

# **COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS**

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

## **COLUMBIA COUNTY SCHOOL BOARD ADMINISTRATIVE COMPLEX**

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

### **AGENDA**

**December 06, 2018**

**5:30 P.M.**

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

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

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#### **Invocation (Commissioner Bucky Nash)**

#### **Pledge to U.S. Flag**

#### **Staff or Commissioner Additions or Deletions to Agenda**

#### **Approval of Agenda**

#### **Public Hearings**

Brandon Stubbs, County Planner

- (1) Ordinance 2018-17 - LDR 18 03 - Board of County Commissioners - Amend the Text of the Land Development Regulations by Amending Section 2.1, Entitled "Definitions - General"; Section 4.4.5, Entitled "Special Exception"; Section 4.5.7, Entitled "Special Exception within Agriculture-1, Agriculture-2 and Agriculture-3 Districts"; and, Section 4.15.5, Entitled "Special Exception" (p.1)

Ben Scott, County Manager

- (2) Resolution No. 2018R-48 - Uniform Method of Collecting Non-Ad Valorem Special Assessments (p.27)

#### **Approval of Consent Agenda**

#### **Adoption of Consent Agenda**

## **Discussion and Action Items**

### **Ben Scott, County Manager**

- (1) Amend the Columbia County Personnel Policies and Procedures Manual to add Chapter 49, Employee Emergency Duty Responsibilities (p.36)
- (2) Revised Sign Shop Foreman Position Description (p.43)
- (3) Engineering Office - Design-Build Project (p.56)
- (4) First Baptist Church Parking Lot and Building (p.84)
- (5) Re-Organization In Accordance with the Columbia County Charter -
  - (a) Resolution 2018R-50 Confirmation for the Location, Time and Place of Holding all Regular Meetings of the Board of County Commissioners
  - (b) Selection of Chairperson and Vice-Chairperson (p.90)

### **Open Public Comments to the Board – 2 Minute Limit**

### **Staff Comments**

### **Commissioner Comments**

### **Adjournment**



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

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

Today's Date: 11/27/2018 Meeting Date: 12/6/2018

Name: Brandon M. Stubbs Department: Building And Zoning

Division Manager's Signature:

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

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

LDR 18 03 - Ordinance 2018-17 - A request by the Board of County Commissioners to amend the text of the Land Development Regulations by amending Section 2.1, entitled "Definitions - General"; Section 4.4.5, entitled "Special Exception"; Section 4.5.7, entitled "Special Exception within Agriculture-1, Agriculture-2 and Agriculture-3 districts"; and, Section 4.15.5, entitled "Special Exception". The Planning & Zoning Board held a public hearing on November 20, 2018 and voted 5-0 to recommend approval of LDR 18 03 to the Board of County Commissioners. At the meeting, no members of the public spoke in regards to the proposed amendment.

**2. Recommended Motion/Action:**

Adopt Ordinance 2018-17

**3. Fiscal impact on current budget.**

This item has no effect on the current budget.

**ORDINANCE NO. 2018-17**

**AN ORDINANCE OF COLUMBIA COUNTY, FLORIDA, AMENDING ORDINANCE NO. 98-1, THE COLUMBIA COUNTY LAND DEVELOPMENT REGULATIONS, AS AMENDED; RELATING TO AN AMENDMENT TO THE TEXT OF THE COLUMBIA COUNTY LAND DEVELOPMENT REGULATIONS, PURSUANT TO AN APPLICATION, LDR 18-03, BY BOARD OF COUNTY COMMISSIONERS; AMENDING SECTION 2.1, ENTITLED "DEFINITIONS - GENERAL"; AMENDING SECTION 4.4.5, ENTITLED "SPECIAL EXCEPTIONS"; AMENDING SECTION 4.5.7, ENTITLED "SPECIAL EXCEPTIONS WITHIN AGRICULTURE-1, AGRICULTURE-2, AND AGRICULTURE-3 DISTRICTS"; AMENDING SECTION 4.15.5, ENTITLED "SPECIAL EXCEPTIONS"; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Section 125.01, Florida Statutes, as amended, empowers the Board of County Commissioners of Columbia County, Florida, hereinafter referred to as the Board of County Commissioners, to prepare and adopt land development regulations;

WHEREAS, Sections 163.3161 to 163.3248, Florida Statutes, as amended, the Community Planning Act, requires the Board of County Commissioners to prepare and adopt regulations concerning the use of land and water;

WHEREAS, an application for an amendment, as described below, has been filed with the County;

WHEREAS, the Planning and Zoning Board of Columbia County, Florida, hereinafter referred to as the Planning and Zoning Board, has been designated as the Local Planning Agency of Columbia County, Florida, hereinafter referred to as the Local Planning Agency;

WHEREAS, pursuant to Section 163.3174, Florida Statutes, as amended, and the Land Development Regulations, the Planning and Zoning Board, serving also as the Local Planning Agency, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the Planning and Zoning Board, serving also as the Local Planning Agency, reviewed and considered all comments received during said public hearing concerning said application for an amendment, as described below, and recommended to the Board of County Commissioners approval of said application for an amendment, as described below;

WHEREAS, pursuant to Section 125.66, Florida Statutes, as amended, the Board of County Commissioners, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the Board of County Commissioners reviewed and considered all comments received during said public hearing, including the recommendation of the Planning and Zoning Board, serving also as the Local Planning Agency, concerning said application for an amendment, as described below;

WHEREAS, the Board of County Commissioners has determined and found that a need and justification exists for the approval of said application for an amendment, as described below;

WHEREAS, the Board of County Commissioners has determined and found that approval of said application for an amendment, as described below, is consistent with the purposes and objectives of the comprehensive planning program and the Comprehensive Plan;

WHEREAS, the Board of County Commissioners has determined and found that approval of said application for an amendment, as described below, will further the purposes of the Land Development Regulations and other ordinances, regulations and actions designed to implement the Comprehensive Plan; and

WHEREAS, the Board of County Commissioners has determined and found that approval of

said application for an amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare.

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

Section 1. Pursuant to an application, LDR 18-03, by the Board of County Commissioners, Section 2.1, entitled "Definitions - General" of the Land Development Regulations is hereby amended to add the following definitions:

*Campground.* A place, parcel, lot, or tract of land designed, designated, or intended to be occupied by tents, recreational vehicles, cabins, and/or campsites on a temporary basis.

*Campsite.* An individual area within a campground intended to be occupied by a camping unit or units under the control of a camper.

Section 2. Pursuant to an application, LDR 18-03, by the Board of County Commissioners, Section 4.4.5, entitled "Special Exception"; Section 4.5.7, entitled "Special Exception within Agriculture-1, Agriculture-2 and Agriculture-3 districts"; and, Section 4.15.5, entitled "Special Exception" of the Land Development Regulations are amended, as follows:

*4.4.5 Special exceptions.*

*(See also articles 12 and 13).*

1. Campgrounds of less than 100 campsites, provided that such campgrounds are not located within five miles from another campground, which is also located within an environmentally sensitive area, and not more than 20 percent of the natural vegetation on each campsite within such campgrounds shall be removed. Cabins are not permissible in campgrounds within the ESA Zone District. (See sections 4.2.24; 8.14)
2. Bottled-water plant.
3. Solar power generation plant (See section 4.2.41).
4. Other similar uses, which are consistent with the uses within this district.

*4.5.7 Special exceptions within Agriculture-1, Agriculture-2 and Agriculture-3 districts.*

*(See also articles 12 and 13.)*

1. The processing, storage, and sale of agricultural products and commodities which are not raised on the premises; provided, that no building used for these activities shall be located within 150 feet of any side or rear lot line.
2. Livestock auction arenas and general merchandise auction houses.
3. Livestock or poultry slaughterhouses; provided, that no building used for these activities shall be located within 150 feet of any lot line.
4. Heavy equipment and related machinery sales.
5. Agricultural feed and grain packaging, blending, storage, and sales.
6. Agricultural fertilizer storage and sales.
7. Agricultural fairs and fairground activities.
8. Recreational activities such as racetracks and speedways; golf courses; country clubs; tennis and racquet clubs; golf and archery ranges; rifle, shotgun, and pistol ranges; campgrounds (See sections 4.2.24; 8.14), including day camps; hunting or fishing camps; and similar uses.

9. Riding or boarding stables; provided that no building used for housing of animals shall be located within 150 feet of any lot line.
10. Drive-in theaters (see [section 4.2](#) for special design standards).
11. Hospitals, sanitariums, nursing homes, and residential homes for the aged and residential facilities for the aged.
12. Commercial kennels, veterinary clinics, and animal shelters; provided, that no open runs or buildings used for housing of animals shall be located within 150 feet of any lot line.
13. Group living facilities.
14. Crematories.
15. Airplane landing fields.
16. Child care centers, provided:
  - a. No outdoor play activities shall be conducted before 8:00 a.m. or after 8:00 p.m.; and
  - b. Provision is made for areas for off-street pick-up and drop-off of children.
17. Public buildings and facilities, unless otherwise specified (see [section 4.2](#)).
18. Private clubs and lodges.
19. Off-site signs (see also [section 4.2](#)).
20. Solid waste facilities.
21. Group home care facilities.
22. Explosives, manufacturing or storage.
23. Flea markets.
24. Paper and pulp manufacturing
25. Cemeteries and mausoleums which require state licensure.
26. Small engine repair (not to exceed 2,000 square feet).
27. Automotive repair and repair of agricultural equipment (not to exceed 2,500 square feet).
28. Welding shop (not to exceed 2,500 square feet).
29. Bed and breakfast inns.
30. Building contractor and yard.
31. General store.
32. Mini-warehouses (completely enclosed).
33. Intensive agriculture (except where prohibited).
34. Sawmills and planing mills and similar uses; provided, that no building used for these activities shall be located with 300 feet of any lot line.
35. Funeral homes.
36. Exotic animals.
37. Private schools offering curricula similar to public school.
38. Solar power generation plant (see section 4.2.41).

39. Other uses which are compatible with the uses of this district.

4.15.5 *Special exceptions.*

(see also articles 12 and 13)

1. Truck stops and automobile service stations. (See [section 4.2](#) for special design standards for automotive service stations.)
2. Campgrounds. (See sections 4.2.24; 8.14)
3. Commercial tourist attractions.
4. Package store for sale of alcoholic beverages; bar, tavern, or cocktail lounge.
5. Retail commercial outlets for sale of new and used automobiles, motorcycles, trucks and tractors, manufactured homes, boats, heavy machinery and equipment, lumber and building supplies, and monuments.
6. Public buildings and facilities.
7. Light manufacturing, assembling, processing, packaging, or fabricating in completely enclosed building (storage yard for materials permitted).
8. Off-site signs.
9. Banks and financial institutions.
10. Nursing homes.
11. Other similar uses, which are compatible with other district uses.

Section 3. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 4. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 5. Effective Date. Pursuant to Section 125.66, Florida Statutes, as amended, a certified copy of this ordinance shall be filed with the Florida Department of State by the Clerk of the Board of County Commissioners within ten (10) days after enactment by the Board of County Commissioners. This ordinance shall become effective upon filing of the ordinance with the Florida Department of State.

Section 6. Authority. This ordinance is adopted pursuant to the authority granted by Section 125.01, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

PASSED AND DULY ADOPTED, in regular session with a quorum present and voting,

by the Board of County Commissioners this 6<sup>st</sup> day of December 2018.

Attest:

BOARD OF COUNTY COMMISSIONERS OF  
COLUMBIA COUNTY, FLORIDA

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P. DeWitt Cason, County Clerk

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Tim Murpy, Chairman

**RESOLUTION NO. PZ/LPA LDR 18-03**

**A RESOLUTION OF THE PLANNING AND ZONING BOARD OF COLUMBIA COUNTY, FLORIDA, SERVING ALSO AS THE LOCAL PLANNING AGENCY OF COLUMBIA COUNTY, FLORIDA, RECOMMENDING TO THE BOARD OF COUNTY COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA, APPROVAL OF AN AMENDMENT TO THE TEXT OF THE COLUMBIA COUNTY LAND DEVELOPMENT REGULATIONS, AS AMENDED; AMENDING SECTION 2.1, ENTITLED "DEFINITIONS - GENERAL"; AMENDING SECTION 4.4.5, ENTITLED "SPECIAL EXCEPTIONS"; AMENDING SECTION 4.5.7, ENTITLED "SPECIAL EXCEPTIONS WITHIN AGRICULTURE-1, AGRICULTURE-2, AND AGRICULTURE-3 DISTRICTS"; AMENDING SECTION 4.15.5, ENTITLED "SPECIAL EXCEPTIONS"; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the Columbia County Land Development Regulations, as amended, hereinafter referred to as the Land Development Regulations, empowers the Planning and Zoning Board of Columbia County, Florida, hereinafter referred to as the Planning and Zoning Board, to recommend to the Board of County Commissioners of Columbia County, Florida, hereinafter referred to as the Board of County Commissioners, approval or denial of amendments to the Land Development Regulations, in accordance with said regulations;

WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community Planning Act, empower the Local Planning Agency of Columbia County, Florida, hereinafter referred to as the Local Planning Agency, to recommend to the Board of County Commissioners, approval or denial of amendments to the Land Development Regulations, in accordance with said statute;

WHEREAS, an application for an amendment, as described below, has been filed with the County;

WHEREAS, the Planning and Zoning Board has been designated as the Local Planning Agency;

WHEREAS, pursuant to the Land Development Regulations and Section 163.3174, Florida Statutes, as amended, the Planning and Zoning Board, serving also as the Local Planning Agency, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and considered all comments received during said public hearing concerning said application for an amendment, as described below;

WHEREAS, the Planning and Zoning Board, serving also as the Local Planning Agency, has determined and found that a need and justification exists for the approval of said application for an amendment, as described below;

WHEREAS, the Planning and Zoning Board, serving also as the Local Planning Agency, has determined and found that approval of said application for an amendment, as described below, is consistent with the purposes and objectives of the comprehensive planning program and the Comprehensive Plan;

WHEREAS, the Planning and Zoning Board, serving also as the Local Planning Agency, has determined and found that approval of said application for an amendment, as described below, will further the purposes of the Land Development Regulations and other ordinances, regulations, and actions designed to implement the Comprehensive Plan; and

WHEREAS, the Planning and Zoning Board, serving also as the Local Planning Agency, has determined and found that approval of said application for an amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare.



NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING BOARD OF COLUMBIA COUNTY, FLORIDA, SERVING ALSO AS THE LOCAL PLANNING AGENCY OF COLUMBIA COUNTY, FLORIDA, THAT:

Section 1. Pursuant to an application, LDR 18-03, by the Board of County Commissioners, Section 2.1, entitled "Definitions - General" of the Land Development Regulations is hereby amended to add the following definitions:

*Campground.* A place, parcel, lot, or tract of land designed, designated, or intended to be occupied by tents, recreational vehicles, cabins, and/or campsites on a temporary basis.

*Campsite.* An individual area within a campground intended to be occupied by a camping unit or units under the control of a camper.

Section 2. Pursuant to an application, LDR 18-03, by the Board of County Commissioners, Section 4.4.5, entitled "Special Exception"; Section 4.5.7, entitled "Special Exception within Agriculture-1, Agriculture-2 and Agriculture-3 districts"; and, Section 4.15.5, entitled "Special Exception" of the Land Development Regulations are amended, as follows:

*4.4.5 Special exceptions.*

*(See also articles 12 and 13).*

1. Campgrounds of less than 100 campsites, provided that such campgrounds are not located within five miles from another campground, which is also located within an environmentally sensitive area, and not more than 20 percent of the natural vegetation on each campsite within such campgrounds shall be removed. Cabins are not permissible in campgrounds within the ESA Zone District. (See sections 4.2.24; 8.14)
2. Bottled-water plant.
3. Solar power generation plant (See section 4.2.41).
4. Other similar uses, which are consistent with the uses within this district.

*4.5.7 Special exceptions within Agriculture-1, Agriculture-2 and Agriculture-3 districts.*

*(See also articles 12 and 13.)*

1. The processing, storage, and sale of agricultural products and commodities which are not raised on the premises; provided, that no building used for these activities shall be located within 150 feet of any side or rear lot line.
2. Livestock auction arenas and general merchandise auction houses.
3. Livestock or poultry slaughterhouses; provided, that no building used for these activities shall be located within 150 feet of any lot line.
4. Heavy equipment and related machinery sales.
5. Agricultural feed and grain packaging, blending, storage, and sales.
6. Agricultural fertilizer storage and sales.
7. Agricultural fairs and fairground activities.
8. Recreational activities such as racetracks and speedways; golf courses; country clubs; tennis and racquet clubs; golf and archery ranges; rifle, shotgun, and pistol ranges; campgrounds (See sections 4.2.24; 8.14), including day camps; hunting or fishing camps; and similar uses.

9. Riding or boarding stables; provided that no building used for housing of animals shall be located within 150 feet of any lot line.
10. Drive-in theaters (see section 4.2 for special design standards).
11. Hospitals, sanitariums, nursing homes, and residential homes for the aged and residential facilities for the aged.
12. Commercial kennels, veterinary clinics, and animal shelters; provided, that no open runs or buildings used for housing of animals shall be located within 150 feet of any lot line.
13. Group living facilities.
14. Crematories.
15. Airplane landing fields.
16. Child care centers, provided:
  - a. No outdoor play activities shall be conducted before 8:00 a.m. or after 8:00 p.m.; and
  - b. Provision is made for areas for off-street pick-up and drop-off of children.
17. Public buildings and facilities, unless otherwise specified (see section 4.2).
18. Private clubs and lodges.
19. Off-site signs (see also section 4.2).
20. Solid waste facilities.
21. Group home care facilities.
22. Explosives, manufacturing or storage.
23. Flea markets.
24. Paper and pulp manufacturing
25. Cemeteries and mausoleums which require state licensure.
26. Small engine repair (not to exceed 2,000 square feet).
27. Automotive repair and repair of agricultural equipment (not to exceed 2,500 square feet).
28. Welding shop (not to exceed 2,500 square feet).
29. Bed and breakfast inns.
30. Building contractor and yard.
31. General store.
32. Mini-warehouses (completely enclosed).
33. Intensive agriculture (except where prohibited).
34. Sawmills and planing mills and similar uses; provided, that no building used for these activities shall be located with 300 feet of any lot line.
35. Funeral homes.
36. Exotic animals.
37. Private schools offering curricula similar to public school.

- 38. Solar power generation plant (see section 4.2.41).
- 39. Other uses which are compatible with the uses of this district.

