

**COLUMBIA COUNTY**  
**ADMINISTRATIVE CODE**

Article I

General Provisions

Section 1. Title and Purpose. This Code, together with any and all amendments thereto, shall be known and may be cited and referred to as the Columbia County Administrative Code. The purpose of this Code is to organize County government and to set forth the duties, responsibilities and powers of the County Manager, the County Attorney and the Departments of the Board of County Commissioners, as mandated under Section 125.87, Florida Statutes, and the Charter of Columbia County. This Code shall be interpreted, construed and applied in a manner that is consistent with the Charter and shall be viewed as a continuing program to provide greater efficiency and economy in the operation of County government.

Section 2. Definitions. For purposes of this Code, each of the following words and phrases shall have the meaning provided herein unless the context clearly requires otherwise:

- (a) “Attorney” shall mean the County Attorney as established under Chapter 27476, (1951), Laws of Florida and recognized in the Charter.
- (b) “Board” shall mean the Board of County Commissioners of the County as established under Article II of the Charter.
- (c) “Charter” shall mean the Home Rule Charter of the County, as same may be amended from time to time by the electors of Columbia County.
- (d) “Code” shall mean this Columbia County Administrative Code.
- (e) “County” shall mean Columbia County, Florida.

- (f) “Departments” shall mean those components of County government through which governmental authority is exercised and services provided to the citizens of the County.
- (g) “Department Directors or Directors” shall mean those persons appointed by the Manager as the chief administrators and heads of the Departments as provided under Section 4.2 of Article IV of the Charter.
- (i) “Manager” shall mean the County Manager as established under Section 3.1 of Article III of the Charter.
- (j) “Assistant” shall mean the Assistant County Manager
- (k) “Group Divisions” shall mean the three primary divisions of County government that are organized under the County Manager, within which all Departments are located.
- (l) “Group Division Managers” shall mean those persons appointed by the Manager as the chief administrator and manager of the three Group Divisions in County government.

Section 3. Form of Government. Columbia County is a home rule charter county under the Constitution of the State of Florida, and shall have all powers of local self-government not inconsistent with general law or with special law approved by vote of the electors, pursuant to the Charter.

Section 4. Separation of Powers. The powers of County government shall be divided between legislative and executive branches, as set forth in the Charter. The legislative responsibilities and powers of the County to adopt policy shall be assigned to, and vested in, the Board. The executive responsibilities and powers of the County to implement policy shall be

assigned to, and vested in, the Manager, who shall carry out the directives and policies of the Board and enforce all orders, resolutions, ordinances and regulations of the Board, the Charter and all applicable general laws.

Section 5. Assurance of Equal Rights. It is the policy of the Board to afford equal employment opportunity and access to appropriate County services for all qualified persons; to prohibit discrimination in employment because of race, color, religion, sex, national origin, age or handicap; and, to ensure the full realization of equal opportunity through a positive continuing program of equal employment opportunities throughout the County, including compliance with the Americans with Disabilities Act (ADA). The legislative and executive branches of County government shall coordinate their efforts to ensure that County policies, programs, ordinances and regulations promote and protect the equal rights of all citizens of the County.

## ARTICLE II

### Board of County Commissioners

Section 1. Powers, Duties and Responsibilities. The powers, duties and responsibilities of the Board shall consist of the following:

- (a) All powers of local self-government which are not inconsistent with general law as provided under the Constitution and the Laws of the State of Florida and which have not been limited by the Charter.
- (b) The appointment, reappointment or removal of the Manager, as provided in the Charter.
- (c) Adopt such ordinances as may be necessary to carry out both county and municipal powers and purposes.

- (d) Review the budgetary requests and make the final budgetary determinations and appropriations for all county governmental operations as provided by general law.
- (e) Adopt such rules of parliamentary procedures as shall be necessary for the orderly transaction of the business of the Board of County Commissioners, as provided in the charter.
- (f) Designate which officers shall be bonded, and the amount and form of the bond.
- (g) Hold and conduct all meetings in accordance with the Home Rule Charter for Columbia County, Florida. The organizational meeting of the Board shall be held at the same time and in conjunction with the Board's first regular meeting in December of each year. At this organizational meeting with Board shall elect by majority vote from its membership a chair and vice chair to serve for a period of one year or until his or her successor is elected and takes office. The chair and vice chair elected each year may succeed themselves.
- (h) Redistrict the boundaries of the Commission districts in accordance with state and federal law, and the provisions of the Charter.

### ARTICLE III

#### Administrative Branch

Section 1. Manager's Powers, Duties and Responsibilities. The Manager shall be the head of the administrative branch of county government. The Manager shall be accountable to the Board for the proper administration of all affairs under the jurisdiction of the Board. The powers, duties and responsibilities of the Manager shall include the following, but shall not include policy-making authority:

- (a) Reporting annually to the Board and to the citizens regarding the state of the County,

the work of the previous year, and recommendations for action or programs for improvement of the County and the welfare of its residents.

