

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

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

CONSENT AGENDA

November 15, 2018

5:30 P.M.

-
- (1) BCC Administration - Minutes - Board of County Commissioners - Regular Meeting - October 4, 2018 (pg. 1)**
 - (2) BCC Administration - Amendment 1 to Agreement among Columbia County, Career Source Florida Crown, and On Eagles Wings (pg. 10)**
 - (3) Public Works - Utility Permit (pg. 14)**
 - (4) BCC Administration - Use of Funds from the Special Law Enforcement Fund - \$2,500 (pg. 20)**
 - (5) BCC Administration - BA 18-76 - Allocating Excess Revenue in the Utility Fund for Additional Invoices Received - \$4,000 (pg. 22)**
 - (6) BCC Administration - BA 19-08 - Allocating Revenue and Expenses for Carolyn Heights Subdivision - \$2,516 (pg. 24)**
 - (7) Building And Zoning - Reappointment of Teena Ruffo, Earl Peeler, and Roger Busscher to Adjustment/Planning & Zoning Board for three-year terms (pg. 26)**
 - (8) Clerk to Board Finance - Approval of Bills and Vouchers - \$2,801,818 (pg. 28)**
 - (9) Grant Management - Authorization to Apply for Florida Division of Emergency Management Flood Mitigation Assistance and Pre-Disaster Mitigation for Stormwater and Flood Mitigation Projects (pg. 32)**
 - (10) Library - Closing for Christmas and New Year Holidays (pg. 34)**
 - (11) Library - FY 2018/2019 State Aid to Libraries Grant Agreement and Certification (pg. 36)**
 - (12) Library - BA 19-04 - Friends of the Library Donation - \$1,500 (pg. 55)**
 - (13) Public Works - Utility Permit - AT&T - Guerdon Street (pg. 59)**
 - (14) Sheriff's Office - Annual Local Government Financial Report FY 2017/2018 - \$380,391 (pg. 66)**



**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: 10/26/2018 Meeting Date: 11/15/2018

Name: Penny Stanley Department: BCC Administration

Division Manager's Signature: 

1. Nature and purpose of agenda item:

BCC Administration - Minutes - Board of County Commissioners - Regular Meeting - October 4, 2018

2. Recommended Motion/Action:

Motion to approve the Minutes of the October 4, 2018 regular meeting of the Columbia County Board of County Commissioners

3. Fiscal impact on current budget.

This item has no effect on the current budget.

Columbia County
Board of County Commissioners

Minutes of
October 4, 2018

The Columbia County Board of County Commissioners met in a regular meeting at the auditorium of the School Board Administrative Complex at 5:30 p.m. The meeting opened with prayer and the Pledge of Allegiance to the Flag of the United States of America.

Commissioners in Attendance: Chairman Timothy Murphy, Rusty DePratter, Bucky Nash, Everett Phillips and Ronald Williams.

Others in Attendance: County Manager Ben Scott ("CM")
Assistant County Manager David Kraus ("ACM")
Assistant County Manager Kevin Kirby ("ACM")
County Attorney Joel Foreman
Deputy Clerk Susan Weeks

Agenda Additions/Deletions

Additions:

- Mosquito Spraying at Music Park
- Spivey Lane
- Speed Bump Process at Woodhaven

Deletions:

- County Attorney Contract

MOTION by Commissioner Williams to approve the agenda as amended.
SECOND by Commissioner Nash. The motion carried unanimously.

Ministerial Matters

As part of the County's Community Development Block Grant application for CDBG Economic Development funds and pursuant to Section 102 of the HUD Reform Act of 1989, ACM Kraus conducted a Fair Housing training and awareness presentation.

Public Hearings

Resolution No. 2018R-43 - Community Development Block Grant ("CDBG")

Staff is proposing a \$970,000 CDBG application to fund the expansion of the Ellisville Wastewater Treatment Facility to accommodate the growth of the Ellisville area.

The public hearing opened.

Stewart Lilker offered comment and asked questions.

The public hearing closed.

Discussion ensued.

MOTION by Commissioner Phillips to adopt Resolution No. 2018R-43 authorizing the Chairman or the County Manager, to make application to the Florida Department of Economic Opportunity for approval of Columbia County Community Development Block Grant Economic Development application, providing an effective date and for other purposes. SECOND by Commissioner Williams. The motion carried unanimously.

Consent Agenda:

MOTION by Commissioner Williams to approve the consent agenda. SECOND by Commissioner Phillips. The motion carried unanimously.

- (1) 9-1-1 Communications Center - Amend Pay Grade Scale - To Include Additional Sources for Public Safety Telecommunicator/Dispatcher Certifications
- (2) BCC Administration - BA 18-75 - HMGP - Irma Application Preparation - \$20,700
- (3) BCC Administration - Florida Forestry Service - Fire Protection Program Annual Report
- (4) BCC Administration - Palms Medical Group - Low Income Pool Letter of Agreement - State FY 2018-2019 - \$48,500
- (5) BCC Finance - Payment of Bills and Vouchers - \$2,319,084
- (6) Human Resource - Position Description - Code Enforcement Director
- (7) Information Technology - AT&T Internet Bandwidth Upgrade - \$1,475 monthly
- (8) Public Works - Entering Private Property - 888 SE CR 241 - Billy Ray Hunter, II, Property Owner - Erosion of Driveway Attributed to Clogged Drain Pipe
- (9) Public Works - Work on Private Property - Columbia County Fairgrounds - Tree Removal, Grading, and Sweeping
- (10) Public Works - Utility Permit - AT&T - SW Ring Court
- (11) Public Works - Utility Permit - Comcast - SW Birch Glen

- (12) Public Works - Provide Labor and Tools - Repairs to Watertown Boat Ramps and Piers
- (13) Purchasing - Bid Award No. 2018-L - Annual Herbicide Spraying - DeAngelo Brothers, LLC - \$49 per mile
- (14) Purchasing - Bid Award No. 2018-M - Annual Limerock - Beaver Bulk - FOB Limerock Pit \$6 per ton, FOB Delivered \$12 per ton
- (15) Tourist Development - FY 2018-2019 - ITI Website Hosting Contract - \$4,500
- (16) Tourist Development - FY 2018-2019 - ITI #GetSocial Contract - \$6,000
- (17) Tourist Development - FY 2018-2019 - Madden Media SEM and Content Campaign - \$72,000
- (18) Tourist Development - Madden Media Fall 2018 Retargeting Campaign - \$4,675
- (19) Tourist Development - Smith Travel Research (STR) Contract - \$8,540
- (20) Tourist Development - Sport Facility Advisory Contract - \$42,850

MOTION by Commissioner Williams to adopt the consent agenda.
SECOND by Commissioner Phillips. The motion carried unanimously.

Discussion and Action Items:

Recreational Vehicle use within Environmentally Sensitive Area Zone Districts

Currently travel trailers and recreational vehicles are not allowed in campgrounds that are located in Environmentally Sensitive Area Zone Districts. Amendments to the Land Development Regulations (“LDR”) Article 2 are necessary to define campgrounds and to include recreational vehicles, as defined by Florida Statute 320.01(1) (b), and to amend Article 4 to remove reference to travel trailer parks.

Discussion ensued.

MOTION by Commissioner DePratter to approve Brandon to move forward with the campground designation in Environmental Sensitive Areas and allow RV’s in campgrounds. SECOND by Commissioner Nash. The motion carried unanimously.

Rail Spur at the North Florida Mega Industrial Park

The Florida Department of Transportation (“FDOT”) requires a Stipulation of Parties Agreement between FDOT, the Weyerhaeuser NR Company and Columbia County before construction of the rail spur at the Mega site may begin.

Discussion ensued. Board requested a spread sheet of the estimated costs of operation, maintenance, and what will trigger the flyover at the next meeting.

MOTION by Commissioner DePratter to have this information brought back at the October 18 meeting. SECOND by Commissioner Nash. The motion carried unanimously.

Emergency Shelters

Following Hurricane Irma, the Florida Division of Emergency Management has determined that School Systems cannot file for sheltering reimbursement. The school systems are required to file through the county because it has been deemed that sheltering is a mutual aid effort. The school system must invoice the county, the county pays the school system, and the county requests reimbursement from FEMA, in FEMA eligible events. Staff would like to enter into Interlocal Agreement with the School District for future sheltering operations in times of emergency.

Discussion ensued.

MOTION by Commissioner Williams to postpone until October 18 meeting. SECOND by Commissioner DePratter.

Citizen Sandra Smith offered comment.

The Chairman called for a vote. The motion carried unanimously.

BA 19-01 Troy Street Drainage Project

A Task Order for engineering services from North Florida Professional Services ("NFPS") in the amount of \$19,750 and one in the amount of \$10,000 for surveying is needed to begin the project.

Discussion ensued.

MOTION by Commissioner Nash to approve BA 19-01, the task order from NFPS in the amount of \$19,750 and fund task order and surveying costs of \$10,000 from reserves for a total of \$29,750. SECOND by Commissioner Williams.

Discussion ensued.

The Chairman called for the vote. The motion carried unanimously.

Rum Island Restrooms

Steve Martin, State Floodplain Manager, is concerned that the proposed construction site is in the floodway and is not being elevated above the 100 year flood

plain; therefore it would not meet the FVC and FEMA regulations. In order to be compliant the building will need to be located within the wetlands. This site would still be below the 100 year flood elevation.

Discussion ensued.

Commissioner DePratter requested that staff look into options for regulating Rum Island Park.

Florida Department of Corrections ("FDOC") Work Squad

Staff is requesting approval of the 2018-2019 Work Squad Contract with FDOC in the amount of \$170,241.

MOTION by Commissioner DePratter to approve FDOC contract for 2018-2019. SECOND by Commissioner Williams. The motion carried unanimously.

Cypress Lake Road Paving

Citizen Carl Allison has requested the county pave a section of Cypress Lake Road. The road is scheduled for construction in 2021. Mr. Allison is willing to pay to have the construction done right away and will donate the necessary right-of-way in order to facilitate the project.

Discussion ensued.

MOTION by Commissioner DePratter to approve a partnership agreement with Mr. Carl Allison to pave +/- 800 Linear Feet of Cypress Lake Road utilizing \$100,000 which Mr. Allison will place in an escrow account. SECOND by Commissioner Williams. The motion carried unanimously.

Speed Humps in Woodhaven Subdivision

MOTION by Commissioner Murphy to accept the speed bumps at Woodhaven subdivision.

The petition and voting process has been completed and the vote was in favor of the installation of the speed humps.

SECOND by Commissioner Williams. The motion carried by a vote of 4 to 1 with Commissioner Phillips voting in opposition.

Interlocal Agreement for Combined Communications 911 Center

Staff is requesting approval of the Interlocal Agreement between the Columbia County Sheriff's Office and Columbia County, Florida for the combined operation of the 911 center.

Discussion ensued.

MOTION by Commissioner Nash to adopt the Interlocal Agreement between the Sheriff of Columbia County and Columbia County Florida, for a Combined Communications 911 Center. SECOND by Commissioner Williams.

Stewart Lilker offered comment.

Sheriff Hunter addressed the Board.

The Chairman called for the vote. The motion carried unanimously.

Bid Discrepancy Dispute with Duval Ford

A dispute arose with respect to the purchase price for a truck that was bid and ordered pursuant to the FSA Cooperative Purchasing Program. The bid price from Duval Ford was \$31,589. Duval Ford states the original quote was made in error. The standard pricing under the FSA Cooperative Purchasing Program for the truck as equipped is \$40,383. Duval Fords proposal for resolving the dispute is a discount of \$2,300 off the standard contract price, making the purchase price \$38,083.

MOTION by Commissioner Williams to accept the revised quote from Duval Fleet Sales to purchase a 2018 Ford F-250 as equipped according to the quote at the discounted price of \$38,083. SECOND by Commissioner DePratter.

Discussion ensued.

The Chairman called for the vote. The motion carried unanimously.

Spivey Lane

Commissioner Williams states that Spivey Lane is a private road but is listed on the County website as a county maintained road. There has been an error in the listing of this road. It is a private road. An effort is being made to prevent this error from happening again.

BA 18-74 – County Attorney Fees

The budget amendment is for one month of the County Attorney's salary and fees for hours in excess of the contractual agreement.

