

COLUMBIA COUNTY

BOARD OF COUNTY COMMISSIONERS



ANNUAL REPORT
FY 2016/17

GATEWAY TO FLORIDA



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MESSAGE FROM THE COUNTY MANAGER

Ben Scott

(386) 755-4100

ben_scott@columbiacountyfla.com



Ben Scott has worked for Columbia County since 1999 and was appointed County Manager by the Board of County Commissioners in 2015. As head of the administrative branch of county government, Scott is responsible to the Board of County

Commissioners for the proper administration of all affairs of the County. He provides fiscal, strategic and operational leadership to the organization, as well as, sound analysis and professional implementation of the Board’s policies.

This annual report is presented to the Columbia County Board of County Commissioners and its citizens to provide a state of the County, the work of the previous year, and any recommendations as to actions or programs the Manager deems necessary for the improvement of the County and the welfare of its residents in accordance with the Home Rule Charter for Columbia County, Section 3.3 (2).

Over the last fiscal year, Columbia County has continued making strides to ensure this a great place to live, work, and play. Some of our biggest accomplishments this year are included in the pages of this report.

In September, Florida suffered the wrath of Hurricane Irma. The citizens of Columbia County once again proved that through power outages, flooding, and property damage that neighbors can come together to help each other out in times of need. We hosted over 400 people in County emergency shelters during the event. Many of those hosted were from areas all over Florida and our residents helped to ease their burden.

This year was made successful only through the hard work and dedication of our County employees in collaboration with our citizens.



2017 Recommendation Recap

- Continue to hold multiple budget workshops
 - › **The County conducted three budget workshops in April, May and June as well as one on August 17, 2017 for the floor budget review**
- Continue to review and develop policy. Purchasing policy updates/revisions will be an area of particular discussion
 - › **County staff is currently working on procedures for Board consideration**
- Develop a consensus on necessary jail improvements. This consensus should be developed in cooperation with the County's Public Safety Coordinating Council (PSCC). Planning should include cost estimates and possible funding options
 - › **County staff requested proposals for the jail architect and are currently negotiating a contract with Dewberry Architects, Inc.**
 - › **Proposals for a construction manger are currently under evaluation**
- Review the Fire Department operations and make suggested changes along with an updated assessment study
 - › **A plan to reorganize station staffing, that included paid staff to be located at Columbia City was approved**
 - › **An updated fire assessment and new rates have been adopted**
- Continue to develop procedures for evaluating economic development projects
 - › **A scoring mechanism for projects was developed by the Economic Development Advisory Board**
- Continue to develop and implement plans to enhance the U.S. 41/I-75 interchange at Ellisville
 - › **Approved Ellisville Overlay District**
 - › **Approved Ellisville Tax Increment Area**
 - › **Construction is underway for the waste water treatment facility expansion (expected completion in first quarter of 2018)**
- Develop a county-wide strategic plan
 - › **Proposals received were not considered cost effective**
- Major infrastructure projects
 - a. Cannon Creek Stormwater Management
 - › **Property acquisition and budget issues have stalled project**
 - b. Clay Hole Creek Stormwater Management
 - › **Project is being developed**
 - c. Ellisville Wastewater Expansion
 - › **Projected completion is the first quarter of 2018**
 - d. Communications Tower Sites
 - › **Tower construction completed**
 - › **Contracts for radio equipment have been approved with Motorola**



2017 Financial Review

- The audit for the period ending September 30, 2017 is underway and will be presented to the Board once completed
- FY 2016-2017 began with \$503,228 in additional ad valorem revenue over the previous year. No new taxes were adopted. The adopted millage levy represented 11.57% increase. Fire assessments fee rates increased based on the fire assessment study. Fees for Building and Zoning were slightly increased. No other fees or assessments were increased.

2017 Legislative Report

Major Issues that Passed

- Changes to Retirement Designation and Contribution Rates
- Constitutional Proposal to Increase Homestead Exemption
- Fiscally Constrained Offset for New Homestead – Contingent on Passage of Amendment
- Location of Wireless Technology in Right of Way
- Renewable Energy - Solar Amendment Implementing Bill

Major Issues that did not Pass

- Ethics Reforms for Local Governments
- Abolishment of Enterprise Florida
- Expansion of Gaming
- Legislation Governing Medical Marijuana
- Super Pre-emption of Local Government
- Preemption on Regulation of Vacation Rentals
- Rural Economic Development Legislation
- Regional Rural Development Grants
- Ban on Fracking

2018 Recommendations

- Continue to hold multiple budget workshops
- Continue to review and develop policy
- Complete space needs analysis and begin design and construction of administrative complex
- Propose 1% Charter County and Regional Transportation System Surtax to be utilized to replace current unrestricted funds in Transportation Trust Fund, freeing up funding for jail debt service, remaining funds to be used to create road resurfacing program

2018 Budget Issues

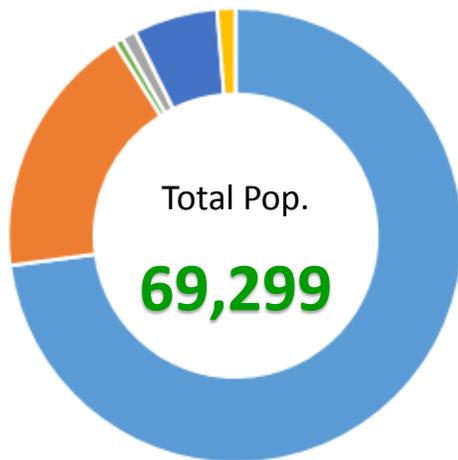
- Funded \$21 million dollars in capital improvements including emergency services radio system, administrative complex, stormwater projects, building improvements and recreation enhancements
- County reserves are being maintained at a healthy level. Excess reserves are continuing to be utilized to fund equipment replacement and make capital improvements
- Columbia County does not have an identified revenue source for road improvement projects. Staff has advised that roads in need of resurfacing are becoming an issue
- Insurance and retirement costs are expected to increase
- Constitutional Proposal to Increased Homestead Exemption
- No approved funding for new Jail Construction



ABOUT COLUMBIA COUNTY



Demographics



- Caucasian
- African American
- American Indian
- Asian
- Hispanic
- Other

Established February 4, 1832

Number of Districts: 5

County Seat: Lake City

Congressional Districts: 2nd and 5th

Source: The United States Census Bureau



Male 51.9%



Female 48.1%

Median Household Income: **\$41,926**

Number of Companies: **4,574**

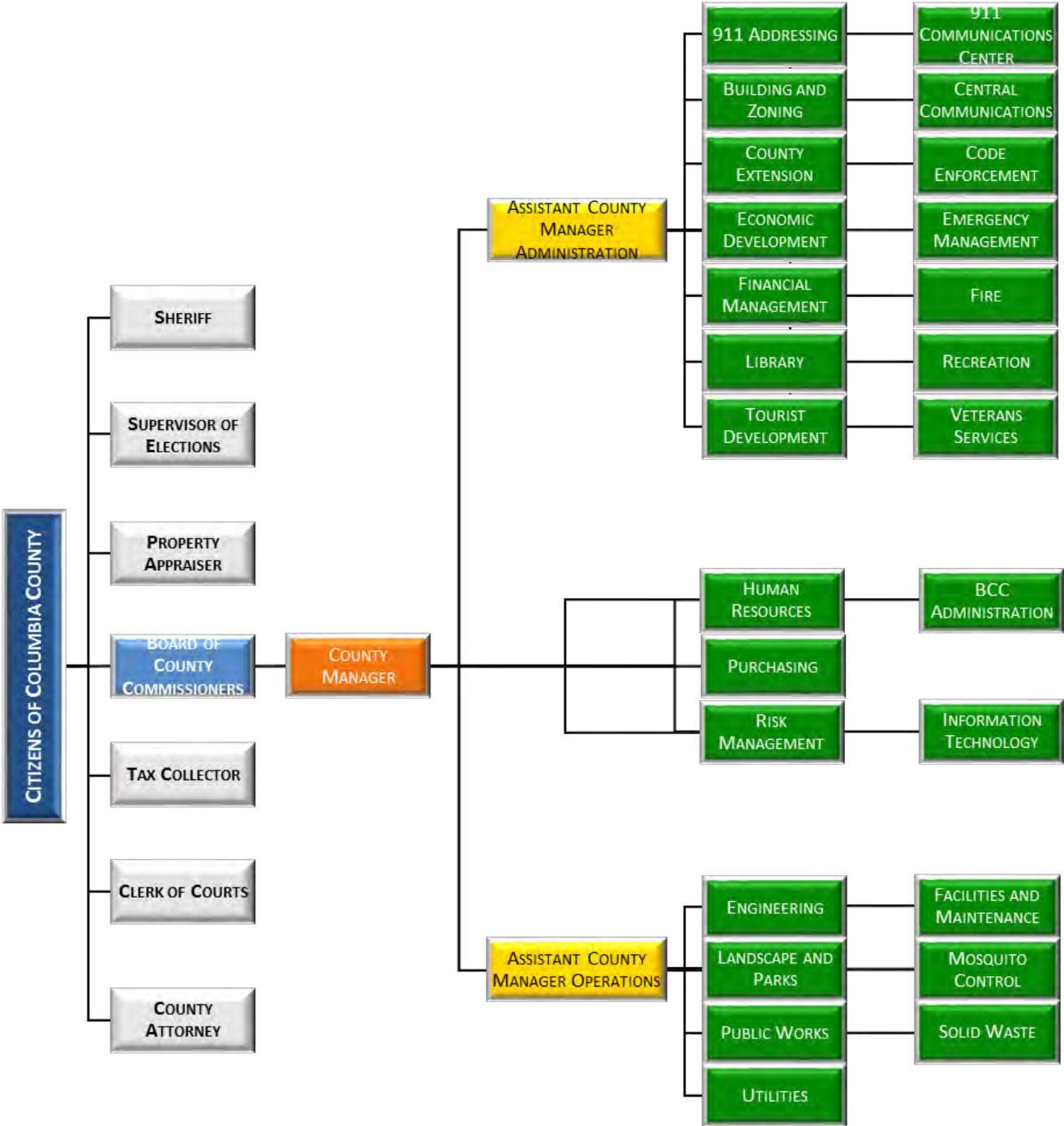
Total Area: 801 square miles

Land: 798 square miles

Water: 3 square miles



COUNTY ORGANIZATIONAL CHART



CONSTITUTIONAL OFFICERS

FY 2016/17 BUDGET

Clerk of Court



P. DeWitt Cason
173 NE Hernando Avenue
Lake City, Florida 32055
Phone: (386) 758-1342
Website: www.columbiaclerk.com

2.19 M

Property Appraiser



Jeff Hampton
135 NE Hernando Avenue, Suite 238
Lake City, Florida 32055
Phone: (386) 758-1083
Website: www.columbia.floridapa.com

1.49 M

Sheriff



Mark A. Hunter
4917 US Highway 90 East
Lake City, Florida 32055
Phone: (386) 752-9212
Website: www.columbiasheriff.org
[@ColumbiaSheriff](https://twitter.com/ColumbiaSheriff)

14.1 M

Supervisor of Elections



Liz P. Horne
971 W Duval Street, Suite 102
Lake City, Florida 32055
Phone: (386) 758-1026
Website: www.votecolumbia.com

776 K

Tax Collector

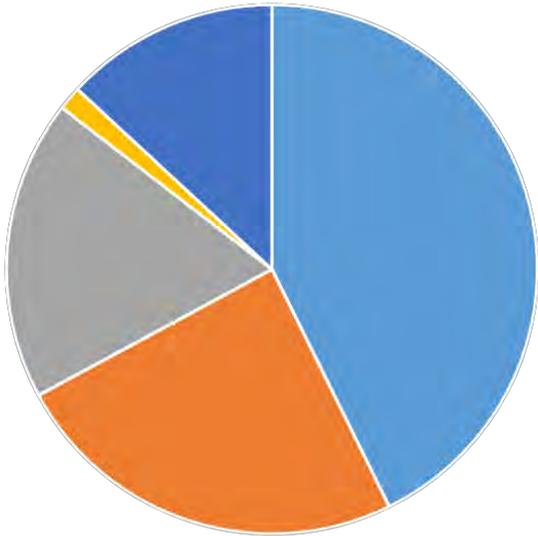


Ronnie Brannon
135 NE Hernando Avenue, Suite 125
Lake City, Florida 32055
Phone: (386) 758-1077
Website: www.columbiataxcollector.com

