

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

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

CONSENT AGENDA

October 4, 2018

5:30 P.M.

-
- (1) 9-1-1 Communications Center - Amend Pay Grade Scale - To Include Additional Sources for Public Safety Telecommunicator/Dispatcher Certifications (Pg. 1)**
 - (2) BCC Administration - BA 18-75 - HMGP - Irma Application Preparation - \$20,700 (Pg. 5)**
 - (3) BCC Administration - Florida Forestry Service - Fire Protection Program Annual Report (Pg. 8)**
 - (4) BCC Administration - Palms Medical Group - Low Income Pool Letter of Agreement - State FY 2018-2019 - \$48,500 (Pg. 25)**
 - (5) BCC Finance - Payment of Bills and Vouchers - \$2,319,084 (Pg. 30)**
 - (6) Human Resource - Position Description - Code Enforcement Director (Pg. 36)**
 - (7) Information Technology - AT&T Internet Bandwidth Upgrade - \$1,475 monthly (Pg. 42)**
 - (8) Public Works - Entering Private Property - 888 SE CR 241 - Billy Ray Hunter, II, Property Owner - Erosion of Driveway Attributed to Clogged Drain Pipe (Pg. 50)**
 - (9) Public Works - Work on Private Property - Columbia County Fairgrounds - Tree Removal, Grading, and Sweeping (Pg. 53)**
 - (10) Public Works - Utility Permit - AT&T - SW Ring Court (Pg. 55)**
 - (11) Public Works - Utility Permit - Comcast - SW Birch Glen (Pg. 62)**
 - (12) Public Works - Provide Labor and Tools - Repairs to Watertown Boat Ramps and Piers (Pg. 75)**
 - (13) Purchasing - Bid Award No. 2018-L - Annual Herbicide Spraying - DeAngelo Brothers, LLC - \$49 per mile (Pg. 77)**
 - (14) Purchasing - Bid Award No. 2018-M - Annual Limerock - Beaver Bulk - FOB Limerock Pit \$6 per ton, FOB Delivered \$12 per ton (Pg. 80)**

- (15) Tourist Development - FY 2018-2019 - ITI Website Hosting Contract - \$4,500 (Pg. 87)**
- (16) Tourist Development - FY 2018-2019 - ITI #GetSocial Contract - \$6,000 (Pg. 95)**
- (17) Tourist Development - FY 2018-2019 - Madden Media SEM and Content Campaign - \$72,000 (Pg. 102)**
- (18) Tourist Development - Madden Media Fall 2018 Retargeting Campaign - \$4,675 (Pg. 108)**
- (19) Tourist Development - Smith Travel Research (STR) Contract - \$8,540 (Pg. 115)**
- (20) Tourist Development - Sport Facility Advisory Contract - \$42,850 (Pg. 121)**



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: September 26, 2018

Meeting Date: October 4, 2018

Name: Tom Brazil

Department: 9-1-1 Communications Center

Division Manager's Signature: 

1. Nature and purpose of agenda item:

To allow the 911 Center to use alternative sources for Public Safety Telecommunicator / Dispatcher Certification

2. Recommended Motion/Action:

To Amend the Central Communications Pay Grade Scale to add "NENA, In-house or Other Compatible" to the Public Safety Telecommunicator / Dispatcher Certification

3. 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



*COLUMBIA COUNTY, FLORIDA
9-1-1 COMMUNICATIONS CENTER
263 NW LAKE CITY AVE.
LAKE CITY, FL 32055
(386) 758-1125
FAX (386) 758-1386*

MEMORANDUM

DATE: September 26, 2018

TO: David Kraus Assistant County Manager

FR: Thomas W. Brazil
Manager / 911 Coordinator
911 Communications Center

TWB

RE: Request for BOCC Agenda Item to Change the Central Communications Pay Grade Schedule

In FY 2014 the Board of Commissioners approved a Pay Grade Schedule for our Public Safety Telecommunicators (PST's) at the County 911 Communications Center. The idea behind this schedule was to establish specific compensation for personal achieving certain certifications and training milestones rather than simply time in grade. One of these recognized training milestones was achieving the Association of Public-Safety Communications Officials-International (APCO), Public Safety Telecommunicator / Dispatcher Certification.

Since 2014 other professional organizations, such as the National Emergency Number Association (NENA) have developed and are offering compatible dispatcher / Public Safety Telecommunicator training and certification compatible to APCO. In addition, private companies such as The Public Safety Group are offering compatible and more cost effective, agency specific training, that is developed for our agency based on our operational procedures and can be done in house.

One of the detractors of APCO is that APCO requires APCO certified PST's to recertify every 2 years at a cost of \$ 30.00 per employee. Therefore, we must ensure adequate CEU for all our personnel for APCO. Other professional organizations do not require this recertification. As such this is a cost that I do not believe is justified, as all 911 Center PST's must recertify for Florida State DOH, as well as the International Academy of Emergency Dispatch for EMD & EFD.

Therefore, I would request the BOCC to make a change to the Central Communications Pay Grade Schedule to reflect that APCO, or compatible dispatcher training, be acceptable to qualify for the \$.25 per hour increase. Please see redlined copy of the Central Communications Pay Grade Schedule attached and advise if I can do an agenda item for the BOCC.

cc: file

COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
CENTRAL COMMUNICATIONS PAY GRADE SCHEDULE

POSITION TITLE	EXEMPT STATUS	PAY GRADE	MINIMUM / OVERTIME	MAXIMUM / OVERTIME
PRN TELECOMMUNICATOR	N	201	12.77 W/CERTS	13.72/17.00
911 PUBLIC SAFETY TELECOMMUNICATOR	N	202	10.52/15.78	15.78/23.67
UPON COMPLETION OF PROBATION			.50	.50
DEPARTMENT OF HEALTH CERTIFICATION			.50	.50
EMD CERTIFICATION			.50	.50
EFD CERTIFICATION			.50	.50
APCO, <u>NENA, IN-HOUSE OR OTHER COMPATABLE</u> CERTIFICATION			.25	.25
CPR CERTIFICATION			.25	.25
FDLE CERTIFICATION			.25	.25
COMPLETE CERTIFICATION			13.27/19.91	18.53/27.80
ANNUAL SALARY			\$30,362	\$42,397
911 P.S. TELECOMMUNICATOR SUPERVISOR	N	205	14.00/21.00	19.50/29.25
ANNUAL SALARY			\$32,032	\$44,616
ANNUAL SALARIES FOR THE ABOVE PAY GRADES ARE CALCULATED ON 1976 REGULAR HOURS AND 208 OVERTIME HOURS ANNUALLY				
TRAINING QA COORDINATOR	EA	206	32,680	48,010
UPON COMPLETION OF PROBATION			.50	.50
DEPARTMENT OF HEALTH CERTIFICATION			.50	.50
EMD CERTIFICATION			.50	.50
EFD CERTIFICATION			.50	.50
APCO CERTIFICATION			.25	.25
CPR CERTIFICATION			.25	.25

Revisions Board Approved 09/15/2016, 4/20/2017, 4/19/2018, 5/17/2018

FDLE CERTIFICATION			.25	.25
COMPLETE CERTIFICATION			38,396.80	53,726.40
ASSISTANT 911 COMMUNICATIONS CENTER MGR	EA	207	19.76	29.16
			41,100	60,653
911 COMMUNICATIONS CENTER MANAGER	EE		NEGOTIABLE	
<p>Supplement: Alternate Terminal Agency Coordinator \$.50 (hourly)</p> <p>Employee will only be eligible for increases at the time, and not prior to, the County Board of County Commissioners Human Resources Department receiving required State certifications as stipulated. It is the employee's responsibility to provide the required state certifications. No retro-activity pay will be paid relative to the payment of supplements.</p>				

Revisions Board Approved 09/15/2016, 4/20/2017, 4/19/2018, 5/17/2018




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Today's Date: September 28, 2018 Meeting Date: October 4, 2018

Name: Lacey Boatright Department: BCC Administration

Division Manager's Signature: 

1. Nature and purpose of agenda item:

BA 18-75 - Costs for the preparation of the application for the HMGP-Irma project. Application prepared by North Florida Professional Services.

2. Recommended Motion/Action:

Motion to approve BA 18-75 to cover cost incurred to apply for the HMGP-Irma project in the amount of \$20,700.

3. 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 18-75 Fund: 001-GENERAL FUND

FROM:	TO:	AMOUNT:
001-6230-562.80-52 GRANTS & AIDS / HEALTH CARE RESPONSIBILIT	001-2122-525.30-31 OPERATING EXPENDITURES / PROFESSIONAL SERVICES	\$20,700.00



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

DATE: September 28, 2018

TO: Columbia County Board of County Commissioners

FR: David Kraus, Assistant County Manager

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

RE: HMGP- Hurricane Irma Budget Amendment

On December 7, 2017, the Columbia County Board of County Commissioners authorized staff, working with North Florida Professional Services (NFPAS), to prepare and submit a Hazard Mitigation Grant Program (HMGP) application to FEMA related to Hurricane Irma. The application was submitted to the Florida Division of Emergency Management and FEMA and is now in the review process.

At this time, staff is requesting a Budget Amendment to transfer funds into the HMGP-Irma project for \$20,691 to pay NFPS for the completion of 90% of the application process. The remaining 10% is reserved to assist in responses to questions to FDEM and FEMA during the review process. If the HMGP grant is awarded to Columbia County, these expenditures will be reimbursed from the grant. However, this approval process can take up to a year.



North Florida Professional Services

P.O. Box 3823
 Lake City, FL 32056-3823
 Tel: 386-752-4675 Fax: 386-752-4674
 bharp@nfps.net
 http://nfps.net/

Invoice

Mr. Ben Scott
 Columbia County Board of County Commissioners
 P.O. Box 1529
 Lake City, FL 32056

Invoice Date: Aug 15, 2018
Invoice Num: 15770
Billing Through: Aug 15, 2018

HMGP Pre Award Service Columbia County (L180102CCB:2APP) - Managed by (Terry White)

Contract Amount: \$22,990.00	Percentage Complete: 90.00	Amount Remaining: \$2,299.00
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Contract Type: Fixed
Contract Amount: \$22,990.00

Project 1- Upchurch/Troy Land Acquisition	90%	\$10,138.50
Task 2- Gilbert/Cheshire Land Acquisition	90%	\$10,552.50

Amount Due This Invoice: \$20,691.00

This invoice is due upon receipt

Account Summary

Billed To Date	Paid To Date	Last Inv Num	Last Inv Date	Last Inv Amt	Last Pay Amt	Prev Unpaid Amt
\$20,691.00	\$0.00	--	--	\$0.00	\$0.00	\$0.00

Total Amount Due Including This Invoice: \$20,691.00




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Today's Date: September 17, 2018 Meeting Date: October 4, 2018

Name: Ben Scott Department: BCC Administration

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Florida Forestry Service - Fire Protection Program Annual Report.

2. Recommended Motion/Action:

Information only.

3. 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

FLORIDA FOREST SERVICE
SUWANNEE FORESTRY CENTER
(386) 243-6243
(386) 243-6244 FAX



137 S.E. FORESTRY CIRCLE
LAKE CITY, FLORIDA 32025

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

September 09, 2018

RECEIVED

SEP 17 2018

Board of County Commissioners
Columbia County

The Board of County Commissioners

P.O. Box 1965

Lake City, FL 32056

Dear Board of Commissioners,

Pursuant to the agreement between Columbia County and the Florida Forest Service, the following Fire Control Report for the fiscal year 2017-2018 is hereby submitted.

We appreciate the cooperation that the Florida Forest Service has received from the County Commission and look forward to continuing this cooperation in the future.

Sincerely,

Keith O'steen

Forest Area Supervisor

Suwannee Forestry Center

Annual Report

From The

**Florida Forest Service's
Forest Protection Program**

To The

Columbia County

Board of County Commissioners

Prepared By

Keith O'steen

Forest Area Supervisor

July 1, 2017-June 30, 2018



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER ADAM H. PUTNAM

2017-2018

Annual Report

FOREST PROTECTION

Florida Forest Service personnel and equipment responded to 386 incidents as recorded in the Fire Management Information System. These incidents consist of wildfires, landowner assistance, state land management, compliance checks, smoke complaints, notice of violations and prevention programs. The following is a breakdown of some of the incidents that our personnel assigned to Columbia County responded to.

- 65 Wild Fires – Florida Forest Service personnel responded to 65 wild fires in Columbia County which burned 161.6 acres. Debris fires accounted for 61% of these fires as where Powerlines at 11% were the second leading cause of fires in Columbia County.
- 56 NOV's – Florida Forest Service personnel assigned to Columbia County issued Notice of Violations to those individuals who were not adhering to the burn laws of the State of Florida.
- 43 Smoke Complaints – Our personnel responded to 43 smoke complaints from individuals that were impacted by smoke. When a smoke complaint is received personnel of the Florida Forest Service are dispatched to investigate and mitigate any smoke issues that arise.
- 118 On Site Inspections - On site inspections (OSI's) are performed by Florida Forest Service personnel for all first-time burners and for all landowners who are intending to burn in a smoke sensitive area. This gives us an opportunity to educate first time burners regarding Florida Laws that pertain to open burning. OSI's also give us an opportunity to set wind restrictions or alternate methods of removing debris in cases where smoke generated by the burn could impact major roads, hospitals, schools, airports and retirement communities.

COLUMBIA COUNTY FIRE DEPARTMENT

The Florida Forest Service cannot elaborate enough in regard to the dedication and professionalism displayed by the Paid and Volunteer Fire Departments of Columbia County. These men and women have been instrumental in the suppression of wildfires in Columbia County. I have attached the equipment schedule which indicates the equipment that is currently on lease through the Cooperative Equipment Lease between the Columbia County Board of Commissioners and the Florida Department of Agriculture and Consumer Services, Florida Forest Service. We would like to thank the Board of County Commissioners for their support of the Columbia County Fire Department.

FIRE PREVENTION AND EDUCATION

The Florida Forest Service participated in 34 various Fire Prevention Functions reaching approximately 38,931 people. Our Fire Prevention Program gives us an opportunity to present Fire Prevention presentations to a wide variety of recipients. Some which included schools, daycares, safety expos, career days, parades, fall festival and civic groups. The Lake City Community College and the Florida Forest Service hosted the annual FFA regional competition. The Florida Forest Service also hosted the annual FFA camp held at the Oleno State Park. This opportunity allows students from all over the state to participate in a learning experience within a competitive environment that will provide them with an education in sound forest management practices.

LANDOWNER ASSISTANCE

The Landowner Assistance Program provides landowners of Columbia County an avenue in which presuppression firelines can be established to protect their homes, property and resources. In addition, we assist landowners who desire to conduct prescribed burns on their property and feel they do not possess the training, experience or equipment to confidently conduct a burn. We also can provide contract burns in the event a landowner is not able to burn or does not have the necessary equipment to burn. There are charges associated with these services. This year we were able to assist 38 landowners where presuppression fire lines were established around 1,936 acres. Our personnel also assisted landowners in conducting prescribed burns on 928 acres. There was a total of 2,864 acres impacted by the landowner assistance program.

BURNING AUTHORIZATIONS

A total of 7,232 burning authorizations were issued in the Suwannee Forestry Center for agricultural, silvicultural and land clearing operations. These authorizations represent a total of 103,296 acres and 18,557 piles that were legally burned. The Suwannee Forestry Center is made up of six counties consisting of Columbia, Hamilton, Bradford, Suwannee, Union, and Baker

counties. Columbia County had 2,010 authorizations for a total of 23,808 acres and 4,013 pile burns.

SUMMARY

Due to the increased rainfall we received in the 2017-2018 reporting period the number of fires and acres burned in Columbia County decreased by almost half as the 2016-2017 reporting period. In 2017-2018 there were 65 wildfires burning 161.6 acres and in 2016-2017 there were 113 fires burning 334.8 acres. The rainfall received during the 2017-2018 reporting period also allowed landowners to take full advantage of the favorable conditions as it pertains to prescribed fire. The number of acres that were prescribed burned during the 2017-2018 reporting period nearly doubled. This is very significant because of the number of acres and fuels treated assist in the mitigation of devastating wild fires. Below you will find Recent Conditions, the Long-Range Weather Outlook and the Summary and Fire Potential Outlook for your review. In closing, I would like to thank the Board of Commissioners for the overwhelming support that you have always provided to the Florida Forest Service. I would like to remind you that we are always available for inquiries regarding the Forest Protection Program in Columbia County.

EXHIBIT-A EQUIPMENT SCHEDULE

Cooperative Equipment Lease Between
The Florida Department of Agriculture and Consumer Services
Florida Forest Service and

Columbia County Board of Commissioners

LOCATION	EQUIPMENT SOURCE	LEASED DATE	DESCRIPTION	STATE ID#	SERIAL #
EMS BAKER'S	FEPP	2/11/2002	MOBILE TOWER	502806	CP97255-2
ICHETUCKNEE/S COLUMBIA	STATE	6/28/2006	300 GALLON SKID UNIT	078650	
COLUMBIA COUNTY YARD	FFP	8/28/2012	CAT 613C TRACTOR SCRAPER	110276	9F00139
COLUMBIA COUNTY YARD	FFP	2/4/2015	GORMAN-RUPP PUMP	096298	858795
COLUMBIA CO FD	FFP	9/23/2016	1995 LIBBY GENERATOR 60KW	098477	RZJ02230
COLUMBIA CO FD STA 48	FFP	1/9/2017	CONEX WATERPROOF CONTAINER	095082	FFS0056406
COLUMBIA CO FD STA 48	FFP	1/9/2017	CONEX WATERPROOF CONTAINER	095083	FFSS3010623
COLUMBIA CO FD STA 48	FFP	1/9/2017	CONEX WATERPROOF CONTAINER	095084	FFS0020511
COLUMBIA CO FD STA 48	FFP	1/9/2017	CONEX WATERPROOF CONTAINER	095085	FFSS0004682
COLUMBIA CO FD STA 48 (ROAD DEPT)	FFP	1/9/2017	CONEX WATERPROOF CONTAINER	095086	FFS3008591
COLUMBIA CO FD STA 48 (SHERIFF DEPT)	FFP	1/9/2017	CONEX WATERPROOF CONTAINER	095087	FFS0042402
COLUMBIA CO FD STA 48 (LANDFILL)	FFP	1/9/2017	1985 CATERPILLAR 130G MIL GRADER	G0001511	7GB01561
COLUMBIA CO STA 48 (VA DOMICILIARY)	FFP	12/8/2017	2010 L3 GENERATOR MD MEP-806B	099269	HX69733
COLUMBIA CO FD STA 48	FFP	12/8/2017	1991 JOHN DEERE 544E LOADER/FORKLIFT	L01740	DW544ER532650
COLUMBIA CO FD STA 48	FFP	5/31/2018	LIBBY CORP PUMP MIL-P52144	099281	LC0939

This Equipment Schedule is considered to be part of the lease dated 1/30/2015, and referred to in the heading. Any changes to this Equipment Schedule must be by written request from the Lessor, with a copy attached to this document, and the approval of the Director indicated below.

Approved: 
Director, Florida Forest Service

Date: 6/1/18

5/31/2018

Fire Weather Outlook

July – September 2018

Updated June 30, 2018

Recent Conditions

For both Florida and across the nation, this spring was record-setting. April was the coldest nationally since 1997. In the state of Florida, the Panhandle and Big Bend were either at or below normal temperatures. Peninsular Florida saw slightly above average temperatures. Furthermore, the drought that had been gripping much of the state also saw some alleviation in April, where Florida was either at or above average in precipitation for the month. The lone exception was in Southwest Florida, in a region stretching from Fort Myers inland towards Lake Okeechobee, which was only slightly below average.

While April was the coolest month nationally in twenty-one years, May was the complete opposite. May 2018 will go down as the warmest month of May ever, spanning back to the year 1894. The Sunshine State was no exception, and definitely lived up to its nickname. Much of Florida was above average in temperature for the month, with only a small part of Southwest Florida being below average by about two degrees. May 2018 was also the wettest for Florida on record. The state averaged 9.23 inches of rain, breaking the old record of 8.91 inches set in 2009. Florida rain records go back as far as 1895. May 2018 also saw the first named storm for the 2018 Atlantic Hurricane Season in Subtropical Storm Alberto, which made landfall on May 28 near Panama City.

So far, June has been a mixed bag of sorts. As of this writing, much of Florida is seeing above average temperatures for the month. Surprisingly, the contrary is true for rainfall; much of the state is slightly below average. Only two general areas are above average for rainfall on the month—The Atlantic Coast from Jacksonville south towards the Space Coast, and the Panhandle, including Pensacola, Eglin Air Force Base, and Panama City.

Long-Range Weather Outlook

The final La Niña Advisory was issued in late May, so the Pacific Ocean has transitioned back to neutral conditions. The neutral state should last throughout the summer. There is about a fifty-fifty chance for an El Niño to form in the fall, with increasing chances in the winter going into next year. Although chances are still rather low, an El Niño in the fall months would be good news for hurricane season. During an El Niño, large-scale wind

patterns over the Atlantic are aligned in a way that increases wind shear—which is detrimental to tropical cyclone development.

The latest forecast for hurricane season from Colorado State University (CSU) is an upgrade from the forecast issued back in April. CSU is now forecasting an average season; including Alberto, the new forecast calls for fourteen (14) named storms, with six (6) of them becoming hurricanes, and two (2) of those becoming Category 3 strength or higher. Even though the tropics are currently quiet, remember that the peak of hurricane season is between August and October, when the ocean water is very warm.

Both the temperature and precipitation forecast tend to follow typical patterns when the Pacific Ocean is neither in El Niño nor La Niña. Over the next three months, Florida has an equal chance of being below, at, or above average for precipitation, and a moderate chance for above average temperatures. The big question mark over the next three months will be the tropics. A particularly active tropics would likely mean above average precipitation amounts; the opposite is true for a less-than-active tropics.

Summary and Fire Potential Outlook

Summer will likely be an average one, as the current forecast calls for an average hurricane season, and an equal chance for being above or below average for precipitation. Above average temperatures are also expected over the summer. The game changer will be the tropics, and at this point in the season, it is too early to tell what the tropics will do for the next few months.

Wildfire potential will be lower than normal over the next three months for the Sunshine State. Many locations in Florida received over three times the amount of average precipitation for the month of May. While temperatures will climb when it's not raining, tropical moisture will keep humidity over critical levels (which are 28% and lower in North Florida, and 35% or lower in the peninsula) for the foreseeable future. Finally, there will be an early focus on the tropics. We had our first named storm before the season officially started. While the latest models show an active season for the Southeast, the small chance of an El Niño developing in the fall could change the entire game plan.

The next seasonal outlook will be the first week in October, 2018.

RECEIVED

SEP 17 2018

Board of County Commissioners
Columbia County

ANNUAL REPORT

From the

**FLORIDA FOREST SERVICE'S
COOPERATIVE FORESTRY ASSISTANCE PROJECT**

To The

**COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS**



Florida
Department of Agriculture and Consumer Services
Florida Forest Service

In accordance with the Cooperative Agreement between Columbia County Board of County Commissioners and the Florida Forest Service, we are pleased to submit this report covering the activities of the Columbia County Cooperative Forestry Assistance Program for the fiscal year 2017-18 covering the period of July 1, 2017 to June 30, 2018.

Introduction

The mission of the Florida Forest Service is to protect Florida and its people from the dangers of wildland fire and manage the forest resources through a stewardship ethic to assure they are available for future generations. The strategies employed to accomplish our mission are:

- Provide leadership to protect forests, wildlands, and the public from the destructive effects of wildfire.
- Promote sound forest management practices, which maintain the integrity of the environment and provide for Florida's future natural resource needs.
- Educate the public about the importance of Florida's forests and promote the renewal and protection of these resources.
- Manage public lands for their unique character and to provide multiple public benefits.
- Encourage Florida's communities to establish and perpetuate their urban forest.
- Encourage family forest owners to attain their forestlands management goals with guidance and technical assistance that promotes good land stewardship principles.
- Improve the quality of service through the training and development of our people - our single greatest resource. This leadership will encourage innovation, excellence and freedom for personal growth.

Cooperative Forestry Assistance

The services of the Cooperative Forestry Assistance (CFA) County Forester range from making simple tree or insect identification, or diagnosing tree diseases for the homeowner, to providing sound technical management advice to forest landowners through comprehensive, multiple-use forest management plans. Also included in the responsibilities of the CFA County Forester are information and education, administration of federal cost-share programs, State Lands management, and wildfire suppression assistance. The CFA County Forester, Stan Shepard, can be reached by phone at (386) 243-6236, or by mail at 137 SE Forestry Circle, Lake City, FL 32025. Below is a brief overview of the accomplishments toward this project for the past fiscal year.

Landowner Assistance

During the fiscal year 2017-18, the CFA County Forester made 627 assists to the residents of Columbia County. Of these assists, 166 were field visits to forest landowners and homeowners involving 9,713 acres of forest land. These field assists included the development of forest management plans, reforestation plans, seedling sales, insect and disease detection and suppression, assistance in marketing forest products, prescribed burning, water quality enhancement advice, and economics and taxation information.

There were 461 assists that were considered incidental assists. An incidental assist is any activity or recommendations not involving a field visit. These assists are usually in the form of questions answered or recommendations made over the phone, during office visits, by mail, or by email, and consume a significant number of man-hours over the course of a year.

In addition to the assistance provided directly by the CFA County Forester, Columbia County Forest Rangers assisted the CFA County Forester with assists ranging from fireline plowing and technical field assistance to fire prevention and education programs.

Federal Assistance Programs

The Forest Stewardship Program encourages forest landowners to actively manage the forests and related resources to keep these lands in a productive and healthy condition for present and future generations, and to increase the economic, environmental and social benefits of these lands. Forest Stewards are those landowners who manage their forestlands on a long-term basis by following management objectives that are multiple resource based, economically viable, conservative of natural resources and socially, environmentally and ecologically responsible. The Forest Stewardship Program addresses the improvement and maintenance of timber, wildlife, soil and water, recreation, aesthetics, as well as range resources. New enrollment in this voluntary program consisted of one landowner and 146 acres within Columbia County. Two forest stewardship management plans (plans over ten years old) were updated for 419 acres of forest land. This program provides a wide array of technical assistance and management advice, mostly through a comprehensive Forest Stewardship Management Plan available to landowners at no cost and no obligation. There are currently 43 Columbia County landowners enrolled in the program for a total of 7,313 acres.

The Southern Pine Beetle Assistance and Prevention Program (SPBAPP) is offered to eligible private non-industrial forest (PNIF) landowners by the Florida Forest Service through temporary grants from the USDA Forest Service. The goal of the program is to minimize southern pine beetle damage in Florida by helping forest landowners reduce the susceptibility of their pine stand to this destructive insect pest. Forest management practices, such as thinning over-stocked stands, reducing understory competition through mechanical treatments, herbicide treatments, or prescribed burning, and the planting of less-susceptible pine species can improve the health of pine stands and decrease their

likelihood of developing southern pine beetle infestations. One application period was held for this program this fiscal year. A total of 18 landowners were assisted in applying for the above listed practices encompassing 939 acres.

The Longleaf Pine Private Landowner Incentives Program (LPPLIP) is offered to provide financial and technical assistance in the implementation of activities that will restore and improve longleaf pine forests on privately owned forest lands. The primary objective of the LPPLIP is to increase the acreage of healthy longleaf pine ecosystems in Florida by helping private non-industrial forest (PNIF) landowners to make the long-term investment required to establish and/or maintain this ecosystem. Toward this end, the program offers PNIF landowners incentive payments for conducting certain approved forest management practices that establish or improve longleaf pine stands. Columbia County was not included in the counties where this program was offered this year.

