

**Columbia County Board of
County Commissioners**

**Annual Report of the
County Manager
For Fiscal Year
2016**



- **The Annual Report is required under Section 3.3 (2) of the Home Rule Charter for Columbia County.**

FY 2015 – 2016 RECOMMENDATIONS UPDATE

- Continue to hold multiple workshops. This practice has worked well over the past several years.

UPDATE: The County conducted budget workshops on April 21, 2016, May 19, 2016 and. In addition, the Board held a workshop on August 18, 2016 to receive the 2017 proposed floor budget.

These workshops prove to be beneficial. They allow proper time to vet and discuss issues. Furthermore, they allow time for staff to provide background and research information when requested.

- Continue to review and develop policy. This is particularly true of current leave policies. The objective is to change current leave policies to “Paid Time Off”.

UPDATE: In lieu of “Paid Time Off” staff recommended. and the Board approved, an employee leave buyback program, along with policy revisions for required verified sick leave. Failure for verified sick leave may lead to disciplinary actions for possible abuse of leave.

- Develop and implement communication improvements. Partial funding has been appropriated in the FY 15-16 budget to begin this project.

UPDATE: FY 16-17 budget including \$6,000,000 for fully funding a P25 compliant communications system.

- Develop a consensus on necessary jail improvements. This consensus should be developed in cooperation with the county’s Public Safety Coordinating Council (PSCC). Planning should include cost estimates and possible funding options.

UPDATE: Currently the County has contracted with the Architectural firm of Clemons Rutherford and Associates to make recommendations to the PSCC. Recommendations should occur in the first quarter of 2017.

- Review the recently implemented Insurance Servicing Organization (ISO) compliance enhancements to the Columbia County Fire/Rescue Department. The goal is to make sure all changes are working as planned and to make changes as needed to insure compliance.

UPDATE: Upon review with county consultant, National Fire Services Office, it was determined that some revisions to the County Fire Services plan could be made to insure effective compliance with ISO ratings. During the FY 16-17 staff will review and make recommendations to the Board.

- Develop procedures for evaluating economic development projects. The purpose of these procedures is allow for a proper cost-benefit review of all proposed projects.

UPDATE: The Economic Development Advisory Board is currently working on these procedures for Board consideration.

- Develop and implement a final plan to enhance the U.S. 41/I-75 interchange at Ellisville.

UPDATE: Staff has recommended the following actions for Ellisville: Create a Tax Increment Fund (TIF) Program to benefit the interchange, Roadway Enhancements, Branding, Special Planning Area, Utilities Improvements. Concentrated efforts have been placed on the utilities improvements. Currently the County has an upcoming bid for the sewer plant expansion and improvements. Staff is continuing to work towards the other items listed.

- Continue discussions to find solutions for the following ongoing budget issues:
 - 1.) Road Improvements
 - 2.) Repair/Replacement – Columbia County Detention Center

UPDATE: 1.) Road Improvements – funding for Road Improvements continues through excess reserves and Florida Department of Transportation grant programs. Without a dedicated funding source future needs may go unfunded.

2.) Once recommendations for the detention center have been accepted the Board will need to determine how to fund the repair/replacement. This should be known in time for next FY budget workshop discussions.

- Continued policy review/development is recommended in the following areas:
 - 1.) Safety – The goal would be to strengthen the current policy in order to impact Workers Compensation mod rates.

UPDATE: Board members have been presented copies of suggested changes for their comment. These policies will be recommended for approval at a future Board meeting.

- 2.) Public Buildings(s) Signage Policy – Adopt standards for the type of signage to be erected at buildings under the control of the Board of County Commissioners. The intent is to standardize and to create an identity based on buildings use.

UPDATE: No update to report.

FY 2015-2016 FINANCIAL REVIEW

- **The audit for the period ending September 30, 2016 is underway and will be presented to the Board once complete.**
- **FY 2015-2016 began with \$265,753 in additional advalorem revenue over the previous year. No new taxes were adopted. The adopted millage levy represented a .03% reduction. No other fees or assessments were increased.**

FY 2016-2017 BUDGET ISSUES

- **County reserves are being maintained at a healthy level. Excess reserves are continuing to be utilized to fund equipment replacement and make capital improvements.**
- **Columbia County does not have an identified revenue source for road improvement projects. Staff has advised that roads in need of resurfacing are becoming an issue.**
- **Insurance and retirement costs are expected to continue increase.**

2016 LEGISLATIVE REPORT (BILLS OF IMPORTANCE TO COLUMBIA COUNTY)

Proposals that Succeeded

1. Increase in Eligible Population for Small County Outreach Program from 150,000 to 170,000
2. Revisions Fixing Small County Consolidated Solid Waste Program
3. Increase in Population from 100,000 to 110,000 for Small County Solid Waste Grants
4. Legislation changing Fire Assessment on Agricultural Lands
5. Legislation Creating Firefighter Assistance Grants Program
6. Comprehensive Water Policy

Major Proposals that Died

1. Effort to Extend Onsite Land Application of Sewage
2. Sales Tax Refund on New Construction in Rural Areas
3. Rural Volunteer Firefighter Certificate
4. Mandate for Required Ordinance for COPCN Process
5. Proposals Pre-empting Local fees for EMS (Balanced Billing)
6. Fracking
7. Governor's \$250 million Economic Incentive Program
8. Governor's Request for \$1 Billion in Tax Relief
9. Additional Procedures in Restricting Increase of Millage Rates
10. Legislation changing laws governing local authority sales tax referendum

It should be noted that Columbia County received \$500,000 for the Ellisville WWTP Collection System Expansion. Other bills that passed and failed had minor impacts on Columbia County.

FY 2016 – 2017 RECOMMENDATIONS

- **Continue to hold multiple budget workshops.**
- **Continue to review and develop policy. Purchasing policy updates/revisions will be an area of particular discussion.**
- **Develop a consensus on necessary jail improvements. This consensus should be developed in cooperation with the county's Public Safety Coordinating Council (PSCC). Planning should include cost estimates and possible funding options.**
- **Review the Fire Rescue Department operations and make suggested changes along with an updated assessment study.**
- **Continue to develop procedures for evaluating economic development projects.**
- **Continue to develop and implement plans to enhance the U.S. 41/I-75 interchange at Ellisville.**
- **Develop a county-wide strategic plan.**
- **Major infrastructure projects:**
 - a) **Cannon Creek Stormwater Management**
 - b) **Clay Hole Creek Stormwater Management**
 - c) **Ellisville Waste Water Expansion**
 - d) **Communications Tower sites**

**Following is a new section to the annual report.
This section contains various statistics, collected
by each County Department, along with a listing
of special projects completed, ongoing or planned
for the future.**

911 ADDRESSING

Contact: RON CROFT
Phone: 386-758-1125 Ext 1
Email: ron_croft@columbiacountyfla.com

Fiscal Year 2016	<u>Total</u>
Addressing	
Corrected Addresses	41.00
New Addresses	242.00
Re-Issued	100.00
Roadways	
Removed from MSAG & Database	
Road Names Removed from DB due to Closure or Abandonment	2.00
Road Name Reviews	
Changes	2.00
Private	7.00

Finished Projects This Year

Attended North Florida 911 GIS Users Workshop for Next Gen 911 Provided GIS Map and Large Format Print support for Sheriff's Office Provided GIS Analysis and Data for County FD for AFG App. Checklist

Worked with the IT Director to install the ArcGIS Server Product (esri)
Created (3) separate ArcSDE databases in the virtual environment for
 Columbia_GIS
 Columbia_PublicWorks
 Columbia_PlanningZoning

Completed Fire Station to Fire Station driving mileage analysis for County Fire.

Provided GIS data and support to School Board Contractor for Bus Routing analysis for County Schools.

Provided updated ESRI based mapping files to Columbia County Sheriff's Office GIS users.

Supplied Environmental Health Dept. with address data information within the Wilson Springs area for sampling project.

Completed update of precinct and US House boundary changes for Supervisor of Elections Office and provide GIS layer/map data for State Elections Office.