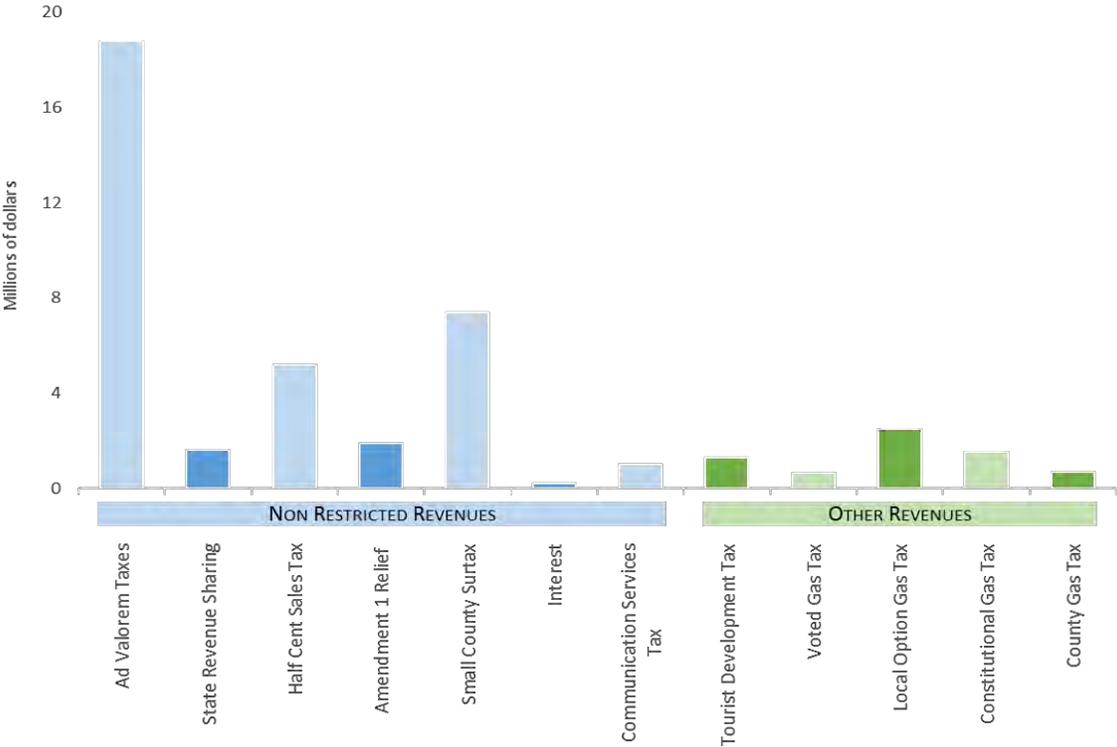
1.72 M



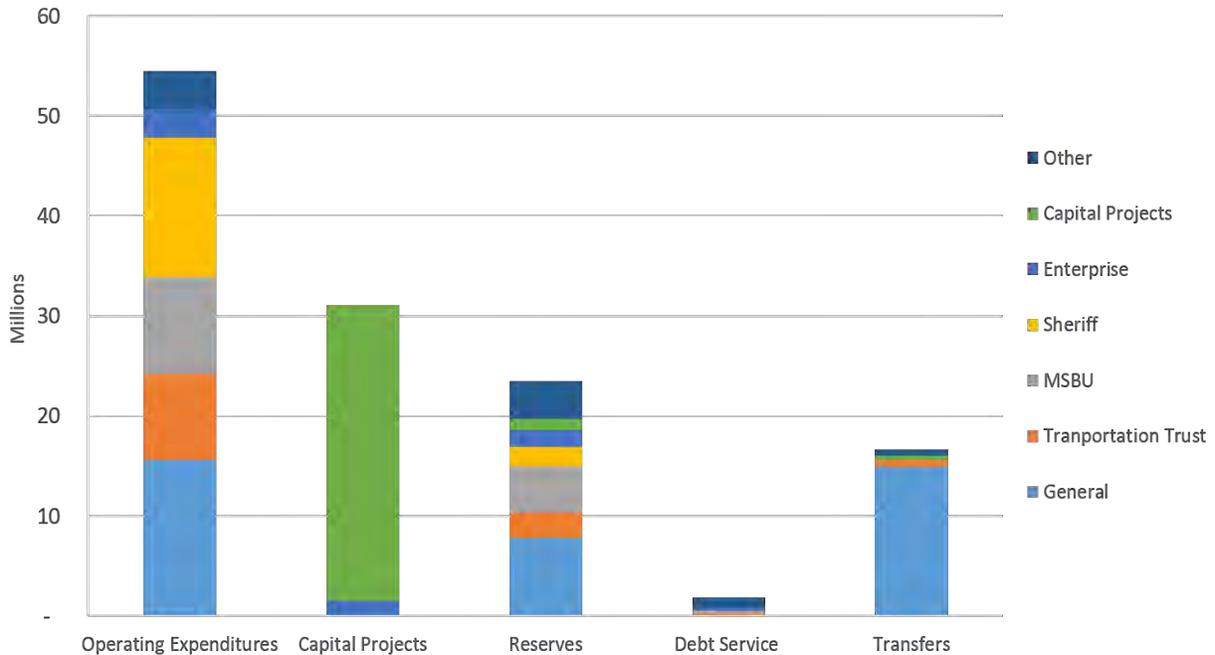
COUNTY BUDGET



■ Operating Expenditures \$54,511,611
 ■ Capital Projects \$31,118,508
 ■ Reserves \$23,449,578
 ■ Debt Service \$1,847,870
 ■ Transfers \$16,695,542



HOW IT'S USED



The State of Florida’s “Truth in Millage” (TRIM) requires the County to adopt a “balanced” budget annually by September 30th. Adopting an annual balanced budget is one the Board’s most significant actions taken each year. The annual budget safeguards the County’s financial stability and ensures all service requirements and debt obligations are fulfilled. The budget for FY 2018 totals \$147,160,534 which is broken down into the following:

- \$43 million General Fund
- \$13.6 million Transportation Trust
- \$15.2 million Municipal Services
- \$18 million Sheriff
- \$39.5 million Capital Improvements
- \$4.1 million Landfill
- \$2.1 million Libraries
- \$3.7 million Tourist Development
- \$2 million Utilities
- \$1.5 million Debt Service
- \$4.3 million Various other funds



BOARD OF COUNTY COMMISSIONERS

Ronald Williams

District 1

(386) 867-0468

Rusty DePratter

District 2

(386) 623-3320

Bucky Nash

District 3

(386) 623-2244



Everett Phillips

District 4

(386) 623-0487

Tim Murphy

District 5

(386) 961-1330

The Board of County Commissioners is a five-member board elected to represent the citizens of Columbia County. Each member represents a district and is elected by residents of the district. The Commission establishes policies and appoints a County Manager to implement the policies and manage the operation of the County. The Commission adopts the millage rate and annually approves the budget, which determines the expenditures and revenue necessary to operate all County Departments. The powers and duties of the County Commission are established by the County Charter as approved and amended by the citizens of Columbia County.

BCC REGULAR BOARD MEETINGS

The Board of County Commissioners meet the 1st and 3rd Thursday of each month at 5:30 PM
at: Columbia County School Board Administrative Complex Auditorium
372 West Duval Street
Lake City, Florida 32055

The dates and agendas are posted on the County's website: www.columbiacountyfla.com.



MEET YOUR COMMISSIONER



Ronald Williams

Commissioner Williams is the longest running Commissioner in the State of Florida. He was first appointed as Commissioner in 1981 by Governor Bob Graham and has been the Commissioner of District 1 since. He has been an advocate of the development and restoration of County community centers as well as youth involvement.



Rusty DePratter

Commissioner DePratter spent many years growing his company, North Florida Fencing, from the ground up. He has served District 2 for the past 8 years.



Bucky Nash

Commissioner Nash was raised in Columbia County and graduated from Columbia High School with the class of 1977. He spent much of his career as the owner of Texas Roadhouse and other small businesses. He has been serving District 3 since 2012. Commissioner Nash has been married to his beautiful wife, Alice, for 20 years and have four children.



Everett Phillips

Commissioner Phillips was born and raised in Columbia County, and has been married to his wife, Kathy, for 50 years and have two children, Everett and Terri. He was a local business owner for more than 20 years and has been involved the building and construction business for over 23.



Tim Murphy

Commissioner Murphy has been married to his wife, Brenda, for 38 years. They have two children, Jared and Laura, and three grandchildren. Commissioner Murphy has been self-employed with Kilgore Repairs for 28 years and has spent many years serving on various community advisory boards.



911 ADDRESSING

911 Addressing is responsible for all mapping, enhanced 911 addressing, mapping support for BCC County departments and other constitutional offices. Some of the services provided include:

- Enhanced 911 Addressing – Total 33,497
- MSAG (Master Street Addressing Guide) and Database Coordinator
- Damage Assessment Collection
- Internal ArcGIS web mapping
- Maintaining and updating SmartCOP CAD (Computer Aided Dispatch) Map
- Maintaining and updating 911 Call Taking Map (Orion Vela)
- Census Bureau Data (census block data)
- Supervisor of Elections Web Map (ArcGIS online), precinct and district boundaries
- CCSO project mapping support
- Maintaining Road Centerline Data – 1,904 miles
- Emergency Services Routing with Road Centerline Data
- Maintaining and updating Columbia County's ArcGIS online organization
- Maintaining and updating Columbia County's ArcGIS enterprise organization
- Firehouse Mobile mapping

2018 Plans/Goals

- Upgrading 911 call taking map from Orion Vela to Datamaster Spatial Scene
- Deploying new ArcGIS Enterprise web maps utilizing windows active directory for logins
- Beginning the 2020 Census LUCA program (Local Update of Census Addresses)
- To upgrade and replace all mapping countywide with ArcGIS web mapping through the County's ArcGIS Enterprise Organization and maintain one consolidated database

Did You Know?

There have been 1,076 addresses assigned, changed, verified or modified year to date.

Budget: \$137,043

Number of Employees: 2

Contact: Matt Crews

Phone: (386) 719-1456

mcrews@columbiacountyfla.com

2017 Accomplishments

- FEMA risk mapping project: 2,654 map notices were mailed to citizens that were affected by the change
- Attended a workshop for the Census Bureau at the North Central Florida Regional Planning Council in preparation for the upcoming 2020 Census count
- Public works web maps (Road Centerline, Addressing and LiDAR)
- Fire Department web map (Fire Hydrant Proximity)
- CCSO route maps (Toy Ride, FHP funeral, Ft White parade)
- Damage Assessment data collection (Hurricane IRMA)
- Upgraded ArcGIS Server from standard to advanced
- Upgraded the esri platform from 10.3.1 to 10.5.1
- Upgraded SmartCOP CAD (Computer Aided Dispatch) Map to an esri based map using ArcGIS runtime data



911 COMMUNICATIONS CENTER

The 911 Communications Center is the designated public safety answering point (PSAP) for all residents to access emergency service agencies through 911. It serves 67,966 residence and 797 square miles of Columbia County.

The center received a total of 58,742 combined calls. Of those calls, 43,852 were 911 emergency calls and 14,890 were admin non-emergency calls. The Center also issued direct dispatch services for over 53,000 calls. This is in addition to records entries of stolen property, warrants, missing persons, domestic violence, etc.

Funding for the Center is comprised of several different sources. State telephone service charge generated from the State 911 surcharge on telephones contribute approximately \$243,806 (\$116,291 non-wireless & \$127,515 wireless) toward the budget for operation of the 911 system. Also, State E911 Board Grants provide roughly \$80,645 used for annual maintenance of our 911 call-taking system.

