

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

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

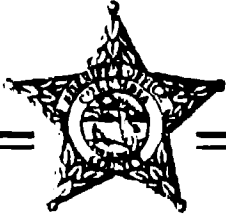
CONSENT AGENDA

DECEMBER 19, 2013

5:30 P.M.

-
- (1) External Budget Amendment – Sheriff’s Office - #1 –BA #14-22 – Reclassify Corrections/Detention Category to Law Enforcement Category - \$223,597.00**
 - (2) External Budget Amendment – Operations Department - BA #14-17 – Purchase Tractor/Brush Cutter and Mechanic Shop Service Truck with/Crane - \$217,344.00**
 - (3) External Budget Amendment – Public Library - BA #14-20 – Annual Maintenance Fee and Purchase 3 Years of Barracuda Web Filter Updates - \$31,790.00**
 - (4) External Budget Amendment – Operations Department – BA # 14-21 - Bascom Norris/Real Road Improvements - \$812,942.00**
 - (5) External Budget Amendment – Central Communications – BA #14-25 – Carrying Funds for the Lighting Protection for the Recorder at the Backup PSAP - \$4,465.00**
 - (6) External Budget Amendment – Safety Manager – Hazard Mitigation Grant Program (HMGP) – Approval of HMGP Funds for Phase I and SR 47 & US 27 Drainage Project - \$25,000.00**
 - (7) Quote Award – Overhead Door Company - Fire Stations Garage Doors - \$26,550.00**
 - (8) Quote Award – Ford’s Septic System Service – 3 Septic Tanks Installed at 3 Fire Stations - \$5,225.00**
 - (9) Suwannee River Economic Council, Inc. - (S.H.I.P.) – Subordination Agreement – Amber M. Broshar**
 - (10) Utility Permit – AT&T SE Florida – 467 SW Ring Street**
 - (11) Administrative Manager – Salary Survey – Cody & Associates, Inc. - \$23,700.00**
 - (12) Building and Zoning – Special Family Lot Permit – Darce McLean – Albert & Pearlana Thomas, Property Owner**

- (13) Clerk of Court – Annual Local Government Financial Report – FY Ending September 30, 2013 - \$58,367.11**
- (14) Safety Manager – Requesting Approval – Modification #2 NSP3 Program – Extention to the Agreement til March 31, 2014 – Nine Units to be Rented**
- (15) Safety Manager – Bid Award – 2 Ambulances – Lifeguard Ambulance Services – 2007 GMC, \$8,875.00 and 2008 GMC, \$9,000.00**
- (16) Safety Manager – Requesting Revision of Purchasing Policy – Section 313 – Value from \$500.00 or more to \$2,500 or more**
- (17) 9-1-1 Addressing – Naming of Unnamed Road – NW Pioneer Court**
- (18) Building and Zoning – Re-Appointment – Brandon Stubbs – Board of Adjustment/Planning and Zoning Board – Term Expires January1, 2017**



Sheriff Mark Hunter

COLUMBIA COUNTY SHERIFF'S OFFICE

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

www.columbiasheriff.org

December 4, 1013

BA # 14-22

Stephen Bailey, Chairman
Columbia County Board of County Commissioners
P.O. Drawer 1529
Lake City, Florida 32056-1529

RE: Budget Amendment #1

Dear Chairman Bailey,

I am requesting Board approval of Budget Amendment #1 to reclassify \$223,597 from the Corrections/Detention category to the Law Enforcement category as follows:

Personnel Services	\$213,597
Operating Expense	<u>10,000</u>
Total	\$223,597

This reclassification is to more accurately report our Warrants Division under Law Enforcement as it is a Law Enforcement function and not Corrections/Detention related. There is no increase in our overall budget with approval of this request as we are simply reclassifying existing appropriations.

Thank you for your prompt consideration of this amendment.

Sincerely,

Mark Hunter, Sheriff
Columbia County Sheriff's Office

XC: Dale Williams
BCC Finance



Sheriff Mark Hunter

COLUMBIA COUNTY SHERIFF'S OFFICE

1917 US Hwy. 90 East • Lake City, Florida 32055-6288

www.columbiasheriff.org

December 4, 1013

Stephen Bailey, Chairman
Columbia County Board of County Commissioners
P.O. Drawer 1529
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Thank you for your prompt consideration of this amendment.

Sincerely,

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

Mark Hunter, Sheriff
Columbia County Sheriff's Office

XC: Dale Williams
BCC Finance

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BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

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Today's Date: 11-22-13

Meeting Date: 12-19-13

Name: Kevin Kirby

Department: Operations

1. Nature and purpose of agenda item: Purchase Tractor/Brush Cutter and Mechanic Shop Service Truck w/CRANE to replace worn out like equipment.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes memorandums, etc.

2. Fiscal Impact on current budget.

Is this a budgeted item? ☐ N/A

☒ Yes Account No. see below

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA 14-17

FROM	TO	AMOUNT
Account: <u>10184005849097</u>	Account: <u>10142505416064</u>	<u>\$ 27,344</u>
<u>Equip Reserve</u>	<u>Equip Purchase</u>	

For Use of County Manger Only:

☐ Consent Item ☐ Discussion Item



ALAMO INDUSTRIAL
1502 East Walnut St.

Seguin, TX. 78155

(800) 882-5762

FAX: (830) 379-0864

FLORIDA SHERIFFS CONTRACT #13-11-0904

Quote ☒ Sale ☐ Date 11/8/2013 By MPERENY Order # _____
Cust. Acct # _____ Assembly Code _____
PO # _____ Mower Model _____
FRT: ☒ PPD Add \$ _____ PPD Allow \$ _____ Collect \$ _____ Tractor Model _____
Phone: _____
Ship Via: _____
Ship From: TX _____ GC _____ KS _____ FX _____

TRACTOR DATA			
Rear Tire Size:		Front Tire Size:	
CAB		ROPS	
2WD		4WD	

Sold To	Ship To
COLUMBIA COUNTY	

ENDUSER - Required for Order Acceptance

Contact: _____ Agency: _____
Address: _____ City: _____ State: _____
Phone: _____ Fax: _____ Zip: _____
E-Mail: _____

Check Appropriate Box ☐ Dealer/State Commission Due If dealer/state commission due: Amount/Percentage: _____ % ☐ No Dealer/State Commission Due

Quote Valid for _____ days ONLY. (90 days if left blank) Discount/Terms _____

Qty.	Item #	Description	List Price	Net Cost	Total
1	BASE UNIT:			101783.00	
1	UPGRADE:	30FT MAVERICK		34963.00	
1	UPGRADE:	CAB/AIR		10426.00	
1	UPGRADE:	JD6125M		5710.00	
1	UPGRADE:	WASHER/WIPER/BEACON		990.00	
1	UPGRADE:	RADIO		436.00	
1	UPGRADE: 90"	BUZZBAR SAWBLADE HEAD		1349.00	
		Total		\$155,657.00	

- 1) This Sales & Order form is not firm until credit is approved and purchase order is accepted by Alamo Industrial in Seguin, TX.
- 2) No purchase order will be accepted for a machine with less than full standard or optional safety equipment.
- 3) Approximate shipping and/or delivery dates can be confirmed only by Alamo Industrial in Seguin, TX and delivery is sometimes subject to variance due to conditions beyond the control of Alamo Industrial.

NOTES: _____

Dealer Signature: _____ Date: _____



Vendor: Rountree-Moore Chevrolet / Nissan
 Address: 4316 W. US Hwy 90
 Lake City, FL 32055
 Off # (904) 608-4240
 Fax # (877) 304-1927
 From: Rick Hoening
 Email: Fleet@RountreeMoore.com
 FEID: 27-0589531

Requester: James
 Date: 11/14/2013
 Agency: Columbia County
 Lake City, FL 32056
 Contact # (386) 623-6193
 Fax #
 E-Mail

State Contract # 071-000-14-1

Line Item	Commodity	Description	Quantity	Unit Price	Extended Total
3	071-542	2015 Chev 3500HD 4WD Reg Cab 162" WB/84"CA Model# CK36403 White Exterior	1	\$ 25,026.00	\$ 25,026.00
	LML/MW7	6.6 ltr Duramax Diesel Eng./6 Spd Allison Trans	1	\$ 7,461.00	\$ 7,461.00
	G80	Locking Rear Diff	1	N/C	
	BUA/CAL	Rear Backup Alarm & Calibration	1	\$ 125.00	\$ 125.00
	C/STP	Cab Steps	1	\$ 220.00	\$ 220.00
	Options				
	CR/UTB	11' AutoCrane Body with Outriggers	1	\$ 12,585.00	\$ 12,585.00
	4K/CR	4,000 lbs Capacity AutoCrane	1	\$ 15,600.00	\$ 15,600.00
	RC/HTH	Class V Rec. Hitch, 7 Way Plug w/ 2" Rec.	1	\$ 670.00	\$ 670.00
				TOTAL	\$61,687.00

Accepted By: _____
 Date: _____

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Today's Date: December 4, 2013

Meeting Date: December 19, 2013

Name: Deborah Paulson

Department: Library

1. Nature and purpose of agenda item: To transfer funds from library reserves to pay for the annual maintenance fee for the Library's automation system and to purchase 3 years of the Library's Barracuda web filter updates.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? ☐ N/A

☐ Yes Account No. _____

☒ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA14-20

FROM

TO

AMOUNT

Account: 104-8400-584-9099
Library Contingency Reserves

Account: 104-7160-571.30-49
Other Current Charges

\$31,790.00

For Use of County Manger Only:

☐ Consent Item ☐ Discussion Item

COLUMBIA COUNTY PUBLIC LIBRARY

**308 NW Columbia Ave.
Lake City, Florida 32055**

Debbie Paulson, Director

To: Lisa Roberts, Administrative Division Manager

From: Debbie Paulson, Library Director

Date: December 4, 2013

Re: Agenda Item Request

Attached is an agenda item request and external budget amendment to request transfer of funds from Library Contingency Reserves 104-8400-584-9099 to account 104-7160-571.30-49 Other Current Charges to pay the annual maintenance fee for the Library's automation system and to purchase 3 years of updates to the Library's web Barracuda filter. I have attached copies of the SirsiDynix invoice and the CDW quote. The SirsiDynix invoice is quite detailed as to what it covers, but please let me know if you need further information or explanation.

I received the Budget Amendment number from the Finance Director, Jared Blanton.

Thank you very much.



SirsiDynix

Invoice

Page 1/1
Invoice INVMT025383
Date 22-Nov-13

Sirsi Corporation
SirsiDynix Technology Center
3300 North Ashton Boulevard
Lehi UT 84043

Bill To: Columbia County Public Library
308 NW Columbia Ave.
Lake City FL 32055

Purchase Order No.	Customer ID	Due on or Before	
	311425	1-Jan-14	
Item Number	Description	Unit Price	Ext. Price
30-95000-110	Symphony	\$11,933.32	\$11,933.32
30-95000-500	Serials	\$1,298.24	\$1,298.24
30-95000-510	Acquisitions	\$1,298.24	\$1,298.24
30-95000-540	Datastream	\$5,691.28	\$5,691.28
30-95000-600	Cataloging	\$655.66	\$655.66
30-95000-700	SIP/SIP2 License	\$233.25	\$233.25
30-95002-110	SirsiDynix PAC	\$4,162.80	\$4,162.80
30-95002-200	EPS/Schoolrooms	\$5,463.98	\$5,463.98
Effective Period: January 1, 2014 - December 31, 2014			

Subtotal	\$30,736.77
Tax	\$0.00
Trade Discount	\$0.00
Total	\$30,736.77

For questions, please contact:
Allison Snyder at allison.snyder@sirsidynix.com or
801-223-5874

Please Remit Payment to: SirsiDynix #774271, 1271 Solutions Center, Chicago, IL 60677-4002

SirsiDynix is an Affirmative Action/Equal Opportunity employer and is proud to have a drug-free environment.
International Customers: These commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited.

If paying by wire please reference the invoice number on your bank instructions.



SCHEDULE/EXHIBIT "A"
Columbia County Public Library

Item Number	Item Description	Serial Number	Qty	Coverage Effective Dates From To	EOL Date	Price
M-2447	Unicom Package LVL2		1	1/Jan/14 - 31/Dec/14		11,148.53
11348	Unicom Additional Branch Fee (per service agency)		2	1/Jan/14 - 31/Dec/14		788.79
M-2586	Unicom Serials Control and Checkin		1	1/Jan/14 - 31/Dec/14		1,298.24
10038	Unicom Acquisitions and Fund Accounting		1	1/Jan/14 - 31/Dec/14		1,298.24
M-0542	Datastream Subscription		30000	1/Jan/14 - 31/Dec/14		5,691.28
11170	Oracle Embedded License		1	1/Jan/14 - 31/Dec/14		0.00
M-2425	Unicom SmartPORT Concurrent User		2	1/Jan/14 - 31/Dec/14		655.66
11711	SirsiDynix Symphony SIP2 Interface Per Certified Vendor Overdrive		1	1/Jan/14 - 31/Dec/14		233.25
M-2660	WorkFlows for Windows Concurrent User License		40	1/Jan/14 - 31/Dec/14		3,671.77
10794	iBistro upgrade to EPS		1	1/Jan/14 - 31/Dec/14		491.03
10119	Hosted EPS Annual Subscription Fee		1	1/Jan/14 - 31/Dec/14		5,463.98



SirsiDynix

On behalf everyone at SirsiDynix, I want to thank you for renewing with us. We're grateful to have you as a customer, and we want you to know how you can get the most value out of our relationship.

At our COSUGI user conference in March, we reiterated our commitment to deliver more value for your maintenance dollars. This commitment is the driving force behind every business decision we've made this year. We've redistributed resources, hired new staff, and updated our software strategy—all to ensure you get maximum value for your maintenance fees.

Please see the items below to learn more about how you can get extra value out of our relationship, and contact your Library Relations Manager (LRM) or your Sales Account Representative if you'd like any more information on any of our maintenance programs.

The BLUEcloud Suite

BLUEcloud provides next-generation enhancements for your ILS—nine exciting new products are included in the cost of your maintenance.

Our upcoming BLUEcloud Suite is the biggest example of our commitment to delivering more value for the price of your maintenance. The BLUEcloud Suite is a set of tools that give your current ILS the power and flexibility of a next-generation library services platform. Best of all, nine of these innovative BLUEcloud tools are included in the cost of your current maintenance. You can take advantage of customer favorites like BLUEcloud PAC, the web-based staff cataloging module, and Universal Admin without paying any fees other than maintenance. Some BLUEcloud products are available now, and others will be released over the coming months. Please contact your LRM or sales rep to find out more about the features and timing of our BLUEcloud products.

SirsiDynix's Value Bundles

SirsiDynix's Value Bundle program lowers your maintenance costs for years to come, and you can get a 0% increase on this renewal

Our Value Bundles give you the option to lower your maintenance costs for years when you sign a long term agreement. You may also qualify for additional, free add-on modules that enhance the value of our ILS system.

Continued Product Enhancements

Your maintenance entitles you to all the latest enhancements and fixes for Horizon, Symphony, and your other SirsiDynix products. In the last year alone, over 300 enhancements and bug fixes were developed for Horizon and Symphony; more than half of those improvements were requested or inspired by our customer libraries.

Your maintenance payments let us continually improve the software your staff uses every day. In the last year alone, we developed over 300 staff-focused enhancements and bug fixes for Symphony and Horizon, including OPAC PIN resets, better RDA support, and powerful SMS (text) messaging tools. Look for more exciting features coming soon.

Thank You

Thank you again for renewing with us. We hope you enjoy the features from last year and the new features and products coming this year—all of them were made possible with your maintenance. Please contact us with any feedback!

DEAR LINCOLN SCHOFIELD,

Thank you for considering CDW-G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE DETAILS

Requested: 11/15/2013

Grand Total: \$1,052.59

Quote #: DVVM536

Customer Number: 5691226

Quote Reference: BARR 210 ENG UP

QUOTE DETAILS LIST

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Barracuda 3 Year Energize Updates for Barracuda Web Filter 210 Mfg. Part #: BYF210A-E3 UNSPSC: 81111812 Barracuda Web Filter 210 Serial #: 268183 EXP: EU 6/15/2012 Electronic distribution - NO MEDIA Contract: Standard Pricing Go to Site	1	789707	\$1,052.59	\$1,052.59

Subtotal: \$1,052.59

Shipping: \$0.00

Sales Tax: \$0.00

GRAND TOTAL: \$1,052.59

SHIPPING DETAILS

Shipping Address:

COLUMBIA COUNTY BOCC
TODD MANNING
135 NE HERNANDO AVE
LAKE CITY, FL 32055-4003

Phone: (386) 719-7442

Shipping Method: ELECTRONIC
DISTRIBUTION

Payment Terms: Master Card / VISA

SALES CONTACT INFO

Bart Heckman | (877) 404-6297 | barthecc@cdwg.com

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BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

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Today's Date: 12-9-13

Meeting Date: 12-19-13

Name: Kevin Kirby

Department: Operations

1. Nature and purpose of agenda item: Transfer of FDOT funding for Bascom Norris / Real Rd. improvements

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes memorandums, etc.

2. Fiscal Impact on current budget.

Is this a budgeted item? ☐ N/A

☐ Yes Account No. _____

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA 14-21

FROM

TO

AMOUNT

Account: 303-0000-334-4353

Account: 303-80XX-541-6061 \$ 212,942.

303-80XX-541-6063 600,000

For Use of County Manger Only:

☐ Consent Item

☐ Discussion Item

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BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

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Today's Date: December 12, 2013

Meeting Date: December 19, 2013

Name: Lawrence Wilson

Department: Central Communications

1. Nature and purpose of agenda item: To approve carry over funding of \$4,465 for
adding lightning protection for the recorder at the Backup PSAP.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? ☐ N/A

☐ Yes Account No. _____

☒ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA 14-25

FROM

TO

AMOUNT

Cash Balance Forward
001-8400-584.90-98

Central Communications
Contract Services
001-2620-525.30-34

\$4,465.00

For Use of County Manger Only:

☐ Consent Item ☐ Discussion Item

MEMORANDUM

TO: Columbia County Board of County Commissioners
From: David Kraus, Safety Manager
Date: December 12, 2013

RE: Recorder for Backup PSAP

On September 11, 2013, the Central Communications Department issued a purchase order to add lightning protection for the radio equipment at the backup PSAP. The work was not completed until November 19, 2013, the next fiscal year. We are requesting that the Board of County Commissioners approve a budget amendment BA 14-25 to move funds to the current fiscal year for the completion of the lightning protection at the backup PSAP

P.O. #: 021417

DATE: 09/10/13

FIRST COMMUNICATIONS, INC.
P.O. BOX 2234
TALLAHASSEE, FL 32316

VENDOR #
1691
FAX# (850) 575-9545
TEL# (800) 595-2929

SHIP TO:
COLUMBIA COUNTY
263 NW LAKE CITY AVE
LAKE CITY, FL 32055

INVOICE TO:
COLUMBIA COUNTY
P.O. BOX 1529
LAKE CITY, FL 32056

DELIVER BY: SHIP VIA:
09/10/13

TERMS
NET

REQUISITIONED BY
LAWRENCE WILSON

ACCOUNT NO.
001-2620-525.30-34

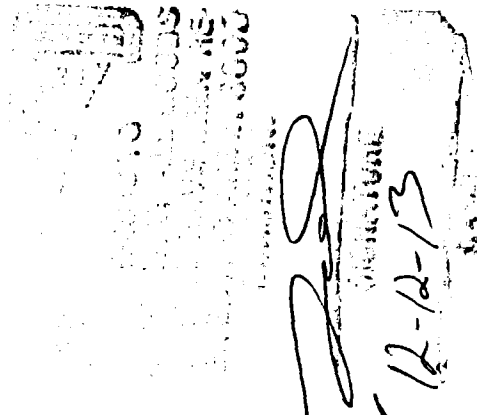
PROJECT

REQ. NO.
20446

REQ. DATE
09/10/13

LINE#	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	1.00	EA	BACKUP PSAP RECORDER EQUIPMENT AND WIRING.	4465.0000	4465.00
SUB-TOTAL					4465.00
TOTAL					4465.00

REMARKS:
Sole Source Certification to be filed.
Per Service Agreement dated 8/12



Job completed on 11-19-2013

BA 14-25

AUTHORIZED BY

PURCHASING AGENT

C. Bayless

1/19

First Communications, Inc.
234 Blountstown Hwy.
Tallahassee FL 32304-3704

I N V O I C E

Telephone #: 850-576-7113

Bill To:
COLUMBIA CO BRD OF COMMISSION
ATTN ACCOUNTS PAYABLE
P O DRAWER 1529
LAKE CITY FL 32056-1529

Ship To: Phone #: 386-758-1042
COLUMBIA COUNTY 911
ATTN LAWRENCE WILSON
263 NW LAKE CITY AVENUE
LAKE CITY FL 32055

INVOICE#	DATE	ORDER#	DATE	CUST.#	CUSTOMER P.O. #	TERMS	SALESPERSON
341467	11/19/13	6000011265	09/11/13	12104	STIC 50716	NET 30 DAYS	183
CUSTOMER PO# 20446						UPS	

QUANTITY	U/M	ITEM/DESCRIPTION	DISC	UNIT PRICE	AMOUNT
8	EA	MR200N		390.00	3120.00
		TONE PANEL MOTO 1 FREQ			
500	FT	EYN0738A		0.55	275.00
		CAT 5E CABLE			
Subtotal					3395.00
INSTALLATION CHARGE DIV 100					1000.00
SHIPPING/HANDLING DIV 100					70.00
Tax #: 85-8012621855C5					
Total Due On 12/19/13					4465.00

[Handwritten Signature]
12-12-13
Job Completed on 11-19-2013

REMIT TO: P O BOX 2234 TALLAHASSEE, FL 32316

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BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

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Today's Date: 12/11/2013

Meeting Date: 12/19/2013

Name: David Kraus, Safety Manager

Department: Hazard Mitigation Grant Program

1. Nature and purpose of agenda item: Request to approve award of Hazard Mitigation Grant Program funds for \$18,750 for Phase I of the SR47 and US 27 Drainage Project.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? ☐ N/A

☐ Yes Account No. ~~825-24~~

☒ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA -14-24

FROM

TO

AMOUNT

FEMA HMPG Funding

\$18,750

US 28 SR 47 Drainage

~~\$18,750~~

Local match

\$4,250

Contracted Services

\$25,000

For Use of County Manager Only:

☐ Consent Item ☐ Discussion Item

MEMORANDUM

TO: Columbia County Board of County Commissioners
From: David Kraus, Safety Manager
Date: December 11, 2013

RE: HMGP funding for SR 47 and US 27 Drainage

After Tropical Storm Debby, the County applied for several Hazard Mitigation Grant (HMGP) projects. The HMGP program requires a review of the applications by the State and then the Federal Government and often takes two years for approval. Additionally, projects can be assigned within the HMGP to one of several funding "programs" (Tier 1, Tier 2, etc.). Additionally, these applications can be funded in phases.

At this time, FEMA and the State Division of Emergency Management have funded Phase I of a drainage project in Ft. White for SR 47 and US 27. Phase I consists of the engineering studies and design work for the drainage project. The grant is for \$25,000 or \$18,750 federal share and \$6,250 local match. The local match shall be an in-kind match of professional services.

