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# CITY COUNCIL REGULAR SESSION

## CITY OF LAKE CITY

January 06, 2025 at 6:00 PM

Venue: City Hall

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## AGENDA

### REVISED

**Revised 1/6/2025: Item #6; resolution updated and supporting documentation added**

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

### **Pledge of Allegiance**

**Invocation** - Mayor Noah Walker

### **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.***

***Failure to abide by the rules of decorum will result in removal from the meeting.***

### **Approval of Agenda**

**Proclamations** - None

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

*Citizens are encouraged to participate in City of Lake City meetings. The City of Lake City encourages civility in public discourse and requests that speakers direct their comments*

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

### **Approval of Consent Agenda**

- [1.](#) City Council Resolution No. 2025-001 - A resolution of the City of Lake City, Florida, approving that certain form of utilities easement for use by City Departments and Administration; making certain findings of fact in support of the City approving said form of utilities easement; authorizing non-substantive changes to said form of utilities easement with the concurrence of the City Attorney; directing the City's departments and administration to utilize said form of utilities easement in all such cases where it is applicable; repealing all prior resolutions in conflict; and providing an effective date.
  
- [2.](#) City Council Resolution No. 2025-007 - A resolution of the City Council of the City of Lake City, Florida, declaring certain personal property owned by the City to be either surplus to its needs and sold at public noticed sale or determined to be obsolete, non-serviceable, or beyond economic repair pursuant to and in accordance with the provisions and requirements of Section 2-183 of the City Code, and authorizing the City to remove such surplus property when sold or disposed of from the fixed assets of the City.

**Presentations** - None

**Old Business** - None

### **New Business**

#### Ordinances

- [3.](#) City Council Ordinance No. 2025-2301 (first reading) - An ordinance pertaining to buildings, building regulations, contracting, permitting, licensure and insurance within the City of Lake City; repealing existing provisions of City Code; establishing certain uniform codes; establishing permitting fees and requirements; establishing insurance requirements; repealing all ordinances in conflict; providing for severability; and providing for an effective date.

Adopt City Council Ordinance No. 2025-2301 on first reading

#### Resolutions

- [4.](#) City Council Resolution No. 2025-002 - A resolution of the City of Lake City, Florida, adopting the evaluation and tabulation of responses to that certain Request for Proposal number 001-2025 for a qualified Florida Licensed Firm to conduct a City Hall Feasibility Analysis; accepting the proposal from Brame

Heck Architects, Inc., a Florida Corporation; making certain findings of fact in support thereof; directing the City Manager to present to the City Council for approval a contract with said vendor which contract conforms to said vendor's proposal; repealing all prior resolutions in conflict; and providing an effective date.

- [5.](#) City Council Resolution No. 2025-003 - A resolution of the City of Lake City, Florida, approving that certain First Amendment to Employment Agreement between the City and Donnie L. Rosenthal for City Manager Services; making certain findings of fact in support of the City approving said amendment; recognizing the authority of the Mayor to execute and bind the City to said amendment; directing the Mayor to execute and bind the City to said amendment; repealing all prior resolutions in conflict; and providing an effective date.
- [6.](#) City Council Resolution No. 2025-004 - A resolution of the City of Lake City, Florida approving a Third Amendment to the Interlocal Agreement with Columbia County, Florida related to the Emergency Home Repair Program for eligible citizens; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.
- [7.](#) City Council Resolution No. 2025-005 - A resolution of the City of Lake City, Florida, appointing Daniel Carlucci to serve through the end of the current term in seat "2-E" on the City's Planning and Zoning Board, Board of Adjustment, and Historic Preservation Agency Board; making certain findings of fact in support thereof; recognizing the expiration of said term on October 31, 2028; directing the City Clerk to reflect said appointment and expiration of term in such records of the City as are necessary and prudent; making certain findings of fact in support of the City Clerk reflecting such appointment and expiration of term in the records of the City; repealing all prior resolutions in conflict; and providing an effective date.

#### Other Items

8. Discussion and Possible Action: New location proposal for Kids Feeding Kids (Council Member Tammy Harris)
9. Discussion and Possible Action: Honorary Street Naming of Escambia for Cleopatra Steele (Council Member Tammy Harris)

**Departmental Administration - None**

**Comments by Council Members**

Council Member Chevella Young

Council Member Ricky Jernigan

Council Member James Carter

Council Member Tammy Harris

Mayor Noah Walker

**Adjournment**

**UPCOMING DATES OF INTEREST**

January 20, 2025 - 10:00 AM - Martin Luther King, Jr. Parade

**YouTube Information**

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

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

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

**File Attachments for Item:**

1. City Council Resolution No. 2025-001 - A resolution of the City of Lake City, Florida, approving that certain form of utilities easement for use by City Departments and Administration; making certain findings of fact in support of the City approving said form of utilities easement; authorizing non-substantive changes to said form of utilities easement with the concurrence of the City Attorney; directing the City's departments and administration to utilize said form of utilities easement in all such cases where it is applicable; repealing all prior resolutions in conflict; and providing an effective date.

# RESOLUTION NO 2025 - 001

## CITY OF LAKE CITY, FLORIDA

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN FORM OF UTILITIES EASEMENT FOR USE BY CITY DEPARTMENTS AND ADMINISTRATION; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID FORM OF UTILITIES EASEMENT; AUTHORIZING NON-SUBSTANTIVE CHANGES TO SAID FORM OF UTILITIES EASEMENT WITH THE CONCURRENCE OF THE CITY ATTORNEY; DIRECTING THE CITY'S DEPARTMENTS AND ADMINISTRATION TO UTILIZE SAID FORM OF UTILITIES EASEMENT IN ALL SUCH CASES WHERE IT IS APPLICABLE; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Lake City ("City") operates and manages certain utilities and public works for the benefit of the City; and

WHEREAS, from time to time landowners other than the City (the "Third-Party Owners") desire that the City locate certain City-owned utilities and public works facilities on lands of Third-Party Owners; and

WHEREAS, to locate City-owned utilities and public works facilities on lands owned by Third-Party Owners, such Third-Party Owners must grant an easement to the City permitting such location; and

WHEREAS, the terms and conditions of such easements are generally uniform and not subject to substantial deviation; and

WHEREAS, expediting the creation and implementation of such easements to streamline the process of development approval promotes efficiency in government; and

WHEREAS, to promote such efficiencies the City desires to adopt a form of utilities easement in the form of the easement attached as an Exhibit hereto; and

WHEREAS, the City further desires that City departments and administration utilize such form of utilities easement in all such cases where appropriate to do so; and

WHEREAS, the City desires such easement, subject to the provisions of this resolution, be used by the City's departments and administration without further approval of the City Council; and

WHEREAS, adopting the terms of the proposed utilities easement as an approved form of the City in the form of the Exhibit attached hereto (the "Utilities Easement") is in the public or community interest and for public welfare; now therefore

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Adopting the form of the Utilities Easement as an approved form of the City is in the public

or community interest and for public welfare; and

2. In furtherance thereof, the Utilities Easement in the form of the Exhibit attached hereto should be and is approved and adopted as a form of utilities easement by the City Council of the City of Lake City; and
3. In furtherance thereof, City departments and administration are directed and authorized, without further approval of the City Council, to utilize the Utilities Easement in all such cases where appropriate to do so; and
4. In furtherance thereof, City departments and administration are authorized, with the concurrence of the City Attorney, to make minor, non-substantive changes to the Utilities Easement, provided such changes do not incur additional liability to the City; and
5. The applicability of the use and approval of the Utilities Easement shall be retroactive to December 1, 2024; and
6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
7. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of January, 2025.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

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Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

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Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Clay Martin, City Attorney

Prepared by and return to:

Folds Walker, LLC  
527 E. University Avenue  
Gainesville, FL 32601  
(352) 372-1282

[Space Above This Line For Recording Data]

## GRANT OF EASEMENT FOR UTILITIES AND PUBLIC WORKS

THIS EASEMENT, made this \_\_\_ day of \_\_\_\_\_, 202\_\_, by [Insert Grantor Name] whose post office address is [Insert Grantor Address], GRANTOR, and the **City of Lake City**, a Florida municipality whose post office address is 205 North Marion Avenue, Lake City, Florida 32055, GRANTEE.

### WITNESSETH:

That the said GRANTOR, for and in consideration of the sum of One (\$1.00) Dollar, and other good and valuable consideration, to it in hand paid by GRANTEE, receipt of which is hereby acknowledged, has given and granted, and by these presents does give and grant unto the GRANTEE, its successors and/or assigns, the below-described nonexclusive, perpetual easement in gross for utilities, ingress, and egress, over, under, below, upon, and through the following described parcel in Columbia County, Florida (collectively, the "Easement Area"), to wit:

[Insert Legal Description of Burdened/Servient Parcel]

A part of Tax Parcel [Insert Parcel Number]

#### EASEMENT IN GROSS FOR UTILITIES:

A nonexclusive, perpetual easement in gross to the GRANTEE for the purpose of constructing, locating, relocating, operating, and maintaining public utilities facilities, including by example, but not limited to the following: electric, water, sanitary sewer, wastewater, natural gas, reclaimed water, storm water, and telecommunications facilities, and related appurtenances for storage, distribution, and/or collection of same, such easement specifically including (a) the right for GRANTEE to patrol, inspect, locate, install, operate, alter, improve, repair, rebuild, relocate, and remove such facilities; (b) the right for GRANTEE to upgrade the quantity and type of facilities; (c) the right for GRANTEE to clear trees, limbs, undergrowth, and other physical objects which, in the opinion of GRANTEE, endanger or interfere with the safe and efficient installation, operation, or maintenance of facilities; (d) the reasonable right for GRANTEE to enter upon the above-described lands conveyed herein for the purpose of exercising the rights herein granted; (e) the right to ingress and egress to and from the Easement Area at all times; and (f) all other rights and privileges reasonably necessary or convenient for GRANTEE's safe and efficient installation, operation, and maintenance of facilities and for the enjoyment and use of said easement for the purposes described hereinabove.

This nonexclusive, perpetual easement in gross for utilities is conditioned upon GRANTEE properly filling and restoring all openings and excavations created upon the surface of the Easement Area

**EXHIBIT TO  
RESOLUTION**

**NOT FOR  
EXECUTION**



by GRANTEE for the purpose of examining, repairing, replacing, altering, or extending the utilities facilities, leaving said surface in good and safe condition with respect to such openings and excavations. Further, GRANTOR assumes all risk of loss for any moveable object or landscaping placed in or upon the Easement Area by GRANTOR.

GRANTOR hereby covenants and agrees that, except as expressly provided herein, no buildings, structures, obstacles or trees shall be located, constructed, excavated or created by GRANTOR within the Easement Area in order to allow ready access to GRANTEE's facilities, and further to allow ingress and egress over and across the Easement Area. If future development on the property by GRANTOR necessitates the relocation of any utilities located within the Easement Area, GRANTOR agrees to pay all costs of such relocation unless specifically released from such payment by the GRANTEE.

In addition to the grant of the Easement Area, the GRANTOR, its successors and/or assigns, agree to not cause any buildings, structures, or similar obstacles to be located in a defined area within ten (10) feet of any electric distribution facility, ten (10) feet of any communications facility, ten (10) feet of any water facility, fifteen (15) feet of any sanitary sewer facility, and ten (10) feet for gas facility, or cause an encroachment, which will unreasonably interfere with the GRANTEE's use of any such defined area.

GRANTEE shall have quiet and peaceful possession, use, and enjoyment of these easements. GRANTOR shall not utilize or permit to be utilized the Easement Area in any way which will interfere with GRANTEE's facilities over, under, or upon the Easement Area and the safe operation and maintenance thereof, nor right of ingress and egress over and across the Easement Area.

GRANTOR hereby warrants and covenants that GRANTOR is the owner of fee simple title to the premises in which the above described Easement Area is located and has full right and lawful authority to grant and convey these easements.

NOTE: The Easement Area is represented on the surveyor's sketch attached hereto as Exhibit "A", which sketch is for demonstrative purposes only and to the extent of conflict or inconsistency between said sketch and the legal description set forth herein, such legal description of the Easement Area shall prevail.

TO HAVE AND TO HOLD the same unto the said GRANTEE, its successors and/or assigns, forever.

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

**EXHIBIT TO  
RESOLUTION**

**NOT FOR  
EXECUTION**

Signed, sealed and delivered in our presence:

\_\_\_\_\_  
Witness Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**[Insert Grantor Name]**

By: \_\_\_\_\_  
[Grantor Signatory Printed Name]

\_\_\_\_\_  
Witness Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 202\_\_ by [Insert Signatory Name], who  is personally known to me or who  has produced \_\_\_\_\_ as identification.

[Notary Seal]

\_\_\_\_\_  
Notary Public  
Printed Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**EXHIBIT TO  
RESOLUTION**

**NOT FOR  
EXECUTION**

**File Attachments for Item:**

2. City Council Resolution No. 2025-007 - A resolution of the City Council of the City of Lake City, Florida, declaring certain personal property owned by the City to be either surplus to its needs and sold at public noticed sale or determined to be obsolete, non-serviceable, or beyond economic repair pursuant to and in accordance with the provisions and requirements of Section 2-183 of the City Code, and authorizing the City to remove such surplus property when sold or disposed of from the fixed assets of the City.

## **RESOLUTION NO 2025 - 007**

### **CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, DECLARING CERTAIN PERSONAL PROPERTY OWNED BY THE CITY TO BE EITHER SURPLUS TO ITS NEEDS AND SOLD AT PUBLIC NOTICED SALE OR DETERMINED TO BE OBSOLETE, NON-SERVICEABLE, OR BEYOND ECONOMIC REPAIR PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS AND REQUIREMENTS OF SECTION 2-183 OF THE CITY CODE, AND AUTHORIZING THE CITY TO REMOVE SUCH SURPLUS PROPERTY WHEN SOLD OR DISPOSED OF FROM THE FIXED ASSETS OF THE CITY.**

WHEREAS, the City Manager of the City of Lake City, Florida ("City"), has received from various departments of the City a detailed list of items of property described on "Exhibit A" attached hereto (the "Property") which are no longer used by such departments; and

WHEREAS, the City Manager has determined that no other department of the City has any use for the Property and requests City Council find such Property to be surplus to the needs of the City; and

WHEREAS, the City Council finds that the Property is surplus to the needs of the City and that the value of the Property is greater than \$6,000.00 and should be sold only to the highest responsible bidder or bidders following proper publication of notice pursuant to Section 2-183 of the City Code or advertised on electronic medium during the time of publication of notice; and

WHEREAS, the City Council also finds that if any portion of Property is determined to be obsolete, non-serviceable, or beyond economic repair, the City is authorized to dispose of such items; and

WHEREAS, the City Council finds that if the Property is sold or disposed of as provided for herein and pursuant to Section 2-183 of the City Code, the Property shall be removed from the Fixed Assets of the City; and

WHEREAS, selling or disposing of the Property as set forth herein is in the public or community interest and for public welfare; now therefore

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Selling or disposing of the Property as set forth herein is in the public or community interest and for public welfare; and
2. The Property described on "Exhibit A" is hereby declared surplus to the City's needs; and
3. Following proper notice of publication, the City Manager and /or his designee is hereby authorized and directed to either sell the Property to the highest bidder or bidders, including electronic bids, or dispose of any item determined to be obsolete, non-serviceable, or beyond economic repair; and
4. The City Manager and/or his designee is hereby authorized and directed to remove the Property from the City's list of fixed assets, regardless of the method of disposition; and

5. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
6. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

**APPROVED AND ADOPTED**, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of January, 2025.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

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Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

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Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Clay Martin, City Attorney

EXHIBIT "A"

FIXED ASSET SURPLUS LIST  
As of December 18, 2024

FUND	DEPT	ASSET #	DESCRIPTION	ACQ DATE	COST	S/N-VIN	DISPOSITION
General	PD	5605	2013 BLACK FORD EXPEDITION V-8 FLEX FUEL 5.4 LITER - VEHICLE #10	3/31/2013	\$ 34,580.00	1FMJUIF50DEF35	SELL
General	PD		STATION 1 - DELL OPTIPLEX 7090 COMPUTER			4VF61M3	TRANSFER TO COUNTY
General	PD		STATION 1 - DELL OPTIPLEX 7090 COMPUTER			12J61M3	TRANSFER TO COUNTY
General	PD		STATION 1 - DELL OPTIPLEX 7090 COMPUTER			22J61M3	TRANSFER TO COUNTY
General	PD		STATION 1 - DELL OPTIPLEX 7090 COMPUTER			32J61M3	TRANSFER TO COUNTY
Airport	Airport		(6) LUMINAIRE 940W FLOOD LIGHTS	2012			SELL
Airport	Airport		SOUTHERN AVIONICS NBD ANTENNA SYSTEM - TRANSMITTER AND ANTENNA	1970		25-226/10-2057	SELL
Airport	Airport		CONCRETE LIGHT POLES - 80FT LENGTH				SELL
W/S	GIS-UT ADMIN	4825	HP DESIGN JET PLOTTER	5/27/2008	\$ 2,816.00	MY83FH302Q	SELL
W/S	GIS-UT ADMIN	4883	HP DESIGN JET PLOTTER/PRINTER HP JET 500 42	2/14/2008	\$ 2,566.00		SELL
W/S	WW		CATERPILLAR SR4 YELLOW 750 KVA 600 KW			GFA04292	SELL
W/S	WTP		HUSQVARNA STRING TRIMMER - 125L ORANGE 72" STRAIGHT SHAFT				SELL
W/S	WTP		POULAN LAWN TRACTOR - MODEL PXT16542 RED 42"			103008D005631	SELL
W/S	WTP		ECHO POWER EDGER - MODEL PE-280 - 69.5"	6/12/2013	\$ 335.99	563012012527	SELL
W/S	WTP		BUSH HOG - RED - MODEL # 285			70994	SELL
W/S	WTP		KUBOTA UTILITY VEHICLE - RTV400CI-A ORANGE VEHICLE # E-595	11/17/2018	\$ 7,404.63	24493	TRANSFER TO PW
W/S	D&C		MXU'S 5000 - SENSUS FLEXNET MODEL		\$ 154.34		DISPOSE
W/S	WTP		2008 UTILITY TRAILER MODEL 6-4X16 DA - BLACK 6-4X16	7/16/2008		4Y3USI622850182	TRANSFER TO PW
W/S	WTP		47 PLCS CARDS & POWER MONITORS	2004-2006		MULTIPLE - ATTA	SELL
General	PW	4231	FREIGHTLINER BUCKET TRUCK MODEL M2106 - WHITE VEHICLE #90	11/21/2005	\$ 109,449.00	1FVACXC536HV94	SELL
General	GM		(3) CHANDELIERS TAKEN OUT OF GM OFFICE				SELL
General	RECREATION	4928	REBOUNCE PLAYGROUND EQUIPMENT - TEENTOWN	6/2/2009	\$ 921.02	4928	DISPOSE/SCRAPMETAL
General	RECREATION	4929	REBOUNCE PLAYGROUND EQUIPMENT - TEENTOWN	6/2/2009	\$ 921.02	4929	DISPOSE/SCRAPMETAL
General	RECREATION	4365	PLAYGROUND EQUIPMENT & STRAIGHT CHUTER - TEENTOWN	1/19/2007	\$ 4,406.05	4365	DISPOSE/SCRAPMETAL
General	RECREATION	4028	SWINGCLIMBER PLAYGROUND EQUIPMENT - TEENTOWN	2/25/2005	\$ 1,998.00	4028	DISPOSE/SCRAPMETAL
General	RECREATION		TEENTOWN OFFICE FURNITURE (DESK, TABLES, CHAIRS, FILE CAB, SHELVES, RACKS, ORGANIZERS, ICE MACHINE, LAMINATOR ASSET# 0468)				SELL
General	IT		LASERJET PRO MFP M479				SELL
General	IT		HP LASERJET PRO 200 COLOR PRINTER (M251NW)				SELL
General	IT		ISC TOUCH 250				SELL
General	IT		CISCO ASA 5505				SELL
General	IT		CATALYST 3560				SELL
General	IT		(2) IPAD AIR	9/3/2015	510.75 EACH		SELL
General	IT		(2) IPAD AIR	2/22/2017	500.00 EACH		SELL
General	IT		IPAD GEN 5				SELL
General	IT		MIDIAN MICROPHONE PDE-1v1.41				SELL
General	IT		TOA MICROPHONE PM-660D				SELL
General	IT		OMNITRONIX DIN SPLITTER 1204				SELL
General	IT		RS321-060 3AMP 240VAC FOOR PADDLE				SELL
General	IT		(2) VIEWSONIC PA503s-2	9/24/2015	\$ 1,468.00		SELL
General	IT		(2) CISCO DESK PHONE CP7821	3/9/2016	105.00 EACH		SELL
General	IT		(6) CISCO DESK PHONE CP7911				SELL
General	IT		(2) CISCO DESK PHONE CP7941				SELL
General	IT		(1) CISCO DESK PHONE CP7942	8/2/2015	\$ 130.00		SELL
General	IT		(1) CISCO DESK PHONE CP7961				SELL
General	IT		(128) CISCO DESK PHONE CP7811	8/1/2022	73.42 EACH		SELL
GAS	GAS		SENSIT GOLD MODEL G-A YELLOW/BLACK			3829	DISPOSAL
GAS	GAS		SENSIT GOLD MODEL G-A YELLOW/BLACK			38301	DISPOSAL
GAS	GAS	5349	SENSIT GOLD MODEL G-A YELLOW/BLACK		\$ 1,515.25	18316	DISPOSAL
GAS	GAS	5350	SENSIT GOLD MODEL G-A YELLOW/BLACK		\$ 1,515.26	18317	DISPOSAL
GAS	GAS	5038	SENSIT GOLD MODEL G-A YELLOW/BLACK		\$ 1,514.20	16101	DISPOSAL
GAS	GAS	6220	SENSIT GOLD MODEL G-A YELLOW/BLACK		\$ 1,712.94	44259	DISPOSAL
GAS	GAS	6220	SENSIT GOLD MODEL G-A YELLOW/BLACK		\$ 1,712.93	44259	DISPOSAL

FIXED ASSET SURPLUS LIST  
As of December 18, 2024

FUND	DEPT	ASSET #	DESCRIPTION	ACQ DATE	COST	S/N-VIN	DISPOSITION
GAS	GAS	5759	SENSIT GOLD MODEL G-A YELLOW/BLACK		\$ 1,628.05	31468	DISPOSAL
GAS	GAS	5758	SENSIT GOLD MODEL G-A YELLOW/BLACK		\$ 1,628.05	31467	DISPOSAL
GAS	GAS	5343	2 TON SPLIT UNIT HEAT PUMP - MODEL # WAHM244A	11/22/2010	\$ 2,780.00	X102164351	TRANSFER TO PW
GAS	GAS	4405	AC SEER GOODMAN	7/13/2007	\$ 1,241.66		TRANSFER TO PW
GAS	GAS	5653	FIREHAWK - SCBA HP 2002 - BLACK AND GRAY	9/12/2013	\$ 1,800.00		DISPOSAL
GAS	GAS	5654	FIREHAWK - SCBA HP 2002 - BLACK AND GRAY	9/12/2013	\$ 1,800.00		DISPOSAL
GAS	GAS	5655	FIREHAWK - SCBA HP 2002 - BLACK AND GRAY	9/12/2013	\$ 1,800.00		DISPOSAL
GAS	GAS	5656	FIREHAWK - SCBA HP 2002 - BLACK AND GRAY	9/12/2013	\$ 1,800.00		DISPOSAL
GAS	GAS	5657	FIREHAWK - SCBA HP 2002 - BLACK AND GRAY	9/12/2013	\$ 1,800.00		DISPOSAL
GAS	GAS	3447	OQ LICENSE PACKAGE - OPERATOR QUALIFICATION LICENSE PACKAGE	11/15/2000	\$ 6,715.00		DISPOSAL
WS	D&C		GLASS SECURITY DOOR				SELL
General	PD		HP PRO DESK 600G6 - COMPUTER - TRANSFER TO COUNTY FOR BACKUP PSAP SYSTEM	3/3/2022	\$ 1,155.84	MXL1274212	TRANSFER TO COUNTY
General	PD		HP PRO DESK 600G6 - COMPUTER - TRANSFER TO COUNTY FOR BACKUP PSAP SYSTEM	3/3/2022	\$ 1,155.84	MXL127426S	TRANSFER TO COUNTY
General	PD		HP PRO DESK 600G6 - COMPUTER - TRANSFER TO COUNTY FOR BACKUP PSAP SYSTEM	3/3/2022	\$ 1,155.84	MXL12741YN	TRANSFER TO COUNTY

**CITY OF LAKE CITY  
FIXED ASSET DISPOSITION REQUEST**

Department: Police Dept Date Completed: 6-14-2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: 5605

Description of Asset (complete all applicable items)  
Make: 2013  
Model: Ford Expedition  
Color: Black  
Size: V8, Flex Fuel, 54 Liter  
Vehicle #: 10  
Serial Number (if applicable): 1FMJW1F50DEE35206

Other Information (if available)  
Date purchased: 3/21/2013  
Who purchased from: Dural Ford  
Cost (original): \$ 34,580.00

Disposition:  
Reason: Not operable

Fair Market Value \$: 1500.00

Method used to determine fair market value: Kelley Blue Book

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

If sale, requested method: \_\_\_\_\_

Department Head Signature: [Signature] Date: 6/12/24

Asst Finance Director: Cheryl Jacobs Date: 12.18.24

**CITY MANAGER USE ONLY**

Submit to City Council for approval: Yes No    Council Approval: \_\_\_\_\_

City Manager Approval Signature: [Signature] Date: 12/20/24

Revised 10-26-10



Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1FMJU1F50DEF35206	2013	FORD	TK	5377		111531566



FL 1521 / VEH 10

Registered Owner:

Date of Issue 04/12/2013

CITY OF LAKE CITY  
205 N MARION AVE  
LAKE CITY FL 32055

Lien Release

Interest in the described vehicle is hereby released

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**IMPORTANT INFORMATION**

- When ownership of the vehicle described herein is transferred, the seller MUST complete in full the Transfer of Title by Seller section at the bottom of the certificate of title.
- Upon sale of this vehicle, the seller must complete the notice of sale on the reverse side of this form.
- Remove your license plate from the vehicle.
- See the web address below for more information and the appropriate forms required for the purchaser to title and register the vehicle, mobile home or vessel: <http://www.hsmv.state.fl.us/html/titinf.html>

Mail To:

CITY OF LAKE CITY  
205 N MARION AVE  
LAKE CITY FL 32055-3918



# CERTIFICATE OF TITLE

Identification Number	Year	Make	Body	WT-L-BHP	Vessel Regis. No.	Title Number
1FMJU1F50DEF35206	2013	FORD	TK	5377		111531566
Prev State	Color	Primary Brand	Secondary Brand	Use	Prev Issue Date	
N	BLK			PRIVATE		
Odometer Status or Vessel Manufacturer or Off use				Full Material	Prop	Date of Issue
1 MILES				03/31/2013	ACTUAL	04/12/2013

Lien Release  
Interest in the described vehicle is hereby released

Registered Owner

CITY OF LAKE CITY  
205 N MARION AVE  
LAKE CITY FL 32055

1st Lienholder

NONE

DIVISION OF MOTORIST SERVICES

TALLAHASSEE

FLORIDA

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

*Clayton B. Walden*  
Clayton Boyd Walden  
Director

Control Number 111557508

*Julie L. Jones*  
Julie L. Jones  
Executive Director

**TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)**

Federal and/or state law require that the seller state the mileage, purchaser's name, selling price and date sold in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name:

Address:

Seller Must Enter Selling Price:

Seller Must Enter Date Sold:

I/We state that this  5 or  8 digit odometer now reads  0  1  2  3  4  5  6  7  8  9 (two tenths) miles, date read \_\_\_\_\_ and I hereby certify that to the best of my knowledge the odometer reading  1 reflects ACTUAL MILEAGE  2 is IN EXCESS OF ITS MECHANICAL LIMITS  3 is NOT THE ACTUAL MILEAGE.

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.**

SELLER Must Sign Here:

CO-SELLER Must Sign Here:

Print Here:

Print Here:

Selling Dealer's License Number:

Tax No.:

Tax Collected:

Auction Name:

License Number:

PURCHASER Must Sign Here:

CO-PURCHASER Must Sign Here:

Print Here:

Print Here:

NOTICE: PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE.

**CITY OF LAKE CITY**  
**ASSET DISPOSITION REQUEST**

Department: Police Date Completed: 8-23-24

Identify Asset: Four (4) Dell Optiplex 7090 computers from Dispatch Center

Description of Asset (complete all applicable items)

Make: See list attached

Model: \_\_\_\_\_

Color: n/a

Size: \_\_\_\_\_

Serial Number (if applicable): See list attached

Other Information (if available)

Date purchased: January 2022

Who purchased from: \_\_\_\_\_

Cost (original): \$ 500.00

Disposition:

Reason: to become County property due to consolidated dispatch center backup

Fair Market Value \$: 100.00

Method used to determine fair market value: consulted w/ city IT Director

Requested Disposition (circle one)  Transfer  Trade-In  Sale  Other

If other (explain): \_\_\_\_\_

If transfer, to what department? Columbia County

Department Head Signature: [Signature] Date: 8/26/24

Assistant Finance Director: [Signature] Date: 9-12-24

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] Date: 9/12/24

<b>DISPATCH COMPUTERS LOCATED AT LAKE CITY POLICE DEPARTMENT</b>					
<b>Location</b>	<b>Manufacturer</b>	<b>Model</b>	<b>SN</b>		
Station 1	Dell	Optiplex 7090	4VF61M3		
Station 2	Dell	Optiplex 7090	12J61M3		
Station 3	Dell	Optiplex 7090	22J61M3		
Station 4	Dell	Optiplex 7090	32J61M3		

**CITY OF LAKE CITY**  
**ASSET DISPOSITION REQUEST**

Department: Airport-542 Date Completed: 10/30/23

Identify Asset: x6 Luminaire 940W Flood Lights

Description of Asset (complete all applicable items)

Make: Luminaire  
Model: GP/UF  
Color: Black  
Size: 14"x14"

Serial Number (if applicable): \_\_\_\_\_

Other Information (if available)

Date purchased: 2012  
Who purchased from: \_\_\_\_\_  
Cost (original): \$ \_\_\_\_\_

Disposition:

Reason: Swapped to Led Fixtures

Fair Market Value \$: \$75 a piece

Method used to determine fair market value: Called City Electric for appraisal.

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale **X**                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

Department Head Signature: [Signature] Date: 10-30-2023

Assistant Finance Director: [Signature] Date: 12.18.24

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] Date: 12/20/24

# CITY OF LAKE CITY ASSET DISPOSITION REQUEST

Department: Airport - 542 Date Completed: 8/27/24

Identify Asset: NDB Antenna System ( 2 50ft Symetrical Tee Towers with Cabling, Transmitter, Antenna Coupler)

**Description of Asset (complete all applicable items)**

Make: Southern Avionics  
Model: Transmitter: SS250C / Antenna Coupler: PC-1000 / Antenna: Symetrical "T"  
Color: Grey  
Size: Towers Approx. 50ft / Transmitter Approx. 2ft

Serial Number (if applicable): Transmitter: 25-226 / Antenna Coupler: 10-2057

**Other Information (if available)**

Date purchased: September of 1970  
Who purchased from: N/A  
Cost (original): \$ N/A

**Disposition:**

Reason: No longer in use.

Fair Market Value \$: 10,000

Method used to determine fair market value: Wed Search

Requested Disposition (circle one)    Transfer                      Trade-In                      **Sale**                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

Department Head Signature: *J. Bunnell* Date: 8-27-24

Assistant Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY MANAGER USE ONLY**

City Manager Approval Signature: *Don J. ...* Date: 12/20/24

Revised 10-26-10

# CITY OF LAKE CITY ASSET DISPOSITION REQUEST

Department:     Airport     Date Completed:     07/19/2023    

Identify Asset:     Concrete Poles    

**Description of Asset (complete all applicable items)**

Make: \_\_\_\_\_  
Model: \_\_\_\_\_  
Color: \_\_\_\_\_  
Size:     80ft Length    

Serial Number (if applicable): \_\_\_\_\_

**Other Information (if available)**

Date purchased: \_\_\_\_\_  
Who purchased from: \_\_\_\_\_  
Cost (original): \$ \_\_\_\_\_

**Disposition:**

Reason:     Old light poles, no longer needed.    

Fair Market Value \$: \_\_\_\_\_

Method used to determine fair market value: \_\_\_\_\_

Requested Disposition (circle one)    Transfer                      Trade-In                          Sale                          Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

Department Head Signature:     *[Signature]*     Date:     6-14-2024    

Assistant Finance Director:     *[Signature]*     Date:     12.18.24    

**CITY MANAGER USE ONLY**

City Manager Approval Signature:     *[Signature]*     Date:     12/20/24

**CITY OF LAKE CITY**  
**ASSET DISPOSITION REQUEST**

Department: GIS-Utility Admin Date Completed: 2-8-2024

Identify Asset: 0418 & 0399 In system appears to be Asset #4825 & ~~4833~~ per CJ

Description of Asset (complete all applicable items)

Make: Plotter

Model: HP Designjet 500

Color: \_\_\_\_\_

Size: \_\_\_\_\_

Serial Number (if applicable): \_\_\_\_\_

Other Information (if available)

Date purchased: 2008

Who purchased from: \_\_\_\_\_

Cost (original): \$ 2816.00 & 2566.00

Disposition:

Reason: Purchased new one in 2019

Fair Market Value \$: 500.00

Method used to determine fair market value: Web search

Requested Disposition (circle one)    Transfer                      Trade-In                      **Sale**                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

Department Head Signature: [Signature] Date: 6-17-2024

Assistant Finance Director: [Signature] Date: 12-18-24

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] Date: 12/20/24

Revised 10-26-10

**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: Wastewater Date Completed: 11/6/24

Fixed Asset Number (From Fixed Asset Listing)

Identify Fixed Asset: \_\_\_\_\_

Description of Asset (complete all applicable items)

Make: Caterpillar

Model: SR 4

Color: Yellow

Size: 750 KVA 600 KW

Vehicle #: \_\_\_\_\_

Serial Number (if applicable): 6FA04292

Other Information (if available)

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

Who purchased from: \_\_\_\_\_

Cost (original): \$ \_\_\_\_\_

Disposition:

Reason: NO longer needed

Fair Market Value \$: \_\_\_\_\_

Method used to determine fair market value: \_\_\_\_\_

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

If sale, requested method: \_\_\_\_\_

Department Head Signature: [Signature] Date: 11/6/24

Asst. Finance Director: [Signature] Date: 12-18-24

**CITY MANAGER USE ONLY**

Submit to City Council for approval:  Yes  No      Council Approval: \_\_\_\_\_

City Manager Approval Signature: [Signature] Date: 12/20/24





**CITY OF LAKE CITY  
ASSET DISPOSITION REQUEST**

Department: UTILITIES PWT Date Completed: 2/9/24

Identify Asset: STRING TRIMMER

Description of Asset (complete all applicable items)

Make: HUSQVARNA  
Model: 125 L  
Color: ORANGE  
Size: 72" STRAIT SHAFT

Serial Number (if applicable): \_\_\_\_\_

Other Information (if available)

Date purchased: \_\_\_\_\_  
Who purchased from: \_\_\_\_\_  
Cost (original): \$ \_\_\_\_\_

Disposition:

Reason: USED CARB & fuel lines

Fair Market Value \$: 25.00

Method used to determine fair market value: INTERNET (Equipment trader)

Requested Disposition (circle one)    Transfer                      Trade-In                      sale                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

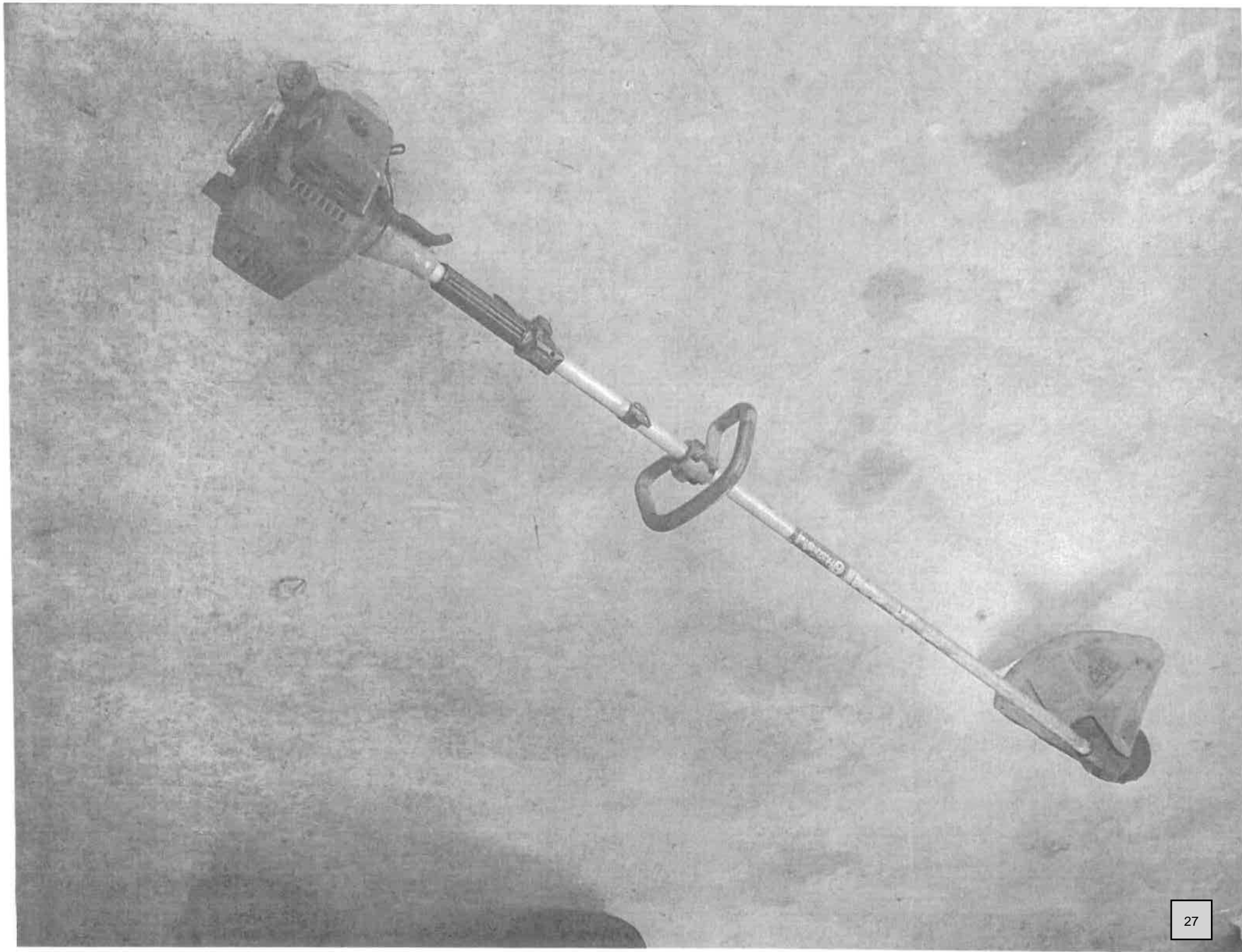
Department Head Signature: [Signature] Date: 2/9/24

Assistant Finance Director: [Signature] Date: 12.18.24

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] Date: 12/20/24

Revised 10-26-10



**CITY OF LAKE CITY  
ASSET DISPOSITION REQUEST**

Department: UTILITIES PWT Date Completed: 2/9/24

Identify Asset: LAWN TRACTOR

Description of Asset (complete all applicable items)  
Make: POULAN  
Model: PXT16542  
Color: RED  
Size: 42"

Serial Number (if applicable): 109008D005631

Other Information (if available)  
Date purchased: N/A  
Who purchased from: N/A  
Cost (original): \$ N/A

Disposition:  
Reason: OUTDATED RUNS NEED SOME MINOR REPAIRS

Fair Market Value \$: 75.00

Method used to determine fair market value: INTERNET (Equipment trader)

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

Department Head Signature: [Signature] Date: 2/9/24

Assistant Finance Director: [Signature] Date: 12-18-24

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] Date: 12/20/24







**CITY OF LAKE CITY  
ASSET DISPOSITION REQUEST**

Department: UTILITIES Date Completed: 2/9/24

Identify Asset: Power Edger

Description of Asset (complete all applicable items)

Make: ECHO  
Model: PE-280  
Color: multiple  
Size: 69.5 inches long

Serial Number (if applicable): 503012012527

Other Information (if available)

Date purchased: 6/12/2013  
Who purchased from: MEKELL'S POWER EQUIPMENT  
Cost (original): \$ 335.99

Disposition:

Reason: NEED CARBURETOR & FUEL LINES

Fair Market Value \$: 25.00

Method used to determine fair market value: INTERNET (Equipment Trader)

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

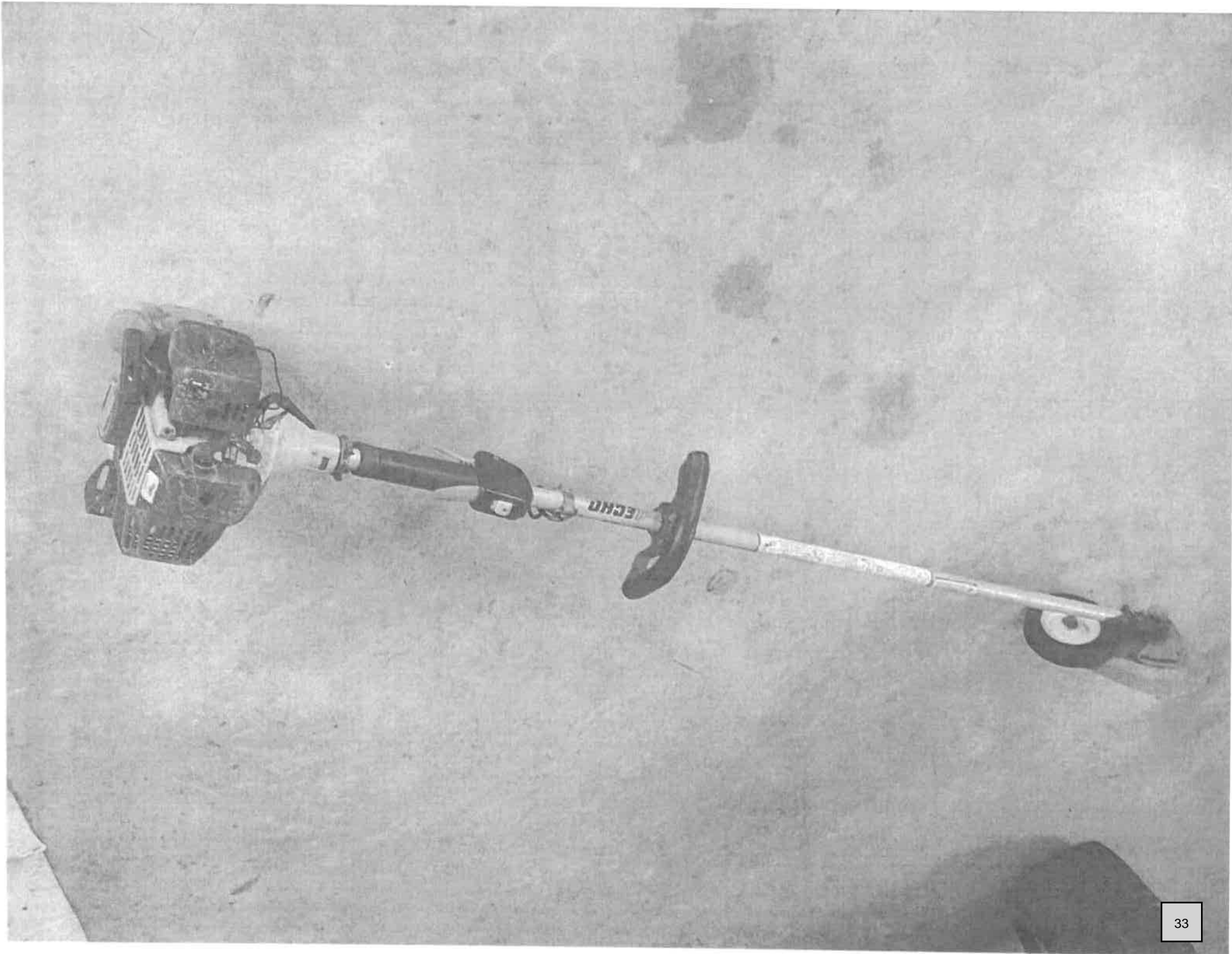
Department Head Signature: [Signature] Date: 2/9/24

Assistant Finance Director: [Signature] Date: 12.18.24

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] Date: 12/20/24





**CITY OF LAKE CITY  
ASSET DISPOSITION REQUEST**

Department: UTILITIES PWT Date Completed: 2/9/24  
Price Creek WT Plant

Identify Asset: BUSH HOG

Description of Asset (complete all applicable items)  
Make: BUSH HOG  
Model: 275  
Color: RED  
Size: 6'

Serial Number (if applicable): 70994

Other Information (if available)  
Date purchased: N/A  
Who purchased from: \_\_\_\_\_  
Cost (original): \$ N/A

Disposition:  
Reason: NEED NEW SLUMP JUMPER

Fair Market Value \$: 100.00

Method used to determine fair market value: INTERNET - (TRACTOR HOUSE)

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): \_\_\_\_\_

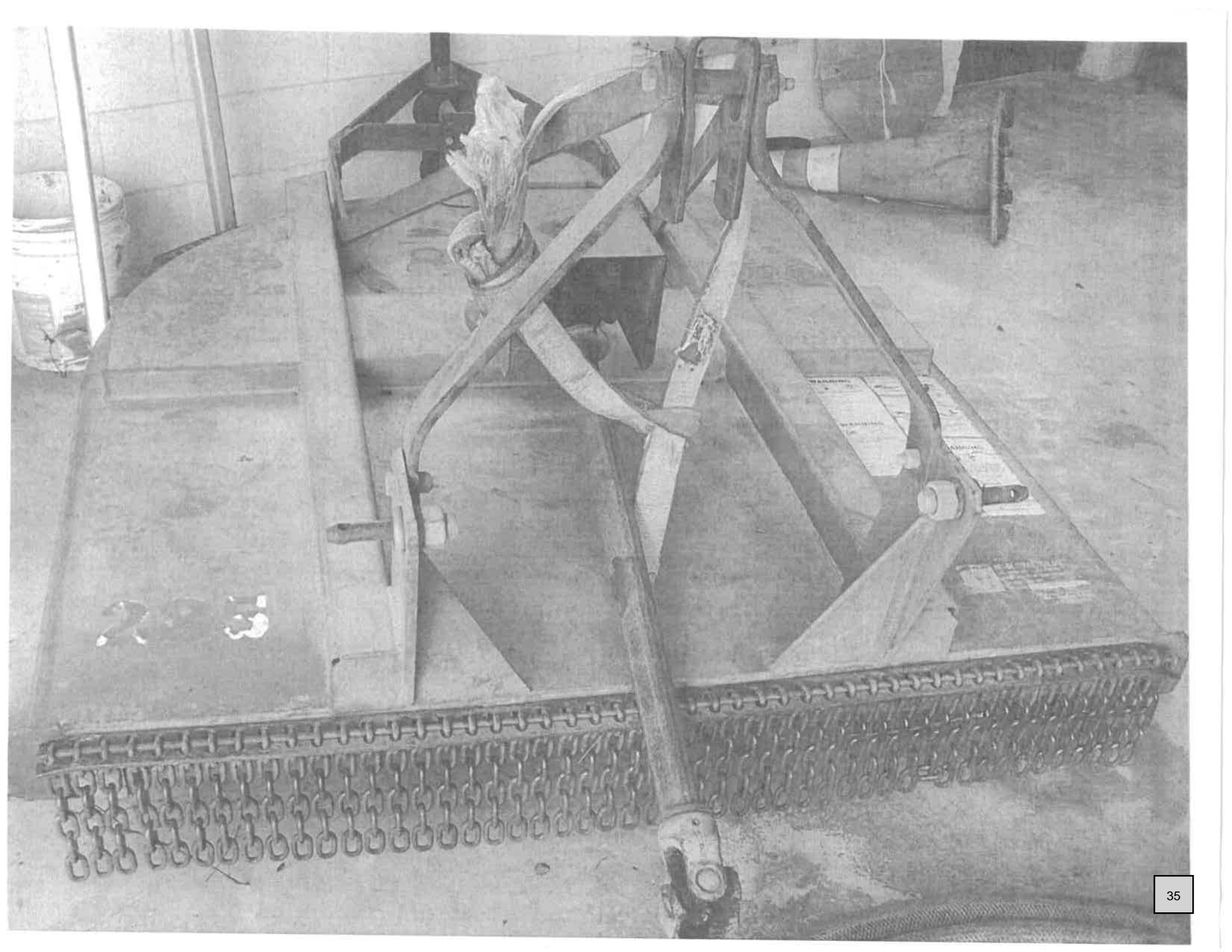
If transfer, to what department? \_\_\_\_\_

Department Head Signature: [Signature] Date: 2/9/24

Assistant Finance Director: [Signature] Date: 12.18.24

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] Date: 12/20/24







**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: UTILITIES WTP Date Completed: 10/28/24

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: KUBOTA RTV ASSET 6404

Description of Asset (complete all applicable items)  
Make: KUBOTA  
Model: RTV 400CI-A  
Color: ORANGE  
Size: 400  
Vehicle #: E-595  
Serial Number (if applicable): 24493

Other Information (if available)  
Date purchased: 11/17/18  
Who purchased from: FLORIDA COAST EQUIPMENT  
Cost (original): \$ 7404.63

Disposition:  
Reason: PARTS AVAILABILITY & UPGRADED

Fair Market Value \$: 1500.00 NUCKLE IN STEERING POPS - only 4 wheel drive

Method used to determine fair market value: GOV DEALS

Requested Disposition (circle one) Transfer Trade-In Sale Other

If other (explain): \_\_\_\_\_

If transfer, to what department? maybe PW if not sale

If sale, requested method: Gov Deals

Department Head Signature: [Signature] Date: 10/28/24

Finance Director: [Signature] Date: 12.18.24

**CITY MANAGER USE ONLY**

Submit to City Council for approval: Yes No Council Approval: \_\_\_\_\_

City Manager Approval Signature: [Signature] Date: 12/20/24

**CITY OF LAKE CITY**  
**ASSET DISPOSITION REQUEST**

Department: Utilities D&C Date Completed: 7/1/24

Identify Asset: MXU's - 5000

Description of Asset (complete all applicable items)

Make: Sensus  
Model: Flexnet  
Color: N/A  
Size: N/A

Serial Number (if applicable): N/A

Other Information (if available)

Date purchased: N/A  
Who purchased from: Sensus  
Cost (original): \$ 154.34 - approx

Disposition:

Reason: Battery dead

Fair Market Value \$: 0

Method used to determine fair market value: \_\_\_\_\_

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): disposal

If transfer, to what department? N/A

Department Head Signature: [Signature] Date: 7/1/24

Assistant Finance Director: [Signature] Date: 12-18-24

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] Date: 12/20/24

CITY OF LAKE CITY
ASSET DISPOSITION REQUEST

Department: UTILITIES WTP Date Completed: 10/28/24

Identify Asset: UTILITY TRAILER

Description of Asset (complete all applicable items)

Make: 2008
Model: 6-4X16 DA
Color: BLACK
Size: 6-4X16

Serial Number (if applicable): 4Y3U5162285018298

Other Information (if available)

Date purchased: 7/16/08
Who purchased from: SOUTHEASTER TRAILER OUTLET
Cost (original): \$

Disposition:

Reason: NEED REPAIRS

Fair Market Value \$: 950.00

Method used to determine fair market value: USED TRAILERS ON LINE

Requested Disposition (circle one) Transfer to PW Trade-In Sale Good Deals Other

If other (explain):

If transfer, to what department? Public Works

Department Head Signature: [Signature] Date: 10/28/24

Assistant Finance Director: Cheryl Back Date: 12-18-24

CITY MANAGER USE ONLY
City Manager Approval Signature: [Signature] Date: 12/20/24

Wood Replaced, metal welded, needed

Revised 10-26-10



**MANUFACTURER'S  
STATEMENT OF ORIGIN  
TO A TRAILER**

The undersigned COMPANY hereby certifies that the new trailer described below, the property of said COMPANY, has been transferred this \_\_\_\_\_ 16 \_\_\_\_\_ day of \_\_\_\_\_ JULY \_\_\_\_\_ 20 08 \_\_\_\_\_ on Invoice No. \_\_\_\_\_ to \_\_\_\_\_ SOUTHEASTER TRAILER OUTLET \_\_\_\_\_ (Distributor, Dealer, Etc.)

whose address is \_\_\_\_\_  
\_\_\_\_\_  
(Street, City and State)

Trade Name \_\_\_\_\_ UTILITY \_\_\_\_\_ Year \_\_\_\_\_ 2008 \_\_\_\_\_ Series or Model \_\_\_\_\_ BLACK \_\_\_\_\_  
Body Type \_\_\_\_\_ 6-4X16 DA W/GATE SPR TIRE MNT \_\_\_\_\_  
Serial No. \_\_\_\_\_ 4Y3US16228S018298 \_\_\_\_\_  
Shipping Weight \_\_\_\_\_ 1100 \_\_\_\_\_

The COMPANY further certifies that this was the first transfer of such new trailer in ordinary trade and commerce.

