

# **COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS**

**POST OFFICE BOX 1529  
LAKE CITY, FLORIDA 32056-1529**

## **CONSENT AGENDA**

**October 19, 2017**

**5:30 P.M.**

- 
- (1) BCC Administration - Division of State Lands - Amendment 1 to Sublease 3638-01 - Mapping Discrepancy with the Legal Description (Pg. 1)**
  - (2) Emergency Management - Requesting Approval of the Agreement for The Management Experts (TME) to Conduct the Annual Local Mitigation Strategy - \$1,575 (Pg. 8)**
  - (3) Financial Management - Allocate Equipment Reserves to Departments for Completion of the Approved 2017-2018 Equipment Replacement Plan - BA 18-06 - \$577,900 (Pg. 20)**
  - (4) Fire - Requesting Approval to Purchase New Fire Engine - Replacing Old Fire Engine - \$300,000 (Pg. 23)**
  - (5) Public Works - Utility Permit - AT&T - County Road 240 (Pg. 28)**
  - (6) Public Works - Utility Permit - Comcast - SW Arrowhead Terrace (Pg. 34)**
  - (7) Public Works - Utility Permit - Fibernet Direct - SE Pounds Hammock Road (Pg. 42)**
  - (8) Public Works - Utility Permit - Windstream Florida, LLC - Elim Church Road (Pg. 55)**
  - (9) Public Works - Requesting Approval to Enter Private Property - Glen Skinner, Property Owner - 124 Buttercup - Driveway Washed Out and Fail on County Right-of-Way (Pg. 62)**
  - (10) Public Works - Requesting Approval to Enter Private Property - Columbia County Fairgrounds - Tree Removal and Light Grading (Pg. 66)**
  - (11) Public Works - Requesting Approval to Enter Private Property - Sherry Ratliff, Property Owner - Tree Removal from County Right-of-Way onto Private Property (Pg. 68)**
  - (12) Risk Management - Requesting Approval of Budget Amendment - Purchase Training Equipment from USDA RBEG Funds - BA 18-05 - \$76,850 (Pg. 73)**
  - (13) Solid Waste - Requesting Approval of Budget Amendment - Balance Accounts on FDACS Form - BA 18-02 - \$31 (Pg. 75)**
  - (14) Tourist Development Council - Requesting Approval of Transfer \$1,500 from Reserves to Professional Services to Cover Cost of Architectural Contract Rolled Over from FY 2016-2017 (Pg. 77)**

- (15) Tourist Development Council - Requesting Approval of FY 2017-2018 #GetSocial Contract - \$4,000 (Pg. 79)**
  
- (16) Tourist Development Council - Requesting Approval of FY 2017-2018 ITI Webhosting Contract - \$4,500 (Pg. 86)**



# 1

### COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 12, 2017 Meeting Date: October 19, 2017

Name: Penny Stanley Department: BCC Administration

Division Manager's Signature: 

**1. Nature and purpose of agenda item:**

**Division of State Lands - Amendment 1 to Sublease 3638-01 - Mapping Discrepancy with the Legal Description**

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

**2. Fiscal impact on current budget.**

Is this a budgeted item?  N/A  
 Yes Account No. \_\_\_\_\_  
 No Please list the proposed budget amendment to fund this request

Budget Amendment Number: \_\_\_\_\_ Fund: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

**For Use of County Manger Only:**

Consent Item  Discussion Item

This Amendment was prepared by:  
Derek W. Helms  
Bureau of Public Land Administration  
Division of State Lands  
Department of Environmental Protection, MS 130  
3900 Commonwealth Boulevard,  
Tallahassee, Florida 32399-3000  
AID# 36213

ATS1  
[1.71 acres]

**BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT  
TRUST FUND OF THE STATE OF FLORIDA**

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**AMENDMENT NUMBER 1 TO SUBLEASE NUMBER 3638-01**

THIS SUBLEASE AMENDMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the **STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, DIVISION OF RECREATION AND PARKS**, hereinafter referred to as "SUBLESSOR" and **COLUMBIA COUNTY, FLORIDA**, a political subdivision of the State of Florida, hereinafter referred to as "SUBLESSEE";

W I T N E S S E T H

**WHEREAS**, the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida, by virtue of Section 253.03, Florida Statutes, holds title to certain lands and property for the use and benefit of the State of Florida; and

**WHEREAS**, on September 12, 2014, SUBLESSOR and SUBLESSEE entered into Sublease Number 3638-01; and

**WHEREAS**, SUBLESSOR and SUBLESSEE desire to amend this Sublease and modify the subleased premises.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements contained herein, the parties hereto agree as follows:

1. The legal description of the subleased area set forth in "Exhibit "A" of Sublease Number 3638-01 is hereby replaced and superseded in its entirety with the legal description described in Exhibit "A" attached hereto and by reference made a part hereof.
2. It is understood and agreed by SUBLESSOR and SUBLESSEE that in each and every respect the terms of the Sublease Number 3638-01, except as amended, shall remain unchanged and in full force and effect and the same are hereby ratified, approved and confirmed by SUBLESSOR and SUBLESSEE as of the date of this amendment.
3. It is understood and agreed by SUBLESSOR and SUBLESSEE that this Amendment Number 1 to Sublease Number 3638-01 is hereby binding upon the parties hereto and their successors and assigns.

*[Remainder of page intentionally left blank; Signature page follows]*



IN WITNESS WHEREOF, the parties have caused this Amendment of Sublease to be executed on the day and year first above written.

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, DIVISION OF RECREATION AND PARKS (SEAL)

WITNESSES:

Original Signature

Typed/Printed Name of Witness

Original Signature

Typed/Printed Name of Witness

BY: Original Signature of Executing Authority

Steven A. Cutshaw Typed/Printed Name of Executing Authority

Environmental Administrator, Office of Park Planning Title of Executing Authority

“SUBLESSOR”

STATE OF FLORIDA COUNTY OF LEON

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_, 20\_\_\_, by Steven A. Cutshaw, as Environmental Administrator, Office of Park Planning, for and on behalf of the State of Florida Department of Environmental Protection, Division of Recreation and Parks. He is personally known to me.

Notary Public, State of Florida

Printed, Typed or Stamped Name

Commission/Serial No. \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

COLUMBIA COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY COMMISSIONERS (SEAL)

WITNESSES:

\_\_\_\_\_  
Original Signature

\_\_\_\_\_  
Typed/Printed Name of Witness

\_\_\_\_\_  
Original Signature

\_\_\_\_\_  
Typed/Printed Name of Witness

BY: \_\_\_\_\_  
Original Signature of Executing Authority

Ronald Williams  
Typed/Printed Name of Executing Authority

Chairman  
Title of Executing Authority

“SUBLESSEE”

**STATE OF FLORIDA  
COUNTY OF COLUMBIA**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Ronald Williams, as Chairman, for and on behalf of the Board of County Commissioners of Columbia County, Florida. He is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
Printed, Typed or Stamped Name

Commission/Serial No. \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Consented to by the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND OF THE STATE OF FLORIDA

APPROVED SUBJECT TO PROPER EXECUTION

By:  10-10-2017  
DEP Attorney

By: \_\_\_\_\_  
Cheryl C. McCall, Chief, Bureau of Public Land Administration,  
Division of State Lands, State of Florida Department of  
Environmental Protection, as agent for and on behalf of the  
Board of Trustees of the Internal Improvement Trust Fund of the  
State of Florida

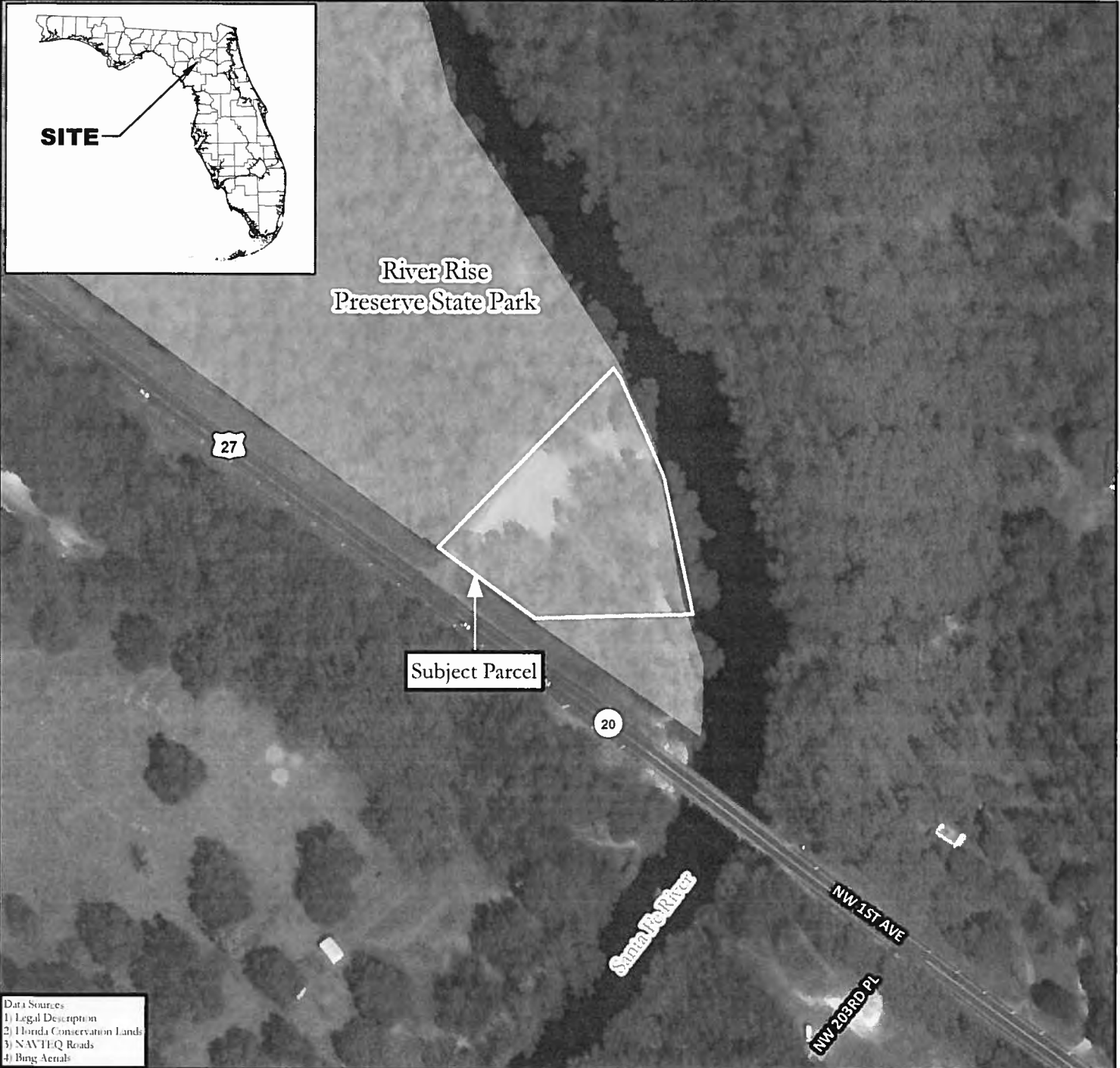
**EXHIBIT "A"**

Commence at the Intersection of the Northeasterly right-of-way of U.S. #27 and the South line of Section 29, Township 7 South, Range 17 East, Columbia County, Florida, said point being the POINT OF BEGINNING; thence North 59° 02' 32" West, along the right-of-way of U.S. #27 a distance of 171.80 feet, thence North 39° 26' 31" East, 366.80 feet, more or less to the waters of the Santa Fe River, thence Southerly, along the water's edge of said Santa Fe River, 533 feet, more or less to the Northeasterly right-of-way of said U.S. #27, thence North 59° 02' 32" West, along said right-of-way, 273.43 feet, more or less to the POINT OF BEGINNING;

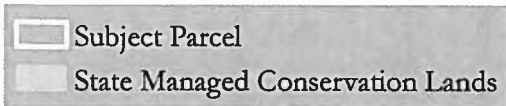
Less and except that portion of the above described lands lying in Section 32, Township 7 South, Range 17 East, Columbia County, Florida.

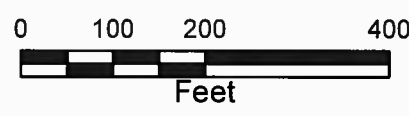
BSM: *Amy Lewis*

DATE: September 21, 2017



Data Sources  
1) Legal Description  
2) Florida Conservation Lands  
3) NAVTEQ Roads  
4) Bing Aerials





### Portion of Lease 3638

Columbia County, Florida



# 2

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 10, 2017 Meeting Date: October 19, 2017

Name: Shayne Morgan Department: Emergency Management

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

Agreement for The Management Experts (TME) to conduct the annual Local Mitigation Strategy \$1,575

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

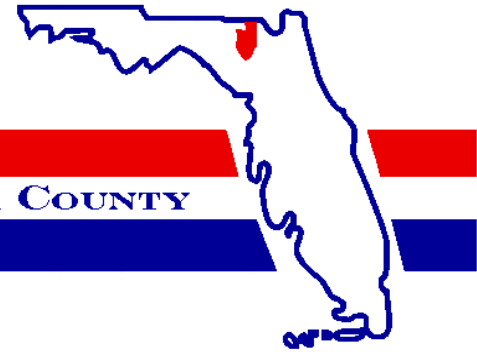
Is this a budgeted item? [ ] N/A [X] Yes Account No. 001-2112-525-3031 [ ] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [ ] Discussion Item



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**MEMORANDUM**

DATE: October 10, 2017

TO: Scott Ward, Assistant County Manager

FR: Shayne Morgan, F.P.E.M., Emergency Management Director

RE: Agenda Item: Local Mitigation Strategy Annual Update

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As a part of my Scope of Work, under my grant agreements, Emergency Management is required to do an annual update of the county's Local Mitigation Strategy (LMS). The last update was in 2014 and we hired The Management Experts (TME) to complete that work. It is time for the annual update and attached are the documents that need Board approval for us to move forward and get this completed. I am requesting that these documents be placed on the October 19 meeting of the Board of County Commissioners. The Florida Division of Emergency Management has already approved these documents as they are presented.

The completed update must be turned into the Florida Division of Emergency Management by January 31, 2018. If you have any additional questions please let me know.

## **Columbia County LMS Task Authorization**

The Scope of Work (SOW) is for the contractual agreement between Columbia County and The Management Experts (TME), LLC to assist Columbia County in implementing the below listed activities. This scope of work is designed to strengthen the all hazard disaster readiness of Columbia County and in order to maintain compliance with FDEM and FEMA.

The Management Experts agrees to assist the Columbia County Emergency Management in implementing the below listed activities.

The Management Experts, LLC agrees to hold the Columbia County Emergency Management and the State Division of Emergency Management harmless against all claims of whatever nature arising out of the performance of the work under this agreement to the extent allowed and required by law.

The Management Experts, LLC is bound by all applicable state and federal laws and regulations and is bound by the terms of agreements between Columbia County and the State Division of Emergency Management.

The Management Experts, LLC certifies that it is a Minority Business Owner as defined in Section 288.703, Florida Statutes.

### **Scope of Work:**

The Management Experts (TME), LLC will conduct the LMS Meeting and update the specifics in the 27P-22 Annual Report which is required by FDEM in order to remain compliant.

### **Tasks:**

TME will perform and deliver the following tasks on or before December 15, 2017:

1. Prepare the materials for (advertisement & agenda) and host the LMS meeting.
2. Complete and Submit the 27P-22 Annual Report no later than December 15, 2017 (report is due to FDEM no later than 1/31/18)
3. Capture all changes and update the LMS Mitigation Project List
4. Update and Insert the current list of LMS Committee Members
5. Produce Minutes from the LMS Meeting



### **Remedies/Financial Consequences:**

In the event that TME fails to satisfactory perform or has failed to adhere to the terms and conditions under this Agreement, Columbia County shall, upon fifteen (15) calendar days send a written notice to TME and upon TME's failure to cure within those fifteen (15) calendar days, exercise any one or more of the flowing remedies, either concurrently or consecutively. In event that TME fails to satisfactory perform or has failed to adhere to the terms and conditions under this Agreement, Columbia County shall assess a penalty equal to 5% of the total compensation outlined in the Task Authorizations or withhold or suspend payment of all or any part of a request for payment:

Require that TME refund to Columbia County any monies used for ineligible purpose under the laws, rules and regulations governing the use of funds.

Columbia County shall exercise any corrective or remedial actions to include, but not be limited to exercise any corrective or remedial actions to include but not limited to:

- Requesting additional information from TME to determine the reasons for or the extent of non-compliance or lack of performance.
- Issuing a written warning to advise that more serious measures may be taken if the situation is not corrected.
- Advising TME to suspend, discontinue or refrain from incurring costs for any activities in question.
- Or requiring TME to reimburse Columbia County for the amount of costs incurred for any items determined to be ineligible.

Pursuing any of the above remedies will not keep Columbia County from pursuing any other rights or remedies which may be otherwise available under law or in equity. If Columbia County waives any right or remedy in this agreement or fails to insist on strict performance by TME, it will not effect, extend or waive any other right or remedy of the Division, or affect the later exercise of the same right or remedy by the Division for any default by TME.

**Payment Schedule:**

Columbia County agrees to compensate The Management Experts (TME), LLC for all services performed by TME, LLC to implement the above listed activities for Columbia County. All said deliverables will be completed and submitted to Columbia County Emergency Management no later than December 15, 2017.