David Kraus

From: Ross, Maleather [Maleather.Ross@em.myflorida.com]
Sent: Tuesday, December 03, 2013 5:46 PM
To: David Kraus
Cc: Smith, Chad; Marshall, Kathleen
Subject: 4068-17-R, Columbia County SR 47 and US 27 Acquisition and Drainage Project Phase I (New Contract)
Attachments: 4068-17-R, Columbia County SR 47 and US 27 Acquisition Drainage Project, Phase I.pdf; FDEM FFATA Instructions and Worksheet 9-9-2013.pdf

The proposed contract has been forwarded to you electronically, if you are unable to print the attached documentation please contact the staff listed below.

Dear Mr. Kraus:

The Division of Emergency Management (DEM) is pleased to inform you that the Federal Emergency Management Agency has approved the obligation of Hazard Mitigation Grant Program (HMGP) funds for the project number(s) listed above. Please note that this is an eligible cost-reimbursement contract, and as such, the recipient must make other funding arrangements to complete this project. However, the recipient may submit periodic requests for payment throughout the project process, consistent with the terms of the contract.

Attached is your copy of the proposed contract between Columbia County and DEM. Please print four (4) copies of the contract (please do not copy as a two-sided document). The official representative, as listed below, will need to sign the signature page (Page 14), complete the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form (Page 36) and complete the Federal Funding Accountability and Transparency Act (FFATA) Instructions and Worksheet form (Page 37). The FFATA form has been provided electronically for your use. The four (4) signed original contracts should then be sent to the Tallahassee address listed below for full execution no later than ninety (90) days after receipt of this e-mail for final execution. One original fully executed contract will be returned to Columbia County for its files.

Official Representatives:

County:	Chairman of the Board of Commissioners
City:	Mayor
Indian Tribe:	Chief or President
Water Management District:	Chairman
Non-Profit:	Chairman of the Board

If there is an official that is not listed above who is authorized to sign the contracts for your organization, please provide a copy of the organization's resolution or charter that specifically identifies the person or position that is authorized to sign.

Additional assistance is available regarding your approved HMGP project on the Florida Division of Emergency Management Website: <http://www.floridadisaster.org/mitigation/hazard/index.htm>. Please reference the heading: "Grant Management Tools Listed Below" which contains sample documents that will provide guidance for completing requests for reimbursement, requests for Working Capital Advance payment, reporting requirements and supporting documents containing important points, and subgrantee close-out checklists.

If you have questions regarding this contract or who is authorized to sign it, please call Chad Smith at (850) 487-3219.

Regards,

Maleather Y. Ross

Maleather Y. Ross, Grant Specialist V

Office: (850) 921-2319

Fax: (850) 922-1259

Hazard Mitigation Grant Program

Florida Division of Emergency Management

2555 Shumard Oak Boulevard

Tallahassee, Florida 32399

Attn: Ms. Kathleen Marshall

Community Program Manager

<http://www.floridadisaster.org>

Contract Number: 14HM-6B-03-22-01- _ _ _

Project Number: 4068-17-R

FEDERALLY-FUNDED SUBGRANT AGREEMENT

THIS AGREEMENT is entered into by the State of Florida, Division of Emergency Management, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Division") and Columbia County, (hereinafter referred to as the "Recipient").

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

- A. The Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein; and
- B. The Division has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions below; and
- C. The Division has statutory authority to disburse the funds under this Agreement.

THEREFORE, the Division and the Recipient agree to the following:

(1) SCOPE OF WORK

The Recipient shall perform the work in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

(2) INCORPORATION OF LAWS, RULES, REGULATIONS, AND POLICIES

The Recipient and the Division shall be governed by applicable State and Federal laws, rules and regulations, including those identified in Attachment B.

(3) PERIOD OF AGREEMENT

This Agreement shall begin upon execution by both parties, and shall end May 31, 2014, unless terminated earlier in accordance with the provisions of Paragraph (12) of this Agreement.

(4) MODIFICATIONS OF CONTRACT

Either party may request modification of the provisions of this Agreement. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.

(5) RECORDKEEPING

(a) As applicable, Recipient's performance under this Agreement shall be subject to the Federal OMB Circular No. A-102, "Common Rule: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (53 Federal Register 8034) or OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Educations, Hospitals, and Other Non-Profit Organizations," and either OMB Circular No. A-87, "Cost

Principles for State, Local and Indian Tribal Governments," OMB Circular No. A-21, "Cost Principles for Educational Institutions," or OMB Circular No. A-122, "Cost Principles for Non-Profit Organizations."

(b) The Recipient shall retain sufficient records to show its compliance with the terms of this Agreement, and the compliance of all sub-contractors and consultants paid from funds under this Agreement, for a period of five years from the date the audit report is issued, and shall allow the Division or its designee, the State Chief Financial Officer or the State Auditor General access to the records upon request. The Recipient shall ensure that audit working papers are available to them upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Division. The five year period may be extended for the following exceptions:

1. If any litigation, claim or audit is started before the five year period expires, and extends beyond the five year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

2. Records for the disposition of non-expendable personal property valued at \$5,000 or more at the time it is acquired shall be retained for five years after final disposition.

3. Records relating to real property acquired shall be retained for five years after the closing of the transfer of title.

(c) The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs in a form sufficient to determine compliance with the requirements and objectives of the Budget and Scope of Work – Attachment A – and all other applicable laws and regulations.

(d) The Recipient, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this agreement, shall allow access to its records at reasonable times to the Division, its employees, and agents. "Reasonable" shall ordinarily mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the Division.

(6) AUDIT REQUIREMENTS

(a) The Recipient agrees to maintain financial procedures and support documents, in accordance with generally accepted accounting principles, to account for the receipt and expenditure of funds under this Agreement.

(b) These records shall be available at reasonable times for inspection, review, or audit by state personnel and other personnel authorized by the Division. "Reasonable" shall ordinarily mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

(c) The Recipient shall provide the Division with records, reports and financial statements upon request for the purpose of auditing and monitoring the funds awarded under this Agreement.

(d) If the Recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised, and in the event that the Recipient expends \$500,000 or more in Federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in

accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Agreement shows the Federal resources awarded through the Division by this Agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from the Division. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this paragraph.

In connection with the audit requirements addressed in this Paragraph (6)(d) above, the Recipient shall fulfill the requirements for auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

If the Recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than \$500,000 in Federal awards in its fiscal year and chooses to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal funds.

(e) Send copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by subparagraph (d) above, when required by Section .320(d) OMB Circular A-133, as revised, by or on behalf of the Recipient to:

The Division at the following address:

Division of Emergency Management
Office of Inspector General
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Send the Single audit reporting package and Form SF-SAC to the Federal Audit Clearinghouse by submission online at

<http://harvester.census.gov/fac/collect/ddeindex.html>

And to any other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f) OMB Circular A-133, as revised.

(f) Pursuant to Section .320(f), OMB Circular A-133, as revised, the Recipient shall send a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letter issued by the auditor to the Division at the following address:

Division of Emergency Management
Office of Inspector General
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

(g) By the date due, send any reports, management letter, or other information required to be submitted to the Division pursuant to this Agreement in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local government entities) or 10.650 (non-profit and for-profit organizations), Rules of the Auditor General, as applicable.

(h) Recipients should state the date that the reporting package was delivered to the Recipient when submitting financial reporting packages to the Division for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local government entities) or 10.650 (non-profit and for-profit organizations), Rules of the Auditor General.

(i) If the audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement, the Recipient shall be held liable for reimbursement to the Division of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty days after the Division has notified the Recipient of such non-compliance.

(j) The Recipient shall have all audits completed by an independent certified public Accountant (IPA), either a certified public accountant or a public accountant licensed under Chapter 473, Florida Statutes. The IPA shall state that the audit complied with the applicable provisions noted above. The audit must be received by the Division no later than nine months from the end of the Recipient's fiscal year.

(7) REPORTS

(a) The Recipient shall provide the Division with quarterly reports and a close-out report. These reports shall include the current status and progress by the Recipient and all sub-recipients and subcontractors in completing the work described in the Scope of Work and the expenditures of funds under this Agreement, in addition to any other information requested by the Division.

(b) Quarterly reports are due to the Division no later than 15 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates of each quarter of the program year are March 31, June 30, September 30, and December 31.

(c) The close-out report is due 60 days after termination of this Agreement or 60 days after completion of the activities contained in this Agreement, whichever first occurs.

(d) If all required reports and copies are not sent to the Division or are not completed in a manner acceptable to the Division, the Division may withhold further payments until they are completed or may take other action as stated in Paragraph (11) REMEDIES. "Acceptable to the Division" means that the work product was completed in accordance with the Budget and Scope of Work.

(e) The Recipient shall provide additional program updates or information that may be required by the Division.

(f) The Recipient shall provide additional reports and information identified in Attachment D.

(8) MONITORING

The Recipient shall monitor its performance under this Agreement, as well as that of its subcontractors and/or consultants who are paid from funds provided under this Agreement, to ensure that time schedules are being met, the Schedule of Deliverables and Scope of Work are being accomplished within the specified time periods, and other performance goals are being achieved. A review shall be done for each function or activity in Attachment A to this Agreement, and reported in the quarterly report.

In addition to reviews of audits conducted in accordance with Paragraph (6) above, monitoring procedures may include, but not be limited to, on-site visits by Division staff, limited scope audits, and/or other procedures. The Recipient agrees to comply and cooperate with any monitoring procedures/ processes deemed appropriate by the Division. In the event that the Division determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Division to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Florida Chief Financial Officer or Auditor General. In addition, the Division will monitor the performance and financial management by the Recipient throughout the contract term to ensure timely completion of all tasks.

(9) LIABILITY

(a) Unless Recipient is a State agency or subdivision, as defined in Section 768.28, Florida Statutes, the Recipient is solely responsible to parties it deals with in carrying out the terms of this Agreement, and shall hold the Division harmless against all claims of whatever nature by third parties arising from the work performance under this agreement. For purposes of this Agreement, Recipient agrees that it is not an employee or agent of the Division, but is an independent contractor.

(b) Any Recipient which is a state agency or subdivision, as defined in Section 768.28, Florida Statutes, agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Division, and agrees to be liable for any damages proximately caused by the acts of omissions to the extent set forth in Section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by any Recipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(10) DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of the Division to make further payment of funds shall, if the Division elects, terminate and the Division has the option to exercise any of its remedies set forth in Paragraph (11). However, the Division may make payments or partial payments after any Events of Default without waving the right to exercise such remedies, and without becoming liable to make any further payment:

(a) If any warranty or representation made by the Recipient in this Agreement or any previous agreement with the Division is or becomes false or misleading in any respect, or if the Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement of any previous agreement with the Division and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

(b) If material adverse changes occur in the financial condition of the Recipient at any time during the term of this Agreement and the Recipient fails to cure this adverse change within thirty days from the date written notice is sent by the Division;

(c) If any reports required by this Agreement have not been submitted to the Division or have been submitted with incorrect, incomplete or insufficient information;

(d) If the Recipient has failed to perform and complete on time any of its obligations under this Agreement.

(11) REMEDIES

If an Event of Default occurs, then the Division may, after thirty calendar days written notice to the Recipient and upon the Recipient's failure to cure within those thirty days, exercise any one or more of the following remedies, either concurrently or consecutively:

(a) Terminate this Agreement, provided that the Recipient is given at least thirty days prior written notice of the termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address in Paragraph (13) herein;

(b) Begin an appropriate legal or equitable action to enforce performance of this Agreement;

(c) Withhold or suspend payment of all or any part of a request for payment;

(d) Require that the Recipient refund to the Division any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds;

(e) Exercise any corrective or remedial actions, to include but not limited to:

1. Request additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance,

2. Issue a written warning to advise that more serious measures may be taken if the situation is not corrected,

3. Advise the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question, or

4. Require the Recipient to reimburse the Division for the amount of costs incurred for any items determined to be ineligible.

(f) Exercise any other rights or remedies which may be available under law;

(g) Pursuing any of the above remedies will not stop the Division from pursuing any other remedies in this Agreement or provided at law or in equity. If the Division waives any right or remedy in this Agreement or fails to insist on strict performance by the Recipient, it will not affect, extend or waive any other right or remedy of the Division, or affect the later exercise of the same right or remedy by the Division for any other default by the Recipient.

(12) TERMINATION

(a) The Division may terminate this Agreement for cause after thirty days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform on time, and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Florida Statute, as amended.

(b) The Division may terminate this Agreement for convenience or when it determines, in its sole discretion that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Recipient with thirty calendar days prior written notice.

(c) The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment will state the effective date of the termination and the procedures for proper closeout of the Agreement.

(d) In the event that this Agreement is terminated, the Recipient will not incur new obligations for the termination portion of the Agreement after the Recipient has received the notification of termination. The Recipient will cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed. The Recipient shall not be relieved of liability to the Division because of any breach of Agreement by the Recipient. The Division may, to the extent authorized by law, withhold payments to the Recipient for the purpose of set-off until the exact amount of damages due to the Division from the Recipient is determined.

(13) NOTICE AND CONTACT

(a) All notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the representative named below, at the address below, and this notification attached to the original of this Agreement.

(b) The name and address of the Division contract manager for this Agreement is:

Ms. Kathleen Marshall
Bureau of Mitigation
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399
Telephone: (850) 922-5944
Fax: (850) 922-1259
Email: kathleen.marshall@em.myflorida.com

(c) The name and address of the Representatives of the Recipient responsible for the administration of this Agreement is:

Mr. David Kraus, Safety Manager
Columbia County
135 Northeast Hernando Avenue
Lake City, Florida 32055
Telephone: (386) 758-1178
Fax: (386) 758-2182
Email: david_kraus@columbiacountyfla.com

(d) In the Event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be provided as outlined in (13)(a) above.

(14) SUBCONTRACTS

If the Recipient subcontracts any of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Division for review and approval before it is executed by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontract is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the division and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. The Recipient shall document in the quarterly report the subcontractor's progress in performing its work under this Agreement.

For each subcontract, the Recipient shall provide a written statement to the Division as to whether that subcontractor is a minority business enterprise, as defined in Section 288.703, Florida Statutes.

(15) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(16) ATTACHMENTS

(a) All attachments to this Agreement are incorporated as if set out fully.

(b) In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

(c) This Agreement has the following attachments:

Exhibit 1 – Funding Sources

Attachment A – Budget and Scope of Work

Attachment B – Program Statutes and Regulations

Attachment C – Statement of Assurances

Attachment D – Request for Reimbursement

Attachment E – Justification of Advance

Attachment F – Quarterly Report Form

Attachment G – Warranties and Representations

Attachment H – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Attachment I – Federal Funding Accountability and Transparency Act Instruction and Worksheet

(17) FUNDING/CONSIDERATION

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$18,750.00, subject to the availability of funds.

(b) Any advance payment under this Agreement is subject to Section 216.181 (16), Florida Statutes, and is contingent upon the Recipient's acceptance of the rights of the Division under Paragraph (12)(b) of this Agreement. The amount which may be advanced may not exceed the expected cash needs of the Recipient within the first three (3) months of the contract term. For a federally funded contract, and advance payment is also subject to federal OMB Circulars A-87, A-110, A-122 and the Cash Management Improvement Act of 1990. All advances are required to be held in an interest-bearing account. If an advance payment is requested, the budget data on which the request is based and a justification statement shall be included in the Agreement as Attachment E. Attachment E will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds. No advance shall be accepted for processing if a reimbursement has been paid prior to the submittal of a request for advance payment.

(c) After the initial advance, if any, payment shall be made on a reimbursement basis as needed. The Recipient agrees to expend funds in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

(d) Invoices shall be submitted at least quarterly and shall include the supporting documentation for all costs of the project or services. Invoices shall be accompanied by a statement signed and dated by an authorized representative of the Recipient certifying that "all disbursements made in accordance with conditions of the Division agreement and payment is due and has not been previously requested for these amounts." The supporting documentation must comply with the documentation requirements of applicable OMB Circular Cost Principles. The final invoices shall be submitted within sixty (60) days after the expiration date of the Agreement. An explanation of any circumstances prohibiting the submittal of quarterly invoices shall be submitted to the Division contract manager as part of the Recipient's quarterly reporting as referenced in Paragraph (7) of this Agreement.

If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the Federal Office of Management and Budgeting, the State Chief Financial Officer or under subparagraph (19) (h) of this Agreement, all obligations on the part of the Division to make any further payment of funds shall terminate, and the Recipient shall submit its closeout report within thirty days of receiving notice from the Division.

(18) REPAYMENTS

All refunds or repayments due to the Division under this Agreement are to be made payable to the order of "Division of Emergency Management" and mailed directly to the following address:

Division of Emergency Management
Cashier
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

In accordance with Section 215.34(2), Florida Statutes, if a check or other draft is returned to the Division for collection, Recipient shall pay the Division a service fee of \$15.00 or 5% of the face amount of the returned check or draft, whichever is greater.

(19) MANDATED CONDITIONS

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in any later submission or response to a Division request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials is incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of the Division and with thirty days written notice to the Recipient, cause the termination of this Agreement and the release of the Division from all its obligations to the Recipient.

(b) This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County. If any provision of this Agreement is in conflict with any applicable statute or rule, or is unenforceable, then the provision shall be null and void to the extent of the conflict, and shall be severable, but shall not invalidate any other provision of this Agreement.

(c) Any power of approval or disapproval granted to the Division under the terms of this Agreement shall survive the term of this Agreement.

(d) This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(e) The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 United States Code (U.S.C.), Section 12101 et seq.), which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services, and telecommunications.

(f) Those who have been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of \$25,000 for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

(g) Any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the federal government, certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
2. Have not, within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statute or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph (19)(g)2 of this certification; and
4. Have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

If the Recipient is unable to certify to any of the statements in this certification, then the Recipient shall attach an explanation to this Agreement.

In addition, the Recipient shall send to the Division (by email or by facsimile transmission) the completed "Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion" (Attachment H) for each intended subcontractor which Recipient plans to fund under this Agreement. The form must be received by the Division before the Recipient enters into a contract with any subcontractor.

(h) The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with Chapter 216, Florida Statutes or the Florida Constitution.

(i) All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

(j) Any bills for travel expenses shall be submitted in accordance with Section 112.061, Florida Statutes.

(k) The Division reserves the right to unilaterally cancel this Agreement if the Recipient refuses to allow public access to all documents, papers, letters or other material subject to the provisions of chapter 119, Florida Statutes, which the Recipient created or received under this Agreement.

(l) If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Division or be applied against the Division's obligation to pay the contract amount.

(m) The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA)]. The Division shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A (e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A (e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Division.

(n) The Recipient is subject to Florida's Government in the Sunshine Law (Section 286.011, Florida Statutes) with respect to the meetings of the Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board. All of these meetings shall be publicly noticed, open to the public, and the minutes of all meetings shall be public records, available to the public in accordance with Chapter 119, Florida Statutes.

(o) All unmanufactured and manufactured articles, material and supplies which are acquired for public use under this Agreement must have been produced in the United States as required under 41 U.S.C. 10a, unless it would not be in the public interest or unreasonable in cost.

(20) LOBBYING PROHIBITION

(a) No funds or other resources received from the Division under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

(b) The Recipient certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities."

3. The Recipient shall require that this certification be included in the award documents for all sub-awards (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(21) COPYRIGHT, PATENT AND TRADEMARK

ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA. ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE RECIPIENT TO THE STATE OF FLORIDA.

(a) If the Recipient has a pre-existing patent or copyright, the Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless the Agreement provides otherwise.

(b) If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Recipient shall refer the discovery or invention to the Division for a determination whether the State of Florida will seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify the Division. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Recipient to the State of Florida.

(c) Within thirty days of execution of this Agreement, the Recipient shall disclose all intellectual properties relating to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any pre-existing intellectual property which is disclosed. Failure to disclose will indicate that no such property exists. The Division shall then, under subparagraph (b), have the right to all patents and copyrights which accrue during performance of the Agreement.

(22) LEGAL AUTHORIZATION

The Recipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Recipient also certifies that the undersigned person has the authority to legally execute and bind Recipient to the terms of this Agreement.

(23) ASSURANCES

The Recipient shall comply with any Statement of Assurances incorporated as Attachment C.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

RECIPIENT: COLUMBIA COUNTY

By: _____

Name and Title: _____

Date: _____

FEID#: _____

**STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT**

By: _____

Name and Title: Bryan W. Koon, Director

Date: _____

EXHIBIT – 1

THE FOLLOWING FEDERAL RESOURCES ARE AWARDED TO THE RECIPIENT UNDER THIS AGREEMENT:

Federal Program: Federal Emergency Management Agency: Hazard Mitigation Grant
Catalog of Federal Domestic Assistance Number: 97.039
Amount of Federal Funding: \$18,750.00

THE FOLLOWING COMPLIANCE REQUIREMENTS APPLY TO THE FEDERAL RESOURCES AWARDED UNDER THIS AGREEMENT:

- OMB Circular A-110 Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- OMB Circular A-102 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments
- OMB Circular A-87 Cost Principles for State and Local Governments
- OMB Circular A-21 Cost Principles for Educational Institutions
- OMB Circular A-133 Audits of State, Local Governments, and Non Profit Organizations

Commonly Applicable Statutes and Regulations

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121 et seq., and Related Authorities
- Sections 1361(A) of the National Flood Insurance Act of 1968 (NFIA, or "the Act"), 42 U.S.C. 4104c, as amended by the National Flood Insurance Reform Act of 1994 (NFIRA), Public Law 103-325 and the Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004, Public Law 108-264
- Title 44 of the Code of Federal Regulations (CFR)
- 44 CFR Part 80 Property Acquisition and Relocation of Open Space
- 44 CFR Part 10 Environmental Considerations
- 44 CFR Part 13 Uniform Administrative Requirements for Grants and cooperative Agreements to State and Local Governments
- 31 CFR Part 205 Rules and Procedures for Funds Transfers

Federal Program:

List applicable compliance requirements as follows:

1. Recipient is to use funding to perform the following eligible activities:
 - Acquisition of hazard prone properties
 - Retrofitting of existing buildings and facilities
 - Elevation of flood prone structures
 - Retrofitting of existing buildings and facilities for shelters
 - Mitigation Planning Project
 - Localized Minor Drainage Improvement
 - Intermediate Stormwater Drainage System
 - Major Flood Control Drainage System
 - Other projects that reduce future disaster losses
2. Recipient is subject to all administrative and financial requirements as set forth in this Agreement, or will be in violation of the terms of the Agreement.

NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5)(a), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the Recipient.

Attachment A

Budget and Scope of Work

Statement of Purpose

The purpose of this scope of work is to implement Phase I for the Columbia County SR 47 and US 27 Acquisition and Drainage Project funded through the Hazard Mitigation Grant Program (DR-4068-17-R), as approved by the Florida Division of Emergency Management (Division) and the Federal Emergency Management Agency (FEMA). The recipient, the Columbia County, shall conduct Phase I of this project which includes a Watershed Study for this project to determine the correct location and size of the storm water retention area. No construction activities are approved at this time. The project is expected to protect adjacent property, citizens and infrastructure from future localized flooding. The recipient will complete the Phase I work in accordance with all applicable federal, state and local laws, regulations, and codes. All Phase I activities and deliverables must be complete and submitted to the state on or before May 31, 2014.