Budget: \$1,841,801

Number of Employees: 32

Contact: Thomas Brazil

Phone: (386) 758-1125

tbrazil@columbiacountyfla.com

2017 Accomplishments

- Utilizing State E-911 Board special disbursement of \$50,000, the Center replaced Exacon logging recorder with a new Equature/DSS logging recorder. This new recorder is P25 compliant and compatible for use with our pending 800mhz P25 radio system project



- Recertified the accreditation of our PST Training Program with the Florida Department of Health enabling us to training our personnel in house for State PST Certification
- Replacement of all computer monitors going to a 6-monitor tree configuration at each workstation
- The Center dealt with the issue of switching County EMS providers from Lifeguard to Century Ambulance
- The Center received a Technical Audit from FDLE, as well as a D.A.V.I.D. System Audit by D.H.S.M.V., both of which found only minor issues that have been corrected



911 Call Transfers

| | |
|------------------------|------|
| Alachua | 104 |
| Baker | 28 |
| Florida Highway Patrol | 2102 |
| Gilchrist | 108 |
| Hamilton | 158 |
| Suwannee | 378 |

2018 Plans/Goals

- Employee retention, maintain current staffing levels retain existing experienced employees as well as recruit and train qualified personnel
- Maintain and keep current operational equipment in proper functioning order
- Continue progression toward updating our radio communications system to 700mhz P25 compliant capability
- Move to an I3 ESI Net for 911 lines moving off the traditional copper phone lines, thus reducing our susceptibility to lightning as well as providing alternate call routing



E-911 Public Education

The current focus of E-911 public education and public outreach is to educate the citizens of Columbia County on helping 911 help you. This campaign encompasses the following concepts:

- Call 911 only if you need emergency response from police, fire or medics. If non-emergency assistance is needed use non-emergency numbers listed in the telephone book for the appropriate agency for your need. Numbers such as the power company for power outages, 5-1-1 for travel information, the Crisis Hot Line for human services information, local police and fire agencies all be found in local telephone directory
- Lock your wireless phone so that you don't accidentally call 911. Pocket and purse/bag dialing are a big problem for 911. Much time and resources, both by 911 centers and police, are wasted on accidental 911 calls and hang-ups. If you accidentally call, 911 don't hang up until you have explained to the 911 operator that it was an accident
- Know your location when calling 911. One of the first things you will be asked if you call 911 and need emergency assistance is, "911 what is the address of your emergency?" Awareness of your surroundings, such as street names, landmarks and mile markers, can be helpful in identifying your location
- Call if you can, TEXT if you can't
- The E-911 Center provides a variety of materials to educate the citizens of Columbia County about 911 including materials for adults and children



BUILDING AND ZONING

Building Department Mission

To ensure a safely built environment through compliance with appropriate construction codes through permit issuance, plans review, inspections, use of automation technologies and training, all performed in an effective and efficient manner.

2017 Accomplishments

- Rewrite 89-6 Ordinance and fee schedules
- Contractor program with records scanning
- Changed fees to the permits and receipts
- Updated new forms to the public website
- LDR Text Amendment
 - › Home Occupation
 - › Intensive Agriculture
 - › Ellisville Overlay District
 - › Minor Site & Development Plan process
- Permit applications online
- Inspection tracking online
- New Certificate of Occupancy forms to comply with statute
- New permits for the web based online permitting program

Budget: \$529,634

Number of Employees: 6

Contact: Randy Jones

Phone: (386) 758-1008

randy_jones@columbiacountyfla.com

Applications

Permit Applications Submitted 1,116

Inspections

Site inspections 4,531

Permits Issued

Additions, Remodeling, Garages & etc. 686

Commercial Development 79

Demolition Permits 2

Mobile Homes 181

Modular Homes 2

Re-New/Re-Issued Permits 5

Service Changes 122

Sign Permits 10

Single Family Dwellings 143

Swimming Pool 34

Total Permits Issued 1,300

Travel Trailers 18

Utility Poles 125

Void Permits 5

Combined, total cost of construction \$31,323,613

Plans Reviewed

Mobile home installation plans 181

Single-family dwellings, additions and commercial developments 949

Zoning Department Mission

To preserve the character of our existing community and unique rural landscapes. To guide future growth and development through effective planning, zoning and data analysis to provide a sustainable community for the future.



| | |
|--|----|
| Board of County Commissioners | |
| Special Family Lot Permits | 14 |
| Land Development Administrator | |
| Borrow Pit | 3 |
| Land Use Amendments | |
| Comprehensive Plan Amendments | 5 |
| Comprehensive Plan Text Amendments | 5 |
| Letters | |
| Zoning Compliance Letter/Fee charged | 23 |
| Site & Development Plans | |
| Site & Development Plans | 5 |
| Minor Site & Development Plans | 2 |
| Special Exceptions | |
| Special Exception Applications | 12 |
| Special Temporary Use | |
| Special Temporary Mobile Home Family Permits | 39 |
| Special Temporary RV Permits | 14 |
| Special Temporary RV while building | 7 |
| Special Temporary Vendor Permit | 1 |
| Special Events Permit | 4 |
| Subdivision | |
| Divisions of Land | 1 |
| Minor Subdivision | 3 |
| Final Plats for Commercial Subdivisions | 2 |
| Final Plats for Residential Subdivisions | 2 |
| Variances | |
| Variance Applications | 6 |
| Subdivision Variance | 3 |
| Zoning | |
| Text Amendment to Land Development Regulations | 8 |
| Zoning Amendments | 11 |



Ongoing Projects

- Complete the scanning of Elevation Certificates for the website
- Completing programs for field inspections, routing, applications, inner office review, records retention, storage, scanning, payments, permitting and all forms
- Complete the scanning of Certificates of Occupancy for the public website.
- Completing the web application process

The most visible measure of performance is the ability to provide permitting within two weeks or less and provide building inspections within 24 hours of the request. There has been a steady increase in land development activity, challenging the Department to maintain their standards in the face of constraints on staff and resources.

2018 Plans/Goals

- Scanning plans for the website to allow public access
- Have the Subdivision plats online for the public to access
- Updating all phases of permitting for ease of use on the public website
- LDR Text Amendment to require FDOT certified contractors for paving
- Comp Plan Amendment to update DUDA and the text for DUDA



CENTRAL COMMUNICATIONS



Oversees the installation, inspection, maintenance and repair of two-way radios, dispatch consoles communications units, microwave radio systems, radio communications towers, and all other electronic communications and related equipment.

2017 Accomplishments

Oversaw the installation of four communication sites:

1. Emergency Operations Tower
2. Columbia County Sheriff's Office
3. Deep Creek Communications Site
4. Lulu Communications Site

| | |
|---------------------------------|-------------|
| Microwave Outage Time | 121 hours |
| Network Operational Time | 8,639 hours |
| Backup Network Operational Time | 8,760 hours |
| After hours Call-in | 136.9 hours |
| Mobile Radio Installations | 16 |
| Units Programmed/Reprogrammed | 138 units |
| FCC Licenses | 147 freq. |

Ongoing Projects

- Contract negotiations with Motorola
- Communication project Phase 1

2018 Plans/Goals

- Installation/management of 700 MHz network
- Communication project Phase 2

Budget: \$135,893

Number of Employees: 1

Contact: Lawrence Wilson

Phone: (386) 758-1125

lwilson@columbiacountyfla.com

CODE ENFORCEMENT

Budget: \$139,842

Number of Employees: 2

Contact: Jennifer DuBose

Phone: (386) 758-1038

jennifer_dubose@columbiacountyfla.com

Cases Worked

238

Notices of Violation Issued

66

Notice of Hearing (Magistrate) Issued

18

Cases Closed

206

The Code Enforcement Department is responsible for investigating citizen complaints and verifying if an Ordinance or LDR violation has occurred. The process begins with a warning timeframe. If compliance is not met within that time, then a Notice of Violation (NOV) is issued with a specific time frame for compliance. The property is monitored for compliance on a continual basis. A last inspection is made at the due date for compliance, if no compliance, the case is placed on the docket for Magistrate Hearing through a Notice of Hearing (NOH). Every citizen is given an opportunity for compliance and our office offers extended time frames if the violator is working to resolve the matter. Our greatest mission within the Code Enforcement Department is to gain voluntary compliance and educate citizens to help protect health, safety, and quality of life of Columbia County.

2017 Accomplishments

Worked closely with Waste Pro to continually educate the public as to the proper procedures for waste disposal and roadside collection.

Creation of "Courtesy Stop Letters" for waste that has been placed at the curb for disposal and found to not be within compliance of the waste contract.

Devised a plan of action for problem areas to receive a County Sign that detail "How To" place waste locations and the violation of the ORD if not followed.

2018 Plans/Goals

Interview candidates for part-time Code Enf Officer II. Candidate is to start within Nov 2017.

Collaborate with IT department to revise the County Website information and options for the Code Enforcement Department so that citizens are better informed of services offered.

Add/Remove options from the Code Enf Software that will enable our department to continue to improve upon its efficiency and reporting.



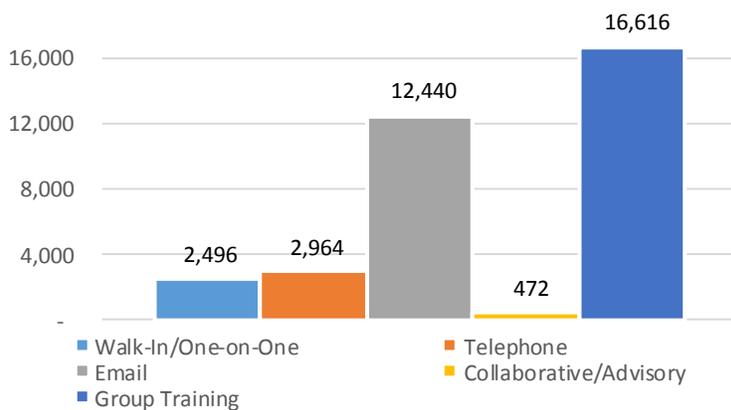
COUNTY EXTENSION

UF/IFAS Extension Columbia County partners with the community to provide research-based expertise in response to local issues affecting Columbia County and relevant educational opportunities to enhance the lives of Columbia County citizens.

UF/IFAS Extension Columbia County is the resource to provide solutions on local issues related to agriculture, horticulture, natural resources, the environment, youth, families and communities in Columbia County.



Consultations and Training



Budget: \$330,828

Number of Employees: 9

Phone: (386) 752-5384

www.columbia.ifas.ufl.edu





Peanut Twilight Tour 2017

2017 Accomplishments

Agronomy

Crop and plant sales deliver almost \$18 million dollars to the agricultural producers of Columbia County. This gross income moves through the county for purchases, service providers, employees, equipment and land purchases, and taxes. The Agronomy Extension Program delivers timely, relevant educational programs to crop producers in Columbia County in a format they understand and convert into greater economic returns. An example of educational activities offered is the Peanut Twilight Tour. Over 100 people attended in 2017 to learn the latest in peanut production and economics.

Family & Consumer Sciences

The Family and Consumer Sciences Agent received grant dollars from the IRS to implement the Volunteer Income Tax Assistance (VITA) program, providing free tax preparation and financial education to low-income County residents. Over 70 individuals participated in Columbia County during 2017, for the 2016 tax season. The program received the Dean Don Felker Financial Management Award from the Extension Professionals Associations of Florida. This award recognizes the development of financial management programs which help individuals and families make decisions and plan for their present and future needs. The UF/IFAS Extension VITA program also received a Prudential Productivity Award from Florida TaxWatch for innovatively reducing costs and improving services for Florida taxpayers.

Through a partnership with a faculty member at Florida Gateway College, the Family and Consumer Sciences Agent delivered educational programs on budgeting, savings, credit, and debt to approximately 200 college freshmen, giving them the financial management skills needed to succeed in college and beyond.



Horticulture

The Residential Horticulture Agent developed a classroom curriculum to instruct students on school garden risk management and field food safety practices. The Director of Food Services for Columbia County schools allows these trained students to supply school garden produce for use in their cafeterias. The agent taught this 3-hour program to nearly 200 middle school students and 350 high school students in 2017.