**Deliverable: Conduct the LMS Meeting and update the specifics in the 27P-22 Annual Report which is required by FDEM in order to remain compliant.**

**\$1,575.00 – Due upon submittal of all said documentation on or before December 15, 2017**

**IN WITNESS OF THE FOREGOING**, the Parties have set their hands the day and year first written below.

The Management Experts, LLC

\_\_\_\_\_  
Traci Buzbee, CEO  
43-2116394

Columbia County Board of County Commissioners

\_\_\_\_\_  
Ronald Williams, Chairman

Date: October 19, 2017

TO: Columbia Board of County Commissioners

RE: Local Mitigation Strategy Meeting and 27P-22 Report

The following agreement is submitted for your approval:

The Management Experts (TME), LLC serves as the Contractor under an agreement dated August 16, 2017 with Union County Board of County Commissioners ("Contract") which hereby represents and warrants to Columbia County that:

- 1) The Union County Contract is incorporated herein by this reference;
- 2) TME. LLC will perform the services at the prices set forth in the Task Authorization hereto and incorporated by this reference for Columbia County, under all of the terms and conditions of the Contract;
- 3) All referenced to Union County in the Contract shall be deemed to mean Columbia County, Contract attached;
- 4) Columbia County will provide separate payment to TME, LLC.

TME, LLC

BY: \_\_\_\_\_  
Traci Buzbee, President/CEO

Columbia County Board of County Commissioners

BY: \_\_\_\_\_  
Chairman Ronald Williams

DATE: \_\_\_\_\_

## AGREEMENT

**THIS IS AN AGREEMENT**, dated the 19 day of October 2017, by and between:

**Columbia County** is a "public agency" as defined by Section 119.0701(1)(b), Florida Statutes

And

**The Management Experts, LLC**, hereinafter referred to as "Contractor" as defined by Section 119.0701(1)(a), Florida Statutes

Columbia County and the Contractor may hereinafter collectively be referred to as the "Parties". This agreement is entered into pursuant to the Competitive Solicitation and award to The Management Experts by Union County on July 17, 2017. On August 16, 2017, Union County Board of County Commissioners signed their agreement which authorizes other agencies to piggyback off their procurement process, allowing third parties to make purchases from this agreement utilizing their own agreements and task authorizations with terms and conditions being the same as said agreement.

Columbia County and the Contractor, in accordance with the requirements of Section 119.0701, Florida Statutes, specifically understand, as acknowledge and agree as follows:

The Management Experts, LLC shall comply with the public records of the State of Florida and specifically agrees to:

- i. Keep and maintain public records that ordinarily and necessarily would be required by Columbia County in order to perform the services under this agreement;
- ii. Provide the public with access to public records on the same terms and conditions that Columbia County would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and
- iv. Meet all requirements for retaining public records and transfer, at no cost, to Columbia County all public records in possession of The Management Experts upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records store electronically must be provided to Columbia County in a

format that is compatible with the information technology systems of Columbia County.

Failure by The Management Experts to comply with this section and the requirements herein, specifically, failure by The Management Experts to comply with a public records request, shall constitute a material breach of this agreement by The Management Experts and shall permit Columbia County to enforce any and all remedies available to it pursuant to this agreement or any other applicable provision of law.

**WITNESSETH:**

In consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, Columbia County and the Contractor agree as follows:

**WHEREAS**, as of said date above, The Management Experts, LLC will become a contractor to Columbia County Emergency Management; and

**WHEREAS**, all parties agree upon the scope of services to be provided by The Management Experts, LLC;

**NOW, THEREFORE**, in consideration of the mutual promises, covenants and agreements herein contained and other good and valuable consideration, the receipt of which is hereby acknowledged, it is agreed herein between the Parties hereto as follows:

**ARTICLE 1**

**RECITALS:** Each whereas clause set forth above is true and correct and herein incorporated by this reference.

**ARTICLE 2**  
**SCOPE OF SERVICES**

The Management Experts, LLC agrees to hold Columbia County and all funding entities harmless against all claims of whatever nature arising out of the performance of the work under this agreement to the extent allowed and required by law.

The Management Experts, LLC is bound by all applicable state and federal laws and regulations and is bound by the terms of funding agreements that Columbia County utilizes for payments.

The Management Experts, LLC agrees that progress on all activities performed will be documented in reports submitted by Columbia County.

The Management Experts, LLC certifies that it is a Minority Business Owner as defined in Section 288.703, Florida Statutes.

- The Management Experts shall provide contractual services to Columbia County and other partner organizations
- The Management Experts shall provide planning, training and exercise initiatives and other activities and initiatives deemed by the Emergency Management Office or other partner agencies
- The Management Experts shall provide on-site technical assistance
- The Management Experts shall conduct meetings on behalf of the county
- The Management Experts shall seek additional funding and resources to benefit the county and other partner organizations
- The Management Experts shall identify, develop, coordinate and manage grant opportunities for Columbia County and other partner organizations
- The Management Experts shall coordinate activities of the Emergency Management Stakeholder Advisory Committee (EMSAC)
- The Management Experts shall perform outreach, public education and information initiatives including coordination of community events and forums
- The Management Experts shall coordinate and/or provide pre and post disaster activities
- The Management Experts shall work with the EMSAC to execute the vision, values, focus area, goals and objectives and method of implementation of the Columbia County Strategic Plan
- The Management Experts shall provide additional services requested by the Emergency Management Office and other partner agencies through individual task authorizations

### **ARTICLE 3** **TERM OF THE AGREEMENT**

This Agreement shall commence upon signatures by both parties and shall end on December 31, 2018.

This Agreement may be terminated by either Party with or without cause, upon thirty calendar days' written notice. Upon termination, all work shall cease and Columbia County Emergency Management shall pay to The Management Experts, LLC any earned and unpaid portion of the compensation due to The Management Experts, LLC pursuant to Article 4.

### **ARTICLE 4** **COMPENSATION AND METHOD OF PAYMENT**

Columbia County and other partner agencies agree to compensate The Management Experts, LLC through individual Task Authorizations.

**ARTICLE 5**  
**MISCELLANEOUS**

Independent Contractor. This Agreement does not create an employee/employer relationship between the Parties. It is the intent of the Parties that the Contractor is an independent contractor under this Agreement and not the Columbia County employee for any purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Worker's Compensation Act, and the State Unemployment Insurance law. The Contractor shall retain sole and absolute discretion in the judgment of the manner and means of carrying out the Contractor activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of the Contractor, which policies of the Contractor shall not conflict with Columbia County policies, rules or regulations relating to the use of the Contractor's funds provided for herein. The Contractor agrees that it is a separate and independent enterprise from Columbia County, that it had full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the Contractor and Columbia County, and Columbia County will not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages and/or overtime premiums.

**Notice.** Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and that places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, the Contractor and Columbia County Emergency Management designate the following as the respective places for giving of notice:

Contractor: Traci Buzbee  
2514 Manassas Way  
Tallahassee, Florida 32312  
850-528-0785

Columbia County: Shayne Morgan  
PO Box 1787  
Lake City, Florida 32056  
386-758-1125

**ARTICLE 6**  
**REMEDIES/FINANCIAL CONSEQUENCES:**

In the event that TME fails to satisfactory perform or has failed to adhere to the terms and conditions under this Agreement, Columbia County shall, upon fifteen (15) calendar days send a written notice to TME and upon TME's failure to cure within those fifteen (15) calendar days, exercise any one or more of the flowing remedies, either concurrently or consecutively. In event that TME fails to satisfactory perform or has failed to adhere to the terms and conditions under this Agreement, Columbia County shall assess a penalty equal to 5% of the total compensation outlined in the Task Authorizations or withhold or suspend payment of all or any part of a request for payment:

Require that TME refund to Columbia County any monies used for ineligible purpose under the laws, rules and regulations governing the use of funds.

Columbia County shall exercise any corrective or remedial actions to include, but not be limited to exercise any corrective or remedial actions to include but not limited to:

- Requesting additional information from TME to determine the reasons for or the extent of non-compliance or lack of performance.
- Issuing a written warning to advise that more serious measures may be taken if the situation is not corrected.
- Advising TME to suspend, discontinue or refrain from incurring costs for any activities in question.
- Or requiring TME to reimburse Columbia County for the amount of costs incurred for any items determined to be ineligible.

Pursuing any of the above remedies will not keep Columbia County from pursuing any other rights or remedies which may be otherwise available under law or in equity. If Columbia County waives any right or remedy in this agreement or fails to insist on strict performance by TME, it will not effect, extend or waive any other right or remedy of the Division, or affect the later exercise of the same right or remedy by the Division for any default by TME.

**Binding Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has the full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

**Governing Law.** This Agreement shall be governed by the laws of the State of Florida.



**Extent of Agreement.** This Agreement represents the entire and integrated agreement between the Contractor and Columbia County and supersedes all prior negotiations, representations or agreements, either written or oral.

**IN WITNESS OF THE FOREGOING**, the Parties have set their hands the day and year first written above.

The Management Experts, LLC

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Traci Buzbee, CEO  
43-2116394

Columbia County Board of County Commissioners

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Ronald Williams, Chairman



# 3

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 13, 2017

Meeting Date: October 19, 2017

Name: Lacey Boatright

Department: BCC Administration

Division Manager's Signature:

[Handwritten signature]

1. Nature and purpose of agenda item:

To allocate equipment reserves to departments for completion of the approved 2017-2018 Equipment Replacement Plan. BA 18-06, total amendment \$577,900.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

[ ]

N/A

[ ]

Yes Account No. \_\_\_\_\_

[X]

No Please list the proposed budget amendment to fund this request

Budget Amendment Number:

Fund: 001-GENERAL FUND

Table with 3 columns: FROM, TO, AMOUNT. Rows show equipment reserve allocations from 001-8400-584.90-97 to various equipment purchase codes (001-6200-562.60-64, 001-3710-537.60-64, 001-1830-519.60-64, 001-2510-525.60-64, 001-2620-525.60-64) with amounts ranging from \$75,000.00 to \$116,300.00.

For Use of County Manger Only:

[X]

Consent Item

[ ]

Discussion Item



# 3

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

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Today's Date: October 13, 2017

Meeting Date: October 19, 2017

Name: Lacey Boatright

Department: BCC Administration

Division Manager's Signature:

[Handwritten signature]

Table with 3 columns: Description (RESERVES / EQUIPMENT RESERVE), Code (e.g., 001-8400-584.90-97), and Amount (\$30,000.00, \$23,000.00, etc.).

For Use of County Manger Only:

[X] Consent Item [ ] Discussion Item

District No. 1 - Ronald Williams  
District No. 2 - Rusty DePratter  
District No. 3 - Bucky Nash  
District No. 4 - Everett Phillips  
District No. 5 - Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

## Memorandum

Date: 10/13/2017

To: Ben Scott, County Manager

From: Lacey Boatright, Financial Management Director

RE: Equipment Replacement Plan Allocation

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During budget preparation, the Board approved an Equipment Replacement Plan for the 2017-2018 fiscal year. The attached budget amendment request is to allocate the equipment reserves to the appropriate departments for these purchases.



# 4

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 11, 2017 Meeting Date: October 19, 2017

Name: Jeff Crawford Department: Fire Department

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

Purchase new Fire Engine to replace old Fire Engine - \$300,000

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [ ] N/A [X] Yes Account No. 102-2200-522.60-64 [ ] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [ ] Discussion Item



Fire Chief  
Jeffrey Crawford

## COLUMBIA COUNTY FIRE RESCUE

509 SW Bascom Norris Dr., Lake City, FL 32025  
Office (386) 754-7057 Fax (386) 754-7064

### MEMORANDUM

DATE: October 11, 2017

TO: Ben Scott

FR: Jeffery Crawford

RE: Purchase of new Fire Engine

---

We are requesting to purchase one new Fire Engine. This Fire Engine will be purchased using the Florida Sheriffs Contract pricing. With the new fire assessment we were able to build in a replacement plan for new Fire Apparatus and equipment. The price of this Engine will be \$300,000.00. This is within the budgeted money for Fire Engine replacement. The new engine will be replacing a 2005 pierce contender Vin # 2NKMHZ8X76M140167 that will not pass the required pump test this year.



725 SW 46<sup>th</sup> Avenue  
 Ocala, Florida 34474  
 T (352) 629-6305  
 F (352) 629-2018

## Apparatus Proposal

DATE: September 18, 2016  
 The Proposal has been prepared for:  
**Columbia County Fire**  
**370 SE Racetrac Lane**  
**Lake City, FL 32025**

Hall-Mark RTC. is pleased to offer Columbia County one (1) 2017 Pumper on an International 4400 2-Door chassis. These vehicle shall be in accordance with the attached specifications. The purchase price shall include all vehicle components and NFPA equipment as requested by the fire department as detailed in the Hall-Mark Proposal.

Delivery will be F.O.B. Customer Location and will be made approximately 300 Calendar days after receipt of P.O. Terms of payment shall be pre-payment or net 45 at delivery.

FSA 16-VEF12.0 – Spec #18 Commercial Pumper	\$ 193,973.72
Customer Changes	\$ 97,293.03
<b>Subtotal</b>	<b>\$ 291,266.75</b>
Service	\$ 6500.00
FSA Contract Fee	\$ 2233.25
<b>Total</b>	<b>\$ 300,000.00</b>

This quote is valid for 60 days unless extended in writing.

This proposal is deemed acceptable by the undersigned. In witness whereof, The Company and the Purchaser shall execute and agreement to this proposal with signatures and authorizations representatives as of the date set forth by each.

  
 Dee Daniels – Director of Apparatus Sales

  
 Date

powered by **HALL-MARK**  
 REVgroup.com











# 5

### COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 9, 2017 Meeting Date: October 19, 2017

Name: Kevin Kirby Department: Public Works

Division Manager's Signature: 

**1. Nature and purpose of agenda item:**

Utility permit from AT&T for CR 240

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

**2. Fiscal impact on current budget.**

Is this a budgeted item?  N/A  
 Yes Account No. \_\_\_\_\_  
 No Please list the proposed budget amendment to fund this request

Budget Amendment Number: \_\_\_\_\_ Fund: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

**For Use of County Manger Only:**

Consent Item  Discussion Item

**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS  
UTILITY PERMIT**

Date: 10/05/2017 Permit No. \_\_\_\_\_ County Road CR 240 Section No. \_\_\_\_\_

Permittee AT&T Florida

Address 735 Mill Creek Rd Telephone Number (904) 727-1566

Requesting permission from Columbia County, Florida, hereinafter called the County, to contract, operate and maintain AT&T 73E61222N proposes placing approx 0.025kf copper cable in ROW of CR 240 for service to a Dollar General going up at 134 SW Wingate St.

FROM: CR 240 west of SR 47 TO: \_\_\_\_\_

Submitted for the Utility Owner by: Brenda Pausche, Engr Asst, bp9757@att.com  
Typed Name & Title Signature Date

1. Permittee declares that prior to filing this application it has determined the location of all existing utilities, both aerial and underground and the accurate locations are shown on the plans attached hereto and made a part of this application. Proposed work is within corporate limits of Municipality: YES ( ) NO ( ). If YES: LAKE CITY ( ) FORT WHITE ( ). A letter of notification was mailed on \_\_\_\_\_ to the following utility owners \_\_\_\_\_

2. The Columbia County Public Works Director shall be notified twenty-four (24) hours prior to starting work and again immediately upon completion of work. The Public Works Director is Kevin Kirby, located at P.O. Box 969, Lake City, FL 32056 Telephone Number (386) 752-5955. The PERMITTEE's employee responsible for Maintenance of Traffic is Randy Vaughn / Michael Dugan Telephone Number (352) 378-9991 / (904) 693-1786 (This name may be provided at the time of the 24 hour notice to starting work.)

3. This PERMITTEE shall commence actual construction in good faith within 30 days after issuance of permit, and shall be completed within 60 days after permitted work has begun. If the beginning date is more than 60 days from date of permit approval, then PERMITTEE must review the permit with the Columbia County Public Works Director to make sure no changes have occurred in the transportation facility that would affect the permitted construction.

4. The construction and maintenance of such utility shall not interfere with the property and rights of a prior PERMITTEE.

5. It is expressly stipulated that this permit is a license for permissive use only and that the placing of utilities upon public property pursuant to this permit shall not operate to create or vest any property right in said holder.

6. Pursuant to Section 337-403(1), Florida Statutes, whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation, alteration or relocation of all, or any portion of said transportation facility as determined by the Columbia County Public Works Director and/or County Engineer, any or all utilities and appurtenances authorized hereunder, shall be immediately removed from said transportation facility or reset or

relocated thereon as required by the Columbia County Public Works Director and/or County Engineer and at the expense of the PERMITTEE.

7. In case of non-compliance with the County's requirements in effect as of the approval date of this permit, this permit void and the facility will have to be brought into compliance or removed from the right of way at no cost to the County.

8. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the PERMITTEE, and the PERMITTEE will, at all times, and to the extent permitted by law, assume all risk of and indemnify, defend, and save harmless Columbia County, Florida from any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercise by said PERMITTEE of the aforesaid right and privileges.

9. During construction, all safety regulations of the County shall be observed and the PERMITTEE must take measures, including pacing and the display of safety devices that may be necessary in order to safely conduct the public through the project area in accordance with the Federal Manual on Uniform Traffic Control Devices, as amended for highways.

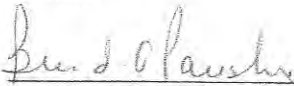
10. Should the PERMITTEE be desirous of keeping its utilities in place and out of service, the PERMITTEE, by execution of this permit acknowledges its present and continuing ownership of its utilities located between N/A and N/A within the County's right of way as set forth above. PERMITTEE, as its sole expense, shall promptly remove said out of service utilities whenever Columbia County Public Works Director and/or County Engineer determines said removal is in the public interest.

11. Special instructions: Minimum cover of thirty inches (30") will be required at all locations. Columbia County will not be financially responsible for any damage to facilities with less than thirty inches (30") cover. Cables shall not be located within driveway ditches.