**SOUTHEASTERN METAL PRODUCTS, INC.**  
1440 N. Marion Street  
Lake City, Florida 32055

By Carl Couvrent  
Title or Position

**IMPORTANT\_INFORMATION**

SECTION 320.0605, Florida Statutes, requires this registration certificate or an official copy or a true copy of a rental or lease agreement issued for the motor vehicle described be in possession of the operator or carried in the vehicle while the vehicle is being used or operated on the highways or streets of this state.

SECTION 316.613, Florida Statutes, requires every operator of a motor vehicle while transporting a child in a passenger car, van or pickup truck registered in this state and operated on the highways of this state, shall, if the child is 5 years of age or younger, provide for protection of the child by properly using a crash-tested, federally approved child restraint device. For children aged through 3 years, such restraint device must be a separate carrier or a vehicle manufacturer's integrated child seat, for children aged 4 through 5 years, a separate carrier or seat belt may be used.

SECTION 627.733, Florida Statutes, requires mandatory Florida No-Fault Insurance to be maintained continuously throughout the entire registration period; failure to maintain the required coverage could result in suspension of your driver license and registration.

Mail To:

**CITY OF LAKE CITY  
205 N MARION AVE  
LAKE CITY, FL 32055**

050-536  
WTP

CO/AGY 29 / 1

T# 548702897  
B# 553370

# FLORIDA TRAILER REGISTRATION

PLATE	<b>XB4564</b>	DECAL		Expires	<b>NO EXPIRATION</b>				
YR/MK	<b>2008/UTILITY</b>	BODY	<b>TL</b>	TITLE		Reg. Tax	21.10	Class Code	97
VIN	<b>4Y3US16228S018298</b>	NET WT	<b>1100</b>			Init. Reg.		Tax Months	12
Plate Type	<b>CVR</b>					County Fee	3.00	Back Tax Mos	
DL/FEID	<b>596000352-01</b>					Mail Fee		Credit Class	
Date Issued	<b>7/25/2008</b>	Plate Issued	<b>7/25/2008</b>			Sales Tax		Credit Months	
						Voluntary Fees			
						Grand Total	24.10		

**CITY OF LAKE CITY  
205 N MARION AVE  
LAKE CITY, FL 32055**

**IMPORTANT INFORMATION**

1. The Florida license plate must remain with the registrant upon sale of vehicle.
2. The registration must be delivered to a Tax Collector or Tag Agent for transfer to replacement vehicle.
3. The registration must be surrendered when requesting a change of address.
4. Registration renewals are the responsibility of the registrant and shall occur during the 30-day period prior to the expiration date shown on this registration. Renewal notices are provided as a courtesy and are not required for renewal purposes.

**CVR - CITY VEHICLES PLATE ISSUED X**

**CITY OF LAKE CITY**  
**ASSET DISPOSITION REQUEST**

Department: UTILITIES Date Completed: 11/4/24

Identify Asset: PLC CARDS & POWER MONITORS

Description of Asset (complete all applicable items)

Make: \_\_\_\_\_  
Model: SEE ATTACHED  
Color: BLACK  
Size: 47 TOTAL PIECES

Serial Number (if applicable): SEE ATTACHED

Other Information (if available)

Date purchased: 2004-2006  
Who purchased from: EESCO WHICH IS NOW WESCO  
Cost (original): \$ N/A

Disposition:

Reason: OLD OUTDATED HARDWARE - WE UPGRADED

Fair Market Value \$: 13,000.00

Method used to determine fair market value: INTERNET SITE PLC HARDWARE

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

Department Head Signature: [Signature] Date: 11/4/24

Assistant Finance Director: Cheryl Jacobs Date: 12.18.24

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] Date: 12/20/24

Catalog #	Series	F/W Rev	Serial #	Cat Rev	Part #	New
1404-M405A-232	A	n/a	n/a	n/a	n/a	No
1404-M405A-232	A	n/a	n/a	n/a	n/a	No
1404-M405A-232	A	n/a	n/a	n/a	n/a	No
1756-OF6CI	A	1.12			96186680	Yes
1756-OF6CI	A	1.12	0033273C	M01	96186689 A01	No
1756-OF6CI	A	1.12	0033270B	M01	96186680 A01	No
1756-OF6CI	A	1.12	0037B660	M01	96186680 A01	No
1756-OW16I	A	3.2	C0095SF99		96197678	Yes
1756-OW16I	A	3.2			96197678	Yes
1756-ENBT	A	3.0	0033AB95	N01	96486473 A01	No
1756-ENBT	A	3.8	0037E689	Q01	96490472 A01	No
1756-ENBT	A	6.004	42459465	N/A	N/A	No
1756-ENBT	A	3.6	0030DB85	L01	96486471 A01	No
1756-ENBT	A	3.9	0037E7A5	Q01	96490472 A01	No
1756-ENBT	A	3.9	0037E69B	Q01	96490472 A01	No
1756-ENBT	A	3.9	0037E660	Q01	96490472 A01	No
1756-ENBT	A	3.9	0033AB9D	N01	96486473 A01	No
1756-IA16	A	3.2	457324	J01	96259077	Yes
1756-IA16	A	3.2			96259078	Yes
1756-IF6I	A	L01	003327BC	L01	96186879V A01	No
1756-IF6I	A	1.12	0033276D	L01	96186879 A01	No
1756-IF6I	A	1.12	004B95C6		96186879	Yes
1756-IF6I	A	1.12	004BB316		96186879	Yes
1756-IF6I	A	1.12	00332772	L01	96186879 A01	No
1756-IF6I	A	1.12	00332774	L01	96186879 A01	No
1756-IF6I	A	1.12	0041E793	M01	96186879 B01	No
1756-IF6I	A	1.12	003327DF	L01	96186879 A01	No
1756-IF6I	A	1.12	003327E4	L01	96186879 A01	No
1756-IF6I	A	1.12	0033276D	L01	96186879 A01	No
1756-IF6I	A	1.12	00332761	L01	96186879 A01	No
1756-IF6I	A	1.12	003327E5	L01	96186879 A01	No
1756-IF6I	A	1.12	0033280A	L01	96186879 A01	No
1756-IF6I	A	1.12	0041E7BF	M01	96186879 B01	No
1756-IF6I	A	1.12	0033280E	L01	96186879 A01	No
1756-IF6I	A	1.12	0033276C	L01	96186879 A01	No
1756-IF6I	A	1.12	003785BB	M01	96186879 B01	No
1756-IF6I	A	1.12	00378583	M01	96186879 B01	No
1756-IF6I	A	1.12	003785BD	M01	96186879 B01	No
1756-IF6I	A	1.12	00332771	L01	96186879 A01	No
1756-L61	B	1.9	00600F67	N/A	13837	No
1756-L61	B	1.9	00615B16	N/A	13837	No
1756-L61	B	1.9	006275B7	N/A	13837	No
1756-L61	B	1.9	00386674	F01	96479676	No
1756-L61	B	1.9	004EF73B		13837	Yes
1756-OF6CI	A	1.12	004D5DAD	N/A	96186680	No
1756-OF6CI	A	1.12	0037B663	M01	96186680 A01	No

1756-OF6CI	A	1.12	0033270C	M01	96186680	Yes
1769-L32E	A	E01	0038EE5B	E01	92010-5170	No



**CITY OF LAKE CITY  
FIXED ASSET DISPOSITION REQUEST**

Department: Public Works Date Completed: 6.14.2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: 4231

Description of Asset (complete all applicable items)  
Make: Freightliner (2006)  
Model: Bucket Truck 12106  
Color: white  
Size: \_\_\_\_\_  
Vehicle #: 90  
Serial Number (if applicable): 1FVACXC5310HV94714

Other Information (if available)  
Date purchased: 10/21/2005  
Who purchased from: Freightliner of Southern Alabama Inc  
Cost (original): \$ 109,449.00

Disposition:  
Reason: Costly to Repair - hydraulic leak in boom lift  
Fair Market Value \$: 10,000  
Method used to determine fair market value: web search

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

If sale, requested method: \_\_\_\_\_

Department Head Signature: Steve Brown Date: 12/18/24

~~Asst~~ Finance Director: Cheryl Jacks Date: 12.18.24

**CITY MANAGER USE ONLY**

Submit to City Council for approval: Yes    No    Council Approval: \_\_\_\_\_

City Manager Approval Signature: [Signature] Date: 12/20/24

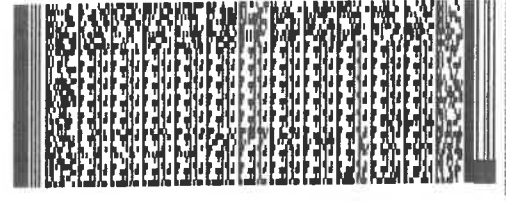
STATE OF FLORIDA

LIEN SATISFACTION

Vehicle 70 PW Streets Signs 545

IDENTIFICATION NUMBER <b>1FVACXCS36HV94714</b>	YR <b>2006</b>	MAKE <b>FRHT</b>	MODEL	BODY <b>TK</b>	WT-L-BHP <b>9300</b>	VESSEL REGIS. NO.	TITLE NUMBER <b>94683803</b>
REGISTERED OWNER <b>CITY OF LAKE CITY 205 N MARION AVE LAKE CITY FL 32055</b>							DATE OF ISSUE <b>12/15/2005</b>
							LIEN RELEASE INTEREST IN THE ABOVE DESCRIBED VEHICLE IS HEREBY RELEASED
BY _____							DATE _____

MAIL TO:  
**CITY OF LAKE CITY  
 205 N MARION AVE  
 LAKE CITY FL 32055-3918**



## CERTIFICATE OF TITLE

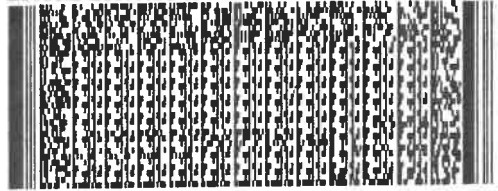
SATISFACTORY PROOF OF OWNERSHIP HAVING BEEN SUBMITTED UNDER SECTION 323.326(3), FLORIDA STATUTES, TITLE TO THE MOTOR VEHICLE OR VESSEL DESCRIBED BELOW IS VESTED IN THE OWNER(S) NAMED HEREIN. THIS OFFICIAL CERTIFICATE OF TITLE IS ISSUED FOR SAID MOTOR VEHICLE OR VESSEL.

IDENTIFICATION NUMBER <b>1FVACXCS36HV94714</b>	YR <b>2006</b>	MAKE <b>FRHT</b>	MODEL	BODY <b>TK</b>	WT-L-BHP <b>9300</b>	VESSEL REGIS. NO.	TITLE NUMBER <b>94683803</b>
PREV STATE	COLOR <b>WHI</b>	PRIMARY BRAND	SECONDARY BRAND	NO OF BRANDS	USE <b>PVT</b>	PREV ISSUE DATE	
ODOMETER STATUS OR VESSEL <b>1540 MILES</b>	MANUFACTURER OR ORIGIN <b>12/15/2005 ACTUAL</b>			HULL MATERIAL	PROG	DATE OF ISSUE <b>12/15/2005</b>	

REGISTERED OWNER  
**CITY OF LAKE CITY  
 205 N MARION AVE  
 LAKE CITY FL 32055**

LIEN RELEASE  
 INTEREST IN THE ABOVE DESCRIBED VEHICLE IS  
 HEREBY RELEASED  
 BY \_\_\_\_\_  
 TITLE \_\_\_\_\_ DATE \_\_\_\_\_

PREV. LIENHOLDER  
**NONE**



DIVISION OF MOTOR VEHICLES      TALLAHASSEE      FLORIDA      DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

*[Signature]*  
 CARL R. BIRD  
 DIRECTOR

Control Number: **75533639**

*[Signature]*  
 FRED O. DICKINSON III  
 EXECUTIVE DIRECTOR

**ODOMETER CERTIFICATION** - Federal and state law require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

This title is warranted and certified to be free from any liens except as noted on the face of this certificate and the motor vehicle or vessel described is hereby transferred to the purchaser.

Purchaser: \_\_\_\_\_ Address: \_\_\_\_\_  
 Selling Price: \_\_\_\_\_ Date Sold: \_\_\_\_\_

I/We state that this  5 or  6 digit odometer now reads:  (no tenths)

miles, date read \_\_\_\_\_ and to the best of my knowledge that it reflects the actual mileage of the vehicle described herein, unless one of the odometer statement blocks is checked.

**CAUTION:**  1. I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.  
 2. I hereby certify that the odometer reading is not the actual mileage.  
**WARNING - ODOMETER DISCREPANCY**

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.**

Signature of Purchaser: \_\_\_\_\_  
 Signature of Co-Purchaser: \_\_\_\_\_  
 Signature of Seller: \_\_\_\_\_  
 Signature of Co-Seller: \_\_\_\_\_

Printed Name of Purchaser: \_\_\_\_\_  
 Printed Name of Co-Purchaser: \_\_\_\_\_  
 Printed Name of Seller: \_\_\_\_\_  
 Printed Name of Co-Seller: \_\_\_\_\_

Selling Dealer's License Number: \_\_\_\_\_ Tax No. \_\_\_\_\_ Tax Collected: \$ \_\_\_\_\_

Auction Name: \_\_\_\_\_ License Number: \_\_\_\_\_

VOID IF ALTERED

VOID IF ALTERED



# CITY OF LAKE CITY ASSET DISPOSITION REQUEST

Department: General Bldg \_\_\_\_\_ Date Completed: 12/18/2024 \_\_\_\_\_

Identify Asset: N/A \_\_\_\_\_

**Description of Asset (complete all applicable items)**

Make: Chandeliers x 3 \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

Size: \_\_\_\_\_

Serial Number (if applicable): \_\_\_\_\_

**Other Information (if available)**

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

Who purchased from: \_\_\_\_\_

Cost (original): \$ \_\_\_\_\_

**Disposition:**

Reason: Taken out of GM office, no longer needed. \_\_\_\_\_

Fair Market Value \$: 1 5 0 . 0 0 \_\_\_\_\_

Method used to determine fair market value: web search \_\_\_\_\_

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

Department Head Signature: Brenda Han \_\_\_\_\_ Date: 12-18-24 \_\_\_\_\_

Assistant Finance Director: Cheryl Racks \_\_\_\_\_ Date: 12-18-24 \_\_\_\_\_

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] \_\_\_\_\_ Date: 12/20/24 \_\_\_\_\_

# CITY OF LAKE CITY ASSET DISPOSITION REQUEST

Department: Recreation Date Completed: 1/29/2024

Identify Asset: Playground Equipment at Teen Town

Description of Asset (complete all applicable items)

Make: Game Time  
Model: \_\_\_\_\_  
Color: \_\_\_\_\_  
Size: \_\_\_\_\_

Serial Number (if applicable): 4928-4929-4365-4028

Other Information (if available)

Date purchased: see spreadsheet  
Who purchased from: \_\_\_\_\_  
Cost (original): \$ \_\_\_\_\_

Disposition:

Reason: No longer in use, scrap condition

Fair Market Value \$: \_\_\_\_\_

Method used to determine fair market value: \_\_\_\_\_

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): Scrap metal

If transfer, to what department? \_\_\_\_\_

Department Head Signature: Brenda Han Date: 12.18.24

Assistant Finance Director: Cheryl Jacobs Date: 12.18.24

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] Date: 12/20/24

Revised 10-26-10

## TEEN TOWN PARK EQUIPMENT

ASSET #'S	DESCRIPTION	DATE OF PURCHASE	COST
4928	REBOUNCE PLAYGROUND EQUIPMENT	6/2/2009	\$ 921.02
4929	REBOUNCE PLAYGROUND EQUIPMENT	6/2/2009	\$ 921.02
4365	PLAYGROUND EQUIP 8 STRAIGHT CHUTER	1/19/2007	\$ 4,406.05
4028	SWINGCLIMBER PLAYGROUND EQUIPMENT	2/25/2005	\$ 1,998.00
		<b>TOTAL:</b>	\$ 8,246.09

**CITY OF LAKE CITY  
ASSET DISPOSITION REQUEST**

Department: Recreation Date Completed: 12.14.2024

Identify Asset: OFFICE Furniture

Description of Asset (complete all applicable items)

Make: Desk, Tables, Chairs, File Cabinets, Book Shelves,  
Model: Ball Cart, Paper Rack, Cubby Organizers, Ice Machine  
Color: Laminator - Asset # 04168  
Size: \_\_\_\_\_

Serial Number (if applicable): \_\_\_\_\_

Other Information (if available)

Date purchased: \_\_\_\_\_  
Who purchased from: \_\_\_\_\_  
Cost (original): \$ \_\_\_\_\_

Disposition:

Reason: Items not needed

Fair Market Value \$: 500.00

Method used to determine fair market value: \_\_\_\_\_

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

Department Head Signature: Brenda Hau Date: 12.18.24

Assistant Finance Director: Cheryl Rocks Date: 12.18.24

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] Date: 12/29/24

Revised 10-26-10

# CITY OF LAKE CITY ASSET DISPOSITION REQUEST

Department: Information Technology Date Completed: 4/18/2024

Identify Asset: Various Phones and Equipment

Description of Asset (complete all applicable items)

Make: see attached  
Model: \_\_\_\_\_  
Color: \_\_\_\_\_  
Size: \_\_\_\_\_

Serial Number (if applicable): \_\_\_\_\_

Other Information (if available)

Date purchased: \_\_\_\_\_  
Who purchased from: \_\_\_\_\_  
Cost (original): \$ \_\_\_\_\_

Disposition:

Reason: Obsolete / No longer used / Replaced

Fair Market Value \$: 5000

Method used to determine fair market value: cost analysis (google)

Requested Disposition (circle one)    Transfer                      Trade-In                       Sale                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

Department Head Signature: Jason Dumas Date: 4/18/2024

Assistant Finance Director: Cheryl Yacko Date: 12.18.24

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] Date: 12/20/24

Revised 10-26-10

<u>Printer</u>	Qty.
Laserjet Pro MFP M479	1
HP Laserjet Pro 200 color Printer (M251nw)	1

<u>Credit Card Machine</u>	
iSC Touch 250	5

<u>Cisco</u>	
Cisco ASA 5505	1
Catalyst 3560	1

<u>Apple</u>	
iPad Air	2 510.75 each on PO: 2015-7079
Ipade Air 2	1 500.00 each on PO: 2017-1818
iPad Gen 5 broke screen	1

<u>A/V Equipment</u>	
Midian Microphone PDE-1v1.41	1
TOA Microphone PM-660D	1
Omnitronix DIN Splitter 1204	1
RS321-060 3AMP 240VAC Foot peddle	1

<u>Projector</u>	
ViewSonic PA503s-2	1 750.00 ea on PO: 2015-7494

<u>Cisco Desk Phone</u>	
CP 7821	2 105.00 ea on PO: 2016-2958 & 99.83 on PO: 2017-57
CP 7911	6
CP 7941	2
CP 7942	1 130.00 ea on PO: 2015-6424
CP 7961	1
CP 7811	128 73.42 ea on PO: 2022-3521

**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: Natural Gas Department Date Completed: 6/17/2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: \_\_\_\_\_

Description of Asset (complete all applicable items)  
Make: Sensit Gold  
Model: G1  
Color: Yellow/black  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_  
Serial Number (if applicable): 03829

Other Information (if available)  
Date purchased: \_\_\_\_\_  
Who purchased from: Equipment Controls  
Cost (original): \$ \_\_\_\_\_

Disposition:  
Reason: stays stuck on warm up while powering on  
Fair Market Value \$: n/a  
Method used to determine fair market value: n/a

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other  
If other (explain): disposal  
If transfer, to what department? \_\_\_\_\_  
If sale, requested method: \_\_\_\_\_

Department Head Signature: Steve Brown Date: 6/18/24

~~not~~ Finance Director: Cheryl Hachs Date: 12.18.24

**CITY MANAGER USE ONLY**

Submit to City Council for approval:  Yes  No    Council Approval: \_\_\_\_\_  
City Manager Approval Signature: Don Jesenthal Date: 12/20/24

**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: Natural Gas Department Date Completed: 6/17/2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: \_\_\_\_\_

Description of Asset (complete all applicable items)  
Make: Sensit Gold  
Model: G1  
Color: Yellow/black  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_  
Serial Number (if applicable): 38301

Other Information (if available)  
Date purchased: \_\_\_\_\_  
Who purchased from: Equipment Controls  
Cost (original): \$ \_\_\_\_\_

Disposition:  
Reason: \_\_\_\_\_  
Fair Market Value \$: n/a  
Method used to determine fair market value: n/a

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other  
If other (explain): disposal  
If transfer, to what department? \_\_\_\_\_  
If sale, requested method: \_\_\_\_\_

Department Head Signature: Steve Brown Date: 6/18/24  
~~Asst.~~ Finance Director: Cheryl Jacobs Date: 12-18-24

**CITY MANAGER USE ONLY**

Submit to City Council for approval: Yes    No    Council Approval: \_\_\_\_\_  
City Manager Approval Signature: [Signature] Date: 12/20/24



**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: Natural Gas Department Date Completed: 6/17/2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: 5349

Description of Asset (complete all applicable items)  
Make: Sensit Gold  
Model: G1  
Color: Yellow/black  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_  
Serial Number (if applicable): 18316

Other Information (if available)  
Date purchased: 02/09/2011  
Who purchased from: Equipment Controls  
Cost (original): \$1,515.25

Disposition:  
Reason: \_\_\_\_\_  
Fair Market Value \$: n/a  
Method used to determine fair market value: n/a

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other  
If other (explain): disposal  
If transfer, to what department? \_\_\_\_\_  
If sale, requested method: \_\_\_\_\_

Department Head Signature: Steve Brown Date: 6/18/24

*NSD* Finance Director: Cheryl Yacks Date: 12.18.24

**CITY MANAGER USE ONLY**

Submit to City Council for approval: Yes    No    Council Approval: \_\_\_\_\_  
City Manager Approval Signature: Don Desenthal Date: 12/20/24

**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: Natural Gas Department Date Completed: 6/17/2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: 5350

Description of Asset (complete all applicable items)  
Make: Sensit Gold  
Model: G1  
Color: Yellow/black  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_  
Serial Number (if applicable): 18317

Other Information (if available)  
Date purchased: 02/09/2011  
Who purchased from: Equipment Controls  
Cost (original): \$1,515.26

Disposition:  
Reason: will not power on with fresh batteries  
Fair Market Value \$: n/a  
Method used to determine fair market value: n/a

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other  
If other (explain): disposal - shows fail on screen when first powered on  
If transfer, to what department? \_\_\_\_\_  
If sale, requested method: \_\_\_\_\_

Department Head Signature: *Steve Brown* Date: 6/18/24  
Finance Director: *Cheryl R. Jacobs* Date: 12.18.24

**CITY MANAGER USE ONLY**

Submit to City Council for approval: Yes    No    Council Approval: \_\_\_\_\_  
City Manager Approval Signature: *Debra Resenthal* Date: 12/20/24

**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: Natural Gas Department Date Completed: 6/17/2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: 5038

Description of Asset (complete all applicable items)  
Make: Sensit Gold  
Model: G1  
Color: Yellow/black  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_  
Serial Number (if applicable): 16101

Other Information (if available)  
Date purchased: 04/08/2010  
Who purchased from: Equipment Controls  
Cost (original): \$1,514.20

Disposition:  
Reason: LED fail error message  
  
Fair Market Value \$: n/a  
  
Method used to determine fair market value: n/a

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other  
  
If other (explain): disposal - shows fail on screen when first powered on  
  
If transfer, to what department? \_\_\_\_\_  
  
If sale, requested method: \_\_\_\_\_

Department Head Signature: Steve Brown Date: 6/18/24

Finance Director: Cheryl Harris Date: 12.18.24

**CITY MANAGER USE ONLY**

Submit to City Council for approval: Yes    No    Council Approval: \_\_\_\_\_  
City Manager Approval Signature: Tom Deserthal Date: 12/20/24

**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: Natural Gas Department Date Completed: 6/17/2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: 6220

Description of Asset (complete all applicable items)  
Make: Sensit Gold  
Model: G2  
Color: Yellow/black  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_  
Serial Number (if applicable): 44259

Other Information (if available)  
Date purchased: 10/18/2016  
Who purchased from: Equipment Controls  
Cost (original): \$1,712.94

Disposition:  
Reason: LED fail error message

Fair Market Value \$: n/a

Method used to determine fair market value: n/a

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): disposal - cost of repair to high

If transfer, to what department? \_\_\_\_\_

If sale, requested method: \_\_\_\_\_

Department Head Signature: Steve Brown Date: 6/18/24

Finance Director: Cheryl Owens Date: 12.18.24

**CITY MANAGER USE ONLY**

Submit to City Council for approval:  Yes     No    Council Approval: \_\_\_\_\_

City Manager Approval Signature: [Signature] Date: 12/20/24

**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: Natural Gas Department Date Completed: 6/17/2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: 6220

Description of Asset (complete all applicable items)  
Make: Sensit Gold  
Model: G2  
Color: Yellow/black  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_  
Serial Number (if applicable): 44259

Other Information (if available)  
Date purchased: 10/18/2016  
Who purchased from: Equipment Controls  
Cost (original): \$1,712.93

Disposition:  
Reason: error message, check EE; data failed

Fair Market Value \$: n/a

Method used to determine fair market value: n/a

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): disposal - cost of repair too high

If transfer, to what department? \_\_\_\_\_

If sale, requested method: \_\_\_\_\_

Department Head Signature: *Steve Brown* Date: 6/18/24

Asst. Finance Director: *Cheryl Parks* Date: 12.18.24

**CITY MANAGER USE ONLY**

Submit to City Council for approval:  Yes     No    Council Approval: \_\_\_\_\_

City Manager Approval Signature: *Don Jesenthal* Date: 12/20/24

**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: Natural Gas Department Date Completed: 6/17/2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: 5759

Description of Asset (complete all applicable items)  
Make: Sensit Gold  
Model: G2  
Color: Yellow/black  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_  
Serial Number (if applicable): 31468

Other Information (if available)  
Date purchased: 1/31/2014  
Who purchased from: Equipment Controls  
Cost (original): \$1,628.05

Disposition:  
Reason: cost of repair more than the value of CGI

Fair Market Value \$: n/a

Method used to determine fair market value: \_\_\_\_\_

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): disposal - CGI assembly and handle broken

If transfer, to what department? \_\_\_\_\_

If sale, requested method: \_\_\_\_\_

Department Head Signature: Stem Brown Date: 6/18/24

Asst. Finance Director: Cheryl Jacobs Date: 12-18-24

**CITY MANAGER USE ONLY**

Submit to City Council for approval:    Yes    No    Council Approval: \_\_\_\_\_

City Manager Approval Signature: Doug Jensen Date: 12/20/24

**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: Natural Gas Department Date Completed: 6/17/2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: 5758

Description of Asset (complete all applicable items)  
Make: Sensit Gold  
Model: G2  
Color: Yellow/black  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_  
Serial Number (if applicable): 31467

Other Information (if available)  
Date purchased: 1/31/2014  
Who purchased from: Equipment Controls  
Cost (original): \$1,628.05

Disposition:  
Reason: does not detect gas very good  
  
Fair Market Value \$: n/a  
  
Method used to determine fair market value: \_\_\_\_\_

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other  
  
If other (explain): disposal  
  
If transfer, to what department? \_\_\_\_\_  
  
If sale, requested method: \_\_\_\_\_

Department Head Signature: Steve Bean Date: 6/18/24

Asst. Finance Director: Cheryl Jacks Date: 12.18.24

**CITY MANAGER USE ONLY**

Submit to City Council for approval:  Yes     No    Council Approval: \_\_\_\_\_  
City Manager Approval Signature: Don Demuth Date: 12/20/24

**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: Natural Gas Department Date Completed: 6/17/2024

Fixed Asset Number (From Fixed Asset Listing)

Identify Fixed Asset: ~~5543~~ 5343 @

Description of Asset (complete all applicable items)

Make: Heat Pump 2 ton split unit

Model: WAHM244A @

Color: \_\_\_\_\_

Size: \_\_\_\_\_

Vehicle #: \_\_\_\_\_

Serial Number (if applicable): X102164351 @

Other Information (if available)

Date purchased: 11/22/2010

Who purchased from: \_\_\_\_\_

Cost (original): \$ 2,780.00

Disposition:

Reason: moved department

Fair Market Value \$: n/a

Method used to determine fair market value: n/a

Requested Disposition (circle one) Transfer Trade-In Sale Other

If other (explain): \_\_\_\_\_

If transfer, to what department? Public Works

If sale, requested method: \_\_\_\_\_

Department Head Signature: [Signature] Date: 6/18/24

Asst.

Finance Director: [Signature] Date: 12.18.24

**CITY MANAGER USE ONLY**

Submit to City Council for approval: Yes No Council Approval: \_\_\_\_\_

City Manager Approval Signature: [Signature] Date: 12/20/24



**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: Natural Gas Department Date Completed: 6/17/2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: 4405

Description of Asset (complete all applicable items)  
Make: AC Seer Goodman  
Model: \_\_\_\_\_  
Color: \_\_\_\_\_  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_

Serial Number (if applicable): \_\_\_\_\_

Other Information (if available)  
Date purchased: 7/13/2007  
Who purchased from: \_\_\_\_\_  
Cost (original): \$ 1,241.66

Disposition:  
Reason: moved department

Fair Market Value \$: n/a

Method used to determine fair market value: n/a

Requested Disposition (circle one) Transfer Trade-In Sale Other

If other (explain): \_\_\_\_\_

If transfer, to what department? Public Works

If sale, requested method: \_\_\_\_\_

Department Head Signature: Steve Bero Date: 6/18/24

*Asst.* Finance Director: Cheryl Marcus Date: 12-18-24

**CITY MANAGER USE ONLY**

Submit to City Council for approval: Yes No Council Approval: \_\_\_\_\_

City Manager Approval Signature: [Signature] Date: 12/20/24

**CITY OF LAKE CITY**  
**FIXED ASSET DISPOSITION REQUEST**

Department: Natural Gas Department Date Completed: 6/17/2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: 5653, 05654, 5655, 5656, 5657

Description of Asset (complete all applicable items)  
Make: Firehawk  
Model: SCBA HP 2002  
Color: Black and Gray  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_  
Serial Number (if applicable): \_\_\_\_\_

Other Information (if available)  
Date purchased: 9/12/2013  
Who purchased from: \_\_\_\_\_  
Cost (original): \$ 1,800

Disposition:  
Reason: tanks outdated  
Fair Market Value \$: n/a  
Method used to determine fair market value: n/a

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other  
If other (explain): disposal  
If transfer, to what department? \_\_\_\_\_  
If sale, requested method: \_\_\_\_\_

Department Head Signature: Steve Brown Date: 6/18/24

*Asst.* Finance Director: Christy Jacobs Date: 12.18.24

**CITY MANAGER USE ONLY**

Submit to City Council for approval:  Yes     No    Council Approval: \_\_\_\_\_  
City Manager Approval Signature: Don J. Perenthal Date: 12/20/24

**CITY OF LAKE CITY**  
**ASSET DISPOSITION REQUEST**

Department: Utilities - DC Date Completed: 12/19/24

Identify Asset: Glass security door

Description of Asset (complete all applicable items)

Make: \_\_\_\_\_  
Model: \_\_\_\_\_  
Color: \_\_\_\_\_  
Size: \_\_\_\_\_

Serial Number (if applicable): \_\_\_\_\_

Other Information (if available)

Date purchased: \_\_\_\_\_  
Who purchased from: \_\_\_\_\_  
Cost (original): \$ \_\_\_\_\_

Disposition:

Reason: No longer need - door was removed

Fair Market Value \$: \_\_\_\_\_

Method used to determine fair market value: \_\_\_\_\_

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

*per BK @*

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

Department Head Signature: [Signature] Date: 12/18/24

Assistant Finance Director: [Signature] Date: 12/18/24

**CITY MANAGER USE ONLY**

City Manager Approval Signature: [Signature] Date: 12/20/24

# CITY OF LAKE CITY FIXED ASSET DISPOSITION REQUEST

Department: PD Date Completed: 12-6-24

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: N/A

Description of Asset (complete all applicable items)  
Make: HP Pro Desk  
Model: 600 G6  
Color: Black  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_  
Serial Number (if applicable): MXL1274212

Other Information (if available)  
Date purchased: March 03, 2022  
Who purchased from: Ak Associates  
Cost (original): \$ \$1,155.84

Disposition:  
Reason: now being used by County

Fair Market Value \$: 200.00

Method used to determine fair market value: \_\_\_\_\_

Requested Disposition (circle one)    Transfer    Trade-In    Sale    Other

If other (explain): \_\_\_\_\_

If transfer, to what department? Columbia County for back-up (SAP system)

If sale, requested method: \_\_\_\_\_

Department Head Signature: [Signature] Date: 12/6/24

Finance Director: Angela Moore Date: 12-12-24

**CITY MANAGER USE ONLY**

Submit to City Council for approval: Yes No Council Approval: \_\_\_\_\_  
City Manager Approval Signature: [Signature] Date: 12/12/24

Will be ratified  
by Council when  
Res. is done for  
disposition request.  
Go ahead & move  
to County per  
Don Rosenthal/CM. Bhan 12-12-24

SENT TO: Finance  
DATE: 12-9-24  
BY: [Signature]

Revised 10-26-10

# CITY OF LAKE CITY FIXED ASSET DISPOSITION REQUEST

Department: PD Date Completed: 12.6.24

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: N/A

Description of Asset (complete all applicable items)  
Make: HP Pro Desk  
Model: 600 G6  
Color: Black  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_  
Serial Number (if applicable): MXL12742GS

Other Information (if available)  
Date purchased: March 03, 2022  
Who purchased from: Ak Associates  
Cost (original): \$ \$1,155.84

Disposition:  
Reason: now being used by County

Fair Market Value \$: 200.  
Method used to determine fair market value: \_\_\_\_\_

Requested Disposition (circle one)      Transfer      Trade-In      Sale      Other

If other (explain): \_\_\_\_\_  
If transfer, to what department? Columbia County for back up PSAP system

If sale, requested method: \_\_\_\_\_

Department Head Signature: [Signature] Date: 12/6/24

Finance Director: Angela Moore Date: 12-12-24

**CITY MANAGER USE ONLY**

Submit to City Council for approval: Yes No Council Approval: \_\_\_\_\_  
City Manager Approval Signature: [Signature] Date: 12/12/24

*Will be ratified by Council when Res. is done for disposition request. Go ahead & move to County per Don Rosenthal CM. Bhan 12.12.24*

SENT TO: Finance  
DATE: 12-9-24  
BY: [Signature]

Revised 10-26-10

**CITY OF LAKE CITY  
FIXED ASSET DISPOSITION REQUEST**

Department: PD Date Completed: 12-6-24

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: N/A

Description of Asset (complete all applicable items)  
Make: HP Pro Desk  
Model: 600 G6  
Color: Black  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_  
Serial Number (if applicable): MXL12741YN

Other Information (if available)  
Date purchased: March 03, 2022  
Who purchased from: Ak Associates  
Cost (original): \$ \$1,155.84

Disposition:  
Reason: now being used by County

Fair Market Value \$: 200.00

Method used to determine fair market value: \_\_\_\_\_

Requested Disposition (circle one)    Transfer    Trade-In    Sale    Other

If other (explain): \_\_\_\_\_

If transfer, to what department? Columbia County for back-up PSAP System

If sale, requested method: \_\_\_\_\_

Department Head Signature: [Signature] Date: 12/6/24

Finance Director: Angela Moore Date: 12-12-24

**CITY MANAGER USE ONLY**

Submit to City Council for approval: Yes No Council Approval: \_\_\_\_\_

City Manager Approval Signature: [Signature] Date: 12/12/24

*Will be ratified  
by Council when  
Res. is done for  
disposition request.  
Go ahead & move  
to County per  
Don Rosenthal/CM. Bham 12.12.24*

SENT TO: Finance  
DATE: 12-9-24  
BY: [Signature]

Revised 10-26-10

**CITY OF LAKE CITY  
FIXED ASSET DISPOSITION REQUEST**

Department: Natural Gas Department Date Completed: 6/17/2024

Fixed Asset Number (From Fixed Asset Listing)  
Identify Fixed Asset: 3447

Description of Asset (complete all applicable items)  
Make: OQ License Package  
Model: \_\_\_\_\_  
Color: \_\_\_\_\_  
Size: \_\_\_\_\_  
Vehicle #: \_\_\_\_\_

Serial Number (if applicable): \_\_\_\_\_

Other Information (if available)  
Date purchased: 11/15/2000  
Who purchased from: \_\_\_\_\_  
Cost (original): \$ 6,715.00

Disposition:  
Reason: This is an online OQ program.

Fair Market Value \$: n/a

Method used to determine fair market value: n/a

Requested Disposition (circle one)    Transfer                      Trade-In                      Sale                      Other

If other (explain): \_\_\_\_\_

If transfer, to what department? \_\_\_\_\_

If sale, requested method: \_\_\_\_\_

Department Head Signature: *Steve Egan* Date: 6/18/24

*Asst.* Finance Director: *Cheryl Jacks* Date: 12.18.24

**CITY MANAGER USE ONLY**

Submit to City Council for approval:  Yes     No    Council Approval: \_\_\_\_\_

City Manager Approval Signature: *Steve Rosenthal* Date: 12/20/24

**File Attachments for Item:**

3. City Council Ordinance No. 2025-2301 (first reading) - An ordinance pertaining to buildings, building regulations, contracting, permitting, licensure and insurance within the City of Lake City; repealing existing provisions of City Code; establishing certain uniform codes; establishing permitting fees and requirements; establishing insurance requirements; repealing all ordinances in conflict; providing for severability; and providing for an effective date.

Adopt City Council Ordinance No. 2025-2301 on first reading



**CITY OF LAKE CITY, FLORIDA  
ORDINANCE NUMBER 2025-2301**

1           **AN ORDINANCE PERTAINING TO BUILDINGS, BUILDING REGULATIONS,**  
2           **CONTRACTING, PERMITTING, LICENSURE AND INSURANCE WITHIN THE**  
3           **CITY OF LAKE CITY; REPEALING EXISTING PROVISIONS OF CITY CODE;**  
4           **ESTABLISHING CERTAIN UNIFORM CODES; ESTABLISHING PERMITTING**  
5           **FEES AND REQUIREMENTS; ESTABLISHING INSURANCE REQUIREMENTS;**  
6           **REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY;**  
7           **AND PROVIDING FOR AN EFFECTIVE DATE**

8           **WHEREAS**, the City of Lake City (the “City”) exercises regulatory authority over the construction  
9           of buildings and conveyances, the improvements and alterations thereto, and the contractors  
10          performing such work in the City (the “Regulatory Function”); and

11          **WHEREAS**, to perform its Regulatory Function, the City must adopt certain uniform codes setting  
12          forth standards applicable to the construction of buildings and conveyances, the improvements  
13          and alterations thereto, and the contractors performing such work in the City (the “Adopted  
14          Codes”); and

15          **WHEREAS**, the City provides certain services in performing its Regulatory Function and in the  
16          application of the Adopted Codes; and

17          **WHEREAS**, the Adopted Codes must be updated from time to time to comply with statutory and  
18          regulatory requirements of the State of Florida; and

19          **WHEREAS**, the current permitting rates and charges for permitting services are not adequate to  
20          cover the cost of providing such services; and

21          **WHEREAS**, the City Council, being fully advised of the facts and circumstances, hereby finds it  
22          necessary and in the interest of prudent management of public assets and business affairs to  
23          update its Adopted Codes and amend its rates and charges to perform the City’s Regulatory  
24          Function in order to equitably and adequately fund the cost of such essential services; now,  
25          therefore

26          **BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA:**

27          **SECTION 1. REPEAL OF CHAPTER 22, ARTICLES I THROUGH VI, CITY OF LAKE CITY CODE OF**  
28          **ORDINANCES**

29                 Chapter 22, Articles I through VI, City of Lake City Code of Ordinances is repealed in its

30 entirety.

31 **SECTION 2. BUILDINGS AND BUILDING REGULATIONS – CONTRACTING, PERMITTING,**  
32 **LICENSURE AND INSURANCE**

33 Chapter 22, Articles I through VI, City of Lake City Code of Ordinances shall read and provide  
34 as follows:

35 **CHAPTER 22 - BUILDINGS AND BUILDING REGULATIONS**

36 **ARTICLE I. CONTRACTING GENERALLY**

37 **Sec. 22-1. Compliance requirement.**

38 Except as otherwise provided for in the City of Lake City Code of Ordinances, any  
39 owner, authorized agent, or contractor, who desires to construct, enlarge, alter,  
40 repair, remove, demolish, or change the occupancy or occupant content of a  
41 building, structure, or facility, or any outside area being used as part of the  
42 building's designated occupancy (single or mixed) or to erect, install, enlarge,  
43 alter, repair, remove, convert, or replace any electrical, gas, mechanical, or  
44 plumbing system, the installation of which is regulated by this Code of Ordinances,  
45 or to cause any work to be done, shall first make application to the building official  
46 and obtain the required permit for such work and to comply with all of the  
47 provisions, requirements and conditions provided for in this chapter.

48 **Sec. 22-2. Purpose and Proof of Insurance.**

49 It is hereby declared to be the public policy of the city that, in order to safeguard  
50 the life, health, property, and public welfare of its citizens, the business of  
51 construction and home improvement is a matter affecting the public interest. Any  
52 person desiring to engage in the business of construction and home improvement  
53 within the corporate limits of the city shall be required to provide a copy of their  
54 State of Florida contractor license, a certificate of insurance evidencing such  
55 person's worker's compensation insurance or a current State of Florida  
56 exemption certificate exempting such person from worker's compensation  
57 insurance requirements; and a certificate of insurance evidencing such person as  
58 the named insured pursuant to a policy of general liability insurance. All  
59 certificates of insurance shall name the City of Lake City as the certificate holder.

60                   **Sec. 22-3.   Adoption of Codes.**

61                   (a) The following codes are adopted by the city for the applications associated  
62                   therewith:

63                   (1) The Florida Building Code Eighth Edition (2023) as updated by the Florida  
64                   Building Commission on June 20, 2023, and adopted by Rule 61G20-1.001,  
65                   Florida Administrative Code, is hereby adopted as the building code of the  
66                   City of Lake City, Florida. The adopted version of the building code is  
67                   hereby incorporated into this section as if fully set forth herein, and may  
68                   be cited to as the Lake City Building Code, Eighth Edition (2023). All  
69                   references to the "Building Code" within the Lake City's City Code of  
70                   Ordinances, and within ordinances and resolutions of the City Council,  
71                   shall be construed as referring to the building code adopted by this section.

72                   The provisions of the Building Code shall apply to the construction,  
73                   erection, alteration, modification, repair, equipment, use and occupancy,  
74                   location, maintenance, removal and demolition of every public and private  
75                   building, structure or facility or floating residential structure, or any  
76                   appurtenances connected or attached to such buildings, structures, or  
77                   facilities

78                   (2) The most recently adopted edition of the National Electrical Code adopted  
79                   by the Florida Building Commission is hereby adopted as the Electrical  
80                   Code of the City of Lake City. The adopted version of the referenced  
81                   electrical code is hereby incorporated into this section as if fully set forth  
82                   herein, and may be cited to as the Lake City Electrical Code, Eighth Edition  
83                   (2023). All references to the "Electrical Code" within this Code of  
84                   Ordinances, and within ordinances and resolutions of the City Council,  
85                   shall be construed as referring to the electrical code adopted by this  
86                   section.

87                   (3) The Florida Fire Prevention Code, Rule 69A-60, inclusive of the National  
88                   Fire Protection Association (NFPA), and NFPA 101, Life Safety Code, is  
89                   hereby collectively adopted as the Fire Prevention Code of the City of Lake  
90                   City. The adopted version of the fire prevention code is hereby  
91                   incorporated into this section as if fully set forth herein, and may be cited  
92                   to as the Lake City Fire Prevention Code, Eighth Edition (2023). All  
93                   references to the "Fire Prevention Code" within this Code of Ordinances,  
94                   and within ordinances and resolutions of the City Council, shall be  
95                   construed as referring to the fire prevention code adopted by this section.

96 (b) Copies of the Building Code, the Electrical Code, and the Fire Prevention Code  
97 shall be available for public use, inspection, or examination, within the city  
98 department administering the city's building permitting and inspection  
99 program.

100 **Sec. 22-4. Payment of construction permit fees; reinspection fees.**

101 (a) Permitting and Permitting Fees Required.

102 (1) Except as otherwise provided for in this Code of Ordinances, any owner,  
103 authorized agent, or contractor who desires to construct, enlarge, alter,  
104 repair, move, demolish, or change the occupancy or occupant content of a  
105 building, structure, or facility, or any outside area being used as part of the  
106 building's designated occupancy (single or mixed) or to erect, install,  
107 enlarge, alter, repair, remove, convert or replace any electrical, gas,  
108 mechanical, or plumbing system, the installation of which is regulated by  
109 this Code of Ordinances, or to cause any such work to be done, shall first  
110 make application to the building official and obtain the required permit for  
111 the work, and in addition to any other fees provided in this Code of  
112 Ordinances, to pay a construction permit fee to the city computed on the  
113 square footage of conditioned and unconditioned floor area of the  
114 building, structure, or facility as provided herein. For purposes of  
115 calculating square footage as an element of calculating permit fees, "*floor*  
116 *area*" means the total area of a building's floors, measured within the  
117 building's exterior walls, excluding vent shafts and courts; including the  
118 area of balconies; and counting only once at each floor level the area of  
119 stairwells, elevators, and ventilation shafts.

120 (2) All fees are non-refundable.

121 (b) SCHEDULE OF PERMITTING FEES

122 (1) Schedule of building permitting fees: The following fee schedule shall be  
123 used in determining building permit fees based on construction  
124 conditioned and unconditioned floor area, in addition to any other permit  
125 fee listed herein.

126

(2) Administration Fees

Permit/Service	Fee
Change of Primary Contractor	\$50.00
Change of Subcontractors	\$30.00
Modifying construction plans (Residential)	\$25.00 per sheet
Approve or re-stamp construction plans (after permit issuance)	\$50.00
Temporary/Conditional Certificate of Occupancy	\$110.00
Temporary/Conditional Certificate of Occupancy (Non-Residential)  (Valid for 60 days and non- renewable)	\$150.00 (under 10,000 sq. feet)  \$250.00 (over 10,000 sq. feet)
Residential Certificate of Occupancy	No charge
Commercial Certificate of Occupancy	No charge
Certificate of Completion	No charge
Replace Building Permit Card	\$5.00
Extension of Residential Permits (90 days maximum)	Greater of 10% of original permit fee or \$60
Extensions of Commercial Permits (90 days maximum)	Greater of 10% of original permit fee or \$125

<p>Special Inspection Fees</p> <p>(after hours, weekends, holidays, etc.)</p>	<p>\$100.00 per hour</p>
<p>Contractor Licensing Maintenance File</p>	<p>No charge</p> <p>(Voluntary-renewable on 9/30 annually)</p>
<p>Research Fees for Permits, Violations, and Records</p> <ul style="list-style-type: none"> <li>• Over ten (10) 8 ½ X 11 pages</li> <li>• Copies over 8 ½ X 11 in Size</li> <li>• Electronic Copies (if on file)</li> <li>• Within the Last Ten (10 ) Years</li> <li>• Greater than Ten (10) Years and less than Twenty (20) years</li> <li>• Complete History (Permits &amp; Violations)</li> </ul>	<p>\$0.25 per page</p> <p>Will be charged cost of outside copying</p> <p>No Cost</p> <p>\$7.25 per search</p> <p>\$24.50 per search</p> <p>\$29.35 per search</p>

- 127 (3) Cancellation of Building Permit
- 128 Permit may be cancelled within 30 days following issuance provided
- 129 construction has not started.
- 130 (4) Refunds
- 131 There should be no refunds for permits and/or plan reviews once the
- 132 permit is issued.
- 133 (5) Technology Fee:
- 134 A three percent (3%) surcharge shall be added to each permit fee to offset
- 135 technology-related costs of the city’s planning and permitting review
- 136 process, including but not limited to software maintenance and licensing

137 fees, computer hardware and peripherals costs, and  
138 professional/technical services related to and in support thereof.