- (b) Serving as the county budget officer, and preparing and submitting to the Board for its consideration and adoption an annual operating budget, a capital budget and a capital program, and executing the budgets in accordance with appropriations and ordinances enacted by the Board.
- (c) Administering and carrying out the directives and policies of the Board and enforcing all orders, ordinances, resolutions, and regulations of the Board, the provisions of the Charter and Florida law, to assure that they are faithfully executed.
- (d) Being responsible for the care, custody and use of all County property under the Board's immediate control.
- (e) Responding to requests for information from the Board or an individual member of the Board.
- (f) Developing, installing, maintaining and evaluating centralized procedures for purchasing, personnel, budgeting, equal employment, contract management and other administrative procedures and systems.
- (g) Negotiating contracts or other instruments on behalf of the Board and the County, subject to the approval of the Board; making recommendations concerning the nature and location of County improvements; and, executing programs and services as determined by the Board.
- (h) Supervising, directing, controlling and organizing all Group Divisions and the work of all Group Divisions, with the exception of the office of the County Attorney.

- (i) Appointing Group Division Managers, Department Directors and other members of the executive service, who shall serve at the pleasure of the Manager, and employing, pursuant to authorized positions and this Code, such personnel as are necessary to administer County functions and services.
- (j) At the Manager's discretion, ordering any Group Division or Department under his or her jurisdiction, as specified in this Code, to undertake any task for any other Group Division or Department on a temporary basis if deemed necessary for the proper and efficient operation of County government, and delegating administrative duties and responsibilities to the Group Division Managers, Department Directors and other County personnel.
- (k) Selecting, employing, promoting, disciplining and supervising all personnel, filling all budgeted vacancies and authorized positions and adjusting compensation levels in accordance with the County's Personnel Policies and Procedures Manual, Pay Plan, and collective bargaining agreements that may exist under the jurisdiction of the Manager, pursuant to procedures or collective bargaining agreements adopted by the Board.
- (l) Executing and enforcing such administrative orders, rules or guidelines as are deemed necessary to give appropriate effect to the Code or County ordinances and resolutions, and maintaining a complete compilation of all such administrative orders, rules and regulations which are to be appended to the Code, provided that no order shall be issued that would be inconsistent with policy approved by the Board.
- (m) Reviewing and evaluating Department policies and procedures to ensure that they are consistent with Board policy.
- (n) Attending meetings of the Board, with authority to participate in discussions as requested by the Board.

- (o) Performing such other duties and exercising such other powers as may be assigned by the Charter or by ordinance or resolution of the Board.

Section 2. Assistant's Powers, Duties and Responsibilities. The Assistant shall assist the Manager in carrying out the duties of the administrative branch. The Assistant shall be accountable to the Manager for the proper administration of all assigned responsibilities in carrying out the affairs under the jurisdiction of the Board. In the absence of the Manager the powers, duties and responsibilities of the Manager shall become those of the Assistant. Specifically the Assistant shall be responsible for, but not limited to, the following:

- (a) Perform all duties as the Administrative Division Manager.
- (b) Attending meetings of the Board, with authority to participate in discussions as requested by the Board and/or Manager.
- (c) Performing such other duties and exercising such other powers as may be assigned by the Manager, Charter or by ordinance or resolution of the Board.

#### ARTICLE IV

##### County Attorney

Section 1. Selection and Qualifications. The Attorney shall be elected by the electorate of Columbia County as provided in the Chapter 27476, (1951), Laws of Florida, and shall be a member in good standing of The Florida Bar.

Section 2. Duties and Responsibilities. The Attorney shall be the attorney for the Board except as may otherwise be provided by ordinance or resolution. The duties and responsibilities of the Attorney shall include:

- (a) Advising the Board and representing the Board and the County.
- (b) Cooperating and coordinating with the Manager's office in the fulfillment of the Manager's duties and responsibilities where appropriate.
- (c) Providing advice and representation for the various boards, departments, committees or agencies created by the Board, or similar agencies or organizations created under state law for which the Attorney is designated to provide representation.
- (d) Prosecuting and defending all legal actions by and against the County as approved by the Board; provided, however, the Attorney is authorized and directed to take such action on behalf of the Board and the County as may be necessary to protect the rights of the Board and the County in any legal or administrative action, pending an opportunity to request approval of the Board.

Section 3. Constitutional Officers. The Attorney may in his or her discretion provide advice and representation for officers created under Article VIII, § 1 (d), Constitution of the State of Florida, without specific direction from the Board, provided that such is not in conflict with his or her duties to the Board; provided further, the Board may specifically direct the Attorney to so advise or represent or not advise or represent with respect to any specific matter.