MOTION by Commissioner Williams to approve BA 18-74 for additional County Attorney salary and fees in the amount of \$32,000. SECOND by Commissioner Phillips. The motion carried unanimously.

SW Herlong Street/SW Howell Street

With the proposed realignment of SW Herlong Street and SW Howell Street, site addresses along these proposed sections will have to be modified. The 911 Addressing/GIS Department recommends renaming the section of SW Herlong Street, east of SW Tustenuggee Avenue to SW Howell Street.

MOTION by Commissioner Nash to approve renaming the section of SW Herlong Street, east of SW Tustenuggee Avenue, to SW Howell Street. SECOND by Commissioner Williams. The motion carried unanimously.

Suwannee Music Park

The park has requested that Columbia County spray for mosquitos during the Suwannee Roots Festival and Hulaween. The dates for the spraying are October 8 and October 15.

MOTION by Commissioner DePratter to approve. SECOND by Commissioner Williams

Open Public Comments and/or Questions:

Members of the public addressed the Board with their comments and/or questions regarding the following items:

Katie Sweedy - recreational softball in Fort White and the need for practice lights during the week.

Discussion ensued.

MOTION by Commissioner DePratter to turn the lights on tomorrow at all fields. SECOND by Commissioner Phillips.

Discussion ensued.

The Chairman called for the vote. The motion carried unanimously.

Trisha Christiansen - the number of board members.

Stewart Lilker – flash from camera by main stream media and three minute comments.

Staff Comments:

CM Scott stated that next year is charter review time and that he and Mr. Foreman are working on suggestions on how to handle that. Mr. Foreman also commented.

Discussion ensued.

Commissioner Comments:

Commissioner Murphy would like a grant update and on the engineering building at the next meeting.

Adjournment

There being no further business, the meeting adjourned at 8:00 p.m.

ATTEST:

Timothy Murphy, Chairman
Board of County Commissioners

P. DeWitt Cason
Clerk of Circuit Court



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

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Today's Date: 11/7/2018 Meeting Date: 11/15/2018

Name: David Kraus Department: BCC Administration

Division Manager's Signature: 

1. Nature and purpose of agenda item:

On Eagles Wings wishes to invoice at the beginning of each month rather than the end of each month.

2. Recommended Motion/Action:

Motion to approve Amendment Number 1 to the Agreement between Columbia County Board of County Commissioners, On Eagles Wings and CareerSource Florida Crown

3. Fiscal impact on current budget.

This item has no effect on the current budget.



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

DATE: November 7, 2018

TO: Columbia County Board of County Commissioners

FR: David Kraus, Assistant County Manager 

RE: Revision to Contract with CareerSource Florida Crown and On Eagles' Wings

On October 18, 2018, the Board of County Commissioners approved a contract with CareerSource Florida Crown and On Eagles Wings (OEW). Under this contract, the County would reimburse CareerSource Florida Crown for the monthly payments made to On Eagles Wings.

On Eagles Wings has requested an amendment to the contract changing the date of their payment from CareerSource Florida Crown from the end of the month to the beginning of the month. CareerSource Florida Crown will continue to invoice the County for any payments made to OEW. Upon receipt of the invoice from CareerSource Florida Crown, the County will then process the monthly payment to CareerSource Florida Crown.

Staff recommends the Columbia County Board of County Commissioners approve the revised contract with CareerSource Florida Crown and On Eagles Wings (OEW).

Amendment No.1 to Agreement

This amendment agreement is dated this _____ day of _____, 2018.

Between

Columbia County Board of County Commissioners

And

On Eagle’s Wings

And

CareerSource Florida Crown

Background:

- A. Columbia County Board of County Commissioners, On Eagle’s Wings and CareerSource Florida Crown (the “Parties”) entered into the Agreement dated October 22, 2018, for the purpose of reimbursing services provided by On Eagle’s Wings.
- B. The Parties desire to amend the Agreement on the terms and conditions set forth in this Amending Agreement.
- C. This will be the first amendment to the original Agreement

Amendment:

The Agreement is amended as follows:

Section 5(A) Compensation:

OEW agrees to request compensation on a monthly basis through submission of invoices(s) to CareerSource Florida Crown at the beginning of each month.

No Other Change

Except as otherwise expressed in this Agreement, all of the terms of the Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, The Parties hereto have caused this amendment to be executed by the undersigned representatives agreed upon by all parties.

ON EAGLE'S WINGS

CAREERSOURCE FLORIDA CROWN

Authorized OEW Representative

Robert Jones

Official Title

Official Title

Date

Date

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

Tim Murphy

Official Title

Date



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Today's Date: 11/9/2018 Meeting Date: 11/15/2018

Name: Kevin Kirby Department: Public Works

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Utility Permit from Pike Engineering/Utility to replace utility pole on CR 138

2. Recommended Motion/Action:

Approve utility permit from Pike Engineering/Utility.

3. Fiscal impact on current budget.

This item has no effect on the current budget.

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

Date: 11-8-18 Permit No. _____ County Road 138 Section No. _____

Permittee Pike Engineering on behalf of Duke Energy

Address 4427 Pet Lane, Suite 101, Lutz, FL 33559 Telephone Number 813-909-1287

Requesting permission from Columbia County, Florida, hereinafter called the County, to contract, operate and maintain Duke Energy maintenance work on Co Hwy 138. Replace 15 KVA overhead transformer and install 78" fiberglass link.

FROM: On pole 1 TO: _____

Submitted for the Utility Owner by: Lisa Wood, Permit Coordinator
Typed Name & Title

Lisa Wood 11-8-18
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 (X). A letter of notification was mailed on _____ to the following utility owners Duke will contract Sunshine prior to start work

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 Duke Energy _____ Monticello, FL 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 120 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: _____
Permittee

Place Corporate Seal

Signature and Title

Attested

Utilities Permit
Page three
Revised: 8/17/00

Recommended for Approval:

Signature: _____

Title: _____

Date: _____

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

YES () NO ()

Date Approved: _____

Chairman's Signature: _____

From: [Connie Brecheen](#)
To: [Kevin Kirby](#)
Subject: FW: WO 30198954 Co Hwy 138
Date: Thursday, November 08, 2018 1:02:08 PM
Attachments: [WO 30198954 ROW Permit Application.pdf](#)
[WO 30198954 Construction Plan.pdf](#)
[WO 30198954 Location Map.png](#)
[WO 30198954 Street View.png](#)
[WO 30198954 Pole Pics.pdf](#)

Please review and approve.

From: Lisa Wood [mailto:LWood@pike.com]
Sent: Thursday, November 08, 2018 1:01 PM
To: Connie Brecheen
Subject: WO 30198954 Co Hwy 138

Please review and approve the attached ROW permit application.

If you need additional information or have any questions, please do not hesitate to contact me.

Thank you,

Lisa Wood

Permit Coordinator
Pike Engineering, LLC
4427 Pet Lane, Suite 101
Lutz, FL 33559
(813) 909-1287
LWood@pike.com
www.pike.com

Lisa Wood

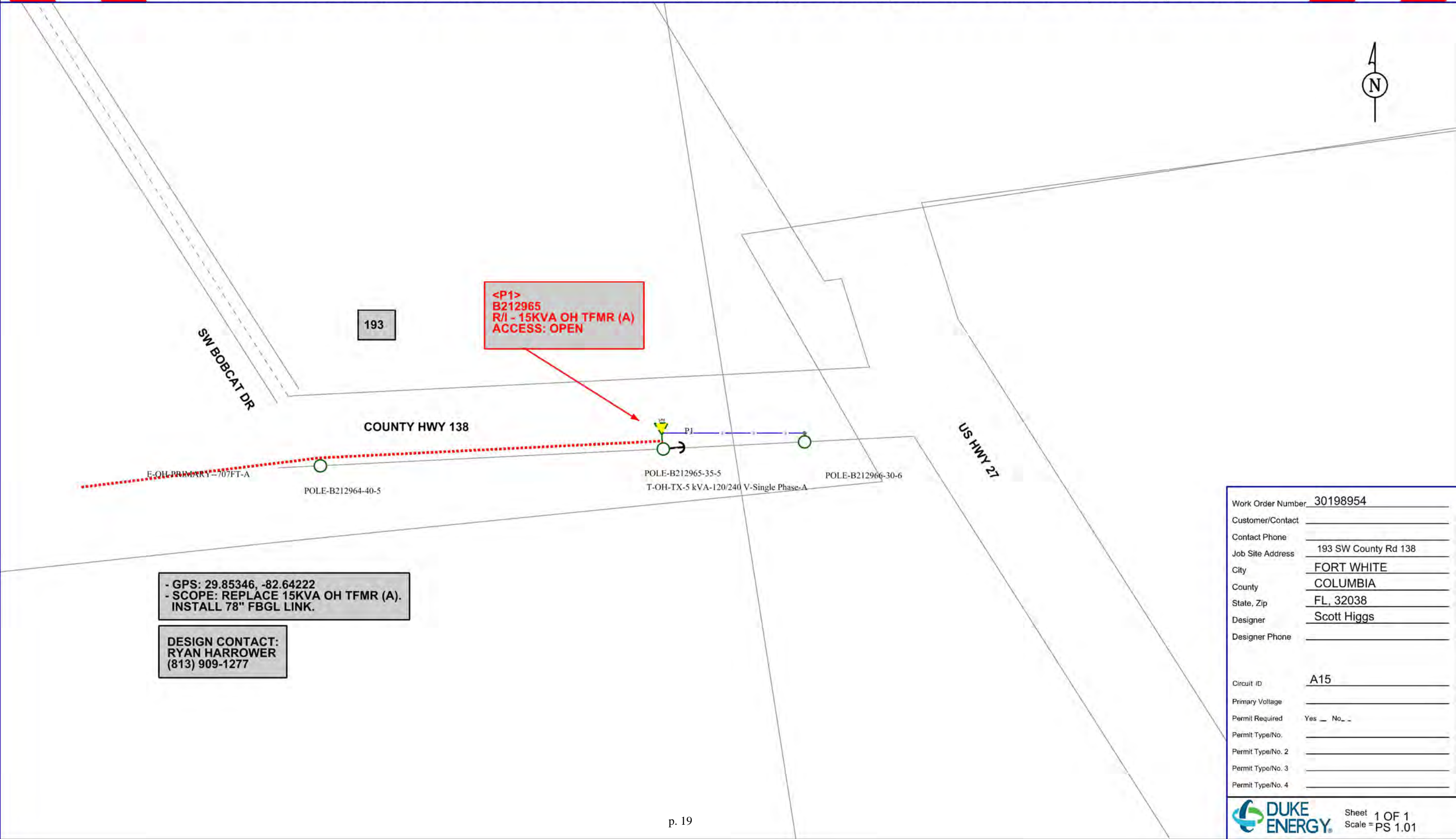
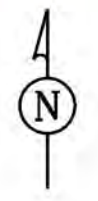
LWood@pike.com
www.pike.com



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REMEMBER: Work zone area conditions may have changed for this job! Everyone is responsible for verifying the above safety information is correct prior to any work being performed each day.



- GPS: 29.85346, -82.64222
 - SCOPE: REPLACE 15KVA OH TFMR (A).
 INSTALL 78" FBGL LINK.

DESIGN CONTACT:
 RYAN HARROWER
 (813) 909-1277

Work Order Number	30198954
Customer/Contact	
Contact Phone	
Job Site Address	193 SW County Rd 138
City	FORT WHITE
County	COLUMBIA
State, Zip	FL, 32038
Designer	Scott Higgs
Designer Phone	
Circuit ID	A15
Primary Voltage	
Permit Required	Yes _ No _
Permit Type/No.	
Permit Type/No. 2	
Permit Type/No. 3	
Permit Type/No. 4	



**COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
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Today's Date: 11/6/2018 Meeting Date: 11/15/2018

Name: Lacey Boatright Department: BCC Administration

Division Manager's Signature:

1. Nature and purpose of agenda item:

Approval for use of funds from the Special Law Enforcement Fund for Crime Stoppers of Columbia County - \$2,500

2. Recommended Motion/Action:

Approve the use of funds from the Special Law Enforcement Fund for Crime Stoppers of Columbia County in the amount of \$2,500

3. Fiscal impact on current budget.

This item is currently budgeted. The account number to be charged is 112-8100-581.90-21

11-15-18
adgms



Sheriff Mark Hunter

COLUMBIA COUNTY SHERIFF'S OFFICE

4917 US Hwy. 90 East • Lake City, Florida 32055-6288
www.columbiasheriff.org

October 26, 2018

Honorable Tim Murphy, Chairman
Board of County Commissioners
P.O. Drawer 1529
Lake City, Florida 32056-1529

Dear Commissioner Murphy,

Pursuant to Florida Statute 932.7055(5)(b), I am requesting a total sum of \$ 2,500.00 from the Special Law Enforcement Trust Fund for Crime Stoppers of Columbia County. The request of these funds complies with the aforementioned statute.