139 (6) State of Florida Permit Surcharge:

140 All permits shall have a two and one-half percent (2½%) surcharge added  
141 to each permit as required by Florida Statute 553. (1½% for Department of  
142 Business and Professional Regulation and 1% for Building Code  
143 Administrators and Inspector Board)

144 (7) Commercial Permit

Permit/Service	Fee
Calculated at square footage rate (Under roof) (includes building, electrical, plumbing, mechanical & roof permits) Plan Review fees not included	\$1.95 per sq. ft.
Alteration/Addition (600 sq. ft. and less)	\$0.70 per sq. ft.
Alteration/Addition (over 600 sq. ft.)	\$1.05 per sq. ft.
Accessory Structure (600 sq. ft. and less)	\$0.40 per sq. ft.
Accessory Structure (Over 600 sq. ft.)	\$0.70 per sq. ft.
If any work is commenced on a building or structure before obtaining the necessary permit, they shall be subject to a penalty.	\$150.00 or double permit fee, whichever is greater
Electrical, Plumbing	\$.33 per sq. ft. (\$150.00 minimum)
Mechanical/Gas Piping Fixtures	\$.32 per sq. ft. \$150.00 minimum

Commercial Mechanical Change out (per Tiers):	
Tier 1 (1-3 Units)	\$150.00
Tier 2 (4-7 Units)	\$200.00
Tier 3 (8 Units or more)	\$250.00
Modular Buildings, <del>DCA</del> DBPR approved (per section)	\$300.00
Irrigation	\$150.00
Retaining Wall	\$150.00
Commercial Demolition (Interior Building)	\$.12 per sq. ft. \$150.00 minimum
Commercial Demolition of any bldg. or structure per parcel	\$150.00 Flat Rate per Parcel
Commercial Driveway/Access (per site & per driveway)	\$75.00
Solar Panels (per Tier)	
Tier 1(1-7 Solar Panels)	\$150.00 plus plan review
Tier 2 (8-15 Solar Panels)	\$200.00 plus plan review
Tier 3 (15 Solar Panels or more)	\$250.00 plus plan review
Solar Water Heater	\$150.00
Emergency Generators Systems	\$150.00 plus plan review



Underground Utilities Permit (not owned by utility company)	\$150.00 plus plan review
Fence Commercial	\$100.00
Early Start (Construction may start at own risk but no inspections until issuance of permit)	\$100.00

145

(8) Commercial Plan Review

Permit/Service	Fee
New Construction (includes building, electrical, mechanical, plumbing & roof)	\$.15 per sq. ft.
All alterations/renovations/interior build-outs and shell only (includes Building, Electric, Mechanical, Plumbing & Gas)	\$.13 per sq. ft.
Stand Alone Permit	Building – \$0.75 per sq. ft. within scope of work area  Electric/Plumbing – \$0.03 per sq. ft. within scope of work area  Gas/Mechanical (HVAC) – \$0.02 per sq. ft. within scope of work area
Site Plan Review	
<ul style="list-style-type: none"> <li>• Under 10 Acres</li> <li>• Over 10 Acres</li> </ul>	\$225.00  \$635.00

146

(9) Mobile Homes and Modular Residential Buildings

Permit/Service	Fee
<p>Mobile/Manufactured Homes Permit Fees</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Fees include set-up and plumbing</li> <li>• Fees do not include electric &amp; HVAC, which require separate permits</li> <li>• Fees for additions to manufactured homes shall be calculated the same as building permit fee/aluminum permit fee.</li> </ul>	<p>Single Wide - \$325.00</p> <p>Double Wide - \$375.00</p> <p>Triple Wide \$425.00</p>
Modular Residential Buildings, Florida DBPR Approved	\$525.00

147

(10) Residential Permit

Permit/Service	Cost
New Construction (includes building, electrical, HVAC, plumbing, & roof permit)	\$1.05 per sq. ft. (plan review fee included)
Alterations/Renovations	<p>\$0.75 per sq. ft. less than 601 sq. ft.</p> <p>\$0.87 per sq. ft. 601 sq. ft. and greater</p>
Aluminum construction permit fees	\$.35 per sq. ft. (\$75.00 minimum)
Concrete	\$.15 per sq. ft. (\$75.00 minimum)

Fence Residential	\$0.25 per linear foot (\$75.00 minimum)
Flood Permit (construction in a FEMA Flood Zone)	\$70.00
Pool Enclosures	One half the alum rate (\$75.00 minimum)
Greenhouse buildings	\$175.00 (includes roofing)
Roofing	\$.13 per sq. ft. (\$75.00 minimum)
Tree Removal Permit (protected trees)	\$25.00
NOTE: See COLC Code of Ordinances, Chapter 104, Article II	
Irrigation-Residential	\$75.00
Plumbing permit fees	\$.13 per sq. ft. (\$75.00 minimum)
Gas Piping/fixtures	\$.12 per sq. ft. (\$75.00 minimum)
Electrical Permit fees	\$.13 per sq. ft. (\$75.00 minimum)

<p>Solar Photovoltaic Panels (per Tier)</p> <ul style="list-style-type: none"> <li>• Tier 1 (1-7 Solar Panels)</li> <li>• Tier 2 (8-15 Solar Panels)</li> <li>• Tier 3 (15 Solar Panels or more)</li> </ul> <p>Removal and Replacement for Re-Roof</p>	<p>\$75.00</p> <p>\$125.00</p> <p>\$175.00</p> <p>One-half of installation permit fee for applicable tier (above)</p>
<p>Solar Water Heater</p>	<p>\$75.00</p>
<p>Electrical</p> <ul style="list-style-type: none"> <li>• Individual basis; each service installation</li> <li>• Each distribution/sub panel/disconnect new or replacement</li> </ul>	<p>\$75.00</p> <p>\$75.00</p>
<p>Mechanical permit fees</p>	<p>\$.12 per sq. ft. (\$75.00 minimum)</p>
<p>Miscellaneous</p>	<p>\$.15per sq. ft. (\$75.00 minimum)</p>
<p>Right-of-Way Utilization Permit</p>	<p>\$195.00</p>
<p>Door/Garage Door Replacement</p>	<p>\$75.00</p>
<p>Window Replacement (per Tier)</p> <ul style="list-style-type: none"> <li>• Tier 1 (1-5 Windows)</li> <li>• Tier 2 (6-10 Windows)</li> <li>• Tier 3 (11 Windows or more)</li> </ul>	<p>\$75.00</p> <p>\$100.00</p> <p>\$125.00</p>

<p>Residential Plan Review Fees</p> <ul style="list-style-type: none"> <li>• New construction (includes electrical, plumbing, HVAC, building, gas)</li> <li>• Stand alone permits (electrical, plumbing, HVAC, building, gas)</li> </ul>	<p>\$0.26 per square foot</p> <p>\$0.15 per square foot</p>
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(11) Permit Renewal

When renewing a building permit, the following percentage of the original permit fee shall be used to calculate the building fee (the percentage represents the work not yet completed). This shall not include electrical services.

Project Inspection Progress	Percentage of Original Permit Fee
No inspections performed	100%
Slab inspection approved and slab poured	80%
Lintel inspection approved	60%
Framing and rough all inspections approved	40%
Insulation inspection approved	20%
For final inspections only	10%
Electrical, Plumbing, Fire, Gas, Mechanical Permit renewal fee	Renewal of sub permits shall be the minimum permit fee

153 (12) Re-Inspection Fees

Permit/Service	Fee
Re-inspection fee (commercial or residential)	\$50.00

154 (13) Residential Miscellaneous Permit

Permit/Service	Fee
Modular Storage Buildings ( <del>DCA</del> DBPR Approved; 400 sq. ft. or less)	\$100.00
Preliminary inspection prior to moving any building or structure	\$25.00
Penalty for commencement of work on a building or structure before obtaining the necessary permit(s)	Penalty is greater of: \$150.00 or double permit fee
Residential Mechanical Change Out	\$85.00
Re-Roof or Roof-Over	\$155.00
Early Start (Construction may start at own risk but no inspections until issuance of permit)	\$50.00

155 (14) Sign Permit (requirements per Land Development Regulations 4.2.20)

Permit	Fee
Each permit	\$75.00
With electric	\$100.00
Monument Base	\$150.00
Banner	\$10.00
Grand Opening Sign Application	\$25.00
Sign Face Changes (no structural alterations)	\$25.00

156 (15) Swimming Pool Permit

Permit	Cost
Spa/whirlpool (includes electrical, plan review, plumbing & gas)	\$75.00
Private above-ground swimming pool (includes electrical, plumbing, plan review & gas)	\$75.00
Private in-ground swimming pool (includes electrical, plumbing, plan review & gas)	\$225.00
Commercial swimming pool (includes electrical, plumbing, plan review & gas)	\$310.00

Residential portable pools with water depth of less than 24” are exempt from permitting	No Fee
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157 (16) Utility Permits (Located outside of city limits)

158 All inspections for Utility Permits shall be inspected prior to covering or  
159 concealing of the installation.

Permit	Cost
Building sanitary connection to City Sewer by contractor	\$100.00
Building water connection to City Water by contractor	\$100.00
Backflow Preventer for City Water Protection installed by contractor (due to Irrigation Systems and/or well located on Property)	\$75.00
Backflow Preventer for City Water Protection installed by contractor (due to Swimming Pool and/or Spa located on Property)	\$75.00
Hourly Charge for City Utility Workers and equipment to Uncover the above installations for Inspection. (City workers shall not make corrections and are not responsible for damage due to uncovering the installation)	\$500.00/hour (3-hour minimum charge)

160 (17) Military Veteran Building Permit Discount

161 A city building permit fee shall be reduced by fifty (50) percent for an  
162 honorably discharged veteran of the United States Armed Forces where  
163 such permit is for work to be performed on a dwelling owned by the  
164 veteran which is used as the veteran’s residence . For purposes of this



165 provision, “Armed Forces” shall have the meaning set forth in Section  
166 250.01, Florida Statutes (2024).

167 a. The reduced fee applies to all construction activity not just  
168 improvements relating to a disability.

169 b. The discount can be coupled with any statutory exemption from  
170 licensing and permitting fees, including, but not limited to the  
171 exemption set forth in Section 295.16. Florida Statutes (2024).

172 c. The work to be performed pursuant to a permit obtained pursuant to  
173 this provision of the Code of Ordinances shall be performed by a  
174 Florida licensed contractor or the homeowner.

175 d. Except in the event of an applicable statutory exception, all fees other  
176 than a building permit fee shall be paid at full value by the veteran  
177 and no discount shall apply.

178 (18) Private Provider

179 An owner may use a private provider (as defined in Section 553.791,  
180 Florida Statutes (2024)) at such owner’s discretion. In the event an owner  
181 uses a private provider the fee reductions set forth in the applicable fee  
182 schedule shall be applied.

183 (19) Fire Permits, plan review and inspections

184 Fire Review Fees Residential/Commercial Development (PUD’s shall be  
185 required to satisfy fire protection requirements based on planned  
186 development).

Permit/Service	Fee
Fire Plan Review	\$0.03 per square foot (\$75.00 minimum)
Fire Alarm Systems permit (Fire plan review not included)	\$0.01/square foot (\$169.00 minimum)
Fire Sprinkler Systems permit (Fire plan review not included)	\$0.01/square foot (\$169.00 minimum)

<p>Change of building use/occupancy permit</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Fire inspection required</li> <li>• Includes one inspection per type/ category</li> <li>• Does not include repairs/ renovations/ corrections/ alterations</li> </ul>	<p>\$181.00</p>
<p>Hood Systems permit</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• includes Fire Inspector’s test</li> <li>• does not include mechanical permit for hood installation.</li> <li>• Includes one inspection per type (category)</li> </ul>	<p>\$181.00 per hood system</p>
<p>Residential Fire Sprinkler System Inspection</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Fire plan review not included</li> <li>• 1-2 family and mobile home</li> <li>• Includes one inspection per type (category)</li> </ul>	<p>\$91.00</p>
<p>Residential Fire Alarm System Inspection</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Fire plan review not included</li> <li>• 1-2 family and mobile home</li> <li>• Includes one inspection per type (category)</li> </ul>	<p>\$91.00</p>

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Hazardous Chemical Storage Inspection NOTE: <ul style="list-style-type: none"><li>• Fire plan review not included)</li><li>• Includes one inspection per type (category)</li></ul>	\$181.00
Paint Booth Suppression Inspection NOTE: <ul style="list-style-type: none"><li>• Fire plan review not included</li><li>• Includes one inspection per type (category)</li></ul>	\$181.00
Fire Suppression (wet/dry) Inspection NOTE: <ul style="list-style-type: none"><li>• Fire plan review not included</li><li>• Includes one inspection per type (category)</li></ul>	\$181.00
Stand Pipe Inspection NOTE: <ul style="list-style-type: none"><li>• Fire plan review not included</li><li>• Includes one inspection per type (category)</li></ul>	\$121.00

<p>Tent Inspection</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Inspection required for tents exceeding 900 square feet</li> <li>• Fire plan review not included</li> <li>• Includes one inspection per type (category)</li> </ul>	<p>\$121.00 primary tent \$25.00 each additional tent on property per permit</p>
<p>Fire System Monitoring Inspection</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Fire plan review not included</li> <li>• Includes one inspection per type (category)</li> </ul>	<p>\$121.00</p>
<p>Remediation Systems</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Includes one inspection per type (category)</li> </ul>	<p>\$121.00</p>
<p>Fire underground mains inspection</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Fire plan review not included</li> <li>• Includes one inspection per type (category)</li> </ul>	<p>\$181.00 1<sup>st</sup> 200 linear ft. \$50.00 each additional 200 linear ft. or fraction thereof</p>

<p>Food Vendors/Food Truck (Open Air Vendor) Inspections</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Includes one inspection per type (category)</li> </ul>	<p>\$45.00 per truck or food vendor</p>
<p>Sparkler Sales Inspection</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Fire plan review not included</li> <li>• Pursuant to Chapter 791, Florida Statutes</li> <li>• Includes one inspection per type (category)</li> </ul>	<p>\$105.00 per location</p>
<p>Fire Works Sales Inspection</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Fire plan review not included</li> <li>• Pursuant to Chapter 791, Florida Statutes</li> <li>• Includes one inspection per type (category)</li> </ul>	<p>\$125.00 per location</p>
<p>Change of Tenant Permit/Inspection or Routine Inspection</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Includes one inspection per type (category)</li> </ul>	<p>\$65.00</p>

<p>Commercial access gates inspection</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Includes residential subdivisions</li> <li>• Includes one inspection per type (category)</li> <li>• Fire plan review not included</li> </ul>	<p>\$75.00</p>
<p>Fire Site Plan Review (Fire Department access, fire hydrant(s) locations)</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Includes one inspection per type (category)</li> </ul>	<p>\$125.00</p>
<p>FALSE ALARMS</p> <p>Two per month allowable with no charge</p> <p>Third or more False Alarms in a month</p> <p>NOTE:</p> <ul style="list-style-type: none"> <li>• Includes one inspection per type (category)</li> </ul>	<p>\$250.00 each occurrence</p>

187                   • Each required **Fire** inspection type (category) is one inspection for  
 188 each type. Additional inspection of the same type are \$50.00 per  
 189 inspection.

190                   • Re-inspection fee for rejected **Fire** inspection (must be paid in advance  
 191 before second inspection is made) \$50.00.

192                   **Sec. 22-5. Definitions.**

193                   The following words, terms and phrases, when used in this article, shall have the  
 194 meanings ascribed to them in this section, except where the context clearly  
 195 indicates a different meaning:

196                   *Advertise* means to tell about, communicate, inform, advise, in or through any  
 197 public or private manner or form, including, but not limited to through

198 newspaper(s), handbill(s), or flyer(s), business card(s), magazine(s), telephone  
199 directory(ies), radio, television, telephone solicitation, and/or conversation.

200 *Code enforcement officer* means any authorized agent or employee of the city  
201 whose duty it is to assure code compliance and is authorized by the growth  
202 management director or building official to enforce this chapter.

203 *Contracting* means, except as exempted in this article, engaging in business as a  
204 contractor and includes, but is not limited to, performance of any of the acts as  
205 set forth in the definition of the word "contractor" which defines types of  
206 contractors. The attempted sale of contracting services and the negotiation or bid  
207 for a contract on these services also constitutes contracting. If the services offered  
208 require licensure or agent qualification, the offering, negotiation for a bid, or  
209 attempted sale of these services requires the corresponding licensure. However,  
210 the term "contracting" shall not extend to an individual, partnership, corporation,  
211 trust, or other legal entity that offers to sell or sells completed residences on  
212 property on which the individual or business entity has any legal or equitable  
213 interest, if the services of a qualified contractor certified or registered pursuant to  
214 the requirements of this article have been or will be retained for the purpose of  
215 constructing such residences.

216 *Contractor* means the person who is qualified for, and shall only be responsible  
217 for, the project contracted for and means, except as exempted in this article, the  
218 person who, for compensation, undertakes to, submits a bid to, or does himself  
219 or by others construct, repair, alter, remodel, add to, demolish, subtract from, or  
220 improve any building or structure, including related improvements to real estate,  
221 for others or for resale to others; and whose job scope is substantially similar to  
222 the job scope described in one of the subsequent paragraphs of this subsection.  
223 For the purposes of regulation under this article, the term "demolish" applies only  
224 to demolition of steel tanks over 50 feet in height; towers over 50 feet in height;  
225 other structures over 50 feet in height, other than buildings or residences over  
226 three stories tall; and buildings or residences over three stories tall. Contractors  
227 are subdivided into two divisions: Division I, consisting of those contractors  
228 defined in subsections (1)—(3) of this definition, and Division II, consisting of those  
229 contractors defined in subsections (4)—(17) of this definition:

230 (1) *General contractor* means a contractor whose services are unlimited as to the  
231 type of work which he may do, except as provided in this article.

232 (2) *Building contractor* means a contractor whose services are limited to  
233 construction of commercial buildings and single-dwelling or multiple-dwelling

234 residential buildings, which commercial or residential buildings do not exceed  
235 three stories in height, and accessory use structures in connection therewith  
236 or a contractor whose services are limited to remodeling, repair, or  
237 improvement of any size building if the services do not affect the structural  
238 members of the building.

239 (3) *Residential contractor* means a contractor whose services are limited to  
240 construction, remodeling, repair, or improvement of one-family, two-family,  
241 or three-family residences not exceeding two habitable stories above no  
242 more than one uninhabitable story and accessory use structures in  
243 connection therewith.

244 (4) *Sheet metal contractor* means a contractor whose services are unlimited in  
245 the sheet metal trade and who has the experience, knowledge, and skill  
246 necessary for the manufacture, fabrication, assembling, handling, erection,  
247 installation, dismantling, conditioning, adjustment, insulation, alteration,  
248 repair, servicing, or design, when not prohibited by law, of ferrous or  
249 nonferrous metal work of U.S. No. 10 gauge or its equivalent or lighter gauge  
250 and of other materials including, but not limited to, fiberglass, used in lieu  
251 thereof and of air-handling systems, including the setting of air-handling  
252 equipment and reinforcement of same and including the balancing of air-  
253 handling systems.

254 (5) *Roofing contractor* means a contractor whose services are unlimited in the  
255 roofing trade and who has the experience, knowledge, and skill to install,  
256 maintain, repair, alter, extend, or design, when not prohibited by law, and use  
257 materials and items used in the installation, maintenance, extension, and  
258 alteration of all kinds of roofing, waterproofing, and coating, except when  
259 coating is not represented to protect, repair, waterproof, stop leaks, or  
260 extend the life of the roof.

261 (6) *Class A air conditioning contractor* means a contractor whose services are  
262 unlimited in the execution of contracts requiring the experience, knowledge,  
263 and skill to install, maintain, repair, fabricate, alter, extend, or design, when  
264 not prohibited by law, central air conditioning, refrigeration, heating, and  
265 ventilating systems, including duct work in connection with a complete  
266 system only to the extent such duct work is performed by the contractor as is  
267 necessary to make complete an air-distribution system, boiler and unfired  
268 pressure vessel systems, and all appurtenances, apparatus, or equipment  
269 used in connection therewith; to install, maintain, repair, fabricate, alter,  
270 extend, or design, when not prohibited by law, piping, insulation of pipes,



271 vessels and ducts, pressure and process piping, and pneumatic control piping;  
272 to replace, disconnect, or reconnect power wiring on the load side of the  
273 dedicated existing electrical disconnect switch; to install, disconnect, and  
274 reconnect low voltage heating, ventilating, and air conditioning control  
275 wiring; and to install a condensate drain from an air conditioning unit to an  
276 existing safe waste or other approved disposal other than a direct connection  
277 to a sanitary system. The scope of work for such contractor shall also include  
278 any excavation work incidental thereto, but shall not include any work such  
279 as liquefied petroleum or natural gas fuel lines within buildings, potable water  
280 lines or connections thereto, sanitary sewer lines, swimming pool piping and  
281 filters, or electrical power wiring.

282 (7) *Class B air conditioning contractor* means a contractor whose services are  
283 limited to 25 tons of cooling and 500,000 Btu of heating in any one system in  
284 the execution of contracts requiring the experience, knowledge, and skill to  
285 install, maintain, repair, fabricate, alter, extend, or design, when not  
286 prohibited by law, central air conditioning, refrigeration, heating, and  
287 ventilating systems, including duct work in connection with a complete  
288 system only to the extent such duct work is performed by the contractor as is  
289 necessary to make complete an air-distribution system being installed under  
290 this classification; to install, maintain, repair, fabricate, alter, extend, or  
291 design, when not prohibited by law, piping and insulation of pipes, vessels,  
292 and ducts; to replace, disconnect, or reconnect power wiring on the load side  
293 of the dedicated existing electrical disconnect switch; to install, disconnect,  
294 and reconnect low voltage heating, ventilating, and air conditioning control  
295 wiring; and to install a condensate drain from an air conditioning unit to an  
296 existing safe waste or other approved disposal other than a direct connection  
297 to a sanitary system. The scope of work for such contractor shall also include  
298 any excavation work incidental thereto, but shall not include any work such  
299 as liquefied petroleum or natural gas fuel lines within buildings, potable water  
300 lines or connections thereto, sanitary sewer lines, swimming pool piping and  
301 filters, or electrical power wiring.

302 (8) *Class C air conditioning contractor* means a contractor whose business is  
303 limited to the servicing of air conditioning, heating, or refrigeration systems,  
304 including duct alterations in connection with those systems he is servicing,  
305 and whose certification or registration, issued pursuant to this part, was valid  
306 on October 1, 1988. No person not previously registered or certified as a class  
307 C air conditioning contractor as of October 1, 1988, shall be so registered or  
308 certified after October 1, 1988. However, the board shall continue to license

309 and regulate those class C air conditioning contractors who held class C  
310 licenses prior to October 1, 1988.

311 (9) *Mechanical contractor* means a contractor whose services are unlimited in  
312 the execution of contracts requiring the experience, knowledge, and skill to  
313 install, maintain, repair, fabricate, alter, extend, or design, when not  
314 prohibited by law, central air conditioning, refrigeration, heating, and  
315 ventilating systems, including duct work in connection with a complete  
316 system only to the extent such duct work is performed by the contractor as is  
317 necessary to make complete an air-distribution system, boiler and unfired  
318 pressure vessel systems, lift station equipment and piping, and all  
319 appurtenances, apparatus, or equipment used in connection therewith; to  
320 install, maintain, repair, fabricate, alter, extend, or design, when not  
321 prohibited by law, piping, insulation of pipes, vessels and ducts, pressure and  
322 process piping, pneumatic control piping, gasoline tanks and pump  
323 installations and piping for same, standpipes, air piping, vacuum line piping,  
324 oxygen lines, nitrous oxide piping, ink and chemical lines, fuel transmission  
325 lines, and natural gas fuel lines within buildings; to replace, disconnect, or  
326 reconnect power wiring on the load side of the dedicated existing electrical  
327 disconnect switch; to install, disconnect, and reconnect low voltage heating,  
328 ventilating, and air conditioning control wiring; and to install a condensate  
329 drain from an air conditioning unit to an existing safe waste or other approved  
330 disposal other than a direct connection to a sanitary system. The scope of  
331 work for such contractor shall also include any excavation work incidental  
332 thereto, but shall not include any work such as liquefied petroleum gas fuel  
333 lines within buildings, potable water lines or connections thereto, sanitary  
334 sewer lines, swimming pool piping and filters, or electrical power wiring.

335 (10) *Commercial pool/spa contractor* means a contractor whose scope of work  
336 involves, but is not limited to, the construction, repair, water treatment, and  
337 servicing of any swimming pool, or hot tub or spa, whether public, private, or  
338 otherwise, regardless of use. The scope of such work includes layout,  
339 excavation, operation of construction pumps for dewatering purposes,  
340 steelwork, installation of light niches, construction of floors, guniting,  
341 fibreglassing, installation of tile and coping, installation of all perimeter and  
342 filter piping, installation of all filter equipment and chemical feeders of any  
343 type, plastering of the interior, construction of decks, construction of  
344 equipment rooms or housing for pool equipment, and installation of package  
345 pool heaters. However, the scope of such work does not include direct  
346 connections to a sanitary sewer system or to potable water lines.

347 (11) *Residential pool/spa contractor* means a contractor whose scope of work  
348 involves, but is not limited to, the construction, repair, water treatment, and  
349 servicing of any residential swimming pool or hot tub or spa, regardless of  
350 use. The scope of such work includes layout, excavation, operation of  
351 construction pumps for dewatering purposes, steelwork, installation of light  
352 niches, construction of floors, guniting, fibreglassing, installation of tile and  
353 coping, installation of all perimeter and filter piping, installation of all filter  
354 equipment and chemical feeders of any type, plastering of the interior,  
355 construction of decks, installation of housing for pool equipment, and  
356 installation of package pool heaters. However, the scope of such work does  
357 not include direct connections to a sanitary sewer system or to potable water  
358 lines.

359 (12) *Swimming pool/spa servicing contractor* means a contractor whose scope of  
360 work involves the servicing, repair, water treatment including, but not limited  
361 to, the direct infusion of chlorine gas accomplished through the use of  
362 machinery attached to the pool, and maintenance of any swimming pool or  
363 hot tub or spa, whether public or private. The scope of such work may include  
364 any necessary piping and repairs, replacement and repair of existing  
365 equipment, or installation of new additional equipment as necessary. The  
366 scope of such work includes the reinstallation of tile and coping, repair and  
367 replacement of all piping, filter equipment, and chemical feeders of any type,  
368 replastering, reconstruction of decks, and reinstallation or addition of pool  
369 heaters.

370 (13) *Plumbing contractor* means a contractor whose contracting business consists  
371 of the execution of contracts requiring the experience, financial means,  
372 knowledge, and skill to install, maintain, repair, alter, extend, or, when not  
373 prohibited by law, design plumbing. A plumbing contractor may install,  
374 maintain, repair, alter, extend, or, when not prohibited by law, design the  
375 following without obtaining any additional local regulatory license, certificate,  
376 or registration: sanitary drainage or storm drainage facilities; venting systems;  
377 public or private water supply systems; septic tanks; drainage and supply  
378 wells; swimming pool piping; irrigation systems; or solar heating water  
379 systems and all appurtenances, apparatus, or equipment used in connection  
380 therewith, including boilers and pressure process piping and including the  
381 installation of water, natural gas (excluding liquid petroleum gases), and  
382 storm and sanitary sewer lines; and water and sewer plants and substations.  
383 The scope of work of the plumbing contractor also includes the design, when  
384 not prohibited by law, and installation, maintenance, repair, alteration, or

385 extension of air-piping, vacuum line piping, oxygen line piping, nitrous oxide  
386 piping, and all related medical gas systems; fire line standpipes and fire  
387 sprinklers to the extent authorized by law; ink and chemical lines; fuel oil and  
388 gasoline piping and tank and pump installation, except bulk storage plants;  
389 and pneumatic control piping systems, all in such a manner as to comply with  
390 all plans, specifications, codes, laws, and regulations applicable. The scope of  
391 work of the plumbing contractor shall apply to private property and public  
392 property, shall include any excavation work incidental thereto, and shall  
393 include the work of the specialty plumbing contractor. Such contractor shall  
394 subcontract, with a qualified contractor in the field concerned, all other work  
395 incidental to the work but which is specified herein as being the work of a  
396 trade other than that of a plumbing contractor. Nothing in this definition shall  
397 be construed to limit the scope of work of any specialty contractor certified  
398 pursuant to F.S. § 489.113(6). Nothing in this definition shall be construed to  
399 require certification or registration under this part of any authorized  
400 employee of a public natural gas utility or of a private natural gas utility  
401 regulated by the public service commission when disconnecting and  
402 reconnecting water lines in the servicing or replacement of an existing water  
403 heater.

404 (14) *Underground utility and excavation contractor* means a contractor whose  
405 services are limited to the construction, installation, and repair, on public or  
406 private property, of main sanitary sewer collection systems, main water  
407 distribution systems, storm sewer collection systems, and the continuation of  
408 utility lines from the main systems to a point of termination up to and  
409 including the meter location for the individual occupancy, sewer collection  
410 systems at property line on residential or single-occupancy commercial  
411 properties, or on multi-occupancy properties at manhole or wye lateral  
412 extended to an invert elevation as engineered to accommodate future  
413 building sewers, water distribution systems, or storm sewer collection  
414 systems at storm sewer structures. However, an underground utility and  
415 excavation contractor may install empty underground conduits in rights-of-  
416 way, easements, platted rights-of-way in new site development and sleeves  
417 for parking lot crossings no smaller than two inches in diameter, provided that  
418 each conduit system installed is designed by a licensed professional engineer  
419 or an authorized employee of a municipality, county, or public utility and that  
420 the installation of any such conduit does not include installation of any  
421 conductor wiring or connection to an energized electrical system. An  
422 underground utility and excavation contractor shall not install any piping that

423 is an integral part of a fire protection system as defined in F.S. § 633.021(7)  
424 beginning at the point where the piping is used exclusively for such system.

425 (15) *Solar contractor* means a contractor whose services consist of the installation,  
426 alteration, repair, maintenance, relocation, or replacement of solar panels for  
427 potable solar water heating systems, swimming pool solar heating systems,  
428 and photovoltaic systems and any appurtenances, apparatus, or equipment  
429 used in connection therewith, whether public, private, or otherwise,  
430 regardless of use. A contractor, certified or registered pursuant to the  
431 provisions of this article, is not required to become a certified or registered  
432 solar contractor or to contract with a solar contractor in order to provide any  
433 services enumerated in this definition that are within the scope of the services  
434 such contractors may render under this article.

435 (16) *Pollutant storage systems contractor* means a contractor whose services are  
436 limited to, and who has the experience, knowledge, and skill to install,  
437 maintain, repair, alter, extend, or design, when not prohibited by law, and use  
438 materials and items used in the installation, maintenance, extension, and  
439 alteration of, pollutant storage tanks. Any person installing a pollutant  
440 storage tank shall perform such installation in accordance with the standards  
441 adopted pursuant to F.S. § 376.303.

442 (17) *Specialty contractor* means a contractor whose scope of work and  
443 responsibility is limited to a particular phase of construction and whose scope  
444 is limited to a subset of the activities described in the categories established  
445 in one of the sections of this definition.

446 *Owner builder* means an owner of property, building, or improving one- or two-  
447 family residences thereof for the occupancy of such owners and not offered for  
448 sale. In all actions brought under this article, proof of the sale or offering for sale  
449 of more than one such structure by the owner builder within one year after  
450 completion of same is presumptive evidence that such structure was undertaken  
451 for purpose of sale.

452 *Qualifying agent* means a person as defined in F.S. § 489.105(4), (5).

453 *Registered contractor* means any contractor who has registered with the state  
454 department of professional regulation pursuant to fulfilling the competency  
455 requirements of the board and is primarily disciplined by the local board.

456 *Repeat violation* means a recurring violation of a provision of this article by a  
457 violator who has previously been found to have violated the same provisions, or a

458 violator against whom penalties were assessed for the same provision, within five  
459 years prior to the current violation.

460 *Serve* means that all notices required by this article shall be provided to the alleged  
461 violator by certified mail, return receipt requested; by hand delivery by the sheriff  
462 or other law enforcement officer or code enforcement officer; or by leaving the  
463 notice at the alleged violator's usual place of residence with some person of his or  
464 her family above 15 years of age and informing such person of the contents of the  
465 notice.

466 *Unlicensed contractor* means any person who does not hold a current state  
467 certification, state registration, of competency while acting as a contractor.

468 *Handyman Services* means a company or person that holds a Business Tax Receipt  
469 from the city for installation of fences (permit required); carpet, linoleum, ceramic  
470 tile, terrazzo, marble, and wood flooring; ceiling fan installation limited to  
471 connection with the electrical source by a plug/outlet connection and not “hard  
472 wiring” or other means of connection; change of door locks (NO installation of  
473 doors or windows); asphalt paving and coating with required permit; painting and  
474 wall coverings; housecleaning; lawn maintenance and/or tree service; commercial  
475 and residential landscaping not requiring the installation or repair of irrigation  
476 systems; power washing; rescreening not requiring the installation or repair of  
477 aluminum, wood or vinyl siding and/or frames; trash hauling and construction job-  
478 site cleanup; acoustical treatment on interior walls only; installation of window  
479 treatments such as curtains and/or blinds, whether vertical or horizontal;  
480 assembly of prefabricated furnishings and shelving; replace intake air handler  
481 filters where duct work or dismantling of any part of the HVAC system is not  
482 required; swimming pool and spa treatment. This is not an inclusive list. Work  
483 requiring a license as set forth under the definitions of *Contractors* in items (1)  
484 through (17), above, is specifically excluded from the definition of *Handyman*  
485 *Services* and must be performed by Florida licensed contractors.

486 **Sec. 22-6. Exemptions.**

487 (a) Shall be as set forth in Section 489.103, Florida Statutes.

488 (b) This article shall not apply to:

489 (1) An authorized employee of the United States, this state, or any  
490 municipality, county, irrigation district, reclamation district, or any other  
491 municipal or political subdivision, except school boards, the board of  
492 regents, and community colleges, unless for the purpose of performing

493 routine maintenance or repair or construction not exceeding \$200,000.00  
494 to existing installations, if the employee does not hold himself or herself  
495 out for hire or otherwise engage in contracting except in accordance with  
496 his or her employment. If the construction, remodeling, or improvement  
497 exceeds \$200,000.00, school boards, the board of regents, and  
498 community colleges, shall not divide the project into separate  
499 components for the purpose of evading this section.

500 (2) Public utilities, including special gas districts as defined in Chapter 189,  
501 telecommunications companies as defined in Section 364.02(14), Florida  
502 Statutes, and natural gas transmission companies as defined in Section  
503 368.103(4), Florida Statutes, on construction, maintenance, and  
504 development work performed by their employees, which work, including,  
505 but not limited to, work on bridges, roads, streets, highways, or railroads,  
506 is incidental to their business. The board shall define, by rule, the term  
507 "incidental to their business" for purposes of this subsection.

508 (3) Owners of property when acting as their own contractor and providing  
509 direct, onsite supervision themselves of all work not performed by  
510 licensed contractors:

511 a. When building or improving farm outbuildings or one-family or two-  
512 family residences on such property for the occupancy or use of such  
513 owners and not offered for sale or lease, or building or improving  
514 commercial buildings, at a cost not to exceed \$75,000.00, on such  
515 property for the occupancy or use of such owners and not offered for  
516 sale or lease. In an action brought under this part, proof of the sale or  
517 lease, or offering for sale or lease, of any such structure by the owner-  
518 builder within one year after completion of same creates a  
519 presumption that the construction was undertaken for purposes of  
520 sale or lease.

521 b. When repairing or replacing wood shakes or asphalt or fiberglass  
522 shingles on one-family, two-family, or three-family residences for the  
523 occupancy or use of such owner or tenant of the owner and not offered  
524 for sale within one year after completion of the work and when the  
525 property has been damaged by natural causes from an event  
526 recognized as an emergency situation designated by executive order  
527 issued by the governor declaring the existence of a state of emergency  
528 as a result and consequence of a serious threat posed to the public  
529 health, safety, and property in this state.

530 This subsection does not exempt any person who is employed by or  
531 has a contract with such owner and who acts in the capacity of a  
532 contractor. The owner may not delegate the owner's responsibility to  
533 directly supervise all work to any other person unless that person is  
534 registered or certified under this part and the work being performed is  
535 within the scope of that person's license. For the purposes of this  
536 subsection, the term "owners of property" includes the owner of a  
537 mobile home situated on a leased lot. To qualify for exemption under  
538 this subsection, an owner must personally appear and sign the building  
539 permit application and must satisfy local permitting agency  
540 requirements, if any, providing that the owner has a complete  
541 understanding of the owner's obligations under the law as specified in  
542 the disclosure statement in this section. If any person violates the  
543 requirements of this subsection, the local permitting agency shall  
544 withhold final approval, revoke the permit, or pursue any action or  
545 remedy for unlicensed activity against the owner and any person  
546 performing work that requires licensure under the permit issued. The  
547 local permitting agency shall provide the person with a disclosure  
548 statement in substantially the following form:

549 **Disclosure Statement**

550 **State law requires construction to be done by licensed**  
551 **contractors. You have applied for a permit under an exemption**  
552 **to that law. The exemption allows you, as the owner of your**  
553 **property, to act as your own contractor with certain restrictions**  
554 **even though you do not have a license. You must provide direct,**  
555 **onsite supervision of the construction yourself. You may build**  
556 **or improve a one-family or two-family residence or a farm**  
557 **outbuilding. You may also build or improve a commercial**  
558 **building, provided your costs do not exceed \$75,000. The**  
559 **building or residence must be for your own use or occupancy. It**  
560 **may not be built or substantially improved for sale or lease. If**  
561 **you sell or lease a building you have built or substantially**  
562 **improved yourself within 1 year after the construction is**  
563 **complete, the law will presume that you built or substantially**  
564 **improved it for sale or lease, which is a violation of this**  
565 **exemption. You may not hire an unlicensed person to act as your**  
566 **contractor or to supervise people working on your building. It is**



- 567                   **your responsibility to make sure that people employed by you**  
568                   **have licenses required by state law and by county or municipal**  
569                   **licensing ordinances. You may not delegate the responsibility for**  
570                   **supervising work to a licensed contractor who is not licensed to**  
571                   **perform the work being done. Any person working on your**  
572                   **building who is not licensed must work under your direct**  
573                   **supervision and must be employed by you, which means that**  
574                   **you must deduct F.I.C.A. and withholding tax and provide**  
575                   **workers' compensation for that employee, all as prescribed by**  
576                   **law. Your construction must comply with all applicable laws,**  
577                   **ordinances, building codes, and zoning regulations.**
- 578                   (4) Any construction, alteration, improvement, or repair ~~carried on~~ executed  
579                   within the limits of any site the title to which is in the United States or  
580                   with respect to which federal law supersedes this part.
- 581                   (5) Any one-family, two-family, or three-family residence constructed by  
582                   Habitat for Humanity International, Inc., or its local affiliates. Habitat for  
583                   Humanity International, Inc., or its local affiliates, must:
- 584                   a. Obtain all necessary building permits.
- 585                   b. Obtain all required building code inspections.
- 586                   c. Provide for supervision of all work by an individual with construction  
587                   experience.
- 588                   (6) A disaster recovery mitigation organization or a not-for-profit  
589                   organization repairing or replacing a one-family, two-family, or three-  
590                   family residence that has been impacted by a disaster when such  
591                   organization:
- 592                   a. Is using volunteer labor to assist the owner of such residence in  
593                   mitigating unsafe living conditions at the residence;
- 594                   b. Is not holding itself out to be a contractor;
- 595                   c. Obtains all required building permits;
- 596                   d. Obtains all required building code inspections; and
- 597                   e. Provides for the supervision of all work by an individual with  
598                   construction experience.
- 599                   (7) The sale, delivery, assembly, or tie-down of prefabricated portable sheds  
600                   of not more than 250 square feet in interior size and not intended for use

601 as a residence or as living quarters. This exemption may not be construed  
602 to interfere with the Building Code or any applicable local technical  
603 amendment to the Building Code, local licensure requirements, or other  
604 local ordinance provisions. A permit is not required for the on-site  
605 assembly or tie-down of prefabricated portable sheds of not more than  
606 250 square fee in interior size and not intended for use as a residence or  
607 living quarters, or portion/auxiliary unit thereof.

608 (8) The sale, delivery, assembly, or tie-down of lawn storage buildings and  
609 storage buildings not exceeding 400 square feet in interior size and  
610 bearing the insignia of approval from the State of Florida Department of  
611 Business and Professional Regulation showing compliance with the  
612 Building Code. A permit is required for the on-site assembly and/or tie  
613 down of prefabricated storage buildings being more than 250 square feet,  
614 but not more than 400 square feet in interior size and not intended for  
615 use as a residence or living quarters, or portion/auxiliary unit thereof.

616 **Secs. 22-7 – 22-10. - Reserved.**

617 **ARTICLE II. INSURANCE**

618 **Sec. 22-11. Insurance requirements.**

619 (a) Workers' compensation and liability insurance. Every contractor and  
620 subcontractor granted a license under the terms of this article shall be  
621 required to maintain at all times, with an insurer authorized to do business in  
622 the state, workers' compensation insurance (unless exempt by law) and public  
623 liability insurance with minimum limits of the latter of not less than \$50,000.00  
624 for one person and \$100,000.00 for more than one person, in any one  
625 accident, and public property damage insurance with a minimum of not less  
626 than \$5,000.00 for any one accident.

627 (b) Filing of insurance certificate. Before a license can be issued the certified  
628 person shall file with the office of the building official a certificate as  
629 prescribed by the city, signed by a qualified agent of the insurance carrier,  
630 stating that policies have been issued to the licensee for: workers'  
631 compensation insurance in minimum statutory amounts and other insurance  
632 as prescribed in this section; the policy numbers; the name of the company;  
633 the effective date of such policies; the expiration date of such policies;  
634 together with a statement and a copy of an endorsement placed on such

635 policies requiring 30 days' written notice by registered mail to the office of the  
636 building official if it becomes necessary to cancel the policies for any reason.

637 **Sec. 22-12. Payment of business tax fees required prior to engagement in**  
638 **licensed trade.**

639 Except in the case of a Florida Certified Contractor, before any person licensed  
640 under this article shall engage in the licensed trade within the city, he shall pay to  
641 the city the necessary business tax fee in effect for that occupation or trade at the  
642 time of application if his primary business address is within the city limits or  
643 provide proof that the required business tax was paid in the jurisdiction of the  
644 primary business address.

645 **Sec. 22-13. Duration of licenses.**

646 All licenses shall expire on and shall be null and void and subject to renewal after  
647 September 30 of each year, and no contracting work shall be done by, and no  
648 permits shall be issued to, any person licensed under this article who has no such  
649 license in full force and effect.

650 **Articles III through VI. – Reserved.**

651 **Secs. 22-14 – 22-150. – Reserved.**

652 **SECTION 3. CODIFICATION**

653 It is the intention of the City Council of the City of Lake City that the provisions of this Ordinance  
654 shall become and be made part of the Code of Ordinances of the City of Lake City, Florida. The  
655 Sections of this Ordinance may be renumbered, re-lettered and the word “Ordinance” may be  
656 changed to “Section”, “Article” or such other word or phrase in order to accomplish such  
657 intention. The correction of typographical errors which do not affect the intent or substance of  
658 the ordinance may be authorized by the City Clerk or the City Clerk’s designee with the consent  
659 of the City Attorney without public hearing, by filing a corrected or re-codified copy of the same  
660 with the City.

661 **SECTION 4. REPEAL OF ORDINANCES IN CONFLICT**

662 All ordinances or parts of ordinances in conflict with this Ordinance are, to the extent they conflict  
663 with this Ordinance, repealed.

664 **SECTION 5. PROVIDING FOR SEVERABILITY**

665 It is the declared intent of the City Council of the City of Lake City that, if any section, sentence,  
666 clause, phrase, or provision of this ordinance is for any reason held or declared to be  
667 unconstitutional, void, or inoperative by a court or agency of competent jurisdiction, such holding  
668 of invalidity or unconstitutionality shall not affect the remaining provisions of this Ordinance and  
669 the remainder of this Ordinance, after the exclusion of such part or parts, shall be deemed to be  
670 valid.

671 **SECTION 6. EFFECTIVE DATE**

672 This Ordinance shall be effective immediately upon final adoption by the City Council of the City  
673 of Lake City, Florida.

APPROVED, UPON FIRST READING, by the City Council of the City of Lake City at a regular meeting,  
on the \_\_\_\_ day of January, 2025.

PUBLICLY NOTICED, in a newspaper of general circulation in the City of Lake City, Florida, by the  
City Clerk of the City of Lake City, Florida on the \_\_\_\_ day of January, 2025.

APPROVED AND ADOPTED UPON SECOND READING, by an affirmative vote of a majority of a  
quorum present of the City Council of the City of Lake City, at a regular meeting this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

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Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

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Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Clay Martin, City Attorney

## Chapter 22 - BUILDINGS AND BUILDING REGULATIONS

### ARTICLE I. —CONTRACTING GENERAL

#### Sec. 22-1. —Compliance requirement.

Except as otherwise provided for in ~~this~~the City of Lake City Code of Ordinances, any owner, authorized agent, or contractor, who desires to construct, enlarge, alter, repair, remove, demolish, or change the occupancy or occupant content of a building, structure, or facility, or any outside area being used as part of the building's designated occupancy (single or mixed) or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this Code of Ordinances, or to cause any work to be done, shall first make application to the building official and obtain the required permit for such work and to comply with all of the provisions, requirements and conditions provided for in this chapter.

#### Sec. 22-2. —Purpose and Proof of Insurance.

It is hereby declared to be the public policy of the city that, in order to safeguard the life, health, property, and public welfare of its citizens, the business of construction and home improvements is a matter affecting the public interest. Any person desiring to ~~obtain a certificate to~~ engage in the business of construction and home improvement within the corporate limits of the city shall be required to ~~establish his competency and qualifications to be certified~~provide a copy of their State of Florida contractor license, a certificate of insurance evidencing such person's worker's compensation insurance or a current State of Florida exemption certificate exempting such person from worker's compensation insurance requirements; and a certificate of insurance evidencing such person as provided in this article the named insured pursuant to a policy of general liability insurance. All certificates of insurance shall name the City of Lake City as the certificate holder.

#### Sec. 22-3. —Adoption of Codes.

(a) The following codes are adopted by the city for the applications associated therewith:

- (1) The Florida Building Code Eighth Edition (2023) as updated by the Florida Building Commission on June 20, 2023, and adopted by Rule 61G20-1.001, Florida Administrative Code, is hereby adopted as the building code of the City of Lake City, Florida. The adopted version of the building code is hereby incorporated into this section as if fully set forth herein, and may

be cited to as the Lake City Building Code, Eighth Edition (2023). All references to the "Building Code" within the Lake City's City Code of Ordinances, and within ordinances and resolutions of the City Council, shall be construed as referring to the building code adopted by this section.

~~(a) The city hereby adopts the Florida Building Code (hereinafter referred to and known as "this code") created, established, adopted and defined pursuant to the provisions of F.S. ch. 553, pt. IV, which includes and covers building, plumbing, mechanical, residential, fuel gas, the National Electrical Codes, and the state fire prevention and lifesafety codes.~~

~~(b) The provisions of this code~~The provisions of the Building Code shall apply to the construction, erection, alteration, modification, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every public and private building, structure or facility or floating residential structure, or any appurtenances connected or attached to such buildings, structures, or facilities.

~~(c) This code, as presently adopted, or as shall be amended in the future, is hereby adopted and incorporated herein as fully as if set out at length in this section, and shall be controlling within the corporate limits of the city.~~

~~(d)~~(2) The most recently adopted edition of the National Electrical Code adopted by the Florida Building Commission is hereby adopted as the Electrical Code of the City of Lake City. The adopted version of the referenced electrical code is hereby incorporated into this section as if fully set forth herein, and may be cited to as the Lake City Electrical Code, Eighth Edition (2023). All references to the "Electrical Code" within this Code of Ordinances, and within ordinances and resolutions of the City Council, shall be construed as referring to the electrical code adopted by this section.

(3) The Florida Fire Prevention Code, Rule 69A-60, inclusive of the National Fire Protection Association (NFPA), and NFPA 101, Life Safety Code, is hereby collectively adopted as the Fire Prevention Code of the City of Lake City. The adopted version of the fire prevention code is hereby incorporated into this section as if fully set forth herein, and may be cited to as the Lake City Fire Prevention Code, Eighth Edition (2023). All references to the "Fire Prevention Code" within this Code of Ordinances, and within ordinances and resolutions of the City Council, shall be construed as referring to the fire prevention code adopted by this section.

(b) Copies of ~~this code~~the Building Code, the Electrical Code, and the Fire Prevention Code shall be available for public use, inspection, or examination, within the ~~building~~city department administering the city's building permitting and inspection program.

**Sec. 22-4. —Payment of construction permit fees; reinspection fees.**

(a) Permitting and Permitting Fees Required.

(1) Except as otherwise provided for in this Code of Ordinances, any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy or occupant content of a building, structure, or facility, or any outside area being used as part of the building's designated occupancy (single or mixed) or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this Code of Ordinances, or to cause any such work to be done, shall first make application to the building official and obtain the required permit for the work, and in addition to any other fees provided in this Code of Ordinances, to pay a construction permit fee to the city computed on the ~~valuation~~ square footage of conditioned and unconditioned floor area of the building, structure, or facility as provided herein, ~~or.~~ For purposes of calculating square footage as may be amended by resolution of an element of calculating permit fees, "floor area" means the city council total area of a building's floors, measured within the building's exterior walls, excluding vent shafts and courts; including the area of balconies; and counting only once at each floor level the area of stairwells, elevators, and ventilation shafts.

~~(b)-2)~~ All fees are non-refundable.

(b) SCHEDULE OF PERMITTING FEES

(1) ~~Generally:~~

~~a.~~ Schedule of building permitting fees: The following fee schedule shall be used in determining building permit fees based on construction valuation, in addition to any other permit fee listed herein. Valuation for purposes of this section, in the event of controversy over the issues between the city and applicant for building permit, shall be determined by the valuation standards as established and set forth in the latest official publications of the Florida Building Code, or by copy of the original signed contract, or by a detailed cost estimate which meets the approval of the building official. conditioned and unconditioned floor area, in addition to any other permit fee listed herein.

