

RESOLUTION NO 2025 – 052

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING TASK ORDERS ONE (1) AND TWO (2) PURSUANT TO THE CITY COUNCIL'S CONDITIONAL APPROVAL OF THE LEGAL SERVICES CONTRACT WITH SAXON GILMORE & CARRAWAY, P.A., A FLORIDA CORPORATION, TO PROVIDE CERTAIN LEGAL SERVICES IN FURTHERANCE OF THE ESTABLISHMENT OF A HOUSING AUTHORITY FOR THE CITY OF LAKE CITY; PROVIDING FOR AND ADOPTING FEE LIMITATIONS IN THE AMOUNTS OF \$3,000 AND \$5,500, RESPECTIVELY, FOR EACH OF THE TWO TASK ORDERS, PLUS COSTS; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID TASK ORDERS; RECOGNIZING THE AUTHORITY OF THE MAYOR TO EXECUTE AND BIND THE CITY TO SUCH DOCUMENTS AS ARE NECESSARY AND PRUDENT TO GIVE EFFECT TO THE PROVISIONS OF THIS RESOLUTION; AUTHORIZING THE CITY MANAGER WITH THE CONSENT OF THE CITY ATTORNEY TO MAKE MINOR CHANGES TO THE SCOPE OF WORK OF THE TASK ORDERS PROVIDED SUCH CHANGES DO NOT INCREASE THE QUOTED PRICE IN A TASK ORDER; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to City Council Resolution No. 2025-023 the City of Lake City, Florida (the "City") and Saxon Gilmore & Carraway, P.A., a Florida corporation, (the "Vendor") entered into that certain contract for legal services in furtherance of the establishment of a housing authority for the City (the "Services Contract"); and

WHEREAS, the City desires to explore opportunities arising from the establishment of a housing authority; and

WHEREAS, the Vendor possesses certain unique knowledge and experiences associated with the legal and practical elements of the establishment and ongoing concerns of a housing authority (the "Project"); and

WHEREAS, the Services Contract was approved by the City Council on the condition work under the Services Contract proceed based on written task orders provided by the Vendor and approved by the City Council; and

WHEREAS, each request from the City to the Vendor for services shall be for a specific scope of the work defined by and embodied in a separate task order; and

WHEREAS, the City Council desires to authorize that certain Task Order One (1) which scope of work provides for the facilitation of and participation in an initial internal organizational meeting with the City Attorney, City Manager, and other relevant City personnel and officials; and thereafter, an introductory meeting with HUD Regional Office staff in Jacksonville for the not-to-exceed amount of \$3,000, and otherwise in accordance with the terms and conditions of the Services Contract (“Task Order One”); and

WHEREAS, the City Council further desires to authorize that certain Task Order Two (2) which scope of work provides for the facilitation of and participation in a public workshop with the City Attorney, City Manager, and other relevant City personnel and officials to discuss the relationship between the City and a housing authority, once established, including the facilitation of a discussion at said workshop concerning the resolution process needed to establish the housing authority, and considerations regarding selection and appointment of an initial board of commissioners for such housing authority for the not-to-exceed amount of \$5,500, and otherwise in accordance with the terms and conditions of the Services Contract (“Task Order Two”); and

WHEREAS, authorizing work to proceed as set forth in Task Order One and Task Order Two pursuant to the Services Contract with the Vendor for the Services in furtherance of the Project is in the public interest and in the interests of the City; and

WHEREAS, the City Council desires the City Manager, with the consent of the City Attorney, be authorized to consent to minor changes to the scope of work of the Agreement provided such changes do not increase the quoted price of the Agreement; now therefore

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

1. Authorizing work to proceed as set forth in Task Order One and Task Order Two pursuant to the Services Contract with the Vendor for the Services in furtherance of the Project, which Services Contract provides for the billing for professional services be billed on an hourly basis, exclusive of necessary, pre-approved expenses, such as travel costs, is in the public interest and in the interests of the City; and
2. In furtherance thereof, the scope of work and authority to proceed as set forth in Task Order One and Task Order Two, subject to the terms and conditions of the Services Contract, 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 such documents as are necessary and prudent to give effect to the provisions hereof; and
5. The City Manager, with the consent of the City Attorney, is authorized to agree to minor changes to the scope of work of the task orders authorized and approved hereby, provided such changes do not increase the quoted price of such task orders; 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 April, 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