

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

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

COLUMBIA COUNTY SCHOOL BOARD ADMINISTRATIVE COMPLEX

**372 WEST DUVAL STREET
LAKE CITY, FLORIDA 32055**

AGENDA

August 2, 2018

5:30 P.M.

Opportunity for public comment shall be in accordance with Rule 4.704. Each person who wishes to address the Commission regarding the Consent Agenda or any Discussion and Action Agenda Item shall complete one comment card for each item and submit the card or cards to County staff in the front of the meeting room. Cards shall be submitted before the meeting is called to order.

Rules of decorum and rules for public participation are attached to the agenda handouts.

Invocation (Commissioner Everett Phillips)

Pledge to U.S. Flag

Staff or Commissioner Additions or Deletions to Agenda

Approval of Agenda

Approval of Consent Agenda

Adoption of Consent Agenda

Discussion and Action Items

Tom Moffses, Administrator, Columbia County Health Department

- (1) Health Department - FY 2019 Fee Proposal (Pg. 1)

Joel Foreman, County Attorney

- (2) Request for Adoption Hearing - Amendments to Article VI, Section 102 of the County Code of Ordinances Relating to Citizen Petition and Ballot for the Installation of Speed Humps on County Roads (Pg. 5)

Ben Scott, County Manager

- (3) Equipment Replacement Policy (Pg. 14)
- (4) Resolution No. 2018R-29 - Changing Time of BCC Meeting of August 16, 2018 at 9:30 A.M. (Pg. 29)

Open Public Comments to the Board – 2 Minute Limit

Staff Comments

Commissioner Comments

Adjournment



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: July 9, 2018 Meeting Date: August 2, 2018

Name: Ben Scott Department: BCC Administration

Division Manager's Signature: *Ben Scott*

1. Nature and purpose of agenda item:
Health Department - FY 2019 Fee Proposal

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

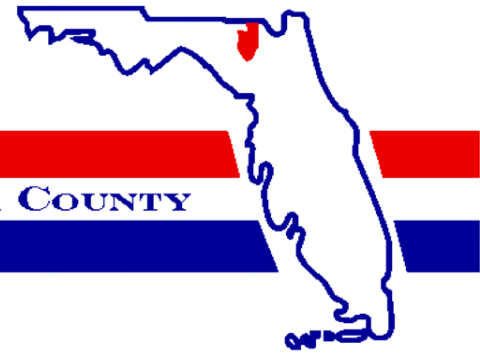
Budget Amendment Number: _____ Fund: _____

FROM: _____ TO: _____ AMOUNT: _____

For Use of County Manager Only:

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

TO: Board of County Commissioners
FR: Ben Scott, County Manager *Ben Scott*
DATE: July 9, 2018
RE: Health Department Fee Proposal

Last month, I was contacted by, Tom Moffses, the Administrator for the Columbia County Health Department. Mr. Moffses would like the opportunity to discuss the attached fee proposal for fiscal year 2018-19. If approved, a resolution would be required for implementation.

XC: Health Department

BOARD MEETS FIRST AND THIRD THURSDAY AT 5:30 P.M.

**Columbia County Health Department
 Fee Proposal FY 2018-19
 July 2018**

<u>Service</u>	<u>Proposed Fee</u>
*Primary Care fees – (office visits, exams, family planning services, in-house laboratory tests, procedures)	Medicare Rate, or 180% of Medicaid, whichever is greater, assessed on sliding fee scale (Current fee Medicaid plus 20% or listed specific fee by procedure)
*Laboratory Procedures (Outside Labs)	Cost of lab plus \$4.00 draw fee
*Physical Exam & Consultation for School/Sports	\$20.00 new fee
*Physical Exam & Consultation for Employment (includes EKG, labs, etc.)	\$50.00 new fee
*Adult Vaccinations (exclude Flu/Pneumonia)	Cost of vaccine plus \$10 administration fee (Vaccine specific cost)
*Influenza Vaccine	Up to Medicare Reimbursement Rate
*Pneumonia Vaccine	Up to Medicare Reimbursement Rate
*TB Assessment with PPD for school/employment	\$30.00 new fee
<u>Vital Statistic Fees</u>	
*Birth Certificates	\$15.00 new fee (per copy) \$12.00 current fee
*Death Certificates	\$10.00 new fee (per copy) \$7.00 current fee
<u>Environmental Health Fees (County)</u>	
*OSTDS Timed Inspection Fee	\$25.00 current fee
*Bacterial Water Analysis (self-collected)	\$20.00 ea new fee \$15.00 ea current fee
** CHD collected is a state established fee	
*Other Environmental Health Lab Testing Shipping & Handling	Cost of lab fee plus \$25 administrative handling \$10 - Shipping <10 lbs. \$40 – Shipping >10 lbs. Current fee
*Individual Sewage Disposal AOP for Septic Tank (OSTDS) installation/pumping	\$60.00 current fee
*Swimming Pool re-inspection fee	\$40.00 new fee

Dental Fees (When services are available)

*Dental Fees – (exams, x-rays, preventative and restorative procedures, lab fees)

180% of Medicaid assessed on sliding fee scale **(New fee)**

*Emergency Dental Visit (one-time, non-client visit includes limited oral exam, x-ray and 1 tooth extraction)

\$120.00
\$72.00 each additional tooth extracted
(New Fee)