SCHEDULE OF BUILDING PERMIT FEES

(2) Administration Fees

<u>Permit/Service</u>	<u>Fee</u>
<u>Change of Primary Contractor</u>	<u>\$50.00</u>

<u>Change of Subcontractors</u>	<u>\$30.00</u>
<del><b>Total Valuation</b></del> <u>Modifying construction plans (Residential)</u>	<del><b>Commercial and Residential</b></del> <u>\$25.00 per sheet</u>
<del><b>\$1,000.00 and less</b></del> <u>Approve or re-stamp construction plans (after permit issuance)</u>	<del><b>\$75</b></del> <u>50.00</u>
<del><b>\$1,000.01 to 5,000.00</b></del> <u>Temporary/Conditional Certificate of Occupancy</u>	<del><b>\$110</b></del> <u>0.00</u>
<del><b>\$5,000.01 to \$25,000.00</b></del> <u>Temporary/Conditional Certificate of Occupancy (Non-Residential)</u>  <u>(Valid for 60 days and non-renewable)</u>	<del><b>\$125.00 (for the first \$5,000.01) plus \$5.00 for each additional one thousand dollars, or fraction thereof.</b></del> <u>\$150.00 (under 10,000 sq. feet)</u> <u>\$250.00 (over 10,000 sq. feet)</u>
<u>Residential Certificate of Occupancy</u>	<u>No charge</u>
<u>Commercial Certificate of Occupancy</u>	<u>No charge</u>
<u>Certificate of Completion</u>	<u>No charge</u>
<del><b>\$25,000.01 to \$50,000.00</b></del> <u>Replace Building Permit Card</u>	<del><b>\$250.00 (for the first \$25,000.01) plus \$5.00 for each additional one thousand dollars, or fraction thereof.</b></del> <u>\$5.00</u>
<u>Extension of Residential Permits (90 days maximum)</u>	<u>Greater of 10% of original permit fee or \$60</u>
<u>Extensions of Commercial Permits (90 days maximum)</u>	<u>Greater of 10% of original permit fee or \$125</u>



<u><del>\$50,000.001 to \$100,000.00</del> Special Inspection Fees</u>  <u>(after hours, weekends, holidays, etc.)</u>	<u><del>\$400.00 (for the first \$50,000.01) plus \$5.00 for each additional one thousand dollars, or fraction thereof.</del></u> <u>\$100.00 per hour</u>
<u>Contractor Licensing Maintenance File</u>	<u>No charge</u>  <u>(Voluntary-renewable on 9/30 annually)</u>
<u><del>\$100,000.01 and above</del> Research Fees for Permits, Violations, and Records</u>  <ul style="list-style-type: none"> <li>• <u>Over ten (10) 8 ½ X 11 pages</u></li> <li>• <u>Copies over 8 ½ X 11 in Size</u></li> </ul> <ul style="list-style-type: none"> <li>• <u>Electronic Copies (if on file)</u></li> <li>• <u>Within the Last Ten (10 ) Years</u></li> <li>• <u>Greater than Ten (10) Years and less than Twenty (20) years</u></li> <li>• <u>Complete History (Permits &amp; Violations)</u></li> </ul>	<u>\$675.00 (for the first \$100,000.01) plus \$5.00 for each additional one thousand dollars, or fraction thereof.</u>  <u>\$0.25 per page</u> <u>Will be charged cost of outside copying</u> <u>No Cost</u> <u>\$7.25 per search</u> <u>\$24.50 per search</u>  <u>\$29.35 per search</u>

~~b. Technology fee: All construction permits shall have three percent of the total permit fee added on all permit fees stated herein. The purpose of this fee is to offset the costs associated with technology related items used to provide a greater degree of customer service and reduce response time in providing permits and inspections.~~

~~c. Reinspection fee (must be paid in advance before a second inspection is made): \$40.00.~~

Electrical permit fees:

~~(2) The following is a schedule of electrical permit fees:~~

~~a. Service installation:~~

(3) Cancellation of Building Permit

Permit may be cancelled within 30 days following issuance provided construction has not started.

(4) Refunds

There should be no refunds for permits and/or plan reviews once the permit is issued.

(5) Technology Fee:

A three percent (3%) surcharge shall be added to each permit fee to offset technology-related costs of the city's planning and permitting review process, including but not limited to software maintenance and licensing fees, computer hardware and peripherals costs, and professional/technical services related to and in support thereof.

(6) State of Florida Permit Surcharge:

All permits shall have a two and one-half percent (2½%) surcharge added to each permit as required by Florida Statute 553. (1½% for Department of Business and Professional Regulation and 1% for Building Code Administrators and Inspector Board)

(7) Commercial Permit

<u>Size of Permit/Service</u>	<u>Fee</u>
<u>Calculated at square footage rate (Under roof) (includes building, electrical, plumbing, mechanical &amp; roof permits) Plan Review fees not included</u>	<u>\$1.95 per sq. ft.</u>
<u>200 Amperes Alteration/Addition (600 sq. ft. and less (minimum charge-))</u>	<u>\$46.35-\$0.70 per sq. ft.</u>
<u>Alteration/Addition (over 600 sq. ft.)</u>	<u>\$1.05 per sq. ft.</u>
<u>Accessory Structure (600 sq. ft. and less)</u>	<u>\$0.40 per sq. ft.</u>
<u>Accessory Structure (Over 200 Amperes: 600 sq. ft.)</u>	<u>\$0.70 per sq. ft.</u>
<u>If any work is commenced on a building or structure before obtaining the necessary permit, they shall be subject to a penalty.</u>	<u>\$150.00 or double permit fee, whichever is greater</u>
<u>Electrical, Plumbing</u>	<u>\$.33 per sq. ft. (\$150.00 minimum)</u>

<u>Mechanical/Gas Piping Fixtures</u>	<u>\$.32 per sq. ft.</u> <u>\$150.00 minimum</u>
<del>First 200 Amperes</del> <u>Commercial Mechanical Change out (per Tiers):</u>	<del>\$46.35</del>
<u>Tier 1 (1-3 Units)</u>	<u>\$150.00</u>
<u>Tier 2 (4-7 Units)</u>	<u>\$200.00</u>
<u>Tier 3 (8 Units or more)</u>	<u>\$250.00</u>
<del>Each additional Ampere</del> <u>Modular Buildings, DCA DBPR approved (per section)</u>	<del>\$0.30</del> <u>300.00</u>
<u>Irrigation</u>	<u>\$150.00</u>
<u>Retaining Wall</u>	<u>\$150.00</u>
<u>Commercial Demolition (Interior Building)</u>	<u>\$.12 per sq. ft.</u> <u>\$150.00 minimum</u>
<u>Commercial Demolition of any bldg. or structure per parcel</u>	<u>\$150.00 Flat Rate per Parcel</u>
<u>Commercial Driveway/Access (per site &amp; per driveway)</u>	<u>\$75.00</u>
<u>Solar Panels (per Tier)</u>	
<u>Tier 1(1-7 Solar Panels)</u>	<u>\$150.00 plus plan review</u>
<u>Tier 2 (8-15 Solar Panels)</u>	<u>\$200.00 plus plan review</u>
<u>Tier 3 (15 Solar Panels or more)</u>	<u>\$250.00 plus plan review</u>
<u>Solar Water Heater</u>	<u>\$150.00</u>
<u>Emergency Generators Systems</u>	<u>\$150.00 plus plan review</u>
<u>Underground Utilities Permit (not owned by utility company)</u>	<u>\$150.00 plus plan review</u>

<u>Fence Commercial</u>	<u>\$100.00</u>
<u>Early Start</u> <u>(Construction may start at own risk but no inspections until issuance of permit)</u>	<u>\$100.00</u>

b. ~~Reinspection fee (must be paid in advance before a second inspection is made):~~  
~~\$40.00.~~

~~(3) All other electrical related services, such as, but not limited to, rewiring or electrical alterations:~~

a. ~~Generally:~~

(8) Commercial Plan Review

<u>Valuation by Contract Prices Permit/Service</u>	<u>Fee</u>
<del>\$1,000.00 and less</del> <u>New Construction</u> <u>(includes building, electrical, mechanical, plumbing &amp; roof)</u>	<del>\$75.00</del> <u>\$.15 per sq. ft.</u>
<del>All over \$1,000.00:</del>	
<del>First \$1,000.00</del>	<del>\$100.00</del>
<del>Each additional \$1,000.00 or fraction thereof</del>	<del>\$5.00</del>
<del>Low voltage burglar alarm, home theater, and cable systems</del> <u>All alterations/renovations/interior build-outs and shell only (includes Building, Electric, Mechanical, Plumbing &amp; Gas)</u>	<u>\$.13 per sq. ft.</u>
<del>Labels (four per page) minimum purchase at \$25.00 each</del> <u>Stand Alone Permit</u>	<u>Building – \$0.75 per sq. ft. within scope of work area</u> <u>Electric/Plumbing – \$0.03 per sq. ft. within scope of work area</u>

	<u>Gas/Mechanical (HVAC)</u> <u>– \$0.02 per sq. ft. within</u> <u>scope of work</u> <u>area</u> <del>\$100.00</del>
<u>Site Plan Review</u>	
• <u>Under 10 Acres</u>	<u>\$225.00</u>
• <u>Over 10 Acres</u>	<u>\$635.00</u>

~~b. Reinspection fee (must be paid in advance before a second inspection is made)~~  
~~\$40.00.~~

Gas permit fees:

~~(4) The following is the schedule of gas permit fees:~~

~~a. Generally:~~

(9) Mobile Homes and Modular Residential Buildings

<u>Valuation — by — Contract — Prices</u> <u>Permit/Service</u>	Fee
<del>\$1,000.00</del> <u>Mobile/Manufactured Homes Permit Fees</u>	<del>\$75</del> <u>Single Wide -</u> <u>\$325.00</u> <u>Double Wide - \$375.00</u> <u>Triple Wide \$425.00</u>
<u>NOTE:</u>	
• <u>Fees include set-up and less-plumbing</u>	
• <u>Fees do not include electric &amp; HVAC,</u> <u>which require separate permits</u>	
• <u>Fees for additions to manufactured</u> <u>homes shall be calculated the same as</u> <u>building permit fee/aluminum permit</u> <u>fee.</u>	

<del>All over \$1,000.00:</del>	
<del>—First \$1,000.00</del> <u>Modular Residential</u> <u>Buildings, Florida DBPR Approved</u>	<del>\$100</del> <u>\$25.00</u>

<del>—Each additional \$1,000.00 or fraction thereof</del>	<del>\$5.00</del>
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~~b. Reinspection fee (must be paid in advance before second inspection) \$40.00.~~

~~Mechanical permit fees:~~

~~(5) The following is the schedule of mechanical permit fees:~~

~~a. Generally:~~

(10) Residential Permit

<u>Valuation by Contract Prices Permit/Service</u>	<u>Fee/Cost</u>
<u>New Construction (includes building, electrical, HVAC, plumbing, &amp; roof permit)</u>	<u>\$1.05 per sq. ft. (plan review fee included)</u>
<u>\$1,000.00 and less Alterations/Renovations</u>	<u><del>\$75.00</del> \$0.75 per sq. ft. less than 601 sq. ft. \$0.87 per sq. ft. 601 sq. ft. and greater</u>
<u>All over \$1,000.00:- Aluminum construction permit fees</u>	<u>\$0.35 per sq. ft. (\$75.00 minimum)</u>
<u>Concrete</u>	<u>\$0.15 per sq. ft. (\$75.00 minimum)</u>
<u>Fence Residential</u>	<u>\$0.25 per linear foot (\$75.00 minimum)</u>
<u>Flood Permit (construction in a FEMA Flood Zone)</u>	<u>\$70.00</u>
<u>Pool Enclosures</u>	<u>One half the alum rate (\$75.00 minimum)</u>
<u>Greenhouse buildings</u>	<u>\$175.00 (includes roofing)</u>
<u>Roofing</u>	<u>\$0.13 per sq. ft. (\$75.00 minimum)</u>
<u>Tree Removal Permit (protected trees)</u>	<u>\$25.00</u>

<u>NOTE: See COLC Code of Ordinances, Chapter 104, Article II</u>	
<u>Irrigation-Residential</u>	<u>\$75.00</u>
<u>Plumbing permit fees</u>	<u>\$.13 per sq. ft.</u> <u>(\$75.00 minimum)</u>
<u>Gas Piping/fixtures</u>	<u>\$.12 per sq. ft.</u> <u>(\$75.00 minimum)</u>
<u>Electrical Permit fees</u>	<u>\$.13 per sq. ft.</u> <u>(\$75.00 minimum)</u>
<u>–First \$1,000.00 Solar Photovoltaic Panels (per Tier)</u> <u>• Tier 1 (1-7 Solar Panels)</u> <u>• Tier 2 (8-15 Solar Panels)</u> <u>• Tier 3 (15 Solar Panels or more)</u> <u>Removal and Replacement for Re-Roof</u>	<u>\$100</u> <u>\$75.00</u> <u>\$125.00</u> <u>\$175.00</u> <u>One-half of installation permit fee for applicable tier (above)</u>
<u>Solar Water Heater</u>	<u>\$75.00</u>
<u>–Electrical</u> <u>• Individual basis; each service installation</u> <u>• Each additional \$1,000.00 distribution/sub panel/disconnect new or fraction thereof replacement</u>	<u>\$75.00</u> <u>\$75.00</u>
<u>Mechanical permit fees</u>	<u>\$.12 per sq. ft.</u> <u>(\$75.00 minimum)</u>
<u>Miscellaneous</u>	<u>\$.15 per sq. ft.</u> <u>(\$75.00 minimum)</u>
<u>Right-of-Way Utilization Permit</u>	<u>\$195.00</u>
<u>Door/Garage Door Replacement</u>	<u>\$75.00</u>

<u>Window Replacement (per Tier)</u> <ul style="list-style-type: none"> <li>• <u>Tier 1 (1-5 Windows)</u> <span style="float: right;"><u>\$75.00</u></span></li> <li>• <u>Tier 2 (6-10 Windows)</u> <span style="float: right;"><u>\$100.00</u></span></li> <li>• <u>Tier 3 (11 Windows or more)</u> <span style="float: right;"><u>\$125.00</u></span></li> </ul>	
<u>Residential Plan Review Fees</u> <ul style="list-style-type: none"> <li>• <u>New construction (includes electrical, plumbing, HVAC, building, gas)</u> <span style="float: right;"><u>\$0.26 per square foot</u></span></li> <li>• <u>Stand alone permits (electrical, plumbing, HVAC, building, gas)</u> <span style="float: right;"><u>\$0.15 per square foot</u></span></li> </ul>	

~~b. Reinspection fee (must be paid in advance before second inspection) \$40.00.~~

~~Plumbing permit fees:~~

~~(6) The following is the schedule of plumbing permit fees:~~

~~a. Generally:~~

~~(11) Permit Renewal~~

~~When renewing a building permit, the following percentage of the original permit fee shall be used to calculate the building fee (the percentage represents the work not yet completed). This shall not include electrical services.~~

<del>Valuation by Contract Prices-Project Inspection Progress</del>	<del>Fee-Percentage of Original Permit Fee</del>
<del>No inspections performed</del>	<del>100%</del>
<del>\$1,000.00 and less-Slab inspection approved and slab poured</del>	<del>\$75.00-80%</del>
<del>All over \$1,000.00:-Lintel inspection approved</del>	<del>60%</del>
<del>—First \$1,000.00-Framing and rough all inspections approved</del>	<del>\$100.00-40%</del>
<del>—Each additional \$1,000.00 or fraction thereof-Insulation inspection approved</del>	<del>\$5.00-20%</del>



<u>For final inspections only</u>	<u>10%</u>
<u>Electrical, Plumbing, Fire, Gas, Mechanical Permit renewal fee</u>	<u>Renewal of sub permits shall be the minimum permit fee</u>

~~b. Reinspection fee (must be paid in advance before second inspection is made) \$40.00.~~

~~Plan review fees:~~

~~(7) The following is the schedule of plan review fees:~~

~~a. Generally:~~

~~1. Commercial plan review fees: The fees for plan review shall be 50 percent of the building permit fees on the same unit. (Example: \$1,000.00 permit fee equals \$500.00 plan review fee for a total fee of \$1,500.00.)~~

~~2. Residential plan review fees: The fees for plan review shall be 25 percent of permit fee. (Example: \$1,000.00 permit fee plus (12) Re-Inspection Fees~~

~~\$250.00 (25 percent) = \$1,250.00.)~~

~~b. State of Florida surcharge fees: Two and one-half percent of the total permit fee.~~

~~Research fees:~~

~~(8) The following is the schedule of research fees for open permit, open code enforcement violations and liens:~~

<u>Permits within past three years Permit/Service</u>	<u>\$5.15-Fee</u>
<u>Permits older than three years Re-inspection fee (commercial or residential)</u>	<u>\$20.60-50.00</u>

<u>Complete history</u>	<u>\$25.75</u>
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~~Sec. 22-5. Definitions:~~

~~The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

(13) Residential Miscellaneous Permit

<u>Permit/Service</u>	<u>Fee</u>
<u>Modular Storage Buildings</u> <u>(DCA DBPR Approved; 400 sq. ft. or less)</u>	<u>\$100.00</u>
<u>Preliminary inspection prior to moving</u> <u>any building or structure</u>	<u>\$25.00</u>
<u>Penalty for commencement of work on a</u> <u>building or structure before obtaining the</u> <u>necessary permit(s)</u>	<u>Penalty is greater of:</u> <u>\$150.00 or double</u> <u>permit fee</u>
<u>Residential Mechanical Change Out</u>	<u>\$85.00</u>
<u>Re-Roof or Roof-Over</u>	<u>\$155.00</u>
<u>Early Start</u> <u>(Construction may start at own risk but</u> <u>no inspections until issuance of permit)</u>	<u>\$50.00</u>

(14) Sign Permit (requirements per Land Development Regulations 4.2.20)

<u>Permit</u>	<u>Fee</u>
<u>Each permit</u>	<u>\$75.00</u>
<u>With electric</u>	<u>\$100.00</u>
<u>Monument Base</u>	<u>\$150.00</u>
<u>Banner</u>	<u>\$10.00</u>
<u>Grand Opening Sign Application</u>	<u>\$25.00</u>
<u>Sign Face Changes</u> <u>(no structural alterations)</u>	<u>\$25.00</u>

(15) Swimming Pool Permit

<u>Permit</u>	<u>Cost</u>
<u>Spa/whirlpool</u>	<u>\$75.00</u>

<u>(includes electrical, plan review, plumbing &amp; gas)</u>	
<u>Private above-ground swimming pool</u> <u>(includes electrical, plumbing, plan review &amp; gas)</u>	<u>\$75.00</u>
<u>Private in-ground swimming pool</u> <u>(includes electrical, plumbing, plan review &amp; gas)</u>	<u>\$225.00</u>
<u>Commercial swimming pool</u> <u>(includes electrical, plumbing, plan review &amp; gas)</u>	<u>\$310.00</u>
<u>Residential portable pools with water depth of less than 24" are exempt from permitting</u>	<u>No Fee</u>

(16) Utility Permits (Located outside of city limits)

All inspections for Utility Permits shall be inspected prior to covering or concealing of the installation.

<u>Permit</u>	<u>Cost</u>
<u>Building sanitary connection to City Sewer by contractor</u>	<u>\$100.00</u>
<u>Building water connection to City Water by contractor</u>	<u>\$100.00</u>
<u>Backflow Preventer for City Water Protection installed by contractor (due to Irrigation Systems and/or well located on Property)</u>	<u>\$75.00</u>
<u>Backflow Preventer for City Water Protection installed by contractor (due to Swimming Pool and/or Spa located on Property)</u>	<u>\$75.00</u>

<u>Hourly Charge for City Utility Workers and equipment to Uncover the above installations for Inspection. (City workers shall not make corrections and are not responsible for damage due to uncovering the installation)</u>	<u>\$500.00/hour (3-hour minimum charge)</u>
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(17) Military Veteran Building Permit Discount

A city building permit fee shall be reduced by fifty (50) percent for an honorably discharged veteran of the United States Armed Forces where such permit is for work to be performed on a dwelling owned by the veteran which is used as the veteran’s residence . For purposes of this provision, “Armed Forces” shall have the meaning set forth in Section 250.01, Florida Statutes (2024).

- a. The reduced fee applies to all construction activity not just improvements relating to a disability.
- b. The discount can be coupled with any statutory exemption from licensing and permitting fees, including, but not limited to the exemption set forth in Section 295.16. Florida Statutes (2024).
- c. The work to be performed pursuant to a permit obtained pursuant to this provision of the Code of Ordinances shall be performed by a Florida licensed contractor or the homeowner.
- d. Except in the event of an applicable statutory exception, all fees other than a building permit fee shall be paid at full value by the veteran and no discount shall apply.

(18) Private Provider

An owner may use a private provider (as defined in Section 553.791, Florida Statutes (2024)) at such owner’s discretion. In the event an owner uses a private provider the fee reductions set forth in the applicable fee schedule shall be applied.

(19) Fire Permits, plan review and inspections

Fire Review Fees Residential/Commercial Development (PUD’s shall be required to satisfy fire protection requirements based on planned development).

<u>Permit/Service</u>	<u>Fee</u>
<u>Fire Plan Review</u>	<u>\$0.03 per square foot (\$75.00 minimum)</u>

<u>Fire Alarm Systems permit</u> <u>(Fire plan review not included)</u>	<u>\$0.01/square foot</u> <u>(\$169.00 minimum)</u>
<u>Fire Sprinkler Systems permit</u> <u>(Fire plan review not included)</u>	<u>\$0.01/square foot</u> <u>(\$169.00 minimum)</u>
<u>Change of building use/occupancy permit</u> <u>NOTE:</u> <ul style="list-style-type: none"> <li>• <u>Fire inspection required</u></li> <li>• <u>Includes one inspection per type/ category</u></li> <li>• <u>Does not include repairs/ renovations/ corrections/ alterations</u></li> </ul>	<u>\$181.00</u>
<u>Hood Systems permit</u> <u>NOTE:</u> <ul style="list-style-type: none"> <li>• <u>includes Fire Inspector's test</u></li> <li>• <u>does not include mechanical permit for hood installation.</u></li> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<u>\$181.00 per hood system</u>
<u>Residential Fire Sprinkler System Inspection</u> <u>NOTE:</u> <ul style="list-style-type: none"> <li>• <u>Fire plan review not included</u></li> <li>• <u>1-2 family and mobile home</u></li> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<u>\$91.00</u>
<u>Residential Fire Alarm System Inspection</u> <u>NOTE:</u> <ul style="list-style-type: none"> <li>• <u>Fire plan review not included</u></li> <li>• <u>1-2 family and mobile home</u></li> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<u>\$91.00</u>

<p><u>Hazardous Chemical Storage Inspection</u></p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>• <u>Fire plan review not included)</u></li> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<p><u>\$181.00</u></p>
<p><u>Paint Booth Suppression Inspection</u></p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>• <u>Fire plan review not included</u></li> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<p><u>\$181.00</u></p>
<p><u>Fire Suppression (wet/dry) Inspection</u></p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>• <u>Fire plan review not included</u></li> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<p><u>\$181.00</u></p>
<p><u>Stand Pipe Inspection</u></p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>• <u>Fire plan review not included</u></li> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<p><u>\$121.00</u></p>
<p><u>Tent Inspection</u></p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>• <u>Inspection required for tents exceeding 900 square feet</u></li> <li>• <u>Fire plan review not included</u></li> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<p><u>\$121.00 primary tent</u>  <u>\$25.00 each additional tent on property per permit</u></p>
<p><u>Fire System Monitoring Inspection</u></p>	<p><u>\$121.00</u></p>

<p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>• <u>Fire plan review not included</u></li> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	
<p><u>Remediation Systems</u></p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<u>\$121.00</u>
<p><u>Fire underground mains inspection</u></p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>• <u>Fire plan review not included</u></li> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<p><u>\$181.00 1<sup>st</sup> 200 linear ft.</u>  <u>\$50.00 each additional</u>  <u>200 linear ft. or fraction</u>  <u>thereof</u></p>
<p><u>Food Vendors/Food Truck (Open Air Vendor) Inspections</u></p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<u>\$45.00 per truck or food vendor</u>
<p><u>Sparkler Sales Inspection</u></p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>• <u>Fire plan review not included</u></li> <li>• <u>Pursuant to Chapter 791, Florida Statutes</u></li> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<u>\$105.00 per location</u>
<p><u>Fire Works Sales Inspection</u></p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>• <u>Fire plan review not included</u></li> <li>• <u>Pursuant to Chapter 791, Florida Statutes</u></li> </ul>	<u>\$125.00 per location</u>

<ul style="list-style-type: none"> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	
<u>Change of Tenant Permit/Inspection or Routine Inspection</u> NOTE: <ul style="list-style-type: none"> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<u>\$65.00</u>
<u>Commercial access gates inspection</u> NOTE: <ul style="list-style-type: none"> <li>• <u>Includes residential subdivisions</u></li> <li>• <u>Includes one inspection per type (category)</u></li> <li>• <u>Fire plan review not included</u></li> </ul>	<u>\$75.00</u>
<u>Fire Site Plan Review (Fire Department access, fire hydrant(s) locations)</u> NOTE: <ul style="list-style-type: none"> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<u>\$125.00</u>
<u>FALSE ALARMS</u> <u>Two per month allowable with no charge</u> <u>Third or more False Alarms in a month</u> NOTE: <ul style="list-style-type: none"> <li>• <u>Includes one inspection per type (category)</u></li> </ul>	<u>\$250.00 each occurrence</u>

- Each required Fire inspection type (category) is one inspection for each type. Additional inspection of the same type are \$50.00 per inspection.

- Re-inspection fee for rejected Fire inspection (must be paid in advance before second inspection is made) \$50.00.

**Sec. 22-5. Definitions.**



The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Advertise* ~~shall mean~~means to tell about, communicate, inform, advise, in or through any public or private manner or form, including, but not limited to through newspaper(s), handbill(s), or flyer(s), business card(s), magazine(s), telephone directory(ies), radio, television, telephone solicitation, and/or conversation.

~~Applicant means any person who makes application for a certificate as provided in this article.~~

~~Board or contractor's board means the city contractor's board of examiners and appeals for the construction industry.~~

~~Certificate means a certificate of competency issued by the board as provided in this article.~~

~~Certification means the act of obtaining or holding a certificate of competency from the board as provided in this article.~~

*Code enforcement officer* ~~shall mean~~means any authorized agent or employee of the city whose duty it is to assure code compliance and is authorized by the growth management director or building official to enforce this chapter.

*Contracting* means, except as exempted in this article, engaging in business as a contractor and includes, but is not limited to, performance of any of the acts as set forth in the definition of the word "contractor" which defines types of contractors. The attempted sale of contracting services and the negotiation or bid for a contract on these services also constitutes contracting. If the services offered require licensure or agent qualification, the offering, negotiation for a bid, or attempted sale of these services requires the corresponding licensure. However, the term "contracting" shall not extend to an individual, partnership, corporation, trust, or other legal entity that offers to sell or sells completed residences on property on which the individual or business entity has any legal or equitable interest, if the services of a qualified contractor certified or registered pursuant to the requirements of this article have been or will be retained for the purpose of constructing such residences.

*Contractor* means the person who is qualified for, and shall only be responsible for, the project contracted for and means, except as exempted in this article, the person who, for compensation, undertakes to, submits a bid to, or does himself or by others construct, repair, alter, remodel, add to, demolish, subtract from, or improve any building or structure, including related improvements to real estate, for others or for resale to others; and whose job scope is substantially similar to the job scope described in one of the subsequent paragraphs of this subsection.

For the purposes of regulation under this article, the term "demolish" applies only to demolition of steel tanks over 50 feet in height; towers over 50 feet in height; other structures over 50 feet in height, other than buildings or residences over three stories tall; and buildings or residences over three stories tall. Contractors are subdivided into two divisions: Division I, consisting of those contractors defined in subsections (1)—(3) of this definition, and ~~Division~~ Division II, consisting of those contractors defined in subsections (4)—(17) of this definition:

- (1) *General contractor* means a contractor whose services are unlimited as to the type of work which he may do, except as provided in this article.
- (2) *Building contractor* means a contractor whose services are limited to construction of commercial buildings and single-dwelling or multiple-dwelling residential buildings, which commercial or residential buildings do not exceed three stories in height, and accessory use structures in connection therewith or a contractor whose services are limited to remodeling, repair, or improvement of any size building if the services do not affect the structural members of the building.
- (3) *Residential contractor* means a contractor whose services are limited to construction, remodeling, repair, or improvement of one-family, two-family, or three-family residences not exceeding two habitable stories above no more than one uninhabitable story and accessory use structures in connection therewith.
- (4) *Sheet metal contractor* means a contractor whose services are unlimited in the sheet metal trade and who has the experience, knowledge, and skill necessary for the manufacture, fabrication, assembling, handling, erection, installation, dismantling, conditioning, adjustment, insulation, alteration, repair, servicing, or design, when not prohibited by law, of ferrous or nonferrous metal work of U.S. No. 10 gauge or its equivalent or lighter gauge and of other materials including, but not limited to, fiberglass, used in lieu thereof and of air-handling systems, including the setting of air-handling equipment and reinforcement of same and including the balancing of air-handling systems.
- (5) *Roofing contractor* means a contractor whose services are unlimited in the roofing trade and who has the experience, knowledge, and skill to install, maintain, repair, alter, extend, or design, when not prohibited by law, and use materials and items used in the installation, maintenance, extension, and alteration of all kinds of roofing, waterproofing, and coating, except when coating is not represented to protect, repair, waterproof, stop leaks, or extend the life of the roof.
- (6) *Class A air conditioning contractor* means a contractor whose services are unlimited in the execution of contracts requiring the experience, knowledge, and skill to install, maintain, repair, fabricate, alter, extend, or design, when

not prohibited by law, central air conditioning, refrigeration, heating, and ventilating systems, including duct work in connection with a complete system only to the extent such duct work is performed by the contractor as is necessary to make complete an air-distribution system, boiler and unfired pressure vessel systems, and all appurtenances, apparatus, or equipment used in connection therewith; to install, maintain, repair, fabricate, alter, extend, or design, when not prohibited by law, piping, insulation of pipes, vessels and ducts, pressure and process piping, and pneumatic control piping; to replace, disconnect, or reconnect power wiring on the load side of the dedicated existing electrical disconnect switch; to install, disconnect, and reconnect low voltage heating, ventilating, and air conditioning control wiring; and to install a condensate drain from an air conditioning unit to an existing safe waste or other approved disposal other than a direct connection to a sanitary system. The scope of work for such contractor shall also include any excavation work incidental thereto, but shall not include any work such as liquefied petroleum or natural gas fuel lines within buildings, potable water lines or connections thereto, sanitary sewer lines, swimming pool piping and filters, or electrical power wiring.

- (7) *Class B air conditioning contractor* means a contractor whose services are limited to 25 tons of cooling and 500,000 Btu of heating in any one system in the execution of contracts requiring the experience, knowledge, and skill to install, maintain, repair, fabricate, alter, extend, or design, when not prohibited by law, central air conditioning, refrigeration, heating, and ventilating systems, including duct work in connection with a complete system only to the extent such duct work is performed by the contractor as is necessary to make complete an air-distribution system being installed under this classification; to install, maintain, repair, fabricate, alter, extend, or design, when not prohibited by law, piping and insulation of pipes, vessels, and ducts; to replace, disconnect, or reconnect power wiring on the load side of the dedicated existing electrical disconnect switch; to install, disconnect, and reconnect low voltage heating, ventilating, and air conditioning control wiring; and to install a condensate drain from an air conditioning unit to an existing safe waste or other approved disposal other than a direct connection to a sanitary system. The scope of work for such contractor shall also include any excavation work incidental thereto, but shall not include any work such as liquefied petroleum or natural gas fuel lines within buildings, potable water lines or connections thereto, sanitary sewer lines, swimming pool piping and filters, or electrical power wiring.
- (8) *Class C air conditioning contractor* means a contractor whose business is limited to the servicing of air conditioning, heating, or refrigeration systems, including duct alterations in connection with those systems he is servicing, and whose certification or registration, issued pursuant to this part, was valid on October 1, 1988. No person not previously registered or certified as a class

C air conditioning contractor as of October 1, 1988, shall be so registered or certified after October 1, 1988. However, the board shall continue to license and regulate those class C air conditioning contractors who held class C licenses prior to October 1, 1988.

- (9) *Mechanical contractor* means a contractor whose services are unlimited in the execution of contracts requiring the experience, knowledge, and skill to install, maintain, repair, fabricate, alter, extend, or design, when not prohibited by law, central air conditioning, refrigeration, heating, and ventilating systems, including duct work in connection with a complete system only to the extent such duct work is performed by the contractor as is necessary to make complete an air-distribution system, boiler and unfired pressure vessel systems, lift station equipment and piping, and all appurtenances, apparatus, or equipment used in connection therewith; to install, maintain, repair, fabricate, alter, extend, or design, when not prohibited by law, piping, insulation of pipes, vessels and ducts, pressure and process piping, pneumatic control piping, gasoline tanks and pump installations and piping for same, standpipes, air piping, vacuum line piping, oxygen lines, nitrous oxide piping, ink and chemical lines, fuel transmission lines, and natural gas fuel lines within buildings; to replace, disconnect, or reconnect power wiring on the load side of the dedicated existing electrical disconnect switch; to install, disconnect, and reconnect low voltage heating, ventilating, and air conditioning control wiring; and to install a condensate drain from an air conditioning unit to an existing safe waste or other approved disposal other than a direct connection to a sanitary system. The scope of work for such contractor shall also include any excavation work incidental thereto, but shall not include any work such as liquefied petroleum gas fuel lines within buildings, potable water lines or connections thereto, sanitary sewer lines, swimming pool piping and filters, or electrical power wiring.
- (10) *Commercial pool/spa contractor* means a contractor whose scope of work involves, but is not limited to, the construction, repair, water treatment, and servicing of any swimming pool, or hot tub or spa, whether public, private, or otherwise, regardless of use. The scope of such work includes layout, excavation, operation of construction pumps for dewatering purposes, steelwork, installation of light niches, construction of floors, guniting, fibreglassing, installation of tile and coping, installation of all perimeter and filter piping, installation of all filter equipment and chemical feeders of any type, plastering of the interior, construction of decks, construction of equipment rooms or housing for pool equipment, and installation of package pool heaters. However, the scope of such work does not include direct connections to a sanitary sewer system or to potable water lines.
- (11) *Residential pool/spa contractor* means a contractor whose scope of work involves, but is not limited to, the construction, repair, water treatment, and servicing of any residential swimming pool or hot tub or spa, regardless of

use. The scope of such work includes layout, excavation, operation of construction pumps for dewatering purposes, steelwork, installation of light niches, construction of floors, guniting, fibreglassing, installation of tile and coping, installation of all perimeter and filter piping, installation of all filter equipment and chemical feeders of any type, plastering of the interior, construction of decks, installation of housing for pool equipment, and installation of package pool heaters. However, the scope of such work does not include direct connections to a sanitary sewer system or to potable water lines.

(12) *Swimming pool/spa servicing contractor* means a contractor whose scope of work involves the servicing, repair, water treatment including, but not limited to, the direct infusion of chlorine gas accomplished through the use of machinery attached to the pool, and maintenance of any swimming pool or hot tub or spa, whether public or private. The scope of such work may include any necessary piping and repairs, replacement and repair of existing equipment, or installation of new additional equipment as necessary. The scope of such work includes the reinstallation of tile and coping, repair and replacement of all piping, filter equipment, and chemical feeders of any type, replastering, reconstruction of decks, and reinstallation or addition of pool heaters.

(13) *Plumbing contractor* means a contractor whose contracting business consists of the execution of contracts requiring the experience, financial means, knowledge, and skill to install, maintain, repair, alter, extend, or, when not prohibited by law, design plumbing. A plumbing contractor may install, maintain, repair, alter, extend, or, when not prohibited by law, design the following without obtaining any additional local regulatory license, certificate, or registration: sanitary drainage or storm drainage facilities; venting systems; public or private water supply systems; septic tanks; drainage and supply wells; swimming pool piping; irrigation systems; or solar heating water systems and all appurtenances, apparatus, or equipment used in connection therewith, including boilers and pressure process piping and including the installation of water, natural gas (excluding liquid petroleum gases), and storm and sanitary sewer lines; and water and sewer plants and substations. The scope of work of the plumbing contractor also includes the design, when not prohibited by law, and installation, maintenance, repair, alteration, or extension of air-piping, vacuum line piping, oxygen line piping, nitrous oxide piping, and all related medical gas systems; fire line standpipes and fire sprinklers to the extent authorized by law; ink and chemical lines; fuel oil and gasoline piping and tank and pump installation, except bulk storage plants; and pneumatic control piping systems, all in such a manner as to comply with all plans, specifications, codes, laws, and regulations applicable. The scope of work of the plumbing contractor shall apply to private property and public property, shall include any excavation work incidental thereto, and shall

include the work of the specialty plumbing contractor. Such contractor shall subcontract, with a qualified contractor in the field concerned, all other work incidental to the work but which is specified herein as being the work of a trade other than that of a plumbing contractor. Nothing in this definition shall be construed to limit the scope of work of any specialty contractor certified pursuant to F.S. § 489.113(6). Nothing in this definition shall be construed to require certification or registration under this part of any authorized employee of a public natural gas utility or of a private natural gas utility regulated by the public service commission when disconnecting and reconnecting water lines in the servicing or replacement of an existing water heater.

- (14) *Underground utility and excavation contractor* means a contractor whose services are limited to the construction, installation, and repair, on public or private property, of main sanitary sewer collection systems, main water distribution systems, storm sewer collection systems, and the continuation of utility lines from the main systems to a point of termination up to and including the meter location for the individual occupancy, sewer collection systems at property line on residential or single-occupancy commercial properties, or on multi-occupancy properties at manhole or wye lateral extended to an invert elevation as engineered to accommodate future building sewers, water distribution systems, or storm sewer collection systems at storm sewer structures. However, an underground utility and excavation contractor may install empty underground conduits in rights-of-way, easements, platted rights-of-way in new site development and sleeves for parking lot crossings no smaller than two inches in diameter, provided that each conduit system installed is designed by a licensed professional engineer or an authorized employee of a municipality, county, or public utility and that the installation of any such conduit does not include installation of any conductor wiring or connection to an energized electrical system. An underground utility and excavation contractor shall not install any piping that is an integral part of a fire protection system as defined in F.S. § 633.021(7) beginning at the point where the piping is used exclusively for such system.
- (15) *Solar contractor* means a contractor whose services consist of the installation, alteration, repair, maintenance, relocation, or replacement of solar panels for potable solar water heating systems, swimming pool solar heating systems, and photovoltaic systems and any appurtenances, apparatus, or equipment used in connection therewith, whether public, private, or otherwise, regardless of use. A contractor, certified or registered pursuant to the provisions of this article, is not required to become a certified or registered solar contractor or to contract with a solar contractor in order to provide any services enumerated in this definition that are within the scope of the services such contractors may render under this article.

(16) *Pollutant storage systems contractor* means a contractor whose services are limited to, and who has the experience, knowledge, and skill to install, maintain, repair, alter, extend, or design, when not prohibited by law, and use materials and items used in the installation, maintenance, extension, and alteration of, pollutant storage tanks. Any person installing a pollutant storage tank shall perform such installation in accordance with the standards adopted pursuant to F.S. § 376.303.

(17) *Specialty contractor* means a contractor whose scope of work and responsibility is limited to a particular phase of construction and whose scope is limited to a subset of the activities described in the categories established in one of the sections of this definition.

*Owner builder* means an owner of property, building, or improving one- or two-family residences thereof for the occupancy of such owners and not offered for sale. In all actions brought under this article, proof of the sale or offering for sale of more than one such structure by the owner builder within one year after completion of same is presumptive evidence that such structure was undertaken for purpose of sale.

*Qualifying agent* means a person as defined in F.S. § 489.105(4), (5).

*Registered contractor* means any contractor who has registered with the state department of professional regulation pursuant to fulfilling the competency requirements of the board and is primarily disciplined by the local board.

*Repeat violation* ~~shall mean~~ means a recurring violation of a provision of this article by a violator who has previously been found to have violated the same provisions, or a violator against whom penalties were assessed for the same provision, within five years prior to the current violation.

*Serve* ~~shall mean~~ means that all notices required by this article shall be provided to the alleged violator by certified mail, return receipt requested; by hand delivery by the sheriff or other law enforcement officer or code enforcement officer; or by leaving the notice at the alleged violator's usual place of residence with some person of his or her family above 15 years of age and informing such person of the contents of the notice.

*Unlicensed contractor* means any person who does not hold a current state certification, state registration, ~~or city certificate~~ of competency while acting as a contractor ~~or journeyman~~.

*Handyman Services* means a company or person that holds a Business Tax Receipt from the city for installation of fences (permit required); carpet, linoleum, ceramic tile, terrazzo, marble, and wood flooring; ceiling fan installation limited to connection with the electrical source by a plug/outlet connection and not "hard wiring" or other means of connection; change of door locks (NO installation of doors or windows); asphalt paving and coating with required permit; painting and

wall coverings; housecleaning; lawn maintenance and/or tree service; commercial and residential landscaping not requiring the installation or repair of irrigation systems; power washing; rescreening not requiring the installation or repair of aluminum, wood or vinyl siding and/or frames; trash hauling and construction job-site cleanup; acoustical treatment on interior walls only; installation of window treatments such as curtains and/or blinds, whether vertical or horizontal; assembly of prefabricated furnishings and shelving; replace intake air handler filters where duct work or dismantling of any part of the HVAC system is not required; swimming pool and spa treatment. This is not an inclusive list. Work requiring a license as set forth under the definitions of *Contractors* in items (1) through (17), above, is specifically excluded from the definition of *Handyman Services* and must be performed by Florida licensed contractors.

**Sec. 22-6. —Exemptions.**

(a) Shall be as set forth in ~~F.S. §~~Section 489.103, Florida Statutes.

(b) This article shall not apply to:

- (1) An authorized employee of the United States, this state, or any municipality, county, irrigation district, reclamation district, or any other municipal or political subdivision, except school boards, the board of regents, and community colleges, unless for the purpose of performing routine maintenance or repair or construction not exceeding \$200,000.00 to existing installations, if the employee does not hold himself or herself out for hire or otherwise engage in contracting except in accordance with his or her employment. If the construction, remodeling, or improvement exceeds \$200,000.00, school boards, the board of regents, and community colleges, shall not divide the project into separate components for the purpose of evading this section.
- (2) Public utilities, including special gas districts as defined in ~~{F.S.} ch.~~Chapter 189, telecommunications companies as defined in ~~{F.S.} §~~Section 364.02(14), Florida Statutes, and natural gas transmission companies as defined in ~~{F.S.} §~~Section 368.103(4), Florida Statutes, on construction, maintenance, and development work performed by their employees, which work, including, but not limited to, work on bridges, roads, streets, highways, or railroads, is incidental to their business. The board shall define, by rule, the term "incidental to their business" for purposes of this subsection.
- (3) Owners of property when acting as their own contractor and providing direct, onsite supervision themselves of all work not performed by licensed contractors:
  - a. When building or improving farm outbuildings or one-family or two-family residences on such property for the occupancy or use of such



owners and not offered for sale or lease, or building or improving commercial buildings, at a cost not to exceed \$75,000.00, on such property for the occupancy or use of such owners and not offered for sale or lease. In an action brought under this part, proof of the sale or lease, or offering for sale or lease, of any such structure by the owner-builder within one year after completion of same creates a presumption that the construction was undertaken for purposes of sale or lease.

- b. When repairing or replacing wood shakes or asphalt or fiberglass shingles on one-family, two-family, or three-family residences for the occupancy or use of such owner or tenant of the owner and not offered for sale within one year after completion of the work and when the property has been damaged by natural causes from an event recognized as an emergency situation designated by executive order issued by the governor declaring the existence of a state of emergency as a result and consequence of a serious threat posed to the public health, safety, and property in this state.

This subsection does not exempt any person who is employed by or has a contract with such owner and who acts in the capacity of a contractor. The owner may not delegate the owner's responsibility to directly supervise all work to any other person unless that person is registered or certified under this part and the work being performed is within the scope of that person's license. For the purposes of this subsection, the term "owners of property" includes the owner of a mobile home situated on a leased lot. To qualify for exemption under this subsection, an owner must personally appear and sign the building permit application and must satisfy local permitting agency requirements, if any, providing that the owner has a complete understanding of the owner's obligations under the law as specified in the disclosure statement in this section. If any person violates the requirements of this subsection, the local permitting agency shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued. The local permitting agency shall provide the person with a disclosure statement in substantially the following form:

#### **Disclosure Statement**

**State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions**

even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$75,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

- (4) Any construction, alteration, improvement, or repair ~~carried on~~ executed within the limits of any site the title to which is in the United States or with respect to which federal law supersedes this part.
- (5) Any one-family, two-family, or three-family residence constructed by Habitat for Humanity International, Inc., or its local affiliates. Habitat for Humanity International, Inc., or its local affiliates, must:
  - a. Obtain all necessary building permits.
  - b. Obtain all required building code inspections.
  - c. Provide for supervision of all work by an individual with construction experience.
- (6) A disaster recovery mitigation organization or a not-for-profit organization repairing or replacing a one-family, two-family, or three-family residence that has been impacted by a disaster when such organization:
  - a. Is using volunteer labor to assist the owner of such residence in mitigating unsafe living conditions at the residence;

- b. Is not holding itself out to be a contractor;
  - c. Obtains all required building permits;
  - d. Obtains all required building code inspections; and
  - e. Provides for the supervision of all work by an individual with construction experience.
- (7) The sale, delivery, assembly, or tie-down of prefabricated portable sheds ~~that are of~~ not more than 250 square feet in interior size and ~~are~~ not intended for use as a residence or as living quarters. This exemption may not be construed to interfere with the ~~Florida~~ Building Code or any applicable local technical amendment to the ~~Florida~~ Building Code, local licensure requirements, or other local ordinance provisions. A permit is not required for the on-site assembly or tie-down of prefabricated portable sheds of not more than 250 square feet in interior size and not intended for use as a residence or living quarters, or portion/auxiliary unit thereof.
- (8) The sale, delivery, assembly, or tie-down of lawn storage buildings and storage buildings not exceeding 400 square feet in interior size and bearing the insignia of approval from the ~~department~~State of ~~community affairs~~Florida Department of Business and Professional Regulation showing compliance with the ~~Florida~~ Building Code. A permit is required for the on-site assembly and/or tie down of prefabricated storage buildings being more than 250 square feet, but not more than 400 square feet in interior size and not intended for use as a residence or living quarters, or portion/auxiliary unit thereof.

~~Secs. 22-7—22-10.—Reserved.~~

## **ARTICLE II. ~~—INSURANCE, CERTIFICATION AND LICENSURE~~**

### **Sec. 22-11. ~~—Insurance requirements.~~**

- (a) Workers' compensation and liability insurance. Every contractor and subcontractor granted a license under the terms of this article shall be required to maintain at all times, with an insurer authorized to do business in the state, workers' compensation insurance (unless exempt by law) and public liability insurance with minimum limits of the latter of not less than \$50,000.00 for one person and \$100,000.00 for more than one person, in any one accident, and public property damage insurance with a minimum of not less than \$5,000.00 for any one accident.
- (b) Filing of insurance certificate. Before a license can be issued the certified person shall file with the office of the building official a certificate as prescribed ~~and provided~~ by the city, signed by a qualified agent of the insurance carrier, stating that policies have been issued to the licensee for:

workers' compensation insurance in minimum statutory amounts and other insurance as prescribed in this section; the policy numbers; the name of the company; the effective date of such policies; the expiration date of such policies; together with a statement and a copy of an endorsement placed on such policies requiring 30 days' written notice by registered mail to the office of the building official if it becomes necessary to cancel the policies for any reason.

~~(c) Revocation of certificate of competency on cancellation of insurance. In the event of a cancellation of a policy or policies, required by subsection (a) of this section, the certificate of such licensee shall automatically be revoked, but shall be reinstated when the licensee has furnished a certificate of insurance in compliance with this section.~~

~~Sec. 22-12. —Certification required.~~

~~(a) It shall be unlawful for any person to engage in business in the city as a contractor without being certified pursuant to the provisions of this subdivision.~~

~~(b) It shall be unlawful for any firm or corporation to engage in business as a contractor unless the firm or corporation shall at all times be under the direction, supervision and management of a person certified for such activity.~~

~~(c) This section shall not require city certification of a person as a contractor if he is certified as such by the state.~~

~~Sec. 22-13. —Reciprocity.~~

~~(a) Any person who holds a current certificate obtained by examination equivalent to that provided in section 22-14 in any other city or county in the state having similar requirements and operating under similar provisions, and such city or county grants reciprocity to similar occupations and businesses of the City of Lake City, shall be granted a certificate upon payment of the certificate fee and the occupational license upon payment of the certificate fee and the occupational license fee for his classification, and upon compliance with the insurance requirements of this article.~~

~~(b) Any person holding a valid certificate of competency issued by the state construction industry licensing board for any business or trade regulated in this article shall likewise be granted a certificate upon payment of the certificate and occupational license fees for his classification and upon compliance with the insurance requirements of this article.~~

~~(c) Certificates issued through reciprocity shall be subject to each and every provision contained in this article.~~

~~Sec. 22-14. —Application; examination; financial report; fees and costs.~~

~~(a) Application. To obtain a certificate an applicant shall submit an application in writing to the board containing the statement that the applicant desires the issuance of a certificate and the class of certificate desired on a form containing the information prescribed by the board and shall be accompanied by the fee established by this section.~~

~~(b) Examinations. Examinations shall be conducted as follows:~~

~~(1) Examinations shall be held at times and places the board determines to be appropriate within the state. Each applicant shall take a written examination about his fitness for a certificate in the category for which application is made. There shall be a type of examination for each of the categories defined in section 22-5 which shall apply to the type of work covered by the certificate for which application is made. The examination shall cover knowledge of basic principles of contracting and construction applicable to the category for which a request for a certificate is made. All examinations are to be prepared by an independent testing agency, subject to approval by the board.~~

~~(2) A passing grade on the examination shall be established by the board and such examinations shall be administered by the independent testing agency and grades reported to the board.~~

~~(c) Financial or credit report. Each applicant for a certificate shall furnish to the board a financial or credit report containing sufficient facts as determined by the board for the board to investigate the financial responsibility and credit reputation of the applicant and of any business organization on behalf of which he proposes to engage in contracting.~~

~~(d) Fees; costs of examination. The application must be accompanied by a nonrefundable fee of \$50.00. The applicant must pay all costs of the examination administered by the independent testing agency.~~

~~Sec. 22-15. Investigation and certification of applicants; duration and renewal.~~

~~(a) Investigation; issuance or denial of certificate. The chair of the board shall cause an investigation of the applicant to be made and, if upon the investigation of the applicant, the board in the exercise of its reasonable discretion determines that the applicant has satisfactorily passed the examination provided for in section 22-14, and is otherwise a fit and proper person to engage in the business within the city, the board shall cause a certificate to be issued to the applicant; otherwise, the application will be denied. Such certificate shall specify the type or kind of work for which the applicant is qualified to perform with the city and shall show on its face that it is subject to revocation or suspension.~~

~~(b) Duration; renewal of certificate. All certificates of competency shall be issued for one year and shall expire on September 30 of each calendar year. Any certificate of competency not renewed within 30 days after its expiration date~~

~~shall be void and may not be renewed without examination and payment of fees required therefor, provided time spent in the armed forces of the United States shall not be counted in such 30 day period. Certificates of competency may be renewed within 30 days after expiration by payment of the renewal fee.~~

~~(c) Renewal fee. The renewal fee for a certificate of competency issued under this article shall be \$50.00.~~

~~Sec. 22 16. Eligibility; reapplication after denial.~~

~~(a) Eligibility generally. A person shall be qualified to be certified as a contractor if:~~

~~(1) He has a good business and performance reputation in the community in which he has been engaged in business;~~

~~(2) He has a practical and working knowledge of the business in which he seeks to engage;~~

~~(3) He has a practical and working knowledge of the statutes of the state and ordinances of the city applicable to the business in which he seeks to engage, including the zoning, building, electrical, plumbing and gas codes of the city;~~

~~(4) He pays the required fee, makes the necessary application, meets the insurance requirements, and passes the required examination; and~~

~~(5) He has been a journeyman plumber (if he is applying to be a plumbing contractor) or a journeyman electrician (if he is applying to be an electrical contractor) and can provide satisfactory evidence that he has worked in his trade as a licensed journeyman for a minimum of two years.~~

~~(b) Eligibility of firms and corporations. Any firm or corporation shall be qualified to engage in business in the city as a contractor if:~~

~~(1) The applicant has a good business and performance reputation in the community in which the applicant has been engaged in business.~~

~~(2) The business of such firm or corporation in the future shall at all time be under the direction, supervision, or management of a certified contractor.~~

~~(c) Reapplication. If an application for certification is denied, the applicant may renew his application at the expiration of six months from the date it was denied, unless the board of examiners and appeals shall shorten such period for good cause shown.~~

~~Sec. 22-17. Payment of business tax fees required prior to engagement in licensed trade.~~

~~Before~~Except in the case of a Florida Certified Contractor, before any person licensed under this article shall engage in the licensed trade within the city, he shall pay to the city the necessary business tax fee in effect for that occupation or trade at the time of application if his primary business address is within the city limits or provide proof that the required business tax was paid in the jurisdiction of the primary business address.