Provide Zip Code Boundary printed mapping support to High Springs Post Office.

Projects Currently In Progress

Risk Mapping project (On going update of FIRM data for Santa Fe Watershed by FEMA) continues. Mapping and GIS routing analysis of NFR's and unnamed private roads within NE quadrant of county is ongoing.

Update of Fire Hydrant, Dry Hydrant, and Water Sources in coordination with City of Lake City is ongoing.

Work continues on ESRI mapping for CAD Stations, MCT's and other mobile devices.

Work continues on Web mapping and data collection applications for use in mobile devices for Damage Assessment, Address Data Collection, and other field operations.

Risk Mapping (FEMA update of FIRM data) continues.

BUILDING AND ZONING

Contact: RANDY JONES

Phone: 386-758-1008

Email: randy_jones@columbiacountyfla.com

Fiscal Year 2016

Total

BUILDING DEPARTMENT

Applications

Permit Applications Submitted 717.00

BUILDING DEPT

Inspections

Site inspections 3,693.00

Permits Issued

Additions, Remodeling, Garages & etc. 566.00

Combined, total cost of construction 31,622,155.00

Commercial Development 89.00

Mobile Homes 189.00

Modular Homes 3.00

Re-New/Re-Issued Permits 9.00

Service Changes 109.00

Sign Permits 5.00

Single Family Dwellings 105.00

Swimming Pool 18.00

Total permits issued 1,101.00

Travel Trailers 9.00

Utility Poles 103.00

Void Permits 4.00

Plans Review

Mobile home installation plans 189.00

Single-family dwellings, garages, hangars, additions and commercial developments such as warehouses, businesses, co-locations for towers and swimming pools 764.00

ZONING

Board of County Commissioners

Special Family Lot Permits 37.00

Land Use Amendments

Comprehensive Plan Amendments 2.00

Comprehensive Plan Text Amendments 1.00

Letters

Zoning Compliance Letter/Fee charged 22.00

Site and Development Plans

Site & Development Plans 11.00

BUILDING AND ZONING

Contact: RANDY JONES

Phone: 386-758-1008

Email: randy_jones@columbiacountyfla.com

Special Exceptions

Special Exception Applications 14.00

Special Temporary Use Permits

Renew Special Temporary Mobile Home Family Permits 11.00

Special Events Permit 2.00

Special Temporary Mobile Home Family Permits 9.00

Special Temporary RV Permits 3.00

Special Temporary RV while building 4.00

Special Temporary Vendor Permit 3.00

Subdivisions

Divisions of Land 4.00

Minor Subdivision 1.00

Variances

Variance Applications 1.00

Zoning

Text Amendment to Land Development Regulations 6.00

Zoning Amendments 22.00

Finished Projects This Year

The LMS was adopted and as part of the ISO CRA Annual Recertification was forwarded to the auditor.

Revising/Updating all Zoning Applications.

The Public GIS mapping system is completed and being used in house. In house file sharing system complete.

Digital Zoning maps completed.

Overlay Districts - LDR Text Amendments adopted 12-3-15.

Solar Power Regeneration Plant - LDR Text Amendment adopted 9-24-15.

Sent the first part of the second deliverables for the CPTA Grant and the invoice for reimbursement.

CPTA Grant - Updating and completing required reports; all purchase orders complete.

GIS Public mapping system released for the use of the public.

Zoning Department met with the Board of Realtors to introduce the GIS Mapping System. Web based Concurrency Management System.

Building Permit applications updated and placed on our website. Contractor program completed.

CPTA Grant - Completed all deliverables and invoices and request for payments. Developed program for digital entry of all Zoning Applications.

Permit applications can be submitted electronically, this will be refined as the programs development is completed.

Scanning all required forms for the Building & Zoning Department to be placed on the website.

Scanning Development permits to be placed on the website.

2 years of elevation certificates scanned for the website. Submitted the ISO Recertification documents.

Reverting expired PRD's and PRRD's back to the original zoning. Draft language to create an Overlay District for Ellisville.

Draft update to LDR to amend Special Exception to correct scrivener's errors. Created flyer for the public to clarify submittal guidelines.

BUILDING AND ZONING

Contact: RANDY JONES

Phone: 386-758-1008

Email: randy_jones@columbiacountyfla.com

Projects Currently In Progress

LDR Text amendment - Intensive Agriculture

LDR Text amendment - Ellisville Overlay District

Complete the scanning of Elevation Certificates for the website.

Programs for field inspections, applications, receipts, inner office review, records retention, storage, scanning & permitting.

Rewriting 89-6 ordinance and fee schedule resolution.

Planned Future Projects

Scanning plans for the website to allow public access.

Have the Subdivision plats online for the public to access.

CODE ENFORCEMENT

Contact: RUDY CREWS

Phone: (386)758-1038

Email: rudy_crews@columbiacountyfla.com

Fiscal Year 2016

Total

Code Enforcement

Cases Currently Active	75.00
Cases Referred to Magistrate	19.00
Cases Sent Notices of Violation	57.00
Closed Cases	249.00
Total Cases for Year	324.00

Projects Currently In Progress

Continued Review of County Ordinances with County Attorney to help clarify areas that need correction or updating.

Planned Future Projects

Prepare for Upcoming Magistrate Hearings.

COLUMBIA COUNTY EXTENSION SERVICE

Contact: CARREE MUSGROVE

Phone: (386)-758-1030

Email: colshansky@ufl.edu

Fiscal Year 2016

Total

Consultation & Training

Collaborative Consultation	102.00
Email Consultation	3,958.00
Group Training	11,590.00
Telephone Consultation	2,039.00
Walk in/One on One Consultation	2,515.00

Finished Projects This Year

Multi-County corn nutrient management research. Winter pesticide schools.
Farm to Table 1st grade Agriculture Education Tour 4-H Open House
Points of Light Conference on Volunteerism (Prof. Dev. Grant recipient) Tractor Supply Paper Clover Campaign
Fair/4-H Booth National 4-H Congress
2015 Embryology Project for 5th grade Robotics Club Projects
4-H Junk Drawer Robotics Competition @ N FL Fair
Planning Committee for State Advanced Training Conf. for all Master Gardeners Edited and Distributed the November ed. of UF/IFAS NE Extension Dist. newsletter Produced and maintained a staffed educational display at the Fair
Co-presented with other agents - Farm to Table event for 1st grade students
Taught two school groups at Fort White Middle School about compost, soil and water retention
America Saves Week-Social Media Campaign, Facebook posts reached 1,150 individuals.
Beekeeping Short Course
4-H Camp Counselors trainings (2) 4-H Culinary Program (6)
4-H County Council meeting (2) Ag Literacy Program (7) Olustee Festival Booth
4-H Day at the Capital New Agent Recruit
Train and Retain State Committee FAE4HA Awards Applications Volunteer Training Robotics/Fishing Club Projects
Florida Ag in the Classroom Grant: Ag Literacy for 3rd grades, Ft. White, Epiphany and Cambridge for final project
4-H Camp Counselor Training: 2 over night trainings to prepare counselors for their roles at camp 4-H
Tropicana Public Speaking School Enrichment Program: 600+ 4th, 5th and 6th grade students participated. Held county wide contest with 7 schools
4-H Area B Horse Show: Over 75 riders participate.