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM REQUEST FORM

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Today's Date: July 27, 2018 Meeting Date: August 2, 2018

Name: Joel Foreman Department: County Attorney

Division Manager's Signature: Ben Scott

1. Nature and purpose of agenda item:

Request for Adoption Hearing: Amendments to Article VI, Section 102 of the County Code of Ordinances relating to citizen petition and ballot for the installation of speed humps on County roads

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 Manager Only:

[] Consent Item [X] Discussion Item

MEMORANDUM

To: Ben Scott, County Manager

From: Joel F. Foreman

Re: Request for Adoption Hearing: Amendments to Article VI, Section 102 of the County Code of Ordinances relating to citizen petition and ballot for the installation of speed humps on County roads

Date: July 27, 2018

The Board of County Commissioners asked me to prepare an ordinance amending the County's code of ordinances with respect to the percentage of returned ballots necessary to approve a petition for the installation of speed humps on County local streets. I have prepared that amendment through the attached ordinance.

In the process of preparing the amendment, I noted that certain portions of the speed hump ordinance were unclear or ambiguous, and in some instances wholly reliant on criteria that could be applied too subjectively. I have attempted to make the code sections conform to how staff has applied the ordinance so it can be objectively applied.

I am requesting that this ordinance be set for an adoption hearing for the second meeting in August.

**COLUMBIA COUNTY, FLORIDA
ORDINANCE NO. 2018-__**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF
COLUMBIA COUNTY, FLORIDA, AMENDING CHAPTER 102,
ARTICLE VI OF THE COUNTY CODE OF ORDINANCES TO CHANGE
AND CLARIFY THE CRITERIA FOR INSTALLATION OF SPEED
HUMPS UPON COUNTY LOCAL STREETS; AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, the Columbia County Board of County Commissioners previously adopted by ordinance the criteria and methodologies for location and construction of speed humps upon County roads, under the authority of Florida Statutes, Chapters 125 and 336;

WHEREAS, that ordinance is codified at Article VI of section 102 of the Columbia County Code of Ordinances;

WHEREAS, certain deficiencies in those criteria and methodologies have become apparent and changes are necessary to the County's interest in providing citizens with a meaningful way to request and secure speed humps on qualifying local streets; and

WHEREAS, the Columbia County Board of County Commissioners is authorized to install speed humps situated within the County Road System in accord with Florida Statutes Section 336.045 and pursuant to Chapter 125.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA:

Section 1. FINDINGS

The above Recitals are incorporated herein by reference and are hereby adopted as Findings in support of this Ordinance.

Section 2. AUTHORITY

This ordinance is enacted pursuant to the statutory authority vested in the Board of County Commissioners by Florida Statutes Chapters 336 and 125 and the Home Rule Charter for Columbia County, Florida.

Section 3. SPEED HUMPS CODE AMENDED

Chapter 102, Article VI of the Columbia County Code of Ordinances is hereby amended as reflected in this section. Words that are stricken through shall be removed from the Code of Ordinances while those words that are underlined shall be added. Ellipses (...) indicate portions of the code have been omitted for brevity, but should not be included in the Code nor should they indicate any deletion. Unless a deletion or addition is indicated herein, Chapter 102, Article VI of

the Code of Ordinances shall not be altered by this Ordinance.

ARTICLE VI. - SPEED HUMPS

Sec. 102-271. - Eligibility ~~for~~.

Upon receiving a petition for the installation of any speed hump under this part, the county public works department will conduct the necessary transportation engineering studies to determine whether or not a street is eligible for speed humps. A written report shall be generated reflecting the findings of the department with respect to any request made. The general policy criteria which must be met before a street shall be determined eligible for any speed hump is are as follows:

- (1) The street must be classified as a "Local Street" within the unincorporated area of Columbia County. "Local street" shall be defined as a street ~~whose~~ for which the primary function is to provide the initial access to the collector and arterial roadways. ~~These facilities~~ Local Streets are characterized by short trips, low speeds, and small traffic volumes; and
- (2) The street must abut and/or provide access to residential properties; and
- (3) There must be no more than one moving lane of traffic in each direction; and
- (4) The street must have a posted speed limit of 30 mph or less; and
- (5) The street must provide at least one suitable location for a speed hump outside any horizontal curve, allowing for safe stopping sight distance in either direction; and Humps may be located on streets that contain horizontal curves, but the hump itself must not be located within the horizontal curve. Safe stopping sight distance must always be provided.
- (6) The street must provide at least one suitable location for a speed hump that is not on a vertical grade with more than eight percent change on either immediate approach such that the visibility of a hump may be restricted; and Humps may not be located on a street with a vertical grade with more than an eight percent change on the immediate approaches where the visibility of the hump may be restricted.

~~(7) Special consideration must be given to streets without curb and gutter to accommodate drainage and prevent vehicle run-arounds.~~

~~(8) (7) The street must be paved; and~~

~~(8) The street must meet any additional criteria established from time to time by state law or the Florida Department of Transportation.~~

~~(9) In addition to the foregoing criteria, all of which must be met before a street shall be determined eligible for any speed hump, the county public works department shall give due consideration to Other factors including such as impacts to emergency vehicle access, and safe sight distance, whether the street has curb and gutter, and whether vehicles are likely to drive around speed humps, as well as any other will be taken into consideration peculiar to the particular street along with all other considerations which the County staff may deem appropriate in the interest of public safety or as may be recommended by the Florida Department of Transportation.~~

Sec. 102-272. - ~~Speed hump~~ Location.