Livestock & Forages Field Day

The Residential Horticulture Agent obtained donations in excess of \$600 in plants and materials for the landscape of a new Habitat for Humanity home. The agent assessed the site and designed a Florida-Friendly Landscape that is attractive, easy to maintain, and environmentally appropriate. This is the third landscape provided by UF/IFAS Extension Columbia County to its partnering organization, Habitat for Humanity.

Livestock and Natural Resources

Annually in Columbia County over \$89 million dollars is generated from the sale of livestock, poultry and their products (2012 Census of Ag.). In support of the livestock industry over 11,000 acres of hay is cut to provide a source of forage for our winter months as well as for animals that are in more confined space needing supplementation. This hay is utilized locally and throughout the state and it provides Columbia County



Livestock & Forages Field Day

producers millions of dollars annually. Educational extension programs throughout the year as well as one-on-one educational farm visits are utilized to support these industries and this economic impact for Columbia County. This past year, over 100 participants were provided learning opportunities about weed control, forage varieties, soil fertility, body condition scoring, cattle handling and pesticide sprayer calibration at the Annual Livestock and Forages Field Day. Several educational displays and local agricultural vendors were also on hand to provide more “food for thought” making for an exceptional day.



4-H Youth Development

Hughes Net gave the 4-H program \$600 for STEM education. Those funds were used to teach principals of rocketry to approximately 30 youth at the Annie Maddox Community Center and the Columbia County Recreation Department’s summer program. All youth were able to build their own engine powered rockets and launch the rockets as the final event in the 6 hours of education.

The 4-H Agent was also able to receive \$250 from the Florida 4-H Foundation for a community service project at the Epiphany 4-H Club. Youth built a raised garden bed, with the help of the UF/IFAS Columbia County Master Gardeners, and grew food for the food insecure youth attending their school. The 4-H club placed in the top five in the state for their program.

The 4-H Agent, in conjunction with Mario Coppock, wrote for and received approximately \$18,000 for environmental education and to send 37 youth to 4-H camp. Youth learned team work, cooperation and keeping their homes safe from fire. Counselors learned how to plan, teach, and develop cooperation in a cabin and camp environment.



Columbia County students learning about the importance of school garden risk management

Future Plans/Goals

For this coming year, the 4-H Agent and the Livestock and Natural Resources Agent wrote a \$12,000 “More Kids in the Woods” Grant with the US Forest Service to provide natural resource education to 4th grade students in Columbia County. The grant was funded for \$22,000. This money will pay for supplies and buses for the 4th grade students to participate in the program for the next two years.



ECONOMIC DEVELOPMENT

Budget: \$2,225,500

Number of Employees: 2

Contact: Glenn Hunter

Phone: (386) 758-1033

ghunter@columbiacountyfla.com

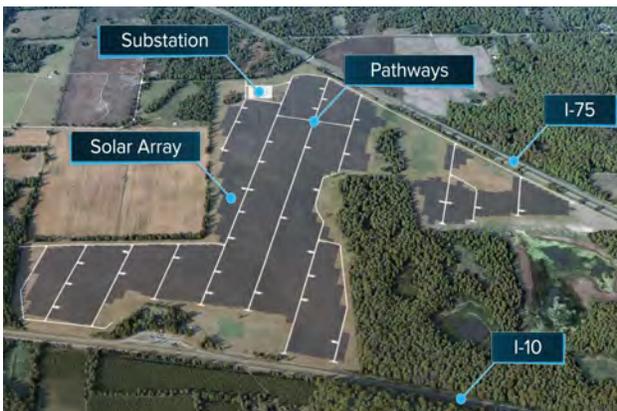
www.edcolumbiacountyfl.com

The Economic Development Department is responsible for client assistance with location of new business and expansion of existing business, promoting and presenting projects with Weyerhaeuser Team of Consultants and engineering for North Florida Mega Industrial Park (NFMIP), as well as the developing corridors within the County. Additionally, it builds relationships with local industry and commercial/retail businesses with our partners at all levels which lends the ability to promote support and provide confidence through integrity for our community.

It maintains relationships with City/County Governments, State Government, Department of Economic Opportunity (DEO), Florida Department of Transportation (FDOT), Career Source, Columbia County School Board, Florida Gateway College and Chamber of Commerce, Business and Economic Development Council (BEDC) to promote organizational stability to reinforce the partnership efforts locally and at state levels and to enhance National and International interests.

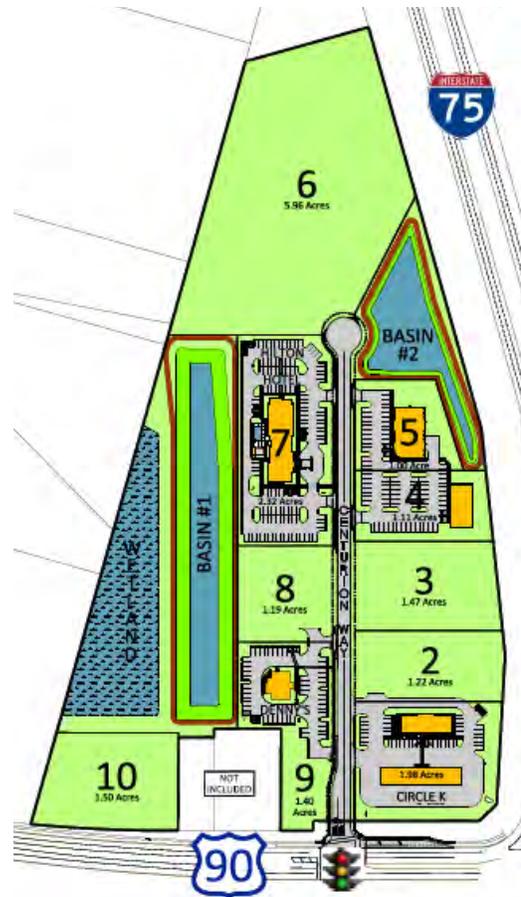
Grants

- Rural Infrastructure Fund Grant \$820,000.00. A team project working with City of Lake City, HAECO, NFEDP, Columbia County Commission and Grant Writer, David Kraus. Grant awarded: No action taken
- DEO, Enterprise Florida Marketing Grant \$ 11,000.00. Grant Awarded: Aviation Academy Equipment and Marketing
- Strategic Sites Initiative (SSI) – DEO Rural Sites Improvement NFEDP \$ 25,000.00. Grant Award: Initial Sites Determined Columbia County
- SSI- DEO Rural Sites Improvement NFEDP \$ 20,000.00. Grant Award: Phase II for Bell Road
- Florida Governor Growth Fund Grant \$3,125,000.00. Award pending: Coordination with Weyerhaeuser, Columbia county Commission and Grant Writer, David Krause for Rail Extension Hwy 90 East to NFMIP



2017 Accomplishments

- Project Gateway Crossing Property Capital Improvement \$7million projected to 25 million
- Project 15-12 Love's Travel Stop – Currently under construction. Projected 10 million
- Project 15-19 Gleason Place Property Capital Improvement \$12 million projected to 30 million
- Project 16-15 Property Capital Improvement \$ 7 million
- Project 17-1 -Currently under construction
- The 2016-2017 year has seen a greater increase in interest, as can be witnessed by the number of projects filed
- Attended Southern Economic Development Council (SEDC) conference, Florida Economic Development Council (FEDC) conference, FPL Illumination Consultant Event, North Florida Economic Development Partnership (NFEDP) Rural Conferences
- Attended Educational break out meeting to review new Economic Development Trends
- Attended Legislative sessions in Tallahassee and presented as a part of the North Florida Rural Team
- Attended meetings in Gainesville with Weyerhaeuser Team of Consultants and engineering. Presented projects with Weyerhaeuser team for North Florida Mega Industrial Park (NFMIP)



2018 Plans/Goals

- Encourage and promote Economic development and capital investment in order to create and retain jobs, enhance our community's tax base and facilitate positive sustainable economic growth, continue to promote projects in brownfield areas so as to increase economic development impact, similar to Ellisville and Hutton Development Projects
- Realization of Projects 16-4, 16-15, 16-16, 17-1, 17-8
- Promote Qualified Target Industry Projects
- Promote Commercial and Retail projects
- Stronger focus on the 5 interstate exits. Create stronger potential with infrastructure investments
- Plans to develop a separate magazine to enhance economic development for our community and region



EMERGENCY MANAGEMENT

Overview

The Emergency Management Department collaborates year-round with local, state, and federal partners to provide training, exercises, and response to any event that threatens the safety of the County.

2017 Accomplishments

- Elected Chairman of the FEPA Certification Commission beginning January 2018
- Mock crash demonstration with Columbia County Traffic Safety Team
- Hosted tabletop discussion for Statewide Hurricane Exercise
- Hosted Local Emergency Planning Committee (LEPC) biennial exercise for hazardous materials
- All-hazard weather radio inspection with Columbia County School District (annual)
- Visit Tier 2 facilities with hazardous materials on-site: Hunter Panels, Target Food Distribution Center, Home Depot.
- Approximately, 25 Assisted Living Facilities (ALF) emergency plans were reviewed
- Upgraded EOC visual systems equipment for enhanced training and activation purposes



Trainings

The 2016-January marked the third year of Incident Command, G-300 and G-400 training for local responders.

In February, I co-instruct the G-191: Incident Command System (ICS)/Emergency Operations Center (EOC) Interface Workshop to new Emergency Managers at Camp Blanding. It gave me the opportunity to network with the new members of the Florida Emergency Management community.

Columbia County Emergency Management hosted the Homeland Security Exercise and Evaluation Program Class in April and the Hurricane Awareness class by the University of Hawaii in June.

The annual Citizens Information Center and Emergency Operations Center trainings had 50-75 people in attendance.

Budget: \$196,585

Number of Employees: 1

Contact: Shayne Morgan

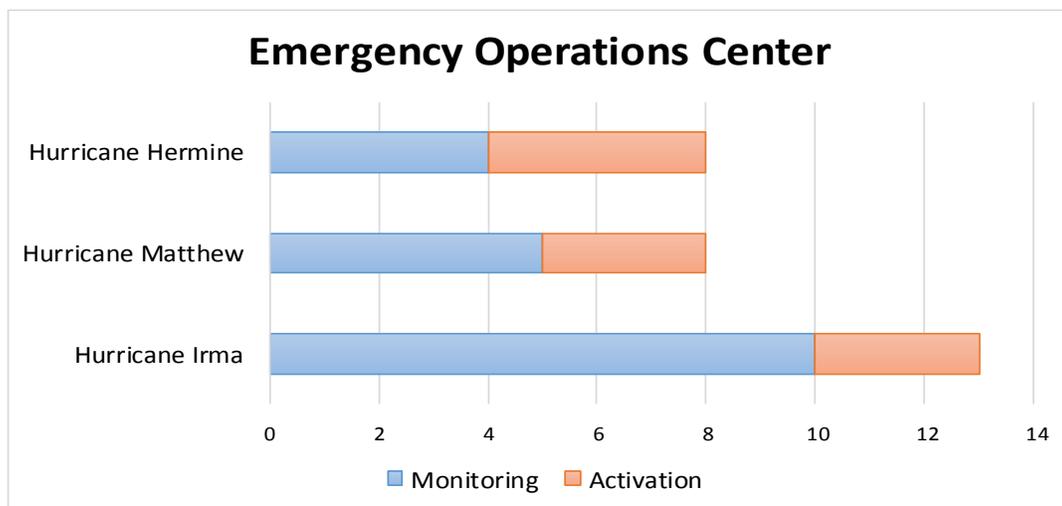
Phone: (386) 758-1125

shayne_morgan@columbiacountyfla.com

www.columbiacountyem.com

 www.facebook.com/ColumbiaCountyEOC

| Committee/Board | Meeting Frequency | Position |
|--|--------------------------------------|-------------------|
| 9-1-1 Steering Committee | Weekly | Note Taker |
| Columbia County Traffic Safety Team | Monthly | Chairperson |
| EMAG | Twice per year | Chairperson |
| Emergency Food and Shelter Board | 2 meetings per funding cycle | Chairperson |
| FEPA Annual Meeting Committee | Every other week, August -January | Member |
| FEPA Board of Directors Meetings | Regularly Scheduled Conferences | Interested Party |
| FEPA By-Laws, Policies and Procedures Committee | As necessary | Member |
| FEPA Certification Commission | Approximately 3 times a year | Secretary |
| LEPC | Quarterly | Chairperson |
| LMS Work Group | One per year | Chairperson |
| Long Term Recovery Committee | As needed following events | Participant |
| North Central Florida Hazardous Materials Policy Board | Quarterly | Vice-Chair Policy |
| Region 2 Meetings | Quarterly | Participant |
| SERC | Quarterly | Member |
| Special Needs Sheltering Committee | Prior to Hurricane Season; as needed | Participant |
| United Way Board of Directors | January, April, July, October | Liaison |
| United Way Executive Committee | Monthly | Liaison |