COLUMBIA COUNTY EXTENSION SERVICE

Contact: CARREE MUSGROVE

Phone: (386)-758-1030

Email: colshansky@ufl.edu

4-H Paper Clover Campaign with Tractor Supply: Fundraising for local, state and national 4-H programs. Placed 2nd in sales in the state

Full-day pesticide applicator training classes - planned/taught 4 and co-taught 2 Held Master

Gardener Plant Sale and festival at the fairgrounds

MG Volunteers and coordinator represented Columbia County at EPCOT in UF Booth

Taught and tested aquatic pesticide applicators for Florida Vegetation management

Association Robotics/Fishing Club Projects

Understanding participation in the Suwannee River Partnership Basin Area Team

Interview/Hire Livestock Agent

Interview/Hire Secretary Specialist

Dash for the Stash: Investor education and protection program. Columbia County had the highest participation in the State of Florida

Money Matters - The College Experience at FGC. Two-part series on setting financial goals, saving, and developing a budget

Family Nutrition Program (FNP) - Annual Plan

Annual Hay Field Day Peanut Twilight Tour

Raised bed garden for LEC in Fort White Happy House Daycare garden project

New cash handling procedures for UF funds Strategic Plan

Library Summer Programming: Nutrition and Money Matters Quarterly State Housing Initiative

Partnership (SHIP) Class Quarterly Smart Money Moves Workshop

4-H On The Go: over 100 youth

4-H Camp Cherry Lake: Summer 4-H camp for 108 youth 4-H University: Teen leadership at UF

Completed teaching Master Gardener class of 2016

Taught 7-week series short course "Master of Your Garden" Taught 3-week 'Best Fall Garden Ever' vegetable garden classes Embryology Project Session 1: 180 participants

4-H Sewing Mini-Project: 15 participants 4-H Ecology Mini-Project: 20 participants

COLUMBIA COUNTY EXTENSION SERVICE

Contact: CARREE MUSGROVE

Phone: (386)-758-1030

Email: mgbauer@ufl.edu

Projects Currently In Progress

Nursery Irrigation Management Dairy in the Classroom

Gardens for Summers and Five Points Elementary Replacing five garden beds at Eastside Elementary

Overall Advisory Committee meeting scheduled for 11/15/16 SHIP: November Class

Smart Money Moves: November workshop

The College Experience: Approximately 100 students at FGC Fair: 4-H fair booth entries and 4-H Laying Hen Project

Farm to the Table: 1st grade agriculture awareness program Camp Counselor recruitment and trainings: 60 hours

4-H Tractor Supply Paper Clover Campaign: Fundraiser for 4-H scholarships 4-H Holiday Bake Off

Conduct online testing for restricted and limited pesticide applicator licensing

Participant in UF Zika Challenge to become a licensed public mosquito pesticide applicator

Certificate in Horticulture Therapy accredited through AHTA

Embryology Project Session 2: A 23 day project in classrooms to hatch baby chicks. (180 participants)

4-H Junk Drawer Robotics Competition Team for North Florida Fair November 2016 Lego Robotics Team

Planned Future Projects

Small Ruminant Meeting

Plans of Work and Reports of Accomplishments due 12/09/16

My Financial Future: 5-week financial literacy program

Rural Leap: Adult weight management program

Volunteer Income Tax Assistance (VITA) program for 2017

SHIP/Homebuyers Education course for 2017

Florida Master Money Mentors: Volunteer network program

Olustee 2017 and 2018

One-day Gardening: Education event at Camp Weed

Mobile gardening clinic (trailer) providing research-based info and soil pH testing

Spring plant sale at Extension office

COMBINED EMERGENCY COMMUNICATIONS CENTER

Contact: TOM BRAZIL
Phone: (386) 758-1125
Email: tbrazil@columbiacountyfla.com

Fiscal Year 2016	<u>Total</u>
911 calls received and transferred to surrounding Counties and FHP	
Alachua	811.00
Baker	27.00
FHP	1,823.00
Gilchrest	124.00
Hamilton	134.00
Suwannee	255.00
Union	151.00
Dispatched Calls	
EMS	
Lifeguard 911 Calls Dispatched	7,711.00
Percentage of 911 calls dispatched to Lifeguard Ambulance	82.87
Total CAD calls generated for Lifeguard Ambulance including request for service received via other means and including 911	10,614.00
Fire Rescue	
CCFR 911 Calls Dispatched	2,609.00
Percentage of 911 calls dispatched to Columbia County Fire Department	26.70
Total CAD calls generated for CCFR including request for service received via other means and including 911	3,269.00
Lake City Dispatch call transfer rollovers	
Percentage of 911 calls received rolled to Lake City Dispatch.	41.30
Total 911 calls received and rolled to Lake City Dispatch	4,317.00
Sheriff's Office	
911 Priority Calls Dispatched to Sheriff's Office	4,835.00
Calls dispatched to or initiated by CCSO within the Lake City Limits	4,365.00
Non-911 Calls for Service (calls received via admin. non emergency lines)	23,706.00
Non-911 Calls for Service (calls received via admin. non emergency lines) including CAD calls generated from self initiated activity.	10,585.00
Percentage of 911 calls dispatched to SO	47.20
Total CAD Incidents for year generated by CCSO including self-initiated activity and calls dispatched	39,126.00
Incoming Calls	
Abandoned Call - A call placed to 9-1-1 in which the caller disconnects before the call can be answered by (PSAP)	3,090.00
Admin. Lines Calls Received	14,296.00
Admin. non-emergency incoming calls total	22,659.00
Average incoming 9-1-1 call answer time: (0-10 seconds)	386.00
Average incoming 9-1-1 call answer time: (11-20 seconds)	13.70

COMBINED EMERGENCY COMMUNICATIONS CENTER

Contact: TOM BRAZIL
Phone: (386) 758-1125
Email: tbrazil@columbiacountyfla.com

Incoming Calls (cont.)

Quarterly cumulative total of all calls received by the Communications Center:	30,860.00
Total 9-1-1 Calls Received	40,782.00
Total Combined Calls Received	63,780.00
TTY Calls (Hearing Impaired)	24.00
Unknown origin calls	150.00
VOIP (Voice over IP) Calls Received	2,343.00
Wire-Line Calls (hard wire telephone)	18,934.00
Wireless Calls (cellular)	32,628.00
Quarterly cumulative total of all calls received by the Communications Center both 911 and Admin Lines:	32,922.00

Text to 911

Text to 911 Calls received	2.00
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Finished Projects This Year

Lifeguard Ambulance to Century EMS transition occurred on September 30th at 8pm. Thus far there have been no reported significant issues reported and the transition went smoothly.

Console Cleaning Specialist performed the annual cleaning and sanitizing of the dispatch room the last week of September. Additionally IT, AK Associates and Radio Maintenance removed and cleaned all of the computer CPS in dispatch.

New CISCO switch was installed in the CAD network to remove the Sheriff's Office from having to go through the Barracuda Web Filter to access CAD and SmartCOP data significantly increasing the speed of their connection.

CAD MAP upgrade from Map Point 2010 to ESRI maps as well as the upgrade of the MCT to ESRI maps.

Projects Currently In Progress

Replacing the computer monitors in dispatch going from a linear 5 monitor configuration at each dispatch work station to a 6 monitor tree for each work station as well as cleaning up wiring at each work station.

COMMUNICATIONS

Contact: LAWRENCE WILSON

Phone: 386-758-1576

Email: LWILSON@columbiacountyfla.com

Fiscal Year 2016	<u>Total</u>
2016 Communications Project	
Address the needs of the County's radio network	
Work in progress	45.00
After Hour Outages	
System Failures	
After hours emergency support	10.00
Installs/Programming	
Installs/Programming	
New installs and programming/reprogramming	10.00
Network Upgrades	
Network Enhancements	
In progress	45.00

Finished Projects This Year

Wrote Statement of Work for Consulting Services Agreement with Omnicom Consulting Group.

Wrote communications requirement for EMS contract.

Wrote Statement of Work for Consulting Services Agreement with Omnicom Consulting Group. Wrote communications requirement for EMS contract.

Wind damage repairs completed. (network is back to 100%)

Provided SOW for RFP and technical data for RFP-2015-R Bid Reprogrammed the radio network for Century Ambulance Lightning damage repairs completed. (network is back to 100%)

Installed new grounding system at Deep Creek tower. (tower has received two strikes with no outage reported since installation date 8/18/16)

Performed network wide preventive maintenance on radio network.

Projects Currently In Progress

Hammering out the details for RFQ 2015-R and moving forward on Bid.