(a) The county public works department ~~will determine the final~~ shall make the final determination of the location of all speed humps placed pursuant to this part, in accordance with the standards and procedures set forth in this article, and in accordance with safe engineering practices.

(b) The street must have adequate sight distance to safely accommodate the speed hump as determined by the county public works department and safety standards.

(c) Speed humps near drainage inlets ~~shall~~ ould be placed ~~just~~ downstream of ~~the~~ any drainage inlet. The county public works department shall consider all evident impacts to drainage when selecting any location for any speed hump and shall at all times endeavor to avoid negative drainage impacts to public or private facilities. Drainage consideration can affect speed hump location and/or spacing.

Sec. 102-273. - ~~Resident support for speed humps. Voting procedure on petition.~~

(a) Voting Procedure. ~~This~~ The voting procedure shall be initiated ~~implemented~~ by the county upon the filing of a petition bearing the signatures of not ~~signed by~~

~~no less than fifty~~⁵⁰ percent of the likely affected property owners. For purposes of this part, “likely affected property owners” are owners of real property ~~in the specified development to include owners in the subdivision of development adjacent and contiguous to the street identified in the petition as well as real property owners in any and residents of a contiguous subdivision or development that use the street identified in the petition to provide initial access to collector or arterial roadways.~~ must pass through the subdivision or development requesting speed humps.

(b) Petition. The petition shall contain as a minimum the following information:

(1) The name, address and tax parcel identification number of all likely affected property owners as ~~stated~~ defined above.

(2) ~~An express acknowledgment statement that the likely affected property owners signing the petition believe that their such property shall be specially will benefited by~~ from the installation of speed humps and that ~~they~~ by signing the petition the likely affected property owner consents to the installation.

(3) ~~Such other information as the county may request in the petition or other documents requested.~~

(c) Affected Property Owners. Upon receipt of a petition that satisfies the requirements of subsection (b) of this part, the county public works department shall determine whether the street that is the subject of the petition is eligible for placement of speed humps pursuant to sections 102-271 and 102-272 of this Article. If the street is eligible, the county public works department shall identify the Affected Property Owners whose access to real property may be affected by placement of speed humps on the eligible street. An “Affected Property Owner” shall be any owner of real property adjacent to the street identified in the petition as well as any owner of real property in any contiguous subdivision or development that is provided with initial access to collector or arterial roadways through the street identified in the petition. Only Affected Property Owners shall be entitled to cast ballots under this Article.

(b)(d) ~~In order for speed humps to~~ Balloting of Affected Property Owners. Before any speed hump shall be installed pursuant to a petition filed under this part, a

simple majority of the Affected Property Owners as determined by the county public works department above ~~in the subdivision of development adjacent and contiguous to the street~~ must support installation of those ~~the~~ speed humps. ~~In addition, where the residents of a contiguous subdivision or development must pass through the subdivision or development within which the speed hump is proposed will also be included in the balloting process. The county public works department and county engineer will determine the properties to be included in the vote and conduct a ballot by mail.~~ An affirmative vote of not less than 75 ~~fifty~~ percent plus one vote ~~of the Affected Property Owners as described in this section voting~~ shall be required for approval, unless the required vote is waived by the board. A ballot not returned will not be counted as a "yes" or "no" vote, but shall be disregarded. The ballots shall be public information subject to the Florida Public Records Law (F.S. § 119.07, et. seq., as amended) and the Florida Sunshine Law (F.S. § 286.011, as amended). ~~The information that is mailed to the property owners will include a drawing showing the proposed location(s) for the speed hump(s).~~

~~(e)~~(e) Ballot Package. A ballot package will be mailed by the county public works department to each Affected Property Owner at the last mailing address reflected on the Columbia County Property Appraiser's website, maintained by the property appraiser's office or tax collector's office of Columbia County. ~~The Board of County Commissioners will determine the format of the ballot, and specific procedures to be followed.~~ The ballot package shall include a copy of the petition, a drawing showing the proposed location of any speed humps on the subject street, a ballot offering the Affected Property Owner the choice to vote "yes" or "no" on the question of placement of speed humps as shown on the drawing, and an addressed envelope for return delivery of the ballot to the county public works department for tabulation. Only one vote per parcel identification number ~~lot~~ will be mailed and accepted. ~~Each lot owner shall receive one ballot for each parcel/lot owned by that individual or individuals. Parcels in joint ownership will require the signature of all record title owners. If ownership is by a corporation or other legal entity which is not an individual, an authorized officer~~

of that corporation or legal entity must sign the ballot. Votes shall be cast in the names or capacities of the owners as reflected on the Columbia County Property Appraiser's website, and the public works department shall reject improperly submitted or duplicate votes. Proxy voting shall not be permitted under any circumstances. Affected Property Owners shall have thirty days from the date of mailing to return original, signed ballots to the county public works department for tabulation.

(f) Tabulation. On the thirty-first day following the mailing date of the ballot packages to the Affected Property Owners, the county public works department shall accept no additional ballots and shall tabulate the validly signed, non-duplicate ballots received. If less than fifty percent of all of the ballots sent to Affected Property Owners plus one ballot are received indicating approval of the speed humps as requested in the petition, then the petition shall not be submitted to the Board of County Commissioners for final approval. If sufficient votes are received, that information shall be submitted to the Board of County Commissioners pursuant to section 102-274 and the Board shall make the final determination on approval of any requested speed humps.