Thank you in advance for your consideration of this request.

Sincerely,

A handwritten signature in blue ink that reads "Mark Hunter".

Mark Hunter
Sheriff



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
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Today's Date: 11/7/2018 Meeting Date: 11/15/2018

Name: Lacey Boatright Department: BCC Administration

Division Manager's Signature: [Handwritten Signature]

1. Nature and purpose of agenda item:

BA 18-76 -- Allocating excess revenue in the Utility Fund for additional invoices received - \$4,000

2. Recommended Motion/Action:

Approve BA 18-76 in the amount of \$4,000 allocating excess revenue in the Utility Fund for additional invoices received.

3. Fiscal impact on current budget.

This item is not budgeted. The proposed budget amendment to fund this request is provided below. The budget amendment number is BA 18-76 using fund 405-UTILITIES FUND.

Table with 3 columns: FROM, TO, AMOUNT. FROM: 405-0000-343.30-10 ELLISVILLE WATER UTIL REV / CAPACITY CHARGE; TO: 405-3500-535.30-34 OPERATING EXPENDITURES / CONTRACTURAL SERVICES; AMOUNT: \$4,000.00

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



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

Memorandum

Date: 11/07/2018

To: Ben Scott, County Manager

From: Lacey Boatright, Financial Management Director

RE: Budget Amendment 18-76

The above referenced amendment is requested to allocate excess revenue received in the utility fund due to Love's Travel Stop opening in FY 2017-2018.



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Today's Date: 11/7/2018 **Meeting Date:** 11/15/2018

Name: Lacey Boatright **Department:** BCC Administration

Division Manager's Signature:

1. Nature and purpose of agenda item:

BA 19-08 - Allocating revenue and expenses for Carolyn Heights Subdivision - \$2,516.

2. Recommended Motion/Action:

Approve BA 19-08 in the amount of \$2,516 allocating the revenue and expenses for Carolyn Heights Subdivision - \$2,516.

3. Fiscal impact on current budget.

This item is not budgeted. The proposed budget amendment to fund this request is provided below.

The budget amendment number is BA 19-08 using fund 102-MSBU.

FROM:	TO:	AMOUNT:
102-0000-325.20-26 SPECIAL ASSESSMENTS / CAROLYN HEIGHTS LIGHT.	102-7802-554.30-31 OPERATING EXPENDITURES / ADMINISTRATION	\$1,500.00
102-0000-325.20-26 SPECIAL ASSESSMENTS / CAROLYN HEIGHTS LIGHT.	102-7802-554.30-43 OPERATING EXPENDITURES / UTILITIES	\$1,016.00

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



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

Memorandum

Date: 11/07/2018

To: Ben Scott, County Manager

From: Lacey Boatright, Financial Management Director 

RE: Budget Amendment 19-08

The above referenced amendment is requested to account for the revenue and expenses generated for Carolyn Heights Subdivision. These amounts were not included in the original budget and need to be allocated.



**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: 11/1/2018 Meeting Date: 11/15/2018

Name: Brandon Stubbs Department: Building And Zoning

Division Manager's Signature:

A handwritten signature in blue ink, appearing to be "B. Stubbs", is written over a light blue rectangular background.

1. Nature and purpose of agenda item:

Teena Ruffo, Earl Peeler, and Roger Busscher are seeking reappointment to the Board of Adjustment/Planning & Zoning Board for a three-year term.

2. Recommended Motion/Action:

Motion to reappoint Teena Ruffo, Earl Peeler, and Roger Busscher to the Columbia County Board of Adjustment/Planning & Zoning Board for three-year terms.

3. Fiscal impact on current budget.

This item has no effect on the current budget.



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

Date: November 15, 2018
To: Board of County Commissioners
From: Brandon M. Stubbs, County Planner/LDR Admin.
Re: Reappointment of Earl Peeler, Teena Ruffo, & Roger Busscher

The Board of Adjustment/Planning & Zoning Board ("Board") has three Board members whose terms have expired or are about to expire. I have confirmed with all three Board members and they all desire to be reappointed. Each reappointment will be for a three-year term. Below is a list of member to be reappointed and their term limits.

Teena Ruffo - January 1, 2018 through January 1, 2021
Earl Peeler - September 17, 2018 through September 17, 2021
Roger Busscher - January 1, 2019 through January 1, 2022

Staff recommends to the Board of County Commissioners, the reappoint of Teena Ruffo, Earl Peeler, and Roger Busscher for a three-year term as identified above.



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

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Today's Date: 11/7/2018 Meeting Date: 11/15/2018

Name: Danielle Beard Department: Clerk To Board 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 \$2,801,817.95 submitted October 31, 2018. All funds authorized for the issuance of these checks have been 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:

Approve payment of bills and vouchers in the amount of \$2,801,817.95 submitted October 31, 2018.

3. Fiscal impact on current budget.

This item is currently budgeted. The account number to be charged is Various

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
26556	2013	00	A T & T	10/31/2018	782.09	.00
26557	1207	00	ADVANCE AUTO PARTS	10/31/2018	734.48	.00
26558	1547	00	ADVANCED ENVIRONMENTAL LABORATORIES	10/31/2018	2,254.75	.00
26559	3894	00	AMERICAN PIPE AND TANK, INC	10/31/2018	1,775.00	.00
26560	111	00	ANDERSON COLUMBIA CO., INC.	10/31/2018	596,027.51	.00
26561	3172	00	AT & T PRO CLUB	10/31/2018	724.51	.00
26562	3368	00	AT & T	10/31/2018	2,940.52	.00
26563	8195	00	AT&T	10/31/2018	35.61	.00
26564	218	00	BAKER & TAYLOR BOOKS	10/31/2018	2,204.88	.00
26565	251	00	BAKER DISTRIBUTING CO.	10/31/2018	248.88	.00
26566	5251	00	BATTERIES PLUS	10/31/2018	119.95	.00
26567	4015	00	BAYWAY SERVICE	10/31/2018	325.00	.00
26568	3643	00	BEARD EQUIPMENT CO. INC.	10/31/2018	785.89	.00
26569	4746	00	BEAVER BULK, INC.	10/31/2018	6,007.82	.00
26570	250	00	BEST PLUMBING SPECIALTIES, INC.	10/31/2018	499.95	.00
26571	403	00	BI-FOLKAL PRODUCTIONS, INC.	10/31/2018	489.25	.00
26572	4680	00	BLUE SUMMIT WATERS, LLC	10/31/2018	17.25	.00
26573	3893	00	BOONE IMPROVEMENTS INC.	10/31/2018	18,026.09	.00
26574	3914	00	BRENT HAYDEN, M.D. P.A.	10/31/2018	360.00	.00
26575	221	00	BRODART CO.	10/31/2018	43.56	.00
26576	3201	00	CALVIN THOMAS FARMS	10/31/2018	675.00	.00
26577	1796	00	CAROLYN HEIGHTS WATER CO., INC.	10/31/2018	95.03	.00
26578	8675	00	CARROT-TOP IND.	10/31/2018	81.44	.00
26579	1513	00	CCP INDUSTRIES	10/31/2018	268.35	.00
26580	348	00	CENTRAL STATES ENTERPRISE, INC.	10/31/2018	499.69	.00
26581	2501	00	CINTAS CORPORATION #148	10/31/2018	1,945.62	.00
26582	382	00	CITY ELECTRIC SUPPLY, INC.	10/31/2018	88.61	.00
26583	304	00	CITY OF LAKE CITY - UTILITIES	10/31/2018	26,905.76	.00
26584	308	00	CLAY ELECTRIC COOPERATIVE, INC.	10/31/2018	1,235.01	.00
26585	352	00	CLERK OF COURT COLUMBIA COUNTY	10/31/2018	44.00	.00
26586	352	00	CLERK OF COURT COLUMBIA COUNTY	10/31/2018	40.00	.00
26587	321	00	COLUMBIA COUNTY HEALTH DEPT.	10/31/2018	12,815.33	.00
26588	321	00	COLUMBIA COUNTY HEALTH DEPT.	10/31/2018	510.00	.00
26589	2039	00	SHERIFF COLUMBIA COUNTY	10/31/2018	1,302,606.00	.00
26590	2822	00	COMCAST	10/31/2018	896.97	.00
26591	353	00	COMCAST BUSINESS	10/31/2018	5,979.16	.00
26592	4830	00	COMCAST CABLE COMMUNICATIONS, INC.	10/31/2018	123.76	.00
26593	3903	00	COMPSYCH	10/31/2018	2,592.00	.00
26594	4846	00	CREATIVE CONCRETE DESIGN	10/31/2018	6,427.45	.00
26595	361	00	CURRENT PROBLEMS, INC.	10/31/2018	2,500.00	.00
26596	445	00	DARABI AND ASSOC., INC.	10/31/2018	19,000.00	.00
26597	4144	00	DEBORAH L. HORNER	10/31/2018	8.90	.00
26598	1588	00	DEES-PARRISH FAMILY FUNERAL HOME	10/31/2018	450.00	.00
26599	3341	00	DEPT. OF CORRECTIONS	10/31/2018	43,122.75	.00
26600	442	00	DEPT. OF MANAGEMENT SERVICES	10/31/2018	6,900.28	.00
26601	1256	00	DONALD F. LEE & ASSOC, INC.	10/31/2018	3,135.00	.00
26602	615	00	DUKE ENERGY	10/31/2018	2,886.29	.00
26603	484	00	DUVAL FORD COMPANY	10/31/2018	38,083.00	.00
26604	432	00	E. VERNON DOUGLAS	10/31/2018	2,000.00	.00
26605	571	00	EVERETT PHILLIPS	10/31/2018	2,400.00	.00
26606	2125	00	F.E.P.A.	10/31/2018	200.00	.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
26607	1156	00	FASTENAL	10/31/2018	37.12	.00
26608	4250	00	FLAGLER CONSTRUCTION EQUIPMENT LLC	10/31/2018	276.78	.00
26609	642	00	FLORIDA PEST CONTROL	10/31/2018	555.00	.00
26610	613	00	FLORIDA POWER & LIGHT	10/31/2018	1,330.92	.00
26611	4689	00	FORTILINE, INC.	10/31/2018	2,578.28	.00
26612	806	00	G.W. HUNTER, INC.	10/31/2018	705.22	.00
26613	1860	00	GALE/CENGAGE LEARNING	10/31/2018	425.72	.00
26614	719	00	GAMETIME	10/31/2018	12,452.43	.00
26615	762	00	GENESIS DOOR & HARDWARE, INC.	10/31/2018	704.00	.00
26616	713	00	GEORGE WEHRLI	10/31/2018	336.37	.00
26617	724	00	GRAINGER	10/31/2018	245.36	.00
26618	4380	00	GRAPHIC BITES, INC.	10/31/2018	456.00	.00
26619	745	00	GREAT AMERICA FINANCIAL SVCS	10/31/2018	887.74	.00
26620	794	00	GREEN'S MARINE & SPORTING GOODS	10/31/2018	535.68	.00
26621	4804	00	HAWKINS, INC.	10/31/2018	91.00	.00
26622	810	00	HEARTLAND REHAB. SERV. FLORIDA, LLC	10/31/2018	70.00	.00
26623	818	00	HILL MANUFACTURING CO., INC.	10/31/2018	919.00	.00
26624	896	00	HOBART SERVICE	10/31/2018	291.00	.00
26625	2133	00	HOME DEPOT CREDIT SERVICE/THE	10/31/2018	148.00	.00
26626	1704	00	HUNTER PRINTING	10/31/2018	55.34	.00
26627	952	00	ICS CREMATION AND FUNERAL HOME	10/31/2018	900.00	.00
26628	8311	00	INSIGHT PUBLIC SECTOR, INC,	10/31/2018	2,591.00	.00
26629	5172	00	JOHN BISPHAM	10/31/2018	4,575.00	.00
26630	1033	00	JOHNSTONE SUPPLY	10/31/2018	89.64	.00
26631	778	00	JOSHUA WEHINGER	10/31/2018	40.00	.00
26632	1212	00	LAKE CITY AUTO PARTS	10/31/2018	1,221.64	.00
26633	1224	00	LAKE CITY HUMANE SOCIETY, INC.	10/31/2018	27,916.66	.00
26634	1230	00	LAKE CITY INDUSTRIES	10/31/2018	58.61	.00
26635	1204	00	LAKE CITY REPORTER, INC.	10/31/2018	2,874.17	.00
26636	3020	00	LEVY JONES	10/31/2018	94.60	.00
26637	1262	00	LOWE'S PROX	10/31/2018	338.56	.00
26638	1216	00	LUBE SPECIALISTS	10/31/2018	267.33	.00
26639	5213	00	MAIN STREET PRINTING	10/31/2018	250.60	.00
26640	5209	00	MAULDIN INTERNATIONAL TRUCKS	10/31/2018	104.04	.00
26641	1319	00	MCCRIMON'S OFFICE SUPPLY	10/31/2018	325.63	.00
26642	1351	00	METAL MASTERS OF FLORIDA INC.	10/31/2018	270.83	.00
26643	1346	00	MIKELL'S POWER EQUIPMENT	10/31/2018	1,570.93	.00
26644	812	00	MOTION INDUSTRIES, INC.	10/31/2018	86.65	.00
26645	4942	00	MUNICIPAL EMERGENCY SERVICES, INC.	10/31/2018	115.00	.00
26646	1435	00	NABORS, GIBLIN & NICKERSON, P.A.	10/31/2018	10,510.76	.00
26647	1432	00	NEFLIN, INC.	10/31/2018	218.42	.00
26648	1441	00	NEW READERS PRESS	10/31/2018	240.96	.00
26649	1429	00	NEXTRAN TRUCK CENTER	10/31/2018	121.24	.00
26650	3663	00	NORTH FLORIDA PROFESSIONAL SERVICES	10/31/2018	62,466.00	.00
26651	1460	00	BLUETARP FINANCIAL	10/31/2018	166.48	.00
26652	1622	00	OFFICE DEPOT	10/31/2018	1,386.58	.00
26653	4755	00	OMNICOM CONSULTING GROUP, INC.	10/31/2018	4,163.56	.00
26654	3597	00	PATRICK'S UNIFORMS OF FLORIDA, INC.	10/31/2018	63.71	.00
26655	1707	00	PELONI'S PUMPING	10/31/2018	1,480.00	.00
26656	1041	00	PETE OLIN AUTO PARTS, INC.	10/31/2018	113.24	.00
26657	4063	00	PREMIER PAPER & JANITORIAL SUPPLIES	10/31/2018	2,330.95	.00