Section 4. Special Counsel. Special counsel may be appointed or retained to represent the Board or the County in legal actions involving specific matters, or otherwise assist, advise or consult with the Board, the Attorney or the Manager.

Section 5. Service of Lawsuits - Waiver of Defects. With respect to any lawsuit brought against the County, the Board, any member of the Board in his or her official capacity, or any department of the County, the Attorney is authorized in the exercise of his or her discretion and professional judgment, but is not legally obligated:

- (a) To accept service of process on behalf thereof.



- (b) To accept service without summons on behalf thereof.
- (c) To waive any defect in process or in the service thereof in any case wherein such defect is technical in nature and is immaterial to the merits of the claim or cause asserted.

## ARTICLE V

### Group Division Managers

Section 1. Appointment, Removal and Qualifications. The Manager shall appoint, supervise and terminate all Group Division Managers. All Group Division Managers shall serve at the pleasure of the Manager. The Code shall specify the Departments and activities that each Group Division Manager will oversee and direct. Each Group Division Manager shall possess the qualifications recommended by the Manager and approved by the Board. These qualifications shall include a combination of education and administrative or managerial experience which will enable him or her to provide effective assistance to the Manager and direction to the subordinate staff, including Department Directors.

### Section 2. Powers, Duties and Responsibilities of Group Division Managers.

The powers, duties and responsibilities of the Group Division Managers shall include the following, but shall not include policy-making authority:

- (a) Performing administrative duties assigned or delegated by the Manager.
- (b) Directing, supervising and coordinating the overall activities of the Group Division for which administrative responsibility is delegated to him or her by the Manager.
- (c) Recommending hiring, promotion, discipline and termination of Department Directors and subordinate personnel as provided in the County's Personnel Policies and

Procedures Manual.

- (d) Reporting to and being responsible to the Manager, as the Manager may designate, for the administration of each Group Division, including all programs and Departments thereunder, according to the provisions of the Code and all applicable laws, ordinances, resolutions, rules and regulations.
- (e) Undertaking any task of another Group Division or office on a temporary basis as directed by the Manager.
- (f) Delegating the duties and responsibilities within his or her Group Division to subordinate personnel, provided that in no case shall overall responsibility and accountability be relinquished.
- (g) Coordinating activities and cooperating with other Group Division Managers and offices on matters of mutual concern.
- (h) Developing and supervising the effective and efficient implementation of operating policies and procedures, and continuously evaluating all services.
- (i) Supervising the preparation of annual budgets for each Department under the Group Division and submitting the same to the Manager for review and processing in accordance with the annual budget policies adopted by the Board and procedures established by the Manager.
- (j) Supervising departmental operations consistent with the adopted budget and monitoring expenditures in order to ensure that activities of each Department are consistent with the adopted budget.
- (k) Managing all personnel matters in conjunction with the Human Resources Department concerning the Group Division and its Departments consistent with the

County's Personnel Policies and Procedures Manual and any applicable collective bargaining agreements, and evaluating the performance of subordinate personnel.

(1) Being responsible for the maintenance and custody of all records, books and property under the control of each Group Division.

(m) Keeping informed of the latest developments in the fields for which the Group Division Manager is responsible and, with the approval of the Manager, implementing such new practices as may be of benefit to County government and the general public.

(n) Promoting community knowledge and understanding of Group Division activities through contact with the general public, civic groups and state and local officials.

(o) Performing other functions as may be prescribed by the Manager.

Section 3. Termination. The Manager may terminate a Group Division Manager at any time with or without cause.

## ARTICLE VI

### Group Divisions

Section 1. General Provisions. All executive functions of County government under the direction and supervision of the Manager are organized into three Group Divisions, which include the departments as specified herein.

Section 2. Administrative Division. There is hereby established an Administrative Group Division, which shall be responsible for the supervision of the departments and programs listed herein.

- (a) Building and Zoning.
- (b) Information Technology
- (c) Human Resources and Community Services
- (d) Veterans Services
- (e) Economic Development
- (f) County Extension
- (g) Recreation
- (h) Library
- (i) Purchasing
- (j) Tourist Development
- (k) Board of Commissioners Administration

Section 3. Safety Division. There is hereby established a Safety Group Division, which shall be responsible for the supervision of the departments and programs listed herein. The Safety Group Division Director shall also provide advice and recommendations to the Manager concerning the County's contract for Emergency Medical Services with any private corporation providing such services for the County.

- (a) 9-1-1 Communications Center

- (b) 9-1-1 Addressing
- (c) Emergency Management
- (d) Central Communications
- (e) Code Enforcement
- (f) Fire Department
- (g) Risk Management

Section 4. Operations Division. There is hereby established an Operations Group Division, which shall be responsible for the supervision of the departments and programs listed herein.