~~Sec. 22-18.~~ 13. Duration of licenses.

All licenses shall expire on and shall be null and void and subject to renewal after September 30 of each year, and no contracting work shall be done by, and no permits shall be issued to, any person licensed under this article who has no such license in full force and effect.

~~Sec. 22-19. Building permit.~~

~~Building permits shall be procured from the office of the building official by every contractor or subcontractor licensed under this article before doing any work or construction of any character as required by ordinances of the city.~~

~~Sec. 22-20. Reserved.~~

~~ARTICLE III. ELECTRICAL~~

~~Sec. 22-21. Purpose of article; enforcement.~~

~~(a) For the better protection of life and property and in the interest of public safety, the following rules and regulations are hereby adopted for the sale, installation, use, repair and maintenance of electrical wiring, apparatus or equipment for light, heat or power inside of or attached to buildings within the limits of the city or served by electricity through any distribution system within the city.~~

~~(b) The enforcement of this article shall be under the supervision and control of the building official.~~

~~Sec. 22-22. Definitions.~~

~~The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~Applicant means any person who makes application for a certificate as provided in section 22-24.~~

~~Approved means acceptable to the authority enforcing this article.~~

~~Board means the board of examiners of electricians.~~

~~Electrical construction means and governs all work and materials used in the installing, maintaining or extending of any system of electrical wiring, for light, heat or power and all apparatus and appurtenances used in connection therewith, inside of or attached to any building, structure, lot or premises.~~

~~Electrical inspector means a person who possesses the necessary training and technical knowledge and who has been appointed by the city council to inspect electrical wiring for the city.~~

~~Electrician means a person who is engaged in the trade of electrical construction.~~

~~Journeyman electrician means a person who possesses the necessary training and technical knowledge to install electrical wiring, apparatus or equipment.~~

~~Master electrician means a person who possesses the necessary qualifications, training and technical knowledge to plan, supervise and install electrical wiring, apparatus and equipment.~~

~~Sec. 22-23. National Electrical Code adopted.~~

~~Except for special rules set forth in this chapter, the National Electrical Code, as adopted with the Florida Building Code, shall be taken as the rule and guidance for the installation, use, maintenance, and sale of all electrical wiring, apparatus, equipment and appliances in the city. The National Electrical Code is hereby adopted as a part of this article as fully as if set out at length in this section. All wire, apparatus and appliances installed, used, sold or offered for sale shall conform to such rules and regulations as are incorporated in the National Electrical Code, and in addition thereto, shall bear the label of, or shall be listed by the Underwriters' Laboratories, Inc., or with other standards approved by the American Standards Association. Such labeling or listing shall be prima facie evidence that the materials, apparatus or appliances comply with the provisions of this article.~~

~~Sec. 22-24. Board of examiners of electricians; certificate required; application; examinations; fees and costs; reexamination; duration and renewal.~~

~~(a) Board of examiners. Shall be as set forth in article VI of this chapter.~~

~~(b) Certificate required. Any person desiring to engage in the businesses or occupations described in section 22-22 must hold a certificate of competency issued by the board.~~

~~(c) Application. To obtain a certificate, an applicant shall submit an application in writing to the board containing the statement that the applicant desires the issuance of a certificate and the~~



~~class of certificate desired on a form containing the information prescribed by the board and shall be accompanied by the fee established by this section.~~

~~(d) Examinations. Examinations shall be conducted as follows:~~

~~(1) Examinations shall be held at times and places as the board determines to be appropriate within the state. Each applicant shall take a written examination about his fitness for a certificate in the category for which application is made. There shall be a type of examination for each of the categories defined in section 22-22 which shall apply to the type of work covered by the certificate for which application is made. The examination shall cover knowledge of basic principles of contracting and construction applicable to the category for which a request for certificate is made. All examinations may be prepared by an independent testing agency, subject to approval by the board.~~

~~(2) A passing grade on the examination shall be established by the board and such examinations may be administered by the independent testing agency and grades reported to the board.~~

~~(e) Fees and costs. The application must be accompanied by a nonrefundable fee of \$50.00. The applicant must pay all costs of the examination administered by the independent testing agency.~~

~~(f) Reexamination. Should any applicant for certification fail to achieve a passing grade on his examination, he shall not be reexamined until after a period of not less than six months from the date of his first examination. If, after such six month period, the applicant should wish to be reexamined, he shall make application as required in this section. Should the applicant fail to achieve a passing grade on the examination the second time, he shall not be examined again until after a period of one year from the time of the second examination.~~

~~(g) Duration; renewal. All certificates of competency shall be issued for one year and shall expire on September 30 of each calendar year. Any certificate of competency not renewed within 30 days after its expiration date shall be void and may not be renewed without examination and payment of fees as required in this section, provided time spent in the armed forces of the United States shall not be counted in such 30 day period. Certificates of competency may be renewed within 30 days after expiration by payment of the renewal fee of \$50.00.~~

~~Sec. 22-25. — Exceptions to examinations.~~

~~Each and every person who, on November 4, 1968, has been issued an occupational license by the city under the classification of electrician or electrical contractor, which license is in good standing on such date, or each and every person who provides proof acceptable to the board of the satisfactory completion of an equivalent examination as required in this article, shall be issued a certificate of competency without being required to be examined as provided in section~~

~~22-24. Such certificates of competency issued under this section shall expire and shall be renewed as required by section 22-24(g).~~

~~Sec. 22-26. Payment of business tax fees required prior to engagement in licensed trade.~~

~~Before any person licensed under this article shall engage in a licensed trade within the city, he shall pay to the city the necessary business tax fee in effect for that occupation or trade at the time of application if his primary business address is within the city limits or provide proof that the required business tax was paid in the jurisdiction of the primary business address.~~

~~Sec. 22-27. Expiration of licenses.~~

~~All licenses shall expire on and shall be null and void and subject to renewal after September 30 of each year, and no electrical work shall be done by and no permits shall be issued to any master electrician who does not have such license in full force and effect.~~

~~Sec. 22-28. Certified electricians required for electrical work; exceptions.~~

~~Except as provided for in subsections (1), (2), and (3) of this section, it shall be unlawful for any person not a certified electrician to install, change or alter, repair or extend any system of electrical wiring, apparatus or equipment inside of or attached to any building, structure, lot or premises:~~

~~(1) The employees of the privately owned utilities within the city may make any or all necessary extensions to the distribution system of the same, either overhead or underground; install all meters and metering equipment within the buildings; install primary services to and into buildings wherein the distribution transformers are located within the building; install all service wires on privately owned property from the pole to the house to the point of connection with the owner's service wires; may change, install, alter or repair any system of electrical wiring, apparatus or equipment in or on any municipally owned building, structure, lot or premises; and may install decorative lighting in the city streets and parks of the city. No certificate of competency, license or bond will be required of such employees in connection with their duties as designated in this subsection.~~

~~(2) A certificate of competency, license or bond will not be required of the employees of the telephone or telegraph companies in connection with their duties while installing the signaling equipment or any wiring in connection therewith, either inside or outside of buildings, also the installation of their pole lines in the streets of the city. No employee of the telephone or telegraph companies shall install, change or alter any system of electrical wiring, apparatus or equipment for light, heat or power in the city without first being in possession of a certificate of competency from the examining board in full force and effect.~~

~~(3) No part of this article shall be held to prohibit the working of helpers on any electrical construction when the work done by such helpers is under the actual and full-time supervision of a licensed electrician.~~

~~Sec. 22-29. Permits—Required for electrical construction.~~

~~A permit will be required to install, change, alter (or repair) any electrical wiring, apparatus or equipment within the limits of the city or served by electricity through the distribution system within the city, except that permits will not be required for making repairs to existing wiring, provided that such repairs will not change or alter the wiring or apparatus connected thereto. All permits shall be signed by the city inspector. The city inspector shall have the authority to reject any application for a permit which does not comply with the provisions of this article.~~

~~Sec. 22-30. Same—Issued only to master electricians; exceptions.~~

~~Except as provided in section 22-109, permits shall be issued to master electricians only. Master electricians shall make application for electrical permits at the office of the city inspector. The master electrician shall furnish a complete set of plans and specifications on all large and complicated jobs, and such other information as shall be required before the permit is issued. The electrical inspector shall examine all applications for permits to determine if they conform to the provisions of this article. Should the electrical inspector find that the application is incomplete or does not conform to the provisions of this article, he shall promptly notify the building official to that effect. Upon being so notified, the building official shall have the authority to reject the application or order the master electrician to change it so it will conform to this article.~~

~~Sec. 22-31. Same—Applications to be in writing.~~

~~All applications for permits to install, change, alter or repair electrical wiring, apparatus or equipment shall be in writing and shall be filled in on blanks furnished by the city. Master electricians may obtain the blank forms at the office of the city inspector.~~

~~Sec. 22-32. Reserved.~~

~~Sec. 22-33. Same—Use of name by others to obtain.~~

~~No master electrician shall allow his name to be used by any person, either for the purpose of obtaining a permit for, or to do any electrical work under his license.~~

~~Sec. 22-34. Maintenance electricians; registration.~~

~~Maintenance electricians will be required to register at the office of the building official, giving their names and addresses and also the names and addresses of their employers. Maintenance~~

~~electricians may be either master or journeyman electricians, except maintenance electricians required to install electrical wiring, apparatus or equipment shall be master electricians.~~

~~Sec. 22-35. Electrician to be responsible for complete installation.~~

~~The electrician installing the interior wiring in any building, structure or premises shall be required to and it shall be his duty to see that all equipment is protected from the weather before applying for final inspection. It shall also be his duty to see that installation is complete in every detail.~~

~~Sec. 22-36. Electrical inspector—Appointment; qualifications.~~

~~The electrical inspector shall be appointed by the city council. Such inspector shall have the necessary training and technical knowledge to enable him to carry on the duties of office.~~

~~Sec. 22-37. Same—Duties and powers.~~

~~It shall be the duty of the electrical inspector to inspect all buildings, structures or premises in or on which electrical wiring, apparatus or equipment is to be used, in the course of erection or repair, and to enter into and examine any building where electric current is utilized for light, heat or power for the purpose of ascertaining any violation of this article and enforcing compliance therewith; and upon finding any wiring, apparatus or equipment defective or dangerous, such inspector shall deliver a written notice of such violation of this article, or of any regulation of the city council, to the constructing contractor, owner or agent of any building, and direct him or them to promptly remove or repair such defective wiring, apparatus or equipment within a reasonable time. The time allowed for making such repairs shall be so stated in the notice. Should the party neglect or refuse to remove or repair the defective wiring, apparatus or equipment within the specified time stated in the notice, and in case of neglect or refusal on the part of the party so notified to remove or repair the same within the time and in the manner prescribed in such notice, the party so offending shall be punished as provided in section 22-132, and shall cease to use such wiring, apparatus or equipment until after it has been repaired, altered or changed and made to comply with the provisions of this article. The electrical inspector shall have the authority to disconnect the current from any wiring which is immediately dangerous to life or property.~~

~~Sec. 22-38. Same—To have access to buildings.~~

~~The electrical inspector shall have the right to enter any building, manhole or subway during any reasonable hour of the day in the discharge of his duties, for the purpose of making any tests on the electrical wiring, apparatus or equipment therein contained, and for that purpose he shall be given prompt access to all buildings, private and public, and to all manholes and subways, on~~

~~application to the persons owning, or in charge of such places. It shall be unlawful for any person to interfere with, or in any manner hinder the electrical inspector, or any of his assistants, while in the discharge of his or their duty under the terms of this article.~~

~~Sec. 22-39. Inspection—Required; conformance to provisions of this article.~~

~~(a) Except as provided for in section 22-28, no system of electrical wiring shall be connected to the distribution lines of any utility, and no current shall be supplied through any system of electrical wiring which has not been inspected and approved by the electrical inspector.~~

~~(b) No addition or extension shall be connected to any system of electrical wiring which does not conform to the provisions of this article until after it has been changed, altered or repaired and made to conform to the rules and regulations of this article. Any existing system of electrical wiring, apparatus or equipment which is immediately dangerous to life and property shall be cut off, and the electrical service shall not be again reconnected to the distribution lines of the municipal utility until after it has been repaired, changed or altered and made to conform to the rules and regulations of this article. No electrician, owner, lessee or agent shall increase the load on any wiring system without first consulting the electrical inspector.~~

~~Sec. 22-40. Same—Concealing wiring before it is inspected.~~

~~It shall be unlawful for any person to conceal or enclose any wiring before it has been inspected and approved by the electrical inspector.~~

~~Sec. 22-41. Same—Application; notices; reinspections; fees.~~

~~All electrical work must be in place before the electrical wiring will be considered as complete and ready for inspection. After the wiring is complete and all electrical work in place, the permittee shall request the required inspection(s). The electrical inspector shall inspect the wiring, apparatus, equipment or appliance, and should he find they have been installed in a satisfactory manner and in accordance with the terms of this article, he shall place a notice at the service equipment, or some other suitable place, stating the electrical wiring and equipment in connection therewith has been inspected and approved. If, after inspecting the wiring or apparatus, the electrical inspector should find that it does not conform to this article, he shall notify the permittee that the wiring, apparatus or equipment has been condemned, and that the same shall not be covered or concealed until after it has been changed to meet the provisions of this article. After it has been changed to meet the provisions of this article, the permittee shall request the required inspection(s). Should it become necessary to make a third inspection before the approval of the work, the electrical inspector shall do so only on notice from the permittee together with payment of a reinspection fee as set forth in section 22-4 of this chapter. Requests for inspections shall be made at least 24 hours prior to the requested time of inspection. A~~

~~request for inspection made before 12:00 noon may be inspected the following morning. A request made after 12:00 noon may be inspected the following afternoon. On large and complicated jobs, the electrical may be inspected in sections.~~

~~Sec. 22-42. Temporary connections.~~

~~The electrical inspector may permit temporary connection of any system of wiring, either during the course of construction or for temporary light, heat or power, provided that no temporary connection shall be for a period of over 30 days or such time as shall be specified in writing by the electrical inspector.~~

~~Sec. 22-43. Service wires and tubing.~~

~~All service wires shall be installed in approved conduit.~~

~~Sec. 22-44. Location of service entrance.~~

~~The electrical inspector, together with an authorized representative of the utility, shall designate the location of the service entrance to the building, and once the point of service entrance to the building has been designated, it shall not be changed without the consent of both.~~

~~Sec. 22-45. Wiring—In buildings.~~

~~(a) Schoolhouses, theatres, churches, auditoriums, hotels, rooming houses. Schoolhouses, theatres, churches, auditoriums, hotels, rooming houses of over ten rooms, apartment houses of over four apartments, business, commercial and industrial installation shall be wired with approved conduit.~~

~~(b) Wired according to National Electrical Code. Any class of occupancy not specifically mentioned in this article shall be wired according to the rules of the National Electrical Code governing the wiring, apparatus or equipment for that particular class of occupancy.~~

~~Sec. 22-46. Same—Installation by owner.~~

~~Nothing contained in this article shall be held to prohibit any bona fide owner from installing his own wiring on his own premises, provided that the owner shall comply with the rules and regulations contained in this section. Any owner wishing to install his own wiring on his own premises shall satisfy the electrical inspector that he is capable of and has the ability to install electrical wiring. He shall apply for and secure a permit, install the wiring in accordance with the provisions of this article, and apply for inspection when necessary. The wiring shall be approved by the electrical inspector before the electricity is connected to it.~~

~~Sec. 22-47. Overcurrent protection—Circuit breakers.~~

~~All circuits for light, heat or power shall be protected against short circuits and overloading by approved automatic circuit breakers. All breakers shall be of nontamperable type and shall be so designed that the zero to 15 ampere breaker will not interchange with the 16 to 30 ampere breaker. No installation of electrical wiring will be considered as complete until a complete set of automatic circuit breakers is installed to protect the circuits and equipment.~~

~~Sec. 22-48. Same — Bridging or tampering with.~~

~~It shall be unlawful for any person to, in any manner, bridge an automatic circuit breaker or in any manner tamper with an automatic circuit breaker or change it so it will not properly protect the circuit in which it is connected.~~

~~Secs. 22-49 — 22-60. Reserved.~~

#### ~~ARTICLE IV. — PLUMBING~~

~~Sec. 22-61. — Plumbing work to comply with building code, with article and with state rules; exception.~~

~~All plumbing work done in the city shall be under the control of the building official and shall be done in accordance with the requirements of the Florida Building Code, as adopted by Florida Statutes, the regulations of this chapter, and the rules promulgated by the state department of health and rehabilitative services under F.S. § 381.0011(4); except, however, that it shall be unlawful for any person within the city to use any type of fiber pipe or fittings to drain sewage into the city sewage system or any private sewage system.~~

~~Sec. 22-62. — Definitions.~~

~~The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~Applicant means any person who makes application for a certificate as provided in this article.~~

~~Board means the board of examiners of plumbers.~~

~~Journeyman plumber means a person who performs the manual work of installing plumbing under the direction of a master plumber, and who holds a journeyman plumber's certificate issued by the board of examiners of plumbers certifying his fitness to perform such manual work.~~

~~Master plumber means a person who assumes responsible charge and direction of other persons in the installation of plumbing and holds a master plumber's certificate issued by the board of examiners of plumbers certifying his fitness to assume such responsibility.~~

~~Plumbing means the practices, materials and fixtures used in the installation, maintenance, extension and alteration of all piping, fixtures, appliances in connection with any of the following: sanitary drainage or storm drainage facilities and venting system, and the public or private water supply system within or adjacent to any building, structure or conveyance. It shall also mean the practice and materials used in the installation, maintenance, extension or alteration of the stormwater or sewage and water supply systems of any premises to their connection with any point of public disposal or other acceptable terminal.~~

~~Plumbing facilities means water closets, toilets, bathtubs, catch basins, slop sinks, kitchen sinks, urinals, washtrays, washbasins, shower baths, lavatories, pantry sinks, drinking fountains, floor drains, cuspidors, laundry tubs and all other appliances for the disposal of sewage, wastewater or human excreta.~~

~~Plumbing fixtures means installed receptacles, devices or appliances which are supplied with water or which receive or discharge liquids or other liquid borne waste, with or without discharge into the drainage system with which they may be directly or indirectly connected.~~

~~Plumbing inspector means the person charged with the enforcement of the rules and regulations governing plumbing.~~

~~Plumbing system means the water supply and distribution pipes; plumbing fixtures and traps; soil, waste and vent pipes; building drains and building sewers including their respective connections, devices and appurtenances within the property lines of the premises.~~

~~Sec. 22-63. — Enforcement of article.~~

~~Responsibility for enforcement of this article shall be with the plumbing inspector or his duly authorized representative, who may enter any building, structure, or premises in the city to perform any duty imposed upon him by this article.~~

~~Sec. 22-64. — Board of examiners of plumbers; certificate required; application; examinations; fees and costs; reexamination; duration and renewal.~~

~~(a) Board of examiners. Shall be as set forth in article VI of this chapter.~~

~~(b) Certificate required. Any person desiring to engage in the business or occupation of journeyman plumber or master plumber must hold a certificate of competency issued by the board.~~

~~(c) Application. To obtain a certificate, an applicant shall submit an application in writing to the board containing the statement that the applicant desires the issuance of a certificate and the~~



~~class of certificate desired on a form containing the information prescribed by the board and shall be accompanied by the fee established by this section.~~

~~(d) Examinations. Examinations shall be administered as follows:~~

~~(1) Examinations shall be held at times and places as the board determines to be appropriate within the state. Each applicant shall take a written examination about his fitness for a certificate in the category for which application is made. There shall be a type of examination for each of the categories defined in section 22-62 which shall apply to the type of work covered by the certificate for which application is made. The examination shall cover knowledge of basic principles of plumbing applicable to the category for which a request for a certificate is made. All examinations may be prepared by an independent testing agency, subject to approval by the board.~~

~~(2) A passing grade on the examination shall be established by the board and such examinations may be administered by the independent testing agency and grades reported to the board.~~

~~(e) Fees and costs. The application must be accompanied by a nonrefundable fee of \$50.00. The applicant must pay all costs of the examination administered by the independent testing agency.~~

~~(f) Reexamination. Should any applicant for certification fail to achieve a passing grade on his examination, he shall not be reexamined until after a period of not less than six months from the date of his first examination. If, after such six month period, the applicant should wish to be reexamined, he shall make application as required in this section. Should the applicant fail to achieve a passing grade on the examination the second time, he shall not be examined again until after a period of one year from the time of the second examination.~~

~~(g) Duration and renewal. All certificates of competency shall be issued for one year and shall expire on September 30 of each calendar year. Any certificate of competency not renewed within 30 days after its expiration date shall be void and may not be renewed without examination and payment of fees as required in this section; provided, however, that time spent in the armed forces of the United States shall not be counted in such 30 day period. Certificates of competency may be renewed within 30 days after expiration by payment of the renewal fee of \$50.00.~~

~~Sec. 22-65.— Business tax fees to be paid prior to engagement in licensed trade.~~

~~Before any person licensed under this article shall engage in a licensed trade within the city, he shall pay to the city the necessary business tax fee in effect for that occupation or trade at the time of application if his primary business address is within the city limits or provide proof that the required business tax was paid in the jurisdiction of the primary business address.~~

~~Sec. 22-66.— Expiration of licenses.~~

~~All licenses shall expire on and shall be null and void and subject to renewal after September 30 of each year, and no plumbing work shall be done by and no permits shall be issued to any master plumber who has no such license in full force and effect.~~

~~Sec. 22-67. Certified plumbers required for plumbing work; exceptions.~~

~~It shall be unlawful for any person not a certified plumber to install, change or alter, repair or extend any system of plumbing, apparatus or equipment inside of or attached to any building, structure, lot or premises except as provided in this section. No part of this article shall be held to prohibit the working of helpers on any plumbing when the work done by such helpers is under the actual and full-time supervision of a licensed plumber.~~

~~Sec. 22-68. Permits—Required for plumbing.~~

~~A permit will be required to install, change, alter (or repair) any plumbing, apparatus or equipment within the limits of the city. All permits shall be signed by the city plumbing inspector. The city plumbing inspector shall have the authority to reject any application for a permit which does not comply with the provisions of this article.~~

~~Sec. 22-69. Same—Issued only to master plumbers; exceptions.~~

~~Permits shall be issued to master plumbers only. Master plumbers shall make application for plumbing permits at the office of the city plumbing inspector. The master plumber shall furnish a complete set of plans and specifications on all large and complicated jobs, and such other information as shall be required before the permit is issued. The plumbing inspector shall examine all applications for permits to determine if they conform to the provisions of this article. Should the plumbing inspector find that the application is incomplete or does not conform to the provisions of this article, he shall promptly notify the building official to that effect. Upon being so notified, the building official shall have the authority to reject the application or order the master plumber to change it so it will conform to this article.~~

~~Sec. 22-70. Same—Use of name by others to obtain.~~

~~No master plumber shall allow his name to be used by any person or party, either for the purpose of obtaining a permit for, or to do any plumbing work under his license.~~

~~Sec. 22-71. Same—Applications to be in writing.~~

~~All applications for permits to install, change, alter or repair plumbing, apparatus or equipment shall be in writing and shall be filled in on blank forms furnished by the city. Master plumbers may obtain the blank forms at the office of the city plumbing inspector.~~

~~Sec. 22-72. Maintenance plumbers; registration.~~

~~Maintenance plumbers will be required to register at the office of the building official, giving their names and addresses and also the names and addresses of their employers. Maintenance plumbers may be either master or journeyman plumbers, except maintenance plumbers required to install plumbing, apparatus or equipment shall be master plumbers.~~

~~Sec. 22-73. Reserved.~~

~~Sec. 22-74. Plumbing inspector—Appointment; qualifications.~~

~~The plumbing inspector shall be appointed by the city council. Such inspector shall have the necessary training and technical knowledge to enable him to carry on the duties of office.~~

~~Sec. 22-75. Same—Duties and powers.~~

~~It shall be the duty of the plumbing inspector to inspect all buildings, structures or premises in or on which plumbing, apparatus or equipment is to be used, in the course of erection or repair, and to enter into and examine any building where plumbing is utilized for the purpose of ascertaining any violation of this article and enforcing compliance therewith; and upon finding any plumbing, apparatus or equipment defective or dangerous, such inspector shall deliver a written notice of such violation of this article, or of any regulation of the city council, to the constructing contractor, owner or agent of any building, and direct him or them to promptly remove or repair such defective plumbing, apparatus or equipment within a reasonable time stated in the notice. In case of neglect or refusal on the part of the party so notified to remove or repair the same within the time and in the manner prescribed in such notice, the party so offending shall be punished as provided in this article, and shall cease to use such plumbing, apparatus or equipment until after it has been repaired, altered or changed and made to comply with the provisions of this article. The plumbing inspector shall have the authority to disconnect the plumbing which is immediately dangerous to life or property.~~

~~Sec. 22-76. Same—Right of entry.~~

~~The plumbing inspector shall have the right to enter any building, manhole or subway during any reasonable hour of the day in the discharge of his duties, for the purpose of making any tests on the plumbing, apparatus or equipment therein contained, and for that purpose he shall be given prompt access to all buildings, private and public, and to all manholes and subways, on application to the person owning or in charge of the same. It shall be unlawful for any person to interfere with, or in any manner hinder the plumbing inspector, or any of his assistants, while in the discharge of his or their duty under the terms of this article.~~

~~Sec. 22-77. Inspection—Required; conformance to provisions of article.~~

~~No plumbing shall be installed on or in any premises within the city, or connected to the city water distribution system or sewer system, either within or outside of the city limits, which has not been inspected and approved by the plumbing inspector, and which does not conform to the provisions of this article.~~

~~Sec. 22-78.— Same—Concealment of plumbing before.~~

~~It shall be unlawful to install, conceal or enclose any plumbing before it has been inspected and approved by the plumbing inspector.~~

~~Sec. 22-79.— Same—Application; notices; reinspections; fees.~~

~~All plumbing and pipe work must be in place before the plumbing will be considered as complete and ready for inspection. After the plumbing is complete and in place, the permittee shall request the required inspection(s). The plumbing inspector shall inspect the plumbing, apparatus, equipment or appliance, and should he find they have been installed in a satisfactory manner and in accordance with the terms of this article, he shall place a notice at the service equipment, or some other suitable place, stating the plumbing and equipment in connection therewith has been inspected and approved. If, after inspecting the plumbing, the plumbing inspector should find that it does not conform to this article, he shall notify the permittee that the plumbing or equipment has been condemned, and that the same shall not be covered or concealed until after it has been changed to meet the provisions of this article. After it has been changed to meet the provisions of this article, the plumbing inspector shall reinspect it only on request from the permittee. Should it become necessary to make a third inspection before the approval of the work, the plumbing inspector shall do so only on request from the permittee together with payment of a reinspection fee as set forth in section 22-4 of this chapter. Requests for inspections shall be made at least 24 hours prior to the requested time of inspection. A request for inspection made before 12:00 noon may be inspected the following morning. A request made after 12:00 noon may be inspected the following afternoon. On large and complicated jobs, the plumbing may be inspected in sections.~~

~~Sec. 22-80.— Temporary connections.~~

~~The plumbing inspector may permit temporary connection of any system of plumbing, either during the course of construction or for temporary use, provided that no temporary connection shall be for a period of over 30 days or such time as shall be specified in writing by the plumbing inspector.~~

~~Sec. 22-81.— Location of service entrance.~~

~~The plumbing inspector, together with an authorized representative of the utility, shall designate the location of the service entrance to the building, and once the point of service entrance to the building has been designated, it shall not be changed without the consent of both.~~

~~Sec. 22-82.— Installation of plumbing by owner.~~

~~Nothing contained in this article shall be held to prohibit any bona fide owner from installing his own plumbing on his own premises, provided that the owner shall comply with the rules and regulations contained in this section. Any owner wishing to install his own plumbing on his own premises shall satisfy the plumbing inspector that he is capable of and has the ability to install plumbing; he shall apply for and secure a permit, install the plumbing in accordance with the provisions of this article; apply for inspection when necessary. The plumbing shall be approved by the plumbing inspector before the plumbing is connected to the city utility system or private system.~~

~~Sec. 22-83.— Exceptions to examinations.~~

~~Each and every person who, at the time this Code is adopted, has been issued an occupational license by the city under the classification of plumber or plumbing contractor, which license is in good standing at the time this Code is adopted, or each and every person who provides proof acceptable to the board of the satisfactory completion of an equivalent examination as required in this article, shall be issued a certificate of competency without being required to be examined as provided in section 22-64. Such certificates of competency issued under this section shall expire and shall be renewed as required by section 22-64(g).~~

~~Secs. 22-84—22-90.— Reserved.~~

#### ~~ARTICLE V.— FUEL GAS~~

~~Sec. 22-91.— Short title of article.~~

~~This article shall be known and may be cited as "The Gas Code of the City of Lake City, Florida."~~

~~Sec. 22-92.— Definitions.~~

~~The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~Consumer means any person using gas for residential, commercial, or industrial purposes, or any combination of such purposes.~~

~~Gas means artificial gas, natural gas, liquefied petroleum gas, or mixed gas consisting of both artificial and natural gas.~~

~~Gas appliance means any domestic appliance, such as a stove, heater, burner, water heater, or other appliance or device used for burning gas or using gas in its operation.~~

~~Gas company means any person, company, or other entity engaged in any aspect of the gas business including, but not limited to, the provision of services, goods, or equipment to any customer of the city's gas system.~~

~~Gas facility means piping, fittings, meters, and other facilities for the distribution, transmission or the delivery of gas to or for use in gas appliances.~~

~~Gas inspector means the gas inspector of the city, the officer charged with the responsibility of inspecting gas facilities and gas appliances and performing other functions, as described in this article.~~

~~Gas system means the city natural gas distribution system.~~

~~Gasfitter means any person who constructs, installs, extends, alters or repairs any gas facility or gas appliance.~~

~~Permittee means a person having a valid permit issued under this article.~~

~~Residence or residential unit means any property, structure or premises used by the consumer as the consumer's principal separate independent dwelling or housekeeping unit, whether owned or leased, and containing sleeping, kitchen and sanitary facilities. For purposes of this definition, each apartment and/or mobile home so used constitutes a residence or residential unit.~~

~~Vent and vent connector means a pipe, flue, or chimney designed or installed to carry the products of combustion from a gas appliance to the outside atmosphere.~~

~~Sec. 22-93. — Florida Building Code, Fuel Gas Code adopted; application.~~

~~The construction, installation, extension, maintenance, alteration or repair of any gas facility, gas appliance, vent or vent connector, or any work pertaining to gas facilities and gas appliances within the purview of this article shall be performed in accordance with the provisions of this article, the Florida Building Code, Fuel Gas Code, and the requirements, standards, and provisions of the Florida Fire Prevention Code, and National Fire Protection Association, as contained in the pamphlet known as "NFPA No. 54, National Fuel Gas Code, 1992 edition," all such requirements, standards, and provisions being on file in the office of the city clerk and available for public inspection at all times and being hereby adopted by reference and incorporated in this article to the same extent as if included in verbatim form, with the exception of paragraph 2.5.2 of the National Fuel Gas Code, which is eliminated and not applicable to this article, and constituting~~

~~standards of the city for the purpose of this article. If any of the provisions of such standards conflict with any of the provisions of this article, the provisions of this article shall govern and be controlling. All amendments and additions to the provisions of such standards, when filed with the city clerk prior to the date of adoption of this Code, shall thereupon become amendments and additions hereto and shall have the same force and effect as the original standards identified in this section, provided that if any provisions of such amendments and additions are in conflict with any of the provisions of this article, the provisions of this article shall govern and be controlling.~~

~~Sec. 22-94. License—Required; issuance; transferral; posting.~~

~~No person shall construct, install, extend, alter, repair or improve any gas facility or gas appliance within the gas distribution system of the city unless such person has first procured a license in accordance with article IV of this chapter. All licenses issued under the provisions of this article shall expire within one year from the date of issuance, unless sooner revoked, as provided in article VI of this chapter, shall be nontransferable and shall be posted conspicuously to public view in the principal place of business of the licensee.~~

~~Sec. 22-95. Permits—Required.~~

~~No person shall construct, install, extend, alter or repair any gas facility or gas appliance without first obtaining a permit to do such work from the gas inspector; provided, however, that the provisions of this section shall apply only to such work as is performed on the property or premises of consumers.~~

~~Sec. 22-96. Same—Emergencies; next day application.~~

~~In the event of any emergency endangering the life, safety, health, or property of any person, necessitating immediate repairs to any gas facility or gas appliance, the owners of such gas facility or appliance, without first obtaining a permit under this article, shall take or cause to be taken immediate emergency action for the protection of life, health, safety, and property, through such appropriate measures as may be required to cure or remedy the dangerous conditions, and not later than the next succeeding business day, such owner shall apply for a permit as required under this article.~~

~~Sec. 22-97. Same—Effect.~~

~~The issuance or granting of a permit shall not be deemed or construed to be a permit for or approval of any violation of the provisions of this article or any other law. No permit purporting to give authority to violate or cancel the provisions of this article shall be valid.~~

~~Sec. 22-98. Liability insurance required.~~

~~Insurance requirements shall be as set forth in article IV of this chapter.~~

~~Sec. 22-99. Inspection—Duties and functions of gas inspector.~~

~~The gas inspector is authorized and directed to enforce the provisions of this article and shall promulgate and enforce reasonable rules and regulations for carrying out its provisions and intent. The gas inspector, upon presentation of proper credentials, may enter any building or premises at reasonable times for the purpose of making inspection and ascertaining whether there has been compliance with the provisions of this article. It shall be the duty of the gas inspector to confer from time to time with appropriate representatives of the gas companies, the local health department, and the local fire department and otherwise obtain from proper sources all helpful information and advice respecting the safe and proper operation of gas facilities and gas appliances, and he shall present to the council recommendations for its consideration with reference thereto.~~

~~Sec. 22-100. Same—Notice to gas inspector of readiness of work.~~

~~When any work upon the permit issued by the gas inspector is completed and ready for inspection, the person to whom the permit has been issued shall, within 24 hours after completion, give notice to the gas inspector that the same has been completed and is ready for inspection, and the gas inspector shall cause such work to be inspected within a reasonable time thereafter.~~

~~Sec. 22-101. Same—Certificate of approval.~~

~~Upon the completion of the work for which a permit has been issued, the gas inspector shall issue a certificate of approval if, after inspection, it is found that such work has complied with the provisions of this article and has been performed in full conformity with this article. A duplicate of each certificate of approval shall be delivered to the gas company or gas system and used as its authority to grant gas service to the consumer. The form and contents of such certificate shall be prescribed by the gas inspector.~~

~~Sec. 22-102. Same—Defective work or materials; reinspection; reinspection fees.~~

~~If the inspection shall show that defective or unauthorized materials have been used or defective workmanship has been performed in the construction, alteration, installation, repair or extension of any gas pipe fixtures in or on any consumer's premises, such defective or unauthorized material or work shall be replaced by the permittee within three days, after which the gas inspector shall reinspect the replaced materials or work. Should it become necessary to make a third inspection before the approval of the work, the gas inspector shall do so only on notice in~~



~~writing from the permittee in charge of the work, together with payment of a reinspection fee as set forth in section 22-4 of this chapter.~~

~~Sec. 22-103. Same—Disconnection of dangerous or defective facilities.~~

~~The gas inspector is authorized to cause to be disconnected any gas facility or appliance connected before a certificate of approval has been issued, which, upon inspection, shall be found defective or in such condition as to endanger life, health, safety, or property. In all cases where such disconnection is made, a notice shall be affixed thereto and shall state the same has been disconnected by the gas inspector, together with the reasons therefor, and it shall be unlawful for any person to remove such notice or to reconnect such gas facility or appliance until authorized by the gas inspector to do so.~~

~~Sec. 22-104. City's gas system; refusal of service.~~

~~The city gas system is authorized to disconnect or refuse to supply gas or any gas facility or gas appliance which it may find to be defective or leaky, or in such condition as to endanger life, health, safety, or property. In such case, the city gas system shall immediately give written notice of discontinuance or refusal of service to the consumers. The gas inspector shall immediately make an investigation of the conditions reported by the city gas system, and it shall be unlawful for any person to reconnect the gas facility or appliance until authorized by the gas inspector.~~

~~Sec. 22-105. Requirements of new or used gas appliances.~~

~~After January 25, 1960, it shall be unlawful for any person to install or use any new gas appliance which has not been approved by the gas inspector. If a new gas appliance is approved by the American Gas Association Testing Laboratories, it shall be considered an approved appliance within the meaning of this section, provided it is marked or labeled with a distinctive trademark or name, as a means of identification and bears information showing the approval of such laboratories and the rated heat input in Btu per hours. All new hot water heaters and heating appliances shall also be equipped with an American Gas Association approved complete shutoff type pilot. Used gas appliances hereafter installed for use on consumer's premises shall be approved by the gas inspector for safety, and shall be identified accordingly.~~

~~Sec. 22-106. Exceeding rated appliance capacity.~~

~~In no case shall a gas appliance be fired or adjusted to pass a greater amount of gas than the rated capacity of the particular gas appliance.~~

~~Sec. 22-107. Repairs or alterations.~~

~~Repairs or alterations to gas facilities or gas appliances shall be made with such materials by such methods and accordingly to such standards as are provided for by this article upon new work, except when in the opinion of the gas inspector it is impractical to do so.~~

~~Sec. 22-108. Conversion of appliance to natural gas.~~

~~Before a natural gas supply is furnished to a consumer who has previously been using butane or other liquefied petroleum gases, all appliances shall be properly adjusted to ensure safe operation of the burners and proper combustion of the gases.~~

~~Sec. 22-109. Devices for reducing gas consumption.~~

~~No person shall install or use any device intended as an adjunct or addition to a gas appliance or to be suspended above or wholly or partially to enclose any burner of a gas appliance in such manner as to reduce the effectiveness of the ignition of the gas issuing from the burner or impair combustion of such burner. No person shall cause gas supplied by the city gas system to bypass the meter by which the amount of gas supplied by the city is measured.~~

~~Sec. 22-110. Unauthorized devices.~~

~~No person shall sell or offer to sell, lease, or connect within the gas distribution system of the city any device purporting to reduce gas consumption when such device is intended as an adjunct or addition to a gas appliance which in any way will reduce the effectiveness of ignition of the gas issuing from the burner or impair the combustion of such burner.~~

~~Sec. 22-111. Air test requirement.~~

~~It shall be unlawful for any person to install or use any gas appliance without first having each such installation undergo an air test for a period of not less than 30 minutes under pressure of not less than 30 pounds. Until such air test has been completed and the installation inspected by the gas inspector, it shall be unlawful to connect or turn on gas to any installation.~~

~~Sec. 22-112. Unauthorized turning on or off of gas meters.~~

~~It shall be unlawful for any person to turn off or on gas meters connected to the city's natural gas distribution system, other than authorized city inspectors, unless in a case of extreme emergency endangering property or life.~~

~~Sec. 22-113. Unauthorized use of gas.~~

~~No person shall turn gas on from the city natural gas distribution system after such gas has been cut off by the city for nonpayment of charges or for any other purpose.~~

~~Secs. 22-114—22-120.—Reserved.~~

~~ARTICLE VI.—BOARD OF EXAMINERS AND APPEALS~~

~~Sec. 22-121.—Established.~~

~~(a) The municipal code enforcement board established pursuant to chapter 2, article X, of this Code, shall constitute the contractor's board of examiners and appeals (herein "the contractor's board" or "board"). When serving as the contractor's board, the municipal code enforcement board shall follow the procedures and other provisions set forth in this article.~~

~~(b) The contractor's board shall be the local construction regulation board, as defined by F.S. § 489.105(12), for the city.~~

~~(c) The contractor's board shall not be the local administrative board of the city for purposes of F.S. § 553.73(9). Rather, for purposes of F.S. § 553.73(9)(d), no local administrative board shall be deemed to exist.~~

~~Sec. 22-122.—Purpose.~~

~~It is the intent and purpose of the city council that the contractor's board promote, protect and improve the health, safety and welfare of the citizens of the city through contractor certification and licensure, and by imposing administrative fines and other noncriminal penalties, and to provide an equitable, expeditious, effective and inexpensive method of enforcing applicable state statutes and the codes and ordinances in effect in the city where an initial or repeated violation is charged, including but not limited to violations of the building, plumbing, electrical or mechanical codes, and fire codes, violations of provisions pertaining to the activities of unlicensed contractors, and violations of other provisions of this chapter. It is also the intent and purpose of the city council that The contractor's board provides an effective mechanism for any appeals regarding the manner and mode of construction as required in the sections relating to the standards of construction set forth in this Code and their interpretation by the building official.~~

~~Sec. 22-123.—Jurisdiction.~~

~~The contractor's board shall:~~

~~(a) Hear complaints against licensed contractors and journeymen charged with violations of the codes and ordinances in effect in the city relating to the standards of construction, including but not limited to building, plumbing, electrical and mechanical codes.~~

~~(b) Hear complaints regarding unlicensed contractor activities in violation of the codes and ordinances in effect in the city.~~

~~(c) Administer, through the building official, certification, and licensure of contractors and journeymen as set forth in this article.~~

~~(d) Hear appeals of decisions rendered by the building official concerning interpretation of the codes and ordinances relating to the standards of construction.~~

~~(e) Hear complaints regarding city licensed or city registered contractors in violation of F.S. §§ 489.101 through 489.146, pursuant to F.S. § 489.131(7), and F.S. § 489.531.~~

~~Sec. 22-124. — Composition; term of members; removal of members; secretary; records.~~

~~(a) The contractor's board shall consist of the members appointed to the municipal code enforcement board. The qualifications, term, and removal of members, the filling of vacancies, and the use of alternates shall be the same as required for the municipal code enforcement board.~~

~~(b) The building official and the fire chief, or their designees, shall be ex-officio members of the contractor's board.~~

~~(c) The building official or his designee shall serve as secretary of the board.~~

~~(d) The secretary shall keep record of all its proceedings, together with a register showing all applications for examination and certificates, the date of application, any qualifications, place of business, place of residence for each, and whether the application was granted or refused. The secretary shall prepare a roster of all persons examined who have been approved by the board and who are entitled to certificates from the city.~~

~~Sec. 22-125. — Meetings; quorum; voting.~~

~~(a) The contractor's board shall meet at least once every month, at a time and place determined by the board, unless such meeting is deemed unnecessary by the building official, and at such other times as shall be necessary to discharge the duties of the board, as provided in this article.~~

~~(b) A quorum shall consist of at least four members duly empowered to vote, including any alternates properly substituting for regular members.~~

~~(c) The board may conduct routine business according to a majority vote of the members present and duly empowered to vote. However, any finding by the board that a violation has occurred or that disciplinary action is warranted must be supported by the votes of at least the majority of the quorum.~~

~~Sec. 22-126. — Chairman and vice-chairman; adoption of rules and procedures.~~

~~(a) The contractor's board shall elect from among its regular members a chairman and vice-chairman, whose terms of office shall run for one year. In the absence of the chairman and vice-chairman, the members present shall elect a temporary chairman for the duration of the meeting, or until the chairman or vice-chairman appears.~~

~~(b) The board shall adopt rules or procedures for governing the conduct of its affairs. The rules or procedures of the board may be adopted or amended only by a concurring vote of a majority of a quorum of members present and duly empowered to vote.~~

~~Sec. 22-127. Powers and duties.~~

~~(a) The contractor's board shall have the power to:~~

~~(1) Adopt rules for the conduct of hearings.~~

~~(2) Take testimony under oath.~~

~~(3) Determine whether cited violations occurred.~~

~~(4) Determine whether a reasonable time period for compliance was given.~~

~~(5) Subpoena evidence, alleged violators, and witnesses to its hearings. Subpoenas may be served by the city police department, the building official, or any duly authorized person.~~

~~(6) Issue orders having the force of law to command whatever steps are necessary to bring a violation into compliance.~~

~~(7) Give notices of hearings and conduct hearings upon charges of a violation of the provisions of this article or a violation of any section of this Code for which the board has jurisdiction.~~

~~(8) Impose disciplinary penalties, including the imposition of an order of restitution, against any person found by the board to have violated any provision of this article or any section of this Code for which the board has jurisdiction.~~

~~(9) Impose liens as provided herein.~~

~~(10) Impose the disciplinary penalties allowed pursuant to F.S. ch. 489.~~

~~(b) The board shall be empowered to hear the appeal of any person who may be aggrieved by any ruling or order of the building official, in accordance with section 22-137.~~

~~(c) The board shall administer the responsibilities imposed on it by this article.~~

~~Sec. 22-128. Compensation of members.~~

~~Members of the contractor's board shall not be entitled to compensation.~~

~~Sec. 22-129. Immunity of enforcement officers.~~

~~Any officer, employee of the city, or member of the contractor's board, charged with the enforcement of this article, acting for the applicable governing body in the discharge of his duties, shall not thereby render himself personally liable, and is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of his duties. Any suit brought against any officer, employee or member because of such act performed by him in the enforcement of any provision of this article shall be defended by the city attorney or by an attorney appointed by the city council until the final termination of the proceedings.~~

~~Sec. 22-130. Lien for amount of penalties; collection and recovery of penalties.~~

~~(a) A certified copy of an order imposing a civil penalty against any violator may be recorded in the public records, and thereafter shall constitute a lien against any real or personal property owned by the violator. Upon petition to the circuit court, such order may be enforced in the same manner as a court judgment by the sheriffs of this state, including a levy against personal property; however, such order shall not be deemed to be a court judgment except for enforcement purposes. A civil penalty imposed pursuant to this article shall continue to accrue until the violator comes into compliance or until judgment is rendered in a suit to foreclose on a lien filed pursuant to this section, whichever occurs first. After three months from the filing of any such lien which remains unpaid, the contractor's board may authorize the city attorney to foreclose on the lien. No lien created pursuant to this article may be foreclosed on real property which is a homestead under article X, § 4 of the state constitution.~~

~~(b) The city shall provide for the appropriate guidelines and procedures for the administration, collection, recordkeeping, reporting, and accountability of penalties assessed under this article.~~

~~(c) The city may institute proceedings in a court of competent jurisdiction to compel payment of civil penalties.~~

~~(d) Monies collected pursuant to this chapter shall be used to supplement future code enforcement activities related to unlicensed contractors.~~

~~(e) Nothing contained in this article shall prohibit the city from collecting civil penalties through any other means.~~

~~Sec. 22-131. Grounds for disciplinary action.~~

~~(a) The following are the grounds for disciplinary action by the contractor's board of examiners and appeals against a licensed contractor or journeyman:~~

~~(1) Failure to obey a stop work order of the building department.~~

~~(2) Misrepresentation of any material fact in the application for a certificate of competency, certificate of renewal or permit.~~

~~(3) Failure to qualify a firm, or acting in the capacity of a contractor under any name other than the name of the certificate holder set forth in the issued certificate or registration.~~

~~(4) Abandoning a construction project in which the contractor is engaged or under contract as a contractor. A project is to be considered abandoned after 90 days if the contractor terminates the project without just cause or without proper notification to the owner, including the reason for termination, or fails to perform work without just cause for 90 consecutive days.~~

~~(5) Committing mismanagement or misconduct in the practice of contracting that causes financial harm to a customer. Financial mismanagement or misconduct occurs when:~~

~~a. Valid liens have been recorded against the property of a contractor's customer for supplies or services ordered by the contractor for the customer's job when the contractor has received funds from the customer to pay for the supplies or services and the contractor has not had the liens removed from the property, by payment or by bond, within 30 days after the date of such payment.~~

~~b. The contractor has abandoned a customer's job and the percentage of completion is less than the percentage of the total contract price paid to the contractor at the time of abandonment, unless the contractor is entitled to retain such funds under the terms of the contract or refunds the excess funds within 30 days after the date the job is abandoned.~~

~~c. The contractor's job has been completed and it is shown that the customer has had to pay more for the contracted job than the original contract price, as adjusted for subsequent change orders, unless such increase in cost was the result of circumstances beyond the control of the contractor, was the result of circumstances caused by the customer, or was otherwise permitted by the terms of the contract between the contractor and the customer.~~

~~d. Any violation of subsection (a)(5)a, b or c of this section is committed by a subcontractor when an owner is acting as his own contractor.~~

~~(6) Material deviation from the approved plans accompanying the application for a permit issued to the certificate holder.~~

~~(7) Misrepresenting the requirements of this article regulating work in order to obtain or increase the scope of the work in any contract or work.~~

~~(8) Failing in any material respect to comply with the provisions of F.S. ch. 489 or any provision of this Code which directly relates to contracting.~~

~~(9) Failing to report or attempting to conceal from the building department a violation of any provision of this article.~~

~~(10) Knowingly colluding or conspiring with an unlicensed person by allowing his certificate and any permit issued thereunder to be used by the unlicensed person with the intent to evade the provisions of this article, if such person is not working under the supervision or as a regular employee of the certificate holder. Allowing one's certificate to be used by one or more business organizations without having any active participation in the operation, management, or control of such business organization constitutes prima facie evidence of intent to evade the provisions of this subsection.~~

~~(11) Contracting beyond the scope of a certificate.~~

~~(12) Proceeding and/or completing any contracting work, for which a permit is required, without properly obtaining all applicable permits or inspections.~~

~~(13) Failing to comply with the provisions of this Code, section [22-11] regarding workers' compensation and liability insurance.~~

~~(14) Failing to post any required building permit in a conspicuous place in front of the premises where the work is being performed.~~

~~(15) Failure to list the certificate or registration number in any advertisement, in accordance with the provisions of this article.~~

~~(16) Being convicted or found guilty or entering a plea of nolo contendere in a court of law, regardless of adjudication, of a crime in any jurisdiction which directly relates to the practice of contracting or the ability to practice contracting.~~

~~(17) Committing fraud or deceit or negligence, incompetency or misconduct in the practice of contracting, further described as follows:~~

~~a. Fraud occurs when there is an intentional perversion of the truth in order to induce someone to part with something of value.~~

~~b. Deceit occurs when a person has imposed a false idea or belief on another in order to obscure the truth.~~



~~c. Negligence occurs when a person has not attended to his duties or business with proper care and diligence.~~

~~d. Incompetency occurs when a person is not qualified, or is inadequately trained and is unable to function properly in attempting to effectuate that purpose.~~

~~e. Misconduct occurs when a person has intentionally done wrong or has deliberately violated a law or regulation.~~

~~(18) Willfully or deliberately violating applicable state or local building codes, statutes or ordinances.~~

~~(19) Failure to mark vehicles in conformity with the provisions of state statutes.~~

~~(20) Falsely certifying another's qualifications in order to obtain a certificate of competency.~~

~~(21) Being disciplined by any municipality or county which has reciprocity with the city for an act or violation of any regulatory provision which directly relates to the practice of contracting, which discipline shall be reviewed by the board before taking any disciplinary action on its own.~~