Planned Future Projects

Looking forward to awarding phase 1 of RFP-2015 to a vendor and start work on tower sites.

Working with OCG on phase 2 of RFP-2015 microwave and radio proposal.

ECONOMIC DEVELOPMENT DEPARTMENT

Contact: GLENN HUNTER

Phone: 386-758-1033

Email: ghunter@columbiacountyfla.com

Finished Projects This Year

HAECO Reconstruction to Hangar

Project 15-8 was scrapped

Project 15-14 Expansion on Hold

Executed agreement Project Gateway Crossing

Executed agreement for Project 15-12 and 15-19

Projects Currently In Progress

Project 16-9 and 16-10

Project 16-11

Project 16-12

EMERGENCY MANAGEMENT/911 (NON-EMERGENCY)

Contact: SHAYNE MORGAN

Phone: 386-758-1125

Email: shayne_morgan@columbiacountyfla.com

	<u>Total</u>
Fiscal Year 2016	
Assisted Living Facilities	
Plan Reviews	
The number of Assisted Living Facility plans that were reviewed	24.00
Continuing Education	
Classes/Conferences	
The number of classes and/or conferences Emergency Management attended	10.00
Florida Emergency Preparedness Association	
Emergency Management Certification Reviews	
The number of FEPA Certification Applications reviewed	2.00
Meetings Attended	
Quarterly or monthly meetings attended or chaired	
FDEM Regional meetings, United Way meetings, LEPC Meetings, HazMat Policy Board Meetings, Local Mitigation Strategy meetings	11.00
Monitoring Days	
Potential issues that need watching	
Number of Days that weather, river, or other issues that emergency management sends out updates via the e-mail distribution list and Facebook page	14.00
Partner Agency Meetings	
Non-EOC Specific Meetings	
Meetings with Emergency Management's partner agencies, on issues that are not directly related to EOC operations and activations	24.00
Training	
Classes Taught	
The number of trainings Emergency Management Conducted	12.00

Finished Projects This Year

Local Mitigation Strategy approved by FDEM and BoCC Held Mass Casualty Tabletop exercise in the EOC

Attained my Florida Professional Emergency Manager re-certification. Tier Two site visits for hazardous materials

Storm Ready Recertification through National Weather Service Jacksonville

Local Mitigation Strategy update resolutions forwarded to City of Lake City and Town of Fort White

Participated in Air Show planning meetings

Created Incident Action Plan (IAP) for responders at Florida Gateway Air Show Columbia County Joint Information Center guidelines established

Gateway To Florida Airshow Support (Planning, On-Site Support, After Action Report) Governor's Hurricane Conference Presentation (Evacuation Considerations for One Way Traffic) Attendance at Governor's Hurricane Conference

EOC and CIC Training for county employees and partner agencies

EMERGENCY MANAGEMENT/911 (NON-EMERGENCY)

Contact: SHAYNE MORGAN

Phone: 386-758-1125

Email: shayne_morgan@columbiacountyfla.com

Finished Projects This Year (cont)

All-Hazard Weather Radio Inspection with Columbia County School System (Annual) Completed first meeting with Columbia County Emergency Management Advisory Council Tropical Storm Hermine Activation

Hurricane Matthew Activation

Projects Currently In Progress

Interlocal Agreement: Columbia County EM and Florida Gateway College (Alternate EOC Location)

WEBEOC Program Development

Conversion of Damage Assessment software to EZRI

OIG TS Debby Audit

Planned Future Projects

Update of www.columbiacountyem.com Columbia County Cost Recovery Guide Plan Columbia County Sheltering Plan

Fort White High School Mock Crash (March 2017)

FIRE DEPARTMENT

Contact: JEFF CRAWFORD

Phone: (386) 754-7071

Email: jeff_crawfors@columbiacountyfla.com

Fiscal Year 2016

Total

EMERGENCY OPERATIONS

Collateral

Estimated Original Property Values Total	2,693,600.00
Estimated Property Value Losses	2,518,642.00

Incident Type

Fire Alarm Activiations	149.00
Grass/Brush Fire	200.00
HAZMAT	32.00
Medical Calls	1,992.00
MVC's (Motor Vehicle Crashes)	607.00
Other responses	885.00
Structure Fire	52.00
Vehicle Fire	62.00

LIFE SAFETY SERVICES

Activity

CPR & First Aid Training	64.00
Educational Events	28.00
Fire Extinguisher Training	1.00
Inspections	23.00
Plans Review	13.00
Pre-Fire Plans	40.00
Truck Demos	34.00

Staff Development

Training

FSFC Training	144.00
In House Training	4,182.00
Other Training	240.00
Total Hours of Training	4,566.00

Finished Projects This Year

Exercise equipment purchased and program started physicals performed for all line employees
Stared up Volunteer program

FIRE DEPARTMENT

Contact: JEFF CRAWFORD

Phone: (386) 754-7071

Email: jeff_crawfors@columbiacountyfla.com

Projects Currently In Progress

Training Building Remodel

Automatic Aid Agreement with Suwannee County

Inspection of County Buildings and Facilities

Emergency Response Plans for County Buildings

Continue to develop Life Safety procedures for plans review

Purchase and implement Firehouse Reporting and Software

Update Truck Computers

Review current manpower assignments and overtime

SOP/SOG Update and approval

Spec out New Equipment (Engines, Tankers, Brush Trucks)

Remodel Station 45

sell of surplus equipment

Planned Future Projects

Reevaluate manpower and station assignments

Reassess Department for needs (stations, equipment, manpower) for new Fire Assessment

Remodel Station 46

HUMAN RESOURCES

Contact: LISA ROBERTS
Phone: (386)-719-2025
Email: lisa_roberts@columbiacountyfla.com

Fiscal Year 2016

Total

Employees

New enrollees in DROP	3.00
Number of applications received and processed this quarter	690.00
Number of interviews prepared for and held	250.00
Number of new hires this quarter with orientations held	71.00
Number of terminations processed this quarter	59.00
Position Transfers	37.00
Posted Positions	53.00

Indigent

Indigent Dispositions	9.00
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Life South

Life South Community Blood Banks	21.00
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Finished Projects This Year

Florida Communities Trust Stewardship Annual Report - Alligator Lake National Naval Aviation Museum Aircraft Report
HR Audit January 26, 2016 with Liability Attorney Supervisory Training
Completed input of employee information to Worxtime for 1095-C and 1094-C forms for submission to IRS
2016 Human Resources Audit complete by The Krizner Group Non Advalorem Assessment Adjustment
Non Advalorem Assessments FY 2016-17 COLA 2016-17
FLSA Over Time Final Rule Completed Policy and Procedure Updates completed

Projects Currently In Progress

Media Policy
Worx Time Reports
Carolyn Heights MSBU

IT DEPARTMENT

Contact: TODD MANNING

Phone: 386-719-7442

Email: todd_manning@columbiacountyfla.com

Fiscal Year 2016

Total

Support Desk

Total Completed Tickets	214.00
Total Submitted Tickets	218.00

Finished Projects This Year

South Side Recreation Sport Complex - IP Camera Security System South Side Recreation Sport Complex - Wireless Microwave Back Haul 911 VMware Virtual Host upgrades.

Implemented new CTS Smartcop SQL Server Implemented new CTS Smartcop Web Server

Implemented new geo diverse 911 CAD data replication

Implemented new live snap shot backups for 911 VM infrastructure Cisco ASA Firewall upgrades - BCC Datacenter

Cisco VoIP Call Manager upgrade from 8.1 to 10.5

Cisco VoIP Unity Voice Messaging upgrade from 8.1 to 10.5 Integrated Unity Voice Messaging to BCC Exchange Email server Integrated Cisco Call Manager to BCC Active Directory Implemented Cisco Instant Messaging & Presence services

231 tickets for support on the IT help desk were submitted and completed since December.

South Side Recreation Sport Complex - IP Camera Security System South Side Recreation Sport Complex - Wireless Microwave Back Haul 911 VMware Virtual Host upgrades.