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
26658	1862	00	PROLITERACY WORLDWIDE	10/31/2018	99.00	.00
26659	1716	00	PROPERTY APPRAISER	10/31/2018	384,731.00	.00
26660	5268	00	PUBLIC SAFETY GROUP	10/31/2018	1,895.00	.00
26661	1812	00	QUALITY EQUIPMENT & PARTS, INC.	10/31/2018	78.09	.00
26662	4555	00	QUEST LINER	10/31/2018	3,963.59	.00
26663	2583	00	RESIDENTS ADVISORY COUNCIL	10/31/2018	96.15	.00
26664	4171	00	RICHARDSON C/C ANNIE MATTOX PARK N.	10/31/2018	3,750.00	.00
26665	8033	00	RICKEY W .SMITH	10/31/2018	2,725.00	.00
26666	4644	00	RICKY RESCUE TRAINING ACADEMY	10/31/2018	150.00	.00
26667	1907	00	RING POWER CORP.	10/31/2018	434.03	.00
26668	2960	00	ROBERT L. BOSTIC	10/31/2018	1,300.00	.00
26669	2101	00	RONNIE BRANNON, TAX COLLECTOR	10/31/2018	33.10	.00
26670	2101	00	RONNIE BRANNON, TAX COLLECTOR	10/31/2018	119.55	.00
26671	1911	00	ROUNTREE-MOORE FORD	10/31/2018	143.48	.00
26672	1589	00	S & S MOWERS, INC.	10/31/2018	123.41	.00
26673	2053	00	SAWYER HOME GAS, INC.	10/31/2018	327.15	.00
26674	2021	00	SHERWIN-WILLIAMS CO.STORE#2741	10/31/2018	147.17	.00
26675	287	00	SOUTHERN SPECIALIZED LLC	10/31/2018	952.11	.00
26676	1442	00	SPRINT	10/31/2018	79.98	.00
26677	4857	00	STRICTLY TECHNOLOGY LLC	10/31/2018	10,397.77	.00
26678	814	00	SUPERION, LLC	10/31/2018	2,750.36	.00
26679	2087	00	SUPERVISOR OF ELECTIONS	10/31/2018	55,889.30	.00
26680	8512	00	SUWANNEE RIVER ECONOMIC COUNCIL INC	10/31/2018	5,099.98	.00
26681	8074	00	SUWANNEE RIVER SUPPLY	10/31/2018	239.60	.00
26682	2028	00	SUWANNEE VALLEY ELECT. CO.	10/31/2018	3,373.28	.00
26683	2029	00	SUWANNEE VALLEY TRANS. AUTH.	10/31/2018	14,676.50	.00
26684	2078	00	SWIFT LUBE	10/31/2018	99.91	.00
26685	2108	00	TAMPA BAY LIBRARY CONSORTIUM	10/31/2018	165.00	.00
26686	4150	00	TARGET SPECIALTY PRODUCTS	10/31/2018	37.95	.00
26687	2163	00	TEEKO GRAPHICS	10/31/2018	41.00	.00
26688	2147	00	TEN-8 FIRE EQUIPMENT INC.	10/31/2018	845.66	.00
26689	1186	00	THE ORIGINAL FLA.TOIRISM TASK FORCE	10/31/2018	8,000.00	.00
26690	2148	00	THOMAS TIRE REPAIR & ROAD SERVICE	10/31/2018	263.20	.00
26691	2431	00	THOMSON REUTERS-WEST	10/31/2018	156.00	.00
26692	2188	00	THREE RIVERS LEGAL SERVICE	10/31/2018	3,275.00	.00
26693	3850	00	TIMMY HALL'S APPLIANCE SERV. INC.	10/31/2018	100.00	.00
26694	4909	00	UNITED REFRIGERATION, INC.	10/31/2018	494.13	.00
26695	4922	00	UNIVERSAL ENVIRONMENTAL SERVICES	10/31/2018	110.00	.00
26696	223	00	VANN CARPET ONE	10/31/2018	467.04	.00
26697	2673	00	VERIZON WIRELESS	10/31/2018	3,784.82	.00
26698	3050	00	VOICE FOR CHILDREN	10/31/2018	1,471.60	.00
26699	129	00	WINDSTREAM	10/31/2018	272.45	.00
26700	5190	00	WINSUPPLY	10/31/2018	67.96	.00
26701	559	00	WORK FORCE QA	10/31/2018	281.25	.00
26702	2404	00	WSMDD LAND TRUST	10/31/2018	16,524.99	.00
26703	2500	00	XEROX CORP	10/31/2018	894.75	.00
26704	5166	00	ZOLL MEDICAL CORP	10/31/2018	1,918.50	.00
NUMBER OF CHECKS				149	GRAND TOTAL	2,801,817.95



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

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Today's Date: 11/8/2018 Meeting Date: 11/15/2018

Name: David Kraus Department: Grant Management

Division Manager's Signature: 

1. Nature and purpose of agenda item:

To approve for the County to apply for FEMA flood mitigation assistance through the Florida Division of Emergency Management for flood and stormwater projects

2. Recommended Motion/Action:

Motion to approve an application to the Florida Division of Emergency Management for Flood Mitigation and Pre-Disaster Mitigation grant programs.

3. Fiscal impact on current budget.

This item has no effect on the current budget.



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

DATE: November 8, 2018

TO: Columbia County Board of County Commissioners

FR: David Kraus, Risk manager 

RE: Grant Applications

The Florida Division of Emergency Management is accepting applications for the Flood Mitigation Assistance Program and the Pre-Disaster Mitigation Program. Applications are due on or before November 28. These two programs are annual FEMA grant programs that are funded through the State Division of Emergency Management. Staff plans to develop an application to help fund flood the Cannon Creek

Staff requests the Columbia County Board of County Commissioners authorize the application for Flood Mitigation Assistance and/or Pre-Disaster Mitigation Program funding for stormwater and flood mitigations projects including Cannon Creek.

BOARD MEETS THE 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: 10/26/2018 Meeting Date: 11/15/2018

Name: Katrina Evans Department: Library

Division Manager's Signature:

A handwritten signature in blue ink, appearing to be "Katrina Evans", is written over a light blue rectangular background.

1. Nature and purpose of agenda item:

Requesting approval for the Library to close on Saturday, December 22 and Sunday, December 23 in addition to the Christmas Eve/Christmas Day county holidays on Monday, December 24 and Tuesday, December 25 and for the Main Library to close at 6:00 pm instead of 9:00 pm on Monday, December 31. Staff who would normally be scheduled to work on December 22-23 or from 6:00-9:00 pm on December 31 would have the opportunity to work those hours at another time during the week or to use annual leave.

2. Recommended Motion/Action:

Motion to approve Library closure for Saturday, December 22 and Sunday, December 23 and early closure for Main Library on Monday, December 31.

3. Fiscal impact on current budget.

This item has no effect on the current budget.

Columbia County Public Library
308 NW Columbia Avenue
Lake City, FL 32055
386-758-1018 * 386-758-2135 Fax

Katrina P. Evans, Library Director

MEMORANDUM

DATE: October 28, 2018

TO: David Kraus, Assistant County Manager

FR: Katrina Evans, Library Director

RE: Library Closings for Christmas and New Year holidays

I would like to request approval by the Board of County Commissioners for the Library close on Saturday, December 22 and on Sunday, December 23 in addition to the Christmas Eve/Christmas Day county holidays on December 24 and December 25 (Monday and Tuesday) and for the Main Library to close at 6:00 pm instead of 9:00 pm on Monday, December 31. Staff who would normally be scheduled to work on December 22 and 23 or from 6:00 pm-9:00 pm on December 31 would have the opportunity to work those hours at another time during the week or to use annual leave.

I would provide sufficient public notice in advance of the holiday closings. Please let me know if you need any further information from me. Thank you for your consideration.



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

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Today's Date: 10/31/2018 Meeting Date: 11/15/2018

Name: Katrina Evans Department: Library

Division Manager's Signature:

A handwritten signature in blue ink, appearing to be "Katrina Evans", is written over a light blue rectangular background.

1. Nature and purpose of agenda item:

Requesting approval and signatures for the 2018-19 State Aid to Libraries Grant Agreement and Certification of Hours, Free Library Service and Access to Materials

2. Recommended Motion/Action:

Motion to approve and sign 2018-19 State Aid to Libraries Grant Agreement and Certification of Hours, Free Library Service and Access to Materials

3. Fiscal impact on current budget.

This item is currently budgeted. The account number to be charged is 104-0000-334.70-73

Columbia County Public Library
308 NW Columbia Avenue
Lake City, FL 32055
386-758-1018 * 386-758-2135 Fax

Katrina P. Evans, Library Director

MEMORANDUM

DATE: October 31, 2018

TO: David Kraus, Assistant County Manager

FR: Katrina Evans, Library Director

RE: State Aid to Libraries Grant Agreement, 2018-19

I would like to request approval of the 2018-19 State Aid to Libraries Grant Agreement and the State Aid to Libraries Grant Application Certification of Hours, Free Library Service and Access to Materials form by the Board of County Commissioners. Both signed documents are required for the Library's annual State Aid to Libraries application and are due no later than Saturday, December 1, 2018.

The certification form requires the signature of the Chair of the Governing Body, and the grant agreement requires approval and signatures on the left side of the agreement for the Chair of the Governing Body and the Clerk or Chief Financial Officer. Instructions specify that electronically generated signatures should not be used and that no signatures should be added on the right side of the signature page. After the agreement is executed by the Division of Library and Information Services, a signed agreement will be returned to the library.