~~(22) Filing a voluntary petition in bankruptcy with the intention of defrauding a property owner or avoiding payment for materials furnished or labor performed.~~

~~(23) Attempting to influence a member of the board regarding a pending disciplinary matter.~~

~~(24) Signing a statement with respect to a project or contract falsely indicating that the work is bonded, falsely indicating that payment has been made for all subcontracted work, labor, and materials, which indication results in a financial loss to the owner, purchaser, or contractor, or falsely indicating that worker's compensation and public liability insurance are provided.~~

~~(25) Performing any act which assists a person in engaging in the prohibited unlicensed and unregistered practice of contracting, if the certificate holder or registrant knows or has reasonable grounds to know that the person was unlicensed and unregistered.~~

~~(b) The following are the grounds for disciplinary action by the board against an unlicensed contractor or any person who assists an unlicensed contractor:~~

~~(1) Falsely advertising or holding oneself or a business organization out as a contractor or journeyman.~~

~~(2) Falsely impersonating a contractor or journeyman.~~

~~(3) Presenting as one's own the certificate or registration of another.~~

~~(4) Giving false or forged evidence for the purpose of obtaining a certificate or registration.~~

~~(5) Using or attempting to use a certificate or registration which has been suspended or revoked.~~

~~(6) Engaging in the business or acting in the capacity of a contractor advertising oneself or a business organization as available to be engaged in business, or acting in the capacity of a contractor without being duly registered or certified.~~

~~(7) Engage in the business or act in the capacity of a contractor or advertise himself or herself or a business organization as available to engage in the business or act in the capacity of a contractor without an occupational license.~~

~~(8) Operating a business organization engaged in any new contracting after 60 days following the termination of its only primary qualifying agent without designating another primary qualifying agent, as defined in F.S. ch. 489.~~

~~(9) Commencing or performing work for which a building permit is required pursuant to any applicable building code provisions without such permit being in effect.~~

~~(10) Intentionally furnishing any materially false or misleading information on an application for a permit.~~

~~(11) Willfully or deliberately aiding or abetting an unlicensed or unregistered person in the practice of contracting, when such person is required to be certified or registered according to the provisions of state law or municipal or county ordinances.~~

~~(12) As an unlicensed or unregistered person associated with a contracting firm qualified by a licensee under state law or county or municipal ordinance:~~

~~a. Concealing or causing to be concealed, or assisting in concealing, from the primary qualifying agent, any material activities, or information about the contracting firm.~~

~~b. Excluding or facilitating the exclusion of any aspect of the contracting firm's financial or other business activities from the primary qualifying agent.~~

~~c. Knowingly causing any part of the contracting firm's activities, financial or otherwise, to be conducted without the primary qualifying agent's supervision.~~

~~d. Assisting or participating with any qualifying agent in the violation of any provision of state law or county or municipal ordinance.~~

~~(13) Disregarding any municipal ordinance relating to unlicensed or unregistered contractors.~~

~~(14) Committing any act which would constitute a violation of subsection (a) of this section if committed by a licensed contractor or journeyman.~~

~~Sec. 22-132. Penalties for violations by licensed contractor or journeyman.~~

~~(a) Multiple violations. Upon finding that an individual has committed one or more violations in one or more cases being considered together, the contractor's board of examiners and appeals shall issue cumulative and consecutive civil disciplinary penalties as set forth in this section.~~

~~(b) Schedule. The following constitutes the range of civil disciplinary penalties, one or more of which may be imposed against licensed contractors and journeymen upon a finding that a violation has occurred and that disciplinary action is justified:~~

~~(1) Reprimand the holder of the certificate.~~

~~(2) Suspend any certificate holder who has obtained his certificate of competency from the city or the county, or through reciprocity, from all operations of construction for a period of not less than 30 days and not more than five years.~~

~~(3) Suspend the permitting privileges of a certificate holder who has obtained his certification or registration from the state. The suspension shall remain in effect for a period of not less than 30 days and not more than five years.~~

~~(4) Revoke the certificate of a certificate holder who has obtained his certificate of competency from the city or through reciprocity.~~

~~(5) Revoke the permitting privileges of a certificate holder who has obtained his certification or registration from the state.~~

~~(6) Bar the issuance or renewal of a certificate held by a certificate holder who has obtained his certificate of competency from the city or through reciprocity, or bar the renewal of permitting privileges of a certificate holder who has obtained his certification or registration from the state.~~

~~(7) Require that restitution be provided to any party aggrieved by a violation of any provision of this article.~~

~~(8) Impose a fine of not more than \$500.00 per violation per day, up to a maximum of \$5,000.00 per day when multiple violations exist. In determining the amount of the fine, per violation, the board shall consider the following factors:~~

~~a. The gravity of the violation.~~

~~b. Any actions taken by the violator to correct the violation.~~

~~c. Any previous violations committed by the violator.~~

~~(c) Investigative and legal fees. Any person disciplined by the board may be assessed a fee corresponding to the reasonable investigative and legal costs incurred by the city in prosecuting any violation against the person.~~

~~(d) Continuing violations. Each day a willful, knowing violation continues shall constitute a separate offense under the provisions of this section and shall be punishable as such. For purposes of this section, a violation shall be deemed to commence:~~

~~(1) If a notice is given by the building department pursuant to section 22-134, on the expiration of the time specified in such notice to correct a violation.~~

~~(2) Otherwise, on the date the violation first occurs.~~

~~(e) Reduction of fine. The board may reduce a fine imposed pursuant to this section.~~

~~Sec. 22-133. Penalties for violations by unlicensed contractor or journeyman.~~

~~(a) Multiple violations. Upon finding that an individual has committed one or more violations in one or more cases being considered together, the contractor's board of examiners and appeals shall issue cumulative and consecutive civil disciplinary penalties as set forth in this section.~~

~~(b) Schedule. The following constitutes the range of civil disciplinary penalties, one or more of which may be imposed against licensed contractors and journeymen upon a finding that a violation has occurred and that disciplinary action is justified:~~

~~(1) Require that restitution be provided to any party aggrieved by a violation of any provision of this article.~~

~~(2) Impose a fine of not more than \$500.00 per violation per day, up to a maximum of \$5,000.00 per day when multiple violations exist. In determining the amount of the fine, per violation, the board shall consider the following factors:~~

~~a. The gravity of the violation.~~

~~b. Any actions taken by the violator to correct the violation.~~

~~c. Any previous violations committed by the violator.~~

~~(c) Investigative and legal costs. Any person disciplined by the board may be assessed a fee corresponding to the reasonable investigative and legal costs incurred by the city in prosecuting any violation against the person.~~

~~(d) Continuing violations. Each day a willful, knowing violation continues shall constitute a separate offense under the provisions of this section and shall be punishable as such. For purposes of this section, a violation shall be deemed to commence on the date the violation first occurs.~~

~~(e) Reduction of fine. The board may reduce a fine imposed pursuant to this section.~~

~~Sec. 22-134. Investigation of complaints; notice of violation; notice of hearing.~~

~~(a) It shall be the duty of the growth management department to expeditiously investigate complaints and initiate enforcement proceedings against licensed contractors, unlicensed contractors, journeymen and persons who knowingly assist unlicensed contractors or journeymen to the extent that such persons violate the provisions of this article relating to licensed and unlicensed contracting activities. Any person may bring a complaint to the contractor's board of examiners and appeals. Any board member bringing a complaint shall excuse himself from consideration of that complaint.~~

~~(b) As to licensed contractors and journeymen, if a violation of any regulatory law in which it is reasonable to assume that the violator was unaware of such a law or unclear as to how to comply with it occurs; the code enforcement officer shall notify the violator and give him a reasonable amount of time to correct the violation. Should the violation continue beyond the time specified for correction, the code enforcement officer shall issue a notice of violation and notice of hearing.~~

~~(c) As to licensed contractors and journeymen, if a violation of any portion of this Code pertaining to licensed contractors is found, except a violation as stated in subsection (b), the code enforcement officer shall issue a notice of violation and notice of hearing whenever, based upon personal investigation, the code enforcement officer has reasonable grounds to believe that such a violation has occurred.~~

~~(d) As to any unlicensed contractors or journeymen or persons who knowingly assist unlicensed contractors:~~

~~(1) The department shall designate one or more code enforcement officers to enforce, as set out in this subsection, the applicable provisions of this article against persons who engage in activities for which city certification is required.~~

~~(2) A code enforcement officer designated pursuant to this subsection shall issue a notice of violation and notice of hearing for any violation of section 22-131 whenever, based upon personal investigation, the code enforcement officer has reasonable grounds to believe that such a violation has occurred.~~

~~(e) A notice of hearing issued by a code enforcement officer shall be in the form prescribed by the building department and shall state:~~

~~(1) The date of issuance.~~

~~(2) The name of the person to whom the notice of hearing is issued.~~

~~(3) The case number.~~

~~(4) The name of the code enforcement officer.~~

~~(5) The time, date, and place of the hearing on the alleged violation.~~

~~(f) Any acts for which a notice of hearing is issued shall cease upon receipt of such notice.~~

~~(g) A formal hearing shall be held before the board pursuant to section 22-136 unless all parties, including the building department, agree in writing that there is no disputed issue of material fact as stated and included in the formal complaint, in which case the board shall proceed to impose the penalties set forth in this article. If any party raises an issue of disputed fact as stated in the formal complaint, a formal hearing pursuant to section 22-136 shall be held.~~

~~(h) If the person issued the notice of hearing, or his designated representative, shows the basis why the notice of violation is invalid or that the violation has been corrected prior to appearing before the board, the board may dismiss the notice of hearing unless the violation is irreparable or irreversible or a repeat offense.~~

~~Sec. 22-135. Service of notices.~~

~~All notices required by this chapter shall be provided as set forth in chapter 2, article X of this Code.~~

~~Sec. 22-136. Conduct of hearings; orders by board.~~

~~Hearings before the contractor's board shall be handled in the following manner:~~

~~(1) Hearings shall be held in accordance with the provisions of chapter 2, article X of this Code.~~

~~(2) After the conclusion of each hearing, the board shall, through its chairman, issue an order, based upon evidence presented, containing findings and indicating any action taken by the board consistent with the powers granted by this article. The order shall be by motion approved by a majority of those present and voting. The order may include a notice that it must be complied with by a specific date, and that additional penalties may be imposed if the order is not complied with by such date. The order shall constitute final agency action. Any consent order or agreed settlement shall be subject to the approval of the building department.~~

~~(3) In addition to any action taken by the board which affects the license of a contractor who has a state registration or certification, or which results in a fine, the board shall issue a recommendation as to further action to be taken by the Florida Construction Industry Licensing Board (CILB) and/or the Electrical Contractor's Licensing Board (ECLB). The board may recommend that the CILB order suspension, revocation, restriction of registration or a monetary fine or any combination thereof. Recommendations of investigation may also be forwarded to the state attorney's office.~~

~~(4) The board shall render each decision promptly and by an order as set forth in subsection (2) of this section. Any order shall take effect immediately, unless ordered otherwise by the board. A copy of the order shall be transmitted to the complainant, the alleged violator and his counsel (if any), the CILB or ECLB, and any other persons so named by the board, within ten days of the conclusion of the hearing. Such order shall also indicate any recommendation by the board as to further action by the CILB or ECLB, the rights of the violator to appeal such recommendation and the fact that failure to appeal such recommendation may result in the automatic acceptance and enforcement thereof by the CILB or ECLB.~~

~~(5) Lack of a state certificate, state certification, or state registration may be established by confirming with the state department of professional regulation, that the named violator does not hold a state certificate/certification/registration. An original or certified copy of a written statement from the code enforcement officer that he or she contacted the state department of professional regulation, and confirmed no record of certification or registration exists for the named violator, shall be admissible into evidence and sufficient to establish the presumption that the alleged violator is not a state-certified contractor. The alleged violator has the right to present evidence to overcome this presumption.~~

~~(6) Lack of a city certificate or city certification may be established by confirming with the city growth management department, that the named violator does not hold a city certificate/certification. An original or certified copy of a written statement from the code enforcement officer that he or she has reviewed the records of the growth management department and confirmed that no record of city certification exists for the alleged violator shall be admissible into evidence and sufficient to establish the presumption that the alleged violator is not a city-certified contractor. The alleged violator has the right to present evidence to overcome this presumption.~~

~~Sec. 22 137. Review of decisions of building official; variances.~~

~~(a) Appeals generally.~~

~~(1) If there is a claim that the true intent and meaning of this article or any of the regulations under this article have been misconstrued or wrongly interpreted, or the building official or his designee shall rule, reject, or refuse:~~

~~a. To approve the mode or manner of construction proposed to be followed or materials to be used in the erection or alteration of a building or structure;~~

~~b. That the provisions of this Code do not apply to this specific case; or~~

~~c. To allow an equally good or more desirable form of construction or materials to be employed in any specific case;~~

~~Then the owner of such building or structure, or his duly authorized agent, may appeal from the decision of the building official or his designee to the contractor's board.~~

~~(2) Notice of appeal shall be in writing and filed within 30 days after the decision is rendered by the building official or his designee. A fee in the following amount shall accompany the notice of appeal:~~

~~a. If the appeal concerns the mode or manner of construction or the materials to be used, \$75.00.~~

~~b. If the appeal concerns matters not covered by subsection (a)(2)a, \$50.00.~~

~~(3) The provisions of this section are inapplicable to dangerous buildings as defined and governed by article VII of this chapter.~~

~~(b) Variances generally. The contractor's board, when so appealed to and after a hearing, may vary the application of any provision of this article or any applicable building code in this Code, to any particular case, when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of this article or the codes or public interest, and also finds all of the following:~~

~~(1) That special conditions and circumstances exist which are peculiar to the building, structure, or service system involved and which are not applicable to others.~~

~~(2) That the special conditions and circumstances do not result from the action or inaction of the applicant.~~

~~(3) That granting the variance requested will not confer on the applicant any special privilege that is denied by this Code to other buildings, structures, or service systems.~~

~~(4) That the variance granted is the minimum variance that will make possible the reasonable use of the building, structure, or service system.~~



~~(5) That the grant of the variance will be in harmony with the general intent and purpose of this Code and will not be detrimental to the public health, safety and general welfare.~~

~~(c) Specifications for variations or modifications. A decision of the contractor's board of examiners and appeals to vary the application of any provision of this article or to modify an order of the building official or his designee shall specify in what manner such variation or modification is made, the conditions upon which it is made and the reasons therefor.~~

~~(d) Conditions of variances. In granting the variance, the board may prescribe a reasonable time limit within which the action for which the variance is required shall be commenced or completed, or both. In addition, the board may prescribe appropriate conditions and safeguards in conformity with this Code. Violation of the conditions of a variance shall be deemed a violation of this Code.~~

~~(e) Decisions of board to be final; filing and notification of decisions. Every decision of the contractor's board shall be final, subject, however, to such remedy as any aggrieved party might have at law or in equity. It shall be in writing and shall indicate the vote upon the decision. Every decision shall be promptly filed in the office of the building official and shall be open to public inspection. A certified copy shall be sent by mail or otherwise to the appellant and a copy shall be kept publicly posted in the office of the building official for two weeks after filing.~~

~~(f) Time for decisions. The contractor's board shall, in every case, reach a decision without unreasonable or unnecessary delay.~~

~~(g) Duty of building official to comply with decisions of board. If a decision of the contractor's board reverses or modifies a ruling, refusal, order, or disallowance of the building official or his designee, or varies the application of any provision of this article, the building official or his designee shall immediately take action in accordance with such decision.~~

#### ~~Sec. 22-138. Rehearings.~~

~~A violator may petition the contractor's board for a rehearing within ten days of the execution of any such order or decision of the board and upon payment of an applicable fee, if any, in an amount to be fixed by the board. The building department may petition for rehearing within ten days, except that no fee need be paid. The filing of a motion for rehearing shall not stay the enforcement of the order which is the subject of the motion. A petition for a rehearing may be requested only if there is any information directly related to the hearing that was not presented at the original hearing. In its order granting or denying a rehearing, the board shall notify all persons subject to complaint pursuant to the provisions of this article. No rehearing shall be allowed unless ordered by a majority vote of the board.~~

~~Sec. 22-139. Denial and reinstatement of certificate or license.~~

~~(a) Denial. The contractor's board may deny the certification or registration of a city-licensed contractor or journeyman who has violated any of the provisions of this article.~~

~~(b) Reinstatement after suspension. The board shall not reinstate the certificate or registration or issue a new certificate or registration for a city-licensed contractor or journeyman whose certificate or any privileges thereof have been suspended unless proof is shown that all requirements or stipulations imposed in any final order against the contractor have been met.~~

~~(c) Reinstatement after revocation.~~

~~(1) The board shall not register a city-licensed contractor or journeyman whose certificate or any privileges thereof have been revoked until appropriate rehabilitation has been shown. In addition, proof must be shown that all requirements or stipulations imposed in any final order against the contractor have been met. The contractor may not apply for reinstatement of a certificate or of permitting privileges for a period of one year from the date of revocation.~~

~~(2) The board shall not recertify a city-licensed contractor or journeyman whose certificate has been revoked unless he passes the current licensing examination and meets all other current requirements for certification. The contractor or journeyman may not apply for a license for a period of one year from the date of revocation.~~

~~(3) The board shall not accept reciprocity for the licensure of an individual whose license the board has previously revoked, unless the jurisdiction of the individual requesting reciprocity requires the individual to meet all current requirements to demonstrate competency, including examination, and the individual satisfies the provisions of subsections (c)(1) and (c)(2) of this section.~~

~~(d) Issuance or reinstatement prohibited under certain conditions. The board shall not issue, renew, reinstate, or otherwise reissue the license or permitting privileges of a license holder who has been barred from the issuance of a license or permitting privileges.~~

~~(e) Lapse, suspension or surrender of certificate not to affect jurisdiction of board. The lapse or suspension of a certificate of competency by operation of law or by order of the board or a court, or its voluntary surrender by a certificate holder, does not deprive the board of jurisdiction to investigate or act in disciplinary proceedings against the certificate holder.~~

~~Sec. 22-140. Appeal of orders of board.~~

~~An aggrieved party, including the city, may appeal a final administrative order of the contractor's board of examiners and appeals to the circuit court. Such an appeal shall not be a hearing de~~

~~novo, but shall be limited to appellate review of the record created before the board. An appeal shall be filed within 30 days of the date of execution of the written order issued by the board or, if a timely motion for rehearing is filed pursuant to section 22-138, within ten days of the resolution of such motion by the board. An appeal shall not stay the enforcement of the order appealed.~~

~~Sec. 22-141. Schedule of civil penalties.~~

~~The city council hereby adopts the schedule of civil penalties, as set out below, to be cited by code enforcement officers in citations issued to alleged violators. This schedule of civil penalties may be amended by resolution, from time to time, as the city council sees fit.~~

~~The following table sets forth the code violations and applicable civil penalties which shall be cited by code enforcement officers under this article. The descriptions of violations are provided for purposes of general identification only.~~

~~SCHEDULE OF CIVIL PENALTIES~~

	Violation	Civil Penalty	
		First Violation	Repeat Violation
(1)	<del>Failing to obey a stop work order.</del>	<del>\$250.00</del>	<del>\$500.00</del>
(2)	<del>Misrepresentation of any material fact in the application for a certificate of competency, certificate of renewal or permit.</del>	<del>250.00</del>	<del>500.00</del>
(3)	<del>Failure to qualify a firm, or acting in the capacity of a contractor under any name other than the name of the certificate holder set forth in the issued certificate or registration.</del>	<del>250.00</del>	<del>500.00</del>
(4)	<del>Abandoning a construction project.</del>	<del>250.00</del>	<del>500.00</del>
(5)	<del>Committing mismanagement or misconduct in the practice of contracting that causes financial harm to a customer.</del>	<del>250.00</del>	<del>500.00</del>
(6)	<del>Material deviation from the approved plans accompanying the application for a permit issued to the certificate holder.</del>	<del>250.00</del>	<del>500.00</del>

<del>(7)</del>	<del>Misrepresenting the requirements of this article regulating work in order to obtain or increase the scope of the work in any contract or work.</del>	<del>250.00</del>	<del>500.00</del>
<del>(8)</del>	<del>Failing in any material respect to comply with the provisions of F.S. Ch. 489 or any provision of this Code which directly relates to contracting.</del>	<del>250.00</del>	<del>500.00</del>
<del>(9)</del>	<del>Failing to report or attempting to conceal from the building department a violation of any provision of this article.</del>	<del>250.00</del>	<del>500.00</del>
<del>(10)</del>	<del>Knowingly colluding or conspiring with an unlicensed person by allowing his certificate and any permit issued thereunder to be used by the unlicensed person with the intent to evade the provisions of this article, if such person is not working under the supervision or as a regular employee of the certificate holder.</del>	<del>250.00</del>	<del>500.00</del>
<del>(11)</del>	<del>Contracting beyond the scope of a certificate.</del>	<del>250.00</del>	<del>500.00</del>
<del>(12)</del>	<del>Proceeding and/or completing any contracting work, for which a permit is required, without properly obtaining all applicable permits or inspections.</del>	<del>150.00</del>	<del>300.00</del>
<del>(13)</del>	<del>Failing to comply with sections of the City Code regarding worker's compensation and liability insurance.</del>	<del>250.00</del>	<del>500.00</del>
<del>(14)</del>	<del>Failing to properly post required building permit(s).</del>	<del>150.00</del>	<del>300.00</del>
<del>(15)</del>	<del>Failing to display certificate number on advertisements.</del>	<del>250.00</del>	<del>500.00</del>
<del>(16)</del>	<del>Being convicted or found guilty or entering a plea of nolo contendere in a court of law, regardless of adjudication, of a crime in any jurisdiction which directly relates to the practice of contracting or the ability to practice contracting.</del>	<del>250.00</del>	<del>500.00</del>
<del>(17)</del>	<del>Committing fraud or deceit or negligence, incompetency, or misconduct in the practice of contracting.</del>	<del>250.00</del>	<del>500.00</del>

<del>(18)</del>	<del>Willfully or deliberately violating applicable state or local building codes, statutes or ordinances.</del>	<del>250.00</del>	<del>500.00</del>
<del>(19)</del>	<del>Failing to display certificate number of vehicle, when applicable.</del>	<del>250.00</del>	<del>500.00</del>
<del>(20)</del>	<del>Falsely certifying another's qualifications in order to obtain a certificate of competency.</del>	<del>250.00</del>	<del>500.00</del>
<del>(21)</del>	<del>Being disciplined by any municipality or county which has reciprocity with the city for an act or violation of any regulatory provision which directly relates to the practice of contracting, which discipline shall be reviewed by the board before taking any disciplinary action on its own.</del>	<del>250.00</del>	<del>500.00</del>
<del>(22)</del>	<del>Filing a voluntary petition in bankruptcy with the intention of defrauding a property owner or avoiding payment for materials furnished or labor performed.</del>	<del>250.00</del>	<del>500.00</del>
<del>(23)</del>	<del>Attempting to influence a member of the board regarding a pending disciplinary matter.</del>	<del>250.00</del>	<del>500.00</del>
<del>(24)</del>	<del>Signing a statement with respect to a project or contract falsely indicating that the work is bonded, falsely indicating that payment has been made for all subcontracted work, labor, and materials, which indication results in a financial loss to the owner, purchaser, or contractor, or falsely indicating that worker's compensation and public liability insurance are provided.</del>	<del>250.00</del>	<del>500.00</del>
<del>(25)</del>	<del>Performing any act which assists a person in engaging in the prohibited unlicensed and unregistered practice of contracting, if the certificate holder or registrant knows or has reasonable grounds to know that the person was unlicensed and unregistered.</del>	<del>250.00</del>	<del>500.00</del>
<del>(26)</del>	<del>Falsely hold himself or herself or a business organization out as a licensee, certificate holder, or registrant.</del>	<del>250.00</del>	<del>500.00</del>
<del>(27)</del>	<del>Falsely impersonating a contractor or journeyman.</del>	<del>250.00</del>	<del>500.00</del>

<del>(28)</del>	<del>Presenting as one's own the certificate or registration of another.</del>	<del>250.00</del>	<del>500.00</del>
<del>(29)</del>	<del>Give false or forged evidence to the board or a member thereof for the purpose of obtaining a certificate or registration.</del>	<del>250.00</del>	<del>500.00</del>
<del>(30)</del>	<del>Use or attempt to use a certificate or registration which has been suspended or revoked.</del>	<del>250.00</del>	<del>500.00</del>
<del>(31)</del>	<del>Engaging in the business or acting in the capacity of a contractor advertising oneself or a business organization as available to be engaged in business, or acting in the capacity of a contractor without being duly registered or certified.</del>	<del>250.00</del>	<del>500.00</del>
<del>(32)</del>	<del>Act in the capacity of a contractor or advertise himself or herself or a business organization as available to engage in the business or act in the capacity of a contractor without an occupational license.</del>	<del>150.00</del>	<del>300.00</del>
<del>(33)</del>	<del>Operate a business organization engaged in contracting after sixty (60) days following the termination of its only qualifying agent without designating another primary qualifying agent.</del>	<del>250.00</del>	<del>500.00</del>
<del>(34)</del>	<del>Proceeding on any job without first obtaining applicable local building permits and inspections.</del>	<del>150.00</del>	<del>300.00</del>
<del>(35)</del>	<del>Intentionally furnishing any materially false or misleading information on an application for a permit.</del>	<del>250.00</del>	<del>500.00</del>
<del>(36)</del>	<del>Willfully or deliberately aiding or abetting an unlicensed or unregistered person in the practice of contracting, when such person is required to be certified or registered according to the provisions of state law or municipal or county ordinances.</del>	<del>250.00</del>	<del>500.00</del>
<del>(37)</del>	<del>Conceal or cause to be concealed, or assist in concealing from the primary qualifying agent, any material activities, or information about the contracting firm.</del>	<del>250.00</del>	<del>500.00</del>

<del>(38)</del>	<del>Exclude or facilitate the exclusion of any aspect of the contracting firm's financial or other business activities from the primary qualifying agent.</del>	<del>250.00</del>	<del>500.00</del>
<del>(39)</del>	<del>Knowingly cause any part of the contracting firm's activities, financial or otherwise, to be conducted without the primary qualifying agent's supervision.</del>	<del>250.00</del>	<del>500.00</del>
<del>(40)</del>	<del>Assist or participate with any qualifying agent in the violation of any provision of this chapter.</del>	<del>250.00</del>	<del>500.00</del>
<del>(41)</del>	<del>Disregarding any municipal ordinance relating to unlicensed or unregistered contractors.</del>	<del>250.00</del>	<del>500.00</del>
<del>(42)</del>	<del>Committing any act which would constitute a violation of subsection (a) of this section if committed by a licensed contractor or journeyman.</del>	<del>250.00</del>	<del>500.00</del>

~~Sec. 22-142. Provisions contained herein are supplemental.~~

~~Nothing contained in this article shall prohibit the city from enforcing the provisions of this article by any other means.~~

~~Secs. 22-143—22-150. Reserved.~~

**File Attachments for Item:**

4. City Council Resolution No. 2025-002 - A resolution of the City of Lake City, Florida, adopting the evaluation and tabulation of responses to that certain Request for Proposal number 001-2025 for a qualified Florida Licensed Firm to conduct a City Hall Feasibility Analysis; accepting the proposal from Brame Heck Architects, Inc., a Florida Corporation; making certain findings of fact in support thereof; directing the City Manager to present to the City Council for approval a contract with said vendor which contract conforms to said vendor's proposal; repealing all prior resolutions in conflict; and providing an effective date.



<b>MEETING DATE</b>

# CITY OF LAKE CITY

## Report to Council

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

**SUBJECT:** City Hall Feasibility Study

**DEPT / OFFICE:** Procurement

<b>Originator:</b> Brenda Karr		
<b>City Manager</b> Don Rosenthal	<b>Department Director</b>	<b>Date</b> 12/9/2024
<b>Recommended Action:</b> Establish contract with top ranked firm for a City Hall Feasibility Analysis.		
<b>Summary Explanation &amp; Background:</b> RFP-001-2025 City Hall Feasibility Analysis solicitation was from October 18 2024, to November 15, 2024. The evaluation committee was held on December 3, 2024, in which they reviewed all proposals and ranked them based on the criteria. The committee members agreed with the final rankings and to move forward with the top firm. The top-rated firm was Brame Heck Architects Inc.		
<b>Alternatives:</b> Not have a City Hall Feasibility Study done to access our needs.		
<b>Source of Funds:</b> 001.10.519-030.31		
<b>Financial Impact:</b> \$14,900.00		
<b>Exhibits Attached:</b> (RFP-001-2025) Solicitation, Evaluation Committee Consensus Scorecard, Brame Heck Architects Response		

**RESOLUTION NO 2025-002**  
**CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA ADOPTING THE EVALUATION AND TABULATION OF RESPONSES TO THAT CERTAIN REQUEST FOR PROPOSAL NUMBER 001-2025 FOR A QUALIFIED FLORIDA LICENSED FIRM TO CONDUCT A CITY HALL FEASIBILITY ANALYSIS; ACCEPTING THE PROPOSAL FROM BRAME HECK ARCHITECTS, INC., A FLORIDA CORPORATION; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT THEREOF; DIRECTING THE CITY MANAGER TO PRESENT TO THE CITY COUNCIL FOR APPROVAL A CONTRACT WITH SAID VENDOR WHICH CONTRACT CONFORMS TO SAID VENDOR'S PROPOSAL; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 2-178(d) of the Code of Ordinances of the City of Lake City (the "City") requires the procurement of supplies and contractual services based on a competitive bid process; and

**WHEREAS**, in accordance with said provision of the City's Code of Ordinances, the City solicited proposals pursuant to Request for Proposal number 001-2025 (the "RFP") seeking a vendor to perform a Feasibility Analysis (the "Services"); and

**WHEREAS**, the responses to the RFP were evaluated by the City through an evaluation and tabulation process; and

**WHEREAS**, said RFP evaluation and tabulation process determined Brame Heck Architects, Inc., a Florida corporation (the "Vendor") provided the highest ranked proposal by the evaluation committee; and

**WHEREAS**, the City desires to and does accept the Vendor's proposal; and

**WHEREAS**, pursuant to the RFP the Vendor and the City desire to enter into a contract for Vendor to provide the Services by adopting the terms of a contract with Vendor; and

**WHEREAS**, accepting the Vendor's proposal to provide the Services is in the public interest and in the interests of the City; and

**WHEREAS**, the City Manager is the official of the City charged with executing the directives of the City Council, including the negotiation and preparation of contracts; now therefore

**BE IT RESOLVED** by the City Council of the City of Lake City, Florida:

1. Accepting the Vendor's proposal pursuant to the evaluation and tabulation results arising from the RFP, is in the public or community interest and for public welfare; and

2. In furtherance thereof, the City Manager is directed to negotiate, prepare, and present to the City Council for approval a contract with the Vendor for the Vendor to provide the Services to the City; and
3. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
4. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

**APPROVED AND ADOPTED**, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of January, 2025.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
Florida

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Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

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Audrey E. Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Clay Martin, City Attorney

<b>Vendor</b> <i>Click row to open scorecard</i>	<b>Project Team</b> Points Based 20 Points (20%)	<b>Firm Capabiliti</b> Points Based 20 Points (20%)	<b>Prior Experien</b> Points Based 20 Points (20%)	<b>References</b> Points Based 10 Points (10%)	<b>Project Approz</b> Points Based 10 Points (10%)	<b>Work Location</b> Points Based 10 Points (10%)	<b>Cost</b> Points Based 10 Points (10%)	<b>Total Score (Max Score 100)</b>
Altman Barr...	19	18.33	19.33	10	10	9	4.67	<b>90.3</b>
Brame Heck ...	19.67	19	20	10	8.53	9.67	10	<b>96.9</b>
eda consulta...	18	18.67	19.33	10	9.53	9.67	4	<b>89.2</b>

REQUEST FOR PROPOSAL  
001-2025  
CITY HALL FEASIBILITY ANALYSIS

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

RELEASE DATE: October 18, 2024

DEADLINE FOR QUESTIONS: November 1, 2024

PROPOSAL SUBMISSION DEADLINE: November 15, 2024, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/lcfla>

City of Lake City  
REQUEST FOR PROPOSAL  
City Hall Feasibility Analysis

I. The City of Lake City Florida.....

II. Introduction.....

III. Instruction to Proposers .....

IV. Scope of Work .....

V. Format and Content.....

VI. Evaluation Criteria .....

VII. Pricing Proposal .....

VIII. Terms and Conditions .....

IX. Vendor Questionnaire.....

Attachments:

A - City Hall Feasibility Study FY2025

## 1. The City of Lake City Florida

### 1.1. Request for Proposal

001-2025

City Hall Feasibility Analysis

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, OpenGov, until 2:00 pm, local time, on Friday, November 15, 2024. Proposals delivered by any other means will not be considered by the Procurement Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

At the time of the proposal opening, only the names of the respondents will be read aloud.

Request for additional information or clarifications shall be submitted in writing via the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before, Friday, November 1, 2024 by 4:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal.

It will be the sole responsibility of the Proposer to contact the Procurement Department prior to submitting a response to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda must be accessed through OpenGov.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The City of Lake City reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, or take any similar actions that may be deemed to be in the best interest of the City.

CITY OF LAKE CITY, FLORIDA

Don Rosenthal  
City Manager

## 2. Introduction

### 2.1. Summary

In accordance with the Consultant's Competitive Negotiation Act (Florida Statutes 287.055), the City of Lake City, Florida ("City") is seeking proposals to establish a contract with a qualified firm for a City Hall Feasibility Analysis for the City of Lake City. The purpose of this solicitation is to procure the best value for the City of Lake City in accordance with the specifications and documents herein.

### 2.2. Background

The City of Lake City is approximately 12.4 square miles in size and serves a population of approximately 12,500. It is an urban city located in Columbia County, Florida, a rural community.

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

The City of Lake City, operating under a City Council-City Manager form of government, offers a diverse range of municipal services. These include general government administration, law enforcement and fire protection, community redevelopment, stormwater management, sanitation and solid waste, as well as the construction and maintenance of infrastructure, recreational, and other cultural facilities. The City also operates a municipal airport.

### 2.3. Contact Information

**Brenda Karr**

Procurement Director  
205 North Marion Avenue  
Lake City, FL 32055  
Email: [karrb@lcfla.com](mailto:karrb@lcfla.com)  
Phone: [\(386\) 758-5407](tel:(386)758-5407)

**Department:**

Procurement

### 2.4. Timeline

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

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

<b>Issue RFP Notice</b>	October 18, 2024
<b>Last Date for Receipt of Written Questions</b>	November 1, 2024, 4:00pm



<b>Question Response Deadline</b>	November 8, 2024, 4:00pm
<b>Proposal Due Date</b>	November 15, 2024, 2:00pm

### **3. Instruction to Proposers**

#### **3.1. Proposal Response**

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, OpenGov, until 2:00 pm, local time, on Friday, November 15, 2024. Proposals delivered by any other means will not be considered by the Procurement Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

#### **3.2. Questions**

All questions related to this RFP shall be submitted in writing via the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before, Friday, November 1, 2024 by 4:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal. Please include section referenced for each question in order to ensure that questions asked are responded to correctly.

#### **3.3. Method of Source Selection**

Each proposal will be reviewed to determine if the proposal is responsive to the RFP. Proposals deemed to be non-responsive will be rejected without being evaluated. A responsive proposal is one which has been signed and submitted by the specified Proposal deadline, and has provided the information required to be submitted with the Proposal. While poor formatting, poor documentation and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

The Evaluation Committee shall review all proposals for compliance with the specifications and select a vendor(s) for recommendation.

The City may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements. Contingent upon successful ranking of proposals and negotiation of contracts, nothing shall preclude the City from selecting a single, qualified firm to provide both services.

#### **3.4. Pre-Proposal Conference**

A pre-proposal conference is not applicable for this solicitation.

#### **3.5. Proposal Due Date**

Sealed Proposals must be received via the City's e-Procurement Portal, OpenGov , no later than 2:00 pm, Local Time, Friday, November 15, 2024. Proposals received after this date and time will not be considered.

### 3.6. [Public Opening](#)

There is no public opening of the proposals. Only the names of the respondents will be publicly read aloud.

### 3.7. [Public Record](#)

Pursuant to Chapter 119, Florida Statutes, proposals received in response to this Request for Proposal are exempt from disclosure under the provisions of the Public Records Law until such time as an award decision has been made known or within thirty (30) days after the Proposal opening, whichever is earlier.

## 4. Scope of Work

### 4.1. Scope of Work

The City of Lake City seeks proposals from qualified and experienced firms licensed to practice in Florida, with demonstrated skills and experience in providing a Feasibility Analysis.

### 4.2. Important Instructions for Electronic Submittal

The City is accepting electronic bid submissions. Bidders shall create a FREE account by signing up through our e-Procurement Portal at <https://procurement.opengov.com/portal/lcfla>. Once you have completed account registration, browse back to this page, click on "Submit Response", and follow the instructions to submit the electronic bid.

### 4.3. Scope of Services

The Scope of Services include a full spectrum for a City Hall Feasibility Analysis to support the City's mission. The Scope of services may include but is not limited to:

1. Space needs analysis for a consolidated facility for but not limited to Administration, Council, Customer Service, Growth Management, Human Resources, Information Technology, Procurement, and Finance departments.
2. Evaluate potential location sites.
3. Prepare a cost/budget analysis based on square footage cost. With a minimum of 20,000 SF to cover future growth.
4. Prepare a rendering of projected building with parking spaces.
5. Prepare a conceptual design.
6. Present a power point at the council meeting to show project scope.
7. Permitting design for state and federal agencies, including but not limited to SRWMD, DEP, FDOT and State Health Department;
8. Aquatic environmental engineering, construction, regulatory permitting, ecosystem restoration, regional sand management, environmental impact studies, environmental support services, and other related engineering services.
9. Roadway design, such as engineering services and design of arterial, collector, and local roadways including all ancillary components normally required: such as streetscapes, sidewalks. Design of bridges and minor bridges, drainage and culverts associated with roadways, ability to inspect and provide roadway assessment reports, traffic concerns, street rehabilitation, reconstruction, and resurfacing;
10. Public works inspections, parking lots, parking spaces and capital improvement plans, feasibility and engineering studies.

#### 4.4. [Contract](#)

The selected firm(s) or individual(s) will enter into a basic contract with the City and will provide services needed.

**The proposals must include the following:**

Cover Letter (2 pages maximum).

There is no page limit to proposal.

All pages shall be single sided.

The name, address and telephone number of one (1) individual who will serve as the Project / Program Manager to whom all future correspondence and/or communications will be directed.

Firm background, including past experience on feasibility analysis.

Statement of relevant qualification and experience of the firm and staff, including resumes of the Project / Program Manager and key staff members; current workload and record of similar professional accomplishments. References from at least five (3) projects.

#### 4.5. [Evaluation and Selection Process](#)

Representatives from the City of Lake City will review the proposals. In reviewing the proposals, the selection criteria will include (but not limited to) the following:

1. Project Team (Identify the project principal, the project manager, and key staff. Describe briefly how the team's qualifications and experience relate to specific project.)

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

2. Firm Capabilities

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated?
- Current and projected work load

- Note: Organization charts or graphs may be included to show your capacity.

3. Prior Experience (Use this portion of your submittal to describe relevant experiences with project types described in this RFP document and various services to be provided)

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- Note: Include the name, telephone number, and email of the project manager for every project listed.

4. References

- 5 references- 10 points
- 3 references- 5 points
- Less than 3 references- 0 points

5. Project Approach

- Budget methodology/cost control. Establish and maintain estimates of probable cost within department's established budget. Control consultant contract costs.
- Schedule maintenance methodology. Manage the required work to meet the established schedule.
- Quality control methodology. Insure City Policies and Procedures are followed. Insure the project is designed for durability and maintainability.

6. Work Location

- Proximity of firm's office as it may affect coordination with the City's project and potential locations.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

7. Cost

- City Hall Feasibility Analysis Lump Sump Cost

**The City of Lake City reserves the following rights:**

- To select a vendor based solely on the quality of the proposal (Statement of Qualifications).

- To prepare a short-list of qualified vendors and to interview these vendors, as deemed necessary to select the one that best meets the needs of the City.
  
- To re-advertise or terminate this request at any time.
  
- To reject any and all proposals, to waive any information of irregularities in the proposal process, and to make and award the contract in the best interest of the City.

The City of Lake City is not responsible for any costs incurred in the preparation and submission of Proposals by interested companies.

## 5. Format and Content

### 5.1. Preparation

Prepare your Proposal in a clear and concise manner. Ensure that the content of your Proposal submittal is complete. Special attention should be given to the specific information, instructions and requirements of the Request for Proposal document to ensure responsiveness. Proposals that are incomplete or lack key information may be rejected.

### 5.2. Incurred Expenses

The City is not responsible for any expenses which Proposers may incur in preparing or submitting proposals including presentations and any other expenses called for in this Request for Proposal.

### 5.3. Proprietary Information

- A. In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Proposers should be aware the Request for Proposal and the responses thereto are in the public domain. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.  
A generic notation that information is "confidential" is not sufficient. Failure to provide the Procurement department with a detailed explanation and justification including statutory cites and specific reference to your Proposal detailing what provisions, if any, you believe are exempt from disclosure, may result in your entire Proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes
- B. All Proposals received from Proposers in response to this Request for Proposal will become the property of the City of Lake City and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract will become the exclusive property of the City.

### 5.4. Requirements

- A. Proposals will be evaluated based on the information provided in the response. All documents should be 8 1/2 x 11 format.
- B. A cover letter, not to exceed three (2) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non responsive and will not be evaluated.
- C. During this process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Proposals must include a Table of Contents which provides clear identification of the material by section.



## 5.5. [Delivery of Proposals](#)

Proposals shall be submitted via the City's e-Procurement Portal. All Proposals submitted must be received in the Procurement Department by the time specified in this solicitation. It is the sole responsibility of the Proposer to ensure that Proposals are received by the due date and time. The City shall not be responsible for delays caused by any occurrence. Proposals received following the Proposal Due Date will not be considered.

## 5.6. [Evaluation Criteria](#)

An Evaluation Committee will be established to review all responsive Proposals. Proposers submitting Proposals deemed to be reasonably acceptable to be selected will be evaluated using the evaluation criteria set forth herein. The information that will be considered and relative scoring for each criterion is identified in the "[Evaluation Criteria](#)" section of the solicitation.

The scoring mechanism will be used by individual Evaluation Committee members to rank firms. Ranks from all Evaluation Committee members will then be summed for each Proposer in order to establish the overall rank order.

## 5.7. [Proposal Evaluation Committee and Evaluation Process](#)

### A. Evaluation Committee

An Evaluation Committee (hereinafter referred to as "the Committee") consisting of at least three (3) members will be established to review, discuss, and evaluate all responsive Proposals submitted in response to this Request for Proposals (RFP). The Committee shall conduct a preliminary evaluation of all Proposals on the basis of the information provided and evaluation criteria as set forth in this Request for Proposal.

### B. Presentations

The Committee reserves the right to require oral presentations from any or all responsive and responsible Proposers who submit Proposals determined to be reasonably acceptable of being selected for award. Discussions may be conducted for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. The City will not be liable for any costs incurred by the Proposer in connection with such interviews, presentations, or negotiations (i.e., travel, accommodations, etc.).

### C. Award without Presentations

The City may evaluate and award a Contract based on responses to this Request for Proposal without discussions or oral presentations. Therefore, each response to this RFP should contain the Proposer's best terms and conditions for consideration.

### D. Ranking

The Committee will evaluate and rank the Proposers as set forth in the preceding section

entitled "Evaluation Criteria" and submit the proposed rank order to the Director of Procurement.

E. Authority to Award

Contracts negotiated as a result of this RFP will be presented to City Council for final award.

F. Reserved Rights

1. The City, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise this solicitation, postpone or cancel, at any time, this solicitation process, or to waive minor irregularities and informalities in this RFP or in the proposals received as a result of this RFP.
2. The City does not guarantee the award of any Contract as a result of this solicitation process.

## 6. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p><b>Project Team</b></p> <ul style="list-style-type: none"> <li>• Qualifications and relevant individual experience.</li> <li>• Unique knowledge of key team members relating to the project.</li> <li>• Key staff involvement in project management and on-site presence.</li> <li>• Time commitment of key staff.</li> <li>• Qualifications and relevant sub-consultant experience.</li> </ul>	Points Based	20 <i>(20% of Total)</i>
2.	<p><b>Firm Capabilities</b></p> <ul style="list-style-type: none"> <li>• Are the lines of authority and coordination clearly identified?</li> <li>• Are essential management functions identified?</li> <li>• Are the functions effectively integrated?</li> <li>• Current and projected work load .</li> </ul>	Points Based	20 <i>(20% of Total)</i>
3.	<p><b>Prior Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of the key staff and firm with projects of similar scope and complexity.</li> <li>• Demonstrated success on past projects of similar scope and complexity.</li> </ul>	Points Based	20 <i>(20% of Total)</i>

4.	<p><b>References</b></p> <p>Will be based on references submitted as part of RFP, but can include clients not submitted.</p> <ul style="list-style-type: none"> <li>• 5 references -10 points</li> <li>• 3 references -5 points</li> <li>• Less than 3 references- 0 points</li> </ul>	Points Based	10 <i>(10% of Total)</i>
5.	<p><b>Project Approach</b></p> <ul style="list-style-type: none"> <li>• Budget methodology/cost control.</li> <li>• Quality control methodology.</li> <li>• Schedule maintenance methodology.</li> </ul>	Points Based	10 <i>(10% of Total)</i>
6.	<p><b>Work Location</b></p> <ul style="list-style-type: none"> <li>• Proximity of firm's office as it may affect coordination with the City's projects and potential locations.</li> <li>• Firm's familiarity with the project area.</li> <li>• Knowledge of the local labor and material markets.</li> </ul>	Points Based	10 <i>(10% of Total)</i>
7.	<p><b>Cost</b></p> <ul style="list-style-type: none"> <li>• City Hall Feasibility Analysis Lump Sump Cost</li> </ul>	Points Based	10 <i>(10% of Total)</i>

## 7. Pricing Proposal

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	City Hall Feasibility Study	1	Lump Sum		
<b>TOTAL</b>					

## 8. Terms and Conditions

### 8.1. CDBG Guidelines

Procurement and contracting for all services shall conform to CDBG guidelines as well as the state and federal regulation including 2 CFR, Part 200. All records shall be maintained in accordance with state and federal CDBG requirements.

### 8.2. Contract Award

An award, if made, will be made to the best overall proposer(s) whose proposal is most advantageous to the City, taking into consideration the evaluation factors set forth in this RFP.

### 8.3. Questions Regarding the Solicitation or Proposal Process

To ensure fair consideration for all Proposers, the City prohibits communication to or with any officer, elected official (including the Mayor and City Council), department, division, office or employee of the City, and any Evaluation Committee members during the solicitation process from the date of issuance of the RFP through award, except as provided below.

All communications relating to this RFP between Proposer (or anyone on Proposer's behalf) and the City must be made through the Procurement Department. Any communications in violation of this provision may be grounds for disqualifying the offending Proposer from consideration for award of the Proposal and/or any future Proposal.

Any questions relative to interpretation of the solicitation or the Proposal process shall be submitted via the City's e-Procurement Portal. Questions must be received by the Procurement Department on or before the cut-off date for questions as specified in the Proposal Schedule. Questions received after the cut-off date as specified in the Proposal Schedule will not be considered.

Any interpretation made to prospective Proposers will be answered through the City's e-Procurement Portal or expressed in the form of an addendum to the solicitation which, if issued, will be conveyed in writing to all persons on record as following this RFP, no later than five (5) days prior to the date set for receipt of Proposals. Oral answers will not be authoritative.

It will be the responsibility of the Proposer to acknowledge and confirm receipt of all addenda in the City's e-Procurement Portal.

### 8.4. Additional Information

The City reserves the right to request that the Proposer provide additional information it deems necessary to evaluate, clarify, or substantiate any area contained in each submitted Proposal and to more fully meet the needs of the City.

### 8.5. Addendum to Request for Proposals

If it becomes necessary to revise or amend any part of this Request for Proposal before the Proposal due date, the Procurement Department will furnish the revision by written Addendum.

## 8.6. [Execution of Contract](#)

Unless such time is extended by the City, the successful Proposer shall, within ten (10) calendar days after Notice of Award is issued by the City of Lake City, Procurement Department, sign and enter into a Contract with the City, and shall simultaneously provide any required bonds, indemnities and insurance certificates.

Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

## 8.7. [Proposer's Guarantee](#)

By submitting a Proposal, a Proposer warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified herein.

## 8.8. [Indemnification](#)

The Respondent agrees to indemnify and hold the City harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFP. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions or Respondent employees and/or agents In the event the completion of a project awarded pursuant to this RFP(to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the City from any and all increased expenses resulting from such delay.

## 8.9. [Insurance Requirements](#)

The Proposer will be required to furnish evidence of the following insurance coverage by a licensed Florida Company.

- A. Without limiting Proposer's indemnification, it is agreed that the successful Proposer will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Proposer's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.
  1. Professional liability insurance to provide coverage of not less than one million dollars (\$1,000,000).

2. Workers' compensation insurance to apply for all employees of the contractor, sub-contractors and the contractor's architect and/or engineer meeting the "Workers' Compensation Law" of the State of Florida and all applicable federal laws.
  3. Commercial General Liability insurance to provide coverage of not less than one million dollars (\$1,000,000) combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
  4. Comprehensive Automobile Liability Insurance covering all owned, hired and non- owned vehicles with coverage limits not less than one hundred thousand dollars (\$100,000) per person, three hundred thousand dollars (\$300,000) per occurrence and one hundred thousand dollars (\$100,000) property damage.
- B. The official title of the owner is "City of Lake City". This official title will be used in all insurance documentation.

#### 8.10. Proof of Insurance

The Proposer will furnish to the Procurement Department Certificates of Insurance or endorsements evidencing the insurance coverage specified above within seven (7) days after notification of an award. The required Certificates of Insurance or endorsements will not only name the types of policies continued, but will also refer specifically to this contract and will state that such insurance is as required by this contract. If the initial insurance expires before the completion of the work, renewal Certificates of Insurance will be furnished thirty (30) days before the date of their expiration. Notice of cancellation and/or restriction Policy(s) must be endorsed to give the City thirty (30) days' notice of cancellation and / or restriction.



## 9. Vendor Questionnaire

### 9.1. [Proposal Requirements\\*](#)

Did you read through and confirm that you met all of the proposal requirements including in the sections:

- Yes  
 No

\*Response required

### 9.2. [Statement of Qualification Document\\*](#)

Please upload your COMPLETE Statement of Qualifications

\*Response required

### 9.3. [Documents Requiring Notorization\\*](#)

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

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

\*Response required

### 9.4. [Disputes Disclosure Form\\*](#)

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

*Select all that apply*

- Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
- Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
- Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
- None of the Above

\*Response required

### 9.5. [E-Verify Affirmation Statement](#)

Please download the below documents, complete, and upload.

- [E-VERIFY AFFIRMATION STATEM...](#)

### 9.6. [Human Trafficking Affidavit\\*](#)

Please download the below documents, complete, and upload.