*Not storm-related monitoring days: 21

2018 Plans/Goals

- Continuing to build and improve on the communication and coordination with my partners that work in the EOC environment
- Installation of weather station units onto communications' towers at CC EOC, Deep Creek, and Cumorah Hill
- To work toward and achieve Emergency Management Accreditation Program (EMAP) recognition
- Using the lessons learned from the Hurricane Matthew and Hurricane Irma, build a solid and viable sheltering plan for future activations
- As the population of the county continues to grow, I hope that we are able to start to look at the possibility of adding additional personnel in the department





FIRE RESCUE



Columbia County Fire Rescue provides a multitude of services to the citizens of Columbia County. These services include responding to all types of fires, motor vehicle accidents, and assist Century Ambulance with medical calls. CCFR assists the School Board with Fire Prevention Programs and demonstrations. Our Inspection Division performs plan reviews and inspections of all new businesses coming to Columbia County. We also offer fire extinguisher training to local businesses and have a smoke detector program for the elderly and indigent citizens.

2017 Accomplishments

- Exercise equipment purchased and commenced fitness program
- Physicals performed for all full time employees
- Start up our Volunteer/Reservist program
- SOP/SOG Updated and approved
- Sale of surplus equipment
- Automatic Aid Agreement with Macclenny Fire Dept.
- Automatic Aid Agreement with Suwannee County Fire Dept.
- Renew lease agreement with Century Ambulance
- Developed a plan for assessment review

Budget: \$5,478,737

Number of Employees: 60

Contact: Jeff Crawford

Phone: (386) 754-7057

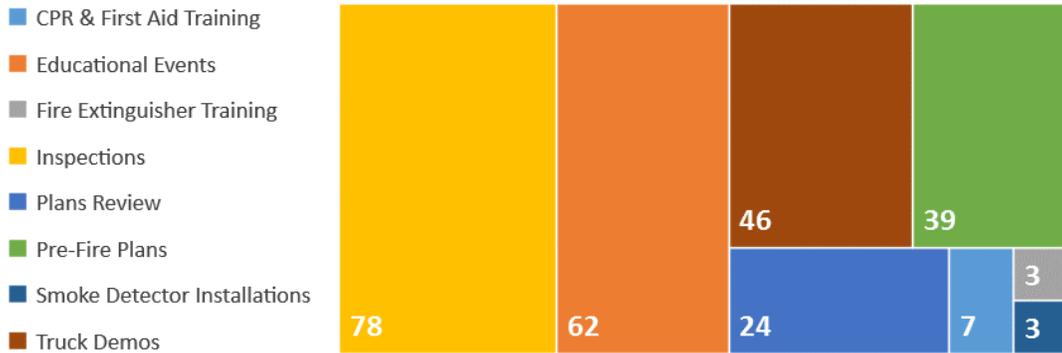
jeff_crawford@columbiacountyfla.com

- Bid out the refurbishing of 2 tankers and began refurbishing
- Bid and Built two new Brush Trucks
- PPE extrication gear delivered
- Start an online training program for Volunteers/Reservists
- New Well installed for Station 43
- Purchase Firehouse Software and begin implementation

| Staff Development Training | |
|-----------------------------|---------------|
| In-House Training | 15,143 |
| FSFC Training | 392 |
| Other Training | 2,124 |
| Total Training Hours | 17,659 |



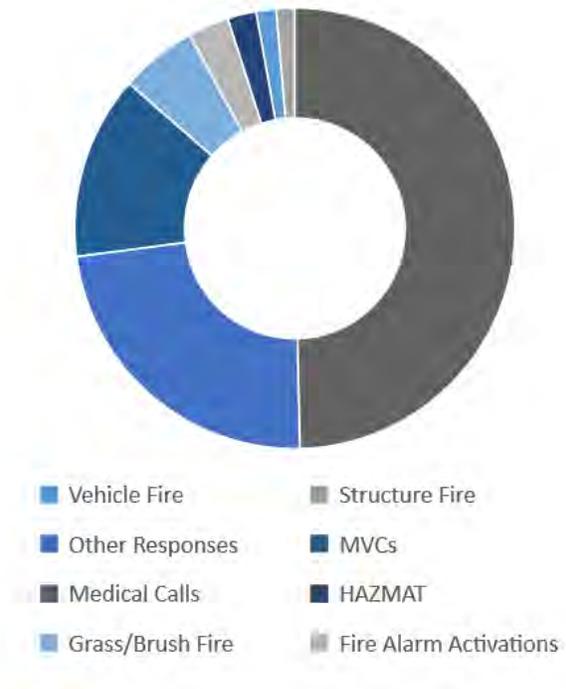
Life Safety Services



2018 Plans/Goals

- Training Building Remodel
- Training grounds construction
- Inspection of County Buildings and Facilities
- Emergency Response Plans for County Buildings
- Continue to develop Life Safety procedures for plans review
- Continue implementation Firehouse Reporting and Software
- Automatic aid Agreement with Lake City Fire Dept.
- Complete build of heavy rescue truck
- Install and put into service new computers for trucks with Firehouse Mobile Response
- Remodel of stations 44, 45, and 46
- Implement ALS Engines
- Outfit last 2 stations with generators

Incidents



| Collateral | |
|------------------------------------|--------------|
| Estimated Original Property Values | \$ 6,886,081 |
| Estimated Property Value Loses | \$ 2,216,691 |
| Injuries/Fatalities | 5 |

HUMAN RESOURCES/ COMMUNITY SERVICES

Human Resources provides leadership and works in partnership with other Board of County Commission departments to promote managerial and workforce excellence while fostering an understanding and observance of regulatory requirements. The Human Resources Department is responsible for planning and directing human resources programs, including administration, recruitment, selection, enrollment, training and development, personnel and records maintenance, compliance with State and Federal regulations, employee/labor relations activities and labor negotiations, and departmental support of a diverse workforce to efficiently meet the organizations objectives.

2017 Accomplishments

- Completed IRS employee eligibility forms
- Completed IRS employee and hours review
- Input COLA increases for Board employees
- Administered Employee Leave Buyback Program
- Updated County Personnel Policies and Procedures Manual
 - › Chapters 20, 38-47
 - › Drug-Free Workplace Act Policy
- Completed CMS Data Match employer questionnaire for tax years 2011-2013
- Implemented FLSA Overtime Rule
- Submitted annual Minority and Physically Disabled Board Appointment Report
- FDOT CDL Random Drug Testing
- Attended and hosted FACT HR Round Table Meetings
- Completed HR Audit with FACT Liability
- Attended FACT Risk Management and Education Conference
- Active shooter and supervisory training
- Held Non Ad Valorem Assessment Adjustment Committee Meeting
- Completed Carolyn Heights MSBU Balloting and Preliminary Resolution
- Hosted Quarterly Life South Blood Drive
- Filled various County vacancies
- Held deferred compensation enrollments
- Completed FACM County Health Insurance Survey
- Insurance Committee Meetings-Group Health Insurance RFP Ranking
- Filled volunteer council member vacancies
- Completed EEO-4 filing
- Facilitated Group Health Insurance Enrollment
- Completed FRS Compliance Audit
- Administered compliance of Non Ad Valorem Special Assessment program
- Prepared MSBU Resolutions
- Facilitated joint FRS Workshop
- Compiled personnel files for annual audit
- Facilitated annual employee evaluations

Number of Employees: 2

Contact: Lisa Roberts

Phone: (386) 758-1006

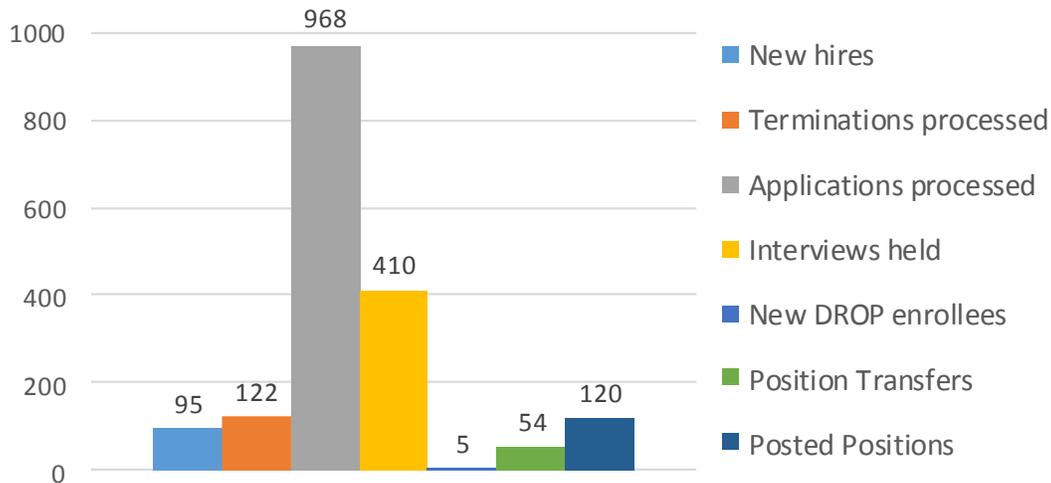
lisa_roberts@columbiacountyfla.com



Human Resources/Community Services Department is responsible for coordinating contractual County responsibilities under the Health Care Responsibility Act (HCRA), administers compliance with the Americans with Disabilities Act, Veterans Preference, Family and Medical Leave Act, Affirmative Action/Equal Employment Opportunity, Fair Labor Standards Act, Health Insurance Portability and Accountability Act of 1996 (HIPAA) , Non Ad Valorem Assessment administration, Indigent Burial Assistance Program administration, administers compliance with the Columbia County Drug-Free Workplace Act, and Affordable Care Act (ACA) Compliance.

| Community Services | |
|---------------------------------|----|
| Indigent Disposition | 17 |
| Life South Community Blood Bank | 33 |

Employee Information



2018 Plans/Goals

- Actively recruit and refer qualified and diverse candidates for County employment, and identify, promote, and encourage career paths that cross job series and department lines
- Continue to encourage and support a diverse workforce
- Ensure that negotiated labor agreement is in compliance with regulations as well as County programs and policies
- Ensure efficient and effective operations which enable employees/families to have access to information and available benefits, programs, and services when needed
- Enhance recruitment services through partnerships (i.e. post specialized positions for recruitment at Florida Gateway College, Florida Association of Counties, Florida Association of Planners, Indeed, etc.)
- Manage Complex Employment Laws- Identifying and addressing legal trends and employer -employee changes to determine impact to the organization



INFORMATION TECHNOLOGY

Number of Employees: 3

Contact: Todd Manning

Phone: (386) 719-7442

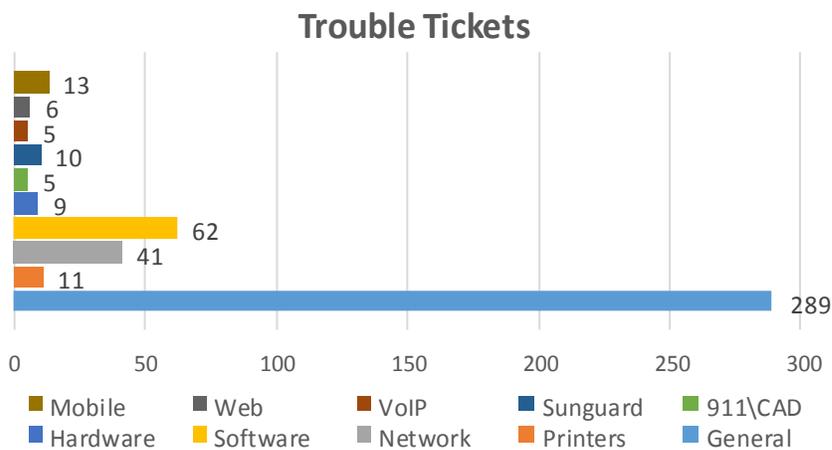
todd_manning@columbiacountyfla.com

The IT Department is responsible for the management, operation and control of the information technology services and resources of Columbia County. Plan and coordinate maintenance activities for the County’s computer, network systems and other information technology resources.