- (a) Landscape and Parks
- (b) Solid Waste
- (c) Mosquito Control
- (d) Utilities
- (e) Public Works
- (f) Facilities and Maintenance
- (g) Project Superintendent

ARTICLE V

Department Directors and Members

Section 1. Appointment, Removal and Qualifications. Except for the Office of the County Attorney, the Manager shall appoint, terminate and supervise, in cooperation with the Group Division Managers, all Department Directors. All Department Directors shall serve at the pleasure of the Manager, subject to the right to appeal the Manager's decision to terminate a Department Director as provided herein. The Manager shall, by administrative order, specify the Departments and activities that each Department Director will oversee and direct. Each Department Director shall be deemed a department head within the meaning of Article IV of the Charter. Each Department Director shall possess the qualifications recommended by the Manager and approved by the Board. These qualifications shall include a combination of education and administrative or managerial experience which will enable him or her to provide effective assistance to the Manager and direction to the subordinate staff.

Section 2. Powers, Duties and Responsibilities of Department Directors. The powers, duties and responsibilities of the Department Directors shall include the following, but shall not include policy-making authority:

- (a) Performing administrative duties assigned or delegated by the Manager.
- (b) Directing, supervising and coordinating the overall activities of the Department for which administrative responsibility is delegated to him or her by the Manager.
- (c) Recommending hiring, promotion, discipline and termination of subordinate personnel as provided in the County's Personnel Policies and Procedures Manual.
- (d) Reporting to and being responsible to the Manager, as the Manager may

designate, for the administration of each Department, including all divisions thereof and programs thereunder, according to the provisions of the Code and all applicable laws, ordinances, resolutions, rules and regulations.

- (e) Undertaking any task of another Department or office on a temporary basis as directed by the Manager.
- (f) Delegating the duties and responsibilities within his or her Department to subordinate personnel, provided that in no case shall overall responsibility and accountability be relinquished.
- (g) Advising and assisting other Department Directors on matters within each Department Director's respective area of responsibility, and coordinating activities and cooperating with other Departments and offices on matters of mutual concern.
- (h) Developing and supervising the effective and efficient implementation of departmental operating policies and procedures, and continuously evaluating all departmental services.
- (i) Preparing an annual budget for the Department and submitting the same to the Manager for review and processing in accordance with the annual budget policies adopted by the Board and procedures established by the Manager.
- (j) Managing departmental operations consistent with the adopted budget and monitoring expenditures in order to ensure that activities of the Department are consistent with the adopted budget.
- (k) Managing all personnel matters in conjunction with the Human Resources Department concerning the Department consistent with the County's Personnel Policies and Procedures Manual and any applicable collective bargaining

agreements, and evaluating the performance of subordinate personnel.

- (l) Being responsible for the maintenance and custody of all records, books and property under the control of each Department Director.
- (m) Keeping informed of the latest developments in the particular field for which the Department Director is responsible and, with the approval of the Manager, implementing such new practices as may be of benefit to County government and the general public.
- (n) Promoting community knowledge and understanding of departmental activities through contact with the general public, civic groups and state and local officials.
- (o) Performing other functions as may be prescribed by the Manager.

Section 3. Termination. The Manager may terminate department Directors at any time with or without cause. Directors shall have the right to appeal their termination to the Board of County Commissioners within 30 days after the effective date of the termination.

## ARTICLE VI

### Departments and Divisions

Section 1. General Provisions. All executive functions of County government under the direction and supervision of the Manager shall be organized into departments, divisions and offices, which departments, divisions and offices may be further organized, unified or grouped.

Section 2. Department of Building and Zoning. There is hereby established a Department of Building and Zoning, which shall be responsible for the administration and enforcement of the County's ordinances, rules and regulations related to planning, zoning and



land development within the County. There shall be a Director of Building and Zoning, who shall be responsible for the administration of the Department. Within the Department, the following functions will be performed:

- (a) The enforcement of all activities related to zoning and other development regulations, including the issuance of all necessary permits and citations in accordance with all applicable laws, ordinances, resolutions, rules, regulations, and standards, and implementing enforcement procedures.
- (b) Plan approval, field inspections and the issuance of certificates of occupancy.
- (c) The implementation of zoning regulations.
- (d) The development, maintenance, monitoring and implementation of the components of the county's comprehensive land use plan as required by state law.
- (e) The performance of such other duties and responsibilities as are determined by the Manager or prescribed by ordinance.
- (f) The provision of staff and other services in support of the County's Planning and Zoning/Board of Adjustment and Competency Boards.

Section 3. Department of Emergency Management. There is hereby established a Department of Emergency Management which shall be responsible for management, operation and control of emergency management service functions of County government. There shall be a Director of Emergency Management, who shall be responsible for the administration of the Department. Within the Department of Emergency Management, the following functions shall be performed:

- (a) The planning and implementation of disaster preparedness and all related civil defense functions as required by state and federal regulations.

- (b) The performance of such other duties or responsibilities as are determined by the Manager or prescribed by ordinance.