If you need any further information from me, please let me know. Thank you.

STATE AID TO LIBRARIES GRANT
AGREEMENT BETWEEN
THE STATE OF FLORIDA, DEPARTMENT OF STATE
AND

Columbia County Board of County Commissioners for and on behalf of Columbia County
Public Library

This Agreement is by and between the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the "Division," and the **Columbia County Board of County Commissioners** for and on behalf of **Columbia County Public Library**, hereinafter referred to as the "Grantee."

The Grantee has submitted an application and has met all eligibility requirements and has been awarded a State Aid to Libraries Grant (CSFA 45.030) by the Division in the amount specified on the "Fiscal Year 2018-19 State Aid to Libraries Final Grants" document (which is incorporated as part of this Agreement and entitled Attachment B). The Division has the authority to administer this grant in accordance with Section 257, *Florida Statutes*. By reference, the application and any approved revisions are hereby made a part of this agreement.

In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

1. Grant Purpose. This grant shall be used exclusively for the "State Aid to Libraries Grant," the public purpose for which these funds were appropriated.

a) The Grantee shall perform the following **Scope of Work**:

In accordance with Sections 257.17-257.18, *Florida Statutes*, the Grantee shall receive a grant amount that is calculated and based upon local funds expended during the second preceding fiscal year for the operation and maintenance of the library. For this grant, the local expenditures shall have been made during the period October 1, 2016 - September 30, 2017.

In order to be eligible to receive the grant funding, the Grantee shall manage or coordinate free library service to the residents of its legal service area for the period October 1, 2016 through June 30, 2019. The Grantee shall:

- Have a single administrative head employed full time by the library's governing body;
- Provide free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- Provide access to materials, information and services for all residents of the area served; and

- Have at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement.

b) The Grantee agrees to provide the following **Deliverables** related to the Scope of Work for payments to be awarded.

Payment 1, Deliverable/Task 1:

- Payment will be an advance in the amount of 100% of the grant award for the period October 1, 2016 through June 30, 2019. The Grantee will:
 - Have expended funds to provide free library service during the period October 1, 2016 - September 30, 2017;
 - Provide an Expenditure Report and certification of Local Operating Expenditures for the period October 1, 2016 - September 30, 2017 only;
 - Provide documentation showing that at least one library, branch library or member library is open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system) during the length of the agreement;
 - Provide the Certification of Credentials for the Single Administrative Head; and
 - Provide a Certification of Hours, Free Library Service and Access to Materials.

c) Grant funds shall be used for the operation and maintenance of the library. The allowable budget categories are: Personnel Services (salaries, wages, and related employee benefits provided for all persons employed by the reporting entity whether on full-time, part-time, temporary, or seasonal basis); Operating Expenses (expenditures for goods and services which primarily benefit the current period and are not defined as personal services or capital outlays); Non-Fixed Capital Outlay (outlays for the acquisition of or addition to fixed assets); and Other (other operating expenditure categories in the library budget).

- 2. Length of Agreement.** This Agreement covers the period of October 1, 2016 to June 30, 2019, unless terminated in accordance with the provisions of Section 28 of this Agreement. This period begins with the start of the Grantee's second preceding fiscal year (October 1, 2016) and concludes with the end of the State of Florida's current fiscal year (June 30, 2019).
- 3. Expenditure of Grant Funds.** Grant funds will be used to reimburse a portion of local funds expended by the Grantee during their second preceding fiscal year (October 1, 2016 – September 30, 2017) for the operation and maintenance of a library and shall not exceed the amount specified in Attachment B. No costs incurred after the second preceding fiscal year shall be allowed unless specifically authorized by the Division.

- 4. Contract Administration.** The parties are legally bound by the requirements of this agreement. Each party's contract manager, named below, will be responsible for monitoring its performance under this Agreement and will be the official contact for each party. Any notice(s) or other communications in regard to this agreement shall be directed to or delivered to the other party's contract manager by utilizing the information below. Any change in the contact information below should be submitted in writing to the contract manager within 10 days of the change.

For the Division of Library and Information Services:

Marian Deeney, Library Program Administrator
Florida Department of State
R.A. Gray Building
Mail Station # 9D
500 South Bronough Street
Tallahassee, Florida 32399-0250
Phone: 850.245.6620
Facsimile: 850.245.6643
Email: marian.deeney@dos.myflorida.com

For the Grantee:

Ms. Katrina Evans, Director
Columbia County Public Library
308 NW Columbia Avenue
Lake City, Florida 32055
Phone: 386.758.2101
Facsimile: 386.7582135
Email: kevans@columbiacountyfla.com

- 5. Grant Payments.** The total grant award shall not exceed the amount specified on the “Fiscal Year 2018-19 State Aid to Libraries Final Grants” document (Attachment B), which shall be paid by the Division in consideration for the Grantee’s minimum performance as set forth by the terms and conditions of this Agreement. Payment will be an advance in the amount of 100% of the grant award as specified in Attachment B. Payment will be made in accordance with the completion of the Deliverables.
- 6. Electronic Payments.** The Grantee can choose to use electronic funds transfer (EFT) to receive grant payments. All grantees wishing to receive their award through EFT must submit a Vendor Direct Deposit Authorization form (form number DFS-AI-26E, rev 6/2014), incorporated by reference, to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit myfloridacfo.com/Division/AA/Forms/DFS-AI-26E.pdf. The form also includes tools and information that allow you to check on payments.

7. **Florida Substitute Form W-9.** A completed Substitute Form W-9 is required from any entity that receives a payment from the State of Florida that may be subject to 1099 reporting. The Department of Financial Services (DFS) must have the correct Taxpayer Identification Number (TIN) and other related information in order to report accurate tax information to the Internal Revenue Service (IRS). To register or access a Florida Substitute Form W-9 visit flvendor.myfloridacfo.com. **A copy of the Grantee’s Florida Substitute Form W-9 must be submitted by the Grantee to the Division with the executed Agreement.**
8. **Financial Consequences.** The Department shall apply the following financial consequences for failure to perform the minimum level of services required by this Agreement in accordance with Sections 215.971 and 287.058, *Florida Statutes*:

The Department shall require the return of the award in a prorated amount based upon the percentage of time that the library failed to perform the minimum level of services. The prorated reduction will be in the same percentage as the percentage of time that the library was not providing minimum level of services.

9. **Credit Line(s) to Acknowledge Grant Funding.** The Division requires public acknowledgement of State Aid to Libraries Grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, webpages, programs, etc. created as part of a State Aid to Libraries Grant project must include an acknowledgment that State Aid to Libraries Grant funds were used to create them.

Use the following text:

“This project has been funded under the provisions of the State Aid to Libraries Grant program, which is administered by the Florida Department of State’s Division of Library and Information Services.”

10. **Non-allowable Grant Expenditures.** The Grantee agrees to expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated. Expenditures shall be in compliance with the state guidelines for allowable project costs as outlined in the Department of Financial Services’ Reference Guide for State Expenditures (dated February, 2011), incorporated by reference, which are available online at myfloridacfo.com/aadir/reference_guide.

Grant funds may not be used for the purchase or construction of a library building or library quarters.

11. **Travel Expenses.** The Subgrantee must pay any travel expenses, from grant or local matching funds, in accordance to the provisions of Section 112.061, *Florida Statutes*.

- 12. Unobligated and Unearned Funds and Allowable Costs.** In accordance with Section 215.971, *Florida Statutes*, the Grantee shall refund to the State of Florida any balance of unobligated funds which has been advanced or paid to the Grantee. In addition, funds paid in excess of the amount to which the recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency. Further, the recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period. Expenditures of state financial assistance must be in compliance with the laws, rules and regulations applicable to expenditures of State funds as outlined in the Department of Financial Service's Reference Guide for State Expenditures (dated February, 2011) ([myfloridacfo.com/aadir/reference guide](http://myfloridacfo.com/aadir/reference_guide)), incorporated by reference.
- 13. Repayment.** All refunds or repayments to be made to the Department under this agreement are to be made payable to the order of "Department of State" and mailed directly to the following address: Florida Department of State, Attention: Marian Deeney, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, FL 32399. In accordance with Section 215.34(2), *Florida Statutes*, if a check or other draft is returned to the Department for collection, Recipient shall pay to the Department a service fee of \$15.00 or five percent (5%) of the face amount of the returned check or draft, whichever is greater.
- 14. Single Audit Act.** Each grantee, other than a grantee that is a State agency, shall submit to an audit pursuant to Section 215.97, *Florida Statutes*. See Attachment A for additional information regarding this requirement. If a Grantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act because it did not expend at least \$750,000 in state financial assistance, it must submit a Financial Report on its operations pursuant to Section 218.39, *Florida Statutes* within nine months of the close of its fiscal year.
- 15. Retention of Accounting Records.** Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the Project, shall be retained for a period of five (5) fiscal years after the close-out of the grant and release of the audit. If any litigation or audit is initiated or claim made before the expiration of the five-year period, the records shall be retained for five fiscal years after the litigation, audit or claim has been resolved.
- 16. Obligation to Provide State Access to Grant Records.** The Grantee must make all grant records of expenditures, copies of reports, books, and related documentation available to the Division or a duly authorized representative of the State of Florida for inspection at reasonable times for the purpose of making audits, examinations, excerpts and transcripts.
- 17. Obligation to Provide Public Access to Grant Records.** The Division reserves the right to unilaterally cancel this Agreement in the event that the Grantee refuses public access to all documents or other materials made or received by the Grantee that are subject to the provisions of Chapter 119, *Florida Statutes*, known as the *Florida Public Records Act*. The Grantee must immediately contact the Division's Contract Manager for assistance if it receives a public records request related to this Agreement.

18. Noncompliance. Any Grantee that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable law or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other Office of Cultural, Historical, and Information Programs (OCHIP) Division will be in noncompliance status and subject to the OCHIP Grants Compliance Procedure. OCHIP Divisions include the Division of Cultural Affairs, the Division of Historical Resources, and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any OCHIP grant may be released.

19. Accounting Requirements. The Grantee must maintain an accounting system that provides a complete record of the use of all grant funds as follows:

- a) The accounting system must be able to specifically identify and provide audit trails that trace the receipt, maintenance and expenditure of state funds;
- b) Accounting records must adequately identify the sources and application of funds for all grant activities and must classify and identify grant funds by using the same budget categories that were approved in the grant application. If Grantee's accounting system accumulates data in a different format than the one in the grant application, subsidiary records must document and reconcile the amounts shown in the Grantee's accounting records to those amounts reported to the Division;
- c) An interest-bearing checking account or accounts in a state or federally chartered institution may be used for revenues and expenses described in the Scope of Work and detailed in the Estimated Project Budget;
- d) The name of the account(s) must include the grant award number;
- e) The Grantee's accounting records must have effective control over and accountability for all funds, property and other assets; and
- f) Accounting records must be supported by source documentation and be in sufficient detail to allow for a proper pre-audit and post-audit (such as invoices, bills and canceled checks).

20. Availability of State Funds. The State of Florida's performance and obligation to pay under this Agreement are contingent upon an annual appropriation by the Florida Legislature. In the event that the state funds upon which this Agreement is dependent are withdrawn, this Agreement will be automatically terminated and the Division shall have no further liability to the Grantee beyond those amounts already expended prior to the termination date. Such termination will not affect the responsibility of the Grantee under this Agreement as to those funds previously distributed. In the event of a state revenue shortfall, the total grant may be reduced accordingly.