Sec. 102-274. - Final approval or disapproval of speed humps.

The board of county commissioners shall make ~~the~~ all final determinations whether ~~the any requested~~ speed hump will be installed pursuant to this Article ~~at the requested location based upon consideration of the following factors:~~

(1) Any R~~re~~commendation of the county public works department ~~and or~~ county engineer as to eligibility pursuant to section 102-271 of this Article ~~for speed humps as provided herein.~~

(2) Any R~~re~~commendation of the county public works department ~~and or~~ county engineer as to the recommended location of the speed humps pursuant to section 102-272 of this Article ~~in accordance with the criteria set forth herein.~~

(3) Unless such requirement is waived by the Board, Whether Affected Property Owners support placement of the speed humps as evidenced by a ballot tabulated

~~pursuant to section 102-273 of this Article. a minimum 75 percent of the affected parcels/lots voting as herein described support the installation of the speed humps.~~

~~(4) All other criteria and considerations which the board of county commissioners may deem appropriate to insure the quiet enjoyment of their property and safety of the affected residents as well as the consideration of the best interest of the motoring public, including their person and property.~~

(5)(4) The board of county commissioners in its discretion may elect to install speed humps or not install speed humps for good cause.

Section 5. SEVERABILITY

If any section, phrase, sentence or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 6. EFFECTIVE DATE

This Ordinance shall take effect immediately upon a certified copy hereof being filed with the Florida Department of State.

DULY ADOPTED by the Board of County Commissioners of Columbia County, Florida, this ___ day of September, 2018.

**BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY, FLORIDA**

By: _____
Tim Murphy, Chair

Approved as to form and legality:

ATTEST:

Joel F. Foreman, County Attorney

P. Dewitt Cason, Clerk of Court



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: July 27, 2018 Meeting Date: August 2, 2018

Name: Ben Scott Department: BCC Administration

Division Manager's Signature: *Ben Scott*

1. Nature and purpose of agenda item:

To adopt an equipment replacement policy to develop a fiscally responsible program that will meet the operating and financial goals of the Board.

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 Manager Only:

Consent Item Discussion Item

*Columbia County
Board of County Commissioners*



Equipment Replacement Policy

SECTION 1 – HISTORY

Columbia County Board of County Commissioners (Board) equipment inventory consists of approximately 510 units with an acquisition cost of \$25.3 million as of July 2018.

Columbia County (County) has limited prior history pertaining to planned or programmed equipment replacement. Equipment acquisition occurred as a result of the annual budget process requiring Departments to approach the County Manager individually and justify their needs resulting in erratic purchase history and funding.

The mission of this Equipment Replacement Policy is to develop a fiscally responsible program that will meet the operating and financial goals of the Board.

SECTION 2 – OBJECTIVES

The objectives of this policy are as follows:

- 2.1 Standardize replacement criteria and guidelines.
- 2.2 Provide a mechanism in which funding for equipment replacements is available, in advance of the need, through the establishment of a replacement reserve in each operating fund.
- 2.3 Provide Departments and employees with reliable, safe, and correct vehicles and equipment to assist them in meeting their responsibilities and job functions.
- 2.4 Provide for the timely acquisition and disposal of units, therefore maximizing the dollar resources available for meeting equipment needs.
- 2.5 Right size the equipment and promote standardization. Insure the County has the optimum number and type of vehicles and equipment. The Equipment Replacement Team establishes the baseline for the types of units needed.
- 2.6 Smooth the outflow of capital funding and the rotation of incoming and outgoing units year to year to prevent spikes in cash and asset flow from one year to the next.
- 2.7 Reduce maintenance costs by eliminating old, expensive to maintain equipment.

SECTION 3 – SCOPE

The Program provides for the planned replacement of all Columbia County Board of County Commissioners fuel consuming vehicles and equipment, their attachments and implements with an estimated replacement cost of \$5,000 or more.

The Equipment Replacement Team will administer the Program.

Program excludes Constitutional Officers, other taxing authorities, not for profit agencies and any other entities not under control of the Columbia County Board of County Commissioners.

SECTION 4 – FUNDING

- 4.1 Annual contributions to replacement reserves in operating funds will depend upon the detailed analysis of equipment units and seed funding approved by the Board to initiate the program.
- 4.2 Funding for vehicle and equipment replacement will be provided primarily by the replacement reserve in the department's specific operating fund or other sources as approved by the Board of County Commissioners.
- 4.3 Fully funded replacements shall be ordered no later than the end of the 3rd quarter (by June 30) of the scheduled replacement year.
- 4.4 Trade-in values and buyback programs are considered funding sources.
- 4.5 Program will not be utilized to fund equipment additions or to fully fund vehicles totaled due to accident damage. If a vehicle/equipment is totaled due to an accident for which external funds (i.e. insurance) are unavailable, the accumulated replacement funding for that unit will be used to help fund the replacement. Any additional funding must be provided from sources beyond the reserve replacement funds.
- 4.6 Proceeds from vehicles and equipment sold at auction will be credited to the reserve replacement fund in the specific operating fund of the associated department.
- 4.7 Adopted financial policies will be adhered to at all times with deviations approved by the Board.