Section 4. Department of Human Resources/Community Services. There is hereby established the Department of Human Resources and Community Services, which shall be responsible for the coordination and development of human resources for the more efficient utilization and delivery of human resource services and certain community services for the County government. There shall be a Director of the Department of Human Resources/Community Services who shall be responsible for the administration of the department. Within the Department of Human Resources and Community Services the following functions will be performed:

- (a) The effective administration of the Columbia County Personnel Policies and Procedures Manual, including the Classification and Pay Plan and Policies on Drug-Free Workplace.
- (b) The personnel and labor relations functions including the administration of the policies and procedures related to personnel management in accordance with the Columbia County Personnel Policies and Procedures Manual.
- (c) Administer all Non-Ad Valorem Assessment Programs
- (d) Administer the Special Assessment Hardship Program
- (e) The performance of such other duties and responsibilities as are determined by the Manager or prescribed by ordinance.

Section 5. Department of Public Works. There is hereby established a Department of Public Works which shall be responsible for the management, operation and control of the public works functions of County government, and such other duties and responsibilities as determined by the Manager. There shall be a Director of the Department of Public Works who shall be responsible for the administration of the Department. Within the Department of Public Works the following functions will be performed:

- (a) The maintenance functions of fleet management, road and bridge maintenance, mowing and grading of rights-of-way, and traffic signal maintenance.
- (b) Operation of a vehicle maintenance and repair programs to perform preventive maintenance and corrective repairs on all County vehicular equipment.
- (c) Provision of the countywide transportation network of roads, highways, bridges and associated rights-of-way and drainage facilities.
- (d) Reconditioning and resurfacing of county roads
- (e) Issuance of utility permits
- (f) Administration of policy on the installation of culverts and speed humps
- (g) Manufacture, installation and maintenance of traffic related signage, such as regulatory and warning signs, and private road and county maintained identification signs.
- (h) The performance of such other duties and responsibilities as are determined by the Manager or prescribed by ordinance.

Section 6. Department of Purchasing. There is hereby established a Purchasing Department, which shall ensure compliance with County Purchasing Policies and related Florida Statutes. There shall be a Director of the Department of Purchasing, who shall be responsible for the administration of the department. Within the Department of Purchasing, the following functions shall be performed:

- (a) Assist department heads and staff in the proper procurement and purchasing procedures, and interpreting and adhering to policies.
- (b) Preparation of documents for sealed bids and maintenance of related documents. Opens and tabulates sealed bids.
- (c) Preparation of information for prospective bidders.
- (d) The performance of such other duties and responsibilities as are determined by the Manager or prescribed by ordinance.

Section 7. Department of Risk Management. There is hereby established a Department of Risk Management, which shall be responsible for the development and implementation of employee safety programs, the performance or supervision of any accident investigation, and assuring that the County meets state and federal safety requirements. There shall be a Risk Management Manager who shall administer and manage the programs and responsibilities of the Department. Within the Department of Risk Management, the following functions shall be performed:

- (a) Administers the County Safety Program.
- (b) Administers that portion of the Drug Free Workplace Policy, which specifies guidelines for random drug testing and Commercial Drivers License (CDL) random drug testing.
- (c) Conducts facility inspections for all County buildings and recommends corrective or preventive measures.
- (d) Investigates accidents involving county employees that require medical attention.
- (e) Supervises the procurement and distribution of personal protective equipment and other safety devices.
- (f) Prepares and maintains the county safety manual.

- (g) The performance of such other duties and responsibilities as are determined by the Manager or prescribed by ordinance.

Section 8. Columbia County Cooperative Extension Service Office/Agriculture Department. There is hereby established the Columbia County Cooperative Extension Service Office/Agriculture Department in conjunction with the University of Florida, as described in a Memorandum of Understanding between the Florida Cooperative Extension Service, the University of Florida, and the Board of County Commissioners. The responsibilities of the Columbia County Cooperative Extension Service Office/Agriculture Department shall include:

- (a) The delivery of educational programs and problem-solving information to the residents of the County in the broad areas of agriculture, 4-H youth development and home economics.
- (b) The performance of such other duties and responsibilities as are determined by the Manager and the University of Florida or prescribed by ordinance.

Section 9. Department of Library Services. There is hereby established a Department of Library Services which shall be responsible for the management, operation and control of library services functions of County government. There shall be a Director of the Department of Library Services who shall be responsible for the administration of the Department. Within the Department of Library Services, the following functions shall be performed:

- (a) The management operations and control of the County's library services functions.
- (b) The performance of such other duties and responsibilities as are determined by the Manager or prescribed by ordinance.