- 21. Lobbying.** The Subgrantee will not use any grant funds for lobbying the state legislature, the state judicial branch or any state agency.
- 22. Independent Contractor Status of Grantee.** The Grantee, if not a state agency, agrees that its officers, agents and employees, in performance of this Agreement, shall act in the capacity of independent contractors and not as officers, agents or employees of the state. The Grantee is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment by the State of Florida.
- 23. Grantee's Subcontractors.** The Grantee shall be responsible for all work performed and all expenses incurred in connection with this Agreement. The Grantee may subcontract, as necessary, to perform the services and to provide commodities required by this Agreement. The Division shall not be liable to any subcontractor(s) for any expenses or liabilities incurred under the Grantee's subcontract(s), and the Grantee shall be solely liable to its subcontractor(s) for all expenses and liabilities incurred under its subcontract(s). The Grantee must take the necessary steps to ensure that each of its subcontractors will be deemed to be independent contractors and will not be considered or permitted to be agents, servants, joint venturers or partners of the Division.
- 24. Liability.** The Division will not assume any liability for the acts, omissions to act or negligence of the Grantee, its agents, servants or employees; nor may the Grantee exclude liability for its own acts, omissions to act or negligence to the Division.
- a) The Grantee shall be responsible for claims of any nature, including but not limited to injury, death and property damage arising out of activities related to this Agreement by the Grantee, its agents, servants, employees and subcontractors. The Grantee shall indemnify and hold the Division harmless from any and all claims of any nature and shall investigate all such claims at its own expense. If the Grantee is governed by Section 768.28, *Florida Statutes*, it shall only be obligated in accordance with this Section.
 - b) Neither the state nor any agency or subdivision of the state waives any defense of sovereign immunity or increases the limits of its liability by entering into this Agreement.
 - c) The Division shall not be liable for attorney fees, interest, late charges or service fees, or cost of collection related to this Agreement.
 - d) The Grantee shall be responsible for all work performed and all expenses incurred in connection with the project. The Grantee may subcontract as necessary to perform the services set forth in this Agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved in writing by the Department prior to its execution and provided that it is understood by the Grantee that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the Grantee shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

- 25. Strict Compliance with Laws.** The Grantee shall perform all acts required by this Agreement in strict conformity with all applicable laws and regulations of the local, state and federal law. For consequences of noncompliance, see Section 18, Noncompliance.
- 26. No Discrimination.** The Grantee may not discriminate against any employee employed under this Agreement or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, pregnancy or marital status. The Grantee shall insert a similar provision in all of its subcontracts for services under this Agreement.
- 27. Breach of Agreement.** The Division will demand the return of grant funds already received, will withhold subsequent payments and/or will terminate this agreement if the Grantee improperly expends and manages grant funds; fails to prepare, preserve or surrender records required by this Agreement; or otherwise violates this Agreement.
- 28. Termination of Agreement.** The Division will terminate or end this Agreement if the Grantee fails to fulfill its obligations herein. In such event, the Division will provide the Grantee a notice of its violation by letter and shall give the Grantee fifteen (15) calendar days from the date of receipt to cure its violation. If the violation is not cured within the stated period, the Division will terminate this Agreement. The notice of violation letter shall be delivered to the Grantee's Contract Manager, personally, or mailed to his/her specified address by a method that provides proof of receipt. In the event that the Division terminates this Agreement, the Grantee will be compensated for any work completed in accordance with this Agreement prior to the notification of termination if the Division deems this reasonable under the circumstances. Grant funds previously advanced and not expended on work completed in accordance with this Agreement shall be returned to the Division, with interest, within thirty (30) days after termination of this Agreement. The Division does not waive any of its rights to additional damages if grant funds are returned under this Section.
- 29. Preservation of Remedies.** No delay or omission to exercise any right, power or remedy accruing to either party upon breach or violation by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default or any similar breach or default.
- 30. Non-Assignment of Agreement.** The Grantee may not assign, sublicense or otherwise transfer its rights, duties or obligations under this Agreement without the prior written consent of the Division, which shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the project. If the Division approves a transfer of the Grantee's obligations, the Grantee shall remain liable for all work performed and all expenses incurred in connection with this Agreement. In the event the Legislature transfers the rights, duties and obligations of the Division to another governmental entity, pursuant to Section 20.06, *Florida Statutes* or otherwise, the rights, duties and obligations under this Agreement shall be transferred to the succeeding governmental agency as if it was the original party to this Agreement.

31. Required Procurement Procedures for Obtaining Goods and Services. The Grantee shall provide maximum open competition when procuring goods and services related to the grant-assisted project in accordance with Section 287.057, *Florida Statutes*.

- a) Procurement of Goods and Services Not Exceeding \$35,000. The Grantee must use the applicable procurement method described below:
 1. Purchases Up to \$2,500: Procurement of goods and services where individual purchases do not exceed \$2,500 do not require competition and may be conducted at the Grantee's discretion.
 2. Purchases or Contract Amounts Between \$2,500 and \$35,000: Goods and services costing between \$2,500 and \$35,000 require informal competition and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.
- b) Procurement of Goods and Services Exceeding \$35,000. Goods and services costing over \$35,000 may be procured by either Formal Invitation to Bid, Request for Proposals or Invitation to Negotiate and may be procured by purchase order, acceptance of vendor proposals or other appropriate procurement document.

32. Conflicts of Interest. The Grantee hereby certifies that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes* and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The Grantee further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State Employee to avoid a potential violation of those statutes.

33. Binding of Successors. This Agreement shall bind the successors, assigns and legal representatives of the Grantee and of any legal entity that succeeds to the obligations of the Division of Library and Information Services.

34. Employment of Unauthorized Aliens. The employment of unauthorized aliens by the Grantee is considered a violation of Section 274A (a) of the Immigration and Nationality Act (8 USC 1324(a)), incorporated by reference. If the Grantee knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement.

35. Severability. If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder will remain in full force and effect, and such term or provision shall be deemed stricken.

36. Americans with Disabilities Act. All programs and facilities related to this Agreement must meet the standards of Sections 553.501-553.513, *Florida Statutes* and the Americans with Disabilities Act of 1990 (ada.gov), incorporated by reference).

37. Governing Law. This Agreement shall be construed, performed and enforced in all respects in accordance with the laws and rules of Florida. Venue or location for any legal action arising under this Agreement will be in Leon County, Florida.

38. Entire Agreement. The entire Agreement of the parties consists of the following documents:

- a) This Agreement
- b) Florida Single Audit Act Requirements (Attachment A)
- c) Fiscal Year 2018-19 State Aid to Libraries Final Grants (Attachment B)

The Grantee hereby certifies that they have read this entire Agreement and will comply with all of its requirements.

Grantee:

By: _____
Chair of Governing Body or
Chief Executive Officer

Typed name and title

Date

Clerk or Chief Financial Officer

Typed name and title

Date

Department of State:

By: _____

Amy Johnson, Director
Division of Library and Information Services
Department of State, State of Florida

Typed name and title

Date

Witness

Date

ATTACHMENT A

FEDERAL AND STATE OF FLORIDA SINGLE AUDIT ACT REQUIREMENTS

AUDIT REQUIREMENTS

The administration of resources awarded by the Department of State to the Grantee may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Award Agreement.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 200.501 Section 215.97, *Florida Statutes*, monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 CFR 2 §200.425, and/or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR 200.90, 200.64 & 200.70 as revised.

- i. In the event that the recipient expends \$750,000 for fiscal years ending after December 31, 2014 or more during the non-Federal entity's fiscal year in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of 2CFR 200.501. Exhibit 1 to this agreement indicates Federal resources awarded through the Department of State. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR 200.502. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR 200.514, as revised, will meet the requirement of this part.
- ii. In connection with the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.

- iii. If the recipient expends less than \$750,000 for fiscal years ending after December 31, 2014 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200.501 is not required. In the event that the recipient expends less than \$750,000 for fiscal years ending after December 31, 2014 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200.501, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than Federal entities). (d) Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

U.S. Government Printing Office www.ecfr.gov

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2) (1), *Florida Statutes*

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending after June 30, 2016), the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Executive Office of the Governor and the Chief Financial Officer; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), *Florida Statutes*. This includes submission of a financial reporting package as defined by Section 215.97(2) (d), *Florida Statutes*, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending after June 30, 2016), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year ending after June 30, 2016 and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)
<http://www.fldfs.com/>

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)
<http://www.leg.state.fl.us/>

PART III: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:
 - A. The Department of State at each of the following addresses:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250
 - B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132
 - C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

2. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:

A. The Department of State at each of the following addresses:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250

B. The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

3. Any reports, management letter, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of State, or its designee, CFO, or Auditor General upon request for a period of at least three years from the date the audit report is issued, unless extended in writing by the Department of State.

EXHIBIT – 1

FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Not applicable.

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Not applicable.

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

MATCHING RESOURCES FOR FEDERAL PROGRAMS:

Not applicable.

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

Florida Department of State, State Aid to Libraries; CSFA Number 45.030. Award Amount: See Attachment B.

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

The compliance requirements of this state project may be found in Part Four (State Project Compliance Requirements) of the State Projects Compliance Supplement located at <https://apps.fldfs.com/fsaa/>.

ATTACHMENT B

[Fiscal Year 2018-19 State Aid to Libraries Final Grants]

**FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES**

**STATE AID TO LIBRARIES GRANT APPLICATION
Certification of Hours, Free Library Service and Access to Materials**

The Columbia County Board of County Commissioners,
(Name of library governing body)

governing body for the
Columbia County Public Library,
(Name of library)

hereby certifies that the following statements are true for the time period October 1, 2016 through June 30, 2019:

- Provides free library service, including loaning materials available for circulation free of charge and providing reference and information services free of charge;
- Provides access to materials, information and services for all residents of the area served; and
- Has at least one library, branch library or member library open 40 hours or more each week (excluding holidays; between Sunday through Saturday, on a schedule determined by the library system).

Signature

Chair, Library Governing Body

Date

Name (Typed)



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: 10/26/2018 Meeting Date: 11/15/2018

Name: Katrina Evans Department: Library

Division Manager's Signature: 

1. Nature and purpose of agenda item:

BA 19-04--This budget amendment is to distribute \$1,500 donated by the Friends of the Library to the appropriate lines in the Library's budget.

2. Recommended Motion/Action:

Motion to approve BA 19-04, accept donation and appropriate to the Library's budget.

3. Fiscal impact on current budget.

This item is not budgeted. The proposed budget amendment to fund this request is provided below.
The budget amendment number is BA 19-04 using fund 104-LIBRARY ENHANCEMENT.

FROM:	TO:	AMOUNT:
104-0000-366.20-00 CONTRIBUTIONS & DONATIONS / CONTRIBUTIONS	104-7110-571.30-46 OPERATING EXPENDITURES / REPAIRS & MAINTENANCE	\$500.00
104-0000-366.20-00 CONTRIBUTIONS & DONATIONS / CONTRIBUTIONS	104-7102-571.30-52 OPERATING EXPENDITURES / OPERATING SUPPLIES	\$1,000.00

Columbia County Public Library
308 NW Columbia Avenue
Lake City, FL 32055
386-758-1018 * 386-758-2135 Fax

Katrina P. Evans, Library Director

MEMORANDUM

DATE: October 26, 2018

TO: David Kraus, Assistant County Manager

FR: Katrina Evans, Library Director

RE: Friends of the Library donations

The attached budget amendment is to distribute \$1500.00 donated to the Library by the Friends of the Library to the appropriate funds in the Library's budget. The Friends of the Library donated \$1000.00 for craft and program supplies for the Library's Summer Reading Program for children. In addition, they donated \$500.00 for supplies for the garden and seed library at the Fort White Branch Library. If you have any questions, please let me know. Thank you.

Columbia County Public Library

308 NW Columbia Avenue

Lake City, Florida 32055

386-758-2101 * FAX 386-758-2135

Date: October 22, 2018

To: Friends of the Library

From: Katrina Evans

Re: Funding Requests

Below is a brief summary of upcoming Library programs and activities for which Library staff would like to request funding from the Friends of the Library. If you have any questions about specific items, please let me know.

Description of Funding Request	Staff Member Requesting Funds/Friends Budget Fund	Amount
1. Garden and seed library supplies	Katrina Evans/ 2005	\$500.00
2. Craft supplies, program supplies, and reading incentives for children's programs	Katrina Evans/5329	\$1000.00
Total Funds Requested Payable to: Columbia County Public Library		\$1500.00



**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: 10/29/2018 Meeting Date: 11/15/2018

Name: Kevin Kirby Department: Public Works

Division Manager's Signature: 

1. Nature and purpose of agenda item:

Utility permit for AT & T to install cable on Guerdon St.

2. Recommended Motion/Action:

Approve utility permit for AT & T

3. Fiscal impact on current budget.

This item has no effect on the current budget.

