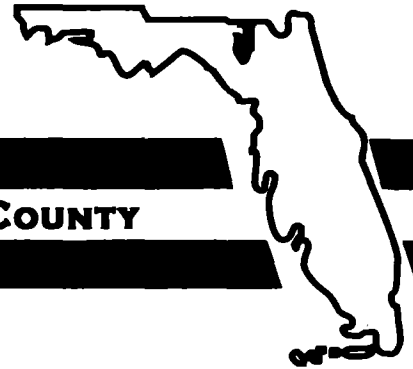


District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Stephen E. Bailey
District No. 5 - Scarlet P. Frisina



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

TO: Board of County Commissioners

FR: Dale Williams, County Manager

RE: December 6, 2012 Agenda –

The following additions/deletions are requested for the December 6, 2012 agenda:

Deletion:

Item No. 3 – Discussion and Action Items – Division Managers – Pay Grade Assignments

Basic data was presented to the Division Managers in the regular weekly Managers meeting for review. As time did not permit this item to be placed on the agenda at least one week in advance, the item will be rescheduled.

Item No. 10 – Consent Agenda – Human Resource – Revised Position Description – Assistant County Manager

Additions (attached)

- 1.) Revised Position Description – Assistant County Manager
- 2.) Equipment Purchase Request – Public Works

A donated pan (Forestry) is being converted to a self loader through the purchase of used equipment.

- 3.) Legislative Hearing Discussion Topics

The annual Legislative Hearing was scheduled after the agenda was published.

BOARD MEETS FIRST THURSDAY AT 7:00 P.M.
AND THIRD THURSDAY AT 7:00 P.M.

ASSISTANT COUNTY MANAGER

MAJOR FUNCTION:

This is a highly responsible administrative and ~~executive~~ managerial position providing direct support to the County Manager on various programs and government services. ~~reporting to the Columbia County Board of County Commissioners. Employee shall serve as the County Manager for Columbia County as reasonably directed by the Employer.~~

An employee assigned to this classification is responsible for assisting in the development of data and recommendations that influence decisions on long-term policies relating to County operation. Work carries responsibility for consideration and analysis of major organizational problems. Requires development of data and recommendations that influence decisions on long-term policies relating to County operation. Work is performed under the broad direction of the County Manager and is reviewed through conferences, reports and observations of results obtained. Employee's duties as Assistant County Manager shall without limitation include the following:

ESSENTIAL FUNCTIONS:

Assists in the direction and supervision of the personnel and operations of Columbia County, subject to the direction of the Employer. County Manager.

Serves as administrative liaison to Supervising the management team consisting of the Administrative Manager, the Safety Manager, and the Operations Manager.

Assists in organizing and preparing agendas as directed by the County Manager for the Employer and gathering the necessary information pertinent to issues which are to be discussed by the Employer County Manager at its meetings. Required to attend all meetings of employer with authority to participate in the discussion of any matter. the Board of County Commission. Supervise the processing of new employees, advertise vacancies and accept applications for vacancies, and supervise the maintenance of personnel records. Make recommendations to the Employer regarding personnel policies and classification and compensation matters. Evaluates and analyses departmental policies and procedures, and recommends development of new policies and/or revisions in current policies. Assists in Directing the central purchasing function including bidding, approving purchase orders and maintaining inventory. Assists in Applying for grants for overall enhancement of the County and its' operations, including coordinating grants in the areas of housing, planning and recreation. Assists in Directing the maintenance of all County property, including maintaining inventory of all land and equipment owned by the County, and being responsible for all leased equipment and maintaining service contracts.

Gather pertinent information regarding the purchase and renewal of insurance policies for presentation recommendation to the Employer. County Manager. Serve as liaison between the various departments on the County with regard to personnel budget preparation.

Direct Reviews the processing of workers' compensation claims.

Ability to coordinate comprehensive planning and subdivision planning activities.

ASSISTANT COUNTY MANAGER
PAGE TWO OF THREE

Respond to citizen complaints and coordinating press releases ~~for the Employer, as directed by the County Manager.~~

~~Design and implement the necessary organization structure and functions of the County.~~

Assign and utilize resources, including directing the work of all County staff members or delegating that authority appropriate to others and exercising such other authority as is consistent with and appropriate to the position of Assistant County Manager.

ESSENTIAL FUNCTIONS: (Continued)

Employee shall recommend ~~have authority over~~ personnel and employment matters, within the limits of the county's personnel policy, including ~~the authority~~ recommendation to hire, promote, transfer, assign and retain personnel in positions with the County, and to suspend, demote, discharge or take other disciplinary action affecting County personnel, subject to the direction of ~~Employer, the County Manager.~~

Performing such other duties as are necessary and appropriate to the discharge of Employee's responsibility as Assistant County Manager and such duties as the ~~Employer~~ County Manager may reasonably from time to time assign to the Employee.

These duties shall be performed during normal business matters and at such other times as are necessary and appropriate to the discharge of the Employee's responsibilities as Assistant County Manager.

WORK ENVIRONMENT

Primarily indoor office setting.