Section 10. Department of Veterans Services. There is hereby established a Department of Veterans Services which shall be responsible for the administration and management of County programs designed to enhance the quality of life for certain eligible citizens of the County

including providing information and outreach services to all veterans, their dependents, survivors and other citizens in the County. There shall be a Veterans Services Officer who shall be responsible for the administration of the Department. Within the Department of Veterans Services, the following functions shall be performed:

- (a) Medical assistance programs, counseling and referral of clients to appropriate community resources.
- (b) Assistance in filing claims and coordinating these services with all other veterans' organizations in the County.
- (c) The provision of outreach services for municipalities, hospitals, nursing homes and shut-ins within the County.
- (d) The performance of such other duties and responsibilities as are determined by the County Manager or prescribed by ordinance.

Section 11. Department of Parks and Landscaping. There is hereby established a Department of Parks and Landscaping, which shall be responsible for the management and upkeep of county owned grounds and parks. There shall be a Director of the Department of Parks and Landscaping, who shall be responsible for the administration of the Department. Within the Department of Parks and Landscaping, the following functions shall be performed:

- (a) Assists in planning and developing county parks and recreation areas.
- (b) Manages new landscape and irrigation installation at county facilities.
- (c) Prepares and readies county facilities before public events and maintains such county facilities after the conclusion of public events

- (d) The performance of such other duties and responsibilities as are determined by the Manager or prescribed by ordinance.
- (e) The management, operation, development and control of parks and recreation functions of County government and the monitoring of the interlocal agreements for parks or recreational services.

Section 12. Tourist Development Council. There is hereby established a Tourist Development Council, which is administered by an Executive Director. The Tourist Development Council shall promote the development of tourist attractions and special events within Columbia County, and oversee and make recommendations regarding the uses of the Tourist Development Tax revenues.

Section 13. Department of Solid Waste Management. There is hereby established a Department of Solid Waste Management which shall be responsible for the management, operation and control of solid waste disposal functions of County government. There shall be a Director of the Department of Solid Waste Management, who shall be responsible for the administration of the Department. Within the Department of Solid Waste Management, the following functions shall be performed:

- (a) Management, operation and control of solid waste functions of County government, including proper disposal of all generated solid waste and the management of the County's landfill.

- (b) The performance of such other duties and responsibilities as are determined by the Manager or prescribed by ordinance.

Section 14. Department of Facilities and Maintenance. There is hereby established a Department of Facilities and Maintenance, which shall be responsible for the management, operation and control of building maintenance services functions of County government. There shall be a Director of the Department of Facilities and Maintenance who shall be responsible for the administration of the Department. Within the Department of Facilities and Maintenance, the following functions shall be performed:

- (a) The custodial maintenance functions relating to all County buildings and other facilities owned by the County.
- (b) Management, operation and control of all in-house construction projects.
- (c) The management and supervision of any special projects as assigned by the Group Manager.
- (d) The performance of such other duties and responsibilities as are determined by the Group Manager or prescribed by ordinance.

Section 15. Department of Fire Protection Services. There is hereby established a Department of Fire Protection Services which shall be responsible for management, operation and



control of fire protection service functions of county government. There shall be a fire chief who shall be responsible for supervising the activities of the Department and shall have direct supervision over all fire department personnel. Within the Department of Fire Protection Services, the following functions shall be performed:

- (a) The planning and administration of fire protection services for Columbia County.
- (b) Plan and coordinate emergency incident activities to include multi-agency operations.
- (c) The performance of such other duties and responsibilities as are determined by the County Manager or prescribed by Ordinance.
- (d) Coordination of volunteer fire department activities.

Section 16. Department of Recreation Management. There is hereby established a Department of Recreation Management which shall be responsible for the management, operation and control of recreation functions of Columbia County, and such other duties and responsibilities as determined by the County Manager. There shall be a Director of Recreation who shall be responsible for the administration of the Department. Within the Department of Recreation, the following functions shall be performed:

- (a) Plan, direct and supervise recreation center activities or programs at facilities within designated communities in the County.
- (b) Study recreation needs and objectives of the Recreation Department in providing public recreation needs.

- (c) Promote programs and activities with civic and other groups to create interest and obtain participation in recreation programs.
- (d) Arrange for equipment, facilities, and supplies as needed for recreation center activities and programs.
- (e) The performance of such other duties and responsibilities as are determined by the County Manager or as prescribed by Ordinance.

Section 17. Department of Engineering. There is hereby established a Department of Engineering, which shall be responsible for the County government functions for the management, operation and control of the planning, scheduling, design, contracting and construction of roadway, drainage and associated infrastructure within the County. There shall be a Director of Engineering, who shall be responsible for the administration of the Department. Within the Department of Engineering, the following functions shall be performed:

- (a) The engineering functions of design, development, review and field inspections, which include the following duties:
  - 1. Monitoring engineering services and construction, as well as performing construction inspection.
  - 2. Managing County transportation improvement projects, including streets and drainage facilities being dedicated to the County.
- (b) The performance of such other duties and responsibilities as are determined by the Manager or prescribed by ordinance.
- (c) Supervision of the County's road construction supervisor.
- (d) Recommendations related to the County's annual road work priorities.