4.15.5 *Special exceptions.*

(see also articles 12 and 13)

- 1. Truck stops and automobile service stations. (See section 4.2 for special design standards for automotive service stations.)
- 2. Campgrounds. (See sections 4.2.24; 8.14)
- 3. Commercial tourist attractions.
- 4. Package store for sale of alcoholic beverages; bar, tavern, or cocktail lounge.
- 5. Retail commercial outlets for sale of new and used automobiles, motorcycles, trucks and tractors, manufactured homes, boats, heavy machinery and equipment, lumber and building supplies, and monuments.
- 6. Public buildings and facilities.
- 7. Light manufacturing, assembling, processing, packaging, or fabricating in completely enclosed building (storage yard for materials permitted).
- 8. Off-site signs.
- 9. Banks and financial institutions.
- 10. Nursing homes.
- 11. Other similar uses, which are compatible with other district uses.

Section 3. All resolutions or portions of resolutions in conflict with this resolution are hereby repealed to the extent of such conflict.

Section 4. This resolution shall become effective upon adoption.

PASSED AND DULY ADOPTED, in regular session with a quorum present and voting, by the Planning and Zoning Board, serving also as the Local Planning Agency, this 20<sup>th</sup> day of November 2018.

Attest:



Brandon M. Stubbs, Secretary to the Planning and Zoning Board

PLANNING AND ZONING BOARD OF  
COLUMBIA COUNTY, FLORIDA,  
SERVING ALSO AS THE  
LOCAL PLANNING AGENCY OF  
COLUMBIA COUNTY, FLORIDA



Robert F. Jordan, Chairman



# Columbia County Gateway to Florida

<b>FOR PLANNING USE ONLY</b>	
Application # LDR	<u>18 03</u>
Application Fee	\$1,250.00
Receipt No.	<u>N/A</u>
Filing Date	<u>10/23/18</u>
Completeness Date	<u>10/23/18</u>

## Land Development Regulation Text Amendment Application

### A. APPLICANT INFORMATION

1. Applicant Status  Applicant  Agent
2. Name of Applicant(s): Tim Murphy Title: Chair  
 Company name (if applicable): Columbia County Board of County Commissioners  
 Mailing Address: P.O. Box 1529  
 City: Lake City State: FL Zip: 32056  
 Telephone: (386) 758-1005 Fax: ( ) Email:

**PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.**

3. If agent for the applicant\*.  
 Applicant's Name:   
 Mailing Address:   
 City:  State:  Zip:   
 Telephone: ( ) Fax: ( ) Email:

**PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.**

**\*Must provide an executed agent authorization letter granting the agent authorization to act on behalf of the applicant.**

### B. ADDITIONAL INFORMATION

1. Is there any additional contract for the sale of, or options to purchase, the subject property?  
 If yes, list the names of all parties involved:   
 If yes, is the contract/option contingent or absolute:  Contingent  Absolute
2. Has a previous application been made on all or part of the subject property:  
 Future Land Use Map Amendment:  Yes  No  
 Future Land Use Map Amendment Application No. CPA   
 Site Specific Amendment to the Official Zoning Atlas (Rezoning):  Yes  No  
 Site Specific Amendment to the Official Zoning Atlas (Rezoning) Application No. Z   
 Variance:  Yes  No  
 Variance Application No. V   
 Special Exception:  Yes  No  
 Special Exception Application No. SE



**C. ATTACHMENT/SUBMITTAL REQUIREMENTS**

1. Proposed Section of the Land Development Regulations ("LDRs") to be amended and the proposed language in strike-thru, underline format.
2. Fee. The application fee for text amendments to the Land Development Regulations is \$1,250.00. No application shall be accepted or processed until the required application fee has been paid.

**NOTICE TO APPLICANT**

**All attachments are required for a complete application. Once an application is submitted and paid for, a completeness review will be done to ensure all the requirements for a complete application have been met. If there are any deficiencies, the applicant will be notified in writing. If an application is deemed to be incomplete, it may cause a delay in the scheduling of the application before the Planning & Zoning Board.**

**A total of fourteen (14) copies of application and support material, and a PDF copy on a CD, are required at the time of submittal.**

THE APPLICANT ACKNOWLEDGES THAT THE APPLICANT OR AGENT MUST BE PRESENT AT THE PUBLIC HEARING BEFORE THE PLANNING AND ZONING BOARD, AS ADOPTED IN THE BOARD RULES AND PROCEDURES, OTHERWISE THE REQUEST MAY BE CONTINUED TO A FUTURE HEARING DATE.

I hereby certify that all of the above statements and statements contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge and belief.

**Tim Murphy**  
\_\_\_\_\_

Applicant/Agent Name (Type or Print)

  
\_\_\_\_\_

Applicant/Agent Signature

  
\_\_\_\_\_

Date

# Draft Campground Amendment

## Section 2.1 – Definitions – General

*Campground.* A place, parcel, lot, or tract of land designed, designated, or intended to be occupied by tents, recreational vehicles, cabins, and/or campsites on a temporary basis.

*Campsite.* An individual area within a campground intended to be occupied by a camping unit or units under the control of a camper.

### 4.4.5 *Special exceptions.*

*(See also articles 12 and 13).*

1. Campgrounds of less than 100 campsites, provided that such campgrounds are not located within five miles from another campground, which is also located within an environmentally sensitive area, and not more than 20 percent of the natural vegetation on each campsite within such campgrounds shall be removed. **Cabins are not permissible in campgrounds within the ESA Zone District. (See sections 4.2.24; 8.14)**
2. Bottled-water plant.
3. Solar power generation plant (See section 4.2.41).
4. Other similar uses, which are consistent with the uses within this district.

### 4.5.7 *Special exceptions within Agriculture-1, Agriculture-2 and Agriculture-3 districts.*

*(See also articles 12 and 13.)*

1. The processing, storage, and sale of agricultural products and commodities which are not raised on the premises; provided, that no building used for these activities shall be located within 150 feet of any side or rear lot line.
2. Livestock auction arenas and general merchandise auction houses.
3. Livestock or poultry slaughterhouses; provided, that no building used for these activities shall be located within 150 feet of any lot line.
4. Heavy equipment and related machinery sales.
5. Agricultural feed and grain packaging, blending, storage, and sales.
6. Agricultural fertilizer storage and sales.
7. Agricultural fairs and fairground activities.
8. Recreational activities such as racetracks and speedways; golf courses; country clubs; tennis and racquet clubs; golf and archery ranges; rifle, shotgun, and pistol ranges; ~~travel trailer parks or~~ campgrounds **(See sections 4.2.24; 8.14)**, including day camps; hunting or fishing camps; and similar uses.
9. Riding or boarding stables; provided that no building used for housing of animals shall be located within 150 feet of any lot line.
10. Drive-in theaters (see [section 4.2](#) for special design standards).
11. Hospitals, sanitariums, nursing homes, and residential homes for the aged and residential facilities for the aged.

## Draft Campground Amendment

12. Commercial kennels, veterinary clinics, and animal shelters; provided, that no open runs or buildings used for housing of animals shall be located within 150 feet of any lot line.
13. Group living facilities.
14. Crematories.
15. Airplane landing fields.
16. Child care centers, provided:
  - a. No outdoor play activities shall be conducted before 8:00 a.m. or after 8:00 p.m.; and
  - b. Provision is made for areas for off-street pick-up and drop-off of children.
17. Public buildings and facilities, unless otherwise specified (see [section 4.2](#)).
18. Private clubs and lodges.
19. Off-site signs (see also [section 4.2](#)).
20. Solid waste facilities.
21. Group home care facilities.
22. Explosives, manufacturing or storage.
23. Flea markets.
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25. Cemeteries and mausoleums which require state licensure.
26. Small engine repair (not to exceed 2,000 square feet).
27. Automotive repair and repair of agricultural equipment (not to exceed 2,500 square feet).
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29. Bed and breakfast inns.
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32. Mini-warehouses (completely enclosed).
33. Intensive agriculture (except where prohibited).
34. Sawmills and planing mills and similar uses; provided, that no building used for these activities shall be located with 300 feet of any lot line.
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36. Exotic animals.
37. Private schools offering curricula similar to public school.
38. Solar power generation plant (see section 4.2.41).
39. Other uses which are compatible with the uses of this district.

## Draft Campground Amendment

### 4.15.5 *Special exceptions.*

*(see also articles 12 and 13)*

1. Truck stops and automobile service stations. (See [section 4.2](#) for special design standards for automotive service stations.)
2. ~~Travel trailer parks or~~ campgrounds. (See sections ~~s-20.24.4.2.24~~; [8.14](#))
3. Commercial tourist attractions.
4. Package store for sale of alcoholic beverages; bar, tavern, or cocktail lounge.
5. Retail commercial outlets for sale of new and used automobiles, motorcycles, trucks and tractors, manufactured homes, boats, heavy machinery and equipment, lumber and building supplies, and monuments.
6. Public buildings and facilities.
7. Light manufacturing, assembling, processing, packaging, or fabricating in completely enclosed building (storage yard for materials permitted).
8. Off-site signs.
9. Banks and financial institutions.
10. Nursing homes.
11. Other similar uses, which are compatible with other district uses.



# Proposed Campground Amendment

## Section 2.1 – Definitions – General

*Campground.* A place, parcel, lot, or tract of land designed, designated, or intended to be occupied by tents, recreational vehicles, cabins, and/or campsites on a temporary basis.

*Campsite.* An individual area within a campground intended to be occupied by a camping unit or units under the control of a camper.

### 4.4.5 *Special exceptions.*

*(See also articles 12 and 13).*

1. Campgrounds of less than 100 campsites, provided that such campgrounds are not located within five miles from another campground, which is also located within an environmentally sensitive area, and not more than 20 percent of the natural vegetation on each campsite within such campgrounds shall be removed. Cabins are not permissible in campgrounds within the ESA Zone District. (See sections 4.2.24; 8.14)
2. Bottled-water plant.
3. Solar power generation plant (See section 4.2.41).
4. Other similar uses, which are consistent with the uses within this district.

### 4.5.7 *Special exceptions within Agriculture-1, Agriculture-2 and Agriculture-3 districts.*

*(See also articles 12 and 13.)*

1. The processing, storage, and sale of agricultural products and commodities which are not raised on the premises; provided, that no building used for these activities shall be located within 150 feet of any side or rear lot line.
2. Livestock auction arenas and general merchandise auction houses.
3. Livestock or poultry slaughterhouses; provided, that no building used for these activities shall be located within 150 feet of any lot line.
4. Heavy equipment and related machinery sales.
5. Agricultural feed and grain packaging, blending, storage, and sales.
6. Agricultural fertilizer storage and sales.
7. Agricultural fairs and fairground activities.
8. Recreational activities such as racetracks and speedways; golf courses; country clubs; tennis and racquet clubs; golf and archery ranges; rifle, shotgun, and pistol ranges; campgrounds (See sections 4.2.24; 8.14), including day camps; hunting or fishing camps; and similar uses.
9. Riding or boarding stables; provided that no building used for housing of animals shall be located within 150 feet of any lot line.
10. Drive-in theaters (see [section 4.2](#) for special design standards).
11. Hospitals, sanitariums, nursing homes, and residential homes for the aged and residential facilities for the aged.
12. Commercial kennels, veterinary clinics, and animal shelters; provided, that no open runs or buildings used for housing of animals shall be located within 150 feet of any lot line.

## Proposed Campground Amendment

13. Group living facilities.
14. Crematories.
15. Airplane landing fields.
16. Child care centers, provided:
  - a. No outdoor play activities shall be conducted before 8:00 a.m. or after 8:00 p.m.; and
  - b. Provision is made for areas for off-street pick-up and drop-off of children.
17. Public buildings and facilities, unless otherwise specified (see [section 4.2](#)).
18. Private clubs and lodges.
19. Off-site signs (see also [section 4.2](#)).
20. Solid waste facilities.
21. Group home care facilities.
22. Explosives, manufacturing or storage.
23. Flea markets.
24. Paper and pulp manufacturing
25. Cemeteries and mausoleums which require state licensure.
26. Small engine repair (not to exceed 2,000 square feet).
27. Automotive repair and repair of agricultural equipment (not to exceed 2,500 square feet).
28. Welding shop (not to exceed 2,500 square feet).
29. Bed and breakfast inns.
30. Building contractor and yard.
31. General store.
32. Mini-warehouses (completely enclosed).
33. Intensive agriculture (except where prohibited).
34. Sawmills and planing mills and similar uses; provided, that no building used for these activities shall be located with 300 feet of any lot line.
35. Funeral homes.
36. Exotic animals.
37. Private schools offering curricula similar to public school.
38. Solar power generation plant (see section 4.2.41).
39. Other uses which are compatible with the uses of this district.

## Proposed Campground Amendment

### 4.15.5 *Special exceptions.*

*(see also articles 12 and 13)*

1. Truck stops and automobile service stations. (See [section 4.2](#) for special design standards for automotive service stations.)
2. Campgrounds. (See sections 4.2.24; 8.14)
3. Commercial tourist attractions.
4. Package store for sale of alcoholic beverages; bar, tavern, or cocktail lounge.
5. Retail commercial outlets for sale of new and used automobiles, motorcycles, trucks and tractors, manufactured homes, boats, heavy machinery and equipment, lumber and building supplies, and monuments.
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7. Light manufacturing, assembling, processing, packaging, or fabricating in completely enclosed building (storage yard for materials permitted).
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11. Other similar uses, which are compatible with other district uses.



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**MEMORANDUM**

**Date:** September 13, 2018  
**To:** Commissioner DePratter  
**From:** Brandon M. Stubbs, County Planner/LDR Admin. *B. M. Stubbs*  
**Re:** Recreational Vehicle uses within the Environmentally Sensitive Area Zone Districts

In response to our conversation regarding travel trailer parks and whether they should be allowed via special exception within the Environmentally Sensitive Area Zone Districts, I have prepared the following analysis and potential resolution should the Board of County Commissioners choose to take action.

Currently, the Land Development Regulations (“LDRs”) specifically list “travel trailer parks or campgrounds” as allowable special exceptions within the Agriculture and Commercial, Highway Interchange Zone Districts; however, the LDRs do not specifically list “travel trailer parks” as an allowable special exception within the Environmentally Sensitive Area Zone Districts. Given that travel trailer parks are specified as an allowable special exception within the Agriculture and Commercial, Highway Interchange Zone Districts and not within the Environmentally Sensitive Area Zone Districts, there is reasonable assumption that travel trailer parks are not permissible as a special exception within the Environmentally Sensitive Area Zone Districts. To compound on the issue, the LDRs do not define campgrounds or travel trailer parks; however, the LDRs does define recreational vehicle, as defined per Chapter 320.01(1)(b)(1-8), Florida Statutes, which includes travel trailers.

The question has been raised should the County allow travel trailer parks as an allowable special exception within the Environmentally Sensitive Area Zone Districts. To answer that question, the inclusion of travel trailer parks as an allowable special exception within the Environmentally Sensitive Area Zone Districts would be a decision of the Board of County Commissioners, and is a matter of amending the text of LDRs to address the underlining issues mentioned above.

If the Board of County Commissioners should choose to amend the text of the LDRs to allow travel trailer parks as an allowable special exception within the Environmentally Sensitive Area Zone Districts, County staff proposes amending the LDRs, as follows:

- 1) Amend Article 2 of the LDRs to define “campground” and include recreational vehicles, as defined by Chapter 320.01(1)(b)(1-8), Florida Statutes, as permissible within a campground.
- 2) Amend Article 4 (Section 4.5.7 & Section 4.15.5) to remove reference to travel trailer parks.

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: October 12, 2018

Meeting Date: October 18, 2018

Name: Brandon Stubbs

Department: Building And Zoning

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

*Ben Scott*

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

Discussion item - At the October 4, 2018 Board of County Commission Meeting, the Board of County Commissioners voted to have staff draft a proposed amendment to the Land Development Regulations to allow Recreational Vehicles in an ESA zoning district. Staff has drafted the proposed amendment; however, staff is proposing two options for the Commission to consider. Option1 is as proposed in the draft language attached to this agenda item request. Option 2 would revise the proposed draft language to exclude cabins within the ESA zone district.

### 2. Recommended Motion/Action:

Staff is seeking direction from the commission as to whether or not the commission desires to proceed forward with Option 1 or Option 2.

### 3. Fiscal impact on current budget.

This item has no effect on the current budget.

**THIS ITEM WAS APPROVED WITH EXCEPTION BY THE BOARD OF  
COUNTY COMMISSINONERS ON  
10/18/2018**

**Board voted to proceed with Option 2.**

# Draft Campground Amendment

## Section 2.1 – Definitions – General

*Campground.* A place, parcel, lot, or tract of land designed, designated, or intended to be occupied by tents, recreational vehicles, cabins, and/or campsites on a temporary basis.

*Campsite.* An individual area within a campground intended to be occupied by a camping unit or units under the control of a camper.

### 4.4.5 *Special exceptions.*

*(See also articles 12 and 13).*

1. Campgrounds of less than 100 campsites, provided that such campgrounds are not located within five miles from another campground, which is also located within an environmentally sensitive area and not more than 20 percent of the natural vegetation on each campsite within such campgrounds shall be removed. [\(See sections 4.2.24; 8.14\)](#)
2. Bottled-water plant.
3. Solar power generation plant (See section 4.2.41).
4. Other similar uses, which are consistent with the uses within this district.

### 4.5.7 *Special exceptions within Agriculture-1, Agriculture-2 and Agriculture-3 districts.*

*(See also articles 12 and 13.)*

1. The processing, storage, and sale of agricultural products and commodities which are not raised on the premises; provided, that no building used for these activities shall be located within 150 feet of any side or rear lot line.
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4. Heavy equipment and related machinery sales.
5. Agricultural feed and grain packaging, blending, storage, and sales.
6. Agricultural fertilizer storage and sales.
7. Agricultural fairs and fairground activities.
8. Recreational activities such as racetracks and speedways; golf courses; country clubs; tennis and racquet clubs; golf and archery ranges; rifle, shotgun, and pistol ranges; ~~travel trailer parks or~~ campgrounds [\(See sections 4.2.24; 8.14\)](#), including day camps; hunting or fishing camps; and similar uses.
9. Riding or boarding stables; provided that no building used for housing of animals shall be located within 150 feet of any lot line.
10. Drive-in theaters (see [section 4.2](#) for special design standards).
11. Hospitals, sanitariums, nursing homes, and residential homes for the aged and residential facilities for the aged.
12. Commercial kennels, veterinary clinics, and animal shelters; provided, that no open runs or buildings used for housing of animals shall be located within 150 feet of any lot line.

