *Filling of vacancies.* A vacancy in the office of mayor-councilmember should be filled as follows:
- (1) If more than eight (8) months remain in the term of office, the council shall schedule a special election to be held not sooner than sixty (60) days nor more than ninety (90) days following the occurrence of the vacancy.
- (2) If less than eight (8) months remain in the term of office, the council shall, within sixty (60) days from the date the vacancy occurred, by a majority vote of the remaining members, choose a successor to serve said unexpired term of the vacated council seat. If the vacated seat is that of the vice-mayor, upon appointment or election of the new councilmember, whichever first occurs, the council shall elect one of their members to hold the position so vacated. Under no circumstances shall the service of the vice-mayor in the capacity of

mayor during an interim vacancy in the office of mayor be deemed to create a vacancy in the council seat occupied by said vice-mayor. A vacancy in the office of councilmembers other than mayor shall be filled as follows:

- (1) If more than two (2) years and sixty (60) days remain in the term of office, the council shall forthwith call a special election to be held at the next regular city election where said seat shall be filled for the remaining term.
- (2) If less than two (2) years and sixty (60) days remain in the term of office, the council shall within sixty (60) days from the date the vacancy occurred, by a majority vote of the remaining members, choose a successor to serve said unexpired term of the vacated council seat.

If the vacated seat is that of the vice-mayor, upon appointment or election of the new councilmember, whichever first occurs, the council shall elect one of their members to hold the position so vacated.

- (d) *Extraordinary vacancies.* In the event that all members of the council are removed by death, disability, law or forfeiture of office, the governor shall appoint an interim council that shall call a special election to be held not sooner than sixty (60) days nor more than ninety (90) days following the appointment of the interim council. Said interim council may, by emergency ordinance, establish procedures for said election, where in their opinion, the same are necessary to effectuate the intention of this Charter.

(Ord. No. A-444, § 1, 2-18-80; Ord. No. A-496, § 1, 8-16-82; Ord. No. 2002-957, § 1(b), 7-15-2002)

Section 508. - Qualifications.

In addition to those qualifications listed in Article III, Section 301(b), any person seeking to qualify as a candidate for election to a seat on the city council shall qualify for his or her respective seat by filing a written notice of his or her candidacy with the city clerk at any time after noon on the first day of qualifying for nomination or election to the respective council seat which he or she seeks. Municipal election qualifications shall run for the same period as now or hereafter provided for in The Florida Election Code (F.S. § 99.061 et seq.). Except as otherwise provided for herein, each candidate shall, at the time of filing notice of his or her candidacy, pay to the city clerk a qualifying fee equal to six percent of the annual salary of the council seat sought. Alternatively, in lieu of paying any qualifying fee, a person seeking to qualify as a candidate for nomination or election for any of the designated seats of the city council to be filled, including the office of mayor-councilmember, may qualify to have his or her name placed on the ballot by means of a petitioning process which would require a candidate for election to the respective council seat in the district that he or she seeks to obtain signatures on a petition of at least five percent of the total number of registered voters residing in such district, or with respect to a candidate for election to the office of mayor-councilmember, to obtain the signatures on a petition of at least five percent of the total number of registered voters in the city, as shown by the records of the supervisor of elections of Columbia County for the last preceding city election. The requirements and procedures of the petitioning process shall be established by ordinance enacted by the city council.

(Ord. No. A-389, § 1(D), 5-15-78; Ord. No. 92-716, § 1, 7-6-92; Ord. No. 2002-957, § 1(e), 7-15-02; Ord. No. 2019-2119, § 2, 6-17-19)

SAMPLE - QUALIFYING CHECKLIST

MUST HAVE THESE ITEMS DURING QUALIFYING NOON 6/10/2024 TO NOON 6/14/2024			
APPOINTMENT OF CAMPAIGN TREASURER DS-DE-9 (10/23)			
CANDIDATE OATH (DS-DE-302 NP (10/23)			
STATEMENT OF FINANCIAL INTERESTS Form 6			
STATEMENT OF CANDIDATE DS-DE-84 (5/11)			
PETITION VALIDATION/OR EXECUTED CHECK 6% OF ANNUAL SALARY \$19,394.70 = \$1,163.68			
UNDUE BURDEN AFFIDAVIT/OR COLLECT 1% OF ANNUAL SALARY \$19,394.70 = \$193.94			
RESIDENCY AFFIDAVIT (FOR COLC USE ONLY)			
VOTER ID CARD COPY (FOR COLC USE ONLY)			

The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on September 20, 2021 beginning at 6:00 P.M., in the City Council Chambers, located at City Hall 205 North Marion Avenue, Lake City, Florida. Members of the public also viewed the meeting live on our YouTube Channel.

PLEDGE OF ALLEGIANCE

INVOCATION –Council Member Jake Hill, Jr.

ROLL CALL

Mayor/Council Member
City Council

City Attorney
Sergeant-at-Arms
City Clerk

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

MINUTES

1. August 16, 2021 Regular Session
2. August 17, 2021 - Budget Workshop
3. August 30, 2021 - Budget Workshop
4. September 7, 2021 - Regular Session

Mr. Jefferson made a motion to approve the August 16, 2021 Regular Session, August 17, 2021 Budget Workshop, August 30, 2021 Budget Workshop, and September 7, 2021 Regular Session minutes as presented. Mr. Sampson seconded the motion and the motion carried unanimously on a voice vote.

APPROVAL OF AGENDA

Mayor Witt suggested moving Emergency Item #19, City Council Resolution No. 2021-144, up on the agenda after Item #5. **Mr. Sampson made a motion to approve the agenda as amended. Mr. Jefferson seconded the motion and the motion carried unanimously on a voice vote.**

APPROVAL OF CONSENT AGENDA

5. Permit application from the Lake City-Columbia County Chamber of Commerce to hold the Gateway City Craft Beer and Wine Festival on Saturday, October 23, 2021, from 8:00 AM until 8:00 PM at Darby Pavilion and Wilson Park. All supporting documents including the certificate of insurance have been provided.

Mr. Sampson made a motion to approve the consent agenda consisting of item #5 above. Mr. Jefferson seconded the motion and the motion carried unanimously on a voice vote.

19. Emergency Item - City Council Resolution No. 2021-144 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of an agreement with Michael D. Williams for management services related to the vacant City Manager position; and providing for an effective date.

Mayor Witt stated Mr. Williams would accept the salary the City had been previously paying this position. Mr. Sampson confirmed with Mayor Witt, \$120,000.00 was within the realm of the salary provided to previous City Managers. **Mr. Sampson made a motion to adopt City Council Resolution No. 2021-144, authorizing the execution of an agreement with Michael D. Williams for management services related to the vacant City Manager position, at the salary of \$120,000.00. Mr. Hill seconded the motion.**

Members concurred to have the resolution and starting salary active the day Mr. Williams started. Mr. Koberlein stated he would need to research on making the start date of Mr. Williams retroactive. **A roll call vote was taken and the motion carried.**

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

BUDGET HEARINGS

At this time Mayor Witt asked the City Finance Director to provide a summary of the budget process and address those items essential to comply with the State of Florida TRIM compliance.

Finance Director Donna Duncan reported the City Council proposes a final millage rate of 4.9000 mills and a final capital and operating budget of \$60,625,247 for fiscal year 2021-2022. Council action tonight constitutes the "Final" Budget Hearing as required by State TRIM criteria and was announced to the General Public by advertisement in the Lake City Reporter published on September 16, 2021. She stated, during this hearing, the following agenda will be addressed:

- The Council will discuss the 2021-2022 millage and operating budget and allow citizen input as appropriate.
- The Council will direct announcement of the final millage rate proposed for adoption and of any increase, decrease, or no change.
- The City Attorney will read, by title, Millage Resolution No. 2021-130.
- The Council will adopt Millage Resolution No. 2021-130 on final reading.
- The City Attorney will read, by title, Budget Resolution No. 2021-131.
- The Council will adopt Budget Resolution No. 2021-131 on final reading.

At this time Mayor Witt declared the "Final Budget Hearing" open for public discussion and input followed by discussion by the City Council.

PUBLIC COMMENT: Danny Witt addressed Council and stated according to a public records request, on July 26, 2021, there were raise increases not authorized by Council Members. He also stated he

has been advised that there is a public records request for three months' worth of salary the City has not yet released.

PUBLIC COMMENT: Sylvester Warren expressed concern with the budget process, with no input from the community.

PUBLIC COMMENT: Glenel Bowden expressed concern with the budget process and lack of public input at the budget workshops.

Mayor Witt asked if there were any comments of Council regarding the Final Budget for fiscal year 2021-2022. No one asked to be heard therefore Mayor Witt closed the public hearing.

Mayor Witt stated if there are no further comments regarding this matter, he would ask the City Finance Director to state for the record 1) the taxing authority, 2) the millage rate to be adopted, 3) the rolled-back millage rate, and 4) any change the final millage rate represents to the current year's millage.

Ms. Duncan reported the City Council of the City of Lake City, as Taxing Authority, proposed a final tax on all property located within the City of Lake City, Florida, at the rate of 4.9000 mills for the fiscal year 2021-2022 operating budget. The current year proposed operating millage rate is a 0.51% decrease from the 4.9253 rolled-back millage rate as defined by Florida Statutes and represents no change from the previous year's millage rate of 4.9000 mills.

6. City Council Resolution No. 2021-130 - A resolution of the City Council of the City of Lake City, Florida, adopting a millage rate for the levy of ad valorem taxes for the City for fiscal year 2021-2022; and providing an effective date. **Mr. Sampson made a motion to adopt City Council Resolution No. 2021-130, adopting a millage rate for the levy of ad valorem taxes for the City for fiscal year 2021-2022. 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

7. City Council Resolution No. 2021-131 - A resolution of the City Council of the City of Lake City, Florida, adopting the budget for fiscal year 2021-2022; and providing for an effective date. **Mr. Jefferson made a motion to adopt City Council Resolution No. 2021-131, adopting the budget for fiscal year 2021-2022. 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

PERSONS WISHING TO ADDRESS COUNCIL – 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. 2021-2204. City Council Ordinance No. 2021-2204 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2021-2204. No one asked to be heard therefore Mayor Witt closed the public hearing.

8. City Council Ordinance No. 2021-2204 (final reading) - An ordinance of the City of Lake City, Florida, amending the code of the City of Lake City, Florida, Chapter 70, Article IV, Police Officers Retirement Fund; providing for the addition of a Section 70-106; providing for a share account (defined contribution component); providing for severability; providing for conflicts; providing for codification; and providing for an effective date. **Mr. Jefferson made a motion to approve City Council Ordinance No. 2021-2204, on first reading, amending the code of the City of Lake City, Florida, Chapter 70, Article IV, Police Officers Retirement Fund; providing for the addition of a Section 70-106, and providing for a share account (defined contribution component). 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

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

Mayor Witt stated he had a couple of people in mind for the positions and he will follow-up with them.

NEW BUSINESS

Ordinances

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

Section 40, titled creation of City Tree Board; appointment of members, and terms of the City Code in its entirety. Mr. 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

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

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

Resolutions

12. City Council Resolution No. 2021-136 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of an agreement with Marks Gray, P.A.; providing for the provision of special legal counsel services related to aviation at the Lake City Gateway Airport; and providing for an effective date. **Mr. Sampson made a motion to adopt City Council Resolution No. 2021-136, authorizing the execution of an agreement with Marks Gray, P.A., and providing for the provision of special legal counsel services related to aviation at the Lake City Gateway Airport. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

13. City Council Resolution No. 2021-137 - A resolution of the City Council of the City of Lake City, Florida, authorizing the acceptance of a grant award in an amount of \$504,994.00 from the State of Florida, Department of Transportation; providing for the resurfacing of Patterson Avenue from United States Highway 90 to State Road 100A; and providing for an effective date.

PUBLIC COMMENT: Sylvester Warren discussed repaving for the north side of town.

Mr. Jefferson made a motion to adopt City Council Resolution No. 2021-137, authorizing the acceptance of a grant award in an amount of \$504,994.00 from the State of Florida, Department of Transportation, and providing for the resurfacing of Patterson Avenue from United States Highway 90 to State Road 100A. 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

14. City Council Resolution No. 2021-138 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of an agreement with the North Central Florida Regional Planning Council; providing for the receipt of comprehensive planning services; providing for compensation not-to-exceed \$23,500.00; and providing for an effective date. **Mr. Jefferson made a motion to adopt City Council Resolution No. 2021-138, authorizing the execution of an agreement with the North Central Florida Regional Planning Council; providing for the receipt of comprehensive planning services, and providing for compensation not-to-exceed \$23,500.00. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

15. City Council Resolution No. 2021-139 - A resolution of the City Council of the City of Lake City, Florida, reappointing Steve Brown as the Director to serve on the Florida Gas Utility Board of Directors on behalf of the City and reappointing Paul Dyal, Executive Director of Utilities, as Alternate Director in the absence of Steve Brown; providing for the repeal of all prior resolutions in conflict with this resolution; and providing for an effective date. **Mr. Hill made a motion to adopt**

City Council Resolution No. 2021-139, reappointing Steve Brown as the Director to serve on the Florida Gas Utility Board of Directors on behalf of the City and reappointing Paul Dyal, Executive Director of Utilities, as Alternate Director in the absence of Steve Brown, and providing for the repeal of all prior resolutions in conflict with this resolution. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.

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

16. **City Council Resolution No. 2021-140 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of the American Rescue Plan Act Coronavirus Local Fiscal Recovery Fund Agreement with the State of Florida, Division of Emergency Management; providing for the receipt of fiscal recovery funds in the amount of \$6,186,544.00; providing for the reimbursement of certain expenses incurred due to the Covid-19 Public Health Emergency in accordance with the limitations prescribed in the act; providing for conflicts; and providing for an effective date. Mr. Sampson made a motion to adopt City Council Resolution No. 2021-140, authorizing the execution of the American Rescue Plan Act Coronavirus Local Fiscal Recovery Fund Agreement with the State of Florida, Division of Emergency Management; providing for the receipt of fiscal recovery funds in the amount of \$6,186,544.00, and providing for the reimbursement of certain expenses incurred due to the Covid-19 Public Health Emergency in accordance with the limitations prescribed in the act. Mr. Hill seconded the motion.**

PUBLIC COMMENT: Sylvester Warren requested a workshop to communicate with the public what the funds would be spent on.

Mayor Witt stated he would be willing to hold a workshop.

A roll call vote was taken and the motion carried.

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

17. **City Council Resolution No. 2021-141 - A resolution of the City Council of the City of Lake City, Florida, authorizing the write-off of delinquent utility accounts through September 30, 2019; finding the delinquent utility accounts to be uncollectable; and providing an effective date. Mr. Jefferson made a motion to adopt City Council Resolution No. 2021-141, authorizing the write-off of delinquent utility accounts through September 30, 2019; finding the**

delinquent utility accounts to be uncollectable. 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

18. Emergency Item - City Council Resolution No. 2021-142 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of a contract with C & K of Lake City, Inc., doing business as ServePro of Columbia and Suwannee Counties for the remediation of mold from the first floor of the City Hall building; providing for a contract price not to exceed \$34,292.35; providing for the execution of the contract; and providing for an effective date. (Dave Young)

Mr. Koberlein expressed needing clarification from Growth Management Director Dave Young, or Procurement Director Karen Nelmes on whether the contract had been authorized by the previous Interim City Manager, Ami Fields. The company was requiring half of the payment before starting services, which they planned to start on Friday, September 24, 2021.

Growth Management Director Dave Young stated C & K of Lake City, Inc. was requiring a down payment of half the contract price, and the second half once the job was completed.

Mr. Sampson made a motion to adopt City Council Resolution No. 2021-142, authorizing the execution of a contract with C & K of Lake City, Inc., doing business as ServePro of Columbia and Suwannee Counties for the remediation of mold from the first floor of the City Hall building; providing for a contract price not to exceed \$34,292.35, and providing for the execution of the contract. 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

19. Emergency Item - City Council Resolution No. 2021-144 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of an agreement with Michael D. Williams for management services related to the vacant City Manager position; and providing for an effective date.
This item was moved to the top of the agenda right after item #5.

DEPARTMENTAL ADMINISTRATION

Other Items

20. Discussion and Possible Action - Filling the vacancy of Council Member for City Council District 14.

PUBLIC COMMENT: Glenel Bowden expressed to Council to be as expeditious as they could with this process and to be fair.

Mayor Witt stated Mr. Greene resigned September 9, 2021, so the first week in November is when the position would need to be filled. He suggested all applications being in by mid-October and conducting interviews.

Mr. Sampson stated he preferred an election.

Members concurred on the application being due Thursday, October 7, 2021 by the close of business, with interviews being held on Wednesday, October 13, 2021 at 1:00PM. Applicants must submit a written statement of intent, along with qualifications being no more than two pages. Members also concurred for interested candidates to must have one-year residency and must submit a residency affidavit and show they are a qualified voter.

Public Comment: Stew Lilker asked members to clarify close of business.

Members concurred to discuss at the next meeting the process to utilize for ranking of the interested applicants.

Mr. Sampson made a motion to follow the procedure as outlined: No later than the close of the business day (5:00 PM) on Thursday, October 7, 2021, interested applicants are to submit to the City Clerk a written statement of interest and qualifications (no more than two pages); submit a residency affidavit; and proof they are a qualified voter, with interviews being held on October 13, 2021 starting at 1:00 PM. 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

21. Discussion and Possible Action: Memorial Stadium (Todd Sampson)

Growth Management Director Dave Young and Mr. Bishop with North Florida Professional Services were in attendance to answer questions.

Mr. Bishop reported there was no reason the fields could not be used, the stands were not secure, and to not use the buildings underneath as they are free standing. He stated it would be a policing issue to keep people out of the stands.

Mr. Sampson made a motion to allocate up to \$3,000.00 for the purchase of the bleachers. The motion identifies the funding source as contingency fund. 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

Mr. Sampson made a motion to authorize a Task Order for the engineering services from or of North Florida Professional Services in the amount of \$27,214.00 for Memorial Stadium. The funding source identified is contingency.

PUBLIC COMMENT: Sylvester Warren encouraged Council to distribute funds equally with North Marion Street.

Mr. Hill made a motion to spend funds on Memorial Stadium and North Marion Street with the money being spread equally. Mayor Witt reminded Mr. Hill that there was already on a motion on the floor.

Mr. Hill seconded Mr. Sampson's motion. A roll call vote was taken and the motion carried.

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

PUBLIC COMMENT: Vanessa George addressed Council and asked for an update on the CRA and Beautification Project.

22. Discussion and Possible Action - SR47/I75 Groundbreaking Ceremony Scheduled for Wednesday, October 6, 2021 at 1:00 PM (Todd Sampson)

Mr. Sampson informed everyone the SR47/I75 Groundbreaking Ceremony is scheduled for Wednesday, October 6, 2021 at 1:00PM at the lift station on Ring Court.

23. Emergency Item - Discussion and Possible Action: Fire Department Staffing (Josh Wehinger)

Mr. Wehinger expressed to Council, due to the Covid outbreak and being short on staff, this has forced overtime. They are down three positions at the moment. **Mr. Sampson made a motion to authorize the reclassification of the four reservists' unpaid positions to four part time positions. 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

At this time Mr. Koberlein expressed to Council that they needed to readdress Item #19; Council needed to instruct the Lake City Police Department to handle the background check on Mr. Williams; and to review his employment application. **Mr. Sampson made a motion for the Lake City Police Department to conduct the background check on Mr. Williams. 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

COMMENTS BY COUNCIL MEMBERS

Reminder: Special Joint Florida Gateway College District Board of Trustees/City/County Meeting on Tuesday, September 21, 2021 at 6 PM in the Wilson S. Rivers Library & Media Center Building 200, Room 102.

Mr. Sampson reminded Council that the second meeting in October will be the second hearing for the Covid CDBG Grant for Richardson Community Center in the amount of 5.1 million. He encouraged citizens to come to this meeting. Mr. Sampson asked for an update on the CRA fund. Finance Director Donna Duncan reported the balance in the account has not changed since the last meeting, there is still roughly \$290,00.00.

Mr. Hill expressed disappointment in the Police Department with the recent shooting in Youngs Park. **Mr. Hill made a motion to find funding to install video cameras in the parks. The motion did not receive a second.**

Mr. Sampson stated cameras may be helpful, but is unclear on the legality.

Chief Gilmore presented Council with a PowerPoint presentation and updated them on the crime rate statistics for the City.

Public Comment: Sylvester Warren spoke in opposition of the leadership at the Lake City Police Department.

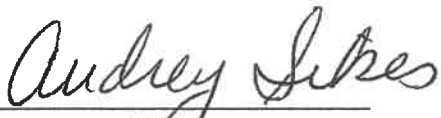
Public Comment: Vanessa George stated she is not against the police department and suggested having officers more visible in and around City parks.

Public Comment: Glenel Bowden spoke on the need to establish trust with law enforcement and the community.

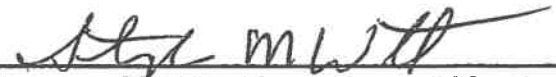
Public Comment: Ken Bochette shared an interaction he had with the Lake City Police Department regarding a call he placed for assistance.

ADJOURNMENT

All matters having been handled, the meeting adjourned at 7:47 PM on a motion made and duly seconded.



Audrey Sikes, MMC City Clerk



Stephen M. Witt, Mayor/Council Member

The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on October 4, 2021 beginning at 6:00 P.M., in the City Council Chambers, located at City Hall 205 North Marion Avenue, Lake City, Florida. Members of the public also viewed the meeting live on our YouTube Channel.

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

PLEDGE OF ALLEGIANCE

INVOCATION –Mayor Stephen Witt

ROLL CALL

Mayor/Council Member	Stephen M. Witt
Vice Mayor/Council Member	Chris Greene
City Council	Jake Hill, Jr.
	Eugene Jefferson
	C. Todd Sampson
City Attorney	Frederick Koberlein, Jr.
Interim City Manager	Michael Williams
Sergeant-at-Arms	Chief Argatha Gilmore
City Clerk	Audrey Sikes

MINUTES

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

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

APPROVAL OF AGENDA

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

PROCLAMATION – Pharmacists Month

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

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

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

PUBLIC COMMENTS

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

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

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

PERSONS WISHING TO ADDRESS COUNCIL

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

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

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

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

OLD BUSINESS

Ordinances

At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2021-2202. City Council Ordinance No. 2021-2202 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2021-2202. Ken Bouche spoke on City

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

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

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

At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2021-2203. City Council Ordinance No. 2021-2203 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2021-2203. No one asked to speak on City Council Ordinance No. 2021-2203, therefore Mayor Witt closed the public hearing.

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

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

Other Items

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

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

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

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

Mr. Sampson felt the questions and process were adequate.

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

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

Mr. Sampson made a motion to move forward with the interview questions as presented and the process. The motion provides at the end of the process for the council to decide based a motion, vote and a majority. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.

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

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

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

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

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

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

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

NEW BUSINESS

Ordinances

10. City Council Ordinance No. 2021-2200 (first reading) An ordinance of the City of Lake City, Florida, amending the official zoning atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an application, Z 21-06, by the property owner of said acreage; providing for rezoning from residential, single-family-2 (RSF-2) to commercial, neighborhood (CN) of certain lands within the corporate limits of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. **Mr. Jefferson made a motion to adopt City Council Ordinance No. 2021-2200, on first reading, amending the official zoning atlas of the City of Lake City Land Development Regulations, as amended; relating to the rezoning of less than ten contiguous acres of land, pursuant to an application, Z 21-06, by the property owner of said acreage, and providing for rezoning from residential, single-family-2 (RSF-2) to commercial, neighborhood (CN) of certain lands within the corporate limits of the City of Lake City, Florida. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

11. City Council Ordinance No. 2021-2201 (first reading) An ordinance of the City of Lake City, Florida, amending the text of the City of Lake City Land Development Regulations, as amended, pursuant to an application, LDR 21-03, by the City Council, providing for amending Section 3.1.1.3 entitled Planning and Zoning Board; organization, term of office by changing the term of office from three years to four years; providing for amending Section 3.2.1.3 entitled Board of Adjustment; organization, term of office by changing the term of office from three years to four years; providing severability; repealing all ordinances in conflict; and providing an effective date. **Mr. Jefferson made a motion to adopt City Council Ordinance No. 2021-2201, on first reading, amending the text of the City of Lake City Land Development Regulations, as amended, pursuant to an application, LDR 21-03, by the City Council, providing for amending Section 3.1.1.3 entitled Planning and Zoning Board; organization, term of office by changing the term of office from three years to four years, and providing for amending Section 3.2.1.3 entitled Board of Adjustment; organization, term of office by changing the term of office from three years to four years. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

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

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

13. City Council Ordinance No. 2021-2206 (first public hearing/transmittal public hearing) An ordinance of the City of Lake City, Florida, amending Ordinance No. 91-688, as amended, relating to an amendment to the text of the City of Lake City Comprehensive Plan, pursuant to application, CPA 21-03 by the City Council, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended; providing for adding a property rights element to the Comprehensive Plan per Section 163.3161(10), Florida Statutes, as amended and Section 187.101(3), Florida Statutes, as amended; repealing all ordinances in conflict; and providing an effective date. **Mr. Sampson made a motion to adopt City Council Ordinance No. 2021-2206, on first public hearing/transmittal public hearing, amending Ordinance No. 91-688, as amended, relating to an amendment to the text of the City of Lake City Comprehensive Plan, pursuant to application, CPA 21-03 by the City Council, under the amendment procedures established in Sections 163.3161 through 163.3248, Florida Statutes, as amended, and providing for adding a property rights element to the Comprehensive Plan per Section 163.3161(10), Florida Statutes, as amended and Section 187.101(3), Florida Statutes, as amended. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

14. City Council Ordinance No. 2021-2207 (first reading) An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 21-03, relating to voluntary annexation; making findings; annexing certain real property located in Columbia County, Florida, which is reasonable compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. Georgia Oil. **Mr. Jefferson made a motion to adopt City Council Ordinance No. 2021-2207, pursuant to Petition No. ANX 21-03, relating to voluntary annexation; making findings, and annexing certain real property located in Columbia County, Florida, which is reasonable compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.**

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

Resolutions

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

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

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

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

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

conditional site rehabilitation completion order by the Florida Department of Environmental Protection, and providing for the imposition of certain restriction and engineering controls to reduce the risks associated with users of certain real property and the environment caused by contaminants. Mr. Sampson seconded the motion. A roll call vote was taken and the motion carried.