The Environmental Quality Incentives Program (EQIP) is offered to eligible PNIF landowners through the Natural Resource Conservation Service (NRCS) and provides technical advice and cost-sharing assistance to farmers and ranchers to manage their soil, water, and forest resources. It is primarily focused on wildlife management, with an increasing interest in pine tree planting, timber stand improvement and exotic invasive plant species control. The CFA Forester assisted 13 landowners with a total of 1,321 acres enrolled in EQIP.

The Conservation Reserve Program (CRP) is a voluntary program that contracts with agricultural producers so that environmentally sensitive agricultural land is not farmed or ranched, but instead is used for conservation benefits. Land must be cropland that is planted or considered planted to an agricultural commodity four of the previous six crop years from 2009 to 2014. The CRP participants will need to establish long-term, resource-conserving vegetative species, such as approved grasses or trees (known as "covers") to control soil erosion, improve the water quality and enhance wildlife habitat. The participant will need to restore the groundcover to qualify to plant trees. In return, the Farm Service Agency (FSA) provides participants with rental payments and cost-share assistance. Continuous sign-up contracts are 10 to 15 years in duration. The participant will need to work with the FSA, (NRCS) and FFS County Forester to establish a management plan for the acreage being enrolled into the CRP for the duration of the contract. The management plan will need to address the current condition of the acreage being enrolled into CRP and what will need to be completed to establish and/or restore the native vegetation and longleaf pine. There were no applications received for this program this year.

The Cogongrass Treatment Cost-Share Program is offered to eligible non-industrial private landowners by the Florida Forest Service through grants from the USDA Forest Service. The primary objective of this program is to reduce the spread of cogongrass to new areas by helping private landowners control or eradicate existing infestations. There were no applications received for this program this year.

The Emergency Forest Restoration Program (EFRP) is offered to eligible PNIF landowners through the Farm Service Agency (FSA). The EFRP helps PNIF landowners restore forest health to forests damaged by natural disasters. The CFA Forester assisted four landowners with a total of 404 acres enrolled in the EFRP.

Forest Health

The CFA County Forester assists forest landowners and homeowners in diagnosing and treating insect and disease problems involving pine and hardwood trees, as well as non-native invasive species. During this fiscal year 39 hours were involved in providing assistance to 15 landowners on 95 acres in Columbia County to diagnose and treat forest health problems.

There was an increase in Southern Pine Beetle (SPB) activity the spring and summer of 2018 in Columbia County. When environmental conditions are favorable, SPB populations can increase rapidly and exponentially, resulting in the destruction of many acres of pine timber. Both private non-industrial forest (PNIF) landowners and industrial forest landowners were affected. Fourteen assists and 108 hours were involved in detecting and monitoring these infestations.

The occurrence of the less aggressive species of pine bark beetles, such as the Ips Engraver Beetles and Black Turpentine Beetles, have been reported and contained with little loss to forest resources.

Laurel wilt is a destructive disease of redbay and other trees in the laurel family (Lauraceae) that has been active in Columbia County since 2008. The disease is caused by a fungus that infects the sapwood of host trees, restricting the flow of water and causing the leaves to wilt. The fungus is carried into trees by a non-native insect, the redbay ambrosia beetle that was first detected in the United States near Savannah, Georgia, in 2002. Laurel wilt has caused high levels of redbay mortality in South Carolina, Georgia and Florida and has affected several other hosts including sassafras and avocado. Laurel wilt can spread to new areas through the movement of host material infested with the redbay ambrosia beetle. Avoid the movement of firewood, tree trimmings, or mulch from redbays and other laurel family hosts out of areas or out of counties in which laurel wilt is known to occur. Please refer to the "Forest and Shade Tree Pests, Laurel Wilt, Leaflet Number 13" or the website: <http://www.floridaforests-service.com> >Our Forests>Forest Health>Laurel Wilt for more information.

A forest pest in the category of non-native invasive plants is present in Columbia County in several locations. Cogongrass (*Imperata cylindrical* L.) is a non-native grass which is established in Florida and several other southeastern states. In addition to being regulated as a state and federal noxious weed, cogongrass is a pest plant in 73 countries, and has been recognized as one of the "Top 10 Worst Weeds in the World." Cogongrass infestations negatively affect tree regeneration, growth and survival, as well as wildlife

habitat, native plant diversity, livestock forage quality and property values. They also increase the risk of wildfires, and alter fire behavior.

Cogongrass tolerates a wide range of site conditions, and can quickly colonize both disturbed and undisturbed areas, both by seed and by the growth of its thick rhizome. New infestations are often started by unintentional spread of seed or pieces of rhizome in contaminated fill dirt, or on equipment used for mowing, logging, grading, or site preparation. Once established, cogongrass spreads rapidly by the growth of its rhizomes, forming thick, often circular patches in which few other plants can establish.

Steps should be taken to avoid spreading cogongrass to new areas, by using only non-contaminated fill dirt, careful sanitation of equipment that has been operating in infested areas, and avoiding soil disturbance that runs through infested areas and into uninfested areas. Once the plant has established, it can be eradicated by the thorough and repeated use of herbicide treatments. Please refer to the Leaflet "Cogongrass – Why Should I Care?" or the website: <http://www.floridaforestservice.com> >Our Forests>Forest Health>Cogongrass for additional information and photos.

Cogongrass infestations can be found at several locations in Columbia County. These are just a few of the locations: 1) at and out from the intersections of SW CR-18, SW Tustenuggee Ave. and SW Elim Church Rd.; 2) at and out from the intersection of SW Jim Ward St. and SW Hall Ave.; and 3) on both sides of NW Parnell Ave. just north of the intersection with NW Queen Rd.

Urban Forestry

During the 2017-18 fiscal year the City of Lake City was recertified as a Tree City USA making it one of the 164 Tree Cities USA in the State of Florida. This program recognizes cities for their efforts in maintaining a healthy urban forest. The CFA County Forester is a resource to the citizens and local governments providing urban forestry advice and assistance when needed.

Florida's Arbor Day (the third Friday in January) was observed with two local groups. The Fort White High School Future Farmers of America (FFA) Chapter planted one Spruce Pine tree, one Post Oak tree, and one Winged Elm tree in their arboretum on the Fort White High School campus in celebration of Florida Arbor Day. The Fort White Middle School planted two Sand Live Oak trees on their campus in celebration of Florida Arbor Day.

National Arbor Day (the last Friday in April) was observed with two local groups. The City of Lake City observed National Arbor Day with a National Arbor Day Proclamation ceremony and a tree seedling give-away to Columbia County residents. The CFA Forester provided tree seedling planting and care information to the public. The residents of the Robert H. Jenkins, Jr. Veterans Domiciliary Home of Florida observed National Arbor Day by planting a Flowering Dogwood.

The Champion Tree Program was created by the American Forests organization in 1940, to recognize the largest known tree of each species in the United States. American Forests publishes their National Register of Big Trees every two years. The 2012 edition of the Register includes 111 Florida species, many of which are only found in the tropical region of the state. Florida now has the most national champions of any state.

The Florida Forest Service keeps a state register, The Florida Champion Tree Register, to recognize the largest tree of each species within the state. Columbia County is the home of the National Champion Devilwood (*Osmanthus americana*); the Emeritus Florida Co-Champion Winged Elm (*Ulmus alata*); Florida Champion and Emeritus Florida Champion Swamp Chestnut Oak trees (*Quercus michauxii*); Florida Co-Champion Pecan (*Carya illinoensis*); and Florida Champion Common Persimmon (*Diospyros virginiana*).

Forest Information and Education

Forestry and environmental education activities included the following: instruction and vocational guidance in forestry related subjects to local schools; assisted with the 84th Future Farmers of America (FFA) Forestry Training Camp at Oleno State Park; assisted with the FFA District 3 Forestry Field Day; assisted with the Annual FFA State Forestry Field Day Championship; assisted with the Suwannee Regional Envirothon; and hosted a Forest Stewardship tour of a local sawmill for private non-industrial forest landowners. Forest information activities included several informational articles submitted to the Lake City Reporter newspaper to keep Columbia County residents informed of forestry related topics.

Training & Development

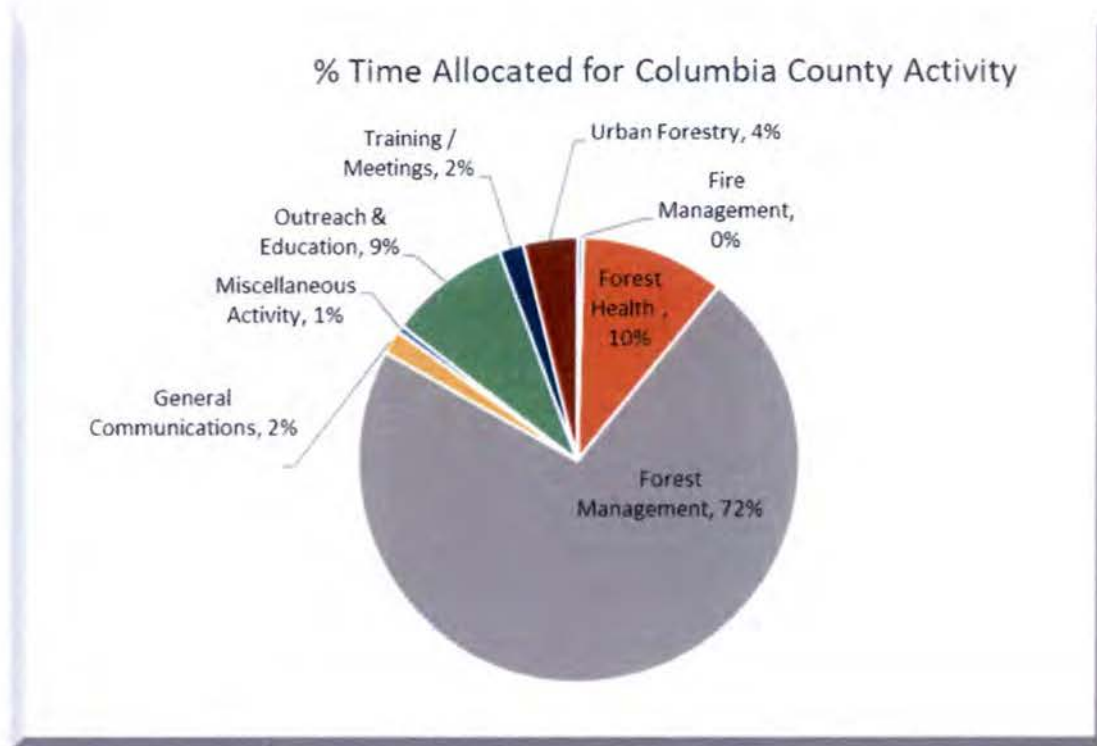
This year the CFA County Forester received 9 hours of training and continuing education in forest management and 10 hours in incident management (an incident can be wildfire suppression, hurricane recovery, etc.), prescribed burning and wildfire suppression subjects. The CFA County Forester also attended 8 meetings, for planning purposes, with personnel from FFS, other cooperating agencies and local government.

Forest Protection

The CFA County Forester is a certified wildland firefighter, a resource that can be deployed on wildland fire incidents engaged in wildland fire suppression and other emergency incidents.

Special Projects

There were no special projects under taken this year.



Should you need clarification, or have questions, please do not hesitate to contact this office. We will be available to appear before the Board to provide answers to questions that they may have.

Respectfully submitted,

Stanley Shepard, Senior Forester
Florida Forest Service




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: September 24, 2018 Meeting Date: October 4, 2018

Name: Penny Stanley Department: BCC Administration

Division Manager's Signature: 

1. Nature and purpose of agenda item:

BCC Administration - Palms Medical Group - Low Income Pool Letter of Agreement - State Fiscal Year 2018-2019 - \$48,500

2. Recommended Motion/Action:

Approve Low Income Pool Letter of Agreement

3. 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

Low Income Pool Letter of Agreement

THIS LETTER OF AGREEMENT (LOA) is made and entered into in duplicate on the 20th day of September 2018, by and between **Columbia County Board of County Commissioners** (the "Board") on behalf of **Palms Medical Group**, and the State of Florida, **Agency for Health Care Administration** (the "Agency"), for good and valuable consideration, the receipt and sufficiency of which is acknowledged.

DEFINITIONS

"Charity care" or "uncompensated charity care" means that portion of hospital charges reported to the Agency for which there is no compensation, other than restricted or unrestricted revenues provided to a hospital by local governments or tax districts regardless of the method of payment. Uncompensated care includes charity care for the uninsured but does not include uncompensated care for insured individuals, bad debt, or Medicaid and CHIP shortfall. The state and providers that are participating in LIP will provide assurance that LIP claims include only costs associated with uncompensated care that is furnished through a charity care program and that adheres to the principles of the HFMA operated by the provider.

"Intergovernmental Transfers (IGTs)" means transfers of funds from a non-Medicaid governmental entity (e.g., counties, hospital taxing districts, providers operated by state or local government) to the Medicaid agency. IGTs must be considered a bona fide donation pursuant to 42 CFR § 433.54.

"Low Income Pool (LIP)" means providing government support for safety-net providers for the costs of uncompensated charity care for low-income individuals who are uninsured. Uncompensated care includes charity care for the uninsured but does not include uncompensated care for insured individuals, "bad debt," or Medicaid and CHIP shortfall.

"Medicaid" means the medical assistance program authorized by Title XIX of the Social Security Act, 42 U.S.C. §§ 1396 et seq., and regulations thereunder, as administered in Florida by the Agency.

A. GENERAL PROVISIONS

1. Per House Bill 5001, the General Appropriations Act of State Fiscal Year 2018-2019, passed by the 2018 Florida Legislature, the Board and the Agency agree that the Board will remit IGT funds to the Agency in an amount not to exceed the total of **\$48,500**.
 - a. The Board and the Agency have agreed that these IGT funds will only be used to increase the provision of health services for the charity care of the Board and the State of Florida at large.
 - b. The increased provision of charity care health services will be accomplished through the following Medicaid programs:
 - i. LIP payments to hospitals, federally qualified health centers, Medical School Physician Practices, community behavioral health providers, and rural health centers pursuant to the approved Centers for Medicare & Medicaid Services Special Terms and Conditions.

2. The Board will return the signed LOA to the Agency no later than October 1, 2018.
3. The Board will pay IGT funds to the Agency in an amount not to exceed the total of **\$48,500**. The Board will transfer payments to the Agency in the following manner:
 - a. Per Florida Statute 409.908, annual payments for the months of July 2018 through June 2019 are due to the Agency no later than October 31, 2018 unless an alternative plan is specifically approved by the agency.
 - b. The Agency will bill the Board when payment is due.
4. The Board and the Agency agree that the Agency will maintain necessary records and supporting documentation applicable to health services covered by this LOA.
 - a. Audits and Records
 - i. The Board agrees to maintain books, records, and documents (including electronic storage media) pertinent to performance under this LOA in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided.
 - ii. The Board agrees to assure that these records shall be subject at all reasonable times to inspection, review, or audit by state personnel and other personnel duly authorized by the Agency, as well as by federal personnel.
 - iii. The Board agrees to comply with public record laws as outlined in section 119.0701, Florida Statutes.
 - b. Retention of Records
 - i. The Board agrees to retain all financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to performance under this LOA for a period of six (6) years after termination of this LOA, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings.
 - ii. Persons duly authorized by the Agency and federal auditors shall have full access to and the right to examine any of said records and documents.
 - iii. The rights of access in this section must not be limited to the required retention period but shall last as long as the records are retained.
 - c. Monitoring

- i. The Board agrees to permit persons duly authorized by the Agency to inspect any records, papers, and documents of the Board which are relevant to this LOA.

d. Assignment and Subcontracts

- i. The Board agrees to neither assign the responsibility of this LOA to another party nor subcontract for any of the work contemplated under this LOA without prior written approval of the Agency. No such approval by the Agency of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Agency in addition to the total dollar amount agreed upon in this LOA. All such assignments or subcontracts shall be subject to the conditions of this LOA and to any conditions of approval that the Agency shall deem necessary.
5. The Board and the Agency agree that any modifications to this LOA shall be in the same form, namely the exchange of signed copies of a revised LOA.
 6. The Board confirms that there are no pre-arranged agreements (contractual or otherwise) between the respective counties, taxing districts, and/or the providers to re-direct any portion of these aforementioned charity care supplemental payments in order to satisfy non-Medicaid, non-uninsured, and non-underinsured activities.
 7. The Board agrees the following provision shall be included in any agreements between the Board and local providers where IGT funding is provided pursuant to this LOA:
"Funding provided in this Agreement shall be prioritized so that designated IGT funding shall first be used to fund the Medicaid program (including LIP or DSH) and used secondarily for other purposes."
 8. This LOA covers the period of July 1, 2018 through June 30, 2019 and shall be terminated June 30, 2019.
 9. This LOA may only be amended upon written agreement signed by both parties.
 10. This LOA may be executed in multiple counterparts, each of which shall constitute an original, and each of which shall be fully binding on any party signing at least one counterpart.

SFY 2018-2019 LIP Intergovernmental Transfers	
Program / Amount	State Fiscal Year 2018-2019
LIP Program	\$48,500
Total Funding	\$48,500

WITNESSETH:

IN WITNESS WHEREOF, the parties have caused this page Letter of Agreement to be executed by their undersigned officials as duly authorized.

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

STATE OF FLORIDA, AGENCY FOR HEALTH CARE ADMINISTRATION

SIGNED
BY: _____

SIGNED
BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

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: September 27, 2018 Meeting Date: October 4, 2018

Name: Danielle Beard Department: Bcc Finance

Division Manager's Signature: 

1. Nature and purpose of agenda item:

This item requests Board approval for the payment of bills and vouchers in the amount of \$2,319,084.07 submitted September 19, 2018. All funds authorized for the issuance of these checks have bene budgeted. The Clerk to Board office reviews bills and vouchers submitted for approval. If for any reason, any of these bills are not recommended for approval, the Clerk to Board office will notify the Board. Copies of invoices and supporting documentation are maintained in the Clerk to Board office for review.

2. Recommended Motion/Action:

Motion to approval for the payment of bills and vouchers in the amount of \$2,319,084.07

3. Fiscal impact on current budget.

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

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
25987	4994	00	A & D GOLF CART AND SMALL ENGINE	09/19/2018	65.00	.00
25988	2013	00	A T & T	09/19/2018	19,572.77	.00
25989	3069	00	A T & T	09/19/2018	98.29	.00
25990	1547	00	ADVANCED ENVIRONMENTAL LABORATORIES	09/19/2018	120.00	.00
25991	5262	00	AJAX BUILDING CORP., INC.	09/19/2018	33,000.00	.00
25992	3871	00	AMERICAN FAMILY FITNESS LAKE CITY	09/19/2018	60.00	.00
25993	8287	00	AMERICAN VAN	09/19/2018	1,128.14	.00
25994	111	00	ANDERSON COLUMBIA CO., INC.	09/19/2018	737,923.98	.00
25995	3368	00	AT & T	09/19/2018	96.65	.00
25996	3637	00	AT & T PRO-CABS/IBS	09/19/2018	503.26	.00
25997	1479	00	AUTOMATED LAUNDRY SYSTEMS	09/19/2018	315.40	.00
25998	3800	00	AV'S CUSTOM TRAILERS,LLC	09/19/2018	664.31	.00
25999	218	00	BAKER & TAYLOR BOOKS	09/19/2018	5,260.42	.00
26000	273	00	BCC - LANDFILL DEPOSIT	09/19/2018	97,856.42	.00
26001	232	00	BCC - PAYROLL FUND	09/19/2018	8,591.60	.00
26002	3643	00	BEARD EQUIPMENT CO. INC.	09/19/2018	4,013.26	.00
26003	4746	00	BEAVER BULK, INC.	09/19/2018	22,216.26	.00
26004	250	00	BEST PLUMBING SPECIALTIES, INC.	09/19/2018	99.50	.00
26005	262	00	BIELLINGS TIRE	09/19/2018	88.00	.00
26006	2733	00	BLOCK 60 HOLDINGS, LLC	09/19/2018	2,671.52	.00
26007	4680	00	BLUE SUMMIT WATERS, LLC	09/19/2018	82.25	.00
26008	237	00	BOAF	09/19/2018	29.00	.00
26009	261	00	BODY PARTS OF AMERICA, INC.	09/19/2018	63.99	.00
26010	3893	00	BOONE IMPROVEMENTS INC.	09/19/2018	14,219.09	.00
26011	2120	00	BOULEVARD TIRE CENTER	09/19/2018	2,103.58	.00
26012	319	00	BOYS' CLUB OF COLUMBIA COUNTY, INC.	09/19/2018	7,500.00	.00
26013	3914	00	BRENT HAYDEN, M.D. P.A.	09/19/2018	270.00	.00
26014	4207	00	C C CALHOUN INC.	09/19/2018	1,045.00	.00
26015	8080	00	CAL-TECH TESTINGS, INC.	09/19/2018	1,220.00	.00
26016	4939	00	CATHEDRAL CORPORATION	09/19/2018	5,684.94	.00
26017	348	00	CENTRAL STATES ENTERPRISE, INC.	09/19/2018	244.90	.00
26018	3067	00	CHANNEL INNOVATIONS CORPORATION	09/19/2018	170.00	.00
26019	2501	00	CINTAS CORPORATION #148	09/19/2018	2,569.75	.00
26020	382	00	CITY ELECTRIC SUPPLY, INC.	09/19/2018	642.90	.00
26021	2978	00	CITY OF JACKSONVILLE	09/19/2018	33,500.00	.00
26022	304	00	CITY OF LAKE CITY - UTILITIES	09/19/2018	28,979.71	.00
26023	2636	00	CITY OF LIVE OAK	09/19/2018	180.97	.00
26024	4421	00	CITY OF PERRY	09/19/2018	19.53	.00
26025	308	00	CLAY ELECTRIC COOPERATIVE, INC.	09/19/2018	13,545.71	.00
26026	340	00	COLUMBIA BANK	09/19/2018	158,467.32	.00
26027	321	00	COLUMBIA COUNTY HEALTH DEPT.	09/19/2018	12,814.93	.00
26028	324	00	COLUMBIA COUNTY HISTORICAL MUSEUM	09/19/2018	2,500.00	.00
26029	8191	00	COLUMBIA COUNTY SCHOOL BOARD	09/19/2018	1,572.02	.00
26030	2039	00	SHERIFF COLUMBIA COUNTY	09/19/2018	225,060.00	.00
26031	317	00	COMBS FUNERAL HOME	09/19/2018	425.00	.00
26032	2822	00	COMCAST	09/19/2018	853.78	.00
26033	5176	00	CORE & MAIN LP	09/19/2018	3,094.00	.00
26034	3614	00	CO2 DIRECT GAS, INC.	09/19/2018	320.26	.00
26035	4846	00	CREATIVE CONCRETE DESIGN	09/19/2018	9,179.95	.00
26036	349	00	CSX TRANSPORTATION, INC.	09/19/2018	10,864.00	.00
26037	3575	00	CTS AMERICA	09/19/2018	6,000.00	.00

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
26038	5241	00	D&DWA LAKE CITY LLC	09/19/2018	139.10	.00
26039	4344	00	DEL ZOTTO PRODUCTS OF FL., INC.	09/19/2018	2,210.00	.00
26040	440	00	DELL MARKETING L.P.	09/19/2018	32.64	.00
26041	415	00	DEMCO, INC	09/19/2018	380.62	.00
26042	5225	00	DEWBERRY ENGINEERS, INC.	09/19/2018	159,097.26	.00
26043	977	00	DISH NETWORK, LLC	09/19/2018	99.29	.00
26044	1256	00	DONALD F. LEE & ASSOC, INC.	09/19/2018	3,484.50	.00
26045	3171	00	DONNA N. DEMOREST	09/19/2018	85.88	.00
26046	4422	00	DR. JOHN WELLS JR.	09/19/2018	350.00	.00
26047	615	00	DUKE ENERGY	09/19/2018	3,575.72	.00
26048	511	00	EBSCO INDUSTRIES, INC.	09/19/2018	2,850.00	.00
26049	5113	00	EQUATURE	09/19/2018	13,431.38	.00
26050	3406	00	ESRI, INC.	09/19/2018	7,000.00	.00
26051	3318	00	FCPA.	09/19/2018	1,200.00	.00
26052	4250	00	FLAGLER CONSTRUCTION EQUIPMENT LLC	09/19/2018	183.60	.00
26053	642	00	FLORIDA PEST CONTROL	09/19/2018	596.00	.00
26054	613	00	FLORIDA POWER & LIGHT	09/19/2018	960.43	.00
26055	625	00	FLORIDA TIMES UNION	09/19/2018	644.82	.00
26056	653	00	FORD REMINGTON	09/19/2018	80.94	.00
26057	4154	00	FORT WHITE TRUE VALUE HARDWARE	09/19/2018	62.87	.00
26058	4045	00	FPL	09/19/2018	44,277.32	.00
26059	2004	00	FT. WHITE BABE RUTH BASEBALL ASSOC.	09/19/2018	730.40	.00
26060	806	00	G.W. HUNTER, INC.	09/19/2018	13,574.84	.00
26061	1860	00	GALE/CENGAGE LEARNING	09/19/2018	100.06	.00
26062	702	00	GALLS, LLC	09/19/2018	436.47	.00
26063	5197	00	GARNET G. DASHER	09/19/2018	16.02	.00
26064	759	00	GATEWAY-FOREST LAWN FUNERAL HOME, IN	09/19/2018	950.00	.00
26065	5185	00	GEVEKO MARKINGS, INC.	09/19/2018	2,187.60	.00
26066	732	00	GLOBAL EQUIPMENT	09/19/2018	877.29	.00
26067	754	00	GRAHAM & SONS ELECTRICAL, INC.	09/19/2018	700.21	.00
26068	724	00	GRAINGER	09/19/2018	1,637.48	.00
26069	745	00	GREAT AMERICA FINANCIAL SVCS	09/19/2018	324.99	.00
26070	794	00	GREEN'S MARINE & SPORTING GOODS	09/19/2018	878.00	.00
26071	756	00	GTC, INC.	09/19/2018	206.18	.00
26072	2155	00	GUARDIAN COMMUNITY RESOURCE MGMT IN	09/19/2018	5,000.00	.00
26073	743	00	GUERRY FUNERAL HOME	09/19/2018	1,400.00	.00
26074	2876	00	GULF COAST BUSINESS SYSTEMS	09/19/2018	460.80	.00
26075	2416	00	HAIR HOME & AUTO CENTER, INC.	09/19/2018	41.39	.00
26076	805	00	HANCOCK BANK	09/19/2018	162,262.50	.00
26077	4804	00	HAWKINS, INC.	09/19/2018	121.80	.00
26078	818	00	HILL MANUFACTURING CO., INC.	09/19/2018	349.00	.00
26079	896	00	HOBART SERVICE	09/19/2018	406.09	.00
26080	2133	00	HOME DEPOT CREDIT SERVICE/THE	09/19/2018	410.99	.00
26081	4647	00	I. T. I. MARKETING INC.	09/19/2018	240.00	.00
26082	911	00	INTERSTATE SUPPLY	09/19/2018	92.82	.00
26083	1006	00	J.J. KELLER & ASSOCIATES, INC.	09/19/2018	995.00	.00
26084	4794	00	JACOBSEN, A DIVISION OF TEXTRON	09/19/2018	6,647.52	.00
26085	2198	00	JASPER NEWS/THE	09/19/2018	26.00	.00
26086	4305	00	JOHN A MCINTOSH	09/19/2018	2,167.93	.00
26087	1680	00	JOHN'S LAWN EQUIPMENT, INC.	09/19/2018	871.76	.00
26088	2607	00	JOHNSON CONTROLS, INC.	09/19/2018	1,036.40	.00