- [Human Trafficking.docx](#)

\*Response required



## [BRAME HECK ARCHITECTS INC.] RESPONSE DOCUMENT REPORT

RFP No. 001-2025

City Hall Feasibility Analysis

RESPONSE DEADLINE: November 15, 2024 at 2:00 pm

Report Generated: Monday, December 9, 2024

### Brame Heck Architects Inc. Response

#### CONTACT INFORMATION

**Company:**

Brame Heck Architects Inc.

**Email:**

k.james@brameheck.com

**Contact:**

Kaitlynn James

**Address:**

606 NE 1st Street  
Gainesville, FL 32601

**Phone:**

(352) 372-0425

**Website:**

[www.brameheck.com](http://www.brameheck.com)

**Submission Date:**

Nov 14, 2024 2:25 PM (Eastern Time)

## ADDENDA CONFIRMATION

*No addenda issued*

## QUESTIONNAIRE

### 1. Proposal Requirements\*

*Pass*

Did you read through and confirm that you met all of the proposal requirements including in the sections:

Yes

### 2. Statement of Qualification Document\*

*Pass*

Please upload your COMPLETE Statement of Qualifications

SOQ\_RFP-001-2025\_Lake\_City-\_City\_Hall\_Feasibility\_Analysis\_-\_Brame\_Heck.pdf

### 3. Documents Requiring Notorization\*

*Pass*

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

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

Public\_Entity\_Crimes\_-\_signed.pdf  
Drug\_Free\_Workplace\_-\_signed.pdf  
Non-\_Collusion\_-\_signed.pdf  
Conflict\_of\_Interest\_-\_signed.pdf

#### 4. Disputes Disclosure Form\*

*Pass*

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

None of the Above

#### 5. E-Verify Affirmation Statement

*Pass*

Please download the below documents, complete, and upload.

- [E-VERIFY AFFIRMATION STATEM...](#)

E-VERIFY\_AFFIRMATION\_STATEMENT\_(1)\_-\_signed.pdf

#### 6. Human Trafficking Affidavit\*

*Pass*

Please download the below documents, complete, and upload.

- [Human Trafficking.docx](#)

Human\_Trafficking\_-\_signed.pdf

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## PRICE TABLES

*Pricing information has not been unsealed yet*



November 15, 2024

RFP 001-2025

# CITY OF LAKE CITY

REQUEST FOR PROPOSAL

CITY HALL FEASIBILITY ANALYSIS

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COVER LETTER

TAB 0



Bradford County Emergency Operations Center Rendering - Location TBD



November 15, 2024

RFP 001-2025

**Proposal for City Hall Feasibility Analysis**

Brenda Karr, Procurement Director

The City of Lake City

205 North Marion Avenue

Lake City, FL 32055

[karrb@lcfla.com](mailto:karrb@lcfla.com)

(386) 758-5407

To Ms. Karr and The Evaluation Committee,

Our team at Brame Heck Architects is pleased to submit this proposal to Lake City for the City Hall Feasibility Analysis. In 2018 Brame Heck completed a Feasibility Study for Columbia County's Administrative Offices. The following year we completed a Programming and Preliminary Design Study for Lake City's City Hall. While no two projects are identical, our firm has a robust background in helping clients choose the appropriate path to satisfy their unique goals and needs. We routinely perform feasibility studies and provide design vignettes for both public and private sector clients with the ultimate goal of providing a built environment that guarantees many years of reliable service.

We are experienced and equipped to prepare feasibility analyses for projects such as yours, including program development, conceptual design, and budget analysis. We also have experience in preparing life cycle cost analyses to assist in decision-making situations where the long-term benefits need to be weighed carefully against the short-term first cost. Your primary liaison at Brame Heck will be President and Principal **Michael Richmond, AIA**. Mr. Richmond has overseen the completion of all Brame Heck Architects' projects since 2016 and has a wide range of pre-design experience on city, county, and state projects throughout North Florida.

Brame Heck Architects and its trusted engineering consultants have the talent, training, experience, and desire to provide prompt, high-quality services on your project. Working together, we look forward to developing a design solution that is rooted in its place, and ready to provide the best possible project for the citizens and staff of Lake City.

Sincerely,

606 NE First Street  
Gainesville, FL 32601  
352.372.0425  
[www.brameheck.com](http://www.brameheck.com)

Michael P. Richmond AIA NCARB LEED AP, President  
Brame Heck Architects Inc.  
[m.richmond@brameheck.com](mailto:m.richmond@brameheck.com)  
(352) 372-0425

FL Lic. No. AR 91268  
NM Lic. No. 6163  
OR Reg. No. ARI-5363



Axogen Office Renovation - Gainesville, FL

# 1 PROJECT TEAM

## (1) KEY PERSONNEL

**Principal Michael Richmond, AIA, NCARB, LEED AP**, will be the City's *project manager* and *primary liaison*. He will serve as Architect of Record and will remain actively involved through all phases and beyond. Mr. Richmond has over 33 years of construction industry experience and 22 years as a licensed architect. He oversees all projects at Brame Heck.

Architect **Joe Garcia, AIA**, prepares project specifications and serves as our in-house building envelope design expert. With over fifty years of experience in the design and construction industry, Mr. Garcia has contributed to building projects for diverse clients such as The Walt Disney Company, the US military, the State University System, and many K-12 Educational clients. He served previously as an Owner's representative for the University of Florida for nine years.

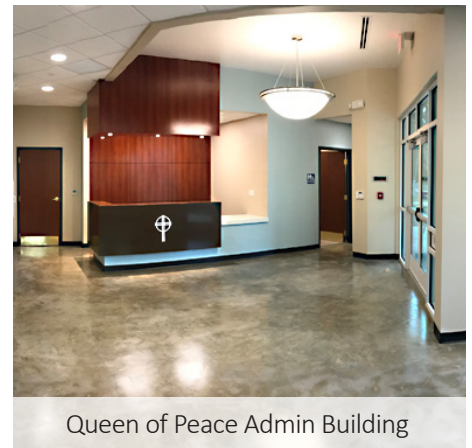
**Mike Russell, LEED, AP, BD+C**, is our Senior BIM/Revit Specialist and will oversee the production and coordination of the documents. Mr. Russell joined our team over 25 years ago, and throughout his tenure with our office, has worked on numerous government projects. Mr. Russell is also an experienced assistant project manager and will receive his architectural license next year.

**Ana Arenas** will serve as *Assistant Project Manager* for the City's Feasibility Analysis. She joined our team earlier this year with extensive experience ranging from pre-design studies to construction administration. During projects, Ms. Arenas assists with client focused needs, coordination with subconsultants, and documentation. She will be receiving her architectural license early next year.

BIM Specialist **Veronica Alfonzo** provides invaluable drafting and research support to our team. Her four years of experience with BIM make her an asset to any project.

**Ethan White** is our talented Architectural Intern with a wealth of material and custom concrete knowledge. He is expected to earn his Master of Architecture next year from the University of Florida.

**Chris Gmuer PE**, president and founder of Gmuer Engineering, will be retained for civil engineering design services necessary. Mr. Gmuer has 17 years' experience providing professional Civil Engineering Site Design and Land Development services. He has worked closely with the Brame Heck team for several years and is skilled at maintaining budgetary goals, project goals, user needs, and anticipating constructability concerns.



# 1 PROJECT TEAM

## (2) RESUMES



Michael Richmond AIA NCARB LEED AP

Principal / Architect

Email: [m.richmond@brameheck.com](mailto:m.richmond@brameheck.com)



### Residency

Gainesville, FL

### Time Commitment

Full-time

### Education and Scholarships

Harvard University Graduate School of Design,

*Master of Architecture*, 1991

University of Florida, *Bachelor of Design*, 1987

### Registrations

Florida Registration No. AR91268

Oregon Registration No. 5363

### Professional Organizations

American Institute of Architects

NCARB Member

LEED Accredited Professional

### Community

AIA Gainesville Board Member 2017-2024

AIA Gainesville Chapter President 2019

Florida Foundation for Architecture Board Member

2020-present

Prairie Creek Conservation Cemetery Volunteer 2020-

2024

Member of Society of Building Science Educators

2010-present

Alpha Rho Chi Professional Architecture Fraternity

UF Campus Sustainability Committee 2011-2014

AIA Committee on the the Environment (COTE) - Portland

2009-2010

### Expertise

Brame Heck Architects 9 Years

Architecture 22 Years

Design 38 Years

Sustainable Design 27 Years

Building Technologies 33 Years

Project Management 30 Years

Construction Admin 30 Years

AutoCAD 36 Years

Revit 15 Years

### Publications

"The Second Street Bakery"

Florida/Carribbean Architect, Spring 2007

"Atriums and Energy"

College Planning & Management, July 2010



Principal Michael Richmond, AIA NCARB LEED AP joined Brame Heck Architects in January of 2015, and has led the firm since March of 2016. In that time, he has overseen the completion of well over 100 projects, including dozens of public projects for clients such as Alachua County, Hernando County, the University of Florida, and many other public and private clients. In taking responsibility for carrying forward our firm's legacy of quality design service, he strives to provide exemplary service to our clients, the design profession, and the communities we serve.

Prior to Brame Heck Architects, Richmond's professional experience was primarily with the Gainesville firms of Karl Thorne Associates and Jackson-Reeger Architects, where he honed his skills on large K-12 campus projects in Alachua and Palm Beach Counties, and then as project architect for the new School of Journalism building at FAMU in Tallahassee. He has served as Project Architect on federal projects for the GSA and US State Departments and he is experienced working through every phase of project starting with Feasibility Studies and Programming through construction closeout. He is committed to delivering thorough and prompt responses to all aspects of the projects he is retained for. Mr. Richmond will be the Lead Architect and Project Manager.

### Relevant Experience:

Programming & Study for Lake City New City Hall 2019 - Lake City, FL

Lead Architect / Project Manager

Columbia County Administration Offices Study - Lake City, FL

Lead Architect / Project Manager

GRU IT Offices Space Planning Assessment- Gainesville, FL

Lead Architect / Project Manager

Feasibility Study for New Fire Station - Lake City, FL

Lead Architect / Construction Administration

Meridian Behavioral Health Lake City Hospital Study - Lake City, FL

Lead Architect / Construction Administration

Alachua County Budget Inn Prepurchase Due Diligence Report

Lead Architect

Alachua County Budget Inn Conversion - Gainesville, FL

Lead Architect

Alachua County Sunrise Residence Inn Prepurchase Due Diligence Report

Lead Architect

Clay Electric Keystone Heights District Office - Keystone Heights, FL

Lead Architect / Project Manager

City of Gainesville ADA Compliance and Feasibility Studies

Lead Architect

Campus Credit Union Due Diligence Report - Leesburg, FL

Lead Architect / Project Manager

# 1 PROJECT TEAM

## (3) RESUMES



Joseph Garcia AIA

Project Architect

Email: [j.garcia@brameheck.com](mailto:j.garcia@brameheck.com)



Residency  
Gainesville, FL

Time Commitment  
Part-time

Education and Scholarships  
Miami-Dade College  
*Associate of Science Architectural Technology*

Registrations  
Florida Registration No. AR0006997

Professional Organizations  
American Institute of Architects

Community  
AIA Florida  
Florida Architects Political Action Committee  
AIA Gainesville  
AIA Gainesville UF School of Architecture Golf Tournament

Expertise

Brame Heck Architects	5+ Years
Architecture	47 Years
Building Technologies	43 Years
Project Management	38 Years
Construction Administration	43 Years



Joe Garcia is a registered architect bringing to our firm a wealth of experience and project knowledge. He has been in the design and construction industries as an architect and a construction product representative for over 45 years. His municipal project experience is far-reaching and clients include school districts, universities and colleges, municipal and county governments, federal and military, business owners, and hospitality companies such as Walt Disney World. Garcia's involvement with projects includes programming, construction documents, and post-occupancy evaluations. Prior to his most recent term at Brame Heck Architects, he served as project manager with Planning, Design and Construction at the University of Florida. He has the ability to put a building together, as well as take it apart. On each project, Garcia contributes his expertise in specification writing, building envelope design, and project management. His attention to detail and exceptional commitment to quality contributes to enduring and cost-effective designs.

### Relevant Experience:

City of Gainesville ADA Compliance and Feasibility Studies  
Project Architect

Alachua County Budget Inn Fire Sprinklers - Gainesville, FL  
Specifications Writer/ Construction Administrator

Alachua County Budget Inn Conversion - Gainesville, FL  
Specifications Writer / Construction Administrator

Alachua County Public Defender Office Building - Gainesville, FL  
Specifications Writer / Construction Administrator

Victory Prep Feasibility Study - St. Augustine, FL  
Project Architect

Clay Electric Keystone Heights District Office - Keystone Heights, FL  
Specifications Writer / Construction Administrator

Hernando County Fire Station No. 6 - Hernando Beach, FL  
Specifications Writer

Sante Fe High School Auditorium Renovations - Alachua, FL  
Specifications Writer / Project Manager

UF Rhines Hall Academic Advising Suite - Gainesville, FL  
Project Manager for UF/PDC

UF Criser Hall VP Enrollment Management Suite - Gainesville, FL  
Project Manager for UF/PDC

UF Bryan Hall Window Leaks - Gainesville, FL  
Project Manager for UF/PDC

UF Center for Outdoor Recreation (CORE) Lighting Study- Gainesville, FL  
Project Manager for UF/PDC



University of Florida's  
Center for Outdoor Recreation (CORE)

# 1 PROJECT TEAM

## (3) RESUMES



Michael D. Russell LEED AP BD+C

Project Manager / Senior BIM/CAD Specialist

Email: [m.russell@brameheck.com](mailto:m.russell@brameheck.com)



### Residency

Gainesville, FL

### Time Commitment

Full-time

### Education and Scholarships

Sheffield School of Interior Design - *Diploma*, 2004  
Asheville-Buncombe Technical Community College,  
*Associate of Applied Science in Mechanical Drafting and Design Technology*, 1989

### Professional Organizations

LEED Accredited Professional

### Expertise

Brame Heck Architects	26 Years
Project Management	8 Years
Construction Admin	14 Years
Interior Design	15 Years
Revit	13 Years
Sketchup	11 Years
LEED AP	14 Years

### Accreditations and Awards

Published treehouse design in an International Competition as being one of top 100 out over 500 structures compiled by David Greenberg in the book *Treehouses in Paradise: Fantasy Designs for the 21st Century*



Mike Russell began his career working under the tutorage of green and passive solar architect, Richard Webster in Asheville, NC. He spent 3 years hand drafting, sketching, and designing residential and commercial projects in the area in which he grew up while learning how green technology can impact the environment and world around us. Russell joined Brame Heck Architects shortly after moving to Gainesville just over 26 years ago and has used computer aided drafting software ever since. He has worked on a wide variety of projects, including dozens of projects for State, County and local governments. As modeling and 3D software was introduced in the office, his ability to learn quickly and adapt to the new design environment was helpful for others in the office to learn from his new skill sets.

Russell brings to the Brame Heck Architects team invaluable skill sets as lead CAD, Revit Specialist and LEED AP BD+C accredited professional with USGBC. He can focus on small details of a project that brings together its completeness in the finish executed design. His talent and abilities keep expanding and growing as technology keeps changing year after year. As the project develops into the final stages of documentation, he coordinates and communicates with the other disciplines to make the working set harmonious for the builders to understand. Russell works closely with the principal architect to finalize the overall motif of the project. He is sitting for his architect license in Arizona and hopes to be licensed this year.

### Relevant Experience:

Feasibility Study for New Fire Station - Lake City, FL

Sr. BIM Specialist

Meridian Behavioral Health Lake City Hospital Study - Lake City, FL

Sr. BIM Specialist

Clay Electric Salt Springs Coordination Study, Salt Springs, FL

BIM Specialist / Project Manager

Alachua County Budget Inn Conversion - Gainesville, FL

Sr. BIM Specialist

Clay Electric Keystone Heights District Office - Keystone Heights, FL

Sr. BIM Specialist

City of Gainesville ADA Compliance and Feasibility Studies

Sr. BIM Specialist

Campus Credit Union Due Diligence Report - Leesburg, FL

Sr. BIM Specialist / Project Manager

Tara Viva Condo & Commercial Feasibility Study - Gainesville, FL

BIM Specialist / Project Manager

Axogen Office Furniture Layout Study - Alachua, FL

Interior Designer / BIM Specialist



Hernando County Fire Station No. 6

# 1 PROJECT TEAM

## (3) RESUMES



Ana Paula Arenas

Project Manager

Email: [a.arenas@brameheck.com](mailto:a.arenas@brameheck.com)



Ana Arenas has recently joined Brame Heck Architects with a wealth of knowledge and experience providing full architectural services. Her passion for design centers around environmental conservation and social welfare. Previously, in her position as Senior Designer at AW-ARCH Arenas collaborated in design, documentation, and construction administration of a large private residential project and initiated community service projects within the firm.

Prior to this, Arenas completed her Masters in Architecture from the Massachusetts Institute of Technology (MIT) where she was also a Teacher and Research Assistant. During her time at MIT, she interned for BINYAN architecture studio Inc. where she produced stunning 3D renderings and various drawings for residential renovations and building addition projects, while balancing and maintaining client expectations. Arenas also previously interned with Leers Weinzapfel Associates where she assisted principals with programming phase research, reports, and prepared client presentations. During this time, she also participated in conceptual design collaboration with the office of Diller Scofidio + Renfro, including the development of programmatic testing of design schemes.

While participating in the MIT Future Urban Collaboratives Lab, Arenas collaborated with artist Marisa Morán Jahn to design interior wall graphics of Carehaus, the first intergenerational care-based co-housing project in the US. She then managed the production of a gallery exhibit to display the wall graphic designs of Carehaus at the Blaffer Art Museum in Houston, TX.

Arenas has nearly completed the requirements for her Architectural License and will be licensed next year.

### Relevant Experience:

Campus Credit Union Leesburg Renovation- Leesburg, FL

Project Manager

Kincell Bio Renovations, Buildings A & B - Gainesville, FL

Construction Administration

Cambridge Public Schools Pandemic-Resilience Report - Cambridge, MA

Research Assistant

Large Private Residential Project - Cambridge, MA

Project Manager / Construction Administrator

Carehaus Co-Housing - Baltimore, MD

Research + Design Assistant

Cartagena K-8 School Master Plan - Cartagena, Columbia

Designer

New Hampshire Lake House

Designer

MIT Metropolitan Warehouse - Cambridge, MA

Research + Design Assistant

### Residency

Gainesville, FL

### Time Commitment

Full-time

### Education and Scholarships

Massachusetts Institute of Technology - *Master of Architecture*, 2022

University of Florida - *Bachelor of Design*, Minor in Landscape Architecture, 2018

University of Florida Center for Undergraduate Research University Scholar, 2014-2018

Machen Florida Opportunities Scholar, 2014-2018

### Community

Committee Member for MIT Graduate Christian Fellowship, 2021-2022

Survey and Data Analysis Graduate Community Fellow for MIT Department for Diversity, Equity, and Inclusion, 2020-2021

President of UF National Organization of Minority Students, 2017

### Expertise

Architecture 10 Years

Project Management 1 Year

Landscape Design 1 Year

Sustainable Design 5 Years

Revit 2 Years

AutoCAD 9 Years

Sketchup 5 Years

Rhino 9 Years

### Publications

"The Borders of Boston" *Co-Author*

out of frame (MIT Architecture)

"Schools that Breath: Studio Education in the Pandemic"

*Research Contributor*

Journal of Architectural Education

"Housing Beyond and Within the Market: Parts 1-3"

*Research Assistance*

PLATFORM and Shelterforce

"From Home to Housing" *Author*

out of frame ( MIT Architecture)

### Awards and Honors

Architecture Academic Achievement Award, 2018

Architecture Design Award, 2018

Harold Horowitz Student Research Fund, 2022



# 1 PROJECT TEAM

## (3) RESUMES



**Ethan White**  
Architectural Intern



Email: [e.white@brameheck.com](mailto:e.white@brameheck.com)

Residency  
Gainesville, FL

Time Commitment  
Part-time

Education  
University of Florida, *Master of Architecture*, Expected 2025  
University of Florida, *Bachelor of Design in Architecture*, 2023

Teaching  
Graduate Teaching Assistant, Architectural Theory, 2023

Awards  
UF SoA Luminaire Design Competition 2022 | First Prize

Expertise

Design	6 Years
Revit	5 Years
Rhinoceros	4 Years
AutoCAD	5 Years
Photoshop/InDesign	6 Years
Research	5 Years

Relevant Experience

- Alachua County Jonesville Park - Jonesville, FL  
Assistant BIM Specialist
- Bartram Apartments Building Envelope Phase 2 - Gainesville, FL  
Research Assistant
- Sunrise Residence Inn Due Diligence - Gainesville, FL  
Research Assistant
- Sweetwater Art Gallery Design - Gainesville, FL  
Architectural Designer

With an education in architecture, Ethan brings a community oriented approach to the design process at Brame Heck. During his time at the University of Florida, he was awarded First Place in the SoA Luminaire Design Competition. Ethan is currently pursuing a Master's of Architecture from the University of Florida. Through his previous internships at RM Plus Design & Development and Lawson Design, Ethan developed a wealth of material knowledge, particularly in custom concrete design and production. Ethan's experience in materials helps to inform his preliminary design drawings and makes him an asset to the team.



**Veronica Alfonzo**  
BIM Specialist



Email: [v.alfonzo@brameheck.com](mailto:v.alfonzo@brameheck.com)

Residency  
Gainesville, FL

Time Commitment  
Full-time

Education  
University of Florida, *Bachelor of Design in Architecture*, 2024  
Santa Fe College, *Associate in Arts*, 2021

Teaching  
Santa Fe College Spanish Language Tutor, 2020

Community  
Volunteer for San Ignacio Social Catholic Organization  
Volunteer for Yoga en los Barrios  
Volunteer for Santa en Las Calles

Expertise

Design	6 Years
Revit	4 Years
Rhinoceros	4 Years
Lumion 3D	4 Years
AutoCAD	4 Years
Photoshop / InDesign	4 Years
Research/Teaching	3 Years

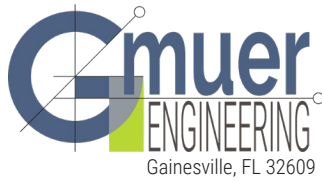
Relevant Experience

- Sunrise Residence Inn Due Diligence Report - Gainesville, FL  
Research Assistant
- Campus Credit Union Due Diligence Report- Leesburg, FL  
Design Support
- Bartram Apartments Building Envelope - Gainesville, FL  
Assistant BIM Specialist
- Grand Haven Cafe Renovation - Gainesville, FL  
Assistant BIM Specialist

As a part of the Brame Heck Architects team, Veronica exhibits her educational experience in architecture and sustainability in a collaborative setting. Throughout her educational career, she has expanded her design and drafting skills and has applied these skills to several projects at Brame Heck. Veronica has previously interned at MTRA Arquitectos in her home country, Venezuela, and she plans to pursue her Master's of Architecture and Construction Management Certificate after gaining office experience. Being part of Brame Heck Architects she seeks to learn more about the design, construction and post occupancy processes.

# 1 PROJECT TEAM

## (4) SUBCONSULTANT RESUMES



**Christopher A. Gmuer, PE**  
President

### Professional Registration

Florida Professional Engineer No. 71599, since June, 2010

### Education

BS in Agricultural and Biological Engineering 2005  
Specializing in Land and Water Resources from the

**University of Florida**

### Technical Skills & Specialization

Master Stormwater Design, Urban Site Layout, Master Planning with Land Use, 3D Site Grading, 3D Utility Infrastructure Design, Geometric Roadway Design.

#### Software Proficiency:

Auto-CAD Civil 3D, ICPR, PONDS, Auto-turn, Microsoft Office Suite, PHP Web Programming

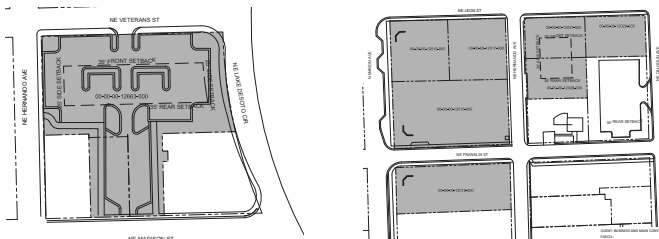
#### Professional Certifications:

FDOT Advanced MOT # 12835  
FDEP Stormwater, Erosion, and Sedimentation Control Inspector

### PROJECT EXAMPLE

*New City Hall Site Evaluation* 2019  
*Lake City, FL*

Lake City explored development options for two sites to host a new City Hall complex. The project sites were located in the urban core of Lake City on the western edge of Lake DeSoto. The majority of the surrounding properties are relatively small lots (half an acre or less) on gridded city blocks with a variety of existing public, institutional, and commercial uses. Project Site 1 was vacant land owned by the Lake Share Hospital Authority located roughly at the southeast corner of N Marion Avenue (US 441) and NE Leon Street. Project Site 2 was a surface parking lot owned by Lake City located at the southeast corner of NE Hernando Avenue and NE Veterans Street. With several vacant and underutilized lots in the urban core of the City, this project presented an exciting opportunity to continue the redevelopment and revitalization of Lake City's downtown.



### Relevant Project Experience

- *Alachua County Fire Station 30 on SE 4th St* 2007  
Gainesville, FL
- *Alachua County Fire Station 24 at Jonesville Park* 2007  
Jonesville, FL
- *SW Windswept Glen Water Main Extension* 2021  
Lake City, FL
- *Cannon Creek Water Main Extension* 2019  
Lake City, FL
- *US90 Sweetbreeze Dr Gas Main Extension* 2018  
Lake City, FL
- *Holiday Inn Hotel Master Plan* 2017  
Lake City, FL
- *Martin Orthodontics* 2016  
Lake City, FL
- *City of Newberry Water Main Extension* 2017  
Newberry, FL
- *City of Newberry Various Resurfacing Projects* 2016-2019  
Newberry, FL



# 1 PROJECT TEAM

## (5) LICENSES

### State of Florida Department of State

I certify from the records of this office that BRAME HECK ARCHITECTS INC. is a corporation organized under the laws of the State of Florida, filed on March 19, 1971.

The document number of this corporation is 379023.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on January 4, 2024, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.



*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Fourth day of January, 2024*

*[Signature]*  
Secretary of State

Tracking Number: 6892067865CC  
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.  
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Ron DeSantis, Governor  
Melanie S. Griffin, Secretary

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE & INTERIOR DESIGN

THE ARCHITECT HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

**RICHMOND, MICHAEL PATRICK II**  
BRAME HECK ARCHITECTS INC.  
2858 NW 4TH LANE  
GAINESVILLE FL 32607

LICENSE NUMBER: AR91268  
EXPIRATION DATE: FEBRUARY 28, 2025  
Always verify licenses online at MyFloridaLicense.com

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This is your license. It is unlawful for anyone other than the licensee to use this document.

Ron DeSantis, Governor  
Melanie S. Griffin, Secretary

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF ARCHITECTURE & INTERIOR DESIGN

THE ARCHITECT HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

**GARCIA, JOSEPH A**  
3629 NW 29TH ST  
GAINESVILLE FL 326052248

LICENSE NUMBER: AR0006997  
EXPIRATION DATE: FEBRUARY 28, 2025  
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Alachua County Board of  
County Commissioners  
Equal Opportunity Office

**BRAME HECK ARCHITECTS, INC.**

is Certified as a Small Business  
Enterprise Under the Provisions of  
Section 22, Alachua County Ordinance 06-28  
from January 8, 2024 to January 8, 2025

*Jacqueline Chung*  
Jacqueline Chung  
Equal Opportunity  
Manager

*Nancy C. [Signature]*  
Chair  
Alachua County Board of  
County Commissioners

LEED AP  
BD+C

GREEN BUSINESS CERTIFICATION INC. CERTIFIES THAT

**Michael Russell**

HAS ATTAINED THE DESIGNATION OF  
**LEED AP® Building Design + Construction**

by demonstrating the knowledge and understanding of green building practices and principles needed to support the use of the LEED® green building program.

10475678-AP-BD+C

ISSUED: 27 OCT 2013  
VALID THROUGH: 24 OCT 2025

*Peter Tompkins*  
PETER TOMPKINS  
PRESIDENT & CEO  
U.S. GREEN BUILDING COUNCIL & GREEN BUSINESS CERTIFICATION INC.





Clay Electric District Office - Keystone Heights, FL

## 2 FIRM CAPABILITIES

### (1) OVERVIEW

**Brame Heck Architects** and our team of trusted engineering consultants have the background, experience, and skillsets required to provide a Feasibility Analysis for Lake City's City Hall. Our firm currently consists of seven staff members based in our downtown Gainesville office. Our firm has contributed to the architectural landscape of North Central Florida for over 112 years and counting.

Principal Michael Richmond AIA NCARB LEED AP joined Brame Heck Architects in January of 2015, and has led the firm since March of 2016. In that time, he has overseen well over 100 projects, including dozens of preliminary feasibility studies. Other relevant work includes the \$4.5M new Alachua County Public Defender's Office, a major \$2.9M renovation of the E Building Auditorium (The Lyceum) at Santa Fe College, Clay Electric's Keystone Heights Office, and many smaller projects and studies for the City of Gainesville, Alachua County, Hernando County, the City of Lake City, the University of Florida, Santa Fe College, and many other clients. In taking responsibility for carrying forward the firm's legacy of quality design service, he strives to provide exemplary service to our clients, the design profession, and the communities we serve.

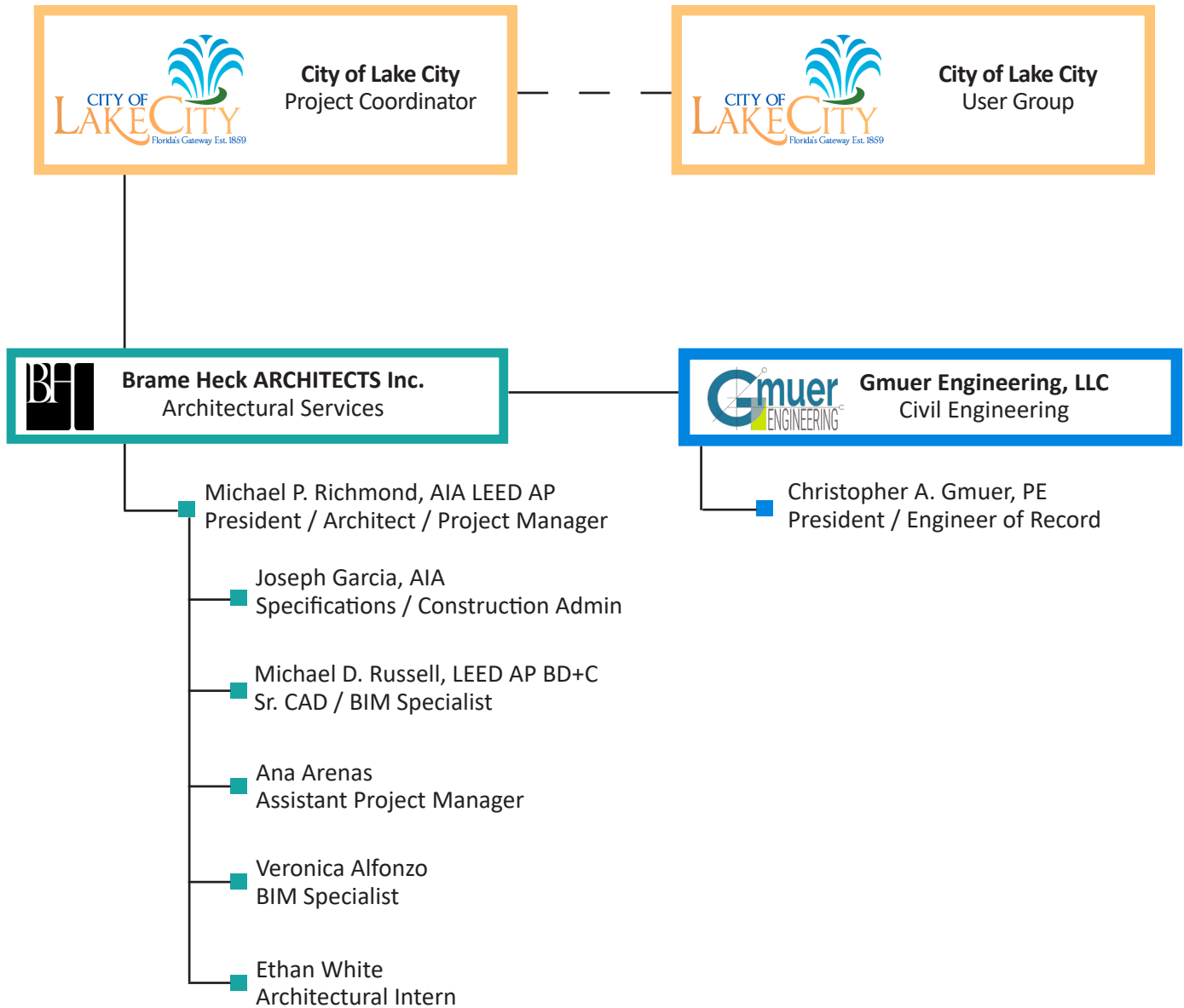
Brame Heck Architects has experience providing the following services

- Facility Condition Reports
- Feasibility Studies and Cost/Budget Analyses
- Detailed Cost Analysis
- Building Envelope Forensic Investigation
- Water Intrusion Reports
- Measured CAD/BIM Files of Existing Structures
- Space Needs Analyses and Programming
- Facility Master Planning
- Architectural Design Services - New Buildings
- Architectural Design Services - Additions
- Architectural Design Services - Renovations
- Architectural Design Services - Remodels
- Architectural Design Services - Reroofing
- Interior Design
- Construction Administration
- Post Occupancy Evaluations
- Sustainability/LEED Consultation
- High Quality Digital Renderings

In addition, with the assistance of our engineering consultants, we can provide Site Planning (Paving, Grading, Drainage, and Utilities); Mechanical, Electrical and Plumbing design; and Structural design. We can also prepare life-cycle cost analyses, and a range of other expanded design services.

## 2 FIRM CAPABILITIES

### (2) TEAM ORGANIZATIONAL CHART



## 2 FIRM CAPABILITIES

### (3) CURRENT WORKLOAD

Project Title	On Hold	Report / Predesign	Design	Bidding / Permitting	Construction	Closeout
GHS Stage Exit + Bus Loop	X					
GHS Auditorium Reno.	X					
EHS Locker Room Reno.						X
EHS Gym Reroofing						X
NCBC Addition						X
Hernando Co. FS 6						X
Grand Haven Café Reno.					X	
Roswell Surgery Center					X	
Meridian CSU Addition					X	
Bartram Building Envelope					X	
Bartram Building Envelope Ph. II					X	
GNV Airport Hangar GA-37				X		
StorQuest Express				X		
Jonesville Park			X			
Budget Inn Conversion			X			
Monteocha Park			X			
Copeland Park			X			
Santa Fe HS Security Upgrades						X
Campus CU Leesburg Reno.			X			
Burnsed Block House Restoration				X		
Stayable Suites GNV	X					
Kincell Bio Buildings A & B Reno.					X	
Grace Marketplace Dorm. Reno.				X		
Kids Culture Code Upgrades	X					
Jasper Healthcare Office			X			



# PRIOR EXPERIENCE

TAB 3



UF Center for Outdoor Recreation (CORE) - Gainesville, FL

# 3 PRIOR EXPERIENCE

## PROJECT PROFILE



### 1) Lake City's City Hall Programming and Preliminary Design Study

#### Client Contact

City of Lake City  
Steve Roberts, Director of Safety/Risk Management  
205 North Marion Ave | Lake City, FL 32055  
(386) 719-5820 | robertss@lcfla.com

#### Scope

Programming  
Space Analysis  
Site Analysis  
Feasibility Study

#### Project Cost

\$12,7000

#### Size

15,000 SF

#### Design Services

Programming  
Space Planning  
Architectural Pre-Design  
Engineering Pre-Design

#### Brame Heck Architects Team

Principal / PM: Michael Richmond

#### Civil Engineer

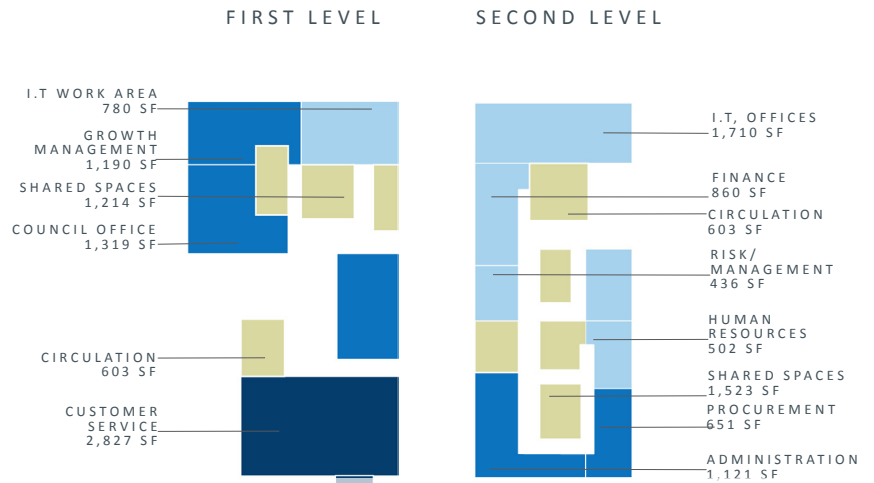
Gmuere Engineering

#### MEP Engineer

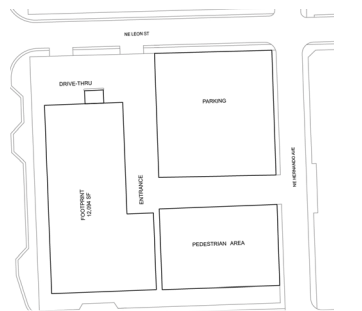
H2 Engineering

#### Completion Date

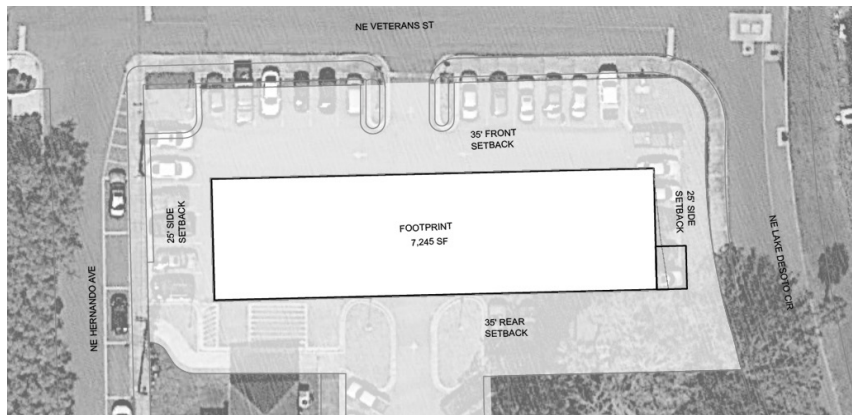
December 17, 2019



L- Shape Configuration Study



Site 1- Commercial (C-CBD Zone)



Site 2- Residential Medium Density (RO)

This programming and preliminary design analysis for a new City Hall building for Lake City was for various departments that will be relocated to a new building. Stakeholder input was gathered from department heads and staff to determine uses and requirements and to anticipate future needs. Site analyses were provided by Gmuere Engineering for two locations to determine each site's buildable area, setback requirements, utilities, storm-water management. H2 Engineering provided MEP pre-design. The final written report, programmatic diagrams, schematic designs, and budget analysis were presented to the city Council.



## 3 PRIOR EXPERIENCE

### PROJECT PROFILE



## 2) Columbia County Administrative Offices Feasibility Study

#### Client Contact

Columbia County BCC  
Ben Scott, County Manager (former);  
Finance Director BBC & Clerk to Board  
(current)  
135 Hernando Avenue, Suite 203  
Lake City, FL 32055  
(386) 719-1452  
Ben\_Scott@columbiacountyfla.com

#### Scope

Programming Study  
Administrative Offices  
Cost Analysis

#### Project Cost

\$22,860

#### Size

47,051 SF

#### Design Services

Programming  
Space Needs Analysis  
Life Cycle Analysis  
Site Evaluation

#### Brame Heck Architects Team

Principal / PM: Michael Richmond  
Sr. BIM Specialist: Michael Russell

#### MEP Engineer

Campbell Spellicy Engineering, Inc.

#### Site / Landscape Architect

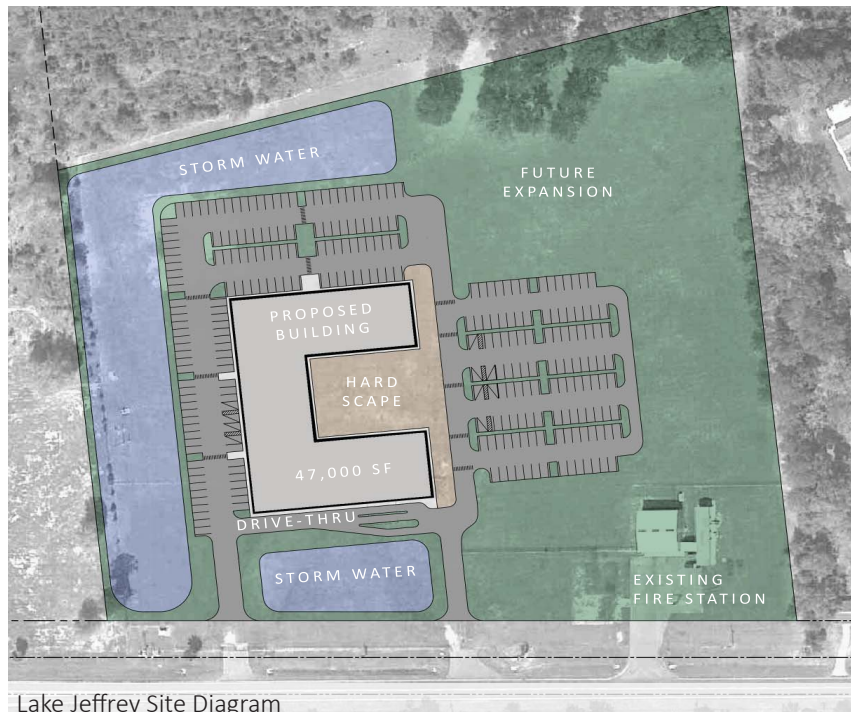
Manley Design, LLC

#### Completion Date

May 13, 2018



Schematic Rendering



Lake Jeffrey Site Diagram

Columbia County needed a new location and building for its Administrative Offices. Our team prepared questionnaires to be completed by ten (10) different work groups / departments. Using this information and input from stakeholders, a needs analysis with scaled diagrams was created. These were then overlayed on two different potential site building / locations chosen by the county in order to analyze how the departments might fit into the existing site / building shells. Three scenarios were evaluated for construction cost, life cycle, suitability, and space efficiency. This included a new building, the renovation of a bank building with additions, and the renovation of an existing hospital. Campbell Spellicy Engineering provided an MEPF analysis of existing conditions and future needs. The final report consisted of a program needs assessment, diagrammatic development of each scenario, and written narratives stating the efficiencies gained or lost of each site scenario.

# 3 PRIOR EXPERIENCE

## PROJECT PROFILE



### 3) GRU IT Office Space Planning Assessment

#### Client Contact

Gainesville Regional Utilities  
 Kristie Williams, Land Rights Coordinator  
 301 SE 4th Ave  
 Gainesville, FL 32656  
 (352) 393-1231 | williamska@gru.com

#### Scope

Lobby  
 Offices  
 Administrative  
 IT Services

#### Project Cost

\$14,474

#### Size

9,147 SF

#### Design Services

Programming  
 Space Planning  
 Schematic Design  
 Cost Analysis

#### Brame Heck Architects Team

Project Architect: Michael Richmond

#### Electrical Engineer

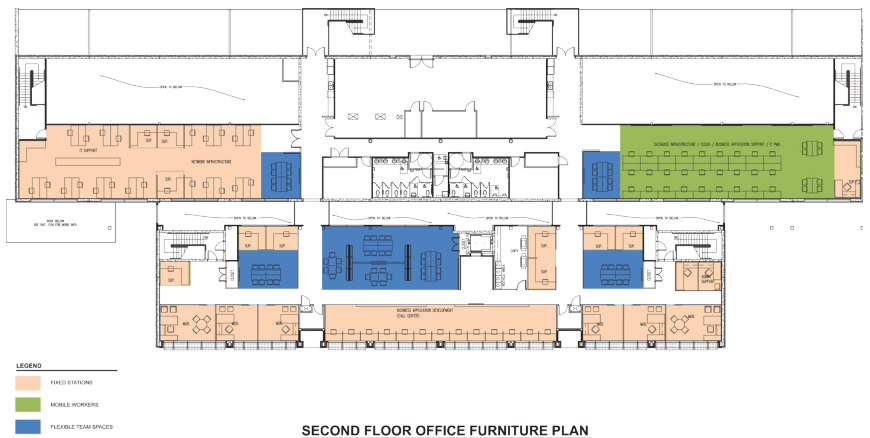
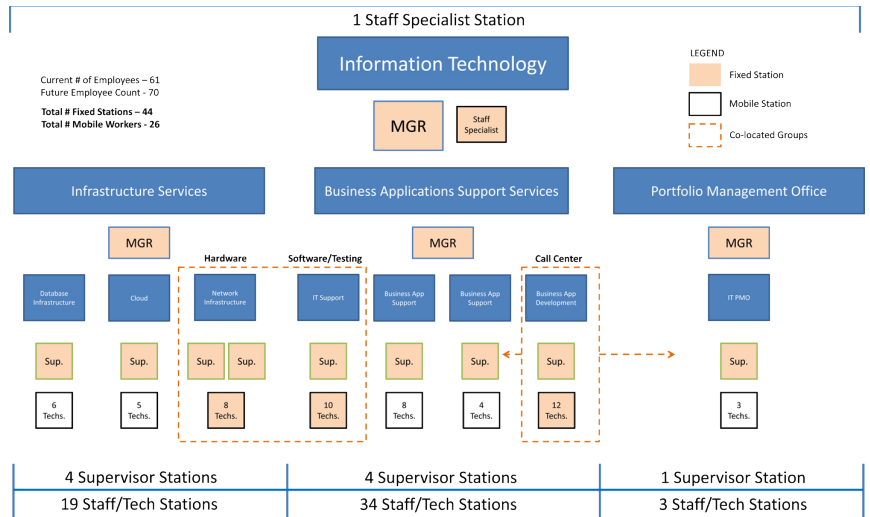
Campbell Spellicy Engineering, Inc.

#### Furniture Cost Estimation

OEC Business Interiors

#### Completion Date

October 16, 2016



The GRU IT Department was spread out throughout several areas and floors of the same building. The vision of the new IT Department Director was to consolidate his teams onto one floor and to create an environment that emphasized agile work within interactive and collaborative spaces. The programming study provided guidance on how to organize team areas to foster the desired cooperation amongst the existing segregated groups. The schematic reconfiguration design included the relocation of electrical services to workstations. A conceptual budget analysis was developed for the pending renovations which included new workstations, upgrades to finishes, the addition of dividers for acoustical privacy, mobile white boards, and more.

# 3 PRIOR EXPERIENCE

## PROJECT PROFILE



### 4) Alachua County Budget Inn Prepurchase Due Diligence Study

#### Client Contact

Alachua County Public Works Department  
Ramon Gavarrete, PE, Director  
5620 NW 120th Lane  
Gainesville, FL 32653  
(352) 548-1214  
rgavarrete@alachuacounty.us

#### Scope

Continuing Contract Services  
Due Diligence  
Property evaluation  
Building Envelope

#### Project Cost

\$35,800

#### Size

17,200 SF

#### Design Services

Architectural Investigation  
Feasibility Study  
Code Analysis

#### Brame Heck Architects Team

Principal / PM: Michael Richmond

#### MEP Engineer

Campbell Spellicy Engineering, Inc.

#### Structural Engineer

Sputo & Lammert Engineering, Inc.

#### Civil Engineer

DRMP, Inc.

#### Environmental Engineer

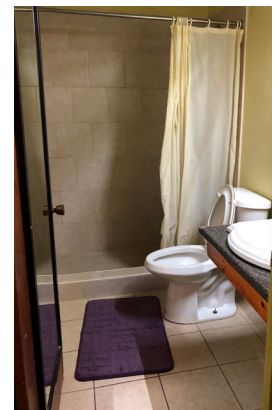
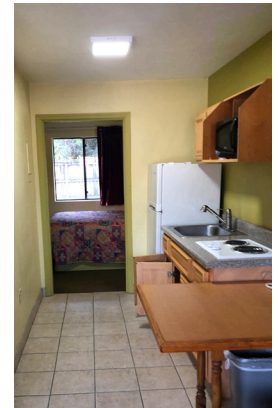
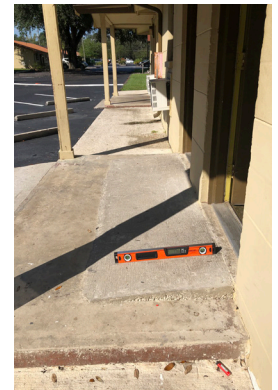
GSE Engineering

#### Environmental Engineer 2

GLE Associates

#### Completion Date

March 23, 2020



Alachua County required a due diligence report for a privately owned extended stay motel that was to be purchased and converted to transitional housing for the homeless. The nine buildings on the property needed to be evaluated for ADA access, utility service, parking, drainage, and other civil/site plan related items. The building envelope, including roof, walls, fenestrations, and finishes were examined. The prepared report included photographs and narratives providing in-depth observational details to describe the conditions of the buildings and property. Deficiencies and maintenance issues were noted. The Brame Heck Architects team was chosen to execute the resulting design project and is currently preparing construction documents for the conversion.



# 3 PRIOR EXPERIENCE

## PROJECT PROFILE



### 5) Meridian Lake Shore Hospital Analysis and Planning Report

#### Client Contact

Meridian Behavioral Health  
Tom Rossow, Vice President, Facilities  
1565 SW Williston Road  
Gainesville, FL 32608  
(352) 372-6967  
tom\_rossow@MBHCI.org

#### Scope

Offices  
Lobby  
Kitchen  
Pharmacy  
Crisis Stabilization Unit

#### Project Cost

\$35,000

#### Size

102,351 SF

#### Design Services

Programming  
Existing Conditions  
Budget Analysis  
Planning

#### Brame Heck Architects Team

Principal / PM: Michael Richmond  
Sr. BIM Specialist: Michael Russell  
Specifications: Joseph Garcia

#### MEP Engineer

Campbell Spellicy Engineering, Inc.