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

18. City Council Resolution No. 2021-148 - A resolution of the City Council of the City of Lake City, Florida authorizing the execution of an Interlocal Agreement with the Florida Gateway College; providing for the locating and mapping of utility facilities; providing for severability; providing for conflicts; and providing for an effective date. **Mr. Sampson made a motion to adopt City Council Resolution No. 2021-148, authorizing the execution of an Interlocal Agreement with the Florida Gateway College, and providing for the locating and mapping of utility facilities. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

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

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

DEPARTMENTAL ADMINISTRATION

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

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

Other Items

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

Dave Young updated Council on the shade structure to be placed over the playground equipment at Kiwanis Park. **Mr. Sampson made a motion to grant the Kiwanis Organization permission to place a shade structure over the playground equipment at Kiwanis Park. Mr. Jefferson seconded the motion. A roll call vote was taken and the motion carried.**

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

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

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

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

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

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

the process that would be followed. Mr. Lilker encouraged transparency throughout the process for the media and public to attend. **Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.**

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

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

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

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

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

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

COMMENTS BY COUNCIL MEMBERS

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

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

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

ADJOURNMENT

All matters having been handled, the meeting adjourned at 7:55 PM on a motion made and duly seconded.



Audrey Sikes, MMC City Clerk



Stephen M. Witt, Mayor/Council Member

Each candidate will be scheduled for 20 minutes.

Scoring Matrix 0 – 3

0 – No answer given or answer completely irrelevant. No examples given.

1 – A few good points. No examples given.

2 – Good answer. All or most points covered. Good examples.

3 – Perfect answer. All points addressed. All points relevant. Good examples.

Mayor Witt to provide initial welcome.

Mayor Witt to ask three questions to validate their eligibility then provide the candidate two (2) minutes to provide a personal candidate statement. All will be ranked using the matrix above.

1. Have you resided in District 14 for the past year?
2. Are you a qualified voter?
3. Do you meet the minimum requirement to be considered for the District 14 City Council vacancy?
4. Please take two minutes to tell us a little bit about yourself and why you are the best candidate for this position.

The City Council Members will take turns and each ask one question of the candidate.

Mr. Jefferson

5. Please tell me about your education and/or skillset you would bring to the City Council.

Mr. Hill

6. Please share with us your knowledge of our community.

Mr. Sampson

7. Please share what organizations and/or community involvement you are active in.

Mayor Witt

Are there any additional questions from any member of council on the information you've heard today or on the information provided in the submission packet?

There is the potential to receive 21 points.

Council Member Name:

	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5	Candidate 6
Candidate Last Name						
Candidat First Name						
Interview Time						
1. Meets 1 year residency						
2. Is a qualified voter						
3. Meets the minimum requirements						
4. Personal Candidate Statement						
5. Education/Skillset						
6. Knowledge of Community						
7. Active Community Involvement						
Total Score						

Scoring Matrix 0 – 3

- 0 – No answer given or answer completely irrelevant. No examples given.
- 1 – A few good points. No examples given.
- 2 – Good answer. All or most points covered. Good examples.
- 3 – Perfect answer. All points addressed. All points relevant. Good examples.

NOTICE TO CITY COUNCIL DISTRICT 13 ELECTORS

**THE CITY COUNCIL FOR THE CITY OF LAKE CITY SHALL
BY A MAJORITY VOTE OF THE REMAINING MEMBERS,
CHOOSE A SUCCESSOR TO SERVE THE UNEXPIRED TERM
OF THE VACATED CITY COUNCIL DISTRICT 13 SEAT**

DEADLINE FOR SUBMISSIONS IS 5:00 PM, FEBRUARY 1, 2024

NOTICE IS HEREBY GIVEN pursuant to section 304(c)(2)(2) of the City Charter, if less than two (2) years and sixty (60) days remain in the term of office, the council shall within sixty (60) days from the date the vacancy occurred, by a majority vote of the remaining members, choose a successor to serve said unexpired term of the vacated council seat.

Eligibility requirements are as follows:

- Must be a qualified voter who has resided in District 13 for a minimum of one (1) year
- Must be eighteen (18) years of age or older and eligible to hold office

Interested candidates must submit the following to the City Clerk by 5:00 PM, Thursday, February 1, 2024 for consideration:

- Written statement of interest and qualifications
- Residency affidavit (form provided by the City)
- Proof of Qualified Voter

Submissions may be provided in person to the City Clerks Office located on the second floor of City Hall, at 205 North Marion Avenue, Lake City, Florida 32055 or by email to sikesa@lcfla.com.

For additional information please call 386-719-5756.

AUDREY E. SIKES, MMC.
City Clerk

Rec'd 1/16/24 @ 9:50am
UMC

Letter of Intent to Serve - City Council District 13

The Mayor/Council and Officers

I, James D. Carter Jr and seeking the appointment to fill the vacancy left by the recent resignation of the City Councilor for district 13. If appointed I will run for this seat in the fall, if I am not appointed now I intend to run in the upcoming election. Attached I have included employment history and a brief summation of my time serving this community.

Respectfully Yours

James D. Carter Jr



Employment History

2008-2018 Sales and Marketing -The Lake City Advertiser

2019- Present Sales and Marketing - Vann Carpet One Floor and Home

“Local” Matters To Me

I plan to continue working for, and proudly representing a local business operation in the heart of downtown Lake City, that provides for many employees and their families

I have been a member of The Kiwanis Club of Lake City for over 14 years and have just finished my second term as Club President. Through this membership I have been a part of many efforts to improve the lives of children in my community, and plan to continue for the rest of my life.

Community Matters

As previously stated, I've been a member of The Kiwanis Club of Lake City for over 14 years. I've also served on the marketing committee of the United Way, served on the Chamber Of Commerce Board as liaison for the Chamber Ambassadors program (I was voted Chamber ambassador of the year in 2018) and Currently I am serving as Vice Chair for the City of Lake City Planning and Zoning Board, Board of Adjustments, and the Historic Preservation Agency.

I believe intensely that if you want to have a nice place to live, you should dedicate a portion of your time to help make it so. I do my best to improve and strengthen my community whenever and however I can.

In my roll as a member, board member, and president of The Kiwanis Club of Lake City I have been a part of many fundraising endeavors over there the past 14 years but my greatest pride has been my work on our annual event Kiwanis Kids Day, held for the last 7 years at the Columbia County Fairgrounds. I've had many roles through the time we've been holding this event from coordination of vendors and site prep, to helping make sure the children are safe on our various activities, finding and managing sponsors, to helping oversee the event as a whole. We have raised tens of thousands of dollars with Kiwanis Kids Day all used to help feed, clothe, and support the less fortunate children in our community.

Leading by Example

I do my very best to be involved in community projects and organizations and to lead by example- Never asking of others what I would not also do.

My greatest hope in potentially being appointed to this position is that I may inspire citizens to join the conversation, to come to council meetings and take part in the process. Our city has faced its fair share of issues in recent years and I believe a government serves best, when it listens well. The first responsibility of our elected officials is to listen to what's important to their community and work hard through proper communication to help make our community's dreams a reality.

It is my belief that Lake City, Florida stands on the precipice of great things and I would be honored for the opportunity to help lead it there.

File Attachments for Item:

4. City Council Resolution No. 2024-018 - A resolution of the City Council of the City of Lake City, Florida, appointing _____ as Councilmember of District Thirteen in accordance with the City Charter; and providing an effective date.

CITY COUNCIL RESOLUTION NO. 2024-018

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

WHEREAS, pursuant to the provisions and requirements of the City Charter and all applicable general laws of the State of Florida the City Council of the City of Lake City, Florida (hereinafter the “City”) was charged with the selection of a new councilmember to fill the vacancy of the District 13 council seat; and

WHEREAS, the City Council announced the vacancy of the District 13 council seat and received input from qualified voters interested in filling the position; and

WHEREAS, in accordance with the City Charter the City Council has evaluated the aforementioned qualified voters on _____, 2024; and

WHEREAS, the City Council finds that appointing _____ to fill the vacancy of the District 13 council seat is in the best interest of the City and its citizens.

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

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

Section 2. Pursuant to the provisions of the City Charter and applicable provisions of the general election laws of the State of Florida, _____ is hereby declared the City Councilmember of the District 13 City Council seat for the remainder of the unexpired term of said council seat.

Section 3. _____ shall take office upon taking the required oath of office.

PASSED AND ADOPTED at a meeting of the City Council this ____ day of February 2024.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III,
City Attorney

File Attachments for Item:

5. City Council Ordinance No. 2024-2276 - (first reading) An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 24-01, relating to voluntary annexation; making findings; annexing certain real property located in Columbia County, Florida, which is reasonably compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. (Cecilia Davis)

Adopt City Council Ordinance No. 2024-2276 on first reading

ORDINANCE NO. 2024-2276

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, PURSUANT TO PETITION NO. ANX 24-01, RELATING TO VOLUNTARY ANNEXATION; MAKING FINDINGS; ANNEXING CERTAIN REAL PROPERTY LOCATED IN COLUMBIA COUNTY, FLORIDA, WHICH IS REASONABLY COMPACT, AND CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF LAKE CITY, FLORIDA, INTO THE BOUNDARIES OF THE CITY OF LAKE CITY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City of Lake City, Florida, hereinafter referred to as the City Council, to annex real property into the corporate boundaries of the City of Lake City, Florida, hereinafter referred to as the City;

WHEREAS, Sections 171.011 through 171.094, Florida Statutes, as amended, the Municipal Annexation or Contraction Act, empowers the City Council to annex real property into the corporate boundaries of the City, pursuant to a petition voluntarily filed by the owner of certain real property; and

WHEREAS, the owner of certain real property more particularly described herein below, has petitioned that the same be voluntarily annexed and incorporated into the boundaries of the City.

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

Section 1. Pursuant to a petition, ANX 24-01, by Cecilia Davis, the owner of real property, as described below and depicted on Schedule A: Location Map, attached hereto and incorporated as part of this ordinance, which real property is contiguous to the existing boundaries of the City and is reasonably compact, has petitioned the City to have said real property annexed into the corporate boundaries of City.

Parcel Number: 17-3S-05000-003

A parcel of land lying in Section 17, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described as follows: Commence at the Southeast Corner of SW 1/4 of NW 1/4, Section 17, Township 3 South, Range 17 East, and run thence South 89°47' West along the South line of said SW 1/4 of NW 1/4, 66.6 feet to the West right-of-way line of U.S. Highway No. 441, thence run North 0°13' West along said West right-of-way line, 370 feet for a POINT OF BEGINNING; thence run South 89°47' West on a perpendicular to said West right-of-way line, 256.0 feet, thence run North 0°13' West parallel to said West right-of-way line, 215 feet, thence run North 89°47' East on a perpendicular, 256.0 feet to said right-of-way line of U.S. Highway No. 441, thence run South 0°13' East along said West right-of-way line, 215 feet to the POINT OF BEGINNING. Said lands lying in the E 1/2 of SW 1/4 of NW1/4, Section 17, Township 3 South, Range 17 East, Columbia County, Florida.

Containing 1.26 acres, more or less.

Section 2. The City Council of the City of Lake City, Florida, hereinafter referred to as the City Council, finds that the petition bears the signatures of all owners of the real property in the area proposed to be annexed.

Section 3. The City Council finds that the real property, described in Section 1 above, presently is contiguous to the boundaries of the City that said real property meets the criteria established by Chapter 171, Florida Statutes, as amended, and that said real property should be annexed to the boundaries of the City.

Section 4. The real property, described in Section 1 above and depicted on Schedule A: Location Map, attached hereto and incorporated as part of this ordinance, is hereby annexed to the boundaries of the City, and said real property in every way is a part of the City.

Section 5. The boundaries of the City are hereby redefined to include the real property described in Section 1 hereof.

Section 6. Annexation. The real property, described in Section 1 above, shall continue to be classified as follows: COMMERCIAL under the land use classifications as designated on the Future Land Use Plan Map of the County Comprehensive Plan and classified as COMMERCIAL INTENSIVE (CI) under the zoning districts as designated on the Official Zoning Atlas of the County Land Development Regulations until otherwise changed or amended by appropriate ordinance of the City.

Section 7. Effective January 1, 2025, all real property lying within the boundaries of the City, as hereby redefined, shall be assessed for payment of municipal ad valorem taxes, and shall be subject to all general and special assessments.

Section 8. All persons who have been lawfully engaged in any occupation, business, trade or profession, within the area, described in Section 1 above, upon the effective date of this ordinance under a valid license or permit issued by the County and all other necessary state or federal regulatory agencies, may continue such occupation, business, trade or profession within the entire boundaries of the City, as herein defined, upon securing a valid occupational license from the City, which shall be issued upon payment of the appropriate fee, without the necessity of taking or passing any additional examination or test which otherwise is required relating to the qualification of such occupations, businesses, trades or professions.

Section 9. The City Clerk is hereby directed to file, within seven (7) days of the effective date of this ordinance, a certified copy of this ordinance with the following:

- a) Florida Department of State, Tallahassee, Florida;
- b) Florida Office of Economic and Demographic Research, Tallahassee, Florida;
- c) Clerk of the Circuit Court of the County;
- d) Chief Administrative Officer of the County;
- e) Property Appraiser of the County;
- f) Tax Collector of the County; and
- g) All public utilities authorized to conduct business within the City.

Section 10. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 11. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 12. Effective Date. This ordinance shall become effective upon adoption.

Section 13. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Sections 171.011 through 171.094, Florida Statutes, as amended.

PASSED UPON FIRST READING on the 5th day of February 2024.

PASSED AND DULY ADOPTED UPON SECOND AND FINAL READING, in regular session with a quorum present and voting, by the City Council this ____ day of _____ 2024.

Attest:

CITY COUNCIL OF THE
CITY OF LAKE CITY, FLORIDA

Audrey Sikes, City Clerk

Stephen M. Witt, Mayor

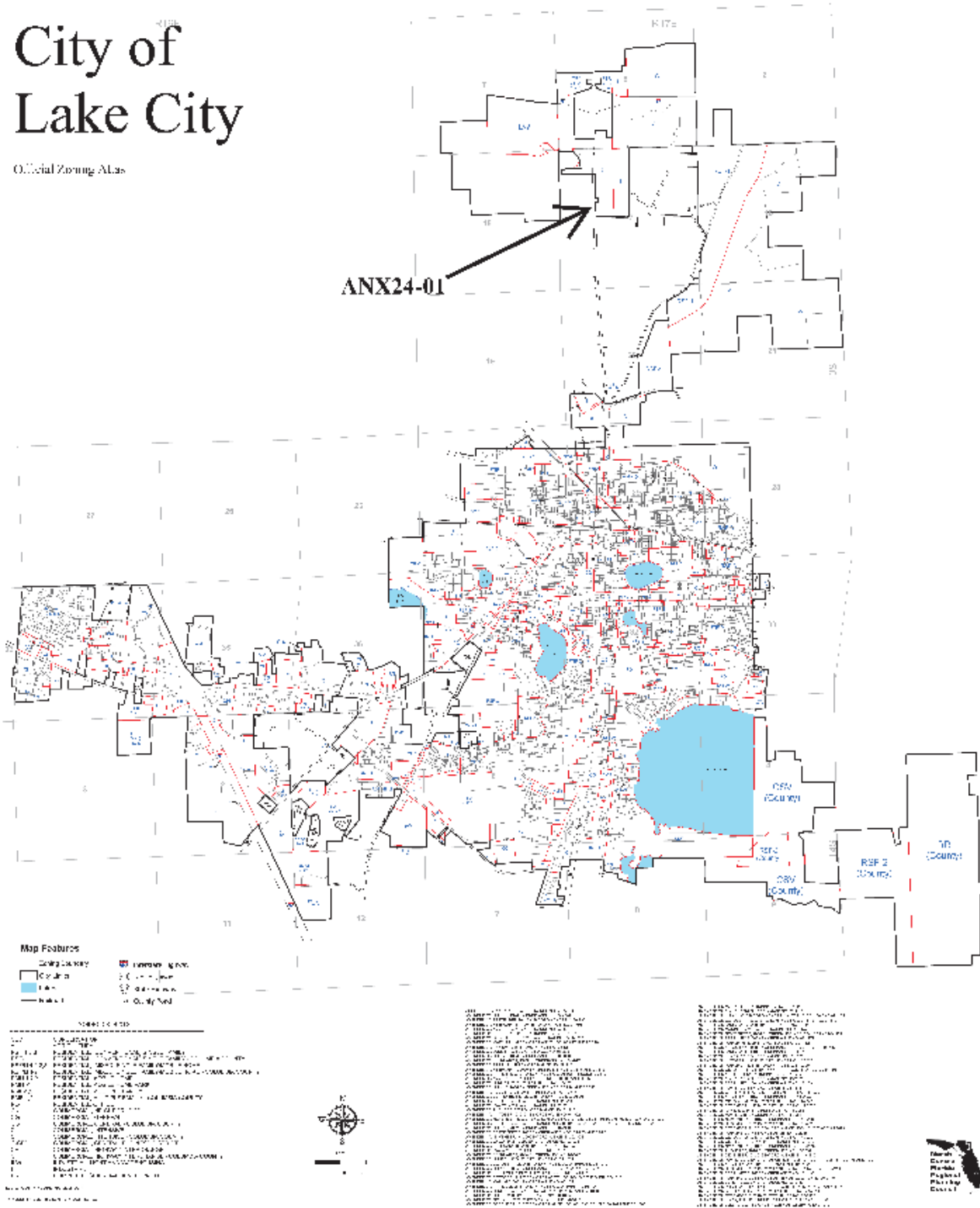
APPROVED AS TO FORM AND LEGALITY:

Thomas J. Kennon III, City Attorney

Schedule A; Location Map

City of Lake City

Official Zoning Atlas





DEPARTMENT OF GROWTH MANAGEMENT
205 North Marion Avenue
Lake City, FL 32055
Telephone: (386) 719-5750
growthmanagement@lcfla.com

PETITION OF OWNER TO VOLUNTARILY ANNEX REAL PROPERTY TO THE CITY OF LAKE CITY, FLORIDA

Petitioner(s): Cecilia Davis - for (Mama Teanette's Restaurant)

Whose mailing address is: P. O Box 394, Lake City, FL, 32056

Hereby petition the City Council of the City of Lake City, Florida, to voluntarily annex the real property of petitioner(s) to the City of Lake City, Florida ("City"), pursuant to and in accordance with the provisions of Chapter 171.044, Florida Statutes, and state(s):

1. That petitioner(s) is/are the sole owner(s) of the real property described on Schedule "A" attached hereto and by this reference made a part of this petition) the "Real Property"), as evidenced by a deed or other document recorded in Official Record Book 1325, Pages 0903, public records of Columbia County, Florida, copy of which is attached hereto.
2. If the Real Property is annexed to the City, petitioner(s) agree(s) to and will abide by and comply with all existing and future laws, rules and regulations which presently are and from time to time in the future may be in effect within the City.
3. That the Real Property of the petitioner(s) qualifies and is eligible to be annexed to the boundaries of the City, pursuant to the provisions of Chapter 171, Florida Statutes.
4. That the Real Property of the petitioner(s) is presently classified under the Columbia County Land Use Plan for Commercial use and is zoned Commercial General Under the Columbia County zoning ordinance.
5. If not already connected to the City's utility services, petitioner(s) agree(s) to and file an application for a connection to the City's water and sewer utility lines to serve said Real Property upon application for Development Permit and agree(s) to abide by and comply with all the terms and conditions of the city codes, resolutions, and further agree(s) to pay all costs relating to the connection fees, installation costs, impact fees, and service charges.



DEPARTMENT OF GROWTH MANAGEMENT

205 North Marion Avenue

Lake City, FL 32055

Telephone: (386) 719-5750

growthmanagement@lcfla.com

WHEREFORE, petitioner(s) request(s) that the City immediately take action to approve this petition and annex the Real Property into the City.

DATED this 1st day of December, 20 23

Signed, sealed and delivered in the presence of:

Note: Name must appear as on deed. Attach corporate seal if required

[Signature] (Witness) Printed Name

Cecilia Davis (Owner) Printed Name

[Signature] (Witness) Signature

[Signature] (Owner) Signature

(Witness) Printed Name

(Owner) Printed Name

(Witness) Signature

(Owner) Signature

(Witness) Printed Name

(Owner) Printed Name

(Witness) Signature

(Owner) Signature

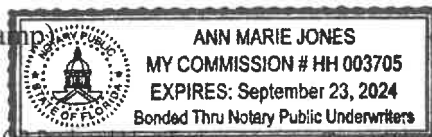
STATE OF Florida

COUNTY OF Columbia

I HEREBY CERTIFY that on this day, Cecilia Davis, personally appeared before me, by means of Physical presence or online notarization, who is personally known to me or who has produced as identification, who is person described in and who executed the foregoing instrument and who acknowledged before me that they executed the same for the uses and purposes therein expressed.

WITNESS my hand and official seal, this 1 day of December, 20 23

(Notary Seal or Stamp)



[Signature] Ann Marie Jones, Notary Public, State of Florida

Personally Known [] Type of Identification Produced []



Columbia County Property Appraiser Jeff Hampton | Lake City, Florida | 386-758-1083

PARCEL: 17-3S-17-05000-003 (24912) | STORES/1 STORY (1100) | 1.26 AC
 COMM 66.6 FT W OF SE COR OF SW1/4 OF NW1/4, RUN N 370 FT FOR POB, RUN W 256 FT, E 256 FT,
 S 215 FT TO POB. 343-464, PB 1284-1029, 1293-2

DAVIS CECILIA S
 Owner: 190 SW DEREK GLN
 LAKE CITY, FL 32024
 Site: 2932 N US HIGHWAY 441, LAKE
 CITY
 Sales 11/4/2016 \$0 I(U)
 Info 5/19/2016 \$42,000 I(U)

2024 Working Values			
Mkt Lnd	\$19,530	Appraised	\$53,314
Ag Lnd	\$0	Assessed	\$53,314
Bldg	\$28,784	Exempt	\$0
XFOB	\$5,000	county:	\$53,314
Just	\$53,314	city:	\$0
		other:	\$0
		school:	\$53,314
		Total Taxable	

NOTES:



This information, was derived from data which was compiled by the Columbia County Property Appraiser Office solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. No warranties, expressed or implied, are provided for the accuracy of the data herein, it's use, or it's interpretation. Although it is periodically updated, this information may not reflect the data currently on file in the Property Appraiser's office. GrizzlyLogic.com

Parcel Number: 17-3S-05000-003

A parcel of land lying in Section 17, Township 3 South, Range 17 East, Columbia County, Florida. Being more particularly described as follows: Commence at the Southeast Corner of SW 1/4 of NW 1/4, Section 17, Township 3 South, Range 17 East, and run thence South 89°47' West along the South line of said SW 1/4 of NW 1/4, 66.6 feet to the West right-of-way line of U.S. Highway No. 441, thence run North 0°13' West along said West right-of-way line, 370 feet for a POINT OF BEGINNING; thence run South 89°47' West on a perpendicular to said West right-of-way line, 256.0 feet, thence run North 0°13' West parallel to said West right-of-way line, 215 feet, thence run North 89°47' East on a perpendicular, 256.0 feet to said right-of-way line of U.S. Highway No. 441, thence run South 0°13' East along said West right-of-way line, 215 feet to the POINT OF BEGINNING. Said lands lying in the E 1/2 of SW 1/4 of NW1/4, Section 17, Township 3 South, Range 17 East, Columbia County, Florida.

HFD/lss
130.02-16-0509
11/1/2016

REC. 27.00
DOC. 0
INT. 0
INDEX 0
CONSIDERATION 0

This instrument prepared by
Herbert F. Darby
Herbert F. Darby, P.A.
Attorney at Law
285 NE Hernando Avenue
Lake City, Florida 32055

Inst: 201612018222 Date: 11/09/2016 Time: 2:11PM
Page 1 of 3 B: 1325 P: 903, P. DeWitt Cason, Clerk of Court
Columbia, County, By: BD
Deputy Clerk Doc Stamp-Deed: 0.00

WARRANTY DEED

THIS WARRANTY DEED made this 4th day of November, 2016, by
STAFFORD L. SCAFF, JR., a single person, not residing on the property, whose
mailing address is 1262 SE Baya Drive, Lake City, Florida 32025, hereinafter called the
Grantor, to CECILIA S. DAVIS, whose post office address is 190 SW Derek Glen, Lake
City, Florida 32024, hereinafter called the Grantee:

WITNESSETH:

That the Grantor, for and in consideration of the sum of TEN AND NO/100
(\$10.00) DOLLARS and other valuable considerations, receipt whereof is hereby
acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and
confirms unto the Grantee, all that certain land situate in Columbia County, Florida, viz:

TOWNSHIP 3 SOUTH RANGE 17 EAST

Section 17: Commence at the Southeast Corner of SW 1/4 of NW 1/4, Section
17, Township 3 South, Range 17 East, and run thence South
89°47' West along the South line of said SW 1/4 of NW 1/4, 66.6
feet to the West right-of-way line of U. S. Highway No. 441,
thence run North 0°13' West along said West right-of-way line, 370
feet for a POINT OF BEGINNING; thence run South 89°47' West
on a perpendicular to said West right-of-way line, 256.0 feet,

thence run North 0°13' West parallel to said West right-of-way line, 215 feet, thence run North 89°47' East on a perpendicular, 256.0 feet to said West right-of-way line of U. S. Highway No. 441, thence run South 0°13' East along said West right-of-way line, 215 feet to the POINT OF BEGINNING. Said lands lying in the E 1/2 of SW 1/4 of NW 1/4, Section 17, Township 3 South, Range 17 East, Columbia County, Florida.

Parcel Number: 17-3S-17-05000-003

Subject to all easements, restrictions, reservations, and outstanding mineral interest of record, if any, and all land use and zoning rules, regulations and ordinances.

This deed is given pursuant to and in accordance with the terms and conditions of Agreement for Deed dated May 19, 2016, between Grantor and Grantee recorded in Official Records Book 1317, beginning at Page 1917, public records of Columbia County, Florida.

TOGETHER WITH all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

AND the Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land; that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to December 31, 2015, which Grantee is obligated to pay.

IN WITNESS WHEREOF, the said Grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in the presence of:

Delores B. Brannen
Witness
Delores B. Brannen
(Print/type name)

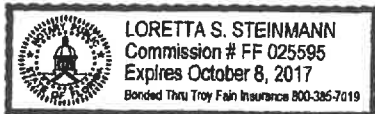
Stafford L. Scaff, Jr. (SEAL)
STAFFORD L. SCAFF, JR.

Loretta S. Steinmann
Witness
Loretta S. Steinmann
(Print/type name)

STATE OF FLORIDA

COUNTY OF COLUMBIA

The foregoing instrument was acknowledged before me this 4th day of November, 2016, by STAFFORD L. SCAFF, JR. who is personally known to me.



Loretta S. Steinmann
Notary Public, State of Florida
Loretta S. Steinmann
(Print/type name)

(NOTARIAL SEAL)

My Commission Expires:



January 5, 2024

Board of County Commissioners
Columbia County, FL
135 NE Hernando Avenue, Suite 203
Lake City, FL 32055

RE: Petition No. ANX 24-01 (Cecilia Davis)

Letter for Notice of Voluntary Annexation
Map Concerning Voluntary Annexation

Dear Board of County Commissioners, Columbia County, FL

Please find enclosed the above referenced notice of voluntary annexation and map concerning area of voluntary annexation.