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
26089	1033	00	JOHNSTONE SUPPLY	09/19/2018	149.69	.00
26090	4322	00	KAIL PARTNERS, LLC	09/19/2018	12,495.50	.00
26091	1102	00	KEATON LOCKSMITHS	09/19/2018	124.00	.00
26092	1131	00	KENT ADHESIVE PROD. CO.	09/19/2018	69.14	.00
26093	1968	00	KIMI ROBERTS	09/19/2018	8.46	.00
26094	4230	00	KRONOS INCORPORATED	09/19/2018	5,460.90	.00
26095	1231	00	LAKE CITY ADVERTISER	09/19/2018	325.21	.00
26096	1212	00	LAKE CITY AUTO PARTS	09/19/2018	3,163.41	.00
26097	1230	00	LAKE CITY INDUSTRIES	09/19/2018	119.69	.00
26098	1204	00	LAKE CITY REPORTER, INC.	09/19/2018	5,166.63	.00
26099	3359	00	LANGUAGE LINE SERVICE	09/19/2018	43.62	.00
26100	3917	00	LAW ENFORCEMENT SUPPLY CORP.	09/19/2018	330.06	.00
26101	4441	00	LAWN ENFORCEMENT AGENCY	09/19/2018	104.00	.00
26102	4710	00	LAWSON PRODUCTS, INC.	09/19/2018	351.82	.00
26103	3020	00	LEVY JONES	09/19/2018	546.18	.00
26104	3887	00	LIBRARY SALES INC DBA SEBCO BOOKS	09/19/2018	40.38	.00
26105	1296	00	LIVE OAK PEST CONTROL, INC	09/19/2018	775.00	.00
26106	5283	00	LOVE'S TRAVEL STOPS & COUNTRY STORE	09/19/2018	75,000.00	.00
26107	1262	00	LOWE'S PROX	09/19/2018	1,053.08	.00
26108	1216	00	LUBE SPECIALISTS	09/19/2018	1,206.24	.00
26109	1373	00	MATHIS ASPHALT SEALCOATING	09/19/2018	460.00	.00
26110	4504	00	MADDEN MEDIA	09/19/2018	8,181.82	.00
26111	8489	00	MARC OF QUALITY/THE	09/19/2018	95.00	.00
26112	5275	00	MARY WEATHERHOLT	09/19/2018	17.36	.00
26113	118	00	MATHESON TRI-GAS INC.	09/19/2018	68.24	.00
26114	5209	00	MAULDIN INTERNATIONAL TRUCKS	09/19/2018	800.68	.00
26115	3135	00	MAYO FERTILIZER, INC.	09/19/2018	36.00	.00
26116	1319	00	MCCRIMON'S OFFICE SUPPLY	09/19/2018	155.41	.00
26117	1363	00	MCDUFFIE MARINE SPORTING GOODS INC	09/19/2018	69.95	.00
26118	1406	00	MERIDIAN BEHAVIORAL HEALTHCARE, INC	09/19/2018	57,750.00	.00
26119	4503	00	METZ, HUSBAND & DAUGHTON, P.A.	09/19/2018	6,700.00	.00
26120	1329	00	MIDWEST TAPE EXCHANGE	09/19/2018	947.54	.00
26121	1346	00	MIKELL'S POWER EQUIPMENT	09/19/2018	50.59	.00
26122	1347	00	MINI-STORAGE/RECORD STORAGE OF	09/19/2018	19,784.00	.00
26123	1315	00	MIZELL'S FUNERAL HOME	09/19/2018	450.00	.00
26124	1333	00	MORRELL'S	09/19/2018	599.00	.00
26125	2278	00	MUNICIPAL CODE CORPORATION	09/19/2018	900.00	.00
26126	4942	00	MUNICIPAL EMERGENCY SERVICES, INC.	09/19/2018	476.00	.00
26127	1434	00	NE-RO TIRE & BRAKE SERVICE	09/19/2018	1,849.21	.00
26128	1432	00	NEFLIN, INC.	09/19/2018	428.96	.00
26129	1429	00	NEXTRAN TRUCK CENTER	09/19/2018	3,205.34	.00
26130	1439	00	NORTH FLORIDA FENCE	09/19/2018	90.00	.00
26131	3663	00	NORTH FLORIDA PROFESSIONAL SERVICES	09/19/2018	4,029.00	.00
26132	1460	00	BLUETARP FINANCIAL	09/19/2018	86.53	.00
26133	3767	00	O'REILLY AUTO PARTS	09/19/2018	65.94	.00
26134	1622	00	OFFICE DEPOT	09/19/2018	3,983.34	.00
26135	4881	00	OPTIMUM WATER SOLUTIONS, INC.	09/19/2018	48.00	.00
26136	5254	00	OUTSIDEPRIDE.COM	09/19/2018	32.73	.00
26137	5102	00	OVERDRIVE, INC.	09/19/2018	970.36	.00
26138	310	00	P.DEWITT CASON CLERK OF COURT	09/19/2018	34,072.00	.00
26139	4440	00	PANDA CONSULTING	09/19/2018	1,000.00	.00

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
26140	4851	00	PARTS TOWN LLC	09/19/2018	44.72	.00
26141	3597	00	PATRICK'S UNIFORMS OF FLORIDA, INC.	09/19/2018	10.00	.00
26142	1707	00	PELONI'S PUMPING	09/19/2018	570.00	.00
26143	1041	00	PETE OLIN AUTO PARTS, INC.	09/19/2018	914.67	.00
26144	1193	00	PETTY CASH (JEFF CRAWFORD)	09/19/2018	99.02	.00
26145	1717	00	PETTY CASH FT. WHITE LIBRARY	09/19/2018	13.60	.00
26146	2803	00	PITNEY BOWES GLOBAL	09/19/2018	345.00	.00
26147	4437	00	POLICE LEGAL SCIENCES, INC.	09/19/2018	3,410.00	.00
26148	2314	00	POWER SECURE SERVICE, INC.	09/19/2018	180.00	.00
26149	4063	00	PREMIER PAPER & JANITORIAL SUPPLIES	09/19/2018	1,649.83	.00
26150	1812	00	QUALITY EQUIPMENT & PARTS, INC.	09/19/2018	35.52	.00
26151	4555	00	QUEST LINER	09/19/2018	1,773.53	.00
26152	1805	00	QUILL	09/19/2018	172.81	.00
26153	1183	00	RELIABLE SHREDDING SERVICE	09/19/2018	55.00	.00
26154	8033	00	RICKEY W .SMITH	09/19/2018	1,400.00	.00
26155	1907	00	RING POWER CORP.	09/19/2018	6,013.61	.00
26156	2960	00	ROBERT L. BOSTIC	09/19/2018	1,200.00	.00
26157	1911	00	ROUNTREE-MOORE FORD	09/19/2018	72.86	.00
26158	1589	00	S & S MOWERS, INC.	09/19/2018	28.95	.00
26159	2008	00	SAFETY PRODUCTS, INC.	09/19/2018	9,970.00	.00
26160	2053	00	SAWYER HOME GAS, INC.	09/19/2018	836.83	.00
26161	8297	00	SECURITY SAFE CO., INC.	09/19/2018	66.00	.00
26162	2076	00	SHOWCASES	09/19/2018	402.78	.00
26163	4477	00	SNIFFEN & SPELLMAN, P.A.	09/19/2018	2,250.00	.00
26164	3511	00	SOUTH GEORGIA MEDIA GROUP	09/19/2018	25.00	.00
26165	3056	00	SOUTHEASTERN TURFGRASS SUPPLY, INC.	09/19/2018	145.00	.00
26166	1442	00	SPRINT	09/19/2018	79.98	.00
26167	2805	00	STANLEY CONVERGENT SECURITY SOLUTI	09/19/2018	331.20	.00
26168	3610	00	STANLEY CRAWFORD	09/19/2018	3,284.00	.00
26169	1198	00	STATE ATTORNEY'S OFFICE (IT)	09/19/2018	5,982.52	.00
26170	2022	00	STATE ATTORNEY'S OFFICE-F	09/19/2018	2,543.35	.00
26171	2571	00	STEPHEN FOSTER FOLK CULTURE CENTER	09/19/2018	2,500.00	.00
26172	4857	00	STRICTLY TECHNOLOGY LLC	09/19/2018	9,705.59	.00
26173	2045	00	SUBURBAN PROPANE-1790	09/19/2018	52.00	.00
26174	5142	00	SUMMERVILLE SYSTEMS	09/19/2018	21,260.96	.00
26175	2078	00	SWIFT LUBE	09/19/2018	38.94	.00
26176	5198	00	TACA NURSERY	09/19/2018	79.80	.00
26177	2163	00	TEEKO GRAPHICS	09/19/2018	58.00	.00
26178	2147	00	TEN-8 FIRE EQUIPMENT INC.	09/19/2018	14,822.97	.00
26179	4372	00	TESSCO INCORPORATED	09/19/2018	242.00	.00
26180	5203	00	THE LAW OFFICE OF JOEL F. FOREMAN,	09/19/2018	850.19	.00
26181	2220	00	THE STORE	09/19/2018	586.08	.00
26182	2148	00	THOMAS TIRE REPAIR & ROAD SERVICE	09/19/2018	167.15	.00
26183	1458	00	TOM NEHL TRUCK COMPANY	09/19/2018	789.42	.00
26184	10053	00	TRI COUNTY TREE SERVICE, INC.	09/19/2018	2,800.00	.00
26185	5157	00	TWO FOLD WATER ENGINEERING, INC.	09/19/2018	1,500.00	.00
26186	2137	00	TYQUAIN MEANS	09/19/2018	5.01	.00
26187	4180	00	ULINE	09/19/2018	417.68	.00
26188	4909	00	UNITED REFRIGERATION, INC.	09/19/2018	3,032.44	.00
26189	4922	00	UNIVERSAL ENVIRONMENTAL SERVICES	09/19/2018	35.00	.00
26190	3817	00	USABLUEBOOK	09/19/2018	1,051.23	.00

PROGRAM: GM348U
COLUMBIA COUNTY

BANK 00 BOARD OF COUNTY COMM - CLAIMS TD BANK

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
26191	2673	00	VERIZON WIRELESS	09/19/2018	2,365.83	.00
26192	2320	00	VULCAN INC.	09/19/2018	3,750.00	.00
26193	2420	00	WHEELABRATOR TECHNOLOGIES INC.	09/19/2018	8,741.28	.00
26194	2462	00	WHITEHEAD HARDWARE COMPANY	09/19/2018	719.80	.00
26195	129	00	WINDSTREAM	09/19/2018	1,055.47	.00
26196	5190	00	WINSUPPLY	09/19/2018	134.95	.00
26197	4287	00	WIRELWSS VENTURES, LLC	09/19/2018	68.50	.00
26198	5060	00	WORTH CONSTRUCTION AND DEVELOPMENT	09/19/2018	15,000.00	.00
26199	2500	00	XEROX CORP	09/19/2018	1,763.63	.00
26200	1152	00	111-WASTE PRO - LAKE CITY	09/19/2018	4,189.09	.00
NUMBER OF CHECKS				214	GRAND TOTAL	2,319,084.07




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: September 28, 2018 Meeting Date: October 4, 2018

Name: Lisa Roberts Department: BCC Administration

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Human Resource - Position Description - Code Enforcement Director

2. Recommended Motion/Action:

Motion to approve the job description for the Code Enforcement Director

3. 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

CODE ENFORCEMENT DIRECTOR

MAJOR FUNCTION:

This is a managerial position working under the general direction of the Assistant County Manager. Responsible for planning, assigning, directing, instructing, implementing, overseeing, and performing administrative and field work within the Code Enforcement Department. Work governed generally manages and performs a variety of technical duties in support of the County's Code enforcement program; monitors and enforces all applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, health and safety, blight, and other matters of public concern. Serves as a Public Resource and provides information on County regulations to property owners, residents, businesses, the general public, and other County departments and divisions.

ESSENTIAL FUNCTIONS:

- Assists in conducting daily administrative functions, supervision, and/or directing special projects or activities with regard to Code Enforcement.
- Compiles and analyzes data for administrative decisions and correspondence. Assists to develop, recommend, and revise departmental standard operating procedures, policies, rules and regulations.
- Compiles and accumulates the preparation and implementation of the department's budgets.
- Determines of resources to be devoted to various needs on a short and long-term basis.
- Designs departmental record keeping procedures to efficiently manage department records and utilize computer information system to maintain and exploit department databases.
- Responsible for ensuring purchasing and accounting issues are performed in accordance with established rules, regulations, policies and procedures.
- Assignment of code enforcement complaints on a daily basis to other Code Enforcement Officers.
- Reviews and responds to questions, comments, complaints and requests directed to the Code Enforcement department lodged by the general public and recommends, establishes and implements Processes a variety of correspondence. Investigates subject matter and prepares replies.
- Serves public by answering inquiries and furnishing information pertinent to Department operation through knowledge of Department regulations and procedures.
- Responsible for personnel management including departmental worker's compensation and payroll preparation.
- Responsible for personnel management and payroll preparation, which includes all aspects of day-to-day personnel management and staff performance evaluation.
- Makes recommendations with regard to personnel matters including, but not limited to, interviewing, selecting and training of employees; appraising productivity and efficiency of employees over which direct supervision is exercised; reviewing performance evaluations completed by supervisors of their subordinates and offering advice and assistance when necessary; and handling employee complaints and grievances and recommending discipline when necessary.
- Performs special assignments, research and report preparation.

CODE ENFORCEMENT DIRECTOR

Page Two of Four

ESSENTIAL FUNCTIONS (continued):

- Responsible for bookkeeping including payment of invoices, payroll preparation, time sheets, and maintenance of office budget.
- Responsible for FY Budget Accumulation and maintenance of Data
- Coordinates vacations and work schedules. Responsible for the filing of various documents in accordance with established procedures, systems and routines; maintains office records relating to accounts, inventories, time and attendance records, payroll, etc.
- Perform a variety of field and office work in support of the County's Code Enforcement program; enforce compliance with County regulations and ordinances including those pertaining to zoning, land use, nuisance housing, health and safety, blight, and other matters of public concern.
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of County zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative notices as necessary.
- Prepare evidence in support of legal actions taken by the County; appear in court as necessary; testify at hearings and in court proceedings as required for Magistrate.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.

NON-ESSENTIAL FUNCTIONS:

Performs related work as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

WORK ENVIRONMENT:

Usual office type working conditions and general field work with outdoor exposure.

TRAINING AND EXPERIENCE:

High school graduation, five (5) years experience in business administration and management duties, two (2) years shall be in a supervisory/management capacity; or any equivalent combination of training and experience.

CODE ENFORCEMENT DIRECTOR

Page Three of Four

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of administrative principles and practices.

Knowledge of supervisory principles and practices.

Knowledge of office procedures and practices.

Ability to work under general direction and infrequent supervision, planning details of procedure and methods to attain definite objectives.

Ability to make decisions within broad limitations of policies and within accepted standards.

Ability to prepare correspondence and administrative reports.

Ability to plan, organize and coordinate work assignments.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively both orally and in writing.

Ability to deal tactfully and courteously with the public.

Skill in the operation of a personal computer (PC) and standard business machines including a typewriter, copier, calculator, copier and FAX.

Skill in organizing workflow and coordinating activities.

Operations, services, and activities of a municipal code compliance program.

Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.

Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.

County services and organizational structure as they relate to code compliance.

Legal actions applicable to code enforcement compliance.

Effective public relations practices.

Principles and procedures of record keeping.

Methods and techniques of business correspondence and technical report preparation.

Modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.

Occupational hazards and standard safety practices.

Geographic features and locations within the area served.

Ability to:

Independently perform a full range of municipal code enforcement and compliance duties.

Interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.

Inspect and identify violations of applicable codes and ordinances.

Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.

Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.

Investigate complaints and mediate resolutions in a timely and tactful manner.

Prepare accurate and detailed documentation of investigation findings.

Maintain complex logs, records, and files.

Research, compile, and collect data.

Prepare clear and concise technical reports.

Make oral presentations and testify in court

CODE ENFORCEMENT DIRECTOR

Page Four of Four

Ability to (continued):

Work independently in the absence of supervision.

Read County Assessors maps and property profiles.

Read and interpret legal documents and descriptions.

Understand and follow oral and written instructions.

Type and enter data accurately at a speed necessary for successful job performance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

ESSENTIAL PHYSICAL SKILLS/DEMANDS:

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without hearing aid)

Ability to communicate both orally and in writing.

Ability to enter data at a prescribed rate of speed.

Ability to access file cabinets for filing and retrieval of data.

Ability to sit at a desk and view a display screen for extended periods of time.

Lifting up to 25 pounds.

Walking, standing, kneeling, bending, stooping

Manual dexterity required to operate office equipment.

Oral and written communications.

PROFESSIONAL LICENSES:

Valid Florida driver's license.

Columbia County residency required within six months of date of employment.

Pay Grade: 125

Exempt – Administrative

BCC Approved: 10/4/2018


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: Ben Scott, County Manager

FROM: Lisa K.B. Roberts  Human Resources Director

DATE: September 28, 2018

SUBJECT: Code Enforcement Director Position Description

In accordance with the Columbia County Board of County Commissioners approval in the FY 2018-19 final budget workshop held on September 20, 2018, attached you will find the new position description for Code Enforcement Director in which the Columbia County Board of County Commissioners approved reclassification of the currently filled Code Enforcement Officer II position, pay grade 120- \$14.42 minimum to Code Enforcement Director, pay grade 125-\$15.87 minimum.

Board consideration for approval is requested of the new position description for Code Enforcement Director.

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




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: September 26, 2018 Meeting Date: October 4, 2018

Name: Todd Manning Department: Information Technology

Division Manager's Signature: 

1. Nature and purpose of agenda item:

AT&T Internet Bandwidth Upgrade - \$1475 monthly

2. Recommended Motion/Action:

Approve agreement with AT&T for increased bandwidth in the amount of \$1475 monthly

3. 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

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

MEMO

September 26, 2018

TO: Ben Scott, County Manager
FR: Todd Manning, IT Director
RE: AT&T Internet Bandwidth Upgrade

I would like to request the Board of County Commissioners consider upgrading the speed of its current internet of 50MBps to 100MBps. Our current bandwidth speed is not sufficient to keep up with increasing demands of its users.

Upgrading from 50MBps to 100MBps would increase our service by \$23.30 monthly or \$279.60 annually. I have attached a copy of a new AT&T contract for increased internet bandwidth. As well as current pricing and proposed pricing.

Current Cost for 50M:	\$	1,451.50
New Port Cost for 100M:	\$	870.80
New Access Cost for 100M:	\$	604.00
Total Circuit cost for 100M:	\$	1,474.80

I am requesting the Board approve the attached agreement.

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



AT&T DEDICATED INTERNET
 PRICING SCHEDULE

Customer	AT&T
Columbia County Board of Commissioners Street Address: 135 NE HERNANDO AVE STE 203 City: LAKE CITY State/Province: FL Zip Code: 32055-4004 Country: US	AT&T Corp.
Customer Contact (for Notices)	AT&T Contact (for Notices)
Name: Todd D. Manning Title: IT Director Street Address: 135 NE HERNANDO AVE City: LAKE CITY State/Province: FL Zip Code: 32055-4003 Country: US Telephone: 386-719-7442 Email: todd_manning@columbiacountyfla.com	Name: Street Address: City: State/Province: Zip Code: Country: Telephone: Fax: Email: Sales/Branch Manager: SCVP Name: Sales Strata: Sales Region: <u>With a copy (for Notices) to:</u> AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com
AT&T Solution Provider or Representative Information (if applicable) <input type="checkbox"/>	
Name: Brittani Stewart Company Name: NetSpark IP & Telecom Inc. Agent Street Address: 2705 Swiss Ave. City: Dallas State: TX Zip Code: 75204 Country: US Telephone: 817-565-3025 Fax: Email: brittani.stewart@teamnetspark.net Agent Code: 42393	

This Pricing Schedule is part of the Agreement between AT&T and Customer referenced above.

Customer (by its authorized representative)	AT&T (by its authorized representative)
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:


 AT&T DEDICATED INTERNET
 PRICING SCHEDULE

1. SERVICES

Service	Service Publication Location
AT&T Dedicated Internet (ADI)	http://serviceguidenew.att.com/sg_flashPlayerPage/MIS (see ADI Express)
AT&T Bandwidth Services	http://serviceguidenew.att.com/sg_flashPlayerPage/BWS
AT&T Cloud Web Security Service	http://serviceguidenew.att.com/sg_flashPlayerPage/cwss
AT&T Business Wi-Fi (fka AT&T Wi-Fi – Enterprise)	http://serviceguidenew.att.com/sg_flashPlayerPage/AWS
AT&T Distributed Denial of Service	http://serviceguidenew.att.com/sg_flashPlayerPage/SNG
AT&T Premises Based Firewall Service	http://serviceguidenew.att.com/sg_flashPlayerPage/MSS
AT&T Collaborate™	http://serviceguidenew.att.com/sg_flashPlayerPage/COLLAB

2. PRICING SCHEDULE TERM AND EFFECTIVE DATES

Pricing Schedule Term	36 months
Pricing Schedule Term Start Date	Effective Date of this Pricing Schedule
Effective Date of Rates and Discounts	Effective Date of this Pricing Schedule

3. MINIMUM PAYMENT PERIOD

Service Components	Percent of Monthly Service Fees Due Upon Termination Prior to Completion of Minimum Payment Period	Minimum Payment Period per Service Component
All Service Components	50%	Longer of 12 months or until the end of the Pricing Schedule Term
Per site†	\$250*	Longer of 12 Months or until the end of Pricing Schedule Term

†Applies to AT&T Collaborate only.
 *This charge applies in lieu of the applicable percentage set forth for termination charges in the Master Agreement.

4. GRANDFATHERING AND WITHDRAWAL

Availability of Service Components is subject to grandfathering and withdrawal per the Service Guide.

5. RATES

Section I: AT&T Dedicated Internet

Table 1: ADI Self – Installation

Discount: 100%

ADI Speed	Undiscounted ADI	Undiscounted ADI w/ Managed Router	Undiscounted ADI w/ Virtual Router
Ethernet	\$1,500	\$1,500.00**	\$0.00

**Pricing available for ADI speeds of 100 Mbps and below and with electrical interfaces only.

AT&T and Customer Confidential Information

Page 2 of 6

 ROME ID 1-98N7UX2
 (MA XI or Higher)
 no_pcs_processing

 PS ADI_Express_PS_00R_HS_7162018
 Rate ID: ADIx-102317-44%

AT&T DEDICATED INTERNET
 PRICING SCHEDULE

Table 2: On-Site Installation
 Discount: 100%

ADI Speed	Undiscounted ADI w/ Managed Router Only
Ethernet	\$1,500.00

Table 3: Flat Rate and Flexible Bandwidth Billing Option – Ethernet (2 Mbps to 1 Gbps) - Group 1, 2, and 3
 Available bandwidth levels are subject to qualification at time of each order and may vary for ADI ports/access ordered with or without the ADI on Demand option

Bandwidth	Discounted Ethernet Access Monthly Fee Group 1	Discounted Ethernet Access Monthly Fee Group 2	Discounted Ethernet Access Monthly Fee Group 3	Minimum Bandwidth Commitment		Undiscounted Incremental Usage Fee Per Mbps
				Undiscounted ADI w/ Customer Router Monthly Fee	Undiscounted ADI w/ AT&T Managed Router Monthly Fee	
2 Mbps	\$400.00	\$421.00	\$635.00	\$260.00	\$388.00	\$355.00
4 Mbps	\$400.00	\$421.00	\$635.00	\$262.00	\$390.00	\$325.00
5 Mbps	\$400.00	\$421.00	\$635.00	\$263.00	\$391.00	\$270.00
8 Mbps	\$400.00	\$421.00	\$635.00	\$266.00	\$394.00	\$235.00
10 Mbps	\$400.00	\$421.00	\$635.00	\$268.00	\$396.00	\$198.00
20 Mbps	\$420.00	\$449.00	\$758.00	\$449.00	\$577.00	\$144.25
50 Mbps	\$524.00	\$572.00	\$968.00	\$813.00	\$955.00	\$95.50
100 Mbps	\$604.00	\$651.00	\$1280.00	\$1,400.00	\$1,555.00	\$77.75
150 Mbps	\$610.00	\$677.00	\$1,412.00	\$1,800.00	\$1,965.00	\$65.50
250 Mbps	\$900.00	\$900.00	\$1,667.00	\$2,150.00	\$2,240.00	\$44.80
400 Mbps	\$1,100.00	\$1,100.00	\$2,201.00	\$2,700.00	\$3,380.00	\$42.25
500 Mbps	\$1,100.00	\$1,100.00	\$2,239.00	\$3,500.00	\$4,325.00	\$43.25
600 Mbps	\$1,100.00	\$1,100.00	\$2,807.00	\$4,096.00	\$4,840.00	\$40.33
1000 Mbps	\$1,300.00	\$1,300.00	\$3,184.00	\$4,505.00	\$5,620.00	\$28.10
Discount:				44%	44%	44%

Table 4: Flexible Bandwidth Billing Option – Ethernet (2 Gbps to 10 Gbps) – Group 1, 2, 3, and 4
 Available bandwidth levels are subject to qualification at time of each order and may vary for ADI ports/access ordered with or without the ADI on Demand option.

Bandwidth	10 Gbps Discounted Ethernet Access Monthly Fee Group 1	10 Gbps Discounted Ethernet Access Monthly Fee Group 2	10 Gbps Discounted Ethernet Access Monthly Fee Group 3	10 Gbps Discounted Ethernet Access Monthly Fee Group 4	Minimum Bandwidth Commitment		Undiscounted Incremental Usage Fee Per Mbps
					Undiscounted ADI w/ Customer Router Monthly Fee	Undiscounted ADI w/ AT&T Managed Router Monthly Fee	
2 Gbps	\$4,000.00	\$6,397.00	\$10,151.44	NA	\$9,091.00	\$12,276.00	\$30.69
3 Gbps	\$4,000.00	\$6,397.00	\$10,151.44	NA	\$13,309.00	\$17,981.00	\$29.97
4 Gbps	\$4,000.00	\$6,397.00	\$10,151.44	NA	\$16,015.00	\$21,591.00	\$26.99
5 Gbps	\$4,000.00	\$6,397.00	\$10,151.44	NA	\$18,196.00	\$24,553.00	\$24.55
6 Gbps	\$4,000.00	\$6,397.00	\$10,151.44	NA	\$21,309.00	\$28,768.00	\$23.97
7 Gbps	\$4,000.00	\$6,397.00	\$10,151.44	NA	\$24,218.00	\$32,727.00	\$23.38
8 Gbps	\$4,000.00	\$6,397.00	\$10,151.44	NA	\$26,953.00	\$36,387.00	\$22.74
9 Gbps	\$4,000.00	\$6,397.00	\$10,151.44	NA	\$28,931.00	\$39,069.00	\$21.71
10 Gbps	\$4,000.00	\$6,397.00	\$10,151.44	NA	\$30,909.00	\$41,716.00	\$20.86

AT&T DEDICATED INTERNET
 PRICING SCHEDULE

Bandwidth	10 Gbps Discounted Ethernet Access Monthly Fee Group 1	10 Gbps Discounted Ethernet Access Monthly Fee Group 2	10 Gbps Discounted Ethernet Access Monthly Fee Group 3	10 Gbps Discounted Ethernet Access Monthly Fee Group 4	Minimum Bandwidth Commitment		Undiscounted Incremental Usage Fee Per Mbps
					Undiscounted ADI w/ Customer Router Monthly Fee	Undiscounted ADI w/ AT&T Managed Router Monthly Fee	
Discount:					44%	44%	44%

Table 5: Flat Rate and Usage Based Billing Option – Ethernet (20 Gbps to 100 Gbps) – Group 1 and 4

Available bandwidth levels are subject to qualification at time of each order and may vary for ADI ports/access ordered with or without the ADI on Demand option.