## Draft Campground Amendment

13. Group living facilities.
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  - a. No outdoor play activities shall be conducted before 8:00 a.m. or after 8:00 p.m.; and
  - b. Provision is made for areas for off-street pick-up and drop-off of children.
17. Public buildings and facilities, unless otherwise specified (see [section 4.2](#)).
18. Private clubs and lodges.
19. Off-site signs (see also [section 4.2](#)).
20. Solid waste facilities.
21. Group home care facilities.
22. Explosives, manufacturing or storage.
23. Flea markets.
24. Paper and pulp manufacturing
25. Cemeteries and mausoleums which require state licensure.
26. Small engine repair (not to exceed 2,000 square feet).
27. Automotive repair and repair of agricultural equipment (not to exceed 2,500 square feet).
28. Welding shop (not to exceed 2,500 square feet).
29. Bed and breakfast inns.
30. Building contractor and yard.
31. General store.
32. Mini-warehouses (completely enclosed).
33. Intensive agriculture (except where prohibited).
34. Sawmills and planing mills and similar uses; provided, that no building used for these activities shall be located with 300 feet of any lot line.
35. Funeral homes.
36. Exotic animals.
37. Private schools offering curricula similar to public school.
38. Solar power generation plant (see section 4.2.41).
39. Other uses which are compatible with the uses of this district.

## Draft Campground Amendment

### 4.15.5 *Special exceptions.*

(see also articles 12 and 13)

1. Truck stops and automobile service stations. (See [section 4.2](#) for special design standards for automotive service stations.)
2. ~~Travel trailer parks or~~ campgrounds. (See sections ~~20.24.4.2.24~~; 8.14)
3. Commercial tourist attractions.
4. Package store for sale of alcoholic beverages; bar, tavern, or cocktail lounge.
5. Retail commercial outlets for sale of new and used automobiles, motorcycles, trucks and tractors, manufactured homes, boats, heavy machinery and equipment, lumber and building supplies, and monuments.
6. Public buildings and facilities.
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The Lake City Reporter  
PO Box 1709  
Lake City, FL 32056  
Phone: 386-752-1293  
Fax: 386-752-9400  
Email: kriotto@lakecityreporter.com

AFFIDAVIT OF PUBLICATION

Legal Reference: LDR 18-03  
NOTICE OF PUBLIC HEARINGS

STATE OF FLORIDA  
COUNTY OF COLUMBIA

Before the undersigned notary public personally appeared Todd L. Wilson, who on oath says that (s)he is Publisher of the Lake City Reporter, a newspaper published at Lake City, Columbia County, Florida; confirms that the attached legal advertisement was published in the Lake City Reporter on the following date(s):

11/09/2018

Affiant

Sworn to and subscribed before me this 9th day of November, 2018

Kathleen A. Riotta, Notary Public

My commission expires August 20, 2018



KATHLEEN A RIOTTO  
Commission # GG 229945  
Expires August 20, 2022  
Bonded Thru Budget Notary Services

In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in the proceeding should contact Lisa K. B. Roberts, at least seven (7) days prior to the date of the hearing. Ms. Roberts may be contacted by telephone at (386) 758-1005 or by Telecommunication Device for Deaf at (386) 758-2139.

470273  
November 9, 2018

NOTICE OF PUBLIC HEARINGS CONCERNING AMENDMENTS TO THE COLUMBIA COUNTY LAND DEVELOPMENT REGULATIONS BY THE PLANNING AND ZONING BOARD OF COLUMBIA COUNTY, FLORIDA, SERVING ALSO AS THE LOCAL PLANNING AGENCY OF COLUMBIA COUNTY, FLORIDA, NOTICE IS HEREBY GIVEN that, pursuant to Sections 163.3161 through 163.3248, Florida Statutes, as amended, and the Columbia County Land Development Regulations, as amended, hereinafter referred to as the Land Development Regulations, objections, recommendations and comments concerning the amendments, as described below, will be heard by the Planning and Zoning Board of Columbia County, Florida, serving also as the Local Planning Agency of Columbia County, Florida, at public hearings on November 20, 2018 at 6:05 p.m., or as soon thereafter as the matters can be heard, in the School Board Administrative Complex located at 372 West Duval Street, Lake City, Florida. LDR 18-03, an application by the Board of County Commissioners, to amend the text of the Land Development Regulations, as amended Section 2.1, Entitled "Definitions - General"; Section 4.4.5, entitled "Special Exception"; Section 4.5.7, entitled "Special Exception" within Agriculture-1, Agriculture-2 and Agriculture-3 districts; and, Section 4.15.5, entitled "Special Exception". The public hearings may be continued to one or more future date. Any interested party shall be advised that the date, time and place of any continuation of the public hearings shall be announced during the public hearings and that no further notice concerning the matters will be published, unless said continuation exceeds six calendar weeks from the date of the above referenced public hearings. At the aforementioned public hearings, all interested parties may appear to be heard with respect to the amendments. Copies of the amendments are available for public inspection at the Office of the County Planner, County Administrative Offices located at 135 Northeast Hernando Avenue, Lake City, Florida, during regular business hours. All persons are advised that if they decide to appeal any decision made at the above referenced public hearing, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

p. 23



MOST ADS LESS THAN



PER DAY

LAKE CITY REPORTER

CLASSIFIED

ADVANTAGE

Take Advantage of the Reporter Classifieds!

755-5440

IN THE CIRCUIT COURT OF THE THIRD JUDICIAL CIRCUIT IN AND FOR COLUMBIA COUNTY, FLORIDA...

Deceased: ELEANOR OWENS ESTESS, Decedent

NOTICE TO CREDITORS (3) YOU ARE HEREBY NOTIFIED that the administration of the Estate of ELEANOR OWENS ESTESS, whose date of death was July 18, 2016, is pending in the Circuit Court in and for Columbia County, Florida, Probate Division, case number 2016-CP-195, the address of which is: Clerk of the Circuit Court, ATTN: Probate Division, 173 NE Hernando Avenue, 2225, Lake City, Florida 32055. The name and address of the Personal Representative and the Personal Representative's attorney are set forth below.

All creditors of the decedent and other persons having claims or demands against the decedent's estate, including un-matured, contingent or unliquidated claims, on whom a copy of this notice is required to be served must file their claims with this court WITHIN THE TERM OF THREE (3) MONTHS AFTER THE DATE OF THE TIME OF THE FIRST PUBLICATION OF THIS NOTICE OR 30 DAYS AFTER THE DATE OF SERVICE OF A COPY OF THIS NOTICE ON THEM. All other creditors of the decedent and other persons having claims or demands against the decedent's estate must file their claims with this court WITHIN THREE (3) MONTHS AFTER THE DATE OF THE FIRST PUBLICATION OF THIS NOTICE. NOTWITHSTANDING THE TIME PERIODS SET FORTH ABOVE, ANY CLAIM FILED TWO (2) YEARS AFTER THE DATE OF DEATH IS BARRED. The date of the first publication of this notice to creditors is: November 9, 2018.

LINDA WARREN OWENS, Personal Representative /s/ JOHN W. BLACK, Attorney at Law 2155 Delta Blvd., Ste. 210-A Tallahassee, FL 32309. Phone: 850-425-4600. Fax: 807-54552. Attorney for Personal Representative

470148 November 9, 16, 2018

IN THE CIRCUIT COURT OF THE THIRD JUDICIAL CIRCUIT IN AND FOR COLUMBIA COUNTY, FLORIDA. CASE NO. 2018-126-CA DIVISION. THE ESTATE OF DIANE M. JANUSZEWSKI, Plaintiff, vs. DANIEL JOSEPH SENS, the UNKNOWN SPOUSE OF DANIEL JOSEPH SENS, JESSICA NICOLE SENS, and the UNKNOWN SPOUSE OF JESSICA NICOLE SENS, Defendants. NOTICE OF FORECLOSURE SALE. YOU ARE HEREBY NOTIFIED that, pursuant to this Court's order, I will sell to the highest and best bidder for cash at the COLUMBIA COUNTY COURTHOUSE, 173 NE HERNANDO AVENUE, in Lake City, Florida at 11:00 A.M. on December 12, 2018 the following described property.

The land referred to herein below is situated in the County of Columbia State of Florida, and described as follows: Trunker Farms Parcel No. 13; Commence at the Southwest corner of SE 1/4 of the SW 1/4, Section 4, Township 7 South, Range 17 East, Columbia County, Florida and run thence N 87 degrees, 38'18" E along the South line of said Section 4, 995.59 feet to the POINT OF BEGINNING; thence continue N 87 degrees 38'18" E along the South line of said Section 4, 999.76 feet, thence S 87 degrees 75'24" W, 452.48 feet, thence S 2 degrees 41'31" E, 1002.42 feet to the Point of Beginning. The south 30 feet of said lands being subject to a right-of-way for Barney Road, a county maintained graded road. IF YOU ARE A PERSON CLAIMING A RIGHT TO FUND REMAINING AFTER THE SALE, YOU MUST FILE YOUR CLAIM WITH THE CLERK NO LATER THAN 60 DAYS AFTER THE SALE. IF YOU FAIL TO FILE A CLAIM, YOU WILL NOT BE ENTITLED TO ANY REMAINING FUNDS. AFTER 60 DAYS ONLY THE OWNER OF THE PROPERTY WILL BE ENTITLED TO ANY REMAINING FUNDS.

DATE OF THE LIS PENDENS MAY CLAIM THE SURPLUS. If you are a person with a disability who needs any accommodation in order to participate in the proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Persons with a disability who need any accommodation in order to participate should contact the court clerk at (860) 955-8771; if you are voice impaired call (800) 955-8771.

470273 November 9, 2018

NOTICE OF PUBLIC SALE: AUTO EMPORIUM OF LAKE CITY gives Notice of Foreclosure of Lien and intent to sell these vehicles on 11/21/18, 10:00 AM at 2832 SW MAIN BLVD, LAKE CITY, FL 32025, pursuant to subsection 713.78 of the Florida Statutes. AUTO EMPORIUM OF LAKE CITY reserves the right to accept or reject any and/or all bids.

470271 November 9, 2018

2017 Dodge/Challenger 2C3CDZAG9H514443

8770. PLEASE GOVERN YOURSELF ACCORDINGLY. NOVEMBER 5, 2018 P. DEWITT CASON, Clerk of the Circuit Court By: /s/ S. Weeks As Deputy Clerk

470260 November 9, 16, 2018

PUBLIC NOTICE INVITATION TO BID ITB-005-2019

Sealed bids will be accepted by the City of Lake City, Procurement Department 2nd Floor, 205 N Marion Avenue, Lake City, Florida 32055 until TUESDAY, NOVEMBER 27, 2018 AT 11:00 A.M. after which time any bids given that pursuant to the Columbia County Land Development Regulations as amended, hereinafter referred to as the Land Development Regulations, objections, recommendations and comments concerning the special exception, as described below, will be heard by the Board of Adjustment on November 20, 2018 at 6:00 p.m., or as soon thereafter as the matter can be heard, in the School Board Administrative Complex located at 372 West Duval Street, Lake City, Florida.

SE 0590, a petition by Tori Humphries, d/b/a (Chi) Zone Professional Services, agent for Truck Stop 75, LLC, owner, to request a special exception granted as described in Section 4.15.5(1) of the Land Development Regulations to allow for a Truck Stop 75 Mobile Service Station use within the Commercial, Highway Interchange (CHI) Zone

District. The special exception has been filed in accordance with a site plan dated October 16, 2018 and submitted as part of a petition dated October 16, 2018, to be located on property described in the following: COMMENCE AT THE SOUTHEAST CORNER OF SECTION 3 TOWNSHIP 8 SOUTH, RANGE 17 EAST, COLUMBIA COUNTY, FLORIDA AND RUN NORTH 00°53'00" WEST ALONG THE EAST LINE OF SECTION 3 A DISTANCE OF 2001.34 FEET TO THE SOUTHEAST CORNER OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 3 A DISTANCE OF 693.94 FEET; THENCE SOUTH 00°59'23" EAST A DISTANCE OF 38.34 FEET; THENCE WEST A DISTANCE OF 232.64 FEET; THENCE NORTH 00°59'04" WEST ALONG SAID EAST RIGHT-OF-WAY LINE OF U.S. HIGHWAY 41 & 441 A DISTANCE OF 274.68 FEET; THENCE NORTH 89°05'42" EAST A DISTANCE OF 189.88 FEET; THENCE NORTH 10°53'00" WEST A DISTANCE OF 190.13 FEET; THENCE NORTH 89°02'31" EAST A DISTANCE OF 310.07 FEET; THENCE NORTH 00°58'38" WEST A DISTANCE OF 160.55 FEET; THENCE NORTH 55°24'08" EAST A DISTANCE OF 582.14 FEET TO THE POINT OF BEGINNING. LESS THAT PORTION OF THE ABOVE DESCRIBED PROPERTY CONVEYED TO THE BOARD OF COUNTY COMMISSIONERS BY DEED RECORDED AUGUST 7, 2013 IN OFFICIAL RECORDS BOOK 1259, PAGE 1301 OF COLUMBIA COUNTY RECORDS. ALSO COMMENCE AT THE SOUTHEAST CORNER OF SECTION 6, TOWNSHIP 8 SOUTH, RANGE 17 EAST, COLUMBIA COUNTY, FLORIDA AND RUN NORTH 00°59'00" WEST ALONG THE EAST LINE OF

PETROLEUM PRODUCTS & DELIVERED DIESEL FUEL Florida statutes, CONTRACT. Bid specifications may be viewed on www.landfindstar.com and www.demandregistry.com. Contact the Procurement Department at (386) 719-5816 or (386) 719-3818 for more information.

470878 November 9, 2018

NOTICE OF PUBLIC HEARINGS CONCERNING AMENDMENTS TO THE COLUMBIA COUNTY LAND DEVELOPMENT REGULATIONS, AS AMENDED, HEREINAFTER REFERRED TO AS THE LAND DEVELOPMENT REGULATIONS, OBJECTIONS, RECOMMENDATIONS AND COMMENTS CONCERNING THE AMENDMENTS, AS DESCRIBED BELOW, WILL BE HEARD BY THE PLANNING AND ZONING BOARD OF COLUMBIA COUNTY, FLORIDA AND RUN NORTH 00°53'00" WEST ALONG THE EAST LINE OF SECTION 3 A DISTANCE OF 2001.34 FEET TO THE SOUTHEAST CORNER OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 3 A DISTANCE OF 693.94 FEET; THENCE SOUTH 00°59'23" EAST A DISTANCE OF 38.34 FEET; THENCE WEST A DISTANCE OF 232.64 FEET; THENCE NORTH 00°59'04" WEST ALONG SAID EAST RIGHT-OF-WAY LINE OF U.S. HIGHWAY 41 & 441 A DISTANCE OF 274.68 FEET; THENCE NORTH 89°05'42" EAST A DISTANCE OF 189.88 FEET; THENCE NORTH 10°53'00" WEST A DISTANCE OF 190.13 FEET; THENCE NORTH 89°02'31" EAST A DISTANCE OF 310.07 FEET; THENCE NORTH 00°58'38" WEST A DISTANCE OF 160.55 FEET; THENCE NORTH 55°24'08" EAST A DISTANCE OF 582.14 FEET TO THE POINT OF BEGINNING. LESS THAT PORTION OF THE ABOVE DESCRIBED PROPERTY CONVEYED TO THE BOARD OF COUNTY COMMISSIONERS BY DEED RECORDED AUGUST 7, 2013 IN OFFICIAL RECORDS BOOK 1259, PAGE 1301 OF COLUMBIA COUNTY RECORDS. ALSO COMMENCE AT THE SOUTHEAST CORNER OF SECTION 6, TOWNSHIP 8 SOUTH, RANGE 17 EAST, COLUMBIA COUNTY, FLORIDA AND RUN NORTH 00°59'00" WEST ALONG THE EAST LINE OF

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AFFIDAVIT OF PUBLICATION

Legal Reference: LDR 18-03  
NOTICE OF ENACTMENT OF OR

STATE OF FLORIDA  
COUNTY OF COLUMBIA

Before the undersigned notary public personally appeared Todd L. Wilson, who on oath says that (s)he is Publisher of the Lake City Reporter, a newspaper published at Lake City, Columbia County, Florida; confirms that the attached legal advertisement was published in the Lake City Reporter on the following date(s):

11/23/2018

  
Affiant

Sworn to and subscribed before me this 26th day of November, 2018

  
Kathleen A. Riotto, Notary Public

My commission expires August 20, 2018



KATHLEEN A RIOTTO  
Commission # GG 229945  
Expires August 20, 2022  
Bonded Thru Budget Notary Services

In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in the proceeding should contact Lisa K. B. Roberts, at least seven (7) days prior to the date of the hearing. Ms. Roberts may be contacted by telephone at (386) 758-1005 or by Telecommunication Device for Deaf at (386) 758-2139.

473470  
November 23, 2018

NOTICE OF ENACTMENT OF ORDINANCES BY THE BOARD OF COUNTY COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA  
NOTICE IS HEREBY GIVEN that the ordinances, which titles hereinafter appear, will be considered for enactment by the Board of County Commissioners of Columbia County, Florida, at public hearings on December 6, 2018 at 5:30 p.m., or as soon thereafter as the matters can be heard, in the School Board Administrative Complex located at 372 West Duval Street, Lake City, Florida. Copies of said ordinances may be inspected by any member of the public at the Office of the County Manager, County Administrative Offices located at 135 Northeast Hernando Avenue, Lake City, Florida, during regular business hours. On the date, time and place first above mentioned, all interested persons may appear and be heard with respect to the ordinances. The title of said ordinances reads, as follows:  
ORDINANCE NO. 2018-17  
AN ORDINANCE OF COLUMBIA COUNTY, FLORIDA, AMENDING ORDINANCE NO. 98-1, THE COLUMBIA COUNTY LAND DEVELOPMENT REGULATIONS, AS AMENDED; RELATING TO AN AMENDMENT TO THE TEXT OF THE COLUMBIA COUNTY LAND DEVELOPMENT REGULATIONS, PURSUANT TO AN APPLICATION, LDR 18-03, BY BOARD OF COUNTY COMMISSIONERS; AMENDING SECTION 2.1, ENTITLED "DEFINITIONS - GENERAL;" AMENDING SECTION 4.4.5, ENTITLED "SPECIAL EXCEPTIONS"; AMENDING SECTION 4.5.7, ENTITLED "SPECIAL EXCEPTIONS" WITHIN AGRICULTURE-1, AGRICULTURE-2, AND AGRICULTURE-3 DISTRICTS; AMENDING SECTION 4.15.5, ENTITLED "SPECIAL EXCEPTIONS"; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.  
The public hearings may be continued to one or more future date. Any interested party shall be advised that the date, time and place of any continuation of the public hearings shall be announced during the public hearings and that no further notice concerning the matters will be published, unless said continuation exceeds six calendar weeks from the date of the above referenced public hearings.  
All persons are advised that, if they decide to appeal any decisions made at the public hearings, they will need a record of the proceedings and, for such purpose, they may need to ensure that a verbatim record of the proceedings are made, which record includes the testimony and evidence upon which the appeal is to be based.