12. Additional Stipulations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is understood and agreed that commencement by the PERMITTEE is acknowledgment and acceptance of the binding nature of these specialist instructions.

Submitted By: Brenda Pausche  
Permittee

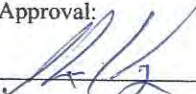
  
Signature and Title Engineering Assistant

Place Corporate Seal

\_\_\_\_\_  
Attested

Utilities Permit  
Page three  
Revised: 8/17/00

Recommended for Approval:

Signature: 

Title: ADS County Manager

Date: 10-06-17

Approval by Board of County Commissioners, Columbia County, Florida:

YES ( )      NO ( )

Date Approved: \_\_\_\_\_

Chairman's Signature: \_\_\_\_\_

*Rec'd  
10-6-17*

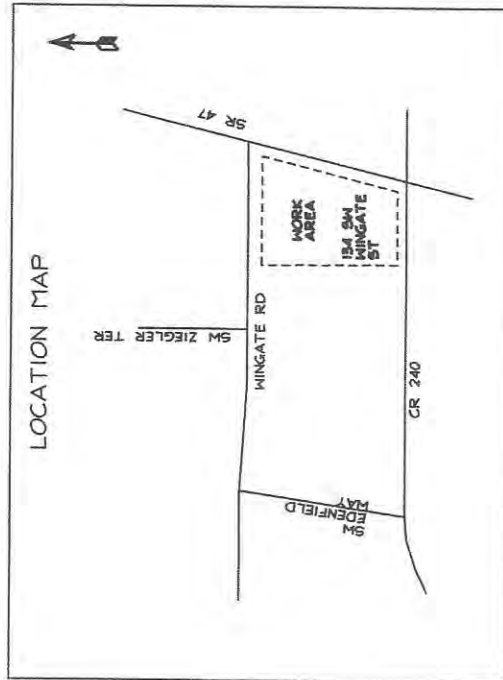




**NOTES:**

1. LOCATE ALL UTILITIES / FACILITIES PRIOR TO START OF CONSTRUCTION.
2. CURRENT A.D.A STANDARDS SHALL BE UPHELD AT ALL TIMES.
3. CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTY IN THE VICINITY OF THE CONSTRUCTION SITE.
4. CONTRACTOR SHALL PROVIDE SAFE ACCESS PER D.O.T STANDARD 600 SERIES FOR ALL PEDESTRIAN TRAFFIC THROUGH OR AROUND ALL WORK AREAS.
5. ALL CASINGS (HDPE) / DIRECTIONS BORES SHALL EXTEND A MINIMUM OF SIX FEET (6') BEYOND EACH EDGE OF PAVEMENT (DRIVEWAYS INCLUDED).

SCOPE OF WORK:  
 PLACE APPROX 0.025KF COPPER CABLE IN ROW OF CR 240 FOR SERVICE TO A DOLLAR GENERAL GOING UP AT 134 SW WINGATE ST.



Permit submittal plans were prepared under the responsibility charge of Utility Company full-time employee Jonathan Maurer and are exempt from the signing and sealing requirements prescribed in Section 471 of the Florida Statutes.

*Jonathan Maurer*  
**Jonathan Maurer**

Proposed Facility	Description
—	GENERAL CABLE
—	BURIED CABLE
—	BUR. JUNKY-TRENCH
○	EST. POLE
*	POUCH POLE
—	ANCHOR & GUT
—	RUSH BRACE
—	ENCLOSURE
—	ENCLOSURE
—	MARKER
—	PRE-COMBAT
—	CABLE MARKER
—	ADJAL. SYNC WIRE
—	BURIED SYNC WIRE
—	JUNKY-TRENCH SYNC
—	BORE
—	OUT PASSENT
—	SPlicing PIT
—	TRENCH UNDERPASS

**ATTSE**

PROPOSED TELEPHONE FACILITIES  
 ON RIGHT OF WAY OF  
 COLUMBIA COUNTY

134 SW WINGATE ST

Exchange: 386752

Designer: Fernandez, Chris

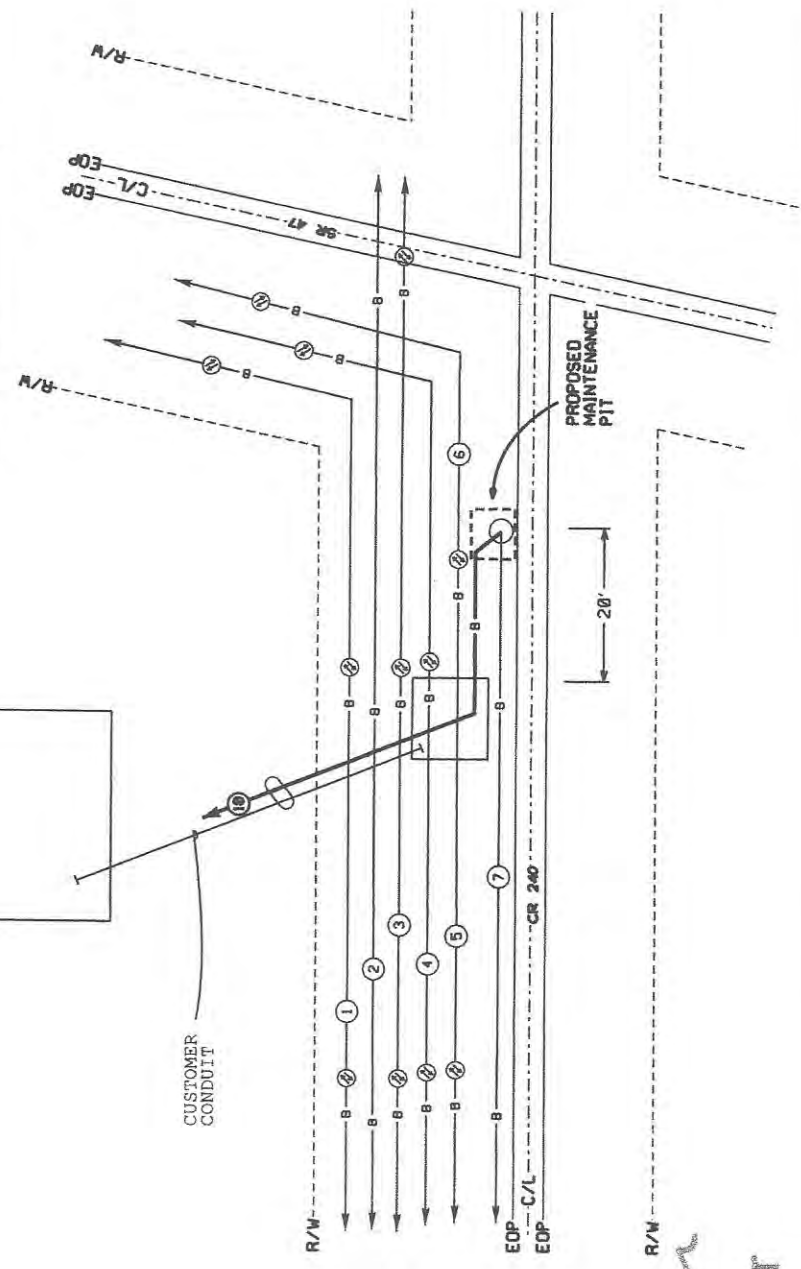
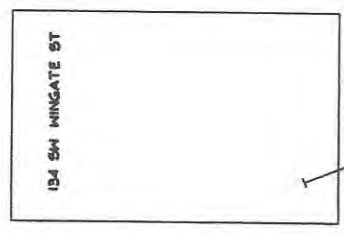
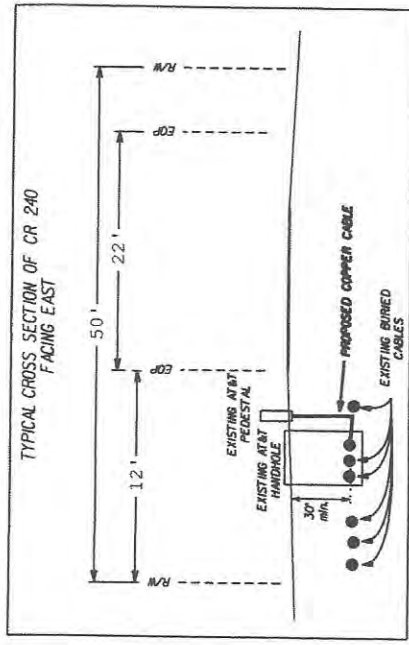
Phone: 904-727-1554

Authorizations: 73EG1222N

Drawn: 1 of 2

# All Known Visible Utilities Have Been Identified

- ① EXISTING BURIED FIBER CABLE
- ② EXISTING BURIED COPPER CABLE
- ③ EXISTING BURIED FIBER CABLE
- ④ EXISTING BURIED FIBER CABLE
- ⑤ EXISTING BURIED FIBER CABLE
- ⑥ EXISTING BURIED FIBER CABLE
- ⑦ EXISTING BURIED COPPER CABLE
- ⑩ <sup>200(30")</sup> PROPOSED BURIED COPPER CABLE



<b>ATTSE</b>	
PROPOSED TELEPHONE FACILITIES ON RIGHT OF WAY OF COLUMBIA COUNTY	
134 SW WINGATE ST	
Exchange	386752
Designer	Fernandez, Chris
Phone	904-727-1554
Authorization	73E61222N
Dep.	2 of 2

*Jonathan Maurer*  
Jonathan Maurer



# 6

### COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 3, 2017 Meeting Date: October 19, 2017

Name: Kevin Kirby Department: Public Works

Division Manager's Signature: 

**1. Nature and purpose of agenda item:**

**Utility permit from Comcast for Arrowhead.**

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

**2. Fiscal impact on current budget.**

Is this a budgeted item?  N/A  
 Yes Account No. \_\_\_\_\_  
 No Please list the proposed budget amendment to fund this request

Budget Amendment Number: \_\_\_\_\_ Fund: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

**For Use of County Manger Only:**

Consent Item  Discussion Item





relocated thereon as required by the Columbia County Public Works Director and/or County Engineer and at the expense of the PERMITTEE.

7. In case of non-compliance with the County's requirements in effect as of the approval date of this permit, this permit void and the facility will have to be brought into compliance or removed from the right of way at no cost to the County.

8. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the PERMITTEE, and the PERMITTEE will, at all times, and to the extent permitted by law, assume all risk of and indemnify, defend, and save harmless Columbia County, Florida from any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercise by said PERMITTEE of the aforesaid right and privileges.

9. During construction, all safety regulations of the County shall be observed and the PERMITTEE must take measures, including pacing and the display of safety devices that may be necessary in order to safely conduct the public through the project area in accordance with the Federal Manual on Uniform Traffic Control Devices, as amended for highways.

10. Should the PERMITTEE be desirous of keeping its utilities in place and out of service, the PERMITTEE, by execution of this permit acknowledges its present and continuing ownership of its utilities located between \_\_\_\_\_ and \_\_\_\_\_ within the County's right of way as set forth above. PERMITTEE, as its sole expense, shall promptly remove said out of service utilities whenever Columbia County Public Works Director and/or County Engineer determines said removal is in the public interest.

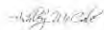
11. Special instructions: Minimum cover of thirty inches (30") will be required at all locations. Columbia County will not be financially responsible for any damage to facilities with less than thirty inches (30") cover. Cables shall not be located within driveway ditches.

12. Additional Stipulations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is understood and agreed that commencement by the PERMITTEE is acknowledgment and acceptance of the binding nature of these specialist instructions.

Submitted By: **ASHLEY MCCABE**  
Permittee

Place Corporate Seal

  
Digitally signed by ASHLEY  
Date: 2017.02.09 13:08:23 -05'00'  
Signature and Title

\_\_\_\_\_  
Attested

Utilities Permit  
Page three  
Revised: 8/17/00

Recommended for Approval:

Signature: \_\_\_\_\_ *[Handwritten Signature]*

Title: \_\_\_\_\_ *10-0317*

Date: \_\_\_\_\_ *ASS Camp MANAGER*

Approval by Board of County Commissioners, Columbia County, Florida:

YES ( )      NO ( )

Date Approved: \_\_\_\_\_

Chairman's Signature: \_\_\_\_\_

*Rec'd  
10-2-17*





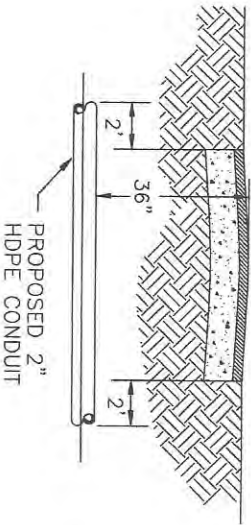
**141 SW ARROWHEAD TER**

**CITY PERMIT**

**NOTES & TYPICALS**

USE CASE 1 M.O.T.

ALL UTILITIES LOCATED BY VISUAL INSPECTION, TO VERIFIED BY LOCATES.
EOT REPRESENTS EDGE OF TRAVEL NOT TRUE EDGE OF PAVEMENT.
E/P REPRESENTS THE TRUE EDGE OF PAVEMENT.
EOD REPRESENTS THE EDGE OF DIRT.
HAND DIG TRENCHES 36" DEEP ACROSS DIRT ROAD.



**TYPICAL DRIVEWAY  
DIRECTIONAL BORE**

N.T.S.

LEGEND			
✕	POWER POLE	○	BORE
⊗	JOINT USE TRANSFORMER POLE	—	SMALL/DITCH
⊗	JOINT USE TRANSFORMER POLE	—	GUARD RAIL
○	PHONE POLE	—	FENCE LINE
○	CATV POLE	—	PROPOSED OVERHEAD CATV
○	STEEL POLE	—	EXISTING OVERHEAD CATV
○	CONCRETE POLE	—	EXISTING BURIED CATV
⊗	JOINT USE POLE	—	OVERHEAD ELECTRIC
⊗	RISER	—	BURIED ELECTRIC
⊗	ANCHOR	—	GAS
	OVERHEAD GUY	—	OVERHEAD TELEPHONE
∇	CATV FIBER VAULT	—	BURIED TELEPHONE
∇	TRAFFIC SIGNAL VAULT	—	SANITARY SEWER
∇	TRAFFIC SIGNAL POLE	—	STORM SEWER
∇	TRAFFIC SIGNAL BOX	—	WATER
⊕	CROSS SECTION REFERENCE	—	CENTERLINE
???	AERIAL FOOTAGE	—	EDGE OF PAVEMENT
???	U/G FOOTAGE	—	BACK OF CURB
???	REFERENCE POINT	—	RIGHT OF WAY
	STORM DRAIN		

**COLUMBIA COUNTY U/G NOTES**

ALL PROPOSED CONSTRUCTION WILL BE PER COLUMBIA COUNTY SPECIFICATIONS AS WELL AS ALL NESC SAFETY CODES.

ALL PROPOSED CATV WILL BE WITHIN THE COLUMBIA COUNTY RIGHT-OF-WAY.

ALL PROPOSED UNDERGROUND CATV WILL BE BURIED A MINIMUM OF 30" DEEP, EXCEPT BORES 36" DEEP. NOTIFICATIONS TO ALL UTILITIES INVOLVED WILL BE MADE PRIOR TO CONSTRUCTION.

LOCATES WILL BE REQUIRED IN ALL PROPOSED UNDERGROUND AREAS AT LEAST 48 HRS. PRIOR TO CONSTRUCTION.

ALL PROPOSED UNDERGROUND CATV ROAD BORES WILL USE COUNTY APPROVED DIRECTIONAL BORE MACHINE, AS WELL AS COUNTY APPROVED CONDUIT.

ALL PROPOSED CATV DIRECTIONAL BORES WILL EXTEND A MINIMUM OF 5' BEYOND THE EDGE OF PAVEMENT.

ALL PROPOSED CATV DRIVEWAY BORES WILL EXTEND A MINIMUM OF 2' BEYOND THE EDGE OF PAVEMENT.