Bandwidth	Ethernet Access Speed	Discounted Ethernet Access Monthly Fee Group 1	Discounted Ethernet Access Monthly Fee Group 4	Minimum Bandwidth Commitment		Undiscounted Incremental Usage Fee Per Mbps
				Undiscounted ADI w/ Customer Router Monthly Fee	Undiscounted ADI w/ AT&T Managed Router Monthly Fee	
20 Gbps	40 Gbps	\$20,103.65	NA	\$39,766.00	\$49,999.00	\$2.00
30 Gbps	40 Gbps	\$20,103.65	NA	\$49,237.00	\$67,242.00	\$2.00
40 Gbps	40 Gbps	\$20,103.65	NA	\$62,871.00	\$84,485.00	\$2.00
70 Gbps	100 Gbps	\$31,043.55	NA	\$84,800.00	\$112,799.00	\$1.35
100 Gbps	100 Gbps	\$31,043.55	NA	\$104,174.00	\$136,595.00	\$1.35
Discount:				44%	44%	44%

Table 6: Class Of Service Option - Flexible Bandwidth Billing Option - Monthly Fees

The Class of Service option is not available for ADI ports/access ordered with the ADI on Demand option.

Discount: 100%

Speed	Undiscounted ADI w/ or w/o Managed Router Monthly Service Fee*
9.01 to 10.0 Mbps	\$825.00
15.01 - 20.0 Mbps	\$1,325.00
45.01 – 155 Mbps	\$5,000.00
200 - 250 Mbps	\$5,400.00

*Applies to ADI Express Only and Charges waived for Sites with AT&T BVoIP Service

Table 7: Class Of Service Option - Installation Fees

Discount: 100%

Class of Service Undiscounted Installation Fee*	\$1,000.00
---	------------

*Charges waived for Sites with AT&T BVoIP Service

Section III: Additional Service Fees

Moving Fee (during hours)	\$1,000 per location
Additional Moving Fee (outside standard operating hours – 8:00 a.m. to 5:00 p.m. Monday through Friday)	Additional \$500.00 per location

Section IV: AT&T Business in a Box®

AT&T Business in a Box® is not available for ADI ports/access ordered with the ADI on Demand option.

Discount: 100.00%

AT&T DEDICATED INTERNET
 PRICING SCHEDULE

Option	Undiscounted Monthly Fee*
Base Unit NextGen	\$75.00
Base Unit 12 Port	\$75.00
8 Port Analog Module Add-On	\$40.00

* Pricing also applies to Service locations in Alaska

Discount: 0%

Per Site / Per Occurrence during Standard Business Hours (Monday- Friday, 8:00 am- 5:00 pm, local time)	Undiscounted Service Charge List Price*
Move, Addition, Change to Service	\$260.00
Delete Service	\$500.00

* Pricing also applies to Service locations in Alaska

Class Of Service Option - when ordered with AT&T BVoIP Services only

Discount: 100%

Class of Service Undiscounted Monthly Service Fee	\$225*
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*Pricing also applies to Service locations in Alaska

Section V: AT&T Cloud Web Security

No discounts apply

AT&T Cloud Web Security Service per port (10 users) Rate	\$30.00
--	---------

Section VI: AT&T Business Wi-Fi (ABW)

No discounts apply

AT&T Business Wi-Fi (ABW) per AP per month Rate	\$30.00
---	---------

Section VII: AT&T Distributed Denial of Service – Reactive Service

No discounts apply

Service Component (Service Level)	Monthly Recurring Charge Per Circuit
Reactive service supporting from 10Mbps up to but not including 100Mbps circuit	\$98.00
Reactive service supporting from 100Mbps up to 1Gbps circuit	\$301.00

Section VIII: AT&T Distributed Denial of Service – Mitigation Usage Charges

No discounts apply

Service Component	Usage Charge per Occurrence
Mitigation	\$497.00

Section IX: AT&T Premises Based Firewall Service – Small Business – Fortinet

No discounts apply

Service Component	Monthly Recurring Charge Per Seat
AT&T Premises-Based Firewall - Small Business - Essential	\$198.00
AT&T Premises-Based Firewall - Small Business - Standard	\$330.00

Section X: AT&T Collaborate

Table 1: AT&T Collaborate System License Fee

No Discounts apply

AT&T Collaborate Feature Name	Monthly Recurring Charge
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AT&T and Customer Confidential Information

Page 5 of 6

AT&T DEDICATED INTERNET
 PRICING SCHEDULE

	Per Seat
Basic Voice Seat	\$22.00
Enhanced Voice Feature Bundle	\$5.00
Unified Communication Bundle	\$8.00
Shared Workspace Bundle	\$8.00
	Per Unit
Contact Center Bundle (2 Supervisors and 10 Agents)	\$518.00
Auto Attendant	\$19.00
Receptionist Web Console	\$26.00
Pre-alerting Announcement	\$8.00
Contact Center Agent with Web Clients*	\$49.00
Contact Center Supervisor with Web Clients*	\$64.00
*Contact Center Agent with Web Clients and Contact Center Supervisor with Web Clients are add-on features. Customer must purchase Contact Center Bundle to purchase these features.	

Table 2: AT&T Collaborate Equipment Fee
 No discounts apply

Type of Equipment	Non-Recurring Charges Per Device
EdgeMarc 3700 Intelligent Edge	\$195.00
Adtran NetVanta 1234 24-port	\$345.00
Adtran NetVanta 1238P 48-port	\$943.00
Polycom SoundStation IP 6000	\$669.00
Polycom SoundStation IP 7000	\$942.00
Polycom VVX 300	\$136.00
Polycom VVX 301	\$136.00
Polycom VVX 310	\$143.00
Polycom VVX 311	\$143.00
Polycom VVX 400	\$188.00
Polycom VVX 401	\$188.00
Polycom VVX 410	\$195.00
Polycom VVX 411	\$195.00
Polycom VVX 500	\$266.00
Polycom VVX 501	\$266.00
Polycom VVX 600	\$331.00
Polycom VVX 601	\$331.00
Polycom VVX Camera. For use with the VVX 500 and VVX 600	\$143.00
Polycom VVX Color Exp Module for VVX 300, 310, 400, 410, 500 and 600	\$253.50
Polycom RealPresence Trio 8800 IP conf. phone w built-in Wi-Fi	\$1,040.00
Yealink-W56P (Cordless)	\$130.00
Yealink-W56H (Cordless)	\$84.00
Yealink-T40P (Entry level)	\$97.00
Yealink-T46G (Mid-level)	\$182.00
Yealink EXP40 (Expansion accessory)	\$110.00

Table 3: AT&T Collaborate Installation Fee
 No discounts apply

Non-Recurring Billing Element	Non-Recurring Charge Per Device
Equipment Installation and Shipping	\$151.00



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: September 14, 2018 Meeting Date: October 4, 2018

Name: Kevin Kirby Department: Public Works

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Permission to enter private property after-the-fact.

2. Recommended Motion/Action:

Approve entering private property after-the-fact


3. 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



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

Memo

Date: September 14, 2018
To: Ben Scott, County Manager
From: Kevin Kirby, Assistant County Manager 
RE: Entering Private Property

I am requesting permission to enter private property after-the-fact for the purpose of driveway repair. The property is located at 888 SE CR 241. The property owner has a disabled child that the bus is unable to pick up because of erosion in the driveway attributed to a clogged drain pipe. We have since repaired the pipe and it is working properly.

The appropriate Hold Harmless Agreement was obtained.

Your consideration is appreciated.

GENERAL RELEASE AND HOLD HARMLESS AGREEMENT

The undersigned private property owner, Billy Ray Hunter, II 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 10542-002 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 9-13-18 day of September, 2018.



PROPERTY OWNER SIGNATURE

COLUMBIA COUNTY REPRESENTATIVE
David McCormick, Drainage Crew Foreman



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: September 27, 2018

Meeting Date: October 4, 2018

Name: Kevin Kirby

Department: Public Works

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Ready Columbia County Fairgrounds for the upcoming fair.

2. Recommended Motion/Action:

Motion: Approve work on private property known as Columbia County Fairgrounds.

3. 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



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

Memo

Date: September 26, 2018
To: Ben Scott, County Manager
From: Kevin Kirby, Assistant County Manager 
RE: Columbia County Fairgrounds

I am requesting permission to enter the private property referenced above to perform grading, sweeping, tree removal and cleanup in preparation for the upcoming fair the end of October.

The appropriate Hold Harmless Agreement will be obtained.

If you should need any additional information, please contact me.



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: September 17, 2018

Meeting Date: October 4, 2018

Name: Kevin Kirby

Department: Public Works

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Utility Permit from AT & T for Ring Ct.

2. Recommended Motion/Action:

Approve Utility Permit from AT & T for Ring Ct.

3. 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

AT&T JOB #:83E61221N

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
UTILITY PERMIT

Date: 9-14-18 Permit No. _____ County Road 186 RING CT Section No. _____

Permittee At&t Authorized Agent Rebecka Bonts Email: RBonts@truenetcommunications.com
Address 7666 Blanding Blvd. Jacksonville, Fl. 32244 Telephone Number 904-777-9052 ext.258

Requesting permission from the Columbia County Board of County Commissioners, hereinafter called the County, to contract, operate and maintain: Propose placing 585' of fiber cable and (1) 44' bore under SW Ring Ct

Submitted for the Utility Owner by: Rebecka Bonts AT&T Authorized Agent
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 the corporate limits of Municipality: YES () NO (x). If YES: LAKECITY () FORT WHITE (). A letter of notification was mailed on 9-14-18 to the following utility owners: FP&L, Teco, comcast

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 Mike Brown, Telephone Number (352) 336-5508 (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 _____ days after issuance of permit, and shall be completed within _____ 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.

Utilities Permit
Revised: 08-28-00

7. In case of non-compliance with the County's requirements in effect as of the approval date of this permit, this permit is 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 privileged 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 the Columbia County Board of County Commissioners 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 placing 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 the 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, at 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 instruction: 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 inch (30") cover. Cables shall not be located within driveway ditches.

12. Additional Stipulations: _____

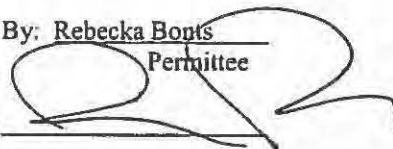
It is understood and agreed that commencement by the PERMITTEE is acknowledgment and acceptance of the binding nature of these special instructions.

Submitted By: Rebecka Bonts
Permittee

Place Corporate Seal

Attest

Signature



Title: AT&T Authorized Agent

Recommended for Approval:

Signature: 

Title : Assistant County Manager

Date : 9-17-18

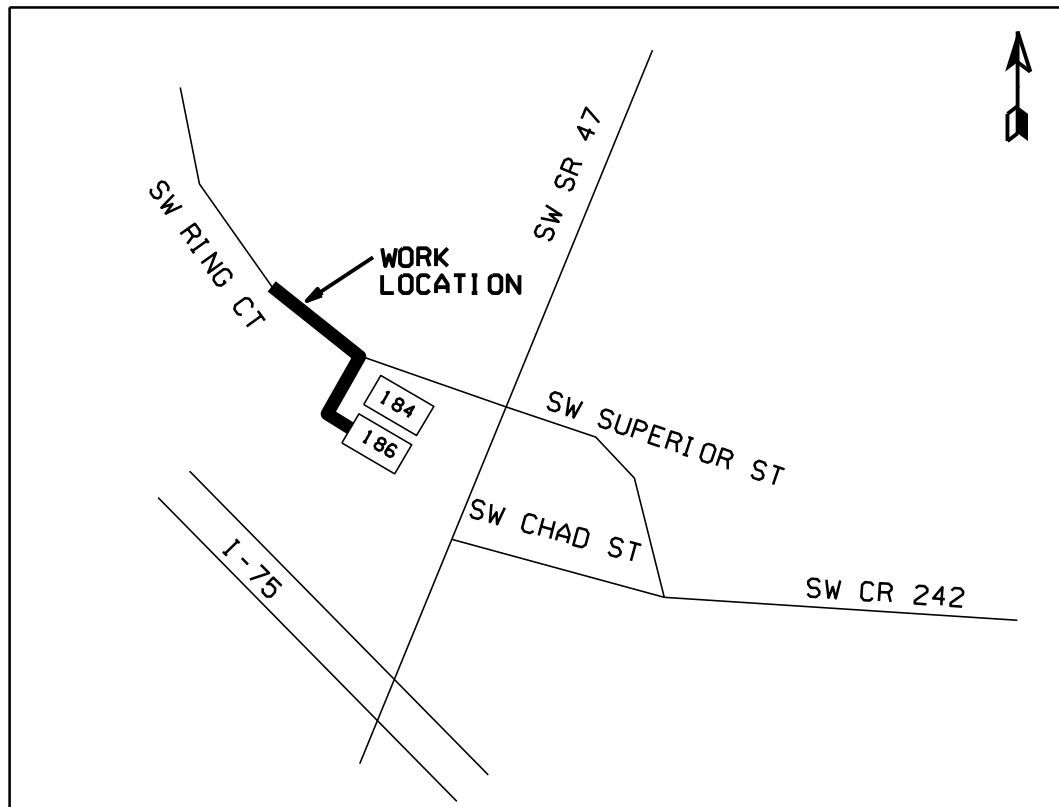
Approved by Columbia County Board of County Commissioners:

YES () NO ()

Date Approved: _____

Chairman's Signature: _____

VICINITY MAP



SYMBOL LEGEND

Proposed	Existing	Description
		AERIAL CABLE
		BURIED CABLE
		BUR JOINT-TRENCH
		BST POLE
		POWER POLE
		ANCHOR & GUY
		PUSH BRACE
		ENCLOSURE
		ENCLOSURE
		MANHOLE
		PIPE/CONDUIT
		CABLE MARKER
		AERIAL SVC WIRE
		BURIED SVC WIRE
		JOINT-TRENCH SVC
	N/A	BORE
	N/A	CUT PAVEMENT
	N/A	SPLICING PIT
	N/A	TRENCH LENGTH/DEPTH

ATTSE

PROPOSED TELEPHONE FACILITIES
ON RIGHT OF WAY OF
COLUMBIA COUNTY

186 SQ RING CT

Exchange: 386752

Designer: Fernandez, Chris

Phone: 904-727-1554

Authorization: 83E6122IN

Dwg. 1 of 59

PERMIT NOTES:

AT&T PROPOSES PLACING THE FOLLOWING TELEPHONE FACILITIES:

585' OF FIBER OPTIC TELE. CABLE (BURIED ENVIRONMENT)

ALL UTILITIES TO BE LOCATED PRIOR TO CONSTRUCTION

PRIMARY METHOD OF PLACEMENT
WILL BE MECHANICALLY PLACED,
UNLESS NOTED OTHERWISE.

CONTACT INFORMATION FOR THE AT&T BUILD SUPERVISOR:
AARON MANUEL (904) 504-8244 (office)

CONTACT INFORMATION FOR THE AT&T FACILITIES INSTALLER (CONTRACTOR):
DANELLA CONSTRUCTION CORP. OF FLORIDA, INC.
MIKE ZARAGOZA (904) 268-0361 (office)

NOTE TO PERMITTING AGENCY:

THE BELOW INFORMATION IS THE ORIGINAL DRAFT PERSON WHO HAS DETAILED FIELD KNOWLEDGE OF THE PROPOSED WORK TO BE PERFORMED ON THIS PERMIT REQUEST, AND SHOULD BE THE FIRST POINT OF CONTACT WITH QUESTIONS REGARDING THESE FIELD CONDITIONS AND/OR CORRECTIONS TO THIS PERMIT REQUEST.



DESIGNED BY:
JON L. JOHNSON
904-338-1282



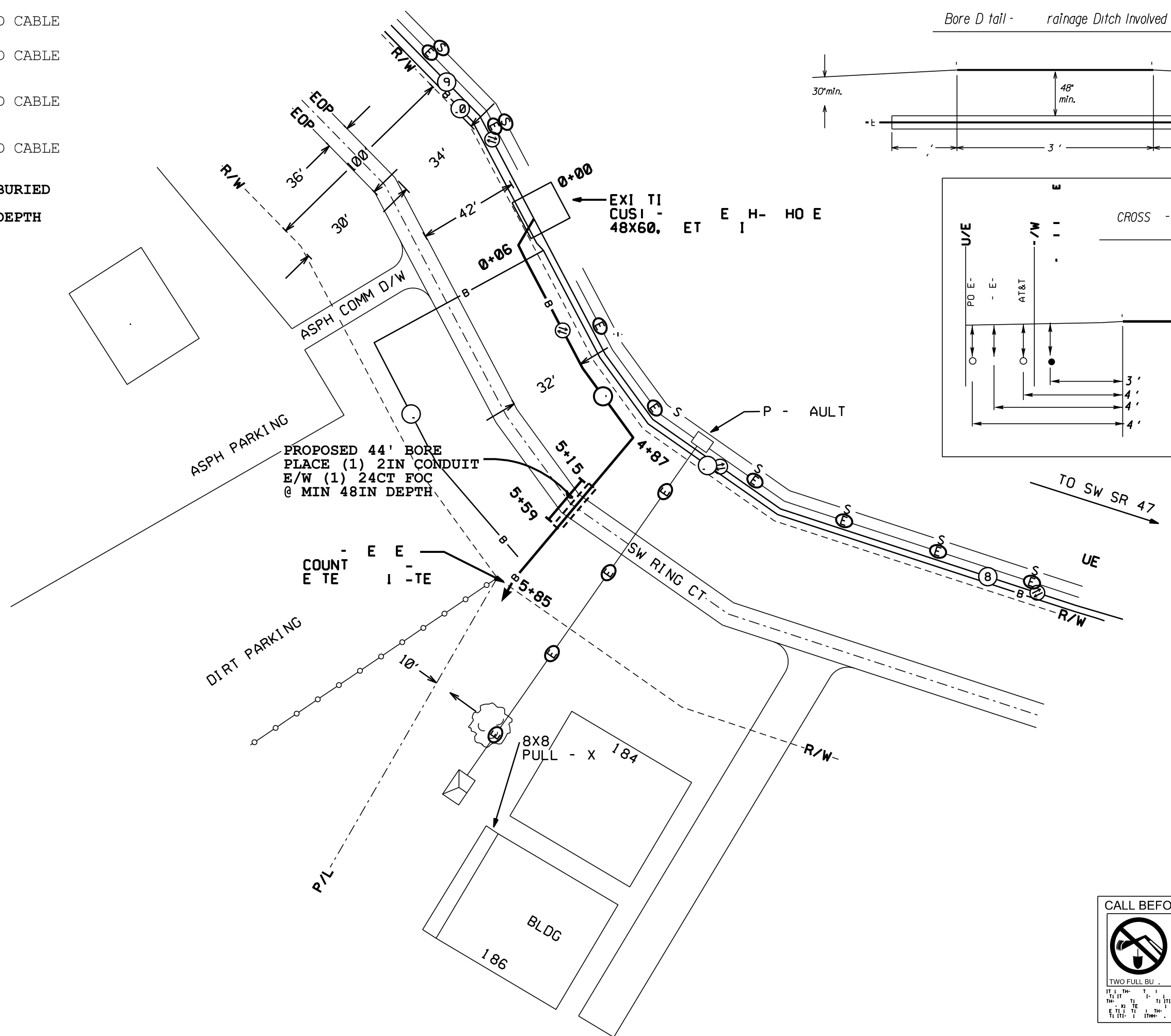
MAINTENANCE OF TRAFFIC

WORKERS WILL UTILIZE M.O.T. CASE #602 FOR THE PROPOSED WORK SHOWN THROUGHOUT THESE DRAWINGS.

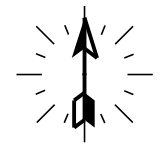
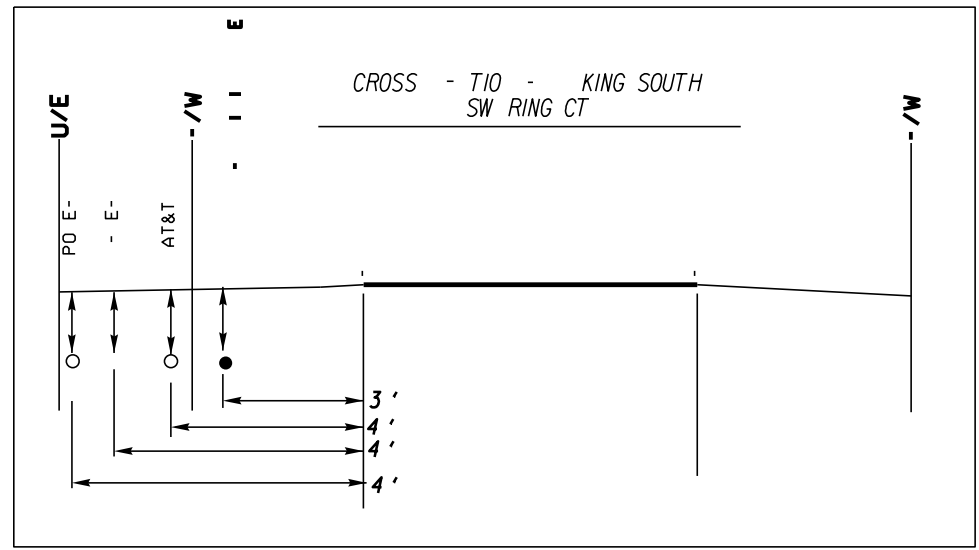
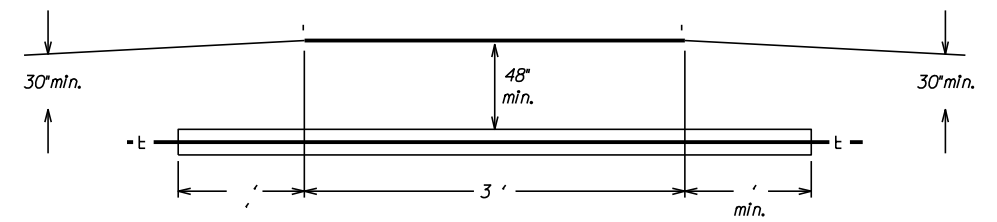
SEE DRAWING 3

FOR THE M.O.T. REFERENCES

- ⑧ EXISTING AT&T BURIED CABLE
- ⑨ EXISTING AT&T BURIED CABLE
- ⑩ EXISTING AT&T BURIED CABLE
- EXISTING AT&T BURIED CABLE
- EXISTING AT&T BURIED CABLE
- EXISTING AT&T BURIED CABLE
- PROPOSED 585' AT&T BURIED 24CT FOC PLACED AT MIN 30IN DEPTH



Bore D tail - rainage Ditch Involved

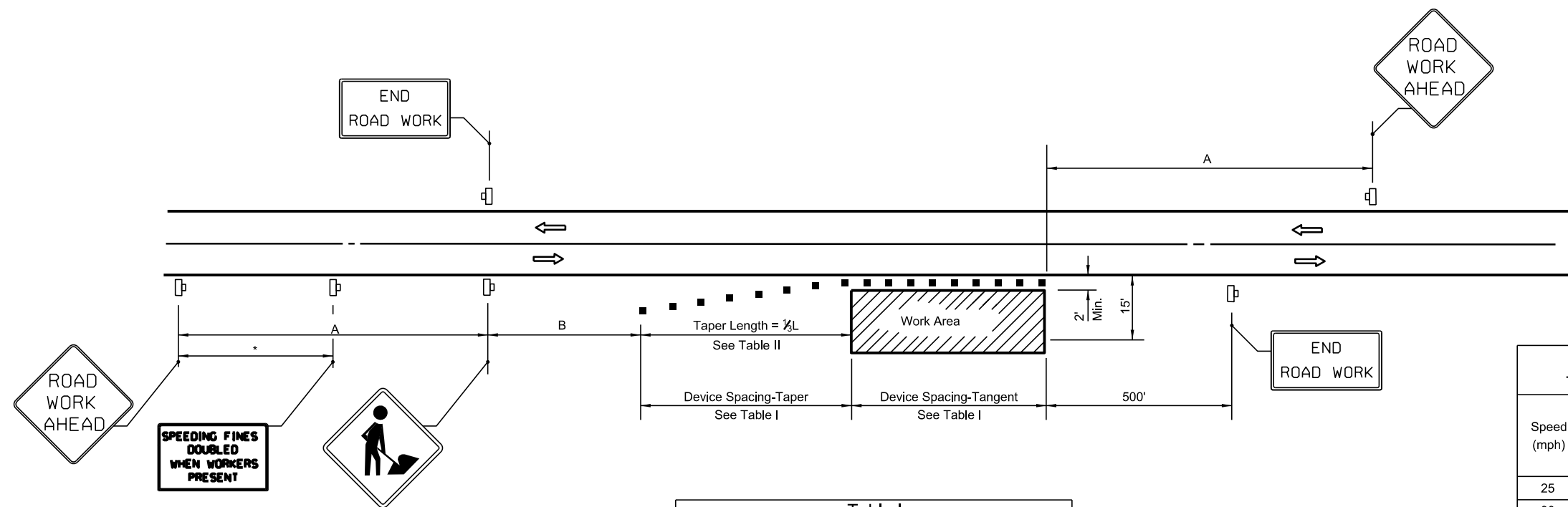


ATTSE	
PROPO T - II E - ILITI- ON RIGHT COLUMBI T, 186 Q RING T	
Exchang :	386752
Designel :	- rnandez,Chris
Phon :	90 -1554
-uthorizatioi :	8 - 122IN
Dwc. <u>2</u> of <u>3</u>	

CALL BEFORE YOU DIG

FLORIDA
DIAL 811 or
www . 1181

TWO FULL BU . IG



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				
Speed (mph)	Max. Distance Between Devices (ft.)			
	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)	1/3 L (ft)			Notes
	8' Shldr.	10' Shldr.	12' Shldr.	
25	28	35	42	L = $\frac{WS^2}{60}$
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

1/3 L = Length of shoulder taper in feet

W = Width of total shoulder in feet (combined paved and unpaved width)

S = Posted speed limit (mph)

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.

SYMBOLS

- Work Area
- Channelizing Device (See Index 102-600)
- Work Zone Sign
- Lane Identification + Direction of Traffic

GENERAL NOTES

- 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 102-603.
- 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.
- When a side road intersects the highway within the TTC zone, additional TTC devices shall be placed in accordance with other applicable TCZ Indexes.
- For general TCZ requirements and additional information, refer to Index 102-600.

DURATION NOTES

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

ATTSE

PROPOSED TELEPHONE FACILITIES
ON RIGHT OF WAY OF
COLUMBIA COUNTY

186 SQ RING CT

Exchange: 386752

Designer: Fernandez,Chris

Phone: 904-727-1554

Authorization: 83E6122IN

Dwg. 3 of 61

10/23/2017 10:22:23 AM

LAST REVISION 11/01/17	REVISION	DESCRIPTION:		FY 2018-19 STANDARD PLANS	TWO-LANE, TWO-WAY, WORK ON SHOULDER	INDEX 102-602	SHEET 1 of 1
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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: September 21, 2018 Meeting Date: October 4, 2018

Name: Kevin Kirby Department: Public Works

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Utility permit from Comcast for Birch Gln.