If you have any questions concerning the matter please contact Robert Angelo, Planning and Zoning Tech, Lake City, FL, at 386-719-5820.

Sincerely,

Robert Angelo
Planning and Zoning Tech
City of Lake City



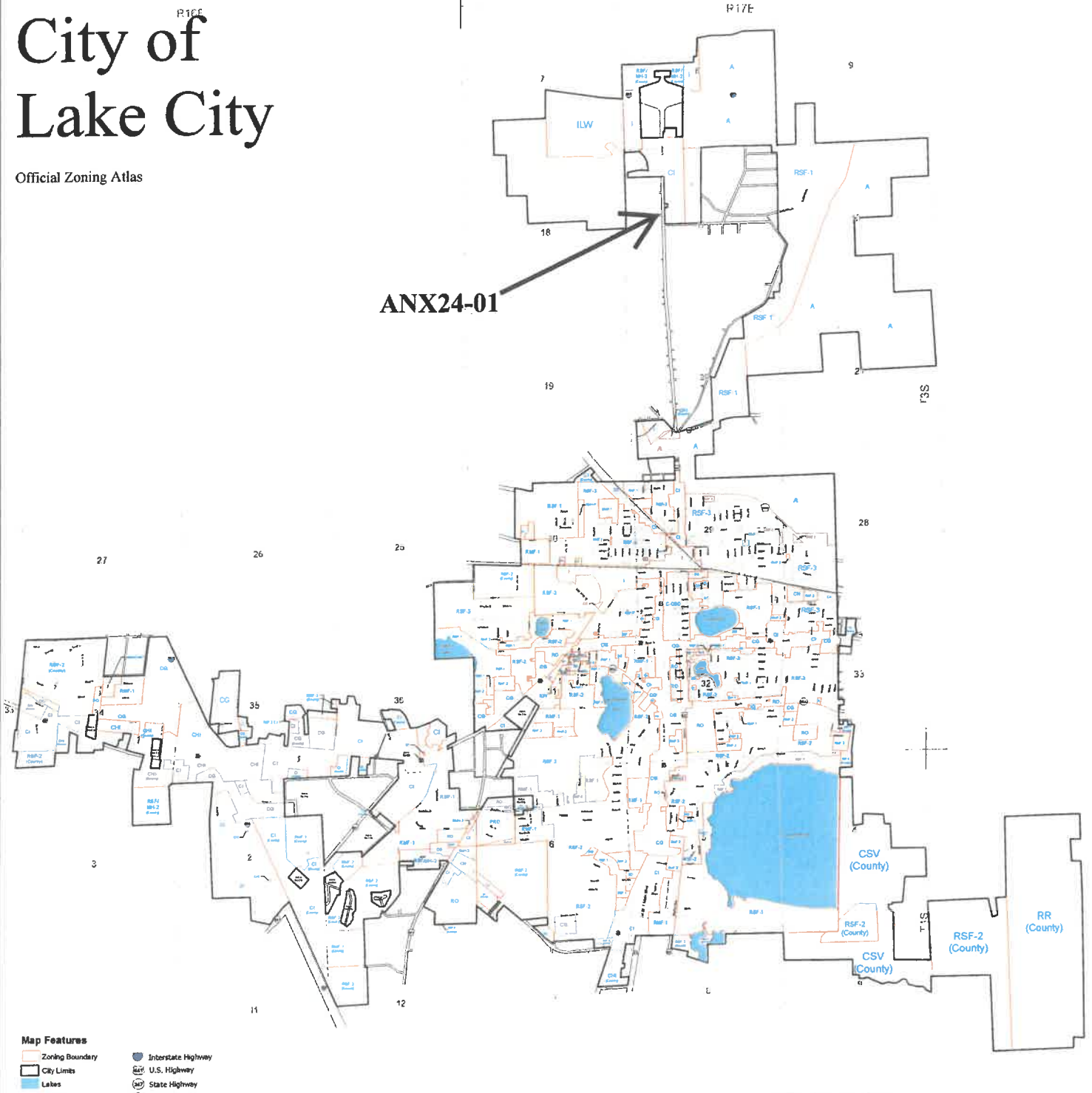
NOTICE OF VOLUNTARY ANNEXATION

NOTICE IS HEREBY GIVEN, pursuant to Section 171.044, Florida Statutes, as amended, that the ordinance, which title hereinafter appears, will be considered for enactment by the City Council of the City of Lake City, Florida, on February 5, 2024 at 6:00 p.m., or as soon thereafter as the matter can be heard in the City Council Meeting Room, Second Floor, City Hall located at 205 North Marion Avenue, Lake City, Florida. At the aforementioned public hearing all interested parties may be heard with respect to the ordinance. The complete legal description of the areas to be annexed, as well as a copy of the ordinance, can be obtained from the Office of the City Clerk, City Hall located at 205 North Marion Avenue, Lake City, Florida, during regular business hours.

Ordinance No. 2024-2276, Petition No. ANX 24-01, by Cecilia Davis, provides for the voluntary annexation of a parcel of land contiguous to the boundaries of the City of Lake City, Florida, as shown on the location map below. The area to be annexed is located in Section 17, Township 3 South, Range 17 East, Columbia County, Florida. The area to be annexed consists of 1.26 acres, more or less.

City of Lake City

Official Zoning Atlas



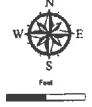
ANX24-01

Map Features

- Zoning Boundary
- City Limits
- Lakes
- Railroad
- Interstate Highway
- U.S. Highway
- State Highway
- County Road

ZONING DISTRICTS

CSV	CONSERVATION
A	AGRICULTURAL
RSF-1,2,3	RESIDENTIAL, (CONVENTIONAL) SINGLE FAMILY
RSF-2	RESIDENTIAL, (CONVENTIONAL) SINGLE FAMILY - COLUMBIA COUNTY
RSFAM-1,2,3	RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME
RSFAM-2	RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME - COLUMBIA COUNTY
RMH-1,2,3	RESIDENTIAL, MOBILE HOME
RMH-F	RESIDENTIAL, MOBILE HOME PARK
RMF-1,2	RESIDENTIAL, MULTIPLE FAMILY
RMF-1,2	RESIDENTIAL, MULTIPLE FAMILY - COLUMBIA COUNTY
RO	RESIDENTIAL, OFFICE
ON	COMMERCIAL, NEIGHBORHOOD
CG	COMMERCIAL, GENERAL - COLUMBIA COUNTY
CC	COMMERCIAL, GENERAL
CI	COMMERCIAL, INTENSIVE - COLUMBIA COUNTY
C-CBD	COMMERCIAL, CENTRAL BUSINESS DISTRICT
CH	COMMERCIAL, HIGHWAY INTERCHANGE
CH	COMMERCIAL, HIGHWAY INTERCHANGE - COLUMBIA COUNTY
ILW	INDUSTRIAL, LIGHT AND WAREHOUSING
I	INDUSTRIAL
PRD	PLANNED RESIDENTIAL DEVELOPMENT



ADOPTED ON APRIL 1, 1988 BY ORDINANCE NO. 85-715-8
 AMENDED ON JULY 1, 1988 BY ORDINANCE NO. 88-788
 AMENDED ON SEPTEMBER 19, 1988 BY ORDINANCE NO. 88-789
 AMENDED ON FEBRUARY 11, 1989 BY ORDINANCE NO. 87-789
 AMENDED ON MAY 12, 1989 BY ORDINANCE NO. 89-888
 AMENDED ON AUGUST 18, 1989 BY ORDINANCE NO. 89-889
 AMENDED ON MARCH 1, 1990 BY ORDINANCE NO. 89-890
 AMENDED ON APRIL 1, 1990 BY ORDINANCE NO. 89-891
 AMENDED ON APRIL 1, 1990 BY ORDINANCE NO. 89-892
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 AMENDED ON APRIL 1, 1990 BY ORDINANCE NO. 89-1000

Source: County Property Appraiser 2017
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U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com™.

Certified Mail Fee \$ **4.35**
Extra Services & Fees (check box, add fees as appropriate)
 Return Receipt (hardcopy) \$ **3.55**
 Return Receipt (electronic) \$
 Certified Mail Restricted Delivery \$
 Adult Signature Required \$
 Adult Signature Restricted Delivery \$



Postage \$ **.66**
Total Postage and Fees \$ **8.56**

Sent To **Board of County Commissioners**
Street and Apt. No., or PO Box No. **135 NE Hernando Ave, Suite 203**
City, State, ZIP+4® **Lake City, FL 32055**

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) _____ C. Date of Delivery _____</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p>Board of County Commissioners 135 NE Hernando Ave Suite 203 Lake City, FL 32055 Anx 24-01</p>	<p>3. Service Type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery over \$500 <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery
<p>2. Article Number (Transfer from service label)</p> <p>1589 0710 5270 1427 8364 53</p>	
<p>9590 9402 8295 3094 8395 32</p>	
<p>PS Form 3811, July 2020 PSN 7530-02-000-9053</p>	<p>Domestic Return Receipt</p>

Business Impact Estimate

Proposed ordinance's title/reference:

Ordinance 2024-2276- Annexation of real property within Columbia County.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

File Attachments for Item:

6. City Council Ordinance No. 2024-2278 - (first reading) An ordinance of the City Council of the City of Lake City, Florida, amending the City Code to add a new Section Number 86-110.22 to Article III, Chapter 86, which provides for the permanent vacating of a right of way; finding that the right of way was abandoned by the City; finding that the closing of the right of way will not adversely affect the public health, safety, or welfare; finding that it is in the best interest of the City and for the general welfare of its citizens to close the right of way; providing for the repeal of conflicting ordinances; providing for severability; providing for inclusion into the City Code; and providing an effective date. (McCall)

Adopt City Council Ordinance No. 2024-2278 on first reading

ORDINANCE NO. 2024-2278

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AMENDING THE CITY CODE TO ADD A NEW SECTION NUMBER 86-110.22 TO ARTICLE III, CHAPTER 86, WHICH PROVIDES FOR THE PERMANENT VACATING OF A RIGHT OF WAY; FINDING THAT THE RIGHT OF WAY WAS ABANDONED BY THE CITY; FINDING THAT THE CLOSING OF THE RIGHT OF WAY WILL NOT ADVERSELY AFFECT THE PUBLIC HEALTH, SAFETY, OR WELFARE; FINDING THAT IT IS IN THE BEST INTEREST OF THE CITY AND FOR THE GENERAL WELFARE OF ITS CITIZENS TO CLOSE THE RIGHT OF WAY; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION INTO THE CITY CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the “City”) desires to close, vacate, and abandon a parcel of land commencing at the intersection of the west line of Chestnut Street and the north line of E. Duval St. and run thence S.86°08’00”W., alongs, said North line 74.55 feet, S.86°08’00”W., 146.25 feet; Thence N 02.°37’00”w., 96.40 feet, to the Point of Beginning; Thence continue N.01°20’31”E, 29.09 feet, Thence S. 88°32’05” E 100.19 feet; thence S.04°30’31” W 27.84 feet thence N.89°03’33”W 140.14 feet to the Point of Beginning, Columbia County, Florida recorded in the public records of Columbia County, Florida; and

WHEREAS, maintenance of such undeveloped and unused parcels (right-of-way) creates potential liability, additional work, and costs to the City; and

WHEREAS, the abutting landowner of a parcel of real property has petitioned the City in accordance with Section 86, Code (Sections 86-96 – 86-101), to vacate the following: commence at the intersection of the west line of Chestnut Street and the north line of E. Duval St. and run thence S.86°08’00”W., alongs, said North line 74.55 feet, S.86°08’00”W., 146.25 feet; Thence N 02.°37’00”W., 96.40 feet, to the Point of Beginning; Thence continue N.01°20’31”E, 29.09 feet, Thence S. 88°32’05” E 100.19 feet; thence S.04°30’31” W 27.84 feet thence N.89°03’33”W 140.14 feet to the Point of Beginning (hereinafter the “Parcel”; further identified in Exhibit A attached hereto); and

WHEREAS, the City shall reserve an easement over, across, and under said lands for the purpose of extending utilities as the city may deem necessary to serve its citizens together with rights of ingress and egress to the property.

WHEREAS, the City Council finds that it is in the public interest to permanently close, vacate, and abandon the Parcel.

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

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

Section 2. The Code of the City of Lake City is hereby amended by adding a section to Chapter 86, Article III, to be numbered Section 86-110.22 which section reads as follows:

Section 86-110.22 Vacating the right of way commencing at the intersection of the west line of Chestnut Street and the north line of E. Duval St. and run thence S.86°08'00"W., alongs, said North line 74.55 feet, S.86°08'00"W., 146.25 feet; Thence N 02.°37'00"W., 96.40 feet, to the Point of Beginning; Thence continue N.01°20'31"E, 29.09 feet, Thence S. 88°32'05" E 100.19 feet; thence S.04°30'31" W 27.84 feet thence N.89°03'33"W 140.14 feet to the Point of Beginning, Columbia County, Florida.

The City shall reserve an easement over, across, and under said lands for the purpose of extending utilities as the city may deem necessary to serve its citizens together with rights of ingress and egress to the property.

Section 3. The City finds the Parcel to be surplus to its needs and that it is in the public interest to close and vacate the Parcel.

Section 4. The City shall convey by Quit Claim Deed to each abutting record title owner that portion of the vacated Parcel to its centerline.

Section 5. All ordinances or parts of ordinances in conflict herewith are and the same are hereby repealed.

Section 6. If any section, subsection, sentence, clause or phrase of this ordinance or the particular application thereof shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining section(s), subsection(s), sentences(s), clause(s) or phrases(s) under application shall not be affected hereby.

Section 7. 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 that the sections of this ordinance may be numbered appropriately in order to accomplish such intentions.

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

PASSED upon first reading this 5th day of February 2024.

NOTICE PUBLISHED on this _____ day of _____ 2024.

PASSED AND ADOPTED on the second and final reading this _____ day of _____ 2024.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III,
City Attorney

CITY OF LAKE CITY
Lake City, Florida
APPLICATION FOR VACATING RIGHT-OF-WAY

1. Name of Petitioner Vera R McCall & Leon McCall Telephone 386-984-9946
Residence Address 975 E Duval St. Lake City, FL
Mailing Address 975 E Duval St Lake City, FL

THE FOLLOWING IS TO BE ATTACHED SEPERATELY

2. Legal description of road, street, alleyway or portion of the same sought to be vacated.
3. Certification that the petitioner is the owner of fee simple title to the lands abutting at least one side of the right-of-way sought to be vacated.
4. If the petitioner owns the lands abutting only one side of the subject right-of-way, the names, residence and mailing address of the owners of the remaining lands abutting the subject right-of-way.
5. Certification that the right-of-way sought to be vacated is not used by the public and that no person will be denied access to any other lands should the petition be granted.
6. A sketch or drawing containing sufficient information to identify the right-of-way or portion of right-of-way sought to be vacated in relation to adjacent lands and cross streets.
7. Payment to the City of a nonrefundable filing fee of \$400.00.

Leon McCall Vera McCall

Signature of applicant

9-25-2023

Date Signed

- **Sec. 86-96. - Petition—Required.**

Prior to vacating any road, street, alleyway or other public right-of-way within the city, the city council shall require the submission of a written petition to vacate, close and abandon such right-of-way, which petition shall include the following:

- (1) Name, residence and mailing address of the petitioner.
- (2) Legal description of the road, street, alleyway or portion of the same sought to be vacated.
- (3) Certification that the petitioner is the owner of fee simple title to the lands abutting at least one side of the right-of-way sought to be vacated.
- (4) If the petitioner owns the lands abutting only one side of the subject right-of-way, the names, residence and mailing address of the owners of the remaining lands abutting the subject right-of-way.
- (5) Certification that the right-of-way sought to be vacated is not used by the public and that no person will be denied access to any other lands should the petition be granted.
- (6) A sketch or drawing containing sufficient information to identify the right-of-way or portion of right-of-way sought to be vacated in relation to adjacent lands and cross streets.
- (7) Payment to the city of a nonrefundable filing fee of \$400.00.

(Code 1968, § 23-51) _____

- **Sec. 86-97. - Same—Review.**

Upon receipt of a petition complying with the requirements of section 86-96, the petition shall be reviewed by all proper city departments and public utilities holding franchises from the city, each of which shall determine whether the closing of such street or road would adversely affect the public health, safety or welfare.

(Code 1968, § 23-52) _____

- **Sec. 86-98. - Ordinance to be prepared.**

If the city council determines that the proposed street or road closing should be considered further, an appropriate ordinance shall be prepared to vacate the right-of-way, which ordinance shall then be noticed, read and acted upon in accordance with applicable laws of the state.

(Code 1968, § 23-53)

- **Sec. 86-99. - Conditions of vacation.**

Prior to and as a condition to adopting an ordinance vacating a municipal right-of-way, the city shall:

- (1) Cause the subject right-of-way to be appraised by generally accepted appraisal methods and valued at a value comparable to unimproved lands contiguous thereto; and
- (2) Require the payment to the city as a closing charge, the value of the right-of-way as established under this section.

(Code 1968, § 23-54)

- **Sec. 86-100. - Expenses.**

Upon the granting of the petition and the adoption of an ordinance vacating the right-of-way, the petitioner shall pay to the city all expenses incurred in connection therewith including, but not limited to, proof of ownership of adjacent lands, surveyor's fees, appraiser's fees, legal fees and expenses and publication expense. The nonrefundable fee paid to the city as required by section 86-96(7), shall be applied toward the payment of the closing charges and expenses required under this article to be paid by the petitioner.

(Code 1968, § 23-55)

- **Sec. 86-101. - Easements.**

Each ordinance adopted in accordance with this article vacating a municipal right-of-way shall contain a reservation unto the city of a perpetual easement for utilities, unless this requirement is waived or modified by formal action of the city council in open session.

(Code 1968, § 23-56)

DO NOT WRITE BELOW THIS LINE
FOR LAKE CITY GROWTH DEPARTMENT USE ONLY

Attachments - Checklist

Legal Description _____ Title _____
Other Abutting Land Owners _____ Right-of-Way Cert _____
Sketch, Drawing _____ Payment _____
Review and Initial all Requirements _____

Affidavit

State of Florida
County of Columbia

Before me, the undersigned authority, personally appeared Jajuan Lafel Burgess ("Affiants") who, being duly sworn according to law, depose and say:

- 1. Affiants is the owner of the land abutting the following road that is being requested to be vacated (the "Property"):

Exhibit "A" attached hereto and by this reference made a part hereof.

- 2. Affiant has reviewed the application to vacate the right-of-way known as "Harrison Street"
- 3. Affiant has agreed to vacating the right-of-way and has no issue with it being vacated.
- 4. Under penalties of perjury, Affiants declare that they have read the foregoing document and that the facts stated in it are true.

_____ 

Sworn to and subscribed before me by means of physical presence or ___ online notarization, this 30 day of October, 2023 by Jajuan Lafel Burgess who is personally known to me or who has produced DL as identification.

(SEAL)



 Notary Public
 My Commission Expires:



MADISON M. WILLIAMS
 Notary Public
 State of Florida
 Comm# HH213818
 Expires 1/5/2026

Exhibit "A"
Property Description

Commence at the intersection of the west line of Chestnut Street and the north line of E. Duval St. and run thence S.86°08'00" W., alongs, said North line 74.55 feet, S.86°08'00" W., 146.25 feet; Thence N 02.°37'00" W., 96.40 feet, to the Point of Beginning; Thence continue N.01°20'31"E, 29.09 feet; Thence S.88°32'05" E 100.19 feet; thence S.04°30'31" W 27.84 feet; thence N.89°03'33" W 140.14 feet to the Point of Beginning

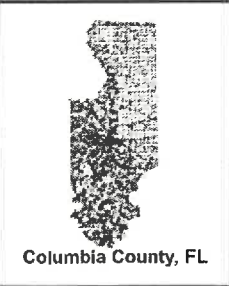


Columbia County Property Appraiser Jeff Hampton | Lake City, Florida | 386-758-1083

PARCEL: 00-00-00-12862-000 (41390) | MISC COMMERCIAL (1001) | 0.494 AC
 E DIV: BEG SE COR OF LOT 14 BLOCK B BENDHEIM'S S/D, RUN S 24.58 FT, E 6.4 FT, SE 38.87 FT TO N R/W OF DUVAL ST, W ALONG R/W 143.41 FT, N 43.85 FT, CON

Owner:	MCCALL LEON	2024 Working Values			
	MCCALL VERA R	Mkt Lnd	\$20,499	Appraised	\$20,499
Site:	4180 SE HIGH FALLS DRIVE	Ag Lnd	\$0	Assessed	\$20,499
	LAKE CITY, FL 32025	Bldg	\$0	Exempt	\$0
Sales Info	975 E DUVAL ST, LAKE CITY	XFOB	\$0	Total	county:\$20,499
	NONE	Just	\$20,499	Taxable	city:\$20,499
					other:\$0
					school:\$20,499

NOTES:



This information, was derived from data which was compiled by the Columbia County Property Appraiser Office solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. No warranties, expressed or implied, are provided for the accuracy of the data herein, it's use, or it's interpretation. Although it is periodically updated, this information may not reflect the data currently on file in the Property Appraiser's office. **GrizzlyLogic.com**

Portion to be vacated in Red
 Running through parcel 12862

Exhibit "A"
Property Description

Commence at the intersection of the west line of Chestnut Street and the north line of E. Duval St. and run thence S.86°08'00" W., alongs, said North line 74.55 feet, S.86°08'00" W., 146.25 feet; Thence N 02.°37'00" W., 96.40 feet, to the Point of Beginning; Thence continue N.01°20'31"E, 29.09 feet; Thence S.88°32'05" E 100.19 feet; thence S.04°30'31" W 27.84 feet; thence N.89°03'33" W 140.14 feet to the Point of Beginning

Columbia County Property Appraiser

2023 Working Values

Jeff Hampton

updated: 9/21/2023

Retrieve Tax Record

2023 TRIM (pdf)

Property Card

Parcel List Generator

Show on GIS Map

Print

Parcel: << 33-3S-17-12857-000 (41387) >>

Aerial Viewer Pictometry Google Maps

Owner & Property Info

Show Search Results

Owner	BURGESS JAJUAN LAFEL P O BOX 331 LAKE CITY, FL 32056		
Site	1001 E DUVAL ST, LAKE CITY		
Description*	E DIV: (PART OF THIS IS AKA LOT 1 BLK C BENDHEIM ADDITION), BEG NE COR OF LOT 1 BLK C BENDHEIM ADDITION, RUN S 118.56 FT ALONG W R/W CHESTNUT ST, SW 23.06 FT, W ALONG N R/W DUVAL ST 69.87 FT, NW 38.87 FT, W 6.40 FT, N 24.58 FT, E 19.62 FT, N 74.75 FT, E 81 ...more>>>		
Area	0.264 AC	S/T/R	33-3S-17
Use Code**	VACANT COMMERCIAL (1000)	Tax District	1

*The Description above is not to be used as the Legal Description for this parcel in any legal transaction.
**The Use Code is a FL Dept. of Revenue (DOR) code and is not maintained by the Property Appraiser's office. Please contact your city or county Planning & Zoning office for specific zoning information.

Property & Assessment Values

2022 Certified Values		2023 Working Values	
Mkt Land	\$28,802	Mkt Land	\$28,802
Ag Land	\$0	Ag Land	\$0
Building	\$0	Building	\$0
XFOB	\$0	XFOB	\$0
Just	\$28,802	Just	\$28,802
Class	\$0	Class	\$0
Appraised	\$28,802	Appraised	\$28,802
SOH Cap [?]	\$0	SOH Cap [?]	\$0
Assessed	\$28,802	Assessed	\$28,802
Exempt	\$0	Exempt	\$0
Total Taxable	county:\$28,802 city:\$28,802 other:\$0 school:\$28,802	Total Taxable	county:\$28,802 city:\$28,802 other:\$0 school:\$28,802



Sales History

Show Similar Sales within 1/2 mile

Fill out Sales Questionnaire

Sale Date	Sale Price	Book/Page	Deed	V/I	Qualification (Codes)	RCode
8/16/2019	\$40,000	1396/1853	WD	I	Q	01
8/16/2019	\$100	1396/1849	WD	I	U	11
7/2/2012	\$100	1237/1596	WD	I	U	11
5/31/2000	\$26,000	0903/0854	WD	I	Q	
10/1/1984	\$21,000	0550/0068	WD	I	U	01

Building Characteristics

Bldg Sketch	Description*	Year Blt	Base SF	Actual SF	Bldg Value
NONE					

Extra Features & Out Buildings (Codes)



Columbia County Property Appraiser Jeff Hampton | Lake City, Florida | 386-758-1083

PARCEL: 33-3S-17-12857-000 (41387) | VACANT COMMERCIAL (1000) | 0.264 AC
 E DIV: (PART OF THIS IS AKA LOT 1 BLK C BENDHEIM ADDITION). BEG NE COR OF LOT 1 BLK C BENDHEIM
 ADDITION. RUN S 118.56 FT ALONG W R/W CHESTNUT ST, SW 2

BURGESS JAJUAN LAFEL

Owner: P O BOX 331
 LAKE CITY, FL 32056

Site: 1001 E DUVAL ST, LAKE CITY

Sales 8/16/2019 \$40,000 I(Q)
 Info 8/16/2019 \$100 I(U)
 7/2/2012 \$100 I(U)

2024 Working Values

Mkt Lnd	\$28,802	Appraised	\$28,802
Ag Lnd	\$0	Assessed	\$28,802
Bldg	\$0	Exempt	\$0
XFOB	\$0	county:	\$28,802
Just	\$28,802	city:	\$28,802
		other:	\$0
		school:	\$28,802
		Total Taxable	

NOTES:



Columbia County, FL

This information, was derived from data which was compiled by the Columbia County Property Appraiser Office solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. No warranties, expressed or implied, are provided for the accuracy of the data herein, it's use, or it's interpretation. Although it is periodically updated, this information may not reflect the data currently on file in the Property Appraiser's office.