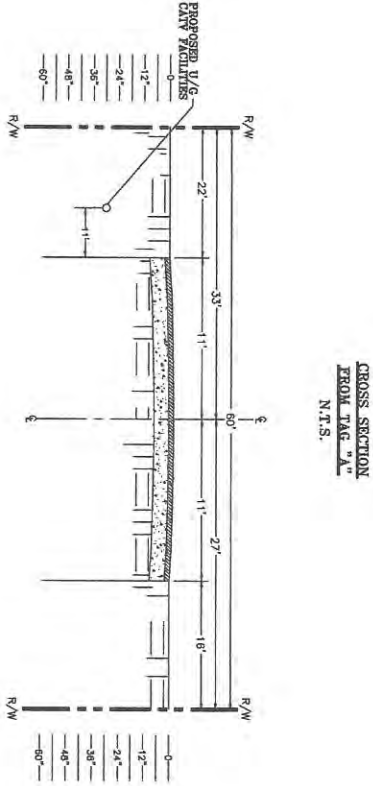
**COMCAST**  
 PROPRIETARY AND CONFIDENTIAL  
 5014 Richard St.  
 Jacksonville, FL 32216

**COLUMBIA COUNTY, FL  
RIGHT-OF-WAY PERMIT**

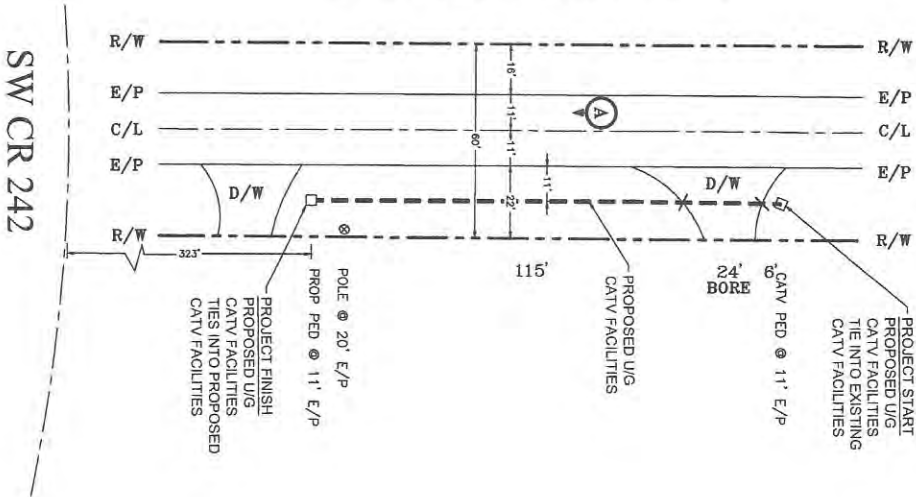
SUBJECT:	141 SW ARROWHEAD TER
COUNTY:	COLUMBIA
STATE:	FLORIDA
SHEET NO.:	2 OF 2
DATE:	10/02/201
MAP:	N/A
DRAWN BY:	A.K.A



141 SW ARROWHEAD TER  
CITY PERMIT  
PLAN VIEW



SW ARROWHEAD TER



**COMCAST**  
PROPRIETARY AND CONFIDENTIAL  
5934 Richard St  
Jacksonville, FL 32216

COLUMBIA COUNTY, FL  
RIGHT-OF-WAY PERMIT

SUBJECT:  
PROPOSED U/G CATV FACILITIES ON SW ARROWHEAD TER

141 SW ARROWHEAD TER  
COUNTY: COLUMBIA  
STATE: FLORIDA  
SHEET NO.: 4 OF 4  
DATE: 10/02/201  
MAP: N/  
DRAFTED BY: A.K.I



# 7

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 3, 2017 Meeting Date: October 19, 2017

Name: Kevin Kirby Department: Public Works

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

Utility permit from Fibernet Direct for Tomerline Lane.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [X] N/A [ ] Yes Account No. [ ] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [ ] Discussion Item



**COLUMBIA COUNTY BOARD OF COUNTY COMISSIONERS  
UTILITY PERMIT**

Date: 9/28/17 Permit No. \_\_\_\_\_ County Road SE Pounds Hammock Rd Section No. 12

Permittee FIBERNET DIRECT

Address 421 W. Church St, STE #403 Jacksonville, FL 32202 Telephone Number (904) 355-9742

Requesting permission from Columbia County, Florida, hereinafter called the County, to contract, operate and maintain Telecommunications facilities consisting of (2) 1.5" HDPE conduits, fiber optic cable, #12 locate wire, & pull boxes. Installation will be via directional bore & trenching.

FROM: TOMERLINE LN TO: 554 SE POUNDS HAMMOCK RD

Submitted for the Utility Owner by: <u>Billy R. Moore - Program Manager</u>	<u>9/28/17</u>
Typed Name & Title	Signature
	Date

1. Permittee declares that prior to filing this application it has determined the location of all existing utilities, both aerial and underground and the accurate locations are shown on the plans attached hereto and made a part of this application. Proposed work is within corporate limits of Municipality: YES (X) NO ( ). IF YES: LAKE CITY (X) FORT WHITE ( ). A letter of notification was mailed on 9/28/17 to the following utility owners AT&T, FP&L, CITY of LAKE CITY, COMCAST CABLE

2. The Columbia County Public Works Director shall be notified twenty-four (24) hours prior to starting work and again immediately upon completion of work. The Public Works Director is \_\_\_\_\_ located at \_\_\_\_\_ Telephone Number \_\_\_\_\_. The PERMITTEE's employee responsible for Maintenance of Traffic is PAUL MEY YOUNG'S COMMUNICATIONS Telephone Number (321) 863-7729 (This name may be provided at the time of the 24 hour notice to starting work.)

3. This PERMITTEE shall commence actual construction in good faith within 30 days after issuance of permit, and shall be completed within 60 days after permitted work has begun. If the beginning date is more than 60 days from date of permit approval, then PERMITTEE must review the permit with the Columbia County Public Works Director to make sure no changes have occurred in the transportation facility that would affect the permitted construction.

4. The construction and maintenance of such utility shall not interfere with the property and rights of a prior PERMITTEE.

5. It is expressly stipulated that this permit is a license for permissive use only and that the placing of utilities upon public property pursuant to this permit shall not operate to create or vest any property right in said holder.

6. Pursuant to Section 337-403(1), Florida Statutes, whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation, alteration or relocation of all, or any portion of said transportation facility as determined by the Columbia County Public Works Director and/or County Engineer, any or all utilities and appurtenances authorized hereunder, shall be immediately removed from said transportation facility or reset or

relocated thereon as required by the Columbia County Public Works Director and/or County Engineer and at the expense of the PERMITTEE.

7. In case of non-compliance with the County's requirements in effect as of the approval date of this permit, this permit void and the facility will have to be brought into compliance or removed from the right of way at no cost to the County.

8. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the PERMITTEE, and the PERMITTEE will, at all times, and to the extent permitted by law, assume all risk of and indemnify, defend, and save harmless Columbia County, Florida from any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercise by said PERMITTEE of the aforesaid right and privileges.

9. During construction, all safety regulations of the County shall be observed and the PERMITTEE must take measures, including pacing and the display of safety devices that may be necessary in order to safely conduct the public through the project area in accordance with the Federal Manual on Uniform Traffic Control Devices, as amended for highways.

10. Should the PERMITTEE be desirous of keeping its utilities in place and out of service, the PERMITTEE, by execution of this permit acknowledges its present and continuing ownership of its utilities located between \_\_\_\_\_ and \_\_\_\_\_ within the County's right of way as set forth above. PERMITTEE, as its sole expense, shall promptly remove said out of service utilities whenever Columbia County Public Works Director and/or County Engineer determines said removal is in the public interest.

11. Special instructions: Minimum cover of thirty inches (30") will be required at all locations. Columbia County will not be financially responsible for any damage to facilities with less than thirty inches (30") cover. Cables shall not be located within driveway ditches.

12. Additional Stipulations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is understood and agreed that commencement by the PERMITTEE is acknowledgment and acceptance of the binding nature of these specialist instructions.

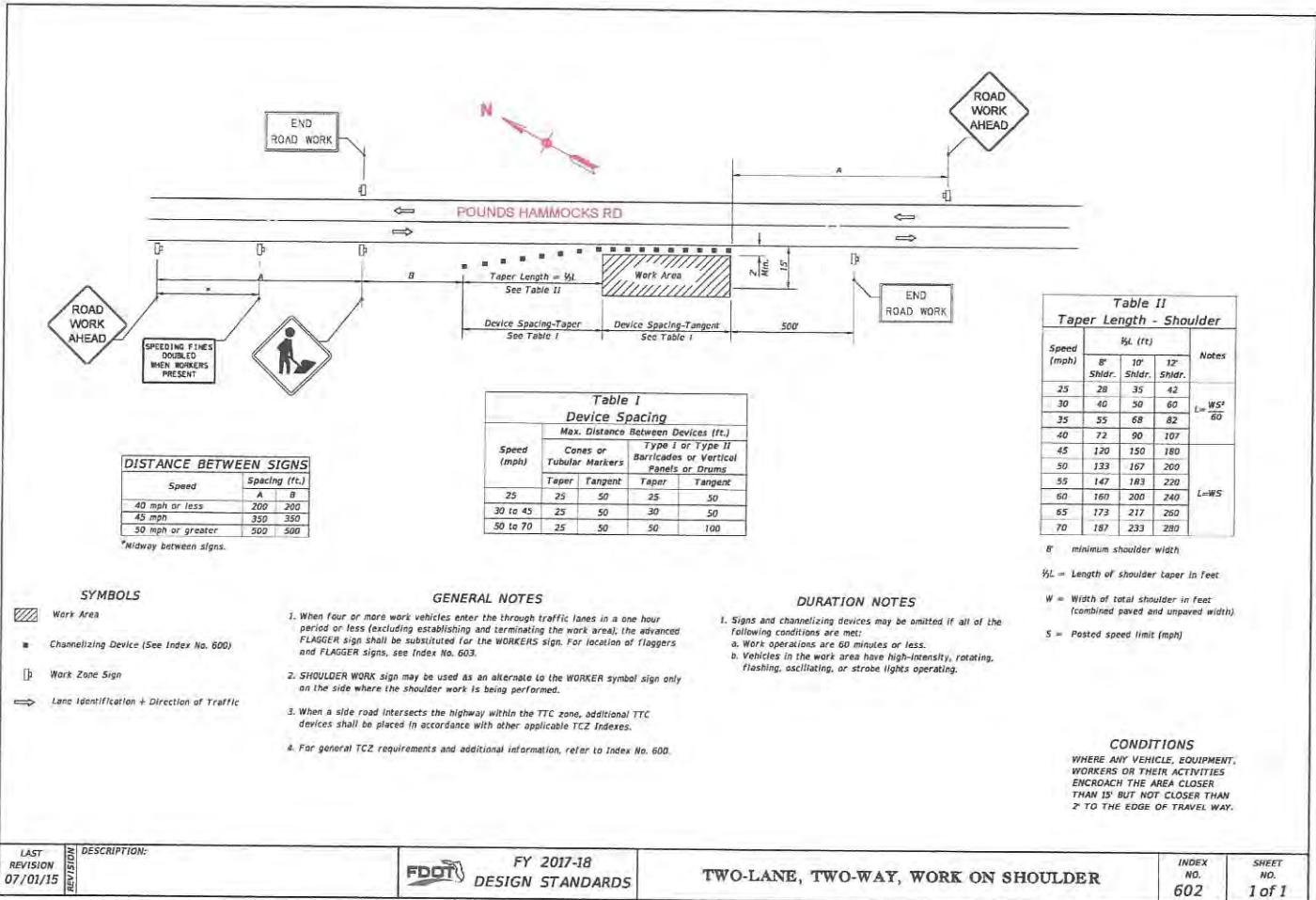
Submitted By: Billy R. Moore - FIBERNET DIRECT  
Permittee

  
Signature and Title Program Manager

Place Corporate Seal

\_\_\_\_\_  
Attested





**DISTANCE BETWEEN SIGNS**

Speed	Spacing (ft.)	
	A	B
40 mph or less	200	200
45 mph	350	350
50 mph or greater	500	500

\*Midway between signs.

**Table I  
Device Spacing**

Max. Distance Between Devices (ft.)

Speed (mph)	Cones or Tubular Markers		Type I or Type II Barricades or Vertical Panels or Drums	
	Taper	Tangent	Taper	Tangent
25	25	50	25	50
30 to 45	25	50	30	50
50 to 70	25	50	50	100

**Table II  
Taper Length - Shoulder**

Speed (mph)	SL (ft.)			Notes
	8' Shldr.	10' Shldr.	12' Shldr.	
25	28	35	42	L=WS <sup>2</sup> 60
30	40	50	60	
35	55	68	82	
40	72	90	107	L=WS
45	120	150	180	
50	133	167	200	
55	147	183	220	
60	160	200	240	
65	173	217	260	
70	187	233	280	

8' minimum shoulder width  
 SL = Length of shoulder taper in feet  
 W = Width of total shoulder in feet (combined paved and unpaved width)  
 S = Posted speed limit (mph)

**SYMBOLS**

- Work Area
- Channelizing Device (See Index No. 600)
- Work Zone Sign
- Lane Identification + Direction of Traffic

**GENERAL NOTES**

1. When four or more work vehicles enter the through traffic lanes in a one hour period or less (excluding establishing and terminating the work area), the advanced FLAGGER sign shall be substituted for the WORKERS sign. For location of flaggers and FLAGGER signs, see Index No. 603.
2. SHOULDER WORK sign may be used as an alternate to the WORKER symbol sign only on the side where the shoulder work is being performed.
3. When a side road intersects the highway within the TTC zone, additional TTC devices shall be placed in accordance with other applicable TCZ indexes.
4. For general TCZ requirements and additional information, refer to Index No. 600.

**DURATION NOTES**

1. Signs and channelizing devices may be omitted if all of the following conditions are met:
  - a. Work operations are 60 minutes or less.
  - b. Vehicles in the work area have high-intensity, rotating, flashing, oscillating, or strobe lights operating.

**CONDITIONS**

WHERE ANY VEHICLE, EQUIPMENT, WORKERS OR THEIR ACTIVITIES ENCRoACH THE AREA CLoSER THAN 15' BUT NOT CLoSER THAN 2' TO THE EDGE OF TRAVEL WAY.

LAST REVISION 07/01/15	DESCRIPTION:	FDDT DESIGN STANDARDS	FY 2017-18	TWO-LANE, TWO-WAY, WORK ON SHOULDER	INDEX NO. 602	SHEET NO. 1 of 1
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**SINGLE FOC LATERAL TO:  
554 SE POUNDS HAMMOCK RD, LAKE CITY**

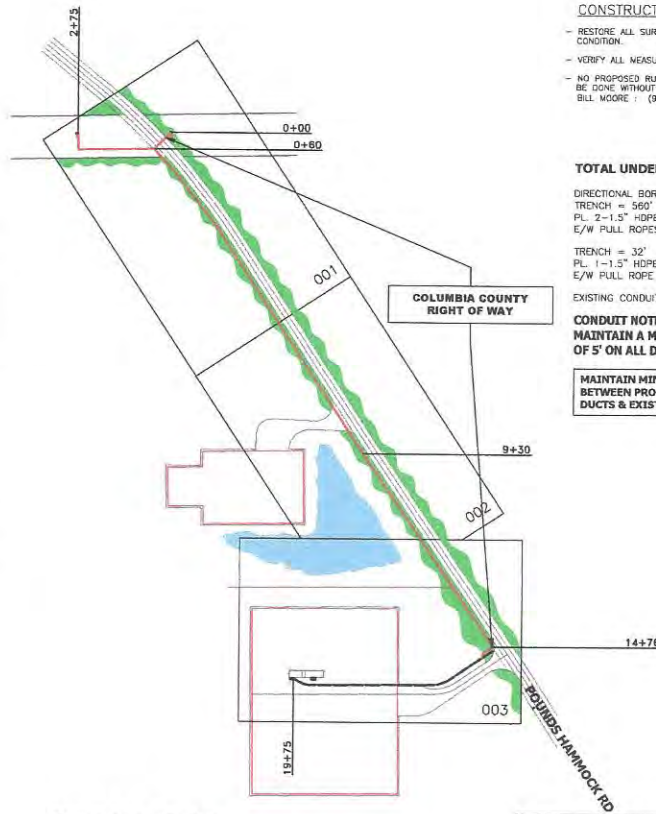
001 OF 003 TO 003 OF 003 — PLAN & PROFILES & PICS

DATE	SUITE	WBS	CV#	PMO#
08/31/17			1275863	



**LOCATION MAP**

N.T.S.



**OVERALL VIEW**

N.T.S.

**CONSTRUCTION NOTES:**

- RESTORE ALL SURFACES TO EQUAL OR BETTER CONDITION.
- VERIFY ALL MEASUREMENTS AND DISTANCES.
- NO PROPOSED RUNNING LINE CHANGES ARE TO BE DONE WITHOUT FIBERNET OSPRE APPROVAL.

BILL MOORE : (904) 335-9742

**TOTAL UNDERGROUND FOOTAGE: 2190'**

DIRECTIONAL BORE = 1131'  
TRENCH = 560'  
PL 2-1.5" HDPE  
E/W FULL ROPES

TRENCH = 32'  
PL 1-1.5" HDPE  
E/W FULL ROPE

EXISTING CONDUIT = 467'

**CONDUIT NOTE:  
MAINTAIN A MIN BENDING RADIUS  
OF 5' ON ALL DUCT CONFIGURATIONS**

**MAINTAIN MINIMUM 12" SEPARATION  
BETWEEN PROPOSED FIBERNET DIRECT  
DUCTS & EXISTING UTILITIES**

**NOTES:**

LOCATIONS, ELEVATIONS AND DIMENSIONS OF EXISTING UTILITIES, STRUCTURES AND OTHER SITE FEATURES SHOWN ON THE DRAWINGS ARE BASED ON LIMITED INVESTIGATION TECHNIQUES AND SHOULD BE CONSIDERED APPROXIMATE ONLY. PLEASE CONTACT SUNSHINE STATE ONE-CALL AT 1-800-432-4770

**DIRECTION OF ENGINEERING**

REPRESENTATION ON THIS DOCUMENT IS PROVIDED AS A SERVICE TO THE USER. FIBERNET DIRECT DOES NOT WARRANT THE ACCURACY OF ANY INFORMATION OR DATA PROVIDED HEREON. FIBERNET DIRECT DISCLAIMS ANY LIABILITY FOR DAMAGES OF ANY KIND ARISING FROM THE USE OF THIS DOCUMENT.