2. Recommended Motion/Action:

Approve Utility permit from Comcast for Birch Gln.

3. 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



9/19/2018

Columbia County Public Works Department
Attn: Connie Brecheen
607 NW Quinten St
Lake City, FL 32055

Comcast is submitting this permit request for 175 SW BIRCH GLEN, LAKE CITY.

If you have any questions or concerns about our drawing please feel free to contact me at the number and/or email below.

Thank you,

Jennifer Sanders
Authorized Comcast Agent
405-314-9079
sanders@fibercoregroup.com

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

Date: 9/19/2018 Permit No. _____ County Road 175 SW BIRCH GLEN Section No. _____

Permittee FCG/Comcast

Address 13453 N. Main St. Suite 206, Jacksonville FL 32218 Telephone Number (904) 551-7859

Requesting permission from Columbia County, Florida, hereinafter called the County, to contract, operate and maintain PROPOSED UG CATV FACILITIES AT THIS LOCATION. 69' ROAD BORE. THIS IS

9-11 SERVICE AFFECTING

FROM: 30.1754758-82.7053128 TO: 30.1755378-82.7054862

Submitted for the Utility Owner by: Jennifer Sanders - Authorized Comcast Agent Jennifer Sanders 9/19/2018
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 6/20/9/19/20182018 to the following utility owners FP&L, AT&T

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 _____ Telephone Number _____ (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 ___ days after issuance of permit, and shall be completed within ___ 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: Jennifer Sanders
Permittee

Place Corporate Seal

Jennifer Sanders Authorized Comcast Agent
Signature and Title

Attested

Utilities Permit
Page three
Revised: 8/17/00

Recommended for Approval:

Signature: 

Title: Assistant County Manager

Date: 9-20-18

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

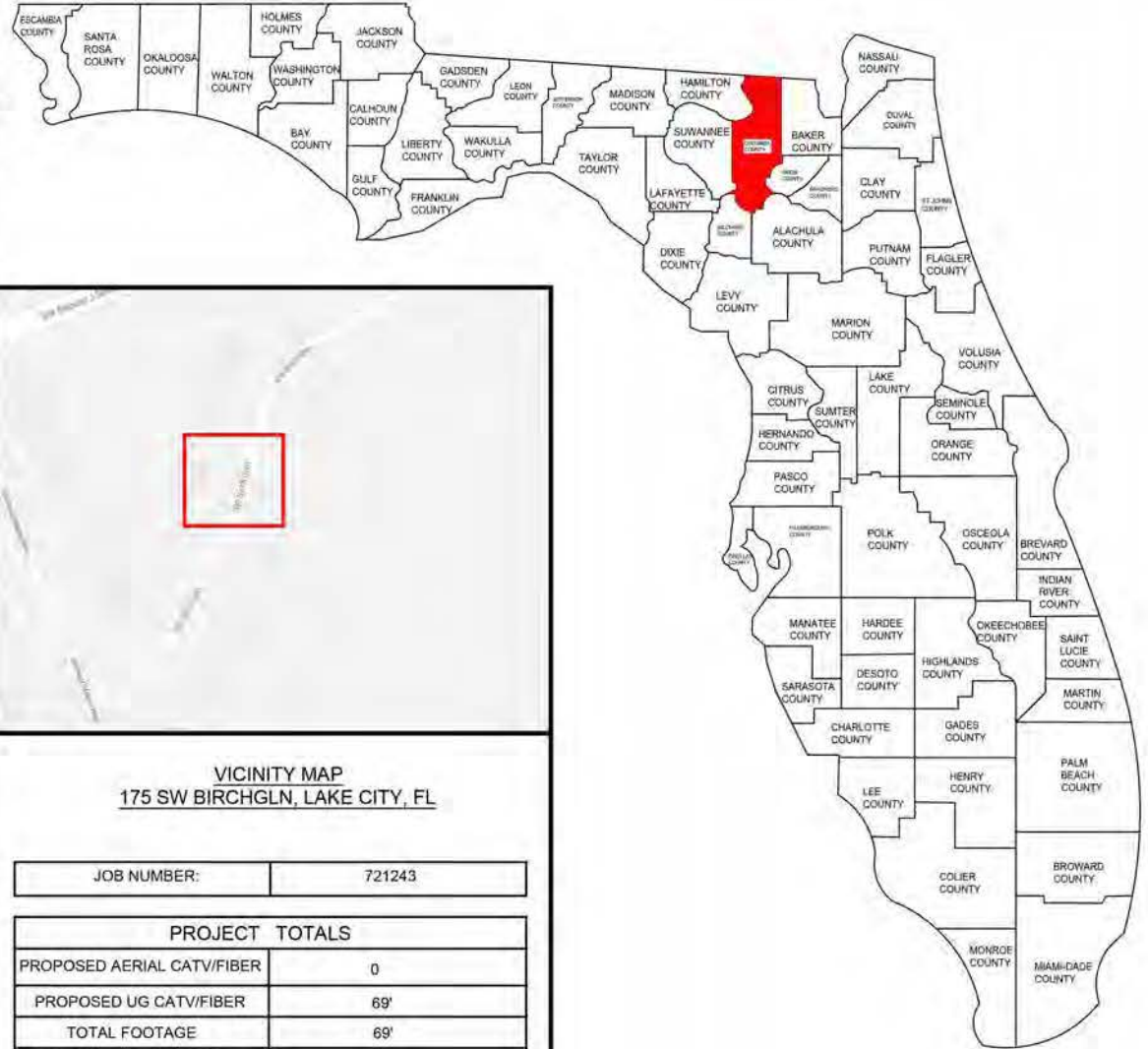
YES () NO ()

Date Approved: _____

Chairman's Signature: _____

**COMCAST PERMIT REQUEST FOR
175 SW BIRCHGLN, LAKE CITY, FL**

THESE PLANS WERE PREPARED UNDER THE RESPONSIBLE CHARGE OF COMCAST FULL TIME EMPLOYEE MR. LARRY PAYNE AND ARE EXEMPT FROM THE SIGNING AND SEALING REQUIREMENTS PRESCRIBED IN SECTION 471 OF THE FLORIDA STATUTES



**VICINITY MAP
175 SW BIRCHGLN, LAKE CITY, FL**

**175 SW BIRCHGLN,
LAKE CITY, FL**

JOB NUMBER:	721243
PROJECT TOTALS	
PROPOSED AERIAL CATV/FIBER	0
PROPOSED UG CATV/FIBER	69'
TOTAL FOOTAGE	69'
TOTAL PROPOSED BORES	1



COLUMBIA COUNTY
RIGHT-OF-WAY
PERMIT

BURIED POWER — BP — BP — BP —	CATV	SMOKE	⊙ CONCRETE POLE	⊞ VAULT
STREET LIGHT — S/L — S/L — S/L —	PROPOSED AERIAL	—	⊗ JOINT USAGE POLE	⊞ ANCHOR
PHONE — PHONE — PHONE —	PROPOSED BURIED	—	⊗ WOOD POLE	□ PEDESTAL
WATER — WATER — WATER —	RIGHT OF WAY	—	⊗ TRANSFORMER POLE	
SEWER — SEWER — SEWER —			R RISER POLE	

PROPOSED AERIAL & UG CATV / FIBER FACILITIES IN COLUMBIA COUNTY, FLORIDA	
VICINITY VIEW	CITY: LAKE CITY
SHEET NO: 1 of 8	COUNTY: COLUMBIA
SCALE: NOT TO SCALE	STATE: FLORIDA
DATE: 09-19-2018	DRAWN: FIBER CORE GROUP

NOTES

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

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

ALL PROPOSED UNDERGROUND CATV WILL BE BURIED A MINIMUM OF 36" DEEP EXCEPT ROAD BORES 48" DEEP AND DRIVEWAY BORES AT 36" DEEP.

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

ALL PROPOSED CATV ROAD BORES WILL EXTEND A MINIMUM OF 8' BEYOND THE EDGE OF PAVEMENT.

ALL PROPOSED CATV DRIVEWAY BORES WILL EXTEND A MINIMUM OF 6' BEYOND THE EDGE OF PAVEMENT.

ALL PROPOSED BORES WILL BE IN A (4'X4'X4') PIT AND WILL USE (2)2" HDPE CONDUIT AT 48" DEPTH USING A 5 1/4" DRILL HEAD.

ALL PROPOSED AERIAL WILL BE .700" DIAMETER AND WILL BE LASHED TO .250" STEEL STRAND CABLE USING .125" STANDARD GALVANIZED LASHING WIRE.

ALL PROPOSED AERIAL CATV CROSSING ROADWAYS WILL HAVE MINIMUM MID-SPAN HEIGHT OF 18'-0"

ALL PROPOSED AERIAL CATV CROSSING DRIVEWAYS WILL HAVE MINIMUM MID-SPAN HEIGHT OF 16'-0"

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

NOTIFICATIONS TO ALL UTILITIES INVOLVED WILL BE MADE PRIOR TO CONSTRUCTION.

ALL DISTRIBUTED AREA WITHIN THE RIGHT OF WAY WILL BE RESTORED TO ORIGINAL OR BETTER CONDITION BY GRADING AND RE-SODDING. SOD ALL AREAS DISTURBED BY CONSTRUCTION WITH BERMUDA SOD. "ALL CRACKED SIDEWALK IS TO BE REPLACED FROM JOINT TO JOINT WITHIN 7 DAYS OF WORK COMPLETION."

WORK OPERATIONS ARE TO BE MINDFUL NOT TO DAMAGE THE PAVER SIDEWALK WHEN POSITIONING EQUIPMENT. ANY DAMAGE INCLUDING TRACK MARKS WILL BE REPAIRED OR REPLACED BY THE CONTRACTOR.

CONSTRUCTION NOTES

IN ORDER TO REDUCE THE DISRUPTION AND COST OF UTILITY DAMAGES OCCURRING IN THE RIGHT-OF-WAY AND EASEMENTS, THE PERMITTEE SHALL PREVENT DAMAGES TO EXISTING UTILITIES CAUSED BY THE WORK THROUGH FIELD VERIFICATION OF THE LOCATION OF THE EXISTING UTILITIES IN CASE OF OPEN EXCAVATION. VERIFICATION MAY BE PERFORMED DURING THE PERMITTEES WORK. IN THE CASE OF DIRECTIONAL DRILLING, VERIFICATION SHALL TAKE PLACE PRIOR TO MOBILIZATION OF THE DRILLING EQUIPMENT.

THE PERMITTEE SHALL VERIFY THE LOCATION OF THE EXISTING UTILITIES AS NEEDED TO AVOID CONTACT WITH DETECTION EQUIPMENT OR OTHER ACCEPTABLE MEANS, SUCH METHODS MAY INCLUDE BUT SHALL NOT BE LIMITED TO-"SOFT DIG"-EQUIPMENT AND GROUND PENETRATION RADAR (GPR). THE EXCAVATOR SHALL BE HELD LIABLE FOR DAMAGES CAUSED TO CITY'S/COUNTIES/ STATE INFRASTRURE AND THE EXISTING FACILITIES OF THE OTHER UTILITY COMPANIES

ALL UTILITIES LOCATED BY VISUAL INSPECTION, TO BE 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

RIGHT OF WAY	— — — — —
PROPOSED AERIAL	— — — — —
PROPOSED BURIED	— — — — —
BURIED POWER	— BP — BP — BP — BP —
TRUNK	— TRUNK — TRUNK —
SPUR	— SPUR — SPUR —
WATER	— WATER — WATER —



COLUMBIA COUNTY
RIGHT-OF-WAY
PERMIT

BURIED POWER — BP — BP — BP —	CATV — — — — —
STREET LIGHT — S/L — S/L — S/L —	PROPOSED AERIAL — — — — —
TWIGLE — TWIGLE — TWIGLE —	PROPOSED BURIED — — — — —
WATER — WATER — WATER —	RIGHT OF WAY — — — — —
SCHEM — SCHEM — SCHEM —	

CONCRETE POLE	⊙
JOINT USAGE POLE	⊗
WOOD POLE	⊗
TRANSFORMER POLE	⊗
RISER POLE	R

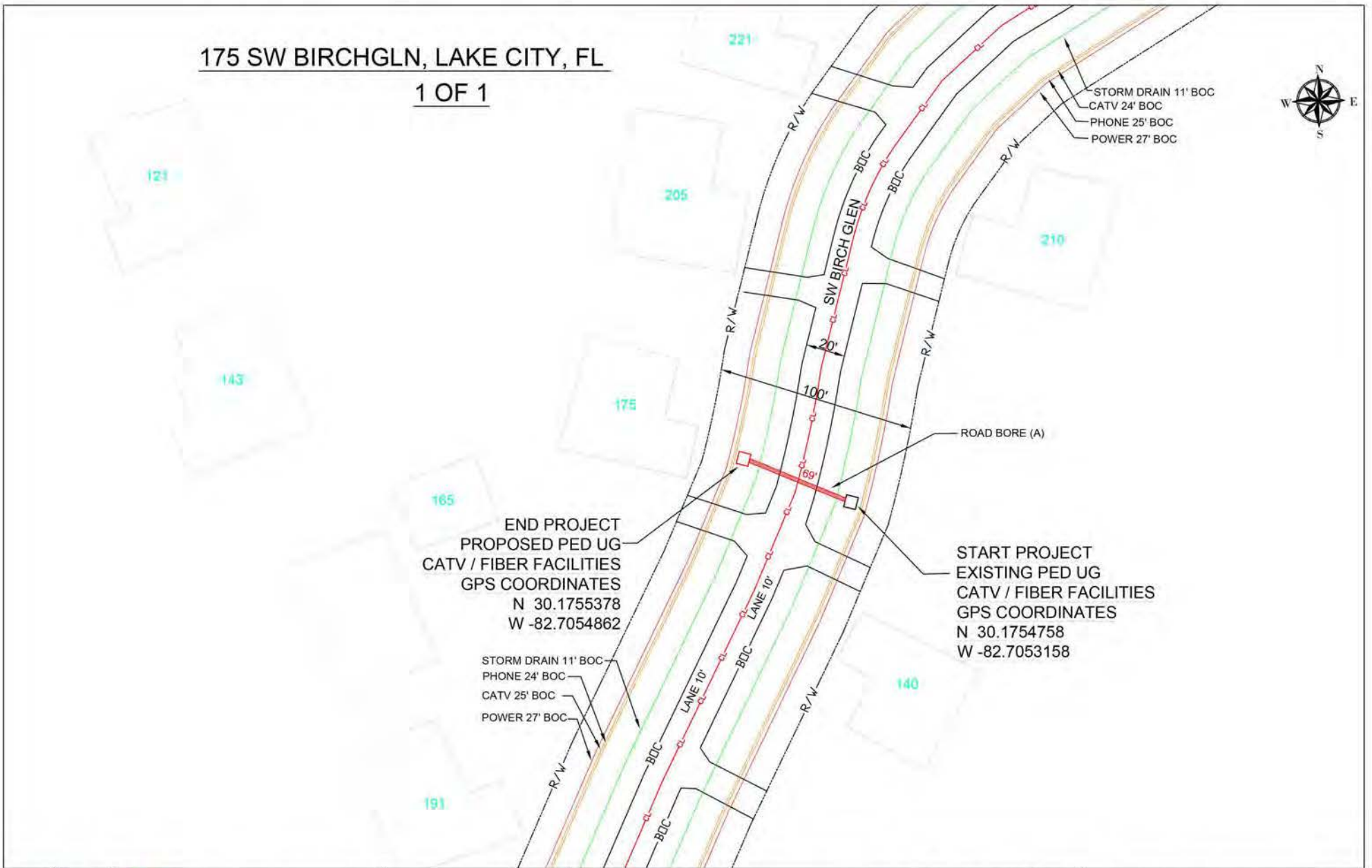
VAULT	⊠
ANCHOR	⊠
PEDESTAL	⊠

PROPOSED AERIAL & UG CATV / FIBER FACILITIES IN COLUMBIA COUNTY, FLORIDA

CONSTRUCTION NOTES	CITY	LAKE CITY
SHEET NO. 2 of 8	COUNTY	COLUMBIA
SCALE: NOT TO SCALE	STATE	FLORIDA
DATE: 09-10-2014	DRAWN:	FIBER CORE GROUP

175 SW BIRCHGLN, LAKE CITY, FL

1 OF 1



END PROJECT
 PROPOSED PED UG
 CATV / FIBER FACILITIES
 GPS COORDINATES
 N 30.1755378
 W -82.7054862

START PROJECT
 EXISTING PED UG
 CATV / FIBER FACILITIES
 GPS COORDINATES
 N 30.1754758
 W -82.7053158



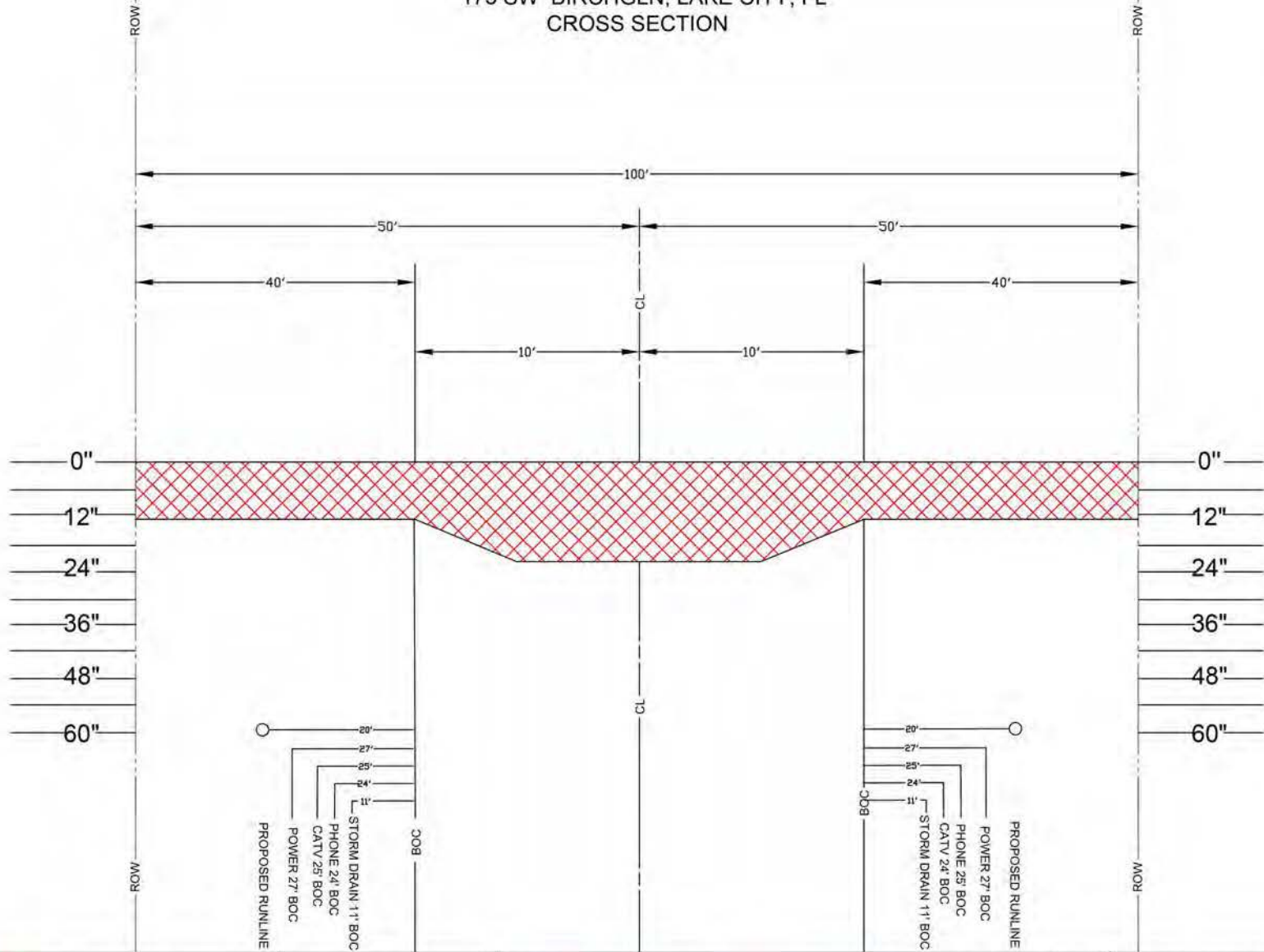
5934 RICHARD ST
 JACKSONVILLE, FLORIDA 32216

COLUMBIA COUNTY
 RIGHT-OF-WAY
 PERMIT

BURIED POWER	BP — BP — BP —	CATV	PHONE	CONCRETE POLE	VAULT
STREET LIGHT	S/L — S/L — S/L —	PROPOSED AERIAL	PHONE	JOINT USAGE POLE	ANCHOR
PHONE	PHONE	PROPOSED BURIED	PHONE	WOOD POLE	PEDESTAL
AT&T	AT&T	GAS	PHONE	TRANSFORMER POLE	
WATER	WATER	RIGHT OF WAY	PHONE	R	RISER POLE
SEWER	SEWER				

PROPOSED AERIAL & UG CATV / FIBER FACILITIES IN COLUMBIA COUNTY, FLORIDA	
PLAN VIEW - 01	CITY: LAKE CITY
SHEET NO: 4 of 9	COUNTY: COLUMBIA
SCALE: NOT TO SCALE	STATE: FLORIDA
DATE: 09-19-2018	DRAWN: FIBER CORE GROUP

175 SW BIRCHGLN, LAKE CITY, FL
CROSS SECTION



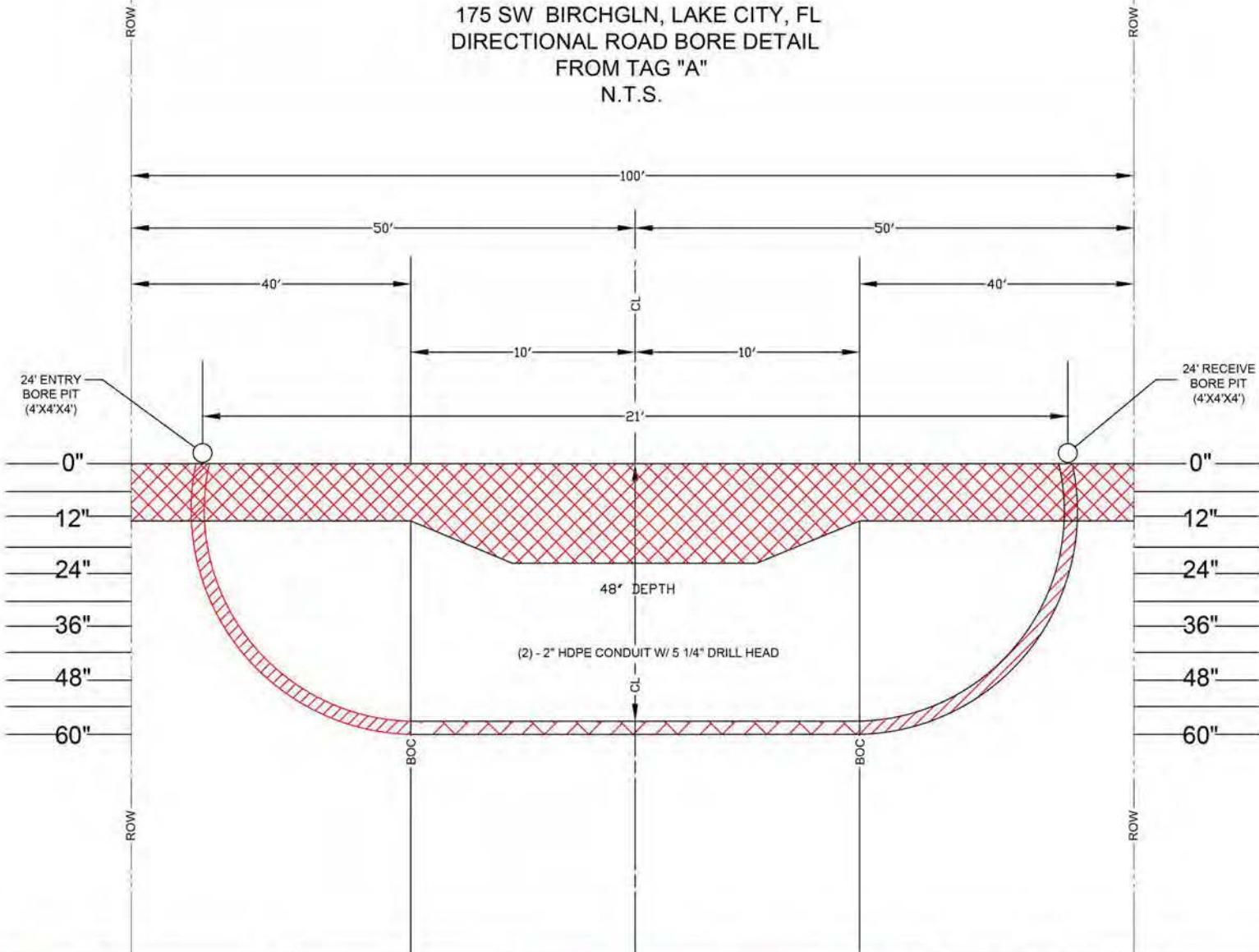
Comcast
5934 RICHARD ST
JACKSONVILLE, FLORIDA 32216

COLUMBIA COUNTY
RIGHT-OF-WAY
PERMIT

BURIED POWER — BP — BP — BP —	CATV — PHONE	⊙ CONCRETE POLE	⊞ VAULT
STREET LIGHT — S/L — S/L — S/L —	PROPOSED AERIAL	⊗ JOINT USAGE POLE	⊞ ANCHOR
PHONE — PHONE	PROPOSED BURIED	⊗ WOOD POLE	⊞ PEDESTAL
WATER — WATER	RIGHT OF WAY	⊗ TRANSFORMER POLE	
SEWER — SEWER		R RISER POLE	

PROPOSED AERIAL & UG CATV / FIBER FACILITIES IN COLUMBIA COUNTY, FLORIDA	
CROSS SECTION	CITY: LAKE CITY
SHEET NO. 5 of 8	COUNTY: COLUMBIA
SCALE: NOT TO SCALE	STATE: FLORIDA
DATE: 09-19-2018	DRAWN: FIBER CORE GROUP

175 SW BIRCHGLN, LAKE CITY, FL
 DIRECTIONAL ROAD BORE DETAIL
 FROM TAG "A"
 N.T.S.



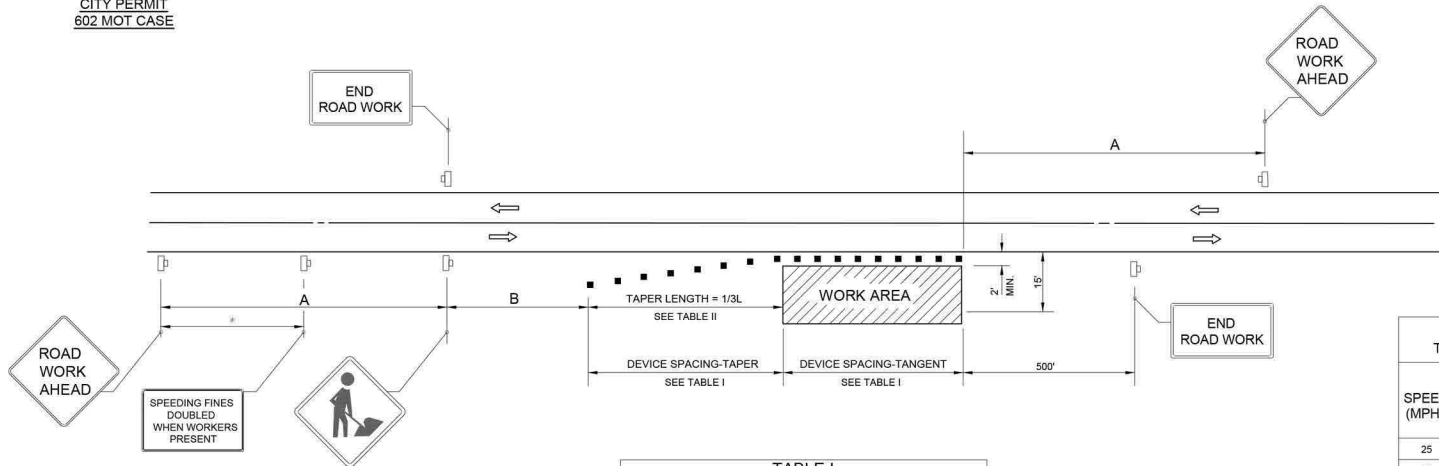
Comcast
 5934 RICHARD ST
 JACKSONVILLE, FLORIDA 32216

COLUMBIA COUNTY
 RIGHT-OF-WAY
 PERMIT

BURIED POWER — BP — BP — BP —	CATV	PHONE	CONCRETE POLE	VAULT
STREET LIGHT — S/L — S/L — S/L —	PROPOSED AERIAL	PROPOSED BURIED	JOINT USAGE POLE	ANCHOR
PHONE	PHONE	PHONE	WOOD POLE	PEDESTAL
AT&T	AT&T	AT&T	TRANSFORMER POLE	
WATER	WATER	WATER	RISER POLE	
SEWER	SEWER	SEWER		
RIGHT OF WAY				

PROPOSED AERIAL & UG CATV / FIBER FACILITIES IN COLUMBIA COUNTY, FLORIDA	
ROAD BORE - A	CITY: LAKE CITY
SHEET NO: 8 of 9	COUNTY: COLUMBIA
SCALE: NOT TO SCALE	STATE: FLORIDA
DATE: 09-19-2018	DRAWN: FIBER CORE GROUP

175 SW BIRCHGLN, LAKE CITY, FL
CITY PERMIT
602 MOT CASE



SPEED	SPACING (FT.)	
	A	B
40 MPH OR LESS	200	200
45 MPH	350	350
50 MPH OR GREATER	500	500

*MIDWAY BETWEEN SIGNS.