GrizzlyLogic.com

LAND EAST to VACATE



Columbia County Property Appraiser Jeff Hampton | Lake City, Florida | 386-758-1083

PARCEL: 00-00-00-12862-000 (41390) | MISC COMMERCIAL (1001) | 0.494 AC
 E DIV: BEG SE COR OF LOT 14 BLOCK B BENDHEIM'S S/D, RUN S 24.58 FT, E 6.4 FT, SE 38.87 FT TO N R/W OF DUVAL ST, W ALONG R/W 143.41 FT, N 43.85 FT, CON

Owner:	MCCALL LEON	2024 Working Values			
	MCCALL VERA R	Mkt Lnd	\$20,499	Appraised	\$20,499
	4180 SE HIGH FALLS DRIVE	Ag Lnd	\$0	Assessed	\$20,499
	LAKE CITY, FL 32025	Bldg	\$0	Exempt	\$0
Site:	975 E DUVAL ST, LAKE CITY	XFOB	\$0	county:	\$20,499
Sales Info	NONE	Just	\$20,499	city:	\$20,499
				other:	\$0
				school:	\$20,499

NOTES:



Columbia County, FL

This information was derived from data which was compiled by the Columbia County Property Appraiser Office solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. No warranties, expressed or implied, are provided for the accuracy of the data herein, its use, or its interpretation. Although it is periodically updated, this information may not reflect the data currently on file in the Property Appraiser's office. GrizzlyLogic.com

*LAND TO West to VACATE
city owner per plat*

Business Impact Estimate

Proposed ordinance's title/reference:

Ordinance 2024-2278- Vacating right-of-way on property located at 975 E Duval St., Lake City, FL

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

File Attachments for Item:

7. City Council Ordinance No. 2024-2279 - (first reading) An ordinance of the City Council of the City of Lake City, Florida, amending Article I Section 70-2 of the City Code related to residency requirements; providing for severability; providing for codification; and providing an effective date.

Adopt City Council Ordinance No. 2024-2279 on first reading

ORDINANCE NO. 2024-2279

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AMENDING ARTICLE I SECTION 70-2 OF THE CITY CODE RELATED TO RESIDENCY REQUIREMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter “City”) through Ordinance No. 98-832 amended the Code of the City of Lake City (hereinafter the “Code”), to provide that certain City employees who are heads of certain departments must be permanent residents of and reside in Columbia County, Florida; and

WHEREAS, the City administration desires to amend the Code to include a wider range of applicants for certain positions within the City by removing the residency requirements; and

WHEREAS, the City Council finds that it is in the best interests of the citizens of the City to amend the Code by removing certain City employees from the restriction of residency within Columbia County, Florida.

NOW, THEREFORE, BE IT ENACTED 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 incorporated herein.

Section 2. Article I (“Residency requirements; applicability”) of the Charter is amended as follows (words ~~stricken~~ are deletions; words underlined are additions):

Section 70.2 Residency requirements; applicability.

No person may be employed by the City in the capacity of Police Chief, Fire Chief, Director of Gas Services, Director of Public Works, Water Treatment Plant Manager, Wastewater Facilities Manager, Recreation Director, Assistance City Manager, Airport Manager, Growth Management Director, Director of Customer Service, Data Processing Manager, Spray Field Facilities Manager, Safety/Risk Management Director, City Treasurer, City Clerk, and City Manager, ~~and~~ City Attorney, unless such employee is a permanent resident of and resides in Columbia County, at the time he is employed, or if not a permanent resident at the time of such employment, that he becomes a permanent resident by no later than the termination date of the probationary period of his employment.

Section 3. Severability. Should any section, subsection, sentence, clause, phrase or other provision of this ordinance be held invalidity or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 4. 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 Charter of the City of Lake City, Florida.

Section 5. Effective Date. This ordinance shall take effect immediately upon its adoption.

PASSED upon first reading this _____ day of _____ 2024.

NOTICE PUBLISHED on this _____ day of _____ 2024.

PASSED AND ADOPTED on the second and final reading this _____ day of _____ 2024.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III,
City Attorney

File Attachments for Item:

8. City Council Resolution No. 2024-008 - A resolution of the City Council of the City of Lake City, Florida, adopting revisions to the City's Procurement Policy and Procedure to contribute to the strategic goals of achieving efficiency, transparency, cost savings, and fairness in the City's Procurement Procedures.

CITY COUNCIL RESOLUTION NO. 2024-008

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, ADOPTING REVISIONS TO THE CITY'S PROCUREMENT POLICY AND PROCEDURE TO CONTRIBUTE TO THE STRATEGIC GOALS OF ACHIEVING EFFICIENCY, TRANSPARENCY, COST SAVINGS, AND FAIRNESS IN THE CITY'S PROCUREMENT PROCEDURES.

WHEREAS, the City of Lake City, Florida (hereinafter the "City") desires to contribute ethically, quantitatively, and qualitatively to the strategic goals of the City by employing technology and best practices to achieve efficiency, transparency, cost savings, and fairness in the City's procurement efforts; and

WHEREAS, the City's Procurement Department is committed to the fair, equitable, and timely acquisition of goods and services for the City and to cultivating an ethical and professional environment using technology, competition, and best practices; and

WHEREAS, the City has adopted a procurement policy and procedure manual to provide sufficient procedural detail to enable City departments and vendors to be fully aware of, and comply with, City purchasing policies as authorized by Resolution 2017-004; and

WHEREAS, the City desires to revise the procurement policy and procedure manual, and said revised manual is attached hereto as "Exhibit A".

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

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

Section 2. That the City hereby adopts the Revised Procurement Policy and Procedure Manual.

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

PASSED AND ADOPTED at a meeting of the City Council this ____ day of February 2024.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST

APPROVED AS TO FORM AND LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III,
City Attorney



PROCUREMENT POLICIES & PROCEDURES MANUAL

**205 N MARION AVE
LAKE CITY, FL 32055
procurement@lcfla.com
386.758.5407**

Revised 10.6.2023

PROCUREMENT DEPARTMENT

VISION STATEMENT

To contribute ethically, quantitatively, and qualitatively to the strategic goals of the City by employing technology and best practices to achieve efficiency, transparency, cost savings, and fairness in the City's procurement efforts.

MISSION STATEMENT

The Procurement Department is committed to the fair, equitable, and timely acquisition of goods and services for the City of Lake City and to cultivating an ethical and professional environment. Using technology, competition and best practices, we strive to bring the greatest value to the City and its residents in an efficient and cost-effective manner.

VALUES STATEMENT

The primary objectives of a first-class procurement organization extend beyond the traditional belief that procurement's primary role is to obtain goods and services in response to internal needs. These primary objectives include:

- *Support operational requirements*
- *Manage the purchasing and contracting process equitably, efficiently, and effectively*
- *Develop strong relationships with other functional groups and stakeholders*
- *Support organizational goals and objectives*

The Procurement Department embraces the Values and Guiding Principles of Public Procurement, which are:

- *Accountability*
- *Ethics*
- *Impartiality*
- *Professionalism*
- *Services*
- *Transparency*

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INTRODUCTION

This policy and procedural manual is intended to provide basic orientation information for the operational activities of the Procurement Department of the City of Lake City, Florida. It is not intended to be a detailed guide describing each aspect of all of the department's internal specific procedures. However, this manual is intended to provide sufficient procedural detail to enable City departments and vendors to be fully aware of, and comply with, City purchasing policies.

In the event there is any contradiction between these guidelines and City, County, State or Federal legislation, the legislation shall prevail. The funding source(s) of procurement action may determine which legislation shall be adhered to, as applicable.

The basic purchasing policies of the City of Lake City are conducted on the basis of full and open competition to the greatest extent possible, with award being made to:

- i. the lowest responsive responsible bidder under Invitations to Bid;
- ii. the best value proposer under Requests for Proposals that involve pricing as a competitive selection factor;
- iii. the highest ranked technical proposer(s) with which a fair and reasonable price may subsequently be negotiated under solicitations that do not involve pricing as an initial competitive selection factor;
- iv. that all specifications or statements of work included in City purchasing actions accurately describe the essential needs of the City, and contain no artificial or arbitrary requirements that limit competition or increase cost;
- v. that each purchasing action is conducted in accordance with the best interests of the City, and with the highest level of integrity and fairness to all involved parties throughout the acquisition cycle;
- vi. that all City purchasing operations be conducted in compliance with federal, state, and local laws as applicable and ensure the highest degree of ethical standards;
- vii. and that transparency and community inclusion be sustained throughout the purchasing process.

VENDOR ENROLLMENT AND REGISTRATION

The City of Lake City does not require vendors or any firm, individual or organization to register in advance with the City in order to receive information regarding current solicitations. However,

vendors are encouraged to visit the Procurement Department's webpage at www.procurement/lcfla.com. The City also uses the vendor database maintained by OpenGov. Vendors are encouraged to visit the OpenGov website at www.procurement.opengov/portal/lcfla to register to receive notices of City Solicitations.

PROCUREMENT ORGANIZATION AND AUTHORITY

GENERAL INFORMATION AND POLICY

The Procurement Department is the purchasing, contracting and warehousing unit of the City of Lake City government. It is the responsibility of the Procurement Department to issue and maintain purchasing policies, procedures and guidelines for the City's departments. It is also the responsibility of the Procurement Department to issue solicitations at the authorization levels established within the purchasing guidelines.

The Procurement Department's goal is to provide the City with the required goods and services in the most cost effective manner and at the time and place necessary to help ensure that the City provides the public timely and quality service. The following policies and procedures, including stated approval authorization levels, apply to all expenditures and contracts.

Technical specification reviews, prior to solicitation advertisement, must be completed by the requesting departments and returned to the Procurement Department in a timely manner.

To obtain the best value for the taxpayer and to promote equitable economic participation by all segments of our community, the Procurement Department is mandated to utilize a competitive bidding process, with the award being made to the lowest, responsive and responsible bidder. Section 2-178 of the City's Code of Ordinances establishes purchasing procedures for the competitive bidding process and associated alternative processes. These procedures also allow for the use of other than full and open competition should it be determined to be in the best interest of the City.

All purchases shall be made in compliance with Florida Statutes, the City Code of Ordinances, these purchasing guidelines and public procurement best practices. No person may make any purchase utilizing City funds unless specifically authorized to do so by the City Code of Ordinances, resolution, or designation by the City Council or the City Manager. Payment for any unauthorized purchase may be the responsibility of the person placing the order (see "Unauthorized Purchases" section of these guidelines for further information).

The Procurement Director is responsible for implementing programs and initiatives to improve competition. This includes, but is not limited to, assuring effective and efficient market research, ensuring contracting opportunities for small business entities, scrutinizing sole source requests, reviewing change orders, and challenging specifications and statements of work (SOWs) to ensure no artificial barriers limit or reduce competition.

EXCEPTIONS

- A. Certain purchases made by the City are authorized for direct purchase if approved by the City Manager. The current list includes, but is not limited to the following:
- i. Utilities
 - ii. Employee Benefits/Contracts with Third Parties for Payroll Deduction
 - iii. Debt Service Payments
 - iv. Pension Payments
 - v. Unemployment Compensation
 - vi. Tax Withholding Payments
 - vii. Section 457 (Deferred Compensation) Contributions
 - viii. Retirement Plan Contributions
 - ix. Investments
 - x. Postage
 - xi. Recording Fees
 - xii. Advertisements
 - xiii. Maintenance services or repair of equipment when considered to be in the best interest of the City.
 - xiv. On-going payments and fees for maintenance and support of existing software technology.
- B. Certain purchases made by the City are exempt from the competitive processes outlined in this Manual. A partial list of purchases exempt from the competitive process is shown below. A complete list is located in Chapter 287.057 of the *Florida Statutes*:
- i. Artistic services
 - ii. Lectures by individuals

- iii. Auditing services
- iv. Legal services
- v. Services or commodities provided by governmental agencies
- vi. Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration

When appropriate, the City shall encourage and actively promote local, minority and small business enterprises to bid on City purchases.

The purchasing guidelines may not govern every purchasing situation that may arise. In the event a specific purchase is not covered by these guidelines, the purchase shall be made based on these objectives following consultation with the Procurement Director.

RESPONSIVENESS AND RESPONSIBILITY DETERMINATIONS

The City shall award its contracts to the responsive, responsible vendor offering the best value, and whose offer or proposal is technically compliant with the City's requirements. Award shall be made to the bidder or proposer offering the lowest price, being the highest ranked, or as otherwise prescribed in the solicitation or by prevailing legislation. The use of the term bidder shall be understood to include any participant in the City's procurement process and the term bid shall be understood to include any offer in response to a solicitation. The following is intended to be used as general guidelines:

1. Bidder responsiveness refers to a bidder's unequivocal promise, as shown on the face of its offer, to provide the items or services called for by the material terms of the solicitation. A responsive bid means one submitted at the correct time and place, in the correct format, containing all required information, signatures, and affidavits. A bid that deprives the government of the assurance that the contract will be entered into in accordance with its terms is not responsive. Any omission is normally not curable, as a bidder submitting an incomplete or qualified bid could opt in or out of the process at its will, depriving the City of a valid offer and placing that bidder at a material advantage over other bidders who have made firm offers.

The determination of responsiveness is based on the application of bid requirements and legal precedent to facts provided by City staff. The Procurement Director has the authority to decide whether a bid is responsive or non-responsive.

2. Bidder responsibility refers to whether the bidder can perform as provided in the bid. In general, solicitation requirements for information relating to a bidder's financial condition, capability, experience and past performance pertain to a bidder's responsibility. The term responsibility is not limited in its meaning to financial resources and ability.

Under its definition, the City has discretionary power to make determinations upon the honesty and integrity of the bidder necessary to a good faith performance of a contract, upon a bidder's skill and business judgment, its experience and its facilities for carrying out the contract, the bidder's previous conduct under other contracts, and the quality of its previous work. The type of information bearing on a bidder's ability to perform may be furnished up to the time of recommendation to award.

In the event the City has knowledge of facts which may exist that would render a bidder non-responsible, the Procurement Director shall conduct a responsibility review and inquiry as may be reasonably required to make the affirmative finding of responsibility as a condition of recommending the bidder for award. City departments shall advise in a timely manner, the Procurement Director, of knowledge of any facts that may render a bidder non-responsible. Given the variety of goods and services purchased by the City and the unique issues that may arise, the issues of responsibility must be addressed on a case-by-case basis.

A determination of bidder responsibility shall be made, on a contract-by-contract basis. A responsible bidder is a bidder which the City affirmatively determines (prior to the award of a contract) has the ability, capability and skill to perform under the terms of the contract; can provide the materials or service promptly within the time specified, without delay or interference; and has a satisfactory record of integrity and business ethics.

- a. In making the determination of whether the bidder has the capability to perform the contract the City may consider factors including, but not limited to, the following:
 - i. past performance of the bidder, its principals, affiliates, or supervisory personnel in the execution of prior City contracts;
 - ii. any information which the City may obtain relating to the performance of the bidder, its principals, affiliates, or supervisory personnel on contracts with third parties, including without limitation, contracts with other governmental entities;
 - iii. financial performance and capability, including without limitation, pending and unsatisfied claims;
 - iv. qualifications and past performance of the personnel who will have supervisory responsibility for the performance of the specific City contract;
 - v. licensing, certifications and other permits; and any significant changes in the bidder's financial position or business organization.
- b. In making the determination whether the bidder has a satisfactory record of integrity and business ethics, the City may consider factors including, but not limited to, the following:
 - i. pending criminal charges against the contractor, its principals, affiliates, or

- supervisory personnel;
- ii. criminal conviction of bidder, its principals, affiliates, or supervisory personnel;
- iii. debarment of the bidder, its principals, affiliates, or supervisory personnel in the City of Lake City or any other jurisdiction;
- iv. pending disciplinary proceedings against the bidder, its principals, affiliates, or supervisory personnel;
- v. pending enforcement cases, civil judgments, citations, or notices of violation of regulatory authorities with jurisdiction over the goods or services to be rendered, or any adverse determination resulting therefrom, including, but not limited to, those related to environmental protection, the health and safety of labor, and determinations by any government entity;
- vi. pending investigation related to, or arising from allegations of dishonesty illegal or fraudulent business practices;
- vii. efforts by the bidder to redress any breach of prior contracts, and compliance with settlement agreements to redress any contract deficiency;
- viii. inaccurate, incomplete, or fraudulent accounting practices;
- ix. efforts by the bidder to remediate any of the adverse conditions mentioned herein, including compliance with the terms and conditions of any compliance agreement; and
- x. the preponderance of the evidence, nature and credibility of any and all facts underlying any of the above-cited investigations, allegations, charges, accusations, proceedings or indictments.

In evaluating the factors above, the City shall give priority to acts or legal proceedings occurring within the past five (5) years, and any violation or deficiency that is continuous or uncured. Additionally, at any time, the City may require that the bidder submit documentary evidence and other proof necessary to evaluate the factors identified above.

Generally, prospective prime contractors are responsible for determining the responsibility of their prospective subcontractors. Determinations of prospective subcontractor responsibility may affect the City's determination of the prospective prime contractor's responsibility. A prospective contractor may be required to provide written evidence of a proposed interest to do so, and the City may directly determine a prospective subcontractor's responsibility. In this case, the same standards used to determine a prime contractor's responsibility shall be used.

Specific questions relevant to the unique responsibility issues of the procurement will be developed in advance. In the event a bidder is determined to be non-responsible, the Procurement Director shall make, sign, and place in the contract file a determination of non-responsibility, which shall state the basis for the determination. All documents and reports supporting a determination of non-responsibility shall also be included in the contract file.

3. In addition to responsiveness and responsibility determinations, the Procurement Department, in collaboration with the City requesting department, shall ensure that the goods or services to be procured are technically compliant with the specifications and requirements of the City's solicitation. The requesting department shall act as subject matter experts in determination whether the offered goods or services are technically compliant with the specifications of the solicitation.

ADVANCED ACQUISITION PLANNING

The Procurement Department, in collaboration with the various City departments, procures a wide range of supplies and services for the on-going and future operations of the City. In the past, the Procurement Department's function essentially commenced upon receipt of *r e q u i s i t i o n s* and relevant supporting documentation from the requesting departments. While this approach may be sufficient for some purchases, it may not be appropriate for most major acquisitions. Advance acquisition planning is especially necessary for major procurements and should be conducted in accordance with sound business practices and in a timely manner. Advance acquisition planning involves the Procurement Department, in collaboration with the requesting departments, reviewing specifications and statements of work to determine that the purpose of the acquisition is clear, and that the minimum requirements are clearly defined and stated in terms of performance and/or functionality when possible. It should also include market research and analysis to determine sources of supply and available solutions in the market place.

Advanced acquisition planning results in effective competitive solicitations, accurate budgetary projections, timely procurement of goods and services, consideration of multiple products or solutions, and enhanced competition.

It is often the case that procurement actions are delayed due to circumstances such as conflicting or unanticipated workloads, redundant requirements, repetitive after-the-fact revision of specifications or solicitation provisions, or initially unconsidered competition or business utilization issues. The best to minimize the potential for such delays is to identify and resolve such concerns during the initial planning phases for a given purchase.

It is the Procurement Department's desire, intent, and goal to work with departments at the earliest point possible in the acquisition cycle. The acquisition cycle begins when a department perceives a need for a given product or service and decides to purchase that good or service. The Procurement Department can provide a significant value-added service by working collaboratively with requesting

departments in the early phases of the acquisition cycle. Such early coordination will minimize or even eliminate procurement pitfalls such as those addressed above. It is the Procurement Department's mission to ensure that City purchases are completed in the most effective and timely manner possible. The Procurement Department considers Advance Acquisition Planning to be a major element towards achieving that goal.

CONE OF SILENCE

All solicitations, once advertised and until the appropriate authority has approved an award recommendation, are under the "Cone of Silence". Respondents or persons acting on their behalf may not contact any employee or officer of the executive or legislative branch concerning any aspect of the solicitation, except in writing to the Procurement Department or as provided in the solicitation document. Violation of this provision may be grounds for rejecting a response.

ADDENDUM

The Procurement Department may issue an addendum in response to any inquiry received, prior to the close of the solicitation period, which changes, adds, or clarifies the terms, provisions, or requirements of the solicitation. The vendor should not rely on any representation, statement, or explanation whether written or verbal, other than those made in the solicitation document or in the addenda issued. Where there appears to be a conflict between the solicitation and any addenda, the last addendum issued shall prevail.

It is the vendor's responsibility to ensure receipt of all addenda, and any accompanying documentation. The vendor is required to submit with its bid or proposal a signed "Acknowledgement of Addenda" form, when any addenda have been issued.

NON-COLLUSION AFFIDAVIT

Any bidder or proposer which submits a bid or proposal in response to a City solicitation shall submit an affidavit under the penalty of perjury, on a form provided by the City stating either that the contractor is not related to any other parties bidding in the competitive solicitation or identifying all related parties with which it has colluded in offering a bid in the solicitation; or attesting that the contractor's proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not therein named, and that the contractor has not, directly or indirectly, induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from proposing, and that the proposer has not in any manner sought by collusion to secure to the proposer an advantage over any other proposer. In the event a recommended contractor identifies related parties in the competitive solicitation its bid shall be presumed to be collusive and the recommended contractor shall be ineligible for award unless that presumption is rebutted to the satisfaction of the City.

Any person or entity that fails to submit the required affidavit shall be ineligible for contract award. The Non-Collusion Affidavit will be included in all solicitations and bidders or proposers must submit the executed document with their bid proposals.

DISPUTE RESOLUTION

Any dispute arising out of or relating to City contracts shall be resolved by following the procedure below:

- a. The department and/or vendor shall bring details of dispute to the attention of the Procurement Director or designee;
- b. The Procurement Director shall obtain details of the dispute from both parties and forward to the City Manager to recommend a reasonable and fair solution acceptable to both parties, which shall be incorporated into an agreement;
- c. The agreement shall contain details as to the responsibilities of each party to include:
 - i. Actions to be taken;
 - ii. Follow-up schedule;
 - iii. Assessment of damages, penalties, or fees;
 - iv. Periodic monitoring must be done by City staff to ensure that disputes are dealt with in a timely manner and closed out.
- d. If the dispute cannot be resolved through the previous steps, the City Attorney will be consulted for appropriate legal action (litigation, arbitration, mediation).

TECHNICAL SPECIFICATIONS, SCOPE OF SERVICES, AND STATEMENTS OF WORK

Technical Specifications, Scope of Services, or Statements of Work should be stated in terms of function, performance or design. The type of specifications selected is to be based on the requesting department's minimum requirements and the market available to satisfy those requirements. Design specifications are the least desirable type of specifications. Functional or performance types of specifications are preferred to increase the potential for full and open competition.

Requesting departments should consider the following factors in developing specifications:

- a. Does it describe the needs in terms of function or performance required?
- b. Does it clearly state the minimum requirements acceptable to the City?
- c. Does it indicate the end usage or expected results?

- d. Is it clear, concise, and understandable?
- e. Does it encourage competition by considering more than one source of supply?
- f. Are standard specifications available?
- g. Are the specifications tailored to more than one vendor?
- h. If a specific brand and model are referenced, have you included the term “or approved equal”?
If not, have you included a reason why an equal is not acceptable?
- i. Is there anything unusual to be considered?

PURCHASING AUTHORIZATION LEVELS

PURCHASES LESS THAN \$5,000

Single or multiple purchases of goods, commodities and services that are less than \$5,000 require departmental approval. These purchases are to be made from vendors who supply the item at a reasonable price and with an appropriate quality level, using sound purchasing practices and common sense. These purchasing practices may include, but are not limited to, verbal quotations or written records of telephone/e-mail quotations. Quotes are not required, but recommended.

Each department may establish more stringent rules to govern purchases up to \$5,000, as they deem appropriate.

PURCHASES GREATER THAN OR EQUAL TO \$5,000 BUT LESS THAN \$15,000

Single or multiple purchases of goods, commodities and services that are greater than \$5,000 and less than \$15,000 require at least two (2) documented quotations as provided below.

Quotations may be solicited by telephone, email or fax. In cases when the requirements cannot adequately be expressed orally, a written request for quotation must be sent to potential bidders. Documentation of the quotations requested and received must be attached to the Purchase Order or Purchasing Card Transaction.

If at least two (2) or more bidders cannot be identified, or if other than the lowest quote is being recommended for purchase, the reasons shall be documented and attached to the Purchase Order or Purchasing Card Transaction.

The purchase shall be approved by the Procurement Department and City Manager’s office in advance. In certain emergency circumstances, a purchase may be made after receiving verbal approval from the City Manager. Information on any emergency purchase receiving verbal approval by the City Manager must be delivered to the Procurement Department within twenty-four hours. A memo stating the reason for the emergency purchase must be attached to the purchase order, must be signed by the Department Head and approved by the City Manager.

PURCHASES GREATER THAN OR EQUAL TO \$15,000 BUT LESS THAN \$35,000

A minimum of three (3) written quotes must be obtained on single or multiple purchases of services and commodities that are greater than or equal to \$15,000 but less than \$35,000.

All quotations must be on company letterhead and attached to the purchase order or attached to the approved purchasing card transaction. In certain emergency circumstances, a purchase may be made after receiving verbal approval from the City Manager. Information on any emergency purchase receiving verbal approval by the City Manager must be delivered to the Procurement Department within twenty-four hours. A memo stating the reason for the emergency purchase must be attached to the purchase order or purchasing card transaction, must be signed by the Department Head and approved by the City Manager.

Written agreements shall be reviewed by the Procurement Director and executed by the City Manager or designee when applicable.

PURCHASES GREATER THAN OR EQUAL TO \$35,000

For purchases of \$35,000 or more, formal bids or solicitations shall be obtained as provided in "Formal Bid/RFP Process".

A market research summary will be conducted by the Procurement Department for all purchases that fall within this authorization level. Requesting departments should also conduct their own market research to supplement the market intelligence that influences the purchasing decision.

Responses shall be solicited using a bidders' list and by publishing notice of an invitation to bid in a newspaper of general circulation throughout the City.

Advertisement for bids shall be published at least two weeks in advance of the bid opening date. Any bids for public works projects, construction or that require a pre-bid conference shall be advertised at least 30 days in advance of the bid opening date

All contracts to be awarded pursuant to Requests for Proposals, Requests for Qualifications or formal bids shall be approved by the City Council.

Purchases without competitive bidding may be made under the following circumstances:

Budgeted items may be purchased at a unit price in competitively solicited contracts awarded by any and all states, counties, municipalities, or governmental agencies, including, but not limited to, special districts, school boards, community colleges, state universities, cooperative agreements or any nonprofit organization. The items must be offered for sale to the City at the same terms, conditions, and unit price awarded in such contract, and such purchases are to the economic advantage of the City.

Sole Source Purchases: Purchases are directed on one source because of standardization, warranty, or

other factors, even though other competitive sources may be available.

Single Source Purchases: Purchases are directed on one source because of standardization, warranty, or other factors, even though other competitive sources may be available.

Proprietary Purchases: An item produced and marketed by a person or company having the exclusive right to manufacture and sell it.

Mechanical Repairs to vehicles or equipment.

SOLICITATION PREPARATION

Requesting departments shall be involved in the preparation of solicitations to ensure that project or product specific requirements are adequately addressed in the solicitation document. Requesting departments may also be involved after solicitation issuance in the conducting of pre-bid (or pre-proposal) conferences, and the preparation of any requisite solicitation addenda.

SOLICITATION ADVERTISEMENT

The Procurement Department shall publish all announcements and advertisements for solicitations falling within the purchasing authorization levels in accordance with City policies and procedures and all related directives and ordinances.