Research, analyze and identify needs and options for upgrades and improvements to computer, networks and other information technology resources for the County. Coordinate and assist with the installation of new computer systems and software for the County. Monitor and manage the County’s intranet and activities on the internet.

2017 Accomplishments

- **911 Dispatch** Data/Network Upgrades
- **BCC Server Room** Data/Network Upgrades
- **Richardson Community Center** Network Migration & Security Camera Upgrades
- **Southside Community Center** Microwave & Security Camera Upgrades
- **Fire Department** Implementation of Firehouse Enterprise Software

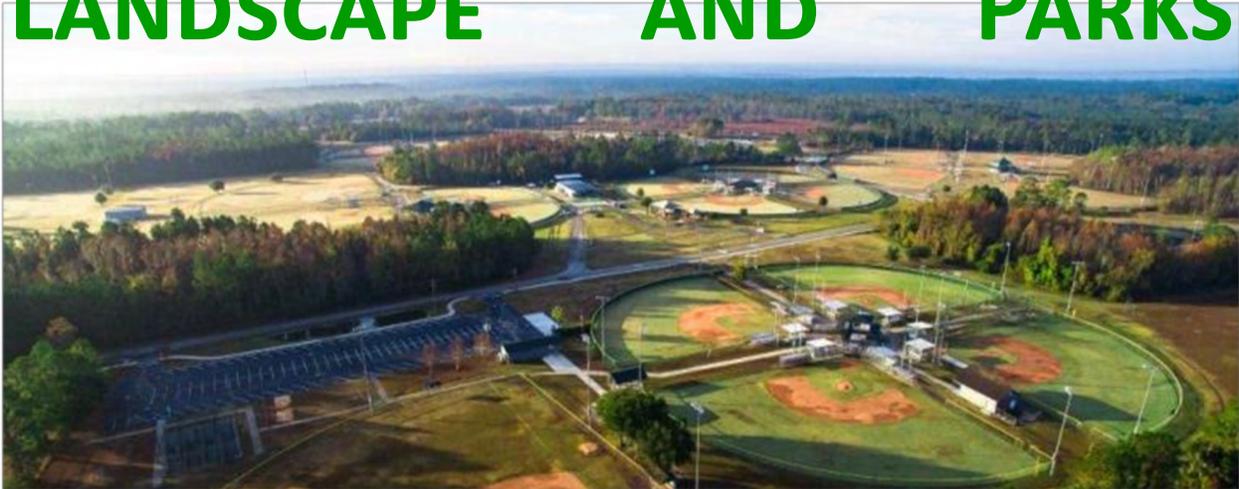


2018 Plans/Goals

- **911 Dispatch** Virtual Host server replacement
- **BCC Server Room** Virtual host server replacement
- **Fire Department** Firehouse mobile command implementation
- **Fire Department** migration from Panasonic Tough books to Dell Rugged Mobile computers



LANDSCAPE AND PARKS



The Landscape & Parks department is dedicated to providing quality recreation opportunities for our residents and visitors. The services provided include, but not limited to, maintenance of County parks, community centers and various County facilities. The 146 acre Southside Sports Complex is also maintained by the department. The department was responsible for prepping the complex for the 30 tournaments that were held this past fiscal year.

Budget: \$1,007,391

Number of Employees: 15

Contact: Clint Pittman

Phone: (386) 719-7545

clint_pittman@columbiacountyfla.com

| | |
|-----|-------------------------------|
| 6 | County Parks |
| 7 | Boat Ramps |
| 8 | Community Centers |
| 17 | Playgrounds |
| 25 | Miscellaneous Facilities |
| 48 | Ball Fields |
| 70 | Ponderosa Pavilion Rentals |
| 146 | Acre Southside Sports Complex |

2017 Accomplishments

- Bible Camp Boat Ramp Repairs
- Renovation of CHS Baseball Field
- Installation of new fitness equipment Southside Sports Complex
- Fort White Complex – installation of new sidewalk and parking lot lights
- Southside Complex – installation of sidewalk lights adult softball fields
- Installation of three new playgrounds
- New surfaces on three tennis courts
- RC Track renovation
- Installation of basketball court, Westside Community Center
- Fort White – new concession/restrooms building

2018 Plans/Goals

Renovations

- › Southside Sports Complex
- › Fort White Complex, ballfields
- › Miscellaneous playing courts
- › Walking Bridge at Alligator Lake Park



LIBRARY

Columbia County has three library locations open to the public:

Main Library

308 NW Columbia Avenue
Lake City, FL 32055



Fort White Branch

17700 SW State Road 47
Fort White, FL 32038



West Branch

435 NW Hall of Fame Drive
Lake City, FL 32055



Columbia County Public Libraries served over 208,000 visitors across all locations during the 2017 fiscal year. There are a variety of different resources and programs available to the public. Eight children’s programs are conducted weekly across all three locations which include all age ranges as well as summer reading programs. Adult services include literacy programs, one-to-one and small group tutoring, citizenship, and ESOL.

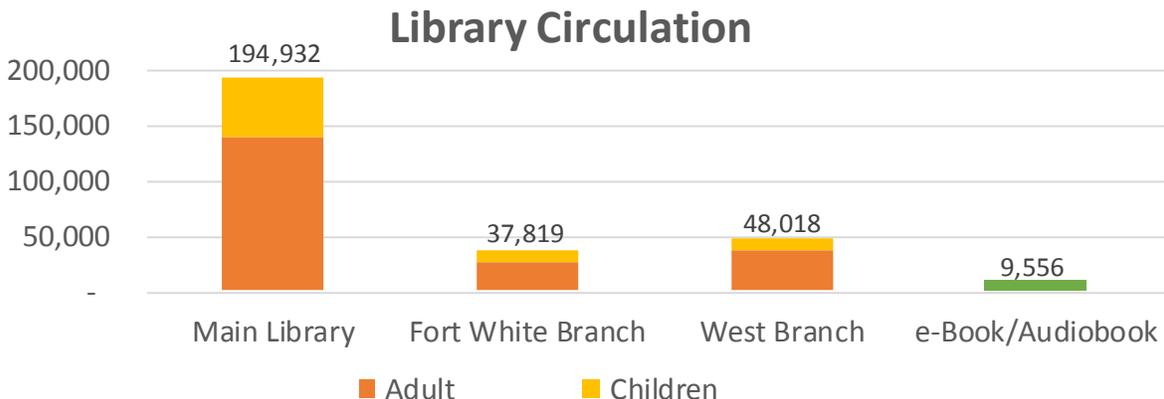
Free Loan Material

- Books
- Magazines
- Newspapers
- Audio CDs
- VHS tapes
- DVDs
- Puppets
- Seeds
- e-books
- Downloadable Audiobooks

Online Resources

- Wireless internet access
- OverDrive
- LearningExpress Library
- Ancestry Library Edition
- Heritage Quest
- Auto Repair Reference
- Driving-tests.org
- Florida Electronic Library
- eLibrary
- FastCase

Budget: \$1,630,200
Number of Employees: 26
Contact: Katrina Evans
Phone: (386) 758-2101
kevans@columbiacountyfla.com



2017 Accomplishments

Improvements

- Implemented new cloud-based cataloging and circulation software that allows staff more flexibility in those areas
- Implemented improvements in collection development and collection management
- Implemented Educator Cards with longer loan periods and higher checkout limits
- Designed marketing materials to promote the Library programs and services
- Upgraded software for the Library's website
- Completed a number of facilities maintenance/improvement projects at all three Library locations
- Installed coin-operated copy machines for public use at Main Library and Fort White Branch

Community

- Participated in community outreach events to promote the Library and its services
- Partnered with various community organizations to provide programs and events
- Four students in the Library's US Citizenship class became United States citizens
- Hosted Volunteer Appreciation Breakfast to honor the Library's volunteers
- Thirty-one students earned high school diplomas and career certifications through the Library's Career Online High School program, and a graduation ceremony was held on January 24, 2017 at the Main Library
- Hosted a Homeschool Educational Fair to introduce homeschool families to free resources available at the Library



Funding

- Submitted State Aid to Libraries Grant Application resulting in state funding for FY2018
- Applied for \$5,000 grant for children's books from the Dorothy Louise Kyler Foundation

Trainings

- Youth Services Librarian completed the Sunshine State Library Leadership Institute
- Five library staff members received marketing training through participation in NEFLIN's Marketing Project
- Library Director attended New Library Directors' Orientation and Annual Public Library Directors' Meeting
- Main Library Branch Manager completed NEFLIN's Management Institute
- Implemented regular training schedule for Main Library public services staff
- Library staff members also received training on a variety of other topics, including e-rate, records management, cataloging, collection management, library programming, book repair, first aid, public speaking, social media, copyright, and others, through a combination of face-to-face training and online training





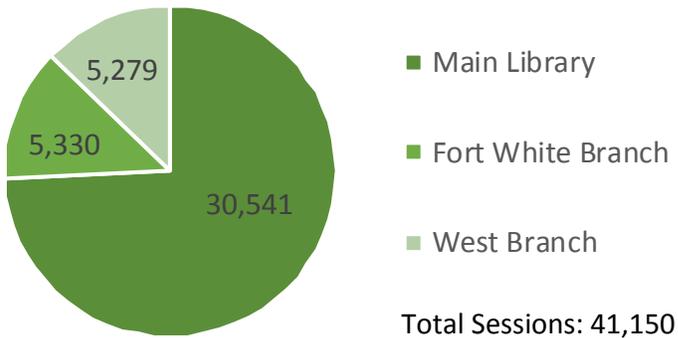
Program Attendance

Adult Programs: 2,063

Children's Programs: 11,683

Total Attendance: 13,746

Internet Sessions



2018 Plans/Goals

- Growing and strengthening partnerships with local schools to increase library usage by students and teachers
- Transitioning from Ingram to another primary vendor for library print materials due to Ingram no longer being on State Contract
- Addition of circulating bags of Accelerated Reader books on specific levels to assist parents and children in locating books quickly
- Addition of donated board games to circulating collection
- Continued facilities maintenance/improvement projects at all three Library locations
- Reorganization of Library webpage for improved function
- Implementation of mobile-friendly webpage upgrade when available from vendor
- Classes for the public on various computer and technology topics
- Expanded quality programming for children and adults
- Expanded marketing for library programs and services



MAINTENANCE & FACILITIES

The Facilities and Maintenance Department is responsible for the sanitation services of seven (7) facilities and maintenance of over 50 facilities for Columbia County.

Our goal is to provide safe and comfortable facilities for County staff as well as the public who use county facilities for business, sports, or recreational activities.