Implemented new CTS Smartcop SQL Server Implemented new CTS Smartcop Web Server

Implemented new geo diverse 911 CAD data replication

Implemented new live snap shot backups for 911 VM infrastructure Cisco ASA Firewall upgrades - BCC Datacenter

Cisco VoIP Call Manager upgrade from 8.1 to 10.5

Cisco VoIP Unity Voice Messaging upgrade from 8.1 to 10.5 Integrated Unity Voice Messaging to BCC Exchange Email server Integrated Cisco Call Manager to BCC Active Directory Implemented Cisco Instant Messaging & Presence services

231 tickets for support on the IT help desk were submitted and completed since December. Worked with GIS to programmatically combine road segments and resplit at intersections for ESRI addressing and routing.

Rewrote and migrated Building and Zoning contractor program from InfoCAD to SQL Server and ASP.NET.

Online exception request program for Lifeguard to make exception requests and the county to track the response of these requests and thus their success rate of meeting their contractual obligation.

Developed Electronic Agenda Item Submission and Packet Generator

Updated county website's interactive map with up-to-date FLUM, City limits, and Zoning atlas.

Developed Mosquito Control Ticket System with integrated mapping and directions.

Document Management System upgrade.

Developed Zoning Application to track, store and map Special Exceptions, variances, etc..from county website.

Improve Grant Manager Application to track local matches via time and assets.

IT DEPARTMENT

Contact: TODD MANNING Phone: 386-719-7442

Email: todd_manning@columbiacountyfla.com

Finished Projects This Year (cont)

Improve Grant Manager Application to sync calendar between director of financial services and individual grant managers.

Switched ambulance software from Lifeguard to Century.

Upgraded all fire trucks and ambulances with new Smartcop patch.

Projects Currently In Progress

Developing BNZ Permit Application

Email migration from old email archive to new new.

Dispatch monitor upgrade.

Planned Future Projects

Finish scanning special exceptions and variances

Right-of-way project tracking

LANDSCAPE DEPARTMENT

Contact: CLINT PITTMAN

Phone: 386-719-7545

Email: clint_pittman@columbiacountyfla.com

Fiscal Year 2016	<u>Total</u>
Alligator Lake Park	
Pavilion Rental	65.00
Coach's Bldg	
Southside Sports Complex	
Rental	3.00
RC Track	
Southside Sports Complex	
Events	15.00
Southside Sports Complex	
Tournaments	20.00

Finished Projects This Year

Regional Cross Country Race at Alligator Lake Park, 10/31/15, prep trails. Bleachers to fairgrounds for County Fair.

Bleachers delivered downtown for use at Olustee Festival. Arbor Day - planted tree at Southside Recreation Complex.

Prep grounds at Richardson Community Center for Basketball Tournament. Provided employee and TDC golf cart to assist with event.

Delivered refrigeration trailer to fairgrounds for use at rodeo. The Coach's building was used for voting precinct, March 14-17.

Scheduled landscape/mulch Lulu Community Center for homecoming.

Annual Alligator Lake Spring festival. Prep park, paint lines for vendor booths, employees worked festival (parking, cleaning).

Removed old dugout roofs at Fort White complex. RC Track event.

New scoreboards installed at Yellow complex, Southside Recreation Complex. Replaced 6 charcoal grills at Alligator Lake Park.

Scheduled landscape/mulch Lulu Community Center for homecoming. Annual Alligator Lake Cross Country Race Event, prep park for race. RC Track event.

Built 2 kiosk for Girls Softball complex.

Bush hog field at Station 48 for training event. Work on Deep Creek ball field.

Complete office shop at Southside.

LIBRARY

Contact: KATRINA EVANS

Phone: 386-758-1018

Email: kevans@columbiacountyfla.com

Fiscal Year 2016

	<u>Total</u>
Adult Program Attendance	2,535.00
Children's Program Attendance	11,820.00
Fort White Circulation Adult	27,535.00
Fort White Circulation Children	11,545.00
Main Library Circulation Adult	146,795.00
Main Library Circulation Children	60,321.00
West Branch Circulation Adult	36,584.00
West Branch Circulation Children	14,211.00
Downloadable eBook/Audiobook Circulation	8,917.00
Fort White Public Internet Sessions	6,444.00
Information Requests Answered at Main	6,487.00
Main Library Public Internet Sessions	35,034.00
West Branch Public Internet Sessions	6,306.00

Finished Projects This Year

Recruitment and hiring of Branch Manager I for the West Branch Library.

Friends of the Library reception at the Fort White Branch in November with 80 in attendance.

Owl program in Fort White Branch's demonstration garden.

Annual Florida Public Library Directors Meeting in Tallahassee, attended by Director Paulson.

8th annual Food for Fines project November 15-21, 2015; 3,873 food items collected and distributed.

All staff meeting on 12/9 to explain Career Online High School & what staff needed to do/marketing & to review new website.

Family Literacy Night on October 5th.

Crime prevention program facilitated by the Lake City Police Department.

October was Hispanic Heritage Month and promoted with flags and displays.

United Way's Reading Pals Coordinator consulted with Library Literacy Coordinator to recruit volunteers.

Hosted Career Online High School training for Library staff from libraries in North Florida on December 3.

State Aid to Libraries annual online application Part 2 (statistical report) completed & submitted on November 12.

Designed "landing page" on Library's new website for Career Online High School.

New Library website developed. Public began using new website on December 10.

Completed Family Friendly Matinee Series on Saturdays at the Main Library. Last movie on October 3.

Annual database clean-up and submission of database for OCLC processing completed on November 16.

Assistant Director attended 2 days of eRate training in Tallahassee on November 9-10.

Wrote and submitted application to participate in Florida Pilot Project for Career Online High School (COHS).

Literacy Coordinator, Library Director, and Assistant Director attended 3 online training sessions for COHS in November.

LIBRARY

Contact: KATRINA EVANS

Phone: 386-758-1018

Email: kevans@columbiacountyfla.com

Finished Projects This Year (cont)

Hosted Friends of the Library programs: Lu Vickers (Oct), Michael Morris (Oct), Carolyn Haines (Skype, Nov) Rick Kilby (Nov) Hosted Friends of the Library program, A Christmas Carol, Live! by John Bell on December 6.

Library staff participated in Lake City's Trunk or Treat event downtown on October 23. Held annual Reference Question Count November 2-8 at all three locations.

Outreach programs at Senior Enrichment Center; visits to CCPL by Covenant Community School and Melrose VPK

Friends of the Library purchased new furniture in the Main Library children's and young adult areas.

Reference Librarian completed an American Sign Language course to be better able to communicate with the deaf.

Recruited for and filled vacant staff positions through promotions and outside recruitments Trained five new Literacy Program tutors

Cleanup and organization of Meeting Room and Tutorial Room at West Branch Library Added access to free resource Driving-Tests.org to the Library's website for use by patrons

Friends of the Library Author Program featuring Johnny Bullard of White Springs on January 10 at Main Library, 36 in attendance

Movie Musical Matinees on Saturday afternoons at Main Library, January 23-March 19

Children's staff presented storytime program at Eastside Elementary School for Literacy Week on January 26, 40 in attendance

Main Library staff completed transfer to County network/email in February

Friends of the Library Annual Meeting on February 7; Olustee kickoff presentation by author Lottie Guttry followed business meeting, 46 in attendance

Children's Valentine craft programs at Main Library, February 8-11

Outreach program at the Lifestyle Enrichment Center on February 12, 12 in attendance

Children's staff provided Library tour and storytime for students from Covenant Community School on February 18, 15 in attendance

Columbia Seed Lending Library gardening programs held at the West Branch & Fort White Branch on February 23 and February 24, respectively

Children's staff provided Library tour and storytime for VPK students from Columbia City Elementary School on February 26, 43 in attendance

Assistant Director Katrina Evans attended the annual Florida Library Association Conference, February 29-March 3

Friends of the Library Program: A Life of Sorrow: The Life and Times of Carter Stanley on March 13 at Main Library, 54 in attendance