Tasks

Task 1

The recipient shall procure the services of a qualified and Florida licensed professional(s) and execute a contract with the selected bidder to complete the Phase I scope of work as approved by the Division and FEMA. The recipient shall select the qualified, Florida licensed professional(s) in accordance with the recipient's procurement policy. All procurement activities will contain sufficient source documentation and be in accordance with all applicable federal and state laws and regulations

The recipient shall ensure that no selected contractors or subcontractors are debarred or suspended from participating in federally funded projects.

The selected contractor shall have a current and valid occupational license/business tax receipt issued for the type of services being performed.

Task 2

The recipient, the Columbia County shall monitor and manage the Phase I portion of this project in accordance with the HMGP application and supporting documentation as submitted to the Division by the recipient and subsequently approved by the Division and FEMA. The Division and FEMA will render a Phase II determination upon completion of the review of Phase I deliverables. No construction activities are approved at this time.

Phase I consists of a Watershed Study to determine the correct location and size of a storm water retention area located on US 27/SR 47 in Fort White, Florida 32038. This project is intended to protect the roadway, infrastructure, and ensure all property owners, business owners, and visitors have ingress/egress to their property. The project site is located at Latitude: 29.921059, Longitude: - 82.715103.

The recipient must consult with the Florida Fish and Wildlife Conservation Commission (FWCC) for State-listed species or special concern including the Red Cockaded Woodpecker (*Picoides borealis*) and the Eastern Indigo Snake (*Dymarchon corais couperi*).

Conduct a hydrologic and hydraulic (H&H) study. If impacts to the waters of the US or wetlands are identified in the study, the recipient must coordinate with the U.S. Army Corps of Engineers (USACE). If

coordination with the USACE is not required, the recipient must coordinate with the U.S. Fish and Wildlife Service (USFWS).

Obtain an Environmental Resource Permit (ERP) and any other permits or authorizations from the Suwannee River Water Management District (SRWMD). Confirmation of permit exemption from the SRWMD is needed if no permit is required.

Onsite and offsite improvements associated with the project that impact Florida Department of Transportation (FDOT) right-of-way will require the appropriate FDOT permits. Required permits may include drainage, utility, access management, or other permits depending on the work planned. Contact the FDOT's District Two Maintenance Office in Lake City at (386) 961-7180 for additional information.

The public must be notified of the intent to locate the proposed action in the floodplain or/and wetland. The notice must be published at least once in a local newspaper of general circulation. The public must be given at least fifteen days to comment. The recipient must meet federal requirements of notification.

All Phase I work will be completed in accordance with all applicable state, local and federal laws and regulations and documented, as appropriate.

Task 3

During the course of this agreement the recipient is required to submit requests for reimbursement. Adequate and complete source documentation is required to be submitted to support all costs (federal share and local share) related to the project. In some cases, all project activities may not be fully complete prior to requesting reimbursement of costs incurred in completion of this scope of work; however, a partial reimbursement may be requested.

The recipient is required to submit an Affidavit signed by the recipient's project manager or other authorized personnel with each reimbursement request attesting to the completion of the work, disbursements or payments were made in accordance with all agreement and regulatory conditions, and that reimbursement is due and has not been previously requested.

The recipient must maintain accurate time records. The recipient must ensure invoices are accurate and any contracted services were rendered within the terms and timelines of this agreement. All supporting documentation must agree with the requested billing period. All costs submitted for reimbursement must contain adequate source documentation which may include but not be limited to: cancelled checks, paid bills and invoices, payrolls, time and attendance records, contract and subcontract documents.

Direct Expense: The recipient will pre-audit bills, invoices, and/or charges submitted by the contractors and subcontractors and pay the contractors and subcontractors for approved bills, invoices, and/or charges. Recipient will ensure that all contractor/subcontractor bills, invoices, and/or charges are legitimate and clearly identify the activities being performed and associated costs.

Project Management Expenses: The recipient shall pre-audit source documentation such as payroll records, project time sheets, attendance logs, etc. Documentation shall be detailed information describing tasks performed, hours devoted to each task, and the hourly rate charged for each hour including enough information to calculate the hourly rates based on payroll records. Employee benefits must be clearly shown.

The Division will review all submitted requests for reimbursement for basic accuracy of information. Further, the Division will ensure that no unauthorized work was completed prior to the approved project

start date by verifying vendor and contractor invoices. The Division will verify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measures are in compliance with the approved scope of work prior to processing any requests for reimbursement.

Review and approval of any third party in-kind services, if applicable, will be conducted by the Division in coordination with the recipient. Quarterly reports must be submitted by the recipient and received by the Division at the times provided in this agreement prior to the processing of any reimbursement.

Deliverables

Deliverable 1

The recipient will provide documentation demonstrating the results of the procurement process. This will include a rationale for the method of procurement and selection of contract type, contractor selection and/or rejection and bid tabulation and listing, and the basis of contract price.

The recipient will provide an executed "Debarment, Suspension, Ineligibility, Voluntary Exclusion Form" for each contractor and/or subcontractor performing services under this agreement.

Executed contracts with contractors and/or subcontractors will be provided to the Division by the recipient.

The recipient will provide copies of professional licenses for contractors selected to perform services.

The recipient shall provide a copy of a current and valid occupational license or business tax receipt issued for the type of services to be performed by selected contractor.

Deliverable 2

Upon completion of Task 2, the recipient will submit two final copies of the documents below and any necessary supporting documentation.

1. Engineering design and analysis, surveying, and Hydrologic and Hydraulic studies, including verification that there will not be any upstream or downstream impacts
2. Final construction plans and bid documents
3. Cost estimates to implement the designed project
4. All necessary Environmental and Historic Preservation compliance documents, as applicable
 - a. Property assessor information for each parcel to be acquired and confirmation that no structures are currently located on any of the parcels.
 - b. Aerial photograph showing the full detailed extent of the project footprint (square feet) and depth of ground disturbance (feet). Staging areas should be identified.
 - c. Clear, color and labeled photographs of all ground disturbing areas must be provided.
 - d. Clear, color and labeled USGS topographical map must be provided. Project area must be clearly indicated.

- e. Response letter or authorization from the FFWCC for State-listed species of special concern.
- f. Copy of the H&H study.
- g. Response letter from the USACE if project impacts waters of the US or wetlands are identified in the H&H study, and any authorizations or permits that will be necessary to complete the proposed work. Any conditions imposed by the USACE shall be included in the final design plans, narrative and project implementation actions.
- h. If USACE coordination is not required, response letter from the USFWS and any authorizations or permits that will be necessary to complete the proposed project. Any conditions imposed by the agency should be included in the final design plans, narrative and project implementation actions.
- i. Copy of the ERP and another other permits or authorizations from the SRWMD. Any conditions imposed by the agency should be included in the final design plans, narrative and project implementation actions.
- j. Copy of all (FDOT) permits.
- k. Copy of the publication and affidavit of public notice along with all public comments and responses. If a meeting was held in lieu of a publication, a copy of the meeting minutes and sign in sheet must be provided.

Deliverable 3

The recipient shall submit to the Division requests for reimbursement of actual Phase I costs related to the project as identified in the project application and this scope of work. The requests for reimbursement will include:

- 1. Contractor, subcontractor, and/or vendor invoices which clearly display dates of services performed, description of services performed, location of services performed, cost of services performed, name of service provider and any other pertinent information.
- 2. Proof of payment from the recipient to the contractor, subcontractor, and/or vendor for invoiced services.
- 3. Clear identification of amount of costs being requested for reimbursement as well as costs being applied against the local match amount.

The recipient's final request for reimbursement should include the final Phase I project cost. Supporting documentation must show that all contractors and subcontractors have been paid.

Project Conditions

- 1. The recipient must follow all applicable state, local and federal laws regulations and requirements, and obtain (before starting project work) and comply with all required permits and approvals. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding. If project work is delayed for a year or more after the date of the categorical exclusion (CATEX), then coordination with and project review by regulatory agencies must be redone.

2. Any change, addition or supplement to the approved Scope of Work that alters the project (including other work not funded by FEMA, but done substantially at the same time), regardless of the budget implications, will require re-submission of the application to FEMA through the Florida Division of Emergency Management (FDEM) for National Environmental Policy Act (NEPA) re-evaluation before starting project work.
3. If ground disturbing activities occur during construction, the recipient will monitor ground disturbance. In the event of an unexpected discovery involving an Undertaking that has affected a previously unidentified historic property, human remains, or affected a known historic property in an unanticipated manner, the recipient should cease all activities involving subsurface disturbance in the immediate vicinity of such discoveries and take all reasonable measures to avoid or minimize harm to the property. The recipient, or other designee, should contact the Florida Department State, Division of Historical Resources, Review and Compliance Section at 850.245.6333 or 800.847.7278, as well as the FDEM and FEMA. Project activities should not resume without verbal and/or written authorization for the Division of Historical Resources and FEMA. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately and the proper authorities notified in accordance with Section 872.05, *Florida Statutes*

Financial Consequences

If Columbia County fails to comply with any term of the award, the Division shall take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the recipient;
2. Disallow all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the current award for the recipient's project;
4. Withhold further awards; or
5. Take other remedies that may be legally available.

This is FEMA project number **4068-17-R**, funded under HMGP-4068-DR-FL.

All Phase I activities and deliverables must be complete and submitted on or before **May 31, 2014**.

Schedule of Work

Phase I

State Contracting Process:	2	Months
<u>Phase I Watershed Study:</u>	<u>7</u>	<u>Months</u>
Total Period of Performance:	9	Months

Budget**Line Item Budget***

	<u>Project Cost</u>	<u>Federal Share</u>	<u>Local Share</u>
Phase I :			
Watershed Study	\$25,000.00	\$18,750.00	\$6,250.00
Total Project Cost:	\$25,000.00	\$18,750.00	\$6,250.00

** Any line item amount in this Budget may be increased or decreased 10% or less without an amendment to this Agreement being required, so long as the overall amount of the funds obligated under this Agreement is not increased.*

Funding Summary

Federal Share:	\$18,750.00	(75%)
Local Share:	\$6,250.00	(25%)
Total Phase I Project Cost:	\$25,000.00	(100%)

***The project cost is inclusive of administrative cost.*

Attachment B

Program Statutes and Regulations

The parties to this Agreement and the Hazard Mitigation Grant Program (HMGP) are generally governed by the following statutes and regulations:

- (1) The Robert T. Stafford Disaster Relief and Emergency Assistance Act;
- (2) 44 CFR Parts 7, 9, 10, 13, 14, 17, 18, 25, 206, 220, and 221, and any other applicable FEMA policy memoranda and guidance documents;
- (3) State of Florida Administrative Plan for the Hazard Mitigation Grant Program;
- (4) Hazard Mitigation Long-term Recovery Guidance; and
- (5) All applicable laws and regulations delineated in Attachment C of this Agreement.

In addition to the above statutes and regulations, the Recipient must comply with the following:

The Recipient shall fully perform the approved hazard mitigation project, as described in the Application and Attachment A (Budget and Scope of Work) attached to this Agreement, in accordance with approved scope of work indicated therein, the estimate of costs indicated therein, the allocation of funds indicated therein, and the terms and conditions of this Agreement. The Recipient shall not deviate from the approved project and the terms and conditions of this Agreement. The Recipient shall comply with any and all applicable codes and standards in performing work funded under this Agreement, and shall provide any appropriate maintenance and security for the project.

Any development permit issued by, or development activity undertaken by, the Recipient and any land use permitted by or engaged in by the Recipient, shall be consistent with the local comprehensive plan and land development regulations prepared and adopted pursuant to Chapter 163, Part II, Florida Statutes. Funds shall be expended for, and development activities and land uses authorized for, only those uses which are permitted under the comprehensive plan and land development regulations. The Recipient shall be responsible for ensuring that any development permit issued and any development activity or land use undertaken is, where applicable, also authorized by the Water Management District, the Florida Department of Environmental Protection, the Florida Department of Health, the Florida Game and Fish Commission, and any Federal, State, or local environmental or land use permitting authority, where required. The Recipient agrees that any repair or construction shall be in accordance with applicable standards of safety, decency, and sanitation, and in conformity with applicable codes, specifications and standards.

The Recipient will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the completed work conforms with the approved plans and specifications and will furnish progress reports and such other information to HMGP as may be required.

If the hazard mitigation project described in Attachment A includes an acquisition or relocation project, then the Recipient shall ensure that, as a condition of funding under this Agreement, the owner of the affected real property shall record in the public records of the county where it is located the following covenants and restrictions, which shall run with and apply to any property acquired, accepted, or from which a structure will be removed pursuant to the project.

- (1) The property will be dedicated and maintained in perpetuity for a use that is compatible with open space, recreational, or wetlands management practices;

- (2) No new structure will be erected on property other than:
 - a. a public facility that is open on all sides and functionally related to a designed open space;
 - b. a restroom; or
- (3) A structure that the Director of the Federal Emergency Management Agency approves in writing before the commencement of the construction of the structure;
- (4) After the date of the acquisition or relocation no application for disaster assistance for any purpose will be made to any Federal entity and no disaster assistance will be provided for the property by any Federal source; and
- (5) If any of these covenants and restrictions is violated by the owner or by some third party with the knowledge of the owner, fee simple title to the Property described herein shall be conveyed to the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida without further notice to the owner, its successors and assigns, and the owner, its successors and assigns shall forfeit all right, title and interest in and to the property.

HMGP Contract Manager will evaluate requests for cost overruns and submit to the regional Director written determination of cost overrun eligibility. Cost overruns shall meet Federal regulations set forth in 44 CFR 206.438(b).

The National Environmental Policy Act (NEPA) stipulates that additions or amendments to a HMGP Recipient Scope of Work (SOW) shall be reviewed by all State and Federal agencies participating in the NEPA process. **You are reminded that no construction may occur in this phase that a full environmental review must be completed prior to funding Phase II.**

As a reminder, the Recipient must obtain prior approval from the State, before implementing changes to the approved project Scope of Work (SOW). Per the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments:

- (1) For Construction projects, the grantee must "obtain prior written approval for any budget revision which result in a need for additional funds" (44 CFR 13(c));
- (2) A change in the Scope of Work must be approved by FEMA in advance regardless of the budget implications; and
- (3) The Recipient must notify the State as soon as significant developments become known, such as delays or adverse conditions that might raise costs or delay completion, or favorable conditions allowing lower cost or earlier completion. Any extensions of the period of performance must be submitted to FEMA sixty days prior to the project expiration date.

STATEMENT OF ASSURANCES

The Recipient assures that it will comply with the following statutes and regulations to the extent applicable:

- (1) 53 Federal Register 8034
- (2) Federal Acquisition Regulations 31.2
- (3) Section 1352, Title 31, US Code
- (4) OMB Circulars A-21, A-87, A-110, A-122
- (5) Chapter 473, Florida Statutes
- (6) Chapter 215, Florida Statutes
- (7) Section 768.28, Florida Statutes
- (8) Chapter 119, Florida Statutes
- (9) Section 216.181(6), Florida Statutes
- (10) Cash Management Improvement Act Of 1990

- (11) American with Disabilities Act
- (12) Section 112.061, Florida Statutes
- (13) Immigration and Nationality Act
- (14) Section 286.011, Florida Statutes
- (15) E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule
- (16) Uniform Relocation Assistance and Real Property Acquisitions Act of 1970
- (17) Title I of the Omnibus Crime Control and Safe Streets Act of 1968
- (18) Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act
- (19) 28 CFR applicable to grants and cooperative Agreements
- (20) Omnibus Crime Control and Safe Streets Act of 1968, as amended
- (21) 42 U.S.C. 3789(d) or Victims of Crime Act (as appropriate)
- (22) Section 504 of the Rehabilitation Act of 1973, as amended
- (23) Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990)
- (24) 28 CFR, Part 42, Subparts C, D, E, and G
- (25) Department of Justice regulations on disability discrimination, 28 CFR, Part 35 and Part 39
- (26) 42 U.S.C. 5154a
- (27) 44 CFR, Part 60.3 and City/County Ordinance

Attachment C

Statement of Assurances

To the extent the following provisions apply to this Agreement, the Recipient certifies that:

- (a) It possesses legal authority to enter into this Agreement and to carry out the proposed program;
- (b) Its governing body has duly adopted or passed as an official act of resolution, motion or similar action authorizing the execution of the hazard mitigation agreement with the Division of Emergency Management (DEM), including all understandings and assurances contained in it, and directing and authorizing the Recipient's chief administrative officer or designee to act in connection with the application and to provide such additional information as may be required;
- (c) No member of or delegate to the Congress of the United States, and no Resident Commissioner, shall receive any share or part of this Agreement or any benefit. No member, officer, or employee of the Recipient or its designees or agents, no member of the governing body of the locality in which this program is situated, and no other public official of the locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year after, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds, for work to be performed in connection with the program assisted under this Agreement. The Recipient shall incorporate, in all contracts or subcontracts a provision prohibiting any interest pursuant to the purpose stated above;
- (d) All Recipient contracts for which the State Legislature is in any part a funding source, shall contain language to provide for termination with reasonable costs to be paid by the Recipient for eligible contract work completed prior to the date the notice of suspension of funding was received by the Recipient. Any cost incurred after a notice of suspension or termination is received by the Recipient may not be funded with funds provided under this Agreement unless previously approved in writing by the Division. All Recipient contracts shall contain provisions for termination for cause or convenience and shall provide for the method of payment in such event;
- (e) It will comply with:
 - (1) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327 et seq., requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty hours in a work week; and
 - (2) Federal Fair Labor Standards Act, 29 U.S.C. Section 201 et seq., requiring that covered employees be paid at least minimum prescribed wage, and also that they be paid one and one-half times their basic wage rates for all hours worked in excess of the prescribed work-week.
- (f) It will comply with
 - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations issued pursuant thereto, which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Recipient, this assurance shall obligate the Recipient, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is

used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;

- (2) Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) which prohibits discrimination on the basis of age or with respect to otherwise qualifies handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973;
- (3) Executive Order 11246, as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto, which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts; affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff/termination, rates of pay or other forms of compensation; and election for training and apprenticeship;
- (g) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties pursuant to Section 112.313 and Section 112.3135, Florida Statutes;
- (h) It will comply with the Anti-Kickback Act of 1986, 41 U.S.C. Section 51 which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities;
- (i) It will comply with the provisions of 18 U.S.C. 594, 598, 600-605 (further known as the Hatch Act) which limits the political activities of employees;
- (j) It will comply with the flood insurance purchase and other requirements of the Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4002-4107, including requirements regarding the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance;

For sites located within Special Flood Hazard Areas (SFHA), the Recipient must include a FEMA Model Acknowledgement of Conditions of Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds executed by the title holder with the closeout request verifying that certain SFHA requirements were satisfied on each of the properties. The Model Acknowledgement can be found at www.fema.gov/governmental/grant/sfha_conditions.shtml

- (k) It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this Agreement to comply with the "Uniform Federal Accessibility Standards," (AS) which is Appendix A to 41 CFR Section 101-19.6 for general type buildings and Appendix A to 24 CFR, Part 40 for residential structures. The Recipient will be responsible for conducting inspections to ensure compliance with these specifications by the contractor;
- (l) It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (U.S.C. 470), Executive Order 11593, 24 CFR, Part 800, and the Preservation of Archaeological and Historical Data Act of 1966 (16 U.S.C. 469a-1, et seq.) by:
 - (1) Consulting with the State Historic Preservation Office to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR, Section 800.8) by the proposed activity; and

- (2) Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
- (3) Abiding by the terms and conditions of the **"Programmatic Agreement Among the Federal Emergency Management Agency, the Florida State Historic Preservation Office, the Florida Division of Emergency Management and the Advisory Council on Historic Preservation, (PA)"** which addresses roles and responsibilities of Federal and State entities in implementing Section 106 of the National Historic Preservation Act (NHPA), 16 U.S.C. 470(f), and implementing regulations in 36 CFR, Part 800.
- (4) When any of the Recipient's projects funded under this Agreement may affect a historic property, as defined in 36 CFR, Part 800 (2)(e), the Federal Emergency Management Agency (FEMA) may require the Recipient to review the eligible scope of work in consultation with the State Historic Preservation Office (SHPO) and suggest methods of repair or construction that will conform with the recommended approaches set out in the **Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings 1992 (Standards)**, the **Secretary of the Interior's Guidelines for Archeological Documentation (Guidelines)** (48 Federal Register 44734-37), or any other applicable Secretary of Interior standards. If FEMA determines that the eligible scope of work will not conform with the **Standards**, the Recipient agrees to participate in consultations to develop, and after execution by all parties, to abide by, a written agreement that establishes mitigation and recondition measures, including but not limited to, impacts to archeological sites, and the salvage, storage, and reuse of any significant architectural features that may otherwise be demolished.
- (5) The Recipient agrees to notify FEMA and the Division if any project funded under this Agreement will involve ground disturbing activities, including, but not limited to: subsurface disturbance; removal of trees; excavation of footings and foundations, and installation of utilities (such as water, sewer, storm drains, electrical, gas, leach lines and septic tanks) except where these activities are restricted solely to areas previously disturbed by the installation, replacement or maintenance of such utilities. FEMA will request the SHPO's opinion on the potential that archeological properties may be present and be affected by such activities. The SHPO will advise the Recipient on any feasible steps to be accomplished to avoid any National Register eligible archeological property or will make recommendations for the development of a treatment plan for the recovery or archeological data from the property.

If the Recipient is unable to avoid the archeological property, develop, in consultation with SHPO, a treatment plan consistent with the **Guidelines** and take into account the Advisory Council on Historic Preservation (Council) publication "Treatment of Archeological Properties". The Recipient shall forward information regarding the treatment plan to FEMA, the SHPO and the Council for review. If the SHPO and the Council do not object within 15 calendar days of receipt of the treatment plan, FEMA may direct the Recipient to implement the treatment plan. If either the Council or the SHPO object, Recipient shall not proceed with the project until the objection is resolved.
- (6) The Recipient shall notify the Division and FEMA as soon as practicable: (a) of any changes in the approved scope of work for a National Register eligible or listed property; (b) of all changes to a project that may result in a supplemental DSR or modify a HMGP project for a National Register eligible or listed property; (c) if it appears that a project funded under this Agreement will affect a previously unidentified property that may be eligible for inclusion in the National Register or affect a known historic property in an unanticipated manner. The Recipient acknowledges that FEMA may require the Recipient to stop construction in the vicinity of the discovery of a previously unidentified property that may eligible for inclusion in the National Register or upon learning that construction may affect a known historic property in an unanticipated manner. The Recipient further acknowledges that FEMA may require the Recipient to take all reasonable measures to avoid or minimize harm to such property until FEMA concludes

consultation with the SHPO. The Recipient also acknowledges that FEMA will require, and the Recipient shall comply with, modifications to the project scope of work necessary to implement recommendations to address the project and the property.