2017 Accomplishments

- Ft. White Lifestyle Enrichment Center Pavilion
- Door repairs, fire alarm and sprinkler upgrades at Detention Center
- AC replacement at Southside Complex Coaches Building
- Chiller/humidity issue and downspout repair at Courthouse/ Annex
- Richardson bathrooms/storage and F.W. concession/ bathrooms

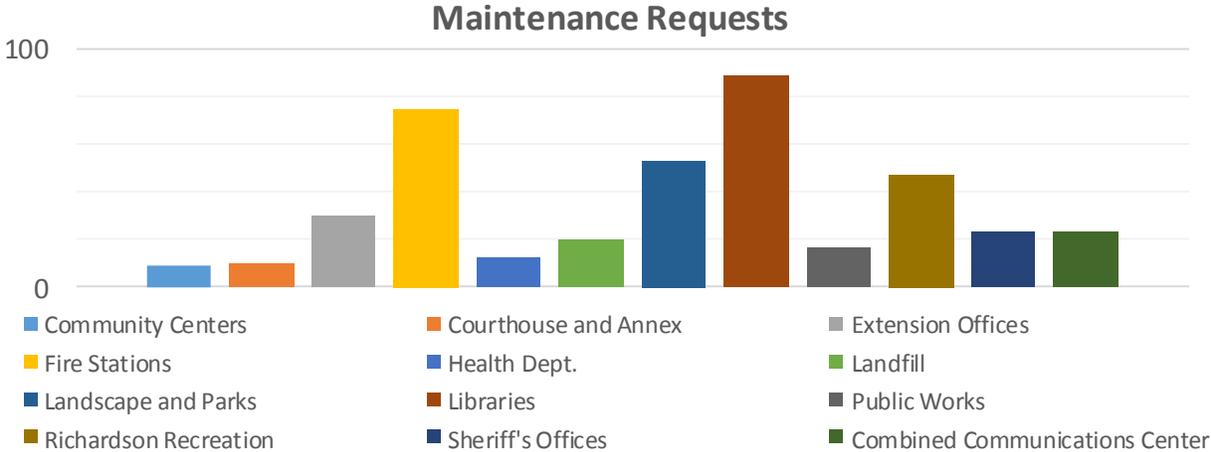
Budget: \$1,444,450
 Number of Employees: 16
 Contact: Donny DuPree
 Phone: (386) 758-2138
 ddupree@columbiacountyfla.com

Did You Know?

Facilities & Maintenance is responsible for over 50 different facilities across Columbia County.

2018 Plans/Goals

Our goal at the facilities Maintenance Department is to continue to provide a comfortable and safe working environment for all county employees and develop a good safe preventative maintenance plan for all county buildings to help insure long lasting and economical production of their equipment.



PUBLIC WORKS

Public Works is tasked with maintaining the infrastructure of Columbia County as well as making improvements wherever needed and whenever possible. This vast department is divided into two (2) divisions: Maintenance and Transportation.

Maintenance Division maintains over 600 miles of paved roads and 450 miles of dirt roads.

- Road Maintenance---crew of 18
- Operates 10 motor graders to maintain 450 miles of dirt roads on a rotating schedule
- Drainage Maintenance---crew of 10
- Performs drainage ditch maintenance, asphalt patching, culvert installation
- Right-of-Way Maintenance---crew of 13
- Maintains all county rights-of-way, retention ponds, guard rails, sidewalks, urban mowing
- Shoulder Maintenance---crew of 12
- Maintains all county road shoulders
- Signs---crew of 3
- Installation and maintenance of all street signs, traffic signs, traffic signals, street lights and school zones
- Fleet Maintenance---crew of 11
- Repairs and maintains all heavy equipment
- Storm Water Maintenance---crew of 9
- Improve storm water run-off issues by improving water quality and flood reduction

Budget: \$11,800,000

Number of Employees: 86

Contact: Kevin Kirby

Phone: (386) 758-1019

kevin_kirby@columbiacountyfla.com

Transportation Division is responsible for the planning and construction of infrastructure and providing water and sewer services to the Ellisville area in Columbia County.

- Road Construction/ Resurfacing
- Water and Sewer Services in Ellisville area



2017 Accomplishments

- Erin Glen retention pond construction
- Reworked retention ponds at Southside Sports Complex
- Erin Glen hazard mitigation
- Mixed and stabilized Tunsil, Steedly, SW Bluff Drive, Longhorn Terrace, Carmine Way, and Burgundy Circle
- Polk Street retention pond expansion
- Lake Harris dry well construction
- Emergency Operations Center lot clearing
- Lawnmower Shop addition
- Beth/Sparr, Ft. White hazard mitigation
- Rebuild Cheshire Road
- Utility expansion
- New wastewater treatment plant
- Hurricane Irma recovery
- Tyre Grade Road borrow pit
- Road Prioritization System
- Construct Real Road
- Construct Brim Road
- Construct Old Wire Road
- Construct Christie Road
- Construct Mt. Carrie Road
- Construct Callahan Road
- Resurface King/Mauldin Roads
- Reconstruct Croft Street Bridge

| Services Provided | |
|--------------------------------------|--------|
| Culverts Replaced | 40 |
| Culverts Cleaned | 108 |
| Miles Graded | 3,404 |
| Transportation Work Orders Completed | 9,447 |
| Maintenance Work Orders Completed | 20,228 |



Raw Materials Utilized:
 76,933 tons of lime rock
 18,016 tons of dirt
 2,580 tons of millings

Future Plans/Goals

- Obtain dedicated funding source for road maintenance
- Construct Engineering building addition
- Improve drainage in known problematic areas
- Replace aging equipment
- Implement 21st Century applications

PURCHASING

Number of Employees: 1

Contact: Ray Hill

Phone: (386) 719-2028

ray_hill@columbiacountyfla.com

The Columbia County Purchasing Department ensures compliance with County Purchasing Policies and Florida Statutes. It also assists Department Heads and Staff in procurement, purchasing procedures, and interpreting and adhering to policies. This department prepares bid documents for sealed bids, maintains standard documents, provides information to Bidders, and opens and tabulates sealed bids.

The Columbia County Purchasing Department is interested in fostering participation by all qualified businesspersons offering commodities and services that may be used by the County.

2017 Accomplishments

- Prepared a monthly P-Card report
- Held two (2) auctions for surplus property
- Reviewed and Revised the Purchasing Policy
- Conducted Spot Inventory Checks

2018 Plans/Goals

- To increase the number of bids and purchase orders
- Continue to hold surplus property auctions
- Finalize revised Purchasing Policy
- Create a Purchasing Policy for Federal Grants

| | |
|-----------------------|------|
| Purchase Orders | 305 |
| Field Purchase Orders | 7948 |
| Bids, RFPs, and RFQs | |
| Advertised | 41 |
| Opened/Reviewed | 41 |
| Awarded | 39 |



RECREATION

Budget: \$467,163

Number of Employees: 6

Contact: Mario Coppock

Phone: (386) 754-7095

mario_coppock@columbiacountyfla.com

The mission of the Columbia County Recreation Department is to meet the community's need for diverse, affordable, professionally managed recreation programs for children and adults, while maintaining a safe and clean environment.

The Columbia County Recreation Department is responsible for providing a diverse array of programs and activities to enrich the quality of life for all citizens of Columbia County. Our purpose is guided by the core values of accountability, fairness, service, quality, leadership, vision and making a difference. It provides an array of social and human services as well as education and recreational activities.

Programs/Services Offered

- Afterschool and Summer Activities
- Summer STEM educational camp
- Community Outreach Programs
 - › Health and Wellness Fair
 - › Fall Festival
 - › Egg Hunt
- Recreation Athletic Leagues
- Youth Sports Camps
- Sports Tournaments
- Meeting space for local organizations/partners
- UF Healthy Families outreach program
- Emergency Storm Shelter
- FEMA Resource Center
- Voting Precinct

2017 Accomplishments

- Ferguson Building Restroom Additions
- Installation of safety padding in gymnasium
- Department of Juvenile Justice Afterschool Grant Submission
- Inaugural Pickle ball Tournament
- Installation of new playground equipment
- Goodwill Games Basketball Tournament
- Community Vacation Bible School
- Inaugural Summer STEM Program
- Laremy Tunsil Youth Football Camp
- Richardson Round-up Class Biennial Reunion
- Hurricane Irma Emergency Storm Shelter
- Youth 4-H Afterschool Club
- Increased collaboration with UF/IFAS to provide youth programming
- Background Check provider for youth sports organizations
- Resurfacing and restriping parking lot



Ferguson Building Project Groundbreaking





2017 Laremy Tunsil Foundation Football Camp

| Attendance | |
|----------------|--------|
| Walk-in | 12,015 |
| Special Events | 6,155 |

2018 Plans/Goals

- Light and resurface outdoor sports courts
- Surveillance system upgrade
- Become a certified member organization through National Alliance of Youth Sports
- Construct youth football practice facility
- Paint complex exterior
- Upgrade sound system in gymnasium
- Increase funding for additional staff training
- Install awnings leading to storage facility
- Install stand-by generator for emergency situations
- Kitchen certification through USDA
- Become coaching, training, and certification resource center for local youth sports organizations
 - › Columbia Youth Soccer Association
 - › Columbia Youth Football Association
 - › Girls Softball of Columbia County
 - › Lake City Columbia County Youth Baseball
 - › Lake City Pop Warner
 - › Babe Ruth Travel Baseball
 - › Fort White Baseball and Girls Softball
- Construct indoor multi-use facility
- Install Wi-Fi for public access



Youth Co-ed Basketball Championship



New Playground Equipment



Hunger Fighters Food Prep Program



Services Provided

- Considers both financial and physical risks through the insurance, facility inspection and employee safety programs
- Aids in the financial wellbeing of the County by developing and administering grants for any County department upon request
- Works to minimize the risks and exposure of our citizens to environmental incidents as the backup to the County Emergency Manager and the ICS - Safety Officer under the Incident Command/NIMS structure
- Provides technical assistance to the County and to residents on the regulation of the utility rates for private investor owned utilities; housing assistance programs; and other issues as assigned

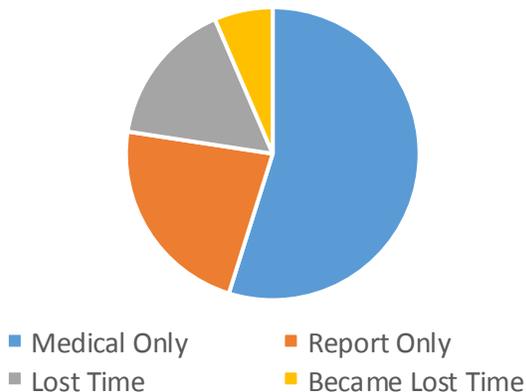
RISK MANAGEMENT

The Risk Management Department will actively monitor, assess and analyze the County’s risk and risk exposure (present and future) in an effort to control, minimize or avoid any unacceptable risks based upon Management’s determination of an acceptable risk level.

Budget: \$185,914
 Number of Employees: 1
 Contact: David Kraus
 Phone: (386) 758-1178
 david_kraus@columbiacountyfla.com



Workers' Compensation Claims 2016-17

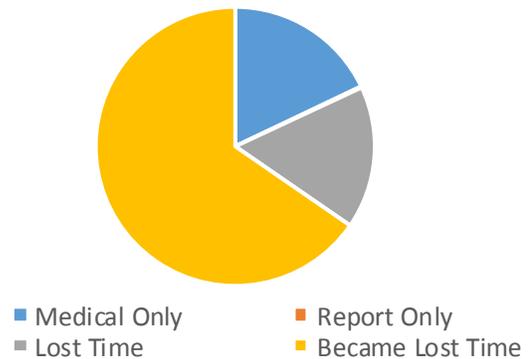


| Workers Compensation Claims | | | |
|-----------------------------|--------|----------------|------------------|
| Policy Year | Claims | Total Incurred | Average Incurred |
| 2012-13 | 49 | \$ 355,083 | \$ 7,247 |
| 2013-14 | 126 | \$ 574,835 | \$ 69,071 |
| 2014-15 | 74 | \$ 741,433 | \$ 95,172 |
| 2015-16 | 34 | \$ 235,204 | \$ 64,191 |
| 2016-17 | 31 | \$ 191,143 | \$ 70,881 |

Workers Compensation Lost Time Claims

| Policy Year | Claims | Total Incurred | Average Incurred |
|-------------|--------|----------------|------------------|
| 2012-13 | 12 | \$ 309,298 | \$ 25,775 |
| 2013-14 | 13 | \$ 528,837 | \$ 40,680 |
| 2014-15 | 16 | \$ 660,477 | \$ 41,280 |
| 2015-16 | 8 | \$ 216,515 | \$ 27,064 |
| 2016-17 | 7 | \$ 156,629 | \$ 22,376 |

Workers' Compensation Costs 2016-17



2017 Accomplishments

- Provided 52 weeks of safety materials for “tailgate” meetings to supervisors
- Taught 53 safety classes including new hire orientation and crew specific one-hour safety meetings
- Offered 171 computerized safety courses to 32 employees
- Conducted pre-hurricane safety training for 58 employees
- Conducted 35 safety inspections and crew site visits
- Conducted 29 incident/accident reviews
- Conducted utility rate case and monitored transfer of ownership of private water systems
- Provided ID badges to county employees
- Reduced the cost of providing onsite training allowing the County to provide 10 safety classes
 - › Fleet Maintenance Safety
 - › Building and Facility Maintenance Safety
 - › Temporary Traffic Control
 - › Trailering and Truck Load Securement
 - › Chemical Safety and Landfill Operations
 - › Crane, Bucket and Grapple Truck Safety
 - › Hand and Power Tool Safety
 - › Chainsaw Safety
 - › Heavy Equipment Operator – Backhoe/Skid Steer
 - › Active Shooter
- Purchased Safety Equipment
 - › Fire Scene ID tracking system for the Fire and Rescue Department
 - › Maintenance of Traffic equipment for Landfill crews
 - › Class 2 breakaway traffic vests
 - › File/Appliance hand truck for Facilities Maintenance Department
 - › Emergency lighting for EOC/911



Grant Administration and Maintenance

The Risk Management Department worked on over 18 grants and applications.