SECTION 5 – REPLACEMENT POLICY

5.1 Equipment Replacement Team:

The Equipment Replacement Team consists

- (a) Equipment Manager-Public Works Department
- (b) Financial Management Director
- (c) Department Head
- (d) Assistant County Manager
- (e) County Manager

5.2 Life Cycle:

The Replacement Program was developed on the premise that an average life span can be established for a group (type/subclass) of equipment based on industry standards and/or analysis of the group's performance within the organization. This average life cycle (age) is used primarily to determine annual replacement funding and to provide a reference point to review the economic feasibility of retention versus replacement. Because the life expectancy is an average, it is anticipated that some vehicles and equipment will operate beyond their estimated useful life and some will be replaced early.

A unit shall be considered to have met its economical replacement point when it has reached the optimum replacement criteria in the Equipment Life Cycle. The replacement criteria to be evaluated are based on age, mileage/hours, utilization, maintenance history, projected maintenance, physical condition, obsolescence and buyback programs. The fact that a particular unit has reached an age and/or usage threshold that makes it a candidate for replacement does not mean it will automatically be replaced.

Sources of data for life cycles were industry standards, review of other governments programs, and internal discussions. Refer to **TABLE 1 – Schedule of Life Cycles**.

5.3 Long-Term Planning:

A minimum ten (10) year replacement plan will be maintained by the Financial Management Director, based on the average life for each unit and its expected replacement cost. Plan is used for long-range budgeting and replacement decisions.

5.4 Short-Term Planning:

The replacement plan will be updated annually by reviewing the historical performance of individual units against the established replacement standards. Annual replacement amounts for each operating fund will be calculated by the Financial Management Director based upon the Replacement Policy.

5.5 Replacement Criteria:

Various factors determine the estimated replacement time for units with each unit reviewed annually to determine status. Selection criteria shall be based on the following factors:

- (a) Age - the age of unit meets projected life for the asset's class type, the historical point where the cost of ownership for this class of goods would exceed its market value.
- (b) Usage - miles driven/hours of operation meets projected miles/hours of operation for the asset's class type, the historical point where maintenance costs begin to escalate significantly.
- (c) Condition of unit - evaluate body condition, rust, interior condition, anticipated repairs, accident history.
- (d) Reliability - frequency and type of repairs to date and needed repairs other than preventive maintenance.
- (e) Maximum Cost to Repair - if cost to repair exceeds 40% of replacement cost.
- (f) Maximum Total Repairs - if total of cumulative repair costs plus cost to repair exceeds seventy-five percent (75%) of replacement value.
- (g) User Department evaluation - team meets with user department to determine if the unit continues to meet their operational needs.
- (h) Funding availability.

5.6 Annual Process:

- (a) Replacement spreadsheets will be distributed to departments annually for review and update. Departments will complete the replacement spreadsheet and submit to their Assistant County Manager along with their annual budget requests.
- (b) The Equipment Replacement Team will review, propose update, and recommend replacements for the upcoming budget, and up to ten (10) years, each year.
- (c) A detailed Equipment Replacement Policy will be provided to the Board when the Budget Officer presents the proposed annual budget each year.
- (d) The Board of County Commissioners has the ultimate approval for the Equipment Replacement Policy with the adoption of the annual County budget.

5.7 Acquisition Process:

- (a) The Equipment Replacement Policy will be followed and only scheduled replacements purchased.
- (b) Requisitions must be reviewed by the Purchasing Director to verify consistency with approved Policy prior to other required approvals.
- (c) The adopted Purchasing Policy will be followed.
- (d) A special replacement request may be initiated by a department during the year to the Equipment Replacement Team. All requests will clearly identify why an equipment unit should be replaced earlier than the plan scheduled date.

5.8 User Department Responsibilities:

- (a) Maintain vehicles and equipment in good working condition.
- (b) Follow recommended preventive maintenance schedules.
- (c) Maintain repair and maintenance summary records for each unit for the life of the unit.
- (d) Review and update annual replacement spreadsheets distributed by Financial Management Director providing replacement data documentation.

SECTION 6 – ADDITIONS, DELETIONS, AND TRANSFERS

6.1 Definitions:

- (a) **Asset:** A resource with present service capacity that the County presently controls. Some examples include: Cash, Accounts Receivable, Land, Buildings, Towers, Roads, Bridges, Equipment, Software, etc. etc.
- (b) **Equipment:** Tangible property that (1) has a functional life of 1 year or more, (2) is free standing and functional as is (complete in itself and retains its identity if attached to other property), (3) is not permanently affixed to real property (i.e., may be moved without damaging it or the real property). Equipment may be depreciable or non-depreciable.
- (c) **Non-Capital Equipment (Inventory):** (1) Meets all the definitions of Equipment listed above, and (2) is valued at the time of acquisition of at least \$1,000.00 but not more than \$4,999.99. All non-capital inventory is non-depreciable.

- (d) **Capital Equipment (Depreciable Fixed Asset):** (1) Meets all the definitions of Equipment listed above, and (2) is valued at the time of acquisition of \$5,000.00 or more. Capital equipment is depreciated over its useful life.
- (e) **Acquisition:** Adding an asset that has come under control of the County, whether through purchase, trade-in, receipt of donation, capital lease, etc.
- (f) **Disposal:** Deleting an asset from County records once it is released from County control through Surplus declaration, whether through sale, scrap/junk, loss, donation to another entity, etc.
- (g) **Transfer:** Moving an asset from one department to another. Note: Movement within a department across separate divisions is no longer tracked centrally, but departments may track such changes internally as management deems necessary.