This position can be filled by either a fulltime salaried person or an individual or company under contract.

Section 18. Department of 9-1-1 Communications Center. There is hereby established a Department of 9-1-1 Communications which shall be responsible for management, operation and control of the Emergency 9-1-1 System functions of county government. There shall be a Manager of the 9-1-1 Communications Center and shall perform related duties as required.

Within the Department of 9-1-1 Communications, the following functions shall be performed:

- (a) The management and daily operation of the Emergency 9-1-1 System as required by state law for Columbia County.
- (b) Researches, identifies and analyzes technical and operational needs and options of the 9-1-1 communications center.
- (c) Plans and coordinates the County's 9-1-1 program with various jurisdictions, system providers, public agencies and the general public.
- (d) The performance of such other duties and responsibilities as are determined by the County Manager or prescribed by Ordinance.

Transfer of the administration and management of this department to another entity other than the Columbia County Board of County Commissioners will require a majority-plus-one vote of the entire Columbia County Board of County Commissioners.

Section 19. Department of Information Technology. There is hereby established a Department of Information Technology, which shall be responsible for the management, operation and control of the information technology services and resources of Columbia County. There shall be a Director of Information Technology who shall be responsible for the administration of the Department. Within the Department of Information Technology, the following functions shall be performed:

(a) Plan and coordinate maintenance activities for the County's computer, network systems and other information technology resources.

(b) Research, analyze and identify needs and options for upgrades and improvements to computer, networks and other information technology resources for the County.

(c) Coordinate and assist with the installation of new computer systems and software for the County.

(d) Monitor and manage the County's intranet and activities on the internet.

(e) Performs such other duties and responsibilities as are determined by the County Manager or prescribed by Ordinance.

Section 20. Department of Economic Development. There is hereby established a Department of Economic Development, which shall be responsible for the development, supervision and management of the economic development activities of Columbia County. There shall be a Director of Economic Development, who shall be responsible for the administration of the Department. Within the Department of Economic Development, the following functions shall be performed:

(a) Plan, direct and manage the activities and operations of the Department for the County.

(b) Develop programs and strategies to attract new businesses and industry, and expand existing businesses and industry in the County.

(c) Coordinate and maintain relationships with key public and private entities and interests, including those in state and regional governments.

(e) The performance of such other duties and responsibilities as are determined by the County Manager or as prescribed by Ordinance.

Section 21. Department of 9-1-1 Addressing. There is hereby established a Department of 9-1-1 Addressing, which shall be responsible for the operation and management of all 9-1-1 addressing and related functions for Columbia County. There shall be a Director of 9-1-1 Addressing, who shall be responsible for the administration of the Department. Within the Department of 9-1-1 Addressing, the following functions shall be performed:

(a) Plan, develop, supervise and manage all 9-1-1 addressing functions in the County.

(b) Plan, develop, supervise and manager all Geographic Information System (GIS) functions in the County.

(c) Coordinates 9-1-1 addressing and GIS functions and information with other offices, departments and agencies within and outside Columbia County government.

(d) The performance of such other duties and responsibilities as are determined by the County Manager or as prescribed by Ordinance.

Section 22. Department of Code Enforcement. There is hereby established a Department of Code Enforcement, which shall be responsible for the management, operation and

enforcement of all code enforcement functions in Columbia County. Within the Department of Code Enforcement, the following functions shall be performed:

(a) Plan, direct and manage the enforcement of codes and ordinances within the County to ensure the health and safety of citizens in the unincorporated area of the County.

(b) Manage investigations of code violations and prepares reports of such investigations.

(c) The provision of staff and other services in support of the County's Code Enforcement Board.

(d) The performance of such other duties and responsibilities as are determined by the County Manager or as prescribed by Ordinance.

Section 23. Department of Mosquito Control. There is hereby established a Department of Mosquito Control, which shall be responsible for the management and operation of all mosquito control functions of Columbia County. Within the Department of Mosquito Control, the following functions shall be performed:

(a) Plan, direct and manage all activities related to the control of mosquitos within the County.

(b) Study needs relating to the control of mosquitos in the County and make recommendations for programs and activities that limit the presence of mosquitos through the use of pesticides and other means.

(c) Manage equipment, contracts and supplies as needed for mosquito control activities and programs.

(d) The performance of such other duties and responsibilities as are determined by the County Manager or as prescribed by Ordinance.

Section 24. Department of Utilities. There is hereby established a Department of Utilities, which shall be responsible for the management, operation and control of the County's drainage and stormwater systems. Within the Department of Utilities, the following functions will be performed:

- (a) Plan, direct and manage all activities and programs related to the construction, improvements and maintenance of the County's drainage and stormwater systems.
- (b) Study needs for system maintenance and future capital expenditures.
- (c) Consults with and coordinates work with other departments and divisions as needed.
- (d) The performance of such other duties and responsibilities as are determined by the County Manager or as prescribed by Ordinance.