**FIBERNET DIRECT**  
Reliability Counts  
8250 W FLORIDA ST, MIAMI, FL 33174

**CV1275863**

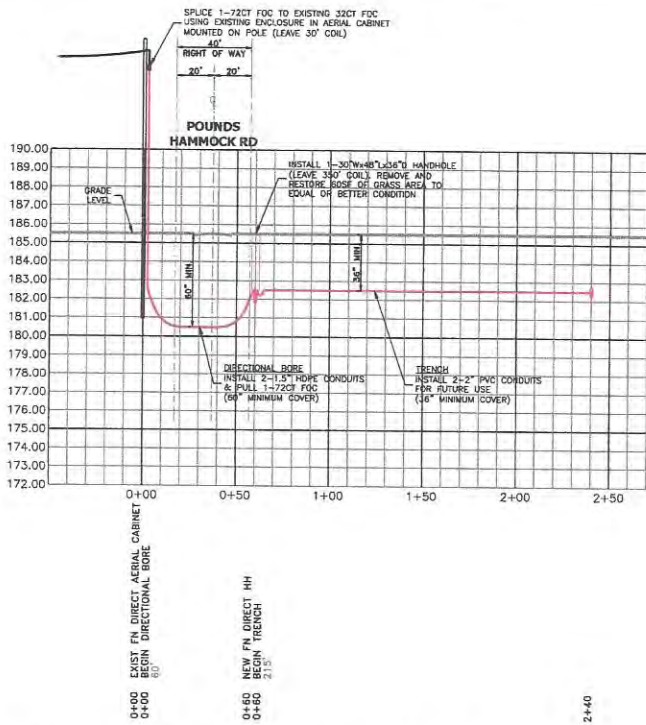
UNIT	QUANTITY

REVISIONS/APPROVALS		
DATE	DESCRIPTION	INITIAL
08/31/17	FIRST SUBMITTAL	AM
09/15/17	REVISION BY PM COMMENTS	AM

<b>811</b>	County: COLUMBIA City: LAKE CITY District: 45 Range: 17E Section: 12 Know what's below? Call before you dig!
------------	-----------------------------------------------------------------------------------------------------------------------------

Project: SINGLE FOC LATERAL TO 554 SE POUNDS HAMMOCK RD	
Designer: BILL MOORE (904) 335-9742	Checker: [Signature]
Project Code: CV1275863	Drawing No: 001
Approved Original Issue:	Scale:
Date: N.T.S.	Title: 554 SE Pounds Hammock Rd.dwg
Date: N.T.S.	Title: COVER





**CROSS SECTION - POUNDS HAMMOCK RD**  
 HORIZONTAL SCALE 1"=50'  
 VERTICAL SCALE 1"=5'

**NOTES:**

- NO ELEVATION RECORDS AVAILABLE, CONTRACTOR SHALL VERIFY DEPTH BEFORE BORING.

DIRECTION OF ENGINEERING

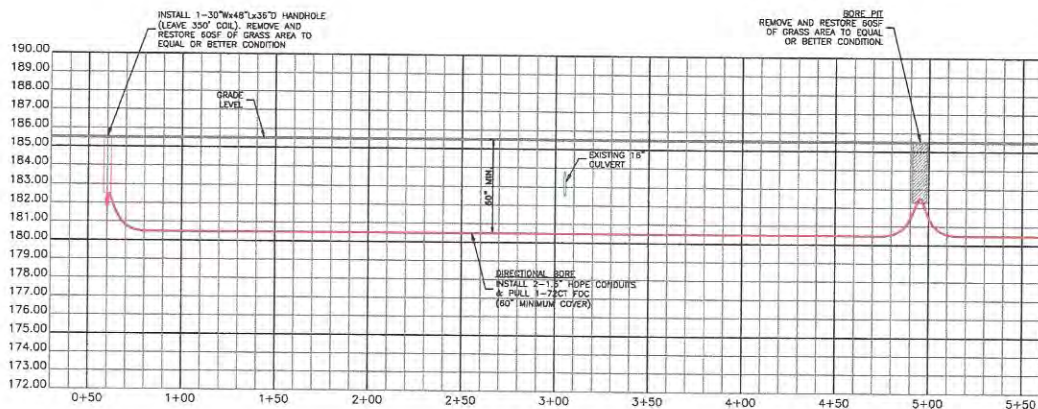
INFORMATION ON THIS DOCUMENT IS PRELIMINARY AND SHALL NOT BE USED WITHOUT CONSULTATION WITH THE ENGINEER. THE USER SHALL BE RESPONSIBLE FOR VERIFYING ALL INFORMATION AND DATA CONTAINED HEREIN.

**FIBERNET DIRECT**  
 Reliability Counts.  
 9250 W. FLORISSANT ST. MIAMI, FL 33174

UNIT	QUANTITY

REVISIONS/APPROVALS		
DATE	DESCRIPTION	INITIAL
08/17/17	FIRST SUBMITTAL	AO

<b>811</b>	County:	COLUMBIA
	City:	LAKE CITY
Know what's below Call before you dig	Contractor:	45
	Project:	17E
Project: SINGLE FOC LATERAL TO 554 SE POUNDS HAMMOCK RD	Operator:	12
	Operator ID:	
Operator: BILL MOORE (904) 308-8742	Drawn by:	
Project Code: CV1275883	Drawn for:	
Approved Original Name:		
AS SHOWN	554 SE Pounds Hammock Rd.dwg	PROFILE 001A



**PROFILE - POUNDS HAMMOCK RD.**

HORIZONTAL SCALE 1"=50'  
VERTICAL SCALE 1"=5'

**NOTES:**

- NO ELEVATION RECORDS AVAILABLE. CONTRACTOR SHALL VERIFY DEPTH BEFORE BORING.

**DIRECTION OF ENGINEERING**

INFORMATION ON THE DESIGNER'S RESPONSIBILITY AND SHALL BE THE USER'S RESPONSIBILITY. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL DATA AND FOR OBTAINING ALL NECESSARY PERMITS FROM THE APPROPRIATE AGENCIES.



UNIT	QUANTITY

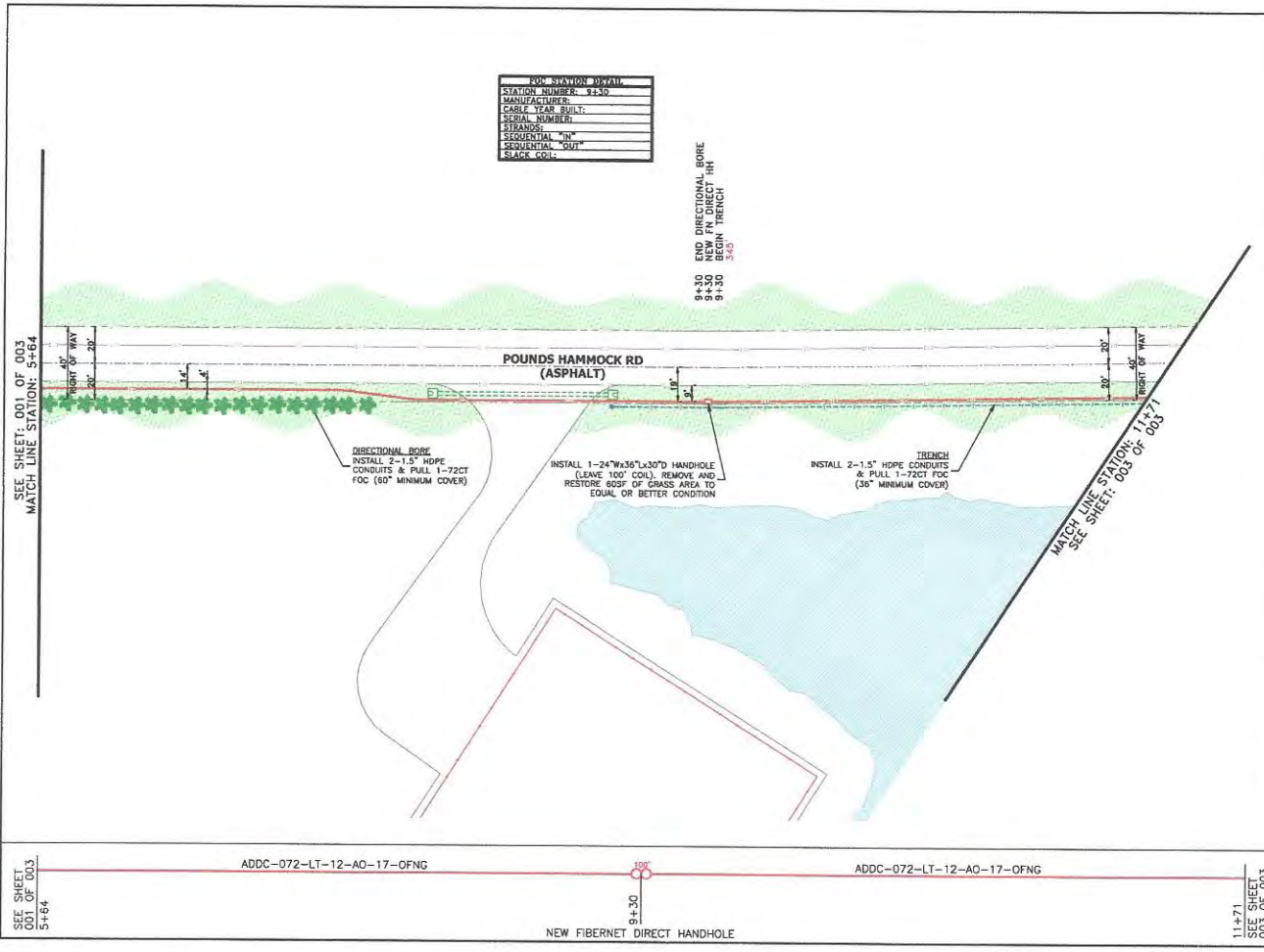
REVISIONS/APPROVALS		
DATE	DESCRIPTION	INITIAL
03/11/17	FIRST SUBMITTAL	AD

	County	COLUMBIA
	City	LAKE CITY
	Parish	45
	Range	17E
	Section	12
Project: SINGLE POC LATERAL TO 554 SE POUNDS HAMMOCK RD		
Drawn By:	BILL MOORE	(904) 355-8742
Project Code:	CY1275863	Drawn By: BMS
Approved Original Issue:		
Scale:	AS SHOWN	554 SE Pounds Hammock Rd.dwg PROFILE 001B



CON. SHOWN: DRY/ID.
STATION NUMBER: 9+30
MANUFACTURER:
DATE YEAR BUILT:
SERIAL NUMBER:
STRANDS:
SEQUENTIAL "IN"
SEQUENTIAL "OUT"
SLACK COIL:

END DIRECTIONAL BORE  
9+30 NEW FN DIRECT INH  
9+30 BEGIN TRENCH  
9+30



**DIRECTION OF ENGINEERING**

FORWARDER BY THE DRAWING IS PROPRIETARY AND SHALL NOT BE USED, COPIED, REPRODUCED OR DISSEMINATED IN WHOLE OR IN PART WITHOUT WRITTEN CONSENT OF FIBERNET DIRECT.

**FIBERNET DIRECT**  
Reliability Counts  
3250 W FLAGLER ST. MAAMI, FL 33174

UNIT	QUANTITY

REVISIONS/APPROVALS

DATE	DESCRIPTION	INITIAL
083117	FIRST SUBMITTAL	AD

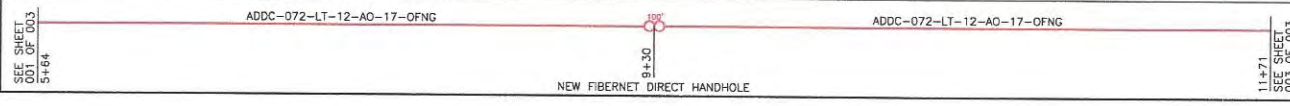
**811** County: COLUMBIA  
City: LAKE CITY  
Zone: 4S  
Range: 17E  
Section: 12

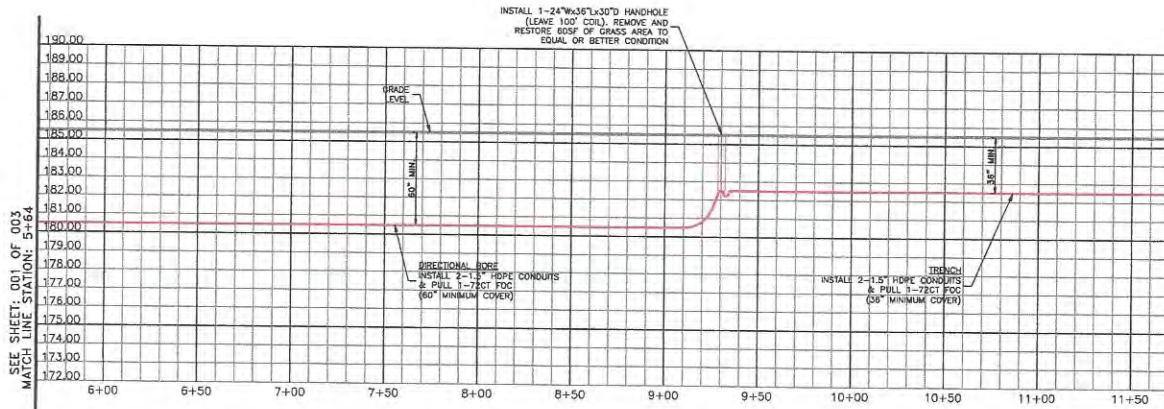
Know what's below  
Call before you dig

Project: SINGLE FOC LATERAL TO  
554 SE POUNDS HAMMOCK RD

SP-Eng: [ ] Approved by: [ ]  
Bill Moore (904) 305-8742 Draw by: [ ]  
Project Code: 071275883 Date: [ ]  
Approved Digital Seal: [ ]

Scale: 1"=50'  
Sheet: 002 OF 003





**PROFILE - POUNDS HAMMOCK RD.**  
 HORIZONTAL SCALE 1"=50'  
 VERTICAL SCALE 1"=5'

9+30 END DIRECTIONAL BORE  
 9+30 NEW PIN DIRECT HH  
 9+30 BEGIN TRENCH

**NOTES:**  
 - NO ELEVATION RECORDS AVAILABLE. CONTRACTOR SHALL VERIFY DEPTH BEFORE BORING.

**DIRECTION OF ENGINEERING**

REGISTRATION ON THE BOARD OF PROFESSIONAL ENGINEERS AND SURVEYORS OF THE STATE OF MISSISSIPPI. LICENSE NO. 11111. EXPIRES 12/31/2024.



UNIT	QUANTITY

REVISIONS/APPROVALS		
DATE	DESCRIPTION	INITIAL
08/11/21	FIRST SUBMITTAL	AQ

Know what's below. Call before you dig.

City: COLUMBIA  
 Dist: LAKE CITY  
 Township: 45  
 Range: 17E  
 Section: 12

Project: SINGLE FOC LATERAL TO 554 SE POUNDS HAMMOCK RD

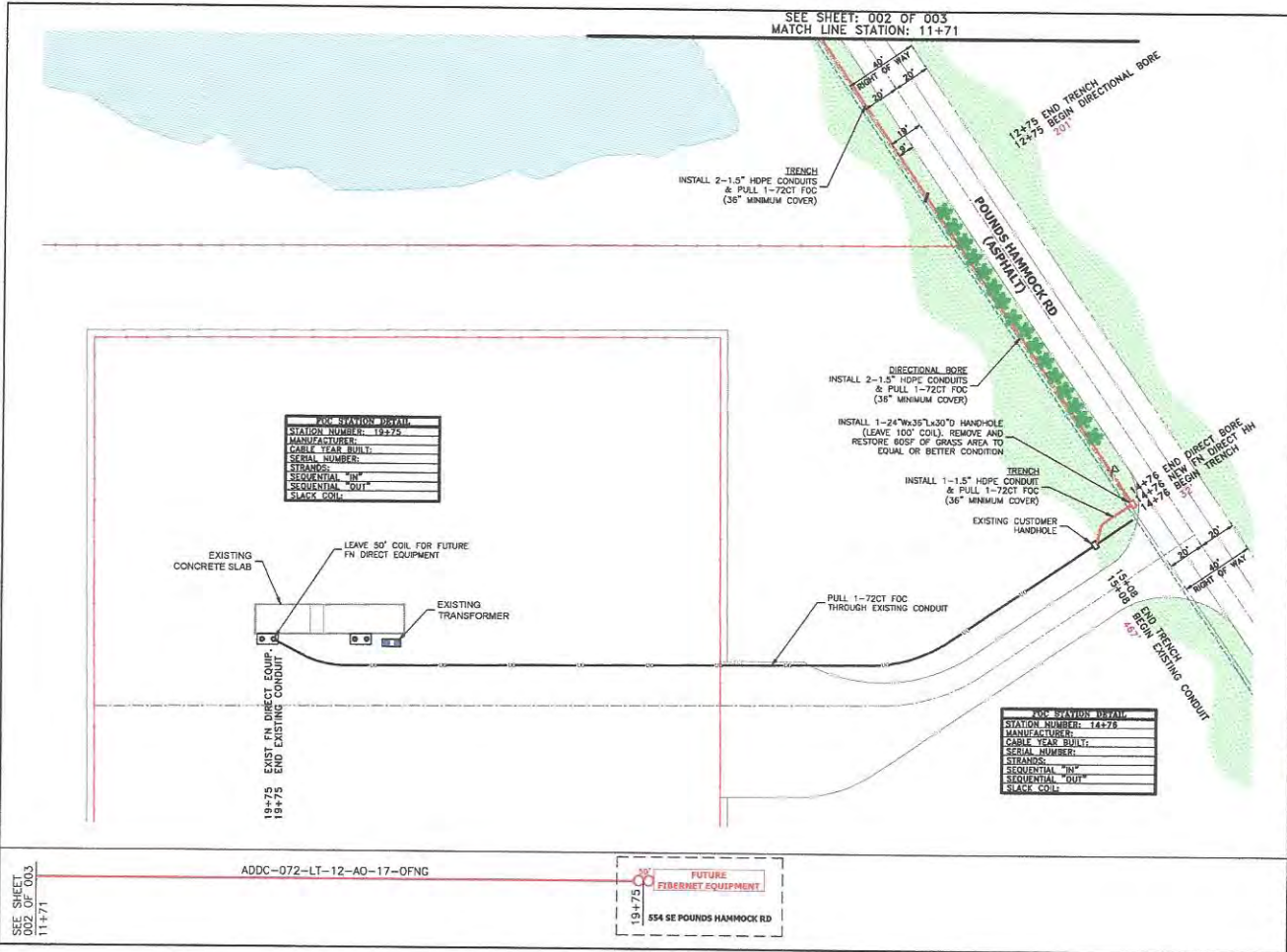
Client: BELL MOORE (904) 355-8742

Project Code: CV1778863

Approval Original Name: AS SHOWN

Drawn by: [RD.org](#)

**PROFILE 002**



DIRECTION OF ENGINEERING

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**FIBERNET DIRECT**  
Reliability Counts  
8200 W FLAGLER ST MIAMI FL 33174

UNIT	QUANTITY

REVISIONS/APPROVALS		
DATE	DESCRIPTION	INITIAL
06/11/17	FIRST SUBMITTAL	AO

811

Know what's below. Call before you dig.