- (7) The Recipient acknowledges that, unless FEMA specifically stipulates otherwise, it shall not receive funding for projects when, with intent to avoid the requirements of the PA or the NHPA, the Recipient intentionally and significantly adversely affects a historic property, or having the legal power to prevent it, allowed such significant adverse affect to occur.
- (m) It will comply with Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex;
- (n) It will comply with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, (42 U.S.C. 4521-45-94) relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- (o) It will comply with 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
- (p) It will comply with Lead-Based Paint Poison Prevention Act (42 U.S.C. 4821 et seq.) which prohibits the use of lead based paint in construction of rehabilitation or residential structures;
- (q) It will comply with the Energy Policy and Conservation Act (P.L. 94-163; 42 U.S.C. 6201-6422), and the provisions of the State Energy Conservation Plan adopted pursuant thereto;
- (r) It will comply with the Laboratory Animal Welfare Act of 1966, (7 U.S.C. 2131-2159), pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by an award of assistance under this Agreement;
- (s) It will comply with Title VIII of the Civil Rights Act of 1968, (42 U.S.C 2000c and 42 U.S.C. 3601-3619), as amended, relating to non-discrimination in the sale, rental, or financing of housing, and Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color or national origin;
- (t) It will comply with the Clean Air Act of 1955, as amended, 42 U.S.C. 7401-7642;
- (u) It will comply with the Clean Water Act of 1977, as amended, 42 U.S.C. 7419-7626
- (v) It will comply with the endangered Species Act of 1973, 16 U.S.C. 1531-1544;
- (w) It will comply with the Intergovernmental Personnel Act of 1970, 42 U.S.C. 4728-4763;
- (x) It will assist the awarding agency in assuring compliance with the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 270;
- (y) It will comply with environmental standards which may be prescribed pursuant to the National Environmental Policy Act of 1969, 42 U.S.C. 4321-4347;
- (z) It will assist the awarding agency in assuring compliance with the Preservation of Archeological and Historical Preservation Act of 1966, 16 U.S.C. 469a, et seq.;
- (aa) It will comply with the Rehabilitation Act of 1973, Section 504, 29 U.S.C. 794, regarding non-discrimination;

- (bb) It will comply with the environmental standards which may be prescribed pursuant to the Safe Drinking Water Act of 1974, 42 U.S.C. 300f-300j, regarding the protection of underground water sources;
- (cc) It will comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Property Acquisition Policies Act of 1970, 42 U.S.C. 4621-4638, which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs;
- (dd) It will comply with the Wild and Scenic Rivers Act of 1968, 16 U.S.C. 1271-1287, related to protecting components or potential components of the national wild and scenic rivers system;
- (ee) It will comply with the following Executive Orders: EO 11514 (NEPA); EO 11738 (violating facilities); EO 11988 (Floodplain Management); EO 11990 (Wetlands); and EO 12898 (Environmental Justice);
- (ff) It will comply with the Coastal Barrier Resources Act of 1977, 16 U.S.C. 3510;
- (gg) It will assure project consistency with the approved State program developed under the Coastal Zone Management Act of 1972, 16 U.S.C. 1451-1464; and
- (hh) It will comply with the Fish and Wildlife Coordination Act of 1958, 16 U.S.C. 661-666.
- (ii) With respect to demolition activities, it will:
 - (1) Create and make available documentation sufficient to demonstrate that the Recipient and its demolition contractor have sufficient manpower and equipment to comply with the obligations as outlined in this Agreement.
 - (2) Return the property to its natural state as though no improvements had ever been contained thereon.
 - (3) Furnish documentation of all qualified personnel, licenses and all equipment necessary to inspect buildings located in the Recipient's jurisdiction to detect the presence of asbestos and lead in accordance with requirements of the U.S. Environmental Protection Agency, the Florida Department of Environmental Protection and the County Health Department.
 - (4) Provide documentation of the inspection results for each structure to indicate:
 - a. Safety Hazard Present
 - b. Health Hazards Present
 - c. Hazardous Materials Present
 - (5) Provide supervision over contractors or employees employed by the Recipient to remove asbestos and lead from demolished or otherwise applicable structures.
 - (6) Leave the demolished site clean, level and free of debris.
 - (7) Notify the Division promptly of any unusual existing condition which hampers the contractor's work.
 - (8) Obtain all required permits.
 - (9) Provide addresses and marked maps for each site where water wells and septic tanks are to be closed along with the number of wells and septic tanks located on each site. Provide documentation of closures.

- (10) Comply with mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).
- (11) Comply with all applicable standards, orders, or requirements issued under Section 112 and 306 of the Clean Air Act (42 U.S.C. 1857h), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and the U.S. Environmental Protection Agency regulations (40 CFR, Part 15 and 61). This clause shall be added to any subcontracts.
- (12) Provide documentation of public notices for demolition activities.

Attachment D

**DIVISION OF EMERGENCY MANAGEMENT
REQUEST FOR REIMBURSEMENT OF
HAZARD MITIGATION GRANT PROGRAM FUNDS**

RECIPIENT NAME: Columbia County

REMIT ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PAYMENT #: _____ CONTRACT #: 14HM-6B-03-22-01-

FEMA TRACKING #: 4068-17-R INVOICE PERIOD: _____ to _____

Eligible Amount 100%	Obligated Federal %	Obligated Non-Federal %	Previous Payments	Current Request	DEM Use Only	
					Approved	Comments

TOTAL CURRENT REQUEST: \$ _____

I certify that to the best of my knowledge and belief the above accounts are correct, and that all disbursements were made in accordance with all conditions of the Division agreement and payment is due and has not been previously requested for these amounts.

RECIPIENT SIGNATURE: _____

NAME AND TITLE: _____ DATE: _____

APPROVED PROJECT TOTAL	\$ _____	GOVERNOR'S AUTHORIZED REPRESENTATIVE
ADMINISTRATIVE COST	\$ _____	
APPROVED FOR PAYMENT	\$ _____	
		DATE _____

Attachment E

JUSTIFICATION OF ADVANCE PAYMENT

RECIPIENT: Columbia County

If you are requesting an advance, indicate same by checking the box below.

☐ ADVANCE REQUESTED Advance payment of \$_____ is requested. Balance of payments will be made on a reimbursement basis. These funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and equipment. We would not be able to operate the program without this advance.
--

If you are requesting an advance, complete the following chart and line item justification below.

ESTIMATED EXPENSES

BUDGET CATEGORY/LINE ITEMS (list applicable line items)	20__-20__ Anticipated Expenditures for the First Three Months of Contract
For Example ADMINISTRATIVE COSTS (Include Secondary Administration)	
For Example PROGRAM EXPENSES	
TOTAL EXPENSES	

LINE ITEM JUSTIFICATION (For each line item, provide a detailed justification explaining the need for the cash advance. The justification must include supporting documentation that clearly shows the advance will be expended within the first ninety (90) days of the contract term. Support documentation should include quotes for purchases, delivery timelines, salary and expense projections, etc. to provide the Division reasonable and necessary support that the advance will be expended within the first ninety (90) days of the contract term. Any advance funds not expended within the first ninety (90) days of the contract term shall be returned to the Division Cashier, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399, within thirty (30) days of receipt, along with any interest earned on the advance).

Attachment F

DIVISION OF EMERGENCY MANAGEMENT
HAZARD MITIGATION GRANT PROGRAM
QUARTERLY REPORT FORM

RECEIPT Columbia County PROJECT #: 4068-17-R
PROJECT TYPE: Acquisition and Drainage CONTRACT#: 14HM-6B-03-22-01-
DISASTER NUMBER: 4068 QUARTER ENDING: _____

Provide amount of advance funds disbursed for period (if applicable): \$ _____

Provide reimbursement projections for this project:

July-Sep 20__ \$ _____ Oct-Dec 20__ \$ _____ Jan-Mar 20__ \$ _____ Apr-June 20__ \$ _____
July-Sep 20__ \$ _____ Oct-Dec 20__ \$ _____ Jan-Mar 20__ \$ _____ Apr-June 20__ \$ _____

Percentage of Work Completed (may be confirmed by state inspector's): _____ %

Project Proceeding on Schedule: ☐ Yes ☐ No

Describe milestones achieved during this quarter:

Provide a schedule for the remainder of work to project completion:

Describe problems or circumstances affecting completion date, milestones, scope of work, and cost:

☐ Cost Unchanged ☐ Under Budget ☐ Over Budget
Cost Status: :

Additional Comments/Elaboration:

NOTE: Division of Emergency Management (DEM) staff may perform interim inspections and/or audits at any time. Events may occur between quarterly reports, which have significant impact upon your project, such as, anticipated overruns, changes in scope of work, etc. Please contact the Division as soon as these conditions become known, otherwise you may be found non-compliant with your subgrant award.

Name and Phone Number of Person Completing This Form _____

Attachment G

Warranties and Representations

Financial Management

Recipient's financial management system must provide for the following:

- (1) Accurate, current and complete disclosure of the financial results of this project or program.
- (2) Records that identify the source and use of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- (3) Effective control over and accountability for all funds, property and other assets. Recipient shall safeguard all such assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each Request For Payment. Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures to determine whether costs are allowed and reasonable under the provisions of the applicable OMB cost principles and the terms and conditions of this Agreement.
- (6) Cost accounting records that are supported by backup documentation.

Competition

All procurement transactions shall be done in a manner to provide open and free competition. The Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure excellent contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, considering the price, quality and other factors. Solicitations shall clearly set forth all requirements that the bidder or offeror must fulfill in order for the bid or offer to be evaluated by the Recipient. Any and all bids or offers may be rejected when it is in the Recipient's interest to do so.

Codes of Conduct

The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subcontracts. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Recipient.

Business Hours

The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

Licensing and Permitting

All subcontractors or employees hired by the Recipient shall have all current licenses and permits required for all of the particular work for which they are hired by the Recipient.

Attachment H

**Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion**

Contractor Covered Transactions

- (1) The prospective subcontractor of the Recipient, Columbia County, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Recipient's subcontractor is unable to certify to the above statement, the prospective contract shall attach an explanation to this form.

CONTRACTOR

By: _____
Signature

Name and Title

Street Address

City, State, Zip

Date

Columbia County
Recipient's Name

14HM-6B-03-22-01-
DEM Contract Number

4068-17-R
FEMA Project Number

Attachment I

**FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT
INSTRUCTIONS AND WORKSHEET**

PURPOSE: The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent of this legislation is to empower every American with the ability to hold the government accountable for each spending decision. The FFATA legislation requires information on federal awards (federal assistance and expenditures) be made available to the public via a single, searchable website, which is <http://www.usaspending.gov/>.

The FFATA Sub-award Reporting System (FSRS) is the reporting tool the Florida Division of Emergency Management ("FDEM" or "Division") must use to capture and report sub-award and executive compensation data regarding first-tier sub-awards that obligate \$25,000 or more in Federal funds (excluding Recovery funds as defined in section 1512(a) (2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5).

Note: This "Instructions and Worksheet" is meant to explain the requirements of the FFATA and give clarity to the FFATA Form distributed to sub-awardees for completion. All pertinent information below should be filled out, signed, and returned to the project manager.

ORGANIZATION AND PROJECT INFORMATION

The following information must be provided to the FDEM prior to the FDEM's issuance of a sub-award (Agreement) that obligates \$25,000 or more in federal funds as described above. Please provide the following information and return the signed form to the Division as requested.

PROJECT #: 4068-17-R
FUNDING AGENCY: Federal Emergency Management Agency
AWARD AMOUNT: \$18,750.00
OBLIGATION/ACTION DATE: _____
SUBAWARD DATE (if applicable): _____

DUNS#: _____
DUNS# +4: _____

*If your company or organization does not have a DUNS number, you will need to obtain one from Dun & Bradstreet at 866-705-5711 or use the web form (<http://fedgov.dnb.com/webform>). The process to request a DUNS number takes about ten minutes and is free of charge.

BUSINESS NAME: _____
DBA NAME (IF APPLICABLE): _____
PRINCIPAL PLACE OF BUSINESS ADDRESS: _____
ADDRESS LINE 1: _____
ADDRESS LINE 2: _____

ADDRESS LINE 3: _____

CITY _____ STATE _____ ZIP CODE+4** _____

PARENT COMPANY DUNS# (if applicable): _____

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA#): _____

DESCRIPTION OF PROJECT (Up to 4000 Characters)

The purpose of this scope of work is to implement Phase I for the Columbia County SR 47 and US 27 Acquisition and Drainage Project funded through the Hazard Mitigation Grant Program (DR-4068-17-R), as approved by the Florida Division of Emergency Management (Division) and the Federal Emergency Management Agency (FEMA). The recipient, the Columbia County, shall conduct Phase I of this project which includes a Watershed Study for this project to determine the correct location and size of the storm water retention area. No construction activities are approved at this time. The project is expected to protect adjacent property, citizens and infrastructure from future localized flooding. The recipient will complete the Phase I work in accordance with all applicable federal, state and local laws, regulations, and codes. All Phase I activities and deliverables must be complete and submitted to the state on or before May 31, 2014.

Verify the approved project description above, if there is any discrepancy, please contact the project manager.

PRINCIPAL PLACE OF PROJECT PERFORMANCE (IF DIFFERENT THAN PRINCIPAL PLACE OF BUSINESS):

ADDRESS LINE 1: _____

ADDRESS LINE 2: _____

ADDRESS LINE 3: _____

CITY _____ STATE _____ ZIP CODE+4** _____

CONGRESSIONAL DISTRICT FOR PRINCIPAL PLACE OF PROJECT PERFORMANCE:

****Providing the Zip+4 ensures that the correct Congressional District is reported.**

EXECUTIVE COMPENSATION INFORMATION:

1. 1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (a) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance (e.g. loans, grants, subgrants, and/or cooperative agreements, etc.) subject to the Transparency Act, as defined at 2 CFR 170.320; , (b) \$25,000,000 or more in annual gross revenues from U.S. Federal procurement contracts (and subcontracts) and Federal financial assistance (e.g. loans, grants, subgrants, and/or cooperative agreements, etc.) subject to the Transparency Act?

Yes ☐ No ☐

If the answer to Question 1 is "Yes," continue to Question 2. If the answer to Question 1 is "No", move to the signature block below to complete the certification and submittal process.

2. Does the public have access to information about the compensation of the executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) Section 6104 of the Internal Revenue Code of 1986?
- Yes ☐ No ☐

If the answer to Question 2 is "Yes," move to the signature block below to complete the certification and submittal process. [Note: Securities Exchange Commission information should be accessible at <http://www.sec.gov/answers/excomp.htm>. Requests for Internal Revenue Service (IRS) information should be directed to the local IRS for further assistance.]

If the answer to Question 2 is "No" FFATA reporting is required. Provide the information required in the "TOTAL COMPENSATION CHART FOR MOST RECENTLY COMPLETED FISCAL YEAR" appearing below to report the "Total Compensation" for the five (5) most highly compensated "Executives", in rank order, in your organization. For purposes of this request, the following terms apply as defined in 2 CFR Ch. 1 Part 170 Appendix A:

"Executive" is defined as "officers, managing partners, or other employees in management positions".

"Total Compensation" is defined as the cash and noncash dollar value earned by the executive during the most recently completed fiscal year and includes the following:

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

TOTAL COMPENSATION CHART FOR MOST RECENTLY COMPLETED FISCAL YEAR

(Date of Fiscal Year Completion _____)

Rank (Highest to Lowest)	Name (Last, First, MI)	Title	Total Compensation for Most Recently Completed Fiscal Year
1			
2			
3			
4			
5			

THE UNDERSIGNED CERTIFIES THAT ON THE DATE WRITTEN BELOW, THE INFORMATION PROVIDED HEREIN IS ACCURATE.

SIGNATURE: _____

NAME AND TITLE: _____

DATE: _____

ATTACHMENT _____
FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT
INSTRUCTIONS AND WORKSHEET

PURPOSE: The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent of this legislation is to empower every American with the ability to hold the government accountable for each spending decision. The FFATA legislation requires information on federal awards (federal assistance and expenditures) be made available to the public via a single, searchable website, which is <http://www.usaspending.gov/>.

The FFATA Sub-award Reporting System (FSRS) is the reporting tool the Florida Division of Emergency Management ("FDEM" or "Division") must use to capture and report sub-award and executive compensation data regarding first-tier sub-awards that obligate \$25,000 or more in Federal funds (excluding Recovery funds as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5).

Note: This "Instructions and Worksheet" is meant to explain the requirements of the FFATA and give clarity to the FFATA Form distributed to sub-awardees for completion. All pertinent information below should be filled out, signed, and returned to the project manager.

ORGANIZATION AND PROJECT INFORMATION

The following information must be provided to the FDEM prior to the FDEM's issuance of a sub-award (Agreement) that obligates \$25,000 or more in federal funds as described above. Please provide the following information and return the signed form to the Division as requested.

PROJECT #:

FUNDING AGENCY: Federal Emergency Management Agency

AWARD AMOUNT:

OBLIGATION/ACTION DATE:

SUBAWARD DATE (if applicable):

DUNS# *:

DUNS+4#:

* If your company or organization does not have a DUNS number, you will need to obtain one from Dun & Bradstreet at 866-705-5711 or use the webform (<http://fedgov.dnb.com/webform>). The process to request a DUNS number takes about ten minutes and is free of charge.

BUSINESS NAME:

DBA NAME (IF APPLICABLE):

PRINCIPAL PLACE OF BUSINESS ADDRESS:

ADDRESS LINE 1:

CITY:

STATE:

ZIP CODE+4**:

PARENT COMPANY DUNS# (IF APPLICABLE):

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA#):

DESCRIPTION OF PROJECT (UP TO 4000 CHARACTERS)

PRINCIPAL PLACE OF PROJECT PERFORMANCE (IF DIFFERENT THAN PRINCIPAL PLACE OF BUSINESS):

ADDRESS LINE 1:

ADDRESS LINE 2:

ADDRESS LINE 3:

CITY:

STATE:

ZIP CODE+4**:

CONGRESSIONAL DISTRICT FOR PRINCIPAL PLACE OF PROJECT PERFORMANCE:

****Providing the Zip+4 ensures that the correct Congressional District is reported.**

EXECUTIVE COMPENSATION INFORMATION:

1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (a) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance (e.g. loans, grants, subgrants, and/or cooperative agreements, etc.) subject to the Transparency Act, as defined at 2 CFR 170.320; , (b) \$25,000,000 or more in annual gross revenues from U.S. Federal procurement contracts (and subcontracts) and Federal financial assistance (e.g. loans, grants, subgrants, and/or cooperative agreements, etc.) subject to the Transparency Act? Yes ☐ No ☐

If the answer to Question 1 is "Yes," continue to Question 2. If the answer to Question 1 is "No", move to the signature block below to complete the certification and submittal process.

2. Does the public have access to information about the compensation of the executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) Section 6104 of the Internal Revenue Code of 1986? Yes ☐ No ☐

If the answer to Question 2 is "Yes," move to the signature block below to complete the certification and submittal process. [Note: Securities Exchange Commission information should be accessible at <http://www.sec.gov/answers/excomp.htm>. Requests for Internal Revenue Service (IRS) information should be directed to the local IRS for further assistance.]

If the answer to Question 2 is "No" FFATA reporting is required. Provide the information required in the "TOTAL COMPENSATION CHART FOR MOST RECENTLY COMPLETED FISCAL YEAR" appearing below to report the "Total Compensation" for the five (5) most highly compensated "Executives", in rank order, in your organization. For purposes of this request, the following terms apply as defined in 2 CFR Ch. 1 Part 170 Appendix A:

"Executive" is defined as "officers, managing partners, or other employees in management positions".

"Total Compensation" is defined as the cash and noncash dollar value earned by the executive during the most recently completed fiscal year and includes the following:

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

TOTAL COMPENSATION CHART FOR MOST RECENTLY COMPLETED FISCAL YEAR

(Date of Fiscal Year Completion)

Rank (Highest to Lowest)	Name (Last, First, MI)	Title	Total Compensation for Most Recently Completed Fiscal Year
1			
2			
3			
4			
5			

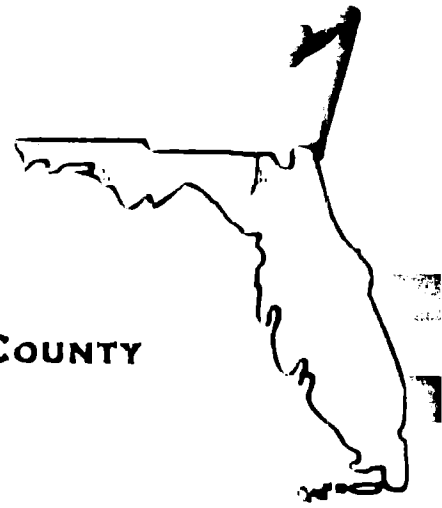
THE UNDERSIGNED CERTIFIES THAT ON THE DATE WRITTEN BELOW, THE INFORMATION PROVIDED HEREIN IS ACCURATE.

SIGNATURE: _____

NAME AND TITLE: _____

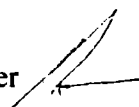
DATE: _____

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Stephen E. Bailey
District No. 5 - Scarlet P. Frisina



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: Dale Williams, County Manager
FROM: Kevin Kirby, Operations Manager 
DATE: December 5, 2013
SUBJECT: Fire Stations/Garage Doors

Quotes for six (6) garage doors/openers needed for the fire stations have been received. Lake City Glass submitted the low quote at \$23,595. Upon further discussion Lake City Glass determined that they cannot meet the necessary delivery dates. Therefore, the next lowest quote was from Overhead Door Company for \$26,550.

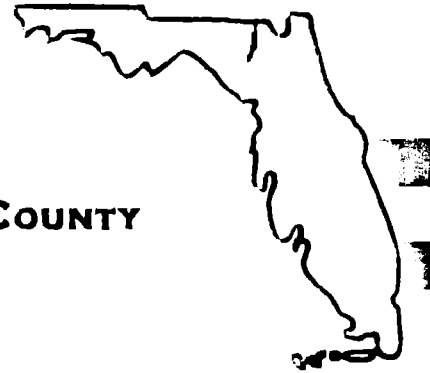
The third quote was received from D & D Garage Doors in the amount of \$29,700.

I am recommending that the quote be awarded to Overhead Door Company for \$26,550.

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

Cc: Chad Williams, County Engineer

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Stephen E. Bailey
District No. 5 - Scarlet P. Frisina



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

TO: Kevin Kirby, Operations Division Manager
FROM: Chad Williams P.E., County Engineer *CWW*
DATE: December 2, 2013
SUBJECT: Fire Stations Roll Up Doors

Fire Chief David Boozer presented us with a "Sole Source Certification" form. This was certified by Purchasing Director Ray Hill, and Fire Chief David Boozer. We then contacted Overhead Door Company of Gainesville as the County's sole source provider for roll up doors. They presented the following estimate.

Overhead Door Company	\$26,550.00
-----------------------	-------------

In the interim, bids were received on doors meeting the same specifications from Lake City Glass Company and D & D Garage Doors.

Bids received were as follows:

Lake City Glass	\$23,595.00
D & D Garage Doors	\$29,700.00

Please advise.

SOLE SOURCE CERTIFICATION

VENDOR NAME: Overhead Door Company of Gainesville

COMMODITY: (General Description): Overhead doors, equipment and repairs

INITIAL ALL ENTRIES BELOW THAT APPLY TO THE PROPOSED PURCHASE. ATTACH ADDITIONAL DATA OR SUPPORT DOCUMENTATION IF NECESSARY (MORE THAN ONE ENTRY WILL APPLY TO MOST SOLE SOURCE PRODUCTS OR SERVICES).