Projects Completed and/or Continued Monitoring/Reporting

- TDC Grant from DEO for 5-year Sports Marketing Strategic Plan
- NSP-3 – Continue to monitor CARC for compliance and report to State
- FY 2009 CDBG Housing Rehab – Nearing completion of 5-year monitoring period
- SRWMD Grant for Smithfield/Lance Utilities – Funded but project under Court receiver

Projects Waiting on Funding Decision

- FRDAP Application for Lulu Park – Pending funding by Legislature in 2018
- Florida Beverage Association Community Garden at Richardson Community Center
- Florida Jobs Growth Fund for NFMIP Rail Spur

Projects in Progress

- FRDAP for Westside Community Center – Mostly Completed
- USDA RBEG Grant for Training Equipment
- Rum Island Restrooms – RIVER and Legislative Appropriations approved
- CDBG Neighborhood Revitalization for Plantation Park – Contract executed
- HMGP for Sparr/Beth – Close to completion
- HMGP for Erin Glen – Project substantially complete, but not closed
- HMGP for US 27/SR47 – Underway
- Firefighter Assistance Grant – Funded

Grant Applications not Funded

- SAFER Fire Grant
- Fire Prevention Grant
- Department of Juvenile Justice after school program



2018 Plans/Goals

- Work to reduce the Workers Compensation Mod Rate with a goal of a Mod Rate of 1.00
- Reduce Workers Compensation Lost Time claims and eliminate serious workplace injuries
- Complete and close out 4 of the existing Projects in Progress
- Develop and apply for Hurricane Irma flood mitigation projects and funding
- Improve grant writing

SOLID WASTE

The Solid Waste Department ensures that Columbia County has adequate disposal capacity in place to serve the citizens and businesses of Columbia County. To manage and dispose of waste in a manner that ensures the health and welfare of the Columbia County Residents. To protect and preserve natural resources, meeting all State and Local regulations while maintaining sound fiscal management.



Services Provided

- Commercial and Residential Solid Waste Disposal
- Household Hazardous Waste Disposal
- Recycling
- Annual Community-Wide Toxic Round-Up

2017 Accomplishments

- Rebuilt Waste Tire Loading Ramp
- Installed Equipment / Vehicle Wash Area
- Staff attended Fleet Maintenance Safety Training
 - › Heavy Equipment Operator- Backhoe/ Skid Steer Training
 - › Hand and Power Tool Safety Training
 - › Chemical Safety and Landfill Operations Training
 - › Chainsaw Safety Training
 - › Crane, Bucket and Grapple Truck Safety Training
 - › Landfill Spotter Re-certification
 - › Landfill Operator Re-certification
- Assisted Public Works Department with (2) two Straight Line Wind Storms in February
- Assisted Public Works with Hurricane Irma

2018 Plans/Goals

- Class I and Class III Permit renewal
- Class III Expansion

Budget: \$4,200,000

Number of Employees: 22

Contact: Ed Lontz

Phone: (386) 758-6050

elontz@columbiacountyfla.com

| Solid Waste Tonnage | |
|----------------------------------|--------|
| Class I – Commercial Garbage | 22,431 |
| Class I – Residential Garbage | 25,844 |
| Class I – Average Tons Per Day | 178 |
| Class III – Commercial C&D | 18,957 |
| Class III – Residential C&D | 2,028 |
| Class III – Average Tons Per Day | 78 |
| Tires | 399 |



MOSQUITO CONTROL

The Mosquito Control Department provides integrated pest management for mosquito reduction around homes and neighborhoods to reduce the risk of contracting mosquito-borne diseases. The department provides services utilizing the most effective techniques available and is accomplished by eliminating mosquito-breeding sites during the season that runs from May through October.



Services Provided

- Surveillance
 - › Adult mosquito collection traps are placed in areas to gain information on the relative population density and species of mosquitoes to determine the most appropriate means of control.
 - › Visual inspections of larval mosquito habitats for the presence of larval mosquitoes to determine what Larvicide is required to treat the type of water source
- Adulticiding
 - › Provides spraying the county using various chemicals to kill adult mosquitoes, and are generally applied using a truck mounted ULV spray unit.
- Larviciding
 - › Provides for the chemical treatment of larval mosquitoes (either I-IV Instar) by applying chemicals to roadside ditches, swales, retention ponds, treatment ponds and small bodies of water, and man-made ponds



| Mosquito Application | |
|--------------------------|--------|
| Truck Spray Request | 20,831 |
| Standing Water Treatment | 151 |

2017 Accomplishments

- Added additional Adult Mosquito Collection Traps
- Work Order Data Base Updated
- Staff underwent Mosquito Identification Training

2018 Plans/Goals

- Add (1) one additional Route
- Add (1) one additional Employee



TOURIST DEVELOPMENT

Tourist Development is an economic development component that strengthens the local economy and quality of life in a community. Columbia County Tourist Development is the marketing arm of the County that promotes the area’s tourist attractions and activities to increase the tax base through visitor spending which in turn bolsters the economy creating direct jobs at hotels, restaurants, services stations, and tourist attractions. Additionally, the tax revenue is reinvested into events and youth sports venues to develop topnotch youth sports facilities. The enhanced facilities improve the quality of life for local citizens, as youth of Columbia County are afforded the opportunity to play team sports at a first-class venue thanks in part to tourism.

2017 Accomplishments—Marketing

• Marketing

- › Leisure Tourism Strategic Plan – Gray Strategies
- › Advanced Travel SEO/SEM Campaign
- › Madden Media Content Campaign
- › Tri-County Vacation Guide
- › #GetSocial
- › Four Major Social Media Campaigns
- › Best of American Travel Fall 2016 Newspaper Insert
- › Travel Guide to Florida Full Page Advertisement
- › Kid’s Corner at I-75 Visit Florida Welcome Center
- › Outdoor Adventure Travel and Adventure Expo
- › Bike New York Travel Show
- › 2016 Tourism Awards
- › Best of Florida Travel Summer 2017 Newspaper Insert

- › NAT Geo London Traveler Full Page Advertisement
- › Created Mobile App
- › Babe Ruth State Softball Tournament
- › New Van Wrap
- › Created staylakecity.com and camplakecity.com brands

• Event Sponsorship

- › Chamber of Commerce 4th of July Celebration
- › Spirit of the Suwannee Hulaween and Wanee Shuttles
- › Stephen Foster Festival of Lights – Polar Express
- › Spirit of the Suwannee – Suwannee River Jam
- › Columbia County Resources Events
- › Chamber of Commerce – Gateway City Beer and Wine Festival
- › Stephen Foster Folk Festival

Budget: \$2,558,625

Number of Employees: 3

Contact: Paula Vann

Phone: (386) 758-1312

pvann@columbiacountyfla.com

www.springsrus.com



www.facebook.com/visitcolumbiacounty



[@SpringsRUs Fla](https://twitter.com/SpringsRUsFla)



[springrus](https://www.instagram.com/springrus)



2017 Accomplishments—Sports Commission

- **Marketing**
 - › Sports Marketing Strategic Plan – Huddle Up Group
 - › Sport Events Magazine Advertisement
 - › Social Media Posts
- **Event Sponsorship**
 - › Perfect Game Youth Baseball
 - › Richardson Community Center Pickle Ball Tournament
 - › Gateway City RC Track
 - › Lake City/Columbia County Youth Baseball
 - › Babe Ruth State Softball Tournament
 - › Ft. White Baseball

| Hotel Occupancy and Revenue Data | | |
|----------------------------------|---------|----------|
| | Data | % Change |
| Occupancy | 65.20% | 6.20% |
| Average Daily Rate | \$85.83 | 6.90% |
| Revenue | | 13.50% |
| Supply | | -0.20% |
| Demand | | 6.00% |

2018 Plans/Goals

- **Marketing Initiatives**
 - › Madden
 - ◆ SEO/ SEM 12-month Campaign
 - ◆ 12-month content campaign
 - ◆ Digital Retargeting Campaign Spring
 - › Interfuse Spring and Fall Newspaper Insert and Web Banners
 - › 12-month social media campaign
 - › Website Hosting/Updates
 - › Visit Florida
 - ◆ Own a Welcome Center
 - ◆ Kids' Corner I-75 Welcome Center
 - ◆ Map (Co-op with Gainesville and Gilchrist County)
 - › Horizon Travel Magazine Advertisement and LED Boards
 - › Undiscovered Florida Advertisement
- **Event Sponsorship**
 - › Party in the Pines
 - › Gateway City Craft Beer and Wine Festival
 - › 4th of July Celebration
 - › Columbia County Resources Events
 - › Spirit of the Suwannee
 - ◆ Wanee Buses
 - ◆ Jam Sponsor
 - ◆ Hulaween Shuttles
 - › Stephen Foster Festivals
 - › Santa Fe River Sponsor
 - › Lake City Museum Sponsor
 - › Olustee Sponsor
 - › Babe Ruth Lake City
 - › Ft White Babe Ruth
 - › Babe Ruth State Softball Tournament
 - › Richardson Pickle Ball Tournament
 - › Richardson Basketball Tournament
 - › RC Track - Nationals
 - › RC Track - Regionals

| Number of Sporting Events and Teams | | |
|-------------------------------------|------|----------|
| | Data | % Change |
| Sporting Events | 30 | 25% |
| Teams | 957 | 1.16% |

| Taxes Collected | |
|-------------------|----------|
| Total Collections | % Change |
| \$1,524,914 | 10.20% |

VETERANS SERVICES

2017 Accomplishments

- Filled Veterans Services Officer position
- New employee training
- Employee Safety Training
- Privacy and HIPPA Training for VA
- VA Privacy and Information Security Awareness and Rules of Behavior for VA
- TRIP Training for Florida Department of Veterans Affairs

Projects Currently In Progress

- Working on office files and office setup
- Security Clearance to include fingerprints and Background Investigation for the VA
- Veterans Services Annual Report page 2

Client Contacts

- Telephone Inquiries: 42
- Office Visits: 17
- Claims Filed: 0
- Claims in Process: 0

Did You Know?

There are over 7,000 registered military veterans in Columbia County.

Source: US Census

2018 Plans/Goals

October 15 – 18, 2017: Attend New County Veteran Service Officer Training under Florida Statue 292.11 Course to be in St. Petersburg

Our mission is to assist veterans and their families and survivors with services, benefits and support. This includes assistance with claims and covers all state and federal veterans' programs free of charge. Many veterans are not aware of certain entitlements and benefits that they may apply for especially when they turn 65 years of age.

Budget: \$28,870

Number of Employees: 1

Contact: George Wehrli

Phone: (386) 758-1013

gwehrli@columbiacountyfla.com



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