AT&T JOB #:83E61224N

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

Date: 10-24-18 Permit No. _____ County Road 871 GUERDON ST Section No. _____

Permittee At&teAuthorized Agent Rebecka Bonts Email:eRBonts@truenetcommunications.com
Address 7666 Blanding Blvd.eJacksonville, Fl. 32244 Telephone Number 904-777-9052 ext.258

Requesting permission from the Columbia County Board of County Commissioners, hereinafter called the County,ee to contract, operate and maintain: **Place 543' of aerial fiber cable lashed to existing and proposed support strand along Guerdon St.ee**

Submitted for the Utility Owner by: Rebecka Bonts AT&T Authorized Agent
Typed Name & Title Signature Date 10-26-18

1. Permittee declares that prior to filing this application it has determined the location of all existing utilities, bothee aerial and underground and the accurate locations are shown on the plans attached hereto and made a part of thisee application. Proposed work is within the corporate limits of Municipality: YES () NO (x). If YES: LAKECITYee () FORT WHITE (). A letter of notification was mailed on 10-26-18 to the following utility owners:
FPL

2.eThe Columbia County Public Works Director shall be notified twenty-four (24) hours prior to starting work andee 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) 336-5508ee (This name may be provided at the time of the 24 hour notice to starting work).

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

4.eThe construction and maintenance of such utility shall not interfere with the property and rights of a prioree PERMITTEE.ee

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

6. Pursuant to Section 337.403(1), Florida Statutes, whenever necessary for the construction, repair, improvement,ee maintenance, safe and efficient operation, alteration or relocation of all, or any portion of said transportation facilityee as determined by the Columbia County Public Works Director and/or County Engineer, any or all utilities andee 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.ee

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 _____

Place Corporate Seal

Attest

Signature 

Title: AT&T Authorized Agent

Recommended for Approval:

Signature: 

Title : Assistant County Manager

Date : 10-29-18

Approved by Columbia County Board of County Commissioners:

YES () NO ()

Date Approved: _____

Chairman's Signature: _____

PERMIT TO PLACE FIBER-OPTIC CABLE IN THE RIGHT OF WAY OF
COLUMBIA COUNTY
 ALONG NW GUERDON ST

MAINTENANCE OF TRAFFIC PLANS INCLUDED WITH DRAWING CONSTRUCTION NOTES:

- 1) SIDEWALK TO BE REMOVED AND REPLACED AS NEEDED FOR BORE AND CORE.
- 2) RESTORATION PER COUNTY STANDARDS
- 3) UTILITY LOCATIONS (TELEPHONE AND NON-TELEPHONE) ARE TO BEST INFORMATION AND APPROXIMATE ONLY. SEE OWNERS & CONTRACTORS FOR VERIFICATION OF EXACT LOCATION PRIOR TO WORK OPERATIONS.
- 4) NOTIFY COUNTY INSPECTOR 2 FULL BUSINESS DAYS BEFORE BEGINNING WORK
- 5) RESTORE ALL EXCAVATIONS TO ORIGINAL OR BETTER.
- 6) ALL TRENCHES WILL BE OPENED AND MAINTAINED FOLLOWING CURRENT AUM AND COUNTY STANDARD PLANS.

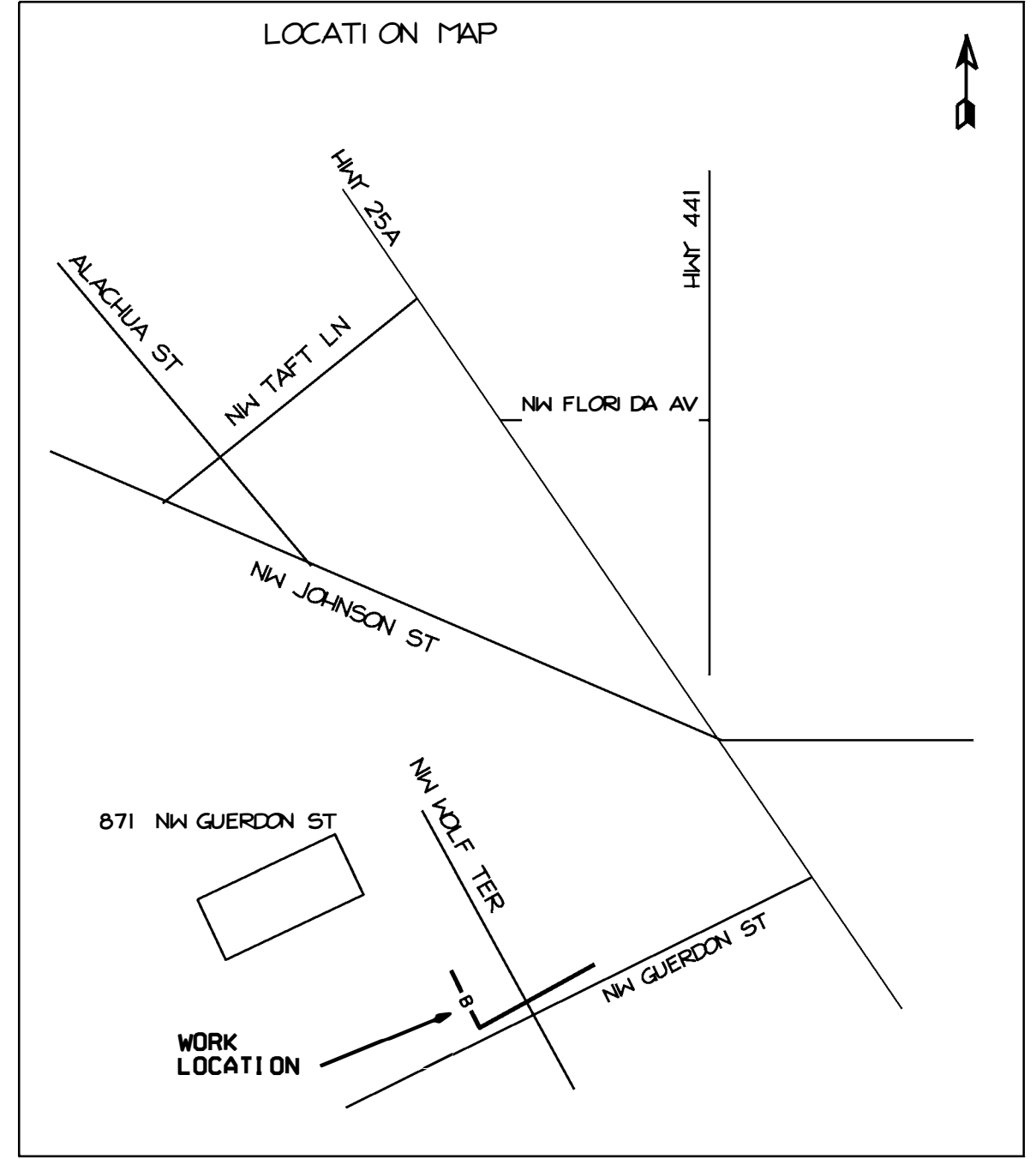
IT IS RECOMMENDED THAT AND DIGGING, SOFT, SOFT DIGGING, VACUUM EXCAVATION ETC. BE USED IN THE 24" TOLERANCE ZONE TO EXPOSE UNDERGROUND FACILITIES.
- 7) CALL SUNSHINE STATE ONE CALL FLORIDA, INC AT 811 TO REQUEST A LOCATE OF ANY UNDERGROUND FACILITIES AT YOUR EXCAVATION SITE.
- 8) CONTRACTOR TO PROVIDE A NOTICE OF COMMENCEMENT TO THE PERMIT AGENCY ENGINEERING DEPARTMENT 48 HOURS PRIOR TO BEGINNING CONSTRUCTION.
- 9) MAINTAIN 18" VERTICAL CLEARANCE, 6' HORIZONTAL CLEARANCE BETWEEN EXISTING UTILITIES AND 36" COVER.
- 10) ALL WORK PERFORMED WITHIN THE COUNTY RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE COUNTY DESIGN STANDARDS, THE LATEST EDITION OF THE SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION AND THE CURRENT UTILITY ACCOMMODATION MANUAL. PERMITEE SHALL NOT BEGIN A DIRECTIONAL BORE ACROSS A COUNTY ROAD UNTIL A COUNTY INSPECTOR IS PRESENT AT THE JOB SITE AND AGREES THAT PROPER PREPARATIONS HAVE BEEN MADE.
- 11) 24" MINIMUM SEPERATION FROM EXISTING STORM DRAINS. CURRENT UAM MINIMUM DEPTH REQUIREMENTS SHALL STILL BE ENFORCED.
- 12) REPLACE SIDEWALK JOINT TO JOINT PER CURRENT DESIGN STANDARD INDEX NO. 310.

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:
 DAN LONDON
 904-536-2032



PERMIT NOTES:
 AT&T PROPOSES TO PLACE THE FOLLOWING TELEPHONE FACILITIES:

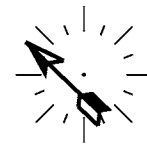
 543 FT OF FIBER OPTIC TELE. CABLE (AERIAL ENVIRONMENT)

SCOPE OF WORK:
 PLACE NEW FIBER-OPTIC CABLE IN COUNTY RIGHT OF WAY. REFER TO WORKPRINTS FOR ADDITIONAL DETAILS

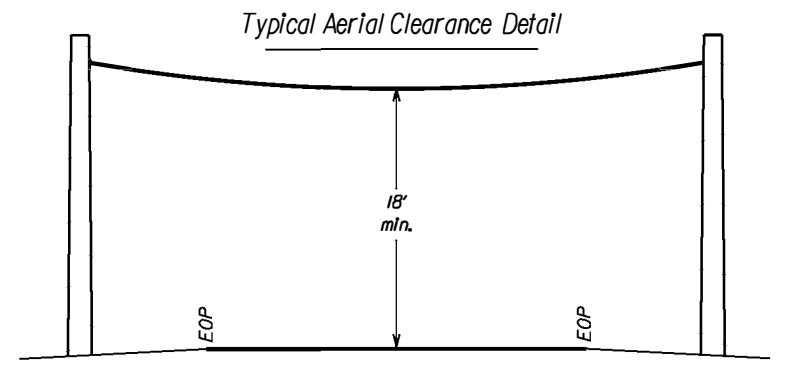
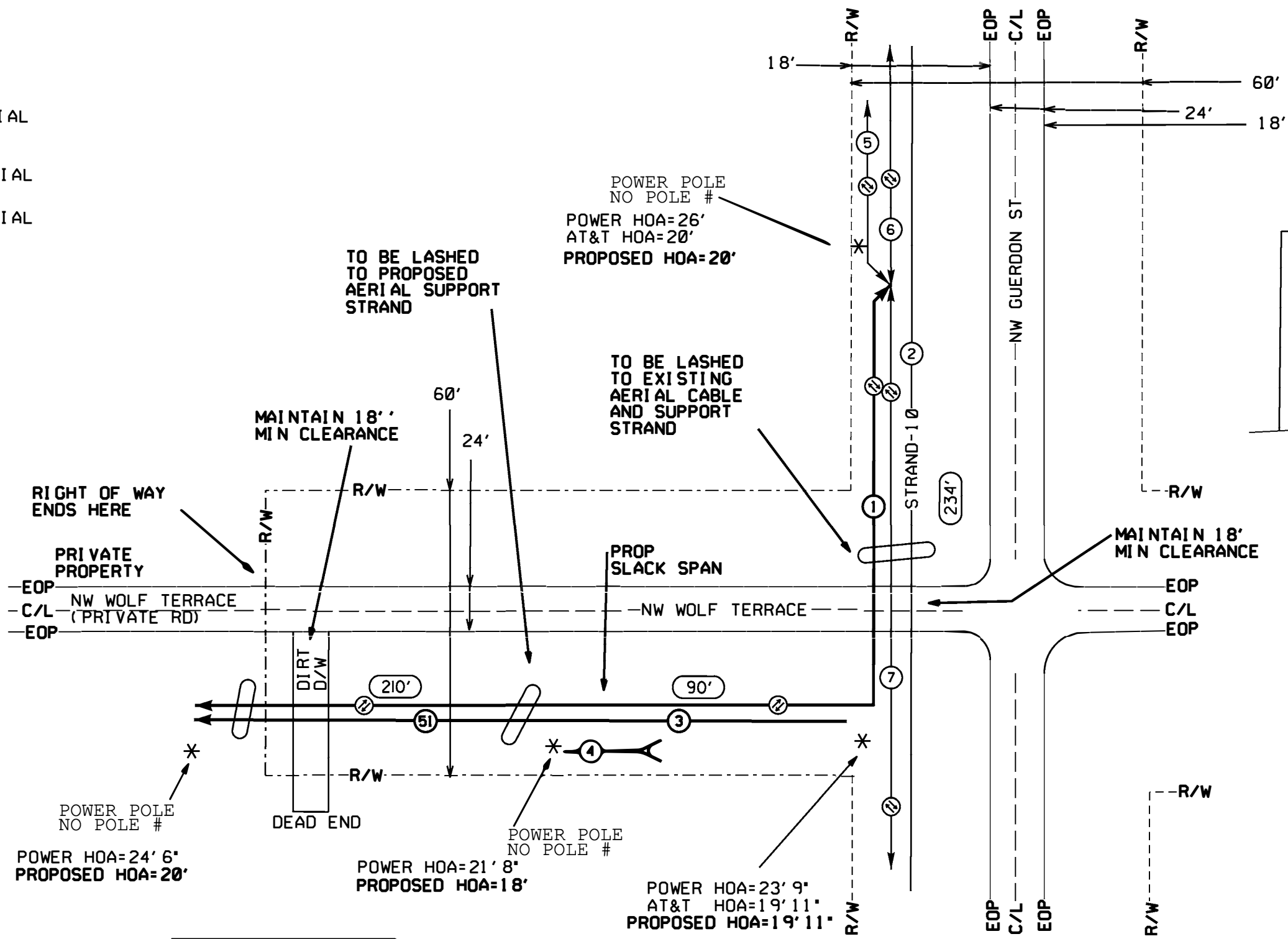
MAINTENENCE OF TRAFFIC