Section 25. Board of Commissioners Administration Department. There is hereby established a Board of Commissioners Administration Department, which shall be responsible for the management and operation of all Board administrative functions. Within the Department, the following functions shall be performed:

- (a) Organize, file, and maintain various records of the Board of County Commissioners.
- (b) Assist the Manager and Assistant in preparing for various meetings.
- (c) Receive and forward messages for County Commissioners, Manager and Assistant, including but not limited to inquiries from: citizen complaints, elected officials, constitutional officers, department directors and division managers.
- (d) The performance of such other duties and responsibilities as are determined by the

County Manager, Assistant or as prescribed by Ordinance.

ARTICLE VII  
Implementation

Section 1. Implementation. The Manager shall implement this Code by the issuance and enforcement of administrative orders, rules or guidelines provided in Article III of this Code. This Code may be amended by resolution of the Board, or supplemented by resolutions of the Board that establish, amend or repeal policy.

ARTICLE VIII  
Miscellaneous

Section 1. Existing Ordinances, Resolutions and Other Policies, Procedures and Directives. All resolutions, policies, procedures and directives of the Board in existence on the effective date of this Code shall continue in full force and effect in accordance with their respective terms and provisions until amended, rescinded, repealed or suspended by appropriate action of the Board, but only to the extent that the same are not in conflict with the express provisions or manifest intent of this Code. In the event that any such term or provision shall be in conflict with the express provisions or manifest intent of this Code, said term or provision shall be deemed superseded hereby; provided, the remaining portions of any such resolution, policy, procedure or directive of the Board shall remain in full force and effect unless the superseded term or provision cannot be severed from such resolution, policy, procedure or directive without rendering the same meaningless or unenforceable, in which event the entirety of such resolution, policy, procedure or directive shall be deemed superseded hereby. All ordinances adopted by the Board and in existence on the effective date of this Code shall remain in full force and effect in accordance with their respective terms and provisions, and no provisions of this Code or any amendments hereto shall be deemed to amend, modify, suspend, repeal or supersede the same. In the event that any term or



provision of this Code shall be in conflict with the express provisions or manifest intent of any such ordinance, said term or provision shall have no force and effect with respect to the application, interpretation or enforcement thereof, but only with respect to the limits of the matters addressed in such ordinance.

Section 2. Special Meetings of the Board. Special meetings of the Board of County Commissioners may be called by the chair or two (2) or more county commissioners. Upon call for a special meeting, the County Manager shall give at least 36 hours notice to the public of the time, place, and purpose of the meeting. Action by the Board of County Commissioners at a special meeting shall be limited to the purpose for which the special meeting was called.

Section 3. Attendance at Committee and Board Meetings. Members of the Board of County Commissioners that have been appointed to serve on committees, subcommittees, authorities and other boards or commissions in their capacity as a County Commissioner shall be automatically removed from said committee, subcommittee, authority or other board or commission upon three consecutive absences without prior notification or justifiable excuse of the absence.

Section 4. Prior Board Action Confirmed. Nothing in this Code shall be construed to require further Board approval of appointments or employment contracts that have heretofore been approved or consented to by the Board.

Section 5. Incorporation of Certain Policies and Procedures. The following policies and procedures heretofore adopted by the Board, as the same have been amended and may be further amended from time to time, are hereby incorporated by reference into this Code as if set out in full herein, and shall deemed to have force and effect of equal dignity with the several articles of this Code:

- (a) The Columbia County Personnel Policies and Procedures Manual as revised as of July 2001. Latest Revision Date

- (b) The Columbia County Purchasing Policies and Procedures Manual as revised as of June 21, 2001. Latest Revision Date
- (c) The Columbia County Safety Policy, as revised as of July 6, 1995. Latest Revision Date
- (d) The Health Insurance Portability and Accountability Act, and the Equal Employment Opportunity policy.

The official copy of the County's Personnel Policies and Procedures Manual is on file in the Department of Human Resources for reference. Additional copies of the County's Personnel Policies and Procedures Manual are on file in each Department and division within the County.

The official copy of the Purchasing Manual is on file in the Department of Purchasing for reference. Additional copies of the County's Purchasing Manual are on file in each Department and division within the County.

The official copy of the County Safety Policy is on file in the Division of Safety. Additional copies are on file in each Department and Division within the County

Section 6. Severability. It is the declared intent of the Board that if a court of competent jurisdiction holds any section, subsection, sentence, clause, phrase or provision of this Code invalid or unconstitutional, such invalidity or unconstitutionality shall not be construed so as to render invalid or unconstitutional the remaining provisions of this Code.