SPEED (MPH)	MAY DISTANCE BETWEEN DEVICES (FT.)			
	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	30	30	50
50 TO 70	25	50	50	100

SPEED (MPH)	1/3L (FT)			NOTES
	8' SHLDR.	10' SHLDR.	12' SHLDR.	
25	28	35	72	L=WS 60
30	40	50	60	
35	55	38	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

1/3L = LENGTH OF SHOULDER TAPER IN FEET

W = WIDTH OF TOTAL SHOULDER IN FEET (COMBINED PAVED AND UNPAVED WIDTH)

S = POSTED SPEED LIMIT (MPH)

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.

SYMBOLS

- WORK AREA
- CHANNELIZING DEVICE (SEE INDEX NO. 102-600)
- WORK ZONE SIGN
- LANE IDENTIFICATION + DIRECTION OF TRAFFIC

GENERAL NOTES

- 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 ADVANSED FLAGGER SIGN SHALL BE SUBSTITUTED FOR THE WORKERS SIGN. FOR LOCATION OF FLAGGERS AND FLAGGER SIGNS, SEE INDEX NO. 102-603.
- 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.
- WHEN A SIDE ROAD INTERSECTS THE HIGHWAY WITHIN THE TTC ZONS, ADDITIONAL TTC DEVICES SHALL BE PLACED IN ACCORDANCE WITH OTHER APPLICATION TCZ INDEXES.
- FOR GENERAL TCZ REQUIREMENTS AND ADDITIONAL INFORMATION, REFER TO INDEX NO. 102-600.

DURATION NOTES

- 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.

LAST REVISION
11/01/17

DESCRIPTION:



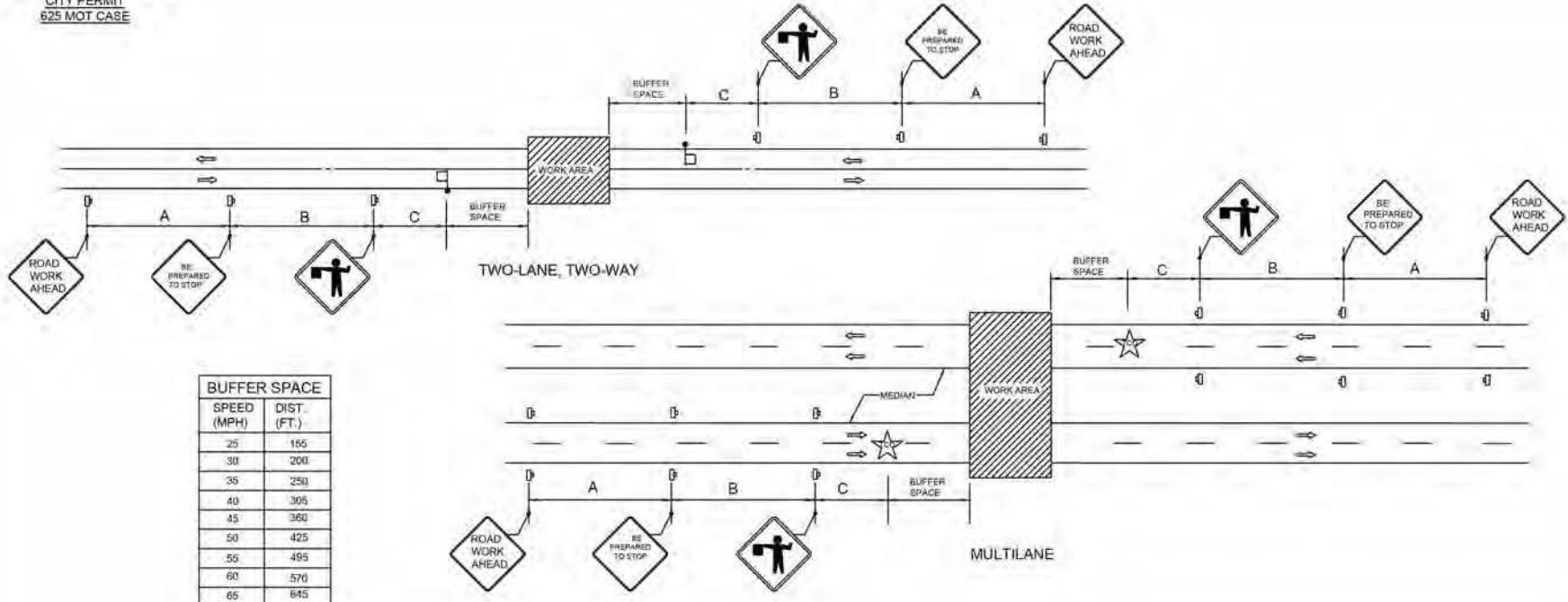
FY 2018-19
DESIGN STANDARDS

TWO-LANE, TWO-WAY, WORK ON SHOULDER

INDEX NO.
602

SHEET NO.
7 of 9

175 SW BIRCHGLN, LAKE CITY, FL
 CITY PERMIT
 625 MOT CASE



BUFFER SPACE	
SPEED (MPH)	DIST. (FT.)
25	165
30	200
35	250
40	305
45	360
50	425
55	495
60	570
65	645

SPEED (MPH)	DISTANCE BETWEEN SIGNS (FT.)		
	A	B	C
40 OR LESS	200	200	200
45	350	350	350
50 OR GREATER	500	500	500

SYMBOLS

- WORK AREA
- WORK ZONE SIGN
- FLAGGER
- TRAFFIC CONTROL OFFICER
- LANE IDENTIFICATION + DIRECTION OF TRAFFIC

GENERAL NOTES

1. THIS INDEX DOES NOT APPLY TO LIMITED ACCESS FACILITIES.
2. WHEN A SIDE ROAD INTERSECTS THE HIGHWAY WITHIN THE TTC ZONE, ADDITIONAL TTC DEVICES SHALL BE PLACED IN ACCORDANCE WITH APPLICABLE TCZ INDEXES.
3. TRAFFIC VOLUME OR COMPLEXITY OF THE ROADWAY MAY DICTATE ADDITIONAL DEVICES, SIGNS, FLAGMEN AND/OR A TRAFFIC CONTROL OFFICER.
4. THE BUFFER SPACE MAY BE OMITTED IF THERE ARE NO SIGHT OBSTRUCTIONS TO VEHICLES APPROACHING THE FLAGGER/OFFICER FOR A DISTANCE EQUAL TO THE BUFFER SPACE.
5. A FLAGGER MAY BE SUBSTITUTED FOR A TRAFFIC CONTROL OFFICER AND THE BE PREPARED TO STOP SIGN MAY BE OMITTED, WHEN THE FOLLOWING CONDITIONS ARE MET:
 - A. SPEED LIMIT IS 45 MPH OR LESS
 - B. NO SIGHT OBSTRUCTIONS TO VEHICLES APPROACHING THE FLAGGER/OFFICER FOR A DISTANCE EQUAL TO THE BUFFER SPACE.
 - C. VEHICLES IN THE WORK AREA HAVE HIGH-INTENSITY, ROTATING, FLASHING, OSCILLATING, OR STROBE LIGHTS OPERATING.
6. ON UNDIVIDED HIGHWAYS THE MEDIAN SIGNS AS SHOWN ARE TO BE OMITTED.
7. FOR GENERAL TCZ REQUIREMENTS AND ADDITIONAL INFORMATION REFER TO INDEX NO. 102-600.

CONDITIONS
 PLANNED CLOSURE NOT EXCEEDING 5 MINUTES

LAST REVISION
 11/01/17

DESCRIPTION:



FY 2018-19
 DESIGN STANDARDS

TEMPORARY ROAD CLOSURE 5 MINUTES OR LESS

INDEX NO.
 625

SHEET NO.
 8 of 9

THE FOLLOWING DESIGN STANDARDS ARE IN ACCORDANCE WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION 2018 600 INDEX AND APPLY TO 175 SW BIRCHGLN, LAKE CITY, FL

- DESIGN STANDARD INDEX NO 602 (TWO-LANE, TWO-WAY, WORK ON SHOULDER)
- DESIGN STANDARD INDEX NO 625 (TEMPORARY ROAD CLOSURE 5 MINUTES OR LESS)



COLUMBIA COUNTY
RIGHT-OF-WAY
PERMIT

BURIED POWER — BP — SP — BP —
STREET LIGHT — S/L — S/L — S/L —
TWOIN — TWOIN —
WATER — WATER —
SEWER — SEWER —

PROPOSED AERIAL —
PROPOSED BURIED —
RIGHT OF WAY —

CONCRETE POLE
JOINT USAGE POLE
WOOD POLE
TRANSFORMER POLE
R. RISER POLE

VAULT
ANCHOR
PEDESTAL

PROPOSED AERIAL & UG CATV / FIBER
FACILITIES IN COLUMBIA COUNTY, FLORIDA

TRAFFIC CONTROL RULES-01		CITY	LAKE CITY
SHEET NO.	9 of 9	COUNTY	COLUMBIA
SCALE	NOT TO SCALE	STATE	FLORIDA
DATE	09-19-2019	DRAWN	FIBER CORE GROUP



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: September 14, 2018

Meeting Date: October 4, 2018

Name: Kevin Kirby

Department: Public Works

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Permission to provide labor and tools to repair Water Town boat ramps and piers.

2. Recommended Motion/Action:

Approve providing labor and tools to repair Water Town boat ramps and piers.

3. 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



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

Memo

Date: September 14, 2018
To: Ben Scott, County Manager
From: Kevin Kirby, Assistant County Manager 
RE: Water Town Project

Several months ago Clint Pittman and I met with Florida Wildlife Commission (FWC) regarding repairs needed at Water Town Lake. We are responsible for the boat ramps and piers.

FWC has agreed to partner with the county and have secured all materials as well as provide a man and boat to work off to make the repairs. The county would provide the labor and miscellaneous tools to complete the project.

Please advise if you wish to proceed.




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: September 17, 2018 Meeting Date: October 4, 2018

Name: Ray Hill Department: Purchasing

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Award Bid No. 2018-L to DeAngelo Brothers, LLC in the amount of \$49.00 per mile.

2. Recommended Motion/Action:

Award Bid No. 2018-L to DeAngelo Brothers, LLC in the amount of \$49.00 per mile.

3. Fiscal impact on current budget.

Is this a budgeted item? N/A
 Yes Account No. 10143005413156
 No Please list the proposed budget amendment to fund this request

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



Memo

Date: September 17, 2018
To: Board of Commissioners
From: Ray Hill, Purchasing Director
RE: Bid Award, Bid No. 2018-L Annual Herbicide Service

A handwritten signature in blue ink that reads "C. Ray Hill".

I have reviewed the bids for Bid No. 2018-L for annual herbicide service with Kevin Kirby Asst. County Manager. . We recommend award to our only bidder, Deangelo Brothers, LLC in the amount of \$49.00 per mile.

I have attached the bid form for your review.

BID FORM
Bid No. 2018-L
Annual Herbicide Spraying

Bids must be received in the Office of the Board of County Commissioners, Columbia County, 135 NE Hernando Avenue, P.O. Box 1529, Lake City, FL, 32056-1529. No later than 2:00 P.M. on September 11, 2018 in a sealed envelope, plainly marked: "Sealed Bid For: Annual Herbicide Spraying." Bids will be opened in the Office of the Board of County Commissioners as soon thereafter as practical.

Columbia County reserves the right to reject any and/or all bids and to accept the bid in the county's best interest.

COUNTY ROAD RIGHT OF WAY Approximately 260 miles

\$ 49.00 (per mile)

I certify that the equipment and/or products meets or exceeds the County specifications and that the undersigned bidder declares that I have carefully examined the specifications, terms and conditions of this bid and I am thoroughly familiar with it's provisions and the quality and type of coverage called for and bid herein. The undersigned bidder further declares that he/she has not divulged, discussed or compared his /her bid with any other bidders and has not colluded with any other bidders or parties to a bid whatsoever for any fraudulent purpose.

COMPANY NAME: DeAngelo Brothers, LLC

ADDRESS: 6209 Bowdendale Ave, Jacksonville FL 32214

PHONE: 904-262-2001

REPRESENTATIVE NAME: McKenzie Baine

REPRESENTATIVE SIGNATURE: McKenzie Baine




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: September 17, 2018 Meeting Date: October 4, 2018

Name: Ray Hill Department: Purchasing

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Award Bid No. 2018-M to low bidder Beaver Bulk for annual limerock in the amounts of \$5.60 FBO their limerock pit and \$11.60 FBO Columbia County Public Works.

2. Recommended Motion/Action:

Award Bid No. 2018-M to low bidder Beaver Bulk for annual limerock in the amounts of \$5.60 FBO their limerock pit and \$11.60 FBO Columbia County Public Works.

3. Fiscal impact on current budget.

Is this a budgeted item? N/A
 Yes Account No. 10143005413153
 No Please list the proposed budget amendment to fund this request

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

Memo

Date: September 17, 2018
To: Board of Commissioners
From: Ray Hill, Purchasing Director
RE: Bid Award, Bid No. 2018-M Annual Limerock

A handwritten signature in blue ink that reads "C. Ray Hill".

I have reviewed the bids for Bid No. 2018-M for annual limerock with Kevin Kirby Asst. County Manager. . We recommend award to low bidder, Beaver Bulk in the amount of \$5.60 per ton FBO their pit and \$11.45 per ton FBO the public works department.

I have attached the bid tab for your review.

Bid No. 2018-M

Columbia County Board of County Commissioners

Annual Limerock

Bid Opening 9/13/2018

Company Name	Amount
Pritchett Trucking	FOB Limerock Pit - \$5.50 Per Ton FOB Delivered To Public Works Dept. - \$11.50 Per Ton
Green Dream International	FOB Limerock Pit - \$6.50 Per Ton FOB Delivered To Public Works Dept. - \$14.50 Per Ton
Coleman Construction, Inc.	FOB Limerock Pit - \$6.88 Per Ton FOB Delivered To Public Works Dept. - \$18.67 Per Ton
Beaver Bulk	FOB Limerock Pit - \$5.60 Per Ton FOB Delivered To Public Works Dept. - \$11.45 Per Ton

**BID FORM
2018-M
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS**

BID FORM FOR: ANNUAL LIMEROCK CONTRACT

Bids must be received in the Office of the Board of County Commissioners, Columbia County, 135 NE Hernando Avenue, P.O. Box 1529, Lake City, FL, 32056-1529. No later than 2:00 P.M., on September 13, 2018, in a sealed envelope, plainly marked: "Sealed Bid For: Annual Limerock Contract" and the name of the firm submitting bid.

Columbia County reserves the right to reject any and/or all bids and to accept the bid in the county's best interest, bid F.O.B., Columbia County, Florida.

BID PRICES

F.O.B. LIMEROCK PIT \$ 5.50 TON

F.O.B. DELIVERED TO PUBLIC WORKS
DEPARTMENT, COLUMBIA COUNTY* \$ 11.50 TON

LOCATION OF LIMEROCK PIT** 21806 W. NEWBERRY RD, NEWBERRY, FL 32669

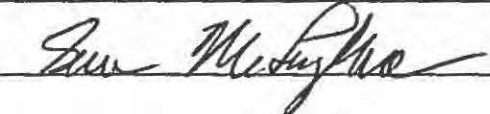
ELLISVILLE AND FT. WHITE \$11.25 PER TON DELIVERED

I certify that this bid meets or exceeds the County specifications and that the undersigned bidder declares that I have carefully examined the specifications, term and conditions of this bid and I am thoroughly familiar with its provisions. The undersigned bidder further declares that he/she has not divulged, discussed or compared his bid with any other bidders and has not colluded with any other bidders or parties to a bid whatsoever for any fraudulent purpose.

COMPANY: PRITCHETT TRUCKING, INC DATE: SEPTEMBER 10, 2018

ADDRESS: PO BOX 311 LAKE BUTLER, FL 32054

PHONE NO: 800.808.3402

SIGNATURE: 

PRINT NAME/TITLE: SAM McLAUGHLIN

**BID FORM
2018-M
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS**

BID FORM FOR: ANNUAL LIMEROCK CONTRACT

Bids must be received in the Office of the Board of County Commissioners, Columbia County, 135 NE Hernando Avenue, P.O. Box 1529, Lake City, FL, 32056-1529. No later than 2:00 P.M., on September 13, 2018, in a sealed envelope, plainly marked: "Sealed Bid For: Annual Limerock Contract" and the name of the firm submitting bid.

Columbia County reserves the right to reject any and/or all bids and to accept the bid in the county's best interest, bid F.O.B., Columbia County, Florida.

BID PRICES

F.O.B. LIMEROCK PIT \$ 6.50 TON

F.O.B. DELIVERED TO PUBLIC WORKS
DEPARTMENT, COLUMBIA COUNTY* \$ 14.25 TON

LOCATION OF LIMEROCK PIT** 5512 260th Pl, Branford, FL 32008

I certify that this bid meets or exceeds the County specifications and that the undersigned bidder declares that I have carefully examined the specifications, term and conditions of this bid and I am thoroughly familiar with its provisions. The undersigned bidder further declares that he/she has not divulged, discussed or compared his bid with any other bidders and has not colluded with any other bidders or parties to a bid whatsoever for any fraudulent purpose.

COMPANY: Green Dream International LLC DATE: September 13, 2018

ADDRESS: 2331 Mill Rd, Suite 100 Alexandria, VA 22314

PHONE NO: 202-470-4600

SIGNATURE: _____


PRINT NAME/TITLE: Varand Vartanian/President

**BID FORM
2018-M
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS**

BID FORM FOR: ANNUAL LIMEROCK CONTRACT

Bids must be received in the Office of the Board of County Commissioners, Columbia County, 135 NE Hernando Avenue, P.O. Box 1529, Lake City, FL, 32056-1529. No later than 2:00 P.M., on September 13, 2018, in a sealed envelope, plainly marked: "Sealed Bid For: Annual Limerock Contract" and the name of the firm submitting bid.

Columbia County reserves the right to reject any and/or all bids and to accept the bid in the county's best interest, bid F.O.B., Columbia County, Florida.

BID PRICES

F.O.B. LIMEROCK PIT \$ 6.88 per _____ TON

F.O.B. DELIVERED TO PUBLIC WORKS
DEPARTMENT, COLUMBIA COUNTY* \$ 18.67 per _____ TON

LOCATION OF LIMEROCK PIT** Limestone Products, Inc.,

3107 NW County Road #235, Newberry, FL 32669

I certify that this bid meets or exceeds the County specifications and that the undersigned bidder declares that I have carefully examined the specifications, term and conditions of this bid and I am thoroughly familiar with its provisions. The undersigned bidder further declares that he/she has not divulged, discussed or compared his bid with any other bidders and has not colluded with any other bidders or parties to a bid whatsoever for any fraudulent purpose.

COMPANY: Coleman Construction, Inc. DATE: 09/11/2018

ADDRESS: 25501 NW 8th Lane, Newberry, FL 32669

PHONE NO: 352-472-4550

SIGNATURE: 

PRINT NAME/TITLE: Michael Lee, Estimator

BID FORM
2013-M
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

BID FORM FOR: ANNUAL LIMEROCK CONTRACT

Bids must be received in the Office of the Board of County Commissioners, Columbia County, 135 NE Hernando Avenue, P.O. Box 1529, Lake City, FL. 32056-1529. No later than 2:00 P.M., on September 13, 2018, in a sealed envelope, plainly marked: "Sealed Bid For: Annual Limerock Contract" and the name of the firm submitting bid.

Columbia County reserves the right to reject any and/or all bids and to accept the bid in the county's best interest, bid F.O.B., Columbia County, Florida.

BID PRICES

F.O.B. LIMEROCK PIT Picked up by County trucks \$ 5.00 TON
F.O.B. DELIVERED TO PUBLIC WORKS 9.50 (Ellisville & Ft White)
DEPARTMENT, COLUMBIA COUNTY* \$ 11.45 (Lake City Yard) TON

LOCATION OF LIMEROCK PIT** 5512 260th Place
Clorien, FL 32071

I certify that this bid meets or exceeds the County specifications and that the undersigned bidder declares that I have carefully examined the specifications, term and conditions of this bid and I am thoroughly familiar with its provisions. The undersigned bidder further declares that he/she has not divulged, discussed or compared his bid with any other bidders and has not colluded with any other bidders or parties to a bid whatsoever for any fraudulent purpose.

COMPANY: Beaver Bulk Inc DATE: 9/10/18

ADDRESS: Po Box 417, Live Oak, FL 32064

PHONE NO: 386-362-1185

SIGNATURE: Susan Beaver

PRINT NAME/TITLE: Susan Beaver, President




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

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Today's Date: September 27, 2018 Meeting Date: October 4, 2018

Name: Paula Vann Department: Tourist Development

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Requesting approval of the 2018-2019 ITI Website Hosting Contract

2. Recommended Motion/Action:

Motion to approve the 2018-2109 ITI Website Hosting Contract for the SpringsRUs.com website in the amount of \$4,500

3. Fiscal impact on current budget.

Is this a budgeted item? N/A
 Yes Account No. 107-5200-552.30-48 ADVERTISING
 No Please list the proposed budget amendment to fund this request




971 West Duval Street, Suite 145
Post Office Box 1847
Lake City, Florida 32056-1847
(386) 758-1312
www.SpringsRUs.com

Memorandum

DATE: 9.25.2018

TO: David Kraus, Assistant County Manager

FROM: Paula Vann, Tourist Development Executive Director 

RE: ITI Website Hosting Contract 2018-2019 - \$4,500

The Columbia County Tourist Development 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.

Created Date	September 18, 2018
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&CompanyURL	pvann@columbiacountyfl.com
ContractPeriod	October 1, 2018 – September 30, 2019
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.

Scope of Work
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 WebmasterTools
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)
Management. Google Search Console
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.
Note: Third-Party SEO Company Application
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.

Scope of Work
Management of the site, which includes applying code updates if available
Monitoring: memory, domain uptime, CPU and IP
Monthly GoogleAnalytics 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 th 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.**




COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

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Today's Date: September 27, 2018 Meeting Date: October 4, 2018

Name: Paula Vann Department: Tourist Development

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Request approval of the 2018-2019 ITI #GetSocial Contract

2. Recommended Motion/Action:

Motion to approve the 2018-2019 ITI Digital #GetSocial Contract for \$6,000

3. Fiscal impact on current budget.

Is this a budgeted item? N/A
 Yes Account No. 107-5200-552.30-48 ADVERTISING
 No Please list the proposed budget amendment to fund this request




971 West Duval Street, Suite 145
Post Office Box 1847
Lake City, Florida 32056-1847
(386) 758-1312
www.SpringsRUs.com

Memorandum

DATE: 9.25.2018

TO: David Kraus, Assistant County Manager

FROM: Paula Vann, Tourist Development Executive Director 

RE: ITI #GetSocial Contract \$6,000

#GetSocial is a social media management hub on the Columbia County Tourist Development SpringsRUs.com website. The contract covers the \$6,000 one-year annual licensing fee. This hub enables the TDC to manage and engage directly with tourists planning to visit our area or current visitor already in our destination through social media.

Date	August 2018
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	pvann@columbiacountyfl.com
URL	http://www.springsrus.com/
Digital Services	#GetSocial - Virtual Visitors Center. User Generated Social Media Content. Saas. Licensing Fee
Contract Period	October 1, 2018-September 30, 2019
Agency Fee	\$6,000 SaaS annual licensing fee Payment due upon receipt of signed contract

Scope of Work

- Access to unlimited visitor generated content that can be used on all channels including Instagram, Twitter, Facebook, and YouTube by the destination social media manager
- CMS Media Management Platform
 - Manage #hashtags, keywords and GPS co-ordinances on the HUB to ensure quality content, manage filters to guarantee relevant content
 - Daily automated updates to the content. This content will be feature on the CMS, management platform, from where you can manage the content. Please note: No content will be published unless it is approved on the management platform.
- Geo-fence audit to enable the software to aggregate public social media posts and make adjustments as needed
- ITI Digital will populate 50 feeds. Feeds are Facebook Business Pages; Instagram Hashtags, Tagged Locations, Geo-locations and Users; Twitter Hashtags and Geo-location; YouTube Users and Keywords.
- Receive fresh visitor-generated content 24/7

Publish and Engage

- Anywhere Else! Use our API to display content on big screens or in any other format you choose
- Content Streams. Use #GetSocial custom designed widget to display content on the CVB homepage or other third-party sites
- 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.
- “Word-of-Mouth” - Engage and communicate with destination visitors and brand champions

Scope of Work

General

- Client and webmaster communication as needed
- Filter the content to ensure we only capture posts relevant to the destination.
- Social media strategy consulting on how to maximize user generated content – as needed
- Training on the use and application of user generated content for the relevant social media channels
- Upgrades to the software upon availability

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.

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.

Scope of Work

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:

Corrective Maintenance - Includes modifications and updates done to correct or fix problems, which are either discovered by users or concluded from user error reports.

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.

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.

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:

Identification & Tracing - Involves activities pertaining to the identification of requirement of modification or maintenance.

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.

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.

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.

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 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.

Company	
Services	#GetSocial. Virtual Visitors Center. User Generated Social Media Content. Facebook, Instagram, Twitter, YouTube
Contract Period	
Agency Fee	\$6,000 – SaaS annual licensing fee Payment due upon receipt of signed 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 software and services provided by ITI Digital.