TRAINING AND EXPERIENCE:

Minimum Experience: Graduation from an accredited four year college or university with degree in Business or Public Administration and five years of progressively responsible supervisory or management experience in public administration. Experience in community development and public planning, preferred; or any equivalent combination of training and professional experience may be substituted for required college training. Must be resident of Columbia County within the first six months of employment.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of federal and state laws and regulations affecting county government.

Knowledge of public administration, zoning and code enforcement, public speaking, accounting and finance, personnel administration.

Knowledge of state and federal wage and hour guidelines.

Knowledge of modern techniques and practices used in county government.

Ability to independently plan, direct, organize and coordinate the work of subordinates.

ASSISTANT COUNTY MANAGER
PAGE THREE OF THREE

Ability to communicate with internal and external contacts of considerable importance. Failure to exercise proper judgment in developing contacts and maintaining good relations may result in important losses to the county.

Ability to work independently on the broader administrative and policy-making activities and programs. Work is performed under the direction and review of the County Manager. ~~checked only through consultation and agreement with others rather than by directives from superiors.~~

Analytical skills and thorough knowledge of public administration methods of technology, organizational and planning skills.

Ability to develop long-range plans for county government and recommend a course of action.

ESSENTIAL PHYSICAL SKILLS/DEMANDS

Acceptable eyesight (with or without correction).

Acceptable hearing (with or without hearing aids).

Ability to communicate both orally and in writing.

Light (up to 50 pounds) lifting and carrying.

Walking, standing, bending, stooping.

Pay Grade: ~~Negotiable~~

Exempt – ~~Executive~~ Administrative

BCC APPROVED: ~~10/30/97~~; Revised ~~06/07/2012~~

RECEIVED

NOV 30 2012

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

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: 11-29-12

Meeting Date: 12-6-12

Name: Kevin Kirby

Department: Public Works

1. Nature and purpose of agenda item: Purchase 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. 10184005849097

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

Budget Amendment Number: BA-13-21

FROM

TO

AMOUNT

Account: 10184005849097

Account: 10142205416064

\$ 22,000

For Use of County Manager Only:

☐ Consent Item ☐ Discussion Item

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



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

November 8, 2012

M E M O

TO: Kevin Kirby, Operations Manager

FR: Dale Williams, County Manager

A handwritten signature in black ink, appearing to read "Dale Williams", is written over the "FR:" line.

RE: Your Memo Dated November 6, 2012 – Earth Movers

This is your authorization to proceed with the conversion of the earth mover. You are reminded that the appraisal of the used equipment must be in writing.

DW/cnb

XC: Board of County Commissioners
Ray Hill, Purchasing Director
Ben Scott, Finance Director



Brooksville
352-796-4978

Daytona Beach
386-947-3363

Gainesville
352-371-9983

St. Augustine
904-737-7730

Lake City
386-755-3997

Lakeland
863-606-0512

Ocala
352-732-2800

Orlando
407-855-6195

Palm Bay
321-952-3001

Perry
850-584-2800

Pompano Beach
854-977-5010

Sarasota
941-753-7535

Tallahassee
850-562-2121

Tampa
813-671-3700

Tarpon Springs
727-938-1515

November 1, 2012

Mr. Kevin Kirby
Columbia County Public Works
607 NW Quentin St
Lake City, FL 32055

Regarding: Retail Value 1996 613C s/n 8LJ01527

Ring Power estimates the approximate retail value to be \$40,000.
This assumes the equipment is good working condition.

Sincerely,

Todd Sandlin
VP, Regional Manager

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

RECEIVED

NOV 08 2012

Board of County Commissioners

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: Dale Williams, County Manager

FROM: Kevin Kirby, Operations Manager 

DATE: November 6, 2012

SUBJECT: Earth Movers

We recently procured through the Fire Department, an earth mover on permanent loan from the Forestry Department. While the machine is in like new condition it does not have the proper "scraper bowl" attachment on it. Chief Boozer has verified that the Forestry Department has no problem with making modifications to their machine.

We have located another used machine in Orlando, Fl that has the correct scraper bowl attachment on it. This machine has been appraised by Ring Power at \$40,000. Art Butler is negotiating with the company that currently owns the machine and believes he can obtain the machine for \$20,000 or less. Ring Power will charge \$15,412 to swap out the scraper bowl, service, and clean the machine donated to us from the Forestry Department.

Once the scraper bowl is removed from the purchased machine and installed on the Forestry Department machine, we will auction off the remaining purchased machine. Ring Power estimates that we should recover approximately \$10,000.

The final investment for the machine we will keep should be \$25,400. This machine new would cost upwards of \$275,000.

I am seeking permission to conclude this transaction.

Your consideration is appreciated.

Ring Power**REPAIR ESTIMATE / QUOTE**

This estimate is made subject to buyer's acceptance within (10) ten days from this date. All prices are subject to change without notice, and those in effect on date of shipment shall prevail. Customer will be contacted should estimate exceed 10%.