6.2 Authority and Requirements

Chapter 274 of the Florida Statutes orders certain requirements concerning tangible personal property owned by counties. One such requirement is that the State's Chief Financial Officer establishes, by rule, the requirements for recording such property. Accordingly, Department of Financial Services, rules 691-73 sets the threshold for items that must be included on County inventory at \$1,000.

The County is required by FS 129 to abide by generally accepted accounting principles for governments, which are primarily established by the Governmental Accounting Standards Board (GASB). The GASB recommends a capitalization threshold for assets of not less than \$5,000. The County has adopted this amount as its threshold through action of the Board of County Commissioners.

6.3 Applicability

Procedures contained herein apply to all departments and Constitutional Officers (except the Sheriff, per FS 274.03) of Columbia County. Specifically, these procedures shall govern the acquisition, transfer, and disposal of inventory and depreciable assets of the County.

6.4 Employee Inventory/Capital Asset Interface

Requests to add, transfer, and dispose of inventory items will no longer be accomplished via paper forms, but via the employee WebPortal provided by the Information Technology (I.T.) Department. Forms will be submitted with any required attachments scanned in for review Clerk to Board Finance (Finance). For access and assistance with the form(s), please contact I.T. Department.

6.5 Procedural Steps

NOTE: Procedures here as applied to "Departments" should be adopted by the Constitutional Officers' as well.

(a) Additions to Inventory and Fixed Assets

1. Upon receipt of an inventory item with the cost at \$1,000 and above, the department should complete the Inventory/Capital Asset Form online via the WebPortal. If multiple items are received, a separate form must be completed for each item. **Please note that this includes the receipt of any item via donation or capital lease that is likely valued above these thresholds at time of receipt.**
 - A. Fill out the form **completely**, then **submit it within 24 hours of receipt of item(s)**
 1. The invoice price, as well as any additional installation/freight charges, should be completed. For donated items, fill in "market value" instead in the Price box.
 2. Make certain that all identifying characteristics such as serial numbers are correct.
 3. The mode/method of acquisition must be completed.
 4. Fill in accurate vendor name as in County's accounting system. Use Donor name for Donations.
 - B. At this time, hard copies of invoices, purchase orders, and other payment request documentation are to be sent to Finance. Attach a note to the invoice documentation stating that "Inventory Form Submitted".
 - C. Electronic documents may be attached with this form for explanation.
 - D. Online Inventory/Capital Asset Forms will not be processed until Finance receives the invoice and supporting documentation, and likewise, invoices will not be paid until the online Inventory/Capital Asset Form is submitted. Donated items will be processed with an attached explanation of the source of donation, as well as how the market value was estimated.
 - E. Assets purchased directly by Constitutional Officers cannot be prescreened on the payment end. It is the responsibility of each Constitutional Officer's finance office to submit the online forms and copies of the invoices paid to Board Finance for inclusion in inventory. Omissions discovered in the inventory process or during the annual audit will require notification to the Board.

2. Contact the Board Administrative Office to determine if item should be covered by County insurance and arrange for title (if applicable) to be delivered to administrative office.
3. Upon receipt of all necessary information, Finance will assign an asset tag and input information into accounting software within 48 hours and return tag to department.
4. Upon Finance's approval and entry of the item into the accounting software, a "Finance Approval" button will be clicked by Finance in the WebPortal queue. This will send an email notification to the requesting department, Property Manager (Purchasing Director) and Financial Management Director, ensuring each is aware the item has been added to inventory.
5. Financial Management Director will add items to the appropriate insurance coverage at this time.
6. Department is required within 24 hours to affix asset tag to equipment.
7. Property Manager (Purchasing Director) may follow up on-site at any time hereafter to ensure that an asset is properly recorded, tagged, and secured.

(b) Deletions from Inventory

NOTE: Assets will appear in the WebPortal until the items have gone through the full approval process and have been deleted from the accounting system by Finance. Do not submit multiple disposal requests of the same asset in the interim period.

1. Upon determination of an inventory item to be no longer useable, or upon the determination that disposal of a still-useful asset would result in a net benefit to the County; a request shall be completed via the online WebPortal's Asset/Inventory form (selecting disposal). Department will be required to select the asset being disposed by choosing it from the data list pulled from accounting software automatically by the WebPortal program. Explanations shall be attached.
2. Any asset that has been declared surplus is to be immediately taken out of service.
 - A. For assets such as office furniture and equipment, contact the maintenance department and have the item(s) moved to the equipment storage facility. After it has been moved, submit a disposal request as detailed below.