Hosted a NEFLIN Children's Interest Group meeting for Library staff from around Northeast Florida on March 18, 9 in attendance

Friends of the Library Program featuring poet Nina Tassi on March 29 at Main Library, 5 in attendance

Spring Break programs for children at the Main Library and West Branch Library, March 29 - 31

Library Director Debbie Paulson retired after almost 11 years of service on March 29 Transition to new Library Director

Implemented a library-wide "master calendar" to make it easy for staff at all 3 locations to see, at a glance, meeting room schedules for all locations

Year 1 of Career Online High School: All 20 original scholarships distributed plus 21 more; 2 students have completed and are high school graduates

Created a separate collection of materials relating to North Florida at the West Branch (like the Bishop North Florida Collections at Main & Fort White)

Cleaned out and organized upstairs storage at the West Branch

Transitioned library staff to using Alfresco in lieu of the shared drive system that we had been using

Saturdays with the Duke movie series (John Wayne movies) on Saturday afternoons at Main Library, April 1-30

LIBRARY

Contact: KATRINA EVANS

Phone: 386-758-1018

Email: kevans@columbiacountyfla.com

Finished Projects This Year (cont)

Spring Training Saturdays movie series (baseball movies) on Saturday afternoons at West Branch Library, April 1-30

Denise Azevedo hired as Library Assistant I in April

Columbia Seed Lending Library plant sale at Fort White Library on April 2

Program for Ms. Presley's Girls of Distinction on April 3 at the Main Library, 11 in attendance

Library staff attended Spring Festival at Alligator Lake Park on April 9, contact with approximately 75 people

Happy House Family Literacy Program on April 14 at the Main Library, 48 in attendance Library visit from Five Points Elementary on April 21 at the Main Library, 60 in attendance

Library Director & Literacy Coordinator attended faculty meeting at Summers Elem. on April 27 to talk about the Library and Career Online High School

Main Library Branch Manager III, Zulima Martinez, promoted to Assistant Director effective April 27 18

Library staff attended basic or advanced CIC training in April and May

Coloring programs for children in May

Updated Windstream services at Fort White Branch in May, eliminating unnecessary internet connections

Library Services Supervisor, Heather Blair, promoted to Branch Manager III (Main Library) effective May 25

Special programs for Star Wars Day on May 4, 40 in attendance at kids' craft program and 67 in attendance at the movie screening

Bats in My Backyard! (joint program with Four Rivers Audubon Society) at Main Library on May 17, 54 in attendance

Columbia Seed Lending Library program on Seed Collecting at West Branch on May 17, 8 in attendance

Columbia Seed Lending Library program on Seed Collecting at Fort White Branch on May 18, 20 in attendance

Long-overdue software upgrade for the Library's automation system was completed on May 19

Children's dept. staff visited 7 elementary schools in May & June to talk about Summer Reading Programs at the Library, contact with 3277 students

Library Director attended online orientation for new directors on June 3

Special children's program featuring local author Cindy Fanney on June 6, 35 in attendance "Coping with the Death of a Pet" program presented by grief specialist, Joy Dias, on June 7, 8 in attendance

Library Assistant II, Mary Weatherholt, promoted to Library Services Supervisor effective June 8 Movie screening of Secretariat and "Legacy of Secretariat" program presented by Shirley Bennett Anderson on June 12, 10 in attendance

Library Director attended Joy Circle meeting at Wesley Memorial UMC on June 20 to talk about the Library and Career Online High School

10th Annual Juried Art Show at the West Branch (sponsored by Friends of the Library and Art League of North Florida) on June 21, +/- 50 in attendance

Library visit from Kountry Kids on June 24 at the Main Library, 23 in attendance

Library visit from New Generation School on June 27 at the Main Library, 14 in attendance Fort White Branch Manager Patti Street retired on June 30

Library Assistant II June Green promoted to Branch Manager II (Fort White) effective July 1

Office Manager designed and implemented a new Excel workbook that will enable us to track different types of staff leave more effectively

LIBRARY

Contact: KATRINA EVANS

Phone: 386-758-1018

Email: kevans@columbiacountyfla.com

Finished Projects This Year (cont)

Library Assistant II (Main Library) Sheila Davis moving to vacant Library Assistant II position at Fort White Branch Library, effective July 6

Library Assistant I Lisa Campbell promoted to Library Assistant II, effective July 6

Children's Summer Reading Programs at all three Library locations

Author program featuring Amikco Marolt on July 9 at the Main Library, 38 in attendance

"Dear Friends at Home" Civil War program presented by Florida Public Archaeology Network speaker on July 12 at the Main Library, 17 in attendance

"A Family's Footprints through Fort White" program presented by Sandra Newell & Libby Coffin at Fort White Branch on July 13, 17 in attendance

Window tinting completed on July 23 at the West Branch Library to help maintain a constant temperature and improve energy efficiency

Young DaVinci children's art programs by the Art League of N FL on July 28-30 at the West Branch, total of 60 in attendance over 3 days of classes

Children's Read-A-Thon at the Main Library on July 28, 53 in attendance

Attended Palms Medical Group Back to School Bash on July 30 to represent and promote the Library, contact with 178 people

"Turpentine Industry in North Florida" program presented by FL Public Archaeology Network speaker on August 9 at the Main Library, 23 in attendance

Attended Partnership for Strong Families back-to-school event on August 9 in Ft. White to represent and promote the Library, contact with 310 people

School supplies drive for Fort White Elementary School at the Fort White Branch

Planning Your Fall Garden program on August 24 at the Fort White Branch, 12 in attendance

Planning Your Fall Garden program on August 27 at the Main Library, 5 in attendance

New exterior LED lights installed on Main Library building to improve appearance, function, and energy efficiency

Tutor Training for new Literacy Program tutors, 4 new tutors trained

LifeSouth Community Blood Center bloodmobile at Fort White Branch on September 7, 2 donors

Friends of the Library author program featuring Florida author Tim Dorsey on September 13 at the West Branch Library, 22 in attendance

Seed Saving Procedures program on September 14 at the Fort White Branch, 16 in attendance

Seed Saving Procedures program on September 17 at the West Branch Library, 6 in attendance

Annual cleaning and repairing of children's books from the rotating deposit collections that the Library places in daycares

Main Library closed September 1-September 20 due to assessment and clean up of moisture and related problems, reopened on September 21

Columbia Seed Lending Library volunteers currently visiting all three Library locations Recruitment and hiring for vacant Library Assistant I and Library Assistant II positions; Library is currently fully staffed

Annual employee job performance evaluations

Library Director elected to NEFLIN Board of Directors (3 year term)

Library Director and Assistant Director attended NEFLIN Annual Meeting on September 23 State Aid to Libraries annual online application (part 1) completed & submitted

LIBRARY

Contact: KATRINA EVANS

Phone: 386-758-1018

Email: kevans@columbiacountyfla.com

Projects Currently In Progress

Ongoing training of a number of key Library staff in new positions
Weeding, updating, replacing and shifting the adult nonfiction collection at Main Library
Working on developing a logo/brand for the Library
Updating the Library's Emergency Preparedness Plan
Reorganizing Columbia Seed Lending Library
Columbia Seed Lending Library programs on a variety of topics at Main Library and Fort White Branch, August 2016 - May 2017
Year 2 of Career Online High School to begin on July 1 with 35 new scholarships to distribute (funding approved in the state budget under the DoE)
New weekly teen program at Fort White Branch
Preparation of demonstration garden at Fort White Branch for fall planting
New weekly preschool program at West Branch
Creating detailed written instructions for a variety of library tasks to assist in training of library staff
Developing collection development/weeding schedule