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**755-5440**

**General Information** Advertising copy is subject to approval by the Publisher who reserves the right to edit, reject, or classify all advertisements under appropriate headings. Copy should be checked for errors by the advertiser on the first day of publication. Credit for published errors will be allowed for the first insertion for that portion of the advertisement which was incorrect. Further, the Publisher shall not be liable for any omission of advertisements ordered to be published, nor for any general, special or consequential damages. Advertising language must comply with Federal, State or local laws regarding the prohibition of discrimination in employment, housing and public accommodations. Standard abbreviations are acceptable; however, the first word of each ad may not be abbreviated.

**Placing An Ad** You can call us at 755-5440, Monday through Friday from 8:00 a.m. to 5:00 p.m. or place your classified ads in person, and some ad categories will require prepayment. Our office is located at 180 East Duval Street. You can also fax or email your ad copy to the Reporter. FAX: 386-752-9400 Please direct your copy to the Classified Department. EMAIL: classifieds@lakecityreporter.com

Ad to Appear:	Call by	Email by
Tuesday	Mon., 10 a.m.	Mon., 9 a.m.
Wednesday	Tues., 10 a.m.	Tues., 9 a.m.
Thursday	Wed., 10 a.m.	Wed., 9 a.m.
Friday	Thurs., 10 a.m.	Thurs., 9 a.m.
Sunday	Fri., 3 p.m.	Fri., 2 p.m.

These deadlines are subject to change without notice.

**Cancellations, Changes, and Billing Questions**  
**Ad Errors:** Please read your ad on the first day of publication. We accept responsibility for only the first incorrect insertion, and only the charge for the ad space in error. Please call 755-5440 immediately for prompt correction and billing adjustments.  
**Cancellations:** Normal advertising deadlines apply for cancellation. **Billing Inquiries:** Call 755-5440. Should further information be required regarding payments or credit limits, your call will be transferred to the accounting department.

**GARAGE SALE \$17.50 4 LINES • 3 DAYS** Includes 2 Signs Each additional line \$1.65

IN THE CIRCUIT COURT OF THE 3RD JUDICIAL CIRCUIT, IN AND FOR COLUMBIA COUNTY, FLORIDA, CIVIL DIVISION: CASE NO.: 2010ca00390 GMAC MORTGAGE, LLC, Plaintiff, vs. DONALD R. JERNIGAN; THE UNKNOWN PARTIES; DONALD R. JERNIGAN; AND ALL UNKNOWN PARTIES CLAIMING AN INTEREST THROUGH, UNDER, AND AGAINST THE HEREIN NAMED INDIVIDUAL DEFENDANT(S) WHO ARE KNOWN TO BE DEAD OR ALIVE, WHETHER SAID UNKNOWN PARTIES MAY CLAIM AN INTEREST AS SPOUSES, HEIRS, DEVICES, GRANTEES, OR OTHER CLAIMANTS; TENANT #1, TENANT #2, TENANT #3, AND TENANT #4 THE NAMES OF WHICH ARE UNKNOWN TO THE COURT FOR PARTIES IN POSSESSION IN POSSESSION OF THE SUBJECT PROPERTY. Defendants.

I will sell to the highest and best bidder for cash online at Columbia County Courthouse, 173 NE Hernandez Avenue, 3rd Floor, Lake City, FL 32056 at 11:00 AM on the 13th day of November 2018, the following described property as set forth in said Final Judgment, to wit: LOT 32, BLOCK B, PERRY DRIVE, ACROSS FROM THE INTERSECTION TO THAT PLAT THEREOF AS RECORDED IN PLAT BOOK # 4 AT PAGE 202 OF THE PUBLIC RECORDS OF COLUMBIA COUNTY, FLORIDA. TOGETHER WITH THAT CERTAIN MOBILE HOME LOCATED THEREON AS A FIXTURE AND APPURTENANCE THERETO BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: 174 SE GIBSON LANE, LAKE CITY, FL 32025. ANY PERSON CLAIMING AN INTEREST IN THE SURPLUS FROM THE SALE, IF ANY, OTHER THAN THE PROPERTY OWNER AS OF THE DATE OF SALE, IS TO FILE A CLAIM WITHIN 60 DAYS AFTER THE SALE.

SUBJECT PROPERTY THAT MAY LIE WITHIN THE ROAD RIGHT OF WAY. TOGETHER WITH A 1990 DOUBLEWIDE MOBILE HOME VIN #S 1L4605331A AND 1L4605331B. Property Address: 6989 SW COUNTY ROAD 242 LAKE CITY, FL 32024. Any person claiming an interest in the surplus from the sale, if any, other than the property owner as of the date of the sale, must file a claim within 60 days after the sale. AMERICANS WITH DISABILITIES ACT: If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Carriina Cooper, Court Administration at 173 NE Hernandez Avenue, Room 408, Lake City, Florida 32055, 386-758-2163 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711. Dated this 15th day of November 23, 2018.

NOTICE OF FORECLOSURE SALE: I HEREBY GIVE NOTICE OF FORECLOSURE SALE AS OF THE DATE OF NOVEMBER 23, 2018, and entered in Case No. 2010-ca00390, of the Circuit Court of the 3rd Judicial Circuit in and for Columbia County, Florida, wherein GREEN TREE SERVING LLC, is the Plaintiff and UNKNOWN SPOUSE OF DONALD JERNIGAN DONALD R. JERNIGAN; AND UNKNOWN TENANT(S) IN POSSESSION OF THE SUBJECT PROPERTY are defendants. P. DEWITT CASON is the Clerk of the Circuit Court shall sell to the highest and best bidder for cash at the Columbia County Courthouse, 173 NE HERNANDEZ AVENUE, LAKE CITY, FL 32055, at 11:00 AM on the 9th day of January, 2019, the following described property as set forth in said Final Judgment, to wit: LOT 7 IN BLOCK 1 OF ELM ACRES, A SUBDIVISION ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 3, PAGE 84 OF THE PUBLIC RECORDS OF COLUMBIA COUNTY, FLORIDA. ANY PERSON CLAIMING AN INTEREST IN THE SURPLUS FROM THE SALE, IF ANY, OTHER THAN THE PROPERTY OWNER AS OF THE DATE OF THE LIS PENDENS MUST FILE A CLAIM WITHIN 60 DAYS AFTER THE SALE. If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Carriina Cooper, Court Administration at 173 NE Hernandez Avenue, Room 408, Lake City, Florida 32055, 386-758-2163 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711. Dated this 6th day of November 2018.

NOTICE OF ENACTMENT OF ORDINANCES: BY THE BOARD OF COUNTY COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA. NOTICE IS HEREBY GIVEN THAT the ordinances, which titles hereinafter appear, will be considered for enactment by the Board of County Commissioners of Columbia County, Florida, during regular business hours, on the date, time and place first above mentioned, all interested persons may appear and be heard with respect to the ordinances. The title of said ordinances are, as follows: ORDINANCE NO. 2018-17 AN ORDINANCE OF COLUMBIA COUNTY, FLORIDA, AMENDING ORDINANCE NO. 98-1, THE COLUMBIA COUNTY LAND DEVELOPMENT REGULATIONS, AMENDING SECTION 4.5, ENTITLED "SPECIAL EXCEPTIONS" WITHIN AGRICULTURE-1, AGRICULTURE-2 AND AGRICULTURE-3 DISTRICTS; AMENDING SECTION 4.15.5, ENTITLED "SPECIAL EXCEPTIONS" PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT, AND PROVIDING AN EFFECTIVE DATE. The public hearings may be continued to one or more future dates, if interested persons be advised that the date, time and place of any continuation of the public hearings shall be announced during the public hearings and that no further notice concerning the matters will be published, unless said continuation exceeds six calendar weeks from the date of the above referenced public hearings. All persons are advised that, if they decide to appeal any decisions made at the public hearings, they will need a record of the proceedings and, for such purpose, they may need to ensure that a verbatim record of the proceedings are made. Copies of the proceedings and testimony and evidence upon which the appeal is to be based. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in the proceeding should contact Lisa K. B. Roberts, at least seven (7) days prior to the date of the hearing. Ms. Roberts may be contacted by telephone at (386) 758-1005 or by Telecommunication Device for Deaf at (386) 758-2139.

473737 November 23, 2018  
**245-MISC AN OUS**  
 Wanted unwanted livestock; horses, goats, cows; free pickup. Call Danny 904-222-5054

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473737 November 23, 2018  
**405-YARD A E**  
 Byrd's Store CR 49, Nov 23, 2018 & 25, (8-4), 247-240R - CR 49R, 247 Beachville, CR 49N, 252 Finemont, Rd CR 49S. New items, antiques, inside or if No Rain watch for signs.

NOTICE OF FORECLOSURE SALE: I HEREBY GIVE NOTICE OF FORECLOSURE SALE AS OF THE DATE OF NOVEMBER 23, 2018, and entered in Case No. 2010-ca00342, of the Circuit Court of the 3rd Judicial Circuit in and for Columbia County, Florida, wherein FINANCE OF AMERICA REVERSE, LLC Plaintiff, vs. SAMUEL L. GRIMES AKIA SAMUEL L. GRIMES; GLADYS E. GRIMES; SECRETARY OF HOUSING AND URBAN DEVELOPMENT, AN OFFICE OF THE UNITED STATES OF AMERICA. Defendants. NOTICE OF FORECLOSURE SALE: I HEREBY GIVE NOTICE OF FORECLOSURE SALE AS OF THE DATE OF NOVEMBER 23, 2018, and entered in Case No. 2010-ca00342, of the Circuit Court of the 3rd Judicial Circuit in and for Columbia County, Florida, wherein FINANCE OF AMERICA REVERSE, LLC is the Plaintiff and SAMUEL L. GRIMES AKIA SAMUEL L. GRIMES; GLADYS E. GRIMES; SECRETARY OF HOUSING AND URBAN DEVELOPMENT, AN OFFICE OF THE UNITED STATES OF AMERICA, are the Defendants.

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473737 November 23, 2018  
**605-PETS ANIMALS FOR S LE**  
 Public Auction to be held December 7, 2018 at 8AM at Lauda Street & Auto, Ito, C 2492 SE Baysa Ave. Lake City, FL 32025 (386) 719-5608 Following VIN Numbers:  
 2004 Chrysler 1C3EL6R94N196601  
 469407  
 November 23, 2018  
 SUWANNEE RIVER WATER MANAGEMENT DISTRICT PUBLIC NOTICE OF APPLICATION: Notice is hereby given that pursuant to Chapter 973, Florida Statutes, the following application for permit was received on November 19, 2018: Van Humphreys, of FDOT, 1109 S Marion Avenue, Lake City, FL 32025, has submitted an Environmental Resource Permit application number ERP-007-2335996-1. The project is located at 28 In Bradford County, Section 28, Township 6 South, Range 22 East, and Section 29 East, Township 6 South, Range 22 East, of the construction of a railroad overpass on SR 100 from US 301 to S of Laura Street. The project proposes 5.72 acres of new impervious. Interested persons may comment upon the application or submit a written request for a staff report to the date of the public hearing. The public hearing agency action regarding the application by writing to the Suwannee River Water Man-

473737 November 23, 2018  
**305-GENER**  
 Help wanted: Planting Pine Trees, will have own transportation 386-303-1383  
 Housekeeper, experience a plus, will train. Competitive hourly wage. Apply in person. NO CALLS. Americans Bel Val Inc Inn of Lake City 3835 W US Hwy 90  
 Housekeeper/cook for elderly care. Licensed, preferred. Call 631-800-4924 for interview. Immediate opening for commercial truck drivers. Must have a valid commercial driver's license with good driving record. Competitive pay and benefits offered. Please apply to: www.andersoncolumbia.com/anderson-columbia-company/apply/ Or www.andersoncolumbia.com/WWW/EOE

473737 November 23, 2018  
**710-APART NTS FOR R NT**  
 1BR Apt. Downtown Location, \$500 mo, plus Security. NO PETS. Call 386-755-3456  
 2BR unfurnished newly renovated Apt. Downtown, WD hookup, 1st & sec. NO PETS. \$600/mo Call 386-755-3456  
 Starting at \$625/mo, tile floors, fresh paint. Great Area. Call (386)752-9626

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**725-CONDO FOR RENT**  
 2BD/2BA Condo \$950/mo In town, 1st. Lease \$500 security. No Pets. WD, Pool 697-6436

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**735-MOB HOME FOR R NT**  
 2B/2BA completely remodeled MH. No Pets. Smoke Free. \$700/mo Call 386-867-9231 for details.

473737 November 23, 2018  
**805-HOME OR ALE**  
 PUBLISHER'S NOTE All real estate advertising in this newspaper is subject to the fair housing act which makes it illegal to advertise "any preference, limitation, or discrimination based on race, color, religion, sex, disability, familial status or national origin; or any intention to make such preference, limitation or discrimination." Familial status includes children under the age of 18 living with parents or legal custodians, pregnant women and people seeking custody of children under the age of 18. This newspaper will not knowingly accept any advertising for real estate which is in violation of the law. Our readers are hereby informed that all dwellings advertised in this newspaper are available on an equal opportunity basis. To complain of discrimination call HUD toll free at 1-800-669-9777, the toll free telephone number for the hearing impaired is 1-800-927-9275.

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**810-LAND & L TS FOR SALE**  
 1/2 to 5 acre lots; owner financing, some with w/spp Deas Bullard/BKL Properties 386-7433 www.landinfo.com

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**454C W UNION CO**  
 Lulu, Pond in SW corner, raw land, hunting, homeuse, \$55K OBO cash. 386-496-0640

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www.lakecityreporter.com  
 Click FORMS & SUBMISSIONS

Lake City Reporter



## 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: 11/30/2018 Meeting Date: 12/6/2018

Name: Lisa Roberts Department: Human Resource

Division Manager's Signature:

A handwritten signature in blue ink that reads "Ben Scott".

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

Human Resource - Resolution No. 2018R-48 - Uniform Method of Collecting Non-Ad Valorem Special Assessments

### 2. Recommended Motion/Action:

Requesting Approval of Resolution 2018R-48 - Uniform Method of Collecting Non-Ad Valorem Special Assessments

### 3. Fiscal impact on current budget.

This item has no effect on the current budget.

District No. 1 - Ronald Williams  
District No. 2 - Rocky Ford  
District No. 3 - Bucky Nash  
District No. 4 - Toby Witt  
District No. 5 - Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**M E M O R A N D U M**

TO: Ben Scott, County Manager  
FR: Lisa K.B. Roberts, Human Resources Director  
DATE: November 30, 2018  
RE: Electing to Use the Uniform Method of Collecting Non-Ad Valorem Special Assessments

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Attached you will find Resolution NO. 2018R-48 which stipulates Columbia County, Florida is electing to use the uniform method of collecting non-advalorem special assessments for the cost of providing services, facilities and programs for fire, road improvements and maintenance, solid waste, street lighting, and stormwater, to property within the unincorporated area of the County and all incorporated areas of Fort White and Lake City, as authorized by section 197.3632, Florida Statutes. This method will allow such special assessments to be collected annually commencing in November 2019, in the same manner as provided for ad valorem taxes.

In accordance with Florida Statutes, section 197.3632, the County has advertised a public hearing to be held prior to the adoption of the stated Resolution and proof of publication of such hearing is attached as Exhibit A to the Resolution.

Board consideration of the attached Resolution is requested to continue annual collection of non-ad valorem special assessments.

If you have any questions regarding the above request, please feel free to contact me at (386) 758-1006.

XC: Non Ad Valorem Special Assessment File

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

RESOLUTION NO. 2018R-48

A RESOLUTION OF COLUMBIA COUNTY, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE UNINCORPORATED AREAS OF COLUMBIA COUNTY, FLORIDA; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, Columbia County, Florida (the "County") is contemplating the imposition of special assessments for the provision of fire, road improvements and maintenance, solid waste, street lighting, and stormwater; and

**WHEREAS**, the County intends to use the uniform method for collecting non-ad valorem special assessments for the cost of providing services, facilities and programs for fire, road improvements and maintenance, solid waste, street lighting, and stormwater, to property within the unincorporated area of the County as authorized by section 197.3632, Florida Statutes, as amended, because this method will allow such special assessments to be collected annually commencing in November 2019, in the same manner as provided for ad valorem taxes; and

**WHEREAS**, the County held a duly advertised public hearing prior to the adoption of this Resolution, proof of publication of such hearing being attached hereto as Exhibit A.

**NOW, THEREFORE BE IT RESOLVED:**

1. Commencing with the Fiscal Year beginning on October 1, 2019, and with the tax statement mailed for such Fiscal Year and continuing until discontinued by the County, the County intends to use the uniform method of collecting non-ad valorem assessments authorized in section 197.3632, Florida Statutes, as amended, for collecting non-ad valorem assessments for the cost of funding services, facilities and programs for fire, road improvements and maintenance, solid waste, street lighting, and stormwater. Such non-ad valorem assessments shall be levied within the unincorporated area of the County and all incorporated areas of Fort White and Lake City. A legal description of such area subject to the assessments is attached hereto as Exhibit B and incorporated by reference.

2. The County hereby determines that the levy of the special assessments is needed to fund the cost of services, facilities and programs for fire, road improvements and maintenance, solid waste, street lighting, and stormwater throughout the unincorporated area of the County and the incorporated areas of Fort White and Lake City.

3. Upon adoption, the County Clerk is hereby directed to send a copy of this Resolution by United States mail to the Florida Department of Revenue, the Columbia County Tax Collector, and the Columbia County Property Appraiser by January 10, 2019.

4. This Resolution shall be effective upon adoption.

DULY ADOPTED this 6<sup>th</sup> day of December, 2018.