PRE-BID AND PRE-PROPOSAL CONFERENCES

A pre-bid conference shall be scheduled for Invitations to Bid where it is deemed advisable to allow potential proposers to consult with Procurement staff and the requesting department(s) to ensure clarity of the required goods or services and, if applicable, to view the site where the work is to be performed. A pre-proposal conference may be scheduled for Requests for Proposal solicitations. This conference, if necessary, shall be scheduled roughly in the middle of the solicitation period to allow enough time for vendors to prepare for the conference, and to consider the information provided during the course of the conference.

Attendance at Pre-bid and Pre-proposal conferences by vendors is generally mandatory. However, vendor attendance at such conferences may be made optional depending upon the specific requirements of the project. The "Cone of Silence" is not applicable during pre-bid and pre-proposal conferences and/or site visits.

ADDENDA TO SOLICITATION DOCUMENTS

There may be occasions when it will be necessary to change the specifications, terms, or conditions of a given solicitation during the course of the bid (or proposal) period. Such changes may be required in response to requesting department requests or clarifications, contractor questions (submitted in writing per the "Cone of Silence"), or other reasons. Such changes shall be formalized by the issuance of solicitation addenda by the Procurement Department, to all potential vendors that have obtained

the solicitation document. The addenda becomes part of, and supersedes, the solicitation document.

OPENING OF BIDS AND CLOSING OF PROPOSALS

Sealed bids under the Invitation to Bid process shall be opened by the Procurement Department online on the City's e-procurement portal, anyone following the bid will have access to the bid tabulation. Bids will be opened at the place, date and time specified in the solicitation or any subsequent addendum. In proposals submitted under the Requests for Proposals process, only the names of the respondents shall be read at the time and place specified in the solicitation or any subsequent addendum. No further bids or proposals from a given vendor will be accepted after the deadline for receipt identified in the solicitation.

LATE BIDS OR PROPOSALS

The City will not accept late bids or proposals under any circumstances. All late bids or proposals will be returned to the sender unopened.

OFFER (BID OR PROPOSAL) REQUIREMENTS

Each offer shall meet all the requirements of the specific solicitation, unless waived as an irregularity or informality by the Procurement Director or designee.

TIED BIDS

Tied bids are offers where one or more responsive and responsible bidders offer the same low price for an item or group of items, depending on the method of award. In such instances, if Florida Statute 255.04 does not apply, the tie shall be broken by the City Manager or designee flipping a coin in the presence of the Procurement Director or designee.

RECOMMENDATION FOR AWARD

Recommendation for award(s) within the purchase authorization levels shall be made to the lowest responsive and responsible vendor(s) whenever possible (note: the RFP process is based on a "best value" evaluation). The City Manager or designee, subject to further delegation of authority, shall have the authority to recommend and award such contracts. All such awards shall be completed in accordance with the City's established internal purchasing policies and procedures.

APPEAL AND PROTEST PROCEDURES

BID/PROPOSAL PROTEST PROCEDURE - NOTICES

Immediately after a recommendation is made of the intended award of contract, the Procurement Department shall post a tabulation of the bid/proposal evaluation results with intended award recommendations. Posting shall be in a location in City Hall designated for postings and shall be on display for public viewing.

Any person adversely affected by the decision of award may file a formal written protest within seventy-two (72) consecutive hours (excluding Saturdays, Sundays and legal holidays) from the time of initial posting by the Procurement Department. Protestors shall file their written protests with the City between the hours of 8:00 a.m. and 4:30 p.m. Written protests shall contain, at a minimum:

- i. The name of the petitioner;
- ii. The petitioner's address and phone number, and fax number;
- iii. The name of the petitioner's representative, if applicable;
- iv. The title and bid number of the solicitation;
- v. A plain clear statement of the grounds on which the protest is based; and
- vi. Specific information regarding the relief to which the petitioner deems itself entitled and/or the remedy requested.

A written protest is considered received by the City when it is delivered to and received by the Procurement Director or designee. Delivery to and receipt by any other City employee or staff member shall not constitute receipt by the City of Lake City. Protests submitted via email do not meet the requirements of this section.

Failure to file a timely formal written protest within the time period specified shall constitute a waiver by the vendor of all rights of protest under the Bid/Proposal Protest Procedure.

In the event of a timely protest and/or appeal, the City shall not proceed further with the solicitation or with the award of the bid/contract until all administrative remedies have been exhausted, unless the City Manager determines that the award of the contract without delay is immediately necessary to protect the public health, safety, and welfare.

Within five (5) days (excluding Saturdays, Sundays and legal holidays) of receipt of the formal written protest, the City Manager shall attempt to settle or resolve the dispute, with or without a hearing at the City Attorney's sole discretion. A decision will be rendered in writing and shall state the reasons for the action taken. A copy of the decision of the City Manager, after consultation with the City Attorney shall be mailed or otherwise furnished immediately to the protestor. The decision of the City Manager under this section shall be final and conclusive on the protestor.

Failure to follow the protest procedures or failure to meet any deadline set forth herein shall automatically nullify any protest or claim brought by an aggrieved bidder, offeror, or contractor.

FORMAL ITB AND RFP PROCESS

All purchases to be made through a formal ITB or RFP process shall be conducted at the discretion of the Procurement Director or designee.

All specifications must be reviewed and approved by the Procurement Director or designee.

The Procurement Director or designee shall be authorized to publish an advertisement for the solicitation of bids or proposals.

Piggybacking on GSA, state agencies, counties, municipalities, and other competitively solicited bids is permitted with the approval of the City Manager or his designee. Contracts awarded by other government agencies and not-for-profit organizations, can be used on a direct award basis when those contracts were awarded based on full and open price competition. The City

Manager or designee shall have the authority to approve the purchase of capital items and projects that have been detailed and approved by City Council in the adopted budget or amended budget. The department must specifically identify the contract being piggybacked and include that information in the documents to be sent to the Procurement Department. The Procurement Department will review documentation, request additional information if necessary, and complete the departmental checklist granting approval or non-approval of use pursuant to applicable procurement laws and regulations.

AUTHORITY TO EXERCISE OPTIONS TO RENEW (OTR)

An Option to Renew (OTR) contract contains a provision providing for the option to renew at the expiration of the initial term of the contract. The City Council must authorize the award of any contract where the cumulative value of the initial term of the contract and any option to renew terms will exceed Thirty-Five Thousand Dollars (\$35,000). Authorization to exercise future OTRs of contracts must be contained in the language of the written solicitation.

REQUEST FOR INFORMATION (RFI)

A Request for Information (RFI) is a written solicitation prepared and issued for the purpose of seeking information, comments, or reactions from the industry by a certain date and time. A RFI may be used during the market research phase of an acquisition to assist the City in identifying potential proposers, approaches, prices, or other relevant information. The RFI precedes the issuance of a Request for Proposals or Request for Qualifications. Contract awards cannot be made on responses to an RFI.

REQUEST FOR QUALIFICATIONS (RFQ)

A Request for Qualifications (RFQ) is used to obtain statements of qualifications from proposers when the scope of services cannot, or has not, been completely established by the City. That situation requires the identification of specific qualifications in order to evaluate responding proposers. A Request for Qualifications includes, but is not limited to, a brief explanation of the purpose of the Request for Qualifications, a description of the service to be purchased, required qualifications, instructions for response, and evaluation and selection criteria. These types of contract awards are generally not based solely upon price. Instead, there is an extensive evaluation, which may include such criteria as qualifications and experience of principals and staff, technical superiority, financial stability, experience and history of the firm and references.

Florida Statute 287.055 identifies the requirements for the selection of architectural, engineering, landscape architectural and surveying/mapping services for a project the basic construction cost of which is estimated to exceed the threshold amount provided in s. 287.017 for category five or for a planning or study activity when the fee for professional services exceeds, the threshold amount provided in s.287.017 for category two.

REQUEST FOR PROPOSALS (RFP)

A Request for Proposal (RFP) is a solicitation whose associated award evaluation and vendor selection process is predicated on a best value evaluation, rather than strictly upon award to the lowest priced responsive and responsible vendor. This type of evaluation is a sensitive and demanding process, and detailed guidelines have been developed to ensure such evaluations are conducted in an appropriate and accurate manner. The following section provides an overview of those procedures to enable departments to prepare for, and participate in, negotiated acquisitions in conjunction with the Procurement Department.

FORMATION AND PERFORMANCE OF EVALUATION/SELECTION COMMITTEES

The Procurement Director, or designee, is responsible for the review of all proposals for responsiveness before distributing them to the Evaluation Committee. A proposer is considered responsive if the proposal conforms in all material respects to the terms and conditions in the solicitation.

EVALUATION COMMITTEE TEAM MEMBERS

The City Manager, or designee, will determine the number and makeup of the Evaluation Committee.

- a. Each member must have no personal or financial interest in any vendor or firm which has submitted a proposal to the City.
- b. Each member must have a professional interest that the recommendations of the Committee can be supported and defended legally and ethically.
- c. Each member must have a professional interest that the recommendations of the Committee will lead to the selection of a vendor which will provide goods or services that is the best value for the City.

The Procurement Director, or designee, shall serve as the Evaluation Committee Facilitator, and may not award points for proposals.

INITIAL MEETING OF THE EVALUATION COMMITTEE

The Procurement Director, or designee, shall conduct an initial meeting with each member of the Evaluation Committee to ensure that each member has a clear understanding of their duties and responsibilities in the selection process. A copy of these guidelines, the solicitation and any addenda, each proposer's submittal, and a copy of the evaluation criteria will be distributed to Committee members.

CONFLICT OF INTEREST

Once proposals have been received, and it is known which proposers are involved in the evaluation competition, each member of the Evaluation Committee will be informed. Each member will be asked if the member has a personal or financial interest in any proposer, and if the member understands and can perform impartially within the Evaluation Committee guidelines. If a conflict of interest exists or appears to exist, that member will be disqualified from the Committee.

COMMITTEE RULES AND PROCEDURES

All evaluators on the Committee are required to apply sound and unbiased judgement in awarding points to the proposals for the purpose of ranking them.

It is very important that all Evaluation Committee members read the solicitation thoroughly and have a clear understanding of the requirements and evaluation criteria before attempting to

evaluate the proposals. All questions should be directed to the Procurement Director.

- a. The Evaluation Committee meetings must follow the requirements of Florida Statute 286.011 for public meetings and meetings must be noticed at least 72 hours in advance. These meetings are open to the general public, which may include proposers which have submitted responses to the City's solicitations. Meetings will be recorded and all recordings are available for the general public to listen to upon scheduling an appointment with the Procurement Department.
- b. Evaluation Committee members are prohibited from communicating with anyone, either verbally or in writing, regarding the proposals, outside of the scheduled and publicly noticed Evaluation Committee meetings. Violations of FS 286.011 are serious and have legal and ethical ramifications. If a vendor or proposer contacts a Committee member, the member must refer the vendor or proposer to the Procurement Department. Committee members are prohibited from participating in individual meetings, informal consultations, lunches, entertainment or any other direct or indirect contact with vendors or proposers.
- c. After receipt of proposals, each Committee member must review and evaluate each proposal independently, without discussing their evaluation with other Committee members.
- d. Evaluations must be based on the criteria established in the solicitation. All criteria must be scored. If a member elects to score only some of the proposals or criteria, the evaluations completed by that member will be thrown out in order to prevent skewing of the final scores.
- e. Evaluations must be both qualitative and quantitative based on the evaluation criteria outlined in the solicitation. If a member scores a zero (0) in any category, that member must identify the deficiency and provide a written explanation for the zero (0) score. All scores and comments become part of the solicitation and contract file and are subject to disclosure under the Florida Public Records Law. Committee members should have a reasonable, rational, and consistent basis for their scores, and be prepared to explain their scores in the event of a protest or inquiry.
- f. Prior to the Evaluation Committee meeting in a public forum, any questions, clarifications, or additional information requested from a proposer by a member must be submitted in writing through the Procurement Department. The Procurement Department is responsible for obtaining a written response from the proposer and sharing the response with all Committee members prior to the first publicly advertised meeting.
- g. Score sheets must be completed prior to the Committee meeting where rankings will be determined. After the Evaluation Committee members have independently completed the initial review and scoring of all proposals, the Committee will convene at a publicly posted meeting to openly discuss the proposals. Members may adjust their initial scoring based on their interpretation of any additional information gained from the Committee's discussions. After all discussions have been completed each Committee member shall finalize their scores. Each member is required to sign the score-sheet and any note pages and submit them to the Procurement Director as part of the public record.

- h. Score sheets will be tabulated and ranked from the highest to the lowest by the Procurement Director.
- i. Depending on the outcome of the scoring, the Committee will recommend one of the following:
 - a. Recommend to begin negotiations to enter into a contract with the highest ranked proposer; or
 - b. Short-list the top ranked proposers and request scheduling of oral presentations
- j. If the Committee recommends awarding the contract to the highest ranked proposal, no further action is required by the Evaluation Committee.
- k. If oral presentations are requested, the Evaluation Committee shall identify which proposers will be asked to provide oral presentations. The Evaluation Committee may request oral presentations from as many proposers as necessary; however, it is recommended that the Committee come to a consensus and request presentations only from the top-ranked proposers.
- l. When oral presentations are requested by the Evaluation Committee, the members shall submit a written request to the Procurement Director for specific areas needing additional explanation and/or clarification or any other information the Committee would like the proposers to provide during the oral presentations.
- m. All proposers selected for oral presentations will be notified in writing of the publicly posted meeting by the Procurement Director or designee, identifying the date, time, and location of the presentations.
- n. Prior to the oral presentations, the Procurement Director, or designee, will provide the evaluation criteria and score sheets to the Evaluation Committee.
- o. During the oral presentations, Committee members will be able to ask questions of the proposers for a clear understanding of each proposer's position.
- p. After oral presentations are completed, the Committee will have the opportunity to continue discussions among themselves. After discussions are completed, each member shall finalize their scores. Each member is required to sign the score sheet and any note pages, and submit them to the Director of Procurement as part of the public record.
- q. Score sheets will be tabulated and ranked from the highest to the lowest by the Procurement Director. The award recommendation will be for the proposer with the highest ranked score.
- r. The Procurement Director shall work with the City department on a recommendation to award for processing through the City Manager and/or the City Council, as appropriate.

- s. Florida Statutes require that all internal workings of the Evaluation Committee be kept confidential until the Committee has completed its work and all proposers have been officially notified of the selection.

REJECTION OF BIDS OR PROPOSALS

The City Council may reject any and all bids or proposals or parts of all bids or proposals when such rejection is in the best interest of the City. Rejection of bids or proposals may also be protested. A bid or proposal may be rejected if any of the following conditions exist:

- a. The bid or proposal does not conform to the technical specifications and/or solicitation documents;
- b. Insufficient financial resources and/or lack of technical ability, physical capacity and/or skill of the vendor to perform the contract or the service required;
- c. Inability of the vendor to perform the contract or provide the service within the time specified without delays or interference;
- d. Previous and existing non-compliance by the vendor with laws and ordinances relating to the contract or services;
- e. Inadequate quality or performance on previous contracts for goods and/or services;
- f. Vendor has been declared to be in default on any City or public entity contract, or debarred or suspended by any public entity;
- g. Taking exceptions to the terms, conditions and specifications of the bid or proposal;
- h. Non-conformance with minority business and/or disadvantaged business enterprise provisions and requirements, where applicable;
- i. When the City determines that the price quoted is not fair and reasonable;
- j. Insufficient competition;
- k. Any other cause in the best interest of the City.

ACCESSING CONTRACTS FROM OTHER GOVERNMENT AGENCIES AND NOT-FOR-PROFIT ORGANIZATIONS

The City may purchase goods or services from contracts awarded by all state, county, city or governmental agencies, including school boards, community colleges, or state university system cooperatives bid agreements or any nonprofit organization which is a direct affiliate of any such state, county, city or governmental agency when the bidder awarded a contract

agrees to offer for sale to the city, at the same terms, conditions and unit price awarded in such contract, and such are to the economic advantage of the City .

Before any purchase controlled by this section can be made, vendors shall comply with all City requirements prior to recommendation of approval by the Procurement Department, the City Manager, or the City Council. A copy of the contract or award documents shall be obtained from the government agency. If these documents are not available, copies of specific pages with information on the contract number and its expiration date, terms and conditions, the item(s) description and price, warranty period, payment terms, FOB terms, and other pertinent information shall be obtained. Contracts awarded by other government agencies and not-for-profit organizations, can be used on a direct award basis when those contracts were awarded based on full and open price competition.

When accessing another entity's contract, staff is to carefully review the terms and conditions of that contract, noting that vendors can provide services only in those categories in which they were awarded on the competitively solicited proposal or bid.

SOLE/SINGLE SOURCE PURCHASES

POLICY

It is the policy of the City of Lake City to purchase its goods and services through a full open and competitive process. However, when competition is not available or when it is determined in the best interest of the City to utilize other than full and open competition, City legislation authorizes the execution of purchases by other methods, such as a Sole/Single Source or Emergency basis (specific guidance on emergency actions is contained in a separate section of this guide - this section pertains only to sole/single source acquisitions).

One of the Procurement Department's primary goals is to foster full and open competition in the acquisition of goods and services for the City departments. The Procurement Director will review all Sole/Single Source requests to determine the appropriate acquisition approach. The Department will also perform industry and product market research to determine if alternative sources of supply are available. The Procurement Department will work closely with requesting departments to ensure that contract scope and work requirements are expressed in terms of performance or functionality whenever practical.

When the requesting department has decided internally that full and open competition is not in the City's best interests, the appropriate justification for that decision must be submitted to the Procurement Department for approval to waive the competitive process. Using the appropriate justification form, the requesting department must indicate the purpose of the acquisition, the uniqueness of the item or service, why waiving the competitive process is in the City's best interests, that market research has been performed by the requesting department to support its decision, and what proposed actions will enhance competition in future acquisitions.

DEFINITIONS

A sole source purchase is the acquisition of a good or service for which there is only one source that can provide the good or service and an equal product or service is not available from any other source. A single source purchase is the acquisition of a good or service whereby purchases are directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available.

The Procurement Department may negotiate with the vendor(s) to obtain the best possible contractual arrangements for the City.

PROCESS

The Procurement Department will review all justifications to determine the appropriate acquisition approach. This will include evaluating specifications and statements of work to ensure that no artificial barriers or unnecessary restrictions prohibit or reduce competition. The Department will work closely with requesting departments to ensure that minimum requirements are expressed in terms of performance or functionality. The Department shall perform product and industry market research in order to determine if alternative sources of supply may be available to meet the requirements.

To make the administration of non-competitive acquisition effective and efficient, and to avoid redundant efforts, requesting departments must submit a completed sole/single source justification form to the Procurement Department for review and approval prior to entering into any type of discussions with a proposed supplier. Both advance acquisition planning, and early Procurement Department involvement in the planning process, are key to a successful procurement, competitive or otherwise.

It is the responsibility of the requesting department to justify in writing to the Procurement Department why it is in the City's best interest to waive the competitive process. For all sole/single source, the requesting department must submit a fully completed justification form to the Procurement Department supported by:

- a. Specifications or statement of work that clearly establishes the minimum performance or functional requirements of the product(s) or service(s);
- b. Description of the requesting department's unique need that precludes full and open competition;
- c. Evidence that the supplier is the exclusive distributor or authorized repair or service center or has exclusive territorial rights (if applicable);
- d. Evidence of proprietary rights (if applicable);
- e. Vendor proposal or quote (if any); and
- f. Any other supporting documentation

Upon receipt of a signed justification for a sole or single source, the Procurement Department shall make a determination through a review of the material and appropriate market research. If it is determined that more than one source is present in the market, the Department will provide the requesting department with a written market research summary and a recommendation on the appropriate procurement process to follow. If it is determined that a sole/single source does exist, approval of the sole/single source will be granted for a period not to exceed twenty-four months, after which time, a new signed justification will be required.

AWARD

When all requirements are met, and the Procurement Director or designee is satisfied that there is only one source of supply, or determines that a non-competitive situation exists for goods or services to be purchased, full and open competition may be waived. The City Manager shall consider, and may present the Sole/Single Source purchase request to the City Council for award. All vendors must comply with all City requirements prior to award. Additional funds and/or extensions of time that may be requested during the c o n t r a c t period are subject to the authority levels for all such contract modifications. A record of the sole/single source shall be maintained by the Procurement Department.

EMERGENCY PURCHASES

An emergency purchase shall be defined as an unforeseen or unanticipated urgent and immediate need for equipment, supplies, or services where the protection of life, health, safety or welfare of the community or the preservation of public properties would not be possible using normal purchasing procedures.

Before any purchase controlled by this section is made, the requesting department shall contact the City Manager for concurrence, explain the nature of the emergency, and provide a written certification of the emergency. Unless precluded by the nature of the emergency situation, vendors are to comply with all City purchasing requirements, including but not limited to City affidavits, prior to recommendation of approval by the Procurement Director, City Manager or the City Council.

If the item or service cannot be obtained from a vendor with an existing City contract, the requesting department should obtain quotations, whenever possible, from active City vendors. The requesting department shall be responsible for obtaining from the contracted vendor the necessary affidavits, insurance certificates, proof of proper licenses, trade certificates, permits, etc., as the emergency work may require.

As soon as possible, the requesting department shall submit to the Procurement Department the following documentation:

- a. Emergency documentation with appropriate signatures;
- b. Vendor(s)'s written quotation(s);
- c. Department's justification and/or explanation of circumstances for emergency purchase, to include a clear definition of the products and/or services sought and how and where it will be used; and
- d. Any other supporting documentation, as may be applicable.

AUTHORITY TO AWARD EMERGENCY PURCHASES

In the event a Department Director, or an authorized designee, determines that an emergency situation exists which requires an immediate response, a contract may be awarded regardless of the amount of expenditure. A purchase order will be approved by the Procurement Department upon receipt of acceptable supporting documentation from the requesting department. However, if the expenditure is in excess of \$35,000, the City Manager may present the circumstances to the City Council for its ratification.

MONITORING EMERGENCY PURCHASE REQUESTS

The Procurement Department shall report to the City Manager, through the Procurement Director, any City requesting department procurement practices that reflect poor operational planning or management and have the potential effect of defeating the purpose of the procurement process.

EMERGENCY DISASTER PURCHASES

Emergency disaster purchases are those purchases needed due to unforeseen acts of nature, to include but not limited to: hurricanes, tornados, floods, fire, etc.; and only when the City Manager or designee declares that a state of emergency exists.

For acquisitions of this type, the following procedures apply:

- a. The Requesting Department Director or designee, after verbal consultations with the City Manager, shall have the authority to enter into any contract when the City Manager determines that such work is necessary to preserve the life and safety of City residents and the wider community;
- b. The Requesting Department Director or designee shall first contract with vendors which are already on City contracts for the goods or services needed;
- c. All disaster purchases that are acquired without full and open competition or under an existing contract must be subsequently ratified by the City Manager or City Council, as appropriate.

REQUEST TO MODIFY A CONTRACT OR PURCHASE ORDER

When a requesting department requires a change to a purchase order or to modify a contract, the request must be submitted to Procurement Department for review and approval. Before submitting a request to modify a purchase order or contract, the requesting department should review the following conditions:

- a. Valid requirements have been established;
- b. Funds are available to cover the purchase; and

- c. Appropriate justification is included with the request package.

The requesting department shall submit its request, together with all supporting documentation, to the Procurement Department for review and determination as follows:

- d. Justification and/or explanation for request to modify the purchase order or contract. If goods and/or services are going to be used for the first time, state what the department was using before; and
- e. Any other supporting documentation as may be applicable.

Modifications and change orders to contracts and purchase orders require approval at the established authorization levels. Requesting departments may not proceed with any action on modified contracts or purchase orders until approval has been received from the Procurement Director, the City Manager, or the City Council, as appropriate.

MONITORING AND REPORTING VENDOR PERFORMANCE

Vendor performance is any action or inaction by a vendor under a contract, purchase order or other binding agreement with the City of Lake City. Any action or inaction by a vendor, which does not comply with the contractual terms and conditions, will be considered nonperformance and is to be documented and reported to the Procurement Department. Nonperformance includes but is not limited to, late or non-deliveries, substandard or unacceptable goods and/or service levels, habitual under or over shipments, and unauthorized subcontracting or contract assignments.

The requesting department shall appoint contract managers, who shall be responsible for monitoring vendor performance as it relates to the terms and conditions of the contract(s) and/or purchase order(s) issued. Vendor nonperformance actions are to be documented and reported to the Procurement Department for appropriate action aimed at correcting vendor performance, placing the vendor on probation for a period of time, suspension from bidding on City contracts, vendor debarment, and/or contract termination.

ACTION BY REQUESTING DEPARTMENT

The non-performing vendor should first be contacted by telephone to discuss the problems being experienced. A mutual understanding should be reached, if possible, and a time frame for corrective action established.

The requesting department should convene a meeting with the vendor to help resolve problems, whenever possible. Should the vendor continue to not meet the requirements, the requesting department should submit a memo to the Procurement Director, attach any available documentation to substantiate the problem, including a copy of any letters sent to the vendor or records of meetings (as applicable).

After receiving the vendor nonperformance, the Procurement Department will review the documentation to determine the appropriated course of action. This action may include: calling the vendor, sending vendor a "Notice to Cure", or scheduling a meeting with the vendor.

Where progressive steps aimed at correcting vendor performance have proven futile, the City Manager or designee may request a meeting to determine the next course of action. The vendor and the requesting department will be invited to this meeting. After listening to all parties, the City Manager or designee may:

- a. Establish a probation period for the vendor to correct all noncompliance problems;
- b. Terminate the contract for default;
- c. Terminate the contract for convenience; or
- d. Find no action necessary.

A copy of all written actions or documents will be provided to the requesting department. The final decision and formal action will be filed in the contract folder for future use in determining vendor responsibility in future award recommendations.

For contracts up to \$35,000, the City Manager or designee may terminate for convenience or default in accordance with the relevant provision of the contract. For contracts greater than \$35,000, the City Manager will recommend to the City Council the best course of action to safeguard the interests of the City.

OFFER GUARANTEE, PERFORMANCE AND PAYMENT BONDS, AND INSURANCE

BID OR OFFER GUARANTEE

A bid deposit to guarantee the vendor's intention to enter into a contract with the City, not to exceed ten percent (10%) of the estimated total bid price, may be required by the Procurement Department. If a bid or offer deposit or bid or offer bond is required, it shall be in the form and amount specified in the solicitation.

PERFORMANCE AND PAYMENT BONDS

The Procurement Department may require performance and payment bonds from the vendor selected for contract award in such amounts as may be deemed reasonably necessary to protect the best interests of the City. The bonds shall be in the form supplied by the City (no other form will be accepted) and in the amounts required by the solicitation.