County	COLUMBIA
City	LAKE CITY
Geocode	45
Range	17E
Section	12

Project: SINGLE FOC LATERAL TO 554 SE POUNDS HAMMOCK RD

Client: BILL MOORE (904) 305-8742

Project Code: CV1175885

Scale: 1"=50'

554 SE Pounds Hammock Rd.dwg  
003 OF 003

SEE SHEET:  
002 OF 003  
11+71

**DIRECTION OF ENGINEERING**

INFORMATION ON THIS DOCUMENT IS PROVIDED AS IS. THE USER REPRESENTS AND WARRANTS THAT IT IS NOT BEING USED FOR ANY PURPOSE OTHER THAN THAT OF THE PROJECT SPECIFICALLY IDENTIFIED.



UNIT	QUANTITY

REVISIONS/APPROVALS		
DATE	DESCRIPTION	INITIAL
08/31/17	FIRST SUBMITTAL	AQ

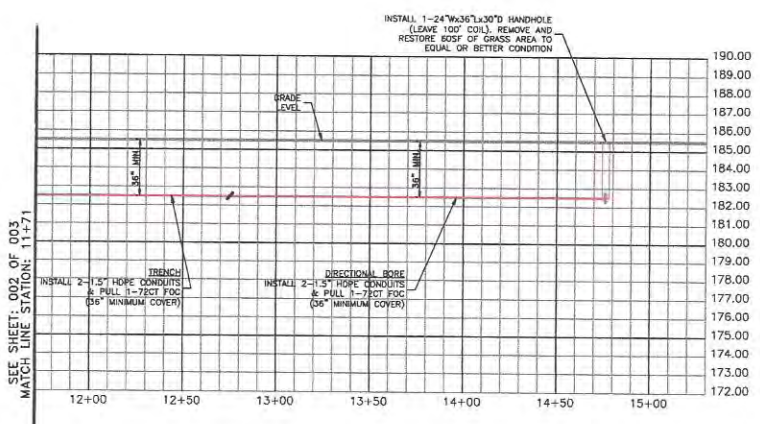
**811** Know what's below. Call before you dig.

County: COLUMBIA  
 City: LAKE CITY  
 Township: AS  
 Range: 17E  
 Section: 12

Project: SINGLE FOC LATERAL TO 554 SE POUNDS HAMMOCK RD

SP#-Eng: [blank] Approved by: [blank]  
 SWS-MSGT: (804) 355-8742 Drawn by: [blank]  
 Project Code: 291275885 Date: 8/28/17  
 Approved Original Issue: [blank]

AS SHOWN 554 SE Pounds Hammock Rd, Wyo  
 PROFILE 003



SEE SHEET: 002 OF 003  
 MATCH LINE STATION: 11+71

12+75 END TRENCH  
 12+75 BEGIN DIRECTIONAL BORE

14+76 END DIRECT BORE  
 14+76 BEGIN NEW FN DIRECT BORE  
 14+76 BEGIN TRENCH

**PROFILE - POUNDS HAMMOCK RD.**

HORIZONTAL SCALE 1"=50'  
 VERTICAL SCALE 1"=5'

**NOTES:**  
 - NO ELEVATION RECORDS AVAILABLE, CONTRACTOR SHALL VERIFY DEPTH BEFORE BORING.



# 8

**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM REQUEST FORM**

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 3, 2017 Meeting Date: October 19, 2017

Name: Kevin Kirby Department: Public Works

Division Manager's Signature: 

**1. Nature and purpose of agenda item:**

**Utility permit from Windstream for Elim Church**

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

**2. Fiscal impact on current budget.**

Is this a budgeted item?  N/A  
 Yes Account No. \_\_\_\_\_  
 No Please list the proposed budget amendment to fund this request

Budget Amendment Number: \_\_\_\_\_ Fund: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

**For Use of County Manger Only:**

Consent Item  Discussion Item



**COLUMBIA COUNTY BOARD OF COUNTY COMISSIONERS  
UTILITY PERMIT**

Date: 9/29/2017 Permit No. \_\_\_\_\_ County Road \_\_\_\_\_ Section No. \_\_\_\_\_

Permittee Windstream Florida, LLC

Address 11101 Anderson Dr., Ste. 100 Little Rock, AR 72212 Telephone Number 501-748-7654

Requesting permission from Columbia County, Florida, hereinafter called the County, to contract, operate and maintain Plowing copper cable 265 ft along county right of way on SW Elm Church Road in Fort White.

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Submitted for the Utility Owner by: Janet Rhodes, Analyst I  
 Typed Name & Title  Signature  Date

1. Permittee declares that prior to filing this application it has determined the location of all existing utilities, both aerial and underground and the accurate locations are shown on the plans attached hereto and made a part of this application. Proposed work is within corporate limits of Municipality: YES ( ) NO (xx). If YES: LAKE CITY ( ) FORT WHITE ( ). A letter of notification was mailed on \_\_\_\_\_ to the following utility owners \_\_\_\_\_

2. The Columbia County Public Works Director shall be notified twenty-four (24) hours prior to starting work and again immediately upon completion of work. The Public Works Director is Michelle McCauley located at Lake City Telephone Number 386-752-1019. The PERMITTEE's employee responsible for Maintenance of Traffic is \_\_\_\_\_ Telephone Number 866-958-2420 (This name may be provided at the time of the 24 hour notice to starting work.)

3. This PERMITTEE shall commence actual construction in good faith within 30 days after issuance of permit, and shall be completed within 60 days after permitted work has begun. If the beginning date is more than 60 days from date of permit approval, then PERMITTEE must review the permit with the Columbia County Public Works Director to make sure no changes have occurred in the transportation facility that would affect the permitted construction.

4. The construction and maintenance of such utility shall not interfere with the property and rights of a prior PERMITTEE.

5. It is expressly stipulated that this permit is a license for permissive use only and that the placing of utilities upon public property pursuant to this permit shall not operate to create or vest any property right in said holder.

6. Pursuant to Section 337-403(1), Florida Statutes, whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation, alteration or relocation of all, or any portion of said transportation facility as determined by the Columbia County Public Works Director and/or County Engineer, any or all utilities and appurtenances authorized hereunder, shall be immediately removed from said transportation facility or reset or

relocated thereon as required by the Columbia County Public Works Director and/or County Engineer and at the expense of the PERMITTEE.

7. In case of non-compliance with the County's requirements in effect as of the approval date of this permit, this permit void and the facility will have to be brought into compliance or removed from the right of way at no cost to the County.

8. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the PERMITTEE, and the PERMITTEE will, at all times, and to the extent permitted by law, assume all risk of and indemnify, defend, and save harmless Columbia County, Florida from any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercise by said PERMITTEE of the aforesaid right and privileges.

9. During construction, all safety regulations of the County shall be observed and the PERMITTEE must take measures, including pacing and the display of safety devices that may be necessary in order to safely conduct the public through the project area in accordance with the Federal Manual on Uniform Traffic Control Devices, as amended for highways.

10. Should the PERMITTEE be desirous of keeping its utilities in place and out of service, the PERMITTEE, by execution of this permit acknowledges its present and continuing ownership of its utilities located between \_\_\_\_\_ and \_\_\_\_\_ within the County's right of way as set forth above. PERMITTEE, as its sole expense, shall promptly remove said out of service utilities whenever Columbia County Public Works Director and/or County Engineer determines said removal is in the public interest.

11. Special instructions: Minimum cover of thirty inches (30") will be required at all locations. Columbia County will not be financially responsible for any damage to facilities with less than thirty inches (30") cover. Cables shall not be located within driveway ditches.

12. Additional Stipulations: None

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

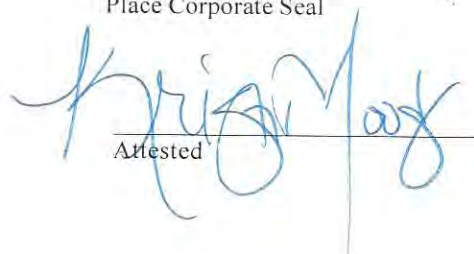
It is understood and agreed that commencement by the PERMITTEE is acknowledgment and acceptance of the binding nature of these specialist instructions.

Submitted By: Windstream Florida, LLC.  
Permittee



Signature and Title  
Janet Rhodes - Analyst I  
Engineering Support

Place Corporate Seal



Attested

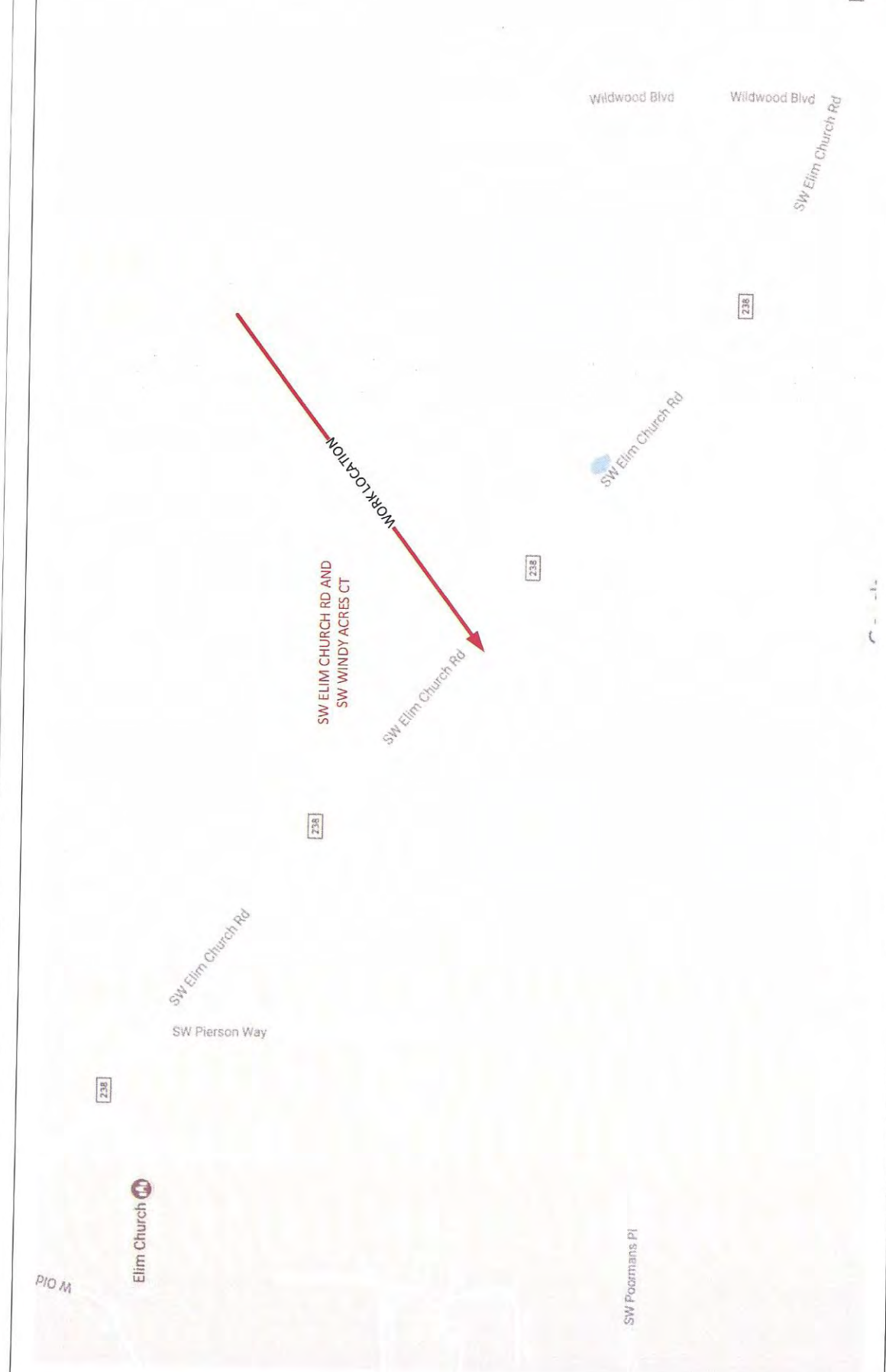








WINDSTREAM



FTBB:	JOB DESCRIPTION:	CUSTOMER OTHER CONTACTS:	WORK ORDER#: 70477908100175	EXCHANGE:	CUT SHEETS REQ.	NO
AWGF:			DATE: 9/27/17	DISCTRICT:	PERMIT REQ.	NO
TAX DISTRICT:	PROJECT MANAGER:		ENGINEER: RYAN TRIPLETT	REVISION#:	MOP REQ.	NO
REQUESTED BY:	OPERATIONS MANAGER:	CIRCUIT ID:	PHONE #: 352-538-4534	DWG.# 1 OF 2	JOINT WORK REQ.	NO





11101 Anderson Drive, Suite 100  
Little Rock, AR 72212

October 2, 2017, 2017

Columbia County  
607 NW Quinten Street  
Lake City, FL

Ms. Brecheen:

Windstream proposes to plow copper cable 265 ft. along county ROW on SW Elim Church Rd in Fort White, FL.

Enclosed for your review are the following:

- Utility Permit Application
- Design Prints
- Location Map

Once approved, please send the permit to [Janet.L.Rhodes@windstream.com](mailto:Janet.L.Rhodes@windstream.com), or by fax to (330) 486-3137, or to the return address listed above.

Your cooperation concerning this permit application is greatly appreciated. The design engineer is Ryan Triplett (352) 538-4534. If you need any additional information, please contact me at (501) 748-4433 or email at [Janet.L.Rhodes@windstream.com](mailto:Janet.L.Rhodes@windstream.com).

Sincerely,

A handwritten signature in blue ink that reads "Janet Rhodes".

Janet Rhodes  
Outside Plant Engineering – Analyst

W/O# 704779081-00175; OSP-7038



# 9

### COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 10, 2017 Meeting Date: October 19, 2017

Name: Kevin Kirby Department: Public Works

Division Manager's Signature: 

**1. Nature and purpose of agenda item:**

**Permission to enter and perform work on private property.**

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

**2. Fiscal impact on current budget.**

Is this a budgeted item?  N/A  
 Yes Account No. \_\_\_\_\_  
 No Please list the proposed budget amendment to fund this request

Budget Amendment Number: \_\_\_\_\_ Fund: \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

**For Use of County Manger Only:**

Consent Item  Discussion Item



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**Memo**

**Date:** October 10, 2017  
**To:** Ben Scott, County Manager  
**From:** Kevin Kirby, Assistant County Manager   
**RE:** Entering Private Property

---

I am requesting permission after the fact to enter private property located at 124 Buttercup for the purpose of driveway repair.

Due to the recent storm and continued rainfall dirt under the driveway washed out causing the driveway to fail on the county right-of-way. When removing the damaged portion the portion on private property cracked and had to be replaced as well.

If you should need to discuss further, please contact me.

GENERAL RELEASE AND HOLD HARMLESS AGREEMENT

The undersigned private property owner, Glen Skinner, and COLUMBIA COUNTY, FLORIDA, by and through its representative David McCormick, "County", hereby agree as follows:

WHEREAS, Owner agrees for County to enter upon Owner's property identified as parcel # 03023-523 for the purpose of driveway repair.

WHERE, Owner authorizes County to enter upon Owner's private property and release County from liability as a result thereof, and

WHEREAS, County agrees to hold Owner harmless from liability as a result of County's actions upon Owner's property.

NOW THEREFORE, in consideration of the mutual covenants set forth herein the parties agree as follows:

1. Owner hereby authorizes County and its representatives to enter upon Owner's property for the purpose of driveway repair.
2. Owner hereby releases County together with its agents, representatives and employees from any and all actions cause of actions or liability, including for trespass damages or other claims or demands whatsoever, in law or in equity as a result of County's actions upon Owner's property, so long as the same is not done in any grossly negligent manner.
3. County hereby agrees to hold Owner harmless from any liability as a result of County's actions upon Owner's property or the actions of any third parties, which may enter on Owner's property upon County's direction or authorization.

Dated this 10 day of 10, 2017.



PROPERTY OWNER SIGNATURE



COLUMBIA COUNTY REPRESENTATIVE  
David McCormick, Drainage Foreman









# 10

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 3, 2017 Meeting Date: October 19, 2017

Name: Kevin Kirby Department: Public Works

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

Permission to perform work at Columbia County Fairgrounds

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [X] N/A [ ] Yes Account No. [ ] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [ ] Discussion Item





**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**Memo**

**Date:**           **October 2, 2017**  
**To:**             **Ben Scott, County Manager**  
**From:**         **Kevin Kirby, Assistant County Manager**   
**RE:**            **Columbia County Fairgrounds**

---

I am requesting permission to perform work at the above referenced location in preparation for the Columbia County Fair. Work will consist of tree removal and light grading.

Your consideration is appreciated.

Thank you.