COLUMBIA COUNTY, FLORIDA

\_\_\_\_\_  
Tim Murphy, Commission Chair

(SEAL)

Attest:

\_\_\_\_\_  
P. Dewitt Cason, Clerk



The Lake City Reporter  
PO Box 1709  
Lake City, FL 32056  
Phone: 386-752-1293  
Fax: 386-752-9400  
Email: kriotto@lakecityreporter.com

AFFIDAVIT OF PUBLICATION

Legal Reference: NOTICE OF INTENT TO USE U

STATE OF FLORIDA  
COUNTY OF COLUMBIA

Before the undersigned notary public personally appeared Todd L. Wilson, who on oath says that (s)he is Publisher of the Lake City Reporter, a newspaper published at Lake City, Columbia County, Florida; confirms that the attached legal advertisement was published in the Lake City Reporter on the following date(s):

11/07/2018 11/14/2018 11/21/2018 11/28/2018

Affiant

Sworn to and subscribed before me this 28th day of November, 2018

Kathleen A. Riotto, Notary Public

My commission expires August 20, 2018



KATHLEEN RIOTTO  
Commission # GG 229945  
Expires August 20, 2022  
Bonded Thru Budget Notary Services

NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS

Columbia County, Florida (the "County") hereby provides notice, pursuant to section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem special assessments throughout the unincorporated area of the County and the incorporated areas of Fort White and Lake City for the cost of providing services, facilities and programs for fire, road improvements and maintenance, solid waste, street lighting, and stormwater commencing for the Fiscal Year beginning on October 1, 2019 and continuing until discontinued by the County. The County will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by section 197.3632, Florida Statutes, at a public hearing to be held at 5:30 p.m. on December 6, 2018, in the School Board Administration Complex Auditorium, 372 West Duval Street, Lake City, Florida. Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. Copies of the proposed form of resolution, which contains the legal description of the real property subject to the levy, are on file at the Office of the County Manager in the Columbia County Courthouse located at 135 N.E. Hernando Avenue, Lake City, Florida between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. In the event any person decides to appeal any decision by the County with respect to any matter relating to the consideration of the resolution at the above-referenced public hearing, a record of the proceeding may be needed and in such an event, such person may need to ensure that a verbatim record of the public hearing is made, which record includes the testimony and evidence on which the appeal is to be based. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the County at (386)758-1005 or Telecommunications Device for the Deaf at (386) 758-2139, at least seven (7) days prior to the date of the hearing.

DATED this 22 day of October, 2018.  
By Order of:  
COLUMBIA COUNTY, FLORIDA

466960  
November 7, 14, 21, 28, 2018

EXHIBIT A

PROOF OF PUBLICATION

[INSERT PROOF OF PUBLICATION]

## EXHIBIT B

### LEGAL DESCRIPTION

All properties lying within Columbia County as more particularly described in Section 7.12, Florida Statutes, as follows: Beginning at the mouth of the Ichetucknee River where it enters the Santa Fe River; thence up the thread of the said Ichetucknee River to Ichetucknee Spring; thence north on the range line dividing ranges fifteen and sixteen east to the section line dividing sections one and twelve and sections two and eleven, township six south, range fifteen east; thence west on said section line to the southwest corner of section two, township six south, range fifteen east; thence north on the section line dividing sections two and three, township six south, range fifteen east, across townships six, five, four, three, and two south, to the thread of the Suwannee River; thence northeast up the thread of said river to the Georgia line; thence along said line to the range line dividing ranges eighteen and nineteen east; thence south on said range line to Olustee Creek; thence southerly down the thread of said creek to the Santa Fe River; thence southwesterly and northwesterly down the thread of said river to its southernmost intersection with the east line of section two, township seven south, range seventeen east; thence south along the east line of said section two to the northeast corner of section eleven, township seven south, range seventeen east; thence south along the east line of said section eleven to the northeast corner of government lot four in said section eleven; thence west along the north line of said government lot four to its northwest corner; thence south along the west line of said government lot four to its southwest corner; thence west along the north line of section fourteen, township seven south, range seventeen east to the northwest corner of said section fourteen; thence south along the west line of said section fourteen to its southwest corner; thence east along the south line of said section fourteen to the thread of the Santa Fe River; thence south and west along the thread of the Santa Fe River to the point of beginning.

# Appendix B

FORM OF PUBLISHED NOTICE

**NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING  
NON-AD VALOREM ASSESSMENTS**

Columbia County, Florida (the "County") hereby provides notice, pursuant to section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem special assessments throughout the unincorporated area of the County and the incorporated areas of Fort White and Lake City for the cost of providing services, facilities and programs for fire, road improvements and maintenance, solid waste, street lighting, and stormwater commencing for the Fiscal Year beginning on October 1, 2019 and continuing until discontinued by the County. The County will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by section 197.3632, Florida Statutes, at a public hearing to be held at 5:30 p.m. on December 6, 2018, in the School Board Administration Complex Auditorium, 372 West Duval Street, Lake City, Florida. Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. Copies of the proposed form of resolution, which contains the legal description of the real property subject to the levy, are on file at the Office of the County Manager in the Columbia County Courthouse located at 135 N.E. Hernando Avenue, Lake City, Florida between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday

In the event any person decides to appeal any decision by the County with respect to any matter relating to the consideration of the resolution at the above-referenced public hearing, a record of the proceeding may be needed and in such an event, such person may need to ensure that a verbatim record of the public hearing is made, which record includes the testimony and evidence on which the appeal is to be based. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the County at (386)758-1005 or Telecommunications Device for the Deaf at (386) 758-2139, at least seven (7) days prior to the date of the hearing.

DATED this 22 day of October, 2018.

By Order of:

\_\_\_\_\_  
COLUMBIA COUNTY, FLORIDA

Publish in a newspaper of general circulation during the weeks of:  
November 9, 2018  
November 16, 2018  
November 23, 2018  
November 30, 2018





**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: 11/30/2018 Meeting Date: 12/6/2018

Name: David Kraus Department: BCC Administration

Division Manager's Signature:

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

Amendment to Personnel Policy documenting that all County employees have a work responsibility and duties during an emergency or disaster event.

**2. Recommended Motion/Action:**

Motion to amend the Columbia County Personnel Policies and Procedures Manual by adding Chapter 49, Employee Emergency Duty Responsibilities

**3. Fiscal impact on current budget.**


This item has no effect on the current budget.

District No. 1 - Ronald Williams  
District No. 2 - Rocky Ford  
District No. 3 - Bucky Nash  
District No. 4 - Toby Witt  
District No. 5 - Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

MEMORANDUM

TO: Columbia County Board of County Commissioners  
FR: David Kraus, Assistant County Manager   
DATE: November 30, 2018  
RE: Amend Personnel Policy: Employee Emergency Duty

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During times of emergencies and disasters, Columbia County must continue to provide essential and protective services to our community. All County employees have a role to play during such an incident even though these roles may not fit within their job descriptions or may require work outside their normal work hours and location. But these roles are critical.

In the past, it was understood, but not written. **Staff is requesting the Columbia County Board of County Commission amend the Columbia County Personnel Policies and Procedures Manual to add Chapter 49, Employee Emergency Duty Responsibilities.** In this chapter, all employees are classified into two categories: 1) Emergency Response and Operations and 2) Emergency Support Personnel. Emergency Response personnel have specific clearly defined roles in an emergency or disaster such as Fire and Rescue and Public Works. The Emergency Support personnel consists of County employees who have jobs that do not have predefined emergency roles. These employees will work in the Citizen's Information Center, shelters or other support roles as defined by the Emergency Manager Director.

Every County employee will have a role and an assignment and will acknowledge this as a condition of employment.

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

Columbia County, along with other local and state agencies, has an obligation and a responsibility to provide certain public services before, during, and/or after emergencies. These emergencies may occur at any time and create varying degrees of damage, human suffering, injury, death, and property damage or destruction. These emergencies include, but not limited to, responses to or threats involving any disaster or threat of disaster, man-made or natural. Every County employee has a role in preparing for and responding to an emergency event.

**All County employees are required, as a condition of employment, to report for emergency duty.** County employees are an important part of our emergency response. In the event of an emergency, an employee may be required to:

- Work before, during, and/or beyond normal work hours or days;
- Perform other duties as assigned that may not be included in their job description; and
- Report for duty in locations outside of their normal work location.

Annual and/or compensatory leave, even if it was previously approved, may be cancelled in the event of an emergency.

Failure to report for emergency duty or leaving the required post without prior supervisory approval, may lead to disciplinary action, up to and including dismissal in accordance with the Columbia County Personnel Policies and Procedures Manual.

Columbia County has two types of emergency duty based upon typical event needs. Emergency Response and Operation employees have specific, pre-determined emergency duty responsibilities, including but not limited to, Emergency Management, Public Works, Fire and Rescue; 911, Damage Assessment Team, and Public Information Officers.

All other employees shall serve in Emergency Support Personnel roles and will be assigned to support tasks including, but not limited to, the Citizen's Information Center, sheltering operations, and EOC/Agency support. During an emergency event, the Human Resources Director, or their designee, will provide these employees with their assignments.

Situational needs may require the reassignment of any County employee as determined by the Emergency Management Director, Incident Commander, or their designee.



## NOTICE AND ACKNOWLEDGEMENT OF EMERGENCY DUTY RESPONSIBILITIES

### Notice

Columbia County has an obligation to provide and maintain services even in times of emergency. Reporting for emergency duty is required as part of your position. Emergencies may occur at any time and create varying degrees of damage, human suffering, injury, death, and property damage or destruction.

Columbia County, along with many other local and state agencies, has responsibilities before, during, and/or after emergencies. As a County employee, you are an important part of our emergency response. In the event of an emergency, you may be required to:

- Work before, during, and/or beyond your normal work hours or days
- Work in a special needs or other emergency shelter
- Perform other emergency duties including, but not limited to, responses to or threats involving any disaster or threat of disaster, man-made or natural

Annual and/or compensatory leave, even if it was previously approved, may be cancelled in the event of an emergency.

You may be disciplined, up to and including dismissal in accordance with the Columbia County Personnel Policies and Procedures Manual, if you fail to report for emergency duty after being directed to report or if you leave your required post without prior supervisory approval

### Emergency Duty Assignment

There are two groups designated for emergency duty. Based upon your position, you are included in the group noted below. NOTE: Human Resources should check the appropriate box for the employee

- Emergency Response and Operations: Employees with specific, pre-determined emergency duty responsibilities, including but not limited to, Emergency Management, Public Works, Fire and Rescue; 911, Damage Assessment Team, and Public Information Officers.
- Emergency Support Personnel: Employees in positions without specific, pre-determined emergency duty responsibilities. Employees in this category will be assigned to support tasks including, but not limited to, the Citizen's Information Center, sheltering operations, and EOC/Agency support.

**Acknowledgement**

Your signature denotes your understanding of the terms and requirements identified in this notice.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (print or type)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name (print or type)

cc: Employee's Personnel File



## ***Emergency Response and Operations***

County Commissioners

County Manager

Assistant County Managers

Emergency Management

IT

Facilities Maintenance (Shelter set up, Custodial, Facilities Maintenance)

Road Department/Public Works

Engineering

Utilities

Landfill/Solid Waste

Landscaping and Parks

911

Fire and Rescue

Central Communication

911 Addressing/GIS

Building and Zoning (Inspectors)

TDC (PIO Functions)

## ***Emergency Support Personnel***

BCC Administration

Human Resources

Purchasing

Code Enforcement

County Extension

Library

Building and Zoning (Planning Staff and Support Staff)

Economic Development

Recreation

TDC Sports Marketing

Veterans' Services



**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: 11/30/2018 Meeting Date: 12/6/2018

Name: Lisa Roberts Department: Human Resource

Division Manager's Signature: 

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

Human Resource - Revised Sign Shop Foreman Position Description

**2. Recommended Motion/Action:**

Approve Revised Position

**3. Fiscal impact on current budget.**


This item has no effect on the current budget.

District No. 1 - Ronald Williams  
District No. 2 - Rocky Ford  
District No. 3 - Bucky Nash  
District No. 4 - Toby Witt  
District No. 5 - Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

MEMORANDUM

TO: Ben Scott, County Manager  
FR: Lisa K.B. Roberts,  Human Resources Director  
DATE: November 30, 2018  
RE: Sign Shop Foreman Position

Please be advised the County has advertised for recruitment of the position of Sign Shop Foreman on 5/2/2018 and 5/9/2018 with the position closing on 6/12/2018. Two applicants responded to the recruitment advertisement; however, neither applicant met the minimum requirements of the position (IMSA Certification and Class B CDL driver's license). The position requires as minimum experience: High School graduate or G.E.D. and four (4) years experience in sign manufacturing or an equivalent combination of training and experience. Level II or higher IMSA certified traffic signal technician with five (5) years or more experience in maintaining and repairing traffic signal equipment to include flashing lights, school crossing lights, and street lights. The County re-advertised for the position on October 10, 2018 and 10/17/2018 with the position open until filled. To date the County has received no applications for the open position.

In an attempt to solicit qualified applicants, the position description and Collective Bargaining Pay Grade Schedule for the position of Sign Shop Foreman has been revised to increase the minimum pay of the position as follows:

Current Pay Scale:			
Minimum: \$15.71 per hr.	Midpoint: \$19.01 per hr.	Maximum: \$22.54 per hr.	
Proposed Pay Scale:			
Minimum: \$21.63 per hr.	Midpoint: \$25.07 per hr.	Maximum: \$30.93 per hr.	

Attached you will find a salary survey conducted by the Public Works Department for the above stated position.

MEMORANDUM  
Sign Shop Foreman  
November 30, 2018  
Page Two

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Further, due to the position falling within the collective bargaining unit, the proposed revisions were emailed to LIUNA for approval on November 29, 2018.

Board consideration of the revised position description and collective bargaining pay grade schedule is requested for the position of Sign Shop Foreman in order to recruit qualified applicants to fill the position.

Thanking you in advance for your consideration in this matter.

XC: Kevin Kirby, Assistant County Manager

## SIGN SHOP FOREMAN

### MAJOR FUNCTION:

This is a highly skilled position, responsible for supervision of day to day operations of the Public Works Sign Shop and the maintenance and repair of the County's traffic signals and other lighting. Responsible for planning, budgeting, coordinating, organizing, ordering, preparation and placement of the Traffic and Informational type signs throughout the County. Responsible for ensuring that all traffic signal, warning lighting and street lighting are fully maintained and operational at all times. This position works closely with the Operations Superintendent.

Works independently, conferring with the Operations Superintendent on new assignments or difficult problems.

### ESSENTIAL FUNCTIONS:

Plan, organize and control the work program of the Public Works Sign Shop.

Determines replacement or repair to signage throughout the County.

Responds to work orders regarding special signage, traffic signals, and other lighting.

Responds to citizen complaints and recommendations.

Advise and recommend changes to the ~~Operations Manager~~ Assistant County Manager relating to manufacturing efficiency.

Supervise the Sign Shop operations ensuring compliance with all procedures.

Prices and orders necessary signs for the safety and operations of County streets and parks.

Maintain inventory levels necessary to ensure materials will be in stock in support of the manufacturing and maintenance operations.

Assist in the budgetary process relating to the Sign Shop, and traffic signals, and other lighting for maintenance and/or replacement.

Assist and support Management's Collective Bargaining Team, including confidential preparations.

Assist in handling and resolving grievances as necessary.

Design, layout and/or review all signs for compliance with the Manual of Uniform Traffic Control Devices.

Establish and maintain a cost of all manufactured items.

Schedule sign blank preparation to avoid any delay in manufacturing of roadway signs.

Supervise and assist in sizing and shearing blanks, rounding corners, punching mounting holes, and applying sheeting to blanks.

Check equipment set up and complete products to ensure compliance with established criteria.

Supervise and participate in the manufacturing of both large and small signs by hand applying message to prepared sign blanks.

Assist in building of delineators, screening mesh construction flags and other related items.



**SIGN SHOP FOREMAN**  
**PAGE TWO OF FOUR**

**ESSENTIAL FUNCTIONS: (Continued)**

Direct the installation and maintenance of signs through out the County using various types of post hole diggers, augers and drivers.

Must be able to place barricade and other types of safety equipment.

Direct the maintenance and repair of shop equipment.

Direct the maintenance and repair of all traffic signal and lighting equipment.

Establish a preventative maintenance plan for traffic signal and lighting operations.

Procure necessary repair parts for traffic signal and lighting maintenance and repair.

Prepare required reporting for requesting agencies.

Operation of bucket and boom truck equipment.

Establish working relationship with Florida Department of Transportation, Traffic Operations.

Will use both hands simultaneously while standing or sitting, requires constant pushing, twisting, bending and climbing; frequent lifting of ten (10) to fifty (50) pounds. Position requires oral and written communications, also involves adequate eyesight and hearing to safely perform these activities.

**NON ESSENTIAL FUNCTIONS:**

Performs other related duties as required.

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

**WORK ENVIRONMENT:**

Works inside and outside in various types of weather. Darkness, noise, electricity. Hazardous surfaces, slippery and uneven surfaces. Height up to 45 feet. Below ground level. Ability to perform physical work related to the position. Work may be performed without direct supervision. Responds to scenes after normal working hours, i.e.; chemical and fuel spills, aircraft accidents, weather emergencies, traffic accidents involving traffic equipment or lighting, etc.; which may include lengthy hours of standing as well as exposure to weather conditions.

**SIGN SHOP FOREMAN  
PAGE THREE OF FOUR**

**TRAINING AND EXPERIENCE:**

Minimum Experience: High School graduate or G.E.D. and four (4) years experience in sign manufacturing or an equivalent combination of training and experience. Level II or higher IMSA certified traffic signal technician with five (5) or more years experience in maintaining and repairing traffic signal equipment to include flashing lights, school crossing lights, and street lights.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the tools and types of equipment needed for the placement of signs as well as, understanding oral and written instructions.

Knowledge and understanding of State of Florida Uniform Sign and Traffic Code.

Knowledge of the geography of Columbia County.

Working knowledge of the operational requirements of the Manual on Uniform Traffic Control Devices (MUTCD).

Knowledge of FDOT maintenance and outage reporting requirements.

Ability to read, comprehend, speak and hear clearly in the English language in order to provide information to the public.

Ability to establish effective working relationships with other employees, departments and the general public.

Ability to direct other employees on placement of signs when necessary.

Skill in the care and use of tools, equipment and materials of the Sign Shop and Traffic Signal maintenance and repair.

**ESSENTIAL PHYSICAL SKILLS/DEMANDS:**

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without hearing aid)

Heavy (up to 50 pounds) lifting and carrying

Walking, standing, kneeling, bending, stooping

Driving

Pulling

Manual dexterity required to operate equipment and motor vehicle and must have the mobility to respond to an emergency situation

Oral and written communications

**SIGN SHOP FOREMAN  
PAGE FOUR OF FOUR**

**PROFESSIONAL LICENSES:**

International Municipal Signal Association Traffic Signal Certification, Level II or higher.  
Valid Florida CDL, Class B driver's license.  
Columbia County residency required within six months of date of employment.