INSURANCE

The Procurement Department may require insurance coverage from the vendor selected for award as may be deemed reasonably necessary to protect the best interest of the City. The insurance coverage shall be in the form and amount(s) as required by the solicitation.

Awards may be contingent upon submission of required insurance coverage and performance and payment bonds. If the vendor selected for award fails to fulfill these requirements the following default

actions will be followed.

- a. For contracts up to \$35,000, the City Manager or designee may render the vendor in default, re-award the contract to the next lowest responsive/responsible vendor, and subject the defaulted vendor to re-procurement charges or to forfeiture of the bid/offer bond, or security in an amount equal to the damages sustained by the City as a result of the default.
- b. For contracts greater than \$35,000, the City may re-award to a new vendor who participated in the solicitation, but was not awarded any portion of the contract. The City Manager will obtain the approval from the City Council.

MARKET RESEARCH

Market research must be conducted in anticipation of City procurement in order to ensure that specifications are suitable for fair and open competition. Market research is the foundation for developing an effective solicitation and successful contract that includes terms and conditions consistent with sound business practices and procurement laws.

PURPOSE OF MARKET RESEARCH

The primary purpose of market research in public procurement is to determine the availability of sources of supply or alternatives solutions that will meet minimum requirements. Market research should always begin with the intent to satisfy a legitimate City requirement or need. The need should be stated in terms of performance or functionality whenever practical. This means that the minimum requirements must be clearly understood and defined before market research can begin. Once the need has been established, market research must be conducted in order to determine the capability of the marketplace to meet the need of the City.

Market research includes identifying the attributes of existing products, processes or services that meet minimum requirements, or identifying the characteristics that of a yet to be identified product, process or service must possess. Effective market research should provide adequate information regarding existing products or services, qualified sources, industry trends, pricing, and what other entities are doing to meet the same or similar requirements. Failure to conduct thorough market research may result in requests for sole source purchases that cannot be adequately justified.

It is extremely important that the integrity of the procurement process be sustained at the highest standards and that suppliers are given a fair opportunity to compete for City business. In anticipation of a City procurement, market research must be conducted to ensure that specifications are not exclusionary, restrictive or favor any one vendor or proposer.

WHEN TO CONDUCT MARKET RESEARCH

When planning for a purchase (prior to or during the development of specifications or statements of work) of any dollar amount, the requesting department should conduct market research. Contact, whenever possible, a minimum of three different sources to determine if existing products or services

are available to meet requirements or if existing products or services can be modified to meet requirements.

MARKET RESEARCH TECHNIQUES

Research should include, whenever practical:

- a. The industry trends and customary terms and conditions regarding warranties, acceptance and inspection;
- b. Buyer financing – method and best practices;
- c. Standard maintenance support;
- d. Capable sources (including small businesses)
- e. General pricing information and availability of product(s);
- f. Competitive factors such as quality, product features, speed of technology and typical lead time;
- g. Commercial practices, other government entities practices; and industry support capabilities and practices; and
- h. Environmental issues – recovery and disposal of products and energy efficiency standards as might be appropriate.

EXTENT OF MARKET RESEARCH

As indicated before, a minimum of three potential sources must be sought prior to or during the planning of a pending acquisition. However, the extent of market research may vary depending on factors such as urgency, the estimated dollar value, complexity, past experience and the amount of information already available. In some circumstances, the Procurement Department may perform the market research.

It is important to remember that market research is not a substitute for full and open competition. It is not to be used to determine which product or service, supplier or proposer is best. Market research is conducted to determine the availability of products or services that meet the City's minimum requirements and to ensure that specifications are not exclusionary or otherwise restrictive.

SOURCES OF RESEARCH DATA

There are a variety of sources for information. However, perhaps the first place to start is with the City's (or DemandStar's) own database of vendors. Departments may also contact one or more of the following:

- a. Subject matter experts within the City, other governments or private industry;

- b. Publications and trade journals from industry;
- c. Marketing organization, professional associations and tradeshow;
- d. Colleagues from other jurisdictions;
- e. NIGP website: www.NIGP.org; or
- f. Web searches using Internet search engines like Yahoo, Google, etc.

COOPERATIVE PURCHASING

The City Manager or designee shall have the authority to join with other units of government in cooperative purchasing plans when the best interests of the City would be served. Cooperative purchases may take the following forms:

- a. One entity "piggybacking" on the contract of another. These contracts must have been awarded through full and open competition.
- b. Entities joining together to bid.

PURCHASE OF USED EQUIPMENT

Used equipment may be purchased within the following guidelines.

a. PURCHASE FROM DEALER/MANUFACTURER/AUCTION

The appropriate Department Head shall submit a written request to the Procurement Director and City Manager requesting authority to purchase an item at auction. The request shall include:

- i. An estimated cost and a maximum bid amount.
- ii. A justification for purchasing used, rather than new equipment.
- iii. The result of an inspection by a mechanic or other qualified technician, indicating the condition of the equipment, estimated repair cost if not operational, annual maintenance costs, and expected life of equipment after acquired by the City.

The City Manager must approve the request in writing and indicate the approved maximum bid amount prior to the auction.

After approval, the Department Head may bid up to the maximum bid amount to purchase the equipment.

- a. A purchase order must be prepared as part of this procedure.
- b. Must be purchased from agencies/entities.

The Department Head shall submit a written request to the Procurement Director and City Manager requesting authority to negotiate the purchase of an item from another agency or entity. The request shall include:

- i. An estimated cost and a maximum offer amount.
- ii. A justification for purchasing used, rather than new equipment.
- iii. The result of an inspection by a mechanic or other qualified technician, indicating the condition of the equipment, estimated repair cost of not operational, annual maintenance costs and expected life of equipment after acquired by the City.

The City Manager must approve the request in writing and indicate the approved maximum offer amount prior to the commencement of negotiations.

After approval, the Department Head shall negotiate a price with the agency or entity, not offering more than the maximum as approved above.

The Department Head shall prepare a purchase order as part of this procedure.

Under no circumstances shall an unauthorized employee offer to purchase used equipment from an individual, including an employee of the City.

CHANGE ORDERS AND AMENDMENTS

Contracts must be amended in the same manner in which they were executed, and at the requisite authorization levels, unless the contract provides for an alternative method of amendment.

SALES TAX EXEMPTION

The City of Lake City is exempt from paying Florida State Sales Tax. All employees who purchase goods or services on behalf of the City shall supply each vendor with a copy of the City's tax exemption certificate or number to avoid being assessed state sales taxes. Employees will not be reimbursed for the payment of state sales tax, except for travel outside the State of Florida.

The Sales Tax Exemption privilege is for the purchase of goods exclusively for use of the City of Lake City. City employees are expressly prohibited from purchasing goods or supplies for personal use using the City's tax exemption number/certificate.

EXCELLENCE IN PUBLIC PROCUREMENT – CODE OF ETHICS

The Procurement Department of the City of Lake City embraces and subscribes to the professional standards of the Code of Ethics of NIGP – The Institute for Public Procurement. Those professional standards are:

- Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
- Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
- Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Resists encroachment on control of personnel in order to preserve integrity as a professional manager.
- Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.
- Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- Subscribes to and supports the professional aims and objectives of NIGP – The Institute for Public Procurement.

File Attachments for Item:

9. City Council Resolution No. 2024-009 - A resolution of the City Council of the City of Lake City, Florida, approving a replat filed by Gateway Development, LLC, for a major subdivision of real property within the City; providing for conflicts; providing for severability; providing an effective date.

CITY COUNCIL RESOLUTION NO. 2024-009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA APPROVING A REPLAT FILED BY GATEWAY DEVELOPMENT, LLC, FOR A MAJOR SUBDIVISION OF REAL PROPERTY WITHIN THE CITY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the owner, Kevin Bedenbaugh, Jr, through his agent, Carol Chadwich, P.E., filed a replat for a major subdivision of real property (see Exhibit A) located within the City of Lake City, Florida (hereinafter the “City”); and

WHEREAS, the application for replat conforms with the Code and Land Development Regulations for the City of Lake City, Florida; and

WHEREAS, the City Council finds that it is in the best interest of the citizens of the City of Lake City to approve the owner’s application for replat of its real property identified by the Columbia County Property Appraiser as Parcel No. 33-3S-17-13536-005 (hereinafter the “Property”).

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 application for a replat for the Property, within the City of Lake City, Florida, is approved.

Section 3. The Mayor and City administration are hereby authorized to execute the instruments necessary to effect the replat of the major subdivision.

Section 4. If any Resolution, or parts of any Resolution, are in conflict herewith, this Resolution shall control to the extent of the conflicting provisions.

Section 5. The provisions of this Resolution are intended to be severable. If any part of this Resolution is determined to be void or is held to be illegal,

invalid, or unconstitutional by a Court of competent jurisdiction, then the remainder of this Resolution shall remain in full force and effect and this Resolution shall nevertheless stand and be construed as if the illegal or invalid part or portion had not been included herein.

Section 6. That this Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED at a meeting of the City Council on this 5th day of February 2024.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

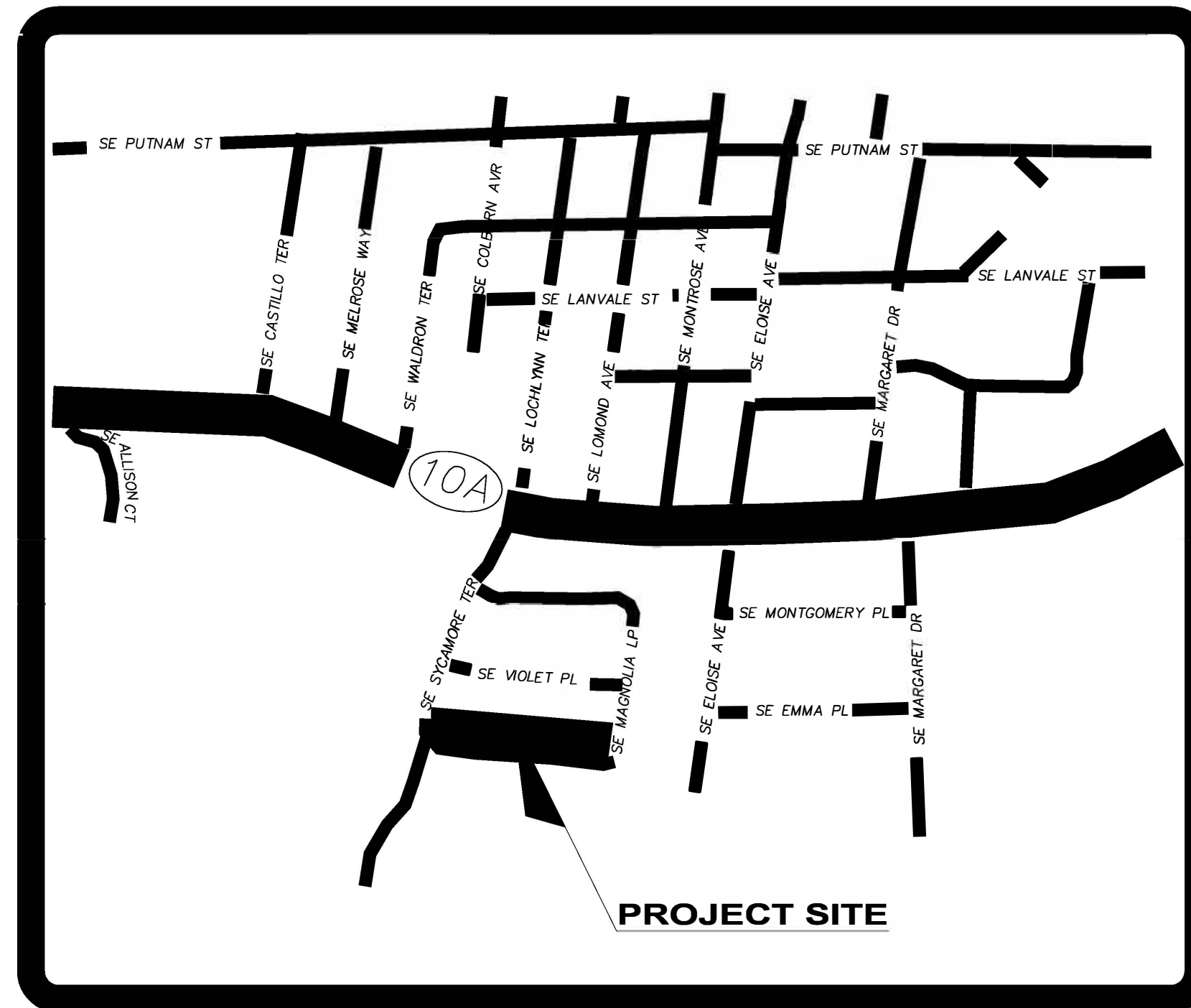
APPROVED AS TO FORM AND LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III, City Attorney

MELROSE PLACE SUBDIVISION

FLORIDA LYING IN SECTION 33, TOWNSHIP 3 SOUTH, RANGE 17 EAST
COLUMBIA COUNTY, FLORIDA



VICINITY MAP
NOT TO SCALE

LEGEND:

BK	= BOOK	PCP	= PERMANENT CONTROL POINT
(C)	= CALCULATED	PG	= PAGE
CALC.	= CALCULATED	PGS	= PAGES
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DB	= DEED BOOK	Δ	= CENTRAL ANGLE
DESC.	= DESCRIPTION	■	= DENOTES SET 4"x4" CONCRETE LB 7828 PERMANENT REFERENCE MONUMENT
EOP	= EDGE OF PAVEMENT	●	= DENOTES SET 5/8" IRON ROD AND/OR NAIL & DISK LB 7828 PERMANENT CONTROL POINT
ESMT.	= EASTMENT	◎	= DENOTES SET SURVEY MONUMENT
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FFE	= FINISH FLOOR ELEVATION		
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OR	= OFFICIAL RECORD		
ORB	= OFFICIAL RECORD BOOK		
PB	= PLAT BOOK		
P.C.	= POINT OF CURVATURE		

LEGAL DESCRIPTION:

All of that part of SE 1/4 of SW 1/4 that lies South of Unit 2, Woodland Grove Subdivision, east of Southeast Sycamore Terrace (formerly Sycamore Lane), and north and west of Southeast Magnolia Loop (formerly Sycamore Lane).
Parcel Identification Number: 33-35-17-13536-003

SURVEYOR'S NOTES:

- Bearings shown hereon are referenced to an assumed datum based on the South line of SE Magnolia Loop, being S 86° 04' 05" W (Assumed).
- All platted utility easements, if any, hereby provide that such easements shall also be easements for the construction, installation, maintenance and operation of cable television services, provided, however, no such construction, installation, maintenance and operation of cable television services shall interfere with the facilities and services of electric, telephone, gas or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages. This section shall not apply to those private easements granted to or obtained by a particular electric, telephone, gas, or other public utility. Such construction, installation, maintenance, and operation shall comply with the National Electrical Safety Code as adopted by the Florida Public Service Commission.
- All corners shown hereon shall be set according to Chapter 177, Florida Statutes.

NOTICE:

THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

AFFINE ENGINEERING AND SURVEYING, INC
CIVIL ENGINEERS SURVEYORS
407-421-5534
128 NW GREEN LANE, LAKE CITY, FLORIDA 32055
CERTIFICATE OF AUTHORIZATION # LB 7828

SHEET
1 of 1

Signature and raised seal

Florida Surveyor and Mapper.

PLAT BOOK PAGE

**FOREST PLANTATION
COMMERCIAL SUBDIVISION REPLAT
DEDICATION**

KNOW ALL MEN BY THESE PRESENT THAT _____, HAVE CAUSED THE LANDS HEREON DESCRIBED, TO BE SURVEYED, SUBDIVIDED AND PLATTED, TO BE KNOWN AS "MELROSE PLACE SUBDIVISION", AND THAT TRACT A AND ALL EASEMENTS FOR UTILITIES, AND OTHER PURPOSES INCIDENT THERETO AS SHOWN AND/OR DEPICTED HEREON ARE DEDICATED TO THE PERPETUAL USE OF THE PUBLIC.

ATTESTS

WITNESS AS TO OWNER WITNESS AS TO OWNER OWNER

ACKNOWLEDGMENT: STATE OF FLORIDA, COUNTY OF COLUMBIA

I HEREBY CERTIFY THAT ON THIS _____ DAY OF _____, 2024 A.D., BEFORE ME PERSONALLY APPEARED _____ AS OWNER, KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FORGOING DEDICATION AND ACKNOWLEDGED THE EXECUTION THEREOF TO BE HIS/HER FREE ACT AND DEED FOR THE USES AND PURPOSES THEREIN EXPRESSED. IN WITNESS WHEREOF I HAVE SET MY HAND AND SEAL ON THE ABOVE DATE.

NOTARY PUBLIC, STATE OF FLORIDA AT LARGE

MY COMMISSION EXPIRES: _____

CITY ATTORNEY CERTIFICATE:

APPROVES AS TO LEGAL FORM AND SUFFICIENCY

COUNTY ATTORNEY DATE

CERTIFICATE OF CLERK OF CIRCUIT COURT:

THIS PLAT HAVING BEEN APPROVED BY THE LAKE CITY BOARD OF COMMISSIONERS IS ACCEPTED FOR FILES AND RECORDED THIS _____ DAY OF _____, 2024, A.D., IN PLAT BOOK _____, PAGE _____

CLERK OF COURT, COLUMBIA COUNTY, FLORIDA

CERTIFICATE OF CITY SURVEYOR:

KNOWN ALL MEN BY THESE PRESENT, THAT THE UNDERSIGNED, BEING A LICENSED AND REGISTERED LAND SURVEYOR, AS PROVIDED UNDER CHAPTER 472, FLORIDA STATUTES AND IS IN GOOD STANDING WITH THE BOARD OF LAND SURVEYORS, DOES HEREBY CERTIFY ON BEHALF OF COLUMBIA COUNTY, FLORIDA ON THE DATE BELOW I HAVE REVIEWED THIS PLAT FOR CONFORMITY TO CHAPTER 177 FLORIDA STATUTES; AND SAID PLAT MEETS ALL THE REQUIREMENTS OF CHAPTER 177 AS AMENDED.

NAME: _____ DATE: _____ REGISTRATION #: _____

PRINT: _____

SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THIS TO BE A TRUE AND CORRECT REPRESENTATION OF THE LAND SURVEYED AND SHOWN HEREON, THAT THE SURVEY WAS MADE UNDER MY RESPONSIBLE SUPERVISION, DIRECTION AND CONTROL, THAT PERMANENT REFERENCE MONUMENTS HAVE BEEN SET AS SHOWN AND THAT SURVEY DATA COMPLIES WITH THE COLUMBIA COUNTY, SUBDIVISION ORDINANCE AND CHAPTER 177 OF THE FLORIDA STATUTES.

VICTOR O. MARRERO, PSM #6586

DATE: _____

APPROVAL: STATE OF FLORIDA, CITY OF LAKE CITY FLORIDA

THIS PLAT IS HEREBY APPROVED BY THE CITY OF LAKE CITY COMMISSION THIS _____ DAY OF _____, 2024, A.D.

CHAIRMAN

APPROVAL: PUBLIC WORKS DEPARTMENT, STATE OF FLORIDA, CITY OF LAKE CITY.

I HEREBY CERTIFY THAT THE IMPROVEMENTS HAVE BEEN CONSTRUCTED IN AN ACCEPTABLE MANNER AND IN ACCORDANCE WITH CITY SPECIFICATIONS AND THAT A MAINTENANCE AND REPAIR SURETY OR CASH BOND IN THE AMOUNT OF \$ _____ OR THAT A PERFORMANCE BOND OR INSTRUMENT IN THE AMOUNT OF \$ _____ HAS BEEN POSTED TO ASSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS IN CASE OF DEFAULT.

DIRECTOR OF PUBLIC WORKS

DATE

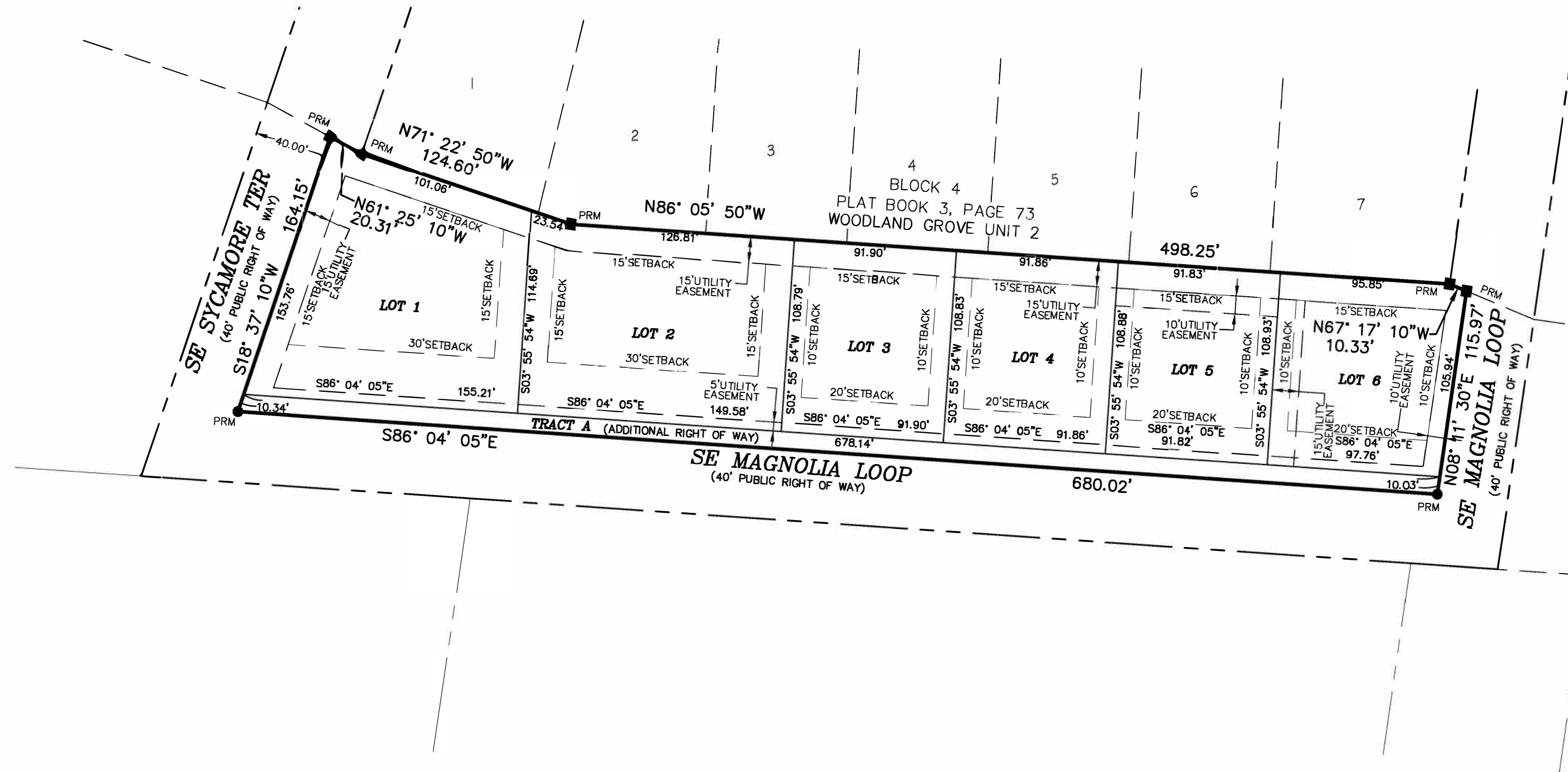
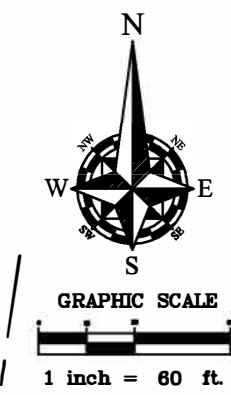
ENGINEER'S CERTIFICATE:

THIS IS TO CERTIFY THAT ON _____ CAROL CHADWICK, PROFESSIONAL ENGINEER REGISTERED IN FLORIDA, AS SPECIFIED IN CHAPTER 471, OF THE FLORIDA STATUTES, LICENSE NUMBER 78630, DOES HEREBY CERTIFY THAT ALL REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED IN COMPLIANCE WITH THE APPROVED CONSTRUCTION PLANS AND IF APPLICABLE ANY SUBMITTED AS-BUILTS BLUEPRINTS IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY COUNCIL OF THE CITY OF LAKE CITY FLORIDA

CAROL CHADWICK PE # 82560

MELROSE PLACE SUBDIVISION

FLORIDA LYING IN SECTION 33, TOWNSHIP 3 SOUTH, RANGE 17 EAST
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SETBACKS:

LOTS 1 AND 2: MULTIFAMILY (QUADRUPLIX)
30' FRONT
15' SIDES
15' REAR

LOTS 3 THROUGH 6: MULTIFAMILY (DUPLIX)
20' FRONT
10' SIDES
15' REAR

SURVEYOR'S NOTES:

- Bearings shown hereon are referenced to an assumed datum based on the South line of SE Magnolia Loop, being S 86° 04' 05" W (Assumed).
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- All corners shown hereon shall be set according to Chapter 177, Florida Statutes.
- Elevations shown hereon are in feet and referenced to Benchmark # 1 having an elevation of 130.51' (Assumed Datum)

NOTICE:

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CERTIFICATE OF AUTHORIZATION # LB 7828

SHEET
1 of 1

Signature and raised seal

Florida Surveyor and Mapper.



Columbia County Property Appraiser Jeff Hampton | Lake City, Florida | 386-758-1083

PARCEL: 33-3S-17-13536-005 (43932) | VACANT (0000) | 1.71 AC
 ALL THAT PART OF SE1/4 OF SW1/4 THAT LIES S OF UNIT 2, WOODLAND GROVE S/D, E OF SE SYCAMORE TER & N & W OF SE MAGNOLIA LOOP, 1043-1530, WD 1446-2230,

PINNACLE PROPERTIES & DEVELOPMENT		2023 Working Values	
Owner: 232 NW CHADLEY LN LAKE CITY, FL 32055		Mkt Lnd \$129,500	Appraised \$129,500
Site:		Ag Lnd \$0	Assessed \$129,500
Sales	11/22/2022 \$100 V (U)	Bldg \$0	Exempt \$0
Info	9/3/2021 \$135,000 V (Q)	XFOB \$0	county:\$129,500
		Just \$129,500	city:\$129,500
			other:\$0
			Total Taxable school:\$129,500

NOTES:



This information, was derived from data which was compiled by the Columbia County Property Appraiser Office solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. No warranties, expressed or implied, are provided for the accuracy of the data herein, it's use, or it's interpretation. Although it is periodically updated, this information may not reflect the data currently on file in the Property Appraiser's office. GrizzlyLogic.com

CONSTRUCTION PLANS MELROSE PLACE

TBD, LAKE CITY, FL

SECTION 33, TOWNSHIP 03 SOUTH, RANGE 17 EAST
CITY OF LAKE CITY, COLUMBIA COUNTY, FLORIDA



LOCATION MAP
INTENTIVE

NOTES

1. SITE PARCEL 978 36-17-19-34-005
2. ZONING MAP 22-4 RESIDENTIAL - HIGH DENSITY
3. ALL WORK SHALL BE IN ACCORDANCE WITH THE FLORIDA PREVENTION ACT
4. SITE SHALL COMPLY WITH THE FLORIDA PREVENTION ACT
5. SITE SHALL COMPLY WITH THE FLORIDA BULLDOG CODE WITH SECTION 20200
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS, INCLUDING: GENERATORS, FENCES, AWNINGS, GREASE TRAPS, ETC.