Planned Future Projects

Columbia Seed Lending Library fall plant sale
Coloring programs for adults and children at the West Branch
Craft group/programs for adults at the Main Library and Fort White Branch
Development and implementation of an Educator's Card for Columbia County teachers with higher checkout limits and longer loan periods
Reorganization of Library webpage
Library Director and Assistant Director scheduled to attend Records Management Training in Yulee on October 6, cancelled, hope to reschedule
Family Literacy program on Financial Literacy on October 10, in partnership with the Extension Office
Starting Seeds Seed Library program on October 5 at Fort White Branch
Starting Seeds Seed Library program on October 8 at West Branch
Library Director to attend New Library Directors' Orientation and Public Library Directors' annual meeting in Tallahassee on October 18-21
Roof repairs at Main Library to begin in mid to late October
Attending the City's Trunk or Treat event on October 28 at Lake DeSoto
Attending Community Resource Fair on November 8 at the National Guard Armory to promote the Library and its programs
Building improvements at Main Library
Library field trips to Fort White Branch for preschool classes at Fort White Elementary School LifeSouth
Community Blood Center bloodmobile scheduled for November 9 at Fort White Branch More programs featuring newer release movies (covered by our movie license) at all three locations
Creating a genealogy referral guide to assist patrons
Fort White Branch, in partnership with the Ichetucknee Alliance, to host Water/Ways, a traveling exhibition of the Smithsonian Institution, in October
State Aid to Libraries annual online application (part 2) to be completed & submitted by December 1st
Annual database clean-up and submission of database for OCLC processing in November
Annual Food for Fines project planned for November, pending BCC approval

MAINTENANCE DEPARTMENT

Contact: DONNIE DUPREE

Phone: 386-758-102

Email: ddupree@columbiacountyfla.com

Fiscal Year 2016

Total

Completed work orders

145.00

Finished Projects This Year

Fire Station #42 living quarters renovation and A/C repair

Fire Station #46 removed damaged fiberglass shower unit and installed tile shower

EOC--assisted in installing cameras at tower locations

P.W.---repaired damage to pole barn

Recreation Dept.---renovated men's and women's restrooms

Sheriff's Administration Office---painted offices

Richardson---repainted gym bathroom floors

Westside Community Center---repaired water pipe leak under slab in mechanical room

P.W.---restroom addition

Tax Collector---refurbish payment drop box

EOC---added a/c mini split unit in communications room

Richardson---replaced new duct work to new a/c unit on east side of gym

Mason City Community Center---Put in new septic system

PW lawnmower shop

Numerous scheduled repairs on county buildings

Cleaned out Montgomery Bldg.

Replaced ice machine at Fire Station # 48 and #49

Mold/mildew issue test and abatement at main library

Sheriff's Admin. AC replacement

Landscape office repairs

Construction of PW restrooms

Projects Currently In Progress

Repair of chillers

Courthouse humidity issue

Planned Future Projects

Replace scanner at courthouse

Richardson bathrooms

Repair of courthouse downspouts

Main Library roof renovation

**PUBLIC
WORKS**

Phone: 386-758-

Email:

kevin_kirby@colum

Fiscal Year 2016

Total

Culverts cleaned	363.00
Culverts replaced	24.00
Daily work entries	21,259.00
Miles graded	9,368.20
Cubic Yards of dirt used	16,108.00
Tons of limerock used	37,714.03
Citizen Complaint - Work orders completed	2,431.00

Statistical Information

Tons of millings used	26,926.85
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Finished Projects This Year

Bible Camp and Cone Bridge boat ramps
SE October Rd. water main extension
Paving at Fairgrounds
Home demolition for HMGP Grant Mary Ethel resurfacing
Forest Lawn resurfacing Cardinal Lane resurfacing Otter Ct. cul-de-sac resurfacing
Southside Rec. Complex Handicap parking and sidewalks Hall of Fame Dr. resurfacing
Brady Circle resurfacing
Herlong Rd. construction
Polk St. retention pond enlargement Alpha Terrace piping
Smithfield retention ponds Emerald Cove retention ponds.
Christie Rd.
Tiger Drain millings Double Run millings Steedley Rd millings Tunsil Rd. millings
Sister's Welcome Rd. resurfaced
William Young and Sherlock Terr. construction

Projects Currently In Progress

Clear, fill and grass lot behind EOC Real Rd. construction
Brim Rd. construction Mt. Carrie construction

Planned Future Projects

Sheriff's Dept. land development
King & Mauldin paving

RECREATION

Contact: MARIO COPPOCK

Phone: 386-754-7095

Email: mario_coppock@columbiacountyfla.com

Fiscal Year 2016

Total

Attendance

Daily Attendance 10,667.00

Special Events Attendance 2,471.00

Meetings

RHS Class Meetings 839.00

Finished Projects This Year

Youth boy's recreation league basketball.

Black History Month Opening and Closing programs. Dixie Dancers Blue-Gray Dance

Community Wide Health and Wellness Fair

Sunshine Christian League Basketball State Championship Tournament

Community Wide Vacation Bible School (June 6-10) Goodwill Games Basketball Tournament (June 4-5)

Columbia County Dental Bus and Dental Health Week (July 11-15) 4-H Program to Camp Cherry Lake, Madison

Summer Programs (Intermural sports, STEM projects, arts & crafts)

Projects Currently In Progress

4-H Club at Richardson Community Center

24 Fit Club Fitness Class

Open Gym for Adults

Planned Future Projects

Community Gardening Program

Columbia County Fair

RISK MANAGEMENT

Contact: DAVID KRAUS

Phone: (386) 623-0803

Email: david_kraus@columbiacountyfla.com

Fiscal Year 2016	<u>Total</u>
Injuries	
Claims Submitted	
Workers Comp Claims	11.00
Safety Committee	
Committee Meetings	
County and Fire Committees	6.00
Safety Incidents	
Incident Reviews	29.00
Safety Inspections	
Crew Visits	
Number of Safety Inspections	40.00
Facilities	
Number of Safety Inspections	26.00
Safety Training	
Computerized	
Courses Completed	583.00
Employees Trained	82.00
Hands On	
Safety Classes	7.00

Finished Projects This Year

Implement Computerized Safety Training CDBG

NSP-3 and Transfer to CARC

CDBG and Rural Development Grants for Economic Development project RIVER - October Road Magistrate RFQ

Property Donation Gum Swamp Road

FRDAP Westside Community Center Application - funded USDA RBEG Application - submitted

NSP-3 - Grant closed and waiting on properties to be deeded to CARC Adoption of 2016 Price Index

Small Cities CDBG Application Complete - Plantation Park TIPS Grant Application - Safety Program

DEO 2016-2017 Community Planning Technical Assistance Grant for TDC NSP-3 Funds and Property turned over to CARC

Anger Management Class

RFP for Insurance Renewal - Lower WC premium from \$433,259 to \$365,957. - Lock in 2 year rates prior to 14% State rate increase.

*WC claims drop from 126 in 2013-14 and 74 in 2014-15 to 34 in 2015-16. Total WC cost incurred in 2016-16 dropped 59.84% -10/13/16.

RFP Ambulance Service

FRDAP - Columbia City Park - Application for Unique Abilities grant AED installation at EOC

Hurricane Hermine

New Hire Orientation - Hands on. PPE for Landfill

RISK MANAGEMENT

Contact: DAVID KRAUS

Phone: (386) 623-0803

Email: david_kraus@columbiacountyfla.com

Projects Currently In Progress

Espenship Utilities Rate Case

FRDAP - Westside Community Center - contracts and Construction USDA - Aviation Academy -

Contracts

Planning and Tech Assist Grant - TDC - Contracts HMGP Erin Glen and URA

CDBG Site Visit and revisions - Neighborhood Revitalization includes Interlocal Agreement with City

CPR and AED training at EOC

Planned Future Projects

Assistance to Firefighters Grant Application

Bell Road Utilities - Grant Funding

HMGP Sparr/Beth and 27/47

SAFETY DEPARTMENT/PROPERTY MANAGER

Contact: RUDY CREWS

Phone: 386-758-1025

Email: rudy_crews@columbiacountyfla.com

Fiscal Year 2016

Total

Safety Department

Facility Inspections	15.00
Jobsite Inspections	34.00
Number of accidents reported	50.00
Number of attendees at training class	219.00
Training classes held	5.00

Finished Projects This Year

November 19th - Training class on PPE held for the Operations Division. Total of 48 Students Attended the Class.