Pay Grade: ~~30, 115, 124~~ 129

Exempt – Professional; Administrative, Non Exempt

BCC APPROVED: Revised: 05/20/99, 08/02/2006, 05/05/2011; Revised 06/07/2012,  
Revised 9/15/2016, Revised 12/06/2018

COLUMBIA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
COLLECTIVE BARGAINING PAY GRADE SCHEDULE

POSITION TITLE	EXCEMPT STATUS	NEW PAY GRADE	MINIMUM		MIDPOINT	MAXIMUM
MAINTENANCE WORKER I	N	101	10.00		12.10	14.35
SIGN SHOP TECHNICIAN I	N	101	20,800.00		25,168.00	29,848.00
CUSTODIAN MAINT/PUBLIC LIBRARY	N	101				
GENERAL LABORER PUBLIC WORKS	N	101				
LANDFILL SPOTTER	N	101				
BRUSH CHIPPER OPERATOR PUBLIC WORKS	N	102	10.06		12.17	14.44
MAINTENANCE WORKER II	N	102	20,924.80		25,319.01	30,027.09
STOCKROOM CLERK	N	102				
		105	10.51		12.72	15.08
			21,864.00		26,451.57	31,370.25
SECRETARY I LANDFILL	N	106	10.58		12.80	15.18
			22,000.00		26,627.74	31,579.18
EQUIPMENT OPERATOR I LANDFILL & PUBLIC WORKS	N	107	10.82		13.09	15.53
			22,500.00		27,231.78	32,295.54
MAINTENANCE TECHNICIAN	N	108	10.98		13.29	15.76
MECHANIC HELPER PUBLIC WORKS	N	108	22,838.40		27,634.46	32,773.10
TIRE REPAIRMAN PUBLIC WORKS	N	108				
TRACTOR & MOWER OPERATOR PUBLIC WORKS	N	108				
WASH RACK OPERATOR/SERVICE TECHNICIAN PUBLIC WORKS	N	108				
LITTER CONTROL OPERATOR LANDFILL	N	108				
SECRETARY II LANDFILL & PUBLIC WORKS	N	109	11.48	13.89	16.47	
			23,878.40	28,892.86	34,265.50	
SIGN SHOP TECHNICIAN II	N	110	11.54	13.96	16.56	
SMALL EQUIPMENT OPERATOR	N	110	24,000.00	29,043.87	34,444.59	
EQUIPMENT OPERATOR II LANDFILL & PUBLIC WORKS	N	110				

CUSTOMER SERVICE REPRESENTATIVE I PUBLIC WORKS	N	111	12.00	14.52	17.22
TRACTOR MOUNTED BRUSHCUTTER OPR	N	111	24,960.00	30,201.60	35,817.60
TREE TRIMMER BUCKET TRUCK OPERATOR PUBLIC WORKS	N	111			
SECRETARY SPECIALIST	N	112	12.50	15.13	17.94
EQUIPMENT OPERATOR III LANDFILL & PUBLIC WORKS	N	112	26,000.00	31,460.00	37,310.00
MOTOR GRADER OPERATOR PUBLIC WORKS	N	112			
CUSTOMER SERVICE REPRESENTATIVE II PUBLIC WORKS	N	113	12.55	15.19	18.01
FIELD SERVICE MECHANIC	N	113	26,104.00	31,585.84	37,459.24
FINISH MOTOR GRADER OPERATOR	N	113			
FLEET PROCUREMENT	N	115	13.12	15.88	18.83
			27,289.60	32,668.06	38,742.70
CREW LEADER PUBLIC WORKS	N	116	13.46	16.29	19.32
MAINTENANCE TECHNICIAN III	N	116	28,000.00	33,876.13	40,175.41
MECHANIC II LANDFILL & PUBLIC WORKS	N	116			
		117	13.72	16.60	19.69
			28,540.80	34,530.50	40,951.46
MECHANIC CL	N	118	13.94	16.87	20.00
EQUIPMENT OPERATOR IV LANDFILL & PUBLIC WORKS	N	118	29,000.00	35,084.19	41,608.11
MAINTENANCE SUPERVISOR	N	121	15.01	18.16	21.79
			31,220.80	37,777.17	44,801.85
TRAFFIC SIGNAL TECHNICIAN PUBLIC WORKS	N	124	15.71	19.01	22.54
SIGN SHOP FOREMAN	N	124	32,676.80	39,538.93	46,891.21
WELDER	N	126	16.35	19.78	23.46
			34,000.00	41,149.68	48,801.48
SIGN SHOP FOREMAN	N	129	21.63	25.07	30.93
			45,000.00	52,149.68	64,350.00

BCC Approved 10/19/2006

Revisions Board Approved ~~09/15/2016~~, 12/6/2018



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**Memo**

**Date:** August 31, 2018  
**To:** Ben Scott, County Manager  
**From:** Kevin Kirby, Assistant County Manager *KK*  
**RE:** Sign Shop Foreman Position

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As you know Bobby Cecere, Sign Shop Foreman retired the end of June, 2018. As a result we have been advertising for a replacement for this position. We are encountering difficulty recruiting someone that meets the job requirements for the salary we offer.

A survey was conducted of five (5) counties, two (2) of which do not have a Sign Shop or Sign Shop Foreman. Therefore, we need to consider the following options:

1. Increase the starting salary to \$51,000, \$58,240 with benefits. This is the average of the three (3) counties surveyed for the same qualifications. Pay grade is currently 124 (\$32,677) and would change to a 139. While we had a Foreman with certifications we averaged \$22,947 to Summerville Systems for the past five (5) years. The total expense would be approximately \$81,187 annually.
2. Change the Sign Shop Foreman job qualifications to eliminate Level II or higher IMSA certified traffic signal technician with five (5) or more years' experience. If this option is chosen we would be required to have our current vendor Summerville Systems handle any and all issues involving traffic signals including flashing lights, school crossings and street lights. From October 1, 2017 to the end of June, 2018 we have paid Summerville \$8,400. From July 1, 2018 to the present we have paid \$12,766.91. Annualized this would be \$102,135 plus the Foreman salary of approximately \$44,900 including benefits for a total of \$147,035.
3. Contract with the City of Lake City to handle all traffic signal issues. This has been done previously. However in 2011 the County decided not to renew with the City of Lake City due to a large price increase in their services. Prior to that time we were paying the City \$40,000 plus parts. It is not known at this time if the City would entertain such a proposal or at what cost. Assuming the City would handle for an increase to \$65,000,



and adding in a Sign Shop Foreman at the current starting rate of \$44,900 with benefits would produce a total of \$109,900.

4. With a current annual reimbursement of \$82,447 from FDOT vs a total expense of \$81,187 for option #1, it appears that #1 is the more prudent way to go.

Please advise how you wish to proceed.

## Lisa Roberts

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**From:** Lisa Roberts  
**Sent:** Thursday, November 29, 2018 5:56 PM  
**To:** 'Ronnie Burris'  
**Cc:** Ben Scott; Kevin Kirby  
**Subject:** Sign Shop Foreman  
**Attachments:** Scanned from a Xerox Multifunction Printer.pdf

Tracking:	Recipient	Read
	'Ronnie Burris'	
	Ben Scott	Read: 11/29/2018 6:27 PM
	Kevin Kirby	Read: 11/30/2018 8:23 AM

Mr. Burris:

Attached you will find a proposed revised position description for the Sign Shop Foreman at the Columbia County Board of County Commissioners, Public Works Department. Further, you will find a proposed revision to the Collective Bargaining Pay Grade Schedule for the Sign Shop Foreman position. The purpose of the request for revision is to increase the minimum pay of this position as follows:

Current Pay Scale:	Minimum: \$15.71 per hr.	Midpoint: \$19.01 per hr.	Maximum: \$22.54 per hr.
Proposed Pay Scale:	Minimum \$21.63 per hr.	Midpoint: \$25.07 per hr.	Maximum: \$30.93 per hr.

The requested revisions are due to the inability to fill the position with the required training and experience necessary to perform the position. The position requires as minimum experience: High School graduate or G.E.D. and four (4) years experience in sign manufacturing or an equivalent combination of training and experience. Level II or higher IMSA certified traffic signal technician with five (5) years or more experience in maintaining and repairing traffic signal equipment to include flashing lights, school crossing, lights, and street lights and a valid Class B CDL driver's license.

Columbia County has attempted to fill the position several times and have received two applications which neither of the applicants met minimum qualifications.

Columbia County is requesting the approval from LIUNA of the proposed stated revisions in order to recruit a qualified individual to fill the Sign Shop Foreman position.

I will await your response. Thanking you in advance for your consideration in this matter.

Lisa K.B. Roberts  
Human Resources Director  
Columbia County Board of County Commissioners  
(386) 758-1006

=====Original Message=====

From: [bcc\\_xerox@columbiacountyfla.com](mailto:bcc_xerox@columbiacountyfla.com) [mailto:[bcc\\_xerox@columbiacountyfla.com](mailto:bcc_xerox@columbiacountyfla.com)]  
Sent: Thursday, November 29, 2018 5:19 PM  
To: Lisa Roberts  
Subject: Scanned from a Xerox multifunction device

Please open the attached document. It was sent to you using a Xerox multifunction printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location:

Device Name: BCCXEROX

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

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

Today's Date: 11/30/2018 Meeting Date: 12/6/2018

Name: Ben Scott Department: BCC Administration

Division Manager's Signature: 

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

Review request for proposal for engineering office design-build project.

**2. Recommended Motion/Action:**

Approval of RFP 2018-Q Engineering Office - Design-Build Project .

**3. Fiscal impact on current budget.**

This item is currently budgeted. The account number to be charged is 302-4270-541.60-62

District No. 1 - Ronald Williams  
District No. 2 - Rocky Ford  
District No. 3 - Bucky Nash  
District No. 4 - Toby Witt  
District No. 5 - Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**MEMORANDUM**

TO: Commissioners

FR: Ben Scott, County Manager *Ben Scott*

DATE: 11/29/18

SUBJECT: Engineering Office - Design-Build Project

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Please find attached for your review and approval request for proposal (RFP) 2018-Q for County Engineering Office - Design-Build Project. The RFP is for design build of an approximately 1,500 square foot building to be constructed of either conventional framed building, modular, or red iron metal building with interior build-out. I have also attached a sketch of the approximate floor plan.

I am requesting the Board approve RFP 2018-Q.

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

**Request for Proposals**  
**Columbia County Engineering Office - Design-Build Project**  
**RFP # 2018-Q**

Columbia County ("County"), Florida will receive Proposals from qualified companies to provide design-build services for the Columbia County Engineering Office Project, located at **607 NW Quinten ST, Lake City, FL 32055**. The purpose of this solicitation is to receive responses from qualified design-build firms to provide all required administration, design, permitting and construction to design and build a new engineering office in accordance with the terms, conditions, and specifications contained herein. Upon the completion of the response review process, the City intends to enter into direct negotiations with the most qualified respondent resulting in a single contract award for a single specific undertaking.

Sealed Proposals will be received at the Columbia County Managers Office located at 135 NW Hernando Ave, Suite 203, Lake City, FL 32055, until January 16, 2019 2:00 P.M. local time, at which time they will be publicly opened and read.

Any Proposer who wishes his/her proposal to be considered is responsible for making certain that his/her proposal is received by the County by the proper time. No oral, telegraphic, electronic, facsimile, or telephonic Proposals or modifications will be considered unless specified. Proposals received after the scheduled Proposal Submittal Deadline will be returned unopened. It is the responsibility of the Proposer to see that any proposal submitted shall have sufficient time to be received by the County before the Proposal Submittal Deadline.

Proposers must submit one (1) identified original copy, one (1) electronic copy, plus three (3) copies of the proposal including any attachments. The proposal shall be signed by a representative who is authorized to contractually bind the Proposer.

**SCHEDULE OF EVENTS**

The following dates are set forth for information and planning purposes; however the City reserves the right to change the dates as needed. Respondents are advised to closely monitor any potential date changes through the County's web site.

<u>Event</u>	<u>Date (on or by)</u>
Advertisement of Proposals	December 11, 2018
Last day for Questions/Clarifications	January 8, 2018
Opening of Proposals	January 16, 2019 @ 2:00 P.M.
Evaluation Meeting	January 22, 2018



## **SECTION 1 - INTRODUCTION AND INFORMATION**

Columbia County is actively seeking a qualified and experienced company to provide all required administration, design, permitting and construction to design and build a new engineering office in accordance with the terms, conditions, and specifications contained herein. Upon the completion of the response review process, the County intends to enter into direct negotiations with the most qualified respondent resulting in a single contract award for a single specific undertaking.

It is the intention of the County to award a single contract to the highest ranked Proposer responding to this Request for Proposals (RFP).

- 10 INFORMATION/CLARIFICATION/QUESTIONS: For information concerning this RFP contact Ray Hill, Purchasing Director in writing at his email address: ray\_hill@columbiacountyfla.com. Changes, if any, to the technical requirements or proposal procedures will only be transmitted by written addendum acknowledged by Proposer.
- 11 ELIGIBILITY: To be eligible to respond to this RFP, the proposing firm or principals must demonstrate that they, or the principals assigned to the project, have successfully provided services similar magnitude to those specified in the Scope of Services section of this and the managerial and financial ability to successfully perform the services.
- 12 INSURANCE: The successful Proposer shall not commence operations; construction and/or installation of improvements pursuant to the terms of this RFP and the attached Contract, until certification or proof of the insurance requirements set forth within the attached Contract have been received and approved by the County. Any questions as to the intent of meaning of any part of the insurance requirements set out in the attached contract should be directed to the Purchasing Agent.
- 13 PERMITS AND REGULATIONS: The Respondent shall obtain and pay for all licenses, permits and inspection fees required for this project. Respondent shall comply with all laws, ordinances, regulations, and building code requirements applicable to the work contemplated herein.

**SECTION 2 - STANDARD TERMS AND GENERAL CONDITIONS**

- 21 SUBMISSION AND RECEIPT OF PROPOSALS: To receive consideration, proposals shall be submitted in accordance with this RFP. Any erasures or corrections on the proposal must be made in ink and initialed by Proposer in ink. All information submitted by the Proposer shall be printed, typewritten or filled in with pen and ink. Proposals shall be signed in ink. Proposers shall use the proposal forms provided by the CITY. These forms may be duplicated, but failure to use the forms may cause the proposal to be rejected as non-responsive.
- 2.1.1 All copies of the proposals must contain an original manual signature of the authorized representative of the Proposer. Proposals shall contain an acknowledgment of receipt of all Addenda. The address, e-mail and telephone number for communications regarding the Proposal must be shown.
- 2.1.1.1 Proposals by corporations must be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature.
- 2.1.1.2 Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signatures.
- 2.1.2 All Proposals received from Proposers in response to the Request for Proposal will become the property of the Columbia County and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the COUNTY.
- 22 QUALIFICATIONS STATEMENT (Applicable if box checked): Each Proposer shall complete the Qualifications Statement and submit the same with his Proposal. Failure to submit the Qualifications Statement and the documents required there under with the Proposal may constitute grounds for rejection of the Proposal.
- Columbia County reserves the right to make a pre-award inspection of the Proposer's facilities and equipment prior to award of the Contract.
- 23 PROPOSERS' COSTS: The County shall not be liable for any costs incurred by Proposers in responding to this RFP.
- 24 PROPOSAL ACCEPTANCE: Proposer warrants by virtue of submitting his/her Proposal that his Proposal and the prices quoted in his Proposal will be firm for acceptance by the

COUNTY for a period of forty-five (45) days from the date of RFP opening unless otherwise stated in the RFP.

- 25 MISTAKES: Proposers are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions, and special conditions pertaining to the RFP. Failure of the Proposer to examine all pertinent documents shall not entitle him to any relief from the conditions imposed in the contract and may lead to rejection of a proposal.
- 26 REJECTION OF PROPOSALS: The COUNTY reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variations to specifications contained in proposals, and minor irregularities in the proposal process.
- 27 LEGAL REQUIREMENTS:
- 27.1 Applicable provisions of all federal, state, and county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) attaching a proposal response hereto and the COUNTY by and through its officers, employees and authorized representatives, or any other person, natural or otherwise. Lack of knowledge by any Proposer shall not constitute a cognizable defense against the legal effect thereof.
- 27.2 The Legal Advertisement, Notice of Request for Proposal, Standard Terms and General Conditions, Special Conditions, Specifications, Instructions to Bidders, Exhibits, Addenda and any other pertinent document form a part of this RFP and by reference are made a part of any response to this RFP.
- 28 SPECIAL CONDITIONS: Any and all Special Conditions contained in this RFP that may be in variance or conflict with the General Conditions shall have precedence over the General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety.

- 29 PROHIBITION OF INTEREST: No contract will be awarded to a Proposer who has COUNTY elected officials, officers or employees affiliated with it, unless the Proposer has fully complied with current Florida State Statutes and COUNTY POLICIES relating to this issue. Proposers must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Proposer and removal of the Proposer from the County's Bidder's List and prohibition from engaging in any business with the COUNTY.
- 2.10 CONFLICT OF INTEREST: The Proposer covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Proposer further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.
- 2.10.1 The PROPOSER represents itself to be an independent firm offering such services to the general public and shall not represent itself or its employees to be employees of the Columbia County. Therefore, the Proposer shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses, and agrees to indemnify, save, and hold Columbia County, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
- 2.11 NO CONTINGENT FEE: Proposer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Proposer to solicit or secure the Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Proposer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making the Contract. For the breach or violation of this provision, the COUNTY shall have the right to terminate the Contract without liability at its discretion.
- 2.12 PUBLIC RECORDS / CONFIDENTIAL INFORMATION: Florida law provides that municipal records shall at all times be open for personal inspection by any person, unless otherwise exempt. Information and materials received by the County in connection with a Proposer's response shall be deemed to be public records subject to public inspection. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. Section 119.07, F.S. provides an exemption from public records law for sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

If the Proposer believes any of the information contained in the response is exempt from the Public Records Law, and then the Proposer must in the response specifically identify

the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the County will treat all materials received as public records.

2.13 RESERVED:

2.14 PUBLIC ENTITY CRIMES INFORMATION STATEMENT: A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a Proposer, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO For a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

2.15 NON-COLLUSIVE AFFIDAVIT: Each Proposer shall complete the Non-Collusive Affidavit Form Schedule "A" and shall submit the form with the Proposal. The COUNTY considers the failure of the Proposer to submit this document to be a major irregularity and may be cause for rejection of the Proposal.

2.16 SUB-SONTRACTORS: If the Proposer proposes to use subcontractors in the course of providing these services to the COUNTY, this information shall be a part of the RFP response. Such information shall be subject to review, acceptance and approval of the COUNTY, prior to any Contract award. The COUNTY reserves the right to approve or disapprove of any subcontractor candidate in its best interest.