SHEET INDEX

- | | |
|---|------------------------|
| 1 | COVER SHEET |
| 2 | NOTE: 4 LEGEND |
| 3 | SITE & DIMENSION PLAN |
| 4 | GRAVING PLAN & DETAILS |

OWNER:
NEVIN BIEDENBAUGH, JR.
232 NW CHADLEY LANE
LAKE CITY, FL 32065
386-345-5324
nbe@bevelconstruction@gmail.com

CIVIL ENGINEER:
CAROL CHADWICK, P.E.
1208 S.W. FAIRFAX CLEH
LAKE CITY, FL 32065
307-640-1772
ccperryo@gmail.com

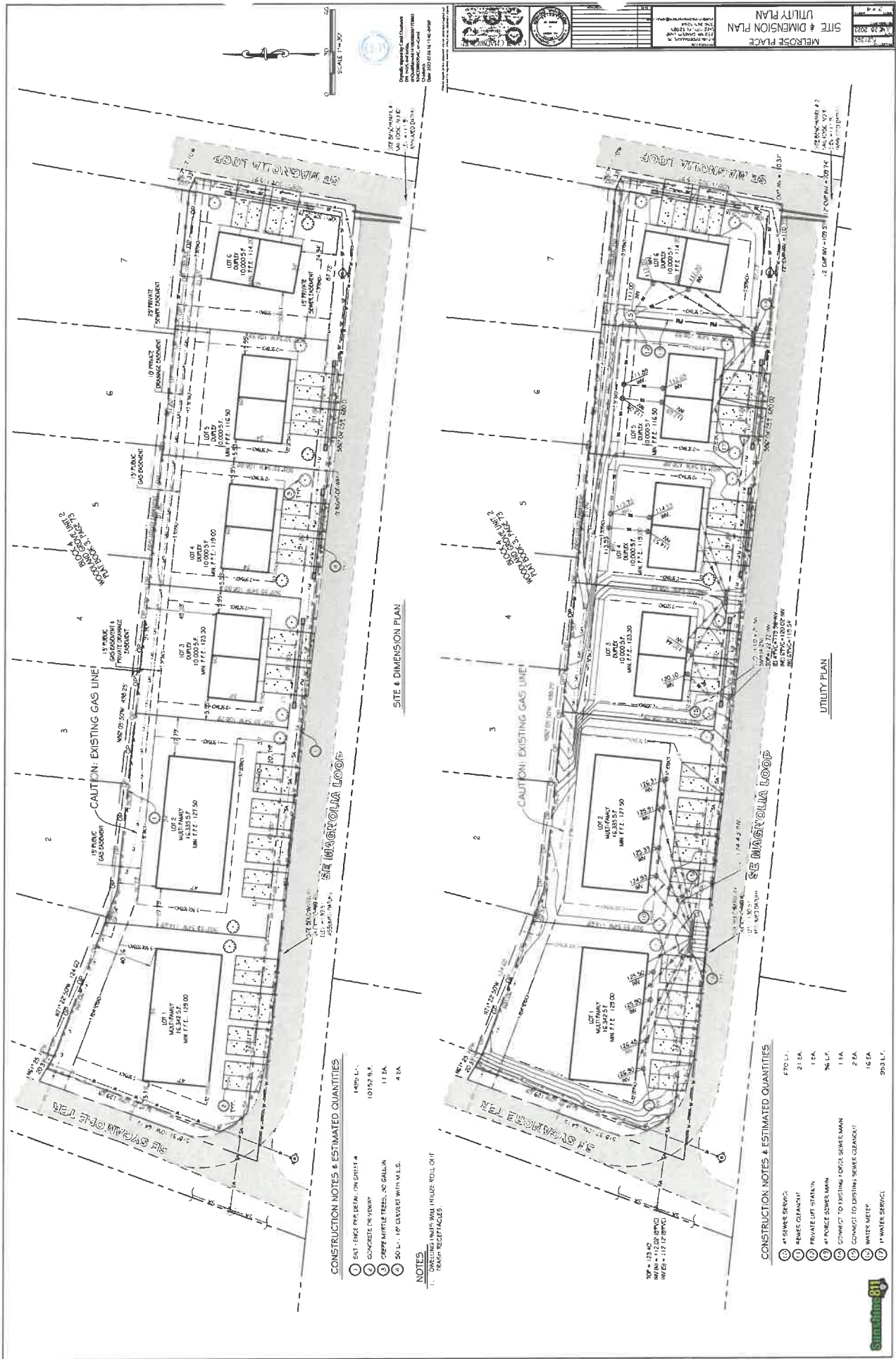
SURVEYOR:
AFFINE ENGINEERING AND SURVEYING, LLC
1000 W. UNIVERSITY BLVD
LAKE CITY, FL 32065
407-421-5534
CONTACT: VICTOR MARRERO
vmarrero@affine.us@gmail.com

Professional Engineer
State of Florida
No. 13207-0497
Exp. 12/31/2024
Carol Chadwick, P.E.
1208 S.W. FAIRFAX CLEH
LAKE CITY, FL 32065
307-640-1772
ccperryo@gmail.com

ENGINEER OF RECORD: CAROL CHADWICK, P.E.
P.E. NO. 13207-0497

COVER SHEET
MELROSE PLACE
DATE: 11/14/2024
SCALE: AS SHOWN
DRAWN BY: V.MARRERO
CHECKED BY: C.CHADWICK
PROJECT NO.: 24-001





SITE & DIMENSION PLAN

UTILITY PLAN

CONSTRUCTION NOTES & ESTIMATED QUANTITIES

- 1 1400' L.L.
- 2 10750 S.F.
- 3 11 EA.
- 4 4 EA.

NOTES
 1. DWELLING UNITS SHALL INCLUDE TOLL OUT TRASH RECEPTACLES

CONSTRUCTION NOTES & ESTIMATED QUANTITIES

- 1 470' L.L.
- 2 21 EA.
- 3 1 EA.
- 4 96' L.F.
- 5 1 EA.
- 6 2 EA.
- 7 16 EA.
- 8 95.3' L.F.



CAROL CHADWICK, P.E.

Civil Engineer

1208 S.W. Fairfax Glen

Lake City, FL 32025

307.680.1772

ccpewyo@gmail.com

www.carolchadwickpe.com

July 6, 2023

re: Melrose Place Fire Flow Report

ISO: $NFF = (C) (O) [1 + (X + P)] = 1800 * 0.85 [1 + (0 + 0)] = 1530 \rightarrow 1500 \text{ gpm}$

Where:

NFF = Needed Fire Flow

(C) = Construction factor, including effective area: $C = 1000$

(O) = Occupancy factor: $C-2 = 0.85$

(X + P) = Exposures and communication (openings) factor: 0

$C = 18F\sqrt{A} = 18 * 1.5 * \sqrt{4418} = 1145 \rightarrow 1800$

Where:

F = the coefficient related to the construction type = 1.5

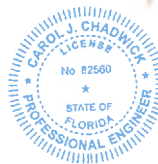
A = the effective building area (assumed) = 4418 sf (4-plex)

NFPA: required flow 1500 gpm

Per the attached Water Flow Report dated 05/17/22, the water flow is 2290 gpm at 20 psi.

Please contact me at 307.680.1772 if you have any questions.

Respectfully,



Digitally signed by
Carol Chadwick
DN: c=US,
o=Florida,
dnQualifier=A0141
0D0000017EB6D92
4CE0005954C,
cn=Carol Chadwick
Date: 2023.07.06
16:11:06 -04'00'

Carol Chadwick, P.E.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.
CC Job #FL21365

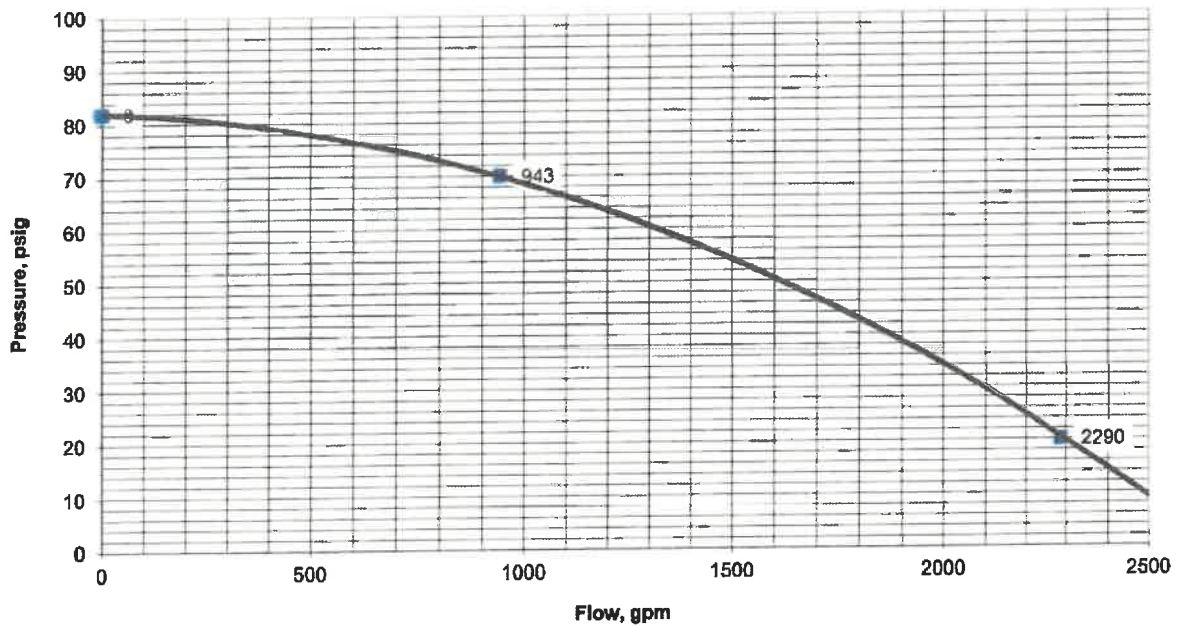
□

City of Lake City Water flow report

HYDRANT # & LOCATION: C/O SE Sycamore Ter & SE Magnolia Loop DATE: 5/17/2022
 TEST BY: Al/Daniel Day: Tuesday Time: 9:45 Minutes: 2
 WATER SUPPLIED BY: Municipal
 PURPOSE OF TEST: request

DATA

FLOW HYDRANT(S)	A1	A2	A3
SIZE OPENING:	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>
COEFFICIENT:	<u>0.8</u>	<u> </u>	<u> </u>
PITOT READING:	<u>40</u>	<u> </u>	<u> </u>
GPM:	<u>943</u>	<u>0</u>	<u>0</u>
TOTAL FLOW DURING TEST:	<u>943</u> GPM		
STATIC READING:	<u>82</u> PSI	RESIDUAL:	<u>70</u> PSI
RESULTS: AT 20 PSI RESIDUAL	<u>2290</u> GPM		AT 0 PSI <u>2663</u> GPM
ESTIMATED CONSUMPTION:	<u>1887</u> GAL.		
REMARKS:			



CAROL CHADWICK, P.E.

Civil Engineer

1208 S.W. Fairfax Glen

Lake City, FL 32025

307.680.1772

ccpewyo@gmail.com

www.carolchadwickpe.com

July 7, 2023

re: Melrose Place Concurrency Impact Analysis

The site is located in a residential area and is zoned multi-family. Calculations were based on 16 dwelling units. Two quadplex buildings with two three bedroom units and two two-bedroom units are proposed. Four duplex buildings with two two-bedroom units are proposed. The site will utilize City sewer and water.

Criteria for analyses:

- Trip generation was calculated per the ITE Trip Generation Manual, 9th edition, ITE code 230
- Potable Water Analysis per Chapter 64E-6.008 Florida Administrative Code, Table 1
- Sanitary Sewer Analysis Chapter 64E-6.008 Florida Administrative Code, Table 1
- Environmental Engineering: A Design Approach, Sincero and Sincero, 1996

Summary of analyses:

- Trip generation: 93 ADT & 8 Peak PM trips
- Potable Water: 3600 gallons per day
- Potable Water: 3600 gallons per day
- Solid Waste: 29.20 tons per year

See attached Concurrency Worksheet.

Please contact me at 307.680.1772 if you have any questions.

Respectfully,



Digitally signed by Carol Chadwick

DN: c=US, o=Florida,

dnQualifier=A01410D0000017EB6

D924CE0005954C, cn=Carol

Chadwick

Date: 2023.07.07 09:52:54 -04'00'

Carol Chadwick, P.E.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.
CC Job #FL21365

□

**REVISED CONCURRENCY
WORKSHEET**

Trip Generation Analysis

ITE Code	ITE Use	ADT Multiplier	PM Peak Multiplier	Dwelling Units	Total ADT	Total PM Peak
230	Residential Condo/Townhome	5.81	0.52	16.00	92.96	8.32

Potable Water Analysis

Ch. 64E-6.008, F.A.C. Use	Ch. 64E-6.008, F.A.C. Gallons Per Day (GPD)	Ch. 64E-6.008, F.A.C. Multiplier*	Total (Gallons Per Day)
Multi Family Homes	200 (2 bed) 300 (3 bed)	12 4	3600.00

* Multiplier is based upon Ch. 64E.6008, Florida Administrative Code and can vary from square footage, number of employees, number of seats, or etc. See Ch. 64E-6.008, F.A.C. to determine multiplier.

Sanitary Sewer Analysis

Ch. 64E-6.008, F.A.C. Use	Ch. 64E-6.008, F.A.C. Gallons Per Day (GPD)	Ch. 64E-6.008, F.A.C. Multiplier*	Total (Gallons Per Day)
Multi Family Homes	200 (2 bed) 300 (3 bed)	12 4	3600.00

* Multiplier is based upon Ch. 64E.6008, F.A.C. and can vary from square footage, number of employees, number of seats, or etc. See Ch. 64E-6.008, F.A.C. to determine multiplier.

Solid Waste Analysis

Use	Tons Per Dwelling Unit**	Households	Total (Tons Per Year)
Multi Family Homes	1.83	16.00	29.20

**0.73 tons per person per year x 2.5 person per household = 1.825 tons per dwelling unit

CAROL CHADWICK, P.E.

Civil Engineer

1208 S.W. Fairfax Glen

Lake City, FL 32025

307.680.1772

ccpewyo@gmail.com

www.carolchadwickpe.com

July 6, 2023

re: Melrose Place Comprehensive Plan Consistency Analysis

Melrose Place is consistent with Lake City's Comprehensive Plan.

Future Land Use Element

GOAL 1 - IN RECOGNITION OF THE IMPORTANCE OF CONSERVING THE NATURAL RESOURCES AND ENHANCING THE QUALITY OF LIFE, THE CITY SHALL DIRECT DEVELOPMENT TO THOSE AREAS WHICH HAVE IN PLACE, OR HAVE AGREEMENTS TO PROVIDE, THE LAND AND WATER RESOURCES, FISCAL ABILITIES AND SERVICE CAPACITY TO ACCOMMODATE GROWTH IN AN ENVIRONMENTALLY ACCEPTABLE MANNER.

- Objective 1.1 The City shall continue to direct future population growth and associated urban development to urban development areas as established within this comprehensive plan.

Consistency: The site is located in an existing residential area.

- Policy 1.1.1 The City shall limit the location of higher density residential and high intensity commercial and industrial uses to areas adjacent to arterial or collector roads where public facilities are available to support such higher density or intensity. In addition, the City shall enable private subregional centralized potable water and sanitary sewer systems to connect to public regional facilities, in accordance with the objective and policies for the urban and rural areas within this future land use element of the comprehensive plan.

Consistency: The proposed lots meet the requirements as set forth in the city of Lake City's LDR's. The lots will utilize the City's sewer and water systems.

- Policy 1.1.2 The City's future land use plan map shall allocate amounts and mixes of land uses for residential, commercial, industrial, public and recreation to meet the needs of the existing and projected future populations and to locate urban land uses in a manner where public facilities may be provided to serve such urban land uses. Urban land uses shall be herein defined as residential, commercial and industrial land use categories.

Consistency: The site is located in an existing residential area.

- Policy 1.1.3 The City's future land use plan map shall base the designation of residential, commercial and industrial lands depicted on the future land use plan map upon acreage which can be reasonable expected to develop by the year 2023.

Consistency: The subdivision of the land will be complete in 2023.

- Policy 1.1.4 The City shall continue to maintain standards for the coordination and siting of

□

proposed urban development near agricultural or forested areas, or environmentally sensitive areas (including but not limited to wetlands and floodplain areas) to avoid adverse impact upon existing land uses.

Consistency: The proposed use of the subject property zoned multi-family and will not have any adverse environmental impacts on the existing land uses.

- Policy I.1.5 The City shall continue to regulate and govern future urban development within designated urban development areas in conformance with the land topography and soil conditions, and within an area which is or will be served by public facilities and services.

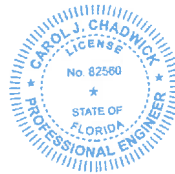
Consistency: The site is located in an existing residential area.

- Policy I.1.6 The City's land development regulations shall be based on and be consistent with the following land use classifications and corresponding standards for densities and intensities within the designated urban development areas of the City. For the purpose of this policy and comprehensive plan, the phrase "other similar uses compatible with" shall mean land uses that can co-exist in relative proximity to other uses in a stable fashion over time such that no other uses within the same land use classification are negatively impacted directly or indirectly by the use.

Consistency: The proposed lots are compatible with the adjacent residential lots.

Please contact me at 307.680.1772 if you have any questions.

Respectfully,



Digitally signed by Carol Chadwick
DN: c=US, o=Florida,
dnQualifier=A01410D0000017EB6
D924CE0005954C, cn=Carol
Chadwick
Date: 2023.07.06 16:10:33 -04'00'

Carol Chadwick, P.E.

Prepared by:
Michael H. Harrell
Abstract Trust Title, LLC
283 NW Cole Terrace
Lake City, FL 32055

Inst: 202112018140 Date: 09/09/2021 Time: 10:31AM
Page 1 of 3 B: 1446 P: 2230, James M Swisher Jr, Clerk of Court
Columbia, County, By: VC
Deputy Clerk Doc Stamp-Deed: 945.00

4-11055

Warranty Deed

LLC to Individual

THIS WARRANTY DEED made the 3 day of September, 2021, by MOD Development, LLC, a Florida Limited Liability Company, hereinafter called the grantor, to Kevin Bedenbaugh, Jr. and Gregory Bedenbaugh, as Joint Tenants with Rights of Survivorship, whose address is: 232 NW Chadley Lane, Lake City, FL 32055, hereinafter called the grantee:

(Wherever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporation)

Witnesseth: That the grantor, for and in consideration of the sum of \$10.00 and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys, and confirms unto the grantee, all that certain land situate in COLUMBIA County, Florida:

See Exhibit "A" Attached Hereto and by this Reference Made a Part Hereof.

TOGETHER with all tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

AND the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to the prior year.

IN WITNESS WHEREOF, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Jordan A. Hallock
Witness:

Jordan A. Hallock
Printed Name:

M. Williams
Witness:

Madison Williams
Printed Name:

MOD Development, LLC, a Florida
Limited Liability Company

John W. O'Neal
John W. O'Neal, as Manager

STATE OF FLORIDA
COUNTY OF COLUMBIA

The foregoing instrument was acknowledged before me by means of physical presence
or online notarization, this 3 day of September, 2021 by John W. O'Neal, as Manager
of MOD Development, LLC, a Florida Limited Liability Company, personally known to
me or, if not personally known to me, who produced DL as identification.

Jordan A. Hallock
Notary Public

(Notary Seal)



Jordan A. Hallock
Notary Public
State of Florida
Comm# HH123233
Expires 4/27/2025

ATT #4-11055

Exhibit "A"

Parcel 1:

SECTION 33, TOWNSHIP 3 SOUTH, RANGE 17 EAST: All that part of SE 1/4 of SW 1/4, that lies South of Unit 2, Woodland Grove Subdivision, according to the plat thereof as recorded in Plat Book 3, Page 72; East of Southeast Sycamore Terrace (formerly Sycamore Lane); and North and West of Southeast Magnolia Loop (formerly Sycamore Lane).

File Attachments for Item:

10. City Council Resolution No. 2024-014 - A resolution of the City Council of the City of Lake City, Florida, appointing Ricky Jernigan to serve on the Columbia County Tourist Development Council.

CITY COUNCIL RESOLUTION NO. 2024-014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, APPOINTING RICKY JERNIGAN TO SERVE ON THE COLUMBIA COUNTY TOURIST DEVELOPMENT COUNCIL.

WHEREAS, Ricky Jernigan, a City Councilmember for the City of Lake City, Florida (hereinafter the “City”), served on the Columbia County Tourist Development Council (hereinafter the “TDC”) for the 2023 term; and

WHEREAS, Mayor Stephen M. Witt desires to appoint Ricky Jernigan to serve on the TDC for a term ending December 31, 2024.

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

Section 1. The above recitals are adopted and hereby incorporated by reference.

Section 2. Ricky Jernigan is hereby appointed to serve on the Columbia County Tourist Development Council.

Section 3. This resolution shall take effect immediately.

PASSED AND ADOPTED by the City Council on the ____ day of February 2024.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III
City Attorney

File Attachments for Item:

11. City Council Resolution No. 2024-016 - A resolution of the City Council of the City of Lake City, Florida, appointing Sergeant Kevin Johns as elected members of the Board of Trustees of the Lake City Municipal Police Officers Retirement Trust Fund.

CITY COUNCIL RESOLUTION 2024-016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, APPOINTING SARGEANT KEVIN JOHNS AS ELECTED MEMBERS OF THE BOARD OF TRUSTEES OF THE LAKE CITY MUNICIPAL POLICE OFFICERS RETIREMENT TRUST FUND.

WHEREAS, Ordinance No. 99-859, as amended, provides that the Board of Trustees of the Lake City Municipal Police Officers Retirement Trust Fund (“hereinafter Board of Trustees”) shall consist of five (5) persons. Two (2) of the five (5) members of the Board of Trustees shall be legal residents of the City of Lake City and shall be appointed by the City Council. Two (2) members of the Board of Trustees shall be police officers elected by a majority of the police officers who are active members of the plan. A fifth member of the Board of Trustees shall be chosen by a majority of the other four (4) Trustees, and such person’s name shall be appointed the fifth member selected by the other four (4) Trustees as a ministerial duty; and

WHEREAS, Sargeant Kevin Johns has been elected by a majority of the police officers who are active members of the plan to serve for a four-year term; and

WHEREAS, the City Council desires to ratify the election of Sargeant Kevin Johns to serve a four (4) year term commencing retroactively to January 11, 2024, and ending at Midnight, May 19, 2027, or until their successors are appointed.

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 in this resolution.

Section 2. That Sargeant Kevin Johns is hereby appointed as an elected member to the Board of Trustees to serve a four (4) year term commencing retroactively to January 11, 2024, and ending at Midnight, May 19, 2027, or until their successors are appointed.

PASSED AND ADOPTED at a meeting of the City Council on this ___ day of February 2024.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III,
City Attorney

-

File Attachments for Item:

12. Discussion and Possible Action: Funding for Council members to hold Town Hall Meetings
(Interim City Manager Dee Johnson)

Meeting Date
02-05-2024

City of Lake City Report to Council

AGENDA	
Section	
Item No.	

SUBJECT: Council's Town Hall Meetings

DEPT. / OFFICE: City Manager's Office

Originator: City Manager		
City Manager Dee Johnson	Department Director	Date 02/01/2024
Recommended Action: Move \$6,000.00 in funding to 001.01.511-030.48 - Promotional Activities for Council Town Hall Meetings.		
Summary Explanation & Background: Each Council's seat will be allotted \$1,000.00 in funds to conduct Town Hall Meetings totaling \$5,000.00 leaving \$1,000.00 to allow for advertisements of same.		
Alternatives: None.		
Source of Funds: Public Assistance 001.16.574-080.82 – Undesignated Programs		
Financial Impact: None as Public Assistance/Undesignated Programs currently has \$100,000.00 in available funds and this would simply be identifying the use of the funds.		
Exhibits Attached: None.		

File Attachments for Item:

15. Discussion and Possible Action: Approval to pay retainer fee in the amount of \$250,875.05 to CGC, Inc. for Taxiway C Realignment & Transient Apron Rehab Project (Airport Director Ed Bunnell)

MEETING DATE

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: CGC, Inc Taxiway C Realignment & Transient Apron Rehab Project

DEPT / OFFICE: Airport

Originator: Ed Bunnell		
City Manager Demetrius Johnson	Department Director Ed Bunnell	Date 1/26/2024
Recommended Action: Pay CGC, Inc the final payout of retainage fee of \$250,875.05 for project Taxiway C Realignment & Rehabilitation Grant.		
Summary Explanation & Background: Taxiway C Realignment & Rehabilitation Project was completed by CGC Inc. in July of 2023. The \$250,875.05 is the final retainer for the project. The project was signed off and certified by Passero & Associates, CGC Inc. , Federal Aviation Administration, and Florida Department of Transportation.		
Alternatives: N/A		
Source of Funds: PUBLIC TRANSPORTATION GRANT AGREEMENT		
Financial Impact: Completed		
Exhibits Attached: CGC Final Payment		

APPLICATION AND CERTIFICATION FOR PAYMENT

TO (OWNER): **City of Lake City**
205 N Marion Ave.
Lake City, FL 32055

PROJECT: **LAKE CITY GATEWAY AIRPORT; TW C REALIGNMENT; and TERMINAL APRON & T-HANGAR TAXILANES REHAB**
PASSERO# 20070044.0023R
FAA AIP No. 3-12-0039029-2022

APPLICATION NO: **5-FINAL**
 Application Date: **11/13/23**
PERIOD TO: 10/30/23

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR
 ACCOUNTING
 FILE

FROM (CONTRACTOR) **CGC, Inc.**
7036 W. 12th Strret
Jacksonville, FL 32220
(CGC, Inc. JOB# C-22-08)

VIA (Consultant):
Passero Associates, LLC
4730 Casa Cola Way, Suite 200
St. Augustine FL 32095-6116

CONTRACT DATE: 10/3/2022

CONTRACTOR'S APPLICATION FOR PAYMENT


Application is made for Payment, as shown below, in connection with the Contract.