SOLE SOURCE CERTIFICATION:

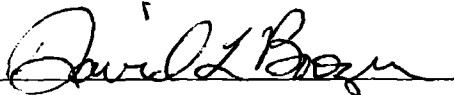
1. ☐ PARTS/EQUIPMENT CAN ONLY BE OBTAINED FROM ORIGINAL MANUFACTURER – NOT AVAILABLE THROUGH DISTRIBUTORS. (ITEMS 3, 4, 5 OR 6 MUST ALSO BE COMPLETED)
2. ☒ ONLY AUTHORIZED AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER. (ITEMS 3, 4, 5 OR 6 MUST ALSO BE COMPLETED)
3. ☒ PROPRIETARY ITEM/SERVICE (EXPLAIN BELOW)
4. ☐ PARTS/EQUIPMENT NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (EXPLAIN BELOW)
5. ☐ THIS IS THE ONLY KNOWN ITEM/SOURCE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (EXPLAIN BELOW)
6. ☒ PARTS/EQUIPMENT ARE REQUIRED FROM THIS VENDOR TO PROVIDE STANDARDIZATION (EXPLAIN BELOW)
7. ☐ NONE OF THE ABOVE APPLY. EXPLANATION FOR SOLE SOURCE REQUEST IS DETAILED BELOW:

COMMENTS/EXPLANATIONS: (USE REVERSE SIDE IF NECESSARY)

All of the fire department overhead doors are from this company. Also, this company is the sole distributor of these doors in this district.

ON THE BASIS OF THE FOREGOING, I RECOMMEND THAT COMPETITIVE PROCUREMENT BE WAIVED AND THAT THE SERVICE OR MATERIAL ON THE ATTACHED REQUISITION BE PURCHASED AS A SOLE SOURCE COMMODITY.

SIGNED:



DEPT/DIV: Columbia County Fire Rescue 22

APPROVED:



DATE: November 13, 2013

Overhead Door Company of Gainesville

The Genuine. The Original.

P.O. Box 5685
Gainesville, FL 32627
352-468-2733
Fax: 352-468-1453

14562 Kennard St
Waldo, FL 32694

Proposal #: ODG-944
Q (Unsaved)

PROPOSAL SUBMITTED TO: COLUMBIA COUNTY				Date 11/18/2013		Attention COREY			
STREET				Job Name FIRE DEPARTMENT					
City		State	Zip Code	Job Location LAKE CITY					
Phone Number 386-719-7565		Fax Number CMCCRAY@COLUMBIACO		Job Phone 386-719-7565					
ITEM #	QTY	SERIES	DOOR WIDTH	DOOR HEIGHT	OPENING WIDTH	OPENING HEIGHT	OPERATION	MOUNTING	JAMB TYPE
1	6	620	14' 0"	14' 0"	14' 0"	14' 0"	ELECTRIC	FACE	VAS
2	6	RSX-RS					115V 1 PH		

FURNISH AND INSTALL:

The above sized 620 series rolling door(s) as manufactured by the Overhead Door Corporation. Door standard features to include the following: Curtain slats will be F-265 flat faced galvanized painted steel. Curtain will be provided with steel or malleable iron endlocks on alternate slats. Windlocks will be used as required to meet design wind load, minimum 20 psf. Guides will be roll-formed steel channel or three structural steel angles with weatherstripping on exterior side. Brackets will be hot rolled steel plate to support the barrel, counterbalance and hood. Internal baffle to be provided in hood. Counterbalance will be helical torsion springs housed in a steel pipe with a deflection limited to .03" per foot of span (width) and adjustable by means of an external tension wheel. All non-galvanized, exposed, ferrous surfaces will receive one coat of rust inhibitive primer. Note: Hot dipped galvanized steel angle guides, bellmouths, bottom bars, head plates, operator mounting plates, rolled guides, tension wheels, release mechanisms (for fire doors) and wall mounting tubes can NOT be painted, NOR powder coat finished.. The galvanizing process will not allow the additional applied finish to adhere properly to the metal.

RSX models are available in RSX Trolley, Center-mount Trolley and Dual Trolley for Sectional, and RSX Jackshaft with and without hoist for Rolling Steel.

All RSX Standard Duty models are available in Single phase 115vac, 208vac, 230vac, Three phase 208vac, 230vac, 460vac, and Three phase 575vac; 1/2, 3/4 and 1 Hp, Open, Drip Proof (ODP) continuous duty (60 cycles per hour at peak usage), Totally Enclosed Non Ventilated Motor (TENV), Totally Enclosed Fan Cooled Motor (TEFC), and NEMA 4 and 4X with enclosed brake and sealed electrical box.

Trolley models are available with or without brake on ½ hp models. Sidemount and Centermount direct couple to the door shaft with or without hoist. Hoist models are left hand or right hand. The RSX Trolley will operate Standard Lift Doors, and the Sidemount series will operate Lift Clearance and Vertical Lift Sectional Doors up to 24' high with a maximum weight of 1120 lbs for 1/2hp, 1370 lbs for 3/4 hp, and 1620 lbs for 1 hp. Trolley Rails for door heights up to 12' are standard.

Rolling Steel models are available with or without hoist, front of hood, top of hood, wall- mount. Hoist models are left hand or right hand. The Rolling Steel series will operate Rolling Steel doors up to 24' high and with a maximum weight of 998 lbs for 1/2hp, 1220 lbs for 3/4 hp, and 1440 lbs for 1 hp

New electrical and mechanical features for all models include:

Easy limit setting with Limit Lock™ - a patent pending electro/mechanical limit sensor that makes it easy to set and maintain limits.

Voltage freedom with Voltamatic™ - one unit for single phase voltages (115/208/230V), one unit for three phase voltages (208/230/460V) and one unit for three phase 575V.

Extra door system durability with Progressive Braking - DC brake system brings the door to a soft stop for less wear and tear on the system.

Control system features a delay on reverse operating protocol

Easy installation and trouble-shooting with Einstein Logic™ - intelligent menu structure and expanded self-diagnostics

Extra safety and security with Advanced Radio Receiver System - stores up to 250 CodeDodger® transmitters including the new commercial dual frequency cycle versions

Primary reduction is Super Belt™ with automatic tensioning (secondary reduction is by chain and sprocket)

Two Year Limited Warranty

PROPOSAL TO INCLUDE THE FOLLOWING:

Item 1 above to feature the following:

- (196) SLATS, F-265 22 Gauge (STD).
- (14) GUIDES, Angled Weatherstripped 1 Side (STD).
- (14) BOTTOM BAR, Double Steel Angle w/Weatherseal.
- (14) HOOD, Interior Weather Baffle (STD).
- (14) HOOD Finish, Galvanized Primed (STD).
- (196) SPRING, 50,000 Cycle.
- (14) Windload, 15' Width, F-265 Slat, 36/36 PSF (308094).

Item 2 above to feature the following:

- (1) Commercial Photo Eye Kit (OPAKPE.S).
- (1) Bracket, Bench Mount (111549.0001).
- (1) 3- Button (Open/Close/Stop), General Purpose, Surface Mount, NEMA1 (106647.00).
- (1) Three Channel CodeDodger Transmitter (390 Mhz Only) (00001704).

FOR 3 PHASE POWER, ADD 50.00 PER OPERATOR.

We hereby propose to complete in accordance with above specification, for the sum of:

Twenty Six Thousand Five Hundred Fifty Dollars and No Cents

26,550.00

Signature

President



Direct Dial: 352-468-2733

TERMS AND CONDITIONS

Payment to be made as follows: NET 30

Prices subject to change if not accepted in net 30 days.

BY OTHERS: Jambs, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.) All permits pulled by others unless otherwise noted.

Price Proposal for COLUMBIA COUNTY by Overhead Door Company of Gainesville
Proposal Number CDG - 044
Job Name: FIRE DEPARTMENT

ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Purchaser: _____

Signature

Title

Date of Acceptance

D&D GARAGE DOORS, INC.

Commercial Division

1177 Cattlemen Road

Sarasota, FL 34232

Telephone: 941-371-7242 Fax: 941-377-2979



Serving FL
Coast-to-Coast

To: Columbia County

P O Box 969

Lake City, FL

Corey McCray, Construction Supervisor

O: (386) 719-7565 F: (386) 758-2148

cmccray@columbiacountyfla.com

JOB location:

Three New Fire Stations in Columbia County

(2) 14' x 14' ASTA Door Model # 422WL, Coiling Service Door, Flat Slat 22-Gauge, Available in White, Tan, or Gray, Weather Seals, FBC Rated @ +/- 58.9 PSF, ¾ HP Liftmaster Motor Operator Model # H7511U with (1) Triple Channel Transmitter, Safety Photo-Eyes.

INSTALLED.....\$ 9,700.00

Electric Wiring and Conduits to be by Others.

We hereby propose to complete in accordance with above specification, for the sum of: \$ 9,700.00

Signature _____ Date: 11/27/13

Chuck Price/Commercial Division

Terms and Conditions

Prices are subject to change if not accepted in 30 days. Prices are subject to change if job site delivery of material ordered is not completed in 90 days from acceptance date. In the event purchaser breaches or defaults under the terms of provisions of this agreement, the purchaser shall be responsible for the costs of collection, including reasonable attorney's fees. The seller shall be entitled to full and final payment on the purchase order. There shall be a 1-½ percent service charge for all payments due and owing after 30 days. (Agreements are contingent upon accidents or delays beyond our control.)

Acceptance: Terms, price, and specificationson this proposal are hereby accepted and authorized.

Purchaser: _____

Signature: _____ Title _____ Date _____

Connie Brecheen

From: CARL BULLARD [lakecityglass@hotmail.com]
Sent: Friday, November 22, 2013 3:43 PM
To: Connie Brecheen
Subject: QUOTE

FURNISH & INSTALL ASTA OVERHEAD COILING DOORS TO INCLUDE SIX 14 X 14 WITH ELECTRIC OPERATORS. DOORS TO BE 22 GA GALIVANIZED STEEL SLATS, STEEL ANGLE GUIDS & BOTTOM BARS, 24 GA. GALAVANZIED STEEL HOOD PRIME PAINTED, 50,000 CYCLYE SPRINGS, WEATHERSLABS 40 PSF WINDLOADED.

OPERATORS TO BE 115V 1PH WITH COMMERICAL PHOTO EYES, 3 BUTTON STATION, RECEIVER & TRANSMITTER.

TOTAL INSTALLED: \$ 23,595.00

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Stephen E. Bailey
District No. 5 - Scarlet P. Frisina

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

*12/19/13
Agenda*

TO: Dale Williams, County Manager
FROM: Kevin Kirby, Operations Manager *←*
DATE: December 2, 2013
SUBJECT: Quote Award—Fire Stations

Please be advised that quotes were recently solicited for the installation of septic tanks at the three (3) new fire station locations.

The low quote of \$5,225 was received from Ford's Septic System Service. Other quotes received were \$6,350 A & B Construction and \$6,300 Pelson's Pumping and Portable Toilets.

Please approve the award of \$5,225 to Ford's Septic System Service.

If you should need additional information, please contact me.

Cc: Chad Williams, County Engineer

QUOTE

The UNDERSIGNED hereby proposes to furnish all materials, labor and supervision for the construction of the subject project (s) including conformance with the construction requirements and specifications for the following prices:

ALTERNATE 1 – EACH SITE INDIVIDUALLY

Location 1: Station 49 – County Road 18

\$ 2,000.00

Location 2: Station 50 – NW Mershon Street

\$ 2,350.00

Location 3: Station 51 – NW Lake Jeffrey Road

\$ 1,950.00

ALTERNATE 2 – ALL 3 SITES

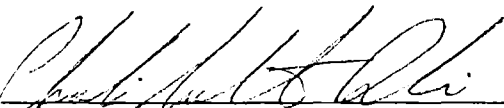
All three (3) locations completed within timeframe
(CR 18, NW Mershon St, and NW Lake Jeffrey Rd)

\$ 6,300.00

All incidental work and materials are included in the above costs. All materials and construction methods shall conform to the plans and specifications. County shall provide anchor bolts.

Peloni's Pumping & Portable Toilets, Inc.
COMPANY NAME

Charles Robert Peloni
PRESIDENT/OWNER


SIGNATURE

QUOTE

The UNDERSIGNED hereby proposes to furnish all materials, labor and supervision for the construction of the subject project (s) including conformance with the construction requirements and specifications for the following prices:

ALTERNATE 1 - EACH SITE INDIVIDUALLY

Location 1: Station 49 - County Road 18

\$ 1500.00

Location 2: Station 50 - NW Mershon Street

\$ 2225.00

Location 3: Station 51 - NW Lake Jeffrey Road

\$ 1500.00

ALTERNATE 2 - ALL 3 SITES

All three (3) locations completed within timeframe
(CR 18, NW Mershon St, and NW Lake Jeffrey Rd)

\$ 5225.00

All incidental work and materials are included in the above costs. All materials and construction methods shall conform to the plans and specifications. County shall provide anchor bolts.

Ford's Septic Tank Service, LLC.
COMPANY NAME

Ronald C. Ford
PRESIDENT/OWNER

RC Ford
SIGNATURE

QUOTE

The UNDERSIGNED hereby proposes to furnish all materials, labor and supervision for the construction of the subject project (s) including conformance with the construction requirements and specifications for the following prices:

ALTERNATE 1 – EACH SITE INDIVIDUALLY

Location 1: Station 49 – County Road 18

\$ 1500⁰⁰

Location 2: Station 50 – NW Mershon Street

\$ 2600⁰⁰

Location 3: Station 51 – NW Lake Jeffrey Road

\$ 1950⁰⁰

ALTERNATE 2 – ALL 3 SITES

All three (3) locations completed within timeframe
(CR 18, NW Mershon St, and NW Lake Jeffrey Rd)

\$ 6350⁰⁰

All incidental work and materials are included in the above costs. All materials and construction methods shall conform to the plans and specifications. County shall provide anchor bolts.

A+B Construction

COMPANY NAME

Rocky D Ford

PRESIDENT/OWNER

Rocky D Ford

SIGNATURE

9

SUBORDINATION AGREEMENT

WHEREAS, SunTrust Mortgage Inc. the undersigned, has agreed to loan to Amber M. Broshar a loan not to exceed the sum of Sixty Nine Thousand Seven Hundred Dollars and No Cents to be secured by a real estate mortgage covering the premises known as 421 SouthWest Thompkins Loop, Lake City, FL 32025.

WHEREAS, Columbia County, Florida is the holder of a Mortgage covering the said premises at 421 SouthWest Thompkins Loop dated 11/9/2006 and recorded 11/13/2006 in the amount of \$25,000.00 in the Columbia County Land Evidence Records in the State of FL as Book 1101 and Page 1941 and Instrument #2006025782.

WHEREAS, SunTrust Mortgage Inc. has agreed to make said loan not to exceed the sum of \$69,700.00 upon the condition that **Columbia County, Florida** shall subordinate the mortgage held by them.

NOW, THEREFORE, **Columbia County, Florida** for themselves, their successors and assigns, does hereby covenant and agree that the mortgage held by them dated 11/9/2006 and recorded 11/13/2006 in the amount of \$25,000.00 in the Columbia County Land Evidence Records in the State of FL as Book 1101 and Page 1941 Instrument #2006025782 shall be subject to and subordinate to the lien of the real estate mortgage to be executed and delivered by Amber M. Broshar to secure a promissory note not to exceed the sum of \$69,700.00 recorded in Book _____, at Page _____ with the same force and effect as if the said real estate mortgage in favor of **SunTrust Mortgage Inc.** had been executed, delivered and recorded prior to the execution, delivery and recording of the mortgage to **Columbia County, Florida**.

IN WITNESS WHEREOF, Columbia County, Florida hereunto set their hands this

_____ day of _____, 20_____.

Columbia County, Florida

By: _____

Print Name: _____

Title: _____

State of _____

COUNTY OF _____

On this ____ Day of _____, 20____, in said County, before me, the undersigned notary public, personally appeared _____, and _____ personally known to me or proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies) and that by his/her/their signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

Notary Public

My Commission Expires:

10

AT&T JOB #: 33E61115N

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

Date: November 21, 2013 Permit No. _____ County Road _____ Section No. _____

Permittee AT&T SE Florida

Address 9010 NW 39th Ave., Gainesville, FL 32606 Telephone Number (352) 336-5534

Requesting permission from the Columbia County Board of County Commissioners, hereinafter called the County, to contract, operate and maintain: _____

FROM: SR 247 TO: 467 SW RING CT

Submitted for the Utility Owner by: Michelle Jones -AT&T MGR.
Typed Name & Title

M. Jones 11/21/13
Signature Date

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

2. The Columbia County Public Works Director shall be notified twenty-four (24) hours prior to starting work and again immediately upon completion of work. The Public Works Director is Kevin Kirby, located at P.O. Box 969, Lake City, FL 32056 Telephone Number (386) 752-5955. The PERMITTEE's employee responsible for Maintenance of Traffic is Mike Brown, Telephone Number (352) 336-5508 (This name may be provided at the time of the 24 hour notice to starting work).

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

4. The construction and maintenance of such utility shall not interfere with the property and rights of a prior PERMITTEE.

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

6. Pursuant to Section 337.403(1), Florida Statutes, whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation, alteration or relocation of all, or any portion of said transportation facility as determined by the Columbia County Public Works Director and/or County Engineer, any or all utilities and appurtenances authorized hereunder, shall be immediately removed from said transportation facility or reset or relocated thereon as required by the Columbia County Public Works Director and/or County Engineer and at the expense of the PERMITTEE.

7. In case of non-compliance with the County's requirements in effect as of the approval date of this permit, this permit is void and the facility will have to be brought into compliance or removed from the right of way at no cost to the County.

8. It is understood and agreed that the rights and privileged herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the PERMITTEE, and the PERMITTEE will, at all times, and to the extent permitted by law, assume all risk of and indemnify, defend, and save harmless the Columbia County Board of County Commissioners from any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercise by said PERMITTEE of the aforesaid right and privileges.

9. During construction, all safety regulations of the County shall be observed and the PERMITTEE must take measures, including placing and the display of safety devices that may be necessary in order to safely conduct the public through the project area in accordance with the Federal Manual on the Uniform Traffic Control Devices, as amended for highways.

10. Should the PERMITTEE be desirous of keeping its utilities in place and out of service, the PERMITTEE, by execution of this permit acknowledges its present and continuing ownership of its utilities located between _____ and _____ within the County's right of way as set forth above. PERMITTEE, at its sole expense, shall promptly remove said out of service utilities whenever Columbia County Public Works Director and/or County Engineer determines said removal is in the public interest.

11. Special instruction: Minimum cover of thirty inches (30") will be required at all locations. Columbia County will not be financially responsible for any damage to facilities with less than thirty inch (30") cover. Cables shall not be located within driveway ditches.

12. Additional Stipulations: _____

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

Submitted By: AT&T SE Florida
Permittee

Place Corporate Seal
Attested

M. Jones , Mgr OPS Planning & Design
Signature Title

Recommended for Approval:

Signature: [Signature]

Title : Operations Manager

Date : 11-26-13

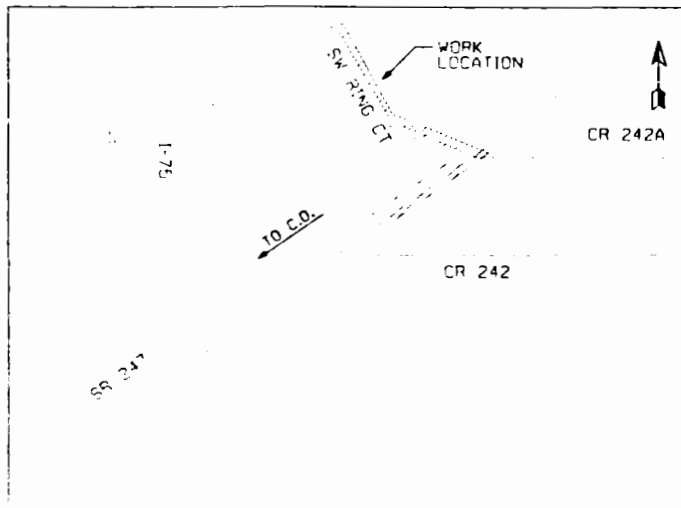
Approved by Columbia County Board of County Commissioners:

YES () NO ()

Date Approved: _____

Chairman's Signature: _____

VI C I N I T Y S K E T C H



PERMIT NOTES

ATTSE PROPOSES REPLACING THE FOLLOWING TELEPHONE FACILITIES WITH LIKE-FOR-LIKE REPLACEMENTS OF:
35' OF FIBER OPTIC TELE. CABLE (BURIED ENVIRONMENT)

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

CONTACT INFORMATION FOR THE ATTSE BUILD SUPERVISOR:
KEITH BROWN 352-336-5506 (office)

CONTACT INFORMATION FOR THE ATTSE FACILITIES INSTALLER (CONTRACTOR):
DANIELA CONSTRUCTION CORP OF FLORIDA INC.
RAY D. WASS 781-245-0236 (office)

NOTE TO PERMITTING AGENCY

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

UC/SYNERGETIC

UCS DESIGNER:
JON JOHNSON
904 338-1282

SYMBOL LEGEND

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

ATTSE

PROPOSED TELEPHONE FACILITIES
ON RIGHT OF WAY OF
COLUMBIA COUNTY

467 SW RING CT

MAINTENANCE OF TRAFFIC

WORKERS WILL UTILIZE M.O.T. CASE #1
FOR THE PROPOSED WORK SHOWN
THROUGHOUT THESE DRAWINGS.