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 12, 2017 Meeting Date: October 19, 2017

Name: Kevin Kirby Department: Public Works

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

Permission to enter private property

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [X] N/A [ ] Yes Account No. [ ] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [ ] Discussion Item



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**Memo**

**Date:** October 11, 2017  
**To:** Ben Scott, County Manager  
**From:** Kevin Kirby, Assistant County Manager   
**RE:** Entering Private Property

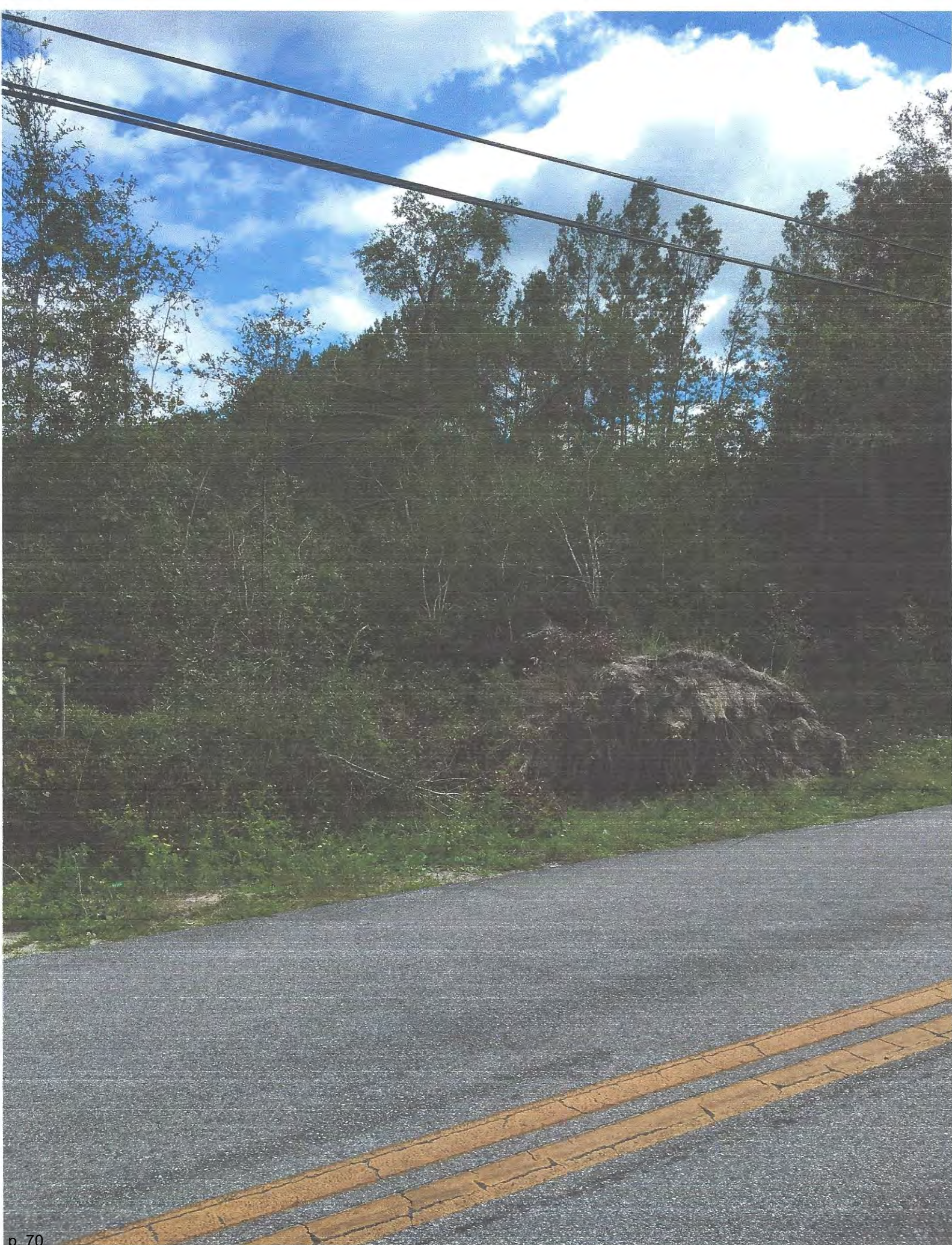
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I am seeking permission after the fact to enter private property located at 4502 SW Pinemount Rd. for the purpose of tree removal.

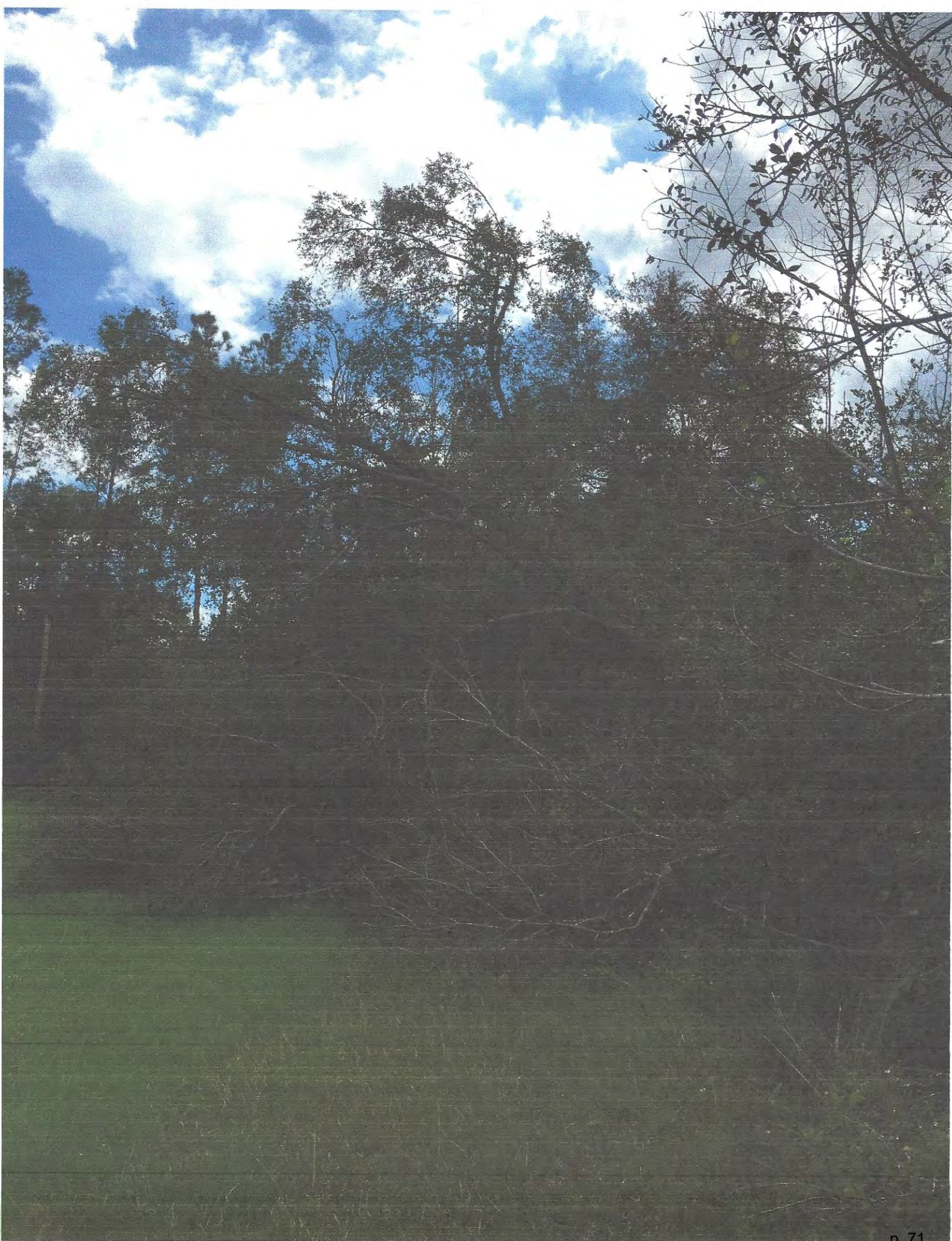
A tree on the County right-of-way fell into the owner's property and we had to access to remove.

The appropriate Hold Harmless Agreement was obtained.











GENERAL RELEASE AND HOLD HARMLESS AGREEMENT

The undersigned private property owner, Sherry Ratliff, and COLUMBIA COUNTY, FLORIDA, by and through its representative Rick Coulombe, "County", hereby agree as follows:

WHEREAS, Owner agrees for County to enter upon Owner's property identified as 4502 SW Pinemount Rd. for the purpose of tree removal.

WHERE, Owner authorizes County to enter upon Owner's private property and release County from liability as a result thereof, and

WHEREAS, County agrees to hold Owner harmless from liability as a result of County's actions upon Owner's property.

NOW THEREFORE, in consideration of the mutual covenants set forth herein the parties agree as follows:

1. Owner hereby authorizes County and its representatives to enter upon Owner's property for the purpose of tree removal.
2. Owner hereby releases County together with its agents, representatives and employees from any and all actions cause of actions or liability, including for trespass damages or other claims or demands whatsoever, in law or in equity as a result of County's actions upon Owner's property, so long as the same is not done in any grossly negligent manner.
3. County hereby agrees to hold Owner harmless from any liability as a result of County's actions upon Owner's property or the actions of any third parties, which may enter on Owner's property upon County's direction or authorization.

Dated this 11<sup>TH</sup> day of OCTOBER, 2017.

  
PROPERTY OWNER SIGNATURE

  
COLUMBIA COUNTY REPRESENTATIVE  
Rick Coulombe, Tree Crew Foreman



# 12

**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM REQUEST FORM**

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 6, 2017

Meeting Date: October 19, 2017

Name: David Kraus

Department: USDA RBEG

Division Manager's Signature: \_\_\_\_\_

**1. Nature and purpose of agenda item:**

To approve a Budget Amendment BA 18-05 appropriating \$76,850 in USDA RBEG funds to purchase training equipment.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

**2. Fiscal impact on current budget.**

Is this a budgeted item?

N/A

Yes Account No. \_\_\_\_\_

No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA 18-05

Fund: 304-ECONOMIC DEVELOPMENT

**FROM:**

**TO:**

**AMOUNT:**

304-0000-331.52-43

304-2043-551.30-64

*ECONOMIC ENVIRONMENT / USDA/RBDG 09....566977071*

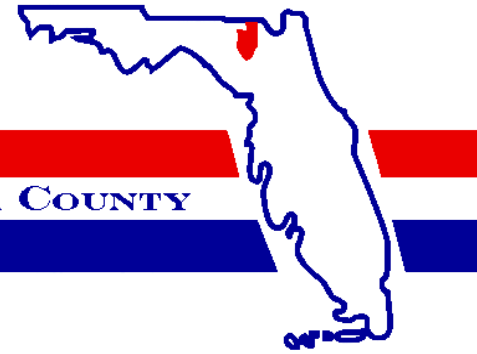
*OPERATING EXPENDITURES / NON-CAPITAL EQUIPMENT*

\$76,850.00

**For Use of County Manger Only:**

Consent Item

Discussion Item



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**MEMORANDUM**

DATE: October 6, 2017

TO: Columbia County Board of County Commissioners

FR: David Kraus, Risk Management Manager

A handwritten signature in blue ink, appearing to read 'DK', is placed to the right of the 'FR:' line.

RE: USDA RBEG Grant – Budget Amendment

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Columbia County has an existing agreement for a \$76,850 USDA RBEG grant. The intent of the grant is to purchase training equipment for the Tri-County Aviation Academy “for the purpose of job training instruction related to potential employment. The County and the Columbia County School District have an Equipment Lease Agreement for the use of the training equipment. Since the execution of the Equipment Lease Agreement, the School District recognized a need to modify the list of equipment included in the lease to meet the current educational needs of the Academy. The USDA has reviewed this request and approved a modification to reflect this change. Both the County and the School District have approved the change. Unfortunately, I did not complete a Budget Amendment to appropriate the funds at the time.

Staff requests the Columbia County Board of County Commissioners approve the attached Budget Amendment appropriating the \$76,850 in USDA RBEG funds to purchase training equipment.





# 13

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 3, 2017 Meeting Date: October 19, 2017

Name: Kevin Kirby Department: Public Works

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

Budget amendment needed to balance accounts on FDACS form. BA 18-02, \$31

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [ ] N/A [ ] Yes Account No. [X] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA 18-02 Fund: 401-LANDFILL ENTERPRISE

Table with 3 columns: FROM, TO, AMOUNT. FROM: 001-6200-562.30-46 OPERATING EXPENDITURES / REPAIRS & MAINTENANCE TO: 001-6200-562.30-62 OPERATING EXPENDITURES / CHEMICALS AMOUNT: \$31.00

For Use of County Manger Only:

[X] Consent Item [ ] Discussion Item



Florida Department of Agriculture and Consumer Services  
Division of Agricultural Environmental Services

**ARTHROPOD CONTROL BUDGET AMENDMENT**

Submit to:  
Mosquito Control  
3125 Conner Blvd, Bldg 6  
Tallahassee, FL 32399-1650

ADAM H. PUTNAM  
COMMISSIONER

Section 388.361, F.S. and 5E-13.027, F.A.C.  
Telephone (850) 617-7995 Fax (850) 617-7969

A STATEMENT EXPLAINING AND JUSTIFYING THE PROPOSED CHANGES SHOULD ACCOMPANY EACH APPLICATION FOR BUDGET AMENDMENT. USE PAGE TWO FOR THIS PURPOSE.

Amendment No. 6 Fiscal Year: 2016-2017 Date: 8/24/2016  
Amending: Local Funds X State Funds      (Check appropriate fund account to be amended. Use a separate form for each fund). The Board of Commissioners for COLUMBIA District hereby submits to the Department of Agriculture and Consumer Services, for its consideration and approval, the following amendment for the current fiscal year as follows:

**ESTIMATED RECEIPTS**

NOTE: The budget cannot be amended to show an increase in receipts over the amount budgeted unless authorized.

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
\$ 70,468.90	\$ -	\$ 70,468.90	\$ 31.00	\$ 31.00	\$ 70,468.90

NAME SOURCE OF INCREASE: (Explain Decrease) Re-allocate budget

**BUDGETED RECEIPTS**

ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ 59,149.00	\$ 31.00	\$ 31.00	\$ 59,149.00
334.1	State Grant	\$ 6,395.90			\$ 6,395.90
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ -	\$ -	\$ -	\$ -
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ -	\$ -	\$ -	\$ -
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RECEIPTS</b>		\$ 65,544.90	\$ 31.00	\$ 31.00	\$ 65,544.90
Beginning Fund Balance		\$ 4,924.00			\$ 4,924.00
<b>Total Budgetary Receipts &amp; Balances</b>		\$ 70,468.90	\$ 31.00	\$ 31.00	\$ 70,468.90

**BUDGETED EXPENDITURES**

NOTE: Total increase must equal total decrease, unless the total "Present Budget" is revised.

ACCT NO	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	\$ 31,452.00	\$ -	\$ -	\$ 31,452.00
20	Personal Services Benefits	\$ 6,188.00	\$ -	\$ -	\$ 6,188.00
30	Operating Expense	\$ -	\$ -	\$ -	\$ -
40	Travel & Per Diem	\$ 254.00	\$ -	\$ -	\$ 254.00
41	Communication Services	\$ -	\$ -	\$ -	\$ -
42	Freight Services	\$ -	\$ -	\$ -	\$ -
43	Utility Service	\$ -	\$ -	\$ -	\$ -
44	Rentals & Leases	\$ -	\$ -	\$ -	\$ -
45	Insurance	\$ -	\$ -	\$ -	\$ -
46	Repairs & Maintenance	\$ 6,184.00	\$ -	\$ 31.00	\$ 6,153.00
47	Printing and Binding	\$ -	\$ -	\$ -	\$ -
48	Promotional Activities	\$ -	\$ -	\$ -	\$ -
49	Other Charges	\$ 342.00	\$ -	\$ -	\$ 342.00
51	Office Supplies	\$ -	\$ -	\$ -	\$ -
52.1	Gasoline/Oil/Lube	\$ 3,813.00	\$ -	\$ -	\$ 3,813.00
52.2	Chemicals	\$ 21,408.90	\$ 31.00	\$ -	\$ 21,439.90
52.3	Protective Clothing	\$ -	\$ -	\$ -	\$ -
52.4	Misc. Supplies	\$ 500.00	\$ -	\$ -	\$ 500.00
52.5	Tools & Implements	\$ -	\$ -	\$ -	\$ -
54	Publications & Dues	\$ 237.00	\$ -	\$ -	\$ 237.00
55	Training	\$ 90.00	\$ -	\$ -	\$ 90.00
60	Capital Outlay	\$ -	\$ -	\$ -	\$ -
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ -	\$ -	\$ -	\$ -
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGET AND CHARGES</b>		\$ 70,468.90	\$ 31.00	\$ 31.00	\$ 70,468.90
0.001	Reserves - Future Capital Outlay	\$ -	\$ -	\$ -	\$ -
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ -	\$ -	\$ -	\$ -
0.004	Reserves - Sick and Annual Leave	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RESERVES</b>		\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUDGETARY EXPENDITURES and BALANCES</b>		\$ 70,468.90	\$ 31.00	\$ 31.00	\$ 70,468.90
<b>ENDING FUND BALANCE</b>		\$ -	\$ -	\$ -	\$ -

APPROVED: \_\_\_\_\_  
Chairman of the Board, or Clerk of Circuit Court  
APPROVED: \_\_\_\_\_  
Mosquito Control Program

DATE \_\_\_\_\_  
DATE \_\_\_\_\_



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 10, 2017 Meeting Date: October 19, 2017

Name: Paula Vann Department: Tourist Development

Division Manager's Signature: Ben Scott

1. Nature and purpose of agenda item:

Transfer \$1,500 from reserves to professional services to cover cost of architectural contract rolled over from 2016-2017 fiscal year.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [ ] N/A [ ] Yes Account No. [X] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA 18-04 Fund: 107-TOURIST DEV/OPERATING

Table with 3 columns: FROM, TO, AMOUNT. FROM: 107-8400-584.90-97 RESERVES / EQUIPMENT RESERVE TO: 107-5200-552.30-31 OPERATING EXPENDITURES / PROFESSIONAL SERVICES AMOUNT: \$1,500.00

For Use of County Manger Only:

[X] Consent Item [ ] Discussion Item



971 WEST DUVAL STREET · SUITE 145 · LAKE CITY · FLORIDA · 32055  
PH: 386.758.1312

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## MEMORANDUM

DATE: 10.9.2017

TO: Scott Ward, Assistant County Manager

FROM: Paula Vann, Tourist Development Executive Director 

RE: Budget Amendment \$1,500 Professional Services

Columbia County Tourist Development requests to transfer \$1,500 from 107-8400-584.90-97 Equipment Reserve to 107-5200-552.30-31 Professional Services. This amount is requested to cover insufficient funds for a professional services contract carried over from the 2016-2017 budget year.