SOLD TO

COLUMBIA COUNTY PUBLIC WORKS
PO BOX 969
LAKE CITY FL

SHIP TO

32056-0969

113

PER YOUR REQUEST, WE HAVE ESTIMATED REPAIRS ON THE MACHINE LISTED BELOW. A REPAIR DESCRIPTION WITH LABOR AND/OR PARTS IS ATTACHED. UPON DISASSEMBLY OF THE COMPONENT(S) TO BE REPAIRED, ADDITIONAL PARTS AND LABOR MAY BE NECESSARY. IF SO, A QUOTE FOR ADDITIONAL REPAIRS WILL BE FORWARDED TO YOU FOR APPROVAL. NOTE: AN AUTHORIZED REPRESENTATIVE OF YOUR COMPANY SHOULD SIGN AND RETURN THIS REPAIR ESTIMATE. ONLY UPON RECEIPT OF THE SIGNED ESTIMATE WILL REPAIRS BE PERFORMED. A PURCHASE ORDER NUMBER SHOULD BE SUPPLIED IF REQUIRED BY YOUR COMPANY.

ORDER NUMBER	DATE	CUSTOMER NUMBER	CUSTOMER PO NUMBER	GROUP	REV	ESTIMATE	STATUS	PAGE
0723959	10-10-12	009080		07	C	540	2	1
ORDER NUMBER	DATE	CUSTOMER NUMBER	CUSTOMER PO NUMBER	GROUP	REV	ESTIMATE	STATUS	PAGE
0723959	10-08-12	1A	1S	10				1
NAME	MODEL	ENGINE	TRANSMISSION	AXLES	WHEELS	WARRANTY	REMARKS	
AA	H180S	09PM00139						
QUANTITY	ITEM	DESCRIPTION	UNIT	PRICE	TOTAL	EXTENSION		

*** * * REPAIR ESTIMATE/QUOTE * * ***

EXPIRATION DATE: 00/00/00

CLEAN MACHINE

GUARANTEED LBR 495.00

INSPECT MACHINE

GUARANTEED LBR 294.30

TRANSPORT MACHINE

ESTIMATED LBR 1100.00 *

REMOVE & INSTALL SCRAPER BOWL

SWAP SCRAPER BOWL THE USED BOWL ASSEMBLY WHICH
HAS CHAINS AND FLIGHT SYSTEM FOR LOADING AND
UNLOADING

ESTIMATED LBR 7200.00 *

I hereby authorize the above repair work to be done along with the necessary materials. Ring Power Corporation and its employees may operate above equipment for purposes of testing, inspection or delivery at my risk. An expressed mechanics lien is acknowledged on equipment to secure the cost of all repairs thereto. Ring Power Corporation is not responsible for loss or damage to equipment in case of fire, theft, accident, or any other cause beyond our control. Replaced parts will be held for a period of ten days after work completion. The cost of labor and parts in determining any estimate shall be borne by the customer.

**Estimate
Total****CONT'D****Work Authorized By:**

Ring Power Corporation Estimator

Date

Signature

Print Name

Ring Power**REPAIR ESTIMATE / QUOTE**

This estimate is made subject to buyer's acceptance within (10) ten days from this date. All prices are subject to change without notice, and those in effect on date of shipment shall prevail. Customer will be contacted should estimate exceed 10%.

SOLD TO

COLUMBIA COUNTY PUBLIC WORKS
PO BOX 969
LAKE CITY FL

SHIP TO

32056-0969

#13

ESTIMATE NUMBER	DATE	ESTIMATE	CUSTOMER CODE	CODE	QUANTITY	UNIT	PRICE	TOTAL
0723959	10-10-12	009080		07	C	540	2	2
0723959	10-08-12	1A	1S	10				1
AA	H180S	09PM00139						
QUANTITY	ITEM	DESCRIPTION	UNIT PRICE	EXTENSION				
* * * REPAIR ESTIMATE/QUOTE * * *								
REPAIR DRAFT FRAME								
		QUOTED	PTS	2110.12	*			
		ESTIMATED	LBR	1260.00	*			

REPAIR EJECTOR								
		QUOTED	PTS	986.90	*			
		ESTIMATED	LBR	180.00	*			

REPAIR RIGID HITCH								
		QUOTED	PTS	1125.74	*			
		ESTIMATED	LBR	360.00	*			

		ENVIRO/MISC		300.00	T			
AMOUNT				15412.06				
TAX EXEMPTION LICENSE 858012621855C5								
"TERMS NET 30 DAYS FROM DATE OF INVOICE"								
PLEASE CALL 386-755-3997 IF YOU HAVE QUESTIONS CONCERNING THIS INVOICE								

I hereby authorize the above repair work to be done along with the necessary materials. Ring Power Corporation and its employees may operate above equipment for purposes of testing, inspection or delivery at my risk. An expressed mechanics lien is acknowledged on equipment to secure the cost of all repairs thereto. Ring Power Corporation is not responsible for loss or damage to equipment in case of fire, theft, accident, or any other cause beyond our control. Replaced parts will be held for a period of ten days after work completion. The cost of labor and parts in determining any estimate shall be borne by the customer.

**Estimate
Total**

15412.06

Work Authorized By:

Ring Power Corporation Estimator

Date

Signature

Print Name