Accepted behalf:
Columbia County Tourist Development Council

x _____
Paula Vann
Executive Director

Franci C. Edgerly

On behalf of ITI Digital:
Franci Edgerly



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM


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Today's Date: September 27, 2018

Meeting Date: October 4, 2018

Name: Paula Vann

Department: Tourist Development

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Request to approve Madden Media 2018 - 2019 SEM and Content Campaign

2. Recommended Motion/Action:

Motion to approve the Madden Media 2018 - 2019 SEM and Content Campaigns for \$72,000

3. Fiscal impact on current budget.

Is this a budgeted item?

N/A

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

No Please list the proposed budget amendment to fund this request




971 West Duval Street, Suite 145
Post Office Box 1847
Lake City, Florida 32056-1847
(386) 758-1312
www.SpringsRUs.com

Memorandum

DATE: 9.25.2018

TO: David Kraus, Assistant County Manager

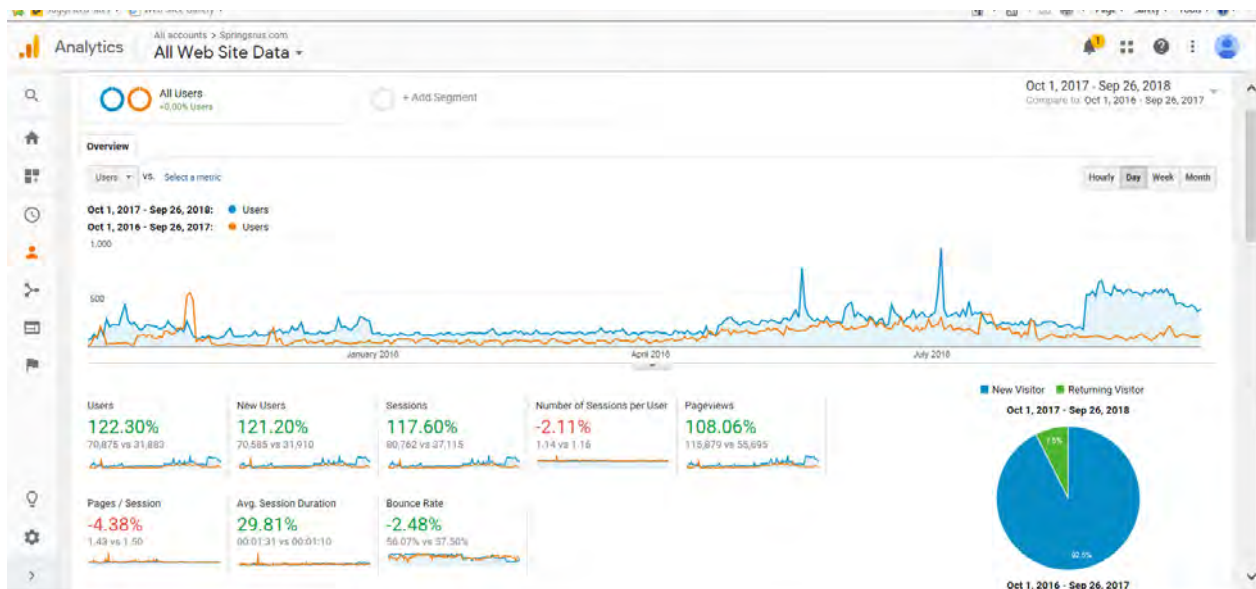
FROM: Paula Vann, Tourist Development Executive Director 

RE: Madden Media 2018-2019 SEM/Content Campaigns - \$72,000

This is a formal request to approve the Madden Media Contract for 1) Search Engine Marketing and 2) Content Digital Marketing Campaign (Amplified Story Telling) for \$72,000.

Search Engine Marketing (SEM)

Madden Media Search Engine Marketing (SEM) has performed extremely well for Columbia County Tourist Development . We have received over 500,000 impressions and over 26,000 clicks to our website during 2017-2018 from SEM efforts. Additionally, our website traffic has increased over 122% with almost 71,000 website users. Madden has guaranteed 29,000+ clicks for the 2018-2019 fiscal year.



Content Marketing (Amplified Story Telling)

The proposed 2018-2019 contracts include two New Stories with Presentation Layers, 27,600+ clicks including distribution of “Beer & Wine Festival” campaign and “Top 10 Springs” Redistribution, Boomerang Geofencing, 500,000+ impressions and 250-750 estimated clicks.

Madden Content campaigns completed during 2017-2018 garnered over 22 million impressions.



345 E. Toole Ave.
 Tucson, AZ 85701
 Office: 520.322.0895
 Fax: 520.322.9438
 mmcontracts@maddenmedia.com

Quote Number 00001094
 Expiration Date 6/11/2018

Account Name Columbia County Tourist Development Council
 Contact Name Paula Vann

Bill To 971 W. Duval Street, Suite 145
 Lake City, FL 32055
 United States

Product	Total Price
Amplified Storytelling with Presentation Layer	USD 0.00
Digital Marketing Campaign - Competitive	USD 72,000.00
Google SEM	USD 0.00

Description	Search Engine Marketing - 12 months 29,000+ guaranteed clicks	Subtotal	USD 72,000.00
	2 New Stories with Presentation Layers	Grand Total	USD 72,000.00
	27,600+ clicks includes distribution of Beer & Wine Festival and Top 10 Springs Redistribution		
	Boomerang Geofencing, 500,000+ impressions and 250-750 estimated clicks (event TBD)		

Terms & Conditions

[Madden Media Standard Terms & Conditions for Digital Marketing Services](#)

[Madden Media Standard Terms & Conditions for Print Production & Advertising Services](#)

By signing and accepting below you are acknowledging that you have read and agree to the specific terms outlined in this document and wish to proceed with the implementation of the aforementioned products and services.

Authorized signature:

Print Name:

Date:



345 E. Toole Ave.
Tucson, AZ 85701
phone 520-322-0895

Standard Terms and Conditions for Digital Marketing Services

AGREEMENT DETAILS

ORDERS FOR ADVERTISEMENTS:

These Standard Terms and Conditions, together with the preceding quote (collectively, the "Agreement") govern the terms under which Madden Media (MM) may manage digital campaigns for the ADVERTISER. References to "ADVERTISER" in these Standard Terms and Conditions means the "ADVERTISER" as specified in the preceding quote.

Term: This Agreement shall commence on the effective date as indicated by signing and shall remain in effect through the quoted program's end.

Indemnity and Hold Harmless: ADVERTISER agrees to indemnify, defend, protect and hold free and harmless MM and its officers, members, directors, and employees from and against any and all liabilities, damages, costs, expenses, obligations, claims, fines, penalties or losses, including but not limited to all attorney's fees and other costs of defense, arising in any way from the fault or negligence of ADVERTISER, its agents, employees, and sales personnel or from the publication of any editorial or ADVERTISER materials supplied by ADVERTISER, including, without limitation, any such liability arising out of copyright, privacy, or antitrust. ADVERTISER shall not, however, be liable hereunder for any damages or other losses set forth above which are caused by the fault or negligence of MM.

MM does hereby indemnify and hold harmless ADVERTISER and its officers, members, directors, and employees from any liability, damages, costs, expenses, obligations, claims, fines, penalties or losses, including but not limited to all attorney's fees and other costs of defense, arising in any way from the fault or negligence of MM, its agents, or employees or from the publication of any material supplied by MM. MM shall not, however, be liable hereunder for any damages or other losses set forth above which are caused by the fault or negligence of ADVERTISER.

Taxes: All tax and other returns required by city, local, state or federal laws or regulations with respect to the performance of this contract or otherwise in connection with the business of MM and all payments due thereon, and all fees or other payments due in connection therewith, including generally, but not limited to, income or other tax withholding, social security, unemployment compensation, disability coverage and other taxes shall be made, filed and paid by MM, and MM shall hold ADVERTISER harmless from any liability with respect thereto.

Assignment: MM's services hereunder are personal in nature. This Agreement may not be assigned or transferred by MM without the prior written consent of ADVERTISER.

Modification: This Agreement may only be modified in writing and signed by both parties hereto.

Confidentiality: Information that is disclosed by one party to the other party, and that is marked "confidential," or which under the circumstances ought reasonably to be treated as confidential information (including this agreement), will be treated as confidential by you. You will not disclose to a third party such information or use such information other than for the purpose for which it was provided without the written consent of us. This limitation will apply for a period of one (1) year after disclosure of such confidential information. The foregoing limitations do not apply to the extent such information: (a) is or subsequently becomes publicly available other than through a breach of these limitations; (b) is already known to the receiving party at the time of disclosure; (c) is developed by the receiving party independent of such information; or (d) is rightfully received from a third party without restrictions on disclosure or use.

MM and ADVERTISER collectively agree to keep the terms of this Agreement and all information pertaining to the advertising sales and other information pertaining to either party's business strictly confidential except as may be required to sell Advertising. Disclosure by MM or ADVERTISER to its attorneys, accountants, or tax advisors and sales representatives, or as may be required by law to any governmental agency or authority or to a court or arbitrator shall be conditioned on all reasonable steps being taken to maintain the confidentiality of the terms of this Agreement. Either party shall notify the other party promptly if any such disclosure is requested or required. Neither party shall issue any press releases or public announcements pertaining to this Agreement or the Advertising Sales unless such releases or announcements have been approved by the other party prior to issuance.



345 E. Toole Ave.
Tucson, AZ 85701
phone 520-322-0895

Responsibility for Advertisements: ADVERTISER represents and warrants to MM that it is fully authorized to deliver, and authorizes MM to deliver on its partners' behalf, content through advertisements (including, without limitation, all content such as text, graphics, URLs, and sites to which URLs are linked), and that all content complies with all applicable laws and regulations. If an agency is entering into this Agreement on behalf of an ADVERTISER, Agency agrees to the foregoing representations and also represents and warrants that it is the authorized agent of ADVERTISER, and ADVERTISER is not, as of the date of this Agreement, in material breach of any agreement with or in default with respect to any amount owed to Agency. It is the responsibility of ADVERTISER or ADVERTISER to inform MM of removed or relocated web content that may adversely affect the advertisements' ability to deliver appropriate content to visitors. MM will not be held liable for any clicks delivered to removed or relocated web content, such as those resulting in an HTTP 404 error response code.

Miscellaneous: This Agreement shall be construed and controlled by the laws of the State of Arizona. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements or communications. This Agreement does not constitute an offer by MM and it shall not be effective until signed by ADVERTISER. ADVERTISER will not have direct access to bid management interface, advertising platforms, or metrics such as cost per click incurred and cost per thousand impressions incurred. All platform accounts and contents therein will remain the intellectual property of MM during and after the program described with this MA. MM will pay all media costs directly to 3rd party vendors.

Counts and Make Goods: MM counts instances of Content being delivered based on requests, and MM will issue monthly tracking reports on that basis. ADVERTISER will only be privy to results of their individual advertising or the cumulative results of their program when sponsoring a cooperative initiative. If MM fails to deliver the contracted impressions during the contract term, ADVERTISER's sole remedy for such failure will be an extension of this Agreement until the contracted deliverables are provided in full. The final determination of delivery will be as reported by MM's ad server platforms. MM will not be liable for impressions or other delivery discrepancies between said platforms and ADVERTISER's 3rd party ad tagging. MM guarantees costs and assumes all risks based on current levels of online inventories and marketplace demand. In the event, and only in the event, market conditions shift to prevent the execution of the contract as contemplated by the parties, ADVERTISER and MM may mutually agree to alter the agreement terms or either party may terminate the contract upon 10 business days' notice in party's sole discretion.

Commitment and Payment Terms: Unless otherwise agreed upon, ADVERTISER will be billed in full upon advertising campaign activation. MM will invoice ADVERTISER for all fees under this Agreement, and ADVERTISER will pay MM all invoiced amounts within 30 days after the date of the invoice to MM. MM may remove any advertisements and cancel any Agreement, if ADVERTISER is in default of its payment obligations. Amounts due hereunder do not include taxes or other government fees, the computation and payment of which (other than taxes on MM income) is the responsibility of ADVERTISER.

Reporting: MM will provide monthly reports, at a minimum, taken directly from the applicable advertising account(s) demonstrating key metrics such as clicks, impressions and click-through rates. ADVERTISERS will only be privy to results of their individual advertising or the cumulative results of their program when sponsoring a cooperative initiative.

Independent Status: The parties intend that an independent contractor relationship will be created by this Agreement. Nothing in this Agreement shall be construed as making the parties joint venturers or as making either party or any of its employees the employee of the other.

Covenant Not to Divert: During the term of this agreement and for a period of one (1) year thereafter, the parties will not directly or indirectly solicit, induce, attempt to induce, or endeavor to entice away any employee of the other party, whether for their own account or for the account of a third party.



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: September 27, 2018

Meeting Date: October 4, 2018

Name: Paula Vann

Department: Tourist Development

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Request approval of the Madden Media Fall 2018 Retargeting Campaign \$4,675

2. Recommended Motion/Action:

Motion to approve Madden Media Fall 2018 Retargeting Campaign for \$4,675

3. Fiscal impact on current budget.

- Is this a budgeted item?
- N/A
 - Yes Account No. 107-5200-552.30-48 ADVERTISING
 - No Please list the proposed budget amendment to fund this request




971 West Duval Street, Suite 145
Post Office Box 1847
Lake City, Florida 32056-1847
(386) 758-1312
www.SpringsRUs.com

Memorandum

DATE: 9.25.2018

TO: David Kraus, Assistant County Manager

FROM: Paula Vann, Tourist Development Executive Director 

RE: Madden Media Fall 2018 Retargeting Campaign - \$4,675

Tourist Development requests approval of the Madden Media Fall 2018 retargeting campaign for \$4,675. This campaign has been very successful the past several years, and drives quality traffic to our springsrus.com website.



345 E. Toole Ave.
 Tucson, AZ 85701
 Office: 520.322.0895
 Fax: 520.322.9438
 mmcontracts@maddenmedia.com

Quote Number 00002601
 Expiration Date 10/31/2018

Account Name Columbia County Tourist Development Council
 Contact Name Paula Vann

Bill To 971 W. Duval Street, Suite 145
 Lake City, FL 32055
 United States

Product	Total Price
VISIT FLORIDA co-op partner Silver Package	USD 4,675.00

Description	Silver pkg - VISIT FL Remarketing Flight Dates: November 2018, December 2018 and January 2019 450,000+ impressions; 675-1125 estimated clicks COLUMBIA COUNTY TDC WILL SEND MADDEN A PURCHASE ORDER IN OCTOBER 2018	Subtotal	USD 4,675.00
		Grand Total	USD 4,675.00

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MM does hereby indemnify and hold harmless ADVERTISER and its officers, members, directors, and employees from any liability, damages, costs, expenses, obligations, claims, fines, penalties or losses, including but not limited to all attorney's fees and other costs of defense, arising in any way from the fault or negligence of MM, its agents, or employees or from the publication of any material supplied by MM. MM shall not, however, be liable hereunder for any damages or other losses set forth above which are caused by the fault or negligence of ADVERTISER.

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YOU JUST GOT SERVED

2018–2019 Display Ad Cooperative Campaign

VISIT FLORIDA Approved Campaign



SPONSORED BY: VISIT FLORIDA

Let's chat about your new Display Ads—contact me today!



Danah Heye
727-542-5462
dheyem@maddenmedia.com



TJ Fletcher
931-841-1539
tjfletcher@maddenmedia.com

FOR MATERIALS SPECIFICATIONS, PLEASE CONTACT:

800-444-8768 / 520-322-0895
materials@maddenmedia.com



VISITFLORIDA.COM

06/14/18

You want to create brand awareness and encourage travelers to take the next step toward booking their dream vacation—Prospecting and Remarketing **Display Ads** do just that. Combining your vivid imagery and strong calls-to-action are our specialty, making your ad stand out. Madden Media's experts are here to help you every step of the way.

WHAT'S IN IT FOR YOU?

- **Reach consumers interested in a Florida vacation.** Showcase your unique business to a highly-qualified audience.
- **Align your brand with VISIT FLORIDA.** Motivate travelers to start planning and booking by promoting the best places to stay and play in Florida.
- **Complete campaign management.** Custom ad creation, strategic targeting, and monthly reporting included with each package.



SIGN UP BY
April 30, 2019



CAMPAIGN TIMING
July 2018–June 2019



PRODUCTION CYCLE
Please allow 4 weeks for material creation



PARTNER NET RATES

	Bronze	Silver	Gold	Platinum
Package Total Net Cost	\$1,870	\$4,675	\$9,350	\$23,375
Campaign Length	2 months	3 months	6 months	8 months
Impressions	170,000+	450,000+	950,000+	2.6 million+
Estimated Clicks	255–425	675–1,125	1,425–2,375	3,900–6,500

HOW IT WORKS



Interested travelers visit VisitFlorida.com



After leaving, they see your ads while browsing the web—the ads encourage them to click



Ads are delivered to your targeted audience on sites like USA Today.com and Travel.com



Clicking sends them to your website—we recommend promoting an event or offer to encourage conversion

YOU JUST GOT SERVED

2018-2019 Display Ad Cooperative Campaign

VISIT FLORIDA Approved Campaign



SPONSORED BY: VISIT FLORIDA

Let's chat about your new Display Ads— contact me today!



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dheyem@maddenmedia.com



TJ Fletcher
931-841-1539
tjfletcher@maddenmedia.com

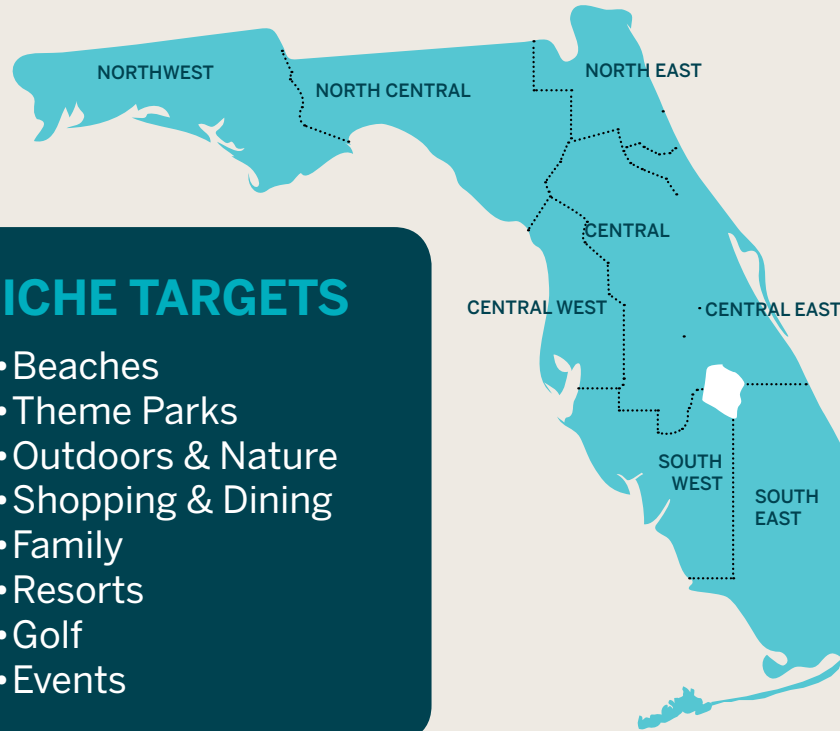
FOR MATERIALS SPECIFICATIONS, PLEASE CONTACT:

800-444-8768 / 520-322-0895
materials@maddenmedia.com



VISITFLORIDA.COM

REGIONAL TARGETS



NICHE TARGETS

- Beaches
- Theme Parks
- Outdoors & Nature
- Shopping & Dining
- Family
- Resorts
- Golf
- Events



The map represents where the consumers on VISITFLORIDA.com are looking to visit. Each region represents a remarketing pool on VISITFLORIDA.com. Campaigns are managed to the regions and niches that apply to your destination, hotel or attraction.

New for 2018!

The **Video Marketing Co-op** offers the ability to include YouTube in your marketing mix and diversify your reach across platforms. We can utilize VISIT FLORIDA's established remarketing pool as a key audience for your videos, further exciting travelers and encouraging conversion.

VIDEO MARKETING CO-OP

	Bronze	Silver	Gold	Platinum
Partner Cost	\$1,750	\$4,500	\$8,750	\$20,000
Campaign Length	2 months	4 months	6 months	8 months
Video Distribution	3,900+ views	11,000+ views	23,100+ views	57,000+ views



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM


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Today's Date: September 27, 2018

Meeting Date: October 4, 2018

Name: Paula Vann

Department: Tourist Development

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Requesting approval of the 2018-2019 Smith Travel Research (STR)Contract.

2. Recommended Motion/Action:

Motion to approve the 2018-2019 Smith Travel Research Contract for \$8,540

3. Fiscal impact on current budget.

Is this a budgeted item?

N/A

Yes Account No. 107-5200-552.30-54 DUES & SUBSCRIPTIONS

No Please list the proposed budget amendment to fund this request




971 West Duval Street, Suite 145
Post Office Box 1847
Lake City, Florida 32056-1847
(386) 758-1312
www.SpringsRUs.com

Memorandum

DATE: 9.25.2018

TO: David Kraus, Assistant County Manager

FROM: Paula Vann, Tourist Development Executive Director 

RE: Smith Travel Report (STR) Contract

The Columbia County TDC requests approval of the annual Smith Travel Report (STR) contract for \$8,540.

The Smith Travel Report (STR) is utilized by Destination Marketing Organizations (DMOs) to evaluate current trends and future trends in a specific market. This report provides data to assist Columbia County in its marketing plan and budget process, as it reveals peaks and downtimes for our travel market. The TDC can recognize if our trends are in line with the region and state, and evaluate where marketing efforts should be focused.

We are contracting to receive three reports for the 2018-2019 fiscal year: Multi-Segment Destination Report, Trend Report and an 18-month Market Forecast. The reports are outlined below.

Multi-Segment Destination Report (Monthly and Weekly)

Destination Reports provide occupancy, average daily rate (ADR) and revenue per available room (Rev Par) for our chosen regions, markets and selected sets. The reports are customized, allowing us to display key performance data for seven segments and time-frames. Additionally, we receive supply and demand data for these seven segments.

Trend Report (Monthly and Weekly)

A monthly Trend Report displays eighteen months (and current year-to-date) of historical monthly performance data including: occupancy, average daily rate (ADR), revenue per available room (Rev Par), supply and demand.

Market Forecast

Market Forecasts draw upon the complete historical data STR holds on the market, the supply pipeline, key hotel demand drivers (e.g. events), and economic indicators at the market, national and international level to project future performance. The report is updated and delivered one time-annually, providing up-to-date insight on the industry and an overview of the current economic conditions. Hotel Market Forecasts are the ultimate resource to project future performance of our market's key metrics.



September 13, 2018

Paula Vann
Columbia County Tourist Development
263 NW Lake City Avenue
Lake City, FL 32055

Paula:

Thank you for selecting STR as your source of hotel data. We trust you have found the reports you have received over the past year to be valuable market tracking tools, and hope you will take this opportunity to renew.

The pricing and delivery schedule are as follows:

Report	Frequency	Subscription Period	Price
Multi-Segment (7 segments)	Monthly	10/1/18 – 9/30/19	\$1,890
TREND	Monthly	10/1/18 – 9/30/19	\$1,980
TREND	Weekly	10/1/18 – 9/30/19	\$1,980
Multi-Segment (7 segments)	Weekly	10/1/18 – 9/30/19	\$1,890
Custom Forecast	One-time	10/1/18 – 9/30/19	\$800
TOTAL			\$8,540

****Destination reports include 10% discount.**

The Standard Terms and Conditions you signed previously are now the “Destination Client Terms and Conditions”, and have changed to clarify the External Sharing Rights included with your subscription, which are separate from any additional republication data. The changes to section 1.2, and newly inserted section 1.3 are outlined below. A copy of the revised Destination Terms and Conditions are also attached for your review, so please read the attached Destination Terms and Conditions and understand this document before signing. If you should need to publish additional data, you will need to execute a Republication Rights Agreement, and additional costs may apply.

Revisions to the Destination Client Terms and Conditions:

1.2 Grant of License. Subject to the terms and conditions of this Agreement, and except as may be expressly permitted or limited elsewhere in this Agreement, STR hereby grants to Licensee a non-exclusive, non-transferable, indivisible, non-sublicensable license to use, copy, manipulate and extract data from the Licensed Materials for its own INTERNAL business purposes only, with the exception of the External Sharing Rights in section 1.3.

1.3 External Sharing Rights.

(a) Licensee may share the current month, and year-to-date, for Licensee’s local area, with Licensee’s Stakeholders. “Stakeholders” means board members, local hoteliers, restaurants, attractions, and media in Licensee’s local geographic area. External may be shared on Licensee’s website, in a newsletter, or in other regularly distributed publications. Last reported month & year-to-date performance of LICENSEE’s Market*. LICENSEE shall update the data each month; old data shall be replaced with new figures for the previously reported month. For example, published data showing performance for the month of October, as well as year-to-date performance during the same time period, would be replaced with data showing same figures for the month of November. LICENSEE shall NOT archive the old data or otherwise make it available to the public once it has been removed from the website.

(b) If Licensee shares any STR Data in any form, STR must be clearly and conspicuously identified as the source of such data by means of the following notation: SOURCE: STR, INC. REPUBLICATION OR OTHER RE-USE OF THIS DATA WITHOUT THE EXPRESS WRITTEN PERMISSION OF STR IS STRICTLY PROHIBITED. The notation shall appear immediately below or in conjunction with any and all graphs, charts or tables derived from STR Data. Licensee shall be responsible for any breach of the foregoing prohibition by any person or organization that receives STR Data from Licensee. If Licensee wishes to share additional data or share data with other recipients, Licensee must execute a Republication Rights Agreement.

(c) LICENSEE acknowledges, understands and agrees that the STR Data is proprietary to STR. Prior to using local market report data in its publications, advertising or marketing efforts as authorized above, LICENSEE agrees to provide STR with a copy of the proposed publication

STR Corporate Headquarters
735 East Main Street, Hendersonville, TN 37075 USA
T: +1 (615) 824 8664 www.str.com



masthead, advertisement, or marketing plan in form and substance acceptable to STR. Copies of all publications, whether they be electronic or hard copy, containing STR data must be emailed to destininfo@str.com STR and LICENSEE further agree that STR has the right to amend or change the masthead, advertisement, marketing plan or other materials to the extent STR believes is reasonably necessary to comply with the terms and conditions hereof.

Please note that the Standard Terms and Conditions, along with this letter, comprise your agreement with us.

We appreciate the opportunity to continue to serve you. Please do not hesitate to call if you have any questions and thank you for your business.

Regards,

Lysie Bennett
Thu Sep 13 2018 09:19:12

Lysie Bennett
Director of Business Development, Industry Partners & Destinations

I accept the revised terms and conditions of this agreement as outlined above and in the attached agreement. I understand that the Destination Client Terms and Conditions will supersede any previous Terms and Conditions I have signed with STR.

Client: _____

By: _____

Title: _____

Date: _____



Destination Client Standard Terms and Conditions

In consideration of the mutual promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, STR, Inc. and the licensee identified elsewhere in this Agreement ("Licensee") agree as follows:

1. LICENSE

1.1 Definitions.

(a) "Agreement" means: these Standard Terms and Conditions; any additional terms specifically set out in writing in the document(s) (if any) to which these Standard Terms and Conditions are attached or in which they are incorporated by reference, and, if applicable, any additional terms specifically set out in writing in any Schedule or Exhibit attached hereto.