SEE DRAWING 7
FOR THE M.O.T. REFERENCES

Exchange:

386752

Designer:

McCarthy, Daniel

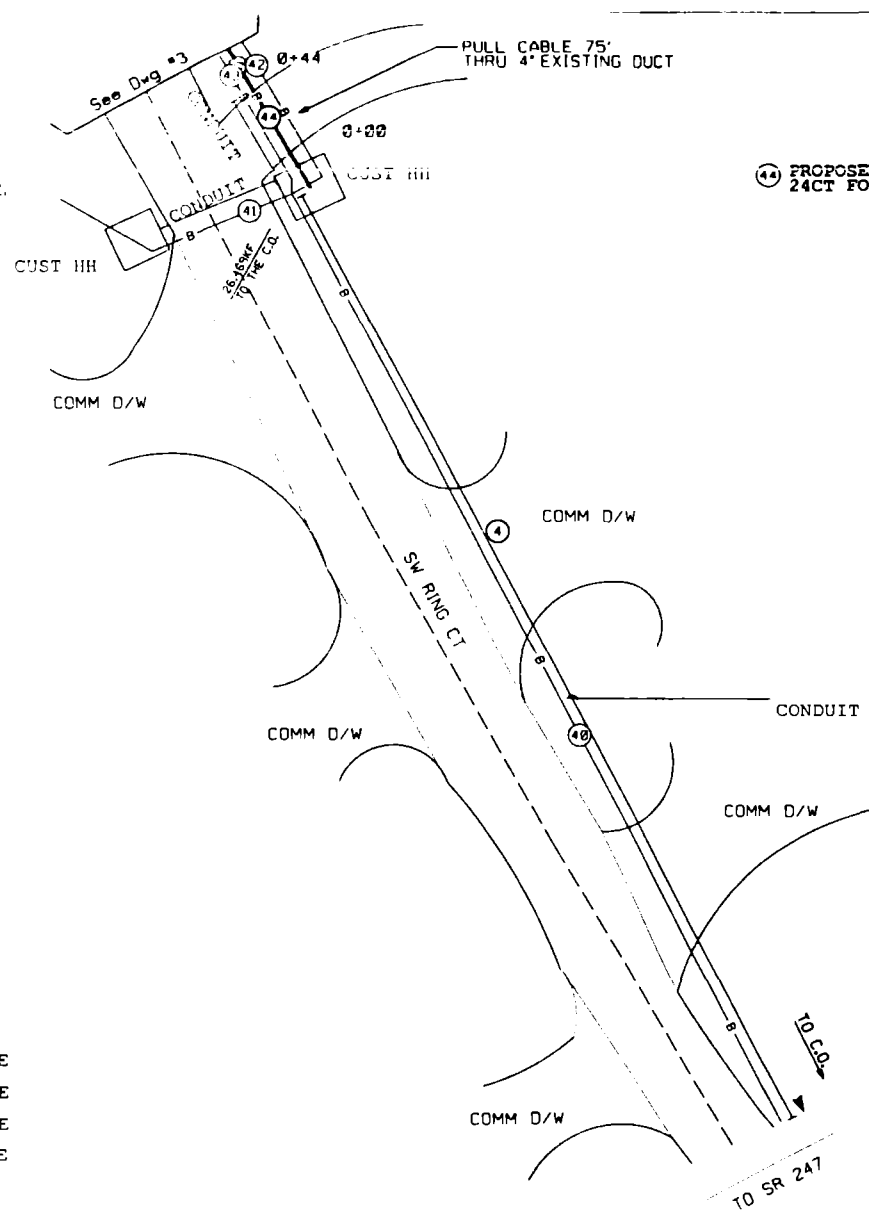
Phone:

386-752-4984

Authorization:

33E6115N

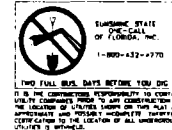
Date: 1 of 4



④ PROPOSED 438' BURIED AT&T
24CT FOC @ IN 24 IN DEPTH

- ④ EXISTING AT&T BURIED CABLE
- ④ EXISTING AT&T BURIED CABLE
- ④ EXISTING AT&T BURIED CABLE
- ④ EXISTING AT&T BURIED CABLE

CALL BEFORE YOU DIG



ATTSE

PROPOSED TELEPHONE FACILITIES
ON RIGHT OF WAY OF
COLUMBIA COUNTY

467 SW RING CT

Exchange:

386752

Designer:

McCarthy, Daniel

Phone:

386-752-4984

Authorization:

33E6M5N

2 of 4



467 SW RING CT
NORTH FLORIDA SALES

CUMCASI
HH

CONDUIT

HR 4676

PROPOSED 17X30 HANDHOLE
AND PEDISTA COMBO

4+38

20,

2+97

2+67

COMM D/W

SW RING CT

TO C.O.

See Dwg #2
TO SR 247

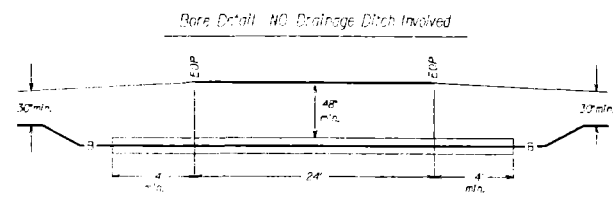
- ④2 EXISTING AT&T BURIED CABLE
- ④3 EXISTING AT&T BURIED CABLE

CALL BEFORE YOU DIG

SUNSHINE STATE
ONE-CALL
OF FLORIDA, INC.
1-800-432-4770

TWO FULL BUSY DAYS BEFORE YOU DIG

IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT
LOCAL COMPANIES PRIOR TO ANY CONSTRUCTION AS
THE LOCATION OF UTILITIES DEPENDS ON SITE PLANS AND
UNDERGROUND AND IMPROPERLY LOCATED UTILITIES
REPRESENTATION TO THE LOCATION OF ALL UTILITIES
UTILITIES IS NOT GUARANTEED.



④4 MEAS DWG#2 PROPOSED BURIED AT&T
24CT FOC @ IN 24 IN DEPTH

UC/SYNERGETIC
7102 CAMDEN RD. BELLEVILLE, MO 63704

UCS DESIGNER:
ION JOHNSON
Arlise
DEC-90 330-3817
CELL 386-752-4982
ON RIGHT OF WAY OF
COLUMBIA COUNTY

467 SW RING CT

Exch: PMT00L: 1709252
GLC: 338852

Designer: McGarity, Daniel

Phone: 386-752-4984

Authorization: 33E6115N

3 of 4

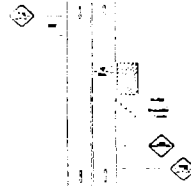
CITY PERMIT
MOT CASES

Case 1: Work in Travel Lane of a Minor Through Street
(Minimum 1/2 mile advance warning)



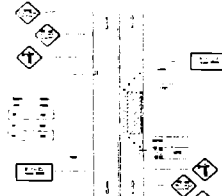
CASE 1 M.O.T.

Case 2: Work in Travel Lane of a Major Through Street
(Minimum 1/2 mile advance warning)

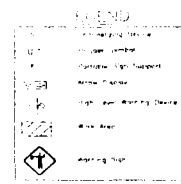


CASE 2 M.O.T.

Case 3: Work in Travel Lane of a Major Through Street
(Minimum 1/2 mile advance warning)

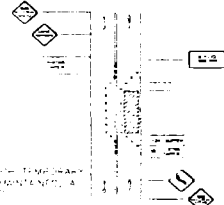


CASE 3 M.O.T.



A CASE 1 MOT SHALL ONLY BE IMPLEMENTED WHILE CONSTRUCTION OPERATIONS ARE PROCEEDING. LANE CLOSURE SHALL BE MAINTAINED AND FAD LANE OF TRAFFIC SHALL BE MAINTAINED.

Work in Travel Lane of a Major Through Street
(Minimum 1/2 mile advance warning)



CASE 4 M.O.T.

Minimum 1/2 mile advance warning
Case 4: Work in Travel Lane of a Major Through Street

TAPER LENGTH CRITERIA

Location	Case 1	Case 2	Case 3	Case 4	Case 5	Case 6	Case 7
Approach Lane	100	100	100	100	100	100	100
Travel Lane	100	100	100	100	100	100	100
Exit Lane	100	100	100	100	100	100	100
Shoulder	100	100	100	100	100	100	100
Median	100	100	100	100	100	100	100
Interchange	100	100	100	100	100	100	100

1. TAPER LENGTH CRITERIA SHALL BE MAINTAINED AT ALL TIMES.
2. TAPER LENGTH CRITERIA SHALL BE MAINTAINED AT ALL TIMES.
3. TAPER LENGTH CRITERIA SHALL BE MAINTAINED AT ALL TIMES.
4. TAPER LENGTH CRITERIA SHALL BE MAINTAINED AT ALL TIMES.
5. TAPER LENGTH CRITERIA SHALL BE MAINTAINED AT ALL TIMES.
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7. TAPER LENGTH CRITERIA SHALL BE MAINTAINED AT ALL TIMES.
8. TAPER LENGTH CRITERIA SHALL BE MAINTAINED AT ALL TIMES.
9. TAPER LENGTH CRITERIA SHALL BE MAINTAINED AT ALL TIMES.
10. TAPER LENGTH CRITERIA SHALL BE MAINTAINED AT ALL TIMES.

TAPER LENGTH CRITERIA

Location	Case 1	Case 2	Case 3	Case 4	Case 5	Case 6	Case 7
Approach Lane	100	100	100	100	100	100	100
Travel Lane	100	100	100	100	100	100	100
Exit Lane	100	100	100	100	100	100	100
Shoulder	100	100	100	100	100	100	100
Median	100	100	100	100	100	100	100
Interchange	100	100	100	100	100	100	100

1. TAPER LENGTH CRITERIA SHALL BE MAINTAINED AT ALL TIMES.
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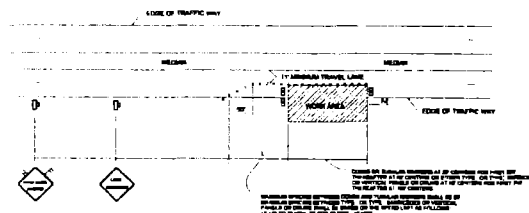
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9. TAPER LENGTH CRITERIA SHALL BE MAINTAINED AT ALL TIMES.
10. TAPER LENGTH CRITERIA SHALL BE MAINTAINED AT ALL TIMES.

Case 5: Work in Travel Lane of a Major Through Street
(Minimum 1/2 mile advance warning)



CASE 5 M.O.T.

ALL ROAD WORKINGS SHALL BE DONE IN ONE DAY. CROSS STREETS ARE TO BE CLOSED TO FAD LANE OF TRAFFIC. ROADWORK SHALL BE DONE IN ONE DAY.



CASE 6 M.O.T.

MAINTENANCE OF TRAFFIC REQUIREMENTS

1. ANY MODIFICATIONS OF THIS MAINTENANCE OF TRAFFIC PLAN SHALL BE SUBMITTED TO THE CITY OF JACKSONVILLE, TRAFFIC ENGINEERING DIVISION FOR REVIEW AND APPROVAL PRIOR TO IMPLEMENTATION.
2. PROJECT WORK HOURS ARE BETWEEN 7:00 AM TO 7:00 PM ON RESIDENTIAL STREETS, AND 8:00 AM TO 4:00 PM ON COLLECTION OR ARTERIAL STREETS.
3. CONTRACTOR MUST MAINTAIN EXISTING SIGNING. IF SIGNS ARE DAMAGED DUE TO HIS ACTIVITY, THE CONTRACTOR IS REQUIRED TO REPLACE THEM IN ACCORDANCE WITH CURRENT CITY STANDARD SPECIFICATIONS IMMEDIATELY.
4. THIRTY FOOT RADII ARE REQUIRED AT ALL INTERSECTIONS WHERE THE ROADWAY IS NARROW.
5. ACCESS TO ALL STREETS AND DRIVEWAYS TO BE MAINTAINED AT ALL TIMES.
6. IF SIDEWALKS ARE DISRUPTED AND HAVE TO BE REPLACED, HANDICAP RAMPS ARE TO BE INSTALLED.
7. THE CONTRACTOR SHALL CONFINE HIS ACTIVE WORK AREA TO NO MORE THAN ONE BLOCK AT A TIME.
8. THE ROADWAY SHALL BE RESTORED TO AT LEAST A UNIFORM SURFACE BEFORE IT IS REOPENED TO TRAFFIC, AND BEFORE THE CONTRACTOR MOVES ON TO THE NEXT CONSTRUCTION ZONE.
9. DUST CONTROL MEASURES SHALL BE IMPLEMENTED ON ALL UNPAVED SURFACES UNTIL PAVED.
10. WHERE CONSTRUCTION PHASING IS NOT SHOWN ON PLANS, OR IF CONTRACTOR WANTS TO ALTER THE PHASING SCHEDULE, CONTRACTOR IS TO SUBMIT PHASING PLAN WITH A PROPOSED CONSTRUCTION SCHEDULE TO TRAFFIC ENGINEERING PRIOR TO CONSTRUCTION.
11. CONTRACTOR SHALL NOTIFY TRAFFIC ENGINEERING DIVISION (387-3885) A MINIMUM OF 5 WORKING DAYS PRIOR TO IMPLEMENTATION OF THE MOT.
12. TRAFFIC SIGNAL VEHICLE LOOPS SHALL BE RESTORED TO PROPER OPERATION WITHIN 35 HOURS OF BEING DESIGNED OR DAMAGED. CONTACT TERRY SANCHEZ AT (387-3885) OR MARIN SOTO AT (387-3885) A MINIMUM OF 48 HOURS PRIOR TO ADDRESSING NEAR A SIGNALIZED INTERSECTION.

ATTSE

PROPOSED TELEPHONE FACILITIES
ON RIGHT OF WAY OF
COLUMBIA COUNTY

467 SW RING CT

Exchange:

386752

Designer:

McCarthy, Daniel

Phone:

386-752-4984

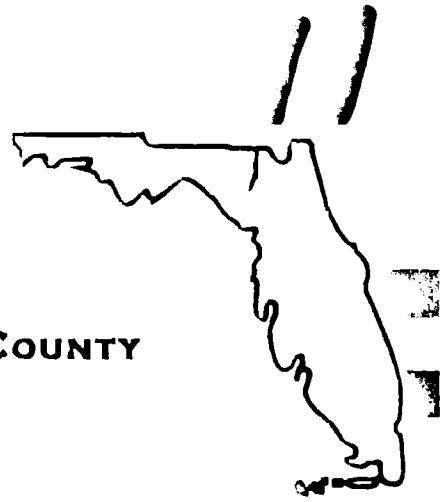
Authorization:

33E6115N

Exp. 4

4

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Stephen E. Bailey
District No. 5 - Scarlet P. Frisina



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: Dale Williams, County Manager

FROM: Lisa K.B. Roberts, Administrative Manager

DATE: December 2, 2013

SUBJECT: Salary Survey

In response to your memorandum attached and received by me on November 27, 2013, I was initially tasked with compiling a salary survey from other counties reflecting the positions and minimum salary for each position on September 25, 2013. This was inclusive of the offices of the Board of County Commission and Constitutional Offices by the end of November 2013. I was asked by you to contact Chris Doolin, Small County Coalition for assistance in contacting small counties for this information. I e-mailed Mr. Doolin on September 25, 2013 and September 30, 2013 requesting he send a salary information request to all small counties from Columbia County. Mr. Doolin e-mailed the information request to small counties on September 30, 2013. Columbia County began receiving salary information from the other counties on September 30, 2013 and continued until November 22, 2013. During this time my staff and I was compiling the information as it was received and inputting the information on an Excel spreadsheet. Due to the volume of work involved and limited staff, the Economic Development Office Manager was asked to assist in the computer input.

On November 27, 2013 in a Division Manager's meeting, a compiled draft was presented to you with all county responses. It was explained that the survey reflected 9-1-1 positions from other counties which were left blank as these were reflected on the Constitutional Officer (Sheriff Office) survey page, the Sheriff in these counties operated 9-1-1. Other position salaries were left blank as the job titles utilized by other counties did not match or compare to the job titles Columbia County utilized and without the position descriptions to compare, there is no way to know if they are comparable.

MEMORANDUM

Dale Williams, County Manager

December 2, 2013

Page Two

On November 27, 2013 you indicated the draft survey should include all positions of the Board and Constitutional Officers positions on one survey. Further, you provided me a memorandum dated November 26, 2013 which included a list of additional tasks to be completed relative to the salary survey.

On November 27, 2013 I spoke to Linda Howard, Interim HR Director regarding the additional work requested in your memorandum dated November 26, 2013. Both she and I agree this work should be completed by a professional consultant. This work is beyond our expertise and feels the County would benefit from hiring a professional to complete a comprehensive salary survey. To this end, I contacted Nick Pellegrino, Cody and Associates, Inc. on December 2, 2013 to request a quote and time frame for completion. The not-to-exceed price to conduct a compensation study for the County, inclusive of Constitutional Officers, to be completed by December 16, 2013 would be \$23,700.00. Attached you will find a quote from Cody and Associates, Inc. Please advise as to the course of action you wish to pursue in this matter as time is critical to meet the deadline of December 16, 2013 by the consultant.

XC: Board of County Commissioners
Salary Survey File
Outgoing Correspondence

Cody & Associates, Inc.

C & A

MANAGEMENT CONSULTANTS

CONTRACT

THIS AGREEMENT made and entered into this 18th day of January 2013, by and between the City of Jacksonville Beach, hereinafter referred to as the "CITY", and *CODY & ASSOCIATES, INC.*, a corporation chartered in the State of Florida, with an office in Cocoa Beach, Florida, hereinafter called the "CONSULTANT".

WITNESSETH:

WHEREAS, the CITY is desirous of having an outside firm conduct a **Professional Compensation Study**; and,

WHEREAS, *Cody & Associates, Inc.*, is experienced in this type of study and is able and willing to conduct such a study for the CITY.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto covenant and agree as follows:

CONSULTANT AGREES to provide services to conduct the professional study in accordance with the Consultant's RFP 01-1213 submitted November 21, 2012; and submit a report of the findings and recommendations to the City.

THE CITY AGREES to provide:

- A. Information relating to the Study as required by the Consultant.
- B. Access to such records and other related information that may be needed to enable the Consultant to carry out the project.
- C. Pay the Consultant the total sum of fifteen thousand, five hundred dollars (\$15,500.00), which includes all expenses and fees at the submission of the final report in accordance with the provisions of the Florida Prompt Payment Act.

IN WITNESS WHEREOF, the parties hereto have caused these present to be executed in their proper names, by their duly authorized officers, and their respective signatures hereunto affixed.

By: [Signature]

Attest: [Signature]

CODY & ASSOCIATES, INC.

NZ Pellegrino

Principal Partner

Cody & Associates, Inc.

&

MANAGEMENT CONSULTANTS

CONTRACT

THIS AGREEMENT made and entered into this 3rd day of December 2013, by and between Columbia County and Constitutional Offices, hereinafter referred to as "The County", and *CODY & ASSOCIATES, INC.*, a corporation chartered in the State of Florida, with an office in Cocoa Beach, Florida, hereinafter called the "CONSULTANT".

WITNESSETH:

WHEREAS, the County is desirous of having an outside firm conduct a **Compensation Study**; and,

WHEREAS, *Cody & Associates, Inc.*, is experienced in this type of study and is able and willing to conduct such a study for the County.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto covenant and agree as follows:

CONSULTANT AGREES to provide services to conduct the professional study in accordance with the Consultant's Proposal dated December 3rd, 2013 ; and submit a report of the findings and recommendations to the County.

THE COUNTY AGREES to provide:

- A. Information relating to the Study as required by the Consultant.
- B. Access to such records and other related information that may be needed to enable the Consultant to carry out the project.
- C. Pay the Consultant the total sum of twenty three thousand, seven hundred dollars (\$23,700.00), which includes all expenses and fees at the submission of the final report in accordance with the provisions of the Florida Prompt Payment Act.

IN WITNESS WHEREOF, the parties hereto have caused these present to be executed in their proper names, by their duly authorized officers, and their respective signatures hereunto affixed.

CODY & ASSOCIATES, INC.

By: _____
N.E. Pellegrino, Principal Partner

Date: _____

COLUMBIA COUNTY AND CONSTITUTIONAL OFFICES

By: Stephen E. Bailey

Date: _____

By: P. DeWitt Cason

Date: _____

As to Form:
By: Marlin Feagle
Marlin Feagle, County Attorney

Date: _____

By: P. DeWitt Cason
P. DeWitt Cason, Clerk

Date: _____

**PROPOSAL FOR A
COMPENSATION STUDY**

**Columbia County and Constitutional Offices
2013**

C & A Cody & Associates, Inc.

MANAGEMENT CONSULTANTS

**305 Jack Drive, Cocoa Beach, FL 32931
(321) 783-3720; FAX (321) 783-4353**

Cody & Associates, Inc.

MANAGEMENT CONSULTANTS

305 Jack Drive, Cocoa Beach, Florida 32931

(321) 783-3720; FAX (321) 783-4353

E-mail: CodyAssociates@aol.com

October 28, 2013

Lisa Roberts, Administrative Manager
Columbia County
P.O. Box 1529
Lake City, FL 32055

Dear Ms. Roberts,

Cody & Associates, Inc. is pleased to submit this proposal to conduct a **Compensation Study** for Columbia County and Constitutional Offices.

The approach to the project and detailed work plan is included in this proposal. We understand and can perform the scope of services requested and the assistance you require in this Study.

Cody & Associates, Inc. is well qualified to perform this project because of our experience in conducting similar studies for many other governmental clients in Florida. We understand statewide and nationwide trends in compensation and in job analysis systems.

Thank you for the opportunity to assist the County in this study. We look forward to discussing our proposal with you in greater detail.

The person who is authorized to make representations for *Cody & Associates, Inc.* is: (a) N.E. Pellegrino, Principal Partner; Address: 305 Jack Drive, Cocoa Beach, FL 32931; (321) 783-3720.

The terms, conditions, and prices for this study are valid for a period of one hundred twenty (120) days. Fee quotes for this study are enclosed in a separate sealed envelope attached to the original proposal.

Sincerely,



N. E. Pellegrino
Principal Partner

PROPOSAL FOR A COMPENSATION STUDY

Columbia County and Constitutional Offices

Table of Contents

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III CLIENT LISTING.....	4
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V METHODOLOGY	9
VI TIMETABLE	11
VII FEE SCHEDULE	12

INTRODUCTION

Cody & Associates, Inc. is a Florida based and incorporated management consulting company which was established in 1969. Our Florida offices are located in Cocoa Beach and Lakeland, Florida. The Cocoa Beach location will be the primary office for this project. *Cody & Associates, Inc.* has a Florida staff of six (6) Senior Consultants and five (5) support specialists and numerous support staff.

Cody & Associates, Inc. has provided Wage, Salary and Classification services to over 1,000 clients including industry and businesses; municipal, county, and state government agencies; public school systems; colleges and universities; trade associations; treatment centers; housing authorities; and, utility authorities throughout the Eastern part of the United States.

Our company is known for its outstanding work product and works very closely with our clients to resolve their problems and fulfill their needs. *Cody & Associates, Inc.* communicates with our clients to render a personalized management consulting service. Each consulting project is under the direction of a Senior Partner of the firm.

II

QUALIFICATIONS

It is important that you know the specific consultants to be assigned to the day-to-day conduct of the study. Regardless of the size of the organization selected, the consultants on the job will set the theme for the final product. Our resources will be organized in the following manner for this assignment.

NICHOLAS E. PELLEGRINO, Principal Partner, has a B.S. from Florida Southern College and a Master's Degree in Administration from the University of Miami. Nick will function as the Project Team Manager.

Mr. Pellegrino has been a Senior Partner since 1970 and specializes in the areas of personnel administration, organization and management studies, performance evaluation programs, supervisory training, management development and productivity studies. Nick works out of our Cocoa Beach Office, which will be the primary work site for the study.

He has worked with over 900 local public sector clients in the United States as our Project Manager and has installed over 900 studies and projects.

Nick's background includes over 40 years' experience in human resource management positions with industry and government. He has served as an Employee Relations Manager for a large international airline, a major electronics industry, various government agencies, and a large public hospital.

Mr. Pellegrino's specific responsibilities on this project:

- Direct the Project Management Plan
 - Work directly with the Client's staff on a day-to-day basis.
 - Authority to speak for the Consultant in all study areas.
 - Conduct the on-site analysis and develop recommendations.
 - Direct the data collection.
-

LINDA BUNTING, PHR Senior Consultant, has a Bachelor's in Business Administration from University of Phoenix.

Linda has many years of professional experience in classification analysis, wage and salary administration, and benefit analysis and administration. Linda has been one of the principals of Cody & Associates, Inc. over the past eleven years. Linda will be the Assistant Project Manager on this study.

Ms. Bunting's specific responsibilities on this project:

- Assist in the overall direction of the Project Plan.
- Work directly with the client's staff.
- Conducts data collection and develops recommendations.
- Authority to speak for the Consultant in all study areas.

III

CLIENT LISTING

The following is a list of clients *Cody & Associates, Inc.* has provided services. The projects include job analysis, position classification, ADA compliance, design and writing job descriptions, salary plan development, benefit surveys, performance appraisal, management studies, organization studies, staffing analysis, rules and regulations design and updating, etc.