 WORKERS WILL UTILIZE COUNTY M.O.T. 602

ATTSE	
PROPOSED TELEPHONE FACILITIES ON RIGHT OF WAY OF CLUMBIA COUNTY	
NW GUERDON ST	
Exchange:	386752
Designer:	Fernandez,Chris
Phone:	904-727-1554
Authorization:	83E6I224N
Dwg. <u> 1 </u> of <u> 3 </u>	



- ① PROPOSED 543 FT OF AERIAL 24 STRAND FIBER OPTIC CABLE
- ② EXISTING 10M SUPPORT STRAND
- ③ PROPOSED 6M SUPPORT STRAND
- ④ PROPOSED DOWN-GUY AND ANCHOR
- ⑤ EXISTING AERIAL CABLE
- ⑥ EXISTING AERIAL CABLE
- ⑦ EXISTING AERIAL CABLE



NO OTHER UTILITIES VISIBLE IN FIELD

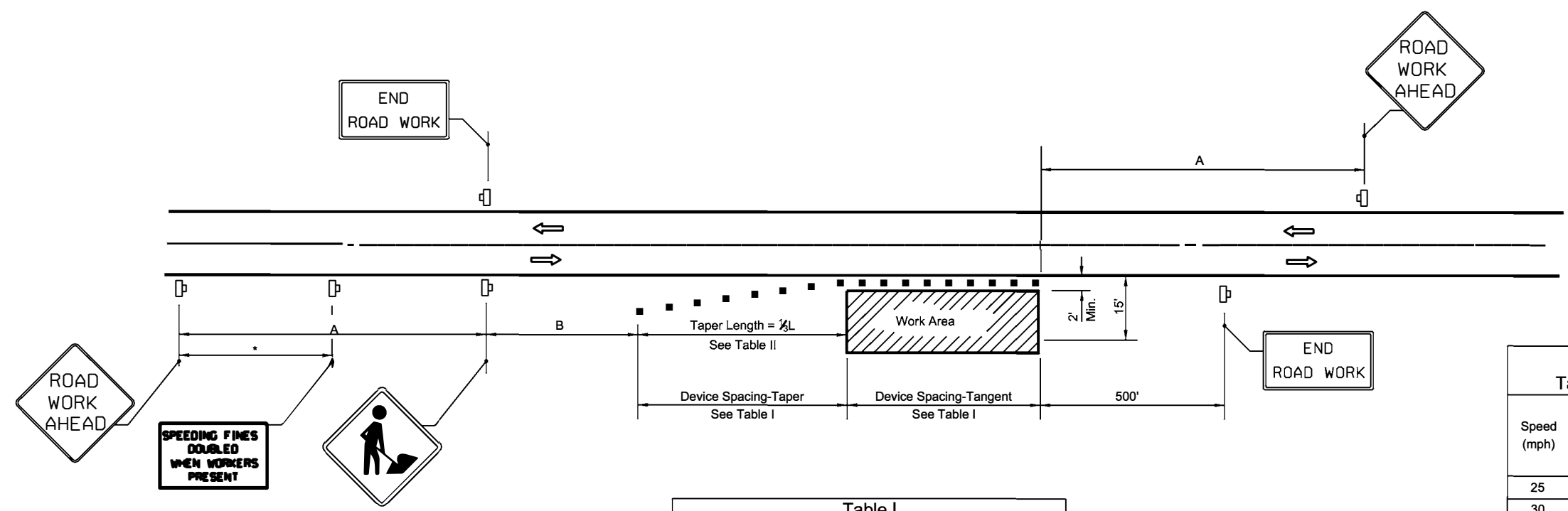
ATTSE

PROPOSED TELEPHONE FACILITIES ON RIGHT OF WAY OF CLUMBIA COUNTY

NW GUERDON ST

Exchange:	386752
Designer:	Fernandez,Chris
Phone:	904-727-1554
Authorization:	83E6I224N
Dwg. <u>2</u> of <u>3</u>	

NO OTHER UTILITIES VISIBLE IN FIELD



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)	1/2 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	
45	120	150	180	L=WS
50	133	167	200	
55	147	183	220	
60	160	200	240	
65	173	217	260	
70	187	233	280	

8' minimum shoulder width

1/2 L = Length of shoulder taper in feet

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

S = Posted speed limit (mph)

SYMBOLS

- Work Area
- Channelizing Device (See Index 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.

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.

ATTSE
 PROPOSED TELEPHONE FACILITIES
 ON RIGHT OF WAY OF
 CLUMBIA COUNTY
 NW GUERDON ST

Exchange: 386752
 Designer: Fernandez,Chris
 Phone: 904-727-1554
 Authorization: 83E6I224N
 Dwg. 3 of 3

LAST REVISION	DESCRIPTION:
11/01/17	

	FY 2018-19 STANDARD PLANS	TWO-LANE, TWO-WAY, WORK ON SHOULDER	INDEX 102-602	SHEET 1 of 1
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10/23/2017 10:22:23 AM



**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: 11/7/2018 Meeting Date: 11/15/2018

Name: Lacey Boatright Department: BCC Administration

Division Manager's Signature: *Ben Scott*

1. Nature and purpose of agenda item:

Sheriff's Office - Annual Local Government Financial Report -\$380,391.21

2. Recommended Motion/Action:

Approve the Sheriff's Office Annual Local Government Financial Report -\$380,391.21

3. Fiscal impact on current budget.

This item has no effect on the current budget.



OCT 30 2018

Board of County Commissioners
Columbia County

Sheriff Mark Hunter

COLUMBIA COUNTY SHERIFF'S OFFICE

4917 US Hwy. 90 East • Lake City, Florida 32055-6288
www.columbiasheriff.org

October 30, 2018

The Honorable Tim Murphy
Chairman of the Board
Columbia Co. Board of County Commissioners
P.O. Drawer 1529
Lake City, Florida 32056-1529

Dear Mr. Murphy,

For the Board's review and approval, attached is the Constitutional Officer's Financial Report for the Fiscal Year 2017-2018, for the Office of the Sheriff. Attached you will find a check in the amount of \$380,391.21 to the Board of County Commissioners which represents collected revenues for charges for services rendered and reimbursements, as well as, interest earnings and other miscellaneous revenues. It is important to note that due to the legislated School Resource mandates, there were no unspent appropriations/budgeted proceeds returned as our full budget was expended. The returned funds are summarized as follows:

\$ 316,248.44	Charges for Services/Reimbursements
62,783.53	Miscellaneous revenues collected
<u>1,359.24</u>	Interest earnings
\$ 380,391.21	Total Year End Close

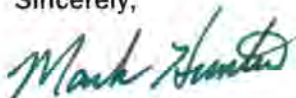
As per our agreement, it is our understanding that this amount along with our unrequested reserve for contingencies of \$100,000 that were included in our floor budget will be deposited into the Sheriff's Special Revenue Fund reserves.

In order to finalize the fiscal year 2017/2018 budget and facilitate the closeout of the financial records, I would also like to request a final budget amendment #6 to move appropriated funding as follows: (Note: Budgeted Reserve for Contingencies of \$100,000 are not included in the budgets below)

Sheriff:	Current FY 17/18 Budget	Proposed Final FY 17/18 Budget
Law Enforcement:		
Personal services	7,170,804	7,330,804
Other current expenses	1,339,911	1,485,111
Capital outlay	994,515	989,815
	9,505,230	9,805,730
Judicial:		
Personal services	697,792	647,792
Other current expenses	70,785	49,385
	768,577	697,177
Detention Center Operations:		
Personal services	3,791,144	3,681,144
Other current expenses	1,130,050	1,006,250
Capital outlay	10,000	14,700
	4,931,194	4,702,094
Total Budget	15,205,001	15,205,001

Should you require any additional information or documentation, please feel free to contact me.

Sincerely,



Mark Hunter
 Sheriff, Columbia County

COLUMBIA COUNTY SHERIFF

OPERATING FUND

Balance Sheet

September 30, 2018

	<u>Operating Fund</u>
ASSETS	
Current assets	
Cash	\$ 1,177,854
Accounts receivable	9,335
Insurance receivable	76,196
Prepaid Expenses	720
Due from other funds	3,480
Due from state	24,529
Due from BCC	84,650
Due from other governmental units	30,455
Total current assets	<u>1,407,218</u>
Other provisions	
Equipment (net of depreciation)	1,333,893
Amount provided for compensated absences	1,127,800
Total fixed assets	<u>2,461,693</u>
Total assets	<u>\$ 3,868,912</u>
LIABILITIES AND NET ASSETS	
LIABILITIES	
Current liabilities	
Accounts payable	\$ 411,170
Accrued liabilities	615,657
Due to BCC	380,391
Total current liabilities	<u>1,407,218</u>
Noncurrent liabilities	
Other liabilities	
Accrued leave payable	1,127,800
Total liabilities	<u>2,535,018</u>
NET ASSETS	
Invested in capital assets	1,333,893
Total net assets	<u>1,333,893</u>
Total liabilities and net assets	<u>\$ 3,868,912</u>

COLUMBIA COUNTY SHERIFF

OPERATING FUND

STATEMENT OF REVENUES AND EXPENSES

For the Period Ended
September 30, 2018

REVENUES	<u>Operating Fund</u>
Appropriations	\$ 14,838,610
Grant revenue	50,625
Payroll reimbursements	239,418
Sale of fixed assets	6,219
Insurance proceeds	15,062
Interest revenue	1,359
Miscellaneous revenue	158,912
Total revenues	<u>\$ 15,310,204</u>
EXPENSES	
Regular salaries	\$ 7,444,269
Overtime salaries	329,122
Special detail salaries	73,882
FICA	574,344
Retirement	1,596,588
Life and health insurance	1,374,687
Workers compensation	229,203
Unemployment compensation	2,661
Pre employment screenings	11,283
Professional services	13,045
Care of prisoners	145,302
Medical services	58,360
Other professional services	100,000
Investigative funds	7,808
Travel and per diem	33,357
Communication services	187,292
Postage	5,035
Utilities	9,585
Jail food	343,455
Insurance	269,685
Repair & maintenance-office	-
Repair & maintenance-other	16,619
Repair & maintenance-vehicles	142,958
Repair & maintenance-radios	2,172
Public education	632
Membership dues	8,768
Contractual services	147,842
Animal services	175
Other current charges	15,935
Office supplies	31,894
Operating supplies	270,504
Ammunition	11,396
Legal advertising	2,080
Gas, oil & lube	409,233
K-9 supplies	11,529
Training & education	13,721
Software & support	205,943
Rentals and leases-office	32,044
Rentals and leases-other	20,400
Uniforms	93,334
Vehicles	729,794
Other equipment	334,269
Total expenses	<u>\$ 15,310,204</u>