(b) "Licensed Materials" means any newsletter, report, database, survey, or other similar resource, and all lodging industry data contained therein, which has been created by STR and provided to Licensee hereunder.

1.2 Grant of License. Subject to the terms and conditions of this Agreement, and except as may be expressly permitted or limited elsewhere in this Agreement, STR hereby grants to Licensee a non-exclusive, non-transferable, indivisible, non-sublicensable license to use, copy, manipulate and extract data from the Licensed Materials for its own **INTERNAL** business purposes only, with the exception of the External Sharing Rights in section 1.3.

1.3 External Sharing Rights.

(a) Licensee may share data for the current month, and year-to-date, for Licensee's local area, with Licensee's Stakeholders. "Stakeholders" means board members, local hoteliers, restaurants, attractions, and media in Licensee's local geographic area. Data may be shared on Licensee's website, in a newsletter, or in other regularly distributed publications. Licensee shall update the data each month; old data shall be replaced with new figures for the previously reported month. For example, published data showing performance for the month of October, as well as year-to-date performance during the same time period, would be replaced with data showing same figures for the month of November. Licensee shall NOT archive the old data or otherwise make it available to the public once it has been removed from the website.

(b) If Licensee shares any STR Data in any form, STR must be clearly and conspicuously identified as the source of such data by means of the following notation: **SOURCE: STR, INC. REPUBLICATION OR OTHER RE-USE OF THIS DATA WITHOUT THE EXPRESS WRITTEN PERMISSION OF STR IS STRICTLY PROHIBITED.** The notation shall appear immediately below or in conjunction with any and all graphs, charts or tables derived from STR Data. Licensee shall be responsible for any breach of the foregoing prohibition by any person or organization that receives STR Data from Licensee. If Licensee wishes to share additional data, or share data with other recipients, Licensee must execute a Republication Rights Agreement.

(c) Licensee acknowledges, understands and agrees that the STR Data is proprietary to STR. Prior to using local market report data in its publications, advertising or marketing efforts as authorized above, Licensee agrees to provide STR with a copy of the proposed publication masthead, advertisement, or marketing plan in form and substance acceptable to STR. Copies of all publications, whether they be electronic or hard copy, containing STR data must be emailed to destininfo@str.com STR and Licensee further agree that STR has the right to amend or change the masthead, advertisement, marketing plan or other materials to the extent STR believes is reasonably necessary to comply with the terms and conditions hereof.

1.4 Copies. Except as may be expressly permitted or limited elsewhere in this Agreement, Licensee may make and maintain no more than two (2) copies of any Licensed Materials.

1.5 No Service Bureau Use. Except as may be expressly permitted or limited elsewhere in this Agreement, Licensee is prohibited from using the Licensed Materials in any way in connection with any service bureau or similar services. "Service bureau" means the processing of input data that is supplied by one or more third parties and the generation of output data (in the form of reports, charts, graphs or other pictorial representations, or the like) that is sold or licensed to any third parties.

1.6 No Distribution to Third Parties. Except as may be expressly permitted or limited in this Agreement, Licensee is prohibited from distributing, republishing or otherwise making the Licensed Materials or any part thereof (including any excerpts of the data and any manipulations of the data) available in any form whatsoever to any third party, other than Licensee's accountants, attorneys or other professional advisors who are bound by a duty of confidentiality not to disclose such information.

1.7 Reservation of Rights. Licensee has no rights in connection with the Licensed Materials other than those rights expressly enumerated in the Agreement. All rights to the Licensed Materials not expressly enumerated herein are reserved to STR.

1.8 Security and Confidentiality. Except as may be expressly permitted or limited in elsewhere in this Agreement, Licensee agrees that the Licensed Materials contain confidential information and that it will distribute Licensed Materials only to those officers, directors, employees, agents, affiliates or subsidiaries who have a need to know such information or who have a right to access such information under applicable law. Licensee shall use commercially reasonable efforts to protect against unauthorized access to and to maintain the confidentiality of Licensed Materials. This provision shall survive indefinitely the termination of this agreement.

2. DISCLAIMERS AND LIMITATIONS OF LIABILITY

2.1 Disclaimer of Warranties. THE LICENSED MATERIALS ARE PROVIDED TO THE LICENSEE ON AN "AS IS" AND "AS AVAILABLE" BASIS. STR MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE LICENSED MATERIALS, THE SERVICES PROVIDED OR THE

2.2 RESULTS OF USE THEREOF. WITHOUT LIMITING THE FOREGOING, STR DOES NOT WARRANT THAT THE LICENSED MATERIALS, THE SERVICES PROVIDED OR THE USE THEREOF ARE OR WILL BE ACCURATE, ERROR-FREE OR UNINTERRUPTED. STR MAKES NO IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR ANY PARTICULAR PURPOSE OR ARISING BY USAGE OF TRADE, COURSE OF DEALING, COURSE OF PERFORMANCE OR OTHERWISE.

2.3 Disclaimers. TO THE EXTENT PERMITTED BY APPLICABLE LAW STR SHALL HAVE NO LIABILITY WITH RESPECT TO ITS OBLIGATIONS UNDER THIS AGREEMENT OR OTHERWISE FOR CONSEQUENTIAL, EXEMPLARY, SPECIAL, INCIDENTAL, OR PUNITIVE DAMAGES EVEN IF STR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHERMORE, STR SHALL HAVE NO LIABILITY WHATSOEVER FOR ANY CLAIM RELATING IN ANY WAY TO (i) ANY DECISION MADE OR ACTION TAKEN BY LICENSEE IN RELIANCE UPON THE LICENSED MATERIALS.

2.4 Limitation of Liability. TO THE EXTENT PERMITTED BY APPLICABLE LAW STR'S TOTAL LIABILITY TO LICENSEE FOR ANY REASON AND UPON ANY CAUSE OF ACTION INCLUDING WITHOUT LIMITATION, INFRINGEMENT, BREACH OF CONTRACT, NEGLIGENCE, STRICT LIABILITY, MISREPRESENTATIONS, AND OTHER TORTS, SHALL BE LIMITED TO ALL FEES PAID TO STR BY THE LICENSEE DURING THE TWELVE MONTH PERIOD PRECEDING THE DATE ON WHICH SUCH CAUSE OF ACTION FIRST AROSE.

3. MISCELLANEOUS

3.1 Liquidated Damages. In the event of a disclosure or distribution of the Licensed Materials by Licensee that violates the terms of this Agreement, Licensee shall be required to pay STR an amount equal to the sum of (i) the highest aggregate price that STR, in accordance with its then-current published prices, could have charged the unauthorized recipients for the Licensed Materials that are the subject of the violation, and (ii) the full price of the lowest level of republishing rights that Licensee would have been required to purchase from STR in order to have the right to make the unauthorized distribution, regardless of whether Licensee has previously paid for any lower level of republishing rights. This provision shall survive indefinitely the expiration or termination of this Agreement for any reason and does not waive either Party's right to seek equitable or injunctive relief as may be available from any court of competent jurisdiction to restrain the other from breaching or threatening to breach this Agreement.

3.2 Term. Either party may terminate this Agreement at any time with thirty (30) days written notice to the other party.

3.3 Obligations upon Termination. Within thirty (30) days of the termination or expiration of this Agreement for any reason, Licensee shall cease all use of the Licensed Materials and shall return or destroy, at STR's option, all copies of the Licensed Materials and all other information relating thereto in Licensee's possession or control as of the such date. This provision shall survive indefinitely the expiration or termination of this Agreement for any reason.

3.4 Governing Law; Jurisdiction and Venue. This Agreement shall be governed by the substantive laws of the State of Tennessee, without regard to its or any other jurisdiction's laws governing conflicts of law. Action from or relating to this Agreement shall be brought only in the federal or state courts having jurisdiction in Tennessee. The parties also expressly waive any objections to venue.

3.5 Assignment. Licensee is prohibited from assigning this Agreement or delegating any of its duties under this Agreement without the prior written consent of STR.

3.6 Independent Relationship. The relationship between the parties is that of an independent contractor. Nothing in this agreement shall be deemed to create an employer/employee, principal/agent, partnership or joint venture relationship.

3.7 Notices. All notices required or permitted to be given hereunder shall be in writing and shall be deemed given i) when delivered in person, at the time of such delivery; ii) when delivered by facsimile transmission or e-mail, at the time of transmission (provided, however, that notice delivered by facsimile transmission shall only be effective if such notice is also delivered by hand or deposited in the mail, postage prepaid, registered, certified or express mail or by courier service within two (2) business days after its delivery by facsimile transmission); iii) when delivered by a courier service or by express mail, at the time of receipt; or iv) five (5) business days after being deposited in the mail, postage prepaid, registered or certified mail, addressed (in any such case) to the addresses listed on the first page of this Agreement or to such other address as either party may notify the other in writing.

3.8 Waiver. No waiver of any breach of this Agreement will be deemed to constitute a waiver of any subsequent breach of the same or any other provision.

3.9 Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to its subject matter, superseding in all respects any and all prior proposals, negotiations, understandings and other agreements, oral or written, between the parties, with the exception of the www.str.com Terms of Use and Privacy Policy.

3.10 Amendment. This Agreement may be amended only by the written agreement of both parties.

3.11 Recovery of Litigation Costs. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any of the provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which it or they may be entitled.

STR Corporate Headquarters

735 East Main Street, Hendersonville, TN 37075 USA

T: +1 (615) 824 8664 www.str.com



3.12 Notice of Unauthorized Access. Licensee shall notify STR immediately upon Licensee's becoming aware of any facts indicating that a third party may have obtained or may be about to obtain unauthorized access to the Licensed Materials, and shall fully cooperate with STR in its efforts to mitigate the damages caused by any such breach or potential breach.

3.13 Conflicting Provisions. In the event that any provision of these Standard Terms and Conditions directly conflicts with any other provision of the Agreement, the conflicting terms of such other provision shall control.

3.14 Remedies. In addition to any other rights or remedies that either party may have under applicable law for material breach of this Agreement, in the event of any material breach of this Agreement by either party, and following notice to the breaching party by the non-breaching party, the non-breaching party's obligations under this contract shall terminate.

3.15 Indemnification. Licensee shall indemnify, defend and hold STR harmless against any claims, actions, losses, liabilities, damages and expenses (including reasonable attorneys fees and court costs) brought against STR by any third party that relates to or arises out of Licensee's unauthorized disclosure of, misuse of or misrepresentation of the Licensed Materials.

3.16 Website. Licensee acknowledges that it is subject to the Terms of Use and Privacy Policy governing the use of www.str.com, the terms of which are fully incorporated herein. In the event of any conflict between any provision of the Terms of Use or Privacy Policy and any provision of this Agreement, the terms of this Agreement shall control.

I have read and agree to the Standard Terms and Conditions.

Signature

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: September 27, 2018

Meeting Date: October 4, 2018

Name: Paula Vann

Department: Tourist Development

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Request to approve Sports Facility Advisory (SFA) contract to complete flat-field feasibility study.

2. Recommended Motion/Action:

Motion to approve Sports Facility Advisory (SFA) contract for \$42,850

3. Fiscal impact on current budget.

Is this a budgeted item?

N/A

Yes Account No. 107-5290-552.30-31 Professional Services

No Please list the proposed budget amendment to fund this request




971 West Duval Street, Suite 145
Post Office Box 1847
Lake City, Florida 32056-1847
(386) 758-1312
www.SpringsRUs.com

Memorandum

DATE: 9.25.2018

TO: David Kraus, Assistant County Manager

FROM: Paula Vann, Tourist Development Executive Director 

RE: Sports Facility Advisory Group \$42,850

Requesting approval of the contract with Sports Facility Advisory for the amount of \$42,850 to conduct the flat field feasibility study. This was a recommendation per the strategic plan developed by Huddle Up Group in 2017. The project was put out to bid in accordance with County purchasing procedures. County staff recommends proceeding with Sports Facility Advisory.



SERVICES AGREEMENT

Between:

Sports Facilities Advisory, LLC

&

Columbia County, FL

SEPTEMBER 11, 2018

SERVICES AGREEMENT
 SPORTS FACILITIES ADVISORY, LLC – U.S. TAX ID: 32-0109344
 600 Cleveland Street, Suite 910 • Clearwater, FL 33755 • P: 727.474.3845 • F: 727.361.1480

1. Columbia County, FL (hereinafter referred to as “Client”) hereby engages Sports Facilities Advisory, LLC (hereinafter referred to as “Consultant”) for the services set forth in this Services Agreement (hereinafter referred to as “Agreement”).
2. **Scope of Services:** The Client is engaging the Consultant to provide the services set forth on Exhibit A in the attached hereto and the Consultant is agreeing to provide the services set forth on Exhibit A in the attached hereto.
3. **Period of Performance:** The period of performance under this Agreement shall commence upon signature of this Agreement by both parties and shall continue through the delivery by Consultant of Exhibit A but in no case shall be longer than 120 days. Any services provided by Consultant to Client beyond the scope of services and period of performance described herein will be contracted separately and billed at Consultant’s hourly rates.
4. **Confidentiality, Nondisclosure, and Non-Use Covenants:** For purposes of this Agreement, the party disclosing confidential information is the “discloser,” and the party receiving the information is the “recipient.” Confidential information means all information concerning either party’s business including, but not limited to, all tangible, intangible, visual, electronic, present or future information such as (a) trade secrets; (b) financial information, including pricing; (c) technical information, including research, development, procedures, algorithms, data designs, and know-how; (d) business information, including operations, planning, marketing interests, and products and services; and (e) the terms of this Agreement.

The recipient does not have an obligation to protect confidential information that is; (a) in the public domain through no action of the recipient; (b) within the legitimate possession of the recipient, with no confidentiality obligations to a third party; (c) lawfully received from a third party having rights in the information without restriction, and without notice of any restriction against its further disclosure; (d) independently developed by the recipient without breaching the agreement or by the parties who have not had, either directly or indirectly, access to or knowledge of the confidential information; or (e) disclosed with the prior written consent of the discloser. If confidential information is required to be produced by law, court order or government authority, the recipient must immediately notify the discloser of that obligation. The recipient will not produce or disclose confidential information in response to that obligation until discloser has requested protection from the court or other legal or governmental authority issuing the process and the request has been denied, or consented in writing to the production or disclosure of the confidential information in response to the process, or taken no action to protect its interests in the confidential information within 14 business days after the receipt of notice from the recipient of the obligation to produce or disclose.

Recipient will use the confidential information only to further the relationship between the parties. Confidential information may not be disclosed to any third party without the written consent of the discloser or used by the recipient in any manner which may be competitive to the discloser.

5. **Responsibility:** Client assumes all responsibility for financial and other risks associated with the planning, development, operations & management of the Client’s business and Consultant assumes no liability for the Client’s project. The Client agrees to seek independent accounting and legal services that are necessary for the operation of Client’s businesses.
6. **Consultant Services:** Client understands that consultant is a management consulting firm, is not licensed to sell securities, is not a licensed accounting practice nor licensed to practice law.
7. **Governing Law:** The execution, interpretation, and performance of this Agreement shall be governed by the laws of the State of Florida. Any lawsuits arising from this Agreement shall be brought before a Court of Law in Columbia County, Florida.
8. **Construction:** The parties hereto acknowledge and agree that: (i) each party has participated in the drafting of this Agreement; (ii) no inference in favor of, or against, any party shall be drawn from the fact that one party



has drafted any portion hereof; and (iii) each party has had the opportunity to have this document reviewed by their respective legal counsel.

9. **Entire Agreement:** This Agreement and the attached Exhibit A contains the entire understanding and agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements or understandings, expressed or implied, written or oral, between the parties hereto with respect to the subject matter hereof. This Agreement may not be modified or amended except by a written instrument signed by the parties hereto.
10. **Compensation:** Upon execution of this Agreement, the compensation for Exhibit A shall be due and owing as follows under the Payment Terms:

Payment Terms – Exhibit A (\$39,850.00 + \$3,000.00 Max not to Exceed Travel)

- **Payment 1 – (50%) \$19,925.00:** Due upon execution of Agreement. Consultant will not provide services nor book meetings until Payment 1 is made in full.
- **Payment 2 – (30%) \$11,955.00:** To be invoiced upon review of the draft pro forma. Draft pro forma to be delivered upon payment.
- **Payment 3 – (20%) \$7,970.00:** To be invoiced upon review of the final deliverable(s). Final deliverable(s) to be delivered upon payment.
- **Reimbursable Travel Expenses:** To be invoiced upon completion of travel. Reimbursable travel expenses are due upon receipt of invoice. Travel expenses encompass flights, hotel accommodations, ground transportation and associated fees (parking, tolls, etc.), and meals, which will be billed at \$55 per consultant per day.

- Preferred Payment: To avoid additional processing fees, the preferred payment method is via check.
- Wire Transfers: Client is responsible for all additional fees associated with electronic wire transfers.
- Credit Card Payments: For credit card payments, Client will be responsible for a 3% processing fee.

In the event Client fails to make any payments when due, interest will be charged on the unpaid total in the amount of 18% per annum or the maximum rate allowed under state and federal law, whichever is greater. All payment due dates, unless otherwise stated, are to be within 30 days of receipt of the invoice. Deposit (or initial) payments are the exception as these payments are immediately due to engage Consultant for services.

11. **Public Records.** Contractor understands that the public shall have access at all reasonable times to all documents and information pertaining to County contracts subject to the provision of Chapter 119, Florida Statutes, and agrees to allow access to such public records in accordance with Section 119.0701, Florida Statutes. Failure by the Contractor to grant such public access shall be grounds for immediate cancellation of this contract by the County. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (386) 758-1326, penny_stanley@columbiacountyfla.com, PO BOX 1529, Lake City, FL 32056.

-EXECUTION PAGE FOLLOWS-





Columbia County, FL
"CLIENT"

Sports Facilities Advisory, LLC
"CONSULTANT"

BY: _____

BY: Eric Sullivan

Print Name

Eric Sullivan, Partner

Date

SEPTEMBER 11, 2018

Date

Client Billing Address

Invoicing/Billing Contact Name

Invoicing/Billing Contact Email/Phone

EXHIBIT A

Client (hereinafter referred to as “CCSC”) hereby engages Consultant (hereinafter referred to as “SFA & HUG”)

Step 1: Kick off Meeting, Existing Data Review, & Local Market Study

To begin the project, SFA will organize a formal kick off call with the appropriate CCSC Staff to kick off this important project. This meeting will include:

- Introductions of all key team members from CCSC and from SFA
- Review of the project goals, scope of work, and major steps within the scope.
- Data collection discussion. In this discussion, we will discuss available data, data that can be obtained through online research, and information about the market that you will share based on your knowledge, presence, and experience.
- Project communication – next steps, ongoing meeting schedule, set dates onsite

Coming out of the kick off call, SFA will review and assess any available existing operating and program information the CCSC has from existing operations. This may include program descriptions, schedules, organization/staffing information, operations resources, user group information, and other pertinent data.

In addition to reviewing CCSC data, SFA will conduct local market research to further understand local opportunities and constraints. The custom market research will include a drive time analysis of demographic factors like population and density, income and spending, growth trends, etc. Additionally, we will conduct very market specific sports and recreation factors such as participation trends, an analysis of existing service providers, and a review of local organizations.

This market research will include a comprehensive list of all of the major sports tourism facilities and events in the region that could potentially impact the success of a new flat field sports complex in Columbia County. SFA will focus on both the immediate community need and the larger regional/national opportunity. This level of research will allow us to facilitate an effective onsite strategy meeting in Step 2.

Step 2: Market/Site Tour, Business Development Planning & Strategy Session (BDPS), Community Engagement

In step 2, SFA will send 2-3 resources onsite for 2 days of meetings. This includes a site tour, strategic planning session, and engagement of local stakeholders. This strategic planning session will help to provide insights into the project history, scope, needs, purpose, goals, and constraints. This step also assists SFA in learning potential contributions from program users and partners.

The BDPS will encompass discussions related to existing programs, project goals, and plans for site development, as well as topics such as the business model, the program plan, design/space considerations, alliances with sports and other user groups, utilization, funding/financing, competition analysis and market share, the management and staffing plan, and much more.

While in the market SFA will visit complimentary and competitive facilities in the greater Columbia County area. This may include municipal, privately owned, and school facilities in the area. As a result, we will provide an overview and assessment of competition and the resulting market opportunity. We will also use this as an opportunity to uncover local partnership opportunities and identify potential stakeholders for the process. Additionally, SFA will conduct research on the local hotel inventory, price points, and occupancy levels.

Last but not least, while in the market SFA will engage with the community to gather valuable input from local



user groups. This is accomplished through a series of stakeholder and town hall meetings to give the local public a structured forum for input, control messaging, and to level-set expectations for what the development may/may not include. *The number of stakeholder groups will be limited to five (5) key development and/or operational stakeholders.*

As part of our time onsite, SFA and HUG will tour the potential sites for the project. This tour will help the advisory team provide site selection recommendations in the final report. Site selection criteria will be based on key development and operational considerations such as: cost basis, development opportunities, accessibility, adjacent amenities, proximity to hotels/shopping/dinning, and other key factors.

Step 3: Detailed Financial Forecast (Pro Forma) & Economic Impact Analysis

In this step, SFA will complete more in-depth research/analysis to produce a 5-year cash flow forecast. SFA's pro formas are detailed, institutional-grade financial forecasts, used to support decision-making and financing.

The pro forma will provide insight into the financial potential of the project and will include projections related to construction and start-up costs, revenues/expenses by product/program, facility utilization, and more. The financial forecast will also address the wide range of key performance indicators and contributing factors that influence operations and the overall financial performance of the facility.

The pro forma will be provide you with detailed financial details related to and based on:

- The ideal business model to best meet the definitions of success for your facility
- Realistic and/or recommended debt-to-equity mix and debt service
- Right-sized program spaces and space requirements
- Construction and start-up costs based on recent, comparable projects
- Recommended parking
- Revenue by product/program
- Direct/variable costs (Cost of Goods Sold)
- Facility and operating expenses
- Management and staffing model
- Utilization projections

Based on the potential desire to develop four (4) baseball/softball diamonds at the existing soccer complex, as part of this scope, SFA will produce a construction estimate for the re-development of this park as part of the overall financial analysis. Please note, this will not be an entire pro forma for the complex, this will only include the re-development cost of four diamonds at the existing park.

In addition to the operational forecast, SFA will project the economic impact of the facility on an annual basis. Economic impact is defined as new off-site spending that will occur in the market as a result of tournaments and events held at the facility. This information is used to project economic activity from out-of- town visitors who would not be in the market but for the events that will be held at the facility.

The results, primarily quantified as room nights generated and direct spending, are used by elected officials and private developers alike to understand the impact that the venue will have on the lodging, dining, retail, entertainment, and transportation industries as well as on the tax base of the municipalities that benefit from new spending.

SFA's economic impact projections are developed based on projections for tournaments and events throughout the pro forma and reflective of several key drivers of economic impact, including:

- Number of Events
- Number of Teams
- Number of Participants
- Number of Affiliated Spectators
- Percent of Participants and Affiliated Spectators from outside Columbia County
- Length of Stay
- Average Daily Rate (ADR)
- Average Daily Expenditures (ADE)

Through this financial analysis, SFA will quantify the demand for local hotel rooms and other accommodations in the market. This information, coupled with the review of hotels onsite, will help provide the CCSC with detailed recommendations as to the local market hotels and amenities analysis.

Step 4: Feasibility Study

This document will serve as an executive level summary addressing the opportunity to execute your business model in your market and the resulting financial feasibility of the project. The report will be prepared with the understanding that it may become part of a package used to secure funding for the new facility. As with all SFA documents, this report will be developed for the eye of a broad audience including sophisticated funding sources. The report will include:

- Executive summary
- Market overview
- Demographic and socioeconomic overview
- Drive-time analysis
- Sports participation analysis
- Existing service provider overview
- Facility program and construction cost estimate
- Overview of programs, products, and revenue streams
- Overview of Economic Impact
- Summary of financial performance
- Conclusion with key findings and next steps

Specifically, this detailed report will provide an overview of the market, ideal facility program, finance solutions, and financial outcomes for the project. Once complete, SFA will travel back to market to deliver a detailed presentation of findings and recommended next steps. This may include conversations around design, financing, development, and future operations. Important to note, SFA has the ability to support project finance for municipalities. This includes standing behind our work and research with real-world results, aligning stakeholders, sourcing capital, identifying creative structures, securing letters of intent for usage, and more.

Structuring a Sports Complex Concept

In summary, SFA's deliverables will include a detailed market analysis, pro forma, and economic impact packaged in the feasibility narrative. As a result of this work, CCSC will have all of the details necessary to make a good informed decision on next steps. To support this process, SFA will help to facilitate stakeholder meetings throughout this process. This includes securing the strategic relationship and agreements needed to reduce risk and bolster the interest of funding sources. These may include letters of intent for use of your future facility, public-private partnership agreements, tenant agreements, land rights commitments, special pricing

agreements to reduce start-up costs, sponsorship agreements, and other partnerships that can dramatically improve the likelihood of successful project financing. SFA's in-house legal counsel will develop the first draft of all agreements, drawing on our database of documents and expertise in related areas of law.

The culmination of this process would include a second trip to market to provide a delivery and next steps meeting. This will include a discussion around capitalization, potential partners, and the optimal operating scenario for the development. *At the request of the CCSC, this second trip to market will include at least one (1) SFA representative onsite with HUG participating remotely to reduce travel costs.*

This level of work helping to identify architects, engineers, developers, contractors, and finance partners is a true differentiator for SFA. No other firm has successfully helped more sports tourism projects go from "concept to concrete." It would be our pleasure to serve you through this exciting process. We are hopeful for the opportunity to discuss this approach with CCSC and to ensure our deliverables and project scope are directly in line with the CCSC's outcomes.

PRICING ADDENDUM Columbia County, FL SFA-HUG Proposal & Project Schedule	SFA			HUG	Hours	Timetable
	Principal in Charge	Account Executive	Project Resource	HUG		
	Eric Sullivan	Evan Eleff	Dan Morton	Jon Schneider		
Step 1: Existing Data Review & Market Study	2	6	8	4	20	Weeks 1 - 3
Total Hours	2	6	8	4	20	
Step 2: Business Development Planning & Strategy Session, Key Stakeholder Meetings						
Strategy & Planning Session ("Kickoff Meeting")	0	6	4	6	16	Weeks 4 - 5
Site Visit & Existing Facilities Tour (onsite)	2	8	8	4	22	
Community Engagement & Stakeholder Meetings	2	4	4	4	14	
Total Hours	4	18	16	14	52	
Steps 3: Detailed Financial Forecast & Economic Impact Analysis						
Detailed Pro Forma	4	14	14	4	36	Weeks 5 - 9
Economic Impact Analysis	2	4	6	6	18	
Total Hours	6	18	20	10	54	
Step 4: Feasibility Study & Final Presentation						
Development of Final Feasibility Study	3	5	4	4	16	Weeks 9 - 10
Delivery & Next Steps Meeting (onsite)	6	2	2	2	12	
Total Hours	9	7	6	6	28	
Total Hours (Entire Scope)	21	49	50	34	154	
Bill Rates	275	275	225	275		
Resource Sub-Total	\$5,775	\$13,475	\$11,250	\$9,350		
Project Sub Total	\$39,650.00		\$3,000.00	Travel "Max not to Exceed"		
Project Grand Total	\$42,650.00					
SFA will invoice the Client for travel expenses within fifteen (15) days of any trips required. Travel expenses encompass flights, hotel accommodations, ground transportation and associated fees (parking, tolls, etc.), and meals, which will be billed at \$55 per consultant per day.						