2.17 CONE OF SILENCE: A Cone of Silence shall apply as follows:

2.17.1 A Cone of Silence shall be in effect during a Competitive Solicitation beginning upon the advertisement for requests for proposals, requests for qualifications and competitive bids. The Cone of Silence shall terminate at the time the County Commission makes final award of a bid or gives final approval of a contract or contract amendment, rejects all bids or responses to the Competitive Solicitation, or takes other action which ends the Competitive Solicitation. The Cone of Silence shall continue through the negotiation phase for requests for proposals and requests for qualifications and shall not end until the Commission gives final approval of the contract.

2.17.2 Any person or entity that seeks a contract, contract amendment, award, recommendation, or approval related to a Competitive Solicitation or that is subject to being evaluated or having its response evaluated in connection with a Competitive Solicitation, including a person or entity's representative shall not have any communication with any County Commissioner, the County Manager and their respective support staff or any person or group of persons appointed or

designated by the County Commission or the County Manager to evaluate, select, or make a recommendation to the County Commission or the County Manager regarding a Competitive Solicitation.

2.173 The Cone of Silence shall not apply to written or oral communications with legal counsel for the COUNTY or the Purchasing Director for the COUNTY.

2.174 Any action in violation of this section shall be cause for disqualification of the bid or the proposal. The determination of a violation shall be made by the County Commission.

2.18 DRUG FREE WORKPLACE: Drug-free workplace—In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two (2) or more proposals which are equal with respect to price, quality, and service are received by the County for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

2.19 COMPLIANCE WITH LAWS

The selected firm, its officers, agents, employees, and contractors, shall abide by and comply with all federal, state, and local laws. It is agreed and understood that if County calls the attention of Contractor to any such violations on the part of the Contractor, its officers, agents, employees, contractors, then contractor shall immediately desist from and correct such violation. If contractor is in violation of any law, contractor shall be solely responsible for coming into compliance with such law and shall be solely responsible for the payment of any fine charged for such violation.

2.20 PROPOSER'S REPRESENTATION

2.20.1 By virtue of its submission of this response to the RFP, proposer represents that it has reviewed all information which it has reason to believe is relevant to the making of this proposal, including any necessary site inspections and field inspections, measurements and visits and that there is no information which it does not possess which it believes is necessary to make a fully informed and accurate proposal.

2.20.2 It will be the sole responsibility of the prospective respondent to inspect the County's location(s) prior to submitting a response. Submission of a response will be considered evidence that the respondent is familiar with the nature and extent of the work, equipment, materials, and labor required. No variation in price or conditions shall be permitted based on lack of knowledge of these conditions

2.20.3 Correction on proposals.

(a) Mathematical errors—Errors in extension of unit prices or mathematical

calculations may be corrected by the Purchasing Agent or designee prior to award. The unit prices shall not be changed.

- (b) A proposer shall be permitted to correct clerical, non-judgmental mistakes of fact in their proposal by Purchasing Director through a written directive.

2.204 Cancellation of proposals.

- (a) Any time prior to proposal opening date and time, the County may cancel or postpone the proposal opening or cancel the request for proposal in its entirety.

- (b) After proposals are open, any or all proposals may be rejected by the County.

2.205 Withdrawal of proposals.

- (a) Any proposer may voluntarily withdraw or amend their proposal at any time prior to the proposal opening by providing written notice to the County. Amendments should be forwarded to the County clerk, sealed and identified.

- (b) After proposal opening, vendors shall not be allowed to withdraw a proposal in less than ninety (90) days, or a specific time period stated in the RFP with the following exception—The proposal is so outrageous as to be a prima facie evidence of a proposal mistake, but a mistake that cannot be corrected by correction of mathematical computation.

2.33 CANCELLATION FOR UNAPPROPRIATED FUNDS: The obligation of the County for payment to a Consultant is limited to the availability of funds appropriated in the current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.



**SECTION 3 - CONSIDERATION OF AWARD**

3.0 CRITERIA FOR AWARD: The following criteria shall be used to evaluate the proposals, with the weight of each criteria to be determined by the County:

- a. Introduction letter identifying the respondent’s professional specialization and other items requested in this section of the solicitation, including familiarity with this project. [0 to 10 pts.]
- b. The respondent’s similar projects. [0 to 20 pts.]
- c. Conceptual design and description of equipment, including play value, availability of spray features, ease to change spray features and consistency with the specifications. [0 to 20 pts.]
- d. Quality of submittal – clarity, conciseness and compliance with the requirements of the solicitation. [0 to 10 pts.]
- e. Cost of Services:  
The proposals response with the lowest proposed grand total amount being offered will receive twenty (40) points. Second lowest proposed amount will be divided into the low proposed amount and multiplied by forty (40) to arrive at a point total, and so on for the other proposals. (Example is as follows: If the lowest proposed amount is:  
\$ 100,000, they will receive 40 points, if second is  
\$ 150,000 the calculation is as follows:  
\$ 100,000/\$ 150,000 x 40 = 26.80)

3.1 CONSIDERATION FOR AWARD/AWARD PROCEDURES: Evaluation of the Proposals will be conducted by an Evaluation Committee “(Committee)” of qualified COUNTY Staff, or other persons selected by the County Manager or his/her designee. The Committee will evaluate all responsive Proposals received from Proposers who meet or exceed the requirements contained in the RFP based upon the information and references contained in the Proposals as submitted.

- 3.1.1 The Evaluation Committee’s findings and rankings will be reviewed by the County Commission which shall then make its determination. The recommendations of the Evaluation Committee shall be advisory only. The County Commission may adopt the ranking of the Committee and authorize a contract with the number one ranked firm or, use the evaluation criteria to re-rank the short listed firms and authorize a contract to the firm it ranks as number one or negotiations with the County Manager.

Contract negotiations shall be initiated with the highest ranked firm. Should the County Manager or designee be unable to come to terms with the highest ranked firm, the next highest ranked firm will be contacted and negotiations begun with the next highest ranked firm. The final Contract must be approved by the County Commission.

#### **SECTION 4 - SPECIAL CONDITIONS**

4.1 INDEMNIFICATION

CONTRACTOR shall at all times hereafter indemnify, hold harmless and, at the County Attorney’s option, defend or pay for an attorney selected by the County Attorney to defend COUNTY, its officers, agents, servants, and employees from and against any and all causes of action, demands, claims, losses, liabilities and expenditures of any kind, including attorney fees, court costs, and expenses, caused or alleged to be caused by intentional or negligent act of, or omission of, CONTRACTOR, its employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of this Contract including, without limitation, any and all claims, losses, liabilities, expenditures, demands or causes of action of any nature whatsoever resulting from injuries or damages sustained by any person or property. In the event any lawsuit or other proceeding is brought against COUNTY by reason of any such claim, cause of action or demand, CONTRACTOR shall, upon written notice from COUNTY, resist and defend such lawsuit or proceeding by counsel satisfactory to COUNTY or, at County’s option, pay for an attorney selected by County Attorney to defend COUNTY. The provisions and obligations of this section shall survive the expiration or earlier termination of this Contract. To the extent considered necessary by the Contract Administrator and the County Attorney, any sums due CONTRACTOR under this Contract may be retained by COUNTY until all of County’s claims for indemnification pursuant to this Contract have been settled or otherwise resolved; and any amount withheld shall not be subject to payment of interest by COUNTY. Nothing herein shall be deemed a waiver or limitation of any sovereign immunity provided by law or any limitation of the County’s liability in any statute or as otherwise provided by law.

4.2 INSURANCE (Applicable if box checked)

To ensure the indemnification obligation contained above, CONTRACTOR shall, at a

minimum, provide, pay for, and maintain in force at all times during the term of this Contract (unless otherwise provided), the insurance coverage's set forth in Section 4 in accordance with the terms and conditions required by this Article. Each insurance policy shall clearly identify the foregoing indemnification as insured.

[X] Such policy or policies shall be without any deductible amount unless otherwise noted in this Contract and shall be issued by approved companies authorized to do business in the State of Florida, and having agents upon whom service of process may be made in Broward County, Florida. CONTRACTOR shall pay all deductible amounts, if any. CONTRACTOR shall specifically protect COUNTY by naming Columbia COUNTY and the Columbia County Board of Commissioners as additional insured under the Commercial Liability Policy as well as on any Excess Liability Policy coverage.

[X] Commercial Liability Insurance. A Commercial Liability Insurance Policy shall be provided which shall contain minimum limits of one million Dollars (\$1,000,000.00) per occurrence combined single limit for bodily injury liability and property damage liability and shall contain minimum limits of two million Dollars (\$2,000,000.00) per aggregate. Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial Liability Policy, without restrictive endorsements, as filed by the Insurance Services Office and must include:

Premises and/or operations.

Independent contractors.

Products and/or Completed Operations for contracts.

Broad Form Contractual Coverage applicable to this specific Contract, including any hold harmless and/or indemnification Contract.

Personal Injury Coverage with Employee and Contractual Exclusions removed, with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

[X] Business Automobile Liability. Business Automobile Liability shall be provided with minimum limits of five hundred thousand Dollars (\$500,000.00) per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include:

Owned Vehicles, if applicable.

Hired and Non-Owned Vehicles, if applicable.

Employers' Non-Ownership, if applicable.

[X] Workers' Compensation Insurance. Workers' Compensation insurance to apply for all employees in compliance with Chapter 440, Florida Statutes, as may be amended from time to time, the "Workers' Compensation Law" of the State of Florida, and all applicable federal laws. In addition, the policy (ies) must include:

Employers' Liability with a limit of Five Hundred Thousand Dollars (\$ 500,000.00) each accident.

If any operations are to be undertaken on or about navigable waters, coverage must be included for the U.S. Longshoremen & Harbor Workers Act and Jones Act.

[X] CONTRACTOR shall furnish to the County's PURCHASING Director a Certificate of Insurance or endorsements evidencing the insurance coverage specified by this Article within fifteen (15) calendar days after notification of award of the Contract. The required Certificates of Insurance shall name the types of policies provided, refer specifically to this Contract, and state that such insurance is as required by this Contract. CONTRACTOR's failure to provide to COUNTY the Certificates of Insurance or endorsements evidencing the insurance coverage within thirty (30) calendar days shall provide the basis for the termination of the Contract.

[X] Coverage is not to cease and is to remain in force (subject to cancellation notice) until all performance required of CONTRACTOR is completed. All policies must be endorsed to provide COUNTY with at least thirty (30) days' notice of expiration, cancellation and/or restriction. If the contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage herein, Contractor agrees to notify the County by certified mail within (5) business days at 6600 University Drive Columbia Florida 33067 with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. If any of the insurance coverage's will expire prior to the completion of the work, copies of renewal policies shall be furnished at least thirty (30) days prior to the date of their expiration.

[X] COUNTY reserves the right to review and revise any insurance requirements at the time of renewal or amendment of this Contract, including, but not limited to, deductibles, limits, coverage, and endorsements based on insurance market conditions affecting the availability or affordability of coverage, or changes in the scope of work or specifications that affect the applicability of coverage. If CONTRACTOR uses a subcontractor, CONTRACTOR shall ensure that subcontractor names COUNTY as an additional insured.

## **Minimum specifications on design-built approximate 1500 sq. foot Office space for Public Works**

- Design-build 1500 sq. foot office building (layout attached), can propose a conventional framed building, modular, or red iron metal building with interior build-out
- Must comply with Florida Building Code 6<sup>th</sup> Edition 2017
- Contractor is responsible for Drawings and Engineering for his proposed building.

### Requested specifications

- **Interior and exterior walls:** should be minimum 2x4 wood or metal construction with interior finished and painted 5/8 gypsum board.
- **Interior doors:** solid wood doors and solid wood jamb pre-hung unit.
- **Exterior doors:** hollow metal doors and frames.
- **Roof:** 26 gauge Gulfrib exposed fastener metal roof or similar product. (color to be determined later).
- **Lighting:** 4' LED florescent wrap-around light fixtures.
- **Flooring:** Earth-Werks Devan 6" vinyl plank throughout bldg. (minimum 10- year lite commercial), with 4" vinyl cove base or similar product.
- **Paint:** interior walls SW 1018 Pro Mar 200 eggshell latex  
interior wood doors SW Pro Mar 200 semi-gloss (color to be determined later).

## **SECTION 6 – RESPONSE FORMAT**

Responses must contain the following documents, each fully completed, and signed as required. If any items are omitted in the response it shall be grounds for disqualification and will be deemed non-responsive. All responses shall be tabbed as follows:

### **6.1 Table of Contents**

Outline in sequential order (as stated below) the major areas of the response. All pages must be consecutively numbered. Respondents must respond to all minimum requirements listed below. Responses which do not contain such documentation may be deemed non-responsive.

### **6.2 TAB A – Introduction Letter**

Provide an introduction letter outlining the respondent's specialization, location of office that will be responsible for managing the project and a brief summary of past experience intended to support the qualifications of the respondent to perform the required services. The introduction letter shall be signed by an officer of the Company/Corporation submitting the response.

### **6.3 TAB B – License and Insurance**

The respondent must provide evidence that its company is currently registered with the State of Florida and holds an unexpired active license. Respondent shall provide photo copy of license indicating it is active in this section. In addition, if the respondent is a corporation, it must be properly chartered with the Florida Department of State and must submit evidence of such in this section. Include a copy of business W-9 certificate. Submit a current insurance certificate (on Accord Form) showing the firm's standard insurance coverage. Refer to Section 4 for insurance coverage requirements and limits. Provide evidence stating that the respondent is an authorized representative of the equipment manufacturer and warrant that it is licensed to do work in the jurisdiction and holds appropriate professional registrations. If NO license and insurance is provided accordingly, the respondent will be disqualified

### **6.4 TAB C – Project Experience**

Indicate the company's number of years of experience in providing the requested services stated in Section 5.

Provide three (3) similar projects undertaken in the past three (3) years, describe the scope of each project in physical terms and by cost, dates of service, the respondent's responsibilities, and provide the name and contact telephone number of an individual in a position of responsibility who can attest to respondent's activities in relation to the project.

### **6.5 TAB D – Personnel Experience**

Provide the resume of the project manager(s) who will be assigned to this project. Resume shall include education, number of years of experience and any other pertinent information necessary to convey the quality of the individual(s) assigned to this project.

The Project Manager shall have a minimum of five (5) years experience operating in the same capacity (position) working on projects of similar scope and size. The Project Manager must be an employee of the respondent for the last two (2) years. Identify staff members who will be working on the project and their experience level. If available, provide letters of recommendation from owners/customers that identify these individuals as being instrumental in the success of the project they were on.

6.6 TAB E – Conceptual Design

Provide a conceptual design to include building layout and type of construction. Layout should approximately match attached design. Describe how the respondent will approach and complete the scope of work

6.7 TAB F – Cost of Services

Provide fee schedule for all personnel and services that may be used to complete the work. Proposed price shall be submitted in a separate sealed envelope.

6.8 TAB G – Claims Disputes

In this section, list all respondent's projects that:

- i. Are currently in a claims dispute or have been in a claim dispute within the last ten (10) years and provide reasons for dispute. In addition, provide disposition (pending or settled), the amount of claim and brief description of the claim or dispute.
- ii. List all projects that have been completed by respondent's surety in the last ten (10) year's.
- iii. List all liquidated damages assessed to respondent in the last five (5) years including a brief narrative of the circumstances and the amount accessed.

6.9 TAB I – Requested Forms.

1. Proposer Information
2. Non-Collusive Affidavit
3. Acknowledgement of Business Type, Certification/Signature Page
4. Qualification Statement
5. Reference Page
6. Drug Free Workplace Form
7. Public Entity Crime Statement





Signed, sealed and delivered  
in the presence of:

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

**ACKNOWLEDGEMENT**

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2011, by \_\_\_\_\_,  
who is personally known to me or who has produced \_\_\_\_\_ as  
identification and who did (did not) take an oath.

WITNESS my hand and official seal

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp, or  
Type as Commissioned.)

**Columbia County DRUG-  
FREE WORKPLACE FORM  
RFP # 2018-Q**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_

**PUBLIC ENTITY CRIME  
STATEMENT  
RFP # 2018-Q**

“A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a Proposer, supplier, sub-Proposer, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

I state that this Proposer complies with the above.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

**Columbia County**  
**PROPOSER INFORMATION**  
**RFP # 2018-Q**

Communications concerning this proposal shall be addressed to:

Company Name: \_\_\_\_\_

Social Security/Federal Tax I.D. No.: \_\_\_\_\_

Proposer's Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA**

**Instructions:** Complete Part I or Part II, Whichever Applies

**Part I:** Proposer has examined copies of all the Contract Documents and of the following Addenda (receipt of all which is hereby acknowledged).

Addendum No: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Dated: \_\_\_\_\_

**Part II:**  No Addendum was received in connection with this RFP.

It is understood and agreed by Proposer that the City reserves the right to reject any and all proposals, to make awards on all items or any items according to the best interest of the City, and to waive any irregularities in the proposal or in the proposals received as a result of the RFP. It is also understood and agreed by the Proposer that by submitting a proposal, Proposer shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any point during the aforesaid evaluation/selection process until and unless a contract has been agreed to and signed by both parties.

\_\_\_\_\_  
Proposer's Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proposer's Printed Name

**COLUMBIA COUNTY  
ACKNOWLEDGEMENT OF BUSINESS TYPE  
RFP # 2018-Q**

This form must be signed in the presence of a Notary Public or other officer authorized to administer oaths and submitted with the proposal package on the specified proposal opening date. The undersigned proposer certifies that this proposal package is submitted in accordance with the specifications in its entirety and with full understanding of the conditions governing this proposal.

**BUSINESS ADDRESS of PROPOSER:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Federal ID. No. \_\_\_\_\_

**SIGNATURE OF BIDDER**

If an Individual: \_\_\_\_\_, doing business  
Signature  
as \_\_\_\_\_

If a Partnership: \_\_\_\_\_  
by: \_\_\_\_\_,  
General Partner Signature

If a Corporation: \_\_\_\_\_  
Corporate Name  
(a \_\_\_\_\_ Corporation)  
by: \_\_\_\_\_  
Signature  
Title: \_\_\_\_\_

Attest: \_\_\_\_\_ (SEAL)  
Corporate Secretary

**NOTARY PUBLIC:**

**STATE OF:** \_\_\_\_\_ **CITY OF:** \_\_\_\_\_

*The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_, by  
\_\_\_\_\_ who is (who are) personally known to me or who has  
produced*

\_\_\_\_\_ *as identification and who did (did not) take an oath.*

**NOTARY PUBLIC SIGNATURE:** \_\_\_\_\_

**NOTARY NAME, PRINTED, TYPED OR**  
**STAMPED:** \_\_\_\_\_

**Commission Number:** \_\_\_\_\_ **My Commission Expires:** \_\_\_\_\_

**Columbia County**  
**REFERENCES**  
**RFP # 2018-Q**

Provide specific references for at least four customers (preferably public entities), including customers served by the firm's nearest office to the City. They should be of similar size, complexity and magnitude to the City. Additional references may be provided by attachment.