- B. For computers and other technology items, contact the I.T. Department. The I.T. Department will assess the equipment and remove any useable parts and or destroy the hard drive. Submit a disposal request as detailed below. Upon Board approval, the equipment will then be placed on pallets at the equipment storage facility and auctioned in bulk.
 - C. For autos/trucks, take the vehicle to the Public Works' surplus storage area. Remove the yellow county vehicle tag. The tag and keys should immediately be hand delivered to the Purchasing Department. Then submit a disposal request as detailed below. Upon Board approval, the items will be disposed as requested.
 - D. Heavy equipment, lawn mowers, and other equipment/machinery should be taken to the Public Works' surplus storage yard. Submit a disposal request as detailed below. Once the items are on the storage yard, inform the Purchasing Department of the item's new location. Upon Board approval, the items will be disposed as requested.
 - E. Before vehicles and heavy equipment are disposed, the Purchasing Director and Fleet Manager shall inspect each item and determine if there is a possible remaining usefulness for any other County department.
3. When a County asset is going to be declared surplus, a mode of disposal must be selected on the disposal request form. Modes include Sale, Junk, Loss, or Donated.
- A. Sale - Items to be sold at auction or otherwise which includes trade-ins.
 - B. Junk - Items that through age and wear have become useless. Includes items that are to be "thrown away" and those that are to be scrapped for parts.
 - C. Loss - Items that are missing or destroyed due to accident, theft, negligence, vandalism, acts of God, or unknown circumstances (missing without explanation).
 - D. Donation - Items that are donated to other public entities
4. Asset deletion requests will route in the WebPortal program to the Property Manager (Purchasing Director) for review before submission to the Board for declaration of surplus status and disposal approval. The WebPortal will keep an online queue of disposals approved by the Property Manager (Purchasing Director), but still awaiting Board approval, including an exportable/printable summary form. The form will include a detailed item description, asset tag number, serial number, disposal method, detailed item description, acquisition date, the net of cost less life-to-date accumulated depreciation, and which department is requesting the disposal for each item.

5. Items requesting approval as "Loss" shall require Department's attached explanation with regard to circumstances, as well as an explanation of how such losses will be safeguarded against in the future. The explanation and remedy shall be submitted to the Board for approval as a consent agenda item.
 - A. Police reports will be filed for items suspected stolen or vandalized.
 - B. "Loss" of assets may result in disciplinary action (up to termination) for custodian employees at the discretion of the County Manager.
6. Upon approval by the Board for declaration of surplus status and disposal of inventory item(s), the Property Manager (Purchasing Director) will select the item in the queue, fill in the Board Approval date, check "Approved", and click submit. Items will be processed differently here according to the disposal mode approved:
 - A. Items approved as "Loss", having already met the requirements above, will be queued in a report to Finance, who will dispose of the asset in accounting system.
 - B. Items approved for disposal at "Sale" will update into a new report for inclusion on an auction listing to be administered by the Property Manager (Purchasing Director). Any other method of sale desired (including trade-in) shall be specifically explained via attachment in Step 1 above (prior to approvals).
 1. All non-auction sales will be verified by documentation (includes trade-ins).
 2. Auction sale records shall be provided by the contracted auctioneer with sufficient detail for the Property Manager (Purchasing Director) to be able to verify, by comparison, that all records approved for sale were properly sold.
 3. Once verified, the sales listing will be submitted by the Property Manager (Purchasing Director) to Finance for removal (disposal) of those assets in the accounting software.
 4. Finance will keep a copy of the record for Fixed Assets, and a copy for allocating auction revenue when it is received.
 - C. Items approved for disposal as "Junk" will update into a new report. Property Manager (Purchasing Director) will arrange with disposing departments to (literally, visually) oversee the proper disposal of these items according to all sanitation, environmental and safety protocols pertinent to those items.
 - D. Departments shall not dispose of any items without Property Manager's (Purchasing Director's) oversight.

1. Items to be scrapped for parts shall be verified (visually) by the Property Manager (Purchasing Director) as on location and as being suitable for such purpose, and shall not be put back into service.
2. All items not scrapped for parts shall be removed from County property within 15 days into a legal trash disposal site for such an item.
3. All vehicles declared "Junk" must be signed off and approved by the County's garage mechanic prior to disposition.
4. Once all items on a batch list are disposed, the list shall be submitted to Finance by the Property Manager (Purchasing Director) for disposal in the accounting software.

E. Items approved for "Donation" to another entity shall update into a new report. The Property Manager (Purchasing Director) may contact the recipient as well as any necessary authority to ensure transfer of title and custody, or he may require donating County department to provide proof of same. Once satisfied, Property Manager (Purchasing Director) will submit verification to Finance, who will dispose of the asset in the accounting software.

(c) Transfers of Inventory between Departments

1. Upon determination of a legitimate need to Transfer an asset from one department to another, the Transferring Department Head shall submit an "Asset Transfer" form via the WebPortal. Department should search the web-portal for the asset and verify the tag number and serial number before requesting the transfer. Once the asset is located, click "request transfer". You will then be required to indicate which department/division the asset should be transferred to and click "save". The portal will ask you to verify the information and then click yes if it is correct.
2. Transfers across divisions but within the same Department (Graded Roads 4220 to Drainage 4230, for instance and transfers from one department to another (From Graded Roads 4220 to Landscaping 3710, for instance) must be submitted via the WebPortal for proper inventory accounting. Explanations may be attached.
3. Asset Transfer requests will route in the WebPortal program to the Department head expected to receive the asset. The form will include an asset tag number, serial number, detailed item description, acquisition date, the net of cost less life-to-date accumulated depreciation, and which departments are involved in the transfer of each item. The department head receiving the asset must accept the transfer via the WebPortal. Upon acceptance of the asset, Finance will be notified of the transaction and will update the inventory records.