# 15

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 10, 2017

Meeting Date: October 19, 2017

Name: Paula Vann

Department: Tourist Development

Division Manager's Signature:

[Handwritten signature]

1. Nature and purpose of agenda item:

Request to approve 2017-2018 #GetSocial Contract - \$4,000

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

[ ]

N/A

[X]

Yes Account No. 107-5200-552.30-48 Advertising

[ ]

No Please list the proposed budget amendment to fund this request

Budget Amendment Number:

Fund: 107-TOURIST DEV/OPERATING

FROM:

TO:

AMOUNT:

107-8400-584.90-97

107-5260-552.30-48

RESERVES / EQUIPMENT RESERVE

OPERATING EXPENDITURES / ADVERTISING

\$5,000.00

For Use of County Manger Only:

[X]

Consent Item

[ ]

Discussion Item



971 WEST DUVAL STREET · SUITE 145 · LAKE CITY · FLORIDA · 32055  
PH: 386.758.1312

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## MEMORANDUM

DATE: 10.9.2017

TO: Scott Ward, Assistant County Manager

FROM: Paula Vann, Tourist Development Executive Director 

RE: #GetSocial 2018 Contract

#GetSocial is a social media management hub on the Columbia County Tourist Development SpringsRUs.com website. The contract covers the \$4,000 one-year annual licensing fee. This hub enables the TDC to manage and engage with tourists planning to visit our area or current visitor already in our destination through social media.

<b>Date</b>	August 2017
<b>Company</b>	Columbia County Tourist Development Council
<b>Contact</b>	Paula Vann
<b>Title</b>	Executive Director
<b>Address</b>	P.O. Box 1847, Lake City, FL 32056
<b>Phone</b>	386-758-1312
<b>eMail</b>	pvannc@columbiacountyfl.com
<b>URL</b>	http://www.springsrus.com/
<b>Services</b>	#GetSocial – SaaS User Social Media User Generated Content
<b>Contract Period</b>	October 1 2017 – September 30, 2018
<b>Agency Fee</b>	\$ 4,000 annual licensing fee – 25 data feeds  Payable: Upon receiving the signed insertion order, an invoice will be submitted which is payable within 30 days of receipt.

## Scope of Work

### #GetSocial User Generated Social Media Management Platform

- Set up Geo-fence to enable the software to aggregate public social media posts. ITI Digital will populate 25 feeds. Feeds are Facebook Business Pages; Instagram Hashtags, Tagged Locations, Geo-locations and Users; Twitter Hashtags and Geo-location; YouTube Users and Keywords.
- Block organizations that are not relevant to the mission of the Tourism Division
- Access and receive fresh visitor-generated content 24/7.
- Manage #hashtags, keywords and GPS co-ordinances on the HUB to ensure quality content, manage filters to guarantee relevant content
- Unlimited access to visitor generated content that can be used on all channels including Instagram, Twitter, Facebook, and YouTube by the destination social media manager

#### Publish and Engage

- Publish and integrate visitor-generated tweets, posts, photos and videos on the CVB website
- Social Channels: use third-party generated content to expand reach and engagement with original content. Facebook, Twitter, Instagram and YouTube.
- Content Streams. Use #GetSocial custom designed widget to display content on the CVB homepage or other third-party sites.
- “Word-of-Mouth” - Engage and communicate with destination visitors and brand champions
- Anywhere Else! Use our API to display content on big screens or in any other format you choose



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## Scope of Work – continued

### Front-end Widget

- Graphic design per brand specifications
- Widget development with the choice of navigation layout: Full page display, mouse-over interaction, display on the home page or a slide panel. These options will be discussed in detail before starting the design process.
- Testing on PC and mobile
- Provide developer with the widget code and integration directions

### General

- Client and webmaster communication as needed
- Filter the content to ensure we only capture posts relevant to the destination.
- Daily automated updates to the content. This content will be feature on the management platform from where the content will be managed. Please note: No content will be published unless it is approved on the management platform.
- Training on the use and application of user generated content for the relevant social media channels
- Social media strategy consulting on how to maximize user generated content – as needed
- Upgrades to the software upon availability

### SMARTPHONE SPECIFIC

- Testing and adjustments as needed
- Attractions, hotels, restaurants, “near me.” GPS based

### Ongoing Services

- Client and webmaster communication as needed
- With SaaS, deployment and day-to-day maintenance of the application—testing and installing patches, managing upgrades, monitoring performance, ensuring high availability—is handled by ITI Digital.
- Upgrades to the software upon availability
- Hosting, Tech Support and Management

### Software Maintenance

- Software engineering is the modification of a software product after delivery to correct faults to improve the performance or other attributes.
- A common perception of maintenance is that it merely involves fixing defects. However, over 80% of maintenance effort is used for non-corrective actions. This perception is perpetuated by users submitting problem reports that are functionality enhancements to the system.

---

## Scope of Work *continued*

There are several reasons why modifications are required. The following is a listing of a few that our software engineers manage:

- Market conditions.
- Algorithm and API changes
- Client requirements
- Host modifications - If any of the hardware and/or platform (such as the operating system) of the target host changes, software changes are needed to keep adaptability.

### Types of Maintenance

The software lifetime or type of maintenance may vary based on its nature. It may be a routine maintenance task or it may be a large event based on maintenance nature.

The following are some types of maintenance based on their characteristics:

- o **Corrective Maintenance** - Includes modifications and updates done to correct or fix problems, which are either discovered by users or concluded from user error reports.
- o **Adaptive Maintenance** - Includes modifications and updates applied to keep the software product up-to-date and tuned to the ever-changing world of technology and business environment.
- o **Perfective Maintenance** - Includes modifications and updates done in order to keep the software usable over a long period of time. It includes new features, new user requirements for refining the software and improve its reliability and performance.
- o **Preventive Maintenance** - Includes modifications and updates to prevent future problems of the software. It aims to manage problems which are not significant at this moment but may cause serious issues in future.

These activities go together with each of the following phases:

- o **Identification & Tracing** - Involves activities pertaining to the identification of requirement of modification or maintenance.
- o **Analysis** – Involves analyzing the modification for its impact on the system including safety and security implications. If the probable impact is severe, we will attempt to find an alternative solution. A set of required modifications is then materialized into requirement specifications. The cost of modification/maintenance is analyzed and estimation is concluded.
- o **Design** - New modules, which need to be replaced or modified, are designed against requirement specifications set in the previous stage. Test cases are created for validation and verification.

## Scope of Work *continued*

- o **Implementation** - The new modules are coded with the help of structured design created in the design step. Every programmer is expected to do unit testing in parallel.
- o **System Testing** - Integration testing is done among newly created modules. Integration testing is also carried out between new modules and the system. Finally, the system is regularly tested following regressive testing procedures.

I understand that I will be billed for the quoted plus any production charges incurred for creative work other than outlined within this insertion order.

I also understand that all charges are due within 30 days from the billing date and that a finance charge of 1.5% will be applied to any unpaid balance after 30 days.

**Organization: Columbia County Tourist Development Council**

SaaS: Events Calendar Software and Management –#GetSocial User Generated SM Content

Contract Period: October 1, 2017 – September 30, 2018

Licensing Fee: \$4,000 SaaS

\*Payment Terms: 30 days from date of contract

**No Early Termination; No Refunds.**

The contract period will end on the expiration date and the agreement cannot be cancelled early. We do not provide refunds if you decide to stop using the license fees and services provided by ITI Digital.

**Termination for Cause.**

Either party may terminate this agreement for cause, as to any or all services: (i) upon thirty (30) days' notice to the other party of a material breach if such breach remains uncured at the expiration of such period, or (ii) immediately, if the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, liquidation or assignment for the benefit of creditors. This agreement may not otherwise be terminated prior to the end of the contract period.

*\*Payment Terms: 30 days from date of contract*

Accepted on behalf of:

**Columbia County Tourist  
Development Council**

X \_\_\_\_\_

**Paula Vann  
Executive Director**



for ITI Digital:  
Franci Edgerly

Please return signed insertion order by fax to 912.267.6025 OR sign, scan and email to [franci@iti-digital.com](mailto:franci@iti-digital.com)



# 16

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: October 10, 2017 Meeting Date: October 19, 2017

Name: Paula Vann Department: Tourist Development

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

Request to approve 2017-2018 ITI Webhosting contract - \$4,500

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? [ ] N/A [X] Yes Account No. 107-5200.552.30-48 Advertising [ ] No Please list the proposed budget amendment to fund this request

Budget Amendment Number: Fund:

FROM: TO: AMOUNT:

For Use of County Manger Only:

[X] Consent Item [ ] Discussion Item



971 WEST DUVAL STREET · SUITE 145 · LAKE CITY · FLORIDA · 32055  
PH: 386.758.1312

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## MEMORANDUM

DATE: 10.9.2017

TO: Scott Ward, Assistant County Manager

FROM: Paula Vann, Tourist Development Executive Director 

RE: ITI Webhosting 2018 Contract

The Columbia County TDC requests approval of the ITI Digital contract to provide 12-months of webhosting and support for \$4,500.

The Columbia County TDC developed a new SpringsRUs.com website which was launched Spring 2016. ITI Digital designed and managed the website for one year. The new contract allows ITI to manage the ongoing work to keep the website functioning and secure. This includes: backups, maintenance, upgrades and software patches as needed.



Date	June 2017
Company	Columbia County Tourist Development Council
Contact	Paula Vann
Title	Executive Director
Address	P.O. Box 1847, Lake City, FL 32056
Phone	386-758-1312
Email & Company URL	<a href="mailto:pvann@columbiacountyfl.com">pvann@columbiacountyfl.com</a>
Contract Period	October 1, 2017 – September 30, 2018
Annual Fee	\$4,500

## WEBSITE HOSTING, TECH SUPPORT, DEDICATED HOSTING AND MANAGEMENT

“Management” means the ongoing work to keep the website functioning and secure. This includes: backups, on page SEO, maintenance, upgrades and software patches as described in the table below.

<b>Scope of Work</b>
API, deployment StackScripts
100 GB Storage
Daily Backups – 99.9% uptime
Dedicated Hosting Environment
Daily backups - A backup strategy for any situation. Three backup slots are rotated.
Domain uptime monitoring – Google Webmaster Tools
Firewall Management
Hosting on a cloud-based server. Hosting includes space for files, images and content.
Logging of critical system events
Malware & virus scanning multiple times a day (including removal if site is compromised)
<b>Management. Google Search Console</b>
Web Developer: Search Console helps ITI Digital to monitor and resolve common issues with markup. Such as errors in structured data
Site Administrator: As a site admin, we care about the healthy operation of your site. Search Console allows us to monitor and in some cases resolve server errors, site load issues, and security issues such as hacking & malware. We also use it to ensure any site maintenance or adjustments we make happen smoothly with respect to search performance.
<b>Note: Third-Party SEO Company Application</b>
SEO Specialist or Marketer. Search console will help the company monitor your website traffic, optimize your ranking, and make informed decisions about the appearance of your site’s search results. You can use the information in Search Console to influence technical decisions for the website and do sophisticated marketing analysis in conjunction with other Google tools like Analytics, Google Trends, and Adwords.
ITI will give Advance Travel & Tourism access to a developer site where they will read all code and make necessary changes for SEO strategy. Once changes are made, Advance will notify ITI at which time a test will be run to make sure all elements are working. Then those changes will be published to live site with new Meta Tags.

<b>Scope of Work</b>
Management of the site, which includes applying code updates if available
Monitoring: memory, domain uptime, CPU and IP
Monthly Google Analytics Executive Summary
Proactive monitoring and alert systems to avoid an online site. Scalable, flexible cloud server if more traffic or bandwidth is needed
*SEO - Onsite. Ongoing. Example: Manage alt tags, META titles, META descriptions, keyword usage through the content - headlines, header tags, etc. Test & improvements for page speed according to Google Page Speed Insights, minimize JavaScript files, and minimize CSS files.
Server setup and configuration
Tech support for questions and issues related to site
Traffic tracking (24/7) and reporting
Reporting. We will review your Google analytics and send you a report on the 5 <sup>th</sup> of each month with an executive summary and recommendations - if needed.
User and password management

# Optional Support Plans

A key component of every successful web analytics solution is knowledgeable and responsive Technical Support.

Maintenance Services Include:

- Adding and removing of menu items, icons such as weather, social media, video, iTunes, Google Play and PDF links
- CMS quarterly upgrades/security patches and plugins
- Smart banners for app downloads. Add and remove
- Updates to text, images, and other minor content changes to Customer's website pages. Including slideshow or video changes on the home page or anywhere within the existing site Structure.
- Tracking codes. Implementation for advertising campaigns.
- RSS feed. Develop and implementation

## OPTION ONE - \$300 a month

TWO HOURS MONTHLY, include items as listed above and Day-to-Day support

- Include items as listed above
- Including a Quarterly Strategic Planning Call.
- Including annual onsite consulting.

## OPTION TWO - \$500 a month

FIVE HOURS MONTHLY, include items as listed above and day to day support

- Include items as listed above
- Including a Quarterly Strategic Planning Call.
- Including annual onsite consulting.

# Terms - Support Plans

Any work that exceeds the selected package, will be billed on an hourly basis of \$120 per hour. Work within the package of choice will be billed in 15-minutes increments.

Unused time is not accumulative. Unused time does not transfer from month to month. Maintenance Services time is strictly month to month.

## **What is not included?**

Web page layout updates, image editing, graphic design, graphic editing, database design, database changes, programming, and search engine optimization. Web site redesign, re- alignment or re-development. ITI will submit a quote for the services upon request. CMS design or integration including but not limited to blogs, shopping carts and web forums.

ITI Digital is not responsible for rewriting sentences, restructuring paragraphs, or checking for typing errors, misspellings, etc.

## **Deadlines & Deliverables**

ITI Digital will respond to all maintenance requests from "The Client" within 48 hours on weekdays and 72 hours on weekends, via email or phone, with a confirmation that the request was received, and an estimated completion date for each action item in the request.

ITI Digital will adhere to all quoted deadlines for the deliverables in the maintenance requests at all possible costs. In the event that ITI Digital has any issues in delivering on a quoted deadline, "The Client" will be notified via email or telephone the reasoning for any change.

## **Additional Services**

Any revisions, additions or redesign "The Client" requests ITI to perform that is not specified in this document shall be considered "additional" and will require separate agreement and payment. ITI shall advise "The Client" on any requested work that falls within these bounds.

## **Customer Acknowledges**

ITI Digital has no control over the policies of search engines or directories with respect to the type of sites and/or content that they accept now or in the future. Customer's web site(s) may be excluded from any search engine or directory at any time at the sole discretion of the search engine or directory entity.

If changes are made by ITI Digital according to Customer's information, and the changes submitted by the client are not correct, additional time to remedy the changes fall under the maintenance hours of time allotted.

### **Third-Party SEO Services**

The way we manage our websites is through Git repositories. This provides you with a lot of benefits such as code versioning, tracking updates, ability to roll back updates, ability for teams to work in coordination, etc.

All updates go through the repository, nothing is ever changed directly on the server through FTP or any other means. That invites a whole host of potential issues and there are none of the benefits mentioned above.

If a third party needs access to update your site, they can coordinate with us and we can get them access to the repo to make their updates. Also, because of our need to maintain the quality of your site, any updates made by a third party will need to be tested by us first before they are made live. This is a simple and quick process and shouldn't slow down their efforts at all if they are making high quality updates to the code.

### **Limited Liability**

The client acknowledges that the service provided is of such a nature that service can be interrupted for many reasons other than the negligence of ITI Digital and that damages resulting from any interruption of service are difficult to ascertain. Therefore, the client agrees that ITI Digital shall not be liable for any damages arising from such causes beyond the direct and exclusive control of ITI Digital. Client further acknowledges that ITI's liability for its own negligence may not in any event exceed an amount equivalent to charges payable by client for services during the period damages occurred. In no event shall ITI Digital be liable for any special or consequential damages, loss or injury. ITI Digital is not responsible for any damages your business may suffer. ITI Digital does not make implied or written warranties for any of our services. ITI Digital denies any warranty or merchantability for a specific purpose. This includes loss of data resulting from delays, non-deliveries, wrong delivery, and any and all service interruptions caused by our server.

ITI Digital has no control over the policies of search engines or directories with respect to the type of sites and/or content that they accept now or in the future. Customer's web site(s) may be excluded from any search engine or directory at any time at the sole discretion of the search engine or directory entity.



## Check the Support Plan of your choice:

Option One: \$300/month

Option Two: \$500/month

X \_\_\_\_\_

Accepted for:

**Paula Vann**

Executive Director on behalf of:

Columbia County Florida Tourist Development Council



Accepted for:

**Franci Edgerly**

CEO & Founder at ITI Digital

**Please return signed insertion order by fax to 912.267.6025 OR  
sign, scan and email to [franci@iti-digital.com](mailto:franci@iti-digital.com).**