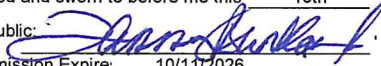
CHANGE ORDER SUMMARY			
Change orders approved in previous months by Owner		Additions	Deductions
Previous Total		-	(478.05)
Approved this Month			
Number	Date Approved		
TOTALS		-	-
Net change by Change Orders			(478.05)

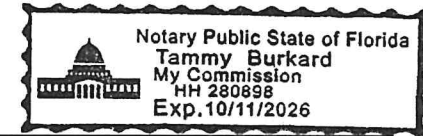
1. ORIGINAL CONTRACT SUM	\$	2,509,228.50
2. Net change by Change Orders	\$	(478.05)
3. CONTRACT SUM TO DATE (Line1+2)	\$	2,508,750.45
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	2,508,750.45
5. RETAINAGE:		
a. 0 % OF COMPLETED WORK (Column D+E on G703)	\$	-
b. 0 % OF STORED MATERIAL (Column F on G703)	\$	- Incl. Above
Total retainage (Line 5a+5b or Total in column I of G703)	\$	-
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	2,508,750.45
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	2,257,875.40
8. CURRENT PAYMENT DUE	\$	250,875.05
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$	-

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Requisition for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Requisitions for Payment were approved and payments received from the Owner, and that current payment shown herein is now due.

Contractor:
 CGC, Inc.

By:  Date: 11/13/23
 Richard C. Gaskin, Jr., President


State of: **Florida** County of: **Duval**
 Subscribed and sworn to before me this 13th day of November, 2023
 Notary Public:  Tammy Burkard
 My Commission Expire: 10/11/2026



OWNER'S REPRESENTATIVE CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Owner's Representative certifies to the Owner that to the best of the Owner's Representative's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

AMOUNT CERTIFIED..... \$ **250,875.05**
 (Attach explanation if amount certified differs from the amount applied for.)
 OWNER'S REPRESENTATIVE

BY:  **Leona Lewis** DATE: **12/7/2023**
Digitally signed by Leona Lewis
 DN: c=US, E=llewis@passero.com,
 O=Passero Associates, CN=Leona Lewis
 Reason: I am approving this document
 Date: 2023.12.07 10:15:45-0500

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NUMBER: 5-FINAL
 APPLICATION DATE: 11/13/2023
 PERIOD TO: 10/30/2023
 PROJECT NO.: Contract #2023-003

Use Column I on Contracts where variable retainage for line items may apply.

LAKE CITY GATEWAY AIRPORT; TAXIWAY C REALIGNMENT; AND TERMINAL APRON AND T-HANGAR TAXILANES REHABIL

FAA AIP No. 3-12-0039029-2022 PASSERO# 20070044.0023R

A ITEM NO.	B DESCRIPTION OF WORK	C UNIT PRICE	D ITEM UNIT	E CONTRACT QUANTITY	F CONTRACT AMOUNT	G QUANTITY THIS ESTIMATE	H CONTRACT VALUE THIS ESTIMATE	I QUANTITY TO DATE	J VALUE TO DATE	K PERCENT COMPLETE
SCHEDULE A - BASE BID (PHASE 1 - FAA/FDOT/LOCAL FUNDING) TAXIWAY C REALIGNMENT / RECONSTRUCTION										
1	C-100-14.1 Contractor Quality Control Program And Testing	\$ 25,000.00	LS	1	\$ 25,000.00		\$ -	1.00	\$ 25,000.00	100.00%
2	C-102-5.1 Temporary Erosion Control/Silt Fence	\$ 51,500.00	LS	1	\$ 51,500.00		\$ -	1.00	\$ 51,500.00	100.00%
3	C-103-8.1 Project Survey And Stakeout	\$ 30,500.00	LS	1	\$ 30,500.00		\$ -	1.00	\$ 30,500.00	100.00%
4	C-105-6.1 Mobilization	\$ 89,181.00	LS	1	\$ 89,181.00		\$ -	1.00	\$ 89,181.00	100.00%
5	C-107-4.1 Maintenance of Traffic and Airfield Safety	\$ 121,162.00	LS	1	\$ 121,162.00		\$ -	1.00	\$ 121,162.00	100.00%
6	P-101-5.1 Sawcutting of Asphalt Pavement	\$ 3.00	LF	1,300	\$ 3,900.00		\$ -	1,300.00	\$ 3,900.00	100.00%
7	P-101-5.2 Bituminous Pavement Removal, Full Depth	\$ 20.00	SY	3,000	\$ 60,000.00		\$ -	3,000.00	\$ 60,000.00	100.00%
8	P-152-4.1 Unclassified Excavation	\$ 54.00	CY	1,100	\$ 59,400.00		\$ -	3,406.00	\$ 183,924.00	309.64%
9	P-152-4.2 Embankment In Place (Offsite Borrow)	\$ 8.00	CY	550	\$ 4,400.00		\$ -	550.00	\$ 4,400.00	100.00%
10	P-160-8.1 Stabilized Subgrade (12" per Plans)	\$ 6.00	SY	4,000	\$ 24,000.00		\$ -	4,000.00	\$ 24,000.00	100.00%
11	P-211-5.1 Limerock Base Course, 8-Inches Thick	\$ 24.00	SY	4,000	\$ 96,000.00		\$ -	4,000.00	\$ 96,000.00	100.00%
12	P-401-8.1 Asphalt Mix Pavement	\$ 148.00	TON	1,000	\$ 148,000.00		\$ -	809.39	\$ 119,789.72	80.94%
13	P-602-5.1 Bituminous Prime Coat	\$ 0.10	GAL	1,400	\$ 140.00		\$ -	1,400.00	\$ 140.00	100.00%
14	P-603-5.1 Bituminous Tack Coat	\$ 5.70	GAL	500	\$ 2,850.00		\$ -	237.00	\$ 1,350.90	47.40%
15	P-620-5.1 Pavement Marking Removal	\$ 10.00	SF	500	\$ 5,000.00		\$ -	1,230.00	\$ 12,300.00	246.00%
16	P-620-5.2 Temporary Pavement Marking, Yellow	\$ 2.00	SF	1,100	\$ 2,200.00		\$ -	1,100.00	\$ 2,200.00	100.00%
17	P-620-5.3 Permanent Pavement Marking, Yellow, Including Type III Reflective Media	\$ 2.50	SF	1,100	\$ 2,750.00		\$ -	1,100.00	\$ 2,750.00	100.00%
18	P-620-5.4 Permanent Pavement Marking, Black	\$ 1.15	SF	2,200	\$ 2,530.00		\$ -	2,200.00	\$ 2,530.00	100.00%
19	T-904-5.1 Sodding	\$ 4.67	SY	3,000	\$ 14,010.00		\$ -	3,000.00	\$ 14,010.00	100.00%
20	T-905-5.1 Topsoil Placement, 4-Inch	\$ 28.10	CY	500	\$ 14,050.00		\$ -	500.00	\$ 14,050.00	100.00%
21	L-108-5.1 1/C No. 8 AWG 5Kv L-824 Type C Cable, Installed In Existing or New Conduit	\$ 3.00	LF	2,800	\$ 8,400.00		\$ -	4,940.00	\$ 14,820.00	176.43%
22	L-108-5.2 No. 6 AWG, Solid, Bare Counterpoise Wire Installed In Trench Including Backfill, Ground Rods And Ground Connectors	\$ 3.50	LF	1,800	\$ 6,300.00		\$ -	2,230.00	\$ 7,805.00	123.89%
23	L-110-5.1 2-Inch, 2-Way Concrete Encased Duct Bank	\$ 107.00	LF	90	\$ 9,630.00		\$ -	90.00	\$ 9,630.00	100.00%
24	L-110-5.2 2-Inch PVC Conduit, Installed in Trench	\$ 9.40	LF	2,800	\$ 26,320.00		\$ -	3,200.00	\$ 30,080.00	114.29%
25	L-125-5.1 Electrical Demolition	\$ 18,750.00	LS	1	\$ 18,750.00		\$ -	1.00	\$ 18,750.00	100.00%
26	L-125-5.2 L-861T LED Elevated Medium Intensity Taxiway Edge Light on New L-867 Base Can, Including Transformer and Connections	\$ 1,113.00	EA	38	\$ 42,294.00		\$ -	38.00	\$ 42,294.00	100.00%
27	L-125-5.3 Size 2, Mode 2, Style 2 LED Lighted Sign On New Concrete Base	\$ 5,750.00	EA	4	\$ 23,000.00		\$ -	4.00	\$ 23,000.00	100.00%
28	L-125-5.4 Connect to Existing Circuit	\$ 750.00	EA	4	\$ 3,000.00		\$ -	9.00	\$ 6,750.00	225.00%
SCHEDULE A - BASE BID (PHASE 1 - FAA/FDOT/LOCAL FUNDING) TAXIWAY C REALIGNMENT / RECONSTRUCTION SUBTOTAL							\$ -		\$ 1,011,816.62	113.14%
SCHEDULE B1 - BASE BID (PHASE 2 - FAA/FDOT/LOCAL FUNDING) TRANSIENT AIRCRAFT APRON TAXILANE										
29	C-100-14.1 Contractor Quality Control Program And Testing	\$ 8,000.00	LS	1	\$ 8,000.00		\$ -	1.00	\$ 8,000.00	100.00%
30	C-103-8.1 Project Survey And Stakeout	\$ 15,500.00	LS	1	\$ 15,500.00		\$ -	1.00	\$ 15,500.00	100.00%
31	C-107-4.1 Maintenance & Protection Of Traffic	\$ 144,042.00	LS	1	\$ 144,042.00		\$ -	1.00	\$ 144,042.00	100.00%
32	P-101-5.1 Sawcutting of Asphalt Pavement	\$ 3.00	LF	1,000	\$ 3,000.00		\$ -	1,000.00	\$ 3,000.00	100.00%
33	P-101-5.2 Bituminous Pavement Removal, Full Depth	\$ 6.00	SY	2,700	\$ 16,200.00		\$ -	2,700.00	\$ 16,200.00	100.00%
34	P-101-5.3 Asphalt Pavement Milling, Variable Depth (2-Inches or Less)	\$ 4.50	SY	12,500	\$ 56,250.00		\$ -	12,500.00	\$ 56,250.00	100.00%
35	P-101-5.4 Remove Tie-Down Anchor	\$ 313.00	EA	30	\$ 9,390.00		\$ -	30.00	\$ 9,390.00	100.00%
36	P-152-4.2 Embankment In Place (Offsite Borrow)	\$ 8.00	CY	700	\$ 5,600.00		\$ -	700.00	\$ 5,600.00	100.00%

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NUMBER: 5-FINAL
 APPLICATION DATE: 11/13/2023
 PERIOD TO: 10/30/2023
 PROJECT NO.: Contract #2023-003

Use Column I on Contracts where variable retainage for line items may apply.

LAKE CITY GATEWAY AIRPORT; TAXIWAY C REALIGNMENT; AND TERMINAL APRON AND T-HANGAR TAXILANES REHABIL

FAA AIP No. 3-12-0039029-2022 PASSERO# 20070044.0023R

A ITEM NO.	B DESCRIPTION OF WORK	C UNIT PRICE	D ITEM UNIT	E CONTRACT QUANTITY	F CONTRACT AMOUNT	G QUANTITY THIS ESTIMATE	H CONTRACT VALUE THIS ESTIMATE	I QUANTITY TO DATE	J VALUE TO DATE	K PERCENT COMPLETE
37	P-160-8.1 Stabilized Subgrade (12" per Plans)	\$ 6.00	SY	350	\$ 2,100.00		\$ -	475.00	\$ 2,850.00	135.71%
38	P-211-5.1 Limerock Base Course, 8-Inches Thick	\$ 27.00	SY	350	\$ 9,450.00		\$ -	425.00	\$ 11,475.00	121.43%
39	P-401-8.1 Asphalt Mix Pavement	\$ 148.00	TON	1,500	\$ 222,000.00		\$ -	1,237.51	\$ 183,151.48	82.50%
40	P-602-5.1 Bituminous Prime Coat	\$ 0.10	GAL	120	\$ 12.00		\$ -	120.00	\$ 12.00	100.00%
41	P-603-5.1 Bituminous Tack Coat	\$ 5.70	GAL	1,300	\$ 7,410.00		\$ -	1,100.00	\$ 6,270.00	84.62%
42	P-620-5.1 Pavement Marking Removal	\$ 15.00	SF	200	\$ 3,000.00		\$ -	261.00	\$ 3,915.00	130.50%
43	P-620-5.2 Temporary Pavement Marking, Yellow	\$ 2.00	SF	1,600	\$ 3,200.00		\$ -	1,600.00	\$ 3,200.00	100.00%
44	P-620-5.3 Permanent Pavement Marking, Yellow, Including Type III Reflective Media	\$ 2.50	SF	1,600	\$ 4,000.00		\$ -	1,600.00	\$ 4,000.00	100.00%
45	P-620-5.4 Permanent Pavement Marking, Black	\$ 1.15	SF	3,900	\$ 4,485.00		\$ -	3,900.00	\$ 4,485.00	100.00%
46	T-904-5.1 Sodding	\$ 3.47	SY	3,000	\$ 10,410.00		\$ -	3,000.00	\$ 10,410.00	100.00%
47	T-905-5.1 Topsoil Placement, 4-Inch	\$ 18.00	CY	500	\$ 9,000.00		\$ -	500.00	\$ 9,000.00	100.00%
48	L-108-5.1 1/C No. 8 AWG 5Kv L-824 Type C Cable, Installed In Existing or New Conduit	\$ 2.25	LF	1,400	\$ 3,150.00		\$ -	1,400.00	\$ 3,150.00	100.00%
49	L-108-5.2 No. 6 AWG, Solid, Bare Counterpoise Wire Installed In Trench Including Backfill, Ground Rods And Ground Connectors	\$ 2.31	LF	1,100	\$ 2,541.00		\$ -	1,100.00	\$ 2,541.00	100.00%
50	L-110-5.1 2-Inch, 2-Way Concrete Encased Duct Bank	\$ 106.25	LF	55	\$ 5,843.75		\$ -	55.00	\$ 5,843.75	100.00%
51	L-110-5.2 2-Inch PVC Conduit, Installed in Trench	\$ 9.40	LF	1,400	\$ 13,160.00		\$ -	1,400.00	\$ 13,160.00	100.00%
52	L-125-5.2 L-861T LED Elevated Medium Intensity Taxiway Edge Light on New L-867 Base Can, Including Transformer and Connections	\$ 1,138.00	EA	23	\$ 26,174.00		\$ -	24.00	\$ 27,312.00	104.35%
53	L-125-5.3 Size 2, Mode 2, Style 2 LED Lighted Sign On New Concrete Base	\$ 6,500.00	EA	1	\$ 6,500.00		\$ -	1.00	\$ 6,500.00	100.00%
54	L-125-5.4 Remove Airfield Guidance Sign	\$ 1,000.00	EA	1	\$ 1,000.00		\$ -	2.00	\$ 2,000.00	200.00%
55	X-100-6.1 New Tie-Down Anchor, Installed, Complete	\$ 738.00	EA	30	\$ 22,140.00		\$ -	30.00	\$ 22,140.00	100.00%
SCHEDULE B1 - BASE BID (PHASE 2 - FAA/FDOT/LOCAL FUNDING) TRANSIENT AIRCRAFT APRON TAXILANE SUBTOTAL					\$ 613,557.75		\$ -		\$ 579,397.23	94.43%
SCHEDULE C - (PHASE 3 - FAA/FDOT/LOCAL FUNDING) TRANSIENT AND NORTH APRON REHABILITATION										
56	C-100-14.1 Contractor Quality Control Program And Testing	\$ 10,000.00	LS	1	\$ 10,000.00		\$ -	1.00	\$ 10,000.00	100.00%
57	C-103-8.1 Project Survey And Stakeout	\$ 12,000.00	LS	1	\$ 12,000.00		\$ -	1.00	\$ 12,000.00	100.00%
58	C-107-4.1 Maintenance & Protection Of Traffic	\$ 248,667.75	LS	1	\$ 248,667.75		\$ -	1.00	\$ 248,667.75	100.00%
59	P-101-5.1 Sawcutting of Asphalt Pavement	\$ 3.00	LF	800	\$ 2,400.00		\$ -	800.00	\$ 2,400.00	100.00%
60	P-101-5.2 Bituminous Pavement Removal, Full Depth	\$ 15.00	SY	100	\$ 1,500.00		\$ -	100.00	\$ 1,500.00	100.00%
61	P-101-5.3 Asphalt Pavement Milling, Variable Depth (2-Inches or Less)	\$ 3.00	SY	29,000	\$ 87,000.00		\$ -	29,000.00	\$ 87,000.00	100.00%
62	P-101-5.4 Remove Tie-Down Anchor	\$ 313.00	EA	90	\$ 28,170.00		\$ -	91.00	\$ 28,483.00	101.11%
63	P-152-4.2 Embankment In Place (Offsite Borrow)	\$ 50.00	CY	10	\$ 500.00		\$ -	10.00	\$ 500.00	100.00%
64	P-211-5.1 Limerock Base Course, 8-Inches Thick	\$ 27.00	SY	70	\$ 1,890.00		\$ -	70.00	\$ 1,890.00	100.00%
65	P-401-8.1 Asphalt Mix Pavement	\$ 148.00	TON	3,600	\$ 532,800.00		\$ -	2,875.00	\$ 425,500.00	79.86%
66	P-602-5.1 Prime Coat	\$ 0.10	GAL	10	\$ 1.00		\$ -	10.00	\$ 1.00	100.00%
67	P-603-5.1 Bituminous Tack Coat	\$ 5.70	GAL	3,000	\$ 17,100.00		\$ -	1,826.00	\$ 10,408.20	60.87%
68	P-620-5.2 Temporary Pavement Marking, Yellow	\$ 2.00	SF	2,000	\$ 4,000.00		\$ -	1,454.00	\$ 2,908.00	72.70%
69	P-620-5.3 Permanent Pavement Marking, Yellow, Including Type III Reflective Media	\$ 2.50	SF	2,000	\$ 5,000.00		\$ -	1,454.00	\$ 3,635.00	72.70%
70	P-620-5.4 Permanent Pavement Marking Black	\$ 1.15	SF	5,300	\$ 6,095.00		\$ -	1,256.00	\$ 1,444.40	23.70%
71	X-100-6.1 New Tie-Down Anchor, Installed, Complete	\$ 738.00	EA	60	\$ 44,280.00		\$ -	61.00	\$ 45,018.00	101.67%
SCHEDULE C - (PHASE 3 - FAA/FDOT/LOCAL FUNDING) TRANSIENT AND NORTH APRON REHABILITATION SUBTOTAL					\$ 1,001,403.75		\$ -		\$ 881,355.35	88.01%
					CONTRACT		CONTRACT VALUE THIS		VALUE	PERCENT

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

APPLICATION NUMBER: 5-FINAL
 APPLICATION DATE: 11/13/2023
 PERIOD TO: 10/30/2023
 PROJECT NO.: Contract #2023-003

Use Column I on Contracts where variable retainage for line items may apply.

LAKE CITY GATEWAY AIRPORT; TAXIWAY C REALIGNMENT; AND TERMINAL APRON AND T-HANGAR TAXILANES REHABIL

FAA AIP No. 3-12-0039029-2022 PASSERO# 20070044.0023R

A ITEM NO.	B DESCRIPTION OF WORK	C UNIT PRICE	D ITEM UNIT	E CONTRACT QUANTITY	F CONTRACT AMOUNT	G QUANTITY THIS ESTIMATE	H CONTRACT VALUE THIS ESTIMATE	I QUANTITY TO DATE	J VALUE TO DATE	K PERCENT COMPLETE
					AMOUNT		ESTIMATE		TO DATE	COMPLETE
	Additional Items									
Item #1	18 Inch Coring For Tie Down Installation	\$ 9,831	LS	1	9,831.25		-	1.00	\$ 9,831.25	100.00%
Item #2	Additional Electric Items A	\$ 8,600	LS	1	8,600.00		-	1.00	\$ 8,600.00	100.00%
Item #3	Seeding	\$ 7,500	LS	1	7,500.00		-	1.00	\$ 7,500.00	100.00%
Item #4	Additional Sign and In-Pavement Light	\$ 10,250	LS	1	10,250.00		-	1.00	\$ 10,250.00	100.00%
	Total Additional Items to date								36,181.25	100.00%
	TOTAL OF SCHEDULES A, B1, & C (FAA/FDOT/LOCAL FUNDING):				\$ 2,509,228.50		\$ -		\$ 2,508,750.45	99.98%
	Add/Subtracted Change Order(s):				\$ (478.05)					
	Revised Contract Value:				\$ 2,508,750.45					

Previous Payments

1 \$364,920.17
 2 \$1,454,279.11
 3 \$395,124.00
 4 \$43,552.12
 5
 6
 7
 9
\$2,257,875.40

Original Contract Value: \$ 2,509,228.50
Add/Subtracted Change Order(s): \$ (478.05)
Revised Contract Value: \$ 2,508,750.45

 Total Work Completed to Date: \$ 2,508,750.45
 Less Retainage (10%): \$ -
 Total Payment Earned: \$ 2,508,750.45
 Less Previous Payment(s): \$ 2,257,875.40
 Payment Due This Estimate: \$ 250,875.05

File Attachments for Item:

16. Discussion and Possible Action: Transition to County - Communication Officers (Chief Butler)

MEETING DATE
2-5-24

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Public Safety Communication Officers Transition from Lake City Police Department to County’s Combined Dispatch Center

DEPT / OFFICE: Police Department

Originator: Chief of Police Gerald Butler		
City Manager Dee Johnson, Interim	Department Director Gerald Butler	Date 1-10-24
Recommended Action: Transfer of funds in LCPD FY24 budget for PSCOs transferring to County’s employment in the Columbia County Combined communication center as County employees.		
Summary Explanation & Background: <p>With the planned transition from the City Public Safety Dispatch Center to the Columbia County Combined Communications Center/911 Dispatch, the Current City Public Safety Communication Officers (PSCOs) will be hired by the County and will no longer be City Employees. As the current PSCOs have accrued leave with the City, the County has agreed to take the leave that is on the books for each PSCO at the time of transition to the County. It is requested the Council approve the transfer of the accrued funds for each PSCO to the County and the PSCO will be credited with the time so they do not start with zero balances with the County. Also, when the PSCOs transition to the County, there will be a 60-day period prior to the County’s employee medical insurance taking effect. During this time, the PSCOs will not have medical coverage. It is requested the City Provide each impacted PSCO with funds to pay for their current City medical coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA).</p> <p>This change in employment status from City to County is through no fault of the PSCOs. Each employee has been a dedicated member of the Lake City Public Safety Communication Center and will continue to dispatch for the City at the Combined County Dispatch Center, The attached spreadsheet indicates the cost for each impacted employee. These numbers can change slightly based on the employee using or acquiring any accrued time prior to the date of transfer to the County, which currently is anticipated to occur in March 2024. The funds will be taken out of the current Police Department budget based on the appropriate line item.</p>		
Alternatives: Employees would lose accrued benefits and medical coverage		
Source of Funds: LCPD Budget-FY 24 (appropriate line items as determined by City Finance Director)		
Financial Impact: Estimated at \$34,430.22		
Exhibits Attached: Employee Pay Rate Report / COBRA Cost Report		



Employee Pay Rate Report

Effective 01/05/24

Pay Types - Hourly, Salary, Annual

Employee	Pay Rate	Base Rate	Annual	COMP - Comp	SICK - Sick	SICK BANK - Sick Bank	VAC - Vacation	Total Payout
Department 11 - Police								
638 Bickel, Natalie D	GRADE 1 - E	16.8826	35,115.8600	.0000	11.0700	.0000	12.6000	\$ 399.61
652 Cady, Jamie Rebecca	GRADE 1 - D	16.3909	34,093.0200	.0000	70.9400	.0000	65.6200	\$ 2,238.34
635 Gee, Heather A	GRADE 1 - E	16.8826	35,115.8600	47.7500	107.6000	.0000	84.3000	\$ 4,045.92
589 Ginn, Beverly K.	GRADE 1 - E	16.8826	35,115.8600	11.5000	26.0100	.0000	27.7200	\$ 1,101.25
702 JOHNSON, CHRISTOPHER D	GRADE 1 - A	15.0000	31,200.0000	.0000	11.0700	.0000	15.0000	\$ 391.05
685 Lawson, Brianna Paige	GRADE 1 - B	15.4500	32,136.0000	.0000	7.3800	.0000	6.0000	\$ 206.72
260 Linger, Terry Lynn	GRADE 1 - K	20.1587	41,930.2000	2.7500	571.4600	.0000	190.3000	\$ 15,411.53
								\$ 23,794.42

Health Insurance Coverage for 2 months City's Portion

Employee	Employee Name	Title	Medical Benefit/2 Months	COV TYPE	PLAN
638	Bickel, Natalie D	11-0757 - Communication Officer	\$ 3,504.16	FAMILY	
652	Cady, Jamie Rebecca	11-0764 - Communication Officer	\$ 1,188.48	EMPLY ONLY	57
635	Gee, Heather A	11-0767 - Communication Officer	\$ 1,188.48	EMPLY ONLY	57
589	Ginn, Beverly K.	11-0760 - Communication Officer	\$ 1,095.04	EMPLY ONLY	
702	JOHNSON, CHRISTOPHER D	Communication Officer	\$ 949.88	EMPLY ONLY	51
685	Lawson, Brianna Paige	11-0756 - Communication Officer	\$ -	NO COVERAGE AS OF 01/09/2024	
260	Linger, Terry Lynn	11-0765 - Communication Officer	\$ 2,709.76	EMPLY/SP	57
TWO MONTH TOTAL			\$ 10,635.80		

Health Insurance Coverage for 2 months City's Portion

Employee	Employee Name	Title	Medical Benefit/2 Months	COV TYPE	PLAN
638	Bickel, Natalie D	11-0757 - Communication Officer	\$ 3,504.16	FAMILY	68
652	Cady, Jamie Rebecca	11-0764 - Communication Officer	\$ 1,188.48	EMPLY ONLY	5770
635	Gee, Heather A	11-0767 - Communication Officer	\$ 1,188.48	EMPLY ONLY	5770
589	Ginn, Beverly K.	11-0760 - Communication Officer	\$ 1,095.04	EMPLY ONLY	68
702	JOHNSON, CHRISTOPHER D	Communication Officer	\$ 949.88	EMPLY ONLY	5192
685	Lawson, Brianna Paige	11-0756 - Communication Officer	\$ -	NO COVERAGE AS OF 01/09/2024	
260	Linger, Terry Lynn	11-0765 - Communication Officer	\$ 2,709.76	EMPLY/SP	5770
TWO MONTH TOTAL			\$ 10,635.80		