Proposer: \_\_\_\_\_

1. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Services provided: \_\_\_\_\_  
Years of Service: \_\_\_\_\_
  
2. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Services provided: \_\_\_\_\_  
Years of Service: \_\_\_\_\_
  
3. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Services provided: \_\_\_\_\_  
Years of Service: \_\_\_\_\_
  
4. Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Services provided: \_\_\_\_\_  
Years of Service: \_\_\_\_\_



**Columbia County  
QUALIFICATION STATEMENT  
RFP # 2018-Q**

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions made hereinafter:

Name of Company: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

Telephone No. ( \_\_\_\_\_ ) \_\_\_\_\_ Fax No. ( \_\_\_\_\_ ) \_\_\_\_\_

How many years has your organization been in business under its present name? \_\_\_\_\_ years

If Bidder is operating under Fictitious Name, submit evidence of compliance with Florida Fictitious Name Statute: \_\_\_\_\_

Under what former names has your business operated? \_\_\_\_\_  
\_\_\_\_\_

At what address was that business located? \_\_\_\_\_  
\_\_\_\_\_

Are you Certified? Yes  No  If Yes, ATTACH A COPY OF CERTIFICATION

Are you Licensed? Yes  No  If Yes, ATTACH A COPY OF LICENSE

Do you have the required insurance coverage's set forth in the RFP?

Yes  No  If Yes, ATTACH A COPY OF INSURANCE CERTIFICATES

Has your company or you personally ever declared bankruptcy?

Yes  No  If Yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Are you a sales representative  distributor  broker  or manufacturer  of the commodities/services bid upon?

Have you ever received a contract or a purchase order from the Columbia County or other governmental entity? Yes  No

If yes, explain (date, service/project, bid title, etc) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever received a complaint on a contract or bid awarded to you by any governmental entity? Yes  No  If yes, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been debarred or suspended from doing business with any governmental entity? Yes  No  If yes, explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

60'

3/0-5/0  
WINDOW

3/0-5/0  
WINDOW

3/0-5/0  
WINDOW

3/0-5/0  
WINDOW

ADA BATH

OFFICE 4

24'

12'

15'

OFFICE 1

OFFICE 3

12'

38' d

9.5'

OFFICE 2

3/0-5/0  
WINDOW

3/0-5/0  
WINDOW

3/0-5/0  
WINDOW

3/0-5/0  
WINDOW

12'

23'

12'

13'



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

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

Today's Date: 11/30/2018 Meeting Date: 12/6/2018

Name: Ben Scott Department: BCC Administration

Division Manager's Signature: 

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

Discuss the possible acquisition of building and paving of empty lot.

**2. Recommended Motion/Action:**

Requesting Board Direction.

**3. Fiscal impact on current budget.**

This item has no effect on the current budget.

District No. 1 - Ronald Williams  
District No. 2 - Rocky Ford  
District No. 3 - Bucky Nash  
District No. 4 - Toby Witt  
District No. 5 - Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**MEMORANDUM**

TO: Commissioners  
FR: Ben Scott, County Manager *Ben Scott*  
DATE: 11/29/18  
SUBJECT: First Baptist Church Parking lot

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As you are aware, at times parking for the courthouse and annex is a problem. In an effort to alleviate some of the parking issues, the church representatives and I have discussed the possibility of First Baptist Church selling or leasing the empty lot located on Highway 90 east of the church to the County. During our discussions, it was brought to my attention that the building, owned by the church, located on the corner of Hernando and Highway 90 is for sale. They have made an initial offer to sell the building to the County for \$349,000 and a five-year use of the empty lot for parking. The County would be responsible for permitting and paving the parking lot.

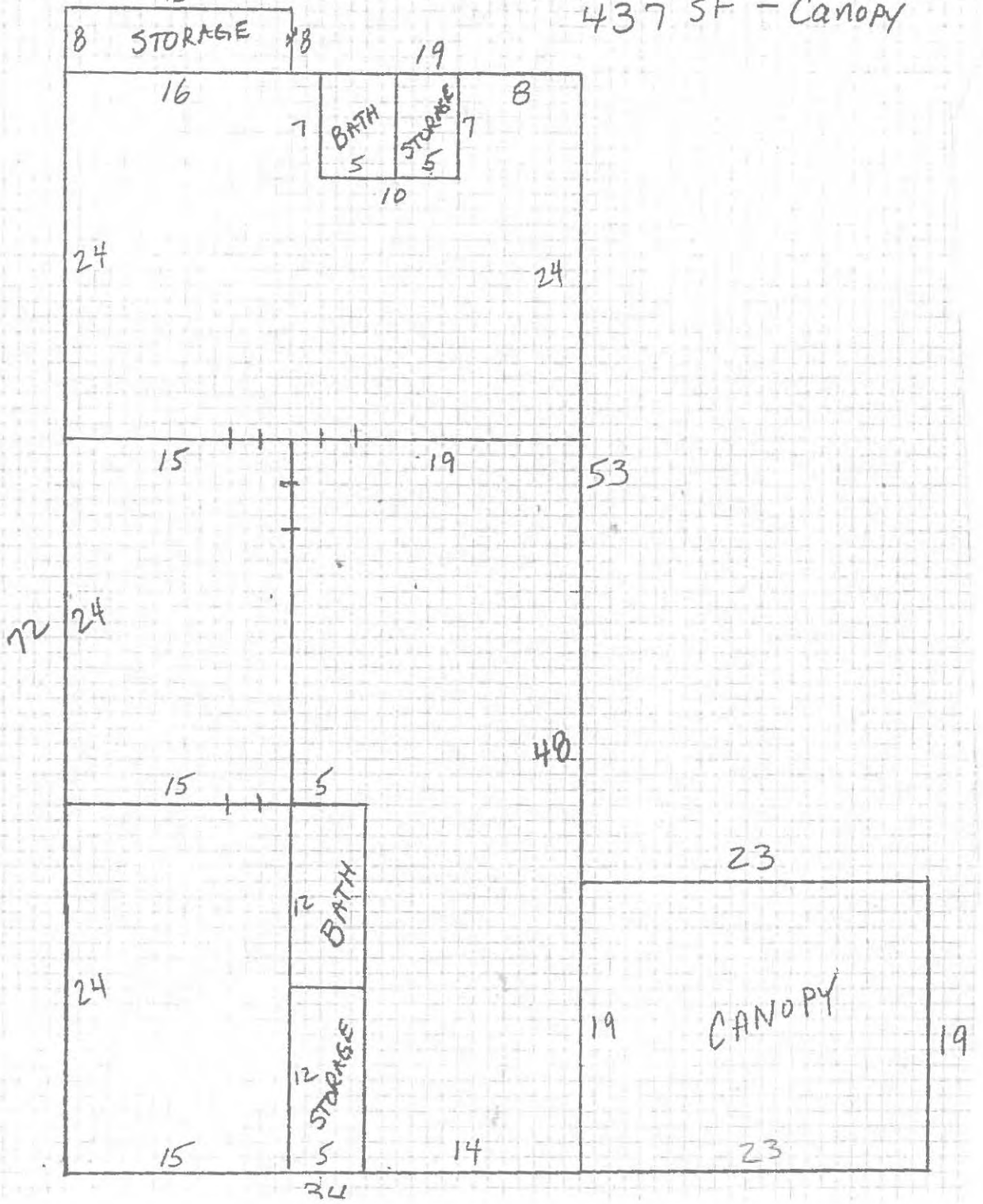
I have attached a sketch of the floor plan of the building; it is approximately 5,333 square feet. I have also attached a possible layout of a parking lot that could be constructed on the empty lot.

I am requesting Board direction.

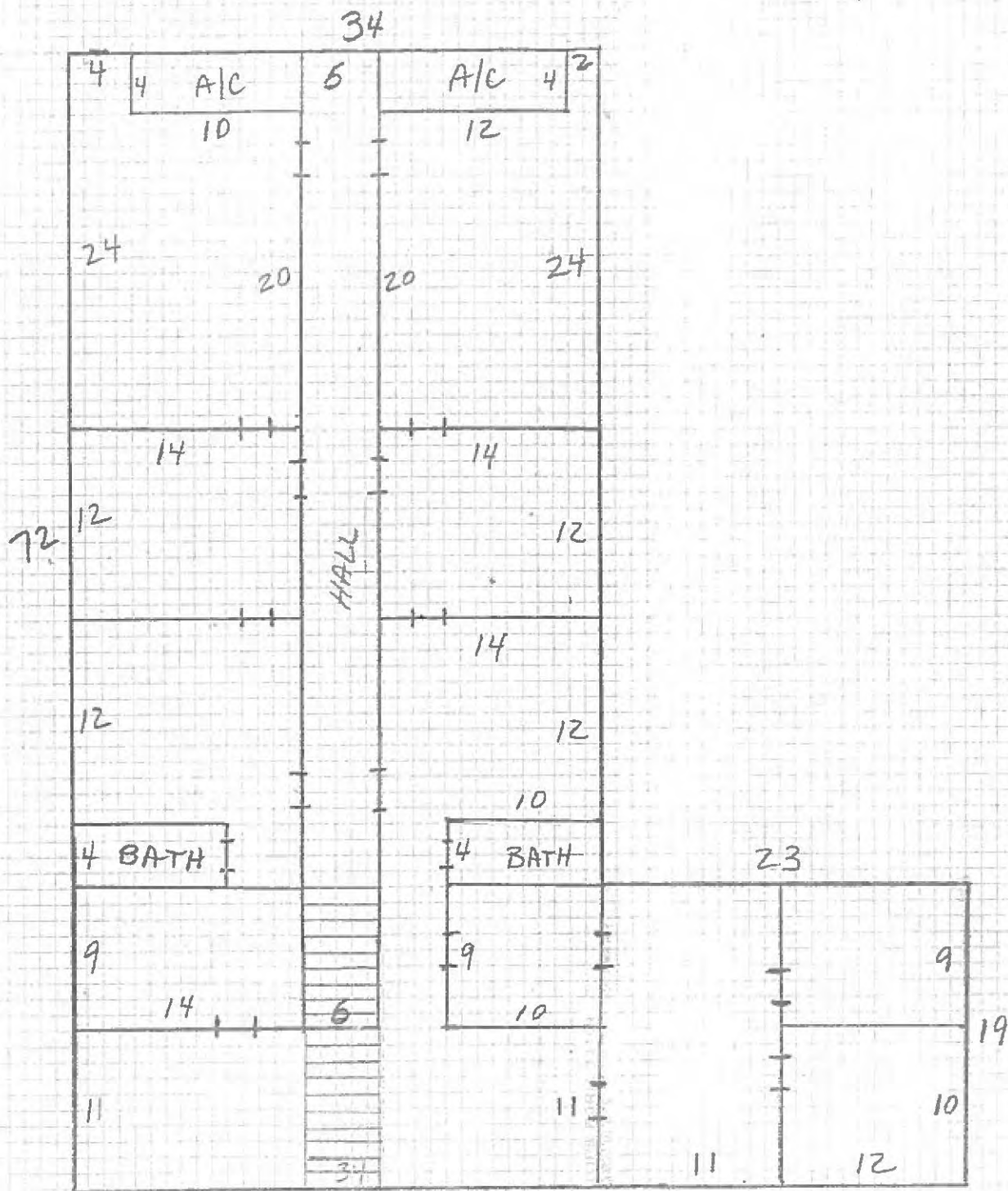
BOARD MEETS FIRST AND THIRD THURSDAY AT 5:30 P.M.

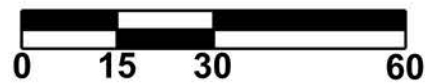
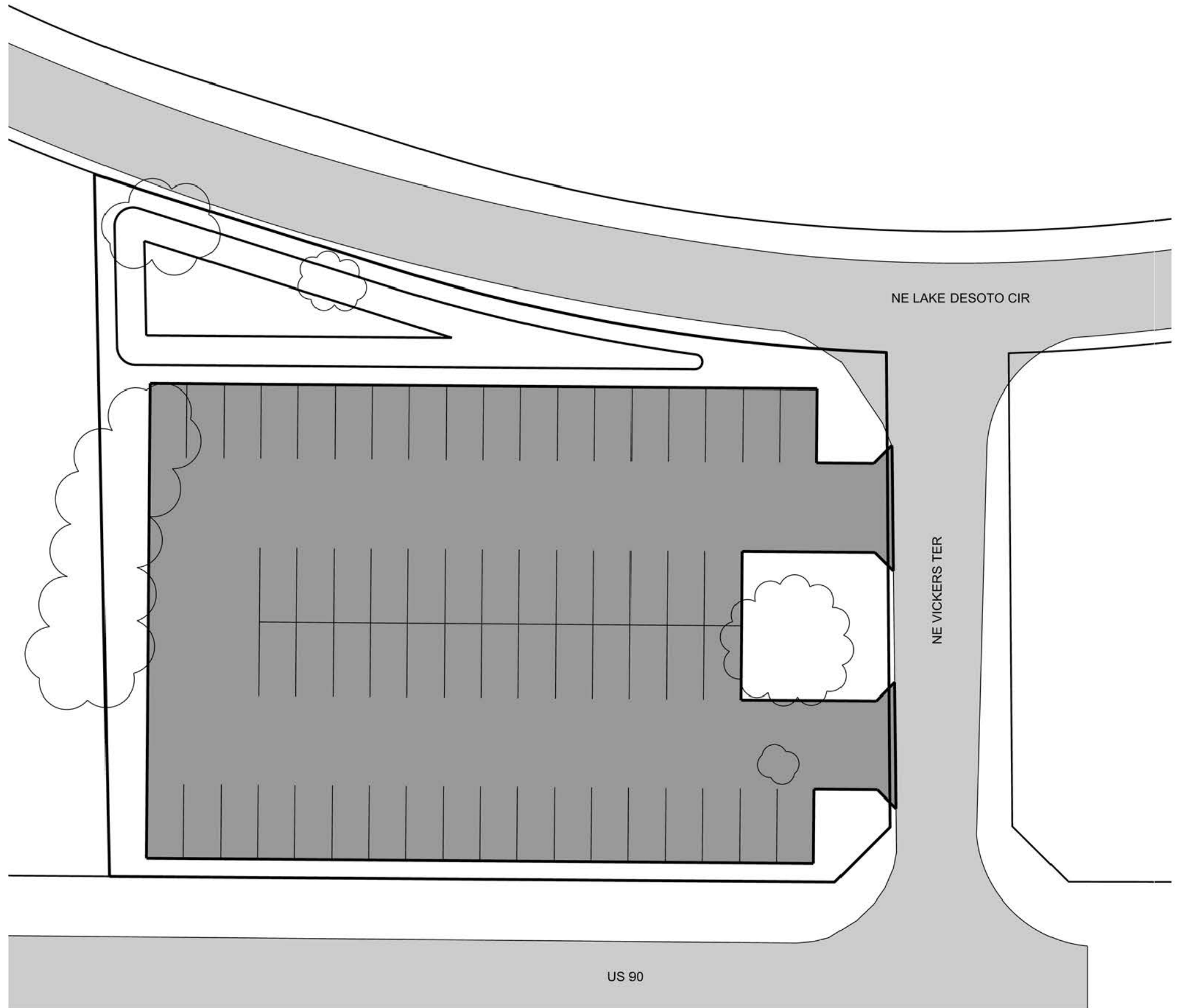
15 1ST Floor — 2,448 SF — Finished Area

437 SF — Canopy



2nd Floor - 2,885 SF - Finished Area





62 Parking Spaces  
 2650 SF asphalt pavement  
 300 CY excavation

REVISIONS	
DATE	DESCRIPTION

COLUMBIA COUNTY  
 BOARD OF COUNTY  
 COMMISSIONERS



Annex Parking

Conceptual Site Plan

SHEET NO.

1



1 NE Hernando Ave

Lake City, Florida

Google, Inc.

Street View - Nov 2013



FIRST BAPTIST  
CHURCH OF LAKE CITY  
A Church of Christ  
Openness to the Spirit  
386-252-4472  
www.lakecityfbcc.com

EMPLOYEE  
PARKING  
TO RIGHT

Google



## 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: 11/30/2018 Meeting Date: 12/6/2018

Name: Ben Scott Department: BCC Administration

Division Manager's Signature: 

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

Re-Organization In Accordance with the Columbia County Charter

**2. Recommended Motion/Action:**

- (a) Approve Resolution 2018R-50
- (b) Board nominate and elect Chairperson and Vice-Chairperson

**3. Fiscal impact on current budget.**

This item has no effect on the current budget.

**COLUMBIA COUNTY, FLORIDA  
RESOLUTION NO. 2018R-50**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA PROVIDING FOR THE LOCATION, TIME, AND PLACE FOR HOLDING ALL REGULAR MEETINGS OF THE BOARD OF COUNTY COMMISSIONERS, AND PROVIDING NOTICE THEREOF.**

**WHEREAS**, the Columbia County, Florida Charter effective January 1, 2003, as amended effective January 1, 2007 and January 1, 2013, provides the Board of County Commissioners shall provide by resolution for the location, time, and place for holding all regular meetings of the Board.

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

1. The regular meetings of the Board shall be held on the first and third Thursday of each month commencing at 5:30 p.m. effective January 3, 2019 at the Columbia County School Board Administrative Complex, 372 West Duval Street, Lake City, Florida, unless changed as provided in the Charter. An exception to regular meetings shall be the first Thursday of July; no meeting shall be scheduled due to the 4th of July Holiday.
2. As provided in the Charter, special meetings may be held on call of the Chair or two (2) or more Commissioners. Upon call for a special meeting, the County Manager shall give at least thirty-six (36) hours notice to the public of the time, place and purpose of the meeting in accordance with the procedures established in the Administrative Code. Action by the Board of County Commissioners at a special meeting shall be limited to the purpose for which the special meeting was called.

**UNANIMOUSLY PASSED AND ADOPTED** at its regular meeting of the Board of County Commissioners of Columbia County, Florida, on this 6<sup>th</sup> day of December, 2018.

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

**ATTEST:**

**BY: \_\_\_\_\_  
RONALD WILLIAMS, CHAIRMAN**

**\_\_\_\_\_  
P. DEWITT CASON, CLERK OF COURT**

**(SEAL)**

**APPROVED AS TO FORM:**

**\_\_\_\_\_  
JOEL FOREMAN, COUNTY ATTORNEY**