BOARD OF COUNTY COMMISSIONERS

ALACHUA	MADISON
BAY	MANATEE
BREVARD	MARION
CITRUS	MARTIN
COLLIER	MONROE
DESOTO	NASSAU
DIXIE	OCALA
FLAGLER	ORANGE
GADSDEN	OSCEOLA
GLADES	PASCO
HAMILTON	PINELLAS
HARDEE	POLK
HERNANDO	PUTNAM
HIGHLANDS	ST. LUCIE
HILLSBOROUGH	SANTA ROSA
INDIAN RIVER	SARASOTA
JACKSON	SEMINOLE
LAFAYETTE	SUMTER
LAKE	TIFT, GA
LEON	VOLUSIA
LIBERTY, GA	

CITY GOVERNMENTS

APOPKA
ATLANTIC BEACH
AUBURNDALE
AVON PARK
BARTOW
BELLEVIEW
BLOUNTSTOWN
BOCA RATON
BRADENTON
CALLAWAY
CAPE CANAVERAL
CASSELBERRY
CLEARWATER
CLERMONT
COCOA
COCOA BEACH
COOPER CITY
CORAL GABLES
CRYSTAL RIVER
DANIA
DAYTONA BEACH
DEERFIELD BEACH
DELAND
DELRAY BEACH
DUNDEE
EDGEWATER
FELLSMERE
FERNANDINA BEACH
FLAGLER BEACH
FORT MEADE
FORT PIERCE
FORT WALTON BEACH
GAINESVILLE
GULF BREEZE
GULFPORT
HAINES CITY
HALLANDALE
HIGHLAND BEACH
HOLLY HILL
HOLLYWOOD
HOLMES BEACH
INDIAN HARBOUR BEACH
INDIAN RIVER SHORES
INDIAN ROCKS BEACH
INVERNESS
JACKSONVILLE

JACKSONVILLE BEACH
JUNO BEACH
JUPITER
KEY BISCAYNE
KISSIMMEE
LAKE CITY
LAKE MARY
LAKE WALES
LAKELAND
LAKE WORTH
LAUDERHILL
LYNN HAVEN
MARIANNA
MELBOURNE
MIAMI SHORES
MIAMI SPRINGS
MILTON
MIRAMAR
MOUNT DORA
NAPLES
NEPTUNE BEACH
NEW PORT RICHEY
NEW SMYRNA BEACH
NORTH LAUDERDALE
NORTH MIAMI
NORTH PORT
OAKLAND PARK
OCALA
OLDSMAR
ORMOND BEACH
OAKLAND PARK
PANAMA CITY
PARKER
PEMBROKE PINES
PLANTATION
PLANT CITY
POMPANO BEACH
PORT ORANGE
PORT ST. JOE
PORT ST. LUCIE
PUNTA GORDA
QUINCY
RIVIERA BEACH
ROCKLEDGE
ROYAL PALM BEACH
SAFETY HARBOR

ST. CLOUD
ST. PETE BEACH
SANIBEL
SARASOTA
SEBASTIAN
SEBRING
SNELLVILLE, GA.
SOUTHWEST RANCHES
STUART
SUNRISE
TALLAHASSEE
TAMARAC
TARPON SPRINGS
TAMPA
TAVARES
TEMPLE TERRACE
TIFTON, GA
TITUSVILLE
TREASURE ISLAND
VENICE
VERO BEACH
WAUCHULA
WILTON MANORS
WINTER HAVEN
WINTER PARK
WINTER SPRINGS

OTHER COUNTY OFFICIALS

Bay Clerk of Courts

Bay Sheriff

Bay Tax Collector

Brevard Tax Collector

Broward Sheriff

Citrus Tax Collector

Charlotte Property Appraiser

Collier Clerk of Courts

Collier Tax Collector

Collier Property Appraiser

Gilchrist Clerk of Courts

Hendry Tax Collector

Highlands Clerk of Courts

Highlands Property Appraiser

Highlands Sheriff

Highlands Tax Collector

Indian River Clerk of Courts

Indian River Tax Collector

Lake Tax Collector

Lee Tax Collector

Manatee Property Appraiser

Manatee Tax Collector

Marion Clerk of Courts

Marion Property Appraiser

Monroe Clerk of Courts

Monroe Property Appraiser

Monroe Tax Collector

Osceola Clerk of Courts

Osceola Property Appraiser

Osceola Sheriff

Osceola Supervisor of Elections

Osceola Tax Collector

Palm Beach Tax Collector

Pasco Tax Collector

Pasco Sheriff

Pasco Supervisor of Elections

Polk Clerk of Courts

Polk Property Appraiser

Polk Tax Collector

Santa Rosa Clerk of Courts

Santa Rosa Property Appraiser

Santa Rosa Sheriff

Santa Rosa Tax Collector

Sarasota Clerk of Courts

Sarasota Property Appraiser

Sarasota Tax Collector

Seminole Property Appraiser

Seminole Tax Collector

Volusia Clerk of Courts

Volusia Property Appraiser

Volusia Sheriff

SCHOOL DISTRICTS & COLLEGES

Brevard Community College
Broward Community College
Central Florida Community College
Daytona Beach Community College
First Coast Technical College
Florida Gateway College
Florida Keys Community College
Florida Virtual School
Gulf Coast Community College
Highlands School District
Hillsborough Community College
Indian River School District

Jefferson School District
Lake-Sumter Community College
Manatee Community College
Manatee School District
Palm Beach Community College
Polk Community College
Polk School Board
Santa Rosa School District
St. Johns River Community College
St. Petersburg Junior College
Seminole Community College

PRIVATE SECTOR AND OTHER CLIENTS

Brevard Housing Authority
Cedar Hammock Fire District
Citrus & Chemical Bank
Coordinated Benefits Plans, Inc.
Daytona Beach Housing Authority
East Coast Migrant Program, Fl
East Coast Migrant Program, Va
Florida Assoc of Insurance Agents
Florida League of Cities
Florida Tile

Fort Pierce Housing Authority
Fort Pierce Utilities Authority
Gainesville Housing Authority
Gainesville Regional Utilities
Heartland Private Industry Council
Hillsborough Area Rapid Transit
Hillsborough Private Industry Council
LYNX Transportation
Orlando-Orange County Expressway Authority
Volusia TPO

IV

REFERENCES

The following reference list is submitted by *Cody & Associates, Inc.* to represent some of the clients where similar studies (classification/compensation) have been performed within the past year. The Consultant invites you to contact any of the following clients to verify our experience and quality of our work product.

MARTIN COUNTY BOCC

Mr. Garry Gierlicz, Administrative Services Division Administrator
2401 S.E. Monterey Rd, Stuart, FL 34996 (772) 221-1320

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

Mr. Neel Long, Director of Human Resources
4974 ORL Tower Road, Orlando, FL 3280 (407)690-5171

CITY OF FERNANDINA BEACH

Ms. Robin Marley, HR Director
204 Ash Street, Fernandina Beach, FL 32034 (904)277-7305

CITY OF JACKSONVILLE BEACH

Ms. Karen Nelson, Director of Human Resources
11 3rd St. North, Jacksonville Beach, FL 32250 (904)247-6263

CITY OF ATLANTIC BEACH

Ms. Sue Danhauser, Director of Human Resources
800 Seminole Road, Atlantic Beach, FL 32233 (904)247-5800

PASCO COUNTY

Ms. Barbara De Simone, Director of Human Resources
8731 Citizens Dr. Suite 330, New Port Richey, FL 34654 (727)847-8103

TOWN OF SURFSIDE

Mr. Mike Crotty, Town Manager
9293 Harding Ave, Surfside, FL 33154 (305)861-4863

V

METHODOLOGY

COMPENSATION ANALYSIS

A. SALARY POLICY

Recommend a program for consideration and adoption by the County setting forth:

The level at which the System's competitive position should be maintained in relation to those employers in the competing labor markets in order to attract qualified personnel.

B. COMPENSATION PLAN STRUCTURE

Review and make recommendations on the Compensation Plan structure.

C. METHOD OF IMPLEMENTING COMPENSATION RECOMMENDATIONS

An implementation plan will be developed with several options.

D. ATTAINMENT OF GOALS

The attainment of the above goals and objectives will improve effective management, planning, productivity and achievement in the County by:

1. Reducing turnover and related costs.
2. Improving employee morale due to an up-to-date compensation system.
3. Relating pay levels to the appropriate labor market.

E. SALARY SURVEY/MARKET PRICING

The objective of this survey will be to determine what must be provided in terms of salaries in order to be competitive with other employers recruiting in your labor market.

1. The Consultant will select "benchmark" classes from the classification plan to be utilized in the salary survey. These jobs will represent a cross-section of occupations and pay levels within the pay system. The benchmarks will include

those occupations which can be accurately compared with other employers included in the survey.

2. *Cody & Associates, Inc.* will compile a list of salary survey participants.

F. INTERPRETATION OF SALARY DATA

This is the most important step in the salary schedule design. Since the Consultant has conducted several similar studies for many similar agencies, *Cody & Associates, Inc.* understands what jobs are comparable, regardless of titles assigned.

The Consultant will provide a report showing results of the salary data and various statistical analysis of the information compiled. After analysis and interpretation of the salary survey, results will be reviewed with the staff.

G. DEVELOPMENT OF PAY GRADES AND SALARY STRUCTURE

Based on the analysis of the salary survey data, *Cody & Associates, Inc.* will design a salary structure for all jobs. This step will transform the data from the salary survey into specific salary ranges that progress in a regular manner across all levels.

H. PREPARATION OF REPORT

Cody & Associates, Inc. will prepare and present reports which will include all the details of the project.

I. IMPLEMENTATION AND FOLLOW-UP ASSISTANCE

1. *Cody & Associates, Inc.* will develop a complete implementation plan covering various workable alternative and cost features.
2. *Cody & Associates, Inc.* will assist the County during the implementation phase and answer any questions that arise after completion of the project.

VI

TIMETABLE

1. INITIATION DATE

This Study could be initiated immediately with your notification to proceed.

2. COMPLETION DATES

This Study will be completed no later than December 16th.

VII

FEE SCHEDULE

The total cost to complete the Compensation Study will not exceed \$23,700.00. This includes all fees and costs.

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Stephen E. Bailey
District No. 5 - Scarlet P. Frisina

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

November 26, 2013

MEMO

TO: Lisa Roberts, Administrative Manager *LR*
Linda Howard, Interim HR Director

FR: Dale Williams, County Manager *DW*

RE: Salary Survey

The work completed to date on the salary survey is appreciated; however, I do not believe we will accomplish our task within the time frame established. Again, I offer to hire assistance if needed.

These are the tasks to be completed relative to the salary survey and report:

- 1.) complete the survey. It is my understanding that not all counties have responded.
- 2.) calculate the average wage data based on the survey. Calculate the amended average (eliminate high and low salary for each position) based on the survey.
- 3.) based on highest disparity in wages (current -vs- amended average), develop a report from highest to lowest disparity for all positions.
- 4.) develop a powerpoint on "employee impacts" (sample attached).
- 5.) prepare slides providing the following information:
 - A.) ad-valorem millage history of Columbia County - Requested July + Jan 11/23/13
 - B.) annual revenue report beginning 2007 - Requested 11/23/13 JKH
 - C.) cost of providing 1% countywide COLA.

This is a priority project for the Board. Please advise as to how I may help.

DW/cnb

Employee Impact Discussion

<u>Salary Range</u>	<u>Number of Full Time Employees</u>
Under \$20,000	23
\$20,000 to \$30,000	59
\$30,000 to \$40,000	56
\$40,000 to \$50,000	97
\$50,000 to \$60,000	21
\$60,000 to \$70,000	15
\$70,000 to \$80,000	8
\$80,000 to \$90,000	3
\$90,000 to \$100,000	2
Over \$100,000	5

**81% make
below
\$50,000
per year**

Based on 289 current full-time Employees

Consumer Price Index

Year	Nation	South
2008	0.1%	0.0%
2009	2.7%	2.9%
2010	1.5%	1.4%
2011	3.0%	3.3%
2012	1.8%*	3.2%*
Total	9.1%	10.8%

* 2012 estimated CPI

The above CPI shows an estimated US City average for all Urban Consumers

Insurance Increases – Blue Choice

	<u>Employee Only</u>	<u>Employee plus One</u>	<u>Employee plus Family</u>	
2007-2008	No charge	\$74.60	\$198.19	included health, dental and vision
	<u>Employee Only</u>	<u>Employee plus Spouse</u>	<u>Employee plus Children</u>	<u>Employee plus Family</u>
2008-2009	No charge	\$97.79	\$77.61	\$201.18
<i>Percent of Increase</i>	0.00%	31.09%	4.03%	1.51%
2009-2010	No charge	\$97.79	\$77.61	\$201.18
2010-2011 Blue Choice	\$54.95	\$193.76	\$143.48	\$326.92
<i>Percent of Increase</i>	100.00%	98.14%	84.87%	62.50%
2011-2012 Blue Choice	\$54.95	\$193.76	\$143.48	\$326.92

FRS Employee Pre-Tax Contribution

	3% annual
\$20,000.00	\$540.00
\$22,500.00	\$607.50
\$25,000.00	\$675.00
\$30,000.00	\$765.00
\$35,000.00	\$892.50
\$40,000.00	\$1,020.00
\$45,000.00	\$1,147.50
\$50,000.00	\$1,275.00
\$55,000.00	\$1,402.50
\$60,000.00	\$1,530.00

From FRS Paycheck Calculator

Based on Federal Marital Status – Married.

<http://www.myfrs.com/imageserver/pay-calculator/Take-home-pay-calculator.htm>

umulative Employee Impacts

Average	Decrease
\$20	.16
\$25,000.00	1 .12% .16
\$30,000.00	16
\$35,000.00	08%
\$40,000.00	80% .16
\$45,000.00	886.66

Also, this information does not include the suspension of the Merit/Performance program in 2008!
Not including normal withholdings of FICA, Social Security Tax, Medicare, etc.

12

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

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

Today's Date: 12/11/2013

Meeting Date: 12/19/13

Name: Brian Kepner

Department: Building and Zoning

1. Nature and purpose of agenda item: Approval of Special Family Lot Permit.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? ☒ N/A

☐ Yes Account No. _____

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

Account: _____

Account: _____

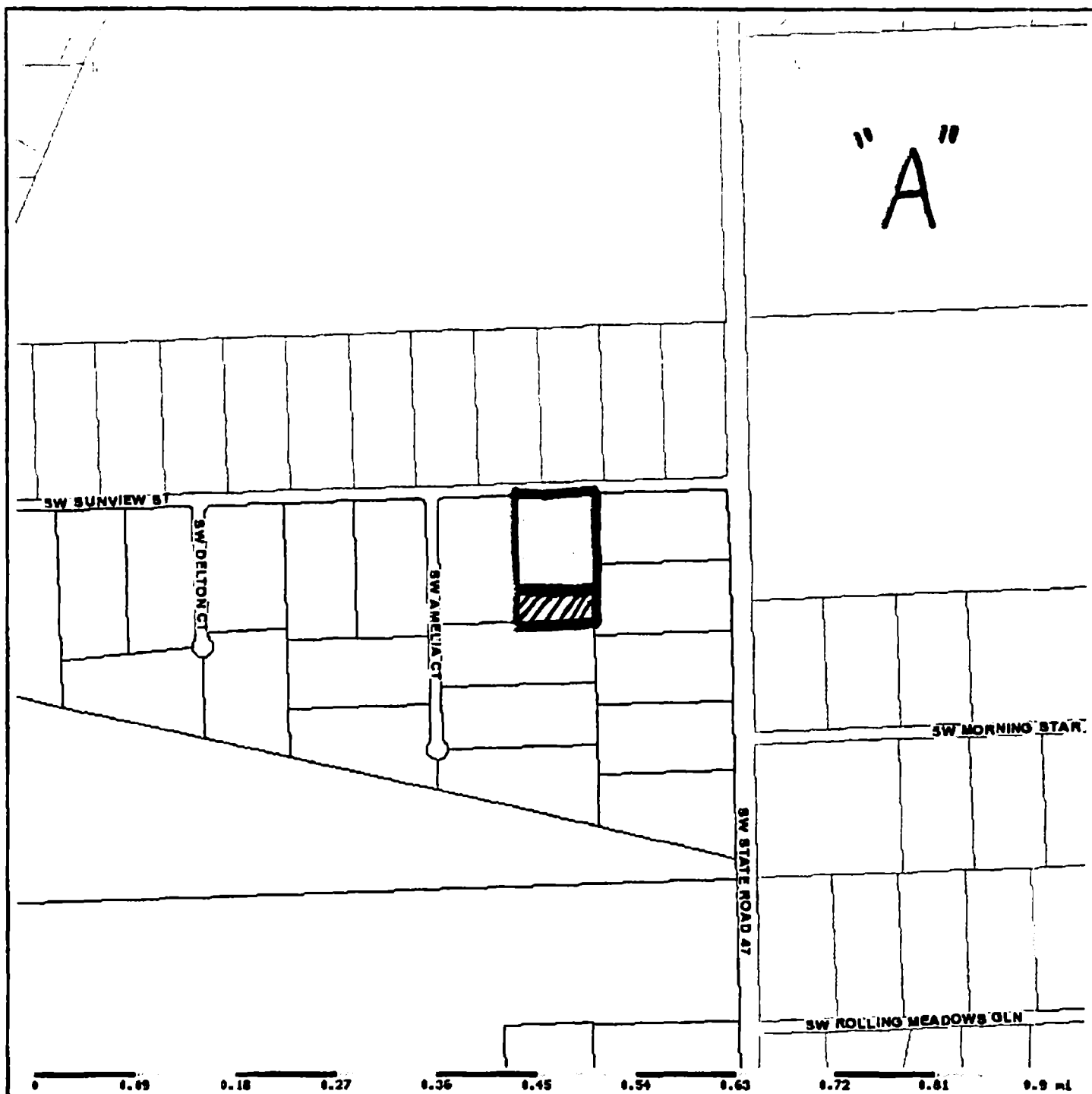
For Use of County Manger Only:

☐ Consent Item ☐ Discussion Item

**DECEMBER 19, 2013
BOARD OF COUNTY COMMISSIONERS MEETING
BUILDING AND ZONING DEPARTMENT
SPECIAL FAMILY LOT PERMITS
CONSENT AGENDA**

**FL13-13 - Immediate Family Member: Dacre McLean
Parent Parcel Owner: Albert & Pearlana Thomas
Family Relationship: Son
Acreage Being Deeded: 2.0
Acreage Remaining: 3.0
Location of Property: See attachment "A"**

Requesting approval of the Special Family Lot permits as indicated above. The requirements of Section 14.9 of the Land Development Regulations, as amended have been met. Staff recommends approval.



Columbia County Property Appraiser

J. Doyle Crews - Lake City, Florida 32055 | 386-758-1083

PARCEL: 33-5S-16-03751-204 - SINGLE FAM (000100)

LOT 4 SOUTH WIND SD ORB WD 1002-1950.

Name: THOMAS ALBERT F & PEARLENA

Site: 268 SW SUNVIEW ST

Mail: 268 SW SUNVIEW ST
FT WHITE, FL 32038

Sales Info 12/1/2003

\$23,000.00 I / U

2013 Certified Values

Land	\$30,800.00
Bldg	\$83,420.00
Assd	\$109,231.00
Exmpt	\$50,000.00
	Cnty: \$59,231

Other: \$59,231 | Schl: \$84,231



This information, GIS updated 12/3/2013, was derived from data which was compiled by the Columbia County Property Appraiser Office solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. No warranties, expressed or implied, are provided for the accuracy of the data herein, its use, or its interpretation. Although it is periodically updated, this information may not reflect the data currently on file in the Property Appraiser's office. The assessed values are NOT certified values and therefore are subject to change before being finalized for ad valorem assessment purposes.

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GrizzlyLogic.com

13

P. DeWitt Cason

Clerk of Circuit Court - Columbia County, Florida



December 10, 2013

The Honorable Stephen E. Bailey, Chairman
Columbia County Board of County Commissioners
P.O. Box 1529
Lake City, FL 32056

Dear Stephen:

Attached is the Clerk of Court's Annual Local Government Financial Report for the fiscal year ended September 30, 2013. As the report details, Non-Court Revenues exceeded Expenditures by \$58,367.11. I request that this amount be returned to this office to be used for non-recurring expenditures. A check for this amount is attached.

Thank you for your continued cooperation as we work together for the citizens of Columbia County.

Sincerely,

P. DeWitt Cason
Clerk of Courts

RECEIVED

DEC 11 2013

Board of County Commissioners
Columbia County

**COLUMBIA COUNTY CLERK OF COURT
LOCAL GOVERNMENT FINANCIAL REPORT
FISCAL YEAR ENDED 09/30/2013
UNAUDITED**

**FISCAL YEAR
ENDED
SEPTEMBER 30, 2013**

NON-COURT

REVENUES

BCC	336,604.80
RECORDING FEES	152,900.50
IVD GRANT	89,818.84
OTHER CHARGES	95,445.70
TOTAL REVENUES	<u>674,769.84</u>

EXPENDITURES

BCC	322,726.66
OTHER GENERAL GOVERNMENT	277,778.08
INFORMATION TECHNOLOGY	15,897.99
TOTAL EXPENDITURES	<u>616,402.73</u>

REVENUES MINUS EXPENDITURES
DUE TO BCC

58,367.11

RECEIVED

DEC 11 2013

Board of County Commissioners
Columbia County

P. DeWitt Cason

CLERK OF COURTS
OPERATING ACCOUNT

100 CRAWFORD • LAKE CITY, TN 37006

FIRST FEDERAL
NATIONAL BANK OF COLUMBIA
COLUMBIA, TN 37601

013146

PAY

****FIFTY EIGHT THOUSAND THREE HUNDRED SIXTY SEVEN AND 11/100 DOLLARS

DATE

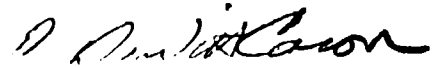
AMOUNT

12/10/2013

*****58,367.11

TO
THE
ORDER
OF

BOARD OF COUNTY COMMISSIONERS
COURTHOUSE ANNEX
, 32056



P. DEWITT CASON

Clerk of Courts

⑈013146⑈ ⑆263184488⑆

001446460⑈

013146

BOARD OF COUNTY COMMISSIONERS 12/10/2013

Check No 13146

Document No.	Date	Description	Net Amount
DEC 13	12/10/13	EXCESS NONCOURT REV	58,367.11

58,367.11

RECEIVED

DEC 11 2013

Board of County Commissioners
Columbia County

14

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 7:00 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 12/11/2013

Meeting Date: 12/19/2013

Name: David Kraus, Safety Manager

Department: NSP-3

1. Nature and purpose of agenda item: Request to approve Modification #2 to the Neighborhood Stabilization Program to extend the agreement to March 31, 2014 and reflect that all nine units will be rental units.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? ☒ N/A

☐ Yes Account No. _____

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

For Use of County Manger Only:

☐ Consent Item ☐ Discussion Item

MEMORANDUM

TO: Columbia County Board of County Commissioners
From: David Kraus, Safety Manager
Date: December 11, 2013

RE: Modification #2 to Neighborhood Stabilization Program

We request the Board of County Commissioners approve Modification #2 to the Neighborhood Stabilization Program and the associated Attachment A.

The State of Florida has set the spend down date on the NSP-3 funds as March 31, 2014

Under the original grant, Columbia County proposed to purchase 7 foreclosed homes in the target neighborhood with an acquisition budget of \$100,000 per home. Of these seven homes, three would be used for resale, two as rental to median income families and two for low income family rentals. To date, the County has stayed well within the budget and been able to purchase 9 homes with the allocated acquisition funds.