4. Finance will review the approved changes, make the change in the accounting software, and update as "entered" in the WebPortal. The program will notify the requesting Department and the department can make the physical transfer of the asset.
5. Department head should notify the board administrative office to update records if inventory item is covered by insurance. The cost of the insurance should be charged to the department now responsible for said item.

(d) Annual Physical Inventory

1. Property Manager (Purchasing Director) will complete and communicate to Finance (via the WebPortal submissions) any additions, deletions, and transfers effective as of September 30 per these procedures by October 5 of each year.
2. Property Manager (Purchasing Director) will provide each department with a report reflecting the current record of inventory items assigned to each department. This report will be a record of the inventory items as of September 30 of each year and will be provided to Departments by October 10 of each year, after verifying with Finance that all asset changes submitted have been input.
3. Departments are responsible to physically see each item listed, verify the serial number and asset tag match, and note the item is in the possession of the department and still in working condition. (If the item is not in working condition, follow procedures for deletions from inventory.)
4. Departments must return the inventory reports to Property Manager (Purchasing Director) by October 30 of each year.
5. Property Manager (Purchasing Director) will perform physical inventories during October. Full physical inventories of County Departments and Constitutional Officers will be performed to verify the asset schedule on a rotating basis annually. Every department will be inventoried no less frequently than every three (3) years, with roughly one-third (1/3) of County assets being selected annually. Departments not receiving a full inventory during a particular year may be tested on a sample basis. Problems in sample testing may result in further testing up to a full inventory.
6. Property Manager (Purchasing Director) will investigate and reconcile any discrepancies between reports and physical inventory counts.
7. If there are irreconcilable reports, a memo will be submitted to the County Manager and Board.
8. A verified inventory report will be submitted to Finance by October 31 following each fiscal year end. Any adjustments required will be distinctly communicated.

TABLE 1 – SCHEDULE OF LIFE CYCLES

Columbia County, Florida Board of County Commissioners				
EQUIPMENT REPLACEMENT POLICY				
TABLE 1 – SCHEDULE OF LIFE CYCLES				
Subclass	Description	ESTIMATED LIFE CYCLE		
		MILES	HOURS	YEARS
VEHICLES				
	AUTOMOBILE	200,000		12
	VAN-PASSENGER	200,000		10
	VAN-WORK	200,000		8
TRUCKS				
	CREW TRUCK	200,000		10
	SPORT UTILITY VEHICLE	200,000		12
	TRUCK-ADMINISTRATIVE	200,000		12
	TRUCK-WORK	200,000		10
SPECIALIZED TRUCKS				
	BUCKET TRUCK	200,000		15
	ROLL-OFF TRUCK	300,000		10
	SERVICE VEHICLE	250,000		15
	TRUCK-DUMP	400,000		12
HEAVY EQUIPMENT				
	BACKHOE		7,500	15
	BULLDOZER		7,500	15
	EXCAVATOR		7,500	15
	FRONT END LOADER		7,500	15
	GRADER		7,500	12
	MOWING TRACTOR/COMBO		5,000	7
	ROLLER		4,000	15
	STREET SWEEPER		5,000	15
	TRACTOR-FARM		5,000	10
	TRUCK TRACTOR	300,000		10
	MISC. HEAVY EQUIP	VARIES	VARIES	VARIES
TRAILERS				
	FLATBEDS	200,000		10
	TRAILER			15
FIRE RESCUE				
	FIRE TRUCK			
	Arial (ladder) Fire Apparatus	100,000		11
	Pumper Fire Apparatus	100,000		9
	Quint Fire Apparatus	100,000		11
	Brush Fire Apparatus	125,000		9
COMPUTER EQUIPMENT				
MISCELLANEOUS EQUIPMENT				
		VARIES	VARIES	VARIES



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: July 27, 2018 Meeting Date: August 2, 2018

Name: Penny Stanley Department: BCC Administration

Division Manager's Signature: Ben Scott

1. Nature and purpose of agenda item:

Time of BCC Meeting 8-16-2018

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 Manager Only:

[] Consent Item [X] Discussion Item

**COLUMBIA COUNTY, FLORIDA
RESOLUTION NO. 2018R-29**

**A RESOLUTION OF THE BOARD OF COUNTY
COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA,
SETTING THE REGULAR MEETING OF THE COLUMBIA
COUNTY BOARD OF COUNTY COMMISSIONERS ON
AUGUST 16, 2018, AND PROVIDING NOTICE THEREOF.**

WHEREAS, the Columbia County, Florida Charter effective January 1, 2003, provides the Board of County Commissioners shall provide by resolution for the location, time, and place for holding all its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA, as follows:

1. The second regular meeting scheduled for the month of August the Board of County Commissioners shall be held on August 16, 2018 beginning at 9:30 a.m. at the Columbia County School Board Administrative Complex, 372 West Duval Street, Lake City, Florida.

2. Notice of the time and place of this meeting shall be published on the county's website and properly noticed upon approval.

UNANIMOUSLY PASSED AND ADOPTED at its regular meeting of the Board of County Commissioners of Columbia County, Florida, on this 2nd day of August 2018.

**BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY, FLORIDA**

By: _____
Tim Murphy, Chairman

ATTEST: _____

Approved as to form:

P. DeWitt Cason, Clerk of Court
(SEAL)

Joel Foreman, County Attorney