#### Completion Date

July 25, 2022



Standing water on roof



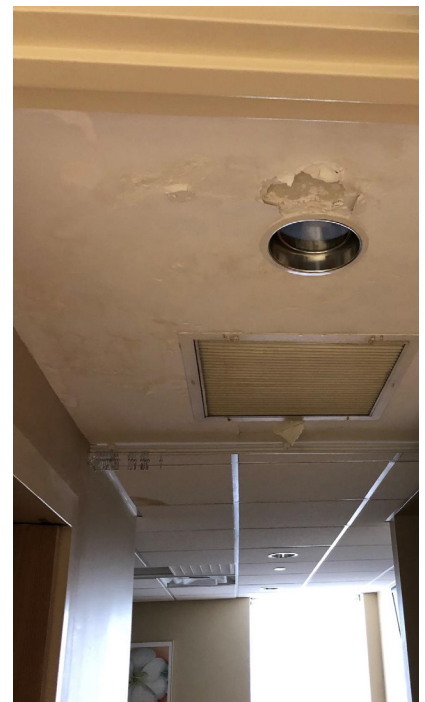
Organic growth on roof membrane



Sealant deterioration



Kitchen Ceiling build-up



Damage from piping leak

Prior to leasing the former Lake Shore Hospital building, Meridian Behavioral Health required a report to determine project feasibility. Our team performed an assessment of the existing buildings conditions which included a list of building system repairs, replacements, and/or maintenance required over the next 5-7 years and a detailed budget analysis for this maintenance. A conceptual design was included for renovations needed prior to occupancy and a budget analysis for this phase. These renovations would have provided a Crisis Stabilization Unit, kitchen, lobby, pharmacy, and offices. CSEI provided an evaluation of MEPF systems.

# 3 PRIOR EXPERIENCE

## PROJECT PROFILE



### 6) Victory Preparatory School Feasibility Analysis

#### Client Contact

Victory Preparatory School  
Erin Gibson, Executive Director  
110 Masters Dr. | St. Augustine FL 32084  
(904) 810-0535  
egibson@victoryprep.net

#### Scope

Offices  
Education  
Assembly

#### Project Cost

\$3,250

#### Size

14,676 SF

#### Design Services

Programming  
Feasibility Analysis  
Budget Analysis  
Code Review

#### Brame Heck Architects Team

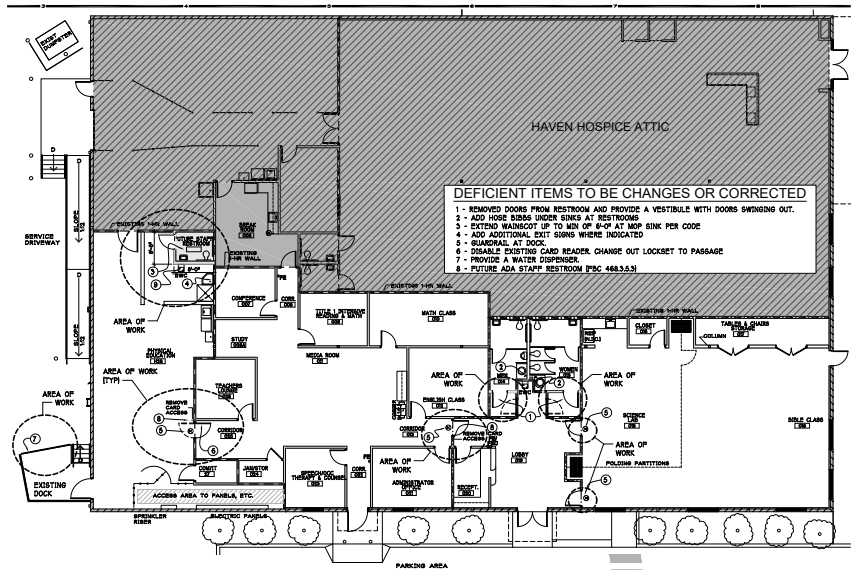
Principal / PM: Michael Richmond  
Sr. BIM Specialist: Michael Russell

#### MEP Engineer

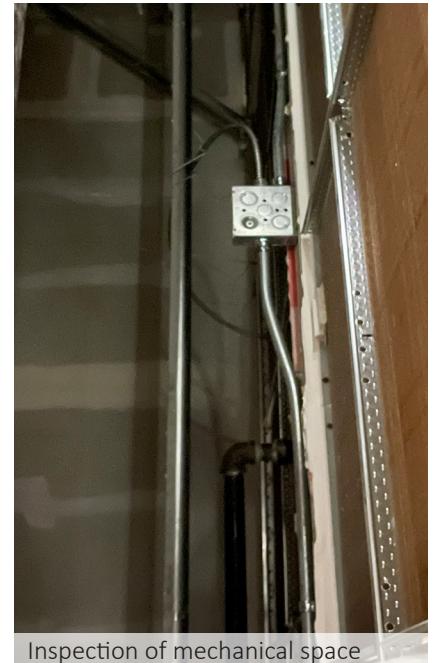
Campbell Spellicy Engineering, Inc.

#### Completion Date

July 7, 2021



Inspection of mechanical space



Inspection of mechanical space

This limited feasibility analysis was for the relocation of a high school to an existing building which required a change of occupancy. A code review identified the main points within the Florida Building Code and the Florida Fire Prevention Code that would affect the change of occupancy. The final report included project scope / programming document was developed to identify code issues and maximum occupant loads. A budget analysis was prepared to show a rough cost estimate associated with the construction scope and the design scope of the potential project. A schematic floor plan was prepared to show a potential layout of the school in the new building. A MEP analysis was performed by Campbell Spellicy Engineering.



## 3 PRIOR EXPERIENCE

### PROJECT PROFILE



## 7) City of Gainesville ADA Compliance Upgrades

#### Client Contact

City of Gainesville Public Works  
Kurt Schuman, Project Coordinator  
200 E University Ave  
Gainesville, FL 32601  
(352) 393-8173  
schumanka@cityofgainesville.org

#### Scope

ADA Code Compliance  
Accessibility  
Restrooms

#### Project Cost

\$569,354

#### Size

Varies by location

#### Design Services

Code Review  
Feasibility Study  
Architectural Design  
Engineering Design  
Construction Administration

#### Brame Heck Architects Team

Principal: Michael Richmond  
Sr. BIM Specialist: Michael Russell  
Specs / Project Architect: Joseph Garcia

#### MEP Engineer

Campbell Spellicy Engineering, Inc.

#### Completion Date

April 10, 2023

#### Builder Contact

Oelrich Construction Inc.  
Jerre Carr, Project Manager  
(352) 745-7877  
jcarr@oelrichconstruction.com



This project scope included feasibility studies and ADA code compliance corrections at eight different buildings in various locations within the City of Gainesville. Two of the buildings are on the National Registry of Historic Places, the Thomas Center and the Old Post Office (The Hippodrome). Accessible restrooms were provided for both historic buildings, and the Hippodrome also required a new switchback ramp at the main entrance. New ADA code compliant restrooms were added in the other six buildings which included the following; GRACE Marketplace Food Service Building, GRACE Dorm Building C, GRACE Medical Building, Fire Station #5, Fire Station #3, and Evergreen Cemetery Office / Maintenance.



# 3 PRIOR EXPERIENCE

## PROJECT PROFILE



### 8) Clay Electric Keystone Heights District Office

#### Client Contact

Clay Electric Cooperative, Inc.  
Bryan Gunter, PE, Division Manager  
65 SW Citrus Avenue P.O. Box 308  
Keystone Heights, FL 32656  
(352) 473-8000 | bgunter@clayelectric.com

#### Scope

Offices  
Customer Service  
Strict Budget

#### Project Cost

\$3.6 M

#### Size

8,210 SF

#### Design Services

Programming  
Architectural Design  
Engineering Design  
Construction Administration

#### Brame Heck Architects Team

Principal / PM: Michael Richmond  
Sr. BIM Specialist: Michael Russell

#### MEP Engineer

Campbell Spellicy Engineering, Inc.

#### Structural Engineer

Sputo & Lammert Engineering, Inc.

#### Civil Engineer

DRMP, Inc.

#### Landscape Architect

Manley Design, LLC

#### Completion Date

March 23, 2020

#### Builder Contact

J.E. Decker Construction Group  
Chris Decker, PE  
(352) 448-1428 | chris@deckercm.com



Clay Electric Cooperative, Inc. was in need of a new district office in Keystone Heights, FL. Demolition of two existing headquarters buildings allowed for the new construction. In addition to full engineering and landscaping services provided for this 1.8 acre site, the design included new offices, a customer service space, a warehouse, and a conference room for employees. This is one of four designs completed by Brame Heck Architects for other Clay Electric offices, including Lake City, Palatka, and Salt Springs. The project included programming and user surveys, significant space planning, and strict budgetary constraints.



# 3 PRIOR EXPERIENCE

## PROJECT PROFILE



### 9) Alachua County Public Defender Office Building

#### Client Contact

Alachua County Facilities Management  
Greg Nuetzi (retired)  
Danny Moore (current)  
915 SE 5th Street  
Gainesville, FL 32601  
(352) 338-3229 | jdmoore@alachuacounty.us

#### Scope

Office Building  
Strict Budget  
IT Facilities  
Administrative Work Spaces

#### Project Cost

\$4.5 M

#### Size

21,360 SF

#### Design Services

Programming  
Architectural Design  
Engineering Design  
Construction Administration

#### Brame Heck Architects Team

Principal / PM: Michael Richmond  
Sr. BIM Specialist: Michael Russell

#### MEP Engineer

Campbell Spellicy Engineering, Inc.

#### Structural Engineer

Sputo & Lammert Engineering, Inc.

#### Civil Engineer

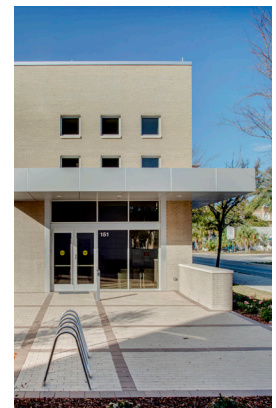
DRMP, Inc.

#### Completion Date

August 15, 2016

#### Builder Contact

Charles Perry Partners, Inc.  
Scott Winfield (retired)  
(352) 333-9292



The Alachua County Public Defender had outgrown their previous space. A new 20,000+ square foot space located near the Alachua County Courthouse was necessary. Program verification included offices, client meeting spaces, conference and clerical spaces, IT facilities, and administrative work space. Sharing a site with the existing Alachua County Courthouse required an efficient footprint and architecture that was complementary to the established context. This new location, coupled with the function of the Alachua County Public Defender, additionally required the attention to and incorporation of robust building security elements, plan efficiency, and site constraints. This project was given the 2017 City Beautification Award by the city of Gainesville.





Dick Mondell's Rendering - Jacksonville Beach, FL

## 4 REFERENCES

1. Union County BOCC  
James Williams CPM CBC, Union County Coordinator  
countycoord@unioncounty-fl.gov  
(386) 496-0027
2. Alachua County BOCC  
Claudia Tuck, LC SW, Director of Community Support Services  
ctuck@alachuacounty.us  
(352) 264-6704
3. University of Florida Planning Design & Construction  
Stephen Caron, Project Manager  
s.caron@ufl.edu  
(352) 273-4018
4. Alachua County Facilities Management  
Danny Moore, Capital and Preservation Projects Supervisor  
jdmoore@alachuacounty.us  
(352) 338-3229
5. City of Gainesville, Wild Spaces & Public Places  
Elizabeth (Betsy) Waite PE CPRP, Director  
waiteed@gainesvillefl.gov  
(352) 393-8187
6. Alachua County Public Schools  
Justin Nappy, Project Coordinator  
nappyjs@gm.sbac.edu  
(352) 451-8058



BHS Entry Security Upgrades



UF Rhines Hall Academic Advising Suite



Perry Animal Hospital Renovation



Haven Hospice E.T. York - Gainesville, FL

## 5 PROJECT APPROACH

### (1) BUDGET METHODOLOGY / COST CONTROL

Before any design process starts, we will prepare a conceptual cost estimate using a number of different methods, including cost/sf analyses, breakdowns by CSI division, comparison with recent similar projects, review of case study project data, or some combination of the above. We also frequently will reach out to contracting firms with whom we work regularly for a confirming opinion. In order to determine a square foot cost, we typically start with published data such as RS Means for a similar project type, and adjust that number based on our understanding of the project's complexity, as well as our experience with similar projects. For small projects, this is usually accurate enough as a starting point, and the cost analysis will be refined as the study / design process proceeds. For projects that will be delivered with a Construction Manager, we work closely with the CM to develop their cost analysis throughout the design process. If a project will be design/bid/build, we will refine our budget analysis as needed to reflect the scope and expected quality of the work. Finally, since we don't have control over construction market conditions, we always try to design projects with alternative systems in mind that can be added if a project underbids – improving the quality of the work. Alternatively, we will also include items that can be reduced or eliminated to meet the project budget without sacrificing functionality.

Our design approach does not vary based solely on the construction value. Every construction project can be analyzed based on the scope of the work, the complexity of the work, the expected quality of the work, the budget, and the schedule. So, we make it a point to adjust our approach based on all these relevant and interactive factors.

For example, our design approach for a project that has a short timeline would be to schedule fewer, more intensive design reviews in order to meet the deadline, while work that is less urgent can be scheduled with more time for stakeholders to review and reflect on the design as it is completed.

Of course, complexity and quality also drive our approach. If a larger project is fairly repetitive (such as multiple similar offices), or involves a limited number of systems (such as a reroofing project), then that would tend to simplify our process and make the delivery quicker.

For any project we are assigned, we assume the budget is fixed, and will prepare a customized design schedule that is tailored to deliver a project that is on time and under budget, while also being functional, long lasting, and meeting stakeholders' expectations of quality and aesthetics.

### (2) SCHEDULE & QUALITY CONTROL METHODOLOGY

At the beginning of each project, we develop a schedule with milestones and deliverables. Then, we continually coordinate the effort required on all of our active projects to meet those milestones, looking for potential overlaps between projects, and conflicts due to simultaneous deadlines. Priorities are reviewed regularly, and staffing adjusted if necessary. We also maintain continuous lines of communication between our design team, our engineers design team, the User Group, the City's Project Manager, and any other project stakeholders. We conduct regular plan and specification checks, and frequent reviews of the City's design standards to help avoid backtracking. By engaging with our engineering consultants as early in a project as possible, we allow adequate time for reviewing and coordinating plans and specifications between disciplines. While a project is underway, our team works from a single shared BIM model in Revit to maintain continuity of design between disciplines and to stay informed of any project updates.



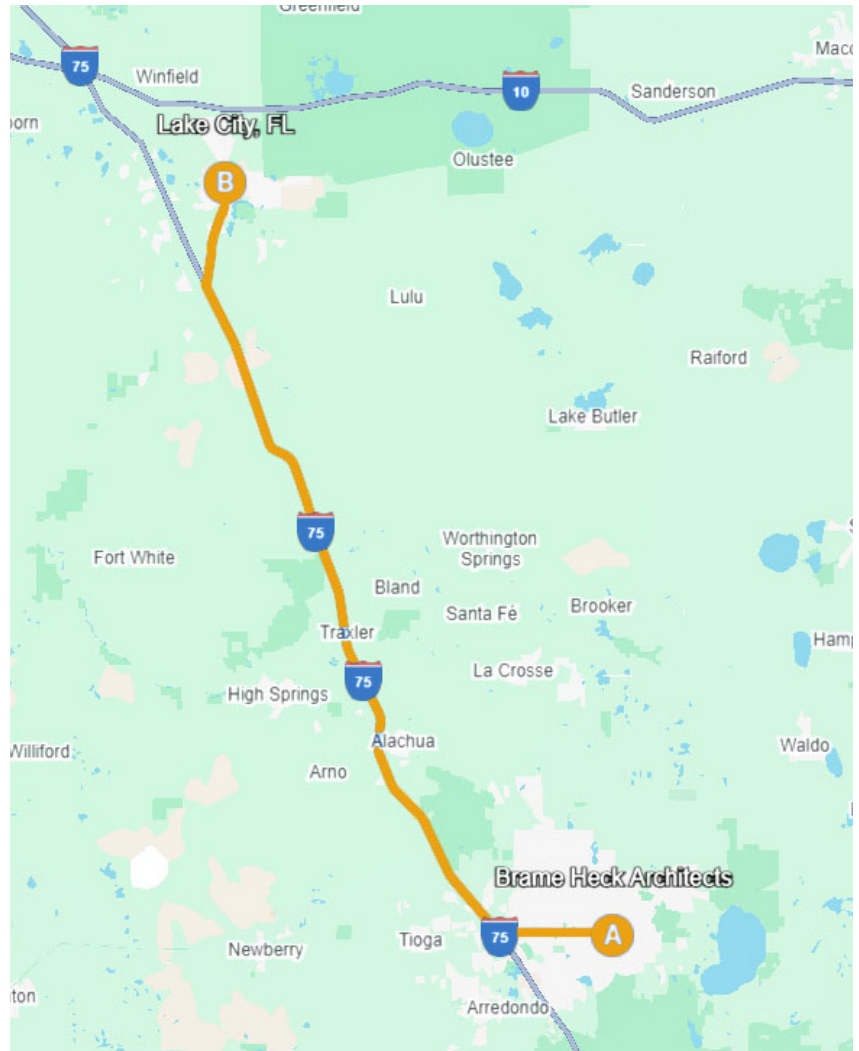
North Florida Retirement Village Center Pointe Commons Rendering- Gainesville, FL

## 6 WORK LOCATION

### (1) PROXIMITY

<u>Location</u>	606 N.E. First Street Gainesville, FL 32601
<u>Distance</u>	47 miles
<u>Driving Time</u>	1 hour
<u>Phone</u>	352-372-0425

Brame Heck Architects Inc. began with an architectural practice established in 1911 by Newbold L. Goin. Our office has been in its current location since the early 1960's. All staff work on-site at this location.



### (2) LOCAL FAMILIARITY

Almost all of our teams' projects are located in North Central Florida so we have a confident understanding of local labor and material markets. The current Brame Heck team and the Gmuer Engineering team have both recently performed work in the Lake City and Columbia County areas, so we are familiar with local codes and permitting processes, including relevant requirements for building setbacks, parking considerations, landscape requirements, and utilities. Our team takes pride in our knowledge and understanding of the standards and procedures that are unique to the jurisdiction of each project.





UF HSC Library Renovations - Gainesville, FL

## PROJECT SCOPE / TASKS

1. Brame Heck Architects Inc. (BHA), along with our engineering consultants will prepare a space needs and programming analysis for the various departments that will be located in the new building. These include:
  - a. Administration
  - b. Council Office
  - c. Customer Service
  - d. Growth Management
  - e. Human Resources
  - f. Information Technology
  - g. Procurement
  - h. Finance

This study will assume programming office space for approximately 40 people, to accommodate future growth.

2. We will prepare **surveys** to be distributed to departments listed above to gather information regarding personnel, common facility requirements (conference, break areas, copy rooms, file storage, etc.)
3. Using the information gathered from these **surveys**, BHA will prepare a written **program**, including narratives and **diagrams** indicating the space requirements of each department, the relationships between departments, and public access.
4. We will study how the diagrams developed in Task 3 above would fit on the **site** you have identified.
5. We will prepare a **budget** analysis based on reasonable cost expectations for the building and the site work.
6. We will prepare a **rendering** of a building reflecting the diagram on the site.

We will retain Gmuer Engineering to complete a detailed site analysis of the potential sites to include but not limited to:

- Written evaluation of each of the potential sites
- Maps of regulatory and physical characteristics of the potential sites to include: High Resolution Aerial, Future Land Use, Zoning, FEMA Flood Zone, NRCS Soils, etc.
- Evaluate Maps of the Utility and Public Works Infrastructure serving the potential sites
- Preliminary Site Construction Budget Analysis of each of the potential sites
- Conceptual Site Design layouts including setbacks, buffers, etc.
- An evaluation of any required comp plan changes such as rezoning, land use, and text amendments to the LDC.
- Assist the Architect in preparing the power point presentation
- Answer council questions about the pro's and con's of the potential sites
- Provide an evaluation of the permitting requirements applicable to each site (SRWMD, DEP, FDOT and State Health Department, etc)
- Provide an evaluation of the environmental limitations, permitting requirements, restoration, etc. that would be applicable to each site
- Provide an evaluation of the needed roadway design challenges, right-of-way improvements, traffic impacts, etc. anticipated for each site
- Provide an evaluation of the public works infrastructure improvements needed to serve each site such as parking, CIP projects, and their benefit to the site

## DELIVERABLES

7. A **written report** of the findings, including a program/needs analysis, diagrams, rendering, written narrative(s), and a budget analysis.

## 7 FEES

### FEES / SCHEDULE

We propose to provide the services described above for a lump sum fee of \$14,900 to be invoiced on the following schedule:

PHASE/TASK	FEE
Civil Due Diligence / Existing Conditions	\$1,000
Surveys	\$3,300
Programming/Narrative	\$2,200
Civil Due DRAFT Program	\$2,000
Diagramming	\$2,200
Budget Analysis	\$1,000
Rendering	\$1,200
Civil DRAFT Report	\$1,500
Civil FINAL Report	\$500
	<hr/>
	\$14,900

We feel the above fee calculation is reasonable and consistent with effort that will be required on a project of this complexity. Should the project scope be increased significantly, then our design fee would be appropriately recalculated.

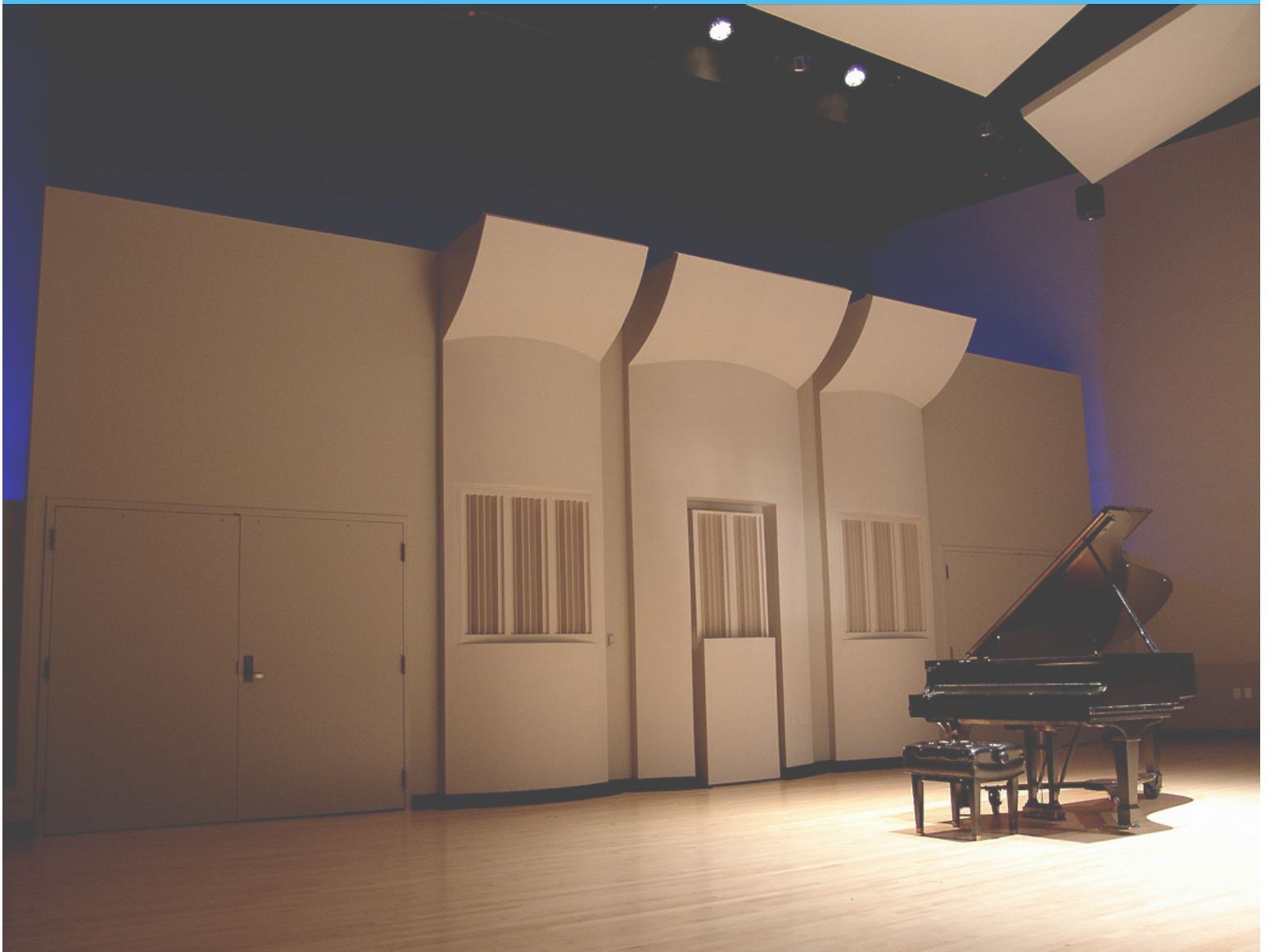
PREPARED FOR:

# CITY OF LAKE CITY

PREPARED BY:

## BRAME HECK ARCHITECTS AND TEAM

2024



University of Florida Music Building Room 101 - Gainesville, FL

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

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

1. This sworn statement is submitted with Bid No. RFP-001-2025.
2. This sworn statement is submitted by Brame Heck ARCHITECTS Inc. whose business address is 606 NE 1st Street | Gainesville, FL 32601 and (if applicable) its Federal Identification No.(FEIN) is 59-1348740. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement \_\_\_\_\_.
3. My name is Michael Richmond and my relationship to the entity named above is President.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair

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

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

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

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

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

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

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

Signature: [Handwritten Signature]

Date NOVEMBER 11, 2024

STATE OF Florida

COUNTY OF Alachua



**KAITLYNN JAMES**  
Notary Public  
State of Florida  
Comm# HH469998  
Expires 12/4/2027

Personally appeared before me, the undersigned authority, Michael Richmond who  
after first being sworn by me, affixed his/her signature in the space provided above on  
this 11 day of November 20 24.

Kaitlynn James

Notary Public, State at large

My Commission Expires: 12/4/2027

**DRUG FREE WORKPLACE CERTIFICATE**

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

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

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

[Handwritten Signature]  
Authorized Signature

NOV 11, 2024  
Date Signed

State of Florida

County of Alachua

Sworn to and subscribed before me this 11 day of November 2024.

Personally known X or Produced Identification \_\_\_\_\_

Kaitlynn James  
Signature of Notary

My Commission Expires: 12/4/2027

(Specify type of identification)



**KAITLYNN JAMES**  
Notary Public  
State of Florida  
Comm# HH469998  
Expires 12/4/2027





CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA, CITY OF Gainesville

Before me, the undersigned authority, personally appeared Michael Richmond, who was duly sworn deposes and states:

- 1. I am the President of Brame Heck ARCHITECTS Inc. with a local office in Gainesville, FL and principal office in N/A and principal office in N/A.
2. The above named entity is submitting a Proposal for the City of Lake City **RFP-001-2025** described as **City Hall Feasibility Analysis**.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

DATED this 11th day of NOVEMBER 2024.
(Affiant)

Michael Richmond

Typed Name and Title

Sworn to and subscribed before me this 11 day of November 2024. Personally Known X Or produced identification \_\_\_\_\_.

Identification type: Personally known

Notary Public-State of Florida

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

My commission expires 12/4/2027.



**E-VERIFY AFFIRMATION STATEMENT**

RFP/Bid /Contract No:  
RFP-001-2025

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Project Description:  
City Hall Feasibility Analysis

---

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name:  
Brame Heck ARCHITECTS Inc.

---

Authorized Company Person’s Signature:  


---

Authorized Company Person’s Title:  
Michael Richmond, President

---

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

**THIS FORM MUST BE INCLUDED WITH YOUR SUBMITTAL**

## HUMAN TRAFFICKING AFFIDAVIT

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.
2. I currently serve as President (Role) of Brame Heck ARCHITECTS Inc. (Company).
3. Brame Heck ARCHITECTS Inc. (Company) does not use coercion for labor or services, as those terms are defined in Florida Statute 787.06.
4. This declaration is made pursuant to Florida Statute 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I Michael Richmond, President (Signatory Name and Title), declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

### COMPANY

Brame Heck ARCHITECTS Inc.  
NAME OF BUSINESS ENTITY

  
SIGNATURE

Michael Richmond, President  
TYPE NAME AND TITLE

**File Attachments for Item:**

5. City Council Resolution No. 2025-003 - A resolution of the City of Lake City, Florida, approving that certain First Amendment to Employment Agreement between the City and Donnie L. Rosenthal for City Manager Services; making certain findings of fact in support of the City approving said amendment; recognizing the authority of the Mayor to execute and bind the City to said amendment; directing the Mayor to execute and bind the City to said amendment; repealing all prior resolutions in conflict; and providing an effective date.

**RESOLUTION NO 2025 – 003**  
**CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN FIRST AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN THE CITY AND DONNIE L. ROSENTHAL FOR CITY MANAGER SERVICES; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID AMENDMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AMENDMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AMENDMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lake City (the “City”) and Donnie L. Rosenthal (the “City Manager”), are parties to that certain employment agreement dated May 20, 2024 (the “Employment Agreement”); and

**WHEREAS**, the Employment Agreement established an annual base salary of \$162,500.000 for the City Manager; and

**WHEREAS**, the City Manager has completed six months of employment with the City, undergoing an evaluation by the City Council on December 16, 2024; and

**WHEREAS**, the City wishes to amend the Employment Agreement to reflect an increase in the City Manager’s annual salary to \$175,000.00 by adopting that certain First Amendment to Employment Agreement (the “First Amendment”) in the form of the amendment attached hereto; and

**WHEREAS**, approving the First Amendment is in the public interest and in the interests of the City; now therefore

**BE IT RESOLVED** by the City Council of the City of Lake City, Florida:

1. Approving the First Amendment is in the public or community interest and for public welfare; and
2. In furtherance thereof, the First Amendment in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The Mayor of the City of Lake City is the officer of the City duly designated by the City’s Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and
4. The Mayor of the City of Lake City is authorized and directed to execute on behalf of and bind the City to the terms of the First Amendment; and

5. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
6. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

**APPROVED AND ADOPTED**, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of January, 2025.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

---

Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

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Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

---

Clay Martin, City Attorney

**FIRST AMENDMENT**  
**TO**  
**EMPLOYMENT AGREEMENT**

For good and valuable consideration, the mutual receipt of which is acknowledged by the parties, hereto, this First Amendment to Employment Agreement (the "First Amendment"), is made and entered into this \_\_\_\_ day of January, 2025, by and between the City of Lake City, Florida, a Florida municipality, (hereinafter called "Employer") and Donnie L. Rosenthal, (hereinafter called "Employee"), both of whom agree as follows:

1. Amendment. Section 3, Paragraph A of that certain Employment Agreement dated May 20, 2024 (the "Employment Agreement") by and between the Employer and Employee shall be amended as follows:

**Section 3: Compensation.**

1. Employer agrees to pay Employee an annual base salary of \$175,000.00, payable in installments at the same time the other employees of the Employer are paid.
2. Effect on Employment Agreement. The remaining provisions of the Employment Agreement, which provisions are not the subject of the amendment set forth herein shall remain in full force and effect.
3. Integration. This First Amendment sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the Employer and Employee are merged into and rendered null and void by this First Amendment. The Employer and Employee by mutual written agreement may amend any provision of this First Amendment during the life of the First Amendment. Such amendments shall be incorporated and made a part of this First Amendment.
4. Binding Effect. This First Amendment shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives, and successors in interest.
5. Severability. The invalidity or partial invalidity of any portion of this First Amendment will not affect the validity of any other provision. In the event that any provision of this First Amendment is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both Employer and Employee subsequent to the expungement or judicial modification of the invalid provision.
6. Precedence. In the event of any conflict between the terms, conditions, and provisions of this First Amendment and the provisions of Council's policies, or Employer's ordinances or Employer's rules and regulations, or any permissive state or federal law, then, unless

**EXHIBIT TO  
RESOLUTION**

**NOT FOR  
EXECUTION**



otherwise prohibited by law, the terms of this First Amendment shall take precedence over contrary provisions of Council's policies, or Employer's ordinances, or Employer's rules and regulations or any such permissive law during the term of this First Amendment.

7. Effective Date. This First Amendment shall be retroactive in effect and become effective on December 16, 2024.

DATED this \_\_\_\_\_ day of January, 2025.

EMPLOYEE:

EMPLOYER:

\_\_\_\_\_  
Donnie L. Rosenthal  
Employee

\_\_\_\_\_  
Noah E. Walker  
Mayor

ATTEST:

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

Approved as to form and content:

\_\_\_\_\_  
Clay Martin  
City Attorney

**EXHIBIT TO  
RESOLUTION**

**NOT FOR  
EXECUTION**

**File Attachments for Item:**

6. City Council Resolution No. 2025-004 - A resolution of the City of Lake City, Florida approving a Third Amendment to the Interlocal Agreement with Columbia County, Florida related to the Emergency Home Repair Program for eligible citizens; making certain findings of fact in support of the City approving said agreement; recognizing the authority of the Mayor to execute and bind the City to said agreement; directing the Mayor to execute and bind the City to said agreement; repealing all prior resolutions in conflict; and providing an effective date.

## **RESOLUTION NO 2025 - 004**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING A THIRD AMENDMENT TO THE INTERLOCAL AGREEMENT WITH COLUMBIA COUNTY, FLORIDA RELATED TO THE EMERGENCY HOME REPAIR PROGRAM FOR ELIGIBLE CITIZENS; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID AGREEMENT; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; DIRECTING THE MAYOR TO EXECUTE AND BIND THE CITY TO SAID AGREEMENT; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, pursuant to City Council Resolution No. 2022-047, the City of Lake City, Florida (the "City") and Columbia County, Florida (the "County") entered into that certain Interlocal Agreement between Columbia County, Florida and the City of Lake City, Florida concerning the administration of the Emergency Home Repair Program for Citizens who are Seniors, Disabled, or Veterans (the "Interlocal Agreement"), whereby the City appropriated \$250,000.00 of ARPA Funds to such program; and

WHEREAS, pursuant to Resolution No. 2022-127, the City authorized an Amendment to the Interlocal Agreement and appropriated an additional \$250,000.00 of ARPA Funds; and

WHEREAS, pursuant to Resolution No. 2023-061, the City authorized a second Amendment to the Interlocal Agreement and appropriated an additional \$250,000.00 of ARPA Funds; and

WHEREAS, the City has exhausted all of its available ARPA Funds, but continues to desire to provide funding in furtherance of the Interlocal Agreement; and

WHEREAS, the City has available certain unrestricted funds in its General Fund to appropriate in furtherance of the Interlocal Agreement; and

WHEREAS, the City and the County desire to amend the Interlocal Agreement a third time to allow for a fourth installment of funds to the County in the amount of \$100,000 in accordance with the Interlocal Agreement (the "Third Amendment"), which funds are unrestricted funds from the City's General Fund, and not ARPA Funds; and

WHEREAS, additional funding is in the public or community interest and for public welfare; now therefore

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Approving the Third Amendment is in the public interest and in the interests of the City; and
2. In furtherance thereof, the Third Amendment in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and

3. The Mayor is authorized to execute any documents necessary for the distribution of the \$100,000.00 to the County in accordance with the Interlocal Agreement; and
4. The Mayor of the City of Lake City is the officer of the City duly designated by the City's Code of Ordinances to enforce such rules and regulations as are adopted by the City Council of the City of Lake City; and
5. The Mayor of the City of Lake City is authorized and directed to execute and bind the City to the terms of the Third Amendment; and
6. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
7. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_ day of January, 2025.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

---

Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

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Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Clay Martin, City Attorney

**AMENDMENT TO INTERLOCAL AGREEMENT  
EMERGENCY HOME REPAIR PROGRAM**

THIS AMENDMENT to the INTERLOCAL AGREEMENT dated June 16, 2022 is entered into this \_\_\_\_ day of January, 2025, by and between Columbia County, Florida, a political subdivision of the State of Florida, whose mailing address is Post Office Box 1529, Lake City, Florida 32056-1529, and the City of Lake City, Florida, a body politic of the State of Florida, with a mailing address of 205 North Marion Street, Lake City, Florida 32055.

WHEREAS, the City of Lake City, Florida (the “City”) and Columbia County, Florida (the “County”) entered into that certain Interlocal Agreement between Columbia County, Florida and the City of Lake City, Florida for the Emergency Home Repair Program for Citizens who are Seniors, Disabled, or Veterans dated June 16, 2022; and

WHEREAS, said parties hereby desire to amend the Agreement as provided in this Amendment to Interlocal Agreement between the County, Florida and the City for the Emergency Home Repair Program for Citizens who are Seniors, Disabled, or Veterans.

WHEREAS, the Agreement provided that the City would utilize \$250,000.00 of the funds the City received through the American Rescue Plan Act (“ARPA”) to partner with the County and its “Emergency Home Repair Program”; and

WHEREAS, the City and the County have utilized said ARPA funds to assist eligible citizens of the City through the County’s “Emergency Home Repair Program”; and

WHEREAS, the City desires to utilize additional unrestricted City funds from the City’s General Fund in the amount of \$100,000 to assist additional eligible citizens of the City through the County’s “Emergency Home Repair Program”; and

WHEREAS, the County is amenable to partnering with the City to provide for the City’s aforementioned needs in accordance with the terms and conditions of this Amendment; now, therefore

IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED, AND ON THE TERMS AND CONDITIONS HEREIN SET FORTH, THE PARTIES AGREE AS FOLLOWS:

1. RECITALS INCORPORATED.

The recitals above are true and correct and are incorporated herein by reference.

2. TERM.

This Agreement shall become effective upon the recording of this Agreement in the Official Records of Columbia County and shall continue in full force and effect until amended, canceled, or superseded. Either party may terminate this agreement, with or without cause, by providing the other with written notice at least one hundred eighty (180) days prior to the effective date of such termination.

**EXHIBIT TO  
RESOLUTION**

**NOT FOR  
EXECUTION**

3. TERMS AND CONDITIONS.

The City shall continue to be obligated as provided in paragraph Three (3) of the Agreement. The County shall continue to be obligated as provided in paragraph Four (4) of the Agreement. The funds provided in accordance with this amendment shall be utilized to improve eligible residences set forth in the Exhibit hereto in sequential order until such time as funds provided by the City are insufficient to complete the work on the next residence listed in said Exhibit.

4. AMERICAN RESCUE PLAN NOTICE AND MANDATED CLAUSES.

This Agreement is a subrecipient agreement funded with a federal assistance award to the City of Lake City from the US Department of Treasury under Sections 602(b) and 603(b) of the Social Security Act, as added by section 9901 of the American Rescue Plan Act (ARPA), which created the Coronavirus State and Local Fiscal Recovery Fund (LFRF). The award is documented in the American Rescue Plan Act Coronavirus Local Fiscal Recovery Fund Agreement (hereinafter “ARPA Agreement”) approved via City Council Resolution 2021-140. In accordance with the ARPA Agreement, the County agrees to the following mandated provisions:

A. Suspension and Debarment:

- 1) This agreement is a covered transaction for purposes of 2 CFR pt. 180 and 2 CFR pt. 3000. As such the County is required to verify that neither the County, its principals (defined at 2 CFR § 180.995), nor its affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR § 180.940) or disqualified (defined at 2 CFR § 180.935).
- 2) The County must comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction into which it enters.
- 3) This certification is a material representation of fact relied upon by the State of Florida, Division of Emergency Management (hereinafter the “Division”). If it is later determined that the County did not comply with 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C, in addition to remedies available to the Division, the Federal Government may pursue available remedies, including, but not limited to, suspension and debarment.
- 4) The County, or its bidder or proposer, agrees to comply with the requirements of 2 CFR pt. 180, subpart C and 2 CFR pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The County, or its bidder or proposer, further agrees to include a provision requiring such compliance in its lower tier covered transactions.

- B. Byrd Anti-Lobbying Amendment, 31 USC section 1352 (as amended): Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an

employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Recipient.

- C. The applicable requirements of section 603 of the Act, regulations adopted by the Treasury Department pursuant to section 603(f) of the Act, and guidance issued by the Treasury Department.

5. COMPENSATION.

The City shall appropriate and transfer to the County an additional lump sum amount of one hundred thousand dollars and zero cents (\$100,000.00) of unrestricted City funds from the City's General Fund to be utilized by the County's Emergency Home Repair Program for the benefit of citizens of Lake City, Florida.

6. AMENDMENT.

Either party that desires to amend this Agreement shall notify the other party in writing indicating the type of amendment desired and stating reasons for the amendment. The Agreement may be amended only by mutual written agreement of the parties.

7. NONDISCRIMINATION.

During the term of this Agreement, the County agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political belief or student status. The Contractor further agrees not to discriminate against any subcontractor or person who offers to subcontract on this Agreement because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

[AGREEMENT CONTINUES WITH PARAGRAPH 8 ON FOLLOWING PAGE]

**EXHIBIT TO  
RESOLUTION  
  
NOT FOR  
EXECUTION**

8. NOTIFICATION.

Except as provided herein, any notice, acceptance, request or approval from either party to the other shall be in writing and shall be deemed to have been received when either deposited in a United States Postal Service mailbox or personally delivered with signed proof of delivery. Alternatively, the parties may provide notice via verified electronic mail to the parties' respective official government email addresses provided below. In the event of the death, disability, removal or resignation of the person designated below, notice may be made to the individual holding the office designated. The parties' representatives are:

County: County Manager  
[David Kraus@columbiacountyfla.com](mailto:David.Kraus@columbiacountyfla.com)  
Post Office Box 1529  
Lake City, Florida 32056-1529

City: City Manager  
[RosenthalD@lcfla.com](mailto:RosenthalD@lcfla.com)  
205 N. Marion Street  
Lake City, Florida 32055

The County designates the County Manager as Agent with primary responsibility for the performance of this Agreement. In case this Agent is replaced by another for any reason, the County will designate another agent within seven (7) calendar days of the time the first terminates his or her employment or responsibility using the procedure set forth in this section.

9. SURVIVAL OF TERMS.

All terms and conditions of the Agreement not specifically modified herein shall remain in full force and effect.

10. SEVERABILITY.

If any provisions of this Agreement is declared void by a court of law, all other provisions shall remain in full force and effect.

11. EXECUTION IN COUNTERPARTS AND AUTHORITY TO SIGN.

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

12. RECORDING OF AGREEMENT, EFFECTIVE DATE.

The County, upon execution of this Agreement by all the parties, shall record this Interlocal Agreement in the Public Records of Columbia County, Florida. Pursuant to Section 163.01 (11),



Florida Statutes, this Agreement, executed by the parties hereto, shall be effective immediately upon filing with the Clerk of the Circuit Court of Columbia County.

IN WITNESS WHEREOF the parties have caused this instrument to be signed by their respective duly authorized officers or representatives as of the day and year first above written.

**CITY OF LAKE CITY, FLORIDA**

**THE BOARD OF COUNTY  
COMMISSIONERS FOR  
COLUMBIA COUNTY, FLORIDA**

By: \_\_\_\_\_  
Noah E. Walker, Mayor

By: \_\_\_\_\_  
Rocky Ford

Attest:

Attest:

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

By: \_\_\_\_\_  
James M. Swisher  
Clerk of Courts

Approved as to Form:

Approved as to Form:

By: \_\_\_\_\_  
Clay Martin,  
City Attorney

By: \_\_\_\_\_  
Joel Foreman,  
County Attorney

**EXHIBIT TO  
RESOLUTION**

**NOT FOR  
EXECUTION**

Exhibit to  
Third Amendment to Interlocal Agreement  
Emergency Home Repair Program

1. **Biner Julks** - Congress Avenue
2. **Ruby Portee** - Fairview
3. **Zena Elliot** - Fairfax
4. **Edith Adams** - Broadway
5. **Gloria Demerit** - Dixie

**EXHIBIT TO  
RESOLUTION**

**NOT FOR  
EXECUTION**

## Audrey Sikes

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**From:** Dee Johnson  
**Sent:** Friday, January 3, 2025 10:29 AM  
**To:** Noah Walker; James Carter ; Chevella Young ; Tammy Harris  
**Cc:** Don Rosenthal; Martin, Clay; Audrey Sikes  
**Subject:** RE: Emergency Home Repairs

Mayor and Council,

I have received the following list of homes approved for the program. The average cost per house is approximately \$40,000, allowing us to cover the homes listed below within a \$200,000 budget:

- **Biner Julks** - Congress Avenue (*Mr. Biner has already torn his house down*)
- **Ruby Portee** - Fairview
- **Zena Elliot** - Fairfax
- **Edith Adams** - Broadway
- **Gloria Demerit** - Dixie

Please do not respond to all on this email.

Dee Johnson  
Assistant City Manager  
City of Lake City  
205 N. Marion Ave.  
Lake City, FL 32055  
Phone: (386) 719-5816  
johnsond@lcfla.com

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**From:** Dee Johnson  
**Sent:** Friday, January 3, 2025 9:50 AM  
**To:** Noah Walker <walkern@lcfla.com>; James Carter <CarterJD@lcfla.com>; Chevella Young <YoungC@lcfla.com>; Tammy Harris <Harrist@lcfla.com>  
**Cc:** Don Rosenthal <RosenthalD@lcfla.com>  
**Subject:** FW: Emergency Home Repairs

Mayor and Council,

In the Emergency Home Repairs Program for Lake City, a few homes within the City remain qualified but are still awaiting funding. The County estimates that an additional \$100,000 in City funds would enable two more homes from the unfunded list to receive the necessary repairs.

Please let me know if you have any questions or require further details.

Please do not respond to all on this email.

Dee Johnson  
Assistant City Manager  
City of Lake City  
205 N. Marion Ave.

Lake City, FL 32055  
Phone: (386) 719-5816  
[johnsond@lcfla.com](mailto:johnsond@lcfla.com)

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**From:** David Kraus <[david\\_kraus@columbiacountyfla.com](mailto:david_kraus@columbiacountyfla.com)>  
**Sent:** Thursday, January 2, 2025 5:04 PM  
**To:** Don Rosenthal <[RosenthalD@lcfla.com](mailto:RosenthalD@lcfla.com)>  
**Cc:** Dee Johnson <[JohnsonD@lcfla.com](mailto:JohnsonD@lcfla.com)>; Erica Jones <[ejones@columbiacountyfla.com](mailto:ejones@columbiacountyfla.com)>; Amy Overstreet <[aoverstreet@columbiacountyfla.com](mailto:aoverstreet@columbiacountyfla.com)>  
**Subject:** Emergency Home Repairs

In the Emergency Home Repairs (Lake City) program, a few homes in the City remain qualified but waiting on funding. Our Grant Administrator, Antonio Jenkins, estimates that an additional \$100,000 in City funds would allow an additional two homes from this unfunded list to receive the repairs needed. Please let me know if you have any questions.

David Kraus  
County Manager

**File Attachments for Item:**

7. City Council Resolution No. 2025-005 - A resolution of the City of Lake City, Florida, appointing Daniel Carlucci to serve through the end of the current term in seat "2-E" on the City's Planning and Zoning Board, Board of Adjustment, and Historic Preservation Agency Board; making certain findings of fact in support thereof; recognizing the expiration of said term on October 31, 2028; directing the City Clerk to reflect said appointment and expiration of term in such records of the City as are necessary and prudent; making certain findings of fact in support of the City Clerk reflecting such appointment and expiration of term in the records of the City; repealing all prior resolutions in conflict; and providing an effective date.



## **RESOLUTION NO 2025-005**

### **CITY OF LAKE CITY, FLORIDA**

**A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPOINTING DANIEL CARLUCCI TO SERVE THROUGH THE END OF THE CURRENT TERM IN SEAT “2-E” ON THE CITY’S PLANNING AND ZONING BOARD, BOARD OF ADJUSTMENT, AND HISTORIC PRESERVATION AGENCY BOARD; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT THEREOF; RECOGNIZING THE EXPIRATION OF SAID TERM ON OCTOBER 31, 2028; DIRECTING THE CITY CLERK TO REFLECT SAID APPOINTMENT AND EXPIRATION OF TERM IN SUCH RECORDS OF THE CITY AS ARE NECESSARY AND PRUDENT; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY CLERK REFLECTING SUCH APPOINTMENT AND EXPIRATION OF TERM IN THE RECORDS OF THE CITY; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Article Three of the Land Development Regulations (the “LDRs”) of the City of Lake City (“City”) creates, establishes, and defines the terms of office of the City Planning and Zoning Board (the “PZB”), and the City Board of Adjustment (the “BoA”); and

WHEREAS, Article Ten of the LDRs creates, establishes, and defines the terms of office of the City Historic Preservation Agency (the “HPA”) board (collectively the PZB, BoA, and HPA are hereinafter referenced as the “Boards”); and

WHEREAS, the City Council is imbued with the authority to appoint members of the Boards; and

WHEREAS, the LDRs provide the Boards shall be comprised of seven members; and

WHEREAS, the LDRs further provide the Boards may be comprised of the same individuals; and

WHEREAS, the City Council solicited applications from individuals to serve on the Boards; and

WHEREAS, the City Council considered the applications of individuals to serve on the Boards; and

WHEREAS, the City Council desires to appoint Daniel Carlucci to the Boards; and

WHEREAS, appointing the foregoing individual to the Boards is in the public interest and in the interests of the City;

WHEREAS, the City Clerk is the officer of the City imbued with, among other things, the responsibility to maintain the official records of the City; and

WHEREAS, it is important that the names of individuals appointed to the Boards, the terms of office thereof, and the expiration of the appointments to said office be maintained in the records of the City by the City Clerk; and

WHEREAS, the City Council desires that the appointment of Daniel Carlucci to the Boards be memorialized in the records of the City by the City Clerk;

WHEREAS, upon the appointment of Daniel Carlucci to the Boards, the composition of the Boards will be as represented on the Exhibit attached hereto; now therefore

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Appointing Daniel Carlucci to the Boards is in the public or community interest and for public welfare; and
2. In furtherance thereof, the following individual is appointed to the corresponding seat on the Boards for the corresponding terms and dates:

Daniel Carlucci	Seat "2-E"	Initial term commencing on January 7, 2025 and ending on October 31, 2028.
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3. Those appointed hereby are directed to fulfill the purposes and duties of the Boards and members of the Boards as set forth in the LDRs.
4. The City Clerk is directed to reflect the appointment set forth herein for and through the period set forth herein in the official records of the City.
5. All prior resolutions of the City Council of the City of Lake City in conflict with this resolution are hereby repealed to the extent of such conflict; and
6. This resolution shall become effective and enforceable upon final adoption by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the



City Council of the City of Lake City, Florida, at a regular meeting, this \_\_\_\_\_ day of January, 2025.

BY THE MAYOR OF THE CITY OF LAKE CITY,  
FLORIDA

\_\_\_\_\_  
Noah E. Walker, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL  
OF THE CITY OF LAKE CITY, FLORIDA:

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

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Clay Martin, City Attorney

**Board Composition**  
as of  
**January 7, 2025**  
**(Planning & Zoning Board)**  
**(Board of Adjustment)**  
**(Historic Preservation Agency)**

<b>Group/Seat Designation</b>	<b>Name of Appointee</b>	<b>Term and Expiration</b>	<b>Resolution #</b>
1-A	Brenda Douglass	Four (4) years through October 31, 2026	2024-048
1-B	Tanya Johnson	Four (4) years through October 31, 2026	2024-079
2-C	Christopher Lydick	Two (2) years through October 31, 2025	2023-117
2-D	Schara Wilson	Two (2) years through October 31, 2027	2024-049
3-E	Daniel Carlucci	Four (4) years through October 31, 2028	2025-005
3-F	Vacant as of Nov. 1, 2024	Four (4) years through October 31, 2028	
3-G	Vacant as of Nov. 1, 2024	Four (4) years through October 31, 2028	

**Exhibit to**  
**Resolution 2025-005**