The Federal authorizing legislation for the NSP-3 program required 50% of the funds to be spent on rental properties with 25% of all rental properties being set aside for rental to low income families. Modification #1 reflected a change by the State in the calculation for the units set aside for low income rental properties.

Under Modification #2, Columbia County's grant will be extended to match the State mandated spend down date of March 31, 2014 and use all of the units as rental property. Under NSP-3 regulations, any program income must be expended prior to spending grant funds. This makes reselling any of the units impractical at this time if we plan to expend all of the grant funds by the March 31, 2014 deadline. We will exceed the requirement for 50% rental units. Modification #2 also identifies four units of the nine units for low income families, exceeding our requirement for the 25% set aside.

At this time, we have 5 units completed and ready to be rented. Two units are under contract for rehabilitation. The last two units (one the Board approved for purchase on December 5, 2013) will be bid in January for rehabilitation.

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Stephen E. Bailey
District No. 5 - Scarlet P. Frisina

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

December 19, 2013

CERTIFIED MAIL NO.: 7008 1830 0000 9951 3222
RETURN RECEIPT REQUESTED

Ms. Jeannie Russell, Program Manager
Florida Department of Economic Opportunity
Florida Small Cities CDBG Program
107 East Madison Street, MSC 400
Tallahassee, FL 32399-6508

RE: Columbia County Neighborhood Stabilization Program 3
DEO Contract No. 152DB-Q5-03-22-01-F04
Grant Modification

Dear Ms. Russell:

Please find enclosed two copies of Modification #2 and Attachment A for the above referenced project.

The County is submitting a request to extend its grant agreement through March 31, 2013 to align it with the State spend down date for NSP3. Additionally, the County will be modifying the Housing Assistance Plan to reflect that all housing units will be rental units of which four of the nine will be Set-aside units.

The County is in the process of rehabilitating the three units and preparing an Admissions and Continued Occupancy policy for the rental units.

If you have any questions concerning this matter, please do not hesitate to contact Martha Orthoefer, AICP, of the North Central Florida Regional Planning Council (Grant Administrator) at 352. 955.2200, ext. 112.

Sincerely,

Stephen E. Bailey
Chair

Enclosures

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

**North
Central
Florida
Regional
Planning
Council**

Serving
Alachua • Bradford
Columbia • Dixie • Gilchrist
Hamilton • Lafayette • Madison
Suwannee • Taylor • Union Counties

2009 NW 87th Place, Gainesville, FL 32653-1603 • 352.955.2200

December 10, 2013

Mr. David Kraus
Safety Manager
Columbia County
P. O. Box 1529
Lake City, Florida 32055-1529

RE: Columbia County Neighborhood Stabilization Program 3
DEO Contract No. 152DB-Q5-03-22-01-F04
Grant Modification

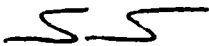
Dear David:

Please find enclosed a transmittal letter to the Florida Department of Economic Opportunity, two copies of Modification to Grant Agreement and the revised Attachment A for the above referenced project.

Subsequent to your review and approval, **please have the Chair sign the enclosed letter and both copies of the Modification to the subgrant agreement. Please send the transmittal letter, both copies of the Modification and a copy of Attachment A to the Florida Department of Economic Opportunity via Certified Mail, Return Receipt Requested.** Retain a copy of the signed letter, modification and revised Attachment A for the County's files and send me a copy of the signed letter and modification for our files.

If you have any questions concerning this matter, please do not hesitate to contact Martha Orthoefer, AICP, Senior Planner of the Planning Council's Regional and Local Government Program staff at 352.955.2200, ext. 112.

Sincerely,



Scott R. Koons, AICP
Executive Director

Enclosures

xc: Dale Williams, County Manager

q:\cdbgfile\fy09\nsp\modification\trans let.docx

Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Modification to Subgrant Agreement

5/15/2013

**MODIFICATION NUMBER 2 TO SUBGRANT AGREEMENT BETWEEN
THE DEPARTMENT OF ECONOMIC OPPORTUNITY AND
COLUMBIA COUNTY**

This Modification is made and entered into by and between the State of Florida, Department of Economic Opportunity, ("the Department"), and Columbia County, ("the Recipient"), to modify **DEO/DCA Contract Number 12DB-Q5-03-22-01-F04**, award dated January 18, 2012 ("the Agreement").

WHEREAS, the Department and the Recipient entered into the Agreement, pursuant to which the Department provided a subgrant of \$1,029,844 to Recipient under the Neighborhood Stabilization Program ("NSP") as set forth in the Agreement;

WHEREAS, the Department and the Recipient desire to modify the Agreement;

WHEREAS, pursuant to the provisions of Chapter 2011-142, Laws of Florida, the DCA Division of Housing and Community Development was transferred to the Department of Economic Opportunity effective October 1, 2011; and the parties wish to reflect the new name.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

☐ **Reinstate Agreement**

1. The Agreement is hereby reinstated as though it had not expired.

☒ **Extend Agreement**

2. Paragraph 3, Period of Agreement is hereby revised to reflect an ending date of March 31, 2014.

☐ **Revise Activity Work Plan**

3. The Attachment I, Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment I, Activity Work Plan section, which is attached hereto and incorporated herein by reference.

☒ **Revise Program Budget and Scope of Work**

4. The Attachment A, Program Budget section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget, which is attached hereto and incorporated herein by reference.

Modification to Subgrant Agreement

5/15/2013

Modification Number: 2

DEO/DCA Contract Number: 12DB-Q5-03-22-01-F04

Recipient: Columbia County

Page 2

☐ **Change in Participating Parties**

5. The Attachment A, Program Budget section, is hereby modified to delete all references to “ ”, as the Participating Party, and replace them with “ ” as the Participating Party with the understanding that the Recipient and the new Participating Party will enter into a Participating Party Agreement containing provisions and caveats that meet or exceed the conditions agreed to in the Participating Party Agreement between the Recipient and the original Participating Party.

☐ **Inclusion of an Unmet Need as Addressed in the Original Application**

6. The Attachment A, Program Budget section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget, which is attached hereto and incorporated herein by reference.
7. The Attachment , Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment , Activity Work Plan section, which is attached hereto and incorporated herein by reference.

☐ **Change in Number of Accomplishments and/or Beneficiaries**

8. The Attachment A, Program Budget section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget, which is attached hereto and incorporated herein by reference.

☐ **Reflect Change in Agency from DCA to DEO**

9. This modification to the Subgrant Agreement hereby replaces “Department of Community Affairs” with “Department of Economic Opportunity” where appropriate in context.

☐ **Other:**

Modification to Subgrant Agreement

5/15/2013

Modification Number: 2

DEO/DCA Contract Number: 12DB-Q5-03-22-01-F04

Recipient: Columbia County

Page 3

All provisions of the Agreement and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform to this Modification, effective as of the date of the execution of this Modification by both parties.

All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set herein.

Department of Economic Opportunity

Recipient: Columbia County

By: _____

By: _____

Name: William B. Killingsworth

Name: Stephen E. Bailey

Title: Director
Division of Community Development

Title: Chair

Date: _____

Date: _____

Modification to Subgrant Agreement

5/15/2013

**MODIFICATION NUMBER 2 TO SUBGRANT AGREEMENT BETWEEN
THE DEPARTMENT OF ECONOMIC OPPORTUNITY AND
COLUMBIA COUNTY**

This Modification is made and entered into by and between the State of Florida, Department of Economic Opportunity, (“the Department”), and Columbia County, (“the Recipient”), to modify **DEO/DCA Contract Number 12DB-Q5-03-22-01-F04**, award dated January 18, 2012 (“the Agreement”).

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WHEREAS, the Department and the Recipient desire to modify the Agreement;

WHEREAS, pursuant to the provisions of Chapter 2011-142, Laws of Florida, the DCA Division of Housing and Community Development was transferred to the Department of Economic Opportunity effective October 1, 2011; and the parties wish to reflect the new name.

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

☐ **Reinstate Agreement**

1. The Agreement is hereby reinstated as though it had not expired.

☒ **Extend Agreement**

2. Paragraph 3, Period of Agreement is hereby revised to reflect an ending date of March 31, 2014.

☐ **Revise Activity Work Plan**

3. The Attachment I, Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment I, Activity Work Plan section, which is attached hereto and incorporated herein by reference.

☒ **Revise Program Budget and Scope of Work**

4. The Attachment A, Program Budget section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget, which is attached hereto and incorporated herein by reference.

Modification to Subgrant Agreement

5/15/2013

Modification Number: 2

DEO/DCA Contract Number: 12DB-Q5-03-22-01-F04

Recipient: Columbia County

Page 2

☐ **Change in Participating Parties**

5. The Attachment A, Program Budget section, is hereby modified to delete all references to “ ”, as the Participating Party, and replace them with “ ” as the Participating Party with the understanding that the Recipient and the new Participating Party will enter into a Participating Party Agreement containing provisions and caveats that meet or exceed the conditions agreed to in the Participating Party Agreement between the Recipient and the original Participating Party.

☐ **Inclusion of an Unmet Need as Addressed in the Original Application**

6. The Attachment A, Program Budget section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget, which is attached hereto and incorporated herein by reference.
7. The Attachment , Activity Work Plan section of the Agreement is hereby deleted and is replaced by the revised Attachment , Activity Work Plan section, which is attached hereto and incorporated herein by reference.

☐ **Change in Number of Accomplishments and/or Beneficiaries**

8. The Attachment A, Program Budget section of the Agreement is hereby deleted and is replaced by the revised Attachment A, the Program Budget, which is attached hereto and incorporated herein by reference.

☐ **Reflect Change in Agency from DCA to DEO**

9. This modification to the Subgrant Agreement hereby replaces “Department of Community Affairs” with “Department of Economic Opportunity” where appropriate in context.

☐ **Other:**

Modification to Subgrant Agreement

5/15/2013

Modification Number: 2

DEO/DCA Contract Number: 12DB-Q5-03-22-01-F04

Recipient: Columbia County

Page 3

All provisions of the Agreement and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform to this Modification, effective as of the date of the execution of this Modification by both parties.

All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set herein.

Department of Economic Opportunity

Recipient: Columbia County

By: _____

By: _____

Name: William B. Killingsworth

Name: Stephen E. Bailey

Title: Director
Division of Community Development

Title: Chair

Date: _____

Date: _____

ATTACHMENT A
Department of Economic Opportunity / Neighborhood Stabilization Program

(1) Local Government: Columbia County (2) Contract Number: 12DB-QS-03-22-01-F04 (4) Contract Start Date: 1/18/12 (6) Current Contract Expiration Date: 1/18/14 (8) Proposed Expiration Date: 3/31/14
 and Modification Number: 2
 (7) Form Prepared By: David Kraus, Safety Manager 386-758-1178
 Name Telephone Fax Email

When using funds from the regular allocation (not NSPLI) to address affordable housing, whether rental or homeownership, for households at or below 50% AMI, enter the funds under the appropriate set-aside activity in

(8) Activity Number	(9) Activity Name	(10) DRGR Project Number (DCA use only)	(11) Current Budget	(12) Proposed Budget	(13) Housing Units for Homeownership				(14) Housing Units for Rental Housing				(15) Total Number of Housing Units to be Addressed (Column F + Column M)	(16) Total Properties for Land Banking	(17) Other Funds Contributed	(18) Source of Other Funds (explained in (19) below)
					50% AMI and below	51%-80% AMI	81%-120% AMI	Total	50% AMI and below	51%-80% AMI	81%-120% AMI	Total				
01	Acquisition	1	\$506,015.00	\$0.00						5		5	5		\$0.00	
01	Acquisition - Land Bank	4	\$0.00	\$0.00									0		\$0.00	
02	Disposition Only	1	\$0.00	\$0.00									0		\$0.00	
02	Disposition - Land Bank	4	\$0.00	\$0.00									0		\$0.00	
04	Demolition of Vacant Deteriorated Structures	2	\$0.00	\$0.00									0		\$0.00	
05	Housing Counseling	3	\$0.00	\$0.00									0		\$0.00	
08	Temporary Relocation	1	\$0.00	\$0.00									0		\$0.00	
12	Housing Replacement	2	\$0.00	\$0.00									0		\$0.00	
13	Direct Homeownership Assistance	3	\$0.00	\$0.00									0		\$0.00	
14A	Housing Rehabilitation (SF)	1	\$177,214.00	\$0.00						5		5	5		\$0.00	
14B	Rehabilitation Multi Unit Residential	1	\$0.00	\$0.00									0		\$0.00	
21A	Program Administration	1A	\$70,000.00	\$0.00									0		\$0.00	
TOTAL 51%-120% AMI			\$753,229.00	\$0.00						6		6	6		\$0.00	
01	Set-Aside Acquisition	7	\$207,465.00	\$0.00					4			4	4		\$0.00	
02	Set-Aside Disposition	7	\$0.00	\$0.00									0		\$0.00	
08	Set-Aside Temporary Relocation	7	\$0.00	\$0.00									0		\$0.00	
14A	Set-Aside Housing (SF) Rehabilitation	7	\$69,150.00	\$0.00					4			4	4		\$0.00	
14B	Set-Aside Rehabilitation Multi Unit Residential	7	\$0.00	\$0.00									0		\$0.00	
TOTAL 50% AMI OR BELOW			\$276,615.00	\$0.00					4			4	4		\$0.00	
TOTALS FOR ALL ACTIVITIES			\$1,029,844.00	\$0.00	0	0	0	0	4	6	0	8	0	0	\$0.00	

(19) SOURCE OF OTHER FUNDS:

1 _____
 2 _____
 3 _____

(20) On a separate sheet of paper, please provide a brief narrative that describes the need for the change and any impact that the changes will have on the activity work plan.

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BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 7:00 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 12/11/2013

Meeting Date: 12/19/2013

Name: David Kraus, Safety Manager

Department: EMS

1. Nature and purpose of agenda item: To award the sealed bid and sell 2 ambulances
to Lifeguard Ambulance Services: 2007 GMC for \$8,875 and 2008 GMC for \$9,000.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? ☒ N/A

☐ Yes Account No. _____

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

For Use of County Manger Only:

☐ Consent Item ☐ Discussion Item

MEMORANDUM

TO: Columbia County Board of County Commissioners
From: David Kraus, Safety Manager
Date: December 11, 2013

RE: Sale of Surplus Property – 2 Ambulances

The Columbia County Board of County Commissioners authorized the County to seek sealed bids for the sale of two ambulances. On December 3, 2013, Columbia County received sealed bids for the purchase of 2 ambulances:

<u>Year</u>	<u>Chassis</u>	<u>Box</u>	<u>Approximate Miles</u>
2007	GMC C4500	Osage Type III	160,000 miles
2008	GMC C4500	Osage Type III	155,000 Miles

Lifeguard Ambulance Services of Florida was the sole submission offering \$8,875 on the 2007 unit and \$9,000 on the 2008 ambulance.

We request the Board of County Commissioners award the bid to Lifeguard Ambulance Services of Florida and approve the sale of the two ambulances for a total of \$17,875.

BOARD OF COUNTY COMMISSIONERS, COLUMBIA COUNTY, FLORIDA
BID NO 2013-O
INFORMATION TO BIDDERS

The Board of County Commissioners will received sealed bids in the office the office of the Columbia County Purchasing Director 135 SE Hernando Avenue, Suite 203, Lake City, Florida 32055, 386-719-2028, until 11:00 A.M., December 3, 2013 for the sale ambulances:

<u>Year</u>	<u>Chassis</u>	<u>Box</u>	<u>Approximate Miles</u>
2007	GMC C4500	Osage Type III	160,000 miles
2008	GMC C4500	Osage Type III	155,000 Miles

Both Ambulances are currently in use by Lifeguard Ambulance Services and may be examined by appointment only. The transfer of ownership of the ambulances will occur after 90 days from the acceptance of the bid.

Bids will be publicly opened and read in the Board offices at 11:00 A.M on December 3, 2013 or as soon thereafter as practical. Bidders are fully responsible for the delivery of the bids. Bids may be withdrawn at any time prior to the bid opening. Late bids will not be accepted and will be returned to the bidder unopened. Telegraph and telephone bids will not be accepted under any circumstances.

The Board reserves the right to reject any and/or all bids, and to award the bid in the County's best interest.

The Bidder is required to use the "Bid Form" attached hereto, which attached to the "Information to Bidders" and "Specifications" shall remain intact. Any variation from these minimum specifications must be clearly stated on a separate sheet and attached to the "Bid Form". The one complete bid form set is to be submitted in a sealed envelope, on the outside of which shall be clearly marked, **"SEALED BID PURCHASE OF AMBULANCES"** and the name and address of the firm submitting the bid.

All bids are firm, valid and subject to acceptance for a period of 30 days after the bid opening date.

**BOARD OF COUNTY COMMISSIONERS, COLUMBIA COUNTY, FLORIDA
BID NO 2013-O
USED AMBULANCES**

SPECIFICATIONS

<u>Year</u>	<u>Chassis</u>	<u>Box</u>	<u>Approximate Miles</u>
2007	GMC C4500	Osage Type III	160,000 miles
2008	GMC C4500	Osage Type III	155,000 Miles

Both Ambulances are currently in use by Lifeguard Ambulance Services and may be examined by appointment only. The transfer of ownership of the ambulances will occur after 90 days from the acceptance of the bid.

QUESTIONS OR INSPECTIONS

For information about the ambulances or to arrange an inspection, please contact Assistant Fire Chief Jeff Crawford at 386-623-6048,

BID FORM
BID NO: 2013-
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
LAKE CITY, FLORIDA

BID FORM FOR: PURCHASE OF USED AMBULANCES

Bids must be received in the office of the Columbia County Purchasing Director 135 SE Hernando Avenue, Suite 203, Post Office Box 1529, Lake City, Florida 32055, no later than 11:00 A.M. December 3, 2013 in a sealed envelope on the outside of which shall be clearly marked, **"SEALED BID PURCHASE OF AMBULANCES"** and the name and address of the firm submitting the bid.

Bids will be publicly opened and read in the Board offices at 11:00 A.M. on December 3, 2013 or as soon thereafter as practical.

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

2007 GMC C4500: \$ _____

2008 CMC C4500: \$ _____

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

COMPANY _____

DATE: _____

ADDRESS _____

PHONE NO: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

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AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 7:00 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 12/11/2013

Meeting Date: 12/19/2013

Name: David Kraus, Safety Manager

Department: Fixed Assets

1. Nature and purpose of agenda item: To Amend Section 313.1 of the Columbia County Purchasing Policies and Procedures titled Fixed Asset Inventory Procedure, General to increase the Fixed Asset Value from \$500 to \$2,500.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? ☒ N/A

☐ Yes Account No. _____

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

For Use of County Manger Only:

☐ Consent Item ☐ Discussion Item

MEMORANDUM

TO: Columbia County Board of County Commissioners
From: David Kraus, Safety Manager
Date: December 11, 2013

RE: Revision to Fixed Asset Inventory section of Purchasing Policy

We are requesting the Board of County Commissioners approve a revision to Section 313.1 of Purchasing Policies and Procedures titled Fixed Asset Inventory Procedure, General. This section defines a fixed asset as having a value of \$500 or more, or a 3 year life. Federal guidelines set fixed assets at items of \$5,000 or more while the State of Florida uses a \$2,500 threshold for a fixed asset. By policy, the County has used a \$500 threshold which requires all items exceeding this threshold to be recorded in the Fixed Asset Inventory System. This low threshold annually places an extreme and unnecessary accounting burden on County staff in reconciling actual inventory with the fixed asset system. This issue has been reviewed with and supported by both the County's Auditor and the County Clerk's Office.

If approved, the revision will appear as follows:

SECTION 313 FIXED ASSET INVENTORY PROCEEDURE

313.1 GENERAL:

Any purchase of equipment with a value of ~~\$500 or more, or a 3-year life~~ **\$2,500 or more** shall be required to be recorded in the County's General Fixed Asset Inventory System and assigned a Property Identification Number.

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BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 7:00 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 12 December 2013

Meeting Date: 19 December 2013

Name: Ronal N. Croft

Department: 9-1-1 Addressing / GIS

1. Nature and purpose of agenda item: Approval of Private Road Name

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? ☒ N/A

☐ Yes Account No. _____

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

Account: _____

Account: _____

\$ _____

For Use of County Manger Only:

☐ Consent Item ☐ Discussion Item



COLUMBIA COUNTY
911 ADDRESSING / GIS DEPARTMENT

P. O. Box 1787, Lake City, FL 32056-1787
263 NW Lake City Ave., Lake City, FL 32055
Telephone: (386) 758-1125 * Fax: (386) 758-1365 * Email: ron_croft@columbiacountyfla.com



Thru: David Kraus, Division Manager

To: Commissioner Bucky Nash, District 3

Fr: Ronal N. Croft, 9-1-1 Addressing / GIS Coordinator

Dt: December 12, 2013

Re: Naming of Unnamed Road Forwarded for Board of County Commissioners
Approval.

The attached printout containing proposed road name(s) has been submitted for Approval by the Board of County Commissioners. The Unnamed roadway was identified during the processing of a request for 9-1-1 Address. The Road Name was selected by the Property Owners.

If you have comment or other recommended action, please notify the County Manager or the Addressing Department as soon as possible before the date of the Board meeting.

Please contact me if you have any questions concerning this pending action.

*Verbal okay
from Commissioner
Nash. PNC
12-13-13*

BCCA OR DCA APPROVAL LIST

12/13/2013

ID #	DIS	OLD NAME	OLD SUFFIX	OLD DRIVING DIRECTIONS	PREFIX	NEW ROAD NAME	NEW SUFFIX	NEW DRIVING DIRECTIONS	LOCATION	S-T-R	MB PAGE
3393	3	UNNAMED	RD	W DUVAL ST, R NW LAKE JEFFERY RD, R UNNAMED RD (PAST NW HUNTSVILLE CHURCH DR) (PRIVATE RD)	NW	PIONEER	CT	W DUVAL ST, R NW LAKE JEFFERY RD, R NW PIONEER CT (PAST NW HUNTSVILLE CHURCH DR) (PRIVATE RD)	RUNS FROM NW LAKE JEFFERY RD NORTH TO DEADEND	05-3S-16	31

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BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

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

Today's Date: 12/11/2013

Meeting Date: 12/19/13

Name: Brian Kepner

Department: Building and Zoning

1. Nature and purpose of agenda item: Re-appoint Brandon Stubbs to the Board of Adjustment/
Planning and Zoning Board. Term would expire 1 January 2017.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? ☒ N/A

☐ Yes Account No. _____

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

Account: _____

Account: _____

For Use of County Manger Only:

☐ Consent Item ☐ Discussion Item

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Stephen E. Bailey
District No. 5 - Scarlet P. Frisina



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

Date: 11 December 2013
To: Lisa K.B. Roberts, Administrative Manager
From: Brian L. Kepner, County Planner *BLK*
Re: Board of Adjustment/Planning and Zoning Board Member

Brandon Stubbs term on the Board of Adjustment/Planning and Zoning Board will expire as of 1 January 2014. Mr. Stubbs has expressed interest in continuing to serve on those Boards. Mr. Stubbs has been a consciences and valuable member to those Boards. Mr. Stubbs re-appointment to those Boards would expire 1 January 2017.