Hep B - Final Series Shots were completed during the 4th Qtr 2015.

January = Powerline Safety Class - Two separate classes were given on the same day to accommodate coverage within the field for the Operations Division. Total of 27 Student Attended the Class, some of which were Foreman and Supervisors.

March = Overexertion Injury Prevention - Two separate classes were given on the same day to accommodate coverage within the field for the Operations Division. Total of 60 Students Attended the Class.

April = Storm Recovery Operations Class - Two Separate classes given on the same day to accomadate coverage within the field for the Operations Division. Total of 68 Students Attended the Class, some of which were Foreman and Supervisors.

June = Chainsaw Safety and Operation Class - This was an Instructional and Hands on Class. Total of 16 Students Attended the Class. The class was a mixture of Refresher Students and Beginner Students.

Completed and Submitted for Approval the Final FY2017 Budget for Safety to the County Manager and Finance Department.

Training classes held have been transferred to David Kraus- Risk Manager. He is handling scheduling of classes throughout the duration of this FY 2017.

Projects Currently In Progress

Review of Injury / Accident Reports to discuss potential changes within departments.

Continued discussions with departments on Safety needs and Meeting with Safety Committee.

Planned Future Projects

Working with Risk Manager - David Kraus on transition of Safety Program.

SOLID WASTE MANAGEMENT

Contact: ED LONTZ

Phone: 386-752-6050

Email: elontz@columbiacountyfla.com

Fiscal Year 2016

Total

Landfill Statistics

Class I

Commercial Waste (Tons)	21,988.52
Current average tons per day	684.46
Residential Waste (Tons)	24,551.75

Class III

Commercial Waste (Tons)	17,012.00
Current average tons per day	313.04
Residential Waste (Tons)	4,261.08

Tires

Tonnage	343.10
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Mosquito Control Statistics

Spray Request	6,318.00
Standing Water Treatment Request	102.00

Finished Projects This Year

Tarp System in place for daily cover to save air space in landfill & operational cost.

Paving Scale/Entrance Area completed.

Household Hazardous Waste Toxic Roundup was held 4/9/16 28,873 pounds was collected.

Leachate Recirculation area complete.

Projects Currently In Progress

Excavation & grade work to pour concrete pad for new equipment/vehicle wash area.

Planned Future Projects

Class III Cell Expansion

TOURIST DEVELOPMENT COUNCIL

Contact: PAULA VANN

Phone: 386-758-1312

Email: pvann@columbiacountyfla.com

Fiscal Year 2016

Bed Tax Collections

	<u>Total</u>
\$ Amount Collected	1,286,361.00
% Change From Last Year	46.79

Sporting Events

# of events held	20.00
% Change From Last Year	(140.00)

Finished Projects This Year

DEO Grant Application

Columbia County Fair

Vacation Guide

Columbia County TDC Projects

2016 - 2017 VISIT FLORIDA Grants - Grant Applications submitted to Visit Florida February 8th.

LED Sign - Installed and operating.

Website - New www.springsrus.com website launched

Attended Southeast Tourism Society Spring Symposium (Baton Rouge, LA)

2017 Marketing Plan and Budget

Sports Strategic Plan Grant Award

Attended National Travel Association Conference - ESTO I Boca Raton

Attended the VISIT FLORIDA Governor's Conference in Orlando

Attended Annual Directors meeting for Florida Association of Destination Marketing Organizations in Orlando

Attended Southeast Tourism Society Fall Forum in Birmingham, AL

Developed gps enabled Digital map of Alligator Lake trails in conjunction with Google

Florida's Suwannee River Valley (Columbia, Hamilton, and Suwannee Marketing Group)

Department of Economic Opportunity (DEO) Grant - Finalized Contract

Hospitality Staff Training

Speakers for FSRV Meetings to Enhance Tourism Education

Strategic Plan Bid and Award

2017 Vacation Guide Bid

Natural North Florida (13 North Florida Counties Marketing Group)

Developing bike routes in Columbia County for the NNF Bike Map and digital map

Developing Springs Guide for Columbia County

Florida's Suwannee River Valley (Columbia, Hamilton, and Suwannee Marketing Group)

Vacation Guide completed by Lake City reporter and distributed to all tri-county TDC offices.

Complete 8 tourism trade shows

Natural North Florida (13 North Florida Counties Marketing Group)

5- Year Strategic Plan

Attended 12 Tourism trade shows across U.S. and Europe

TOURIST DEVELOPMENT COUNCIL

Contact: PAULA VANN

Phone: 386-758-1312

Email: pvann@columbiacountyfla.com

Columbia County Sports Commission

Attended National Sports Association Conference (Grand Rapids, MI)

Gateway Classic Southeast High School Rodeo Championship October 22nd-23rd 2016,
Columbia County Rodeo Arena

Showtime Productions Extreme Bulls and Barrels June 24-25th, 2016, Columbia County
Rodeo Arena

Premier Sports Tampa Bay Buccaneer 7 on 7 Regional Tournament, Ft. White High School
June 11th 2016

Babe Ruth Girls State Softball Tournament June 30th-July 4th

Regions Archery Pro series Regional Tournaments, August 13th-14th 2016 and January 21st-
22nd 2017 at Bienville Plantation

Columbia County TDC Projects

Scuba Nation Filming

App Marketing Campaign

Website Marketing Campaign

2015-2016 VISIT FLORIDA Grants

Mobile App

Bluebridge Tourism has completed the Columbia County App. It was launched in May 2016
Advertisement and feature story for the Discover Columbia magazine. The magazine
launched May 2016.

SpringsRUs advertisement in the Lake City Reporter and distributed at Southside Sports
Complex during the Babe Ruth Softball State Championship

Attended Florida Association for Destination Marketing Organizations Marketing Summit in St.
Pete to meet with state of Florida TDC directors/CEOs.

Presented new website and app to Rotary in June

Florida's Suwannee River Valley (Columbia, Hamilton, and Suwannee Marketing Group)

2016 Tourism Awards

Natural North Florida (13 North Florida Counties Marketing Group)

Hosted June Natural North Florida Meeting in Columbia County

Provided Columbia County content and pictures for Natural North Florida website

Projects Currently In Progress

Columbia County TDC

#GetSocial Project

Sports Strategic Plan Bid

America's Best Vacation Advertisements

Travel Guide to Florida Advertisement

12 month - SEO and SEM Marketing Project

Florida's Suwannee River Valley (Columbia, Hamilton, and Suwannee Marketing Group)

Department of Economic Opportunity (DEO) Grant - Finalizing contract terms and conditions.

Hospitality Staff Training, Website, Strategic Plan, 2017 Vacation Guide

Natural North Florida

2017 Marketing Plan

TOURIST DEVELOPMENT COUNCIL

Contact: PAULA VANN

Phone: 386-758-1312

Email: pvann@columbiacountyfla.com

Planned Future Projects

Columbia County TDC

#GetSocial Project

Sports Strategic Plan

12 month - SEO and SEM Marketing Project

Florida's Suwannee River Valley (Columbia, Hamilton, and Suwannee Marketing Group)

Website

Strategic Plan

2017 Vacation Guide

Natural North Florida

2017 Marketing Plan

VETERANS SERVICE

Contact: JEFFERY D. CHARLES

Phone: 386-758-1013

Email: jcharles@columbiacountyfla.com

Fiscal Year 2016

Total

Client contacts

Claims filed	10.00
Office visits	120.00
Telephone inquiries	110.00

Finished Projects This Year

Customer Service Training
Alcohol-Free Workplace Training
Building Evacuation and emergency Training
Safety Training
Computer Security Training

Attended Veterans Service Officer Training 12/06/15 - 12/10/15

Attended FDVA Training and CVOSA Conference

Vetraspec MOA completed and system brought online.

Projects Currently In Progress

Clearing old Veterans Paper Files